

Approved 11.8.17

**The Hamilton Wenham Regional
School Committee
Meeting**

Thursday, October 19, 2017 7:00pm
Buker School Multi-Purpose Room

Present:

Gene Lee
Joshua Liebow, Chair
David Polito
Jeanise Bertrand (Late Arrival 7:34 pm)
Michelle Bailey
Kerry Gertz

Also Present:

Michael Harvey, Superintendent
Jeffrey Sand, Assistant Superintendent for Finance and Administration
James Goudie, Student Government Representative

1. Call to Order

Joshua Liebow called the meeting to order at 7:03 pm.

2. Pledge of Allegiance

3. Citizens' Comments

Patrick Waddell, 5 Great Pond Road, Wenham: Would like to discuss Buker Playground. Member of Wenham CPC. The playground looks beautiful, but concerns with regard to the lack of a firm, 12 inch deep rubber surface necessary for inclusiveness of disabled students. Daily maintenance needed for wheelchair accessibility with current materials. Wenham specifically requested that the surface be wheelchair friendly. Wood fiber is not friendly for disabled students. States concern about the donations to this project as well as honoring the intentions of those gifts. Will follow up with email detailing these concerns, as requested.

Michelle Bailey: Inquires about the request being made.

Jeff Sands details that studies have shown different set of facts from those described by Patrick Waddell. Mr. Sands will provide a summary to citizen Patrick Waddell and others. Mr. Sands reiterates that all gifts were made unconditionally, and policies are in place that disallow benefactors from making such conditions.

Patrick Waddell reminds committee of their responsibility to the people they serve.

Jeff Sands and Patrick Waddell discuss the initial playground budget that did not cover incidental costs. Those incidental costs put the budget over by \$15,000.

Tom Stark, no address provided: Also serves on CPC and reiterates the playground concerns. States that funds were approved, and it sat for one year.

Josh Liebow asks if there is anything new to add from the comments of Patrick Waddell.

Michelle Bailey reminds committee of the policy that each citizen receives 3 minutes for their comments.

Tom Stark: We worked diligently to approve funds, and the Friends communicated to us the importance of the rubber surface for disabled students, which was a determining factor in our decision to give funds.

Jeff Sands: Inquires about conditions of gift and why they were not placed with the gift made.

Michelle Bailey reminds committee of the policy that each citizen receives 3 minutes for their comments.

Tom Stark: says that intentions should be honored with regard to the funds collected and the original intentions of the gift. The special needs issue was a selling point in the donation being made.

Christine Scott Ortins Road, Hamilton: Has concerns about the land study.

Josh Liebow assures community members present that LongMeadow discussion is on the agenda, and will be happy to give time to honor citizens comments when that agenda item is reached. Would like to address Longmeadow comments at the appropriate time in the agenda.

4. Chair's Report

- School Committee received an open law complaint about the telephonic appearance of committee member and quorum requirements on 10/05/2017. Therefore, quorum was not met and an unintentional violation occurred. Topics addressed on 10/05/17 will be readdressed this evening and committee will revise remote participation laws.
 - Michelle Bailey states concern about requirements for distribution of the complaint and following policy. Additional concern over not consulting with committee before consulting with council. Dr. Michael Harvey will provide all documents to all committee members.
 - Josh Liebow states his appreciation for committee's role and following through with responsibilities.
- Longmeadow: discussion occurred two weeks ago at a non-official meeting. Summarizes that the committee's view on Longmeadow as a potential interest based on a future need for a new school, and it is in the committee's best interest to evaluate any land as a potential site. Committee will have discussions and propose a motion regarding interest in the land later this evening, but this discussion does not involve affordable housing.

5. Superintendent's Report

- **Summer Projects Overview (Operation, IT, Facilities)** (exhibit E).

