

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, May 22, 2019 7:00 PM**

**Present:**

Michelle Horgan, Assistant Secretary  
Gene Lee (7:05 pm arrival)  
David Polito, Chairperson  
    Stacey Metternick, Secretary  
    Michelle Bailey  
    Peter Wolczik

**Also Present:**

Michael Harvey, Superintendent  
Jeff Sands, Assistant Superintendent  
Lauren Verge, Student Government Representative  
Mahala Lettvin, Recording Secretary

**1. Call to Order**

David Polito calls the meeting to order at 7:04pm.

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3. Citizens' Comments**

None.

**4. Chair's Report**

- Dr. Julie Kukenberger has been hired to begin the interim superintendent position on 07/01/2019, with a contract still in progress.
- Robert Hickey, 6-12 English Curriculum Coordinator, sent an email to the School Committee in response to statements made during the 05/08/2019 School Committee meeting. The email, detailed on pages 120-121 of the School Committee Packet, clarifies that the 6-12 English Department consistently strives to lead thoughtful discussion aligning with the district's values of respecting ourselves and others.
  - Peter Wolczik adds that the letter was written to clarify how teachers take great care in using controversial words, in particular the word that was discussed in this 05/08/2019 meeting.

**5. Superintendent's Report**

- This Friday, 05/24/2019, each of the Hamilton-Wenham schools will welcome A.P. Gardner Post 194 Local Veterans to commemorate Memorial Day through a brief assembly. Donna Bunk will provide a schedule of assemblies, should School Committee members wish to attend;
- Ramping up for commencement activities for graduating class of 2019:
  - 5/23 Senior Prom;
  - 5/29 Senior Farewell;
  - 5/30 Seniors will return to walk in their elementary schools;
  - 5/30 8:00pm Candlelight will take place @HSA, school committee members are welcome;
  - 06/01 10:00am Graduation ceremony @ HS;
- 5/28 6:45pm Parents' Night for incoming Miles River Middle School students;
- 6/4 6:45pm 8th grade Science Fair;

- David Polito notes that he sent the letter from the English Department head to be included in tonight's official meeting packet, but was not included.
- Michelle Bailey adds that this Saturday is Melody Miles , hosted by the Friends of the Arts.

## 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
  - i. National History Day Competition-College Park, Maryland Exhibit E
  - ii. Ski Trip for February 2020 to Austria & Munich, Germany Exhibit F
  - iii. Spain: Burgos & Madrid-- April 2020 Exhibit G

Michelle Bailey asks to pull item: *iii. Spain: Burgos & Madrid April 2020 Field Trip Proposal*, Exhibit G, detailed in pages 80-106 in the School Committee Packet.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA EXCLUDING ITEM C. iii., FIELD TRIP PROPOSAL, SPAIN: BURGOS & MADRID, APRIL 2020 (EXHIBIT G) AND INCLUDING MINUTES FROM 04/24/2019 (EXHIBIT A) AND 05/08/2019 (EXHIBIT B), WARRANTS FROM 04/26/2019 (EXHIBIT C) AND 05/02/2019 (EXHIBIT D), AND THE FIELD TRIP PROPOSALS INCLUDING NATIONAL HISTORY DAY COMPETITION - COLLEGE PARK, MARYLAND (EXHIBIT E), SKI TRIP FOR FEBRUARY 2020 TO AUSTRIA & MUNICH GERMANY (EXHIBIT F); THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey. Unanimously approved by 6 members present.**

Discussion on item *iii. Spain: Burgos & Madrid April 2020 Field Trip Proposal*, Exhibit G: Michelle Bailey notes that students will be staying in homes with host families. There is no information provided regarding whether the families hosting Hamilton-Wenham students have undergone the same or similar screening processes that are required within district for parent volunteers. Michelle Bailey further states that many parents approached her last year with concerns about sending their children on trips without information regarding processes families undergo.

TABLED: Field Trip Proposal, Spain: Burgos & Madrid April 2020, until next meeting 06/05/2019

## 7. New Business

### A. Student Government Presentation

*Brianna Borek*, Advisor: provides an introduction to tonight's student government presentation, and congratulates students for the 4 years of commitment to their education and to student government.

*Will Glovsky*, Secretary: update on (1) the two school-wide events: acapello event and (2) the fab teach pond race? Both events were a lot of fun!; (2) Northeast Regional Council has 3 new delegates from our Hamilton Wenham Regional High School.

