



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

PUBLIC HEARING

Buker Elementary School
Multi-Purpose Room

Tuesday, February 13, 2018

7:00 PM

Public Hearing on the School District's FY19 Budget

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Tuesday, February 13, 2018

7:30 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
 - a. Warrants
 - January 31, 2018 Exhibit A
 - b. Minutes
 - January 24, 2018 Exhibit B
 - January 31, 2018 Exhibit C
7. **New Business**
 - a. Turf Field Group Presentation Exhibit D
 - b. FY19 Budget Review Exhibit E
 - c. Adopt FY19 Budget
 - d. Vote to issue debt for capital projects Exhibit F
 - a. Winthrop Fire Suppression System
 - b. "Safety, Accessibility and Critical Infrastructure" Projects
 - e. Payment for McKibben Associates Exhibit G
 - f. Donations
 - Friends of Buker \$179.90 Exhibit H
8. **Other**
 - a. Topics for next meeting
9. **Vote to Adjourn** 9:30

Secretary: Kerry Gertz, HWRSC

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2466

Voucher Date: 02/02/2018

Prepared By:

Donald Gallant

Printed: 01/31/2018 01:33:37 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of ~~\$66,526.73~~ 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.)

\$ 62,526.73 N/A

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

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Maura Z Bair

School Committee Member

2

School Committee Member

3

School Committee Member

Jeffrey Sands

Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

A majority, Michelle Bailey and David Palito voted not to approve check #111158 in the amount of \$4,000.00 to McKibben Demographic Research, LLC

Donald Gallant

Fund		Amount
001	GENERAL FUND	\$57,268.79
100	PRIOR YEAR ENCUMBRANCES	\$317.90
202	REVOLVING FUNDS	\$621.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$7,740.86
303	TITLE IIA	\$400.00
402	STATE GRANTS FY EVEN YEARS	\$53.18
601	TRUST FUNDS	\$125.00

~~\$66,526.73~~

\$ 53,268.79 N/A

\$ 62,526.73

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2465

Voucher Date: 02/02/2018

Prepared By: *Donald E. Gallant*

Printed: 01/31/2018 01:27:20 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$398,857.18 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
 Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 *John*
 School Committee Member

2 *James Bell*
 School Committee Member

3 *Mark*
 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$394,481.03
205	ATHLETIC/EXTRA CURR REVOLVING	\$2,206.93
402	STATE GRANTS FY EVEN YEARS	\$2,169.22
		\$398,857.18

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1079

Voucher Date: 02/02/2018

Prepared By: *Donald Gallant*

Printed: 01/31/2018 03:51:20 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$723,591.53 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
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Michelle Bentley
1 School Committee Member

[Signature]
2 School Committee Member

[Signature]
3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$723,591.53
	\$723,591.53

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 43

Voucher Date: 02/02/2018

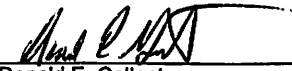
Prepared By:





Printed: 01/31/2018 03:56:07 PM

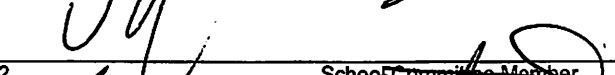
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$11,345.10 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 Jeffrey Sands School Committee Member


2 Peter Berube School Committee Member


3 Peter Berube School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$8,885.79
202	REVOLVING FUNDS	\$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$958.03
301	TITLE I	\$1,005.31
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$495.97
		\$11,345.10

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1078

Voucher Date: 01/30/2018

Prepared By:

Donald Gallant

Printed: 01/30/2018 10:53:37 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$351,687.98 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

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

Donald E. Gallant

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Matthew J. Barry

1

School Committee Member

2

School Committee Member

3

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
001 GENERAL FUND	\$351,687.98
	\$351,687.98

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2465

Voucher Date: 02/02/2018

Prepared By: Donald E. Gallant

Printed: 01/31/2018 01:27:20 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$398,857.18 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
Donald E. Gallant Treasurer

Leslie Davidson
Leslie Davidson Assistant Treasurer

1 [Signature]
School Committee Member

2 [Signature]
School Committee Member

3 [Signature]
School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
001	GENERAL FUND	\$394,481.03
205	ATHLETIC/EXTRA CURR REVOLVING	\$2,206.93
402	STATE GRANTS FY EVEN YEARS	\$2,169.22
		\$398,857.18

**The Hamilton Wenham Regional
School Committee Meeting
Wednesday, January 24, 2018 8:23 pm
Buker School Administration Offices - Dr. Michael Harvey's Office**

Present:

Jeanise Bertrand
Kerry Gertz (partial attendance)
Joshua Liebow, Chair
Stacey Metternick
Gene Lee
David Polito
Michelle Bailey

Also Present:

Michael Harvey, Superintendent
Jeff Sands, Assistant to the Superintendent
Craig Genuardo, Athletic Director
Jeremy Coffey, community member
Marty Cooke, community member

Regular meeting of the School Committee Budget Workshop

Joshua Liebow calls the meeting to order at 8:23 pm.

