



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Wednesday, November 8, 2017

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
  - a. Minutes : October 19, 2017 Exhibit A  
October 30, 2017 Exhibit B
  - b. Field Trip-DECA to International Conference, GA Exhibit C
  - c. MIAA Waivers: Exhibit D
    - Waiver to allow 8<sup>th</sup> grade girls to play on JV Basketball
    - Waiver to allow 8<sup>th</sup> grade girls to play on Ice Hockey Co-op with Marblehead
    - Waiver to allow 8<sup>th</sup> grade boys to play on JV Ice Hockey
7. **New Business**
  - a. DECA Students Presentation
  - b. Presentation of School Improvement Plans Exhibit E
  - c. Presentation of Superintendent's Goals Exhibit F
  - d. Designer Services Recommendation: BAS Upgrade Project at HS/MS Complex Exhibit G
  - e. Donations Exhibit H
    - EdFund – Ukuleles \$1,158.05
    - Smith Detection HAZMAT Scanner
  - f. Turf Field discussion Exhibit J
  - g. Collective Bargaining Approach
  - h. Set Superintendent's Salary for FY18
  - i. Policies (2<sup>nd</sup> Reading) Exhibit I
    - a. D4002 Private Funding Policy
  - j. Winthrop Playground Response Exhibit k
  -
8. **Other**
  - a. Topics for next meeting
9. **Vote to Adjourn** 9:30

Secretary: Kerry Gertz, HWRSC

*DMB*

**Knowledge • Responsibility • Respect • Excellence**

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

**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 Bertrand 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

**HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE MEETING**

Meeting Date: October 30, 2017 7:00PM

Dr. Michael Harvey's Office

Attendance: Dr. Michael Harvey  
Josh Liebow, Chair  
Gene Lee, Vice Chair  
Stacey Metternick  
Michelle Bailey  
David Polito, Assistant Secretary

RE: Open Meeting Law Violation Complaint

Call to Order: 7:00 p.m. Liebow

- 1) Chair discusses that the committee received an open meeting law violation complaint from Anne Minios. The complaint implied that the violation was intentional and Mr. Liebow stated that it was oversight by the committee that we were not acting in intentionally violation of the law.
- 2) David Polito asked what the purpose of the meeting was.
- 3) Dr. Harvey informed the committee that the purpose was to discuss that a complaint had been filed and to provide a forum to discuss the complaint and create a response.
- 4) Dr. Harvey then read the statement prepared to be sent in response to Ms. Minios by the school committee in response to her complaint. Input on the letter was given by Michelle Bailey and Stacey Metternick
- 5) Motion to adjourn 7:23 Polito; Seconded Lee; Unanimously Approved 5-0

Respectfully Submitted by: David Polito

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton Wenham Reg High School Date Submitted: 10/17/17

Faculty Sponsor: Laura Wheeler Position: Business Teacher

DECA: International Career Development Conference

**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: Atlanta, GA
- International Trip (extracurricular only) - Destination: \_\_\_\_\_

Departure Date: 4/20/18 Time: TBD Return Date: 4/25/18 Time: TBD

Number of Students Eligible: TBD Class/Group: DECA

Faculty Sponsor: Laura Wheeler

Other Faculty/Staff chaperones: TBD, 1/8 students

Other chaperones: \_\_\_\_\_

Mode of Transportation: air, ground transport, taxi/uber Number: \_\_\_\_\_

Airlines/Flight/Ground Transportation: as necessary

Travel information available following state conference in March

**II. Estimated Expenses**

1. Transportation Cost:	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges:	7. Other Sources of Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost:	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>~\$1,200.</u>	10. If yes, amount bring used: \$ <u>chaperone fees</u>

Cost includes air transportation, ground transportation hotel for 5 nights, conference fees, spirit items, t-shirt, prep materials, state dinner

**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: Laura B Wheeler Date: 10/17/2017  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 10/18/17  
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: \_\_\_\_\_

**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.

**VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY**

**DECA International Career Development Conference**

**April 20—25, 2018 | Atlanta, GA**

**Audience:** Open to DECA Members that qualify through competition OR qualify for the Emerging Leaders Leadership Academy

**Description:** The DECA International Career Development Conference (ICDC) is a competitive conference for DECA members who qualify through competition at the State Career Development Conference or qualify for the Emerging Leaders Leadership Academy. With over 50 categories of competition, there are many pathways for success for DECA members.

19,000 high students, teachers, chaperones and business professionals gather to develop knowledge and skills for college and careers. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21st Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice.

**Convention:** **Georgia World Congress Center**  
285 Andrew Young Intl Blvd NW  
Atlanta, GA 30313  
(404) 223-4000

**Lodging: Omni Hotel**  
100 CNN Center NW  
Atlanta, GA 30303  
(404) 659-0000

**Schedule:** **Tentative Schedule Below is Subject to Change**

Friday, 4/20	Travel to Anaheim, Opening Sessions
Saturday, 4/21	DECA Competition & Leadership Academy
Sunday, 4/22	DECA Competition & Leadership Academy
Monday, 4/23	DECA Competition & Leadership Academy
Tuesday, 4/24	DECA Final Awards
Wednesday, 4/25	Travel home

**Cost:** Estimated cost per student \$1,500 plus additional meals  
Cost includes conference registration, air/ground transportation, hotel, spirit items, t-shirt, MASS-DECA State Dinner, 2 team lunches, 2 team dinners

**VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY**

**DECA International Career Development Conference  
April 20—25, 2018 | Atlanta, GA**

**Fundraising:** Efforts are currently underway to defray student cost with a goal of \$200 minimum per student to be raised through events, the school store, and business sponsorships.

**Parent Meeting:** A mandatory parent meeting will be held prior to the trip to go over the trip itinerary, cost and fundraising. All students are required to attend with one parent/guardian.

**Payment Schedule:**

March 16	Deposit required \$200
March 30	Second payment \$500
April 15	Balance due (individual balances depend on fundraising)

**Refund Policy:** Up until April 1, students will be eligible for a refund IF another student takes their place on the trip from Hamilton Wenham and minus any non-refundable travel fees. For example, if airline travel has been ticketed in the student's name and cannot be transferred or refunded, the student will not be eligible for a refund for that amount.

**Chaperones:** **Laura Wheeler, HWRHS Business Teacher & DECA Advisor**

- Successfully led 9 trips to ICDC, including to Atlanta, GA in 2008.

**Stefanie Rogal, HWRHS Academic/Program Coordinator (pending approval)**

- Provides a school professional without impacting classroom instruction.

Additional chaperones TBD if more than 16 students qualify for ICDC.

**Dress Code: Professional Business Attire for Competition and Events**

DECA is first and foremost a business organization for students.

**Males:** Dress slacks, dress collared shirt, tie, dress shoes and socks, sweater and/or sports coat permitted but not required. Shirts must be tucked in.

**Females:** Professional business dress (including knit dress), dress slacks, skirt, blazer, dress blouse, collared shirt, coordinating shirt/blouse, dress shoes (pumps, heels or flats). Dresses or skirts must be fingertip length with hands at side. Nylons are recommended if dresses or skirts are being worn.

Additional dress code information can be found in the DECA Comprehensive Consent Form.

**VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY**

**DECA International Career Development Conference  
April 20—25, 2018 | Atlanta, GA**

**SECURITY PLAN for DECA ICDC:**

- 10 to 1 ratio of students to chaperone as per rules of travel.
- All chaperones will be CORI'd and fingerprinted.
- Head chaperone will have a cell phone and be in constant communication with students.
- A strict itinerary/timeline/schedule of events.
- Only approved locations will be permitted including the hotel and convention center.
- Daily check-ins during the day and a nightly room check at bedtime.
- Students and chaperones receive the detailed itinerary, important contact information and list of approved events and locations.
- Parents will receive a detailed itinerary and contact information to reach their child and the chaperones at any time.
- Preparation meetings with chaperones will be held to review expectations and procedures while on the trip.
- All students and their parents will complete the DECA Comprehensive Consent Form allowing medical and emergency services (see attached).
- Parents and the school will be notified immediately of any emergency or violation of rules.