*Jack McMahon*, Treasurer: provides update on senior events: (1) Red Sox trip 2 weeks ago, (2) Six Flags this past Tuesday, with about ½ the class attending, (3) Prom planning/event details.

*Lauren Verge*, President: provides update on the school year overall: (1) ongoing amendments to the student handbook - this is a long process, but the school council has to approve any changes and with

meetings once a month, it has proved difficult to see this to completion. Nevertheless, the Student Government appreciated the opportunity to represent the voices of their class and have those voices heard; (2) Worked to determine best practices for the High School's vaping policies; (3) Initiated #HWgivesback - despite losing momentum midway, the campaign is still full of opportunity and was an educational experience.

*Emily Vanderwilden*, Vice President: provides update on upcoming dates: (1) Wednesday, 05/28/2019 student government elections; (2) Wednesday, 05/28/2019 class elections for student representatives.

Thank you! School Committee members thank Student Government for their hard work and their commitment to bettering Hamilton Wenham Regional High School, with best wishes for success in their college endeavors.

B. Buker Playground Committee: Presentation of Gift for "Phase II" of Buker Playground Project

Exhibit H

*Lisa Bial*, 25 Monument St., Wenham: provides an overview of the Buker Playground project, completed with a surplus of funds from the Friends of Buker. The playground was built last summer in 2 phases: the playground itself and the accompanying brick patio. The brick patio was envisioned as a place for students to socialize and memorialize a student, Jennifer, who passed away. This space would double as an outdoor classroom. The Friends of Buker collected a significant amount of money to have that brick patio installed, and has developed a rough draft of a budget. Approximately 120-130 various sized bricks have been purchased and The Friends of Buker would like to present the funds (which total about \$300 over budget) for the School Committee's consideration.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF BUKER IN THE AMOUNT OF \$16,874.00 FOR THE PURPOSE OF THE BUKER PLAYGROUND BRICK PATIO.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey. Unanimously approved by 6 members present.**

School Committee members express their gratitude to The Friends of Buker for their hard work, tremendous effort, commitment to honoring Jennifer, and thank Lisa for her impressive leadership in seeing the project through!

C. Vote to Set Last Day of School as June 14, 2019

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE SET THE LAST DAY OF THE 2018/2019 SCHOOL YEAR AS JUNE 14, 2019.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey. Unanimously approved by 6 members present.**

D. 3-Year Student Transportation Contract Recommendation

Exhibit I

Jeff Sands recommends that the School Committee approve the contract detailed in Exhibit I, pages 110-111 of the School Committee Packet.

Discussion: competition, national firms, and otherwise unusual opportunity to accept the extraordinary pricing of \$295/day per bus. Jeff Sands states that approving this contract seems to be a no brainer. Further discussion regarding specifics of amounts, what was budgeted, etc.

**I MOVE THAT 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.**

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.**

Discussion: Michelle Bailey points out that the increase is above the 4%, and the towns will not increase the district's budget. Michelle Horgan and David Polito point out we're starting at a lower amount than originally anticipated. Jeff Sands adds that this is the only bid the district received, and the bid is reasonable and favorable to the district.

**Unanimously approved by 6 members present.**

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

Exhibit J

Jeff Sands reads the 05/22/2019 letter as shown in Exhibit J, page 112 of the School Committee Packet.

Discussion regarding potential scenarios and "what-ifs". Jeff Sands reiterates that an extraordinary amount of attention and care was placed in developing the technical specifications of the contract recommendation, providing examples of each detail considered.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE 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 THE 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.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.  
Unanimously approved by 6 members present.**

Jeff Sands explains that there is a considerable amount of work left to be done, and he would like to hand deliver the document to the contractor. David Polito will come to Administration Offices first thing tomorrow morning to sign contract to allow Jeff to hand deliver as soon as possible.

F. Nominate HW Ed Fund for MASC Friend of Education Award

Miscommunication regarding who held the appropriate paperwork: Michelle Bailey handed off her only copy to David Polito. Information cannot be located online. Discussion regarding the most efficient way to handle this nomination. TABLED: Nominate HW Ed Fund for MASC Friend of Education Award, to be addressed at a later date.

G. Revisit SC Working Groups

Exhibit K

Changes suggested: David Polito would like to remove himself from communications, add a member to warrants, and stay on negotiations.

