HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

REGULAR SCHOOL COMMITTEE MEETING

Buker Elementary School Wednesday, January 3, 2018 7:00 PM
Multi-Purpose Room

1. **Call to Order** **7:00**
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
   a. Northshore Education Consortium Annual Report
6. **Consent Agenda**
   a. Minutes
      - November 21, 2017 Executive Session EXHIBIT A
      - December 6, 2017 EXHIBIT B
      - December 7, 2017 Joint Boards Meeting EXHIBIT C

   b. Warrants
      - December 6, 2017 EXHIBIT D
      - December 20, 2017 EXHIBIT E

   c. Field Trip – Ski Club to Gunstock and Sunday River EXHIBIT F

7. **New Business**
   a. Superintendent's Recommended FY19 Budget Presentation EXHIBIT G
   b. FY19 Budget Review
   c. Capital Projects & 2018 Debt Exclusion
   d. SC Adoption of tentative FY19 Budget
   e. Amendment to Northshore Education Consortium Articles of Agreement EXHIBIT I
   f. Donations EXHIBIT J
      - Buker Friends – 5th Grade field trips $585.00
      - Cell Signaling – Digital Microscope $1,549.00
      - Friends of the Arts – Musicians to accompany at Concerts $1,200.00
      - Friends of the Arts – Marching snare and bass drums with carriers $5,094.00

8. **Committee Reports**
   a. Communications
   b. Policy-Legislative
   c. Capital-Finance & Regional Agreement
   d. Student Rep.
   e. Other-School Liaisons Updates
9. **Other**
   a. Topics for next meeting

10. **Vote to Adjourn** **9:30**

Secretary: Kerry Gertz, HWRSC

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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.

EXHIBIT A

The Hamilton Wenham Regional
School Committee
Meeting
Wednesday, November 21, 2017 7:00pm
Buker School Multi-Purpose Room

Present:

David Polito
Joshua Liebow, Chair
Gene Lee
Michelle Bailey
Jeanice Berstrand
Stacey Metternick

Also Present:

Michael Harvey, Superintendent
Jeffrey Sand, Assistant Superintendent for Finance and Administration

Michelle Bailey brings up that the motion to move to executive session did not specify attendance of others including the minute taker, Jeff Sands, and Michael Harvey. Asks for an amendment to original motion made to enter into executive session.

Joshua Liebow speaks about the purpose of executive session: an increase in administrator salaries in general, and proposes a 2.5% increase for Michael Harvey's salary in line with others.

Michelle Bailey inquires about whether the motion specified who the salary negotiation was regarding.

Joshua Liebow clarifies that the motion did specify that this discussion was for salary negotiations for Dr. Michael Harvey, superintendent. Again proposes 2.5% increase.

Michelle Bailey inquires as to whether this is a strategy meeting or a negotiation.

Discussion regarding budget and built in salary increases being included in budgets.

[redacted] Also has concerns about whether the budget can handle continued yearly increases of this percentage. Asks School Committee to be cautious about this.

Michelle Bailey inquires as to any other benefits tied to this salary. Jeff Sands explains the only benefit is a 403B match, where the district matches up to $2,500, along with standard vacation, and sick days.

Stacey Metternick inquires about stipends. Jeff Sands clarifies that Michael Harvey is reimbursed for mileage used, and that there is no "stipend".

Michelle Bailey notes that the towns will have issues with this increase, as the towns settled at 1% and thus will see the committee's decision at 2.5% as being far too generous. Discussion regarding this topic. Michelle Bailey asks for clarification on the monetary amounts equivalent to the percentage increase.

Jeff Sands: $179,476.00 to $183,963.00 which is a $4,500 increase.

I MOVE THAT THE SCHOOL COMMITTEE INCREASE SUPERINTENDENT MICHAEL HARVEY'S SALARY RETROACTIVELY TO JULY 1ST FROM $179,476.00 TO $183,963.00.

MOTION by David Polito, SECONDED by Jeanice Berstrand.

Michelle Bailey asks how Michael Harvey will receive his retroactive pay, and Jeff Sands explains that he will get a lump sum of retroactive pay, and then from that point forward his paychecks will reflect new salary.

Jeanice Berstrand, Yes; Gene Lee, Yes; Joshua Liebow, Yes; David Polito, Yes.
Michelle Bailey, No; Stacey Metternick, No.
The motion carried by majority roll call vote.

Stacey Metternick and Michelle Bailey point out that the School Committee ask Naomi for a revised contract.

Discussion about timeline aligning with Town Meeting.

I MOVE TO ADJOURN THE EXECUTIVE SESSION AT 7:22 PM AND RETURN TO OPEN SESSION.

MOTION by Gene Lee; SECONDED by David Polito.
The motion unanimously carried by roll call vote.

Respectfully submitted Mahala Lettvin

EXHIBIT B

The Hamilton Wenham Regional
School Committee
Meeting
Wednesday, December 6, 2017 7:00pm
Buker School Multi-Purpose Room

Present:

David Polito
Kerry Gertz
Joshua Liebow, Chair
Gene Lee
Michelle Bailey (late arrival 7:10)
Jeanise Bertrand (telephonic appearance)

Also Present:

Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent for Finance and Administration
James Goudie, Student Government Representative (late arrival 7:10pm)

1. Call to Order
Joshua Liebow called the meeting to order at 7:07 pm.

2. Pledge of Allegiance

3. Citizens' Comments
None

4. Chair's Report
None

5. Superintendent's Report

- Congratulations to the National History Day Competitors. High School students had great projects and committee is encouraged to check them out;
- No vote and no meeting on School Choice this evening due to quorum. Tentative new meeting will be January 21st at 7:00pm with regular committee meeting at 7:30 (depending on committee's availability);
- Meeting for Joint Finance Committee tomorrow night at 6:30 pm to forecast town budget and associated issues;
- Upcoming events:
    - Elementary holiday concert 12/11/17 at 6:30 pm, Buker Gym;
    - Holiday Art Show 12/13/17 at 6:00 pm, High School;
    - High School Holiday Concert 12/13/17, 7:00 pm;
    - Middle School Holiday Concert 12/19 at 7:00 pm, High School Auditorium.

6. Consent Agenda

A. Warrants November 21, 2017 (exhibit A)
B. Minutes November 21, 2017 (exhibit B)

Michelle Bailey requests to remove 11/21/17 minutes.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA, EXCLUDING 11/21/2017 MINUTES

MOTION by Kerry Gertz; SECONDED by David Polito.
Unanimously approved by 5 members present, with Jeanise Bertrand approving via roll call vote.

Michelle Bailey asks for typographical errors in the 11/21/2017 minutes to be corrected. "Ask" should be "as". Inquires about redaction on the executive session minutes.

Michael Harvey states that counsel redacts.

Michelle Bailey states that we are not eligible to withhold anything since committee did not enter into executive session correctly.

Page 18, 10B policy "David Polito, Michelle Bailey, need to contact Brad Hill". Clarified: Michelle and David comment that contact is to be made with Brad Hill, not necessarily that they will be the ones to contact him.

Typographical errors to be corrected: "Ask" corrected to "as", and include "S" at the end of Jeff Sands' name.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 11/21/17 MINUTES, EXCLUDING THE EXECUTIVE SESSION MINUTES.

MOTION by Kerry Gertz; SECONDED by David Polito.
Unanimously approved by 5 members present, with Jeanise Bertrand approving via roll call vote.

7. New Business

A. Fall 2017 Athletic Team Recognition
Successful 2017 Fall Season. Welcome Craig Genualdo.

Craig Genualdo, Director of Athletics. We had a successful Fall Season. We don't define success solely by awards, but we should recognize amazing efforts to receive those awards. Golf team could not be present. Introduction to: Coach Pugh, football; Coach Sawyer, Girls' Cross Country Team; Coach Flynn, volleyball.

Coach Pugh: Introduces 2 Football captains, Morgan Liphardt & Cam Peach, as well as Alec McDonald (volunteer to take Phil Durgan's spot). Talks about the year, won the first 9 games, and lost Thanksgiving game. Players thank the community for the support they have offered, as well as Coach Pugh for his guidance.

Coach Sawyer: four team captains, Luce Brandt, Rebecca Erhard, Gabriel Hebert, Anna Cassidento. Introduce themselves. Grace Moroney could not be here, but is also a captain. Players talk about their appreciation of the team and community, especially the family-like atmosphere of the team. Sawyer talks more about commitment of athletes, definition of success and commitment.

Coach Flynn: 2 Volleyball captains Katie Hankin, last season's captain; Vanessa Brown, next season's captain introduce themselves. Two captains, Cecily Szady and Lauren Flynn could not be present. Coach Flynn thanks the school committee and thanks for the support for athletics and arts. Huge thank you to the community. Players are recognized in the community and that is a huge booster for both self-esteem and continued success.

Thank you and congratulations on great seasons!

B. Treasurer's Report (Exhibit C)

Donald Gallant talks about the report which takes the same format as previous years. Overview of items on the report.

Provides summary of grants received to date. Explains the way grants came in and what FY they are used in.

Michelle Bailey inquires about school choice number being met with any outgoing funds.

Donald Gallant believes there is about $7,000 a month outgoing over a 12-month charge.

Debt service update. When Middle School was built and High School renovated, district received MSBA funds. Explains payments made and schedule of future payments. FY19 will be final payment in this agreement. District has received approximately 63%.

Donald Gallant asks to be advised if any changes need to be made to the format or information in the report.

Michelle Bailey states that the committee is supposed to approve a list of student activities.

Jeff Sands states that this is not the Treasurer's responsibility.

Discussion re: policy, specificity of language, general versus specific breakdown of school club accounts, auditor's needs, etc.

Jeff Sands suggest that if there is a requirement written in the school committee's policy, that the policy subcommittee revise and revisit such language.

Discussion re: policy and implications. Discussion re: request being made and who takes responsibility. Michelle reads policy to committee.

David Polito states intention and value in reworking specific policy.

Michelle Bailey reiterates her understanding of the policy.

Discussion re: policy revision and whether the policy was in action during the last treasurer's report.

Jeff Sands: States that the first treasurer's report was last May, where no feedback was given. Jeff Sands will produce an additional slide that will share all student activity account with beginning and ending balances. Jeff suggests the Policy Subcommittee review policy. January 3, 17, or 31st to review list.

Thank you Don!

C. Youth Risk Behavior Survey Report (Exhibit E)

Dr. Kristen Lazzaro, Director of Counseling for the district. Presenting results of the Youth At-Risk Survey from Spring, 2017.

In collaboration with CBC, MA Dept of Public Health. Hamilton/Wenham thought it would be beneficial to survey all students (in addition to those chosen by the state), for a clearer view of overall student wellbeing. Modeled the survey after the YRSB.

Dr. Lazzaro: Items I will highlight in this presentation are the more profound concerns. We are working closely with adolescents to ensure mental health. This was a passive survey, with parents being given the option to opt their child out.

- Background information;
- 436 response: 53% female, 45% male, and 2% no binary;
- Statistics of 436 responses with statistics about risky behavior and mental health indicators;
- Statistics reviewed re: risky behavior with driving, sexual assault, bullying, depression, suicide; drug & alcohol use & abuse;
- Other health related topics: overwhelming majority are "very often" of "fairly often" stressed

Schools have started to address concerns with steps including:

1. Investigate Social Emotional Learning;
2. Speaker Series: drugs, stress, Bill Phillips (addiction);
3. Presentations: Yellow Dress, Remote Control;

4. Trainings including: SOS (Signs of Suicide); Break Free from Depression; Collaboration with Police- Hidden in Plain Sight program

Discussion on above strategies to create a healthier student body and the success of the programs in other areas. Talks about implementation of these programs and why we are using them to help students.

Josh talks about the serious concerns of suicide and bullying and planned activities to educate students and families. Dr. Lazzaro talks about the need to train our faculty and talk about it more often

Discussion re: comparative data and value in detailed analysis; administration of survey; wording of questions; length of test; information provided to parents and community; specifics of trainings and programs to address concerns; etc.

D. FY18 Financial Forecast (Exhibit D)

Jeff Sands presents financial forecast. This forecast is fluid, as there are many moving parts and we still have the majority of the year ahead of us. Overview and explanation of each slide in Exhibit D.

Michelle asks about money being there for Circuit Breaker Capital account. Jeff Sands explains this.

Thank you!

E. Warrant for School Committee Elections (Exhibit F)

Michael Harvey says that the committee needs to sign the exhibit stating elections for school committee members. Warrant needs to be approved.

Kerry Gertz reads aloud Warrant for Election of Members of the Hamilton-Wenham Regional School District Committee (Exhibit F).

Discussion re: posting timeline and procedure, publication, form, etc.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE WARRANT FOR ELECTION OF MEMBERS OF THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT COMMITTEE.