# DECA

## INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 18,000 high school students, teacher-advisors, business professionals and alumni gather for several days of DECA excitement.

DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21<sup>st</sup> Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21<sup>st</sup> Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice.

Thousands of DECA advisors and educators participate in administering DECA's Competitive Events Program and Emerging Leader Series while also participating in professional learning activities.

## CLASSROOM CONNECTION

DECA's International Career Development Conference supports educational initiatives.

- Career Clusters®
- National Curriculum Standards
- 21<sup>st</sup> Century Skills
- Common Core State Standards
- Project-based Learning
- Personal Financial Literacy



The National Association of Secondary School Principals has placed this program on the NASSP National Advisory List of Contests and Activities for 2016-2017.

# MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM

## INFORMATION:

This form, completed with all information and signatures required; must be submitted to the Chapter Advisor by each DECA member attending a DECA activity. It is recommended that a copy of this form be on file in each local school and that it be maintained on file for one calendar year. Additionally, the DECA advisor must bring this form to each area, district, state and national conference. Completion & signing of this document indicates that the student, parent/guardian, and school administrator have read this form and approved its contents. Completion and signing of this document provides consent for:

1. Student attendance at & travel to and from all conference activities.
2. Emergency medical treatment.
3. Student abiding by the Code of Conduct.
4. Student abiding by the Dress Code.

## PHILOSOPHY:

It is a privilege and honor for a student to attend area, district, state and international DECA conferences. As such, each student has the unique opportunity to represent his/her high school, community and family as a young business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone prior to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, alumni, chaperones and state staff assume the responsibility of enforcing Rules and Regulations to insure the safety and well-being of the student.

## CONFERENCES:

Consent and approval indicated by the signing parties and applicable to the following DECA activities:

1. Fall State Leadership Conference
2. Power Trip (Washington, DC), NY Experience, Sports & Entertainment Conference
3. District Conference
4. MASS-DECA State Career Development Conference
5. International DECA Career Development Conference
6. All workshops, seminars and activities financially sponsored by MASS-DECA

**Student Name (please print):** \_\_\_\_\_

**DECA Chapter:** \_\_\_\_\_

## **MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)**

### **DRESS CODE:**

DECA is first and foremost a business organization for students enrolled in Marketing Education. As in business where company policies related to dress and grooming are maintained, DECA has developed its own policies. At any time during the conference while on-site, you must be in casual or business attire. Essentially, proper dress is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor or refer to this form, prior to making a decision. Help us to build and maintain a positive image of DECA!

### **ACCEPTABLE BUSINESS ATTIRE:**

Competitive events, including tests, general and special sessions, all meals and banquets, state officer testing & interviews, and all workshops.

Males: Dress slacks, dress collared shirt, tie, dress shoes and socks, sweater and/or sports coat. Shirts must be tucked in. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC. It is strongly advised that facial piercings be removed when in a judge's presence.

Females: Professional business dress (including knit dress), dress slacks, skirt, blazer, dress blouse, collared shirt, coordinating shirt/blouse, dress shoes (pumps, heels or flats). Dresses or skirts must be fingertip length. Nylons are recommended if dresses or skirts are being worn. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC. It is advised that facial piercings be removed when in a judge's presence.

**Dress code violations at the final session will result in not being allowed to go onstage to accept an award.**

### **UNACCEPTABLE BUSINESS ATTIRE:**

Low cut fronts, skirts shorter than fingertip length, open sides, see through blouses, open back, sleeveless tops, crop tops, hats, sneakers, hiking, work, army, "Uggs" type boots, spandex, sandals and denim material.

### **ACCEPTABLE CASUAL ATTIRE:**

Travel to/from conferences, dances, and non-conference activities.

Males: Slacks, cords, khakis, golf shirts, tasteful denim (no rips, holes, bagginess), walking shorts, DECA T-shirts and DECA sweatshirts. Clothing must be in good shape and proper size.

Females: Slacks, khakis, cords, skirts, blouses, golf shirts, walking shorts, DECA T-shirts and DECA sweatshirts. Tasteful denim is acceptable (no hole, stains, rips) Clothing must be in good shape and proper size.

\*Activities such as swimming or exercising warrant appropriate recreational attire for that activity. Cover-ups and footwear must be worn over swimsuits when en route to and from the pool. A towel is not an appropriate cover-up to walk through a hotel lobby.

### **UNACCEPTABLE CASUAL ATTIRE:**

Sweatpants, pajamas, low cut shirts/blouses, open sides, see through blouses, tube tops, strapless tops, crop tops, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, shorts, sweatshirts, halter tops, one strap shirts, straps less than 1" wide, hats, sneakers and all spandex, flip-flop sandals, sunglasses.

## **MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)**

### **CONDUCT CODE:**

Participation in DECA activities provides an opportunity for students to interact with business professionals, DECA supporters, other DECA members and the general public. As a result of establishing a positive professional image many businesses, civic organizations and other individuals provide financial and human resources to DECA and its student members. Once again, should you have a question concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to making a decision. DECA values its reputation and asks that you help maintain it.

The following Conduct Code has been established and is enforced at all area, district, state, and national DECA conferences and activities.

### **LEVEL ONE VIOLATIONS:**

The following have been identified as extremely serious violations of the MASS-DECA Conduct Code.

1. Violation of any city, state or federal law.
2. Possession, consumption, transporting or purchasing of any alcoholic beverage or illegal drug. Possessing, using, selling, or transmitting paraphernalia associated with drugs, alcohol, or chemical substances in any form at any time or under any circumstances in public or private properties. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, offenders in that room shall be subjected to the penalties prescribed below in Level One Penalties.
3. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters.
4. Throwing or dropping any object from a hotel window or vehicle.
5. Inviting or having non-DECA or unregistered individuals in your hotel room.
6. Repeated violations of a Level Two Code.
7. Violations not mentioned herein, but identified by the advisor or school official.
8. Leaving the conference hotel without the permission of your advisor and/or chaperone.
9. Committing serious violations of curfew regulations.
10. Being in the willful companionship of someone who violates any portion of the conduct code or failing to report direct knowledge, other than hearsay, of conduct code violations.
11. Flashing or indecent exposure.
12. Using your own automobile to attend a conference or riding in an automobile with anyone other than your advisor or adult chaperone. Occasionally, a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to submit the "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form, only to and from the conference site. Once a driving/riding delegate has arrived at the conference site s/he will not be in a private automobile again until leaving the site at the end of the conference. Delegates must be housed at the conference site.

### **LEVEL ONE PENALTIES:**

1. Expulsion from the conference.
2. Notification of parent or guardian and school official.
3. Student and parent/guardian must assume responsibility for & immediately arrange and pay for alternative travel plan to return home.
4. Forfeiture of all awards, scholarships, travel grants and future opportunities to participate in all DECA activities.
5. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

**MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)**

**LEVEL TWO VIOLATIONS:**

Less serious violations, but if repeated violations occur the student may be subjected to penalties similar to those prescribed for Level 1.

1. Failure to follow the MASS-DECA Dress Code.
2. Failure to wear identification badges during the conference.
3. Being late for curfew and by not being in your assigned room with the door closed until 6:00 a.m..
4. Disturbing other hotel guests by excessive noise, such as door slamming, music, shouting, loud talking or singing, or causing any noise or disturbance audible by anyone in the hallway after curfew time. Making prank phone calls to hotel guests.
5. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official.
6. Rudeness or insubordination.
7. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.
8. Having or being a member of the opposite sex in a room without the permission of a chapter advisor or chaperone.
9. Failing to meet the professional standards of housing facilities, accruing incidental charges without settling the account prior to check-out, moving furniture from rooms, failing to follow or respect hotel rules and regulations.
10. Smoking cigarettes during any portion of a DECA conference.
11. Being in possession of or using a vapor.

