HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING (RETREAT)

Buker Elementary School
Multi-Purpose Room

Thursday, September 28, 2017

6:30 PM

1. Call to Order 6:30
2. Pledge of Allegiance
3. Consent Agenda
   a. Warrants
      - September 13, 2017 Exhibit A
      - September 27, 2017 Exhibit B
   b. Minutes
      - September 7, 2017 Exhibit C
   c. Miles River Middle School Field Trip Request-Washington DC 2018 Exhibit D
   d. Miles River Middle School Field Trip Request-8th Grade to China Exhibit E
4. New Business
   a. Presentation from Mr. Stephen Hemman, MARS Exhibit J
   b. Donations
      - Field Hockey Boosters $1,000 Exhibit F
   c. Longmeadow Committee Discussion
   d. Policy
      a. Remote Participation (1st Reading) Exhibit G
      b. HWRSD By-Laws (1st Reading) Exhibit H
   e. Review School Committee Goals Exhibit I
5. Other
   a. Topics for next meeting
6. Vote to Adjourn 9:30

Secretary: Kerry Gertz, HWRSC

DMB

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 VOUCHER

Voucher No: 33 **Voucher Date:** 09/15/2017 Prepared By: Donald Gallant

Printed: 09/13/2017 04:09:21 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $12,980.60 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	$12,788.86
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$0.00
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
701	CAFETERIA FUNDS	$191.74
		$12,980.60

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1059 **Voucher Date:** 09/15/2017 Prepared By: Donald E. Gallant

Printed: 09/13/2017 04:04:51 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $690,221.49 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	$690,221.49
		$690,221.49

Created By: gallantd **Posted By:** v.leone **Date:** 09/13/2017 16:01:36 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2410 **Voucher Date:** 09/15/2017 Prepared By:

Printed: 09/13/2017 02:27:36 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $19,086.49 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
701	CAFETERIA FUNDS	$19,086.49
		$19,086.49

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2411 **Voucher Date:** 09/15/2017 Prepared By: Donald Gallant

Printed: 09/13/2017 02:33:23 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $175,416.17 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.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

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	$153,612.12
100	PRIOR YEAR ENCUMBRANCES	$1,113.53
205	ATHLETIC/EXTRA CURR REVOLVING	$2,299.00
310	FC 243 SPED 94-142 Transition	$170.05
502	PRIVATE GRANTS & GIFTS	$11,685.97
701	CAFETERIA FUNDS	$6,535.50
		$175,416.17

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2412 **Voucher Date:** 09/15/2017 Prepared By: Donald Gallant

Printed: 09/13/2017 02:38:39 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $92,667.44 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	$76,401.74
202	REVOLVING FUNDS	$361.34
205	ATHLETIC/EXTRA CURR REVOLVING	$10,465.02
302	94-142 IDEA 240	$4,832.03
502	PRIVATE GRANTS & GIFTS	$607.31
		$92,667.44

Created By: capozzid **Posted By:** v.leone **Date:** 09/13/2017 14:20:37 **Page:** 1

EXHIBIT B

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2407 **Voucher Date:** 08/21/2017 Prepared By: W. Capozzi

Printed: 08/21/2017 12:12:54 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $848.95 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
202	REVOLVING FUNDS	$848.95
		$848.95

Created By: capozzid **Posted By:** capozzid **Date:** 08/21/2017 12:12:37 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2413 **Voucher Date:** 09/19/2017 Prepared By: N. Capozzi

Printed: 09/19/2017 11:03:08 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,759.76 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 Sapers — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$1,759.76
		$1,759.76

Created By: capozzid **Posted By:** capozzid **Date:** 09/19/2017 11:02:54 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1062 **Voucher Date:** 09/29/2017 Prepared By: Donald Gallant

Printed: 09/27/2017 04:04:51 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $345,596.98 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	$345,596.98
		$345,596.98

Created By: gallantd **Posted By:** v.leone **Date:** 09/27/2017 16:02:23 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1061 **Voucher Date:** 09/29/2017 Prepared By: Donald Gallant

Printed: 09/27/2017 03:59:07 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $85,127.24 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	$85,127.24
		$85,127.24

Created By: gallantd **Posted By:** v.leone **Date:** 09/27/2017 15:56:19 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 34 **Voucher Date:** 09/29/2017 Prepared By: Donald Gallant

Printed: 09/27/2017 03:52:55 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $8,274.75 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	$7,849.41
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$46.76
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
701	CAFETERIA FUNDS	$378.58
		$8,274.75

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1060 **Voucher Date:** 09/29/2017 Prepared By: Donald Gallant

Printed: 09/27/2017 03:49:07 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $776,515.14 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	$776,515.14
		$776,515.14

Created By: gallantd **Posted By:** v.leone **Date:** 09/27/2017 15:45:48 Page: 1
12

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2415 **Voucher Date:** 09/29/2017 Prepared By: Donald Gallant

Printed: 09/27/2017 01:06:25 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $75,339.31 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

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	$63,246.46
100	PRIOR YEAR ENCUMBRANCES	$1,365.00
202	REVOLVING FUNDS	$1,086.50
205	ATHLETIC/EXTRA CURR REVOLVING	$9,031.02
308	Early Childhood Special Education Program Improvem	$33.03
402	STATE GRANTS FY EVEN YEARS	$242.06
502	PRIVATE GRANTS & GIFTS	$335.24
		$75,339.31

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2414 **Voucher Date:** 09/29/2017 Prepared By: Donald Gallant

Printed: 09/27/2017 12:59:32 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $157,500.09 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	$76,816.07
100	PRIOR YEAR ENCUMBRANCES	$30,777.52
502	PRIVATE GRANTS & GIFTS	$49,906.50
		$157,500.09

THE HAMILTON-WENHAM REGIONAL
SCHOOL COMMITTEE
MEETING

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

Present:
Michelle Bailey
Gene Lee
Josh Liebow, Chair
David Polito (late arrival)
Jeanise Bertrand

Also present:
Michael Harvey, Superintendent
Jeffrey Sand, Assistant Superintendent for Finance & Administration

I. Call to Order

Josh Liebow called the meeting to order at 7:19

II. Pledge of Allegiance

III. Superintendent's Report

A. Turf Field permitting process update, on Tuesday the Hamilton Planning Board voted to approve (2) artificial turf field, a new track and lighting at the HWRHS site.
Next step in the project is permitting by the Conservation Commission on one of their future agendas

B. An RFQ (request for quotes) for designer services for the Middle School & High School Environmental Control System was issued on August 10, 2017 for building automation system for the Middle School and High School Complex. The cost is not to exceed $80,000 and will be due by 10:00 am on Friday, September 15, 2017, copies are available in the Business Office at 5 School Street, Wenham. This is the first step in the process, the cost for design and installation will be entirely paid for by a $500,000 grant received from the Mass Department of Energy Resources Green Community Division. This grant was jointly awarded to the Town of Hamilton and Wenham in June 2016. The completion date will be June 29, 2018.
Energy systems will be more efficient, about $90,000 incentives from National Grid and schools received 20-30 thousand for each school in anticipated energy savings.

C. The district has signed the new Inter-Municipal Agreement (IMA) for sprinklers at the Winthrop Elementary School. The District will present a stand-alone warrant article at the spring Town Meeting and will begin the procurement permit process in August 2018.

D. Congratulations to Mr. Bob Hickey, Curriculum Leader 6-12 and members of the High School faculty on the summer reading project. Over 50 members sponsored a book and

students signed up in June. This Thursday a 90 minute discussion was held to discuss the books. This was a full community read and Dr. Harvey hosted "The Martian".

E. Winthrop playground update are in the final stages, 8 week delay on one piece of equipment, a grand opening is scheduled for the end of the month to coincide with the Winthrop ice cream social. Final inspections will be completed before opening the playground.

F. The League of Women Voters will be hosting event #WTF fact or fiction Decoding Media in 2017,left, right and center, featuring 5 distinguished panelists; free event open to public on October 7, 2017 @ 7:00 PM at the RHS. For more information check the leagues website.

IV. Consent Agenda

A. Warrants

1. August 16, 2017 Exhibit A

2. August 30, 2017 Exhibit B

B. Minutes of August 3, 2017 Exhibit C

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

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 4 members present

V. New Business

A. Donations Exhibit D

- Volleyball Boosters $1,800.
- Friends of HWRHS/MS $750.

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

MOTION by Michelle Bailey; SECONDED by Gene Lee
Unanimously approved by 4 members present

B. Finalize School Committee Goals for 2017-2018 Exhibit E

1. Finalized goals at the June 15th meeting, did not however finalize steps. Goals in agreement, but not the steps they were not discussed.

C. Discuss School Committee meeting dates for 2017-2018 Exhibit F

Two issues one is to discuss what is on the schedule and two to discuss the timing, the proposal in the best interest of the district is to move to Wednesday's. It is in the best interest to merge the two.

Steve Hemman will be attending the 28th of September School Committee Meeting.

D. Warrant Sub-Committee & Related Issues Exhibit G

Policy should be reviewed and recommendation brought forward before meeting changed to Wednesday's. By-Laws need to be reviewed by Policy subcommittee.
Each time warrants for payroll being signed have come to be an issue. 24 Hours to prepare a payroll is not reasonable, that is not enough time.
Warrant Subcommittee date: September 13th: Jeanise Bertrand, David Polito, Gene Lee

E. Superintendent's Review Process
Joshua Liebow has received 3 of the 5, form can be emailed. Josh would like to present by the next meeting and would like to have all to him by Monday, September 18th

F. Capital Plan Recommendation Exhibit H

1. Stacey, Michelle and Gene met with Dr. Harvey agreeing to the order on page 33.
2. Recommended to dull committee, page 32 shows sense of order in dollar amounts.
3. These were estimates from a couple of years ago, the business office would need to go back and re-quote the items.
4. Schedule needs to be updated and complete by February for April meetings

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE CAPITAL PLAN FOCUSING FIRST ON THE SAFETY ACCESSABILTY AND THE FIRST BATCH APPROVAL IN-FRSTRUCTURE ITME, WITH ACTION ITEM TO HAVE ADMINISTRATION UPDATE COST TO ITEMS

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

G. Longmeadow Property
School Committee representatives on Longmeadow are Jeanise Bertrand and Kerry Gertz, they did not attend the first meeting nor did the representative from the Town.
Update by Gene Lee; Dr. Harvey, Josh Liebow and Gene Lee met with Andrew DeFranza for an update his position on the Longmeadow property and what he has heard and relay information from Towns that he has spoken to them about
Mr. DeFranza is holding the property for now and is interested in working with the schools and because he cannot hold the property indefinitely and is interested in working with the schools; he has heard from the Board of Selectmen and would like to see or hear a public comment from the school district on their interest and what we would like to do. Mr. DeFranza cannot hold the property past October. In general is the school district interested in any or part of the property.
Rick Mitchell Hamilton Planning Board and member of the Hamilton Development Corporation and Bob Stein, Hamilton Panning Board and Chairperson of the Hamilton Development Corporation discussed their interest in the Longmeadow Property on behalf of the The Hamilton Development Corporation and how the District decision would impact affordable housing. Mr. Mitchell expressed if the district could afford buying this property, are you will to spend 3-4 million on this property now. They will be attending all meetings and going to all the parties to push to make a decision from the Towns.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO EXPRESS INTEREST IN ALL OR PART OF THE LONG MEADOW PROPERTY THAT MAY BE AVAILABLE AT A TIME WHEN WE MAKE A FINAL DECISION WHILE WORKING COLLABORATIVELY WITH ALL INTERESTED PARTIES AND STAKEHOLDERS AND FUTHER THAT WE ENCOURAGE THE LONG MEADOW STUDY TO BEGIN MEETING REGULARLY AND TO PROVIDE TIMELY UPDATES TO PREPARE US FOR TOWN MEETING IN THE SPRING

MOTION by Michelle Bailey SECONDED by Jeanise Bertrand
Unanimously approved by 5 members present

VI. Committee Reports

A. Communications
- No Report
- Group needs to discuss charge before next meeting

B. Policy-Legislative
- Meeting to discuss the Remote Participation Policy and the Gifts Policy

C. Warrant
- No Report

D. Capital-Finance & Regional Agreement
- Several parts to this, 1st Regional Agreement needs to be updated that has 2 parts: 1 text needs to be cleaned up; second the apportionment and a subset of that is the enrollment study. Trying to clarify and who is representing who. Mr. Sands suggested that the School Committee commission the core study for $4000. and once figured out ask the consultant to prepare an addendum to his report. Dr. Harvey the base study will do what we are looking for. Gene Lee his concern is that it would be dismissed as in other studies.
- Review scope of study, Dr. Harvey has the scope

E. Student Rep.
- Not present

F. Other-School Liaisons Updates
- Michelle Bailey; MRMS Friends has a meeting Monday; New co-presidents Lori Bouchard and Laurie Johnson
- David Polito; Buker Ice Cream Social on Monday

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE GENE LEE TO REVIEW THE SCOPE DISCUSSED OF AN ENROLLMENT STUDY, TO WORK WITH OUR ADMINISTRATION TO ENGAGE SOMEONE TO DO THE STUDY AND TO COMMUNICATE THAT TO BOTH TOWN SELECT BOARD REPRESENTATIVES, IF YOU CHOOSE TO ASK FOR COMPENSATION THAT IS UP TO YOU.

