HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

School Committee Meeting

Buker Elementary School — Thursday, August 3, 2017 — 7:00 PM
Multi-Purpose Room

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. Warrants
      - June 20, 2017 Exhibit A
      - July 5, 2017 Exhibit B
      - July 19, 2017 Exhibit C
      - August 2, 2017 Exhibit J

   b. Minutes of June 15, 2017 Exhibit D
7. **New Business**
   a. Treasurer's Contract Exhibit E
   b. Appointment of Assistant Treasurer Exhibit K
   c. EOY Financial Line-Item Transfers Exhibit F
   d. **Remote Participation Discussion** Exhibit G
   e. EdFund Grant – Heart Tech Plus/Platform Monitoring Student's Exercise Levels Exhibit H
   f. Donations Exhibit I
   g. 2017-2018 School Calendar move March 29 Workshop Day to April 2 Exhibit L
8. **Committee Reports**
   a. Communications
   b. Policy-Legislative
   c. Warrant
   d. Capital-Finance & Regional Agreement
   e. Student Rep.
   f. Other-School Liaisons Updates
9. **Other**
   a. Topics for next meeting
10. **Vote to enter into Executive Session to discuss strategy relative to a grievance filed by the Custodians' Union and to not return to open session.**

Secretary: Kerry Gertz, HWRSC

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.

2016-17 Hamilton-Wenham Athletics: OVERALL Summary Information

Final Female Team Members: _388__ Final Male Team Members: __357___ **Total Team Members:** ____745____

FALL ATHLETES:	283 / 574	=	49.3 % Participation
WINTER ATHLETES:	171 / 574	=	29.8 % Participation
SPRING ATHLETES:	291 / 574	=	50.7 % Participation

TOT UNIQUE ATHLETES: 427 / 574= **74.4 % Participation** **TEAM MEMBERS / STUDENT POPULATION** 745/574 **=_129.8%__**

Three Sport Athletes (All levels):	84	**Three Sport VARSITY Athletes:**	26
Two Sport Athletes (All Levels):	147	**Two Sport Varsity Athletes:**	100
Single Sport Athletes:	191		

CAL Champions: GXC, GOL, GSOCC, B BSK, BLAX
State Tournament: VB, FH, GSOCC, BSOCC, GOL, G BSK, B BSK, BASE, SOFT, BTEN, GTEN, BLAX
MIAA Level Success: GXC – Div V East Champions, BXC – Div V Finalists, G BSK – Div 2 North Finalist, BLAX – Div 3 North Finalist

CAL Coaches of the Year: B. Corley (Golf), N. Waddell (GSOCC), S. Sawyer (GXC), J. Blaha (FH), M. DiMarino (BBSK), N. Klobucher (SWIM), J. Wedge (BLAX)
CAL Players of the Year: A. Daly (Golf), E. Kirschner (GSOCC), B. Whelan (BBSK), D. Allara (BT/F)
CAL Team Sportsmanship: Girl's Soccer, Boy's Indoor Track, Swim

FINAL RECORD:	198-137-5	**Total Varsity Games:**	**340**	**Overall Winning Pct:**	.591
CAL RECORD:	142-81-5	**Total CAL Games**:	**228**	**CAL Winning Pct:**	.637
STATE TOURNAMENT:	14-11	**Total Tournament Games:**	25	**Tournament Win Pct:**	.560

__12_ of _15__ Varsity Teams qualified for **MIAA State Tournament** __5_ of _22___ Varsity Teams Won **CAL Titles**
__22__ of _24_ Varsity Teams qualified for **MIAA Academic Honors** __44 of _47___ Teams qualified for **MIAA Sportsm'p Honors**

	2012-13	2013-14	2014-15	2015-16	2016-17	Total
FALL FEM ATHL	189	192	164	165	159	
FALL MAL ATHL	150	145	143	131	124	
TOTAL F ATHL	339	337	307	296	283	
FALL FINAL REC	52-56-6	67-54-10	66-39-9	81-34-7	90-30-5	356-213-37
FALL CAL REC	44-47-6	54-41-10	53-31-9	64-24-5	69-18-5	284-161-35
FALL TOURN REC.	2-1	5-3	1-4	3-3	5-4	16-15
FALL CAL CHAMP	2-9	2-9	3-9	3-8	3-9	13-45
FALL STATE TOUR	1-6	4-7	4-7	4-6	5-6	18-32
FALL ACAD	15-16	13-16	13-18	15-18	8-9 *	64-77
FALL SPORTSMS	16-16	15-16	18-18	18-18	17-18	84-86
WIN FEM ATHL	130	135	99	88	89	
WIN MAL ATHL	86	68	85	67	82	
TOTAL W ATHL	216	203	184	155	171	
WIN FINAL REC	36-31-1	49-30	39-41	34-32	36-50	194-184-1
WIN CAL RECORD	33-27-1	42-27	28-29	27-27	26-25	156-135-1
WIN TOURN REC.	0-2	3-2	5-0	1-1	3-2	12-7
WIN CAL CHAMP	0-6	1-7	1-6	1-5	1-5	4-29
WIN STATE TOUR	2-2	3-3	1-3	1-2	2-3	9-13
WIN ACAD	8-11	12-15	10-12	10-13	6-6 *	46-57
WIN SPORTSMS	11-11	15-15	12-12	13-13	11-12	62-63
SPR FEM ATHL	132	139	155	131	140	
SPR MAL ATHL	135	152	136	147	151	
TOTAL SP ATHL	267	291	291	278	291	
SPR FINAL REC	62-44	62-47	45-61	68-62	72-57	309-271
SPR CAL RECORD	41-28	41-29	35-45	46-39	47-38	210-178
SPR TOURN REC.	5-4	7-4	1-3	1-4	6-5	20-20
SPR CAL CHAMPS	2-7	1-7	0-8	1-8	1-8	5-38
SPR STATE TOUR	4-5	4-5	3-5	4-6	5-6	20-27
SPR ACAD	10-12	11-14	11-16	14-17	7-8*	53-67
SPR SPORTSMS	11-12	14-14	16-16	17-17	16-17	74-76

* As of 2016-17, Academic Awards, Varsity Only

2012-13 THROUGH 2016-17 SCHOOL YEAR

TOTAL VARSITY RECORD	859-668-38	.563
TOTAL VARSITY CAL RECORD	650-474-36	.578
STATE TOURN RECORD	48-42	.533
CAL CHAMPS	22-111	19.8 %
TOTAL VARSITY STATE TOURN QUALIFIERS	47-72	65.3 %
TOTAL ACADEMIC AWARDS	164-202	81.2 %
TOTAL VARSITY MIAA SPORTSMANSHIP	220-225	97.8 %

TOTAL PARTICPATION RATE BY YEAR, UNIQUE ATHLETES

	2012-13	2013-14	2014-15	2015-16	2016-17	TOT
Total Students	696	674	623	625	574	
Total Athletes	461	480	457	430	427	
Partic Rate	66.2 %	71.2 %	73.3 %	68.8 %	74.4	**70.6%**

Open Meeting Law Guide



COMMONWEALTH OF MASSACHUSETTS

OFFICE OF ATTORNEY GENERAL MAURA HEALEY

MARCH 18, 2015

Dear Massachusetts Residents:

One of the most important functions of the Attorney General's Office is to promote openness and transparency in government. Every resident of Massachusetts should be able to access and understand the reasoning behind the government policy decisions that affect our lives. My office is working to achieve that goal through fair and consistent enforcement of the Open Meeting Law, along with robust educational outreach about the law's requirements.

The Open Meeting Law requires that most meetings of public bodies be held in public, and it establishes rules that public bodies must follow in the creation and maintenance of records relating to those meetings. Our office is dedicated to providing educational materials, outreach and training sessions to ensure that members of public bodies and citizens understand their rights and responsibilities under the law.

Whether you are a town clerk or town manager, a member of a public body, or a concerned citizen, I want to thank you for taking the time to understand the Open Meeting Law. If you would like additional guidance on the law, I encourage you to contact my Division of Open Government at (617) 963-2540 or visit our website at www.mass.gov/ago/openmeeting for more information.

Sincerely,



Maura Healey
Massachusetts Attorney General

Attorney General's Open Meeting Law Guide

Overview

Purpose of the Law

The purpose of the Open Meeting Law is to ensure transparency in the deliberations on which public policy is based. Because the democratic process depends on the public having knowledge about the considerations underlying governmental action, the Open Meeting Law requires, with some exceptions, that meetings of public bodies be open to the public. It also seeks to balance the public's interest in witnessing the deliberations of public officials with the government's need to manage its operations efficiently.

Attorney General's Authority

The Open Meeting Law was revised as part of the 2009 Ethics Reform Bill, and now centralizes responsibility for statewide enforcement of the law in the Attorney General's Office. G.L. c. 30A, § 19(a). To help public bodies understand and comply with the law, the Attorney General has created the Division of Open Government. The Division of Open Government provides training, responds to inquiries, investigates complaints, and when necessary, makes findings and orders remedial action to address violations of the law. The purpose of this Guide is to inform elected and appointed members of public bodies, as well as the interested public, of the basic requirements of the law.

Certification

Within two weeks of a member's election or appointment or the taking of the oath of office, whichever occurs later, all members of public bodies must complete the attached Certificate of Receipt of Open Meeting Law Materials certifying that they have received these materials, and that they understand the requirements of the Open Meeting Law and the consequences of violating it. The certification must be retained where the public body maintains its official records. All public body members should familiarize themselves with the Open Meeting Law, the Attorney General's regulations, and this Guide.

In the event a Certificate has not yet been completed by a presently serving member of a public body, the member should complete and submit the Certificate at the earliest opportunity to be considered in compliance with the law.

Open Meeting Law Website

This Guide is intended to be a clear and concise explanation of the Open Meeting Law's requirements. The complete law, as well as the Attorney General's regulations, training materials, and determinations and declinations as to complaints can be found on the Attorney General's Open Meeting website, www.mass.gov/ago/openmeeting. Members of public bodies, other local and state government officials, and the public are

encouraged to visit the website regularly for updates on the law and the Attorney General's interpretations of it.

What meetings are covered by the Open Meeting Law?

With certain exceptions, all meetings of a public body must be open to the public. A meeting is generally defined as "a deliberation by a public body with respect to any matter within the body's jurisdiction." As explained more fully below, a deliberation is a communication between or among members of a public body.

These four questions will help determine whether a communication constitutes a meeting subject to the law:

1) is the communication between or among members of a **public body**;
2) if so, does the communication constitute a **deliberation**;
3) does the communication involve a matter within the body's **jurisdiction**; and
4) if so, does the communication fall within an **exception** listed in the law?

What constitutes a public body?

While there is no comprehensive list of public bodies, any multi-member board, commission, committee or subcommittee within the executive or legislative branches[1] of state government, or within any county, district, city, region or town, if established to serve a public purpose, is subject to the law. The law includes any multi-member body created to advise or make recommendations to a public body, and also includes the governing board of any local housing or redevelopment authority, and the governing board or body of any authority established by the Legislature to serve a public purpose. The law excludes the Legislature and its committees, bodies of the judicial branch, and bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer.

Boards of selectmen and school committees (including those of charter schools) are certainly subject to the Open Meeting Law, as are subcommittees of public bodies, regardless of whether their role is decision-making or advisory. Individual government officials, such as a town manager or police chief, and members of their staff are not subject to the law, and so they may meet with one another to discuss public business without needing to comply with Open Meeting Law requirements. This exception for individual officials to the general Open Meeting Law does not apply where such officials are serving as members of a multiple-member public body that is subject to the law.

Bodies appointed by a public official solely for the purpose of advising the official on a decision that individual could make alone are not public bodies subject to the Open Meeting Law. For example, a school superintendent appoints a five-member advisory body to assist her in nominating candidates for school principal, a task the

[1] Although the Legislature itself is not a public body subject to the Open Meeting Law, certain legislative commissions must follow the Law's requirements.

superintendent could perform herself. That advisory body would not be subject to the Open Meeting Law.[2]

What constitutes a deliberation?

The Open Meeting Law defines deliberation as "an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction." Distribution of a meeting agenda, scheduling or procedural information, or reports or documents that may be discussed at a meeting is often helpful to public body members when preparing for upcoming meetings. These types of communications generally will not constitute deliberation, provided that, when these materials are distributed, no member of the public body expresses an opinion on matters within the body's jurisdiction. Additionally, certain communications that may otherwise be considered deliberation are specifically exempt by statute from the definition of deliberation (for example, discussion of the recess and continuance of a Town Meeting pursuant to G.L. c. 39, § 10A(a) is not deliberation).

To be a deliberation, the communication must involve a quorum of the public body. A quorum is usually a simple majority of the members of a public body. Thus, a communication among less than a quorum of the members of a public body will not be a deliberation, unless there are multiple communications among the members of the public body that together constitute communication among a quorum of members. Courts have held that the Open Meeting Law applies when members of a public body communicate in a serial manner in order to evade the application of the law.

Note that the expression of an opinion on matters within the body's jurisdiction to a quorum of a public body is a deliberation, even if no other public body member responds. For example, if a member of a public body sends an email to a quorum of a public body expressing her opinion on a matter that could come before that body, this communication violates the law even if none of the recipients responds.

What matters are within the jurisdiction of the public body?

The Open Meeting Law applies only to the discussion of any "matter within the body's jurisdiction." The law does not specifically define "jurisdiction." As a general rule, any matter of public business on which a quorum of the public body may make a decision or recommendation is considered a matter within the jurisdiction of the public body. Certain discussions regarding procedural or administrative matters may also relate to public business within a body's jurisdiction, such as where the discussion involves the organization and leadership of the public body, committee assignments, or rules or bylaws for the body. Statements made for political purposes, such as where a public body's members characterize their own past achievements, generally are not considered communications on public business within the jurisdiction of the public body.

[2] See Connelly v. School Committee of Hanover, 409 Mass. 232 (1991).

What are the exceptions to the definition of a meeting?

There are five exceptions to the definition of a meeting under the Open Meeting Law.

1. Members of a public body may conduct an on-site inspection of a project or program; however, they may not deliberate at such gatherings;
2. Members of a public body may attend a conference, training program or event; however, they may not deliberate at such gatherings;
3. Members of a public body may attend a meeting of another public body provided that they communicate only by open participation; however, they may not deliberate at such gatherings;
4. Meetings of quasi-judicial boards or commissions held solely to make decisions in an adjudicatory proceeding are not subject to the Open Meeting Law; and
5. Town Meetings, which are subject to other legal requirements, are not governed by the Open Meeting Law. See, e.g. G.L. c. 39, §§ 9, 10 (establishing procedures for Town Meeting).

The Attorney General interprets the exemption for "quasi-judicial boards or commissions" to apply only to certain state "quasi-judicial" bodies and a very limited number of public bodies at other levels of government whose proceedings are specifically defined as "agencies" for purposes of G.L. c. 30A.

We have received several inquiries about the exception for Town Meeting and whether it applies to meetings outside of a Town Meeting session by Town Meeting members or Town Meeting committees or to deliberation by members of a public body – such as a board of selectmen – during a session of Town Meeting. The Attorney General interprets this exemption to mean that the Open Meeting Law does not reach any aspect of Town Meeting. Therefore, the Attorney General will not investigate complaints alleging violations in these situations. Note, however, that this is a matter of interpretation and future Attorneys General may choose to apply the law in such situations.

What are the requirements for posting notice of meetings?

Except in cases of emergency, a public body must provide the public with notice of its meeting 48 hours in advance, excluding Saturdays, Sundays, and legal holidays. Notice of emergency meetings must be posted as soon as reasonably possible prior to the meeting. Also note that other laws, such as those governing procedures for public hearings, may require additional notice.

What are the requirements for filing and posting meeting notices for local public bodies?

For local public bodies, meeting notices must be filed with the municipal clerk with enough time to permit posting of the notice at least 48 hours in advance of the public meeting. Notices may be posted on a bulletin board, in a loose-leaf binder, or on an electronic display (e.g. television, computer monitor, or an electronic bulletin board),

provided that the notice is conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located. In the event that the meeting notices posted in the municipal building are not visible to the public at all hours, then the municipality must either post notices on the outside of the building or follow one of these alternative posting methods approved by the Attorney General in 940 CMR 29.03(2)(b):

- public bodies may post notice of meetings on the municipal website;

- public bodies may post notice of meetings on cable television, **AND**, post notice or provide cable television access in an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;

- public bodies may post notice of meetings in a newspaper of general circulation in the municipality, **AND**, post notice or a copy of the newspaper containing the meeting notice at an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;

- public bodies may place a computer monitor or electronic or physical bulletin board displaying meeting notices on or in a door, window, or near the entrance of the municipal building in which the clerk's office is located in such a manner as to be visible to the public from outside the building; or

- public bodies may provide an audio recording of meeting notices, available to the public by telephone at all hours.