New Business

Jeff Sands outlines the agenda for the evening. Last week school committee heard from Peggy McElhinney and Stacy Bucyk. Tonight there will be discussion on the details of the athletic budget, maintenance budget, custodial budget, IT budget, leadership team requests that did not make it to the FY19 critical priorities list, and the district's capital plan.

Athletic Director Craig Genuardo has joined us for discussion on athletic program budgets.

Discussion of FY19 HWRSD Budget

Jeff Sands provides recap on the budget process, calendar, and next steps. Reiterates that the committee has the ultimate responsibility to adopt a budget on February 3rd, which will then be taken before town meeting in April.

Overview of Superintendent's Recommended budget, including:

- Definition and practice of *level-service*;
- Increase in gross operating expenditures;
- Key assumptions;
- Summary of critical priorities and their implications on budget (including last week's presentations from Peggy McElhinney and Stacy Bucyk);
- Expense Category Analysis & Primary Drivers in FY19 Budget;
- District totals to include expenditures, funding sources, and town assessments;

- Hamilton & Wenham town expenses;
- Capital improvement plan, including FY19 capital projects and brief plan overview in future years;
- FY19 Budget calendar overview, including next steps, meetings to address the budget, and vote & adoption of the Budget.

Discussion regarding the meaning of *level service* and how it is incorporated into operations and staffing models.

Michelle Bailey asks about the cuts made to operating costs.

Jeff Sands states that the district continually reviews costs and makes cuts as appropriate. For example, the copier lease agreement was recently cut due to cost efficiency, however there were no staffing cuts made this year.

I. Athletics Programming

Craig Genuardo, Athletic Director, speaks about methodology incorporated in Hamilton/Wenham Athletic programs, and reviews the 4 pillars adopted:

- *Participation* rates (75%/ 3 out of 4 High School students played at least one sport);
- Athletes are successful *academically*- 2 years ago 80% of athletes had a 3.0 or higher, with last year increasing to 91%;
- *Sportsmanship* - all teams have exceptional sportsmanship in terms of other teams' and communities' perceptions;
- *Wins* - clarification that the program does not value winning in and of itself, however combined with pillars listed above, this becomes an important aspect. Continuous dedication and wins show a commitment to bettering individuals and teams as a whole in their aspirations to succeed!

(Kerry Gertz exits the school committee meeting at 8:44 pm).

FY19 Budget Athletic Budget Methodology

Jeff Sands:

- Two major components of Athletic budget:
 - Operating budget for individual athletic program &
 - Development of detailed athletic administration budget;
- User fees;
- Budget established by individual team sport;
- 70% of athletic program costs are passed along in forms of user fees;
- No administrative costs are factored into the calculation of user fees.

Committee members discuss scholarship opportunities for students who are not on the free/reduced lunch program. Craig Genuardo clarifies that the primary qualifying factor for scholarships is being on the free/reduced lunch program. However, the application also contains a section for exceptions where families can explain exceptional circumstances. The expense of the sports the students is signing up for is not a factor.

Michelle Bailey asks if the district has always set aside 10% of the budget for this purpose.

Jeff Sands states that the district has never gone over this amount, but if we reduce that number it will be seen in user fees. Recommends and advises committee that 10 % is an appropriate and reasonable percentage to put aside for this purpose.

Craig Genuardo further explains that there are about 20 players per season who qualify and use the scholarship - either full or half scholarship.

Stacey Metternick asks about keeping track of town sports.

Craig Genuardo explains that he knows the participation rate at HWRHS, but he does not track town sports, because as director he is not allowed to recruit athletes.

Jeff Sands: Budget in **FY19: \$727,76.00**. Explains the prior year budgets in comparison. User fees cover 70% of the athletic program costs. Expenses in the budget include staff salary increases, 2.5% increase in transportation (in line with transportation company contract), equipment and user fee rental, contracted services, increase in coaches' salaries (contracted, moving gymnastics to varsity level resulted in a significant change), distribution of costs and budget. 75% of increase is from contractual increases and the JV hockey cost increases.