MOTION by Kerry Gertz; SECONDED by Michelle Bailey.
Unanimously approved by 5 members present with Jeanise Bertrand abstaining via roll call vote.

F. School Committee Vote on School Choice for FY19
Removed from agenda and will occur at a date TBD.

H. Donations (Exhibit G)

A. **EdFund $32,356.99 for Pop Up MakerSpaces**
B. **HWRHS/ MS Friends Club $750 to defray field trip costs to freedom trail**
C. **Friends of Buker $941.70 to defray costs of Holiday**

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT ACCEPT THE DONATIONS FROM EDFUND IN THE AMOUNT OF $32,356.99, HWRHS/FRIENDS OF MS FOR $750, AND FRIENDS OF BUKER IN THE AMOUNT OF $941.70.

MOTION by Kerry Gertz; SECONDED by David Polito.
Unanimously approved by 5 members present with Jeanise Bertrand abstaining via roll call vote.

G. Statement of Interest Discussion

Josh Liebow thinks this is the right thing to do for the schools. Josh suggests moving forward with with the SOI, but invites committee members to opine.

David Polito is in favor as well.

Michelle Bailey says she looks at the other schools that were on the list. I think we should be looking at what needs to be in the pipeline. Where it needs to be is a separate question. I thought one of our biggest concerns in 3 elementary schools, it is inefficient the way it run now. I would move forward

Gene Lee does not have anything to add, and is in favor of moving forward with SOI.

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE DIRECT THE SUPERINTENDENT TO GO FORWARD WITH THE STATEMENT OF INTEREST ON BEHALF OF THE DISTRICT TO EXPLORE OPTIONS IN GETTING NEW SCHOOLS,

Discussion re: process of SOI. Jeff Sands talks about process in the past. A draft would likely need to be completed by March 5th.

MOTION by Kerry Gertz, SECONDED by David Polito.
Unanimously approved by 5 members present, with Jeanise Bertrand abstaining via roll call vote.

Gene Lee brings up reprioritization of administration to do list.

Discussion re: priorities, enrollment study, capital projects, etc.

8. Other

Topics for next meeting

1. Student government presentation;
2. Superintendents recommended FY19 budget;
3. Capital Project is part of above.

Kerry comments about the Winthrop Holiday Boutique. It was great to see the business model practiced that DECA had talked about at last meeting.

EdFund has Christmas trees for sale at Patton Park!

9. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 8:44 PM.

MOTION by Kerry Gertz; SECONDED by Gene Lee.
Unanimously approved by 5 members present, with Jeanise Bertrand abstaining via roll call vote.

Respectfully submitted Mahala Lettvin

EXHIBIT C

JOINT MEETING:
HWRSD School Committee
Hamilton FINCOM
Wenham FINCOM
Thursday, December 7, 2017 6:55pm
Buker School Multi-Purpose Room

Hamilton Wenham Regional School Committee
Gene Lee
Joshua Liebow, Chair
Michelle Bailey
Jeanise Bertrand
David Polito (absent)
Kerry Gertz (absent)
Stacey Metternick

Hamilton FINCOM
David Wagner
Nicholas Tensen
Phillips Stearns
John Pruellage
Darcy Dale (absent)

Wenham FINCOM
Alex Begin
Mike Therrien
Jim Purdy
David Molitano
Carrie Jelsma

Hamilton Board of Selectmen
William (Bill) Wilson (absent)
Shawn M. Farrell
Scott F. Maddern
Allison M. Jenkins (absent?)
Jeffrey M. Hubbard

Wenham Board of Selectmen
Jack Wilhelm (absent?)
Catherine Harrison (absent?)
John Clemenzi

Also Present:
Michael Harvey, Superintendent
Jeffrey Sands, Assistant Superintendent for Finance and Administration

Michael Lombardo, Town Manager, Hamilton
Leslie Davidson, Treasurer Collector, Town of Wenham
Peter Lombardi, Town Administrator, Wenham

1. Call to Order
Joshua Liebow called the Hamilton-Wenham School District Committee meeting to order at 6:54 PM.

David Wagner called the Hamilton Finance and Advisory meeting to order at 6:54 PM.

Shawn M. Farrell called the Hamilton Board of Selectmen meeting to order at 6:54 PM.

Alex Begin called the Wenham Finance and Advisory meeting to order at 6:54 PM.

John Clemenzi called the Wenham Board of Selectmen meeting to order at 6:54 PM.

Josh Liebow: Thank you! This meeting is good practice to do every year. Open the floor to either of the towns.

Wenham Finance Advisory Committee

Alex Begin, chair of Wenham Finance and Advisory committee: Pleased everyone is joined here today. Meetings like this don't happen easy or often. Ned Flynn, Rick Quinn and Mike Lucy served on board in the past, they are no longer serving as of FY18. Mike Therrien and Alex Begin are 2 members on 5 seat committee, and welcoming appointed new members: Carrie Jelsma, Jim Purdy, and David Molitano. Wenham FINCOM have met a few times and goals include onboarding for smooth transition to FY19 despite loss of members. Second goal is to get in meat of FY19 budget process taking into account the changes, modifications, and contractual changes. Leslie Davidson and Peter Lombardi have done a wonderful job helping with the process, turn the presentation over to Leslie and Peter.

Leslie Davidson, Finance Director, provides overview of presentation to include Forecast of FY budgets, operating costs overview, increases and projects, dollar amounts, 3% ($266,000) for schools.

Peter Lombardi, Wenham Town Administrator, provides overview of budget process and deficit including health insurance and administrative costs. Explains process of year-end reports, projection, etc. Results of student enrollment shifts and financial consequences. Overview of closing out previous fiscal year, estimates, and levy. School enrollment trends overview: Hamilton school enrollment down 102 students, Wenham is up 62 students to provide a net of negative 40. This has an impact on assessment. There is a large incoming kindergarten class, and therefore the curve may be changing somewhat. We'll have another report sometime this month.

Jeff Sands clarifies that districts are required to submit data tomorrow, and guesses about 30-45 days for report turnaround.

Peter Lombardi: next slide demonstrates dollar impact that Wenham has had to account for in prior fiscal years, which varies between 2-300 thousand. Impact is over one million dollars in costs that has been independent of school operating budget. Next slide details last 3-4 years of annual budgets and projection to FY19. Education line item has increased by 27+%, the school district operating budget has increased 13%. Data show that we are pretty close in year over year increases, with the enrollment shift impacting that.

Leslie Davidson: next slide shows current standing with budget. Expenses with school, capital projects, debt dropping off, etc. Next slide demonstrates revenue estimate, appropriation, levy limit. Levy capacity for operating budget of the school. Next slide details history of free cash. From FY17-current we use it to balance the budget and fund capital and OPEB.

Peter Lombardi: We recognize the constraints we are working under. We are soon to be working intensively to go through each department by line item. Pushing capacity on town's side to stay within the levy limit due to enrollment shifts. Our placeholder has been a 3% operating increase on the school's side, anything more than that we'll have to go back to the drawing board to try and avoid an override. We are already counting heavily on E&D for the 3%.

Jeff Sands: The net number is 522, correct?

Peter Lombardi: Yes.

Josh Liebow: Thank you for a great presentation.

David Wagner: Introduction to Shawn Farrell, Scott Maddern, Jeff Hubbard, Phil Stearns, John Pruellage, Nick Tensen. Darcy Dale and Bill Wilson were unable to attend.

Michael Lombardo: presentation on Hamilton economic climate, which is similar to Wenham. Happy to provide actual spreadsheet upon request to create what-if scenarios. Targeting a tax rate of under $17 and sustain. Details of growth and decline for future FYs. This presentation has included a budget assumption of school's budget at 2.5%, which he acknowledges is a tall order. Over time we've certified free cash at $3 million. With FY18 budget, better controls have been put in place and we expect to do that in FY19 as well. Discussion on capital projects, management of free cash to apply to one time expenditures, and what is left to moderate the tax rate. Hopefully find a place where budget growth is moderate and maintain tax rate. We are anxious to see school budget. David has some concerns about growth he wants to address.

David Wagner: Overview of FINCOM’s basic responsibility which is to make recommendations to Town Meeting. We want to remain positive. We acknowledge the importance of education, but also know the importance of fire, police, DPW, administrative staff, etc. Allocating funds requires careful attention to equitably balance all of these important items. Explains a model that helps guide his understanding: The tax levy being the primary source of revenue. Details the average family home value, taxes, and the per pupil cost per town. David expresses concern about the fact that this equates to a higher cost per pupil than is sustainable. Negative trends

coupled with enrollment trends, capital projects, collective bargaining, personnel costs, etc. for the school district. Asks about percentage of budget dedicated to personnel costs.

Jeff Sands: Salaries alone are 64% of our costs.

David Wagner: So, if you add in indirect it climbs above that percentage. Wage increases not only affect the salary, but affects the towns in terms of perceptions. This has implications for equality, morale, and perceptions. Also notes that the student/teacher ratio is a bit better than a state average, which is indicative of the necessity to look carefully at that ratio going forwards, especially when bargaining.

Josh Liebow: Do you know how many households versus pupils? Because you say that the cost per pupil is greater than the tax income on average, but what is the household count versus the pupil count?

David Wagner: I acknowledge that my model has holes, but it is a model that may have some attraction to taxpayers in terms of equating tax burden with allocating what that tax burden buys.

Josh Liebow: Yes, the logic makes sense. Other comment is that, yes, student to teacher ratio is above state average, but I think our performance is also above state average.

David Wagner: I appreciate this courtesy. I will not debate it, but say that it is illustrative of an area that may need further exploration.

Josh Liebow: Agreed.

David Wagner: Welcomes any other comments.

Scott Maddern: Great regionalized services that are very effective. We are always searching for more areas to regionalize, and there are lots of places to do this. If we can leverage any other services, equipment, healthcare, etc., it is important to eliminate redundancies.

David Wagner: That's our presentation.

Josh Liebow: Thank you.

Michael Harvey: School District presentation. We are 2 weeks away from official start of budget, all are welcome to join us on 12/20 for budget discussion. Assumptions that we always make are salary cost of living increases. Teachers had to inform district of intent to move columns by December. All 3 union contracts (teachers, office personnel, and custodians) are expiring June 30th, and all will need to be negotiated. Going to be looking more in depth about healthcare costs. Increase in added district tuitions, both in rate and number. No reimbursement for out of district transport by state. This drove costs upwards. We will also be looking at curriculum and instruction costs. Presentations from school committee over the last few months have helped to identify issues with curriculum that need to be addressed.

Jeff Sands: We have been working on budget for last 6-8 weeks, with that process coming to a conclusion. Our plan is to finalize administration's recommendation by next Friday. Information is presented to school committee first, you are all welcome to attend on 12/20. Enrollment shifts have already been discussed, however the shift is less than it has been in prior years. Next slide, highlight the projects beyond operating budget. Two capital projects highlighted. Winthrop Fire Alarm and Sprinkler system is a $1 million dollar cost, and this is a requirement per fire chief and fire marshall. Significant project to be completed by 8/31/19. We must identify the design firm. Second project is the new athletic field complex at regional high school based on Gale study conducted by order of both town meetings. Phase 1 is fully permitted and estimated cost is just shy of $3.7 million, with completion date to be determined. Last slide recaps the budget overview and will hash out details at next school committee meeting. Second public hearing 2/14 school committee will adopts FY19 budget.

David Wagner: Is it correct that you will be seeking appropriations with regard to the sprinkler system project?

Jeff Sands: I used that word, but not in that context.

David Wagner: Do you have ideas about funding for both projects?

Jeff Sands: My recommendation would be a debt exclusion, but, that would be for discussion for everyone to participate in.

David Wagner: I appreciate your presentation and understand your procedural constraints. I would ask all people in attendance to add to the calendar: a meeting to discuss capital expenses as well as a follow up meeting.

Josh Liebow: On February 7th we have a follow up meeting with this same group scheduled.

David Wagner: Thank you. I was also suggesting a meeting dedicated to discussing capital forecast when you are ready to do that.

Jeff Sands: From my perspective, operating and capital are very much intertwined. If there was an additional meeting I would suggest towards the end of January.

Alex Begin: Thank you for the presentation. On the capital expenditure, to your point it is intertwined and these capital items you mentioned are substantial.

Jeff Sands: These are not the only capital projects. I thought it was important to include these projects, but there will be a much more robust discussion about a 5-year capital plan, and what is to be incorporated into operating.

Peter Lombardi: There should be some coordination on our 5-year capital across the 3 entities.

Jeff Sands: Mike Harvey and I have prepared recommendations for the 20th, which will facilitate discussion

Michael Lombardo: It might be good to get a subcommittee together representing these entities to explore how capital projects intertwine with these three entities. In terms of these 3, it might be good to think more thoroughly about a subcommittee. Our communities can't afford all capital projects, so we should explore our 5-year plans and see ways to support each other instead of competing.

