



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, May 22, 2019

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Comments
4. Chair's Report
5. Superintendent's Report
6. Consent Agenda
 - a. Minutes
 - April 24, 2019 Exhibit A
 - May 8, 2019 Exhibit B
 - b. Warrants
 - April 26, 2019 Exhibit C
 - May 2, 2019 Exhibit D
 - c. Field Trip Proposals
 - a. National History Day Competition-College Park, Maryland Exhibit E
 - b. Ski Trip for February 2020 to Austria & Munich, Germany Exhibit F
 - c. Spain: Burgos & Madrid-April 2020 Exhibit G
7. New Business
 - a. Student Government Presentation
 - b. Buker Playground Committee: Presentation of Gift for "Phase II" of Buker Playground Project Exhibit H
 - c. Vote to Set Last Day of School as June 14, 2019
 - d. 3-Year Student Transportation Contract Recommendation Exhibit I
 - e. General Contract Recommendation for the Fire Protection System Installation and Fire Alarm System Upgrade at the Winthrop Elementary School Exhibit J
 - f. Nominate HW Ed Fund for MASC Friend of Education Award
 - g. Revisit SC Working Groups Exhibit K
 - h. Donations Exhibit L
 - Axcelis Technologies Inc. \$150.
 - DECA \$4,738.
8. Other
 - a. Topics for next meeting
9. Vote to Adjourn 9:30

David Polito, HWRSC Chairperson

dmb

Knowledge • Responsibility • Respect • Excellence

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, April 24, 2019 7:00 PM**

Present:

Michelle Horgan
Michelle Bailey
David Polito
Gene Lee
Kerry Gertz
Stacey Metternick
Peter Wolczik

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent
Lauren Verge, Student Government Representative
Diane Bucco, Wenham Town Clerk (partial attendance)

1. Call to Order

Dr. Michael Harvey calls the Hamilton Wenham School Committee meeting to order at 7:12 PM.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Citizens' Comments (skipped)**4. Chair's Report (skipped)****5. Superintendent's Report (skipped)****6. Consent Agenda (skipped, but addressed later, as shown below)****7. New Business****A. Meeting to Hear Results of Town Elections**

Exhibit D

Diane Bucco, Wenham Town Clerk, presents the results of Hamilton and Wenham Town Elections, as detailed on page 25 of the [School Committee Packet](#). Ms. Bucco thanks all candidates who ran this year; their willingness to become involved in their communities is admirable, and she encourages continued involvement. She wishes success to newly elected School Committee members: Michelle Horgan, Michelle Bailey, and David Polito. Encourages members to familiarize themselves with the Massachusetts Open Meeting Law, The Conflict of Interest/Ethics law, the Hamilton Wenham Regional School District's Regional Agreement, as well as the town bylaws. Town Clerks Diane Bucco, Wenham, and Andrea Dello Russo, Hamilton, can assist public officials in obtaining these documents if needed.

Diane Bucco states that this meeting is the start of the School Committee's new term. She encourages healthy dialogue, collaborative efforts, and to always use social media wisely and professionally.

Diane Bucco asks Michelle Bailey and David Polito to stand and repeat the oath for School Committee:

I, (David Polito/Michelle Bailey) do solemnly swear that I will faithfully and impartially perform my duties as a member of the Hamilton Wenham Regional School Committee to the best of my knowledge and ability according to the bylaws of Wenham, the Hamilton Wenham Regional School District Agreement, the laws of the Commonwealth, and the constitution of the United States.

Diane Bucco offers her congratulations, and has School Committee members David Polito and Michelle Bailey sign the log of oath. (Michelle Horgan, new School Committee member, was sworn in at Hamilton's Annual Town Meeting).

B. School Committee Reorganization Meeting

Dr. Harvey asks for nominations for chairperson for the Hamilton Wenham Regional School Committee.

Chairperson

Peter Wolczik nominates Michelle Bailey for Chairperson; Stacey Metternick seconds this nomination. Michelle Bailey accepts this nomination.

Kerry Gertz nominates David Polito for Chairperson; Gene Lee seconds this nomination. David Polito accepts the nomination.

David Polito and Michelle Bailey offer statements:

David Polito: He has spent the last year as School Committee chairperson, and believes he can continue in this role. David strongly believes that consistency is of the utmost importance during the next year, a period of transition. David knows what is required of the Chairperson, and is confident in his abilities to remain in this position. Would love to continue moving forward.

Michelle Bailey: She would enjoy being Chairperson for the School Committee. She feels confident in representing the School Committee to the towns and others. She feels all School Committee members have unique qualities to bring forward, and also states that members should all share in responsibility with rotating chairpersons. She would appreciate support in being Chairperson this year.

Stacey Metternick asks candidates to speak on last year's difficulty in the lack of communication. She asks candidates how they might improve this.

David Polito: He feels as though he was quite vocal, making every attempt to be transparent and honest in all communications as Chair last year. He will continue communicating in this way, but is also willing to improve and grow as needed.

Michelle Bailey: Her philosophy is that the committee chair is member among members. She further explains that if the superintendent asked her to keep something in confidence, that she would do so, but she would otherwise keep members in the loop at all times. She notes the ease of doing so given today's technology. She adds that should she plan to present during a meeting, she would ensure members were given access to materials beforehand.

Call for Votes: 3 members in favor of Michelle Bailey; 4 members in favor of David Polito.

DAVID POLITO VOTED IN AS SCHOOL COMMITTEE CHAIRPERSON BY MAJORITY VOTE.

David Polito receives gavel.

Vice-Chairperson

Michelle Bailey nominates Gene Lee for Vice-Chairperson; (no second).

Gene Lee declines this nomination, stating he will not be able to take a leadership role this year.

Gene Lee nominates Kerry Gertz for Vice-Chairperson; (no second).

Kerry Gertz accepts this nomination.

Call for Votes: members unanimously vote in favor of Kerry Gertz.

KERRY GERTZ UNANIMOUSLY VOTED IN AS SCHOOL COMMITTEE VICE-CHAIRPERSON.

Secretary

Michelle Bailey nominates Michelle Horgan for Secretary; (no second).

Michelle Horgan declines this nomination, stating she would prefer to get accustomed to the committee before taking the role.

Peter Wolczik nominates Stacey Metternick for Secretary, Kerry Gertz seconds this nomination.

Stacey Metternick accepts this nomination.

Call for Votes: members unanimously vote in favor of Stacey Metternick.

STACEY METTERNICK UNANIMOUSLY VOTED IN AS SCHOOL COMMITTEE SECRETARY.

Assistant Secretary

David Polito nominates Michelle Horgan for Assistant Secretary; Stacey Metternick seconds this nomination.

Michelle Horgan accepts this nomination.

Call for Votes: 6 members vote in favor of Michelle Horgan; 1 member abstains.

MICHELLE HORGAN VOTED IN AS SCHOOL COMMITTEE ASSISTANT SECRETARY BY MAJORITY VOTE.

C. Subcommittee Reorganization

Subcommittee groups considered by School Committee:

- Capital **Planning/Finance** Subcommittee
- Policy & Legislative Subcommittee
- Negotiations Subcommittee
- Warrant Subcommittee
- Communication Subcommittee

I MOVE THAT HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ESTABLISH THE FOLLOWING SUBCOMMITTEES FOR THE TERM BEGINNING IN APRIL, 2019: CAPITAL **PLANNING/FINANCE SUBCOMMITTEE; POLICY/LEGISLATIVE SUBCOMMITTEE; NEGOTIATIONS SUBCOMMITTEE; WARRANT SUBCOMMITTEE; AND COMMUNICATIONS SUBCOMMITTEE.**

MOTION by Gene Lee; SECONDED by Kerry Gertz.

Michelle Bailey inquires as to whether the subcommittee is "Capital" or Capital/Finance." Subcommittees will determine their charges upon meeting. Warrants subcommittee will be one person, with a backup if needed. Discussion capital/finance subcommittee and intentions on grouping these together last year, as

this would allow prioritizing capital needs that intertwine with financing. The Turf Field has been a consistent priority. Jeff Sands states that capital, finance, and turf field, are all very broad topics, and encourages the School Committee to narrow their scope: focusing on the capital plan in and of itself. Jeff Sands further explains that, by definition, the Turf Field is a capital project, so any Turf Field related issues will default to the capital subcommittee. School Committee decides to vote the subcommittees in as is, and develop charges to present to the entire committee, making any changes as needed. **Stacey Metternick states that we voted in turf field, as part of this subcommittee because there was an outside group doing fundraising and we needed to be able to guide and take ownership.**

Unanimously approved by 7 members present

Warrant Subcommittee

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE WARRANTS SUBCOMMITTEE INCLUDE DAVID POLITO AND MICHELLE HORGAN.

**MOTION by Stacey Metternick; SECONDED by Gene Lee.
Unanimously approved by 7 members present.**

Capital Subcommittee

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE CAPITAL **PLANNING/FINANCE SUBCOMMITTEE INCLUDE STACEY METTERNICK, GENE LEE, AND MICHELLE HORGAN.**

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 7 members present.**

Policy & Legislative Subcommittee

Discussion regarding the time commitments from members on this subcommittee: 1 meeting/month with MASC, about 1-1.5 hours.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE POLICY & LEGISLATIVE SUBCOMMITTEE INCLUDE MICHELLE BAILEY AND PETER WOLCZIK.

**MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Unanimously approved by 7 members present.**

Negotiations Subcommittee

Discussion regarding role of this subcommittee to include Longmeadow and Custodial Union contract.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE NEGOTIATIONS SUBCOMMITTEE INCLUDE KERRY GERTZ, MICHELLE HORGAN, AND DAVID POLITO.

**MOTION by Stacey Metternick; SECONDED by Gene Lee.
Unanimously approved by 7 members present.**

Communications Subcommittee

Discussion regarding scope of responsibilities on this subcommittee. Gene Lee thinks communication should be every school committee member's responsibility, and all members should be assuming more active roles in this regard. Michelle Bailey recommends contacting **Tracy Novick**, MASC, to obtain information on School Committee's responsible use of social media.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE COMMUNICATIONS SUBCOMMITTEE INCLUDE KERRY GERTZ AND DAVID POLITO.

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 7 members present.**

D. School Committee Liaison Assignments
Cutler Elementary School Liaison: Gene Lee
Winthrop Elementary School Liaison: Kerry Gertz
Buker Elementary School Liaison: Peter Wolczik
Wellness Committee Liaison: Michelle Horgan
Miles River Middle School/ HW High School Liaison: Stacey Metternick
SEPAC Liaison: Michelle Bailey

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ASSIGN THE FOLLOWING SCHOOL COMMITTEE LIAISONS: MILES RIVER MIDDLE SCHOOL/ HW HIGH SCHOOL LIAISON: STACEY METTERNICK; BUKER ELEMENTARY SCHOOL LIAISON: PETER WOLCZIK; WINTHROP ELEMENTARY SCHOOL LIAISON: KERRY GERTZ; CUTLER ELEMENTARY SCHOOL LIAISON: GENE LEE; WELLNESS COMMITTEE LIAISON: MICHELLE HORGAN; SEPAC LIAISON: MICHELLE BAILEY.

**MOTION by Stacey Metternick; SECONDED by David Polito.
Unanimously approved by 7 members present.**

6. Consent Agenda (needed to swear in new members)

- A. Minutes
 - March 27 2019 Exhibit A
 - April 10, 2019 Exhibit B
- B. Warrants
 - April 12, 2019 Exhibit C

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA INCLUDING MINUTES FROM 03/27/2019 (EXHIBIT A) AND MINUTES FROM 04/10/2019 (EXHIBIT B), AND WARRANTS FROM 04/12/2019 (EXHIBIT C); THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.

**MOTION by Stacey Metternick; SECONDED by Gene Lee.
Unanimously approved by 7 members present.**

E. Update of School Committee Goals Exhibit E
School Committee members review last year's goals and discuss potential changes in developing this year's goals. Stacey Metternick suggests a new goal, "finalize contracts". Discussion regarding goals, plan going forward, etc. School Committee decides to revisit goals on a later date.

F. (originally G) FY19 Financial Forecast Exhibit G
Jeff Sands reviews the budget forecast to date, detailed on page 247 of the [School Committee Packet](#), providing a very brief budget process overview, explaining that financial forecast continues to be on budget, and another budget forecast will be coming next month.

G. (originally F) Select Interim Superintendent Semi-Finalists

Exhibit F1-F13

David Polito reviews actions, timeline, and next steps to select interim superintendent. David suggests that committee members pick their top 3 candidates in order to narrow down current pool. Members discuss Addendum #1, *Draft questions for Interim **Superintendents***, agreeing to review the questions and meet before interviews to determine which questions to ask.

a. Candidates to be considered

Colannino, Anthony
Dias, Sally
Gallivan, Lori
Joseph Matthew
Kukenberger, Julie
Kustka Susan
Levine, Herbert

McAlduff, William
McGee, Eric 'Chip'
Ruggere, Timothy
Sands, Jeffrey
Stellar, Arthur
Zaleski, Karen

School Committee members decide on semi-finalists: Jeffrey Sands, William McAlduff, Herbert Levine, and Susan Kustka.

Discussion regarding time constraints, scheduling conflicts, arranging for interviews, etc. Michelle Bailey will contact MASC to ensure either Dorothy or Glen's presence, and ask them to book 2 candidates for 2 nights (to choose from 4/30/2019, 05/01/2019, and/or 05/02/2019). Dates of interviews will need to be posted for public by Friday, 04/26/2019.

David Polito thanks all candidates who applied, and encourages those who have applied to re-apply for the permanent position, as the interim position may require different skill sets than the permanent position. Discussion regarding strategy in determining questions to ask, who asks questions, number of questions to ask, interview process and follow up, public input, recording interviews, etc.

Dr. Michael Harvey will ask Donna Bunk to schedule HWCAM to attend semi finalist interviews, with dates to be determined. Kerry Gertz, Vice-Chair, will ask the questions. Stacey Metternick leaves the meeting at 8:52pm. Jeffrey Sands leaves the meeting at 8:59pm.

H. Nominate HW EdFund for MASC Outstanding School Partner Award

Discussion regarding nomination process and intentions in nominating EdFund. Michelle Bailey will bring in the book with information about the nomination next week, and the School Committee can determine how to proceed.

I. Donations

Exhibit H

Arneo Landworks, Inc. - \$9,600.00

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM ARNEO LANDWORKS, INC. IN THE AMOUNT OF \$9,600.00.

MOTION by Michelle Horgan; SECONDED by Michelle Bailey.

Unanimously approved by 6 members present.

Thank you to the Arneo Landworks for this generous donation!

8. Committee Reports

a. Policy

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- b. Capital
- c. Student Representative
 - Red Sox game rained out;
 - DECA leaving this week
 - Candlelight 5/30 @8:00pm, Graduation 06/01 @ 10:00am
- d. Other- School Liaison Updates
 - 4/29/2019 5:30-7:00pm Winthrop Open House
 - 4/30/2019 6:30-7:30pm SEPAC meeting @ Buker School

9. Other

A. Topics for Next Meeting

- School Committee vote for last day of school;
- Student government presentation;
- Kevan Sano report on 8th grade trip to Spain;
- Select interim superintendent finalists;
- EdFund: MASC nomination - Michelle Bailey will bring information;
- Placeholder for communication (to be included as agenda item at the end of every meeting).

10. Vote to Adjourn

9:30pm

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 9:30 PM.

**MOTION by Gene Lee; SECONDED by Kerry Gertz.
Unanimously approved by 6 members present.**

Respectfully submitted May 2, 2019 by Mahala Lettvin, Recording Secretary.

**The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Tuesday, May 8, 2019 7:00 PM**

Present:

Michelle Horgan, Assistant Secretary
Gene Lee
David Polito, Chairperson
Kerry Gertz, Vice Chairperson
Stacey Metternick, Secretary
Peter Wolczik
Michelle Bailey (via telephone)

Also Present:

Mahala Lettvin, Recording Secretary
Dorothy Presser, MASC representative

1. Call to Order

David Polito calls the meeting to order at 7:07 pm.

2. Pledge of Allegiance

All in attendance rise for the pledge of allegiance.

3. New Business

School Committee members discuss finalist Herbert Levine's derogatory statements.

Stacey Metternick opines Mr. Levine should be given the chance to explain his side of the story. **She** believes the committee should proceed.

Kerry Gertz and David Polito both express their disagreement, explicitly stating they are uncomfortable in moving Mr. Levine forward in light of his comments. The School District has values and expectations that do not align in any way with the language Mr. Levine chose. Under any context, the language is inappropriate.

Stacey Metternick states that local news is not always accurate. The article never stated exactly what was said and should be given a chance to give a statement. She knows first hand about false news, as was an article that gave accusations with no back up information which was given by David Polito (the Chair at the time). This can ruin a reputation.

Peter Wolczik supports the interview taking place this evening, adding that Mr. Levine should have opportunity to defend himself. Peter elaborates that he himself suffered from inaccurate representations put forth by local media, and therefore believe Mr. Levine has every right to explain himself, offering a counterclaim.

Heated discussion regarding contextual factors, factual basis, specific language, etc.

Michelle Horgan opines that the language, regardless of context, points to his judgment, noting that Mr. Levine did not have to use the language he chose. Michelle Horgan adds that the Committee is the face of the schools and members are tasked with representing children - every value and every lesson in school contradicts the language of Mr. Levine.

Discussion continues regarding specific language used, contextual basis for language, argument surrounding whether it is ever appropriate for a person in a leadership position to use this language.

Gene Lee states that he cannot be present in an argument attempting to defend use of that word in the particular.

Michelle Bailey (telephonic) asks for clarification on whether the School Committee is trying to amend the agenda, noting that should this be the case, the motion would need a $\frac{2}{3}$ vote in support.

- a. ~~Interview Interim Superintendent Finalist Herbert Levine @ 7:00-7:40pm Exhibit A~~
Finalist not interviewed based on School Committee's above discussion.
- b. ~~Interview Interim Superintendent Finalist Jeffrey Sands @ 7:50-8:30pm Exhibit B~~
Finalist withdrew
- c. ~~Interview Interim Superintendent Finalist William McAlduff @ 8:40-9:20pm Exhibit C~~
Finalist withdrew

I MOVE TO AMEND THE AGENDA AND ELMINATE THE INTERVIEWS.

MOTION by Kerry Gertz; SECONDED by Gene Lee.

Michelle Horgan: Yes

Gene Lee: Yes

David Polito: Yes

Kerry Gertz: Yes

Stacey Metternick: No

Peter Wolczik: No

Michelle Bailey: No

Motion failed, needs 2/3 vote to pass.

David Polito and Kerry Gertz state that they are not willing to be present for the interview.

David Polito leaves at 7:20pm

Kerry Gertz leaves at 7:20pm

Stacey Metternick states that we need to vote in a Chair for this meeting to move forward.

Gene Lee leaves at 7:22pm

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE TAKE A 10-MINUTE RECESS AT 7:23PM.

MOTION by Stacey Metternick; SECONDED by Peter Wolczik.

