

**The Hamilton Wenham Regional School District  
Retiree's Reception  
Buker Elementary School Multi-Purpose Room  
Wednesday, June 5, 2019 6:30 PM - 7:00 PM**

Hamilton Wenham Regional School District celebrates the contributions of those retiring from Hamilton-Wenham school district this year. Friends, families, and colleagues join in celebration.

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, June 5, 2019 7:00 PM**

**Present:**

Peter Wolczik  
Michelle Horgan, Assistant Secretary  
David Polito, Chairperson  
Stacey Metternick, Secretary  
Michelle Bailey

**Also Present:**

Dr. Michael Harvey, Superintendent  
Mahala Lettvin, Recording Secretary

**1. Call to Order**

David Polito calls the meeting to order at 7:09pm.

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**A. Recognition of Retirees (moved ahead in order to accommodate retirees' schedules)**

Ben Schersten, Buker Elementary School Principal, recognizes:

- **Kathleen Hughes**, Adjustment Counselor

Dr. Michael Harvey, Superintendent, recognizes:

- **Donna Bunk**, Assistant to the Superintendent (not present this evening)

Stacy Bucyk, Director of Student Services, recognizes:

- **Betty Minton**, Special Education Secretary

Jennifer Clifford, Cutler Elementary School Principal, recognizes:

- **Suzanne Clerkin**, Special Education
- **Heidi Hebert**, Integrated Media

Eric Tracy, Hamilton Wenham Regional High School Principal, recognizes:

- **Vincent Bucci**, Social Studies Teacher

Craig Hovey, Miles River Middle School Principal, recognizes:

- **Jennifer Drake**, MRMS/Winthrop Speech-Language Pathology Assistant
- **Eleanor Todd**, Mathematics Teacher
- **Tracy Bonnie McGarrell**, Special Education Teacher

Dr. Michael Harvey, Superintendent, recognizes retirees not attending:

- **Joe Bourgeois**, Buker Custodian (not present this evening)
- **Mary Lee**, Cutler Reading Specialist (not present this evening)

**3. Citizens' Comments**

*Kim Valeri, 15 Junction Ln., Hamilton:* Ms. Valeri is here tonight with her daughter, Gina-Louise (phonetic spelling) to talk about their support of the Spain exchange program in the hopes the School

Committee will continue the program. Ms. Valeri's son is an 8th grader at Miles River Middle School who recently participated in the Spain exchange program. Ms. Valeri feels strongly that this exchange program should continue, as it offers a number of benefits not otherwise obtainable. She is proud of him and his education.

*Gina-Louise (phonetic spelling, address unknown):* Gina is here this evening with her mother, Kim Valeri to voice her support for continuing the Spain exchange program. Gina shares her numerous successes since graduating from Hamilton-Wenham in 2009, noting that her education inspired her global citizenry. Her brother had the opportunity to participate in a cultural immersion program, and she wishes she would have had the same opportunity. She has noticed that he has developed a stronger sense of himself and a better understanding of culture and community involvement since his experience. She believes this immersion program is incredibly important, and urges the School Committee to approve the program continuing.

*Kim Valeri* adds that there are many resources to obtain information on the safety of such a program, stating that Spain is listed as a country that will implement fingerprinting.

*Erica Mitchell, 30 Margerie Street, Hamilton:* Her son is an 8th grader at Miles River Middle School and participated in the Spain exchange program. The cultural immersion allotted him different perspectives, and inspired her son to further his Spanish education. Her family hosted Miguel, a student from Spain, and this experience offered both an educational and enriching experience. Ms. Mitchell fully supports the continuation of the Spain exchange program, as she knows the benefits and knows how it aligns with the district's vision to ensure students develop into productive global citizens.

*Bryan Menegoni, 1 Laurel Drive, Wenham:* Bryan's daughter, an 8th grader in Miles River Middle School, participated in the Spain exchange program. He speaks very highly of the trip, as his daughter has grown a great deal from her experience, and as a result, his entire family benefitted. Mr. Menegoni states that the information he could offer has already been stated in previous comments, however, he would like to add that Kevan Sano provided assurance of his daughter's safety. Even though she was placed with a host family Bryan had never met, he was certain his daughter remained safe and in good hands throughout the experience.