Prior to utilizing an alternative posting method, the clerk of the municipality must inform the Division of Open Government of its notice posting method and must inform the Division of any future changes to that posting method. Public bodies must consistently use the most current notice posting method on file with the Division. A description of the alternative posting method must also be posted on or adjacent to the main and handicapped accessible entrances to the building where the clerk's office is located. Note that, even if an alternative posting method has been adopted, meeting notices must still be available in or around the clerk's office so that members of the public may view the notices during normal business hours.

What are the requirements for posting notices for regional, district, county and state public bodies?

- For regional or district public bodies and regional school districts, meeting notices must be filed and posted in the same manner required of local public bodies in each of the communities within the region or district. As an alternative method of notice, a regional or district public body may post a meeting notice on the regional or district public body's website. A copy of the notice must be filed and kept by the chair of the public body or the chair's designee.

- County public bodies must file meeting notices in the office of the county commissioners and post notice of the meeting in a manner conspicuously visible to the public at all hours at a place or places designated by the county commissioners for notice postings. As an alternative method of notice, a county public body may post notice of meetings on the county public body's website. A copy of the notice shall be filed and kept by the chair of the county public body or the chair's designee.

- State public bodies must file meeting notices by posting the notice on the website of the public body or its parent agency. The chair of a state public body must notify the Attorney General in writing of the website address where notices will be posted, and of any subsequent changes to that posting location. A copy of each meeting notice must also be sent to the Secretary of State's Regulations Division and should be forwarded to the Executive Office of Administration and Finance, which maintains a listing of state public body meetings.

A note about accessibility

Public bodies are subject to all applicable state and federal laws that govern accessibility for persons with disabilities. These laws include the Americans with Disabilities Act, the federal Rehabilitation Act of 1973, and state constitutional provisions. For instance, public bodies that adopt website posting as an alternative method of notice must ensure that the website utilizes technology that is readily accessible to people with disabilities, including individuals who use screen readers. All open meetings of public bodies must be accessible to persons with disabilities. Meeting locations must be accessible by wheelchair, without the need for special assistance. Also sign language interpreters for deaf or hearing-impaired persons must be provided, subject to reasonable advance notice.[3] The Attorney General's Disability Rights Project is available to answer questions about accessibility and may be reached at (617) 963-2939.

What information must meeting notices contain?

Meeting notices must be posted in a legible, easily understandable format; contain the date, time, and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. Where there are no anticipated topics for discussion in open session other than the procedural requirements for convening an executive session, the public body should list "open session" as a topic, in addition to the executive session, so the public is aware that it has the opportunity to attend and learn the basis for the executive session.

[3] The Massachusetts Commission for the Deaf and Hard of Hearing will assist with arrangements for a sign language interpreter. The Commission may be reached at 617-740-1600 VOICE and 617-740-1700 TTY.

Meeting notices must also indicate the date and time that the notice was posted, either on the notice itself or in a document or website accompanying the notice. If a notice is revised, the revised notice must also conspicuously record both the date and time the original notice was posted as well as the date and time the last revision was posted. Recording the date and time enables the public to observe that public bodies are complying with the Open Meeting Law's notice requirements without requiring constant vigilance. Additionally, in the event of a complaint, it provides the Attorney General with evidence of compliance with those requirements.

If a discussion topic is proposed after a meeting notice is posted, and it was not reasonably anticipated by the chair more than 48 hours before the meeting, the public body should update its posting to provide the public with as much notice as possible of what subjects will be discussed during the meeting. Although a public body may consider a topic that was not listed in the meeting notice if it was not anticipated, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if the topic was not listed in the meeting notice.

When can a public body meet in executive session?

While all meetings of public bodies must be open to the public, certain topics may be discussed in executive, or closed, session. Before going into an executive session, the chair of the public body must first:

- Convene in open session;
- State the reason for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
- State whether the public body will reconvene in open session at the end of the executive session; and
- Take a roll call vote of the body to enter executive session.

Where a public body member is participating in an executive session remotely, the member must state at the start of the executive session that no other person is present or able to hear the discussion at the remote location. The public body may authorize, by a simple majority vote, the presence and participation of other individuals at the remote participant's location.

While in executive session, the public body must keep accurate records, all votes taken must be recorded by roll call, and the public body may only discuss matters for which the executive session was called.

The Ten Purposes for Executive Session

The law states ten specific purposes for which an executive session may be held, and emphasizes that these are the only reasons for which a public body may enter executive session.

The ten purposes for which a public body may vote to hold an executive session are:

1. **To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties.**

   This purpose is designed to protect the rights and reputation of individuals. Nevertheless, where a public body is discussing an employee evaluation, considering applicants for a position, or discussing the qualifications of any individual, these discussions should be held in open session to the extent that the discussion deals with issues other than the reputation, character, health, or any complaints or charges against the individual. An executive session called for this purpose triggers certain rights for the individual who is the subject of the discussion. The individual has the right to be present, though he or she may choose not to attend. The individual who is the subject of the discussion may also choose to have the discussion in an open meeting, and that choice takes precedence over the right of the public body to go into executive session.

   While the imposition of disciplinary sanctions by a public body on an individual fits within this purpose, this purpose does not apply if, for example, the public body is deciding whether to lay off a large number of employees because of budgetary constraints.

2. **To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;**

   Generally, a public body must identify the specific non-union personnel or collective bargaining unit with which it is negotiating before entering into executive session under Purpose 2. A public body may withhold the identity of the non-union personnel or bargaining unit if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

   While a public body may agree on terms with individual non-union personnel in executive session, the final vote to execute such agreements must be taken by the public body in open session. In contrast, a public body may approve final terms and execute a collective bargaining agreement in executive session, but should promptly disclose the agreement in open session following its execution.

   Collective Bargaining Sessions: These include not only the bargaining sessions, but also include grievance hearings that are required by a collective bargaining agreement.

3. **To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;**

Generally, a public body must identify the collective bargaining unit with which it is negotiating or the litigation matter it is discussing before entering into executive session under Purpose 3. A public body may withhold the identity of the collective bargaining unit or name of the litigation matter if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

Collective Bargaining Strategy: Discussions with respect to collective bargaining strategy include discussion of proposals for wage and benefit packages or working conditions for union employees. The public body, if challenged, has the burden of proving that an open meeting might have a detrimental effect on its bargaining position. The showing that must be made is that an open discussion may have a detrimental effect on the collective bargaining process; the body is not required to demonstrate a definite harm that would have arisen. At the time the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session may be detrimental to the public body's bargaining or litigating position.

Litigation Strategy: Discussions concerning strategy with respect to ongoing litigation obviously fit within this purpose but only if an open meeting may have a detrimental effect on the litigating position of the public body. Discussions relating to potential litigation are not covered by this exemption unless that litigation is clearly and imminently threatened or otherwise demonstrably likely. That a person is represented by counsel and supports a position adverse to the public body's does not by itself mean that litigation is imminently threatened or likely. Nor does the fact that a newspaper reports a party has threatened to sue necessarily mean imminent litigation.

Note: For the reasons discussed above, a public body's discussions with its counsel do not automatically fall under this or any other purpose for holding an executive session.

4. **To discuss the deployment of security personnel or devices, or strategies with respect thereto;**

5. **To investigate charges of criminal misconduct or to consider the filing of criminal complaints;**

This purpose permits an executive session to investigate charges of criminal misconduct and to consider the filing of criminal complaints. Thus, it primarily involves discussions that would precede the formal criminal process in court. Purpose 1 is related, in that it permits an executive session to discuss certain complaints or charges,

which may include criminal complaints or charges, but only those that have already been brought. However Purpose 1 confers certain rights of participation on the individual involved, as well as the right for the individual to insist that the discussion occur in open session. Purpose 5 does not require that the same rights be given to the person who is the subject of a criminal complaint. To the limited extent that there is overlap between Purposes 1 and 5, a public body has discretion to choose which purpose to invoke when going into executive session.

6. **To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;**

Generally, a public body must identify the specific piece of property it plans to discuss before entering into executive session under Purpose 6. A public body may withhold the identity of the property if publicly disclosing that information would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

Under this purpose, as with the collective bargaining and litigation purpose, an executive session may be held only where an open meeting may have a detrimental impact on the body's negotiating position with a third party. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session may be detrimental to the public body's negotiating position.

7. **To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;**

There may be provisions in state statutes or federal grants that require or specifically allow a public body to consider a particular issue in a closed session. Before entering executive session under this purpose, the public body must cite the specific law or federal grant-in-aid requirement that necessitates confidentiality. A public body may withhold that information only if publicly disclosing it would compromise the purpose for which the executive session was called. While we generally defer to public bodies' assessment of whether the inclusion of such details would compromise the purpose for an executive session, a public body must be able to demonstrate a reasonable basis for that claim if challenged.

8. **To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;**

This purpose permits a hiring subcommittee of a public body or a preliminary screening committee to conduct the initial screening process in executive session. This purpose does not apply to any stage in the hiring process after the screening committee or subcommittee votes to recommend candidates to its parent body. It may, however, include a review of resumés and multiple rounds of interviews by the screening committee aimed at narrowing the group of applicants down to finalists. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session will be detrimental to the public body's ability to attract qualified applicants for the position. If the public body opts to convene a preliminary screening committee, the committee must contain less than a quorum of the members of the parent public body. The committee may also contain members who are not members of the parent public body.

Note that a public body is not required to create a preliminary screening committee to consider or interview applicants. However, if the body chooses to conduct the review of applicants itself, it may not do so in executive session.

9. **To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:**

(i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and

(ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.

10. **To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided:**

- in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164;
- in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164; or
- in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164;
- when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

May a member of a public body participate remotely?

The Attorney General's Regulations, 940 CMR 29.10, permit remote participation in certain circumstances. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used

in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

Note that the Attorney General's regulations enable members of public bodies to participate remotely if the practice has been properly adopted, but do not require that a public body permit members of the public to participate remotely. If a public body chooses to allow individuals who are not members of the public body to participate remotely in a meeting, it may do so without following the Open Meeting Law's remote participation procedures.

How can the practice of remote participation be adopted?

Remote participation may be used during a meeting of a public body if it has first been adopted by the chief executive officer of the municipality for local public bodies, the county commissioners for county public bodies, or by a majority vote of the public body for retirement boards, district, regional and state public bodies. The chief executive officer may be the board of selectmen, the city council, or the mayor, depending on the municipality. See G.L. c. 4, § 7.

If the chief executive officer in a municipality authorizes remote participation, that authorization applies to all public bodies in the municipality. 940 CMR 29.10(2)(a). However, the chief executive officer determines the amount and source of payment for any costs associated with remote participation and may decide to fund the practice only for certain public bodies. See 940 CMR 29.10(6)(e). In addition, the chief executive officer can authorize public bodies in that municipality to "opt out" of the practice altogether. See 940 CMR 29.10(8).

Note about Local Commissions on Disability: Beginning on April 7, 2015, local commissions on disability may decide by majority vote of the commissioners at a regular meeting to permit remote participation during a specific meeting or during all commission meetings. G.L. c. 30A, § 20(e). Adoption by the municipal adopting authority is not required.

What are the permissible reasons for remote participation?

Once remote participation is adopted, any member of a public body may participate remotely if the chair (or, in the chair's absence, the person chairing the meeting) determines that one of the following factors makes the member's physical attendance unreasonably difficult:

1. Personal illness;
2. Personal disability;
3. Emergency;
4. Military service; or
5. Geographic distance.

What are the acceptable means of remote participation?

Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Text messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation. Note that accommodations must be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

What are the minimum requirements for remote participation?

Any public body using remote participation during a meeting must ensure that the following minimum requirements are met:

1. A quorum of the body, including the chair or, in the chair's absence, the person chairing the meeting, must be physically present at the meeting location;
2. Members of a public body who participate remotely and all persons present at the meeting location must be clearly audible to each other; and
3. All votes taken during a meeting in which a member participates remotely must be by roll call vote.

What procedures must be followed if remote participation is used at a meeting?

At the start of any meeting during which a member of a public body will participate remotely, the chair must announce the name of any member who is participating remotely and which of the five reasons listed above requires that member's remote participation. The chair's statement does not need to contain any detail about the reason for the member's remote participation other than the section of the regulation that justifies it. This information must also be recorded in the meeting minutes.

Members of public bodies who participate remotely may vote and shall not be deemed absent for purposes of G.L. c. 39, § 23D. In addition, members who participate remotely may participate in executive sessions but must state at the start of any such session that no other person is present or able to hear the discussion at the remote location, unless the public body has approved the presence of that individual.

If technical difficulties arise as a result of utilizing remote participation, the chair (or, in the chair's absence, person chairing the meeting) may decide how to address the situation. Public bodies are encouraged, whenever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If a remote participant is disconnected from the meeting, the minutes must note that fact and the time at which the disconnection occurred.

What public participation in meetings must be allowed?

Under the Open Meeting Law, the public is permitted to attend meetings of public bodies but is excluded from an executive session that is called for a valid purpose listed in the law. While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the chair. An individual may not disrupt a meeting of a public body, and at the request of the chair, all members of the public shall be silent. If, after clear warning, a person continues to be disruptive, the chair may order the person to leave the meeting. If the person does not leave, the chair may authorize a constable or other officer to remove the person. Although public participation is entirely within the chair's discretion, the Attorney General encourages public bodies to allow as much public participation as time permits.

Any member of the public may make an audio or video recording of an open session of a public meeting. A member of the public who wishes to record a meeting must first notify the chair and must comply with reasonable requirements regarding audio or video equipment established by the chair so as not to interfere with the meeting. The chair is required to inform other attendees of any such recording at the beginning of the meeting. If someone arrives after the meeting has begun and wishes to record a meeting, that person should attempt to notify the chair prior to beginning recording, ideally in a manner that does not significantly disrupt the meeting in progress (such as passing a note for the chair to the board administrator or secretary). The chair should endeavor to acknowledge such attempts at notification and announce the fact of any recording to those in attendance.

What records of public meetings must be kept?

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner, must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely, along with the reason under 940 CMR 29.10(5) for his or her remote participation.

While the minutes must include a summary of the discussions on each subject, a transcript is not required. No vote taken by a public body, either in an open or in an executive session, shall be by secret ballot. All votes taken in executive session must be by roll call and the results recorded in the minutes. While public bodies must identify in the minutes all documents and exhibits used at a meeting and must retain them in accordance with the Secretary of State's records retention schedule, these documents and exhibits needn't be attached to or physically stored with the minutes.

Minutes, and all documents and exhibits used, are public records and a part of the official record of the meeting. Records may be subject to disclosure under either the Open Meeting Law or Public Records Law. The State and Municipal Record Retention Schedules are available through the Secretary of State's website at: http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm.

Open Session Meeting Records

The Open Meeting Law requires public bodies to create and approve minutes in a timely manner. The Open Meeting Law does not provide a definition of "timely manner," but the Attorney General recommends that minutes be approved at a public body's next meeting whenever possible. The law requires that existing minutes be made available to the public within 10 days of a request, whether they have been approved or remain in draft form. Materials or other exhibits used by the public body in an open meeting must also be made available to the public within 10 days of a request.

There are two exemptions to the open session records disclosure requirement: 1) materials (other than those that were created by members of the public body for the purpose of the evaluation) used in a performance evaluation of an individual bearing on his professional competence, and 2) materials (other than any resumé submitted by an applicant, which is subject to disclosure) used in deliberations about employment or appointment of individuals, including applications and supporting materials. Documents created by members of the public body for the purpose of performing an evaluation are subject to disclosure. This applies to both individual evaluations and evaluation compilations, provided the documents were created by members of the public body for the purpose of the evaluation.

Executive Session Meeting Records

Public bodies are not required to disclose the minutes, notes, or other materials used in an executive session if the disclosure of these records may defeat the lawful purposes of the executive session. Once disclosure would no longer defeat the purposes of the executive session, however, minutes and other records from that executive session must be disclosed unless they fall within an exemption to the Public Records Law, G.L. c. 4, § 7, cl. 26, or the attorney-client privilege applies. Public bodies are also required to periodically review their executive session minutes to determine whether continued non-disclosure is warranted. These determinations must be included in the minutes of the body's next meeting.

A public body must respond to a request to inspect or copy executive session minutes within 10 days of the request. If the public body has determined, prior to the request, that the requested executive session minutes may be released, it must make those minutes available to the requestor at that time. If the body previously determined that executive session minutes should remain confidential because publication would defeat the lawful purposes of the executive session, it should respond by stating the reason the minutes continue to be withheld. And if, at the time of a request, the public body has not conducted a review of the minutes to determine whether continued nondisclosure is warranted, the body must perform such a review

and release the minutes, if appropriate, no later than its next meeting or within 30 days, whichever occurs first. In such circumstances, the body should still respond to the request within 10 days, notifying the requestor that it is conducting this review.

What is the Attorney General's role in enforcing the Open Meeting Law?

The Attorney General's Division of Open Government is responsible for enforcing the Open Meeting Law. The Attorney General has the authority to receive and investigate complaints, bring enforcement actions, issue advisory opinions, and promulgate regulations.