Committee members discuss costs of painting lines on sports fields and costs associated with renting facilities at Gordon College and elsewhere.

Jeff Sands: Presents table outlining athletic budget. The top section represents individual sports, with the bottom section outlining administrative costs.

Discussion regarding determining cost for enrollment in specific sports. Further discussion regarding language including raw fees, boosters, etc., and how these items determine the final out-of-pocket expenses for families. This formula gives a sense of the program and participant costs, but there are variables at play.

Discussion regarding family cap per year, fluctuation, use of town fields, Patton Park, number of participants versus graduation numbers, sports user fees, fees compared to other districts, reducing user fees from 100% approximately 10 years ago to 70% now.

Marty Cooke asks about the comparable user fees in neighboring districts.

Jeff Sands compares HW fees to his hometown school district: \$150 in his district for a particular sport, that would cost \$1,100 in H/W.

Marty Cooke asks for clarification on this discrepancy.

Michelle Bailey explains that the school committee cut out a number of sports offered as well as the Sports Director many years ago.

Discussion regarding the complexities of the current tiered sports user fee system.

Jeanise Bertrand suggests evening out the user fees for all sports.

Craig Genuardo: explains that by doing so, every sport would cost families somewhere in the range of mid to high \$400s.

Stacey Metternick and Jeanise Bertrand recommend reexamining the current model.

Michelle Bailey states that since this is public education, it should be paid for by the public, not by individual families.

Discussion regarding current model, user fees, and cost burden in Hamilton/Wenham, other districts' strategies. Dr. Michael Harvey recommends reviewing data compiled at <http://superednet.com/> for comparative data in other districts.

Jeremy Coffey, community member, points out that the high fees exclude a large number of students from participating, and states that it would be helpful for the community to have guidance from the committee on specific strategies to help and have their voice heard.

David Polito explains that School Committee budgeting process is for *leveling service*. We try to make this clear, and we want community support in doing this.

Discussion continues regarding town meetings, attending town meetings and other public meetings, citizenry, etc.

Joshua Liebow underscores that the end result is the school committee needs people to participate and make sure they are voicing their concerns. Everyone would support a model with no user fees, but this cannot happen without community backing up the committee. The public is encouraged to contribute in determining committee's priorities.

Thank you to Craig Genuardo! (*Craig Genuardo exits the meeting*).

II. Maintenance, Custodial and Facilities

Jeff Sands provides a quick review of the maintenance, custodial and facilities expenses. Administration is recommending a 2% decrease year after year. Outlines the budget showing the top section illustrating the salary placeholder for COLA and the bottom section representing changes in operating costs.

Jeff Sands talks about our agreement with Hamilton/Wenham for lawn maintenance. Hamilton recently cancelled this agreement and administration is currently trying to work out a new MIA. Further details provided in regards to utility costs in buildings as well as FY19 special custodial/facilities projects.

III. Technology

Jeff Sands provides the administration's technology budget recommendation. The outlined budget shows a top portion representing salaries for the IT director, IT staff, as well as Secretarial/Clerical support, with bottom section demonstrating operating expenses with a recommended \$18,000 (equates to 1.7%) increase year after year.

Discussion about the recent hiring of relatively inexperienced staff member and administration's recommendation to invest \$1,500 for advancing his particular skillset.

Committee members discuss concerns in technology, and the need for new servers.

Discussion regarding FY19 special projects: replacing classroom technology, replacing smartboards and projectors, providing Ipads for students on scholarships, etc. Committee members discuss EdFund and the help they have provided in the past with technology expenses. EdFund funded the middle school grow wall. Possible funding opportunities discussed

IV. Review Leadership Team Request List

Committee agrees to hold item until next meeting

V. Capital Plan

Committee agrees to hold item until next meeting

VI. Approach relative to timing of debt exclusions

Committee agrees to hold item until next meeting

Next meeting to be held next Wednesday, 01/31/2018 at 7:00pm. Warrant sub-committee meeting will be held immediately beforehand at 6:30 pm.

Jeff Sands recommends that specific changes the committee would like to the Budget be made at the next meeting to allow adequate time to prepare and make those changes. Upcoming meetings are:

Wednesday, 01/31/2018 @ 7:00 pm

Wednesday, 02/07/2018 @ 7:00 pm

Tuesday, 02/13/2018 @ 7:00pm

1) Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 10:02 PM.

**MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand
Unanimously approved by 6 members present.**

Respectfully submitted Mahala Lettvin

**The Hamilton Wenham Regional
School Committee Meeting
Public Hearing on School Choice
Wednesday, January 31, 2018 7:00 pm
Buker School Multipurpose Room**

Present:

David Polito
Jeanise Bertrand
Joshua Liebow, Chair
Gene Lee
Michelle Bailey

Also Present:

Michael Harvey, Superintendent
Jeff Sands, Assistant to the Superintendent
James Goudie, Student Government Representative

Joshua Liebow calls the meeting to order at 7:07 pm.

Michael Harvey provides an introduction to the school choice conversation. Hamilton/Wenham Regional High School currently has 46 school choice students enrolled. By statute, the reimbursement is set at \$5,000 per student, and has remained that way since 1993. Dr. Harvey's recommendation would be to continue participating in grades 9-12 school choice. The school district's policy guiding school choice is to not enroll students in so great a number that would cause district burdens.

Joshua Liebow notes the confusion on social media platforms about school choice being a cost burden on the district and towns. Reiterates that there are **no** additional costs, no additional resources, and no class size increases. School choice is a positive influence and provides money flowing through the revenue of the district budget.

Michelle Bailey asks Dr. Harvey to explain how reimbursement works for IEP students.

Michael Harvey: There is a reimbursement rate for students with IEPs. There is a formula used to determine this amount, and is a percentage of what those child's costs are.

Joshua Libeow opens the floor to public comment.

Jenn Flynn, Miles River Road, Hamilton: How many kids apply?

Michel Harvey & Eric Tracy: 55 last year.

Jenn Flynn: How does the district determine the number of enrolled students (46)?

Michael Harvey: As we receive applications, Michael Harvey, Jeff Sands, and Eric Tracy will determine the ideal number (20 students per class).

Jenn Flynn: Do siblings get first choice?

Michael Harvey: Yes.

Jenn Flynn: After siblings, is this a random enrollment?

Michael Harvey: Yes.

Jenn Flynn: Is the committee's decision to continue school choice made annually?

Michael Harvey: Yes.

Jenn Flynn: And the vote is tonight?

Michael Harvey: Yes.

Jenn Flynn: For clarification purposes; when a choice student is enrolled in Hamilton/Wenham, this causes no additional costs for town payers. The cost to educate a resident student (approximately \$15,000) versus a choice student (\$5,000) are not comparable.

Joshua Liebow: Yes. The \$5,000 actually serves as a subsidy to townspeople.

Jeff Sands states that the district can only enroll students for the seats we have, similar to filling seats on an airplane.

Jenn Flynn: I think this would be a good explanation for those who oppose school choice. Asks about Hamilton/Wenham students who school choice out of district.

Jeff Sands explains that these are completely different topics. Explains that the district has budgeted for 20 incoming school choice students next year, which will provide income of \$265,000, plus any additional money associated with IEPs. This income will be used to offset the district's operating expenses.

Pat Waddell, 5 Great Pond Road, Wenham: Would like to point out that there is always an increase in class size, and that to say otherwise is incorrect. Believes we need extra students in class, and supports school choice program continuing.

John Mulvihill, 40 Arbor St, Wenham: What is the cost per capita per high school student?

Jeff Sands: In FY16 (most recent data calculated by Department of Education), the cost per student was \$16,800. In FY17, the estimate would likely be about \$17,500 per student.

John Mulvihill: Would the school choice \$5,000 per student be on top of that?

Michael Harvey and Jeff Sands clarify that these are two separate issues. The \$5,000 per student is an expense offset.

Jeremy Coffey, 45 Kimball Road, Wenham: Is it the committee's policy to take only freshmen? If so, why is this the policy?

Michael Harvey states that the district enrolls mostly freshman, but upperclassmen are considered on a case-by-case basis depending on space availability. Considering the continuity of the program, it makes more sense to offer preference to freshmen.

Michelle Bailey compares this process to colleges: a certain amount of credits have to be obtained from the institution you'd like the degree from.

Discussion regarding disadvantages of coming to high school as upperclassmen.

Peter Schibli, 188 Main St, Wenham: Supports school choice but would like the committee to consider that from an academic standpoint, junior year is a really valuable time frame for students to come into the school.

David Polito talks about his experience with transferring to Danvers High School in his junior year, coming back to Hamilton Wenham in his senior year, and the difficulties associated with this. Explains that school choice students are considered on a case by case basis.