Michelle Bailey: Wholeheartedly agree, Mr. Lombardo. We used to have a budget subcommittee which fell apart due to change in administration.

Jeanise Bertrand: We have a meeting scheduled for 02/07 for this group where we could have a more informed capital discussion.

Jim Purdy: Are any of those projects eligible for School Building Assistance funds, by any chance?

Mike Harvey: No, because the MSBA does not do projects for sprinkler systems, nor for field projects.

Michelle Bailey: Jeff, how did that work when you did the new school and the turf field together? Did the MSBA give money towards that?

Jeff Sands: No, but we were allowed to wrap funds that had been appropriated for the school. In Tewksbury, we were able to fold it in and not go through additional procurement hoops.

Peter Lombardi: Asks about the rationale to put the turf field on the warrant for next spring's Town Meeting as opposed to the following year.

Jeff Sands: Clarifies the debt schedule of high school and middle school debt.

Josh Liebow: We felt like there was a lot of momentum on the turf fields, so we didn't spend a lot of time looking at debt schedules. Robust discussion around phases and who would actually foot the bill for it. We discussed private funds and community support. We thought the best course of action was getting phase 1 on the warrant based on recommendation from Gale study as well as momentum and support from community.

Jeff Sands: Adds that the proposal is to put in on the warrant for April. We will spend very little the first year. In my view, because of that, this is the most opportune time.

Peter Lombardi: So you are probably just talking about interest payments in that first year?

Jeff Sands: There would be administrative costs that would be modest, and the majority of expenses would come through in FY20.

Nick Tensen: Would there be additional maintenance costs as a result of this?

Jeff Sands: We can provide the Gale study, but in my experience is that you eliminate the current maintenance costs, pest control, lining, etc., and you replace that with something different.

Nick Tensen: Is it operationally neutral?

Jeff Sands: I would not go that far to say that it is operationally neutral.

Josh Liebow: It comes down to analyzing replacement cycle. The replacement in 10 years is expensive.

Discussion regarding replacement of turf as operating or capital expense.

Phil Stearns: Can you start fundraising before the towns have approved it?

Jeff Sands: The school committee has a policy that governs this. If a private group wanted to fundraise, they would come before the committee and the committee would vote.

Michelle Bailey: The school committee would not be the fundraisers.

David Molitano: For clarification, the entire phase price is 12 million?

Jeff Sands: No I think it 3.5, 3.5, and 2-ish. So, 9, give or take.

Mike Harvey: This project would replace the entire Varsity Game field. Phase 1 and 2 have been permitted, 3 has not. Phases described in more detail. There was no public comment when presented in meetings.

Peter Lombardi: Each phases is distinct, one is not dependent on another. Given the number of new people at the table, it would be useful to circulate the Gale study, phasing, information, and recreational board study.

Mike Harvey: Really what this does is address the recreation board's recommendation on field use.

Michelle Bailey: Brings up that the permits expire after a certain amount of time.

Mike Harvey: Three years.

Peter Lombardi: If the turf field was to go to Town Meeting next spring, would there be a draft funding schedule/debt schedule for the project at that point?

Jeff Sands: I think we would work together to provide information to all 3 entities to benefit the community.

Michael Lombardo: Is this a 20 year bond, or shorter?

Jeff Sands: Have not received that level of detail.

Michael Lombardo: At 20 years, it would be about $325,000 if you assume a 3.5/4 percent interest cost.

Peter Lombardi: February 7th meeting would be focused on the particular issue if it were to move forward.

Alex Begin: Going back to a high level, the details are in the Gale study, but on 12/20, will there be other capital projects recommended at that time as well?

Jeff Sands: The focus of the 20th is really on the operating budget. And the second part is the recommended strategy with respect to our capital plan.

Alex Begin: And that is late January, early February timeframe with regard to your capital expenditure plan?

Jeff Sands: Again, it is all intertwined, and it's part of what the school committee is responsible for providing feedback on and adopting.

Alex Begin: Certainly we welcome the opportunity to discuss this capital project in particular and others at the first appropriate time frame.

Mike Harvey: Updated demographic study. We recognize the importance given the enrollment shift we are currently experiencing. School district committee has authorized McKibbon and Associates to undertake a new demographic study. Jerry McKibbon was here a little over a month ago and has received enrollment data from the past 5 years. We are expecting a study right after the first of the year.

Peter Lombardi: That was the scope of work that had been circulated at our last joint meeting. The Town of Wenham had put in request for funding to undertake an enrollment study through Community Compact Program. We have been awarded that grant money but with McKibbon's work already underway it doesn't make sense to conduct similar project. It makes sense to see to have a joint meeting and have McKibbon run though findings and get feedback on questions on methodology.

Michelle Bailey: How much did you get for your grant and does it end at end of FY?

Peter Lombardi: No, the community grant program is one of the more flexible grant programs. The amount of money was not based on a specific request, but Wenham received $25,000. Intention is to circle back with the state and see if they'd be willing to hold the award, or see if McKibbon can do some supplemental work for us depending on the report findings. We'd probably be okay to press the pause button for a month or two. Reiterates that enrollment is the major driver in budgets.

Michelle Bailey: Did we have a specific date from him?

Jeff Sands: No, we had a date for the library.

Mike Harvey: His plan is to come roughly in January to present his findings.

Peter Lombardi: It would be great if all parties could review and have opportunity to ask questions about methodology and findings beforehand.

Josh Liebow: Thank you for coming, everyone!

I MOVE TO ADJOURN THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING AT 8:09 PM.

MOTION by Gene Lee; SECONDED by Josh Liebow.
Unanimously approved by 5 members present.

I MOVE TO ADJOURN THE WENHAM FINCOM MEETING AT 8:09 PM.
MOTION by Alex Begin; SECONDED by Mike Therrien.
Unanimously approved by 5 members present.

I MOVE TO ADJOURN THE HAMILTON FINCOM MEETING AT 8:09 PM.
MOTION by David Wagner; SECONDED by Nicholas Tensen.
Unanimously approved by 4 members present.

I MOVE TO ADJOURN THE HAMILTON BOARD OF SELECTMEN MEETING AT 8:09 PM.
MOTION by John Clemenzi;.
Unanimously approved by 1 members present.

Thank you all!

Respectfully submitted Mahala Lettvin

EXHIBIT D

Warrant Working Group
December 06, 2017
Center School, 5 School Street, Wenham, MA

Present: Gene Lee, David Polito
Participating Remotely: Jeanise Bertrand
Also present: Don Gallant, HWRSD Treasurer

Meeting Called to order at 6:07 by David Polito

The following warrants were approved.

Voucher 39:	$	11,589.05
Voucher 1070:	$	351,610.61
Voucher 1071:	$	903,589.73
Voucher 2438:	$	139.60
Voucher 2439:	$	464.61
Voucher 2440:	$	23,654.58
Voucher 2441:	$	805.00
Voucher 2442:	$	3,990.46
Voucher 2443:	$	149,231.18
Voucher 2444:	$	40,170.58
Voucher 2445:	$	845.00

Motion: I move that we approve the minutes of December 06, 2017 as prepared. Motion – Polito, Second - Lee, Unanimously Approve.

Move to adjourn: 6:18 pm. Motion - Polito, Second - Bertrand. Unanimously Approved.

Respectfully submitted,

David Polito

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 40 **Voucher Date:** 12/22/2017 Prepared By: Donald Gallant

Printed: 12/20/2017 03:17:57 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $11,044.85 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$9,337.72
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$0.00
301	TITLE I	$1,512.81
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
701	CAFETERIA FUNDS	$194.32
		$11,044.85

Created By: c.carberry **Posted By:** c.carberry **Date:** 12/20/2017 14:56:19 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1072 **Voucher Date:** 12/22/2017 Prepared By: Donald Gallant

Printed: 12/20/2017 03:07:15 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $724,191.11 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$724,191.11
		$724,191.11

Created By: gallantd **Posted By:** v.leone **Date:** 12/20/2017 15:04:14 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1073 **Voucher Date:** 12/22/2017 Prepared By: Donald Gallant

Printed: 12/20/2017 03:13:14 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $84,939.42 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$84,939.42
		$84,939.42

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2452 **Voucher Date:** 12/22/2017 Prepared By:

Printed: 12/20/2017 12:46:23 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $16,895.85 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	$16,895.85
		$16,895.85

Created By: capozzid **Posted By:** v.leone **Date:** 12/20/2017 10:33:13 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2453 **Voucher Date:** 12/22/2017 Prepared By:

Printed: 12/20/2017 12:52:56 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $425,152.17 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$419,173.96
100	PRIOR YEAR ENCUMBRANCES	$3,446.25
302	94-142 IDEA 240	$2,340.00
502	PRIVATE GRANTS & GIFTS	$191.96
		$425,152.17

Created By: capozzid **Posted By:** v.leone **Date:** 12/20/2017 10:33:55 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2454 **Voucher Date:** 12/22/2017 Prepared By: Donald E. Gallant

Printed: 12/20/2017 12:59:17 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $88,363.91 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$79,594.68
202	REVOLVING FUNDS	$886.98
205	ATHLETIC/EXTRA CURR REVOLVING	$3,411.25
302	94-142 IDEA 240	$1,000.00
402	STATE GRANTS FY EVEN YEARS	$3,471.00
		$88,363.91

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2446 **Voucher Date:** 12/07/2017 Prepared By: D. Capozzi

Printed: 12/07/2017 10:59:12 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $378.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$378.00
		$378.00

Created By: capozzid **Posted By:** capozzid **Date:** 12/07/2017 10:58:52 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2447 **Voucher Date:** 12/11/2017 Prepared By: W. Capozzi

Printed: 12/11/2017 09:28:28 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $486.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$486.00
		$486.00

Created By: capozzid **Posted By:** capozzid **Date:** 12/11/2017 09:28:06 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2448 **Voucher Date:** 12/13/2017 Prepared By: D. Capozzi

Printed: 12/13/2017 08:22:51 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $84.15 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$84.15
		$84.15

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2449 **Voucher Date:** 12/14/2017 Prepared By: W. Capozzi

Printed: 12/18/2017 10:23:35 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $55.34 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$55.34
		$55.34

Created By: capozzid **Posted By:** capozzid **Date:** 12/18/2017 10:23:23 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2450 **Voucher Date:** 12/19/2017 Prepared By: W. Capozzi

Printed: 12/19/2017 11:23:46 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,125.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$1,125.00
		$1,125.00

Created By: capozzid **Posted By:** capozzid **Date:** 12/19/2017 11:23:23 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2451 **Voucher Date:** 12/19/2017 Prepared By:

Printed: 12/19/2017 11:25:38 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $8,107.06 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$8,107.06
		$8,107.06

Created By: capozzid **Posted By:** capozzid **Date:** 12/19/2017 11:25:28 **Page:** 1

EXHIBIT F

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: HWRHS Date Submitted: 12/5/17

Faculty Sponsor: Kevin Sno Position: Spanish Teacher
6-12 Ski Club

I. Trip Information:

Check (✓) one:

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

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

☐ Athletics – Sport:

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

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

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

☐ International Trip (*extracurricular only*) – Destination:

Departure Date: Various - see attached Time: 6 am / 2:30 pm Return Date: Same days Time: 7:30 pm / 11 pm

Number of Students Eligible: 50 Class/Group: All grades

Faculty Sponsor: K Sno

Other Faculty/Staff chaperones: Prudy Pilkonis and other TBD

Other chaperones:

Mode of Transportation: Coach bus McGinn Number:

Airlines/Flight/Ground Transportation: Bus Company

II. Estimated Expenses

1. Transportation Cost: Sunday River $1600	6. Financial Assistance Available? ___ Yes ___ No
2. Admission Charges: Bunstock $975	7. Other Sources of Funding? ___ Yes ___ No
3. Lodging & meals cost:	8. Amount Available: $
4. Other (specify):	9. Are Student Activity Funds being used? X Yes ___ No
5. Total student cost: $75 per trip / $50 Sunday River / Bunstock	10. If yes, amount bring used: $ to supplement cost of bus and expenses

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: KS Date: 12/5/17

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

Principal: Date: 12/06/17

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.

Alpine Athletics Rules

- **All school rules and penalties will apply on all trips**. School penalties for infractions will be enforced.
- All participants including chaperones **must wear helmets.**
- Students must not purchase, consume, possess or be involved with drugs, including alcohol, cigarettes or tobacco products.
- **Punctuality is a must!!** It is essential that you be on time. Lateness not only causes us anxiety, it holds up the entire group.
- We expect your **behavior to be exemplary** at all times.
- At no time are you to go anywhere alone. Always ski with a buddy.
- **You are responsible for completing school obligations**, if at any time your teachers inform us that you have not completed work or fulfilled obligations due to your participation with this group, you will not be allowed to participate the following trip.
- Should any of the above rules be broken your continued participation in any HW Alpine Athletics program will be left to the discretion of the chaperones. **If you are asked not to participate you will forfeit the remaining cost of the program.**

The Chaperones
Kevan Sano
Tate Shippen
Prudy Pilkanis

No whining!