The Division of Open Government regularly seeks feedback from the public on ways in which it can better support public bodies to help them comply with the law's requirements. The Division of Open Government offers periodic online and in-person training on the Open Meeting Law and will respond to requests for guidance and information from public bodies and the public.

The Division of Open Government will take complaints from members of the public and will work with public bodies to resolve problems. While any member of the public may file a complaint with a public body alleging a violation of the Open Meeting Law, a public body need not, and the Division of Open Government will not, investigate anonymous complaints.

What is the Open Meeting Law complaint procedure?

Step 1. Filing a Complaint with the Public Body

Individuals who allege a violation of the Open Meeting Law must first file a complaint ***with the public body*** alleged to have violated the OML. The complaint must be filed within 30 days of the date of the violation, or the date the complainant could reasonably have known of the violation. The complaint must be filed on a Complaint Form available on the Attorney General's website, www.mass.gov/ago/openmeeting. When filing a complaint with a local public body, the complainant must also file a copy of the complaint with the municipal clerk.

Step 2. The Public Body's Response

Upon receipt, the chair of the public body should distribute copies of the complaint to the members of the public body for their review. The public body has 14 business days from the date of receipt to review the complainant's allegations, take remedial action if appropriate, notify the complainant of the remedial action, and forward a copy of the complaint and description of the remedial action taken to the Attorney General. While the public body may delegate responsibility for responding to the complaint to counsel or another individual, it must first meet to do so.

The public body may request additional information from the complainant. The public body may also request an extension of time to respond to the complaint. A request for an extension should be made within 14 business days of receipt of the

complaint by the public body. The request for an extension should be made in writing to the Division of Open Government and should include a copy of the complaint and state the reason for the requested extension.

Step 3. Filing a Complaint with the Attorney General's Office

A complaint is ripe for review by the Attorney General 30 days after the complaint is filed with the public body. This 30-day period is intended to provide a reasonable opportunity for the complainant and the public body to resolve the initial complaint. It is important to note that complaints are ***not*** automatically treated as filed for review by the Attorney General upon filing with the public body. A complainant who has filed a complaint with a public body and seeks further review by the Division of Open Government must file the complaint with the Attorney General after the 30-day local review period has elapsed but before 90 days have passed since the date of the violation or the date that the violation was reasonably discoverable.

When filing the complaint with the Attorney General, the complainant must include a copy of the original complaint and may include any other materials the complainant feels are relevant, including an explanation of why the complainant is not satisfied with the response of the public body. Note, however, that the Attorney General will not review allegations that were not raised in the initial complaint filed with the public body. Under most circumstances, complaints filed with the Attorney General, and any documents submitted with the complaint, will be considered a public record and will be made available to anyone upon request.

The Attorney General will review the complaint and any remedial action taken by the public body. The Attorney General may request additional information from both the complainant and the public body. The Attorney General will seek to resolve complaints in a reasonable period of time, generally within 90 days of the complaint becoming ripe for review by our office. The Attorney General may decline to investigate a complaint that is filed with our office more than 90 days after the date of the alleged violation.

When is a violation of the law considered "intentional"?

Upon finding a violation of the Open Meeting Law, the Attorney General may impose a civil penalty upon a public body of not more than $1,000 for each intentional violation. G.L. c. 30A, § 23(c)(4). An "intentional violation" is an act or omission by a public body or public body member in knowing violation of the Open Meeting Law. G.L. c. 30A, § 18. In determining whether a violation was intentional, the Attorney General will consider, among other things, whether the public body or public body member 1) acted with specific intent to violate the law; 2) acted with deliberate ignorance of the law's requirements; or 3) had been previously informed by a court decision or advised by the Attorney General that the conduct at issue violated the Open Meeting Law. 940 CMR 29.02. If a public body or public body member made a good faith attempt at compliance with the law but was reasonably mistaken about its requirements or, after full disclosure, acted in good faith compliance with the advice of counsel, its conduct

will not be considered an intentional violation of the Law. G.L. c. 30A, § 23(g); 940 CMR 29.02.

Will the Attorney General's Office provide training on the Open Meeting Law?

The Open Meeting Law directs the Attorney General to create educational materials and provide training to public bodies to foster awareness of and compliance with the Open Meeting Law. The Attorney General has established an Open Meeting Law website, www.mass.gov/ago/openmeeting, on which government officials and members of public bodies can find the statute, regulations, FAQs, training materials, the Attorney General's determination letters resolving complaints, and other resources. The Attorney General offers periodic webinars and in-person regional training events for members of the public and public bodies, in addition to offering a free online training video.

Contacting the Attorney General

If you have any questions about the Open Meeting Law or anything contained in this guide, please contact the Attorney General's Division of Open Government. The Attorney General also welcomes any comments, feedback, or suggestions you may have about the Open Meeting Law or this guide.

Division of Open Government
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THE COMMONWEALTH OF MASSACHUSETTS
OPEN MEETING LAW, G.L. c. 30A, §§18-25

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This version of the law is current as of April 7, 2015.

NOTICE: This is NOT the official version of the Massachusetts General Law (MGL). While reasonable efforts have been made to ensure the accuracy and currency of the data provided, do not rely on this information without first checking an official edition of the MGL.

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Section 18: [DEFINITIONS]

As used in this section and sections 19 to 25, inclusive, the following words shall, unless the context clearly requires otherwise, have the following meanings:

"Deliberation", an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction; provided, however, that "deliberation" shall not include the distribution of a meeting agenda, scheduling information or distribution of other procedural meeting or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.

"Emergency", a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

"Executive session", any part of a meeting of a public body closed to the public for deliberation of certain matters.

"Intentional violation", an act or omission by a public body or a member thereof, in knowing violation of the open meeting law.

"Meeting", a deliberation by a public body with respect to any matter within the body's jurisdiction; provided, however, "meeting" shall not include:

(a) an on-site inspection of a project or program, so long as the members do not deliberate;
(b) attendance by a quorum of a public body at a public or private gathering, including a conference or training program or a media, social or other event, so long as the members do not deliberate;
(c) attendance by a quorum of a public body at a meeting of another public body that has complied with the notice requirements of the open meeting law, so long as the visiting members communicate only by open participation in the meeting on those matters under discussion by the host body and do not deliberate;
(d) a meeting of a quasi-judicial board or commission held for the sole purpose of making a decision required in an adjudicatory proceeding brought before it; or
(e) a session of a town meeting convened under section 9 of chapter 39 which would include the attendance by a quorum of a public body at any such session.

“Minutes”, the written report of a meeting created by a public body required by subsection (a) of section 22 and section 5A of chapter 66.

“Open meeting law”, sections 18 to 25, inclusive.

“Post notice”, to display conspicuously the written announcement of a meeting either in hard copy or electronic format.

“Preliminary screening”, the initial stage of screening applicants conducted by a committee or subcommittee of a public body solely for the purpose of providing to the public body a list of those applicants qualified for further consideration or interview.

“Public body”, a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region or town, however created, elected, appointed or otherwise constituted, established to serve a public purpose; provided, however, that the governing board of a local housing, redevelopment or other similar authority shall be deemed a local public body; provided, further, that the governing board or body of any other authority established by the general court to serve a public purpose in the commonwealth or any part thereof shall be deemed a state public body; provided, further, that “public body” shall not include the general court or the committees or recess commissions thereof, bodies of the judicial branch or bodies appointed by a constitutional officer solely for the purpose of advising a constitutional officer and shall not include the board of bank incorporation or the policyholders protective board; and provided further, that a subcommittee shall include any multiple-member body created to advise or make recommendations to a public body.

“Quorum”, a simple majority of the members of the public body, unless otherwise provided in a general or special law, executive order or other authorizing provision.

Section 19. [Division of Open Government; Open Meeting Law Training; Open Meeting Law Advisory Commission; Annual Report]

(a) There shall be in the department of the attorney general a division of open government under the direction of a director of open government. The attorney general shall designate an assistant attorney general as the director of the open government division. The director may appoint and remove, subject to the approval of the attorney general, such expert, clerical and other assistants as the work of the division may require. The division shall perform the duties imposed upon the attorney general by the open meeting law, which may include participating, appearing and intervening in any administrative and judicial proceedings pertaining to the enforcement of the open meeting law. For the purpose of such participation, appearance, intervention and training authorized by this chapter the attorney general may expend such funds as may be appropriated therefor.

(b) The attorney general shall create and distribute educational materials and provide training to public bodies in order to foster awareness and compliance with the open meeting law. Open meeting law training may include, but shall not be limited to, instruction in:

(1) the general background of the legal requirements for the open meeting law;
(2) applicability of sections 18 to 25, inclusive, to governmental bodies;
(3) the role of the attorney general in enforcing the open meeting law; and
(4) penalties and other consequences for failure to comply with this chapter.

(c) There shall be an open meeting law advisory commission. The commission shall consist of 5 members, 2 of whom shall be the chairmen of the joint committee on state administration and regulatory oversight; 1 of whom shall be the president of the Massachusetts Municipal Association or his designee; 1 of whom shall be the president of the Massachusetts Newspaper Publishers Association or his designee; and 1 of whom shall be the attorney general or his designee.

The commission shall review issues relative to the open meeting law and shall submit to the attorney general recommendations for changes to the regulations, trainings, and educational initiatives relative to the open meeting law as it deems necessary and appropriate.

(d) The attorney general shall, not later than January 31, file annually with the commission a report providing information on the enforcement of the open meeting law during the preceding calendar year. The report shall include, but not be limited to:

(1) the number of open meeting law complaints received by the attorney general;
(2) the number of hearings convened as the result of open meeting law complaints by the attorney general;
(3) a summary of the determinations of violations made by the attorney general;
(4) a summary of the orders issued as the result of the determination of an open meeting law violation by the attorney general;
(5) an accounting of the fines obtained by the attorney general as the result of open meeting law enforcement actions;
(6) the number of actions filed in superior court seeking relief from an order of the attorney general; and
(7) any additional information relevant to the administration and enforcement of the open meeting law that the attorney general deems appropriate.

Section 20. [Meetings of a Public Body to be Open to the Public; Notice of Meeting; Remote Participation; Recording and Transmission of Meeting; Removal of Persons for Disruption of Proceedings]

(a) Except as provided in section 21, all meetings of a public body shall be open to the public.

(b) Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

(c) For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

For meetings of a regional or district public body, notice shall be filed and posted in each city or town within the region or district in the manner prescribed for local public bodies. For meetings of a regional school district, the secretary of the regional school district committee shall be considered to be its clerk and shall file notice with the clerk of each city or town within such district and shall post the notice in the manner prescribed for local public bodies. For meetings of a county public body, notice shall be filed in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose.

For meetings of a state public body, notice shall be filed with the attorney general by posting on a website under the procedures established for this purpose and a duplicate copy of the notice shall be filed with the regulations division of the state secretary‘s office.

The attorney general may prescribe or approve alternative methods of notice where the attorney general determines the alternative methods will afford more effective notice to the public.

(d) The attorney general may by regulation or letter ruling, authorize remote participation by members of a public body not present at the meeting location; provided, however, that the absent members and all persons present at the meeting location are clearly audible to each other; and provided, further, that a quorum of the body, including the chair, are present at the meeting location. The authorized members may vote and shall not be deemed absent for the purposes of section 23D of chapter 39.

(e) A local commission on disability may by majority vote of the commissioners at a regular meeting permit remote participation applicable to a specific meeting or generally to all of the commission's meetings; provided, however, that the commission shall comply with all other requirements of law and regulation.

(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting the chair shall inform other attendees of any recordings.

(g) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

(h) Within 2 weeks of qualification for office, all persons serving on a public body shall certify, on a form prescribed by the attorney general, the receipt of a copy of the open meeting law, regulations promulgated under section 25 and a copy of the educational materials prepared by the attorney general explaining the

open meeting law and its application pursuant to section 19. Unless otherwise directed or approved by the attorney general, the appointing authority, city or town clerk or the executive director or other appropriate administrator of a state or regional body, or their designees, shall obtain certification from each person upon entering service and shall retain it subject to the applicable records retention schedule where the body maintains its official records. The certification shall be evidence that the member of a public body has read and understands the requirements of the open meeting law and the consequences of violating it.

Section 21. [EXECUTIVE SESSIONS]

(a) A public body may meet in executive session only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:

i. to be present at such executive session during deliberations which involve that individual;
ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session;
iii. to speak on his own behalf; and
iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;

8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants;

provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:

(i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
(ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session; or

10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

(b) A public body may meet in closed session for 1 or more of the purposes enumerated in subsection (a) provided that:

1. the body has first convened in an open session pursuant to section 21;
2. a majority of members of the body have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes;
3. before the executive session, the chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
4. the chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and
5. accurate records of the executive session shall be maintained pursuant to section 23.

Section 22. [Meeting Minutes; Records]

(a) A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.

(b) No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

(c) Minutes of all open sessions shall be created and approved in a timely manner. The minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person within 10 days.

(d) Documents and other exhibits, such as photographs, recordings or maps, used by the body at an open or executive session shall, along with the minutes, be part of the official record of the session.

(e) The minutes of any open session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be public records in their entirety and not exempt from disclosure pursuant to any of the exemptions under clause Twenty-sixth of section 7 of chapter 4. Notwithstanding this paragraph, the following materials shall be exempt from disclosure to the public as personnel information: (1) materials used in a performance evaluation of an individual bearing on his professional competence, provided they were not created by the members of the body for the purposes of the evaluation; and (2) materials used in deliberations about employment or appointment of individuals, including applications and supporting materials; provided, however, that any resume submitted by an applicant shall not be exempt.

(f) The minutes of any executive session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, may be withheld from disclosure to the public in their entirety under subclause (a) of clause Twenty-sixth of section 7 of chapter 4, as long as publication may defeat the lawful purposes of the executive session, but no longer; provided, however, that the executive session was held in compliance with section 21.

When the purpose for which a valid executive session was held has been served, the minutes, preparatory materials and documents and exhibits of the session shall be disclosed unless the attorney-client privilege or 1 or more of the exemptions under said clause Twenty-sixth of said section 7 of said chapter 4 apply to withhold these records, or any portion thereof, from disclosure.

For purposes of this subsection, if an executive session is held pursuant to clause (2) or (3) of subsections (a) of section 21, then the minutes, preparatory materials and documents and exhibits used at the session may be withheld from disclosure to the public in their entirety, unless and until such time as a litigating, negotiating or bargaining position is no longer jeopardized by such disclosure, at which time they shall be disclosed unless the attorney-client privilege or 1 or more of the exemptions under said clause Twenty-sixth of said section 7 of said chapter 4 apply to withhold these records, or any portion thereof, from disclosure.

(g)(1) The public body, or its chair or designee, shall, at reasonable intervals, review the minutes of executive sessions to determine if the provisions of this subsection warrant continued non-disclosure. Such determination shall be announced at the body's next meeting and such announcement shall be included in the minutes of that meeting.

(2) Upon request by any person to inspect or copy the minutes of an executive session or any portion thereof, the body shall respond to the request within 10 days following receipt and shall release any such minutes not covered by an exemption under subsection (f); provided, however, that if the body has not

performed a review pursuant to paragraph (1), the public body shall perform the review and release the non-exempt minutes, or any portion thereof, not later than the body's next meeting or 30 days, whichever first occurs. A public body shall not assess a fee for the time spent in its review.

Section 23. [Enforcement of Open Meeting Law; Complaints; Hearings; Civil Actions]

(a) Subject to appropriation, the attorney general shall interpret and enforce the open meeting law.

(b) At least 30 days prior to the filing of a complaint with the attorney general, the complainant shall file a written complaint with the public body, setting forth the circumstances which constitute the alleged violation and giving the body an opportunity to remedy the alleged violation; provided, however, that such complaint shall be filed within 30 days of the date of the alleged violation. The public body shall, within 14 business days of receipt of a complaint, send a copy of the complaint to the attorney general and notify the attorney general of any remedial action taken. Any remedial action taken by the public body in response to a complaint under this subsection shall not be admissible as evidence against the public body that a violation occurred in any later administrative or judicial proceeding relating to such alleged violation. The attorney general may authorize an extension of time to the public body for the purpose of taking remedial action upon the written request of the public body and a showing of good cause to grant the extension.

(c) Upon the receipt of a complaint by any person, the attorney general shall determine, in a timely manner, whether there has been a violation of the open meeting law. The attorney general may, and before imposing any civil penalty on a public body shall, hold a hearing on any such complaint. Following a determination that a violation has occurred, the attorney general shall determine whether the public body, 1 or more of the members, or both, are responsible and whether the violation was intentional or unintentional. Upon the finding of a violation, the attorney general may issue an order to:

(1) compel immediate and future compliance with the open meeting law;
(2) compel attendance at a training session authorized by the attorney general;
(3) nullify in whole or in part any action taken at the meeting;
(4) impose a civil penalty upon the public body of not more than $1,000 for each intentional violation;
(5) reinstate an employee without loss of compensation, seniority, tenure or other benefits;
(6) compel that minutes, records or other materials be made public; or
(7) prescribe other appropriate action.