**LEVEL TWO PENALTIES:**

1. Notification of chapter advisor and state DECA advisor.
2. Verbal and/ or written warning and immediate compliance with conference rules.
3. Repeat violation or another violation of a Level Two Code may result in Level One penalty.

\*\*\*\*\*

I have read and fully understand the MASS-DECA Comprehensive Consent Form, which includes the Code of Conduct and the Dress Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

**Signature of delegate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Chapter Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)**  
**REGISTRATION, PERSONAL AND LIABILITY RELEASE FORM**

*Complete the entire form. Type or print clearly.*

DECA Chapter: \_\_\_\_\_

Participant's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Participant's home address: \_\_\_\_\_  
\_\_\_\_\_

Parents/guardians' names: \_\_\_\_\_

Parents or guardians' telephone numbers: \_\_\_\_\_  
\_\_\_\_\_

Name of teacher/adult accompanying participant to conference: \_\_\_\_\_

This is to certify that \_\_\_\_\_ has my permission to attend all DECA conferences and events during the 2016/2017 school year. On behalf of the above-named student member, we hereby absolve and release the school officials, the DECA chapter/state advisors, the host state or district, from any claims for any personal injuries which might be sustained while s/he is on the way to and from or during such DECA sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the participating parties.

I also understand that the state advisor or district co-chair determines the criteria at the local site for individual students to attend and participate.

I authorize the above named advisor/adult, the MASS-DECA Board of Directors to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of illness or accident, and I will provide payment for these costs.

Should a conduct code violation occur, law enforcement personnel and/or security may be called to assist, and the Conduct Committee may be called with the ultimate punishment being disqualified and sent home at the delegate's expense and/or being removed from office if in an officer status. Reasonable care shall be exercised to insure a safe, expedient and financially feasible mode of transportation back to the home community of the delegate involved. I have read and agree to abide by the supplied MASS-DECA Conduct Code and am aware of the consequences that will result from violation of any guidelines.

**Signature of delegate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Chapter Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)**  
**MASSACHUSETTS DECA EMERGENCY INFORMATION**

Name of Person to Contact in event of emergency: \_\_\_\_\_

Contact Person's telephone number: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone number: \_\_\_\_\_

Do you have any known allergies? If yes, please name:

Do you have a history of allergies, heart condition, diabetes, asthma, epilepsy, rheumatic fever or other existing medical conditions? If yes, please explain:

Are you taking medication? If yes, please list medication and dosage:

Date of last tetanus shot: \_\_\_\_\_

Do you have any physical restrictions? If yes, please explain:

Name of person responsible for your medical bills (Guarantor): \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance plan number: \_\_\_\_\_

Insurance Group number: \_\_\_\_\_

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and, by signing below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release DECA's national and state associations.

---

**Signature of participant** **Date**

---

**Signature of Parent or Guardian (mandatory if under age 18)** **Date**

**This completed form must be turned in to the Chapter Advisor or participant will not be allowed to attend. For legal protection, this form must be in the chapter advisor's possession at each conference or activity.**

**From:** Craig Genauldo <[C.Genualdo@hwschools.net](mailto:C.Genualdo@hwschools.net)>

**Date:** Monday, October 23, 2017 at 10:07 AM

**Subject:** 8th Grade Winter Waivers

Good Morning,

We are in the process of renewing our waivers for the upcoming Winter Season.

Youth Leagues and Cape Ann League have approved these waivers. In order to renew formally for the MIAA Waiver, we would need your approval as well as the approval of the School Committee.

The waivers would be for...

Girl's JV Basketball

HWRHS Boy's Ice Hockey

Girl's Ice Hockey (through a co-op with Marblehead)

Thanks so much,

Craig



Hamilton-Wenham Regional School District

**Buker, Cutler and Winthrop Schools**

2017-2018

School Improvement Goals

# Goal

During the 2017-2018 school year, elementary teachers will work collaboratively in district grade level teams, in order to develop a high quality curriculum aligned to 2016 MA Science and Technology/ Engineering Curriculum Framework and 2017 MA Mathematics Curriculum Framework.

# Actions



- Implement the *Understanding by Design* units developed by the science task force based on the STEMscopes science program to create unified science instruction.
- Meet and collaborate in grade level teams during scheduled release time in October, November, January, March, and April to review STEMscopes materials and *Understanding by Design* unit implementation.
- Utilize a specialized focus team of teachers to review mathematics resources aligned to the 2017 MA Mathematics Curriculum Framework.



# Goal

All students will demonstrate growth, meeting or exceeding the grade level expectations in language arts and math. We will measure progress towards this growth using the following assessments: Fountas and Pinnell Benchmarks, Phonological Awareness Literacy Screening, and I-Ready.

# Actions



- Continue to strengthen collaborative practices across all three schools by prioritizing district-wide grade level meetings and using protocols and/or norms to grow our capacity for effective curriculum development and reflection.
- Administer beginning and end of year common assessments in ELA (PALS, Fountas and Pinnell Benchmark Assessments, Words Their Way Spelling Inventory, Foundations probes) and math in grades K-5 (iReady in grades 2-5).



# Actions

- Administer progress monitoring assessments for targeted students not yet meeting the grade level expectation.
- Grade level data meetings held at least three times yearly to monitor student progress and plan for instructional intervention, establishing consistent practices across the elementary schools.

# Actions

- Participate in weekly ongoing professional development to identify best practices, shared resources, and materials in reading, mathematics, and social emotional learning.
- Review current Response to Intervention practices, analyze screening tools and develop an inventory of tiers 1-3 interventions in reading, mathematics, and social emotional learning.
- Develop consistent practices across the three elementary schools for administering tiered interventions, progress monitoring, and analyzing data to adjust instruction.



Hamilton-Wenham Regional School District

**Miles River Middle School**

School Improvement Goals

2017-18

# Goal 1

Refine and enhance the use of feedback with staff to improve teaching and learning through learning walks and coaching sessions.

# Actions

- Develop a shared understanding of best practices in conducting walkthroughs among leadership team and curriculum leaders.
- Provide time, training and resources to curriculum leaders in effective coaching practices.

# Goal 2

Each 6-8 department will work to identify a student learning problem and develop a logic model to learn and apply the Using Data Process.

# Actions

- Work with curriculum departments to identify a learning problem.
- Gather student data
- Use data to learn the Using Data Process
- Make curricular and instructional adjustments based on student learning data analysis

# Goal 3

Each 6-8 department will develop grade level formative assessments and the capacity to analyze data to effect changes in teaching and learning

# Actions

- Work with departments to develop assessments related to and aligned with unit templates
- Give assessments and gather data
- Follow Using Data protocol previously taught to examine data
- Adjust instruction based on student learning data analysis

# Goal 4

Implementation of new science curriculum resources in grades 6-8

# Actions

- K-8 training with STEMscopes resources
- Implementation and evaluation of STEMscopes resources
- Revision of 6-8 curriculum maps in UBD format to further align with K-5 instruction and state frameworks

# Goal 5

Expand and enhance social, emotional learning and good decision making skills at the middle school level

# Actions

- Expand and refine use of middle school advisory
- Implement Safe Zones program
- Targeted training for MS staff in SEL
- SBIRT screening
- Expansion of H2O mentors as role models



Hamilton-Wenham Regional School District

**Hamilton Wenham Regional High School**

School Improvement Goals

2017-18

# Goal 1

Each department will work to identify a student learning problem and develop a logic model to learn to apply the Using Data Process.