Joshua Liebow: With no additional questions or comments from the public, the committee will vote on scheduled agenda items, and vote on school choice later in the evening.

Michelle Bailey asks if the school committee might deliberate now as to welcome public comments again, as she has some issues she would like to discuss.

Michael Harvey states that there are two separate meetings the public hearing on school choice from 7:00pm - 7:30pm, and the regular school committee meeting beginning at 7:30 pm.

[public hearing on school choice ends at 7:27 pm]

Respectfully submitted Mahala Lettvin

**The Hamilton Wenham Regional
School Committee Meeting
Wednesday, January 31, 2018 7:30 pm
Buker School Multipurpose Room**

Present:

David Polito
Jeanise Bertrand
Joshua Liebow, Chair
Gene Lee
Michelle Bailey

Also Present:

Michael Harvey, Superintendent
Jeff Sands, Assistant to the Superintendent
James Goudie, Student Government Representative

1) Call to Order

Joshua Liebow calls the meeting to order at 7:31pm.

2) Pledge of Allegiance**3) Citizens' Comments**

The floor is opened to citizens' comments, with Michelle Bailey agreeing to enforce the 3-minute time limit per comment/citizen.

Patrick Waddell, 5 Great Pond Road, Wenham: Comment about athletic complex. Has reviewed the packet from last week's meeting and was surprised to find the athletic complex listed as a debt exclusion. Also surprised to receive fundraising email from the Little League last night. With a $\frac{2}{3}$ majority vote needed at town meeting, the turf field is going to be a tight vote as it is a controversial issue. Claims that bringing this before the town will be undermining fundraising efforts. Believe that they have naming rights for about \$600,000. The committee has not approached the CPCs, where there is money available, and encourages committee to do so. States that the committee is proposing a project too early and the CPC cycles have already ended for this year. Questions why district is considering using up all the debt when the schools are getting older, committee is proposing a 20 year bond, and school will need capital improvement. I implore you: do not put the athletic field before town meeting.

Jenn Flynn, Miles River Road, Hamilton: Comment in response to user fees. Reviewed the budget and did not see insurance. Is there insurance for athletes and coaches?

Jeff Sands clarifies there is insurance, but is found within the general district insurance. This covers general liability, property, and a variety of other coverage to include the athletic programs.

Jenn Flynn: I think everyone wants the user fees lowered, but the question is how do we lower the fees, and where does that money come from?

Josh Liebow: We are on level service with our budgets. As a result, one of the only ways to lower user fees would be to increase taxes.

Jenn Flynn: Talks about scholarships and thinks the lack of participation could be explained by families unable to write large checks, especially right before Christmas.

Joshua Liebow points out that 80% participation in sports is high.

Lori Bouchard, 202 Moulton Street, Hamilton: Comment regarding athletic user fees. Has 3 children in the district, and agrees with Jenn Flynn about the high user fees. Has conducted research on neighboring districts and Hamilton/Wenham appears to be the highest in the Cape Ann League. Other towns break out level of service for teams (freshmen teams don't have the same benefits and therefore makes sense for them to have different, lower fees). Would also like the committee to consider payment plans, as well as reconsidering the third sport given for free. Finally, her understanding is that girls' basketball is higher than boys' and would like to see the user fees equitable.

Jeremy Coffey, 45 Kimball Road, Wenham: Comment regarding athletic user fees. Has 4 kids in the district. Would like us to challenge the narrative around the way we look at and talk about sports. Instead of being viewed as an adjunct activity, sports should be valued as an integral part of our educational system. Participation in sports has a number of positive correlations such as weight control, increased self-esteem, problem solving skills, social confidence, and academic success. Participation in sports also results in a number of negative correlations to include lower rates of juvenile arrest, violent behavior, substance abuse, and dropping out of school. There is much more at stake than simply a game. We need to make sure we are giving all students, especially girls, every opportunity to succeed. Girls who play sports have better body image, higher social and academic success, lower rates of risky behaviors, lower rates of addiction, anxiety, suicide, and self-destructive behaviors. We are pushing a lot to the side when we make participation in sports cost prohibitive. The 74% participation rate is misrepresentative because the formula does not take into account the students who play only one season and cannot afford involvement in others. Points out other complexities that influence participation rates, and why the committee should prioritize lowering the user fees. Commends school committee members for their hard work, and asks for careful consideration to make sports more accessible.