(d) A public body or any member of a body aggrieved by any order issued pursuant to this section may, notwithstanding any general or special law to the contrary, obtain judicial review of the order only through an action in superior court seeking relief in the nature of certiorari; provided, however, that notwithstanding section 4 of chapter 249, any such action shall be commenced in superior court within 21 days of receipt of the order. Any order issued under this section shall be stayed pending judicial review; provided, however, that if the order nullifies an action of the public body, the body shall not implement such action pending judicial review.

(e) If any public body or member thereof shall fail to comply with the requirements set forth in any order issued by the attorney general, or shall fail to pay any civil penalty imposed within 21 days of the date of

issuance of such order or within 30 days following the decision of the superior court if judicial review of such order has been timely sought, the attorney general may file an action to compel compliance. Such action shall be filed in Suffolk superior court with respect to state public bodies and, with respect to all other public bodies, in the superior court in any county in which the public body acts or meets. If such body or member has not timely sought judicial review of the order, such order shall not be open to review in an action to compel compliance.

(f) As an alternative to the procedure in subsection (b), the attorney general or 3 or more registered voters may initiate a civil action to enforce the open meeting law.

Any action under this subsection shall be filed in Suffolk superior court with respect to state public bodies and, with respect to all other public bodies, in the superior court in any county in which the public body acts or meets.

In any action filed pursuant to this subsection, in addition to all other remedies available to the superior court, in law or in equity, the court shall have all of the remedies set forth in subsection (c).

In any action filed under this subsection, the order of notice on the complaint shall be returnable not later than 10 days after the filing and the complaint shall be heard and determined on the return day or on such day as the court shall fix, having regard to the speediest possible determination of the cause consistent with the rights of the parties; provided, however, that orders may be issued at any time on or after the filing of the complaint without notice when such order is necessary to fulfill the purposes of the open meeting law. In the hearing of any action under this subsection, the burden shall be on the respondent to show by a preponderance of the evidence that the action complained of in such complaint was in accordance with and authorized by the open meeting law; provided, however, that no civil penalty may be imposed on an individual absent proof that the action complained of violated the open meeting law.

(g) It shall be a defense to the imposition of a penalty that the public body, after full disclosure, acted in good faith compliance with the advice of the public body's legal counsel.

(h) Payment of civil penalties under this section paid to or received by the attorney general shall be paid into the general fund of the commonwealth.

Section 24. [Investigation by Attorney General of Violations of Open Meeting Law]

(a) Whenever the attorney general has reasonable cause to believe that a person, including any public body and any other state, regional, county, municipal or other governmental official or entity, has violated the open meeting law, the attorney general may conduct an investigation to ascertain whether in fact such person has violated the open meeting law. Upon notification of an investigation, any person, public body or any other state, regional, county, municipal or other governmental official or entity who is the subject of an investigation, shall make all information necessary to conduct such investigation available to the attorney general. In the event that the person, public body or any other state, regional, county, municipal or other governmental official or entity being investigated does not voluntarily provide relevant information to the attorney general within 30 days of receiving notice of the investigation, the attorney general may: (1) take testimony under oath concerning such alleged violation of the open meeting law; (2) examine or cause to be

examined any documentary material of whatever nature relevant to such alleged violation of the open meeting law; and (3) require attendance during such examination of documentary material of any person having knowledge of the documentary material and take testimony under oath or acknowledgment in respect of any such documentary material. Such testimony and examination shall take place in the county where such person resides or has a place of business or, if the parties consent or such person is a nonresident or has no place of business within the commonwealth, in Suffolk county.

(b) Notice of the time, place and cause of such taking of testimony, examination or attendance shall be given by the attorney general at least 10 days prior to the date of such taking of testimony or examination.

(c) Service of any such notice may be made by: (1) delivering a duly-executed copy to the person to be served or to a partner or to any officer or agent authorized by appointment or by law to receive service of process on behalf of such person; (2) delivering a duly-executed copy to the principal place of business in the commonwealth of the person to be served; or (3) mailing by registered or certified mail a duly-executed copy addressed to the person to be served at the principal place of business in the commonwealth or, if said person has no place of business in the commonwealth, to his principal office or place of business.

(d) Each such notice shall: (1) state the time and place for the taking of testimony or the examination and the name and address of each person to be examined, if known and, if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs; (2) state the statute and section thereof, the alleged violation of which is under investigation and the general subject matter of the investigation; (3) describe the class or classes of documentary material to be produced thereunder with reasonable specificity, so as fairly to indicate the material demanded; (4) prescribe a return date within which the documentary material is to be produced; and (5) identify the members of the attorney general's staff to whom such documentary material is to be made available for inspection and copying.

(e) No such notice shall contain any requirement which would be unreasonable or improper if contained in a subpoena duces tecum issued by a court of the commonwealth or require the disclosure of any documentary material which would be privileged, or which for any other reason would not be required by a subpoena duces tecum issued by a court of the commonwealth.

(f) Any documentary material or other information produced by any person pursuant to this section shall not, unless otherwise ordered by a court of the commonwealth for good cause shown, be disclosed to any person other than the authorized agent or representative of the attorney general, unless with the consent of the person producing the same; provided, however, that such material or information may be disclosed by the attorney general in court pleadings or other papers filed in court.

(g) At any time prior to the date specified in the notice, or within 21 days after the notice has been served, whichever period is shorter, the court may, upon motion for good cause shown, extend such reporting date or modify or set aside such demand or grant a protective order in accordance with the standards set forth in Rule 26(c) of the Massachusetts Rules of Civil Procedure. The motion may be filed in the superior court of the county in which the person served resides or has his usual place of business or in Suffolk county. This section shall not be applicable to any criminal proceeding nor shall information obtained under the authority of this section be admissible in evidence in any criminal prosecution for substantially identical transactions.

Section 25. [REGULATIONS, LETTER RULINGS, ADVISORY OPINIONS]

(a) The attorney general shall have the authority to promulgate rules and regulations to carry out enforcement of the open meeting law.

(b) The attorney general shall have the authority to interpret the open meeting law and to issue written letter rulings or advisory opinions according to rules established under this section.

CERTIFICATE OF RECEIPT OF OPEN MEETING LAW MATERIALS

I, _____, who qualified for the office of
(Name)

_____, on _____, certify pursuant
(Office) (Date)

to G.L. c. 30A, § 20(h), that I have received copies of the following Open Meeting Law materials:

1) the Open Meeting Law, G.L. c. 30A, §§ 18-25;

2) regulations promulgated by the Attorney General under G.L. c. 30A, § 25; and

3) educational materials promulgated by the Attorney General under G.L. c. 30A, § 19(b), explaining the Open Meeting Law and its application.

I have read and understand the requirements of the Open Meeting Law and the consequences of violating it. I further understand that the materials I have received may be revised or updated from time to time, and that I have a continuing obligation to implement any changes in the Open Meeting Law during my term of office.

_____
(Name)

_____
(Name of Public Body)

_____
(Date)

Pursuant to G.L. c. 30A, § 20(h), an executed copy of this certificate shall be retained, according to the relevant records retention schedule, by the appointing authority, city or town clerk, or the executive director or other appropriate administrator of a state or regional body, or their designee.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 30 **Voucher Date:** 06/22/2017 Prepared By: Donald Gallant

Printed: 06/20/2017 04:42:46 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $12,819.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$12,003.44
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$815.65
301	TITLE I	$0.00
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
502	PRIVATE GRANTS & GIFTS	$0.00
701	CAFETERIA FUNDS	$0.00
		$12,819.09

Created By: v.leone **Posted By:** v.leone **Date:** 06/20/2017 16:15:50 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1052 **Voucher Date:** 06/22/2017 Prepared By: Donald Gallant

Printed: 06/20/2017 04:32:12 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,064,548.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$1,064,548.09
		$1,064,548.09

Created By: gallantd **Posted By:** v.leone **Date:** 06/20/2017 16:29:30 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1053 **Voucher Date:** 06/22/2017 Prepared By: Donald Gallant

Printed: 06/20/2017 04:38:28 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $113,039.56 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$113,039.56
		$113,039.56

Created By: gallantd **Posted By:** v.leone **Date:** 06/20/2017 16:35:52 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2338 **Voucher Date:** 06/09/2017 Prepared By: M. Capozzi

Printed: 06/14/2017 08:29:01 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $23,866.28 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$23,866.28
		$23,866.28

Created By: capozzid **Posted By:** capozzid **Date:** 06/14/2017 08:28:35 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2339 **Voucher Date:** 06/12/2017 Prepared By: N. Capozzi

Printed: 06/14/2017 08:30:45 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $2,937.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	Treasurer
Leslie Davidson	Assistant Treasurer
1	School Committee Member
2	School Committee Member
3	School Committee Member
Jeffrey Sands	Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$2,937.00
		$2,937.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/14/2017 08:30:29 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2340 **Voucher Date:** 06/16/2017 Prepared By:

Printed: 06/16/2017 12:17:16 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $335.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$335.00
		$335.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/16/2017 12:16:59 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2341 **Voucher Date:** 06/19/2017 Prepared By: L.D. Capozza

Printed: 06/20/2017 11:42:05 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $338.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$338.00
		$338.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/20/2017 11:41:50 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2342 **Voucher Date:** 06/19/2017 Prepared By: W. Capozzi

Printed: 06/20/2017 11:44:12 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $693.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$693.00
		$693.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/20/2017 11:43:59 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2343 **Voucher Date:** 06/22/2017 Prepared By: Donald Gallant

Printed: 06/20/2017 01:30:12 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $19,616.20 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	$19,616.20
		$19,616.20

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2344 **Voucher Date:** 06/22/2017 Prepared By:

Printed: 06/20/2017 01:35:40 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $247,778.63 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$213,765.23
202	REVOLVING FUNDS	$902.57
205	ATHLETIC/EXTRA CURR REVOLVING	$14,611.80
301	TITLE I	$312.50
302	94-142 IDEA 240	$17,069.00
502	PRIVATE GRANTS & GIFTS	$1,117.53
		$247,778.63

Created By: capozzid **Posted By:** v.leone **Date:** 06/20/2017 13:20:15 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2345 **Voucher Date:** 06/22/2017 Prepared By: Donald Gallant

Printed: 06/20/2017 01:41:13 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $57,112.39 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$49,185.59
202	REVOLVING FUNDS	$2,151.04
205	ATHLETIC/EXTRA CURR REVOLVING	$739.00
302	94-142 IDEA 240	$1,657.38
310	FC 243 SPED 94-142 Transition	$2,000.00
402	STATE GRANTS FY EVEN YEARS	$750.00
502	PRIVATE GRANTS & GIFTS	$629.38
		$57,112.39

Created By: capozzid **Posted By:** v.leone **Date:** 06/20/2017 13:21:25 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2351 **Voucher Date:** 06/26/2017 Prepared By: Donald Gallant

Printed: 07/05/2017 03:54:08 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $93,841.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$88,185.82
202	REVOLVING FUNDS	$0.00
301	TITLE I	$499.00
402	STATE GRANTS FY EVEN YEARS	$1,372.12
502	PRIVATE GRANTS & GIFTS	$3,784.42
		$93,841.36

Created By: capozzid **Posted By:** v.leone **Date:** 06/30/2017 11:00:47 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2352 **Voucher Date:** 06/26/2017 Prepared By: Donald Gallant

Printed: 07/05/2017 01:02:59 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $50,531.12 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$41,931.49
202	REVOLVING FUNDS	$460.00
205	ATHLETIC/EXTRA CURR REVOLVING	$4,101.35
303	TITLE IIA	$204.00
402	STATE GRANTS FY EVEN YEARS	$3,834.28
		$50,531.12

Created By: capozzid **Posted By:** v.leone **Date:** 06/30/2017 11:01:53 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2400 **Voucher Date:** 07/07/2017 Prepared By: Donald Gallant

Printed: 07/05/2017 01:08:25 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $886,409.58 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$886,409.58
		$886,409.58

Created By: capozzid **Posted By:** v.leone **Date:** 06/30/2017 11:03:10 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2346 **Voucher Date:** 06/20/2017 Prepared By: M. Capozzi

Printed: 06/21/2017 10:47:06 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $2,212.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$2,212.25
		$2,212.25

Created By: capozzid **Posted By:** capozzid **Date:** 06/21/2017 10:46:53 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2347 **Voucher Date:** 06/23/2017 Prepared By: M. Capozzi

Printed: 06/27/2017 09:56:39 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $500.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$500.00
		$500.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/27/2017 09:56:25 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2348 **Voucher Date:** 06/23/2017 Prepared By: A. Capozzi

Printed: 06/27/2017 09:57:49 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,902.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$1,902.00
		$1,902.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/27/2017 09:57:13 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2349 **Voucher Date:** 06/27/2017 Prepared By:

Printed: 06/27/2017 01:02:58 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $4,627.06 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$4,627.06
		$4,627.06

Created By: capozzid **Posted By:** capozzid **Date:** 06/27/2017 13:02:47 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2350 **Voucher Date:** 06/30/2017 Prepared By: L. Capozza

Printed: 06/30/2017 10:48:52 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,117.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$1,117.09
		$1,117.09

Created By: capozzid **Posted By:** capozzid **Date:** 06/30/2017 10:48:42 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1054 **Voucher Date:** 06/28/2017 Prepared By: Donald Gallant

Printed: 06/28/2017 09:03:18 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $340,326.29 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$340,326.29
		$340,326.29

Created By: gallantd **Posted By:** v.leone **Date:** 06/28/2017 08:59:26 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1000 **Voucher Date:** 07/07/2017 Prepared By: _____

Printed: 06/30/2017 11:05:17 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $505,225.96 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 _____ School Committee Member

2 _____ School Committee Member

3 _____ School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$505,225.96
		$505,225.96

Created By: gallantd **Posted By:** v.leone **Date:** 06/30/2017 10:59:34 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Entity Number: --

Voucher No: 28, ~~1000~~ **Voucher Date:** 07/07/2017 Prepared By:

Pay Period: 1
Pay Cycle: FY18 Calendar

Printed: 06/30/2017 11:12:18 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $561,530.17 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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.

Administrator

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	$144,194.06	$7,744.53	$0.00	$0.00	$151,938.59
100	$390,898.50	$0.00	$0.00	$0.00	$390,898.50
202	$10,568.85	$0.00	$0.00	$0.00	$10,568.85
205	$45.00	$0.00	$0.00	$0.00	$45.00
302	$4,786.37	$0.00	$0.00	$0.00	$4,786.37
310	$2,400.00	$0.00	$0.00	$0.00	$2,400.00
701	$892.86	$0.00	$0.00	$0.00	$892.86
	$553,785.64	$7,744.53	$0.00	$0.00	$561,530.17

PR #: 28
Ded 1000

Substitute for ADE 40-101

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 29 **Voucher Date:** 07/21/2017 Prepared By: Donald Gallant

Printed: 07/19/2017 03:54:20 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $25,078.99 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$13,686.00
100	PRIOR YEAR ENCUMBRANCES	$11,392.99
202	REVOLVING FUNDS	$0.00
302	94-142 IDEA 240	$0.00
310	FC 243 SPED 94-142 Transition	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
701	CAFETERIA FUNDS	$0.00
		$25,078.99

Created By: c.carberry **Posted By:** c.carberry **Date:** 07/19/2017 15:30:41 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1050 **Voucher Date:** 07/21/2017 Prepared By: Donald Gallant

Printed: 07/19/2017 03:43:10 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $519,506.64 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$519,506.64
		$519,506.64

Created By: gallantd **Posted By:** v.leone **Date:** 07/19/2017 15:39:18 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1051 **Voucher Date:** 07/21/2017 Prepared By: Donald Gallant

Printed: 07/19/2017 03:49:18 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $43,749.91 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$43,749.91
		$43,749.91

Created By: gallantd **Posted By:** v.leone **Date:** 07/19/2017 15:46:33 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2354 **Voucher Date:** 06/27/2017 Prepared By: Donald Gallant

Printed: 07/19/2017 01:32:00 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $146,287.58 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$131,067.03
100	PRIOR YEAR ENCUMBRANCES	$6,725.00
202	REVOLVING FUNDS	$719.00
302	94-142 IDEA 240	$7,665.00
402	STATE GRANTS FY EVEN YEARS	$111.55
		$146,287.58

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2355 **Voucher Date:** 06/27/2017 Prepared By: Donald Gallant

Printed: 07/19/2017 01:37:26 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $81,307.05 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$77,460.73
202	REVOLVING FUNDS	$483.00
402	STATE GRANTS FY EVEN YEARS	$3,363.32
		$81,307.05

Created By: capozzid **Posted By:** v.leone **Date:** 07/19/2017 12:34:26 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2353 **Voucher Date:** 06/27/2017 Prepared By: Donald Gallant