- This will not be addressed directly this evening due to a full agenda, however, we will also see the results of this work in the upcoming audit report.
- Welcome Mahala Lettvin, Hamilton-Wenham Regional School Committee Recording Secretary.
- Dr. Michael Harvey congratulates teachers in the district who have earned Professional Status. Seven teachers have satisfactorily completed 3 years in HWRSD, including a 2 year induction, and have thus earned professional status:
 - ❑ Kristin Marciano Winthrop Elementary School, 2nd grade
 - ❑ Catherine Twiss, Buker Elementary School, Kindergarten
 - ❑ Diana Headrick, Miles River Middle School, Math
 - ❑ Elizabeth Hortie, Miles River Middle School, Adjustment Counselor
 - ❑ Stefanie Rogal, HW High School, Special Education (present)
 - ❑ Megan Wagner, Miles River Middle School, Science
 - ❑ Xi Chen, Miles River Middle School, Mandarin
- Hamilton Conservation Commission issued permit on October 11th 2017 for installation of turf fields at High School; now have fully permitted project and permits are valid for 3 years.
- HWRSD received results of *Next Generation* MCAS tests and are currently in the process of analyzing these results. *Next Generation* MCAS is very different from *Legendary* MCATS. Student scores are reported in 4 new categories (exceeding expectations, meeting expectations, partially meeting expectations, and not meeting expectations). Student scores will be sent in early November. In addition, we will have a presentation on the new requirements and changes with *Next Generation* MCAS. Dr. Michael Harvey will send out additional information and a presentation on the *Next Generation* MCATS in November. *Legendary* MCATS were given to high school sophomores, score reports will be sent home in November.

6. Consent Agenda

A. Minutes

- **September 28, 2017** (exhibit A) Minutes from 2 weeks ago (10/5/17) have been left out due to quorum not being filled. No minutes.

B. Warrants

- **October 11, 2017** (exhibit B)

C. Field Trip Request to Florida (exhibit C)

D. Field Trip request DECA to Boston (exhibit D)

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE ALL REMAINING ITEMS IN THE CONSENT AGENDA, AND THERE WILL BE NO FURTHER DISCUSSION ON THESE ITEMS, EXCLUDING THE WARRANTS.

**MOTION by Kerry Gertz; SECONDED by David Polito.
Unanimously approved by 5 members present.**

Community complaint about not being able to hear committee conversations. Committee recommends community members move forward, and committee members will try and speak up.

David Polio inquires about whether DECA has their own fund from which to use funds for uniforms. Jeff Sands clarifies that uniforms are generally funded through general account.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA ITEM B, WARRANTS, WITH NO FURTHER DISCUSSION.

MOTION by Kerry Gertz; SECONDED by David Polito.

Unanimously approved by 5 members present.

7. New Business

a. Presentation from Powers & Sullivan on FY 2017 Audit (exhibit F1-F4)

Frank Serreti & Thomas Couto from Powers & Sullivan Certified Public Accountants present FY17 Audit. Vincent Leone, Director of Accounting and Payroll, has continuously impressed all involved with his meticulous record keeping and ability to quickly and efficiently provide needed documents.

Frank Serreti: No issues and no suggestions for substantial changes. Vinny is responsible for coordinating all the information for the financial statements. Commends his ability to provide 90-95% of the needed information before being asked. Strong people managing the books, and internal controls are superior throughout the year. Items covered in the presentation include:

- Results
 - Issued unmodified Audit Opinion, which is the best opinion you can get. Reliable and accurate information provided throughout the year.
- Management's Responsibility
- Powers & Sullivan Responsibilities
- General Fund - Fund Balance (general fund balance total is 2.1 million)
- General Fund- Operations
- Estimated Excess and Deficiency
- OPEB and Pension Liabilities
- Capital Projects
- Management Letter
 - 4 of 4 comments in last year's audit were addressed and are no longer issues. Prior year comments overview, and how district met those
 - Current Year Comments:
 - Documentation of internal controls – grant recipients uniform guidance, Green Book. Internal Coso Control Framework – recommendation that the district implement an internal document that guides this. Frank did come up with a template, and will send when available.
- Upcoming GASB Pronouncements

Frank Serreti: To sum it up, great audit and overall went very well. We were treated very well, flow of information was superb, Vinny continuously checked in with them to ensure information was received and P&S appreciates that.

Michelle Bailey states that HWRSD does not have a stabilization fund and inquires if a lot of School Districts have implemented a stabilization plan.

Frank Serreti: States that a stabilization fund is approximately 50/50. It's definitely a good idea, and accountants tend to be conservative and will therefore always suggest money is set aside and reserves maintained.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE FISCAL YEAR 2017 AUDIT FROM POWERS & SULLIVAN.

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand.
Unanimously approved by 6 members present.**

B. Student Government Presentation

Stephanie Rogal, Student Government Advisor, introduces newly elected HWRSD High School student government. Student Government is charged with developing and focusing on community within and outside of HS. Began initiative where 10% of funds raised are put into a charitable giving fund and distributed as determined. Most recently these funds have been designated to the Duff family of Ipswich for a young girl suffering from rare form of cancer (Talia Duff). Student Government currently includes four officers, who also serve as mentors to the individual classes. Three members attend state student advisory committee and this year they are working with our school wellness policy, and it's exciting to have students involved in this process.