MOTION by Michelle Bailey SECONDED by Jeanise Bertrand
Approved 4 members 1 abstention

VII. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:01

MOTION by David Polito SECONDED by Jeanise Bertrand
Unanimously approved by 5 members present

Respectfully submitted
Donna Bunk

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Miles River Middle School Date Submitted: 9-13-17

Faculty Sponsor: Craig Hovey Position: Principal

I. Trip Information:

Check (➳) one:

Day Academic Field Trip - In-state Out-of-state Destination: _____

Day Extracurricular Trip – In-state Out-of-state International Destination: _____

Athletics – Sport: _____

Overnight Trip – In-state - Academic Extracurricular - Destination: _____

Out-of-State/Domestic Day Trip –Academic Extracurricular - Destination: _____

Out-of-State/Domestic Overnight Trip X Academic, ~~Extracurricular~~ Destination: Washington D.C.

International Trip (extracurricular only) – Destination: _____

Departure Date: 5/29/18 Time: 5:00 AM Return Date: 6/1/18 Time: 10:00pm

Number of Students Eligible: 134 Class/Group: All 8th grade students

Faculty Sponsor: Craig Hovey

OtherFaculty/Staffchaperones: TBD

Other chaperones: TBD

Mode of Transportation: Coach Bus – coordinated by Close Up

Number: 3 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost: included	6. Financial Assistance Available? X Yes ___ No
2. Admission Charges: included	7. Other Sources of Funding? X Yes ___ No
3. Lodging & meals cost: included except bus stops	8. Amount Available: $ TBD
4. Other (specify):	9. Are Student Activity Funds being used? ___ Yes X No
5. Total student cost: $980 – inclusie	10. If yes, amount bring used: $

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: _____ Date: 9-13-17

I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: _____ Date: 9-13-17

I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: _____ Date: _____

HWRSD Committee Action: Vote – Yes _____ No ____Abstain _____Date: _____

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

APPROVAL DOCUMENTATION – Domestic and International

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

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

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

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

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

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

CLOSE UP
WASHINGTON DC

Close Up Washington Program
Miles River Middle School 2017-2018

School Information:

School Name:	Miles River Middle School
Lead Contact:	Craig Hovey
Lead Contact Phone:	(978) 468-0362

Program Details:

Number of Days:	4 days, 3 nights
Dates:	May 29-June 1, 2018
Transportation:	Bus
Estimated Number of Participants:	110 students
Student Accommodations:	Quad
Adult Accommodations:	Double

Program Includes:

- Roundtrip coach bus transportation from MRMS;
- Ground transportation to and from all activities;
- 3 meals a day starting with dinner on day of arrival;
- Quality hotel accommodations;
- Top notch instruction from trained educators;
- Educational materials;
- Night monitors on every hotel hallway;
- All program logistics and planning;
- Booking speakers and meetings;
- Dedicated Close Up Representative;
- Liability insurance;
- All tips and gratuities;
- 24/7 supervision and instruction; and
- Medical access to Georgetown Pediatric Center.

Detailed Quote:

Close Up School ID:	
Close Up Password:	
Close Up Representative:	Andrea Bachmann
Program Tuition & Transportation:	$980

TOTAL PRICE: $980/student*

** Total price based on 110 students, can be adjusted for class size until 4/6/18.*

Chaperones**:	Approximately 11

*** One adult included for every 10 full-paying participants*

_____

Signature

Deadlines:

$300 per student deposit (non-refundable):	October 31, 2017
Second deposit of $300:	January 12, 2018
Final Payment & Cancellation Deadline:	April 6, 2018

Close Up Payment Information:

To make a payment with a School/District Credit Card please login to your school account using the information above at www.closeup.org or call 703-706-3416 between 8:00AM and 6:00PM.

All checks should be made payable to the Close Up Foundation, include the School ID in the memo line of the check, and be sent with a copy of the invoice to:

Close Up Foundation
c/o School Accounts
1330 Braddock Place, Suite 400
Alexandria, VA 22314

Purchase orders may be mailed to the address above or faxed to 1-866-236-2015.

Miles River Middle School & Close Up: Schedule 2018*

Tuesday, May 29

5:00 Depart from school by bus

Recommended Bus Stops (1. Milford SB Service Plaza in Milford, CT 2. Delaware House Newark, DE)

3:00 **Approximate Arrival and Orientation at Hotel**

3:30 **Introductory Workshop:** How does government impact your lives? What issues are most important to you?

5:00 **White House** (photo-op)

6:30 **Dinner & Souvenir Shopping**: Pentagon City Mall

7:45 **Monument Tour:** Visit the Iwo Jima Memorial, Pentagon 9/11 Memorial and Air Force Memorial

10:00 Room check and lights out!

Wednesday, May 30

7:30 Breakfast

9:00 **Three Faces of Democracy Study Visit:** Examine and debate the proper size and scope of government at the following monuments --

- **Jefferson Memorial:** Limited Government
- **FDR Memorial:** New Deal & expanded government responsibility
- **MLK Memorial:** Civil Rights and the citizen's role in shaping policy

11:45 **Smithsonian Study Visit and Lunch**, students each choose one of the following: **National Museum of American History, Air and Space** or **National Museum of Natural History** (lunch voucher)

(*walking transfer, weather allowing*)

2:00 **Smithsonian Museum of African American History and Culture:** How do we tell the American story?

5:30 **Georgetown Visit:** Take a guided walk and eat dinner (cash provided)

8:00 **War Memorials:** See D.C.'s War Memorials including WWII, Vietnam, Korean, and Lincoln

10:00 PM Room Check

Thursday, May 31

7:15 Breakfast

8:00 **Issues in Congress Workshop:** Learn about one of the many bills Congress is considering for passage this year

9:00 **Mock Congress and Capitol Hill Preparation:** Participate in an in-depth simulation of the legislative process & develop questions for Capitol Hill visit

10:45 **Capitol Hill:** An inside look at how Congress works

- Meet with congressional staff
- Visit the Capitol galleries
- Eat lunch (cash provided)
- See the Supreme Court and Library of Congress

3:45 **Holocaust Memorial Museum Study Visit:** Visit the permanent exhibit and discuss the idea of collective responsibility

5:45 **Teddy Roosevelt Island**: Take a walk in the conservation area and reflect on the day in small groups

6:45 **Dinner and Social Activity**: Pizza & Bowling at Pinstripes

10:00 Room Check

Friday, June 1

7:45 Breakfast

8:45 Load Luggage

9:30 **Arlington National Cemetery**: Consider how we recognize and honor those who served and how that influences attitudes about war

11:30 Depart for home with boxed lunches *(Examples include Perfect Pita, Potbelly, and Firehouse Subs)*

Recommended Bus Stops (1. Delaware House Newark, DE 2. Milford SB Service Plaza in Milford, CT)

10:00 Approximate arrival home

**Exact times and sequence subject to change.*

Study visits led by our highly-trained instructors give students unique opportunities to learn using historic sites and institutions as living classrooms. Workshops and seminars reinforce this learning and help students make personal connections to the roles that they, as ordinary citizens, play in the U.S. democracy.

www.Closeup.org

CLOSE UP WASHINGTON DC

8th grade Washington D.C trip
May 29th-June 1st 2018

Pre-Trip Activities:
An 8th grade trip to Washington D.C. offers an opportunity for very strong curriculum connections to our 8th grade Civics curriculum as well as our 8th grade English units of study on Civil Rights and the Holocaust. The Close Up foundation has a curriculum specialist who will work with our teachers to tailor the specific activities and site visits to meet our needs. Lessons throughout the year can be connected to the Washington D.C.

Post –Trip Activities:
The specifics of the post-trip experience will need to be developed over the course of the year and could include an interdisciplinary projects (individual or group), reflections, or presentations. Given the dates of the trip this year it will more likely be a culminating experience with most of the work leading up to the trip than the basis of an end of the year project.

Alternative Trip:
The trip will be open to all 8th grade students. However, some may be unable or unwilling to attend. We plan on developing a smaller scale experience for students who stay here possibly including trips to Boston or other nearby locations to obtain a similar curricular experience (Freedom Trail/State House).

Funding Support:
The following groups may provide assistance in funding the trip and reducing the cost for students:

- Close Up Foundation has some financial aid available for students who qualify for free and reduced lunch. The amount depends on how many students qualify.
- Friends of MRMS/HWRHS – The Friends group has offered their support to this trip and I look forward to working with them
- League of Women Voters – I have received positive feedback and would seek support from them.

Chaperones:
MRMS staff: 1 per 10 students
Close Up staff: 1 per 20 students
Close Up Coordinator: 1 per trip
Nurse: provided by MRMS
1 chaperone per 10 students may attend at no cost

Accommodations:
Students: 4 per room
Chaperones: 2 per room with option to pay fee for single accommodations
Night monitors provided by Close Up

Dear 8th Grade Parent/Guardian,

We are excited to have our 8th grade students return to Washington D.C. for a third year. This year the trip will take place **May 29th-June1st 2018.**

We will be continuing our partnership with Close Up (www.closeup.org), a nonprofit and nonpartisan organization that since 1971 has provided hands-on educational programs for over 850,000 students and teachers from across the country. We had a great trip last year and the four day three night format provided just the right amount of time.

Using the nation's capital as a living classroom, students will get a 'close up' view of American history, government, and democracy in action that will bring connect to the 8th grade curriculum particularly in the areas of civics, the Holocaust, and human rights. Miles River teachers will be developing the program along with Close Up staff. Close Up trains its own staff of full-time teaching fellows to deliver an engaging and exciting curriculum that helps students connect what they are seeing and experiencing in D.C. to what they have learned in school.

During our time in Washington, students will have the opportunity to visit many of the key institutions and historic sites of Washington D.C. —highlights include:

- Famous monuments and memorials
- World-renowned Smithsonian Museums
- Mock Congress -- an in-depth simulation of the legislative process
- Opportunity to meet with members of Congress and Washington insiders on Capitol Hill
- Discussions about current issues facing your community and country

Safety is Close Up's #1 priority – Close Up provides 24-hour supervision on program, including night monitors on every hotel hallway, one instructor per twenty students, a program leader and a dedicated Close Up representative for our school. Close Up is a full-service provider -- the all-inclusive tuition cost of $980 per participant includes the round-trip coach bus transportation, quality hotel accommodations, all meals, entrance fees, program logistics and planning.

We invite all interested families to hear more about this coming year's Washington, DC trip at a meeting that will be held in the Miles River Multipurpose room on **Tuesday October 3rd at 6:30pm**. If you are unable to attend the meeting, please feel free to contact me at c.hovey@hwschools.net. We hope your student joins us for this once in a lifetime experience!