APPROVED by 2 members Stacey Metternick, Peter Wolczik; OPPOSED by 1 member, Michelle Horgan.

Stacey Metternick attempts to reach Michelle Bailey by telephone at 7:33pm, 7:34pm, 7:35pm. Michelle Horgan notes her intention to leave.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 7:35 PM.

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Unanimously approved by 3 members present.**

Respectfully submitted May 11, 2019 by Mahala Lettvin, Recording Secretary.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2706

Voucher Date: 04/26/2019

Prepared By:



Printed: 04/24/2019 12:24:53 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$22,786.49 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


 Donald Gallant

District Treasurer


 Kevin Mahoney

Assistant District Treasurer


 Designee

School Committee Member


 Jeffrey Sands
Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	\$22,786.49
		\$22,786.49

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2707

Voucher Date: 04/26/2019

Prepared By:



Printed: 04/24/2019 12:30:41 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$328,412.12 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

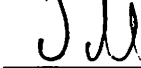
I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer



Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$326,176.62
202	REVOLVING FUNDS	\$49.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$1,321.50
502	PRIVATE GRANTS & GIFTS	\$865.00
		\$328,412.12

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2708

Voucher Date: 04/26/2019

Prepared By:

Donald Gallant

Printed: 04/24/2019 12:36:32 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$93,928.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

JW
Designee School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$77,681.69
202	REVOLVING FUNDS	\$3,610.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$2,640.77
402	STATE GRANTS FY EVEN YEARS	\$52.70
452	CAPITAL PROJECT FY19/FY20	\$9,026.50
502	PRIVATE GRANTS & GIFTS	\$864.00
701	CAFETERIA FUNDS	\$52.70
		\$93,928.36

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1042

Voucher Date: 04/26/2019

Prepared By:

Donald Gallant
Printed: 04/24/2019 11:16:37 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$752,183.04 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Jeffrey Sands
Designee School Committee Member

Jeffrey Sands Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$752,183.04
	\$752,183.04

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 22

Voucher Date: 04/26/2019

Prepared By:



Printed: 04/24/2019 11:36:54 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$10,930.17 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald Gallant

District Treasurer


Kevin Mahoney

Assistant District Treasurer

Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$10,224.96
202	REVOLVING FUNDS	\$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$46.17
301	TITLE I	\$343.20
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$149.61
701	CAFETERIA FUNDS	\$166.23
		\$10,930.17

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1043

Voucher Date: 04/26/2019

Prepared By:

Donna M. Gallant

Printed: 04/24/2019 11:23:36 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$54,256.37 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald Gallant District Treasurer

Kevin Mayhoney Assistant District Treasurer

[Signature]
Designee School Committee Member

Jeffrey Sands Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$54,256.37
	\$54,256.37

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1044

Voucher Date: 04/26/2019

Prepared By:

Donald Gallant

Printed: 04/24/2019 11:31:51 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$383,401.35 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

[Signature]

Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$383,401.35
	\$383,401.35

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2694

Voucher Date: 04/16/2019

Prepared By:

N. Capozzi

Printed: 04/16/2019 12:01:56 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$22,455.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$22,455.00
	\$22,455.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2695

Voucher Date: 04/03/2019

Prepared By:

N. Capozzi

Printed: 04/17/2019 08:46:21 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$250.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

Designee

School Committee Member

Jeffrey Sanders

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$250.00
	\$250.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2696

Voucher Date: 04/04/2019

Prepared By:

H.D. Capozzi

Printed: 04/17/2019 08:49:01 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$393.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant

Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$393.00
	\$393.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2697


Voucher Date: 04/09/2019


Prepared By:

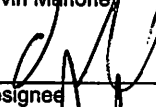
W. Capozzi
Printed: 04/17/2019 08:50:49 AM

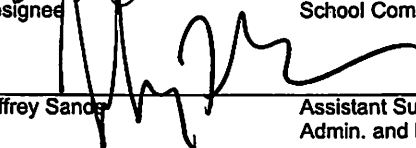
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$285.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald Gallant District Treasurer


Kevin Mahoney Assistant District Treasurer


Designee School Committee Member


Jeffrey Sande Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$285.00
	\$285.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2698

Voucher Date: 04/08/2019

Prepared By: W. Capozzi

Printed: 04/17/2019 08:52:42 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$393.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$393.00
	\$393.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2699

Voucher Date: 04/09/2019

Prepared By:

W. Capozzi
Printed: 04/17/2019 08:57:05 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$17,677.93 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Maloney
Kevin Maloney

Assistant District Treasurer

Designee
Designee

School Committee Member

Jeffrey Sands
Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$17,677.93
	\$17,677.93

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2700

Voucher Date: 04/09/2019

Prepared By:

D. Capozzi
Printed: 04/17/2019 08:59:33 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$92.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Designee
Designee

School Committee Member

Jeffrey Sanders
Jeffrey Sanders

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$92.70
	\$92.70

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2701

Voucher Date: 04/10/2019

Prepared By:

Printed: 04/17/2019 09:05:18 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$3,170.80 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant

District Treasurer

Kevin Mahoney

Assistant District Treasurer

Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$3,170.80
	\$3,170.80

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2702

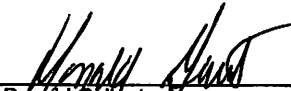
Voucher Date: 04/15/2019

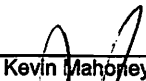
Prepared By:


Printed: 04/17/2019 09:08:11 AM

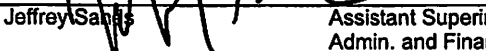
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$18,612.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald Gallant District Treasurer


Kevin Mahoney Assistant District Treasurer


Designee School Committee Member


Jeffrey Santos Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
003 DEBT SERVICE FUND (GF)	\$18,612.50
	\$18,612.50

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2703

Voucher Date: 04/15/2019

Prepared By:

N. Capozzi

Printed: 04/17/2019 09:10:34 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$14,025.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant

Donald Gallant

District Treasurer

Kevin Mahoney

Kevin Mahoney

Assistant District Treasurer

Designee

Designee

School Committee Member

Jeffrey Santos

Jeffrey Santos

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
003 DEBT SERVICE FUND (GF)	\$14,025.00
	\$14,025.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2704

Voucher Date: 04/22/2019

Prepared By:

W. Capozzi

Printed: 04/23/2019 08:52:19 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$1,798,875.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahorley

Assistant District Treasurer

Designee

School Committee Member

Jeffrey Sande

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
003 DEBT SERVICE FUND (GF)	\$1,798,875.00
	\$1,798,875.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2705


Voucher Date: 04/23/2019


Prepared By:


Printed: 04/23/2019 08:53:45 AM

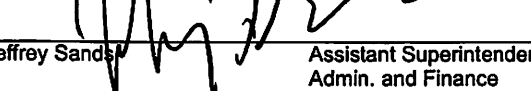
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$426.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald Gallant District Treasurer


Kevin Mahoney Assistant District Treasurer


Designee School Committee Member


Jeffrey Sanders Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$426.00
	\$426.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2711

Voucher Date: 05/02/2019

Prepared By:

W. Capozzi

Printed: 05/02/2019 11:04:45 AM

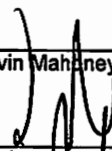
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$389.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Donald Gallant

District Treasurer



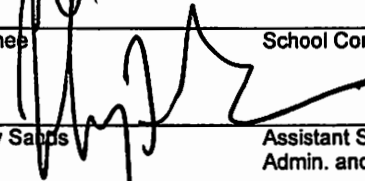
Kevin Mahoney

Assistant District Treasurer



Designee

School Committee Member



Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
202	REVOLVING FUNDS	\$389.50
		\$389.50

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2712

Voucher Date: 05/06/2019

Prepared By:

W. Capozzi
Printed: 05/06/2019 09:05:17 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$275.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Designee
Designee

School Committee Member

Jeffrey Santos
Jeffrey Santos

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$275.00
	\$275.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2713

Voucher Date: 05/07/2019

Prepared By:

H. Capozzi
Printed: 05/07/2019 10:32:07 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$405.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$405.00
	\$405.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2709

Voucher Date: 04/25/2019

Prepared By:

W. Capozzi
Printed: 04/25/2019 10:18:22 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$393.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$393.00
	\$393.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2710

Voucher Date: 04/30/2019

Prepared By:

H. Capozzi
Printed: 05/01/2019 10:44:35 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$20,887.17 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$20,887.17
	\$20,887.17

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1045

Voucher Date: 05/10/2019

Prepared By:

Dimi Gallant

Printed: 05/08/2019 01:23:15 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$773,186.04 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$773,186.04
	\$773,186.04

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 23

Voucher Date: 05/10/2019

Prepared By:

Donald Gallant

Printed: 05/08/2019 01:27:37 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$5,566.53 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Mahoney
Kevin Mahoney

Assistant District Treasurer

Designee
Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$3,465.37
202	REVOLVING FUNDS	\$0.00
301	TITLE I	\$661.56
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$1,328.78
701	CAFETERIA FUNDS	\$110.82
		\$5,566.53

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2715

Voucher Date: 05/10/2019

Prepared By:

Donald Gallant
Printed: 05/08/2019 12:08:45 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$355,905.21 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant District Treasurer

Kevin Mahoney
Kevin Mahoney Assistant District Treasurer

Designee
Designee School Committee Member

Jeffrey Sanders
Jeffrey Sanders Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$344,548.21
100	PRIOR YEAR ENCUMBRANCES	\$16.44
202	REVOLVING FUNDS	\$500.54
205	ATHLETIC/EXTRA CURR REVOLVING	\$7,547.52
301	TITLE I	\$391.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
452	CAPITAL PROJECT FY19/FY20	\$2,307.50
502	PRIVATE GRANTS & GIFTS	\$594.00
		\$355,905.21

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2714

Voucher Date: 05/10/2019

Prepared By:

Donald Gallant

Printed: 05/08/2019 12:04:10 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$19,904.96 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald C. Gallant
Donald Gallant District Treasurer

Kevin Mahoney Assistant District Treasurer

Designee School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
701 CAFETERIA FUNDS	\$19,904.96
	\$19,904.96

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2716

Voucher Date: 05/10/2019

Prepared By:

John A. Gallant
Printed: 05/08/2019 12:14:59 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$84,864.88 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant
Donald Gallant

District Treasurer

Kevin Maloney
Kevin Maloney

Assistant District Treasurer

Jeffrey Sands
Designee

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$71,537.15
202	REVOLVING FUNDS	\$1,178.30
205	ATHLETIC/EXTRA CURR REVOLVING	\$4,544.54
302	94-142 IDEA 240	\$4,137.99
402	STATE GRANTS FY EVEN YEARS	\$3,446.00
502	PRIVATE GRANTS & GIFTS	\$20.90
		\$84,864.88

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: 5/2/2019
 Faculty Sponsor: Kristen Borges Position: 6-12 Social Studies Curriculum Coordinator and History Teacher

I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____
☐ Athletics - Sport: _____
☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☒ Out-of-State/Domestic Overnight Trip - ☒ Academic ☐ Extracurricular - Destination: National History Day Competition
☐ International Trip (extracurricular only) - Destination: College Park, Maryland

Departure Date: 6/9/2019 Time: 6:00 am Return Date: 6/13/2019 Time: 10:00 pm
 Number of Students Eligible: 7 Class/Group: US and World History I + II
 Faculty Sponsor: Kristen Borges
 Other Faculty/Staff chaperones: Parents and MA State History Day Teachers and Staff
 Other chaperones: _____
 Mode of Transportation: Coach Bus Number: _____
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost: <u>\$65.00 (covered)</u>	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges: <u>\$150.00 (covered)</u>	7. Other Sources of Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost: <u>\$392.00</u>	8. Amount Available: <u>\$215 covers registration + Transportation</u>
4. Other (specify): _____	9. Are Student Activity Funds being used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Total student cost: <u>\$392.00</u>	10. If yes, amount bring used: \$ _____

III. Attachments

1. Copy of Parent Letter with meeting date: <input checked="" type="checkbox"/>	5. Travel Costs & Refund Policy: <input checked="" type="checkbox"/>
2. Itinerary: <input checked="" type="checkbox"/>	6. Travel Insurance Policy (if applicable): _____ Cost: _____
3. Security features for transportation & accommodations: <input checked="" type="checkbox"/>	7. Pre and Post Trip Activities: _____
4. Arrangements for meals and lodging: _____	8. Other Descriptive Information: <input checked="" type="checkbox"/>

IV. Approvals

Department Chairperson or Field Trip Requestor: Kristen E. Borges Date: 5/2/2019
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal:  Date: 5/2/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: _____ Date: _____

HWRSD Committee Action: Vote - Yes _____ No _____ Abstain _____ Date: _____

Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies “School-Sponsored Field Trips” H8015 for the complete policy; this is an excerpt from that policy.

APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
 2. Description of the process that will be used to determine student eligibility.
 3. Estimated number of students expected and percentage of eligible students participating.
 4. Cost per student (if applicable).
 5. Mode of transportation and schedule.
 6. Ratio of chaperones/teachers to students
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
 8. Description of security features for transportation and accommodations.
 9. Means of financing.
 10. Draft copy of any contract and refund policies associated with the trip.
 11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
 12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
 13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent’s Office.
 14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited.
- *Additional information may be requested from the appropriate authority prior to making a decision.*
- *Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.*

DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians.

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent’s/guardian’s expense. In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.
3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

D. APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

- ✓ 1. Proposed dates and itinerary.
- ✓ 2. Description of the process that will be used to determine student eligibility.
- ✓ 3. Estimated number of students expected and percentage of eligible students participating.
- ✓ 4. Cost per student (if applicable).
- ✓ 5. Mode of transportation and schedule.
- ✓ 6. Ratio of chaperones/teachers to students
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
- ✓ 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
- ✓ 8. Description of security features for transportation and accommodations.
- ✓ 9. Means of financing.
- ✓ 10. Draft copy of any contract and refund policies associated with the trip.
- ✓ 11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international
- ✓ 12. Discipline of Students & Field Trips (F) Section must be included in all field trips.



National History Day 2019 Contest Schedule

(Subject to change)



Sunday, June 9

Event

Location

9:00 a.m. - 8:00 p.m.

Registration; exhibit set-up

Stamp Student Union:
Colony Ballroom; Grand Ballroom,
Atrium
McKeldin Mall

6:30 p.m.

Welcome ceremony

Monday, June 10

8:00 a.m. - 9:30 a.m.

Late Registration – Juniors

Stamp Student Union

8:00 a.m. - 9:30 a.m.

Exhibit set-up – Juniors & Seniors

Stamp Student Union

8:00 a.m. - 3:00 p.m.

Registration – Seniors

Stamp Student Union

9:00 a.m. - 4:00 p.m.

Teacher Workshops

Shoemaker 2102

10:00 a.m. - 4:00 p.m.

Judging – Juniors

See entry list for locations

5:30 p.m. - 9:00 p.m.

Exhibit set-up – Seniors

Grand Ballroom

7:30 p.m. - 10:30 p.m.

Public viewing – Exhibits

Stamp Student Union

7:30 p.m. - 10:30 p.m.

Teachers' Social

Visitor's Center

Student dance

Reckord Armory

Tuesday, June 11

8:00 a.m. - 9:30 a.m.

Late registration – Seniors

Stamp Student Union

8:00 a.m. - 9:30 a.m.

Exhibit set-up – Seniors

Grand Ballroom

9:00 a.m. - 4:00 p.m.

Teacher Workshops

Shoemaker 2102

10:00 a.m. - 4:00 p.m.

Judging – Seniors

See entry list for locations

7:00 p.m. - 9:00 p.m.

Public viewing – Exhibits

Stamp Student Union

5:00 p.m. - 10:00 p.m.

Junior Performance and

Stamp Student Union

Documentary finals

Wednesday, June 12

8:30 a.m. - 12:30 p.m.

Senior Performance and

Stamp Student Union

Documentary finals

9:00 a.m. - 9:00 p.m.

Public viewing – Exhibits

Stamp Student Union

10:00 a.m. - 5:00 p.m.

Exhibits Displayed at NMAH

Washington, DC

5:00 p.m. - 9:00 p.m.

Exhibit take-down

Stamp Student Union

Thursday, June 13

7:00 a.m. - 8:30 a.m.

Exhibit take-down

Stamp Student Union

8:30 a.m. - 12:00 p.m.

Awards Ceremony

Xfinity Center

12:00 p.m. - 1:00 p.m.

Pick-up Certificate Packets

Heritage Hall, Xfinity Center

12:00 p.m. - 5:00 p.m.

Exhibit take-down

Stamp Student Union

1:00 p.m. - 3:00 p.m.

Check out of residence halls

Fees for 2019 National History Day Competition

- **7 Students**

- **Total Student Cost:** \$607.00 per student * 7 = \$4,249.00
- **Breakdown of Costs:**
 - Paid to Massachusetts History Day
 - Registration Total: \$65.00 per student
 - Includes transportation (Round-trip coach bus to College Park, Maryland, daily trips into DC, and evening tour of the memorials), opening and award ceremony t-shirts, pins, and ballgame ticket.
 - Paid to National History Day
 - Total: \$542.00 per student
 - Registration: \$150.00
 - Room and Board: \$392.00 (Includes lodging in dorms - check in: 6/9/2019 check out: 6/13/2019 and meals: 4 dinners, 3 lunches, 4 breakfasts)

- **1 Teacher (Kristen Borges)**

- **Total Teacher Cost:** \$522.00
- **Breakdown of Costs:**
 - Paid to Massachusetts History Day
 - Registration Total: \$130.00 per teacher
 - Includes transportation (Round-trip coach bus to College Park, Maryland, daily trips into DC, and evening tour of the memorials), opening and award ceremony t-shirts, pins, and ballgame ticket.
 - Paid to National History Day
 - Total: \$392.00 per teacher
 - Registration fee **waived due to grant from Massachusetts Cultural Council**
 - Room and Board: \$392.00 (Includes lodging in dorms - check in: 6/9/2019 check out: 6/13/2019 and meals: 4 dinners, 3 lunches, 4 breakfasts)

May 2, 2019

Dear Parents,

Congratulations on the great accomplishment of your child in achieving the national level of competition of National History Day. Our students are now in the top 1500 projects out of an original 600,000 students who entered!

The total cost of attending History Day is \$607.00 (\$542.00 to the nationals online, and \$65.00 to the state coordinator includes bus transportation, 2 T-shirts, pins, and baseball game). The Hamilton-Wenham Regional School district has graciously agreed to cover both the national registration fee of \$150.00 and the \$65.00 state fee to help defray the cost. We will hold a parent meeting on Thursday May 9, 2019 at 6:00 pm in Room 100 at the high School where we will review the logistics of the trip. As mentioned in the material your child received, the competition is June 9-13, 2019. I will be accompanying our students to College Park and chaperoning our students the entire time.