Printed: 07/19/2017 01:27:36 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $5,351.73 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	$5,351.73
		$5,351.73

Created By: capozzid **Posted By:** v.leone **Date:** 07/19/2017 12:32:46 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2401 **Voucher Date:** 07/21/2017 Prepared By: Donald Gallant

Printed: 07/19/2017 01:46:27 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $145,445.45 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$145,445.45
		$145,445.45

Created By: capozzid **Posted By:** v.leone **Date:** 07/19/2017 11:59:09 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2402 **Voucher Date:** 07/21/2017 Prepared By: Donna Gallant

Printed: 07/19/2017 01:50:20 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $193,516.86 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$179,416.86
601	TRUST FUNDS	$14,100.00
		$193,516.86

Created By: capozzid **Posted By:** v.leone **Date:** 07/19/2017 11:59:31 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 30 **Voucher Date:** 08/04/2017 Prepared By: Donna Gallant

Printed: 08/02/2017 03:13:25 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $4,663.51 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$4,663.51
100	PRIOR YEAR ENCUMBRANCES	$0.00
202	REVOLVING FUNDS	$0.00
302	94-142 IDEA 240	$0.00
310	FC 243 SPED 94-142 Transition	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
701	CAFETERIA FUNDS	$0.00
		$4,663.51

Created By: c.carberry **Posted By:** c.carberry **Date:** 08/02/2017 14:44:07 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1052 **Voucher Date:** 07/25/2017 Prepared By: Donald Gallant

Printed: 07/25/2017 11:18:27 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $342,927.08 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$342,927.08
		$342,927.08

Created By: gallantd **Posted By:** v.leone **Date:** 07/25/2017 11:15:48 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1053 **Voucher Date:** 08/04/2017 Prepared By: Donald Gallant

Printed: 08/02/2017 03:08:59 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $528,395.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$528,395.25
		$528,395.25

Created By: gallantd **Posted By:** v.leone **Date:** 08/02/2017 15:06:47 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2403 **Voucher Date:** 08/04/2017 Prepared By: Donald Gallant

Printed: 08/02/2017 02:18:18 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $237,301.40 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$157,251.03
100	PRIOR YEAR ENCUMBRANCES	$78,351.37
202	REVOLVING FUNDS	$201.00
502	PRIVATE GRANTS & GIFTS	$1,498.00
		$237,301.40

Created By: capozzid **Posted By:** v.leone **Date:** 08/02/2017 11:24:48 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2404 **Voucher Date:** 08/04/2017 Prepared By:

Printed: 08/02/2017 02:22:46 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $59,603.22 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$57,192.67
100	PRIOR YEAR ENCUMBRANCES	$284.75
402	STATE GRANTS FY EVEN YEARS	$624.84
502	PRIVATE GRANTS & GIFTS	$1,500.96
		$59,603.22

THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING

Thursday, June 16, 2017 7:00 PM
Buker School Multi-Purpose Room

Present:
Michelle Bailey
Jeanise Bertrand
Kerry Gertz
Gene Lee,
Josh Liebow, Chair
Stacey Metternick
David Polito

Also present:
Michael Harvey, Superintendent
Nancy Bergner, H-WRSC Meeting Clerk

I. Call to Order

Josh Liebow called the meeting to order at 7:04

II. Pledge of Allegiance

III. Citizen's Comments

- Lisa Bial—Buker Playground Project update. Fundraising is going well, and the project will enter the next phase, probably in early Autumn.

IV. Chair's Report

A. HW Friends of the Arts Annual Meeting is going on at the Library, concurrently with the SC meeting
B. The Custodians' Grievance which was filed has been dismissed. Further information may be provided to SC members in Executive Session
   1. An Executive Session update was requested by Michelle Bailey.

V. Superintendent's Report

A. Last day of school for 2016/2017 is June 20. First day of the 2017/2018 School Year is Wed. Aug. 30.
B. Staff recognition ceremony was June 14, recognizing Staff lengths of service and retirees.

VI. Consent Agenda

Discussion: Stacy Metternick would like to remove the Minutes of June 8. There is a typographical error on p. 6 "Warrant Sub-Committee." Also, "Two members voiced concerns over Wednesday dates" should be added.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA WITH NOTED CHANGES. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present

VII. New Business

A. SEPAC Annual Report presented by Co-chairs of SEPAC.
- **1.** Goals for next year
- **2.** SEPAC thanks retiring Kathy Harris
- **3.** SEPAC welcomes new Dir. of SPED 6-12 Lindsey McGovern.
- **4.** Pre-School Special Education Teacher Susan Daigley was recognized as Hamilton-Wenham's Special Educator of the Year.

B. Introduction of new Student Body President/Student Rep to the School Committee James Goudie

C. Appointment and Introduction of new Director of Student Services Stacy Bucyk
- **1.** Stacy brings a combination of professional experience and educational training that make her the right person for this position. She is currently the Administrator of Special Education and Pupil Personnel Services for the Beverly Public Schools, a position she has held since 2012. Prior to this position, Stacy was the Principal of the Cove Elementary School in Beverly for four years. She also has experience as a Team Chairperson and as a Reading Specialist. Stacy also possesses Master's Degrees in School Leadership (Salem St. University), Teaching Students with Special Needs (Lesley University) and Reading (Lesley University). Through her interviews with various constituencies in the HWRSD, it was clear that Stacey is a leader who sees ensuring all teachers are experts in the use of inclusive practices as essential to her role. It was also clear that she values collaboration with teachers and parents, and readily accesses the talents and ideas of these groups to maximize opportunities for students. I'm happy to welcome Stacey as the newest member of our leadership team. Stacy is currently completing her duties in Beverly and has an anticipated start date of August 1st.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE APPOINTMENT OF STACY BUCYK AS DIRECTOR OF STUDENT SERVICES FOR THE DISTRICT.

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Inquiry: Stacy's Contract Item 3: Where are the rules of the SC committee which are referred to in this statement? The rules should be located and reviewed by the Committee.

Unanimously approved by 7 members present

D. Funding Proposal-Foundation for Alcohol Education Exhibit A

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE FOUNDATION FOR ALCOHOL EDUCATION GRANT OF $1000 LISTED IN EXHIBIT A.

MOTION by Kerry Gertz; SECONDED by David Polito
Unanimously approved by 7 members present

E. Donations Exhibit B

1. Friends of Cutler $4,412.
2. The Patio Company Walkway Donation $12,000 [in kind donation of labor and equipment]
3. Friends of HWRHS & MS $626

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE DONATIONS LISTED IN EXHIBIT B.

MOTION by Kerry Gertz; SECONDED by MICHELLE BAILEY
Unanimously approved by 7 members present

F. End of Year Financial Forecast Exhibit C

Mike Harvey presented the End of Year Financial Forecast (see p. 14 of the packet).

Note: Concern was expressed about the report not being in the Drop Box on Friday. Two SC members expressed concern about reports such as this being late. Mike Harvey verified that the report was, in fact, in the Drop Box at 8:32 AM on Friday June 9, per general practice. The Chair affirmed that Jeff has done very well overall in ensuring that the SC has necessary information in the recommended timeframe for SC review.

G. Report of School Improvement Goal Progress for 2016-17 Exhibit D

Mike Harvey presented (see p. 17 of the packet).

Clarification is desired on expanding options for extracurricular activities (Goal 1 for the Middle School: packet p. 19).

High School Goal on Grade 9 Orientation was discussed. James Goudie shared about this year's orientation, in which he had served as a mentor. Satisfaction was expressed by a SC member who is also a parent of a freshman.

Overall, 15 Goals for the district were successfully accomplished in 2016/2017.

Self-assessment was worked into the Third Quarter, allowing teaching teams time to evaluate the effectiveness of specific units. Further work on these goals will be done over the summer.

H. School Lunch Price Increase Exhibit E

Catherine Donovan has requested this increase, which she explained in her presentation at the June 8 School Committee Meeting. A School Committee member asked about the individual prices of items—are they being increased, or only the whole meal price? Mike Harvey will investigate and bring an answer back to the Committee. Note that this increase covers the cost of the food as opposed to the total cost of delivery.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE SCHOOL LUNCH PRICE INCREASE FROM $3.00 TO $3.25 IN EXHIBIT E.

MOTION by Kerry Gertz; SECONDED by David Polito
Unanimously approved by 7 members present

I. SC Goals for 2017-2018 Exhibit F

Josh Liebow presented the 2016-2017 Goals, per last week's discussion (see packet p. 24). The Capital Plan Goal should be discussed in detail, keeping in mind that it is a starting block which needs to be put in good shape so that it can be continued smoothly in following years. The Master Plan item 4 (future of school buildings) is somewhat broad. Including previous Master Plan studies with reference to school buildings will be important to deliberations. All previous studies can be found on the website. Turf Field: Determining School Committee level of involvement should be included. Longmeadow should be incorporated into the Capital Plan. The Capital Plan working group needs to gain a better understanding and prioritize what the SC should look at in terms of ongoing projects. Proposed text could read, "Develop and prioritize an implementation and financing strategy for the Capital Plan." Add "Represent the SC interests in the study of the Longmeadow Property as voted at the 2017 Annual Town Meetings."

Regional Agreement: Establish dates for completing different components of the Agreement in light of the calendar priorities of the Towns. SC goals need to remain within the purveyance of the School Committee. The School Committee cannot be liable. The Regional Agreement Subcommittee will work with the Towns to develop a plan regarding the Regional Agreement.

Policy Review Process: Add feature for reviewing Administrator policies/contracts.

Josh and Mike will make additions based upon discussion and present an updated Goals document for review

J. School Choice Update Exhibit G

Mike Harvey presented Eric Tracy's memo on Choice Student Enrollment (see packet p. 25). Discussion of student to staff ratios for general ed as well as electives. Speculation on possible reasons some students may

elect to attend private schools/vocational schools, or other students elect to attend HWRHS.

K. Treasurer's Appointment Process: Mike Harvey presented Jeff Sands' report

Jeff recommends that Don Gallant be re-appointed, using the same contract language for the contract (which needs to be renewed by June 30). The Chair expressed confidence in the process as it currently exists.

Discussion: what does the law require regarding the appointment of the Assistant Treasurer by School Committees? Timing of appointment of officers are tied to School Committee terms, not fiscal year. Research/discussion at this point should be referred to the Policy Committee. Concerns expressed over whether or not this issue could be added to tonight's agenda, or if this should be added to the agenda for the next meeting.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO REAPPOINT DON GALLANT AS FISCAL YEAR 2018 AS TREASURER.

MOTION by Kerry Gertz; SECONDED by David Polito
Unanimously approved by 7 members present

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE CONTINUE THE CONTRACT IN FULL FORCE AND UNDER THE SAME TERMS UNTIL SUCH A TIME THAT THE SCHOOL COMMITTEE DECIDES ON WHETHER TO RE-APPOINT DON AS RECOMMENDED AND A NEW CONTRACT HAS BEEN FINALIZED.

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

L.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE EMPOWER JEFF SANDS TO MAKE A RECOMMENDATION TO THE SCHOOL COMMITTEE ABOUT THE TERMS OF DON GALLANT'S CONTRACT.

MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present

M. Discuss Superintendent's Review Process: Stacy Metternick reported on last year's process. The Chair is to work with the SC to collect reviews from all members. The Chair will distribute the collected review information to all SC members, and consolidate them to finalize the Review. A meeting of the School Committee is not required as part of this process. The Chair will work with the DESE rubric. Discussion of timing of the Review; first year SC members may abstain if they feel they lack sufficient time to provide adequate feedback. SC members may expect an email on this by July 14. Deadline for the review will be announced by the Chair at the August 3 meeting, if not before.

N. Longmeadow Study Group Appointment: this study group's focus is feasibility. Eventually, the implications of the study group's deliberations will need to be addressed by the Master Plan. At this point, there is no financial commitment attached to this. Selectmen are responsible for convening the group.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPOINT KERRY GERTZ AS A SCHOOL COMMITTEE REPRESENTATIVE TO THE LONGMEADOW STUDY GROUP.
MOTION by Gene Lee; SECONDED by Jeanise Bertrand
Approved by 6 members, 1 abstention

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPOINT JEANISE BERTRAND AS A SCHOOL COMMITTEE REPRESENTATIVE TO THE LONGMEADOW STUDY GROUP.
MOTION by Gene Lee; SECONDED by David Polito
Approved by 6 members, 1 abstention

O. SC Workshop Date for Summer 2017:
Discussion: Clarification on Regional School Districts vs. Town Districts would be desired. Dates in 3rd week in August were entertained. Josh will poll members online to finalize date.

P. Regional Agreement Committee

Q. Warrant Subcommittee Dates/members in attendance: July 5 (David, Kerry, Stacy), July 19 (Michelle, Gene, Jeanise) and Aug. 2 (David, Gene, Michelle).

VIII. Committee Reports

A. Communications: no report at this time.

B. Policy-Legislative: A SC member suggested that the Policy Committee should vote in a chair and a charge as soon as possible. Clarification was given stating that, after a first reading, a Policy Committee meeting is not necessary in order to move a policy to a second reading unless discussion after the first reading indicates that further work on said policy is required.

1. Second Reading of Policies

a) Administering Medicines Exhibit H

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ADMINISTERING MEDICINES TO STUDENTS POLICY AS WRITTEN IN EXHIBIT H.
MOTION by Kerry Gertz; SECONDED by David Polito
Unanimously approved by 7 members present

b) AIDS-HIV Policy A1007 Exhibit I

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL

COMMITTEE VOTE TO STRIKE THE AIDS-HIV POLICY A1007 CURRENTLY ON OUR BOOKS.

MOTION by Kerry Gertz; SECONDED by David Polito
Unanimously approved by 7 members present

c) Cori Policy A1017 for Challenge Course Exhibit J

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE CORI POLICY FOR CONDUCTING CRIMINAL HISTORY INQUIRES FOR OWNERS OF PROJECT ADVENTURE CHALLENGE COURSES AS WRITTEN IN EXHIBIT J.

MOTION by Kerry Gerz; SECONDED by David Polito
Unanimously approved by 7 members present

d) Graduation Requirements Policy H8041 Exhibit K

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE GRADUATION REQUIREMENTS AS AMENDED IN EXHIBIT K.

MOTION by Kerry Gertz; SECONDED by David Polito
Unanimously approved by 7 members present

e) Harassment Prevention A1005 Exhibit L

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE HARASSMENT PREVENTION POLICY AS WRITTEN IN EXHIBIT L.

MOTION by Kerry Gertz; SECONDED by David Polito
Unanimously approved by 7 members present

f) New SC Orientation Policy Exhibit M

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE NEW SCHOOL COMMITTEE MEMBER ORIENTATION POLICY # B2100 AS AMENDED.

MOTION by Kerry Gertz; SECONDED by David Polito
Discussion on citing "Charting the Course" name revived, but was decided against per last meeting's discussion. Discussion of appointees involvement and the phrase "in accordance of the law" **c**oncluded that the "in accordance with the law" phrase would guide decisions about appointees involvement and the specific program adopted to facilitate new member orientation.
Approved by 6 members, 1 opposed

C. Warrant: did not meet
D. Capital-Finance & Regional Agreement

Stacy reported on administrative issues, financial apportionment factors for the Regional Agreement. A meeting with The committee needs to meet with Mike Harvey or an appointee in order to thoughtfully explore Capital Plan priorities is needed so that a recommendation may be brought back to the SC. Mike is available to meet on July 18 at 6 PM (Michelle, Gene, Stacy and Mike).

E. New Student Rep: James Goudie

F. Other-School Liaisons Updates: Friends of the MS/HS had a raffle for Red Sox Tickets.

IX. Other

A. Topics for next meeting:

1. ALICE proposal timeline and next steps

2. Private fund raising policy is due for a 2nd reading with memorandum of understanding added.

3. Information about the Custodians' Grievance.

X. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:46 PM.

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

Respectfully submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

TERMS OF EMPLOYMENT
DON GALLANT
DISTRICT TREASURER

EMPLOYMENT:	In accordance with MGL c.71s.16A, appointed by the HWRSD School Committee on June 15, 2017 as District Treasurer for FY18.
TERM OF EMPLOYMENT:	July 1, 2017 – June 30, 2018
SALARY:	$46.59/hour
WORK WEEK:	~~20~~ 16 (Sixteen) Hours per week or ~~0.5~~ 0.4 FTE. Four (4) hours per day, four (4) days per week. Additional hours may be required in order to complete special projects at the request of the Assistant Superintendent of Finance & Administration. This is a 12-month position.
GENERAL BUSINESS HOURS:	To be determined in conjunction with the Assistant Superintendent of Finance & Administration. Weekly hours will include meetings with the HWRSD Warrant Subcommittee.
VACATION:	Hours will be Pro-rated based on FTE. Ten (10) pro-rated Vacation Days per fiscal year at four (4) hours per Vacation Day. All vacation must be approved in advance by the Assistant Superintendent of Finance and Administration. A vacation of four (4) or more consecutive days must be submitted at least thirty (30) days in advance to ensure coordination of schedules with the Assistant Treasurer.
HOLIDAY:	Pro-rated based on FTE; four (4) hours per Holiday. Eligible for all District Holidays.
SICK LEAVE:	Hours will be Pro-rated based on FTE. Fourteen (14) pro-rated Sick Days per fiscal year; four (4) hours per Sick Day; Sick Leave may accumulate to 180 days. There will be no sick leave buy-back upon retirement or termination of employment.
PERSONAL LEAVE:	Pro-rated based on FTE. Two (2) pro-rated Personal Days per fiscal year; four (4) hours per Personal Day. These are intended to be used to conduct imperative personal business that cannot be conducted outside of normal working hours and are not intended to be used as "vacation" days. There is no carryover of Personal Days from one year to the next.
EVALUATION:	The Assistant Superintendent of Finance and Administration will conduct an annual evaluation based upon observations and specific job description

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.

requirements (see attached) by June 30th. The School Committee can request to review the evaluation from the Superintendent as "Offical Keeper of Records".