[applause from citizens]

Mora McHugh, Wenham: Comment about athletic user fees. Lifelong resident of Wenham. Believes sports offer so much: competition, teammanship, how to work together as a team, and accountability. These are all transferable skills and would urge the school committee to make sports more of a priority and finding some way to lower fees.

Sherry Leonard, Lake Drive, Wenham: Agrees with the comments of others. Has 2 boys and it will probably cost about \$1,800 to enroll them in two seasons of sports this year. Would like the school committee to consider that a family's entire budget for extracurricular activities is expended on athletics because the user fees are so high. Students may not enroll in sports because of the fees, but they also may not enroll in arts, drama, and other extracurricular activities if their entire budget goes towards the disproportionate fees.

Peter Schibli, 188 Main St, Wenham: Appreciates the thoughtful comments this evening. Would like to point out that community attendance at these meetings is historically low. The same goes for sports. There is nothing better than seeing the outpouring of community support with youth sports. The athletic program is no more important than music and the arts, but it is certainly as important. We need to protect the program.

Stacey Burrige, Hamilton: Agrees with Sherry's comment, as she also struggles to agree to other activities that cost money. The DECA competition combined with sports and other extracurricular activities becomes too heavy a financial burden and it is frustrating to have to say no to her daughter.

Lori Bouchard: Would like to point out additional issues with regard to user fees. In addition to the high user fees, parents of students are also required to sell raffle tickets and participate in additional fundraising activities as boosters. Parents are told this fundraising will decrease user fees associated with sports involvement. This is certainly a significant burden on the parent, and it is unclear if these activities actually decrease user fees. Doesn't know the solution but something needs to be done.

Carl Norden, Topsfield Road, Wenham: Thanks community for comments so far and believe that the committee agrees with the importance of sports. Would like to underscore Jeremy's comments about sports being more necessary as it is currently designed. Also researched neighboring towns' user fees, and most seem to have tiered programs with costs around \$300-\$400. Points out that football costs are projected to be \$50,000, with \$40,000 paid for by families and only \$10,000 by the school. This doesn't seem right. Urges the school committee to consider the competing priorities in the budget, and find room for prioritizing this issue.

Suzanne Courtney, Hamilton: I recently found out we have the highest user fees in all of Cape Anne. With such high fees, I would expect higher quality uniforms and resources when participating. Freshmen soccer in particular was frustrating because the uniforms didn't match, parents were fundraising, team dinners were paid for by parents, and soccer balls and other equipment was missing and thus supplied by the parents. Also has concerns about safety: soccer team was visiting an away game on a 90 degree day and had no water on the bus because the football team had the water cooler. With the highest user fees in the area, water coolers and equipment should be expected.

Jim Moynihan, Rust Street, Hamilton: Appreciates opportunity to be heard. Also has children in the district and the high user fees factor into whether his children participate or not. Points out that the high cost could exclude students who would otherwise participate but are not necessarily star athletes with sports as their only passion. Please consider lowering fees. Thank you.

4) Chair's Report

Joshua Liebow thanks the community members for their attendance and thoughtful comments. Encourages public to regularly attend meetings and to consider the 2 open seats on the school committee for 3-year terms.

Michelle Bailey states that there is a public hearing coming up on 02/13/18 regarding the FY19 Budget. The school committee is set to vote on this night.

5) Superintendent's Report

- Michael Harvey attended the 01/25/18 presentation with state auditor Suzanne Bunk in Triton. Many recommendations were made for future legislation relative to regional schools, including: reimbursing regional transportation costs, piloting alternative to the enrollment based funding structure, streamlining the regional budget adoption process, and encouraging the expansion of district regionalization. Attendees expressed support of implementing recommendations for revising current formula to determine Chapter 70 state aid.
 - Michelle Bailey, also attended the meeting, and added that the presentation was political in nature. Brad Hill had stated that he introduced a bill to raise the school choice reimbursement rate. Michelle could not find this bill, but would like the committee to find a way to encourage this endeavor. The presentation also recommended a regular 5-year review of regional agreements, which may become a mandate in the future.
 - *Jenn Flynn* asks about the budget process Committee members, Jeff Sands, and Michael Harvey clarify the process.
- Hamilton/Wenham Joint Finance Committee meeting will be next week, 02/07/2018 at 7:00 pm (tentative) to discuss FY19 budget.

6) Consent Agenda

- a) Warrants
 - January 17, 2018 Exhibit A
- b) Minutes
 - January 17, 2018 Exhibit B
- c) Waiver for 8th grade Spring Athletics Exhibit C
 - Boys Lacrosse
 - Girls Lacrosse
 - Softball

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA AS WRITTEN.