Itinerary

Sunday June 9, 2019	Depart Massachusetts (Woburn Theaters) Arrive College Park, Maryland Opening Ceremonies	6:00 am 3:00 pm 7:00 pm
Monday June 10, 2019	Junior Division Competition Senior Division Tour Washington, DC Student Social	10:00 am - 4:00 pm 8:00 am - 3:00 pm 7:30 - 10:30 pm
Tuesday June 11, 2019	Senior Division Competition Junior Division Tour Washington, DC Baseball Game	10:00 am - 4:00 pm 8:00 am - 3:00 pm 5:00 pm - 11:00 pm
Wednesday June 12, 2019	Senior Performance and Documentary Finals Tour Washington, DC Evening Monument Tour of DC	8:30 am - 12:30 pm 1:00 pm - 4:00 pm 6:00 pm - 10:00 pm
Thursday June 13, 2019	Awards Ceremony Depart College Park, Maryland Arrive Woburn, MA	8:30 am - 12:00 pm 1:00 pm 9:00 - 10:00 pm

All transportation in and out of Washington will be by coach bus. Students will travel home after the morning awards ceremony on Thursday, June 13th. I am traveling on the bus and staying in the dorms so I will be with the students at all times.

There are about 60 students and 15 chaperones from all the Massachusetts schools traveling to Washington (College Park) on two coach buses for the competition. All student equipment, luggage, and props will fit on the buses. The Massachusetts students and chaperones will be staying in dorms but we are unsure about which dorm at this point. The expectation is that students will ride to the University of Maryland and back on the bus and stay in the dorm with the other members of the Massachusetts delegation. Keeping the students together makes it easier to coordinate events with all the students from our state. We have meetings for the Massachusetts students and chaperones each evening in the dorm for this purpose. Keeping students together also builds a supportive, positive spirit that helps everyone feel part of the group. **If you intend for your child not to ride on the bus or not stay in the dorm,**

please let me know immediately. As mentioned in the other material you received, parents are welcome to attend the competition as well as any of the tours around Washington.

I've attached NHD's registration information directions to this letter. Please read through the instructions carefully BEFORE you begin to register.

Please plan on attending the parent meeting on Thursday May 9th at 6:00 pm in Room 100. If you have questions in the meantime, send me an email (k.borges@hwschools.net).

Thank you so much for the support you give your child and the other students. It certainly is wonderful to see good things happen when students work so hard!

Sincerely,


Kristen Borges

☐ I affirm I have read the National History Day *Student Standards of Conduct* and *Refund Policy*. I am aware of the consequences if my student violates the Student Standards of Conduct. I am also aware of the refund policy dates.

Signature

Date

Print Name

STUDENT STANDARDS OF CONDUCT

Students are expected to conduct themselves, both in person and online, in a manner that brings credit to themselves, their schools, and the affiliates they represent. Chaperones are responsible for the behavior of the students in their charge.

NHD Rules and Policies for NHD Participants

National History Day is concerned not only for the safety and well-being of students, but also for upholding the wishes of parents, teachers, school principals, and the many supporters who have a vested interest in the students' participation. As guests at the University of Maryland, you are expected to abide by the same rules the University has established for its students. To ensure that your stay is pleasant and trouble-free, you must observe the following rules:

1. You may not physically harm, threaten to harm, or harass any person, including provoking and/or engaging in physical fights or malicious pranks.
2. Alcoholic beverages or other drugs are expressly prohibited except those prescribed by a doctor.
3. Possession of any weapons, firecrackers, or other flammable materials is prohibited.
4. You may not tamper with the fire system or fire safety equipment. You may not set or fuel a fire of any size.
5. You are responsible for complying with the requests of all chaperones and University of Maryland officials, including cooperating in cases where you are aware of rules being broken by other students.

For Students Staying In Dorms

6. Male students are not permitted to visit female students in their dormitory rooms and vice versa. Socializing may take place in the lounges of the residence halls as well as on the rest of the campus.
7. You may not yell from or hang out of room windows. You may not throw or drop objects from room windows.
8. Curfew is midnight every night and will be strictly enforced. That means you should either be in your room or (with the permission of your chaperone) in the lounge on your floor. If any chaperone asks you to go to your room, you should go.
9. You may not enter other students' rooms without their invitation or explicit permission.
10. You may not create excessive noise or disruptions that interfere with NHD activities and/or operation of the dormitories. Quiet hours will be observed from 12:00 AM to 7:00 AM every day. During this time, please be especially quiet and considerate to allow others to sleep.
11. You may not bring any animals into the dormitory except when required to assist persons who are physically challenged.
12. You may not cook except in the designated kitchen areas.

Students who violate any of these rules will be subject to punishment, up to and including: being asked to leave the dormitories, immediately being sent home at their parents' expense, financial restitution, and disqualification from the National History Day contest.

NOTICE -- NOTICE -- NOTICE

Campus police are advised that all students unaccompanied by an adult must be in the residence halls by midnight each night.

EXPECTATIONS OF DORM CHAPERONES

Chaperones must be familiar with the rules and policies for dormitory occupants listed on the preceding *Student Standards of Conduct* page. Chaperones have the following responsibilities:

- Chaperones are responsible for the behavior of the students in their charge according to the published rules. Hence, chaperones will stay in the same building with their students. They will be generally available while the students are in the residence halls so that any rule infractions by their group can be handled in a timely manner.
- Chaperones are responsible for enforcement of published rules with any NHD student participant throughout the campus community during their stay.
- Should a chaperone encounter problems, the first contact will be the Dorm Coordinator designated by NHD (for that particular building) Dorm coordinator information is available at the check-in desk in LaPlata Hall (301-314-5275).
- Chaperones act as liaisons between NHD and University of Maryland staff. They will be working in cooperation to confront problems as they are encountered in the residence halls.
- Chaperones will be visible on the floor where their students are lodging both at curfew time and afterwards. Chaperones should make sure that students are in their rooms or in the lounge on their floor at curfew time and afterwards and that they observe "quiet hours" from 12:00 AM to 7:00 AM.
- Chaperones will assist the Dorm Coordinator in clearing the lobby, elevators and stairwells, and other public areas at curfew time. This system will be worked out by the Dorm Coordinator and the chaperones at the start of the group's stay at the University of Maryland.

Chaperones, the Dorm Coordinator and/or University of Maryland staff can make a recommendation to the NHD Executive Director for disciplinary action to be taken against any NHD student, including being asked to leave the dormitories, immediately being sent home at his or her parents' expense, financial restitution, and disqualification from the National History Day contest.

REFUND POLICY

If a participant (student, parent/guardian, teacher, etc.) is unable to attend the National Contest due to unforeseen circumstances, please contact the NHD Finance Manager at 301-314-8570 or lorena@nhd.org.

Every effort will be made to accommodate the cancellation and refund of your housing, meals, or any extra contest fees.

If a cancellation request is received prior to May 31, NHD will provide a full refund for housing, meals, and extra contest fees, minus an administrative fee of \$50. Student and Teacher registration fees are non-refundable.

Partial Refund

After May 31, NHD reserves the right to charge the participant a fee equal to 25% of the charged amount.

After June 5, no refund of fees will be provided.

Cancellation/Refund Requests

Please email a request for cancellation/refund to lorena@nhd.org.

Cancellations or refund requests must contain the following:

- first name & last name
- address
- telephone number
- email address
- List of charges that were paid (registration costs, housing, meals, extras). This list of charges must be identical to the information originally submitted in your registration.

Please provide current contact information in case questions arise regarding your cancellation/refund request. Write "National Contest Cancellation/Refund" in the subject line of your email. You may call 301-314-8570 to confirm receipt of email one business day after you send it.

Massachusetts History Day Chaperones and Background Checks

The *Massachusetts Historical Society* requires that **all adults (teachers, parents, and volunteers) taking the bus with students and all adults planning to enter the dorms at the University of Maryland (as lodgings or to visit other groups) during our time in Maryland complete a background check with us.** This background check is MANDATORY for anyone over 18 who is not a student and is planning to do either of these activities—we cannot allow adults on the buses or in the dorms without a completed background check. This is necessary to ensure the safety of the students travelling with us.

Please submit the completed “Background Check Authorization Form” and “Personal Data Form” by Wednesday, May 15th. **If *Massachusetts Historical Society* does not receive your forms you will not be allowed on the bus or given permission to stay in the dorms.** This applies to teachers, chaperones, parents, family members, and other guests. This check is different from CORI, so if you have a CORI you will still be required to complete our background check.

Note: If you travelled with MHD last year and completed a background check, that check is still good and you will not be required to renew at this time.

Adults will be automatically disqualified from travelling on the bus or staying in the dorms for the following reasons:

Automatic disqualification:

- Crimes against Children
- Felony offenses against persons
- Felony offenses against the family
- Crimes defined as public indecency
- Crimes using weapons
- Arson
- Any violent crime or felony drug-related offense other than those identified below
- Classification as a Registered Sex Offender
- Residing on the same premises as a Registered Sex Offender

Any information obtained during this check is confidential, and MHS staff is only alerted if any of the above highlighted issues arise. Please read the attached Prevention Policy documents for further details on issues that might be flagged and how they are managed.

If for some reason you are not comfortable completing this background check, you may still attend National History Day, but you will have to take alternative transportation to Maryland and cannot stay in the dorms. (If you have already indicated that you are taking the bus and/or staying in the dorms but will not be completing a background check, please let MHS know as soon as possible.)

If you have any questions or concerns about the background check process, please let MHS know. They are happy to discuss their abuse prevention policies and discuss alternatives with you if this poses any challenges.

Frequently Asked Questions

Q. I only plan on traveling on the bus to tour Washington, DC with my child. Do I still have to fill out a background check?

A. Any adults planning to take MHD buses at any point, need to complete our background checks. This includes taking the buses into DC for a day, or going to the baseball game or evening monument tour.

Q. I do not feel comfortable sharing my SS# with *Massachusetts Historical Society*. Is there another way to complete this background check?

A. If you would rather submit your info directly, you can send MHS these forms without the addresses or SSN, and they will send you an invitation to the background check's self-service portal where you can submit your info directly. However, MHS won't be able to cover the fees this way, so you will have to pay a fee in this instance for every record they pull (so it will cost more if you have moved a lot). The fees start at \$12.95 and will be about the same for each additional record pulled.

Q. How do I submit my background forms to MHS?

A. You can either send them to MHS by email or fax (617.859.0074), or via snail mail (Massachusetts Historical Society, attn. Kate Melchior, 1154 Boylston St, Boston MA). If you send documents by fax, please email Kate or call her before you send them so she can know to go pick them up immediately.

**Massachusetts
Historical Society**
Founded 1791

Massachusetts Historical Society Center for the Teaching of History
including Massachusetts History Day and National History Day competitions

AUTHORIZATION FORM

I have read and understand the foregoing Disclosure, and authorize Massachusetts Historical Society to obtain and rely upon consumer reports or investigative consumer reports concerning me. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

I also consent to have any legally required notices sent electronically.

Printed Name

Applicant Signature

Date

INDIVIDUALS WHO ARE OR WILL BE VOLUNTEERS IN MASSACHUSETTS

- ☐ By checking this box, you are acknowledging that you have been informed of your right to request a copy of the investigative consumer report we obtained on you and you are exercising your right to obtain a copy of that report.

Massachusetts Historical Society

Founded 1791

Massachusetts Historical Society Center for the Teaching of History
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DISCLOSURE FORM TO OBTAIN CONSUMER REPORTS FOR VOLUNTEER PURPOSES

Please Read Carefully Before Signing the Authorization

In considering you for volunteering, The Massachusetts Historical Society may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: www.intellicorp.net.

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

Security Plan for National History Day Competition University of Maryland, College Park, Maryland

- A 7 to 1 ratio of chaperones/teachers to student as per rules of Hamilton-Wenham School Sponsored field trip policy.
- Chaperones are Kristen Borges Massachusetts State History Teachers. (Massachusetts travels as a state delegation.)
- Chaperones have cell phones and numbers have been shared with the parents.
- Our group is part of the Massachusetts State Delegation that includes approximately 20 chaperones who are with the students at all times.
- Massachusetts State Delegation coordinators hold an evening meeting each night where they go over the itinerary for the next day.
- Students check in with their teacher every time we move, transition or need to disperse information.
- A strict itinerary/timeline/schedule of events has been shared with students and parents.
- Name of dorm and information will be provided to parents.
- All meetings are held in the dorm where students will be staying.
- University of Maryland security will patrol dorm hallways in the evening.
- The dorm entries are locked and can only be accessed through security card 24-7.
- There is a person stationed at the front desk 24-7.
- All students are scheduled throughout the day in meetings with a strict curfew for night.
- Bed check will take place each night after curfew.
- Many of our district's parents will also be accompanying their students on this trip.



Massachusetts History Day

PLEASE GIVE THIS LETTER YOUR IMMEDIATE ATTENTION!

April 2019

Dear State History Day Winner,

Congratulations! Your hard work, dedication, and commitment have served you well. We encourage you to take your work to the next level and compete with other state winners from around the country in the national contest at the University of Maryland at College Park. We will be traveling down by coach bus on **Sunday June 9th** and returning on **Thursday, June 13th**. Your parents and teachers are invited to join you.

The following letter and NHD packet have important instructions on how to register for Nationals, options for lodgings and travel, payment, and more. Please make sure you read through everything **CAREFULLY**. If you have any questions, contact MHD State Coordinators Kate Melchior and Elyssa Tardif at education@masshist.org or 617-646-0588.

IMPORTANT: If you are not planning to attend NHD Nationals, please email us at education@masshist.org as soon as possible so we can invite the honorable mention project in your place!

If you have any questions please feel free to contact us at education@masshist.org or 617-646-0588.

Best of luck, and we can't wait to see you at Nationals!

Kate Melchior
State Coordinator for Massachusetts History Day

HOW TO REGISTER FOR NATIONALS

As with the State Contest, you will receive an email link to your National Registration account. To begin registration for the NHD National Contest, please click on the link within the email sent to you either by the online registration system, depending on whether you have registered for a previous contest online. **If you do not receive a link by Friday, April 13th, please email registration@nhd.org.**

Before you register, download and read the NHD Registration Instructions, which can be found at www.nhd.org/register.

For technical support issues, please email it@nhd.org or call the National History Day office at 301-314-9739.

For general registration and contest questions, please contact the National History Day office at 301-314-9739, or send an email to registration@nhd.org.

TRAVEL & LODGING

PLEASE FILL OUT THIS FORM by Sunday, April 21 to indicate your travel and lodging plans.

Our Massachusetts delegation travels to Maryland via two coach buses. Students, teachers and guardians are most welcome to join us. **Priority for spaces is given to students and their chaperones.** Most people who have been to nationals would agree that, especially for students, this trip is a big part of the History Day experience. You can let us know if you plan to join us via this [Google Form link](#) mentioned above. More information about bus schedules and planned stops will be sent out as the contest approaches.

We will also transport projects, props, equipment and luggage with us—you **do not need to ship any project materials to NHD.**

We will arrange for you to visit Washington, D.C., on the off days when you are not being judged. If you have family members attending the contest, they will be welcome on our trips into Washington. We will also attend a baseball game! More details will come in an email that you will receive in early June.

The University provides accommodations for the History Day group in their dormitories. Most of our students and teachers take advantage of the housing, as do some of our parents. Their housing packages also include a meal card that will get you all of your meals at the University. You can select and pay for your lodging and meals in your online registration portal (see NHD instruction packet).

Questions regarding housing and meals should be directed to NHDhousing@umd.edu, or call Conferences and Visitor Services at 301-314-6637.

IMPORTANT: If you are coming on the bus and plan to stay in the dorms, select Lodging and Meal Package 2. This covers the dates we are attending NHD as a delegation.

Lodging and Meal Package 2: \$392 per person

Check-in: June 9

Check-out: June 13

Meals: Dinner June 9 thru Breakfast June 13

The same price package applies to students, teachers, chaperones, and any others planning to stay in on-campus housing.

REGISTRATION FEES

Registration fees are paid via the National History Day online registration portal. These prices are set by the National Office and the price is per student.

Students: The registration fee is \$150 per student.

Teachers: With generous support from the Mass Cultural Council, Mass History Day will be subsidizing the teacher registration fee of \$60 for all teachers attending Nationals, so teachers will not pay a registration fee.

Note: Teachers still need to go through the checkout process in order to register. A coupon code will automatically be applied to your purchase when you check out.

If teachers are going through the checkout process and do not see the coupon item applied, it could be that they are not properly associated with the Massachusetts affiliate. They can check this by viewing their profile. To do so, they need to log in to their account and click on their name in the top right corner and choose "My Profile." Then click on the "Basic Info" tab. Scroll to the bottom and they will see the affiliate listed on the bottom left. If it is incorrect, they can change the affiliate and click "Save."

ADDITIONAL FEES:

The following fees are related to bus travel, MHD supplies, and activities with the Massachusetts contingent. We will be setting up an online store to purchase these items, and you will receive an email with further instructions shortly.

Students:

- **All students must pay a fee of \$40** to the Massachusetts History Day program. This fee covers student activities during the week, T-shirts and pins, and other supplies provided by MHD.
- Students taking the bus will pay an additional \$25.

Teachers:

- All teachers taking the bus must pay \$130, which also includes two T-shirts and tickets to a baseball game
- Teachers not taking the bus may purchase T-shirts through the online store for \$15 each.

Non-Teacher Chaperones:

- Parents, guardians, and other family members taking the bus must pay \$150. They can also purchase T-shirts through the online store for \$15 each.

IMPORTANT DATES

Monday, April 15: Deadline to fill out the Registration Form

Monday, April 15: Deadline to sign up for Student Workshop and Virtual Feedback Session

Student Workshop: Saturday, April 27th from 9:00 AM-1:00
(Concord Museum)

Winners Celebration: Sunday, May 5th from 9:30-11:00 AM
(Edward M. Kennedy Institute)

Deadlines for the National History Day Contest in Maryland

Friday, April 5: Registration Opening Date

Tuesday, May 14, 11:59pm EDT: Registration Closing Date

Tuesday, May 14, 11:59pm EDT: Website Lock-Out Date

Tuesday, May 14, 11:59pm: Paper Upload Date

Due to NHD Before Contest (must be received in the office):

LET'S CELEBRATE! JOIN US AT THE E.M.K. INSTITUTE ON MAY 5!

We will be holding a celebration for our National History Day Massachusetts State Winners on Sunday, May 5th from 9:30-11:00 AM at the **Edward M. Kennedy Institute** (210 Morrissey Blvd, Boston, MA 02125). Winners will enjoy a breakfast spread, attend a short recognition program, and then have the opportunity to explore the EMK Institute with their families. Free parking is available.