BACKGROUND CHECKS: Please be informed that District employees are required to comply with MGL Chapter 459 of the Acts of 2012 to submit to national fingerprint-based criminal background checks. Employment is contingent upon satisfactory results from national fingerprint-based criminal background check, and criminal record inquiry (CORI).

RESIGNATION: If Mr. Gallant intends to leave the District, he agrees to notify the Assistant Superintendent of Finance and Administration in writing at least thirty (30) days prior to his last day of work for the District.

EMPLOYMENT-AT-WILL: In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any District representative has entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with the District at any time, with or without cause with 30 days advance notice. Likewise, the District will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice.

Joshua Liebow
Chair, HWRSD School Committee

Donald E. Gallant
District Treasurer

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.

Hamilton-Wenham Regional School District

Title: **District Treasurer**

Reports to: Daily supervision provided by the Assistant Superintendent for Finance and Administration. Annually appointed the Hamilton-Wenham Regional School Committee in accordance with MGL c. 71 s. 16A. The Treasurer reports to the Assistant Superintendent for Finance and Administration. An annual evaluation will be completed by Assistant Superintendent for Finance and Administration and then shared with the School Committee through the Superintendent as keeper of the records.

Qualification: The Treasurer shall possess substantial professional experience with and fluency in the laws and procedures that govern municipal and school finance in the Commonwealth of Massachusetts. The Treasurer shall have a bachelor's degree in accounting or finance and should possess excellent computer skills.

Job Goal: The Treasurer's primary function is to provide oversight and supervision of all receipts, disbursements and investments of the HWRSD in accordance with Massachusetts General Law and District policy.

Performance Responsibilities:

- Responsible for all cash receipts and deposits of the District, including student activity accounts and gate receipts.
- Responsible for all disbursements of the District, including the approval of accounts payable and payroll warrants. Responsible for signing all District checks.
- Responsible for processing all transfers between District accounts, including student activity accounts.
- Responsible for the investment of all District funds in accordance with relevant Massachusetts General Laws and District policies, including Scholarship and Trust funds.
- Maintain banking relationships for all District accounts.
- Maintain and reconcile cash books for all District accounts.
- Responsible for monitoring cash flow and for preparing cash flow projections.
- Annually certify assessment amounts apportioned to member Towns in accordance with MGL c. 71 s. 16B and the Hamilton-Wenham Regional District Agreement.
- Support Annual Audit process.

- Responsible for maintaining and submitting Massachusetts School Building Authority project financial data as required.
- Coordinate all District borrowing and related work with bond advisors, bond counsel, and bond rating agencies as necessary.
- Train and supervise the Assistant Treasurer. The Assistant Treasurer shall perform the duties of the Treasurer in his/her absence in accordance with MGL c. 71 s. 16A.
- Provide semi-annual reports to the School Committee regarding Treasury function operations, including but not limited to reporting regarding Cash & Investments of the District in accordance with District Policy.
- Shall give bond annually for the faithful performance of his/her duties in a form approved by the MA DOR (MGL c. 40 s.35) and District Policy.
- Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury functions of the District.
- Shall be present at Warrant Committee meetings to answer questions on warrants and put report together needed for School Committee Meetings.

Version: July 1, 2017

AGREEMENT BETWEEN THE TOWN OF WENHAM AND THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

ASSISTANT TREASURER

Agreement made as of February 2, 2017, ("Effective Date") by and between the Town of Wenham ("Wenham"), and the Hamilton-Wenham Regional School District ("District"), pursuant to G.L. c. 40, § 4A, for the services of an Assistant Treasurer.

WHEREAS, the District has the need for the services of an Assistant Treasurer, who shall, in the absence of the District Treasurer, perform his/her duties and shall have the powers and be subject to the requirements applicable to him/her under the law.

WHEREAS, Wenham is willing to provide such services through its Town Treasurer/Collector; and

WHEREFORE, Wenham by and through its Board of Selectman and the District by and through its School Committee, agree to the following:

EMPLOYMENT

The District School Committee shall appoint an Assistant Treasurer annually in accordance with MGL c. 71 s. 16A. The Assistant Treasurer shall be Wenham's Town Treasurer/Collector. The Assistant Treasurer shall give bond annually for the faithful performance of his/her duties in a form approved by the MA DOR (MGL c. 40 s.35) and District Policy; cost of said bond shall be paid by the District. For the purposes of this Agreement, the position shall be a non-union, non-managerial, as-needed part-time position under the supervision of the Assistant Superintendent of Finance and Administration. It is estimated that the amount of time required in connection with the role of the Assistant Treasurer will not exceed forty (40) hours annually.

The District Treasurer's Job Description is attached herein as Attachment A. If, at any time, the Job Description changes, the District shall notify the Town and the Agreement shall be amended if appropriate. If the District Treasurer position is vacated, the Assistant Treasurer shall fulfill those duties on a temporary basis for no more than 30 days and shall be compensated accordingly.

To ensure uninterrupted provision of District Treasurer duties, the District Treasurer shall provide at least 30 days' advance notice to Wenham prior to scheduling vacation time. If a scheduling conflict occurs, the Assistant Treasurer shall not be obligated to change his/her vacation schedule.

COST/PAYMENT

The District agrees to pay Wenham, in advance, a fixed fee of Two Thousand Dollars ($2,000.00) annually for the services described herein. The parties agree that this fixed fee amount will be reviewed on an annual basis by the Town Administrator and Superintendent by

December 31 of each year and adjusted accordingly if appropriate. Wenham will provide the District with an invoice by July 1st of each year for the full fixed fee amount for the succeeding twelve (12) month period. This fee shall be prorated for the first year to Six Hundred Sixty Dollars ($660) based on an initial March 1 Effective Date. Any hours incurred by the Assistant Treasurer above and beyond the forty (40) hour annual threshold established herein, shall be billed monthly to the District, as incurred, at a rate of fifty ($50) dollars per hour.

RESOLUTION OF DISPUTES

In the event that disputes arise among the parties in the interpretation or performance of this Agreement, the dispute shall be submitted to an independent mediator agreed to by all parties, the costs of which shall be equally borne by all. In the event that the mediator's recommendations are not accepted, then either party may seek review in Salem Superior Court.

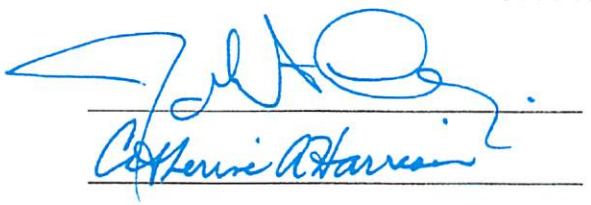
AMENDMENT

This Agreement may not be modified except as may be agreed to in writing and executed by both parties.

TERM OF AGREEMENT

This Agreement shall remain in effect from year to year, not to exceed three (3) years. This Agreement may be canceled upon written notice provided by either party to the other, effective sixty (60) days after receipt of the notice or on such later date as set forth in the notice.

WENHAM BOARD OF SELECTMEN

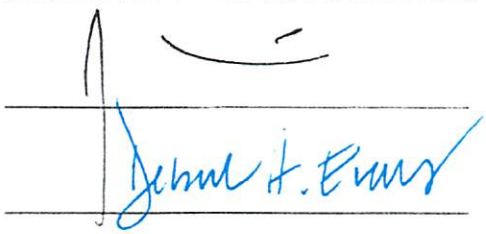


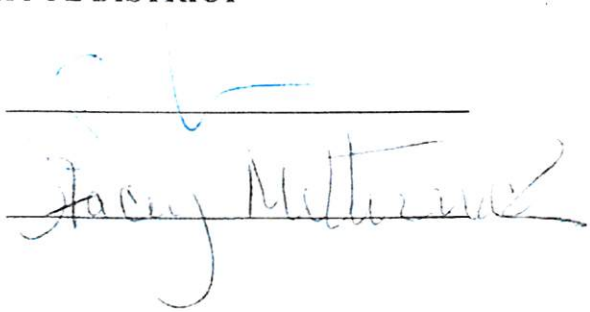
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DATE:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT





February 2, 2017
DATE:

Attachment A

HWRSD District Treasurer's Job Responsibilities:

- Responsible for all cash receipts and deposits of the District, including student activity accounts and gate receipts.
- Responsible for all disbursements of the District, including the approval of accounts payable and payroll warrants. Responsible for signing all District checks.
- Responsible for processing all transfers between District accounts, including student activity accounts.
- Responsible for the investment of all District funds in accordance with relevant Massachusetts General Laws and District policies, including Scholarship and Trust funds.
- Maintain banking relationships for all District accounts.
- Maintain and reconcile cash books for all District accounts.
- Responsible for monitoring cash flow and for preparing cash flow projections.
- Annually certify assessment amounts apportioned to member Towns in accordance with MGL c. 71 s. 16B and the Hamilton-Wenham Regional District Agreement.
- Support Annual Audit process.
- Responsible for maintaining and submitting Massachusetts School Building Authority project financial data as required.
- Coordinate all District borrowing and related work with bond advisors, bond counsel, and bond rating agencies as necessary.
- Train and supervise the Assistant Treasurer. The Assistant Treasurer shall perform the duties of the Treasurer in his/her absence in accordance with MGL c. 71 s. 16A.
- Provide semi-annual reports to the School Committee regarding Treasury function operations, including but not limited to reporting regarding Cash & Investments of the District in accordance with District Policy.
- Shall give bond annually for the faithful performance of his/her duties in a form approved by the MA DOR (MGL c. 40 s.35) and District Policy.
- Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury functions of the District.
- Shall be present at Warrant Committee meetings to answer questions on warrants and put report together needed for School Committee meetings.

istered voters in the member towns and signed by a majority of the members of the district committee which shall set forth the date of the election, the polling place or places in each town, the hours during which the polls are to be open and the question which is to appear upon the ballot. Notice of the election shall be given by posting a copy of the warrant attested by the secretary of the committee in at least one public place in each town and by publishing a copy thereof at least once in a newspaper of general circulation in the district, said posting and publishing to occur at least ten days before said election. A certificate of the secretary shall be conclusive evidence that the warrant was duly posted and published. The number and location of the polling place, or places, in each town shall be determined by the district committee after consultation with the selectmen thereof; and the hours during which all the polls in the district are open shall be uniform throughout the district and shall be not less than four nor more than eight consecutive hours. The district committee shall be responsible for preparing the ballots used at the election. The town clerk of each town shall certify the results of the election to the district committee. Except as provided herein the election shall be conducted in each town in the same manner as town meetings for the election of town officers. The expenses of the election shall be paid by the regional school district as an operating expense of the district; and if provision for their payment is not included in the budget for the year in which they are incurred, the district committee may use any available funds of the district or may transfer the sums required from appropriations included in the budget. The defeat of a proposal for incurring debt shall not prevent the resubmission of the same proposal as a new authorization.

(o) To refinance any debt incurred under paragraphs (d), (e), or (n), in accordance with the provisions of section 21A of chapter 44.

(p) To lease, or lease with an option to purchase, equipment for educational purposes. Such leases may be made for periods not exceeding five years.

(q) To lease land and buildings for educational purposes. Such leases may be made for periods not exceeding five years.

(r) To rent or lease with the approval of the commissioner of education surplus space in a school building of the district to house public or private profit-making businesses or nonprofit organizations; provided, however, that if said school building is in actual use such joint occupancy shall not interfere with education programs being conducted therein; and provided, further, that if said school building is not in actual use, such lease must be approved by the city or town in which the said buildings located. Such leases must be made for periods not exceeding ten years. The monies received from such rental or lease shall be kept separate and apart from other funds in the district treasury by the district treasurer, and the principal and interest thereon may be expended without further appropriation by the regional school district committee for the upkeep of the facility in which such surplus space is located; provided, however, that any balance remaining in such account at the close of a fiscal year shall be paid into the excess and deficiency fund, so called, of the regional school district as unencumbered funds and expended as provided in section sixteen B½.

Added by St.1949, c.638, s.1; amended by St.1955, c.65; St.1956, c.243; St. 1961, c.380; St.1962, c.232, ss.3,4; St.1965, c.367; St.1966, c.137; St.1968, c.376, s.2; St. 1969, c.849, s.71; St.1971, c.265; St.1971, c.919; St.1972, c.49; St.1972, c.134; St. 1973, c.1025, s.1; St.1973, c.1049; St.1974, c.33; St.1975, c.141, s.1; St. 1978, c.512, s.11; St.1978, c.538, ss.1,2; St. 1985, c.523, s.1; St.1985, c.732; St.1987, c.103; St.1990, c.404, s.1; St.1991, c.138, s.134; St.1996, c.140; St.2003, c.46, ss.76-78, St.2010, c.188, s.57.

Chapter 71, Section 16A

Regional School Committee; Organization

The powers, duties and liabilities of a regional school district shall be vested in and exercised by a regional district school committee organized in accordance with the agreement. The committee shall choose a chairman and a vice chairman by ballot from its membership. The vice chairman shall, in the absence of the chairman, exercise the powers and perform the duties of said chairman. It shall appoint a secretary and a treasurer who may be the same person, but who need not be members of said committee. The treasurer shall receive and take charge of all money belonging to the district, and shall pay any bill of the district which shall have been approved by the committee. The committee may appoint an assistant treasurer who need not be a member of the committee, and who shall, in the absence of the treasurer, perform his duties and shall have the powers and be subject to the requirements and penalties applicable to him. The treasurer and assistant treasurer shall be persons of ability and experience and may, by vote of the committee, be compensated for their services. A treasurer of a member municipality of the district shall be eligible for appointment as treasurer or assistant treasurer. The treasurer and assistant treasurer of the district shall be subject to sections 35 and 109A of chapter 41, to the extent applicable. A business manager, assistant superintendent for business or employee with title of similar import with responsibilities similar to those of a town accountant shall be subject to section 52 of said chapter 41 and shall not hold the office of treasurer or assistant treasurer or hold any responsibilities for the receipt or disbursement of money. If the office of secretary is vacant or if the secretary is absent or is unable to perform his duties because of disability, the committee may appoint a temporary secretary to hold such office and exercise the powers and perform the duties thereof until a secretary is duly appointed or the secretary who was disabled or absent resumes his duties. The committee may appoint a school building committee which shall have such powers and duties relative to the construction, reconstruction, remodeling, repair, expansion or equipping of school buildings or facilities as the committee determines.

The committee may establish a subcommittee of no less

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

FINAL FY17 Year-end Close

As of July 28, 2017

For presentation to the School Committee on August 3, 2017

Prepared by:
Jeffrey D. Sands, Assistant Superintendent for Finance & Administration
Vincent Leone, Director of Accounting & Payroll

FINAL FY17 Operating Expense Actuals (after Offsets)
Overview

- Salary Costs
  - Incorporates Actual Costs and encumbrances as of 6/30/17.

- Operating Costs
  - Incorporates Actual Costs and encumbrances as of 6/30/17.

We are pleased to report that a comprehensive Year-end Closing Process for FY17 was completed as of July 28, 2017.

As a result, the District ended the Fiscal Year $50,916 or 0.17% favorable to Budget. Said differently, the District expended 99.83% of the funds that were appropriated for FY17.

FINAL FY17 Operating Expense Actuals (after Offsets)

Summary by DESE Budget Category

Summary by DESE Category	FY17 Budget	FY17 YE Final	FY17 Over/Under
Administration	$ 1,180,023	$ 1,160,941	$ 19,082
Capital, Operations, Maintenance	$ 2,242,431	$ 2,272,215	$ (29,784)
Guidance, Counseling, Testing	$ 1,075,072	$ 1,050,124	$ 24,948
Inst. Materials	$ 857,654	$ 810,389	$ 47,265
Instructional Leadership	$ 2,884,573	$ 2,847,121	$ 37,452
Insurance, Retirement, Other	$ 3,752,986	$ 3,563,191	$ 189,794
Other Teaching Services	$ 2,309,691	$ 2,324,389	$ (14,698)
Prof. Dev.	$ 172,902	$ 151,617	$ 21,285
Pupil Services *	$ 2,031,224	$ 1,990,392	$ 40,832
Teachers	$ 11,148,860	$ 10,955,047	$ 193,813
Tuitions	$ 1,494,617	$ 1,973,689	$ (479,073)
District Totals	$ 29,150,032	$ 29,099,115	$ 50,916

* - YE Final Actuals include a $45,670.92 transfer to cover the final deficit in the Food Service Dept for FY17; $60,000 was Budgeted.

