

**The Hamilton Wenham Regional School District  
School Committee Meeting  
Buker Elementary School Multi-Purpose Room  
Wednesday, June 19, 2019 7:00 PM**

**Present:**

Michelle Horgan, Assistant Secretary  
Gene Lee  
David Polito, Chairperson  
Michelle Bailey  
Peter Wolczik

**Also Present:**

Julie Kukenberger, Interim Superintendent  
Mahala Lettvin, Recording Secretary

**1. Call to Order**

David Polito calls the meeting to order at 7:08pm.

**2. Pledge of Allegiance**

All in attendance rise for the Pledge of Allegiance.

**3. Citizens' Comments**

None.

**4. Chair's Report**

- Dr. Harvey's last day Friday 06/14/2019. We wish Dr. Harvey all the best. This is also the last meeting before Donna Bunk, Assistant to the Superintendent, retires. We are grateful to Donna and all she has done for the district.
  - Michelle Bailey: met with Dr. Harvey and spoke about posting meetings, as he and Donna Bunk are the only ones trained to do so. Dr. Havey mentioned Donna would need to train someone. David Polito will reach out for status update.

**5. Superintendent's Report**

None.

**6. Consent Agenda**

a. Minutes

- April 30, 2019
- May 1, 2019
- May 15, 2019
- May 22, 2019

Exhibit A  
Exhibit B  
Exhibit C  
Exhibit D

b. Warrants

- May 30, 2019

Exhibit E

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA INCLUDING MINUTES FROM 04/30/2019 (EXHIBIT A), MINUTES FROM 05/01/2019 (EXHIBIT B), MINUTES FROM 05/15/2019 (EXHIBIT C), MINUTES FROM 05/22/2019 (EXHIBIT D), AND WARRANTS FROM 05/30/2019 (EXHIBIT E); THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.  
Unanimously approved by 5 members present.**

**7. New Business**

A. Approval of Interim Superintendent Contract Exhibit F  
School Committee reviews the Interim Superintendent Contract, as detailed in Exhibit F, pages 42-47 of the [School Committee Packet](#). Dr. Kukenberger joins us this evening (in audience). David Polito explains that the contract is straightforward: 1 year contract 07/01/2019-06/30/2020; reviews details of contract that may be important including salary and per diem rate set aside for days Dr. Kukenberger comes in June 2019.

Michelle Bailey asks if we can move this agenda item after Item C, *Approve written purchase description for a search firm for the position of superintendent of Schools*, explaining the conversation she had with MASC representative Dorothy Presser regarding speed of the process, not allowing Dr. Kukenberger the chance to settle and not honoring the risk she's taken. Discussion ensues.

Clarification: Decision to be made by March 1, 2020. Detailed discussion regarding timeline outlined through contract.

Discussion regarding timeline in written purchase description, Exhibit H, not included in the original school committee packet, but added later and provided via hard copy at tonight's meeting.

Discussion regarding selecting and hiring a search firm; Dorothy Presser recommended decision delayed until March (via Michelle Bailey).

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE INTERIM SUPERINTENDENT CONTRACT, AS SHOWN IN EXHIBIT F.**

**MOTION by Gene Lee; SECONDED by Michelle Horgan.  
Unanimously approved by 5 members present.**

B. FY19 EOY Financial Forecast

Exhibit G

C. Approve Written Purchase Description for a Search Firm for the position of Superintendent of Schools

Exhibit H

Not included in initial packet, but provided during meeting. Michelle Bailey explains that this was based of MACO's written purchase agreement. Dorothy Presser advised that a more informal letter can be sent out, or phone calls can be made. Michelle Bailey suggests waiting until the retreat in July to complete this. Tabled for now, will address this in more detail during July retreat meeting.

Discussion: posting of Jeff Sand's job on School Spring; was this also posted to Massachusetts Association of School Business Officials, (MASBO)? David Polito will check on status, Michelle Bailey notes that the facilities director position could be listed here as well, and [Massachusetts Municipal Association \(MMA\)](#).

D. Treasurer and Asst. Treasurer Appointment

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT DON GALLANT TO THE POSITION OF DISTRICT TREASURER, AND KEVIN MAHONEY TO THE POSITION OF ASSISTANT DISTRICT TREASURER.**

**MOTION by Gene Lee; SECONDED by Michelle Horgan.  
Unanimously approved by 5 members present.**

Discussion: Don Gallant, District Treasurer, has active one year contract.

E. Policy

Exhibit I

- *First Reading of Student Transportation in Private Vehicles Policy*, as detailed on page 50 of the [School Committee Packet](#).