Please RSVP via the [Google Form](https://forms.gle/vGqL9Cy9MVzWxtvr7) so that we can get a general head count for the event!
(<https://forms.gle/vGqL9Cy9MVzWxtvr7>)

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High SchoolDate Submitted: April 9, 2019Faculty Sponsor: Kevan SanoPosition: 6-12 Curriculum Leader,
Spanish teacher, Ski Club
advisor**I. Trip Information:**

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____
- ☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____
- ☐ Athletics - Sport: _____
- ☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____
- ☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____
- ☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____
- ☒ International Trip (extracurricular only) - Destination: Austria - Innsbruck and

Departure Date: 2/15/2020 Time: 5:30 pm Return Date: 2/23/2020 Time: 5:30 pmNumber of Students Eligible: 18 Class/Group: 10-12 Intermediate/ advanced skiers/boardersFaculty Sponsor: Kevan SanoOther Faculty/Staff chaperones: Tate ShippenOther chaperones: Geof O'BrienMode of Transportation: Iceland Air and local bus services Number: _____Airlines/Flight/Ground Transportation: Iceland Air / local bus services**II. Estimated Expenses**

1. Transportation Cost See attached - inclusive price	6. Financial Assistance Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2. Admission Charges:	7. Other Sources of Funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Lodging & meals cost: <u>Included</u>	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>\$2900</u>	10. If yes, amount bring used: <u>\$1800 to supplement</u>

III. Attachments

1. Copy of Parent Letter with meeting date: <u>✓ TBD</u>	5. Travel Costs & Refund Policy: <u>included</u>
2. Itinerary: <u>once approved</u>	6. Travel Insurance Policy (if applicable): <u>Cost: included</u>
3. Security features for transportation & accommodations: <u>✓</u>	7. Pre and Post Trip Activities: <u>meetings</u>
4. Arrangements for meals and lodging: <u>included</u>	8. Other Descriptive Information:

IV. ApprovalsDepartment Chairperson or Field Trip Requestor: Kevan Sano Date: 4/9/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirementsPrincipal: [Signature] Date: 4/22/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: _____ Date: _____

HWRSD Committee Action: Vote - Yes _____ No _____ Abstain _____ Date: _____

Hamilton-Wenham Foreign Language Department
775 Bay Road
Hamilton, MA 01982

April 3, 2019

Dear Dr. Harvey,

Having successfully organized several student tours (past and present) I would like to start the process for a ski Austria trip in 2020. I am a little late getting this to you and I am hopeful you will support this trip and move it through the process as quickly as possible.

I would like to purpose the following trip:

2020 February –Ski Austria Feb. 15-23, 2020 School Vacation

Limited to intermediate and expert skiers or boarders (18 students maximum 6:1 student/teacher)

Lead Chaperone Kevan Sano and other chaperones to be determined

This trip will be customized to optimize the benefits for our students.

We expect the student participants of any international trip to achieve the following educational benefits:

1. Concentrated exposure to native speakers
2. Opportunity to speak the target language over an extended time period
3. Direct observation of the target culture and everyday life
4. First-hand experience of some of the sites important to target culture and history, literature and art

In addition to skills that are directly applicable to a foreign language classroom, students who participate in this field trip will also gain considerable collateral benefits. Some of these include:

1. Learning to make group decisions and adapt to others
2. Examining and learning to overcome language/ cultural barriers
3. Developing a sense of personal independence and ability—dealing with officials, exchanging money, making decisions.

I thank you in advance for your time and consideration of this matter.

Sincerely,

Kevan Sano-O'Brien

Dear Parents:

Your son or daughter has expressed an interest in traveling to Innsbruck, Austria with Ms. Sano, coordinator of the Alpine Athletics Club. The trip itinerary has been designed specifically for Hamilton - Wenham students. For several years, student skiers and boarders have asked that we run a European Ski/board trip; here is your opportunity to ski/board at the Stubai Glacier and other world renown ski resorts located within minutes of the Olympic city of Innsbruck. The proposed dates for the trip are February 15 - 23, 2020. The projected cost will be \$2900; payable in three installments, \$500 to be paid with completed permission form and submitted before June 10th 2019, \$600 to be paid by September 15th , 2019 and the balance to be paid by December 1st , 2019. You may make monthly installments as well.

The program fee includes:

- Round trip airfare on Iceland Air from Boston to Munich
- Extra checked bag = ski bag/ board bag
- Airline tax and fuel surcharge
- 6 nights lodging at Hotel Grauer Baer**** <http://grauer-bar-innsbruck.hotel-rn.com/?l=gg1>
- 4 days of skiing/ boarding at local ski areas
- 1 Excursion trip to be decided by group
- Tyrolean Party
- 1 night lodging at the Regent Hotel**** in Munich, Germany
- Guided tour of Munich
- Dinner in Munich
- 7 European breakfasts (buffet) and 6 dinners daily (Dinners are multi-course gourmet meals)
- transfers and inter-city transportation
- full-time guide services Gratuities for guides included
- Travel Insurance
- Transportation from Hamilton -Wenham to and from the airport

Not included:

- Lunches and snacks while skiing
- Spending money for souvenirs, gifts and lunches (suggested \$300)

We are planning a ski/board trip for a group of students who will be serious about the hazards of skiing/board, who want to experience a unique winter experience and who have the ability to ski intermediate and advanced terrain. **This trip is NOT for NOVICE skiers or boarders. See level explanation** Priority will be given to seniors and juniors who have participated in other Alpine Athletics ski/board programs.

Our group size is limited to 21 (18 students and 3 chaperones) This trip is being sponsored by Ski93.

Present Schedule

Iceland Air				
2/15/20	630FI	8:30pm	6:30am	Boston to Reykjavik Iceland
2/16/20	532FI	7:20am	12:05pm	Reykjavik to Munich Germany
2/23/20	533FI	1:05pm	4:00pm	Munich to Reykjavik Iceland
2/23/20	631FI	5:00pm	5:35pm	Reykjavik to Boston

Possible Meeting Date - May 23

Airline Penalties:

Passenger names are required 3 months prior to departure. Names must be spelled exactly how they appear on each individual passport (ex. maiden name, middle initial etc). You may make name changes up until 45 days prior to departure without penalty. Name changes once ticketed will be charged \$150.00 per ticket change.

At 90 days prior to departure if you do not utilize 90% of your requested airline seats a \$125.00 fee per seat will be applied.

If a ticket has been issued and needs to be cancelled, there is a \$200.00 penalty.
Any deviations are charged a minimum of \$50.00.

Land Penalties: apply if a traveler cancels without a replacement

90 to 30 days prior to travel:	\$250.00 per person
30 to 15 days prior to travel:	\$400.00 per person
15 to 0 days prior to travel:	\$600.00 per person

Important Information for Austria Trip

This is the information about the ski trip. I have just started the approval process but I wanted to give you information to share with your parents so you could start thinking about the trip. I will not take more than 18 students.

Once I receive School board approval I will have a meeting and collect deposits.

Round trip airfare on flights from Boston to Munich on Iceland Air with short layover in Iceland

1 checked bag free, carry on and Ski bag *extra fee included in price

Present Schedule

Iceland Air (24)

2/15/20	630FI	8:30pm	6:30am	Boston to Reykjavik Iceland
2/16/20	532FI	7:20am	12:05pm	Reykjavik to Munich Germany
2/23/20	533FI	1:05pm	4:00pm	Munich to Reykjavik Iceland
2/23/20	631FI	5:00pm	5:35pm	Reykjavik to Boston

6 nights lodging at Hotel Grauer Bar - breakfast and dinner included

<http://www.innsbruck-hotels.at/hotel-grauer-baer/das-hotel/index.php?lang=en>

1 night lodging at the Regent Hotel**** in Munich, Germany - breakfast included

<http://www.hotelregentmunich.com>

possible Skiing

[Stubaier Glacier](http://www.stubaier-gletscher.com)

<http://www.stubaier-gletscher.com>

[Axamer Lizum](http://www.axamer-lizum.at/en/)

<http://www.axamer-lizum.at/en/>

[Patscherkofel](http://www.bergfex.com/innsbruck-igls-patscherkofel/panorama/)

<http://www.bergfex.com/innsbruck-igls-patscherkofel/panorama/>

[Schlick 2000](https://www.stubai.at/en/skiing-resorts/schlick2000/skiing-resort/pists-lifts/)

<https://www.stubai.at/en/skiing-resorts/schlick2000/skiing-resort/pists-lifts/>

We will ski 2 days and have a rest day(excursion) then ski 2 more days.

possible excursions

Salzburg, Austria

<http://www.salzburg.info/en/>

Venice, Italy

<https://www.italyguides.it/en/veneto/venice>

Bolzano, Italy

<http://www.bolzano.net/english/>

Moritz, Switzerland

<https://www.stmoritz.ch/>

Neuschwanstein Castle, Bavaria

<http://www.neuschwansteincastle.net/>

\$2900 per student cost includes:

Airfare and lodging based on double occupancy

4 days of skiing

1 day excursion to be determined by the group

Tyrolean Party Night

extra checked bag

Dinner in Munich location determined by group

Travel insurance

Airline tax and fuel surcharge

Deposits:

\$500 per person by June 1st, 2019 \$600 per person by September 15th, 2019 Final Payment due by December 1st, 2019

Security Plan for travel to Austria

- A 6 to 1 ratio of chaperones/teachers to student as per rules of international travel
- All chaperones are CORI'd.
- Bilingual Ski 93 tour guide with us 24/7 from arrival until departure
- Head chaperone will have an international cell phone
- One of the chaperones is a trained in CPR
- All chaperones are advanced skiers and we ski as a group!
- Students are divided into families and assigned a teacher/chaperone
 - Students check in with their assigned teacher/chaperone every time we move, transition or need to disperse information.
 - Students are advised to travel in groups no smaller than 4
- A strict itinerary/timeline/ schedule of events.
- Daily check-ins during the day and a nightly room check at bedtime
- Students and chaperones receive the detailed itinerary, names of hotels and important contact information including the US. Embassy in the country
- Monthly meetings to prepare students and chaperones for travel and what to expect
- Preparation meetings with chaperones to review expectations and procedures while on tour
- In case of an international emergency, we will contact our US Embassy

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts
AUSTRIA AND GERMANY SKI TRIP

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Hamilton-Wenham Regional High School**, hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **Innsbruck, Austria and Munich, Germany** on February 15-23, 2020. It is my/our understanding that **Kevan Sano** (faculty sponsor and head chaperone) and **Tate Shippen** will accompany the group.

In consideration of the educational value of travel, and other privileges and advantages to be gained by my/our child's participation in said trip, I/we do hereby forever release, acquit, discharge, and covenant to hold harmless the Hamilton-Wenham Regional School District School Committee, the Town of Hamilton, the Town of Wenham, its employees and agents and their employees, who are accompanying the students on the aforementioned trip from all actions, claims, demands, damages, loss of services, expenses, and compensations on account of, or, in any way growing out of any and all personal injuries and property damage which may result at any time during the trip, and which I/we may hereafter have as parents and/or guardians of said minor child, as well as all claims or rights of action for damages which the said minor child may hereafter have either before or after he/she has reached majority. I/We further promise to bind myself/ourselves jointly and severally to reimburse to said releases any sum of money which it/they may be compelled to pay because of any injury or damage or for any other reason, on behalf of said student while on said trip.

I/We further agree that should said minor child _____ (name of child) behave in a manner which, in the judgment of the teacher in charge, may endanger the health, safety, or welfare of that student or others in the group (this of course includes any infraction of alcohol/drugs). I /we further understand that Hamilton-Wenham Regional School district policies on student behavior, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations will be in full force and effect and apply to all PK-12 field trips. The teacher/head chaperone in charge in his/her sole discretion has my/our permission and assent to the following:

1. Space will be reserved on the next available train/bus/plane flight returning to Boston, and my/our child will be placed on such train/bus/plane flight.
2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.
3. Upon notification of such decision, I/we agree to meet and be responsible for my/our minor child upon his/her arrival.

I/We are aware that my/our minor child has been advised to travel in groups and it expected to maintain a buddy system during unscheduled time periods.

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at

Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name _____

Signature _____

_____ Date

II. Emergency Treatment and Medication Consent

In the event of illness of or injury to that student in connection with the trip, the chaperones are granted full authority to take whatever action they may be willing to provide and may believe to be warranted with regard to related health, safety, and medical care, and/nor will have any liability whatsoever for any expenses, damage or injury of any kind resulting from or involving such an action whether incurred or caused by other participants and/or by any others.

I/We , _____ (parent/legal guardian – please print), give permission to the Hamilton-Wenham Regional School District staff or chaperones to act on my/our behalf for my/our minor child _____ (student's name – please print) in the event of a medical emergency.

The School District has your emergency card on file. Is there any a change in that information or is there new information we need?

Yes _____

No _____

Will mediation be required during the field trip? Yes _____ No _____

If yes, please describe:

As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not carry any medication (prescription and non-prescription) on a field trip. If mediation is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

III. Student Contract

1. I agree to follow all Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct. All rules will apply and be in effect at all times for academic and extracurricular field trips.

2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.

3. I agree to abide by the curfew rules set. At the appointed time, I will go to my room and observe quiet. I understand that bed checks may occur after curfew to ensure that students are there they are supposed to be.

4. I agree to uphold all laws and regulations as dictated by local governments. I agree to respect the property of others and to pay for any losses and/or damages for which I am held responsible.

5. I agree never to leave the hotel/host family without the permission of my chaperone. Should I be granted permission to leave, I will be accompanied at those times by other members of my group.

6. I understand that I am under the direct responsibility and authority of _____ (name of faculty sponsor/head chaperone) and the assigned chaperones and will follow and abide by any rules and/or decisions made by these persons.

I am signing this contract, and hereby giving my word of honor that I will follow the above Code while traveling with the Hamilton-Wenham Regional School High School group from _____ to _____ (insert dates). As a representative of the Hamilton-Wenham Regional High School, I understand that my behavior is critical to the success of the trip and as a precedent for future tours. Any violation of these rules will result in disciplinary

action.

Student's Signature

Date

Discipline of Students Section F of Policy H8015

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply and be in effect at all times for academic and extracurricular field trips.

2. If a student violates any Hamilton-Wenham student conduct policies, student handbook HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section D-11, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infracton upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.

3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section D-11 regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

I/We have read the above Contract signed by my/or minor child. I/We further agree that if my/our son/daughter does not conform to the above regulations and all other regulations set forth and enforced by the head chaperone, I/we will receive, at my /our own expense, a telephone call informing me/us of my/our son/daughter's behavior.

Parent A/Guardian A Signature

Date

Parent B/Guardian B Signature

Date

IV. **Field Trip Cancellation Release and Agreement**

1. The Hamilton-Wenham Regional School District will sponsor domestic/international field trips. All school-sponsored domestic/international trips must be approved by the principal, superintendent, and school committee in accordance with specifics set forth in the District policy H8015 - School-Sponsored Field Trips.

2. The Hamilton-Wenham Regional School District Committee reserves the right to cancel domestic and/or international trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee. In making this decision, the School Committee will take into consideration information from (a) U.S. Department of State Advisory; (b) Homeland Security Advisory (alert status); and (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee with input from the Superintendent, Principal, and Faculty Sponsor will be taken into consideration.

3. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that I/we may lose any and/or all of the funds that I/we have expended for the voluntary trip.

4. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that the Hamilton-Wenham Regional School District and the Towns of Hamilton and Wenham, shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.

5. The Hamilton-Wenham Regional School District will not be liable to anyone for personal injuries, property damage, or financial loss my/our child or I/we may suffer in the Hamilton-Wenham Regional School District sponsored, voluntary field trip programs.

I/we affirm that I/we have read the above Release and Agreement and understand that the Hamilton-Wenham Regional School District Committee reserves the right to cancel or recall a school-sponsored domestic/international trip. I/we acknowledge and affirm that I/we may lose any and/or all of the funds expended for the trip. I agree to release the Hamilton-Wenham Regional School District, the Towns of Hamilton and Wenham, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored domestic/international trip. By signing this Release and Agreement, I/we grant permission for school personnel to administer medication to my/our child as prescribed by his/her physician. I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.

Signature of Parent A/Guardian A Printed Name Date

Signature of Parent B/Guardian B Printed Name Date

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name Signature

Insurance name: _____ **Policy #:** _____

Emergency contact name and phone #: _____

Alternate contact name and phone #: _____

Please circle the two appropriate responses:

I am a: **Intermediate** **Advanced** **Skier** **Boarder**

My ski buddies and preferred roommates:

1. _____

2. _____

3. _____

What to bring.	Why to bring it.
Jackets (insulated or shell)	Outermost Layer: Protects you from snow, wind and rain to keep you warm and dry. Look for technical features and fabrics to assist in regulating your body temperature.
Bib/Pant (insulated or shell) Ski Sweater	1-2 2 Mid Layers: Traps your body heat to keep you warm. Look for technical features and fabrics to keep you dry as well.
Fleece Top & Bottom	2
Essentials Thermal (Baselayer)	Worn directly next to your skin to wick moisture away from the body keeping you dry and warm. No cotton.
Sock Liners Glove Liners	Wicks away moisture from hands, protects from cold when removing gloves. Provides additional layer for warmth.
T-necks	Second Layer: Look for technical fabric to wick moisture. Keeps cold from going down your collar.
Socks	3-5 Wicking & insulating properties keep feet warm & dry. Cushioned padding for maximum comfort & performance.
Gloves / Mittens	Hands are the hardest part of the body to keep warm. Proper fit & waterproofing keeps your fingers warm.
Hat / Headband	85% of your body heat escapes from the top of your head.
Neck Gaitors / Face Mask	Seal in body warmth on your neck, face and mouth with soft neck gaitors or face masks.
Helmet / Liner	Protects against head injuries and in case of injury, may reduce severity. Keeps you warm.
Goggles (case / anti-fog)	Protects eyes from sun glare, snow and wind while highlighting objects/terrain. Keeps you warm. Double lenses for no fog.

Sunglasses (eye ties) Protects your eyes from the intense sun glare while highlighting objects & terrain.

After Ski Boots Keeps you comfortable, warm and dry when you are not skiing.

Lip Balm / Sunscreen Skin protection prevents skin problems and damage due to extreme weather.

Hand and Toe Warmers Up to 10 hrs. of warmth; place 1 in each pocket, glove or shoe. Make your skiing experience more enjoyable!

Luggage / Bags

Ski/Snowboard Bag Protects your skis and snowboard and also gives you extended packing areas for other gear.

Boot Bag
Wheeled Luggage or Duffle Ski/Snowboard apparel is big & bulky. Wheels make it easier to carry.

Pack-It Folders, Cubes Using pack-it folders & cubes increases luggage space by 25%

Comfort / Convenience

After Ski Gloves Helps keep your hands warm after a long
Boot Warmer & Dryer Removes moisture from your boots
Ski Lock Make sure they are still there after

Footbeds Provides extra support & performance
Swimsuit Be prepared to jump into that heated pool
Flip Flops Be prepared to jump into that heated pool
Hydration Pack (insulated) / water bottle Keep hydrated to avoid altitude sickness

Equipment

Skis	1 pair
Ski Boots	1 pair
Ski Bindings	1 pair
Ski Poles	1 pair
Snowboard	
Snowboard Bindings	1 pair
Snowboard Boots	1 pair

Austria
Republic of Austria



Exercise normal precautions in Austria.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Austria:

- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Crime and Safety Report](#) for Austria.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

Embassy Alerts
Messages

[Message for U.S. Citizens: Worldwide Caution](#) Wed, 16 Jan 2019

[Message to U.S. Citizens: Weather Alert](#) Fri, 04 Jan 2019

[Message for U.S. Citizens: Weather Alert](#) Mon, 22 Jan 2018

[View Alerts and Messages Archive](#)

We will be
in Austria for
most of our
stay.