MOTION by David Polito; SECONDED by Jeanise Bertrand.

Michelle Bailey requests to pull Waiver from the motion.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA ITEMS: WARRANTS FROM 01/17/18 AND MINUTES FROM 01/17/18 AS WRITTEN.

**MOTION BY David Polito, SECONDED by Gene Lee.
Unanimously approved by 5 members present.**

Michelle Bailey discusses the potential harms of middle school students attending the number of games and practices required in High School sports. Also has concerns about the size difference of athletes as a potential safety issue.

Committee members discuss the needs of 8th grade students filling positions in high school teams as well as additional implications of this Waiver.

Gene Lee inquires about the number of participants needed for the lacrosse team.

Abby Shible, 188 Main St, Wenham: (incoming lacrosse team coach and attending the meeting) Informs public and committee about desire to build a sustainable lacrosse program to include increasing interest in the sport beginning in the 8th grade. Currently 30-34 girls are signed up.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE SPRING ATHLETICS WAIVER FOR 8th GRADE BOYS & GIRLS LACROSSE & 8th GRADE SOFTBALL.

**MOTION by David Polito, SECONDED by Jeanise Bertrand.
Approved by Jeanise Bertrand, David Polito, Josh Liebow;
Opposed by Gene Lee and Michelle Bailey.**

MOTION PASSES by majority vote.

7) New Business

- Vote on Participation in the School Choice Program for 2018-2019

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE PARTICIPATION IN THE SCHOOL CHOICE PROGRAM 2018/2019 FOR GRADES 9-12.

MOTION by David Polito, SECONDED by Jeanise Bertrand

Michelle Bailey: Points to enrollment numbers, stating that smaller classes in middle school did not result in staffing cuts. As a result, there are essentially empty seats in classes. Would like to discuss the opportunity to open the school choice program to middle school classes.

Joshua Liebow supports the school choice program expanding to middle school. The decline in enrollment is detrimental to the district.

Michelle Bailey states there is an opportunity to add at least 10 students. The teachers that taught a larger number last year currently have capacity to manage a larger class with the addition of school choice students. Enrolling at a lower level means the district is making a longer term commitment to that student.

Discussion amongst committee members regarding commitment to choice students, retention rates, drop-out rates in 8th - 9th grade students, pros and cons of opening up school choice to middle school, etc. Committee members outline the benefits of opening up the school choice program to the lower grades for a 1 year duration, as school choice is an annual vote.

Jeff Sands opines that opening school choice to lower grades makes operational and financial sense, as long as careful consideration is given to number enrolled.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AMEND THE CURRENT MOTION TO OPEN UP SCHOOL CHOICE IN GRADE 6, 7, & 8.

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

[Original Motion] **I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE PARTICIPATION IN THE SCHOOL CHOICE PROGRAM 2018/2019 FOR GRADES 9-12.**

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

- FY19 Budget Review

Exhibit D

Unfortunately, the screen projector at meeting is not working, however viewers from home can access the slideshow document from the Hamilton Wenham School District website under school committee/ minutes & handouts (http://www.hwschools.net/uploaded/District/school_committee/regular_meetings/packets/1.31.18_SC_Packet.pdf)

Jeff Sands provides review of FY19 Budget proposal to include definition and practice of *level-service*; level service & critical priorities overview; summary of critical priorities and implications on budget (above the level service costs); and review of FY19 District Totals.

Michelle Bailey asks for an additional slide explaining the numbers so those reading at home have a better understanding of the purpose.

Jeff Sands: Will provide additional slide. Last week's budget workshop covered athletics, maintenance/custodial/grounds, technology. Tonight's presentation will cover the review of leadership team request list, capital plan, changes to budget, and discussion regarding debt exclusion.

1. Review Leadership Team Request List

Administration asked staff to identify priorities aligning in 4 categories. Administration built the level service budget, and then reviewed leadership's requests (attached in handout) to decide which were critical top priorities that aligned with district's strategic blueprint. Jeff Sands reviews items from the list that were not chosen as part of FY19 critical priority list including staffing for technological classes, material in support of electives, staffing, etc.

Discussion regarding preschool tuition, overall budget and incorporation of 1.0 and .7 FTE staff for preschool. Discussion continues regarding importance of all items on list.

Jeff Sands underscores that administration's recommendation is what was determined for the school committee to consider. However, the school committee has final say and can deliberate and vote on a revised budget based on their priorities of the items on the list.