Sincerely,
Craig Hovey
Principal

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/5/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Darlene Phelan, CISR
Shannon & Luchs Insurance Agency 400 Professional Drive Suite 360 Gaithersburg MD 20879	PHONE (A/C, No, Ext): (301) 670-7370 FAX (A/C, No): (301) 670-7390 E-MAIL ADDRESS: darlene@slins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Hartford Insurance Co. of MW	37478
INSURER B: Hartford Casualty InsuranceCo.	29424
INSURER C: Multiple Companies	00914
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Close Up Foundation 1330 Braddock Place 4th floor Alexandria VA 22314

COVERAGES **CERTIFICATE NUMBER:** CL167513811 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			42UUNBC4724	7/1/2016	7/1/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			42UUNBC4724	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			42XHUUD2293	7/1/2016	7/1/2017	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		42WEJS7957	7/1/2016	7/1/2017	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Directors & Officers - Chubb Insurance #81377900 - Effective 1/1/2016-1/1/2017 $10,000,000 Limit of Liability with a $25,000 Retention

CERTIFICATE HOLDER

Insured Copy

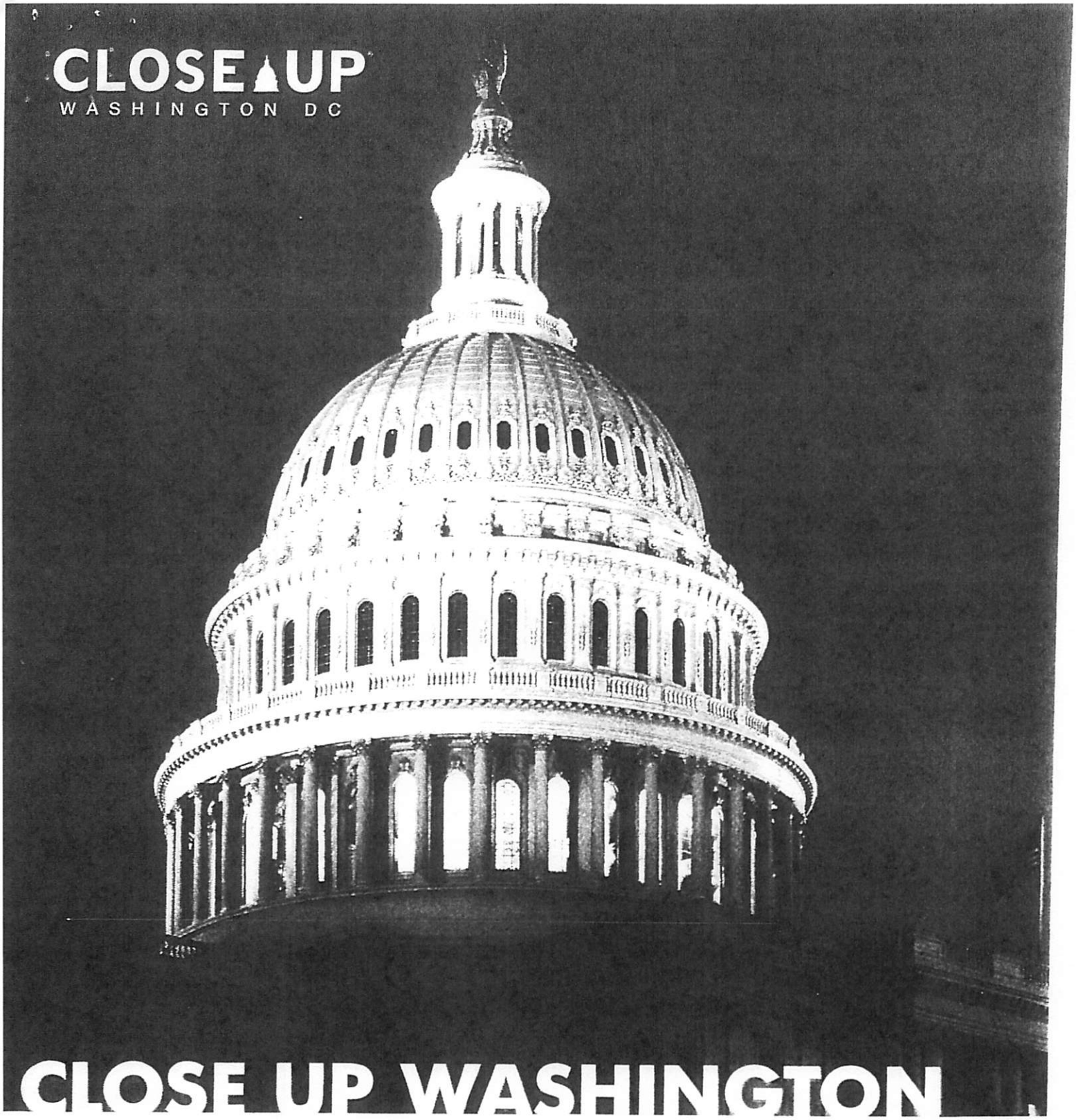
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

J Hamerski, CPCU/USR3

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MILES RIVER MIDDLE SCHOOL: 8TH GRADE PROGRAM

PREPARED BY: ANDREA BACHMANN PHONE: 703-706-3344 EMAIL: ABACHMANN@CLOSEUP.ORG

800-CLOSE UP (256-7387) WWW.CLOSEUP.ORG

CLOSE UP
WASHINGTON DC

WHY PARTNER WITH THE CLOSE UP FOUNDATION?

- **We are a non-profit, non-partisan education organization** – We strive to inform, inspire, and empower young people to become more active and engaged citizens.
- **We are not a tour operator** – Washington, DC and civic education is what we do and what we do well. Our organization is dedicated to developing interactive lesson plans, hands-on activities, and local partnerships and program offerings due to our mission's core.
- **We use full-time teaching fellows, not contracted tour guides** – All Close Up instructors are college educated, receive over 120 hours of training in our curriculum and methodology, and work with students at a ratio of no more than 25:1.
- **We provide 24/7 supervision and instruction** – Each program includes a trip leader, two instructors per bus, and night monitors on every hallway. Close Up is run like a camp – while buses travel together, each student is part of a small workshop group and reports to a dedicated instructor who gets to know them by name, keeps track of their participation and progress, and makes sure they are engaged, having fun and learning!
- **We partner with over 100 prominent DC organizations and policymaking professionals** that provide students with a dynamic perspective on DC beyond the monuments. Examples include: U.S. Congress, Embassies of Washington, U.S. Federal Courts, Faces of Homelessness, and DC Central Kitchen.

WHAT DISTINGUISHES THE CLOSE UP EXPERIENCE FROM A SIGHTSEEING TOUR?

- **Schools are our partners** – We coordinate with schools to design programs based on their curricular and social objectives, incorporating critical questions, themes, and projects from their core courses.
- **Comprehensive programming and curriculum** – If a school is interested, we have resources to prepare students for program (lesson plans, current issues debates, community surveys) and project outlines to continue the learning experience after completing the DC program.
- **Answering the "so what" question** – At every monument, memorial, and museum, instructors make visits relevant by providing history and context, and by helping students connect what they are seeing to current issues debates. Examples include:

  Different Forms of Service. At the World War II and Martin Luther King, Jr. Memorials, students examine different ways that citizens have shaped American history and debate the merits of different forms of protest and civil disobedience.

  United States Holocaust Memorial Museum. During a visit to the museum, students are asked to consider the relevance and importance of publicly remembering certain events. What are the responsibilities of citizens in the face of mass atrocities?

- **Intentional scaffolding and sequencing** – Every program schedule is designed so that each site visit builds on previous activities and discussions. Examples include:

  Congressional Simulation: Before visiting Capitol Hill and meeting with legislators, students participate in our signature Mock Congress Activity. By taking on the role of lobbyists, congressmen, and committee chairs, students experience the law-making process first-hand and are able to ask substantive questions during their Capitol Hill Meetings.

  Domestic Issues Debate: To prepare students for visits to DC organizations and discussions about critical public policy questions, students participate in a live debate with a liberal and conservative policymaker.

HOW CAN CLOSE UP PROVIDE A PARALLEL EXPERIENCE FOR STUDENTS WHO CANNOT TRAVEL TO DC?

- **We want all students to become more active and engaged citizens!** We can provide lesson plans and resources that help teachers facilitate activities and local site visits to accomplish similar learning objectives.
- **Access to our interactive, non-partisan resource center** that explores the foundations of U.S. government and gives students a broad understanding of key policy issues and relevant modern-day debates.

CLOSE UP
WASHINGTON DC

CLOSE UP PROGRAM REGISTRATION, STAFFING AND SUPPORT

How does Close Up help you get ready for your trip?

Each school is paired with a dedicated Program Representative and Curriculum Coordinator who work as a team to guide teachers through the registration and planning process.

Close Up support leading up to the program generally includes:

- A planning meeting with teachers to discuss goals for the program and draft a schedule and curriculum overview
- A parent meeting where we are available to present Close Up's programming to parents and answer any logistical questions
- Registration email to all interested families
- Payment reminders to all registered families
- Check-in calls and follow up meetings to provide any needed support during the school year

How does a school register for a program? How does a student register for program?

Close Up will register each school for program and provide each trip coordinator with login information for our website.

Students and parents can make all payments (check or credit card) and fill out registration forms through a secure portal on Close Up's website. Trip coordinators have a dedicated webpage where they can monitor their group and see who has signed up and who has made payments.

What support does Close Up provide during travel to and from Washington, DC?

When students travel by air, a Close Up representative meets them at the airport and accompanies them on a chartered bus to their hotel. Close Up transportation staff are on duty via our transportation hotline throughout the course of bur or air travel to address any last-minute changes or emergencies.

All students are encouraged to purchase travel insurance in case of sickness or an emergency.

How are Close Up programs staffed during your time in Washington, DC?

- Registration staff assists students as they unload luggage, sign in, and receive their itineraries, workshop materials, and hotel keys.
- One full time program leader is dedicated to your program.
- Two program instructors per bus each lead a workshop group of 18-24 students. Each instructor gets to know students by name, keeps track of their participation and progress, and makes sure they are engaged.
- Night monitors are stationed on each student hallway.
- Our registrars, program staff, and night monitors ensure 24/7 supervision.

CLOSE UP PROGRAM SERVICES: HOTEL INFORMATION, TRAVEL OPTIONS AND MEDICAL CARE

What kind of hotels does Close Up offer?

We partner with 3- and 4-star hotels in the DC metropolitan area. All hotels are enclosed (rooms open to indoor hallways, not outdoor walkways) and include a hot breakfast buffet. Close Up night monitors are stationed on each hallway overnight to check students into their rooms, manage behavior, and address any needs that arise.

Examples of our hotel partners include:

- Hilton Crystal City, 2399 Jefferson Davis Hwy; Arlington, VA
- Holiday Inn & Suites Alexandria Historic District, 625 First St, Alexandria, VA
- Key Bridge Marriott, 1401 Lee Hwy; Arlington, VA
- Doubletree Silver Spring, 8727 Colesville Rd; Silver Spring, MD
- Hilton Mark Center, 5000 Seminary Road; Alexandria, VA

What round-trip travel options does Close Up provide?

Close Up's travel department coordinates round-trip transportation to and from Washington, DC for all students and chaperones. Schools have the option of electing bus or air transportation with Close Up, or may choose to coordinate travel independently. Close Up provides coach bus transportation in Washington, DC throughout the course of the program.

Busing - All buses are chartered private coaches equipped with heating and cooling, overhead and undercarriage storage, and latrines. Frequently used companies include Yankee Trails, Eyre, Quiks, and Maryland Coach.

Flying - Flights are booked in order to best fit program schedules at the best rate. We consider all airlines and all three airports in the DC area: Washington-Dulles, Washington Reagan National, and Baltimore-Washington International. When students travel by air, a Close Up representative meets the group at the airport and accompanies them on a chartered bus to their hotel.

Close Up Travel Support - Our toll-free number is staffed by our transportation team during your travel and we monitor all bus travel and arriving and departing flights throughout the day (and night). If any problems arise (delays, weather, last minute changes), schools can call 800-336-3689 and we will work with you to find a solution.

What if someone gets sick on program?

Close Up partners with several leading health care providers; including Georgetown University Children's Medical Center (GUCMC) to ensure that students have access to quality health care should they get sick while on program. As an added precaution, Close Up program staff is trained in CPR, AED, and First Aid. We also maintain a dedicated staffer on each program to assist students who are ill. Typically, this assistance includes accompanying them when they're taken for medical treatment, waiting with them at the facility while they're being treated, and accompanying them back to the hotel as well. Close Up, along with the trip coordinator will work together to ensure that students get timely access to quality health care should the need arise while on program. We have dedicated staff members to stay with any students that are not able to participate on program.

CLOSE UP
WASHINGTON DC

FINANCIAL AID AND FUNDRAISING

Close Up has some financial aid available for students who qualify for free and reduced lunch. The final monetary amount depends on how many students qualify from each school and the total number of students who participate on Close Up.