Quick Facts

PASSPORT VALIDITY:

6 months beyond planned date of departure from from the Schengen area

BLANK PASSPORT PAGES:

One page required for entry stamp

TOURIST VISA REQUIRED:

: Not required for stays under 90 days within each 180 day period

VACCINATIONS:

None

CURRENCY RESTRICTIONS FOR ENTRY:

10,000 Euro maximum

CURRENCY RESTRICTIONS FOR EXIT:

10,000 Euro maximum

ALL +/-

Embassies and Consulates



Destination Description





Exercise increased caution in Germany due to terrorism.

Terrorist groups continue plotting possible attacks in Germany. Terrorists may attack with little or no warning, targeting tourist locations, transportation hubs, markets/shopping malls, local government facilities, hotels, clubs, restaurants, places of worship, parks, major sporting and cultural events, educational institutions, airports, and other public areas.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Germany:

- Be aware of your surroundings when traveling to tourist locations and crowded public venues.
- Follow the instructions of local authorities.
- Monitor local media for breaking events and adjust your plans based on new information.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Crime and Safety Reports](#) for Germany.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

Embassy Alerts Messages

[Security Message for U.S. Citizens: Removal of Unexploded Ordnance](#) Thu, 11 Apr 2019

[Demonstration Alert – U.S. Consulate Frankfurt, Germany](#) Fri, 22 Mar 2019

[U.S. Consulate Munich – Weather Alert – High Avalanche Danger](#) Thu, 10 Jan 2019

[Security Alert: U.S. Mission Germany](#) Fri, 07 Dec 2018

[View Alerts and Messages Archive](#)

Flying to Munich
bus to Innsbruck
last day in
Munich

Quick Facts	
PASSPORT VALIDITY: Six months beyond planned date of departure <u>from the Schengen area</u>	VACCINATIONS: None
BLANK PASSPORT PAGES: Two pages	CURRENCY RESTRICTIONS FOR ENTRY: €10,000 euros or equivalent
TOURIST VISA REQUIRED: Not required for stays under 90 days.	CURRENCY RESTRICTIONS FOR EXIT: €10,000 euros or equivalent

ALL +/—

Embassies and Consulates



Destination Description



*** Exercise increased caution in Italy due to terrorism.**

Terrorist groups continue plotting possible attacks in Italy. Terrorists may attack with little or no warning, targeting tourist locations, transportation hubs, markets/shopping malls, local government facilities, hotels, clubs, restaurants, places of worship, parks, major sporting and cultural events, educational institutions, airports, and other public areas.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Italy:

- Be aware of your surroundings when traveling to tourist locations and crowded public venues.
- Follow the instructions of local authorities.
- Monitor local media for breaking events and adjust your plans based on new information. Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Crime and Safety Reports](#) for Italy.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

possible day
excursion

Embassy Alerts
Messages

[Demonstration Alert: U.S. Embassy Rome, Italy on Saturday, March 23, 2019](#) Wed, 20 Mar 2019

[Demonstration Alert: U. S. Consulate General Milan, March 8, 2019](#) Thu, 07 Mar 2019

[Demonstration Alert: U. S. Consulate General Florence, March 5, 2019](#) Tue, 05 Mar 2019

[Demonstration Alert: U. S. Consulate General Milan, March 2, 2019](#) Wed, 27 Feb 2019

[View Alerts and Messages Archive](#)

Quick facts

PASSPORT VALIDITY:

Must have at least six months validity remaining beyond your planned date of departure from the Schengen area.

BLANK PASSPORT PAGES:

Two pages required for entry stamp

TOURIST VISA REQUIRED:

Not required for stays under 90 days

VACCINATIONS:

None

CURRENCY RESTRICTIONS FOR ENTRY:

10,000 Euros or equivalent

CURRENCY RESTRICTIONS FOR EXIT:

10,000 Euros or equivalent

ALL +/—

Embassies and Consulates



Switzerland
Swiss Confederation

possible day
excursion



Exercise normal precautions in Switzerland.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Switzerland:

- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Crime and Safety Reports](#) for Switzerland.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

Embassy Security Alerts and Warnings
Messages

[Need information on Harvey Response?](#) Thu, 31 Aug 2017

[View Alerts and Messages Archive](#)

Quick Facts

PASSPORT VALIDITY:

At least six months beyond your planned date of departure from the Schengen area

BLANK PASSPORT PAGES:

1 page

TOURIST VISA REQUIRED:

Not required for stays of less than 90 days

VACCINATIONS:

No legal requirement

CURRENCY RESTRICTIONS FOR ENTRY:

No restrictions; officers may question over 10,000 Swiss Francs (CHF)

CURRENCY RESTRICTIONS FOR EXIT:

No restrictions; officers may question over 10,000 Swiss Francs (CHF)

ALL  

Embassies and Consulates



Destination Description



Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Mile River Middle Date Submitted: April 25, 19Faculty Sponsor: Kevan Smed Position: 6-12 World Language Spanish Teacher

I. Trip Information:

Check (✓) one:

☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____☐ Athletics - Sport: _____☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____☒ International Trip (extracurricular only) - Destination: Spain - Burgos / MadridDeparture Date: 4/16/2020 Time: TBD Return Date: 4/27/2020 Time: TBDNumber of Students Eligible: 18 Class/Group: 8th gradeFaculty Sponsor: Kevan SmedOther Faculty/Staff chaperones: Catherine FrostOther chaperones: Stephen SpragueMode of Transportation: airbus / bus / train Number: TBDAirlines/Flight/Ground Transportation: TBD

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Admission Charges:	7. Other Sources of Funding? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. Lodging & meals cost:	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. Total student cost: <u>\$3200</u>	10. If yes, amount bring used: \$

* price will be adjusted down once group size is determined.

III. Attachments

1. Copy of Parent Letter with meeting date: <u>possible date 5/9/19 5/16/19</u>	5. Travel Costs & Refund Policy:
2. Itinerary: <u>attached</u>	6. Travel Insurance Policy (if applicable): <u>included</u> Cost:
3. Security features for transportation & accommodations:	7. Pre and Post Trip Activities: <u>weekly meetings</u>
4. Arrangements for meals and lodging: <u>homestay hotel/Madrid</u>	8. Other Descriptive Information: <u>google classroom</u>

IV. Approvals

Department Chairperson or Field Trip Requestor: [Signature] Date: 4/25/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirementsPrincipal: [Signature] Date: 4/24/19
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: _____ Date: _____

HWRSD Committee Action: Vote - Yes _____ No _____ Abstain _____ Date: _____

Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies “School-Sponsored Field Trips” H8015 for the complete policy; this is an excerpt from that policy.

APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary. ✓
2. Description of the process that will be used to determine student eligibility. ✓
3. Estimated number of students expected and percentage of eligible students participating. ✓
4. Cost per student (if applicable). ✓
5. Mode of transportation and schedule. ✓
6. Ratio of chaperones/teachers to students ✓
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students. ✓
8. Description of security features for transportation and accommodations. ✓
9. Means of financing. ✓
10. Draft copy of any contract and refund policies associated with the trip. ✓
11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent’s Office.
14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited. ✓

- Additional information may be requested from the appropriate authority prior to making a decision.

- Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians.

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent’s/guardian’s expense. In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.
3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

2020 Trip to Spain 8th graders

Proposed by Kevan Sano for MRMS

Educational Goals

After an amazing experience this past February I would like to propose this become an annual event for our 8th graders. The field trip to Spain in April of 2020 is designed to provide the students with a reciprocal homestay and the opportunity to experience the history and culture of Spain. This trip will be the capstone for our 8th graders as they complete their middle school foreign language experience. Every site visited and activity enhances the curriculum taught at the middle school in our 6th, 7th and 8th grade foreign language class. Students interested in this trip would need to complete an application process, be in good standing academically and have a verbal recommendation from their foreign language teacher. The trip would be limited to 18 students with a student teacher ratio of 1:6.

We expect the student participants of the spring trip to Spain to achieve the following educational benefits:

1. Concentrated exposure to native speakers
2. Opportunity to speak Spanish over an extended time period
3. Direct observation of Spanish culture and everyday life
4. First-hand experience of some of the sites important to Spain and Spanish history, literature and art.

In addition to skills that are directly applicable to their foreign language classroom, students who participate in this field trip will also gain considerable collateral benefits. Some of these include:

1. Learning to make group decisions and adapt to others
2. Examining and learning to overcome language/ cultural barriers
3. Developing a sense of personal independence and ability—dealing with officials, exchanging money, making decisions.
4. Interdisciplinary connections in other areas

For some students this will be a unique experience, for others it will be only the beginning of a lifetime of cross-cultural encounters. As language teachers, we are committed to making the experience the best possible for each student.

Proposed Dates – April 16 – 27, 2020.

Student Eligibility – Every site visited and activity planned directly relates to the curriculum taught at the middle school. Therefore I propose the following requirements:

Successful Completion of 7th grade Spanish and a recommendation from his/her language teacher

Students must be willing to host a student from Spain for 2 weeks from August 29th – September 15, 2019

Space will be limited to no more than 18 student participants with 1 adult chaperone for every 6 students. Beyond the eligibility requirements, **student participation** is based on ability to pay and is voluntary. Cost to student is approximately: \$3200* (* price will be adjusted down once group size is determined)

Upon approval we will hold an informational meeting for interested students and their parents. We will then begin to enroll students. All students must meet eligibility requirements before enrolling.

Additionally, we will have meetings beginning in June and again in August to prepare students for hosting and their reciprocal experience.

Chaperones:

Kevan Sano, Stephenie Sprouse and Catherine Frost



Sample Program

Day 1:

- Transfer to the airport for your overnight flight to Spain

Day 2:

- Arrive and transfer to your host community in Burgos

Days 3 - 4:

- Spend the weekend with your host family

Day 5:

- Spend the day in school shadowing your host student
- After school, take a walking tour of Burgos

Day 6:

- Spend the day visiting Salamanca
- Visit the Old Cathedral and the New Cathedral, Cathedral Tower, Casa de las Conchas and the Old University
- Return to Burgos in the evening

Day 7:

- Travel to Bilbao
- See the Universidad de Deusto, visit the Guggenheim Museum and Casco Antiguo y Comida
- Continue on to San Sebastian
- See Tabacalera, the Old Town, Maria Eugenia Theater, Kursal Auditorium, Moneo Cubes, Town Hall, Paseo de la Concha and San Pastor Cathedral
- Enjoy some time to walk along the coast before returning to Burgos

Day 8:

- Spend the day visiting Santillana del Mar and the village of Frias
- In Santillana del Mar see Calle de Juan Infante, Plaza Mayor de Ramon y Pelayo and Colegiata
- Travel to Frias and visit the Castle

Day 9:

- Take a day trip to the city of Leon
- Visit the Cathedral and Museum

Day 10:

- Depart for Madrid
- Arrive and check into your hotel
- Meet your guide and begin your tour of Madrid
- Walk through Retiro Park and enjoy the row boats
- Visit the Reina Sofia Museum
- Explore Plaza Mayor
- Enjoy a typical Spanish dinner as a group before returning to your hotel

Day 11:

- Have breakfast in the hotel
- Visit the El Prado Museum
- Enjoy some churros at the famous Chocolateria San Gines
- In the afternoon see the Royal Palace
- Enjoy a fun evening of dinner and a Flamenco show

Day 12:

- Transfer to the airport for your flight home





Name of School:	Miles River Middle School Hamilton, MA	Paying Students	Free Chaperones	Price Per Student
Destination:	Spain	20	3	\$2,755.00
Travel Dates:	April 16 - 27, 2020	18	3	\$2,860.00
Travel Days:	12	15	2	\$2,920.00
Travel Nights:	11	12	2	\$3,165.00

Price Includes:

- Transportation:**
- Round-trip airfare between the USA and Spain
 - Round-trip airport transfers in the USA and Spain
 - All ground transportation in Spain
- Meals:**
- All meals
- Accommodations:**
- Homestay with families
 - Two nights in a Madrid hostel
- Personnel:**
- Guide in Madrid for two days
 - On-call support
- Insurance:**
- Traveler's Health Insurance
- Admissions:**
- All admissions as specified on final itinerary
- Other:**
- All taxes, fees, and tips
 - Processing of all student payments and applications

Not Included:

- Insurance:**
- Trip Cancellation Insurance is recommended

Payment Schedule:

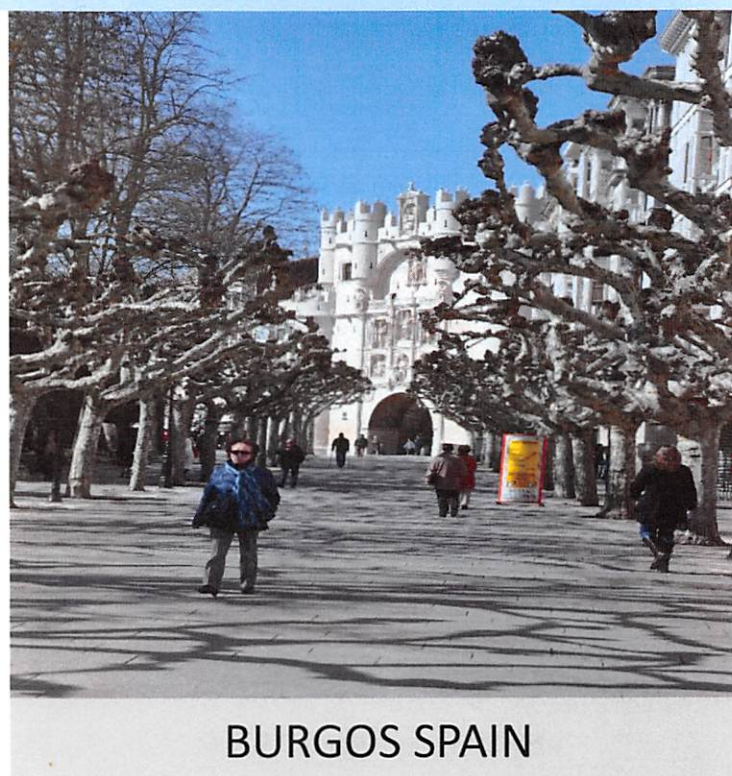
Due Date	9/15/2019	11/15/2019	1/15/2020	3/15/2020
Amount	\$250.00	\$900.00	\$900.00	Balance

Please note: The price of the trip will change if any of the parameters above are modified.
Price does not include any fuel surcharges or excess baggage if applicable. If this price agreement meets your approval, we will send a contract with our terms and conditions. All venues are subject to availability. All payments are non-refundable – trip cancellation is recommended.

Host Families Needed: August 29 - September 14

HOST A SPANISH TEEN FROM BURGOS SPAIN

Sample Itinerary	
Aug 29	Arrival
Aug 30	Day with Host Family
Aug 31-Sep 1	Weekend with Host Family
Sept 2	Labor Day with Host Family
Sept 3	Apple Picking
Sept 4	Boston
Sept 5	Cambridge
Sept 6	Day in School
Sept 7-8	Weekend with Host Family
Sept 9	School
Sept 10	Outlets
Sept 11	Ogunquit Maine
Sept 12	Boston
Sept 13	School
Sept 14	Departure Day



BURGOS SPAIN

Call/Text/Email Sue Boswell • 978-835-0133 sboswell@carousel-tours.com

Program Basics:

- Any family w/similar school-age children
- Students speak English, you do not need to be fluent in Spanish.
- Students busy every day, Monday-Friday
- Share your home, provide a bed; ok to share a room (student do not need their own room).
- Provide 3 meals/day
- Ok to host 1 or 2 students
- Evenings & weekends with hosts
- Transportation for all day trips provided to/from school
- Travel to Spain with Mrs. Sano – April 2020
- If you host you will be hosted by your same student on your trip to Spain

Apply as a Host: <https://www.carousel-tours.com/enrollment>



Miles River Middle School
787 Bay Road
S. Hamilton, MA 01982

Dear Parents:

Your son or daughter has expressed an interest in traveling to Spain with the Spanish teachers from Miles River Middle School in April of 2020. The trip itinerary has been designed specifically for Miles River students. Each site has been chosen for its educational value as well as to meet the interests of the students. The proposed dates for the trip are April 16-27, 2020. This trip is different in that it will be a reciprocal homestay in Burgos, Spain with a 2 day trip to Madrid. Our students will have the opportunity to host in August/September and go in April. The projected cost will be \$3200*; payable in three installments:\$250 due May 15th, 2019, \$900 due November 10, 2019, \$900 due January 10, 2020 and the balance due March 15, 2020. * price will be adjusted down once group size is determined.

The program fee includes:

- Round trip airfare
- overnight accommodations including 9 night homestay with families and 2 nights in Madrid
- All meals
- sightseeing excursions
- transfers and inter-city transportation
- guide services
- Comprehensive Traveler's Health Insurance

Not included:

Spending money for souvenirs and gifts (suggested \$250)

We are planning an educational trip for a group of students who will be serious about wanting to experience the history and culture of Spain. The tour will be an "on site" enhancement of the Spanish curriculum taught at the middle school.

The purpose of this letter is to differentiate between the students who are merely interested in going and those who are most likely going to be able to go. Pending school committee approval we will begin to accept applications. Our group size will be limited to 18 participants with priority given to those students willing to host a student from August 29th to September 14, 2019.

Please indicate your response by tearing off the bottom portion of this letter and return it to your 7th grade Spanish teacher no later than Monday, May 13th, 2019. Please don't hesitate to send an email if you have any questions. k.sano@hwschools.net

Muchas gracias.

My son / daughter _____
_____ is planning to complete the application process for travel to Spain in April of 2020.
_____ is very interested but cannot make a definite commitment until _____.
_____ cannot be a part of this trip.

Signed _____

My student has a valid passport with an expiration date later than December of 2020 yes no

Security Plan for travel to Spain

- A 6 to 1 ratio of chaperones/teachers to student as per rules of international travel
- All chaperones are CORI'd and fingerprinted
- Head chaperone will have an international cell phone
- Spanish-speaking chaperones
- A strict itinerary/timeline/ schedule of events
- Daily check-ins during the day and at homes as needed
- References provided by Carousel Tours
- Students and chaperones receive the detailed itinerary, names of hosting families and important contact information including the US. Embassy in the country
- Monthly meetings to prepare students and chaperones for travel and what to expect
- Preparation meetings with chaperones to review expectations and procedures while on tour
- In case of an international emergency, we will contact our US Embassy

Student questions

Thank you for your interest in our trip to Spain. We are excited about taking a group of students to Spain and we are looking for the best candidates to be ambassadors for Miles River, our state and our country.

Please take some time and answer the following questions. Your responses should be typed and no longer than one paragraph per question. Turn this into your teacher in class on Friday. We will review your answers and the feedback from your teachers. Next week will announce the candidates.