James Goudie, President & Mentor to Freshman class. Purple and white are the chosen class colors; fundraising for Café Shisco currently underway; working with class to get t-shirts and prepare for spirit week.

Alexandre Renaud, Treasurer & Mentor to Sophomore class. New t-shirts; hosting Halloween Dance this year; working on a raffle for gift cards; focus surrounding Talinia Duff Foundation. The year kick-off event was a dance, and thinking of having those funds go towards this cause. Also considering the \$5 shoelaces sales for spirit week be donated to the Talinia Fund.

John Farnham, Vice President & Mentor to Junior class. Juniors started out with concessions for football games, with the team going so well, these funds are expected to increase. Also thinking of joining forces with the Sophomore class for the preparation for Halloween Dance, and holding homecoming dance.

Andrew Riccio, Secretary & Mentor to Senior class. Andrew has worked with class for past 2 years and has a good sense of what they are trying to accomplish. Selling t-shirts

and considering trivia night during spirit week. Looking at prom venues as well as a senior farewell and senior activities.

School Committee expresses gratitude.

c. Discussion of Operational Special Projects Priorities (exhibit G)

Jeff Sands: discussion of priorities. Dr. Michael Harvey and I thought it would be wise to put everything on the table so we are all on the same page about priorities of the school committee. Before we get into the project list, overarching prioritization over the next 12 months will be discussed, not limited to Fiscal Year. Considerations include:

- School committee and district goals;
- Supporting normal district operations is a full time job for existing administrative team;
- Existing staff resources limitations;
- Multiple similar project types exacerbates limitations on certain resources.

Based on factors above, and other considerations as needed, a "must do" list for the upcoming 12 months, includes:

- Operating Budget;
- Collective bargaining with unions;
- Teachers, custodial, & office personnel;
- All 3 contracts in final year HS/MS BAS upgrade project;
- \$500k GC grant;
 - Jeff is working through process and will have recommendation for moving forward with contract with designer/engineer
- Winthrop sprinkler project;
 - Costs estimated for April 18 ATM article,
 - Must be completed by 8/31/19 under MGL c. 148 s. 26G
- FY19 Healthcare plans;
 - We can only negotiate one year at a time (by law), We will have to issue a RFP or get into a significant plan revision due to costs associated with healthcare
- Renovation of school libraries design project (approved to renovate all school libraries).
 - Meeting tomorrow with Flansburg to consult Districtwide enrollment study which will have a number of phases

Other projects for the next 12 months include:

- Athletic Fields Project;
 - Gale Study nearing completion
 - SC position and next steps
- MSBA SOI for New PK-5 School;
 - Longmeadow site or other
- OPEB Trust Fund;
 - Capacity full – Jeff Sands can't take this on right now due to competing deadlines with many priorities already listed
- Buker Playground Project;
 - Presentation of funds will happen tonight, and this is on the list to do. 225 hours (150 by Jeff Sands alone) were spent on this specific project last year

- Enhance District's Emergency Preparedness Plans;
 - Implement ALICE Protocol or other (this a 2-3 year implementation process, and this will need to be tiered. Jeff is a certified ALICE instructor, but such a project involves a significant time commitment)
- Update 5 year capital plan details;
 - 80-100 items on the document developed three years ago
 - Costs estimated for April 2018 ATM articles
- Winthrop School ADA ramp.

Dr. Michael Harvey and Jeff Sands are looking for input from the committee about priorities and direction. Discussion regarding time estimates and not being able to accurately predict how long each project will take. Anticipates longer time due to health care costs increasing.

Josh Liebow would like to move a couple of projects over to the must do section. Who else could play a role in some of these projects?

Michelle Bailey states that committee is in charge of collective bargaining.

Jeff says we have not done that in past, but can. Goes over the leadership with each project, and the low likelihood of finding a skillset necessary.

Gene Lee asks about possibility of securing an additional procurement officer.

Jeanise Bertrand asks when the sprinkler project is finished, we can move on to other things.

Michelle Bailey states there has been a lot of time spent by finance employee with these projects. We don't want you to be in a position where you're robbing your duties as a financial officer

Josh Liebow would love to see a consultant come in, because a lot of these projects are one time and extra support would be useful.