*Josh Holbrook, 163 Main St., Wenham:* His children have not yet participated in the Spain exchange program, but are absolutely interested and excited to do so in the coming years. His children's safety is of the utmost importance to him. He has faith and trust in Kevan Sano, as well as the larger Hamilton Wenham Regional School District staff overseeing the program. Mr. Holbrook says he would be disappointed should his children not be able to participate in this program. He encourages the School Committee to continue the program.

David Polito thanks everyone for attending the meeting and voicing their concerns tonight. Citizen input is incredibly valuable to the School Committee.

*Linda Rich, 1 Ramona Way, Wenham:* Ms. Rich's daughter is a 7th grader at Miles River Middle School, who is very excited about the possibility of travelling to Spain next year. Ms. Rich and her family were also looking forward to hosting a student from Spain. Although she is a protective parent, Ms. Rich knows that the Spain exchange program is a professionally structured program, and as such encourages the School Committee to approve the program.

#### **B. 8th Grade Field Trip to Spain**

**Exhibit C**

Kevan Sano thanks everyone who came out tonight in support of the program. When Ms. Sano began in the district, an exchange program with France was being offered, however, that program ended upon elimination of French courses. Ms. Sano has always believed in the importance of immersion experiences for students. Students participated in the first Spain exchange last year, and the benefits

have been remarkable. Ms. Sano would be terribly disappointed should the program not be approved next year. She hopes the School Committee will approve the program, and offers to answer any questions and clarify any aspects of the program that may be causing uncertainty/confusion.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 8TH GRADE FIELD TRIP TO SPAIN IN APRIL 2020, AS DETAILED IN EXHIBIT C.**

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

Discussion: Michelle Bailey states that local parents must be fingerprinted to chaperone on a local field trip, but the district is sending Hamilton-Wenham students to another country without a clear idea of the vetting process involved for the host families. Michelle Bailey asks for clarification on the vetting process.

Kevan Sano explains that this program was developed alongside a partner who personally knows each of these families, and maintains a close relationship with the privately run school. As far as the vetting process for host families, there are numerous home visits, an extensive application process very similar to the process on our side, families are carefully chosen, and teams regularly visit each and every home. The process does not, however, include the fingerprinting process.

The program was built on foundations of good faith and trust, and Ms. Sano reiterates that safety precautions are always a priority. Ms. Sano says that in her experience travelling to Spain last year, she did not ever feel her safety was at risk. She further notes that 8th grade students implement a wide variety of communication methods including Skype, text messages, Whatsapp, etc., and have engaged with their host families usually on a daily basis before travelling to live with them. Any time any question arises, parents are immediately involved. Whatsapp has all parents and kids in constant communication. This relationship has been built over 15 years, and provides the program with a foundation of trust.

Michelle Bailey says she has been asking if the law applies to this program. Dr. Harvey explains the law requiring the fingerprinting component of the vetting process is a Massachusetts state law, and therefore does not govern Spain.

**Approved by 4 members, with 1 member abstaining. MOTION PASSES.**

**4. Chair's Report**

None.

**5. Superintendent's Report**

None.

**6. Consent Agenda**

a. Minutes

- May 10, 2019

Exhibit A

b. Warrants

- May 24, 2019

Exhibit B

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA INCLUDING MINUTES FROM 05/10/2019 (EXHIBIT A) AND WARRANTS FROM 05/24/2019 (EXHIBIT B); THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.**

**MOTION by Stacey Metternick; SECONDED by Michelle Horgan.  
Unanimously approved by 5 members present.**

**7. New Business**

*Recognition of retirees, originally item A, took place earlier in the evening  
8th Grade Field Trip to Spain, originally item B, took place earlier in the evening*

**C. Treasurer's Report**

Exhibit D

Don Gallant, District Treasurer, presents the 06/05/2019 semi-annual District Treasurer's Report as of 04/30/2019, School Committee Presentation, as detailed in Exhibit D, pages 43 - 53 of the [School Committee Packet](#).