Fundraising

We encourage students to utilize several fundraising methods. Close Up students often write letters and emails asking for tax-deductible donations. We also offer you and your students the ability to use the internet to help raise funds for your school and your students' participation in Close Up.

Letter Writing Campaign

A student can begin a letter writing or email campaign by using our sample fundraising letter found on the next page. We recommend reaching out to family, friends, local businesses, and community members.

Donations Through Our Website

1. Direct donors to go to www.closeup.org, and click on the 'Donate' link on the bottom of the website, or directly via this link: http://www.closeup.org/programs/SupportCivicEd.aspx.
2. Suggest they select either "Sponsor a School" or "Sponsor a Student."
3. Provide the donor with your School ID or the Participant's ID number depending on whether they've elected to donate to the school or the student.
4. Payment can then be made with check or credit card and will be deposited right into the account.
5. Tell the donor their donation may be tax deductible (they should check with their tax advisor); give them our Federal Employer Identification number, 23-7122882, or if a donor wants a receipt they can call our finance department at 800-Close-Up ext, 416.

Online Donations Through Various Platforms

1. Create "Your Very Own Close Up Donation Website" via a free web host, like blogspot.com and link it to our "Donate" Page.
2. You can also try to raise money using a website like http://www.donorschoose.org, who sets it all up for you.
3. You can also set up a link from your school website to Close Up's "Donate" page, or post it on your www.facebook.com page, personal blog, etc. Be sure to include your school ID.
4. Utilize your ability to send mass emails in order to send out larger qualities of letters (this will save you money on postage and target more people).

CLOSE UP: SAFETY AND SECURITY INFORMATION

For over 40 years, Close Up Foundation has provided the highest quality hands-on educational program in the country. From the moment they arrive in D.C. until they return home, we are committed to providing a safe, secure and memorable experience for students.

Safety and Security Measures:

- Male and female participants will be separated and housed on separate floors at each hotel. Close Up's professional security staff will monitor hotel rooms and hallways each night from 10:00 p.m. to 6:00 a.m.
- Each hotel will have a program staff member who will reside at the hotel during the program. Close Up staff is available in case of an emergency and all students and teachers are provided with the Close Up staff room number and contact information.
- All students are accounted for at all times via roll calls at all Close Up-led program activities, 7:00 a.m. through 10:00 p.m., upon arrival through departure. Close Up participants and staff wear their Close Up name tags at all times. The Close Up emergency number—703-706-3505—is listed on the back of each nametag and on all student and teacher daily schedules.
- Students are chaperoned at all times during program-led activities by their teachers and/or Close Up's professional male and female staff.
- As always, Close Up's student and teacher program supervisors and bus drivers have cell phone availability to allow efficient communications between the Close Up headquarters and program participants at all times.
- Local and national news and government reports regarding security conditions in the city, site locations on Capitol Hill, and all transportation systems are monitored round-the-clock by Close Up administrative staff. Relevant news alerts and instructions will immediately be communicated to program staff at all times of the day and night.
- All Close Up staff, comprised of both male and female instructors, is professionally trained to respond quickly and effectively in the event an emergency situation arises. All our staff master evacuation procedures and routes from all Close Up activity locations. Additionally, all our staff members working with students have undergone criminal background checks and are trained in CPR, AED and First Aid.
- Close Up partners with several leading health care providers, including Georgetown University Children's Medical Center (GUCMC), to ensure that students have access to quality health care should they need medical attention while on program. 9-1-1 emergency services are available around the clock – from when our program starts until it ends. We also maintain a dedicated staffer on each program to assist students who are ill, and GUCMC maintains a pediatric doctor on-call who will assist and make appropriate referrals if needed. Typically, the Close Up staffer will assist with accompanying students when they're taken for medical treatment, waiting with them at the facility while they're being treated, and accompanying them back to the hotel as well. Close Up, along with your teachers, will work together to ensure that students get timely access to quality health care should the need arise while on program. We also have dedicated staff members to supervise any students that are not able to participate on program.



EXHIBIT E

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Miles River and Hamilton Wenham RHS Date Submitted: September 19, 2017

Faculty Sponsor: Kevan Sano, Lynette Ng Position: Curriculum leader and Mandarin Teacher

I. *Trip Information:*

Check (✓) one:

☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination:

☐ Day Extracurricular Trip – ☐ In-state ☐ Out-of-state ☐ International Destination:

☐ Athletics – Sport:

☐ Overnight Trip – In-state - ☐ Academic ☐ Extracurricular - Destination:

☐ Out-of-State/Domestic Day Trip –☐ Academic ☐ Extracurricular - Destination:

☐ Out-of-State/Domestic Overnight Trip –☐ Academic ☐ Extracurricular – Destination:

☑ International Trip (*extracurricular only*) – Destination: China

Departure Date: June 14,2018. Time: TBD. Return Date: June 26, 2018. Time: TBD

Number of Students Eligible: 18 Class/Group: Current 9th and 8th grade Mandarin students

Faculty Sponsor: Kevan Sano and Lynette Ng

Other Faculty/Staff chaperones:

Other chaperones: TBD if needed

Mode of Transportation: Air and other as arranged by EF Number:

Airlines/Flight/Ground Transportation:

II. *Estimated Expenses*

1. Transportation Cost:	See attached letter	6. Financial Assistance Available? ___ Yes	✓ No
2. Admission Charges:	inclusive	7. Other Sources of Funding? ___ Yes	✓ No
3. Lodging & meals cost:	Included	8. Amount Available: $	
4. Other (specify):		9. Are Student Activity Funds being used? ___ Yes	✓ No
5. Total student cost:	$4570	10. If yes, amount bring used: $	

III. *Attachments*

1. Copy of Parent Letter with meeting date:	5. Travel Costs & Refund Policy: Included
2. Itinerary: Included	6. Travel Insurance Policy (if applicable): Cost: $165
3. Security features for transportation & accommodations:	7. Pre and Post Trip Activities: Meetings
4. Arrangements for meals and lodging: included	8. Other Descriptive Information: Included

IV. *Approvals*

Department Chairperson or Field Trip Requestor: Kevan Sano Date: 9/18/17

I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: Date: 9/18/17

I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: Date:

HWRSD Committee Action: *Vote* – Yes ____ No ____ Abstain ____ Date:

Educational Goals

I am resubmitting the China trip proposal. This trip was originally scheduled for June of 2017 however due to the maternity leave of Mrs. Chen, the trip was postponed until June of 2018. The students currently enrolled are freshmen. To ensure that the China trip goes forward, we are looking to increase student partipication and would like to reopen the trip to now include our current 8th grade Mandarin students. We would also open the trip to currently enrolled freshmen students studying Mandarin.
The field trip to China for June of 2018 is designed to provide the students with the opportunity to experience the history and culture of China. This trip we will be the capstone for our 8th graders as they complete their middle school foreign language experience. Every site visited and activity enhances the curriculum taught at the middle school in our 6th,7th and 8th grade foreign language class. Students interested in this trip would need to complete an application process, be in good standing academically and have a verbal recommendation from their foreign language teacher. The trip would be limited to 18 students with a student teacher ratio of 1:6.

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

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

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

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

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

Proposed Dates – We are proposing dates at the end of the school year for a variety of reasons. First and foremost this is the capstone of the middle school language program. It is not just a tour but an immersion experience that we hope will lead to continued excitement and success in language study as the student moves into high school.

Travel to China June 14th to June 26th

Student Eligibility – Every site visited and activity planned directly relates to the curriculum taught at the middle school and the high school. Therefore I propose the following requirements:
Successful Completion of 7th and 8th grade Mandarin class with grades of B or better.
Recommendation from his/her language teacher
Students must also complete the application process
Space will be limited to no more than 18 student participants with 1 adult chaperone for every 6 students.

Timeline for payment for travel to China
$4570
Balance can be paid in 8 monthly installments of $560 per month

Beyond the eligibility requirements, **student participation** is based on ability to pay and is voluntary.

Upon approval we will hold an informational meeting for interested students and their parents. We will then begin to enroll students. Once approved students will have the option of enrolling online. All students must meet eligibility requirements before enrolling. Additionally, we will have monthly meetings beginning in January of 2018 to prepare students for this adventure.

Hamilton-Wenham Regional School District has traveled with EF in the past and we have developed relationships with key managers and the President of EF tours, Shane Steffens. I personally have lead sevearl trips with EF. HWRHS has traveled to Spain, Russia, France and Italy with EF.

Chaperones:
Kevan Sano
Lynette Ng

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

Dear Parents:

Your son or daughter has expressed an interest in traveling to China with Mrs. Ng and Ms. Sano in June of 2018. The trip itinerary has been designed specifically for Miles River students. Each site has been chosen for its educational value as well as to meet the interests of the students. The proposed dates for the trip are June 14th– June 26th , 2018. Dates are set by the EF to ensure classroom time. Students will be attending a language immerssion school. The projected cost will be $4570; payable in 8 monthly installments of $560
The program fee includes:

- Round trip airfare
- overnight accommodations
- breakfast and dinner daily
- sightseeing excursions
- transfers and inter-city transportation
- full-time guide services

Not included:
Cost of Visa (approximately $150)
Transportation from Hamilton -Wenham to and from the airport
($30 to provide bus for group)
Gratuities for guides (approx. $60 - to be collected in advance of leaving)
Spending money for souvenirs, gifts and lunches (suggested $250)

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

The purpose of this letter is to differentiate between the students who are merely interested in going and those who are most likely going to be able to go. Pending school committee approval we will begin to accept applications. Our group size will be limited to 18 participants.

Please indicate your response by tearing off the bottom portion of this letter and return it to your 8th grade teacher no later than Monday, October 16th. Please don't hesitate to send an email if you have any questions

Xièxie 謝謝

My son / daughter _____

____ is planning to complete the application process for travel to China in June of 2018.

____ is very interested but cannot make a definite commitment until _____.

____ cannot be a part of this trip.

Signed _____

My student has a valid passport with an expiration date later than December of 2018 ____yes____ no

Security Plan for travel to China

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

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts

Parents'/Guardians' Permission to Participate, Emergency Treatment and Medications Consent, and Release Form for International Voluntary School Sponsored Trips
Language Immersion in China (Beijing and Shanghai)

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Miles River Middle School and/or Hamilton-Wenham Regional High School**, hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **China Beijing and Shanghai** from **June 14th to June 26th, 2018**. It is my/our understanding that **Kevan Sano and Lynette Ng** (faculty sponsors and chaperones) as well as other faculty will accompany the group.

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

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

1. Space will be reserved on the next available train/bus/plane flight returning to Boston, and my/our child will be placed on such train/bus/plane flight.

2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.

3. Upon notification of such decision, I/we agree to meet and be responsible for my/our minor child upon his/her arrival.

I/We are aware that my/our minor child has been advised to travel in groups and it expected to

maintain a buddy system during unscheduled time periods.

Name (Adult)	*Parent A/Guardian A*
Address	*Parent B/Guardian B*

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

I, _____ (print name), a student at

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

Name	*Signature*

Date

II. Emergency Treatment and Medication Consent

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

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

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

Yes _____ No _____

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

If yes, please describe:

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

III. Student Contract

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

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

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

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

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

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

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

_____

Student's Signature *Date*

Discipline of Students Section F of Policy H8015

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

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

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

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

_____

Parent A/Guardian A Signature *Date*

_____

Parent B/Guardian B Signature *Date*

IV. Field Trip Cancellation Release and Agreement

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

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

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

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

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

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

I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.