Gene Lee asks about how administration would prioritize to do list. Jeff Sands states that these conversations have never happened before, and they need to happen so everyone is on the same page.

Jeanise Bertrand: Winthrop ADA ramp was budgeted for this year, library renovation was not, nor was the enrollment study. We have to move the ramp down the road, because we budgeted for it.

Jeff Sands: The majority of work falls to administration, but there is a whole list of goals, and they should be more directed, measurable, and obtainable, and it should be shorter and achievable with a reasonable degree of certainty. This list is overwhelming.

Michelle Bailey: Are you saying we can't complete this all in one year?

Jeff Sands: Details fluidity of the goals on the slide, and how they could change.

Josh Liebow: States that ADA ramp, preparedness, and Buker playground should be prioritized. Several reasons to move those three over, despite all items being important.

Jeff Sands indicates that Buker and ADA would be his top two choices to move over to priorities.

Michelle Bailey suggests updating 5 year capital plan, there are safety and continuous operation – there are items on this list that address that.

Committee members discuss revisiting after operating budget has been submitted, to talk about these items holistically.

Michelle Bailey: the committee has already voted in September that we wanted to move forward with the first column in the 5 year capital plan

Discussion regarding ALICE Protocol, the possibility of bringing a procurement officer or hired project manager on board, and the way the to do list has been handled in the past.

Committee agrees that the list reflects the correct direction reflecting the priorities of the committee. Will revisit in January and continue conversation about priorities.

d. Vote on MASC Conference (exhibit H)

- Committee reviews the seven resolutions proposed in exhibit H, MASC Resolutions Committee from 07/05/2017 meeting.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ENDORSE THE REPORT OF THE RESOLUTIONS COMMITTEE FOR THE MASC (RESOLUTIONS 1-7).

MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand.

Unanimously approved by 6 members present.

e. Select delegate and Alternate for MASC conference (exhibit HI)

Jeanice Berstrand volunteers to attend as delegate.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE JEANICE BERSTRAND AS THE OFFICIAL DELEGATE AT THE MASC CONFERENCE.

MOTION by Kerry Gertz; SECONDED by David Polito

Michelle Bailey requests a report of conference.

Unanimously approved by 6 members present.

f. Buker Playground Presentation of Funds (exhibit I)

Lisa Bial previously provided a status update on the fundraising status for the new Buker Elementary School playground. Cash on hand and committed funds currently total \$151,755.00.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE GIFT OF \$151,755.00 FROM THE BUKER FRIENDS FOR THE PURPOSE OF RENOVATING THE BUKER SCHOOL PLAYGROUND. THE USE OF THESE FUNDS ARE SUBJECT SCHOOL COMMITTEE POLICY AND MASSACHUSETTS STATE LAW.

MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand.

Michelle Bailey notes that the policy on accepting funds is in limbo, as there was one reading and not a second. Dr. Michael Harvey explains that this is an agenda item for next meeting, and the change proposed is to have a written agreement with the donor that outlines the tentative policy. Dr. Harvey indicates this is something that would happen in this case of accepting the funds. Michelle reminds committee that it would not be considered a policy, because a first reading has been done, but not a second. Discussion regarding the potential limitations. Michelle recommends that committee amend the current motion to include that there would be a written agreement/contract.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE CURRENT MOTION TO INCLUDE A WRITTEN AGREEMENT/CONTRACT.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.

Unanimously approved by 6 members present.

Original Motion with amendment:

Unanimously approved by 6 members present.

g. Interest in Longmeadow Property

Committee is interested in keeping options open to school district's needs. Kerry Gertz reads the statement for consideration:

The Hamilton-Wenham Regional School Committee would like to carefully evaluate the potential future need of any amount of land available on the Longmeadow Property in order to determine if the land might best serve to support the future educational infrastructure needs of the School District.

Floor is now opened to community comments:

Eric Sabo, 59 Ortins Road, Hamilton: This is a unique opportunity and asks the committee to carefully consider the needs of students and the unique opportunity.

Christine Scott, 92 Ortins Road, Hamilton: Statement from Sanders 89 Ortins Road, Hamilton, who had to leave: request to seriously consider the opportunity. I know there's a lot of pressure to consider just the 10 acres closest to school, but the rest of the property should be considered as well. Thank you.