# Actions

- Work with departmental based PLCs to identify a learning problem.
- Gather data
- Use data to learn the Using Data Process
- Make curricular and instructional adjustments based on student learning data analysis

# Goal 2

Each department will develop course level formative assessments and the capacity to analyze data to effect change.

# Actions

- Work with departments to develop assessments related to and aligned with unit templates
- Give assessments, gather data
- Follow Using Data protocol previously taught to examine data
- Make curricular and instructional adjustments based on student learning data analysis

# Goal 3

Develop the RISE\* program by creating a set of procedures which will outline: service delivery, clinical supports to students, family engagement, academic coordination and support and care communication with school staff and community providers.

\*Resilience, Independence, Support, Empowerment

# Actions

- Identify location, staff, etc.
- Train staff
- Work with BRYT\* program to develop plans and protocols

\*Bridge for Resilient Youth in Transition

# Goal 4

Review and understand SEL best practices with all staff and faculty for integration in planning, curriculum, etc.

# Actions

- PD for staff and faculty
- Discussion at faculty meetings
- Improved interventions and understanding at all levels.



# Goal 5

To develop an integrated and consistent instruction coaching model by utilizing curriculum leaders to complete 15 hours of classroom Learning Walks and discussions with teachers.



# Actions

- Professional Development related to classroom coaching for all Curriculum Leaders.
- Daily Learning Walks for information gathering
- Meeting with teachers to discuss instructional/curriculum supports



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## School Improvement Plan 2017-2018

### Miles River Middle School

Craig Hovey, Principal      Liz Lovell, Assistant Principal

#### **Human Resource Development:**

School Goal	Linked District Goal	Actions/Timelines	Benchmarks/Products	Personnel Responsible
Refine and enhance the use of feedback with staff to improve teaching and learning through learning walks and coaching sessions	<ul style="list-style-type: none"> <li>-Continue to implement a unified system of curriculum, assessment and instruction that is student-centered, rigorous and meets the needs of all learners</li> <li>-Invest in human capital to improve the skills of teachers and administrators</li> </ul>	<ul style="list-style-type: none"> <li>- Develop a shared understanding of best practices in conducting walkthroughs among leadership team and curriculum leaders (ongoing)</li> <li>-Provide time, training and resources to curriculum leaders in effective coaching practices (ongoing)</li> </ul>	<ul style="list-style-type: none"> <li>-Professional development toward shared understanding and implementation of best practices in classroom walkthroughs, conferencing, and coaching</li> <li>-Structured coaching model with targeted feedback between teachers and 6-12 curriculum leaders.</li> </ul>	<ul style="list-style-type: none"> <li>-District leadership team</li> <li>-Curriculum director</li> <li>-Curriculum leaders</li> </ul>

**Instructional Core:**

School Goal	Linked District Goal	Actions/Timelines	Benchmarks/Products	Personnel Responsible
Each 6-8 department will work to identify a student learning problem and develop a logic model to learn and apply the Using Data Process	Continue to implement a unified system of curriculum, assessment and instruction that is student-centered, rigorous and meets the needs of all learners	Utilize Wednesday and full day professional development and common planning time. (September-June)	A learning problem, logic model and plan to manage and develop stage 3 formative assessments	-Curriculum leaders -School staff
Each 6-8 department will develop grade level formative assessments and the capacity to analyze data to effect changes in teaching and learning	Continue to implement a unified system of curriculum, assessment and instruction that is student-centered, rigorous and meets the needs of all learners - Improve assessment practices in grades 6-12	Utilize Wednesday and full day professional development and common planning time. (September-June)	-Professional development related to assessment and analysis of data  -Formative assessments aligned with stages 1 and 2 of UbD templates	-Curriculum leaders -School staff
Implementation of new science curriculum resources in grades 6-8	Continue to implement a unified system of curriculum, assessment and instruction that is student-centered, rigorous and meets the needs of all learners - Implement new science resources in grades K-8	-K-8 training with STEM Scopes resources (summer/ongoing)  -Implementation and evaluation of STEM Scopes resources (ongoing)  -Revision of 6-8 curriculum maps in UBD format (ongoing)	-Implementation of science resources into 6-8 curriculum  -Refined, inquiry based, 6-8 science units in UBD format  - Further alignment of 6-8 science curriculum with K-5 instruction and state frameworks.	-Curriculum director -Curriculum leader -Science teachers

**Organizational Development:**

School Goal	Linked District Goal	Actions/Timelines	Benchmarks/Products	Personnel Responsible
Expand and enhance social, emotional learning (SEL) and good decision making skills at the middle school level	Invest in human capital to improve the skills of teachers and administrators	<ul style="list-style-type: none"> <li>- Expand and refine use of middle school advisory (ongoing)</li> <li>-Implement Safe Zones program (fall 2017)</li> <li>- Targeted training for MS staff in SEL (ongoing)</li> <li>-SBIRT screening (spring 2018)</li> <li>-Expansion of H2O advisors as role models (ongoing)</li> </ul>	<ul style="list-style-type: none"> <li>- Expanded advisory block schedule and refined advisory lessons</li> <li>- Safe Zones program</li> <li>- Staff training in SEL skills</li> <li>- State SBIRT screening for 7th grade</li> <li>-Expanded H2O program</li> </ul>	<ul style="list-style-type: none"> <li>-Director of Guidance</li> <li>-School administration</li> <li>-School counselors</li> <li>-School staff</li> </ul>



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## Superintendent's Goals, 2017-2018

### Goal #1: Student Learning Goal

Explore, communicate, and implement the shifts in curriculum, instruction, and assessment necessary in order to meet the District's Mission of preparing our students to be "Future Ready."

#### Key Actions

- a. Strengthen the Response to Intervention (RTI) Process at the Elementary Level and develop inventory of Tier 1-3 Interventions.
- b. Improve curriculum, instruction and assessment practices in grades 6-12 through training teachers in method for analyzing student learning data.

#### Indicators of Success

##### Action "a."

- Trained teaching staff in definitions and essential elements and three tier RTI model.
- Conducted a review of RTI processes currently in use in the HWRSD.
- Compared results of review to "best practices" in RTI and develop action plan to implement identified changes for SY 2018-2019.
- Developed inventories of Tier 1-3 interventions for use by teaching staff in English Language Arts, mathematics and social-emotional learning (SEL).
- Held "jigsaw" where teachers share their developed inventories with colleagues.

##### Action "b."

- Trained 6-12 teaching staff in the "Using Data" process through the identification of a department-wide student-learning problem of practice.
- 

#### Evaluation Standards

- Standard I-C-1
- Standard I-C-2
- Standard I-E-1
- Standard I-E-3
- Standard II-C-2

## Goal #2: Professional Improvement Goal

Continue to develop the skills of the District Leadership Team, Teaching Force and my own personal leadership skillset to move the District towards its goal of developing an integrated system of curriculum, instruction and assessment.

### Key Actions

- a. Train Curriculum Leaders in Effective Coaching Practices
- b. Develop a shared understanding of best practices in conducting walkthroughs among members of the Leadership Team.
- c. Undertake a review of best practices in Social-Emotional Learning (SEL) with Leadership Team.

### Indicators of Success

#### Action "a."

- Curriculum Leaders will complete training in effective coaching practices.
- Curriculum Leaders will implement coaching program with teachers in their department.

#### Action "b."

- Leadership Team will complete training in effective walkthrough practices.
- Leadership Team will develop document outlining purpose, goals and best practices in evaluative Walkthroughs.
- Leadership Team will complete set of shared Walkthroughs with colleagues in order to calibrate their Walkthroughs.

#### Action "c."

- Leadership Team will be trained in Collaborative for Academic, Social and Emotional Learning (CASEL) model.
- Leadership team will complete an inventory of current practices in social-emotional learning in the HWRSD.
- Leadership Team will develop an action plan around future initiatives in SEL.