**Capital planning/finance Subcommittee:** Stacey Metternick, Gene Lee, Michelle Horgan

**Policy & Legislative Subcommittee:** Michelle Bailey, Peter Wolczik  
**Negotiations Subcommittee:** Kerry Gertz, Michelle Horgan, David Polito  
**Warrants Subcommittee:** Michelle Horgan, Stacey Metternick, David Polito,  
**Communications Subcommittee:** Kerry Gertz, David Polito

Michelle Horgan will email her cell phone number to Jeff Sands, who will provide this information to Don Gallant, District Treasurer for the purpose of contacting School Committee member to sign warrants. Stacey Metternick is added as member on Warrants Subcommittee, with David Polito serving as the third and last resort.

All subcommittee groups will meet before the next School Committee meeting to determine subcommittee charges.

Michelle Bailey will contact Tracy Novick, MASC to obtain powerpoint presentation on School Committee's use of social media.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE DESIGNATE STACEY METTERNICK AS AN ALTERNATE SIGNATORY FOR THE WARRANTS SUB-COMMITTEE.**

**MOTION by Michelle Bailey; SECONDED by Michelle Horgan.  
Unanimously approved by 6 members present.**

H. Donations  
*Axcelis Technologies Inc. \$150.00*

Exhibit L

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM AXCELIS TECHNOLOGIES INC. IN THE AMOUNT OF \$150.00 FOR SPONSORING OF THE HAMILTON-WENHAM SCHOOLS ROBOTICS COMPETITION THAT WAS HELD IN MARCH.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.  
Unanimously approved by 6 members present.**

Thank you to Axcelis Technologies, Inc. for sponsoring this event!

*DECA \$4,738.00*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE MULTIPLE DONATIONS TO THE DECA PROGRAM AT HAMILTON WENHAM REGIONAL HIGH SCHOOL WITH THE AMOUNT TOTALING \$4,738.00, AS DETAILED IN EXHIBIT L2. SPECIAL THANKS TO MICHAEL JONES, INSTITUTION FOR SAVINGS, IPSWICH FOR HIS DONATION OF \$1,000.00, AND TO PETER ROGAL, GOLD CIRCUIT ELECTRONICS, FOR HIS DONATION OF \$1,200.00.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.  
Unanimously approved by 6 members present.**

Thank you to all the generous donors supporting the DECA program at Hamilton-Wenham!

## **8. Other**

Discussion: Donna Bunk's last day (06/30/2019) and securing a replacement assistant to the superintendent.

Jeff Sands states that since the School Committee has named an interim superintendent, the position can be posted and the interim superintendent will then make the hiring decision. Position will be posted the first week of June, 2019 and remain posted until the 6/28/2019 deadline.

Discussion: collaborative approach in setting goals for interim superintendent; involvement of leadership team in the process; ensuring goals are set for the greater good.

Discussion: permanent superintendent search process; involving leadership in the search process, David Polito states that he has spoken with some of the leadership team, and has also had individuals reach out to him expressing interest in participating in the Search Committee; organizations like the MASC and NESDEC to assist in this process; Michelle Bailey points out that MASC provided a list of companies/organizations that provide this service; services are considered exempt; further discussion surrounding which company/organization to utilize. Stacey Metternick recommends that School Committee member sign up for the listserv to gather more information, have their questions answered, and receive useful feedback from others.

#### Topics for next meeting

- 06/05/2019 School Committee meeting:
  - 6:30pm: Reception for Retirees;
  - 7:00pm Regular School Committee Meeting;
- Recognition of retiring faculty members;
- Department of Nutrition Services Presentation, Catherine Donovan;
- 2nd annual Treasurer Report, Don Gallant;
- Approve sub-committee charges;
- First reading of the Wellness Policy;
- 8th grade Field Trip report;
- Transition planning;
- Donations;
- Summer schedule of School Committee Meetings;
- Workshop with interim superintendent (Date TBD);

Michelle Bailey inquires as additional School Committee meetings in June after 06/05/2019. How would meetings be organized/scheduled? Brief discussion regarding availability of School Committee members. Discussion regarding need for meetings in the Summer, availability of School Committee members, etc. Stacey Metternick suggests including a topic for next meeting: workshop with interim superintendent. Michelle Bailey asks School Committee members to consider emailing Senator Bruce Tarr with a request to fund regional transportation at 100%, and not below.

#### **9. Vote to Adjourn**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 8:19 PM.**

**MOTION by Stacey Metternick; SECONDED by Michelle Bailey.  
Unanimously approved by 6 members present.**

*Respectfully submitted June 13, 2019 by Mahala Lettvin, Recording Secretary.*