Carol Schrock, 79 Ortins Road: As a resident of Ortins Road, has concerns about parking, and asks the committee to think about how advantageous it would be to the school. Asks committee to also please consider the ramification if this doesn't happen and the associated safety concerns with other projects.

Ingrid Mitchell, 4 Alexander Way, Hamilton: I appreciate all the work from the committee and am so excited to be in the town. Voices concerns over projects and who votes on them. I do think there is an opportunity here and it should be considered. Thank you.

Tom Stark, 41 Pleasant Street, Wenham: Thank you for your hard work as a committee. A careful study of this land is warranted.

Ms. Gajeski, 7 Perkins Street, Wenham: For the past 40 years we have always voted for whatever the school committee wanted, as it has always been in the best interest of the children. Two towns, the recreation department and school are all interested in the parcel. This land is being tossed around since it was first brought up over a year ago. How long will the process take?

Josh Liebow: We don't currently have a need, but we will have an interest and future need, long term. We have a study regarding the turf field. These are older schools, but are all in great shape. Understanding the cost-benefit analysis involves considering the incremental maintenance costs.

Discussion regarding recreational department, Dr. Michael Harvey states the Recreation Department has gone on record stating no interest and no use.

Community member: Are we going to think about taking care of our children by procuring this property, or out-of-towners?

Josh Liebow: Can't address this as to do so would be inappropriate. We have the best interest of the students and the school district.

Discussion regarding timeline, deadline, land sale, and school committee's involvement.

Jeanise Bertrand: Explains, as a member of Longmeadow Study Committee, the schools were the only ones to come forward to express interest.

Community member: Reiterates that she thinks townspeople would rather support local use of the land for the schools.

John Scott, 92 Ortins Road: We've been here for 31 years and have always heard children playing sports, as one of the owners of the property was generous. If the towns don't come together and act on this, in ten years we'll regret it.

Josh Liebow: Any comments from committee?

Michelle Bailey: The statement read says something about educational use, which limits the use. We shouldn't restrict ourselves to considering only that.

Dr. Michael Harvey explains that the Longmeadow Study is tasked with finding if there is a use for the land. The school committee said there might be a use for it, and will be a large part of the study.

Eric Sabo, 59 Ortins Road: Questions the next step in the process and the school committee's vote.

Josh Liebow explains that the committee would revisit in January. Michelle Bailey clarifies that the goal was to begin conversations.

Ingrid Mitchell: Asks for clarification on other groups' interests in the land.

Josh Liebow explains that there are different timelines, and the school committee is interested in keeping options open. If Harbor Light project moves forward, something else could go in this place and then we wouldn't have any land to evaluate. Continued time to evaluate is needed.

Ms. , 7 Perkins Street, Wenham: What would it hurt for the school committee to make a statement that it would be useful, and then let the townspeople vote on it?

Dr. Michael Harvey explains that the towns can do that independently, but the school committee has an interest in determining if this is the right piece of land. Discussion of grants, community input, etc.

Eric Sabo, 59 Ortins Road, Hamilton: Other considerations for the land could include solar panels, other uses outside education or facility purposes.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE WOULD LIKE TO CAREFULLY EVALUATE THE POTENTIAL FUTURE NEED OF ANY AMOUNT OF LAND AVAILABLE ON THE LONGMEADOW PROPERTY IN ORDER TO DETERMINE IF THE LAND MIGHT BEST SERVE TO SUPPORT THE FUTURE INFRASTRUCTURE NEEDS OF THE SCHOOL DISTRICT.

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand.
Unanimously approved by 6 members present.**

h. School Committee Protocols (exhibit J)

This is the third year that Hamilton-Wenham School Committee has produced a protocol document. Jeff Sands previously requests an added bullet point outlining information availability and timeliness:

Administration will endeavor to make materials for the school committee meetings available the Friday before the meeting. The school committee will recognize that some circumstances will not always make this possible. And in the event, we recognize that having background materials available for the school committee members is a best practice.

Typo of "advent" instead of "event" will be corrected.

Kerry's name is misspelled on the document and will be corrected.

Discussion regarding the timeliness of providing relevant documents and the recognition of circumstances that would inhibit the timely production of such documents. Michelle Bailey requests that in the event that relevant documents are not provided the Friday before the school committee meeting, the agenda item associated with such documents be moved to the following meeting. Discussion regarding committee's level of respect, conflicting schedules, time commitments, process of providing documents (Donna will email directly as well as upload to DropBox), etc. Michelle Bailey states the lack of access to documents during normal work hours, and the difficulty of reviewing documents on a tight timeline. David Polito inquires as to process in removing an agenda item. The item can be tabled if it is large enough. Discussion regarding technical details of receiving notification from emails and DropBox.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE 2017/2018 PROTOCOLS WITH THE NOTED AMENDMENTS.