Alpine Offerings

Offered in conjunction with Ipswich HS

All levels, ski or snowboard

- Lift tickets
- Deluxe Coach bus transportation
- **Sunday River Day Trips $75**

  Depart 6:00 am return by 7:30pm
  - **Jan. 7, 2018**
  - **Jan. 28, 2018**
  - **Feb 4, 2018**
  - **Mar 11, 2018**
- **Gunstock Night Trip $50**
  - **Jan. 19, 2018 after exams**
  - **Mar. 2, 2018**
- Depart 2:30 pm return by 11:00 pm

Make checks payable to HWRSD

Refunds only if able to sell your spot!

Rules of the Slopes

- When skiing or snowboarding downhill, give moving skiers and snowboarders below the right of way. You should be able to see them: they might not see you.
- Stop off fhe side of a run, well out of the way and in view of other skiers and snowboarders.
- Look both ways and uphill before crossing a trail, merging or starting down the hill.
- Use a safety device to prevent runaway equipment.
- Never ski or snowboard alone.
- Follow all posted signs and rules. Avoid closed trails and out-of-bound areas.*

*Permission to reprint granted by the National Safety Council, a membership organization dedicated to protecting life and promoting health.



Why Ski Helmets?

Downhill skiing and snowboarding can be an exhilarating experience, but, as with any sport, safety should come first. Excess speed and loss of control are the primary factors associated with snow skiing fatalities, according to a study reported in *The Physician and Sportsmedicine*, Feb. 1989. The study also states that more than 3/4 of ski-related deaths occurred after collisions with stationary objects, such as tress and lift towers. Head injuries were cited most often as the cause of fatalities. *

Several years ago we had a close call. A student had an accident while snowboarding. He couldn't remember what happened because he blacked out for a period of time. He was taken by ambulance to the hospital where he underwent numerous tests and was later transferred to another hospital with a neurological unit. His head injury could have been prevented had he been wearing a helmet.

After this we adopted a mandatory helmet rule. All participants including chaperones are required to wear helmets. No more close calls, no more excuses.

For more information about helmets, Visit: www. SkiHelmets.com

*Permission to reprint granted by the National Safety Council, a membership organization dedicated to protecting life and promoting health.

The mission of Hamilton-Wenham Alpine Athletics is:

- To promote and encourage a positive attitude for the safe participation in a life-long physical activity.
- To provide opportunities for students to enjoy alpine athletics with their peers within an environment of caring, patience and respect.



What's wrong with this skier?

Not wearing a helmet!

Hamilton-Wenham Regional HS

775 Bay Road
Hamilton, MA 01982
Phone: 978-468-0478
Fax: 978-468-0241
Email: sanok@hwschools.net

Hamilton-Wenham Regional High School

Alpine Athletics Downhill Skiing And Snowboarding Club

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Field Trip Consent & Release Form

Cost:$75 checks payable to HWRSD

I. Consent to ***Participate in Voluntary Field Trip***

I, the undersigned_____*parent/legal guardian* of_____*(student),* a minor do hereby consent to my child's participation in a voluntary Field trip sponsored by the Hamilton-Wenham Regional School District. I am aware that my child will be traveling to

Sunday River Ski resort *(Location)* on 6am - 7:00pm *(Dates)* at _____ *(Times)*

The mode of transportation for this field trip will be: Mcginn Coach Bus *(Please List)*

My child has my permission to participate in this voluntary field trip.

I agree to release and hold harmless the Hamilton-Wenham Regional School District, the members of the School Committee and its officers, agents, and employees (herein referred to as "District") from any and all liability for personal injuries to my son/daughter or other damage to personal or property that might result in any way from his/her voluntary participation in the activity and fully release the "District" and its employees from any liability in connection with those decisions.

II. ***Emergency Treatment & Medication Consent***

I, _____ *(Please Print)* parent/legal guardian, give permission to the Hamilton-Wenham Regional School District staff or chaperones to act on my behalf for _____ *(Student's Name Print)* in the event of a medical emergency.

Are there any changes, or new information needed to the Emergency Contact Form that the School District has on file? *Yes____ No____*
If Yes (new information_____

Will medication be required during the field trip? *Yes____ No____*
Please Describe Below:

_____

_____

As per the Hamilton-Wenham Regional School District Policy on Medications (H8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

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.

Updated 10.10.14

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

III. Consent & Release

I further affirm that I have read this Consent & Release Form and that I understand the contents of the form. I understand that my child's participation on this trip is voluntary and that my child and I are free to choose not to participate in said field trip. By signing this form, I grant permission for school personnel to administer medication to my child as prescribed by his/her physician. I also affirm that I have decided to allow my child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form. In signing this form I fully release the Hamilton-Wenham Regional School District Committee and its officers, agents, and employees (hereafter referred to as "District") from any liability in connections with those decisions and provisions:

1. That the Hamilton-Wenham Regional School District Policy on Medications will apply to a student who needs to be administered medication while on a field trip.

2. That Hamilton-Wenham Regional School District policies on student behavior and Student Handbook Rules & Regulations apply to all PK-12 field trips.

3. That the School Committee reserves the right to cancel a trip up to the departure date or to recall a trip in progress due to safety concerns or any other reason deemed appropriate by the School Committee

4. That a parent/guardian may lose any and/or all of the funds he/she/they have expended for the voluntary trip.

5. The District shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip; and

6. The District will not be liable to anyone for personal injuries, property damage, or financial loss my child or I may suffer in voluntary Hamilton-Wenham Regional School District field tip programs.

_____

Parent/Legal Guardian Signature *Printed Name* *Date*

_____

Parent/Legal Guardian of (Student's Name)

Emergency contact # _____

Insurance # _____

Ski buddy _____

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Updated 10.10.14

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

Field Trip Consent & Release Form

Cost:$50 checks to HWRSD

I. Consent to ***Participate in Voluntary Field Trip***

I, the undersigned_____*parent/legal guardian* of_____*(student),* a minor do hereby consent to my child's participation in a voluntary Field trip sponsored by the Hamilton-Wenham Regional School District. I am aware that my child will be traveling to

Gunstock Mountain _____ on 2:30- 11:00pm _____ at _____
(Location) *(Dates)* *(Times)*

The mode of transportation for this field trip will be: Mcginn Coach Bus _____ *(Please List)*

My child has my permission to participate in this voluntary field trip.

I agree to release and hold harmless the Hamilton-Wenham Regional School District, the members of the School Committee and its officers, agents, and employees (herein referred to as "District") from any and all liability for personal injuries to my son/daughter or other damage to personal or property that might result in any way from his/her voluntary participation in the activity and fully release the "District" and its employees from any liability in connection with those decisions.

II. ***Emergency Treatment & Medication Consent***

I, _____ parent/legal guardian, give permission to the
(Please Print)
Hamilton-Wenham Regional School District staff or chaperones to act on my behalf for _____
(Student's Name Print)
in the event of a medical emergency.

Are there any changes, or new information needed to the Emergency Contact Form that the School District has on file? *Yes____ No____*
If Yes (new information_____

Will medication be required during the field trip? *Yes____ No____*
Please Describe Below:

_____

_____

As per the Hamilton-Wenham Regional School District Policy on Medications (H8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

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Updated 10.10.14

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

III. Consent & Release

I further affirm that I have read this Consent & Release Form and that I understand the contents of the form. I understand that my child's participation on this trip is voluntary and that my child and I are free to choose not to participate in said field trip. By signing this form, I grant permission for school personnel to administer medication to my child as prescribed by his/her physician. I also affirm that I have decided to allow my child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form. In signing this form I fully release the Hamilton-Wenham Regional School District Committee and its officers, agents, and employees (hereafter referred to as "District") from any liability in connections with those decisions and provisions:

1. That the Hamilton-Wenham Regional School District Policy on Medications will apply to a student who needs to be administered medication while on a field trip.

2. That Hamilton-Wenham Regional School District policies on student behavior and Student Handbook Rules & Regulations apply to all PK-12 field trips.

3. That the School Committee reserves the right to cancel a trip up to the departure date or to recall a trip in progress due to safety concerns or any other reason deemed appropriate by the School Committee

4. That a parent/guardian may lose any and/or all of the funds he/she/they have expended for the voluntary trip.

5. The District shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip; and

6. The District will not be liable to anyone for personal injuries, property damage, or financial loss my child or I may suffer in voluntary Hamilton-Wenham Regional School District field tip programs.

_____

Parent/Legal Guardian Signature *Printed Name* *Date*

_____

Parent/Legal Guardian of (Student's Name)

Emergency contact # _____

Insurance # _____

Ski buddy _____

Choose one: I am a Skier Border

I need rentals. Yes. No. Add $22 for rentals

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.

Updated 10.10.14

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

FY19 Superintendent's Budget Recommendation
School Committee Presentation
January 3, 2018

Prepared by:

Dr. Michael Harvey, Superintendent of Schools
Jeffrey D. Sands, Assistant Superintendent for Finance & Administration
Vincent Leone, Director of Accounting & Payroll

HWRSD Budget Process Overview

OCTOBER
- Certify Prior Year E&D
- Determine Resident Student Enrollment by Member Town
- Develop Internal Budget Tools

NOVEMBER
- Distribute Budget Kick-off Memo
- Principal & Dept. Head Reviews
- Critical Priorities Input from LT
- Update 5 Year Capital Plan

DECEMBER
- Finance Committee Meeting (1)
- Critical Priorities Assessment
- Fixed and Variable Cost Reviews
- Updated 5 Year Capital Plan
- Finalize Budget Recommendation

JANUARY
- SC Budget Review Meetings (3)
- SC Budget Workshop (1)
- Adopt Tentative SC Budget
- Public Hearing on Budget(1)

FEBRUARY
- Finance Committee Meeting (1)
- SC Budget Review Meetings (2)
- Public Hearing on Budget (1)
- SC Budget Modification Proposals
- Adopt SC Final Budget

MARCH
- District Treasurer Certifies SC Adopted Budget with Member Towns

APRIL
- Hamilton ATM
- Wenham ATM

Ongoing Matters:
- Healthcare Costs
- Collective Bargaining
- Special Education Costs

FY19 Budget

Superintendent's Recommendation

Level Service PLUS an Investment in Critical Priorities

What Does "Level Service" Mean?

Level Service is a continuation of the current programs, services and staffing of the District.

For FY19, Level Service translates into a spending increase in our Gross Operating Expenses of $1,117,099 or 3.56% versus the FY18 Budget.

FY19 Budget: Level Service
Key Assumptions

- Salary Costs
  - Incorporates a conservative COLA increase for all personnel.
  - Incorporates all other contractual salary obligations (e.g. STEPs and Degree Changes).
  - Increases our Grade 1 Teacher Headcount by 1.0 FTE (see larger KDG class in FY18).
  - Incorporates Retirement and Other Staff Replacement salary savings of $144K.
  - Level funds all Grants as compared to FY18.