### Evaluation Standards

- Standard I-A-2
- Standard II-A-3
- Standard I-D-2
- Standard I-D-4
- Standard II-B-2
- Standard II-C-2
- Standard IV-D-1

### Goal #3: District Improvement Goal

Continue to develop the District's ability to create the structures, procedures and processes that support high-quality instruction.

#### Key Actions

- a. Operationalize the School Committee's Plans around Capital Improvements for the HWRSD.
- b. Present plans for the re-imagining of the HWRSD School Library Spaces.
- c. Revise District Strategic Blueprint to set a direction for the next five years.

#### Indicators of Success

##### Action "a."

- 5-Year Capital Plan updated to reflect prioritization of all items identified for completion by the School Committee.
- Short-term plans developed to complete most immediate items on the 5 Year Capital Plan.

##### Action "b."

- Completed and accepted plans for the renovation of school libraries.
- Plans are incorporated into plans around capital improvements under item "a."

##### Action "c."

- Completed a review of the 2013-2018 Strategic Blueprint Progress to date.
- Revised Strategic Blueprint Document to reflect 2018-2023 initiatives.

#### Evaluation Standards

- Standard II-A-2
- Standard III-A-1
- Standard IV-E-1
- Standard IV-F-3



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

5 SCHOOL STREET WENHAM MA 01984 · TEL. 978-626-0823

JEFFREY D. SANDS  
ASSISTANT SUPERINTENDENT FOR FINANCE & ADMINISTRATION

November 1, 2017

Members of the School Committee:

The purpose of this memo is to recommend to the School Committee that the District enter into a contract for Designer Services in connection with the BAS Upgrade Project at the High School and Middle School Complex, funded entirely through a Green Communities Grant. However, before I present my specific recommendation I wanted to provide the Committee with some important background information regarding the grant, the project, and the associated procurement process.

On June 28, 2016, the Department of Energy Resources (DOER) Green Communities Division awarded the District, through the Towns of Wenham and Hamilton (our Applicants), a combined grant of \$500,000 to replace the Building Automation System (BAS) at the High School and Middle School Complex. The BAS controls the heating, ventilation and air conditioning of these school buildings and is a critical component of the buildings infrastructure. The current system is inefficient, antiquated, and runs on a computer platform that can no longer be supported. The new system will include state-of-the-art technology and a new head-end that will control all major HVAC components of the building; the new upgrade will also integrate classroom-level controls which haven't existed historically. Significant utilities cost savings are anticipated according to the Grant Application and associated studies.

The Designer Selection Law, M.G.L. c. 7C, §§ 44-57 must be followed when contracting for Design Services for any building construction, reconstruction, alteration, remodeling or repair project that has an estimated construction cost of more than \$100,000 and an estimated design fee of \$10,000 or more. The Chief Procurement Officer (CPO) is the person duly appointed by the Committee to procure all supplies and services for the District. The CPO is responsible, under MGL, for compliance with the policies and procedures of the Commonwealth of MA involving procurement and plays an integral role in the Designer Selection process. The School Committee appointed me as its CPO on November 18, 2015. In my capacity as CPO, I determined that the Designer Selection Law must be applied to this project given the estimated net construction cost of \$500,000 and the estimated design fee of \$95,000 established during the Green Communities Grant Application process.

As a result, on August 10, 2017, and on behalf of the District, I issued a Request for Qualifications (RFQ) for Designer Services for the Building Automation System Upgrade at the High School and Middle School Complex in accordance with the procurement requirements established by the Designer Selection Law. This RFQ established the minimum qualifications for respondents, it documented the qualifications-based selection criteria that would be utilized in selecting a top-ranked firm, and it provided detailed proposal requirements, timelines, etc. The RFQ also established a not-to-exceed fee of \$80,000. Responses to the RFQ were due to me by 10:00 AM on Friday, September 15, 2017. Twenty (20) RFQ packages were requested and distributed during the advertised bid process; two (2) submittals were received by the September 15<sup>th</sup> deadline established by the RFQ (BLW Engineers, Inc.; and Architectural

Engineers, Inc.). Upon review of both submittals, I determined that both respondents met the minimum qualifications established in the RFQ and that both firms were eligible to be evaluated through the qualifications-based review process.

I then assembled and led a group of staff including Jason Waldron (Director of Facilities), Alan Taupier (IT Director), and Vicky Masone (District and Town of Hamilton & Wenham Energy Manager) through a process of evaluating the submittals of both firms using the selection criteria established in the RFQ. As a result, we unanimously identified BLW Engineers, Inc. as the top ranked design firm. Once the top ranked firm was identified, I was then able to successfully negotiate a detailed fee with BLW that did not exceed the \$80,000 threshold established in the RFQ.

As a result, I am pleased to recommend to the School Committee that the District enter into a contract with BLW Engineers, Inc. for Designer Services, as outlined in their fee proposal dated October 25, 2017 which includes a total fee of \$79,840.00 (see attached), in connection with the BAS Upgrade Project at the High School and Middle School Complex funded entirely by the aforementioned Green Communities Grant.

Motion:

The Hamilton-Wenham Regional School Committee approves the District CPO's recommendation to enter into a contract with BLW Engineers, Inc. for Designer Services in connection with the Green Communities Grant Funded BAS Upgrade Project at the High School and Middle School Complex in the amount of \$79,840.00 as detailed in BLW's fee proposal dated October 25, 2017. The contract with BLW shall be fully compliant with the contract requirements of the Designer Selection Law (M.G.L. c. 7C) and shall be approved, in advance, by District Counsel. The School Committee Chair shall sign the contract on behalf of the School Committee and Kenneth Beck, Principal shall sign the contract on behalf of BLW Engineers, Inc.

Sincerely,



Jeffrey D. Sands  
Chief Procurement Officer  
Assistant Superintendent for Finance and Administration

cc:

Mike Harvey, Superintendent

Enclosure



Hamilton-Wenham Regional School District  
Building Automation System Upgrade

October 25, 2017

Mr. Jeff Sands  
Chief Procurement Officer  
Assistant Superintendent of Finance & Administration  
**Hamilton Wenham Regional School District**  
5 School Street  
Wenham, MA 01984

RE: **Building Automation System Upgrade**  
**Hamilton-Wenham Regional High School and Miles River Middle School**

Dear Mr. Sands:

In accordance with your request, BLW Engineers, Inc. (BLW) is pleased to submit a Scope of Services and Proposed Fee to provide Mechanical and Electrical Engineering Services at the above referenced facility.

*Scope of Services*

**Design Services** will include the preparation of plans and specifications for the mechanical and electrical systems for the renovation to each of the above referenced facilities in accordance with the following:

- The project scope shall include new automatic temperature controls to provide air side enthalpy for 21 rooftop/air handling units, demand control ventilation for 21 rooftop/air handling units, reset discharge air temperature based on outdoor air for two rooftop units, implement optimal start/stop on for 21 rooftop/air handling units, exhaust fan scheduling for 33 fans and new controls for 95 existing classroom unit ventilators.
- BLW Engineers will verify the existing information, perform any energy evaluations required by Green Communities/National Grid and provide detailed cost estimates.
- BLW will provide required fieldwork for verifying existing conditions and meet with owner to develop the project scope of work.
- All systems design shall conform to Massachusetts State Building Code.

**Bidding Services** will include preparation of all contract documents, administration of sealed bidding process including advertising, prevailing wage rates, distribution and tracking of bid documents, reference checks, attendance at the pre-bid conference; answering of contractor questions during the bid process, issuance of any necessary addenda; attendance at the bid opening; and review and compilation of the bid results for recommendation of the lowest responsible general bidder to Owner. All bidding services shall conform to MGL Procurement Laws and Procedures.