- Don Gallant explains a new district policy verifying amounts of checks, and corresponding with banks, as a result of increasing risk of discrepancies and fraudulent transactions;
- District Treasurer: Primary Roles & Responsibilities;
- General Fund update as of 04/30/2019;
- Student Activities Update as of 04/30/2019;
  - Michelle Bailey clarifies the rollover process in student activity accounts.
- Student Activities Update: HS Subsidiary Accounts as of 04/30/2019;
  - Similar to last year's process, next fall, Mr. Gallant and the School Committee will review accounts, and vote to close accounts when necessary
  - Michelle Bailey notes that a few accounts have remained completely inactive, with Mr. Gallant clarifying that money is set aside for the purpose of covering purchases should they be necessary
- Scholarships Update as of 04/30/2019;
- General Receipts Summary as of 04/30/2019;
  - Michelle Bailey asks about the charter school reimbursement. Don Gallant explains that the state gives money, and then takes that money away. Dr. Harvey adds details to this explanation.
- Grants Receipts Summary as of 04/30/2019;
- Debt Service Update as of 04/30/2019;
- Assistant Treasurer Training
  - July: review of new Eastern Bank policy and review of work completed to date.

**D. Food Service Presentation**

Exhibit E

Catherine A. Donovan, Med, SNS, Director of Nutrition Services presents 06/05/2019 Department of Nutrition Services Report to the School Committee, as detailed in Exhibit E, pages 54-61 of the [School Committee Packet](#).

- Department Overview: Who We Are;
  - Staffing obstacles including death, illness, injury. Ms. Donovan suggests alternative outreach and recruiting efforts to secure more stable staffing in the department
- Department Overview: What We Do;
- Training. Professional Standards *HHFKA*;
- Menus/Food;
- The School Nutrition Association;
- Year in Review: Highlights and Special Accomplishments
  - Discussion: budget limitations this year, food waste, popular meals, etc.
  - Discussion: internships and the introduction of other new programs to support the department. These programs did not show a great deal of success this year, but will continuously re-analyze.

Thank you!

**E. Approve Sub-Committee Charges**



Stacey Metternick suggests tabling Sub-Committee charges until the interim superintendent is on board. Including the interim would encourage discussion about district goals. Michelle Bailey agrees that it would be useful to include interim superintendent in these discussions. David Polito does not understand why the new interim would need to be involved in this regard, but he does not oppose tabling Approve Sub-Committee Charges until a later date.

**TABLED:** Approve Sub-Committee Charges to take place on a future date TBD

F. Policy: First Reading of Wellness Policy

Exhibit F

Dr. Harvey explains this policy follows a script in order to comply with laws.

Review 06/15/2006 Wellness Policy, Policy E5001, as detailed in Exhibit F, pages 62 - 64 of the [School Committee Packet](#).

Michelle Bailey provides context for the policy and details the process necessary to implement each of aspect addressed in the policy. Michelle Bailey notes language to be removed was not removed, and Dr. Harvey agrees to remove language.

Second reading of Wellness Policy to take place at the next School Committee meeting, 06/19/2019. The School Committee will then vote on whether to approve the policy.

Michelle Bailey adds that the policy is very well researched and details are provided in order to meet Massachusetts General Law.

G. Transition Planning

Exhibit G

Jeff Sands sends his regrets, but is attending his daughter's graduation in Tewksbury this evening. Jeff Sands sent an email on 05/28/2019, shown in Exhibit G, page 65 of the [School Committee Packet](#) which states that contracts with Recruiting/ Executive Search Firms are not exempt from MGL 30B Procurement Laws. He further advises the School Committee that soliciting contracts is based on the amount of the contract, and is therefore governed by the limitations provided. A written contract between the School Committee and the chosen Firm is required.