    The Level Service Net Result has Salary Costs increasing by $760K or 3.8%.
- Operating Costs
  - No new Services or Programs.
  - Capital Costs reducing to $129K versus $210K in FY18 and $312K in FY17.
  - Level funds the majority of operating account categories.
  - Exceptions to level funding include, most notably:
    - Healthcare Costs increasing by 5.9% or $143K
    - Out-of-District Tuition Costs increasing by 6.1% or $168K
    - Special Ed Transportation Costs increasing by 26.5% or $129K
    - The Essex Retirement Pension Fund increasing by 3.3% or $29K
    - District Insurances increasing by 21.1% or $36K
    - School Choice OUT Tuition Costs increasing by 109.0% or $47K

FY19 Budget – Primary Drivers

Level Service Gross Operating Expense Budget

Driver	FY19 v FY18 $ CHG
All Staff COLAs and STEPS	$ 791,000
Teacher Degree Changes	$ 60,000
Additional Grade 1 Teacher	$ 53,000
Essex Retirement Pension Fund Appropriation	$ 29,000
Out-of- District Tuitions	$ 168,000
Special Education Transportation	$ 129,000
In District Transportation	$ 27,000
Insurance Premiums	$ 36,000
Healthcare Costs	$ 143,000
Net All Other Operating Expenses	$ (93,900)
Subtotal:	**$ 1,342,100**
Capital Projects	$ (81,000)
Anticipated Staff Retirement Replacement Savings	$ (79,000)
Anticipated Staff Replacement Savings	$ (65,000)
Subtotal:	**$ (225,000)**
TOTALS:	**$ 1,117,100**

FY19 Budget – Expense Category Analysis

Level Service Gross Operating Expense Budget

Expense Category	FY19 Gross Expenses		Compared to FY18		
	Tot $	% of Tot	PY Bud $	Chg $	Chg %
Salaries	$ 20,600,046	63.3%	$ 19,839,627	$ 760,419	3.8%
Out-of-District Tuition	$ 2,935,240	9.0%	$ 2,767,155	$ 168,085	6.1%
Healthcare	$ 2,573,760	7.9%	$ 2,430,625	$ 143,136	5.9%
In-District Transportation	$ 765,820	2.4%	$ 738,700	$ 27,120	3.7%
Essex Retirement	$ 908,291	2.8%	$ 879,643	$ 28,648	3.3%
Utilities	$ 587,160	1.8%	$ 597,530	$ (10,371)	-1.7%
Facilities, Maintenance & Custodial (non-salary)	$ 576,025	1.8%	$ 631,475	$ (55,450)	-8.8%
Technology (non-salary)	$ 614,437	1.9%	$ 611,182	$ 3,255	0.5%
Special Education Transportation	$ 614,696	1.9%	$ 486,000	$ 128,696	26.5%
Other Fringe (Medicare, Unemployment, 403B)	$ 416,352	1.3%	$ 433,965	$ (17,613)	-4.1%
Substitute Teachers	$ 221,750	0.7%	$ 229,625	$ (7,875)	-3.4%
School Materials, Supplies & Textbooks	$ 305,904	0.9%	$ 303,904	$ 2,000	0.7%
Athletics (non-salary)	$ 237,935	0.7%	$ 224,706	$ 13,229	5.9%
District Insurance (Property, Liability & WC)	$ 209,464	0.6%	$ 173,031	$ 36,434	21.1%
OPEB Trust Fund	$ -	0.0%	$ 40,000	$ (40,000)	-100.0%
All Other	$ 953,844	2.9%	$ 1,016,457	$ (62,614)	-6.2%
Totals:	**$ 32,520,723**	**100.0%**	**$ 31,403,624**	**$ 1,117,099**	**3.6%**

Increases in these 4 categories represent a total of $1.2M or 107% of our Total Level Service Budget increase for FY19.

FY19 Budget

Superintendent's Recommendation

Level Service PLUS an investment in Critical Priorities

What Does investing in "Critical Priorities" Mean?

Provide the targeted funding necessary to better position the District to achieve its goals & objectives as provided for in the "Strategic Blueprint", including directed investments in people, programs, & technology.

For FY19, the Superintendent and Leadership Team is recommending that an investment be made to fund several Critical Priorities. This investment comes at an additional cost of $399,379 above what is needed to maintain Level Services for the 2018 – 2019 School Year.

FY19 Budget
What has been included in the Recommended Budget for Critical Priorities?

In addition to the funding needed to maintain Level Services, we are recommending that an additional $399,379 be provided to fund the following items earmarked as Critical Priorities for FY19:

- K-5 Math Resources ($100,000)
- 6 – 8 Math Resources ($40,000)
- Fountas and Pinnell 3 Upgrade ($17,500)
- RTI Screeners and Interventions ($15,000)
- 1.0 FTE Special Education Team Chairperson for OOD ($71,600)
- (2) 1.0 FTE HS Special Education Program Based Teachers ($60,350)
- 0.5 FTE MS Special Education Reading Teacher ($29,270)
- Healthcare and Benefits Costs for new staff ($43,659)
- Compliance with AED Law effective July 1, 2018 ($22,000)

FY19 Budget – Primary Drivers

Level Service PLUS Critical Priorities Gross Operating Expense Budget

Driver	FY19 v FY18 $ CHG
All Staff COLAs and STEPs - Level Service	$ 791,000
Teacher Degree Changes	$ 60,000
Additional Grade 1 Teacher	$ 53,000
Critical Priorities	$ 399,400
Essex Retirement Pension Fund Appropriation	$ 29,000
Out-of- District Tuitions	$ 168,000
Special Education Transportation	$ 129,000
In District Transportation	$ 27,000
Insurance Premiums	$ 36,000
Healthcare Costs	$ 143,000
Net All Other Operating Expenses	$ (93,900)
Subtotal:	**$ 1,741,500**
Capital Projects	$ (81,000)
Anticipated Staff Retirement Replacement Savings	$ (79,000)
Anticipated Staff Replacement Savings	$ (65,000)
Subtotal:	**$ (225,000)**
TOTALS:	**$ 1,516,500**

FY19 Budget – Expense Category Analysis

Level Service PLUS Critical Priorities Gross Operating Expense Budget

Expense Category	FY19 Gross Expenses		Compared to FY18		
	Tot $	% of Tot	PY Bud $	Chg $	Chg %
Salaries	$ 20,817,994	63.2%	$ 19,839,627	$ 978,367	4.9%
Out-of-District Tuition	$ 2,878,510	8.7%	$ 2,767,155	$ 111,355	4.0%
Healthcare	$ 2,613,760	7.9%	$ 2,430,625	$ 183,136	7.5%
In-District Transportation	$ 765,820	2.3%	$ 738,700	$ 27,120	3.7%
Essex Retirement	$ 908,291	2.8%	$ 879,643	$ 28,648	3.3%
Utilities	$ 587,160	1.8%	$ 597,530	$ (10,371)	-1.7%
Facilities, Maintenance & Custodial (non-salary)	$ 576,025	1.7%	$ 631,475	$ (55,450)	-8.8%
Technology (non-salary)	$ 614,437	1.9%	$ 611,182	$ 3,255	0.5%
Special Education Transportation	$ 614,696	1.9%	$ 486,000	$ 128,696	26.5%
Other Fringe (Medicare, Unemployment, 403B)	$ 419,512	1.3%	$ 433,965	$ (14,453)	-3.3%
Substitute Teachers	$ 221,750	0.7%	$ 229,625	$ (7,875)	-3.4%
School Materials, Supplies & Textbooks	$ 445,904	1.4%	$ 303,904	$ 142,000	46.7%
Athletics (non-salary)	$ 237,935	0.7%	$ 224,706	$ 13,229	5.9%
District Insurance (Property, Liability & WC)	$ 209,464	0.6%	$ 173,031	$ 36,434	21.1%
OPEB Trust Fund	$ -	0.0%	$ 40,000	$ (40,000)	-100.0%
All Other	$ 1,008,844	3.1%	$ 1,016,457	$ (7,614)	-0.7%
Totals:	**$ 32,920,102**	**100.0%**	**$ 31,403,624**	**$ 1,516,478**	**4.8%**

Increases in these 5 categories represent a total of $1.5M or 101% of our Total Recommended increase for FY19.

FY19 Budget – District Totals

Level Service PLUS Critical Priorities Net Operating Expense Budget

General Fund Operating Expenses					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
Operating Expense - Gross, before offests & Overlays	$ 30,166,532	$ 31,403,624	$ 32,920,102	$ 1,516,478	4.83%
Expense Offsets					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
Recurring Offsets					
School Choice	$ 375,000	$ 265,000	$ 265,000	$ -	0.0%
Preschool Tuition	$ 37,500	$ 72,648	$ 72,648	$ -	0.0%
Special Needs Tuition	$ 35,000	$ -	$ -	$ -	#DIV/0!
Facilities Rental	$ 2,000	$ 2,000	$ 2,000	$ -	0.0%
Circuit Breaker Offset	$ 567,000	$ 864,160	$ 864,160	$ -	0.0%
	$ 1,016,500	$ 1,203,808	$ 1,203,808	$ -	0.0%
One-Time Offsets					
Other Revolving Accounts	$ -	$ -	$ -	$ -	#DIV/0!
Total Offsets	**$ 1,016,500**	**$ 1,203,808**	**$ 1,203,808**	**$ -**	0.0%
NET OPERATING BUDGET	**$ 29,150,032**	**$ 30,199,816**	**$ 31,716,294**	**$ 1,516,478**	**5.02%**

FY19 Budget – District Totals

Level Service PLUS Critical Priorities Net Assessment Budget

Total Expenses					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
General Operating Expense (Before Offsets)	$ 30,166,532	$ 31,403,624	$ 32,920,102	$ 1,516,478	4.83%
Expense Offsets	$ 1,016,500	$ 1,203,808	$ 1,203,808	$ -	0.00%
General Operating Expenses (After Offsets)	$ 29,150,032	$ 30,199,816	$ 31,716,294	$ 1,516,478	5.02%
Debt Service Expense	$ 2,129,250	$ 2,092,860	$ 2,115,275	$ 22,415	1.07%
TOTAL EXPENDITURES	**$ 31,279,282**	**$ 32,292,676**	**$ 33,831,569**	**$ 1,538,893**	**4.77%**

Total Funding Sources					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
Revenues					
Chapter 70-Base Aid	$ 3,457,966	$ 3,554,656	$ 3,606,706	$ 52,050	1.5%
MSBA Debt Service Reimbursement	$ 1,132,065	$ 1,132,065	$ 1,132,065	$ -	0.0%
State Transportation Reimbursement	$ 331,304	$ 340,686	$ 330,837	$ (9,849)	-2.9%
Medicaid Reimbursement	$ 85,000	$ 85,000	$ 150,000	$ 65,000	76.5%
Interest Income	$ 4,000	$ 4,000	$ 4,000	$ -	0.0%
Prior Year Unexpended Encumbrances	$ -	$ -	$ -	$ -	#DIV/0!
Other Non-recurring Income (Including Transp)	$ -	$ -	$ -	$ -	#DIV/0!
Total Revenues	$ 5,010,335	$ 5,116,407	$ 5,223,608	$ 107,201	2.1%
Transfers In From Other Funds					
Excess and Deficiency	$ 555	$ 568,821	$ 347,218	$ (221,603)	-39.0%
Total Transfers	$ 555	$ 568,821	$ 347,218	$ (221,603)	-39.0%
Total Funding Sources	**$ 5,010,890**	**$ 5,685,228**	**$ 5,570,826**	**$ (114,402)**	**-2.0%**
Total Expenditures	$ 31,279,282	$ 32,292,676	$ 33,831,569	$ 1,538,893	4.8%
Less Total Funding Sources	$ 5,010,890	$ 5,685,228	$ 5,570,826	$ (114,402)	-2.0%
NET ASSESSMENT including Debt Service	**$ 26,268,391**	**$ 26,607,448**	**$ 28,260,743**	**$ 1,653,295**	**6.2%**

Total Town Assessments					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
Hamilton	$ 17,494,749	$ 17,401,271	$ 18,270,570	$ 869,299	5.0%
Wenham	$ 8,773,643	$ 9,206,177	$ 9,990,173	$ 783,996	8.5%
NET ASSESSMENT including Debt Service	**$ 26,268,391**	**$ 26,607,448**	**$ 28,260,743**	**$ 1,653,295**	**6.2%**

Capital Improvement Plan
Administration's Recommendation

- Background:
  - The HS/MS Project Bond will be paid-off in May 2019 (FY19) resulting in a decrease in our annual Debt Expense of ~$711,000 per year.
- Assumption:
  - Develop a recommendation that minimizes any incremental increase to the District's Annual Budget request while simultaneously addressing the longer term Capital needs of the District.
- Scope:
  - Projects to be funded by the FY19 Operating Budget ($129K)
  - Winthrop Sprinkler Project ($1.0M)
  - Athletic Field Complex ($3.6M)
  - Capital Plan Approach agreed on 9/7/17 by School Committee (~$2.6M)
    - Includes Safety, Accessibility, and Critical Infrastructure Projects
  - Remaining Projects to be funded by the FY20 – 23 Operating Budgets (~$350K/Year)
- Future Debt Expense Point of Reference:
  - A $8.5M Bond with a 20 Year Term at an Interest Rate of 4% carries an Annual Cost of ~$702,000.

Capital Improvement Plan Administration's Recommendation

1) Fund $129K in Projects in the FY19 Operating Budget
2) Propose a $ 1.0M Winthrop Sprinkler Project Debt Exclusion at April 2018 ATM
3) Propose a $3.6M Turf Field Complex Project Debt Exclusion at April 2018 ATM
4) Propose a $2.6M Debt Exclusion for Safety, Accessibility, & Critical Infrastructure Projects as outlined on 5 Year Plan at April 2019 ATM
5) Provide funding for any remaining/new Projects on 5 Year Plan through the Operating Budgets in FY20 – FY23 at ~$350K per Year

- Debt Exclusion Totals from the above mentioned Projects total $7.2M.
  - A $7.2M Bond with a 20 Year Term at an Interest Rate of 4% carries an Annual Cost of $595,000.
  - A $595,000 Annual Debt Expense would leave ~$115,000 per year available that could either reduce Net Assessment amounts or be earmarked to fund the OPEB Trust Fund in future years.
- Although the Sprinkler and Turf Field Projects would potentially be funded before the HS/MS Project was paid off in May 2019, only minimal costs (e.g., BAN expenses) would be incurred prior to FY20 when the HS/MS Project will have rolled off our books entirely.