**BLW ENGINEERS, INC.**

311 Great Road, Post Office Box 1551, Littleton, Massachusetts 01460

**CONSULTANTS**

T: 978.486.4301 F: 978.428.0067



**Hamilton-Wenham Regional School District**  
**Building Automation System Upgrade**

**Construction Administration Services** will include shop drawing review; answering of contractor questions; prepare any project directives; review, prepare and issue contract change orders; review pay requisitions and recommend payment; and perform site visits during construction consisting of at minimum of one (1) meeting per month with the Owner and two (2) on-site inspections per month with the General Contractor to determine if the work is proceeding in accordance with the contract documents.

**Project Closeout** will include Record Drawings, Substantial Completion, and oversight through the commissioning and warranty period. Record Drawings for each discipline shall be provided to the owner at the completion of the project by the Contractor. BLW will provide electronic files of the mechanical and electrical systems design to the Contractor for the production of Record Drawings and will subsequently review “as-built” drawings prepared by the contractor.

BLW will provide coordination/oversight of third party commissioning efforts. Following commissioning, BLW will conduct reviews to determine if the project is substantially complete in accordance with the contract documents and recommend to the Owner issuance of a Certificate of Substantial Completion and release of final payment to the Contractor.

***Assumptions***

- Schematic Design will consist of review of proposed Energy Conservation Measures, site investigation to verify existing conditions, production of existing conditions drawings locating existing equipment and an preliminary cost estimate.
- BLW will provide reproducible contract documents for public bid. BLW has not included reproduction costs for these specific materials in this fee proposal.
- Architectural backgrounds for the work of this project will be developed from existing building plans and site survey; field measurement of building is not included in this proposal.
- Existing base building systems (electrical, etc.) are adequate for the proposed renovations. No new base building systems are included in this proposal.
- LEED documentation and Energy Modeling are not included in this proposal.
- BLW Engineers will assist the School District in preparation and submittal of gas and electric rebate applications to National Grid and will provide all required supporting materials.
- Structural Design is not included in this proposal.
- Environmental Engineering services are not included in this proposal.
- BLW Engineers will utilize Andelman & Lelak for any energy evaluations required for Green Community or National Grid rebates.
- Acoustical related services have not been included in this proposal. BLW Engineers will design systems in accordance with industry standards to reduce noise transmission to the occupied spaces; however, acoustical engineering services are not within BLW Engineers area of expertise and if noise transmission from the mechanical systems to the occupied spaces



**Hamilton-Wenham Regional School District**  
**Building Automation System Upgrade**

and/or lot lines is a potential concern, an acoustical consultant should be retained separate from this proposal.

***Proposed Fee***

<b>BAS Upgrade</b>	
Schematic Design	\$ 12,600.00
Construction Documents	\$ 44,520.00
Bidding	\$ 2,320.00
Construction Administration	\$ 18,250.00
Project Closeout	\$ 2,150.00
<b>Total</b>	<b>\$ 79,840.00</b>

- Schematic Design will consist of review of proposed Energy Conservation Measures, site investigation to verify existing conditions, production of existing conditions drawings locating existing equipment and a preliminary cost estimate.
- Construction Documents will consist of review of proposed Energy Evaluations, site investigation to verify existing conditions, production of project plans and specifications for public bidding and a final cost estimate.

***Anticipated Effort***

<b><i>Phase</i></b>	<b><i>Personnel</i></b>	<b><i>Role</i></b>	<b><i>Hours</i></b>	<b><i>Rate/Hr</i></b>
Schematic Design	Ken Beck	PM	20	\$180.00
	Jeremy Moran	ME	60	\$150.00
	Donna Hagens	Admin	8	\$ 85.00
Construction Documents	Ken Beck	PM	36	\$180.00
	Jeremy Moran	ME	160	\$150.00
	Donna Hagens	Admin	24	\$ 85.00
	Adelman&Lelak	Energy	80	\$150.00
Bidding	Ken Beck	PM	1	\$180.00
	Jeremy Moran	ME	12	\$150.00
	Donna Hagens	Admin	4	\$ 85.00
Construction Administration	Ken Beck	PM	30	\$180.00
	Jeremy Moran	ME	80	\$150.00
	Donna Hagens	Admin	10	\$ 85.00
Project Closeout	Ken Beck	PM	1	\$180.00
	Jeremy Moran	ME	12	\$150.00
	Donna Hagens	Admin	2	\$ 85.00

Additional services will be provided on an hourly basis. All additional services must be approved in advance and in writing by the Owner.

Expenses for reproduction for required submissions, travel and couriers have been included in the base fee. If required by the Owner, reproduction costs associated with contract documents for public bidding will be invoiced separately at cost plus ten percent.

**BLW ENGINEERS, INC.**

311 Great Road, Post Office Box 1551, Littleton, Massachusetts 01460

**CONSULTANTS**

T: 978.486.4301 F: 978.428.0067



Hamilton-Wenham Regional School District  
Building Automation System Upgrade

Reimbursable expenses will be invoiced separately at cost plus ten percent.

Invoices for the above stated fee would be submitted monthly, based on a lump sum, percent complete basis by task.

Thank you for the opportunity to present this proposal. If you have any questions or need additional information, please feel free to contact our office.

Very truly yours,

**BLW Engineers, Inc.**

A handwritten signature in blue ink, appearing to read "Ken Beck", is written over a horizontal line.

Kenneth R. Beck, PE, LEED AP, MCPPO  
Principal

**Donations – SC Meeting  
November 8, 2017**

- EdFund Grant – Ukuleles for Buker Elementary \$1,158.05
- Smith’s Detection-Title Transfer Agreement for HazMat

**Buker Elementary School – Ukuleles  
EDFUND grant application  
Michael Ferreira**

1. This grant has not been funded in the past, as far as I know, at Buker Elementary School.
2. This grant involves purchasing a class set of ukulele's, primarily for the fifth grade students at Buker Elementary School. Instruments are such a unique way to deepen students' interests in music and we are fortunate enough to have many instruments at Buker. However, I believe that ukuleles would give students a new way to express themselves and they are very popular with the elementary students. At Cutler school, there is a set of ukuleles and almost all the students there enjoy using them, and some even have prior experience outside of school. The main goal of this grant is for me to find new ways to engage students through music. I believe that ukuleles will be very helpful in doing this.
3. I believe that this grant would meet the goals of the Edfund Grants Program in many ways. This grant would impact not just a few students, but all the students in the fifth grade. This grant would definitely create a lasting benefit to the Hamilton-Wenham school system. In addition to performing in the classroom, I think that these ukuleles would provide a great way for the kids to perform in front of their peers. It would be one of my goals to set up a time where the kids could perform what they have learned for their school.
4. The amount of students to benefit would be about 45 fifth graders per year. However, I believe the whole school will benefit if I am able to set up a time for an assembly so they can perform.
5. **Budget Detail:**  
Price of one ukulele: \$47.99 (<http://www.westmusic.com//p/makala-mk-ssylw-shark-bridge-soprano-ukulele-yellow-304191>)

Storage containers: \$19.15 each (<http://www.rubbermaid.com/en-US/roughneck-storage-box>)

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Ukuleles asked to be purchased: 25 **(\$1,119.75)**

Storage containers asked to be purchased: 2 **(\$38.30)**

**TOTAL: \$1,158.05**

6. It is possible to need replacements parts after a year, but these ukuleles are durable. The same ukuleles are at Cutler school and they lasted very well last year. I have attended professional development in the past for teaching elementary students ukulele and it is something I would be interested in expanding my knowledge on. Every year I attend the Massachusetts All-State Conference in March and it always has at least one workshop on ukulele.
7. My method of evaluating success will be primarily through student feedback. I believe that students would be more engaged in the instruments if they have a say in what songs we perform. One of my goals will be to include songs that the kids enjoy so I am able to increase their interest.