FINAL FY17 Operating Expense Actuals (after Offsets)*
Proposed Budget Transfers by DESE Category

1.) Transfer $30,000 from “Instructional Leadership” to “Capital, Ops, Maint”

2.) Transfer $15,000 from “Prof. Dev.” to “Other Teaching Services”

3.) Transfer $11,000 from “Administration” to “Tuitions”

4.) Transfer $47,000 from “Inst. Materials” to “Tuitions”

5.) Transfer $40,000 from “Pupil Services” to “Tuitions”

6.) Transfer $189,000 from “Ins, Retire, & Other” to “Tuitions”

7.) Transfer $193,000 from “Teachers” to “Tuitions”

* - YE Final Actuals include a $45,670.92 transfer to cover the final deficit in the Food Service Dept for FY17; $60,000 was Budgeted.

FINAL FY17 Operating Expense Actuals (after Offsets)
Budget Transfers: Motion for School Committee Vote

Motion for FY17 Budget Transfers:

Motion: The Hamilton-Wenham Regional School Committee approves the FY17 Operating Expense Budget Transfers as recommended herein by the Assistant Superintendent of Finance & Administration and as presented on the previous side entitled “Proposed Budget Transfers by DESE Category”.

FINAL FY17 Actuals
Proposed Regional Transportation Transfer

Transfer $25,983 from “Transportation Chapter 71” Revenue Account to “Regional Transportation Reimbursement Fund”*

* - The HWRSD School Committee voted to establish the Regional Transportation Reimbursement Fund at its regular meeting on May 7, 2015 (Approved 6-0-0).

FINAL FY17 ACTUALS

Regional Transportation Transfer: *Motion for School Committee Vote*

Motion for FY17 Regional Transportation Transfer:

Motion: The Hamilton-Wenham Regional School Committee approves the FY17 Regional Transportation Transfer as recommended herein by the Assistant Superintendent of Finance & Administration and as presented on the previous side entitled “Proposed Regional Transportation Transfer”.

FY17 Annual Audit Update

- Our FY17 Annual Audit with Powers & Sullivan (P&S) is well underway.
- P&S was provided preliminary information during May 2017.
- P&S was on-site the week of June 5th.
- P&S will finalize their on-site review the week of August 1st.
- The District will schedule P&S to make an Audit Presentation to the School Committee during October 2017.
- The District will submit it's E&D for certification to MA DOR by October 31st, as required.

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

B2004

REMOTE PARTICIPATION

I. Policy

(1) Policy

It is the policy of the Hamilton-Wenham Regional School District to allow remote participation of members of the School Committee and any of its subcommittees or working groups (public body) at any of its meetings subject to the requirements of this policy.
The regulations of the Office of the Attorney General of Massachusetts on Remote Participation, 940 CMR 29.10 et seq., are adopted as modified to serve as the policy of the Hamilton-Wenham Regional School District.

(2) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, sec. 23D.

(3) Permissible Reasons for Remote Participation. A member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in section (5), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

(a) Personal illness;
(b) Personal disability;
(c) Emergency;
(d) Military service; or
(e) Geographic distance.

(4) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

(i) telephone, internet, or satellite enabled audio or video conferencing;

(ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the School Committee.

(5) Procedures for Remote Participation.

Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, and at least forty eight hours before the meeting whenever possible, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request. If the person chairing the meeting determines that the member has previously remotely participated in two meetings within the current fiscal year, then the request shall be brought to the full public body for a participation determination as the first agenda item at the meeting. If the person chairing the meeting determines that technology necessary to enable remote participation at the meeting will not be available, then all requests for remote participation at that meeting shall be denied.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under section (3) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22 .

II. Policy Review and Revision

This policy shall be reviewed one year after its adoption to determine the future suitability of its provisions.

III. Legal References

MGL Chapter 30A, Sections 20(d) & 22
MGL Chapter 39, Section 23D
940 CMR 29.10 et seq.

Adopted: May 3, 2012
Reviewed: April 27, 2017
Vote: 8-0-0
Chairperson, HWRSD School Committee: Alexa McCloughan

EXHIBIT G1

Hi Josh,

This email is being sent in response to the questions you asked me to research during the June 8th SC meeting regarding remote participation.

I spoke with Hanna Rush, Assistant Attorney General in the Division of Open Government yesterday regarding your questions related to remote participation and the specific requirements around physically signing AP and Payroll Warrants as a member of the Warrant Subcommittee of the SC.

Attorney Rush confirmed that the Attorney General's regulations (940 CMR 29.10) enable members of our SC to participate remotely given the fact that the practice of remote participation had been properly adopted by the District (see SC Policy B2004). Attorney Rush emphasized the importance of ensuring that the minimum requirements for remote participation were always met and that all established procedures were followed when remote participation was used at a subcommittee meeting (or any SC meeting).

Regarding the signature requirement, Attorney Rush said that so long as the full subcommittee concluded its business and made its decisions while in open session, that the "Administrative Task" of physically signing the actual Warrant document(s) could be done "after the fact" by the member that was participating remotely; however, members of the subcommittee that were physically present at the meeting were required to sign the Warrant documents before the session was adjourned. No digital signature or any equivalent was required of the member who was participating remotely.

This is favorable news regarding the signature requirement, however I have a couple of concerns with our Policy requirements that I believe should be discussed before we put remote participation into practice with respect to the Warrant subcommittee; the first concern is "participation notice" and the second is the availability/distribution of "copies of any documents to be used during the meeting". The latter being my biggest concern as it would not be possible to provide copies of all of the materials that accompany our Warrants to remote participants under any circumstance given our limited resources and the very short period of time we have to prepare for these meetings as discussed. I have highlighted these areas of concern and attached a copy of our Policy on Remote Participation for your reference. I have also provided a copy of the AG's Open Meeting Law Guide in the event you got really bored and wanted something interesting to read on vacation.

Please let me know if you have any questions or comments.

Regards,
Jeff

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984

978-626-0827

Edfund
Hamilton Wenham

Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. **Edfund-Amy DeSimone at amydesimone12@gmail.com and**
2. **Hamilton Wenham Administration-Vincent Leone at v.leone@hwschools.net**

We accept this grant from the **Hamilton Wenham Education Foundation** and agree to abide by the following associated provisions and obligations:

1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2017-2018 school year (or a mutually agreed upon date) are to be returned to the Edfund.
4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: HWRHS

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Heart Tech Plus/Platform Monitoring Student's Exercise Levels Arm Based Sensors

Grant Amount Approved: $28,455.00 Date Requested: 6/16/17

Grant Requestor's Name: Prudy Pilkanis Title: 6-12 Wellness Curriculum Leader

Email Address and Phone Number: p.pilkanis@hwschools.net

Please attach a detailed budget with payment instructions below for District payment

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:

Heart Tech Plus Platform / Monitoring Student's Exercise Levels Using Arm Based Sensors

Submitted By

Prudence Pilkanis 6-12 Wellness Curriculum Leader Hamilton-Wenham Regional School District

p.pilkanis@hwschools.net

Office: 978-468-0400 ext. 4056 cell: 978-766-3306

The 6-12 Wellness department is submitting an application to purchase the Heart Tech Plus Exercise Monitoring Platform in order to support technology and to extend student learning beyond the walls of the school. The Platform consists of individual sensors worn on the arm that will track heart rate and steps during physical education classes. During the class session students will receive real time data feedback that will include heart rate, intensity level, and step rate. At the conclusion of the class the data is exported to a secure web portal and an email will be sent to the student explaining the results. Students will also have the ability to log in with their assigned username and password to view not only the results from one class but from all classes throughout their time in the district. Wellness instructors at the high school will have the ability to view class and individual reports and share them with students, parents, and administrators. In education today there is a great deal of emphasis on data. This program provides all parties with real time, accurate data. We all understand the importance of data; however, the real strength of the software is its ability to individualize target zones. By individualizing a student's target zones a student will have the potential to work at his or her optimal level throughout wellness class.

Implementing this program has many benefits for teachers, students, parents, and administrators. Listed below are some of the benefits of measuring activity data:

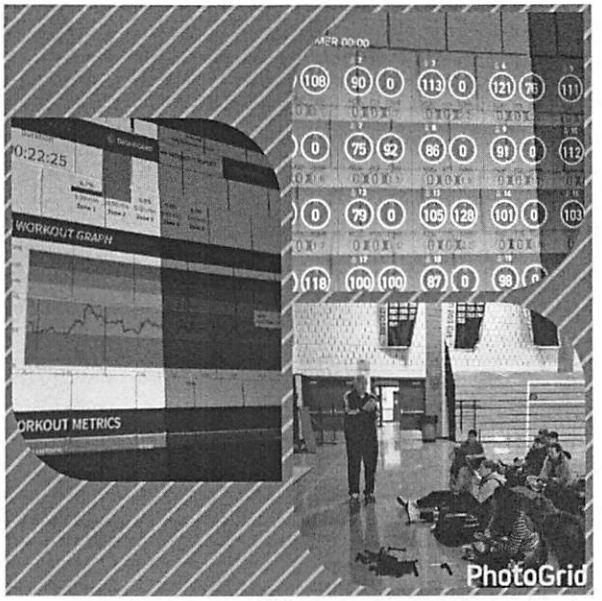
- Students receive feedback during a workout, so they can adjust levels of intensity making the workout safer for student.
- Students will learn all aspects of heart zones and cardiovascular fitness.
- Students will learn about heart health and how to impact their health for their entire life.
  The data collected will promote conversations within families and therefore could impact the entire family in positive ways.
- Teachers and administrators could use group data collected to evaluate lesson effectiveness.

This proposal **has not** been funded previously by the EdFund Grants Program.

Description of project and purpose

Physical education programs are shifting from competitive units to incorporating individual fitness opportunities to enable students to make more personal decisions about their fitness choices. As part of a comprehensive physical education curriculum, students are provided with a myriad of learning opportunities to acquire the knowledge and skills to be competent in making health-enhancing decisions. A curricular goal for the Wellness Department is for students to examine and analyze their learning and utilize this knowledge to create their own personal fitness plans as part of a physically active lifestyle. Part of our district's mission statement is "we believe learning is a lifelong pursuit that neither begins nor ends with one's formal education and we believe in our shared responsibility to develop the whole child, including academic abilities and physical and emotional well-being."

We can help students to meet these goals when we provide students with real life application of their fitness knowledge in conjunction with analyzing and reflecting on what fitness choices will most benefits their lives. As mentioned above, the purchase of the Heart Tech Plus Monitoring Platform will give students multiple opportunities to utilize and expand their fitness knowledge overtime.



Grade 9 Student reflection: "One experience that had an impact on me was using the heart monitors to record our heart rates throughout the gym class. It made me more aware of how different everyone's heart rates are and the different circumstances it takes for them to rise or fall. While some people were in red during an activity, others were in green. There was so much variation which shows how healthy everyone's heart rate was."

Specific goals (s) of project, and the expected outcome(s) when the project is completed:

The specific goal of the project is to provide students with opportunities over time to make more personal decisions in their fitness choices during Wellness classes. Utilization of Heart Tech monitors addresses the following major components of the Wellness education curriculum:

- K-12 Wellness Transfer goal for students to independently use their learning to design, modify and maintain physical activity that is developmentally appropriate.
- K-12 Wellness Transfer goal for students to take personal responsibility for making healthy choices which are physically, socially, emotionally and intellectually balanced.

The expected outcome of the project will be students who are "physically literate individuals who demonstrate the knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness." (National Association for Sports and Physical Education, Standard 3).

This will occur during daily during the lessons that include the following:

- Students reflecting on the feedback data provided to them and learning how to incorporate necessary changes in their workout to increase their cardiovascular endurance
- Teachers evaluating activity levels of students more effectively
- Students and teachers utilizing the data to encourage conversations within families, thus impacting the entire community
- Teachers reflecting on the effectiveness of their lessons by analyzing data of the group and implementing real-time modifications into their lessons

Description of how the project will enhance or enrich the curriculum:

As part of their curricular experiences for students at Hamilton-Wenham High School, students are provided with many different learning experiences. Students are given guided directions to self-select fitness activities that are appropriate for their developmental level, fitness level and personal interests. Through guided choices student will utilize the Heart Tech Plus Monitor Platform to measure cardiovascular fitness as part of their personal fitness plans, track their own progress toward fitness goals, and use this knowledge to make informed decisions in the future regarding their personal fitness regimen. When students can track their data, it enables them to reflect upon and adjust their fitness goals. As data is collected, constant adjustments can be made to the fitness activities by teachers and students alike. The power of technology to track fitness information is provided in real-time biofeedback so students can see what is occurring within their bodies. If students are in a spin class, running the track, snowshoeing, or playing a small sided game they can interpret the data according to the activity. The teacher is able to measure the effectiveness of a class and give students clear directions for target heart rate, cadence, etc., as well as to provide them multiple opportunities to make necessary changes based on their data to achieve the most efficient workout for them.

"The Heart Tech Plus platform enables instructors, trainers, coaches and PE teachers to assist students with achieving individual results during group fitness activity. By showing each participant's heart rate, step rate, RPM, power and calories burned data live on a big display, then storing it in a secure web portal for later access, both instructors and students can view and analyze their data, then set appropriate

fitness goals. The platform allows continuous adjustment of goals, based on accumulated data." =
Heart Tech Plus: Encouraging Students to Move By Emily Harbourne on October 18, 2016

Interdisciplinary Connections:

High School Algebra 1: One of the foundational concepts in Algebra 1 is understanding bi-variate relationships and how to interpret graphs. One of the biggest challenges in Algebra 1 is getting interesting, relatable graphs. In mathematical standards F-IF 4, 5, and 6 students are asked to interpret functions that arise in applications in terms of the context. The Heart Tech Plus platform will allow students to do this. By creating their own data/graphs and then having their peers interpret their graphs, the situational understanding of the data will be very relatable for students, giving them an opportunity for increased fluency with their ability to describe graphs. Currently we do this with distance/time graphs as we can utilize tools for modeling this first with our bodies. The Heart Tech Plus platform will give us more opportunity to collect and analyze data that is meaningful to students to then be able to generalize this skill. This full body exploration of data will allow opportunities for students to make stronger, more varied connections between experience and interpretation.

Statistics: As we align our high school curriculum to the Common Core, the expectation is that all mathematics courses will include some aspects of statistical analysis. One of the challenges of teaching statistics is the ability to create / find relatable data. With the Heart Tech Plus platform, students will be able to create their own data to use or use data created by the students in PE class. Having data that is relatable to an experience strengthens students' ability to draw conclusions and interpret results, which is a central goal of the Statistics courses. The mathematical standards S-IC 3, 4, 5, and 6 ask that students make inferences and justify conclusions from sample surveys, experiments, and observational studies. Currently, students in the AP and CP Statistics classes spend a great deal of time working with data analysis. Students will have an opportunity to create data and/or analyze data that has been created in PE classes.

Number of students to benefit:

- All students in grade 9 Health and Wellness classes -140 students
- All student in High School elective Lifetime Activities and Competitive Sports - 160 students
- All students in High School elective Personal Fitness Training - 34 students
- All students in Algebra 1 - 90 students
- All students in Statistics - 75 students

Total = Approximately 550 students.

Method of evaluating success of project:

- Through a web portal, students will be able to log in and analyze data over the semester as well as receive emails tracking their data. Through analysis and reflection of the data students will implement changes into their workouts and continue to track these changes with Heart Tech Sensors, enabling them to meet their personal fitness goals. This platform allows students continuous adjustment and feedback to make informed decisions about their fitness goals.

- Teachers and administrators will be able to track activity levels in Wellness classes.
- Using recovery as an evaluation tool, teachers and students will be able to track improvement in cardiovascular fitness levels.
- Grade Nine and Personal Fitness Training journaling: Student will write how they will incorporate this new learning experience into their lives.
- Students will develop technology literacy integrating the Heart Tech data during their cardiovascular workouts in conjunction with tracking their fitness levels utilizing iPads, laptops or phones.

A brief description of the Tracking Progress:

From Group Exercise Systems: "A Tool for Instructors" by Bethany Friedrich on November 2, 2016:

"Tracking Progress: Group Exercise Systems were designed with the instructor/member (student) experience in mind. The live biofeedback motivates members to work harder, faster and longer while the data storage capabilities make it possible for members to track their progress. With most systems, members are sent a workout report following each class. The information is laid out in user-friendly charts that allow members to view their daily progress. More advanced systems allow members to access stored information and view progress over time. Instructors also have access to group and individual reports, making it possible to further personalize their program for members. Building this instructor/member relationship has statistically proven to build bigger classes with better results and less attrition."