Signature of Parent A/Guardian A	*Printed Name*	*Date*

Signature of Parent B/Guardian B	*Printed Name*	*Date*

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

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

Name	*Signature*

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

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

APPROVAL DOCUMENTATION – Domestic and International

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

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

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

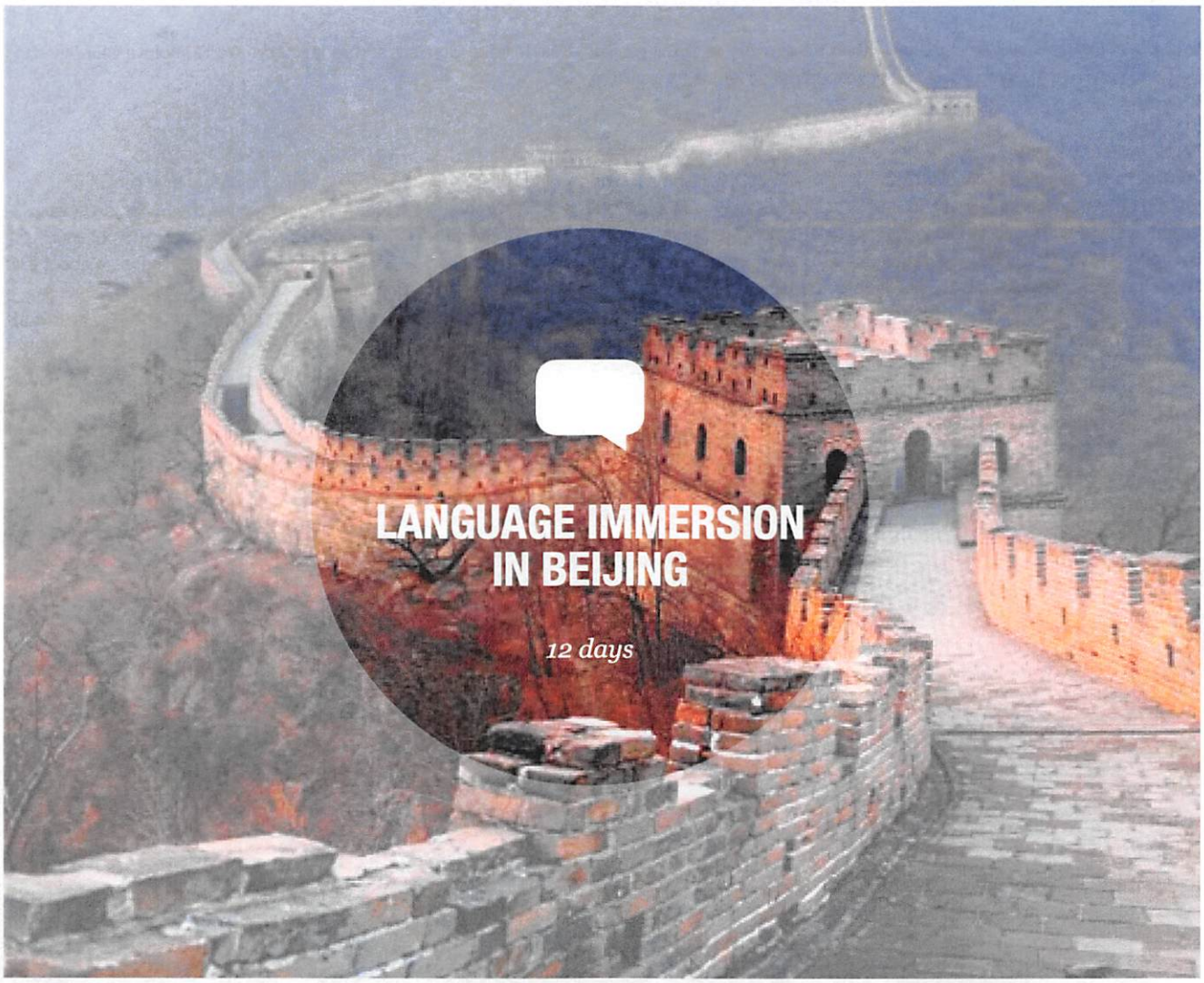
- Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

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

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

Education First

Educational Tours



Live the language

To learn Mandarin, it helps to fall in love with China. Our Language Immersion Tours make both happen by combining interactive lessons at our EF International Language School in Beijing with authentic cultural experiences. Each day has a theme—like food, art, or history—that connects the day's lesson to hands-on activities and conversations with locals. Your fluency expands along with your confidence and your passion for language. And through it all, your Language Immersion Program Director is by your side, supporting your language learning and highlighting every breakthrough moment.

LANGUAGE IMMERSION IN BEIJING

12 days / Beijing / Shanghai

What you'll experience on your Language Immersion tour

Each day in Beijing is built around a **daily theme** that explores topics you can relate to—like food, art, and youth culture. You'll improve your Mandarin skills and confidence as you discover a new appreciation for the local culture.

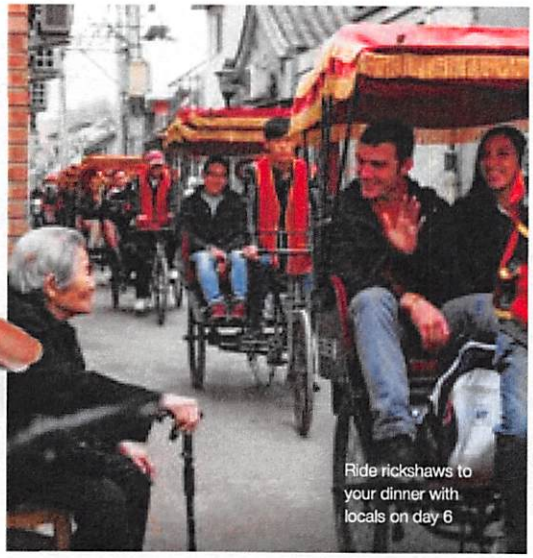
LANGUAGE LESSONS
You'll learn and practice vocabulary relevant to each day's theme during an accredited lesson at the EF International Language School in Beijing. Taught by local language instructors, your classes are a chance to have conversations with fellow students as you prepare for each day's interactive activities.

CULTURAL ACTIVITIES
Practicing Taiji in a local park or learning the Chinese art of calligraphy adds authentic cultural richness to your language development. And your specially trained Language Immersion Program Director will be by your side, helping and encouraging the beginning learners while challenging the more advanced students.

INTERACTIONS WITH LOCALS
Meeting your pen pals at their school or conversing with locals over a home-cooked meal offers you an opportunity to put your new skills to use while learning more about the culture. With each conversation in Mandarin, you will gain more confidence in your speaking and listening abilities.

> Take part in a traditional tea ceremony on day 4

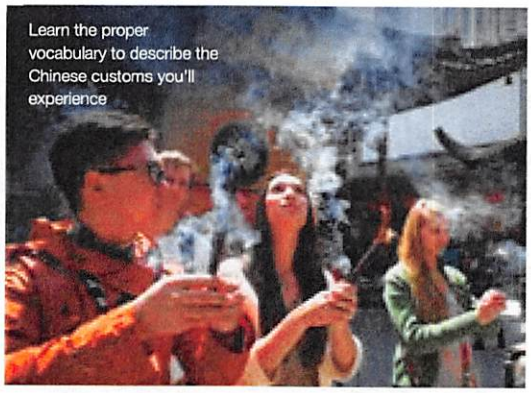




Ride rickshaws to your dinner with locals on day 6



Meet your Chinese pen pals while visiting their school on day 9



Learn the proper vocabulary to describe the Chinese customs you'll experience



^ Join in traditional Chinese pastimes at the Temple of Heaven on day 7

DAY 1: FLY OVERNIGHT TO CHINA

DAY 2: BEIJING

Welcome to Beijing, capital of the People's Republic of China. You're greeted at the airport by your specially trained Language Immersion Program Director, who will be with you throughout your tour. Transfer to your hotel to rest from your flight.

DAY 3: BEIJING

- Visit the Forbidden City, a Chinese imperial palace, then continue to Tiananmen Square, site of student-led demonstrations in 1989.

DAY 4: BADALING | BEIJING

- Travel to Badaling this morning for a walk on the Great Wall of China. Construction of this 3,000-mile man-made marvel began over 2,300 years ago.
- Preparing and drinking tea is an important part of Chinese culture, in daily life and especially during festivals. Today, participate in a traditional tea ceremony while learning more about local customs.
- See "Legends of Kung Fu," a show that tells the story of a young boy, Chun Yi (the pure one), who becomes a monk and learns kung fu in order to pursue spiritual and physical harmony. Chinese martial arts originated more than 4,000 years ago as a means of self-defense, hunting, and military training. It slowly evolved into a way to a health practice.

DAY 5: BEIJING

Today's Theme: Chinese Art— China has many artistic traditions, such as calligraphy, pottery, painting, and porcelain art. As you'll learn today, Chinese art has been heavily influenced throughout history by China's many dynasties and emperors.

- Master art-related terms while practicing your conversational Mandarin in an interactive language lesson.
- Visit the Yonghe Lamasery temple, home to Han Chinese and Tibetan artwork.
- Visit the 798 Dashanzi Modern Art Zone, a unique complex of galleries and boutiques housed in old factories.

DAY 6: BEIJING

Today's Theme: Chinese History and Heritage— From the Xia Dynasty over 4,000 years ago to the People's Republic of China today, many unique customs have evolved. Today, you will learn about the dynasties that have ruled China through periods of unity and upheaval, each leaving its own mark in China's vibrant and complex heritage.

- Visit the temples, gardens, and lakes of the Summer Palace, former playground for emperors. While there, learn the basics of Taiji. Your Program Director will guide you through a gentle series of stretching exercises and teach you how Taiji works as an internal martial art, meditation system, and health practice.
- Learn about the dynasties that have ruled China and practice your conversational Mandarin in an interactive language lesson.
- Try your hand at traditional Chinese calligraphy. The Chinese name for calligraphy (*shufa*, 書法) translates to "the way of writing." This is your chance to gain a deeper understanding of why calligraphy is an important and appreciated aspect of Chinese cultural arts.
- Enjoy a homemade dinner with locals, the perfect opportunity to gain unique insight into life in China today.

DAY 7: BEIJING

Today's Theme: Daily Life in China— With such a long history, it's understandable that China has developed such a wide variety of hobbies that you'll see throughout your time in China. Most of these traditional activities and exercises, including Taiji, Chase the Ace, shuttlecock, and the dance of the bamboo pole, originated from day-to-day activities and are learned by most Chinese kids at a young age.

- Learn about daily life in China and practice your Mandarin.
- Visit the Temple of Heaven and play Chase the Ace, a traditional Chinese card game, alongside locals at this popular hangout spot.
- Work on your language skills with vendors at the famous Pearl Market.

DAY 8: BEIJING

Today's Theme: Chinese Culinary Traditions— China is a country with many diverse regions, each with its own culinary specialties. Ingredients, tastes, styles, and ways of preparation may differ, but many of the traditional dishes include staple foods like rice, noodles, soybeans, and vegetables. Today, you'll get a taste of China's culinary traditions.

- Rows of unfamiliar fruits and veggies line the countless food markets across Beijing. If you're brave enough, you can even try some local delicacies, including grasshoppers and sea snakes. This morning you'll interact with local vendors during a market challenge.
- Learn and practice food-related vocabulary in an interactive language lesson.
- Try your hand at preparing authentic Chinese foods during a cooking class.

DAY 9: BEIJING

Today's Theme: Youth Culture in China— Imagine a world where there are 60 students in a high school class instead of 30. Or where the school day goes from 7:30 a.m. to 9 p.m. but includes a two-hour break for lunch and a nap. Welcome to the life of a typical Chinese teenager. Today is your chance to learn more about their world—where weChat is the most popular social network and each school day begins with eye exercises—and compare it to your own.

- Practice your conversational Mandarin in an interactive language lesson that focuses on youth culture.
- Relax at a local athletic center and try your hand at popular Chinese sports, including ping pong, badminton, and soccer.
- Your Chinese pen pals are excited to meet you! Today, meet and get to know them during a visit to their school.

DAY 10: BEIJING | SHANGHAI

- Travel to Shanghai on one of China's high-speed bullet trains.
- Visit the Shanghai World Financial Center.
- Enjoy free time on the Bund, a popular mile-long riverfront area.
- Witness thrilling aerial displays during a traditional Chinese acrobatics show. According to historical records, carvings, and mural paintings in tombs and grottoes, the origins of Chinese acrobatics date back over 2,000 years. Modern acrobatics in China have pushed the limits of creative and technical skill beyond that of any other culture.