Capital Projects

Projects to be included in the FY19 Operating Budget

Capital Projects currently being recommended for funding as part of the Operating Budget:

Department	Project	Location	FY19
Fac & Grds	Waste Water Treatment Plant	District	20,000
Tech	iPads for Students on Scholarship and F&RL	District	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	21,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	33,480
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	37,216
	Total Recommended:		**129,196**

In FY18, the District's Operating Budget included $210,696 in funding for Capital Projects. This represents a decrease of $81,500 or 38.7%.

A copy of the full detailed 5 Year Capital Plan has been provided as a separate handout.

FY19 Budget
Motion for School Committee Tentative Budget Vote

"Section X: Budget" of the Regional Agreement reads….

"Not less than thirty days prior to the date on which the Committee adopts its final budget for the ensuing fiscal year, the Committee shall annually prepare a tentative operating and maintenance budget including therein provision for any installment of principal or interest to become due in such year on any bonds, notes or other evidence of indebtedness of the District. "

Motion for Tentative FY19 Operating Budget Vote:

Motion: The Hamilton-Wenham Regional School Committee approves a Tentative FY19 Total General Fund Expenditures Budget of $33,831,569. This amount includes General Fund Operating Expenses (after Offsets) in the amount of $31,716,294 and General Fund Debt Service Expenses in the amount of $2,115,275.

Budget Topics for Next SC Meeting
on January 17, 2018

- Critical Priorities
  - K-5 Math
  - 6 – 8 Math
  - F&P 3 Upgrade
  - RTI Screeners & Interventions
  - SPED Team Chairperson
  - SPED Program Teachers
- Master Plan Update – School Libraries
  - Presentation by Kent Kovacs, AIA, LEED AP : VP at Flansburgh Architects

FY19 Budget: Calendar

SEPTEMBER 18, 2017	DISTRICT SUBMITS FY17 E&D TO MA DOR FOR CERTIFICATION
OCTOBER 26, 2017	DISTRIBUTION OF OCTOBER 2017 RESIDENT ENROLLMENT DATA TO TOWNS
NOVEMBER 6, 2017	DISTRIBUTION OF FY19 BUDGET KICK-OFF MEMO TO HWRSD BUDGET HOLDERS
NOVEMBER 6, 2017	DISTRIBUTION OF FY19 BUDGET CALENDAR
DECEMBER 7, 2017	FY19 BUDGET PLANNING MEETING #1 WITH TOWN FINANCE COMMITTEES
JANUARY 3, 2018	FY19 BUDGET RECOMMENDATION PRESENTED TO SCHOOL COMMITTEE
JANUARY 3, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION
JANUARY 3, 2018	SCHOOL COMMITTEE ADOPTS TENTATIVE FY19 BUDGET
JANUARY 10, 2018	DISTRICT ADMINISTRATION ADVERTISES FY19 BUDGET PUBLIC HEARING #1
JANUARY 17, 2018	SCHOOL COMMITTEE HOLDS FY19 BUDGET PUBLIC HEARING #1
JANUARY 17, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION
JANUARY 24, 2018	SCHOOL COMMITTEE CONDUCTS FY19 BUDGET BUDGET WORKSHOP
JANUARY 30, 2018	DISTRICT ADMINISTRATION MAILS ADOPTED TENTATIVE FY19 BUDGET TO TOWNS
JANUARY 31, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION
FEBRUARY 7, 2018	DISTRICT ADMINISTRATION ADVERTISES FY19 BUDGET PUBLIC HEARING #2
FEBRUARY 7, 2018	FY19 BUDGET PLANNING MEETING #2 WITH TOWN FINANCE COMMITTEES
FEBRUARY 14, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION
FEBRUARY 14, 2018	SCHOOL COMMITTEE HOLDS FY19 BUDGET PUBLIC HEARING #2
FEBRUARY 14, 2018	SCHOOL COMMITTEE ADOPTS FY19 BUDGET
MARCH 16, 2018	DISTRICT TREASURER CERTIFIES FY19 APPORTIONED AMOUNTS WITH TOWNS
APRIL 7, 2018	ANNUAL TOWN MEETINGS

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of January 3, 2018

Department	Project	Location	Total Est Cost	FY19	FY20	FY21	FY22	FY23
Fac & Grds	New Roof	HS	3,000,000	-	-	-	3,000,000	-
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	-	210,000	-	-	-
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-	37,500	-	-	-
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-	61,000	-	-	-
Fac & Grds	Waste Water Treatment Plant	District	100,000	20,000	20,000	20,000	20,000	20,000
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-	-	-	60,000	-
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	-	35,000	-	-	-
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-	30,000	-	-	-
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	-	25,000	-	-	-
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-	-	-	30,000	-
Fac & Grds	Replace Classroom Carpets with Tile (2)	Cut	10,000	-	10,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-	135,000	-	-	-
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	-	40,000	-	-	-
Fac & Grds	Autoscrubbers (4)	District	60,000	-	15,000	15,000	15,000	15,000
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-	-	15,000	-	-
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-	-	20,000	-	-
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	-	30,000	-	-	-
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-	15,000	-	-	-
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	-	60,000	-	-	-
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-	-	-	10,000	
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	-	15,000	-	-	
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	-	24,000	-	-	
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	-	20,000	-	-	
Fac & Grds	40' - 50' Scissor Lift w/ Trailer	District	25,000	-	25,000	-	-	
Fac & Grds	Buker Drainage	Buker	20,000	-	20,000	-	-	
Fac & Grds	Buker Side Entryway and Handicap Ramp (Replace)	Buker	80,000	-	80,000	-	-	
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500	17,500	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	280,000	21,000	42,000	84,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	262,305	33,480	47,470	34,970	92,430	53,955
Tech	Classroom Chromebooks 4 year cycle	District	135,000	-	18,000	18,000	18,000	81,000
Tech	Upgrade Wireless Access Points including wiring	District	49,920	-	49,920	-	-	-
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-	47,000	-	-	-
Tech	Replace Backup Server / Services	District	52,000	-	52,000	-	-	-
Tech	Replace VMWare Server and Licenses	District	113,000	-	113,000	-	-	-
Tech	Replace Network Area Storage Arrays	District	207,000	-	207,000	-	-	-
Tech	Replace Network IDF	District	72,000	-	72,000	-	-	-
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	232,600	37,216	65,128	65,128	65,128	-
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	-	75,000	-	-	-
Tech	Replace Auditorium Lighting Control Console	HS	17,000	-	17,000	-	-	-
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	-	50,000	-	-

Hamilton Wenham Regional School District

5 Year Capital Improvement Program Summary as of January 3, 2018*

Department	Project	Location	Total Est Cost	FY19	FY20	FY21	FY22	FY23
Tech	Install redundant line for Internet Connectivity	District	32,000	-	32,000	-	-	-
Food Svc	Kitchen Equipment	District	373,575	-	373,575	-	-	-
	Subtotal Operating:		**6,253,400**	**129,196**	**2,136,093**	**339,598**	**3,398,058**	**250,455**
Fac & Grds	Building Fire Suppression System	Win	1,000,000	1,000,000	-	-	-	-
	Subtotal Sprinklers:		**1,000,000**	**1,000,000**	**-**	**-**	**-**	**-**
Master Plan	Classroom Furniture (Master Plan)	District	800,000	-	800,000	-	-	-
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	2,460,000	-	-	-	2,460,000	-
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	2,841,825	-	-	-	2,841,825	-
	Subtotal Master Plan:		**6,101,825**	**-**	**800,000**	**-**	**5,301,825**	**-**
Athletics	Turf Fields: Track & Field	District	3,671,863	3,671,863	-	-	-	-
Athletics	Turf Fields: Combination Baseball Field	District	3,051,365	-	-	-	-	3,051,365
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-	-	-	-	2,024,928
	Subtotal Athletics:		**8,748,156**	**3,671,863**	**-**	**-**	**-**	**5,076,293**
		Totals:	**$ 22,103,381**	**$ 4,801,059**	**$ 2,936,093**	**$ 339,598**	**$ 8,699,883**	**$ 5,326,748**

- A "green" shaded entry in FY19 denotes the expense has been incorporated into the FY19 Operating Budget Recommendation.
- An "orange" shaded entry in FY19 denotes the expense will be presented at April 2018 Town Meeting for funding.

* - Tangible assets or projects that cost at least $10,000 and have a useful life of at least 5 years.

Note - The final principal and interest payment for the HS/MS Project is due in May 2019. Net annual Debt Service Expense Costs associated with that Project are ~$711,000 .

Talking Points Regarding Revision of Articles of Agreement:

Ipswich Public Schools has, for many years, sent students to NEC programs and staff members to NEC trainings, but has not been a member of NEC despite their geographic proximity.

Our Collaborative Agreement specifies the process for new members to join.

Superintendent Brian Blake initiated this process by sending a formal letter to Fran Rosenberg and Pam Angelakis.

The NEC Board of Directors has voted to approve this request. Fran Rosenberg has discussed the obligations of Member Districts with Dr. Blake, and his School Committee has approved going forward with this process.

We now need a majority of current member districts to approve the necessary changes to our Articles of Agreement. The Revised Agreement must be approved by the Commissioner by April 2018 in order for Ipswich to become a member as of July 2018.

The proposed amendment of the Northshore Education Consortium Articles of Agreement has been reviewed and approved by a duly authorized vote at a public meeting held by the School Committee. This amendment serves to add Ipswich as a member district.

Member District: _____

Signature of School Committee Chairperson:_____

Name of School Committee Chairperson:_____

Date:_____

Proposed Amendment to Preamble and Section I of the Northshore Education Consortium Articles of Agreement (to go into effect on 7/1/2018, all other sections will remain unchanged)

PREAMBLE/ AUTHORIZATION

This document constitutes the amended collaborative agreement of the Northshore Education Consortium, hereinafter referred to as the Consortium, which was established pursuant to the provisions of chapter 40, section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603 CMR 50.00. This collaborative agreement shall not be effective until approved by the Board of Directors, member school committees and by the Massachusetts Board of Elementary and Secondary Education.

This agreement, replaces the Articles of Agreement approved on June 23, 2016 and will be effective upon the approval of a majority of the school committees who are listed below and the Board of Elementary and Secondary Education, as indicated on the signature page. No subsequent amendments will take effect unless and until approved by the member school committees, and by the Board of Elementary and Secondary Education.

SECTION I: MEMBERSHIP

The membership of Northshore Education Consortium, as of the effective date of this agreement, includes the school committees from the following 21 districts (herein, the "member districts"); as indicated by the signatures of the chairs of the school committees:

1. Beverly
2. Boxford (Tri-Town)
3. Danvers
4. Gloucester
5. Hamilton-Wenham Regional
6. Lynn
7. Lynnfield
8. Manchester-Essex Regional
9. Marblehead
10. Masconomet Regional
11. Middleton (Tri-Town)
12. Nahant
13. North Reading
14. Ipswich
15. Peabody
16. Reading
17. Rockport
18. Salem
19. Swampscott
20. Topsfield (Tri-Town)
21. Triton Regional

NORTHSHORE EDUCATION CONSORTIUM

Northshore Education Consortium

Articles of Agreement

(amended April 2018)

Deleted: March 2016

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Deleted: , 2015

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Deleted: 0

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15. Peabody
16. Reading
17. Rockport
18. Salem
19. Swampscott
20. Topsfield (Tri-Town)
21. Triton Regional

SECTION II: MISSION, OBJECTIVES, FOCUS AND PURPOSES

MISSION:

The Northshore Education Consortium (herein, "the Consortium") supports member districts by providing high quality, cost-effective public programs, support services and resources to ensure meaningful and successful learning experiences for a wide spectrum of students and staff. The Consortium will be a leader in influencing the development of public policy, as permitted by applicable laws and regulations and building coalitions between and among districts in the Commonwealth and solving the challenges faced by its member districts.

PURPOSE:

The Consortium exists to provide education and related services as requested by its member districts, including, but not limited to programs and services for children with low-incidence disabilities and professional development for teachers and other related service professionals. These programs and services will also be available for non-member districts.

The collaborative Board of Directors (herein, "the Board") has the authority to decide that the Consortium should provide services, programs, and/or assistance for its member districts in addition to those outlined in the first paragraph, consistent with applicable laws and regulations related to educational collaboratives.

FOCUS:

The focus of the Consortium is to provide innovative, high quality, cost-effective educational services for students with complex or low-incidence disabilities, to provide resources for member districts, and to serve as a regional center for planning and problem solving for member districts.