Michelle Bailey explains that this policy allows for a parent to transport students in their private vehicle. Parents have forms to fill out. This policy relates *only* to a coach or teacher driving a student to athletic recognition, outlining the process by which coaches or teachers may transport students.

- *Second Reading of Wellness Policy*, as detailed in pages 94-95 of the [School Committee Packet](#). Wellness guidelines produced by Wellness Committee to operationalize this policy.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE WELLNESS POLICY, E5001.**

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

- *First Reading of Policy Section A*, as detailed in pages 51-93 of the [School Committee Packet](#). MASC has been working with Hamilton Wenham Regional School Committee. Michelle Bailey explains the changes, exclusions, additions, and why language was added where. She explains that the ultimate goal is to approve policies by section instead of individual policy, and we are now nearing completion on Section B. Section A has been completed, and we are now seeking approval.

F. Donations

Exhibit J

*Gary Domoracki \$5,000.00*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FOR THE USE OF THE FLORIDA VACATION HOME FROM GARY DOMORACKI IN THE AMOUNT OF \$5,000.00 TO THE HIGH SCHOOL FINE ARTS DEPARTMENT.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.  
Unanimously approved by 5 members present.**

Thank you to Gary Domoracki for the generous donation of the Florida vacation home!

*EdFund SMILE Lab \$30,956.20*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE HAMILTON WENHAM EDFUND IN THE AMOUNT OF \$30,956.20 FOR THE SMILELAB AT ELEMENTARY SCHOOLS.**

**MOTION by Michelle Horgan; SECONDED by Gene Lee.  
Unanimously approved by 5 members present.**

Thank you to EdFund for their continued support of Hamilton-Wenham education!

Michelle Horgan notes the extraordinary work and development of this program, which addresses students who may experience anxiety. Teachers will blog about this in the fall

*Friends of Cutler \$643.75*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER IN THE AMOUNT OF \$643.75.**

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

Thank you to The Friends of Cutler for their ongoing support of students!

*American Heart Association \$60.00*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE AMERICAN HEART ASSOCIATION IN THE AMOUNT OF \$60.00 FOR CUTLER'S JUMP ROPE FOR HEART.**

**MOTION by Michelle Horgan; SECONDED by Michelle Bailey.**

**Unanimously approved by 5 members present.**

Thank you to the American Heart Association!

## **8. SubCommittee Charges/Chairs**

**Negotiations Subcommittee:** Kerry Gertz, Michelle Horgan, David Polito

*The Negotiations Subcommittee will meet with appropriate stakeholders and negotiate in good faith on behalf of the Hamilton Wenham Regional School Committee in district negotiations.*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE NEGOTIATIONS SUBCOMMITTEE CHARGE AND CHAIR AS STATED BY DAVID POLITO.**

**MOTION by Gene Lee; SECONDED by Michelle Horgan.**

**Unanimously approved by 5 members present.**

**Communications Subcommittee:** Kerry Gertz, David Polito

*The Communication Subcommittee will coordinate all communication to all outside stakeholders about the ongoing and happenings on behalf of the Hamilton-Wenham Regional School Committee.*

Discussion: authority of subcommittee to start social media groups, specifying the type and frequency of communication to be covered by subcommittee. Discussion regarding time commitment to carry out this charge effectively.

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE COMMUNICATIONS SUBCOMMITTEE CHARGE AND CHAIR.**

**MOTION by Gene Lee; SECONDED by Michelle Horgan.**

**Unanimously approved by 5 members present.**

**Capital Planning/Finance Subcommittee:** Stacey Metternick, Gene Lee, Michelle Horgan  
*Gene Lee, Chair.*

**TABLED:** Stacey Metternick has the charge written down, will review and vote for acceptance at next School Committee meeting.

**Policy & Legislative Subcommittee:** Michelle Bailey, Peter Wolczik

*The Policy Subcommittee will review, update, and/or add any policy as deemed necessary; and will maintain contact with legislative representatives.*

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE POLICY SUBCOMMITTEE CHARGE AND CHAIR.**

**MOTION by Gene Lee; SECONDED by Michelle Bailey.**

**Unanimously approved by 5 members present.**

## **9. Other**

Topics for next meeting, 07/02/2019

Tuesday, 07/02/2019 meeting at 7:00pm

- Approval of custodian contract;

Wednesday, 07/31/2019 retreat at 7:00pm

- Possibility of meeting earlier or later to extend the 2-hour length of meeting;
- Approve line item transfers;

**10. Vote to Adjourn**

**I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN  
AT 8:34 PM.**

**MOTION by Gene Lee; SECONDED by Michelle Bailey.  
Unanimously approved by 5 members present.**

*Respectfully submitted July 18, 2019 by Mahala Lettvin, Recording Secretary.*