DAY 11: SHANGHAI

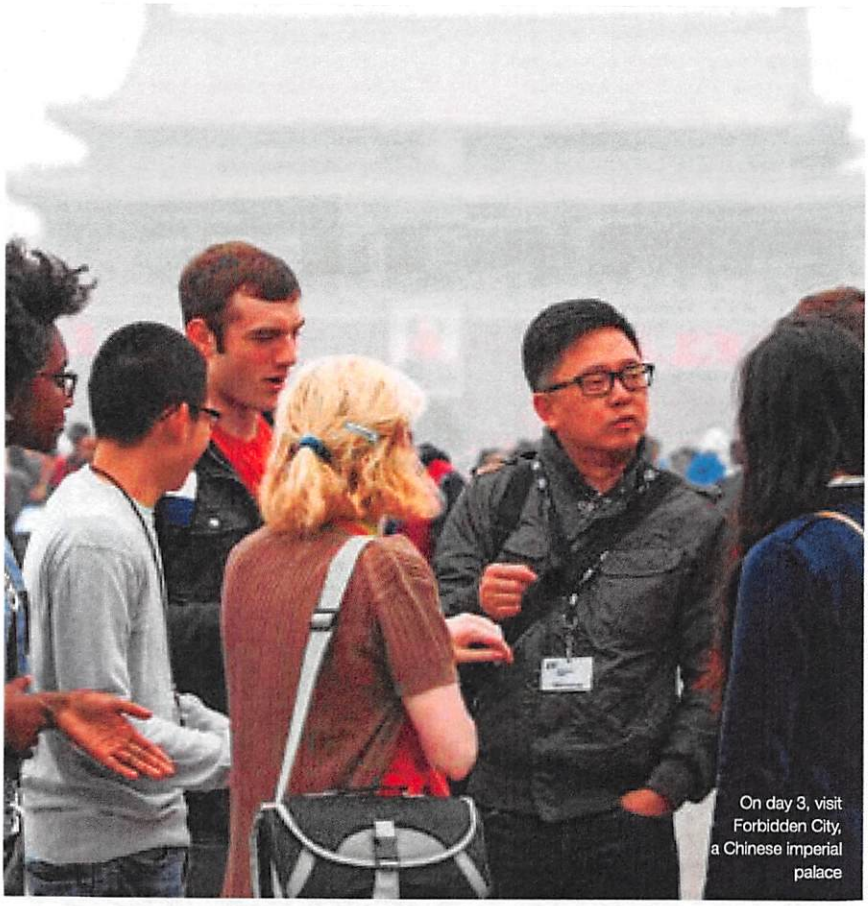
- Explore Shanghai on a guided tour, with stops at the Jade Buddha Temple and Yu Yuan Garden.
- Enjoy free time to visit local markets and practice your bargaining skills.

DAY 12: DEPART FOR HOME

Your tour may be coming to an end, but your lifelong love of Mandarin is only beginning.



Practice your Mandarin while ordering meals



On day 3, visit Forbidden City, a Chinese imperial palace

The World Leader in International Education

For over 50 years, EF has worked with educators across the world to help millions of students become citizens of the world through one global mission: Opening the World Through Education. With more than 500 schools and offices in over 50 countries, our staff can respond in person wherever you are, 24 hours a day. We're also an accredited educational institution, offering students the option to earn high school and college credit.

START PLANNING

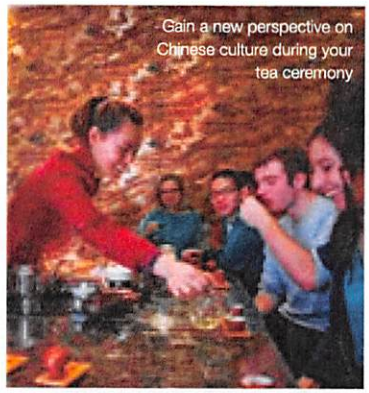
To enroll on this tour, ask your teacher for the tour number and visit eftours.com/enroll or call 800-665-5364

AFFORDABLE
We always offer the guaranteed lowest prices so more students have the opportunity to travel and experience the world.

FULLY ACCREDITED
We're fully accredited, just like your school, so you can earn high school and even college credit while on tour.

SAFETY
We're committed to your safety. With more than 500 schools and offices in over 50 countries, local EF staff can react quickly and in person wherever you travel.

INSIGHT
We believe in experiential learning at the most important sites. Your Program Director is with you at every step, providing their own perspective and local tips.



Gain a new perspective on Chinese culture during your tea ceremony

THE LANGUAGE IMMERSION EXPERIENCE
Program price includes

FULL-TIME LANGUAGE IMMERSION PROGRAM DIRECTOR
Your bilingual, specially trained Language Immersion Program Director stays with you 24/7 to handle all on-tour logistics and provide knowledgeable insights everywhere you go.

EF INTERNATIONAL LANGUAGE SCHOOL
15 hours of language learning with a local language instructor.

EXPERIENTIAL LEARNING
Legends of Kung Fu show; Tea ceremony; calligraphy lesson; Taiji lesson; interactive activity with pen pals; local market challenge; cooking class; dinner with locals.

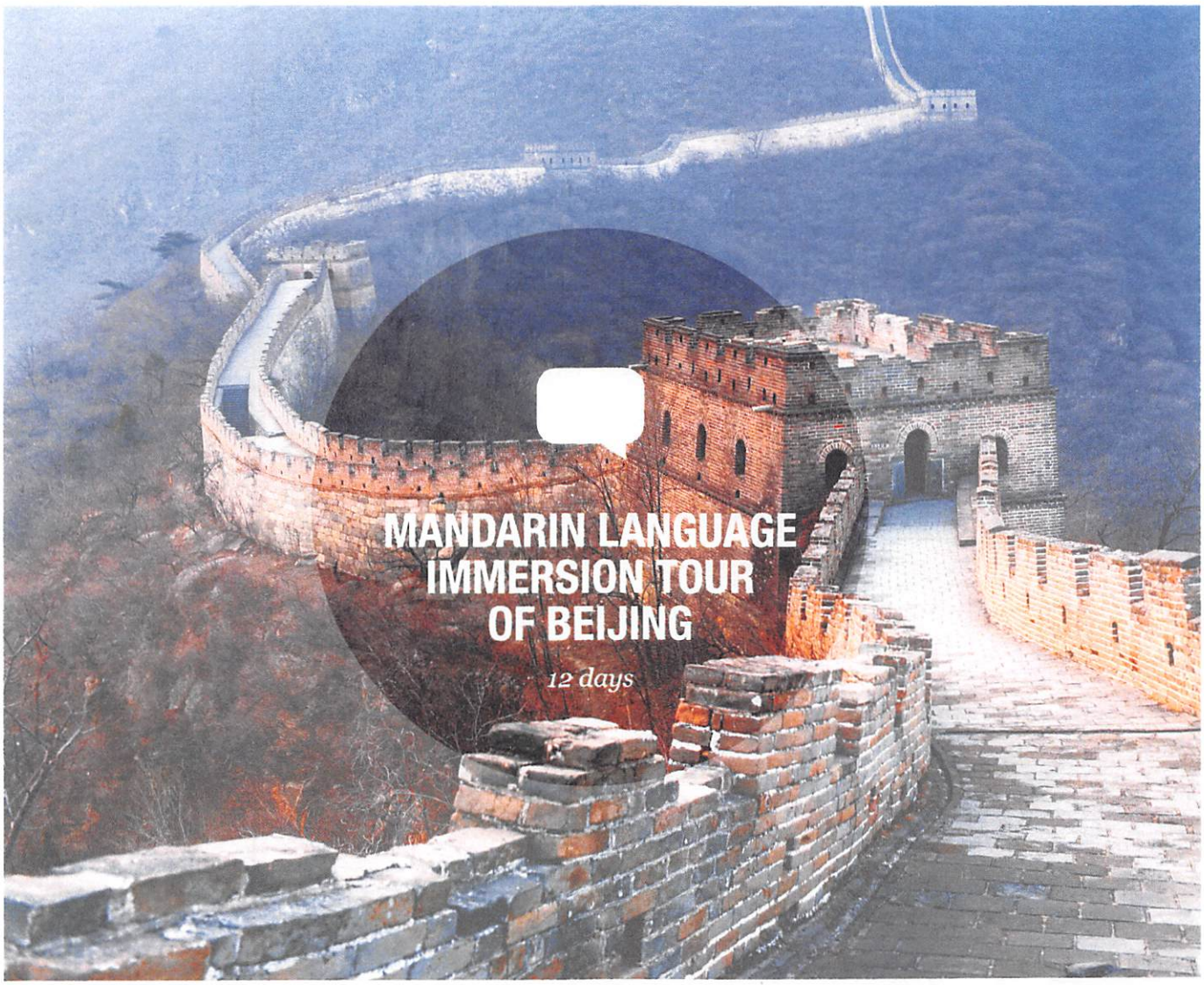
ENTRANCES
Great Wall of China; Yonghe Lamasery; Dashanzi Modern Art Zone; Summer Palace; Shanghai World Financial Center; Jade Buddha Temple; Yu Yuan Garden; acrobatics show.

WESHARE
Our online platform for a deeper learning experience.

ALL THE DETAILS ARE COVERED
Round-trip flights on major carriers; comfortable motorcoach; 10 overnight stays in hotels with private bathrooms; breakfast and dinner daily

Education First

Educational Tours



Live the language

To learn Mandarin, it helps to fall in love with China. Our Language Immersion Tour makes both happen by combining interactive lessons at our EF International Language School in Beijing with authentic cultural experiences.

Each day has a theme—like food, art or history—that connects the day's lesson to hands-on activities and conversations with locals. Your fluency expands along with your confidence and your passion for language. And through it all, your Language Immersion Tour Director is by your side, supporting your language learning and highlighting every breakthrough moment.



On day 3, visit Forbidden City, a Chinese imperial palace

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ENTRANCES
Great Wall of China; Yonghe Lamasery; Dashanzi Modern Art Zone; Summer Palace; Shanghai World Financial Center; Jade Buddha Temple; Yu Yuan Garden

WESHARE
Our online platform for a deeper learning experience.

ALL THE DETAILS ARE COVERED
Round-trip flights on major carriers; Comfortable motorcoach; 10 overnight stays in hotels with private bathrooms; Breakfast and dinner daily

DAY 1: FLY OVERNIGHT TO CHINA

DAY 2: BEIJING

Welcome to Beijing, capital of the People's Republic of China. You're greeted at the airport by your specially trained Language Immersion Tour Director, who will be with you throughout your tour. Transfer to your hotel to rest from your flight.

DAY 3: BEIJING

- Visit the Forbidden City, a Chinese imperial palace, then continue to Tiananmen Square, site of the student-led demonstrations in 1989.

DAY 4: BADALING | BEIJING

- Travel to Badaling this morning for a walk on the Great Wall of China. Construction of this 3,000-mile man-made marvel began over 2,300 years ago.
- Preparing and drinking tea is an important part of Chinese culture, in daily life and especially during festivals. Today, participate in a traditional tea ceremony while learning more about local customs.
- See "Legends of Kung Fu," a show that tells the story of a young boy, Chun Yi (the pure one), who becomes a monk and learns kung fu in order to pursue spiritual and physical harmony. Chinese martial arts originated more than 4,000 years ago as a means of self-defense, hunting and military training. It slowly evolved into a way to a health practice.

DAY 5: BEIJING

Today's Theme: Chinese Art— China has many artistic traditions, such as calligraphy, pottery, painting and porcelain art. As you'll learn today, Chinese art has been heavily influenced throughout history by China's many dynasties and emperors.

- Master art-related terms while practicing your conversational Mandarin in an interactive language lesson.
- Visit the Yonghe Lamasery temple, home to Han Chinese and Tibetan artwork.
- Visit the 798 Dashanzi Modern Art Zone, a unique complex of galleries and boutiques housed in old factories.

DAY 6: BEIJING

Today's Theme: Chinese History and Heritage— From the Xia Dynasty over 4,000 years ago to the People's Republic of China today, many unique customs have evolved. Today, you will learn about the dynasties that have ruled China through periods of unity and upheaval, each leaving its own mark in China's vibrant and complex heritage.

- Visit the temples, gardens and lakes of the Summer Palace, former playground for emperors. While there, learn the basics of Taiji. Your Tour Director will guide you through a gentle series of stretching exercises and teach you how Taiji is an internal martial art, meditation system and health practice.
- Learn about the dynasties that have ruled China and practice your conversational Mandarin in an interactive language lesson.
- Try your hand at traditional Chinese calligraphy. The Chinese name for calligraphy (*shufa*, 書法) translates to "the way of writing." This is your chance to gain a deeper understanding of why calligraphy is an important and appreciated aspect of Chinese cultural arts.
- Enjoy a homemade dinner with a local Hutong family.

DAY 7: BEIJING

Today's Theme: Daily Life in China— With such a long history, it's inevitable that China developed a wide variety of hobbies that you'll see throughout your time in China. Most of these traditional activities and exercises, including Taiji, Chase the Ace, shuttlecock, and the dance of the bamboo pole, originated from day-to-day activities and are learned by most Chinese kids at a young age.