Discussion regarding forming a subcommittee strictly for this purpose. School Committee members agree that it was decided that the subcommittee would take charge and lead this process.

Dr. Harvey suggests that the School Committee develop a written purchase agreement to disseminate to firms being considered.

Michelle Bailey says that during the next School Committee meeting, a written purchase agreement would need to be approved and sent to these firms. Such communication would outline School Committee requirements, timeline, etc. Michelle Bailey is happy to draft the document, unless someone else would like to do so. She will make every effort to get this letter uploaded by Friday, 06/07/2019, however, should she not succeed, she will email members the document.

David Polito states that negotiations with Dr. Julie Kukenberger are still in process.

Discussion regarding scheduling a School Committee meeting next week. Michelle Bailey will send out a doodle poll to determine availability, as 4 members will need to be present in order to approve the document.

Discussion regarding Assistant Superintendent contract and possible appointment from another district. Michelle Horgan asks where this information is coming from, with Michelle Bailey explaining that the information was contained in Masco's School Committee agenda 2 weeks ago.

Michelle Horgan, noting the possibility of negative reactions, suggests School Committee members reach out to their respective schools to help ease any discomfort.

#### H. School Committee 2019-2020 Meeting Schedule

Exhibit H

##### **Next meeting: 06/19/2019**

Stacey Metternick suggests scheduling a School Committee meeting in the beginning of July in order to accommodate the interim superintendent's transitional period. This meeting would allow communication to ensure all district goals and strategies are mutually agreeable. David Polito suggests possible 07/10/2019 meeting.

July	2 workshop 31 end of year close
August	28 end of year meeting
September	4 18
October	2 16
November	6 20
December	4 18
January	8 (SC adopts tentative budget) 22
February	5 12 (SC adopts a budget)
March	4 18
April	1 4 (Annual Town Meeting - tentative) 9 (Annual Town Election - tentative) 15 Reorganization meeting
May	6 20
June	3 17

Michelle Bailey inquires as to the status of Longmeadow negotiations, with David Polito agreeing to follow up.

#### I. Donations

Exhibit I

*Mass Cultural Council \$1,000*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM MASS CULTURAL COUNCIL IN THE AMOUNT OF \$1,000.00 TO HELP DEFRAY THE COST OF THE ELEMENTARY SCHOOL STUDENT FIELD TRIP TO THE BOSTON SYMPHONY ORCHESTRA YOUTH CONCERT.**

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

**Unanimously approved by 5 members present.**

Thank you, Mass Cultural Council for this generous donation!

*Friends of Cutler \$400*

Exhibit I1

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER ELEMENTARY SCHOOL IN THE**

**AMOUNT OF \$400.00 TO PURCHASE MINI GRANT FINE MOTOR TUB MATERIALS FOR KINDERGARTEN CLASSROOMS.**

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

**Unanimously approved by 5 members present.**

Thank you to the Friends of Cutler for their ongoing donations and support of students!

*HWRHS/MRMS Friends \$300*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM FRIENDS OF HWRHS/MRMS IN THE AMOUNT OF \$300.00 FOR SUPPORTING THE 8TH GRADE FIELD TRIP TO DC.**

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

**Unanimously approved by 5 members present.**

Thank you to the Friends of HWRHS/MRMS for this donation and ongoing support of students!

## **8. Other**

### Topics for next meeting

- End of year financial forecast;
- Approve written purchase description for search firm for position of superintendent;
- Appoint Treasurer;
- Appoint Assistant Treasurer;
- 2nd Reading of Wellness Policy;
- 1st Reading of Policy Manual Section A;
- 1st Reading of Policy Manual Section B;
- Sub-Committee Charges (TBD - 06/19/2019 or 07/02/2019 Michelle Bailey will reach out to Dorothy Presser, MASC regarding interim superintendent's presence during discussion of sub-committee charges).

## **9. Vote to Adjourn**

**9:30**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 8:51 PM.**

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

**Unanimously approved by 5 members present.**

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