**Edfund**  
Hamilton Wenham

## Grant Acknowledgement and Acceptance of Terms

**PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:**

1. Amy DeSimone at [amydesimone12@gmail.com](mailto:amydesimone12@gmail.com) and
2. Hamilton-Wenham Administration-Vincent Leone at [v.leone@hwschools.net](mailto:v.leone@hwschools.net)

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

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

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

School Name: Buker Elementary School

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Buker Elementary School-Ukuleles

Grant Amount Approved and Date Requested: \$1,158.05

Grant Requestor's Name: Michael Ferreira Title: K-5 General Music/Band Director

Email Address and Phone Number: [m.ferreira@hwschools.net](mailto:m.ferreira@hwschools.net)

**Please attach a detailed budget and payment instructions below for District payment**

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:

HAMILTON - WENHAM



RECREATION DEPARTMENT

16 UNION STREET  
HAMILTON, MA 01982

DIRECTOR  
SEAN TIMMONS

TELEPHONE: 978-468-2178

WEBSITE  
WWW.HAMILTONMA.GOV

HWRSD School Committee  
5 School Street  
Wenham, MA 01984

October 19<sup>th</sup>, 2017

RE: Hamilton Wenham High School Athletic Complex Redevelopment

Dear School Committee Members,

At our October 16<sup>th</sup> meeting, the Hamilton Wenham Recreation Committee had a robust discussion on the proposed redevelopment of the high school athletic complex. As you know the project, which consists of artificial turf field(s), a new track, athletic field lighting and other site improvements was identified as a priority in the Hamilton Wenham Recreation Master Plan (2011) as well as the Hamilton Wenham Regional High School Athletic Master plan (2015). The design of this project received CPA funding from both towns and as of this past Wednesday the project has been permitted by the Hamilton Planning Board and the Hamilton Conservation Committee.

At our meeting this past Monday night we decided to ask that the school committee at its next meeting discuss key items to help prepare for annual town meetings in Hamilton and Wenham:

- Define the scope (e.g. lights, playing fields, etc..) and budget for the project
- Fundraising goals & timeline, CPC requests and each towns' contribution
- Communication with Hamilton and Wenham Town Officials to gain support
- Communication to the public to gain support in anticipation of Annual Town Meetings
- How the Joint Recreation Committee can help the School Committee

Turf fields at the high school are the top priority of the joint two-town Recreation Master Plan. We cannot stress enough the importance and positive impact we believe this project will have amongst the two communities. With this in mind the Hamilton Wenham Recreation Committee respectfully requests that this project be placed on an upcoming School Committee meeting agenda for discussion. The Recreation Committee is more than willing to assist the School Committee in this process in any way you see fit.

Sincerely,

The Hamilton Wenham Recreation Committee

Steve Ozahowski – Chair

Denis Curran

Reggie Maidment

Brad Tilley

John Cusolito

Len Dolan

## Private Funding Policy

### I. Policy

The following is intended to authorize and encourage individuals, corporations, charitable foundations, and/or businesses to gift, bequeath, devise and/or grant monies, goods, services and/or financial consideration to the consideration to the Hamilton-Wenham Regional School District (hereinafter the "District") for the sole and specific purpose of benefiting the welfare of the students and/or staff of the District.

The District shall at all times, conform to its long established and practiced policy of equal opportunity for all persons when overseeing and distributing contributions of monies, goods, services, and/or financial consideration.

The Hamilton-Wenham Regional District School Committee (hereinafter the "School Committee") must approve any program, project, event and/or activity not funded in the current fiscal year's budget prior to accepting any monies, goods, services and/or financial consideration from Benefactors (those who contribute). Therefore, the School Committee may disapprove any proposed program, project, event and/or activity prior to and subsequent to; any monies, goods, services and/or financial consideration being accepted, so long as such disapproval does not violate established District Policies and Regulations.

Benefactors may generally designate, with School Committee approval, a program, project, event and/or activity their contribution(s) may support, but may not designate or detail specific expectations related to those contributions. Any promotion or advertising associated with a contribution is subject to School Committee approval.

Contributions may be made to those programs, projects, events, and/or activities that have been established and/or those that may be established within a period of time that is mutually agreed upon by the School Committee and Benefactor.

Once contributions are made and the benefactor has properly designated (if appropriate) the program, project, event and/or activity his/her contribution shall be made, the District shall maintain complete control over the said program, project, event and/or activity and shall not delegate control or any portion or thereof to the Benefactor.

Prior to accepting contributions from a Benefactor, the District shall make reasonable efforts to ensure that the District's facilities and administrative support shall not be overtaxed and the District shall ensure that other programs, projects, events, and/or activities shall not suffer as a result of accepting said contributions.

Acceptance of any and all private funding must be done in full and complete compliance with standing District Policies/practices, State and Federal Laws/Statutes and contractual obligations.

All of the questions listed below should be considered before any decision is made in regard to private funding. Different weight may be given to different questions and/or answers depending upon the attendant circumstances.

However, nothing contained within this Policy is intended to preclude the School Committee from wholly and without condition, rejecting an offer of private funding if the answer to one or more of the below proposed questions or other logical, related and fair minded questions, is contrary to law, a District policy, a District practice, a contractual obligation which may impact the District or is financially and/or educationally disruptive or unsound.

#### QUESTIONS TO BE CONSIDERED PRIOR TO DECISION:

1. Is acceptance a financially sound decision? Will the District incur acceptable or unacceptable additional financial obligations as a result of the School Committee's decision?
2. Is there a positive educational or other program need which is satisfactorily addressed by acceptance?
3. Is there sufficient participant interest in the program, project, event and/or activity?
4. Does the District have available or readily available, satisfactory staff and/or supervisory/administrative support?
5. Has the proposal been reviewed by appropriate administrative personnel, and has that review been communicated to the School Committee?
6. Does the District have available, or readily available, satisfactory supporting and necessary materials, equipment and/or supplies (i.e. classroom, playing field, books, etc.)?
7. Can the program, project, event and/or activity be sustained at an educationally sound level for the projected duration and if applicable, thereafter?

8. Does acceptance violate or conflict with any Federal, State or Municipal Law, any District Policy, any District Practice, or any District contractual obligation?
9. Is the proposal submitted in a timely manner, which would not unduly hamper the implementation?
10. Is acceptance based upon the District's principles of fairness and equity?

The above does not constitute an exhaustive list of the questions to be asked before any decision is to be made in regard to provide funding.

The District greatly appreciates the generosity of Benefactors who are willing to make such selfless contributions solely for the benefit of the students and staff in our District and hereby directs the Superintendent to assure that an appropriate expression of thanks is given to all Benefactors.

For donations in excess of \$50,000 the School Committee will enter into a written agreement with the donor.

Any private funding amounts received pursuant to this Policy will be deposited with the District Treasurer and held in a separate account and expended by the Committee in accordance with this Policy

## **II. Legal References**

M.G.L. c. 71 s. 37A Acceptance of Gifts

M.G.L. C. 44 s. 53A Report of Receipts in Treasury as amended by 2016, 218 Section 85

November 2, 2017

Josh, Mike and Members of the School Committee:

As requested during the October 19, 2017 School Committee meeting, I am providing you with a detailed account of the Winthrop Playground Project. I'm also providing a detailed explanation of the decision making process that was followed regarding playground equipment and surfacing selections. Finally, at the end of the document, I have provided written responses to the two questions that were asked during the Citizens' Comment section of the October 19<sup>th</sup> meeting.