- Learn about daily life in China and practice your Mandarin.
- Visit the Temple of Heaven and play Chase the Ace, a traditional Chinese card game, alongside locals at this popular hangout spot.
- Work on your language skills with vendors at the famous Pearl Market.

DAY 8: BEIJING

Today's Theme: Chinese Culinary Traditions— China is a country with many diverse regions, each with its own culinary specialties. Ingredients, tastes, styles and ways of preparation may differ, but many of the traditional dishes include staple foods like rice, noodles, soybeans and vegetables. Today, you'll get a taste of China's culinary traditions.

- Rows of unfamiliar fruits and veggies line the countless food markets across Beijing. If you're brave enough, you can even try some local delicacies, including grasshoppers and sea snakes. This morning you'll interact with local vendors during a market challenge.
- Learn and practice food-related vocabulary in an interactive language lesson.
- Prepare your dinner at a cooking class led by a local Chinese chef.

DAY 9: BEIJING

Today's Theme: Youth Culture in China— Imagine a world where there are 60 students in a high school class instead of 30. Or where the school day goes from 7:30 a.m. to 9 p.m. but includes a two-hour break for lunch and a nap. Welcome to the life of a typical Chinese teenager. Today is your chance to learn more about their world—where weChat is the most popular social network and each school day begins with eye exercises—and compare it to your own.

- Practice your conversational Mandarin in an interactive language lesson that focuses on youth culture.
- Relax at a local athletic center and try your hand at popular Chinese sports, including ping pong, badminton and soccer.
- Your Chinese pen pals are excited to meet you! Today, meet and get to know them during a visit to their school.

DAY 10: BEIJING | SHANGHAI

- Travel to Shanghai in one of China's high-speed bullet trains.
- Visit the Shanghai World Financial Center.
- Enjoy free time on the Bund, a popular mile-long riverfront area.
- Witness thrilling aerial displays during a traditional Chinese acrobatics show. According to historical records, carvings and mural paintings in tombs and grottoes, the origins of Chinese acrobatics date back over 2,000 years. Modern acrobatics in China have pushed the limits of creative and technical skill beyond that of any other culture.

DAY 11: SHANGHAI

- Explore Shanghai on a guided tour, with stops at the Jade Buddha Temple and Yu Yuan Garden.
- Enjoy free time to visit local markets and practice your bargaining skills.

DAY 12: DEPART FOR HOME

Your tour may be coming to an end, but your lifelong love of Mandarin is only beginning.



Practice your Mandarin while ordering meals

MANDARIN LANGUAGE IMMERSION TOUR OF BEIJING

12 days / Beijing / Shanghai

What you'll experience on your Language Immersion tour

Each day in Beijing is built around a **daily theme** that explores topics you can relate to—like food, art and youth culture. You'll improve your Mandarin skills and confidence as you discover a new appreciation for the local culture.

LANGUAGE LESSONS

You'll learn and practice vocabulary relevant to each day's theme during an accredited lesson at the EF International Language School in Beijing. Taught by local language instructors, your classes are a chance to have conversations with fellow students as you prepare for each day's interactive activities.

CULTURAL ACTIVITIES

Practicing Taiji in a local park or learning the Chinese art of calligraphy adds authentic cultural richness to your language development. And your specially trained Language Immersion Tour Director will be by your side, helping and encouraging the beginning learners while challenging the more advanced students.

INTERACTIONS WITH LOCALS

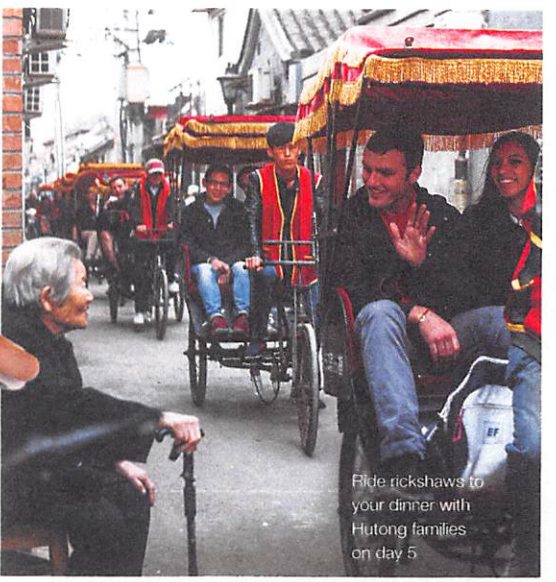
Meeting your pen pals at their school or conversing with locals over a home-cooked meal offers you an opportunity to put your new skills to use while learning more about the culture. With each conversation in Mandarin, you will gain more confidence in your speaking and listening abilities.

> Take part in a traditional tea ceremony on day 4





Meet your Chinese pen pals while visiting their school on day 7



Ride rickshaws to your dinner with Hutong families on day 5



Learn the proper vocabulary to describe the Chinese customs you'll experience



^ Join in traditional Chinese pastimes at the Temple of Heaven on day 7

Regional School Governance and Operations Seminar by MARS

For the Hamilton Wenham School Committee

Regional School District

- A regional school district is a legal entity
- RSD has powers and duties
- RSD is responsible for the educational operations for its member towns
- Laws, regulations, and court law govern how a regional school district will operate
- Regional Agreement

Laws that Govern Regional School Districts—Chapter 71

- Chapter 16 Status, Powers and Duties
- Chapter 16a Regional District School Committee
- Chapter 16b Budgets: Apportionment & Expenses
- Chapter 16b ½ Excess and Deficiency Fund
- Chapter 16c Regional School Transportation
- Chapter 16e Regional School District Audits
- Chapter 38n Proposed Annual Budget
- Chapter 47f Retirement System

603 CMR 10.00: School Finance

- 10.01 Authority, Scope and Purpose
- 10.02 Definitions
- 10.03 Accounting and Reporting: School Districts
- 10.04 Financial Accounting and Reporting
- 10.05 Documentation Requirements
- 10.06 Annual School Spending Requirements
- 10.07 Special Education Payments and Reimbursements
- 10.08 Transportation Reimbursement, Resident Students
- 10.09 Transportation Reimbursement, School Choice, Homeless and Charter School Students
- 10.10 Audit Procedures

603 CMR 41.00: Regional School Districts

- 41.01 Definitions
- 41.02 Reorganization Procedures
- 41.03 Department of Elementary and Secondary Approval
- 41.04 Municipal Rep in Regional School District Collective Bargaining
- 41.05 Regional School District Budgets
- 41.06 Excess and Deficiency Funds
- 41.07 Fiscal Control of Regional School District by Commissioner

Education Reform Act 1993

- The Massachusetts Education Reform Act of 1993 called for dramatic changes in public education over a seven year period. Among the major provisions of the Act are greater and more equitable funding to schools, accountability for student learning, and statewide standards for students, educators, schools and districts

Education Reform Act 1993

- Some of the major changes in accountability proposed in the Education Reform Act included these requirements: a school council in every school, continuing education for educators, more authority for every principal, better defined roles for school committees, and clear, concise and measurable statewide standards for students and schools. The capstone is a "high-stakes" test based on the new curriculum standards which every student needs to pass in order to receive a diploma.

Education Reform Act 1993 Changes

- Authority of School Committee
- Authority of Superintendent
- Authority of Principal
- School Committee responsible for Budget
- School Committee responsible for Policy
- School Committee hires the Superintendent

Regional Agreement

- Type of Region
- Governance
- School Buildings
- Budget Preparation and approval
- Assessment method and payment times
- School Transportation
- Incurring debt
- Regional District amendment process
- Positions and Committees required by Law

School Committee Agenda

- The agenda should be set by the Chair of School Committee with input by the Superintendent
- There should be a policy or procedure in place for agenda items to be included at the request of school committee members
- Posting of meetings must be done according to Open Meeting Law

Hiring of Administration

- The School Committee hires and evaluates the Superintendent
- The School Committee can establish a position of and appoint an Assistant Superintendent who reports to the Superintendent. The Superintendent recommends to the School Commitment the candidates. The committee sets the compensation of the Superintendent and Assistant Superintendent.

  (G.L. c. 71, [[section]] 59)
- The School Committee appoints the Business Administrator, Administrator of Special Education, Nurses, and School Physician with recommendation by the Superintendent.
- Hires Legal Counsel for the district. Hires the Treasurer.

Policy

- “The school committee has oversight of and responsibility for the school system, sets the direction in which the system must go, and establishes criteria to determine if its goals and policies are met. The superintendent serves as the school committee’s chief executive officer and educational advisor.”
  - Advisory on School Governance, DESE
- To that end, policies serve as guidance to the superintendent for the administration of the district.
- Policies should be written with the input of the superintendent and should be reviewed by district counsel.

Budget Development

- School Committee should meet early in the Fall to establish budget priorities to share with Administration.
- The Superintendent should present the needs of the district, based on input from principals, assessments, enrollment projections, special education needs, and operations/maintenance needs.
- Once a budget is voted on by the School Committee, it becomes their budget and they should be the ones meeting(along with the Superintendent) with town officials and other groups to build support for the budget to pass at Town Meeting.

School Personnel

- With the exception of the positions already discussed, the School Committee does not have any jurisdiction in selecting or appointing other school personnel.
- Personnel decisions are solely under the purview of the Superintendent.
- The Superintendent must safeguard the privacy of student records and personnel matters, which cannot be disclosed to public (which includes the school committee).

Legal Counsel

- School Committee hires legal counsel, who advises the School Committee on collective bargaining, policy issues and other matters.
- The School Committee may choose to have a separate legal counsel to assist in special education cases.
- The School Committee should regularly review legal bills.

Approval of Budget in Member Towns

- The district's budget is presented as one, or several warrant articles at town meeting for approval by appropriating authority (open or representative town meetings).
- In a two town regional school district, if the revised budget is not approved by both members, the School Committee shall again reconsider, amend, and adopt a revised budget. If revised budget is not passed then district wide meeting is convened.

Financial Oversight

- The Superintendent and Business Administrator are obligated to present budget reports to the School Committee in a timely manner
- ALL spreadsheets should be presented with back up directly from the district's financial software
- ALWAYS double check all arithmetic
- Ensure the Business & Finance Subcommittee is getting all details on warrants and budget management
- Confirm separation of duties in Business Office

Financial Oversight

- Any increases to an approved general budget is considered a budget amendment which requires School Committee approval AND the approval of member towns.
- E&D funds cannot be appropriated by appropriating authority until they are certified. If E and D is transferred to the budget, the towns must be notified and have 60 days to say no. If the don't act, it is a yes vote. However E and D can be used without member towns approval in the case of revenue shortfalls (9C cuts, etc).
- Budget documents should be provided to the School Committee well in advance of a meeting.
- School Committee members have the fiduciary responsibility to safeguard taxpayer's money. This means simply, they need to do their homework, read the meeting packages, ask questions, request further information, so that members feel comfortable when voting on a decision.

Communications

- Superintendent communications to School Committee
  - Information on activities at schools
  - Information that pertains to what is happening concerning education
  - Meets with Chair and Vice Chair to establish the school committee agenda
  - Contact members when something happens
  - No surprises

Communications

- School Committee communications to Superintendent
  - All communication from school committee members to Superintendent or administration is subject to public document requests
  - School committee members should always request permission from the superintendent before requesting information from his staff, or visiting any school building
  - No surprises, always make your superintendent aware of issues circulating among your constituency

Roles of Superintendent and School Committee Members in a Region

- Regional districts functions as its own municipality.
- Superintendent is the CEO of the District and hires building administrators. Principals hire personnel in their building with the Superintendent's approval.
- School Committee is the governing board that sets policy and approves the budget. Also approval is need by the Committee when there are requested transfers between legal lines of the budget.
- Personnel is the responsibility of the Superintendent. The School Committee appoints the Superintendent and Treasurer. Upon recommendation of the Superintendent, the Committee appoints an Assistant Superintendent.
- Also the Committee appoints a business administrator, special education director and nurses. The Superintendent brings forward recommendations for these positions
- School Committee votes to incur debt according to State Law

Communications to Member Towns

- The following slides provide suggestions on how the School Committee, Superintendent, and regional district can communicate to its member towns
- These are suggestions not knowing what the district currently does.