Why do you want to participate in this program?

What strategies do you use when faced with a difficult situation? I.e. lost luggage, speaking a different language, living with a strange family, following another Families' rules and customs

What qualities do you have that will make this experience enjoyable for all involved?

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts

Reciprocal Homestay in Burgos Spain

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Miles River Middle School**, hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **Madrid and Burgos from April 16 to April 27, 2020**. It is my/our understanding that **Kevan Sano** (faculty sponsor and head chaperone) and Catherine Frost as well as other faculty will accompany the group.

In consideration of the educational value of travel, and other privileges and advantages to be gained by my/our child's participation in said trip, I/we do hereby forever release, acquit, discharge, and covenant to hold harmless the Hamilton-Wenham Regional School District School Committee, the Town of Hamilton, the Town of Wenham, its employees and agents and their employees, who are accompanying the students on the aforementioned trip from all actions, claims, demands, damages, loss of services, expenses, and compensations on account of, or, in any way growing out of any and all personal injuries and property damage which may result at any time during the trip, and which I/we may hereafter have as parents and/or guardians of said minor child, as well as all claims or rights of action for damages which the said minor child may hereafter have either before or after he/she has reached majority. I/We further promise to bind myself/ourselves jointly and severally to reimburse to said releases any sum of money which it/they may be compelled to pay because of any injury or damage or for any other reason, on behalf of said student while on said trip.

I/We further agree that should said minor child _____ (name of child) behave in a manner which, in the judgment of the teacher in charge, may endanger the health, safety, or welfare of that student or others in the group (this of course includes any infraction of alcohol/drugs). I /we further understand that Hamilton-Wenham Regional School district policies on student behavior, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations will be in full force and effect and apply to all PK-12 field trips. The teacher/head chaperone in charge in his/her sole discretion has my/our permission and assent to the following:

1. Space will be reserved on the next available train/bus/plane flight returning to Boston, and my/our child will be placed on such train/bus/plane flight.
2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.
3. Upon notification of such decision, I/we agree to meet and be responsible for my/our minor child upon his/her arrival.

I/We are aware that my/our minor child has been advised to travel in groups and it expected to maintain a buddy system during unscheduled time periods.

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

I, _____ (print name), a student at

Miles River Middle School, have read the foregoing and agree to its contents.

Name

Signature

Date

II. Emergency Treatment and Medication Consent

In the event of illness of or injury to that student in connection with the trip, the chaperones are granted full authority to take whatever action they may be willing to provide and may believe to be warranted with regard to related health, safety, and medical care, and/nor will have any liability whatsoever for any expenses, damage or injury of any kind resulting from or involving such an action whether incurred or caused by other participants and/or by any others.

I/We, _____ (parent/legal guardian – please print), give permission to the Hamilton-Wenham Regional School District staff or chaperones to act on my/our behalf for my/our minor child _____ (student's name – please print) in the event of a medical emergency.

The School District has your emergency card on file. Is there any a change in that information or is there new information we need?

Yes _____ No _____

Will mediation be required during the field trip? Yes _____ No _____

If yes, please describe:

As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

III. Student Contract

1. I agree to follow all Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct. All rules will apply and be in effect at all times for academic and extracurricular field trips.

2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Miles River Middle School student group. I also agree not to be found in the presences of such

substances or I will be found equally at fault.

3. I agree to abide by the curfew rules set. At the appointed time, I will go to my room and observe quiet. I understand that bed checks may occur after curfew to ensure that students are there they are supposed to be.

4. I agree to uphold all laws and regulations as dictated by local governments. I agree to respect the property of others and to pay for any losses and/or damages for which I am held responsible.

5. I agree never to leave the hotel/host family without the permission of my chaperone. Should I be granted permission to leave, I will be accompanied at those times by other members of my group.

6. I understand that I am under the direct responsibility and authority of _____ (name of faculty sponsor/head chaperone) and the assigned chaperones and will follow and abide by any rules and/or decisions made by these persons.

I am signing this contract, and hereby giving my word of honor that I will follow the above Code while traveling with the Miles River Middle School group from _____ to _____ (insert dates). As a representative of the Miles River Middle School, I understand that my behavior is critical to the success of the trip and as a precedent for future tours. Any violation of these rules will result in disciplinary action.

Student's Signature

Date

Discipline of Students Section F of Policy H8015

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply and be in effect at all times for academic and extracurricular field trips.

2. If a student violates any Miles River student conduct policies, student handbook HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section D-11, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.

3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section D-11 regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips. I/We have read the above Contract signed by my/or minor child. I/We further agree that if my/our son/daughter does not conform to the above regulations and all other regulations set forth and enforced by the head chaperone, I/we will receive, at my /our own expense, a telephone call informing me/us of my/our son/daughter's behavior.

Parent A/Guardian A Signature Date

Parent B/Guardian B Signature Date

IV. Field Trip Cancellation Release and Agreement

1. The Hamilton-Wenham Regional School District will sponsor domestic/international field trips. All school-sponsored domestic/international trips must be approved by the principal, superintendent, and school committee in accordance with specifics set forth in the District policy H8015 - School-Sponsored Field Trips.
2. The Hamilton-Wenham Regional School District Committee reserves the right to cancel domestic and/or international trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee. In making this decision, the School Committee will take into consideration information from (a) U.S. Department of State Advisory; (b) Homeland Security Advisory (alert status); and (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee with input from the Superintendent, Principal, and Faculty Sponsor will be taken into consideration.
3. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that I/we may lose any and/or all of the funds that I/we have expended for the voluntary trip.
4. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that the Hamilton-Wenham Regional School District and the Towns of Hamilton and Wenham, shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.
5. The Hamilton-Wenham Regional School District will not be liable to anyone for personal injuries, property damage, or financial loss my/our child or I/we may suffer in the Hamilton-Wenham Regional School District sponsored, voluntary field trip programs.

I/we affirm that I/we have read the above Release and Agreement and understand that the Hamilton-Wenham Regional School District Committee reserves the right to cancel or recall a school-sponsored domestic/international trip. I/we acknowledge and affirm that I/we may lose any and/or all of the funds expended for the trip. I agree to release the Hamilton-Wenham Regional School District, the Towns of Hamilton and Wenham, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored domestic/international trip. By signing this Release and Agreement, I/we grant permission for school personnel to administer medication to my/our child as prescribed by his/her physician. I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.

Signature of Parent A/Guardian A Printed Name Date

Signature of Parent B/Guardian B Printed Name Date

Note: It is strongly recommended that parents/guardians purchase trip cancellation insurance.

Travel Insurance

INCLUDED: Traveler's Health Insurance

Carousel Student Tours, Inc. purchases Traveler's Health Insurance for international travelers. The plan includes medical and emergency medical evacuation coverage. The insurance is activated once the group arrives at their destination.

Benefits per person (in U.S. Dollars)	Maximum Amount of Coverage
Trip Interruption	\$500 Return Air Only
Missed Connection	\$500 (3 or more hours)
Trip Delay - 6 hours	\$750 (\$150/day)
Baggage Loss	\$1,500
Baggage Delay	\$300
Emergency Accident/Sickness Medical Expense	\$25,000
Evacuation/Repatriation	\$100,000
Worldwide Emergency Assistance Services	Included

NOT INCLUDED: Trip Cancellation Insurance

The Deluxe Plan includes trip cancellation insurance and provides the best protection for the investment you have made. Trip cancellation insurance must be purchased individually and directly with the insurance company.

We highly recommend that you purchase this type of insurance with a "cancel for any reason" clause. The Cancel For Any Reason (CFAR) option offers protection from trip cancellations due to anxiety or uncertainty of travel which is not a covered reason for trip cancellation within the standard policy. Please note that CFAR is only available at the time of the original plan purchase.

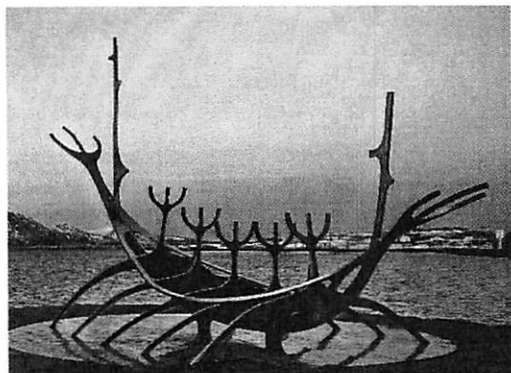
Additionally included in the Deluxe Plan:

Benefits per person (in U.S. Dollars)	Maximum Amount of Coverage
Trip Cancellation	Tour Cost
Trip Interruption	150% of Tour Cost
Cancel For Any Reason (CFAR)	Optional

For a complete description of the policy visit:

https://www.travelinsurancecenter.com/eng/information/cm_certs.cfm?line=ti_stu_grp

If you have questions or would like to purchase, please contact the Travel Insurance Center: 402-343-3636





January 4, 2018

BINDER

Fax: 5085644878

Carousel Student Tours Inc.
674 County Road, Box 1404
Pocasset, MA 02559

Re: Insured: Carousel Student Tours Inc.

We are pleased to advise that coverage has been secured through our program as follows:

Insurer: **Steadfast Insurance Company**
Type: **Form No. U-TAP-120-B-CW (03/06) Occurrence Form
Travel Agents and Tour Operators Professional Liability**
New Policy Number: **EOL5331551-13**
Policy Period: **December 31, 2017 to December 31, 2018**
Limit of Liability: **\$5,000,000 per occurrence / \$5,000,000 policy aggregate
Fire Legal Liability Limit \$50,000 Occurrence Form**
Deductible: **\$10,000 (Defense and Indemnity)**

Annual Premium:
Excess and Surplus Lines
Taxes and Fees:
State Fees:
Terms and Conditions: **See Below**

Coverage A: **Bodily Injury and Property Damage (except automobile)**
Coverage B: **Bodily Injury and Property Damage for hired and non-owned
automobile**
Coverage C: **Professional Errors and Omissions**
Coverage D: **Personal Injury**

kwhitman

Aon Affinity is the brand name for the brokerage and program administration operations of Affinity Insurance Services, Inc. (TX 13695); (AR 100108022); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services Inc.; in CA, Aon Affinity Insurance Services, Inc., (CA 0694493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency. Affinity Insurance Services is acting as a Managing General Agent as that term is defined in section 626.015(14) of the Florida Insurance Code. As an MGA we are acting on behalf of our carrier partner.

Aon Affinity Travel Practice | 900 Stewart Avenue, P. O. Box 9386 | Garden City, NY 11530
toll-free: (800) 803-1213 | fax: (516) 294-1821 | AonTravPro.com



Exercise increased caution in Spain due to **terrorism**.

Terrorist groups continue plotting possible attacks in Spain. Terrorists may attack with little or no warning, targeting tourist locations, transportation hubs, markets/shopping malls, local government facilities, hotels, clubs, restaurants, places of worship, parks, major sporting and cultural events, educational institutions, airports, and other public areas.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Spain:

- Be aware of your surroundings when traveling to tourist locations and crowded public venues.
- Follow the instructions of local authorities.
- Monitor local media for breaking events and adjust your plans based on new information.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Crime and Safety Report](#) for Spain.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

Last Update: Reissued after periodic review without changes.

Embassy Alerts Messages

[Easter Holidays Increased Security Awareness](#) Wed, 17 Apr 2019

[Spain Travel Advisory Annual Update March 26, 2019](#) Wed, 27 Mar 2019

[Security Alert – U.S. Mission Spain](#) Tue, 12 Mar 2019

[Message for U.S. Citizens: Save the Date – Town Hall Meeting in Málaga with the Consul](#)

[General](#) Tue, 12 Mar 2019

Quick Facts

PASSPORT VALIDITY:

6 months recommended, 3 months beyond your date of departure is required

VACCINATIONS:

None

BLANK PASSPORT PAGES:

1 page per stamp

CURRENCY RESTRICTIONS FOR ENTRY:

None

TOURIST VISA REQUIRED:

Not required for stays less than 90 days

CURRENCY RESTRICTIONS FOR EXIT:

None

ALL 

Embassies and Consulates





Information for Traveling Students



Baggage and Packing

Here are a few things to consider when choosing your luggage. Remember to pack lightly, you should be able to carry your suitcase for some distance when in a hurry!

- If your bag is black, it is helpful to affix some type of identifier to it
- You should have a suitcase with wheels, unless you are using a traveling backpack
- Most airlines are now enforcing a strict weight limit per bag. Students have recently been asked to unpack at the check-in counter.
- Keep in mind that there are extra charges for additional luggage

You and your carry-on:

- You are allowed one small carry-on. The carry-on cannot be another suitcase, but should be a backpack you can use on day trips or overnight trips. Pack medicines, a change of clothes, fragile items, valuable and personal items in your carry-on.
- Fragile: camera, electronic devices (switched off), paintings, bottles, china, etc.
- Valuable: jewelry, keys, mobile phone (turned off), ID papers, passport, important documents, etc.
- Personal items for your comfort during the flight: snacks, empty water bottle, loose shoes, medicine, etc.

Items that CANNOT be packed in a carry-on:

- Scissors
- Knives (including Swiss Army knives)
- All sharp, pointed objects
- Over 3 ounces of any liquid substance

Size Restrictions:

- Check with your airline for the most up to date baggage allotments

Labeling your baggage

Remove old labels on your baggage from previous flights, as they could delay delivery. On both the inside and outside of all your baggage items, write your name, permanent home address and your destination address legibly. Labels for this purpose are available at airport check-in counters.

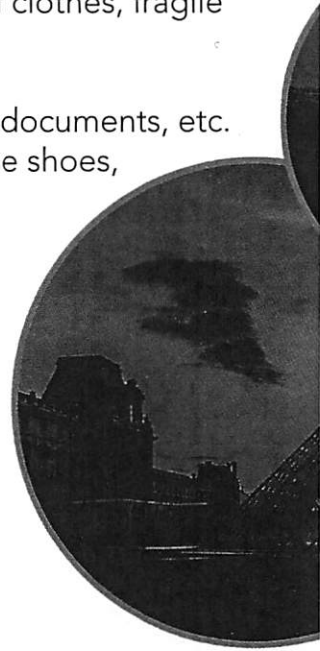
At the Airport

Make sure that:

- A destination label is affixed to each baggage item. Receipts for these labels are then given to you. The label indicates the correct destination and the correct flight number.
- Your baggage is checked in to your final destination if you have connecting flights
- Keep your baggage label receipts safe. By doing this, lost baggage items can be found more easily.
- All baggage items look alike! Take time to check that you are reclaiming your own baggage items.
- Check your name
- Compare the label number affixed to your baggage with the number on the receipt

Security

- Airport security will check your carry-on and hand baggage with X-ray equipment. This process does not put the contents of your hand baggage at risk.
- Do not accept any baggage item given to you by a third party



Money

We recommend bringing some foreign currency as part of your spending money - simply so that your first order of business is NOT changing money. International currency can be ordered from your local bank. You can bring credit cards, ATM cards, or cash.

Don't forget:

- ATM Debit Cards - Make sure to contact your bank before you travel and let them know the country you will be visiting and dates you will be there. It is also a good idea to ask about fees for international withdrawals. Make sure you have an international PIN number without letters. European ATM keyboards do not have letters or the number Zero.
- Credit Cards - call the 800 # on the back of your card and let the card company know where you will be going and for how long.

Phones

We recommend that you "unplug" while you travel. Please keep in mind that American cell phones will not work in Europe unless the phone has global access and a global phone plan. However, there are some options for communicating while your group is traveling.

- You may be able to make calls over WIFI with your phone service
- You may be able to use an app such as WhatsApp or Facetime
- Remember to calculate the time difference from your location to home before making your calls

Check with your service provider for more information or to inquire about international calling plans during your trip.

Travel Tips

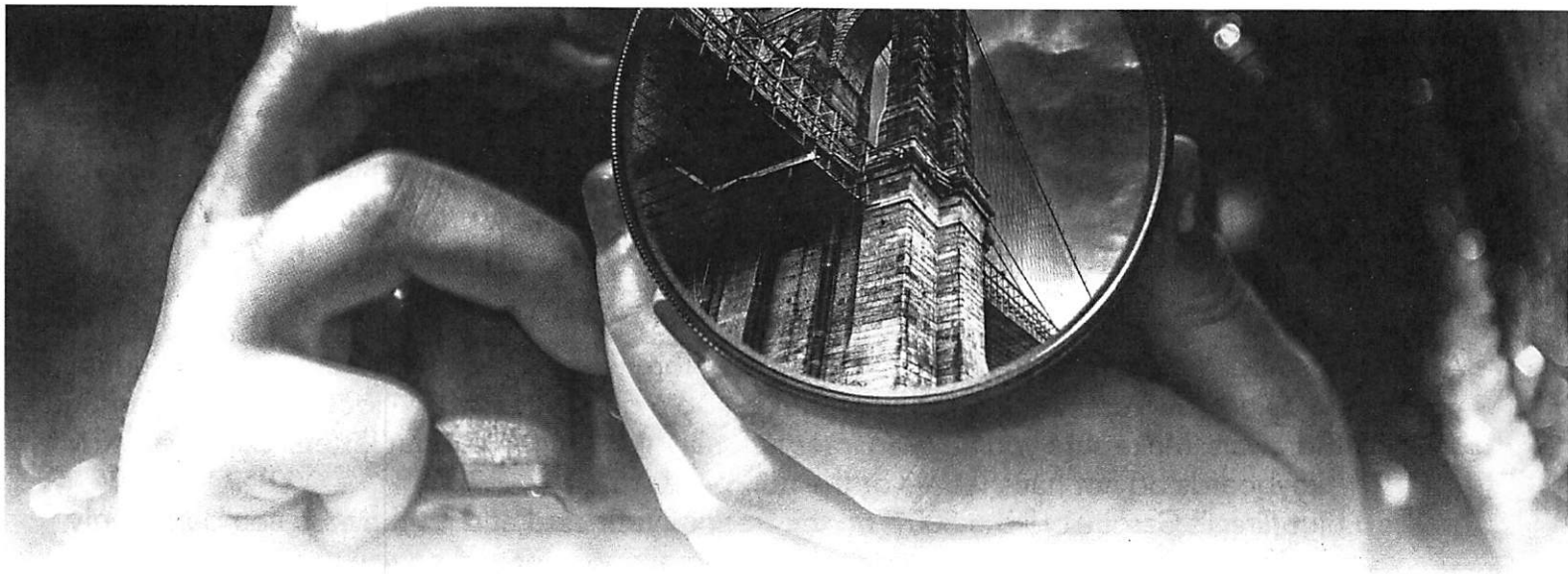
Preventing theft/loss of items

- Carry your money in a money belt under your clothing (except for small pocket money)
- Be aware that pickpockets are most common in the tourist areas such as crowded shopping centers and local buses and trains. Tourists are a favorite target.
- Pickpockets often work in teams, one to distract, the other to steal
- Don't become paranoid about this issue, just use common sense, and don't carry a lot of money or valuables
- Your passport may be held by your teacher while you are in Europe; you should have a photocopy to carry for identification