**MOTION by Kerry Gertz; SECONDED by David Polito.
Unanimously approved by 6 members present.**

i. School Committee Goals (exhibit K)

The goals of 2017/2018 were addressed previously on 09/28/2017. Committee agrees the goals are concise and achievable.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE 2017-2018 SCHOOL COMMITTEE GOALS AS PRESENTED.

**MOTION by Kerry Gertz; SECONDED by David Polito.
Unanimously approved by 6 members present.**

m. Superintendent's Evaluation (exhibit L1-L4)

In an effort for transparency and continued growth in leadership for Hamilton-Wenham School District, regular evaluations of superintendent are required. Superintendent Dr. Michael Harvey is an excellent leader with innovative approaches and inspirational leadership. Of 7 School

Committee members, 4 have submitted their evaluation. Details of rubric requirements and evaluation standards can be found in exhibit L1-L4. Results are as follows:

1. *Instructional leadership* - (3) proficient, (1) exemplary;
2. *Management & operations*- (4) proficient;
3. *Family and community engagement*- (4) proficient;
4. *Professional culture*- (3) proficient, (1) exemplary.

Comments from committee members include praise for strong leadership, communication excellence, high standards for district, and innovative social media practices.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE EVALUATION OF MICHAEL HARVEY WITH THE PERFORMANCE RATINGS STANDARDS 1, 2, 3, 4 OF PROFICIENT AND AN OVERALL RATING OF PROFICIENT.

MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand.

Unanimously approved by 6 members present.

k. Policies 2nd Readings (exhibits M &N)

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE PUT EXHIBIT M, REMOTE PARTICIPATION POLICY, FOR SECOND APPROVAL.

MOTION by David Polito; SECONDED by Jeanise Bertrand

Unanimously approved by 6 members present.

- **HWRSD Remote Participation Policy (exhibit M)**

Discussion regarding the remote participation policy and appearance by phone.

Quorum is a different matter than being able to participate. Had there been quorum in the room on 10/05/2017, participation and voting by telephonic appearance would have been acceptable.

Discussion regarding warrant subcommittee meeting which requires 2 members physically in room, however the law says minimum of three members in an open session. Further discussion regarding law restrictions and school committee specific standards.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE REMOTE PARTICIPATION POLICY (“AS PRESENTED” or “WITH AMENDMENTS.”)

MOTION by David Polito; SECONDED by Jeanise Bertrand.

Unanimously approved by 6 members present.

- **School Committee Bylaws** (exhibit n)

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE HAMILTON-WENHAM SCHOOL COMMITTEE BYLAWS AS PRESENTED.

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand.
Unanimously approved by 6 members present.**

I. School Committee Warrant Committee Meeting Calendar (exhibit O)

Discussion regarding calendar and schedule of warrant and committee meetings. Proposal of having committee meetings scheduled alongside warrant sub-committee meetings. This is the best interest of the School District that the committee's schedule better reflects warrant signing dates, and thus a higher likelihood of being able to sign those warrants.

David Polito brings up the need for others to be present during warrant signing. Discussion about most effective way to schedule, as the proposed schedule would negate the need for a separate warrant signing meeting.

Josh Liebow would rather keep the warrant signing as a subcommittee.

Kerry Gertz leaves the meeting at 10:16 pm.

Agreement: Keep warrant sub-committee meetings will be held at administration offices at 6:30 pm. Donna Bunk will continue facilitating meetings. Michelle Bailey brings up the scheduling challenges that continue.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE AMENDED SCHOOL COMMITTEE CALENDAR ALTERNATE DAYS FOR 2017/2018 BEGINNING ON NOVEMBER 8TH.

**MOTION by Gene Lee; SECONDED by David Polito.
Approved by 4 members, Michelle Bailey, Abstained**

Clarification: sub-committee meetings will be held on dates posted, Donna Bunk will be at the administrative offices to facilitate at 6:30 pm on dates indicated. Discussion regarding which committee members will attend.

13. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 10:22 PM.

MOTION by Gene Lee; SECONDED by Jeanise Bertrand.

Unanimously approved by 5 members present.

Respectfully submitted Mahala Lettvin