OBJECTIVES:

The overall objectives of the Consortium are:

1. To play a leading role in defining the future role of collaboratives in the Commonwealth.
2. To strengthen and expand the Consortium programs and services in a cost-effective manner that meets the needs of students and faculty in member districts and the region.
3. To develop new programs for students, particularly those with special needs, allowing them to meet the highest academic, social, and life-skill objectives in accordance with emerging evidence based practices.
4. To provide high quality, highly relevant professional development for the employees of the Consortium and member districts.

SECTION III: PROGRAMS AND SERVICES TO BE OFFERED

At the current time, the Consortium offers the following programs and services. These are subject to change given changing needs in the region, and subject to applicable laws and regulations related to educational collaboratives and to the desire of the Board.

1. A highly specialized school program for students age 3-22 with moderate to significant developmental disabilities including autism, intellectual impairment, multiple handicaps, and medical fragility. (Currently known as the Kevin O'Grady School)
2. Highly specialized therapeutic school programs for students in Kindergarten through 12th grade who have serious social, emotional, and behavioral disabilities and may have concurrent learning difficulties. (Currently known as Northshore Academy)
3. A Recovery High School for students who require a specialized environment to support them in their recovery from drug or alcohol abuse. While not a Special Education program, the Recovery High School is able to meet the needs of students with Individual Education Programs.
4. A Transition program for students age 18-22 with intellectual or other disabilities who require additional special education in order to meet goals related to independent living, employment and career development, and community involvement. Students may or may not have received a high school diploma.
5. Consultation and education services for member and non-member districts and students and families to be provided in local schools, family homes, and other community settings.
6. Professional Development for educators and other professionals.
7. Family Center which provides educational information, a lending library, community resources, and parent/family support programs for families who have children with special needs.

SECTION IV: GOVERNANCE

BOARD OF DIRECTORS

1. The Board of the Consortium shall consist of one representative from each member district, appointed by each participating school committee (herein, "appointed representative" or "member of the Board"). This appointed representative must be the Superintendent of Schools or a School Committee Member. In the case of a Superintendency Union, the school committees shall appoint the Superintendent to

represent all of the districts. In that case, the superintendent will have one vote. The Commissioner of Elementary and Secondary Education (herein, "the Commissioner") shall also appoint an individual to serve as a voting member of the Board.

2. A quorum shall consist of a majority of the members of the Board and the Board may act by a simple majority of appointed representatives present unless otherwise provided in this Agreement. Each member of the Board shall have an equal vote.

3. It is the function and responsibility of the Board to formulate policy and to appoint the Executive Director, who shall oversee the daily operations of the Consortium in accordance with all regulations.

4. The Board has the responsibility to approve the annual operating and capital budget and amendments thereto as well as collective bargaining agreements.

5. The Board is vested with all authority given it by M.G.L. c 40 § 4E and all acts amendatory or supplementary thereof.

6. The Board has the authority to develop by-laws and procedures for the daily operation of the Consortium and for the Board itself, which by-laws and procedures may be amended by the Board from time to time.

SECTION V: CONDITIONS OF MEMBERSHIP

Each member district shall have the following rights and responsibilities as a member of the Northshore Education Consortium:

1. Each member district's appointed representative to the Board shall be entitled to one vote.

2. Each member district shall pay dues as described in Section VII of this agreement. Membership dues shall be a flat fee for all member districts.

3. Each appointed representative is responsible for providing timely information and updates to his/her member district on the activities of the Consortium.

4. The Board will meet at least six times per academic year. Public notice will be given of the date, time, and location of all Board meetings, and records of each meeting will be kept, consistent with the Open Meeting Law (G.L.c.30A, § 18-25)

5. Each appointed representative is expected to attend every Board meeting. If a representative misses one half of the meetings within a fiscal year, the chair of the Board will inform the chair of the appointing member district. If an appointed representative

misses more than two-thirds of the meetings within a fiscal year, the Board will notify the respective member district and request that a new representative be appointed or the situation be otherwise remedied. Until the situation is remedied the member district shall be an inactive member, shall not count toward a quorum, and shall not have voting rights on the Board but shall continue to have all other rights and responsibilities of membership.

6. Each appointed representative must complete training required by the Department of Elementary and Secondary Education (herein DESE) as outline in M.G.L. c. 40, § 4E. Should an appointed representative fail to complete the required training, the member district shall automatically become an inactive member of the Board, shall not count toward a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership until such time as the appointed representative completes the training.

7. No appointed representative on the Board shall serve as a member of a board of directors or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. c. 40, § 4E.

8. No appointed representative shall receive an additional salary or stipend for his/her service as a Board member.

9. A quorum of the Board consists of a majority of the appointed representatives, but less than a majority may adjourn or fix the time and place for a subsequent meeting.

10. Member districts shall not delegate the authority to approve the collaborative agreement or amendments to the collaborative agreement to any other person or entity.

11. The appointed representative shall not delegate his/her powers or send a representative in his/her place as a voting member.

SECTION VI: POWERS AND DUTIES OF THE BOARD AND APPOINTED REPRESENTATIVES TO THE BOARD

The Board shall govern the educational collaborative and shall be responsible for providing fiduciary and management oversight and accountability over the operation of the educational collaborative. The Board shall be vested with all authority and responsibilities provided to it by M.G.L. c. 40, § 4E and 603 CMR 50.00 and all acts and regulations amendatory thereof, including but not limited to the following:

1. It is the function and responsibility of the Board to formulate policy for the collaborative and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00.

2. The Consortium is a public entity.

3. The Board shall be vested with the authority to enter into agreements with member and non-member districts or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.

4. The Board shall be responsible for:

    a. Ensuring adherence to this collaborative agreement and progress toward achieving the purposes and objectives set forth in the agreement;

    b. Determining the cost-effectiveness of programs and services offered by the collaborative;

    c. Ensuring that any borrowing, loans, or mortgages are cost-effective, necessary to carry out the purposes for which the collaborative is established, in the best interest of the collaborative and its member districts, and consistent with the terms of this agreement, including the terms of Section VII; and

    d. Approving all expenditures, including, but not limited to, contracts, borrowing, and the purchase and sale of assets.

5. The Board has standing to sue and be sued to the same extent as a city, town, or regional school district.

6. The Board is a public employer and shall hire all employees of the educational collaborative and ensure that all employees possess the necessary and required licenses and approvals as required by 603 CMR 50.00 and other laws and regulations.

7. The Board shall hire an executive director to oversee and manage the operation of the collaborative, a business manager or an employee with responsibilities similar to those of a town accountant to oversee collaborative finances, and a treasurer, who shall verify revenues on a monthly basis, give bond annually consistent with the requirements of M.G.L. c. 40, § 4E, and perform other duties as the Board may direct. The Board shall ensure that there is segregation of duties between the executive director, treasurer, and business manager, and that these employees shall not serve as a member of the collaborative Board or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. c. 40, § 4E.

8. The Board shall ensure that no employee of the educational collaborative is employed at any related for-profit or non-profit organization.

9. The Board shall develop such policies as it deems necessary to support the operation of the collaborative, including, but not limited to, policies relative to personnel, students, finance and internal controls, health and nursing, and any other policies required by state or federal law and regulation. The Board shall review the effectiveness of such policies to ensure currency and appropriateness, and may establish a subcommittee to make recommendations to the Board concerning such policies.

10. The Board shall ensure that the collaborative completes and files an annual report and an annual independent audit, as well as such other student, program, financial and staffing information, reports or documents as required by statute or regulation. The Board shall ensure that annual reports and annual independent audits are filed with appropriate governmental agencies and posted on the collaborative's website, consistent with the requirements of M.G.L. c. 40, § 4E and 603 CMR 50.00.

11. The Board shall establish a process to provide to member districts, students, parents/guardians, the Board of Elementary and Secondary Education, and the public all information required by law and regulation.

12. The Consortium shall establish and maintain a website in accordance with M.G.L. c. 40, § 4E that shall include a list of the appointed representatives on the Board, copies of minutes of open meetings held by the Board, a copy of the collaborative agreement and any amendments, a copy of the annual report and independent audit and contact information for key collaborative staff members.

SECTION VII: FINANCE

1. Financial Terms:

   a. Membership dues shall be set by the Board each year to partially offset the administrative and overhead costs of the collaborative. Dues will be a flat fee for all member districts and will be determined annually as part of the budget development process.

   b. The collaborative will determine on an annual basis the fees, tuitions, and rates to be charged to member districts as described in section 5 below.

c. Surcharges or fees may be charged to non-member districts for services rendered by the collaborative. The Board shall establish the surcharge or fee annually based on the additional administrative and overhead costs that arise from the provision of these services and in order to assure the development and sustainability of the collaborative. The collaborative may waive or decrease the percentage of the surcharge or fee charged to non-member districts when doing so is determined to be in the best interest of the collaborative.

d. Upon withdrawal from the collaborative, a former member district of the collaborative shall not be entitled to any assets of the collaborative, including any surplus funds, nor be responsible for any liabilities of the collaborative, beyond that fiscal year, except in the instance of the termination of the collaborative. For the year of withdrawal, the withdrawing member district's share of the collaborative's change in net position or surplus funds will be determined as outlined in Section X, 5. In the case of termination of the collaborative, distribution of assets and responsibility for liabilities shall be allocated in the manner outlined in Section XI, 6 and 7.

e. The Board may apply, by majority vote, for state, federal, corporate, or foundation grants and may accept gifts, grants, or contributions from governmental and private sources, whether in cash or in kind.

f. The Board may enter into contracts to obtain the funds necessary to carry out the purpose for which the collaborative was established.

g. The collaborative is subject to M.G.L. c. 30B for the procurement of goods and services.

2. Collaborative Fund:

a. The Board shall establish and manage a fund to be known as the *Northshore Education Consortium Fund* (herein, "the NEC fund").

b. The NEC fund shall be the depository of all monies paid by the member districts and non-member districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the Board and deposited in the fund.

c. The treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to the collaborative without further appropriation.

d. The Board must approve all payments.

e. Subject to Board approval, the treasurer may make appropriate investments of funds of the collaborative not immediately necessary for operations, consistent with M.G.L. c. 44, § 55B.

3. Borrowing, Loans, and Mortgages:

a. The Board may authorize the borrowing of funds or enter into short- or long-term agreements or mortgages, and acquire or improve real property to support collaborative operations, subject to the following procedures:

i. All borrowing, loans, and mortgages shall be discussed at a public meeting of the Board;

ii. The Board shall investigate options related to borrowing, loans, and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application; and

iii. The Board shall determine, at a public meeting, through a two-thirds majority vote, that the terms related to borrowing, loans, and mortgages are cost-effective and are the most favorable available at the time of the application; and the Board shall determine, at a public meeting, through a two-thirds majority vote, that the borrowing, loans, and mortgages are necessary to carry out the purposes for which the collaborative is established.

iv. In the event that such borrowing, loan or mortgage is for the acquisition or improvement of real property:

a) The Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the collaborative Board at which the final vote is taken;

b) The Board shall provide notice to each member district within thirty (30) calendar days of applying for real estate mortgages; and

c) The Board shall approve such action by a two-thirds majority vote.

4. Surplus Funds: Unexpended general funds (as defined in 603 CMR 50.00) at the end of the fiscal year plus any previous year's surplus funds, as determined through the financial statements, will be considered cumulative surplus.

a. The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, and any amounts prepaid for tuition or services in accordance with M.G.L. c. 40, § 4E.

b. The Board will retain no more than 25 percent in cumulative surplus, in accordance with 603 CMR 50.03(5)(b)10.

c. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve, by majority vote, the final dollar amount of the cumulative surplus.

d. The Board shall annually determine whether such final dollar amount of surplus funds is within the established 25 percent limit, and whether the funds will be retained by the collaborative or whether all or some portion will be refunded to the member districts or credited to support programs and services offered to member districts.

e. In the event that an amount is to be refunded or credited to member districts, each member district shall receive a share determined by the calculation of its district billings for the fiscal year for which the refund or credit is attributed to divided by the total billings to all member districts to which the refund or credit is attributed.