Returning home

When returning to the U.S., you will have to go through customs and immigration. The following items are prohibited:

- No meat or meat products
- No fruit, or other agricultural products
- People under 21 are not allowed to transport any alcoholic beverages
- Other food items are OK (chocolate, cookies, etc)

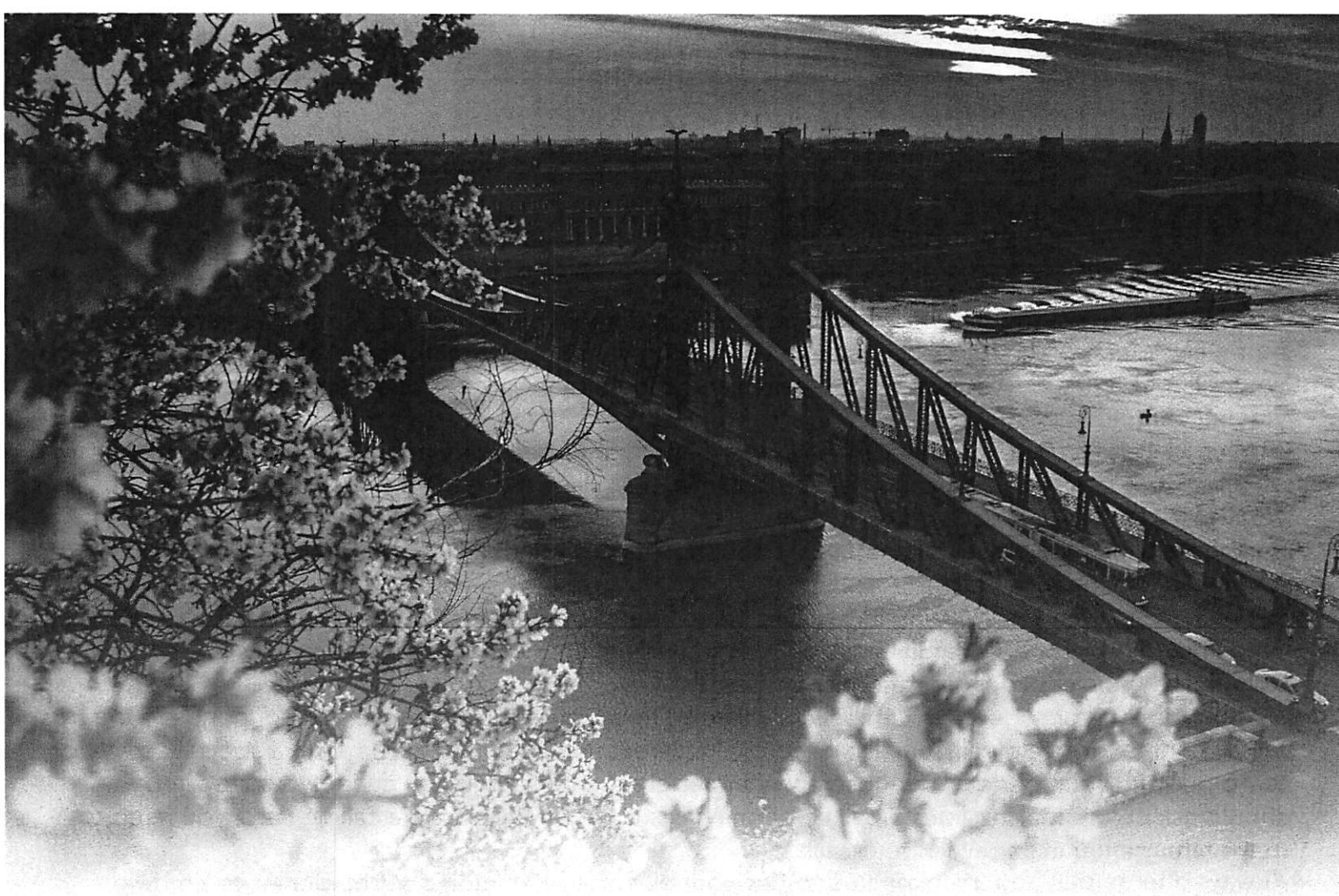


Student Guidelines

- Always be polite and project a positive image. Be aware of your role as a representative of your country. The impression you leave will depend on your behavior.
- Listen and follow directions. Your teacher, tour guide or coordinator will explain the rules and guidelines of the program. Follow instructions and abide by all rules and curfews set up by your chaperones. Ask questions if you do not understand.
- Follow the itinerary with your group. You are required to attend all scheduled group activities unless previously excused by your chaperones.
- Do not drive any motor vehicle, including motorcycles and mopeds. This is not permitted under any circumstances. No exceptions.
- Alcohol and drug use is prohibited at all times.

Remember that Carousel Student Tours, Inc.
provides 24-hour on-call support.

We hope you have a safe and memorable trip!



Staying with your host family

Staying with a family is a great way to develop an understanding of cultural diversity. Remember that your host family invited you to stay with them because they want to share their culture and learn about yours. Do not spend all your energy trying to get together with the other Americans.

Here are a few tips to consider while staying with your host family:

- You will be eating with the family. Try everything; if you don't like something, be polite. Don't make a face, or otherwise embarrass yourself. Remember, your host family wants you to enjoy your experience – so be honest about your food preferences when asked.
- Say "Thank you" a lot. Americans are much more casual than Europeans, and this is often mistaken as rudeness. When you come in, go out, or go to bed, greet the people in the room or say good-bye.
- Try to observe the actions of the family and follow their lead.
- If you have questions about everyday things (for example, the way the shower works) just ask.
- Use your common sense and be courteous.



Homestay Guidelines

- Respect property and the rights of others. You should treat your school site, your host family's home and possessions, and any sites you visit during your program with care. You should be aware that you will not be the only visitors to these sites and should be respectful of other individuals and groups you encounter.
- Attend all classes. Your attendance is important and mandatory. You are to shadow your host sibling on all school days noted on your itinerary. You may miss class if you are ill and with permission of your host parents.
- Respect and obey the rules of your family. Your host family will explain guidelines for living in their home. Follow these guidelines.
- Be neat and tidy in your host family's home. Keep your room neat, or your part of the room; make your bed, and follow your host family's instructions regarding laundry. If you are unsure, just ask. Always offer to help with household chores and family errands.
- Ask permission from your host family. You will need to ask permission before inviting friends to the host family's home, or to a meal. You also need to ask permission, **FIRST**, to take part in a special activity or to go out with your friends. Your host family's rules are the rules to follow during your stay. You should ask before making long distance phone calls. If you are not using a calling card, you need to make arrangements to pay for your calls.
- Always offer to pay. You are expected to pay your own way when going out to dinner, to a movie, or on a family outing. Sometimes your family may not want you to pay, but you should always offer, and be prepared to pay.
- Remember that your host family receives no money for hosting you. They offer their home to you because they are generous people interested in learning about you and your culture. They also want to teach you about their culture.
- Participate in all aspects of family life. The host family wants to learn from you as much as you want to learn from them.
- It is very appropriate to bring a small gift for your family. It is not necessary to spend a lot of money, perhaps something that is unique to your town or state.





TRAVEL ENROLLMENT



PACK YOUR BAGS!

The countdown to your tour is underway. You may be thinking, "Now What?"
The following steps will help walk you through the enrollment process.



Enrollment Checklist

1. Enrollment Application

- ☐ Please fill out our online enrollment application. Visit www.carousel-tours.com and click on the "Enrollment" tab on the top of the homepage.

Once you are on the Enrollment Page, choose from one of the following options under "Apply"

- Click "Apply for a Tour" if you are touring and not staying with a host family
- Click "Apply for a Homestay" If you are traveling abroad and staying with a host family

Once you submit your application, it will be sent to your primary parent's email address for approval. If your parent does not approve the application, it is incomplete.

- ☐ Follow up with your primary parent to make sure they approved your online application.

2. Initial Deposit

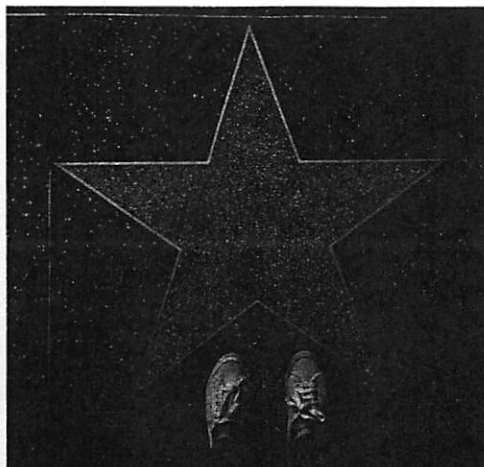
- ☐ Make your first scheduled payment as specified on the "Travel Enrollment Agreement". If you need a copy of this document, email: payment@carousel-tours.com. Payments can be made three ways: check, credit card or bank deposit. See below for details.

3. Passport

- ☐ For travel outside of the United States, you will need a passport. If you don't already have a passport, visit <http://travel.state.gov> to apply.
- ☐ If you do have a passport, make sure that it is valid for six months after your return date. If not, you will have to renew your passport.

Did You Know?

Carousel Student Tours, Inc. will be in contact with you during the entire enrollment process. From sending out a notification email letting you know your application is complete to friendly reminders regarding travel documentation, we are here to assist you even before your plane leaves the ground.



Payments

- To pay online, go to:
www.carousel-tours.com/onlinepayment
- To pay by check, please include the student's name, school and destination and mail to:
Carousel Student Tours, Inc.
PO Box 1404 • Pocasset, MA 02559
- To make a bank deposit, please contact us at payment@carousel-tours.com

4. Required Documentation

- Please submit photos or photocopies of the picture page of your passport. We accept both color and black and white copies.
- To submit online, go to www.carousel-tours.com/enrollment and under "Travel Documentation" click "Passport Information".
- To submit by email, send to: application@carousel-tours.com.
- To submit by mail, send to:
Carousel Student Tours, Inc.
PO Box 1404 • Pocasset, MA 02559

5. Scheduled Payments

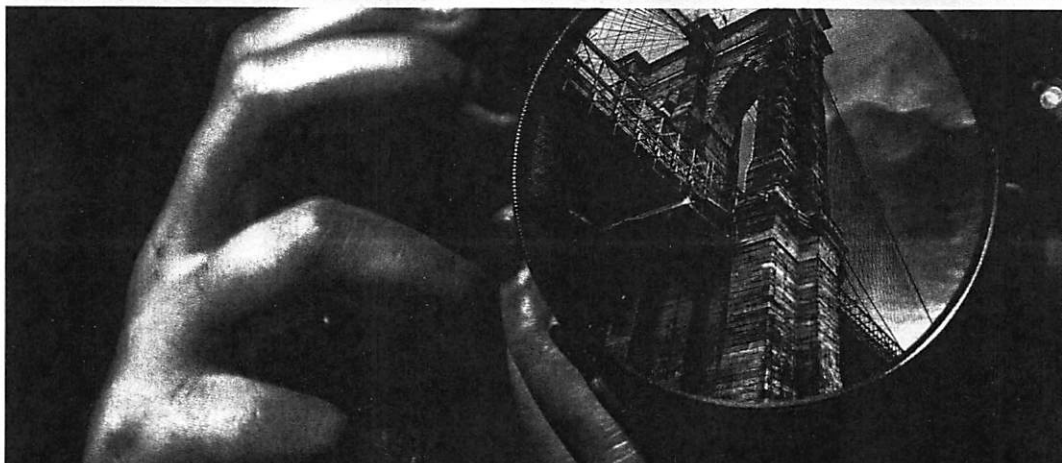
- Make all your scheduled payments as specified on the "Travel Enrollment Agreement". Contact us at: payment@carousel-tours.com if you have questions or would like to setup a customized payment plan.

6. Attend Traveler's Meeting

- We will be in touch regarding the final traveler's meeting, including date, time and location.

7. Enjoy a Trip of a Lifetime!

- Enjoy your trip and don't forget to submit a photo to our \$50 photo contest. Submit photos to photo@carousel-tours.com.



Passport Details

Providing us with your passport copy is easy!

Just snap a clear picture with your smartphone and upload it to our website:

www.carousel-tours.com/enrollment

Travel Insurance

INCLUDED: Traveler's Health Insurance

Carousel Student Tours, Inc. purchases Traveler's Health Insurance for international travelers. The plan includes medical and emergency medical evacuation coverage. The insurance is activated once the group arrives at their destination.

Benefits per person (in U.S. Dollars)	Maximum Amount of Coverage
Trip Interruption	\$500 Return Air Only
Missed Connection	\$500 (3 or more hours)
Trip Delay - 6 hours	\$750 (\$150/day)
Baggage Loss	\$1,500
Baggage Delay	\$300
Emergency Accident/Sickness Medical Expense	\$25,000
Evacuation/Repatriation	\$100,000
Worldwide Emergency Assistance Services	Included

NOT INCLUDED: Trip Cancellation Insurance

The Deluxe Plan includes trip cancellation insurance and provides the best protection for the investment you have made. Trip cancellation insurance must be purchased individually and directly with the insurance company.

We highly recommend that you purchase this type of insurance with a "cancel for any reason" clause. The Cancel For Any Reason (CFAR) option offers protection from trip cancellations due to anxiety or uncertainty of travel which is not a covered reason for trip cancellation within the standard policy. Please note that CFAR is only available at the time of the original plan purchase.

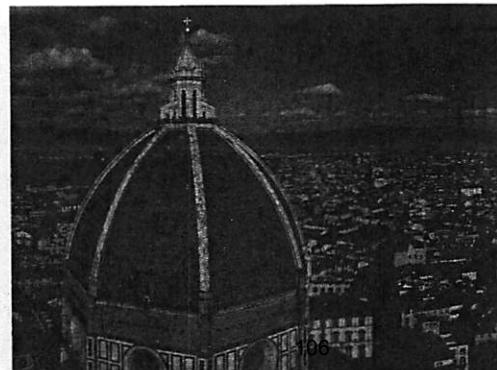
Additionally included in the Deluxe Plan:

Benefits per person (in U.S. Dollars)	Maximum Amount of Coverage
Trip Cancellation	Tour Cost
Trip Interruption	150% of Tour Cost
Cancel For Any Reason (CFAR)	Optional

For a complete description of the policy visit:

https://www.travelinsurancecenter.com/eng/information/cm_certs.cfm?line=ti_stu_grp

If you have questions or would like to purchase, please contact the Travel Insurance Center: 402-343-3636



Buker Brick Patio Fundraising Status Report and Gift of Funds to HWRSD May 2019

With the new playground installed and being enjoyed by the Buker and Hamilton-Wenham communities, the Playground Committee has turned its attention toward completing the second and final phase of this project, installation of the accompanying brick patio. Fundraising efforts continued during the current academic year, and the Playground Committee is now in a position to gift the funds to the Hamilton Wenham Regional School District for purposes of completing this phase of the project. An outline of the budget for the patio installation is as follows:

Funds Available

Cash:	\$13,874.00
Committed:	\$3,000.00
Friends of Buker Donation (pending approval at Friends of Buker meeting May 20, 2019)	
Total:	\$16,874.00

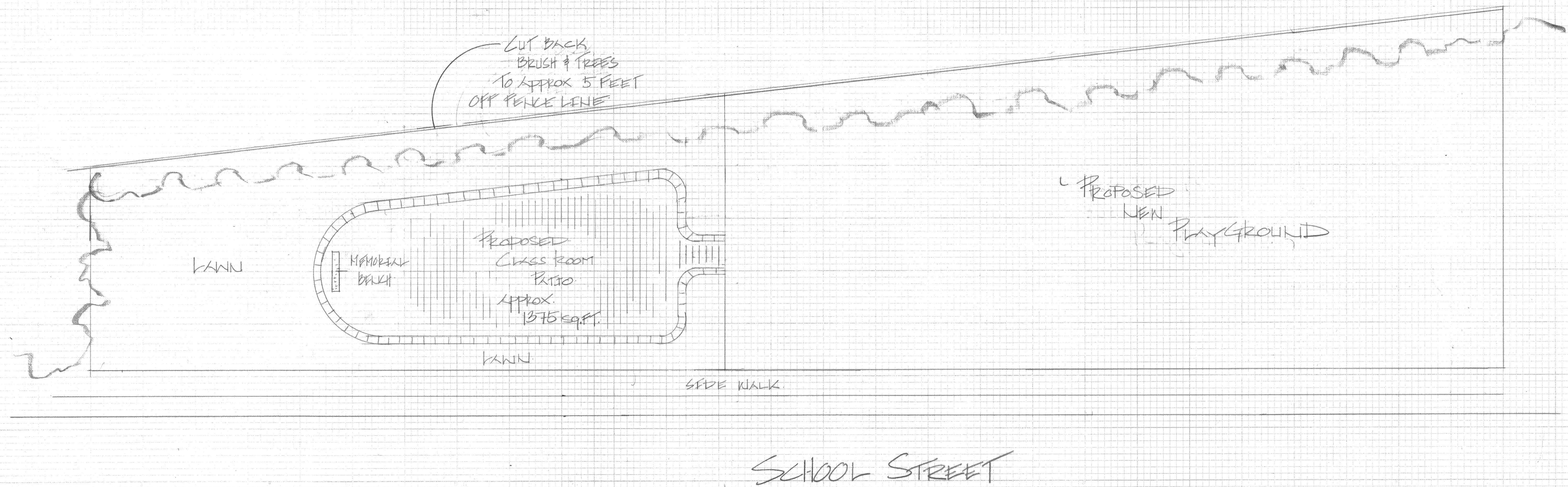
Expenses

Site Demolition and Preparation (donated by Town of Wenham):	\$0.00
Engraved Bricks (Polar Engraving, Naples, FL):	\$2,750.00
Patio Installation - 200 Square Feet (estimate provided by Corliss Landscape and Irrigation, Ipswich, MA):	\$12,121.56*
Bronze Plaque Recognizing Lead Donors (estimate provided by Tribute Awards, Manville, RI):	\$1,078.00**
Boulder to Which Plaque Will be Affixed (estimate provided by Swenson Granite Works, Rowley, MA):	\$325.00
48" x 14" Granite Bench (estimate provided by Swenson Granite Works, Rowley, MA):	\$269.00**
Total:	\$16,543.56
Surplus:	\$330.44

We would like to express our sincere gratitude to the current and former members of our Buker community, the Hamilton-Wenham Regional School District, and our local businesses and donors of the Hamilton-Wenham community. All have made such wonderful contributions to help us reach our fundraising goal. Without this support, we would not have been able to provide a new playground and brick patio to the students of Buker!

* Original patio size of 1,375 square feet has been reduced to 200 square feet.

** Pricing will vary depending upon inscription. Price shown includes no inscription.



Buker Residence

1 School Street

Wenham, MA

Scale: 1/8" = 1'-0"

Designer: Ryan B. Swanson

Date: 5/18



31 ESSEX ROAD
IPSWICH, MA 01938
978-356-4224

EXHIBIT H2

Estimate # 11390

Date 12/6/2018

Page:

Work Performed At:

Lisa Bial
Buker Elementary School
1 School St.
Wenham, MA 01984

Corliss Landscape & Irrigation now offers full maintenance services.