Communicating with Member Towns

- Meet in the Fall with Selectmen and Fin. Com
- Meet in the Fall with PTO and parent groups
- Attend School Events
- Attend Town Events
- Form Advisory committees
- Establish process for having articles placed in local papers
- Use Technology
- Use Social Media

Communications with Towns

- Attend regular PTO meetings at the schools during the school year
- Establish a liaison from the School Committee to each towns Selectmen and Fin Com to attend their meetings.
- Have students present to School Committee
- Develop a budget process that involves town representatives. Develop a budget timeline with the towns and meetings to discuss the budget
- Hold forums concerning the school district

Communication to Member Towns

- Superintendent meets with Town Administrators on a regular basis
- Superintendent meets with Police and Fire Chiefs on a regular basis
- School Committee members go to School Council meetings
- Community outreach
  - Senior citizens
  - Community organizatons

Thank you for your attention!

Any questions?

School Committee Meeting
September 28, 2017
Donations

1. Girls Field Hockey Boosters (to defer cost of user fees) $1,000

B2004

Hamilton-Wenham Regional School District
Wenham, Massachusetts

Policy

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, 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.

Deleted: and at least forty eight hours before the meeting whenever possible,

(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.

Deleted: 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.

Originally Adopted:
Policy Review: April 27, 2012
Approved: May 3, 2012
Vote: 8-0-0
Chairman, HWRSD School Committee: s/s Alexa McCloughan (Original signature on file in Supt.'s Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

B2001

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
-BY-LAWS-

ARTICLE I POWERS AND DUTIES

The regional district school committee, herein after called the "Committee", shall have the powers, duties and limitations imposed upon it by law and by the District Agreement, which shall take precedence over any inconsistent provisions of these by-laws. The Committee shall at all times be guided by the best interests of the entire District and shall act in a fair and equitable manner. The Committee shall be open to comments and suggestions from and maintain liaison with officials of the towns of Hamilton and Wenham and shall conduct its affairs in an open and ethical manner, being careful not to disenfranchise any member of the Committee or resident of the member towns.

In carrying out its responsibilities, the Committee shall act as a legislative body, delegating executive functions to the Superintendent of School. It shall act as a committee of the whole. Individual members shall make no commitment for the Committee except when commissioned to do so by the Committee.

ARTICLE II COMMITTEE ORGANIZATION AND OFFICERS

The Committee shall organize in each year at its first regular meeting following the annual district election and shall elect and appoint its officers in accordance with the provisions of the District Agreement. The Committee shall by majority vote make such additional internal appointments and assign responsibilities as it desires. Vacancies among the elected or appointed officials of the Committee may be filled by the Committee at any time. Incapacity shall be determined by a 2/3rds vote of the Committee as a whole.

A. Chairperson – The chairperson shall be and perform the duties of the chairman as prescribed in Chapter 71, Section 16A of the General Laws and the District Agreement, shall preside at all Committee meetings, shall sign for the District legal documents and contracts which have been authorized by the Committee and shall perform such other duties as the Committee may determine. The chairperson shall be entitled to vote on all matters.

At public presentation and at meetings with town officials or others at which the chairperson is present in his or her official capacity, the chairperson shall not represent or advocate any position other than the majority Committee position.

B. Vice-Chairperson – The vice-Chairperson shall exercise the powers and perform the duties of the Chairperson in the absence or incapacity of the Chairperson. Incapacity shall be determined by 2/3rds vote of the Committee as a whole.

C. Secretary – The secretary shall be responsible for the accuracy of the record of all School Committee business. However, the actual recording, preparation and distribution of minutes may be delegated to the Clerk for the School Committee. The Secretary shall perform the duties specified in the District Agreement and required by law and shall faithfully attest to the actions of the Committee as required.

Policy Review: 1st Reading: November 2, 2016
2nd Reading: December 1, 2016
Policy Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16
Vote: 6-0-0
Chairperson, HWRSD School Committee: Stacey Metternick

D. Assistant Secretary – The assistant secretary shall exercise the powers and perform the duties of the secretary in the absence of incapacity of the secretary.

E. Treasurer – The treasurer, who need not be a member of the Committee, shall be appointed annually by the School Committee. The Treasurer shall receive and take charge of all monies paid to the District or the Committee, and shall deposit the same in such banks as authorized by the Committee. He/she shall render reports of all receipts and disbursements. The treasurer shall sign approved bonds and notes of the District as required by law. He/she will perform all duties required by the Regional Agreement. The treasurer shall countersign along with the assistant treasurer all checks in the amount of $100,000 or greater. The Treasurer and the Assistant Treasurer may be compensated by the District. The Treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts (MGL Chapter 41, Sections 35 and 109A).

F. Assistant Treasurer – The assistant treasurer, who need not be a member of the Committee, shall act in the absence or incapacity of the treasurer. In accordance with general accounting practices, the assistant treasurer may authorize and sign checks for operating expenses of the district. The assistant treasurer shall countersign along with the treasurer all checks in the amount of $100,000 or greater. The assistant treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts. In the absence of the treasurer, the assistant treasurer shall perform the duties of the treasurer and shall have the powers and be subject to the requirements and penalties applicable to the treasurer.

G. Superintendent of Schools – The superintendent of schools shall act as the executive officer of the Committee. In addition to the duties as specified by law and by the position description adopted by the Committee, the superintendent shall maintain the permanent records of the Committee and shall be custodian of the district seal.

ARTICLE III WORKING GROUP ORGANIZATION

Special working groups, which may include non-Committee members, may be organized with the approval of the Committee to advise the Committee but shall not determine policy or act without the authority of the Committee. Working groups shall be authorized annually with specific charge. Special working groups must comply with the Open Meeting Law, MGL c. 30A, Sec. 18-25.

The appointment of working group members shall be made annually by majority vote of the Committee.

ARTICLE IV MEETINGS

Regular meetings will be held at least two times per month during the academic school year at such times and places as the Committee shall from time to time determine. Regular meetings falling on holidays will not be held unless the Committee votes to do so, in which event the meeting shall be held on a date on which the Committee may lawfully act. Notice of all meetings shall be given in accordance with the provisions of M.G.L. c. 30A, Sec. 18-25. In additional to the notice required by law, notice of any change in the time, place or date of regular meeting shall be communicated by the Secretary or designee to any members of the Committee who may have been absent from the meeting at which such change was made.

Deleted: Regular meeting will normally be held on the first and third Thursdays of every month at such times and places as the Committee shall from time to time determine

Special meetings may be called by the chairperson and the superintendent acting jointly and shall be called by either of them upon the request of three members. In addition to the notice required by law, a notice of all special meetings shall be given to each member of the Committee at least 48 hours prior to the time scheduled for the meeting. Under emergency situations, special meetings may be held with less than 48 hours' notice provided that

Policy Review: 1st Reading: November 2, 2016
2nd Reading: December 1, 2016
Policy Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16
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2/3rds of all the members of the Committee agree and are present at such special meeting.

Notice of every special meeting shall indicate the matters to be considered thereat and no other business shall be acted upon thereat, except by a 2/3rds vote of those members present.

The agenda and approved minutes of open sessions of all Committee meetings shall be public documents and open for inspection by the public as required by law and placed on the District website. They shall be distributed to such other persons as the committee from time to time determines.

All votes taken in Executive Session shall be recorded roll call votes and shall be part of the record of the Executive Sessions. Minutes of Executive Sessions held in compliance with the Open Meeting Law, the recording 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 as long as publication my defeat the lawful purposes of the executive session, but no longer. Minutes and related material involving litigation, negotiations, or bargaining position of the School Committee must be disclosed if the litigation, negotiation, or collective bargaining position of the School Committee is no longer jeopardized by the disclosure.

The Committee, the Chair or it designee must at reasonable intervals review the executive session meetings to determine if the provisions of Section 30A Section 22 warrant continued non-disclosure. The determination as to whether the executive session minutes should remain confidential shall be announced at the School Committee's next meeting and included in the minutes of the public meeting.

If the Committee received a request to inspect or copy executive session minutes, the Committee must respond to the request within ten (10) days of receipt of the request and shall release the minutes not covered by the confidentiality exemption under Section 21 f., if the Committee or its designee has not review the minutes, the Committee, the Committee Chair or its designee must review the minutes and release the non-exempt minutes or portion of the minutes within thirty days or the next School Committee meeting whichever occurs first.

Any meeting of the Committee may be adjourned to any succeeding day by vote of a majority of the Committee in attendance of the meeting.

ARTICLE V QUORUM

A quorum for the transaction of business shall be a majority of the members of the Committee. A meeting may not be convened without a quorum.

ARTICLE VI SCHOOL COMMITTEE MEETING – AGENDA, ORDER, AND CONDUCT OF BUSINESS

The agenda and supporting information shall be prepared by the superintendent, in consultation with the chairperson, and shall be provided to each committee member sufficiently in advance of the meeting to allow for study. Any committee member may place an item on the agenda by notifying the Superintendent or Chairperson in advance of its being assembled for distribution.

The agenda must be posted at least 48 hours in advance of the meeting excluding Saturday, Sundays, and legal holidays. The notice shall be printed in legible, easily understandable format and shall contain the date, time, meeting location and a listing of topics the chair reasonable anticipates will be discussed at the meeting. In an emergency, the meeting notice may be posted as soon as reasonable possible prior to the meeting.

The agenda shall show all tabled and principal pending items.

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The superintendent shall be given the opportunity to make recommendations on all issues to be voted upon by the Committee.

The regular meetings of the School Committee should include:

- Call to Order
- Opportunity for Public Comment
- Reports & Communications
- Old Business
- New Business
- Approval of Minutes
- Adjournment

The chairperson shall have the authority to deviate from the normal order of business in order to give priority time to items and to accommodate guests. Any such decision or other parliamentary decision by the chair may be overruled by a majority of the Committee present.

The minutes of the meeting shall include the Aye and Nay votes and abstentions on the items voted on. Names of those voting in the minority and abstaining shall be so recorded on all main motions and amendments to mail motions. There shall be no votes by secret ballot.

The Chair may add to the agenda items that he/she did not reasonable anticipate needed to be discussed at the meeting. No item not on the agenda, except for brief informative comments, may be introduced for Committee action unless agreed to by 2/3rds vote of those present.

Robert's Rules of Order shall govern the Committee proceedings except when those rules are in conflict with these by-laws.

ARTICLE VII AMENDMENTS

These By-Laws may be amended by a vote of the majority of the Committee as a whole at a regular or special meeting of the Committee, provided notice in writing of the particular change proposed has been mailed to each member at least seven days prior to the regular or special meeting at which the proposed amendment is to be acted upon.

ARTICLE VIII SEVERABILITY

If any article or section of any article of these by-laws is declared unconstitutional or illegal by any court, or if disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these by-laws shall not be affected thereby.

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School Committee Goals 2017-2018

1. Capital Plan
    a. Develop an implementation and financing strategy for the Capital plan, including the Master Plan, Operational Items and Turf Field Plan with the involvement of major stakeholders.
        i. Capital Plan
            1. Develop schedule for projects based on FY19 Budget Process
        ii. Turf Field
            1. Complete Gale Study
            2. Determine SC's level of involvement in next steps of project
            3. Hold meetings with involved stakeholders
        iii. Master Plan
            1. Complete Design Study
            2. Identify funding target for projects through FY18 Budget Process
            3. Identify timing for other MP Items
            4. Begin conversation around future of school buildings
                1. Assess evaluate and develop a strategy to review previous master planning studies.
                2. Interview the team that led the Middle School Project and the Buker Renovation Project
        iv. Longmeadow Study Group
            1. Represent the SC's interests in the study of the Longmeadow Property as voted at the 2017 Annual Town Meetings.

2. Update the Regional Agreement
    a. Develop an updated version of the Regional Agreement that addresses apportionment and other minor items to present to approval at Town Meeting for spring of 2017.
        i. Create a Subcommittee of the SC by 10/1 to develop a draft of revisions and scenario analysis to bring to the formed working group.
        ii. Meeting with three entities to appoint a Working Group for Regional Agreement - Work with the towns to develop a plan regarding RA changes-- due 10/1 with timely updates.
        iii. Subcommittee will make recommendations to the School Committee by 11/1
        iv. SC will finalize recommendations in time for ATM Warrant in February.

3. Collective Bargaining
    a. Negotiate successor agreements with the Teachers', Custodians', and Office Personnel Unions.