- In January 2016, applications were submitted to the Hamilton CPC and Wenham CPC respectively, requesting funds for the installation of a new Playground at the Winthrop Elementary School. These applications were prepared and submitted by the Friends of Winthrop Operations Playground group, not the District. Subsequent presentations and representations were made to both Committees regarding the Playground Project; no direct input was provided by District Administration into this process. In 2017, it is my understanding that the Hamilton CPC and Wenham CPC have both revised their application processes to ensure Owner/Operators, like the District, are involved in CPC applications process from the beginning.
- April 2, 2016 Hamilton Town Meeting (Article 2016/4 2-7) approved \$25,000 in CPC Funds for the "construction of a playground at the Winthrop School, conditioned upon commencement of construction by June 30, 2018". **No contingencies regarding rubberized surfacing were included in the Article or Motion.**
- April 2, 2016 Wenham Town Meeting (Article 10) approved \$20,000 in CPC Funds for the "renovation to the Winthrop playground". **No contingencies regarding rubberized surfacing were included in the Article or Motion.**
- April 7, 2016 HWRSD School Committee accepted a \$107,500 gift from Friends of Winthrop Operation-Playground to be used for "the designated purpose of design, construction and installation of the Winthrop Playground Project. Consistent with SC Policy D4002 (Private Funding), the District shall maintain complete control over said project and shall ensure that said project complies with District Policies and State and Federal Laws". **No contingencies regarding rubberized surfacing were included in the Motion.**
- September 8, 2016 HWRSD School Committee accepts a second gift in the amount of \$11,984 from Friends of Winthrop Operation-Playground to be used for the designated purpose of design, construction and installation of the Winthrop Playground Project. **No contingencies regarding rubberized surfacing were included in the Motion.**
- SC Policy D4002 (Private Funding) states that "benefactors may generally designate, but may not detail specific expectations related to their contributions". The policy goes on to say that "once contributions are made, the District shall maintain complete control". A copy of the Private Funding Policy was provided and reviewed with the Friends of Winthrop representatives during a meeting on March 15, 2016.
- On at least 6 separate occasions during the first half of calendar year 2016, District Administration communicated with representatives of the Friends of Winthrop Operations Playground group regarding the timeline for the Winthrop Playground Project informing them that the project would not be completed during the summer/fall of 2016. The District cited a number of operational issues in support of their position regarding the construction timeline

including other committed priorities including SC, District and Budget Goals, lease notice requirements to the Town of Hamilton, manufacturer's lead times (up to 16 weeks), as well as the District's preference of not conducting non-essential major construction projects during the school year.

- During the September 8, 2016 SC Meeting, District Administration committed to completing the Winthrop Playground Project in 12 months from that date or by September 2017.
- The Project was completed on time and on budget on Thursday, September 14, 2017 despite nearly seven (7) weeks in delays with the manufacturer, the shipping carrier, and the installer.
- A detailed final account of the Project was distributed to Stakeholders on October 17, 2017.
- In October 2017, the Hamilton CPC approved payment of the \$25,000 playground grant by a vote of 7-0-0.
- In October 2017, the Wenham CPC approved payment of the \$20,000 playground grant (no vote was taken).

In April 2016, the Friends of Winthrop Operations Playground group "generally designated" their gift to the District through a proposed playground design and pricing quote prepared by the New England Recreation Group (NERG). This proposed design included four (4) age appropriate playground structures as well as playground surfacing that included ~70% Engineered Wood Fiber (EWF) and ~30% Poured-in-Place (PIP) Rubber Surfacing. The Friends of Winthrop didn't provide the District with any other cost estimates needed in order to develop a complete project budget including; demolition and disposal of existing equipment, excavation and site preparation, donor plaque and stone, donor walkway including any materials, accessibility and compliance reviews, construction fencing, construction dumpsters, portable toilets, tree work, site repair, etc. The responsibility for gathering these cost estimates and for creating an overall project budget fell on the District after the gift was accepted by the SC. To be clear, at no time was there ever a proposal shared with District Administration that included PIP surfacing that exceeded 30% of the total playground design described above. Also please note, that it was always the goal of District Administration to integrate as many aspects of the proposed plan into the final playground, budget and time permitting.

In early April 2017, I finalized the preliminary project budget using the proposed playground design and the pricing quote from NERG as well as cost estimates that I had gathered for all the other related cost items mentioned above. This process resulted in a projection that exceeded budget by almost \$15,000 or 9%. As a result, I called a meeting with Superintendent Harvey and Principal Heath to review the current projection and to explain to them that without a balanced budget plan in place that I was unable to place the playground equipment order. In order to get the project back on budget, I recommended that the ~30% PIP surfacing in the proposed plan be removed and replaced with EWF (resulting in 100% EWF surfacing). I explained that by eliminating the PIP, we would free up enough money to put the project back on budget and still have the capacity to add two (2) additional age appropriate play structures to the design, increasing the number of new structures by 50% from four (4) to six (6); we unanimously agreed with my recommendation. SC Policy D4002 states that the "District" shall maintain complete control of the project; our interpretation of this policy provided the Superintendent and the Assistant Superintendent/Chief Procurement Officer with the authority to make these decisions. As Chief Procurement Officer and Senior Finance Administrator for the District, it is my responsibility to

make decisions that are in the “best interest” of the District. I believe that the decisions we made relative to the Winthrop Playground Project, including the decision to eliminate the PIP in light of budget concerns, were in the best interest of the District. I also believe that the District met its obligation to the Friends of Winthrop Operations Playground group with respect to honoring their “general designation” of the funds that they gifted to the District.

Please also note the following important facts: 1.) the playground equipment is all IPEMA Certified; 2.) the playground equipment was installed by a certified playground installer who holds CPSI and NPCAL certifications; 3.) the Engineered Wood Fiber (EWF) is IPEMA certified and was installed by a certified playground installer; 4.) an engineering firm was engaged to prepare an accessibility review to ensure that all playground options were compliant with various accessibility regulations and guidelines, including the use of EWF; 5.) a Building Permit was pulled and signed off on by the Hamilton Building Inspector on 9/14/17 despite the fact that a building permit is not a requirement when constructing a school playground.

**Questions/Comments:**

*1.) Is the Engineered Wood Fiber (EWF) installed at the Winthrop Playground Certified?*

Yes, the EWF is International Play Equipment Manufacturers Association (IPEMA) certified. See attached certificate provided to me at delivery on August 1, 2017.

*2.) What is the maintenance plan for the new Winthrop Playground?*

During the first three months of usage, District Maintenance staff will perform weekly hardware/maintenance inspections as the new equipment settles and adjusts to the weight, vibration, movement and general heavy use. After this initial three month period, District Maintenance staff will perform inspections monthly per manufacturer’s recommendations.

Winthrop School Custodial staff will perform regular weekly inspections of the EWF to ensure that thickness required for impact attenuation as well as accessibility is maintained.

Winthrop School Administration and Staff have access to an on-line School Dude Maintenance ticketing system that can be utilized to report any concerns or maintenance needs associated with the new playground equipment or surfacing.

The playground will be inspected annually by a Certified Playground Inspector (CPSI).

Regards,  


Jeff Sands  
Chief Procurement Officer  
Assistant Superintendent for Finance and Administration  
Hamilton-Wenham Regional School District

# IPEMA Certificate of Compliance



To verify product certification, visit [www.ipema.org](http://www.ipema.org)

## MANUFACTURER

Dunning Playground Surfacing  
105 Brickyard Road  
Farmington, CT 06032

## PRODUCT NBR

1

## PRODUCT LINE DESCRIPTION

Playground Surfacing Engineered\*Playground Safety Surfacing

**ISSUE DATE: 7/11/16 - Dunning Playground Surfacing ASTM 2075-15 Certification**  
In the interest of public playground safety, IPEMA provides a third-party certification service whereby TÜV SÜD America validates a manufacturer's conformance to the ASTM F 2075-15 Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment.

The manufacturer listed below has received written validation from TÜV SÜD America that the products listed below conform with the requirements of ASTM F2075-15.

INTERNATIONAL  
PLAY EQUIPMENT  
MANUFACTURERS

ASSOCIATION



America

You may verify this certificate by visiting IPEMA's website at <http://ipema.org>