Valid Through		Terms	Sales Rep	
60 days from date of estimate		Balance due upon completion	RBS	
Qty	Description	Unit Price	Total	
	ESTIMATE: Brick Patio / Outdoor classroom (Approx. 200 Sq. Ft.)			
	Scope of work:			
	- Excavate footprint of patio			
	- Prepare base with pac & compact			
	- Apply approx. 1" of stonedust as bedding material			
	- Install brick & edging			
	Supply & Install			
1,000	Brick	1.10	1,100.00	
5	yards Pac	35.00	175.00	
1	Stone Dust (yrd)	40.00	40.00	
8	Sections brick edge with spikes	17.50	140.00	
3	yards Screened Loam	30.00	90.00	
1	Seed & fertilizer	125.00	125.00	
1	Disposal Fee	195.00	195.00	
1	Delivery GBS	195.00	195.00	
1	Equipment Drop off and Pick up	225.00	225.00	
1	Labor & Equipment (Prevailing wage rated)	9,720.00	9,720.00	

Corliss Landscape & Irrigation now offers full maintenance services.

PLEASE SIGN AND RETURN WITH 1/3 DEPOSIT- BALANCE DUE UPON COMPLETION

Corliss Landscape & Irrigation along with our installation service offers a TWO (2) year guarantee against death on all trees and woody shrubs installed by us provided they have been cared for properly. The Corliss Landscape & Irrigation guarantee voids any and all guarantees provided by plant growers or other entities. There is NOT a guarantee on discounted plant materials, perennials, roses, groundcovers, vines, ornamental grasses or annuals. The ONE time guarantee commences from the time of planting and includes both the plant material (equal to size at purchase) and labor to install.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Sales Tax (6.25%) \$116.56

Total \$12,121.56

Authorized Signature:

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Customer Signature

Date of Acceptance:

Signature: _____



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

5 SCHOOL STREET WENHAM MA 01984 • TEL. 978-626-0823

JEFFREY D. SANDS

ASSISTANT SUPERINTENDENT FOR FINANCE & ADMINISTRATION

May 22, 2019

Members of the School Committee:

On March 22, 2019, I issued an Invitation for Bid (IFB) for the provision of school bus transportation services. The IFB covered the 3 year period beginning July 1, 2019 and ending June 30, 2022. Responses to the IFB were due to me by 10:00 AM on Thursday, May 2, 2019. One (1) IFB submittal was received by the deadline. I have determined that the sole bidder is responsive and responsible and offers the lowest total price in accordance with our Rule for Award.

Therefore, I am pleased to recommend to the School Committee that the District enter into a 3 year Contract with Salter Transportation, Inc. for a total contract amount for regular route buses of Two Million Four Hundred and Fourteen Thousand One Hundred Dollars (\$2,414,100) which includes a Year 1 (FY20) contract amount of Seven Hundred Sixty-Seven Thousand Eight Hundred Dollars (\$767,800). The Year 1 (FY20) contract amount is \$61,080 less than our FY20 Budget placeholder which is great news.

Motion:

The Hamilton-Wenham Regional School Committee approves the District CPO's recommendation to enter into a 3 year Contract with Salter Transportation, Inc. for a total contract amount for regular route buses of Two Million Four Hundred and Fourteen Thousand One Hundred Dollars (\$2,414,100) which includes a Year 1 (FY20) contract amount of Seven Hundred Sixty-Seven Thousand Eight Hundred Dollars (\$767,800). The contract with Salter Transportation, Inc. shall be compliant with the requirements of M.G.L. Chapter 30B and shall have been reviewed by Counsel. The School Committee Chair shall sign the contract on behalf of the School Committee.

Sincerely,

Jeffrey D. Sands
Chief Procurement Officer
Assistant Superintendent of Schools

cc:

Mike Harvey, Superintendent of Schools

LEGAL NOTICE

NOTICE TO BIDDERS-INVITATION FOR BID

**Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984**

Daily Student Transportation for three (3) years beginning July 1, 2019 and ending June 30, 2022

The Hamilton-Wenham Regional School District is seeking written proposals from qualified vendors for the provision of school bus transportation services which includes furnishing all materials, labor, tools, and equipment needed for the transportation of students to and from school. The Invitation for Bid (IFB) covers the 3 year period beginning July 1, 2019 and ending June 30, 2022.

IFB packages will be available to pick up from the Office of the Assistant Superintendent for Finance and Administration located at 5 School Street, Wenham, MA 01984 or upon request via email to j.carleo@hwschools.net on Friday, March 22, 2019 at 8:00 a.m. Normal office hours are 8:00 a.m. to 4:00 p.m. (legal holidays excluded).

Bidders must meet all requirements for transporting school children. Bids must be complete and contain all necessary documents as specified in the IFB. Bids must be sealed and clearly marked "2019 HWRSD SCHOOL TRANSPORTATION BID". Bids must be submitted to the Office of the Assistant Superintendent for Finance and Administration located at 5 School Street, Wenham, MA 01984, no later than Thursday, May 2, 2019 at 10:00 a.m.

Bids will be publicly opened and read on Thursday, May 2, 2019 at 10:30 a.m. in the Assistant Superintendent's Office. LATE PROPOSALS will not be accepted.

The Awarding Authority reserves the right to reject any or all bids, wholly or in part, to waive any informalities or defects in any or all bids, and to make awards deemed to be in the best interest of the Hamilton-Wenham Regional School District School Committee. The award of contract will be issued by the District's School Committee.

Jeffrey D. Sands
Chief Procurement Officer
Assistant Superintendent for Finance and Administration
Hamilton-Wenham Regional School District

03/22/2019



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

5 SCHOOL STREET WENHAM MA 01984 · TEL. 978-626-0823

JEFFREY D. SANDS

ASSISTANT SUPERINTENDENT FOR FINANCE & ADMINISTRATION

May 22, 2019

Members of the School Committee:

As you know, the Hamilton Fire Department and MA State Fire Marshall's Office are requiring the District to install a fire protection system and upgrade the fire alarm system at the Winthrop Elementary School pursuant to M.G.L. c. 148 s. 26G. In April 2018, our member Towns appropriated the \$850,000 in funding necessary to complete this project. The District has an agreement in place with the Town of Hamilton and the Hamilton Fire Department to substantially complete this project by August 31, 2019. The purpose of this memo is to recommend to the School Committee that the District enter into an Agreement for the General Contract for the Winthrop Elementary School Fire Protection System Installation and Fire Protection System Upgrade Project.

The Designer Selection Law, M.G.L. c. 7C, §§ 44-57 must be followed when contracting for Design Services for any building construction, reconstruction, alteration, remodeling or repair project that has an estimated construction cost of \$300,000 or more and an estimated design fee of \$30,000 or more. The Chief Procurement Officer (CPO) is the person duly appointed by the Committee to procure all supplies and services for the District. The CPO is responsible, under MGL, for compliance with the policies and procedures of the Commonwealth of MA involving procurement and plays an integral role in the Designer Selection process. The School Committee appointed me as its CPO on November 18, 2015. In my capacity as CPO, on November 29, 2018 the School Committee approved my recommendation to enter into a contract with RDK (NV5) for Designer Services which included a total engineering fee of \$103,330.

On April 3, 2019, I issued an Invitation for Bid (IFB) for the General Contract for the Fire Protection System Installation and Fire Alarm System Upgrade at the Winthrop Elementary School in accordance with the procurement requirements of M.G.L. Chapter 149 (Building Construction Contracts). Responses to the IFB were due to me by 2:00 PM on Monday, May 6, 2019. Two (2) IFB submittals were received by the deadline. Upon initial review of these submittals, it was determined that only one (1) of the two (2) submittals came in within the approved funding limit. Upon further review and in collaboration with RDK I have determined that the sole remaining bidder is the lowest responsible and eligible bidder in accordance with our Rule for Award.

Therefore, I am pleased to recommend to the School Committee that the District enter into a General Contract with New England Builders and Contractors, Inc. for a total contract amount of Seven Hundred Thirty-Eight Thousand Dollars (\$738,000).

Time is of the essence.



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

5 SCHOOL STREET WENHAM MA 01984 • TEL. 978-626-0823

JEFFREY D. SANDS

ASSISTANT SUPERINTENDENT FOR FINANCE & ADMINISTRATION

Motion:

The Hamilton-Wenham Regional School Committee approves the District CPO's recommendation to enter into a General Contract with New England Builders and Contractors, Inc. for a total contract amount of Seven Hundred Thirty-Eight Thousand Dollars (\$738,000) in connection with the Fire Protection System Installation and Fire Alarm System Upgrade Project at the Winthrop Elementary School. The contract with New England Builders and Contractors, Inc. shall be compliant with the requirements of M.G.L. Chapter 149 and shall have been reviewed by Counsel. The School Committee Chair shall sign the contract on behalf of the School Committee.

Sincerely,

Jeffrey D. Sands
Chief Procurement Officer
Assistant Superintendent of Schools

cc:

Mike Harvey, Superintendent of Schools

LEGAL NOTICE

NOTICE TO BIDDERS-INVITATION FOR BID

Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

General Contract for the Fire Protection System Installation and Fire Alarm System Upgrade at Winthrop Elementary School

Sealed bids for the General Contract for the Fire Protection System Installation and Fire Alarm System Upgrade at the Winthrop Elementary School will be accepted at the Office of the Assistant Superintendent for Finance & Administration, 5 School Street, Room 19, Wenham, MA 01984 as follows:

General bids are due on May 6, 2019 at 2:00 p.m., at which time all bids will be publicly opened and read.

Sub bids are due on April 22, 2019 at 2:00 p.m., at which time all bids will be publicly opened and read.

Every General Bidder must be certified by the Division of Capital Asset Management and Maintenance (DCAMM) and for the dollar amount of its bid for the project. General Bids will be valid only when accompanied by a current Certificate of Eligibility issued by DCAMM and a DCAMM Prime/General Contractor Update Statement (form effective March 30, 2010) summarizing the contractor's record for the period between its latest DCAMM certification and the date the contractor submits its bid. DCAMM Certification shall be in the category of General Building Construction for General Bidders.

Every Sub-bidder must be certified by the DCAMM for the dollar amount of its bid. Sub-bids will be valid only when accompanied by a current DCAMM Certificate of Eligibility and a DCAMM Sub-bidder Update Statement (form effective March 30, 2010) summarizing the sub-bidder's record for the period between its latest DCAMM certification and the date the sub-bidder submits its bid. DCAMM Certification for Sub bidders shall be in the categories of painting, electrical, and fire protection respectively.

The project consists of the following: Furnish all labor, materials, equipment and incidentals necessary to provide a complete installation of a new Fire Protection System and Fire Alarm System Upgrade at the Winthrop Elementary School. The estimated construction cost is \$663,000.

The successful bidder will be required to conform to the payment of Prevailing Wage Rates, as determined by the Commissioner of Labor & Industries under the provision of M.G.L. Chapter 149, Section 26 to 27D as amended.

Bids shall be accompanied by a bid bond, or cash, or certified check, or a treasurer's or cashier's check issued by a responsible bank or trust company, payable to the Hamilton-Wenham Regional School District, in the amount of (5%) OF THE BID AMOUNT.

A non-mandatory site walk through is scheduled for April 10, 2019 at 4:00 p.m. at the Main Office of Winthrop Elementary School, 325 Bay Road, South Hamilton, Massachusetts 01982.

Project bid documents are on file for viewing at Hamilton-Wenham Regional School District offices, 5 School Street, Wenham, MA 01984, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, beginning on April 3, 2019. Printed sets of bid documents will be available on April 3, 2019 for a refundable deposit of \$100.00 per set through Nashoba Blue, Inc., 433 Main Street, Hudson, MA 01749, Tel. No.: 978-568-1167. Documents can be ordered or viewed online at: www.biddocsonline.com. Bid documents can be mailed for a non-refundable fee of \$40.00 per set. Payments shall be made payable to Bid Docs Online, Inc. by Certified or Cashier's check, or electronically.

The Hamilton-Wenham Regional School District reserves the right to reject any or all bids, wholly or in part in accordance with M.G.L. Chapter 149.

Jeffrey D. Sands
Chief Procurement Officer
Assistant Superintendent for Finance & Administration
Hamilton-Wenham Regional School District
3/22/2019

2019-2020 SUB COMMITTEES MEMBERS

EXHIBIT K

COMMITTEE NAME	MEMBER 1	MEMBER 2	MEMBER 3
Capital	Michelle Horgan	Gene Lee	Stacey Metternick
Policy/Legislative	Michelle Bailey	Peter Wolczik	
Negotiations	Kerry Gertz	David Polito	Michelle Horgan
Warrant	Michelle Horgan	David Polito	
Communications	Kerry Gertz	David Polito	

DONATIONS

School Committee Meeting
May 8, 2019

Axcelis Technologies, Inc	\$150.00
• Sponsor of the Robotics Competition held in March	
DECA Program	\$4,738.00
• List of sponsors who donated	



April 16, 2019

Tate Shippen
Hamilton Wenham School District
5 School Street
Wenham, MA 01984

Dear Tate:

The Axcelis Council on Community Contributions (ACCC) of Axcelis Technologies, Inc. is pleased to sponsor the H-W Schools Robotics competition that was held in March. We received a request from one of your students, Louise Bassom, requesting sponsorship of the event. Enclosed is a check in the amount of \$150 to be applied towards the program/upcoming events.

Please let me know if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "AS" or "Annmarie", written over the "Thank you," text.

Annmarie Stevens
HR Business Partner
Axcelis Technologies
108 Cherry Hill Drive
Beverly, MA 01915
phone: 978-787-9936
fax: 978-787-9888
Email: Annmarie.stevens@axcelis.com

Hamilton Wenham DECA

DONATIONS

The following pages contain the detailed list of sponsors who donated to the DECA program at Hamilton Wenham for the purpose of supporting the financial cost of the program this year. The total amount donated was \$4,738.00.

Name	Business Name	Address	Donation amount
Spencer Poore	n/a	30 Woodbury Street, S. Hamilton, MA 01982	\$10.00
Lindsay Bilo	n/a	18 Bosworth Street, Beverly, MA 01915	\$20.00
Katy Brunault	Hamilton-Wenham School of Dance	53 Mill Street, S. Hamilton, MA 01982	\$25.00
Ashley Kaner	n/a	3D Fletcher Way, Salem, MA 01970	\$50.00
Todd Lampert	Todd's Sporting Goods	393 Cabot Street, Beverly, MA 01915	\$50.00
Marisa Kobus	n/a	2 Bell Court, Manchester, MA 01944	\$50.00
Pamela Donellan	n/a	31 Appaloosa Lane, Hamilton, MA 01982	\$50.00
Sally Sherman	Weston & Sampson	5 Walker's Brook Drive, Reading, MA 01867	\$100.00
Jacqueline Martin	Over the Rainbow	38R Enon Street, Beverly, MA 01915	\$100.00
Ann Brainard	MOJO Cold Brewed Coffee, Inc.	168 Main Street, Wenham, MA 01984	\$100.00
Ward Arthur	Ward's Hair Co.	44 Railroad Avenue, S. Hamilton, MA 01982	\$100.00
Rick Mooney	Sterling Insurance Agency	306 Cabot Street, Beverly, MA 01915	\$100.00

Linda Waterman	n/a	37 Fairlawn Street, Farmington, CT 06032	\$100.00
Elizabeth Pratt	n/a	68 West Street, Beverly, MA 01915	\$100.00
Sarah Clapp	n/a	21 Park Street, S. Hamilton, MA 01982	\$100.00
Sara Kiarsis	n/a	150 Sagamore Street, S. Hamilton, MA 01982	\$100.00
John Gallant	Back Nine, LLC	11 Regwill Avenue, Wenham, MA 01984	\$100.00
Alex Pirrotta	n/a	707 Colley Street, Lowell, Arkansas 72745	\$100.00
Gloria Waterman	n/a	4 Centerbrook Drive, Farmington, CT 06032	\$100.00
Ed Kurja	Hale Street Properties	719 Hale Street, Beverly, MA 01915	\$100.00
Kim Russell	En Vogue Salon & Day Spa	10 Page Street, Danvers, MA 01923	\$100.00
John Colucci	n/a	10 Puritan Road, Wenham, MA 01984	\$100.00
Matthew Thibeault	Sports Stop	67 Main Street, Wenham, MA 01984	\$100.00
William Mulvihill	n/a	329 Gibson Court, Coppell, TX 75019	\$100.00
Chris Mantzekis	Hamilton House of Pizza	40 Railroad Avenue, S. Hamilton, MA 01982	\$133.00
Jennifer Flynn	n/a	120 Miles River Road, S. Hamilton, MA 01982	\$200.00
Steven Loeper	Structured Solutions, Inc.	8 Essex Center Dr., Peabody, MA 01960	\$250.00
Michael Jones	Institution For Savings	2 Depot Square, Ipswich, MA 01938	\$1,000.00
Peter Rogal	Gold Circuit Electronics	18 Park Street, Danvers, MA 01923	\$1,200.00
		TOTAL	\$4,738.00

From: Hickey, Robert

Sent: Friday, May 10, 2019 3:50 PM

To: Bailey, Michelle; Horgan, Michelle; Stacey Metternick; Wolczik, Peter; Gertz, Kerry; Lee, Gene; Polito, David

Cc: Harvey, Michael

Subject: School Committee meeting on 5/8/19

Dear Members of the Hamilton-Wenham School Committee,

Thank you for your work on behalf of students in the Hamilton-Wenham Regional School District and for helping to find a suitable interim superintendent to lead the district next year.

As the 6-12 English Curriculum Coordinator and a high school English teacher, I am writing to express my concerns about a comment I heard during the May 8th School Committee meeting about how the English department handles the use of a derogatory term in some of the literature that we teach. Although the comparison was brought up to make a larger point about a potential candidate, what I heard might have led some listeners to misunderstand how we teach texts that use this word.

The following comment stood out to me: "It happens in our district every day. Teachers use that language. You should sit in an English classroom because in an English classroom . . . [while reading certain texts] that word is used and quoted and said out loud. I've made the choice not to say it, but other English teachers say, 'I'm not saying it; it's the character saying it.' That happens in our district right now on a regular basis in our English classrooms . . ."

I just want to make sure everyone is aware that teachers in the English department are cognizant of this word's power; we lead thoughtful discussions with students, clearly communicating the word's history and how we should handle it in class.

Given the public nature of Wednesday evening's discussion, I hope community members understand how carefully we engage students in respectful discussions about race. We are committed to the district's core value of supporting students so that they "demonstrate respect for themselves, other people and their cultures, and our environment."

While I know the intent was not to question that, I felt it was important to share my thoughts with the School Committee.

Sincerely,

Bob Hickey

6-12 English Curriculum Coordinator

Hamilton-Wenham Regional School District
r.hickey@hwschools.net