Teachers will gather information from student feedback questionnaires on the learning which occurred as well as information if content needs to be revisited for understanding. This information provides timely data so teachers can re-teach or adjust lessons to promote student understanding.

Goal setting

Timetable (when project will begin and end; list all major activities, evaluation procedures, and at least 5 photo submissions to the Edfund for publicity purposes):

Begin: Order equipment as soon as possible so in place for start of the 2017-2018 school year.

Implement: 2017-2018 School year

Start Date - September 2017

Budget Detail;

Equipment	Cost	Total
Heart Tech Software:Product:HTP License Bronze This is a one time licensing fee. This also includes future upgrades HeartTech website	$1,500.00 one time fee	$1,500.00 one time fee
Product:Scosche Sensor Silver Rhythm+ Sensor, Charger, Small Wristband, Large Wristband	$69.00 per sensor x 30	$2,070
Product:Turcom 24 Port USB Charging HUB 24 port USB charging station for sensors, iPad, and HUB	$60.00	$60.00
Product:HUB 1 Translates ANT+/BLE to Wifi allowing for the HTP App to process the data. Charger included	$450.00	$450.00
Product:Quick ID storage Easily store and charge your sensors in these numbered pockets	$100.00	$100.00
Renewal Fee: will be rolled over into Wellness Budget	$350.00	$350.00 Sub total: $4,530.00
Link Heart Tech Proposal		

TV Mounted 65" LED/LCD TV (additional utilization i.e. spin class, mounted on wall)	TV installation plus parts needed	$3,613.00
Big Screen mounted on wall in gym Make sure can mirror info on screen if not put in for project and certain dongle	Display, Cabling and Connectivity, Control, Labor and Materials	$20,312.00
Link: Fitness Room Display	Link: High School Gym	
Total:		Approximately:$28,455.00

Additional Uses For Big Screen TV Mounted in the Gymnasium:

- Wellness Classes
- Candlelight Ceremony
- Graduation Ceremony
- Town Meeting
- All School Assemblies
- Sporting Event

Stage One: Purchase of Heart Tech Monitoring Platform and supporting technology

Do you anticipate that the district will take over the funding of additional Heart Tech Monitoring equipment if it is deemed a success?

Yes. The Wellness Department will absorb the maintenance and future funding of additional equipment when needed.

This grant meets the goals of the EdFund Grants Program which has been explained in detail above:

· Encourages and supports innovative projects in teaching and learning that are consistent with Wellness Department's goals and has a substantial impact on students in our communities.

· Encourages leadership and creativity from teachers through project based learning development and implementation.

· Impacts all students in grade nine Health and Wellness, as well as students in Personal Fitness Training Course

· Encourages cross-curricular collaboration data analysis with the Math Department for Algebra I and Statistics Course

Publicity:

Student's utilization of Heart Tech Monitors will be tweeted out on the 6-12 Twitter account: @hwrsd_wellness

Thank you letters for funding will be electronically sent to the *Hamilton-Wenham Patch* and *Wicked Local.*

Thank you letters will be electronically tweeted out.

In the 6-12 Wellness Department quarterly newsletter there will be a thank you letter to the EdFund for funding this initiative. This newsletter is tweeted out, sent to the Superintendent of Schools and posted on the Wellness Academic pages on the district website.

Thank you to the following individuals for helping acquire necessary information while writing this grant:

Eric Tracy: Hamilton-Wenham Regional High School Principal
Alan Taupier: Director of Technology
Johanna Wilson: 6-12 Technology Integration Specialist
Jennifer Sauriol: 6-12 Math Curriculum Coordinator
High School Wellness Teachers: Tawny Palmieri, Matthew Gauron, James LaSelva
Robert Hickey: 6-12 English Curriculum Coordinator

Approval Signatures:

_____

Eric Tracy, Hamilton-Wenham Regional High School Principal

_____

Dr. Michael Harvey, Superintendent of Schools, HWRSD

CCS Presenting Better Solutions

MA State Contract OFF40
8(m) EDWOSB Certified
SDO Certified WBE, MBE, DBE
FIN: 04-3428899

Quote	NH-2017-5-249

Terms: 1.5% 20, Net 30

Advanced Presentation Systems, Inc.
d/b/a CCS Presentation Systems
132 Northeastern Boulevard
Nashua, NH 03062-1920
Phone: 978-256-2001
Fax: 978-256-2002

Hamilton-Wenham Reg. School Dist.
Hamilton-Wenham Regional High School
775 Bay Road
Hamilton, MA 01982

Salesperson: Jim Salvatore

Job: **High School Gym**

Line	QTY		UnitPrice	Total
		1. Display		
1	1.00	70281L - Dalite Cos Elec. 110" x 176" Screen w/LVC	2,499.00	2,499.00
2	1.00	CP-WX9210 - Hitachi 8500 lumen, WXGA LCD projector, no lens	6,190.00	6,190.00
3	1.00	LL905 - Hitatchi Long Throw Lens	2,095.00	2,095.00
4	1.00	PG3A - Chief XL projector security cage black	491.00	491.00
5	1.00	RPA203 - Chief RPA203 Kit	150.00	150.00
6	1.00	CMA330 - Chief 8" (203 mm) Offset Ceiling Plate	48.00	48.00
7	1.00	MATERIALS - Mounting Materials	85.00	85.00
				11,558.00
		2. Cabling and Connectivity		
8	1.00	60-1366-12 - Extron DTP T UWP 232 D Black Two Input D	747.00	747.00
9	1.00	60-1271-13 - Extron DTP HDMI 4K 230 Rx DTP Receiver	318.00	318.00
10	1.00	HD28-15M - Covid 15' HDMI high speed M-M cable	39.00	39.00
11	1.00	VPR1211-15AM - Covid 15' VGA cable w/audio M-M cable	35.00	35.00
12	2.00	HD28-03M - Covid 3 Ft High Speed HDMI Cable	12.00	24.00
13	1.00	MATERIALS - Materials - Cabling	250.00	250.00
				1,413.00
		3. Control		
14	1.00	60-1468-03 - Extron MLC Plus 50 MediaLink Plus Controller	664.00	664.00
				664.00
		4. Labor and Materials		
15	1.00	LIFT - Lift Rental	895.00	895.00
16	1.00	PROGRAMMING - Programming	650.00	650.00
17	1.00	PROJECT MANAGE - Project Management	850.00	850.00
18	1.00	INSTALL - Equipment Installation	3,800.00	3,800.00
19	1.00	SHIPPING - Shipping	482.00	482.00
		CCS will wall mount a 110" x 176" screen. Install a projector with security cage from the ceiling. Install a transmitter wall plate next to the screen with connections for VGA, audio and HDMI below the screen. CCS will run Cat 6SH cabling from the transmitter wall plate to a HDMI receiver at the projector location. The receiver will output to the projector via a 3' HDMI cable. The transmitter wall plate will auto switch upon receiving a signal. A 3' HDMI cable will be provided for an OFE Apple TV to be input into the projector's HDMI input 2. A medialink wall controller will be installed and programmed to control Projector on/off, source switching between the transmitter wall plate and Apple TV and screen up/down. No audio will be provided with this system. Customer is responsible for providing power for the screen and a quad outlet at the projector location.		**6,677.00**

MA State Contract OFF40
8(m) EDWOSB Certified
SDO Certified WBE, MBE, DBE
FIN: 04-3428899

Quote	NH-2017-5-249

Terms: 1.5% 20, Net 30

Advanced Presentation Systems, Inc.
d/b/a CCS Presentation Systems
132 Northeastern Boulevard
Nashua, NH 03062-1920
Phone: 978-256-2001
Fax: 978-256-2002

Hamilton-Wenham Reg. School Dist.
Hamilton-Wenham Regional High School
775 Bay Road
Hamilton, MA 01982

Salesperson: Jim Salvatore

Job: **High School Gym**

Line	QTY		UnitPrice	Total

Subtotal	**$20,312.00**
Sales Tax	**$0.00**
Total	**$20,312.00**

APPROVED BY:

X

Invoices subject to 1 1/2% interest charge per month if not paid within terms. Returns are subject to a 15% restocking fee.

This information is confidential and may be legally privileged. It is intended solely for the addressee.

This order is subject to all applicable sales and use tax laws and charges may be assessed at a later date.

Payment Method __ Check __ Cash __ Purchase Order __ Credit Card

***Signature of authorized agent required for all orders
***Purchase Orders are subject to credit approval
***Returns subject to approval, restocking fees and must be within 7 days of receipt of product
***Customer acknowledges that all shipments must be inspected upon delivery and all damage noted prior to acceptance. Failure to do so may prevent recovery of damages.

CCS Presenting Better Solutions

MA State Contract OFF40
8(m) EDWOSB Certified
SDO Certified WBE, MBE, DBE
FIN: 04-3428899

Quote	NH-2017-5-242

Terms: 1.5% 20, Net 30

Advanced Presentation Systems, Inc.
d/b/a CCS Presentation Systems
132 Northeastern Boulevard
Nashua, NH 03062-1920
Phone: 978-256-2001
Fax: 978-256-2002

Hamilton-Wenham Reg. School Dist.
Hamilton-Wenham Regional High School
775 Bay Road
Hamilton, MA 01982

Salesperson: Jim Salvatore

Job: **Fitness Room Display**

Line	QTY		UnitPrice	Total
1	1.00	E656 - 65" LED Public Display Monitor with built-in ATSC (8-VSB, Clear-QAM)/NTSC tuner. 1920 x 1080 n	1,999.00	1,999.00
2	1.00	LTA1U - Chief large Fusion tilt wall mount	159.00	159.00
3	1.00	QT-5274 - Covid wallplate with VGA, audio and HDMI	55.00	55.00
4	1.00	VPR1211-10AM - 10' VGA w/Audio Cable	27.00	27.00
5	1.00	HD28-10M - Covid 10' high speed HDMI cable	35.00	35.00
6	1.00	Cinema SB250 - JBL Soundbar with compact 6.5" wireless	249.00	249.00
7	1.00	Z DNU 40014 - C2G 2m TOSLINK optical digital audio cbl	19.00	19.00
8	2.00	HD28-06M - Covid 6' high speed HDMI M-M cable	19.00	38.00
9	1.00	TSRFW-JB2 - Single gang shallow surface mount box	12.00	12.00
10	1.00	MATERIALS - Materials for Installation	69.00	69.00
11	1.00	INSTALL - Installation	795.00	795.00
12	1.00	SHIPPING - Shipping	156.00	156.00
		CCS will wall mount a 65" flat panel on a flat wall. A wall plate will be installed directly below the display with connections for VGA, audio and HDMI. CCS will run cabling from the wall plate directly to the display (based on a 10' cable run). CCS will secure OFE Apple TV behind the display and run a 6' HDMI cabling from the Apple TV into an HDMI input on the display. A sound bar will be mounted below the display. The audio output from the display will run directly into the soundbar. This output is fixed therefore audio will be controlled via the source device or the sound bar remote.Customer is responsible for providing a quad outlet at the display location.		

Thank you for considering CCS for this opportunity.

MA State Contract OFF40
8(m) EDWOSB Certified
SDO Certified WBE, MBE, DBE
FIN: 04-3428899

Quote	NH-2017-5-242

Terms: 1.5% 20, Net 30

Advanced Presentation Systems, Inc.
d/b/a CCS Presentation Systems
132 Northeastern Boulevard
Nashua, NH 03062-1920
Phone: 978-256-2001
Fax: 978-256-2002

Hamilton-Wenham Reg. School Dist.
Hamilton-Wenham Regional High School
775 Bay Road
Hamilton, MA 01982

Salesperson: Jim Salvatore

Job: **Fitness Room Display**

Line	QTY		UnitPrice	Total

APPROVED BY:

X

Subtotal	**$3,613.00**
Sales Tax	**$0.00**
Total	**$3,613.00**

Invoices subject to 1 1/2% interest charge per month if not paid within terms. Returns are subject to a 15% restocking fee.

This information is confidential and may be legally privileged. It is intended solely for the addressee.

This order is subject to all applicable sales and use tax laws and charges may be assessed at a later date.

Payment Method __ Check __ Cash __ Purchase Order __ Credit Card

***Signature of authorized agent required for all orders
***Purchase Orders are subject to credit approval
***Returns subject to approval, restocking fees and must be within 7 days of receipt of product
***Customer acknowledges that all shipments must be inspected upon delivery and all damage noted prior to acceptance. Failure to do so may prevent recovery of damages.

HEART TECH PLUS

Fitness In A Heartbeat
2911 Sherman St.
Port Townsend, WA 98368 US
(877) 456-3198
info@hearttechplus.com

Quote

ADDRESS
Prudy Pilkanis
Hamilton-Wenham Schools
787 Bay Road
Hamilton, MA 01982

SHIP TO
Prudy Pilkanis
Hamilton-Wenham Schools
787 Bay Road
Hamilton, MA 01982

QUOTE #	DATE
1061	05/05/2017

ACTIVITY	QTY	RATE	AMOUNT
Product:HTP License Bronze This is a one time licensing fee. This also includes future upgrades	1	1,500.00	1,500.00
Product:Scosche Sensor Silver Rhythm+ Sensor, Charger, Small Wristband, Large Wristband	30	69.00	2,070.00
Product:HUB 1 Translates ANT+/BLE to Wifi allowing for the HTP App to process the data. Charger included	1	450.00	450.00
Product:HTP Web Portal Year Recurring once a year payment per school	1	350.00	350.00
Product:Quick ID storage Easily store and charge your sensors in these numbered pockets	1	100.00	100.00
Product:Turcom 24 Port USB Charging HUB 24 port USB charging station for sensors, iPad, and HUB	1	60.00	60.00
TOTAL			**$4,530.00**

Accepted By

Accepted Date

Donations/Grants

SC Meeting: August 3, 2017

National History Day	$100	David & Brenda Butler
GE Star	$500	Institute of National Education

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

2017-2018 School Calendar

August 2017 — **2 Days**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	TW	TW	SR	31		

September 2017 — **19 Days**

Su	M	Tu	W	Th	F	Sa
					NS	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017 — **20 Days**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	SD	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	PTC	25	26	27	28
29	30	PTC				

November 2017 — **19 Days**

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	ED	H	NS	25
26	27	28	29	30		

December 2017 — **16 Days**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	ED	23
24	H	V	V	V	V	30
31						

January 2018 — **21 Days**

Su	M	Tu	W	Th	F	Sa
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 28th - Opening Day for Teachers

August 28th & 29th - Teacher's Workshop

August 29th - Orientation for Grades 6 & 9

August 30th - Opening Day ALL Students Return

Saturday, June 2nd - Graduation 10:00 AM

June 21st - Last Day for Teachers & Students (This includes 5 snow days)

HOLIDAYS & OTHER NO SCHOOL DAYS

September 1st & 4th No School

October 6th - No School - Teachers Workshop

October 9th - No School - Columbus Day

October 24th & 31st - Parent Teacher Conferences

November 10th - No School - Veterans' Day

November 22nd - Thanksgiving Recess - Early Release

November 23rd & 24th No School Thanksgiving Recess

December 25th - January 1st Winter Holiday Recess

January 15th - No School - Martin Luther King, Jr. Day

February 19th-23rd - No School - Presidents' Day & Mid Winter Recess

March 29th - No School - Staff Development

March 30th - No School - Good Friday

April 16th-20th - No School - Patriots' Day & Spring Vacation

May 28th - No School - Memorial Day

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin @ sundown, the evening prior to the day of the holiday

September 21st & 22nd - Rosh Hashanah

September 30th - Yom Kippur

March 30th - Passover Begins

DISMISSAL TIME

SD--Staff Workshops - Wednesday's : Elementary 12:45 PM

MS/HS 1:30 PM

ED--Early Dismissal - No Lunch Served - Elementary 11:15 PM

MS/HS 10:30 AM

Early Dismissal Dates are: December 22nd, November 22nd and last day of school

KEY GUIDE

ED: Early Dismissal All Levels

SD: Staff Development - No School

PTC: Parent/Teacher Conferences Elementary Only 11:15 Dismissal (No Lunch)

V: Vacation **NS**: No School **H**: Holiday ★ Graduation

TW: Teacher Workshop: No Students **LD**: Last Day

Approved 12.1.16

February 2018 — **15 Days**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28			

March 2018 — **20 Days**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	SD	H	31

April 2018 — **16 Days**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	V	V	V	V	21
22	23	24	25	26	27	28
29	30					

May 2018 — **22 Days**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

June 2018 — **10 + 5 Snow Days**

Su	M	Tu	W	Th	F	Sa
					1	★
3	4	5	6	7	8	9
10	11	12	13	LD	15	16
17	18	19	20	185	22	23
24	25	26	27	28	29	30

July 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	H	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				