5. Annual Budget Preparation and Assessment of Costs

a. Development of the Collaborative Budget: The Board shall annually determine the collaborative budget consistent with the timelines, terms, and requirements in M.G.L. c. 40, § 4E, regulations promulgated by the Board of Elementary and Secondary Education, and this agreement.

i. By April 30 of each year, the Board shall propose a budget for the upcoming fiscal year. The budget shall identify all of the programs or services to be offered by the collaborative in the upcoming fiscal year and the corresponding costs.
ii. The proposed budget shall contain all planned financial activity for the upcoming fiscal year.
iii. The proposed budget will be developed with input from program directors and feedback from member districts regarding anticipated needs.
iv. Management will work closely with the Board finance committee in the preparation of the budget.
v. Expenditures from grant funds, trust funds and other funds not designated as general funds that by law may be expended by the Board without further appropriation shall be segregated in the budget.

vi. The general fund budget shall segregate all operating expenditures, capital expenditures, debt service payments and deposits to capital reserve.

vii. The proposed budget shall be classified into such line items as the Board shall determine, but shall, at a minimum, delineate amounts for operating expenditures, including, administration, instructional and rental expenses and capital expenditures, including debt service payments and deposits to capital reserve.

viii. The proposed budget shall include the methodology used to determine tuition prices and fees-for-service for member and non-member districts. Tuition prices shall be based on the total cost of the programs divided by the projected number of students enrolled in such programs. Capital costs will be included in the budget and will be apportioned in either tuition prices, fees for services, or membership dues. Fees-for-service are determined based on the cost of service, projected utilization and applicable overhead. Non-member districts may be charged higher tuition and fees to reflect increased overhead, as well as the fact that member districts are subsidizing program costs through their dues.

ix. Each member district shall be charged membership dues that shall be set by the Board within the annual operating budget.

x. The proposed budget shall be discussed at a public meeting of the Board and notice shall be provided to each member district ten (10) working days before the date of the Board meeting at which the proposed budget will be discussed.

xi. The Board shall adopt the final budget by an affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board meeting at which the collaborative budget was first proposed but no later than June 30 of the preceding fiscal year.

6. Transmitting the Budget and Payment Terms:

a. The treasurer shall certify and transmit the budget and the tuition rates, membership dues and fees-for-service for the upcoming fiscal year to each member district not later than June 30 of the preceding fiscal year.

b. The collaborative shall bill for payment of tuition and fees for service on a monthly basis. Tuition payments and fees for service shall be paid by member and non-member districts on a monthly basis.

c. Membership dues shall be billed on an annual basis. Any changes in the amount of dues are communicated in the spring along with annual tuition rate changes and the approval of the annual budget. Payment of membership dues is expected by September 1st.

7. Procedure for Amending the Budget:

a. All budget amendments shall be proposed at a public meeting of the Board, and must be approved by a majority vote of the Board to take effect.

b. Any amendment to the budget that results in an increase in the tuition rates, membership dues or fees-for-service shall adhere to the following procedures:
   i. All appointed representatives shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their member districts the content of the proposed amendment.
   ii. All amendments shall be voted on by the Board at a second public meeting of the Board no earlier than thirty (30) working days after the Board meeting at which the amendment was first proposed; adoption shall require a majority vote.
   iii. The treasurer shall certify and transmit the amended tuition rates, membership dues and fees-for-service to each member district not later than ten (10) working days following the affirmative vote of the Board.

c. The Board has the authority to reduce tuition rates, membership dues, and fees-for- service to member and non-member districts when doing so is determined to be in the best interest of the collaborative.

SECTION VIII: PROCEDURE FOR AMENDING THE COLLABORATIVE AGREEMENT

1. A proposal for amendment of the Collaborative Agreement may be initiated by a member district, appointed representative, or executive director.

2. The proposed amendment shall be presented in writing to the executive director of the collaborative and the chair of the Board no less than twenty (20) working days prior to a meeting of the Board at which it shall first be discussed. No less than ten (10) working days prior to the Board meeting at which the amendment is first discussed, the executive director shall cause copies thereof to be sent to all Board members and the chairs of the

school committees and/or chairs of the charter school boards of the member districts together with notice as to the time and place of the first reading of the amendment.

3. Following the first reading of any proposed amendment and any changes as requested by the Board, the executive director shall submit the proposed amendment to DESE for initial review.

4. Following the DESE review, the executive director shall report to the Board any changes proposed by the DESE and seek the guidance of the Board.

5. No less than ten (10) working days prior to the Board meeting at which the revised amendment will be discussed, the executive director shall cause copies thereof to be sent to all Board members and the chairs of the school committees and/or chairs of the charter school boards of the member districts, together with notice as to the time and place of the second reading of the amendment.

6. The proposed amendment shall be read a second time at the regular meeting next subsequent to the DESE review, at which time, in order to be approved, there must be a majority vote of the Board in favor of the amendment. Following approval by the Board, the amended agreement shall be submitted by the chair of the Board to the chairs of the school committees and/or chairs of the charter school boards of the member districts for a vote to approve the amended agreement.

7. Once a majority of all member districts have approved and signed the amended agreement, the collaborative shall submit the signed amended agreement in accordance with 603 CMR 50.03 to the Commissioner for approval by the Board of Elementary and Secondary Education.

8. No amendment to the collaborative agreement shall be effective until approved and authorized by a majority of the member districts and by the Board of Elementary and Secondary Education.

SECTION IX: PROCEDURE AND TIMELINE FOR ADMITTING NEW MEMBER DISTRICTS

1. A school district, through a vote of its school committee, or charter school board, may become a member of the educational collaborative consistent with the following terms:

2. At least 180 days prior to the beginning of a new fiscal year, the prospective member district shall submit to the chair of the Board and the executive director of the collaborative notification of intent to join the collaborative and a copy of the school

committee/charter school board meeting minutes that indicates an affirmative vote of the committee/charter school board to seek membership in the collaborative.

a. Upon receipt of the prospective member district's notification of intent to join the collaborative and the minutes, the Board will consider the request.

b. Upon a majority affirmative vote of the Board, the collaborative agreement shall be amended to add the new member district. The collaborative agreement shall be amended consistent with Section VIII of this agreement.

c. The authorizing votes of the member districts may provide for the deferral of the admission of a new member district until July 1 of the subsequent fiscal year.

d. A school committee or charter school board may be admitted to the collaborative as of July 1st of any fiscal year provided that all required approvals, including that of the Board of Elementary and Secondary Education, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new member district is to be admitted to the collaborative. The collaborative agreement must be amended in keeping with Section VIII of this agreement.

SECTION X: PROCEDURE AND TIMELINE FOR WITHDRAWAL OF CURRENT MEMBER DISTRICT(S)

1. A member district may withdraw from the Consortium as of July 1st of any year provided that such member district provides written notice of such intent to every other member district that is party to this agreement as well as to the executive director of the collaborative and the collaborative Board at least 180 days before the end of such fiscal year, and provided that the Board of Elementary and Secondary Education has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.

2. Written notification of a member district's intent to withdraw from the collaborative at the end of a fiscal year shall include the following:

   a. Notification addressed to the chair of the Board and the executive director that the member district has voted to withdraw from the collaborative with the effective date of withdrawal; and

   b. A copy of the minutes from the school committee or charter school board meeting in which the member district voted to withdraw from the collaborative.

3. Within thirty (30) days of notification of a member district's intent to withdraw from the collaborative, an amendment shall be prepared to reflect changes in the agreement caused as a result of the change in membership of the collaborative. This amendment must be

approved in a process consistent with Section VIII.

4. The withdrawing school committee or charter school board must fulfill all of its financial obligations and commitments to the collaborative.

5. The withdrawing member district shall be entitled to its share of the change in net position, if any, as well as to any distributed surplus funds for the fiscal year at the end of which the withdrawal is effective, to the same extent as a remaining member district. Share will be determined by the calculation of the withdrawing member district's billings for that fiscal year divided by the total billings to all collaborative members districts for that fiscal year.

6. Upon withdrawal, the withdrawing member district will be reimbursed any funds prepaid to the collaborative by the member district for tuition or services under M.G.L. c. 40, § 4E.

7. The withdrawal of any member district(s) at any time shall not affect the status of the ~~collaborative agreement and the same shall remain in full force and effect until~~ specifically changed or amended by the Board, and approved by the member districts and the Board of Elementary and Secondary Education.

8. If, after the withdrawal of a member district(s), less than two member districts remain, the collaborative Board will initiate termination proceedings as provided in Section XI.

SECTION XI: PROCEDURE FOR TERMINATION OF THE COLLABORATIVE AGREEMENT

1. A member district may request that the Board initiate proceedings to terminate this collaborative agreement by giving notice to all other member districts and the executive director at least *twelve (12) months* before the end of the current fiscal year.

2. Within thirty (30) days of a request that the Board initiate termination proceedings, the Board shall discuss the request to terminate the collaborative and determine next steps. A two-thirds (2/3) vote of the Board is required in order to initiate termination proceedings. Should the Board vote to initiate termination proceedings, notice must be provided to all member districts within ten (10) working days of such vote.

3. The collaborative agreement shall only be terminated at the end of a fiscal year.

4. The collaborative agreement shall be terminated at the end of any fiscal year following votes in favor of termination by two-thirds (2/3) of the member districts.

5. Following the affirmative votes of the member districts to terminate the collaborative agreement, the executive director shall inform the member districts and non-member districts who are served by the collaborative and DESE in writing 180 days prior to the effective date of any termination.

6. Following the affirmative votes of the member districts to terminate the collaborative agreement, a final independent audit will take place and will be provided to all appointed representatives of current member districts and superintendents of former member districts that have an ongoing responsibility for debt service (debt service as defined to include all liabilities evidenced by a financial institution's instrument of indebtedness that requires payment of principle and interest) as well as to DESE including an accounting of assets and liabilities (debts and obligations) of the collaborative and the proposed disposition of same.

7. Prior to termination, the Board shall:

   a. Determine the process for the appropriate disposition of federal/state funds, equipment and supplies;

   b. Identify the member district responsible for maintaining all fiscal records;

   c. Identify the district(s) responsible for maintaining student, employee and program records; and

   d. Determine the means of meeting all liabilities (debts and obligations) of the collaborative, including obligations for post-employment benefits. All liabilities must be met before any monies are distributed to member districts.

   e. Ensure the appropriate disposition of all assets of the collaborative, including any unencumbered funds held by the collaborative, and any capital property and real estate owned by the collaborative. Unless the Board determines otherwise, all assets shall be sold. The Board will ensure that the assets from sale of real property owned by the Consortium shall be used to satisfy any obligations from a mortgage(s) on the property.

   f. Any surplus funds remaining after satisfying all liabilities, shall be distributed by the calculation of total billings to each member district or former member district who had debt service for the preceding five (5) fiscal year period as measured from the date of termination divided by the total billings to all member districts

for the preceding five (5) fiscal year period as measured from the date of termination.

g. Any deficit of funds that needs to be paid to creditors will be the responsibility of member districts calculated in the manner outlined in Section XI. 7.f

8. Following the affirmative vote of the member districts to terminate the collaborative agreement, the Board shall notify DESE of the official termination date of the collaborative and shall submit the documentation required by 603 CMR 50.11 to DESE.

9. Should DESE revoke and/or suspend the approval of the collaborative agreement, the Board will follow all instructions from DESE and Sections XI. 5 through XI. 8 inclusive, shall be implemented to the extent these procedures are consistent with the order of DESE terminating the collaborative agreement.

SECTION XII: NON-DISCRIMINATION

The Northshore Education Consortium does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, age, disability, religion, national or ethnic origin. This policy of non-discrimination applies to students, employees, the general public, and individuals or companies with whom it does business. The Consortium is committed to ensuring that all students have equal rights of access. The Consortium is an Equal Opportunity Employer.

This agreement shall take effect on the date of approval by the Board of Elementary and Secondary Education and shall continue indefinitely. This agreement has been approved by duly authorized votes at public meetings held by the individual school committees whose chairpersons have signed below.

Approved by Northshore Education Consortium Board of Directors and Member School Committees on (See attached signatures).

Approved by the Massachusetts Board of Elementary and Secondary Education:

_____ _____

Commissioner of Elementary and Secondary Education **Date**

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EXHIBIT J

Donations

School Committee Meeting

January 3, 2018

Friends of Cutler $240.00 & $345.00=$585.00

- Grade 5 Field Trips

Cell Signaling Technology $1,549.

- Digital Microscope RHS Science

Friends of the Arts $1,200

- Musicians to accompany the HWRHS & MS Concerts

Friends of the Arts $5,094

- Marching snare drum, three marching bass drums & carriers for each

Cell Signaling TECHNOLOGY®

November 21, 2017
John Kotch
Hamilton-Wenham Regional High School
775 Bay Road
South Hamilton MA 01982

Dear John Kotch,

Congratulations! Cell Signaling Technology's Education in Science Committee is delighted to announce that CST will assist your efforts to enrich the science programs at Hamilton-Wenham Regional High School by presenting the school with an award totaling $1549. Your request for a digital microscope conformed to CST's preferred emphasis on life science education and programs which involve as many students as possible.

It is our hope that all recipients of CST's Education in Science awards will attend an Education in Science award assembly, generally held in the spring. The assembly offers an opportunity for recipients to present a short summary of their experiences and to describe the impact of the CST grant on student learning.

Thank you for your participation and congratulations on your award. We encourage your continuing participation in CST's Education in Science grant program as we strive to partner with you to enhance science education in local schools.

Sincerely,

Elisabeth Antanavich

Elisabeth Antanavich
Education in Science Committee Chair
Cell Signaling Technology
32 Tozer Road
Beverly MA 01915
elisabeth.antanavich@cellsignal.com