2. Capital Plan Approach to relative to timing of debt exclusions

Jeff Sands provides an overview of the Capital Improvement Plan as recommended by administration. Goal is to minimize incremental increases and address the longer term capital needs of the district.

Projects to be funded in FY19 Operating Budget include:

- Winthrop Sprinkler Project;
- Athletic Field Complex;
- Safety, Accessibility, and critical infrastructure

Administration's recommendation includes 5 areas:

1. Fund \$129,000 in FY19 capital projects;
2. Propose \$1 million Winthrop Sprinkler Project debt exclusion at April 2018 Annual Town Meeting;
3. Propose \$3.6 million Turf Field Complex Project debt exclusion at April 2018 Annual Town Meeting;
4. Propose \$2.6 million debt exclusion for Safety, Accessibility, and Critical Infrastructure projects as outlined in 5-year plan at April 2018 Annual Town Meeting;
5. Provide funding for any remaining new projects on 5-year plan through the operating budgets FY20- FY23 at \$350,000 per year.

Discussion regarding intentionally accelerated projects and consideration of expenses year-by-year. Jeff Sands provides copy of the updated 5-year Capital Plan, calendarized with the 5 elements listed above.

Josh Libeow supports the Turf Field Project, but the community clearly does not. This lack of support is confusing and frustrating and has negative consequences for the committee.

Jeanise Bertrand points out that community members are trying to fundraise and as a debt exclusion, the Turf Field will be difficult to fundraise for.

Discussion regarding priorities, issues with community support, technological needs (new servers), and the consequences of pushing the Turf Field Project back.

Pushing the Turf Field Project to next year will not delay the project by just one year; it will end up being pushed out a few years. If district undertakes the capital safety projects (of which there are many) in place of the Turf Field project this year, these projects will take many years to complete and prevent the Turf Field project from beginning next year. Switching (4) Safety Accessibility and Critical Infrastructure with the (3) Turf Field Complex is not a simple switch and will bring up many issues.

Michael Harvey points out that if the Turf Field is approved this year, it would still take an additional 14 months before putting the shovel in the ground.

Josh Liebow reiterates his frustration surrounding the misinformation throughout the community and the skewing of the public's perception of this project.

Jeff Sands adds that 1 year from now, we will likely not have the resources or capacity to do all these projects simultaneously.

David Polito brings up that much of the public has misconceptions, namely that getting rid of the Turf Field project would reduce the budget. This is false.

Gene Lee asks about the procedure of putting the project on town meeting.

Discussion regarding private fundraising group. Their plan was to present to the school committee on the 02/13/18 meeting. Michelle Bailey points out that this group has not obtained non-profit status, and as a result they cannot begin fundraising.

Committee members discuss strategy in light of the surprising lack of support from the community. Members express their collective concerns and frustrations with this project being held back due to public's misinformation and false perceptions.

Discussion regarding process of budget, override, Town of Wenham, difference between override and debt exclusion, school committee members' role and participation in ballot voting and advertising/advocating.

Michael Harvey clarifies that school committee members can make recommendations and vote for the budget at town meeting. Members cannot reference a ballot question, but they can make recommendations to the community and use district resources.

Discussion regarding capital plans, removal of the Turf Field project, separate phases, comparison to the town pool project, and the possible changing priorities with the next school committee. Discussion continues regarding administration's needed guidance and vote for capital improvement plan changes. Further discussion surrounding language of motion and what the vote is allowing. Josh says he would argue that the motion include (1) Fund \$129,000 in projects in the FY19 Operating Budget, (2) Propose a \$1 million Winthrop Sprinkler Project Debt

Exclusion at April 2018 Annual Town Meeting, and 4, Jeanise said she would second. Michelle says that would result as the 2 debt exclusions.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE THE LEADERSHIP TEAM TO PREPARE THE LANGUAGE TO AUTHORIZE DEBT ON THE \$1.0 MILLION *WINTHROP SPRINKLER PROJECT*, THE \$2.6 MILLION DEBT EXCLUSION FOR *SAFETY, ACCESSIBILITY, AND CRITICAL INFRASTRUCTURE PROJECTS* FOR CONSIDERATION FOR VOTE AT THE FEBRUARY 13TH SCHOOL COMMITTEE MEETING.

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

3. Changes to Superintendent's Recommended Budget

Josh Liebow details his commitment to the school district, the community, and the public school system at large. Believes administration has done a superb job determining priorities and budgeting for level service. Feels strongly about cutting athletic user fees, and many of the comments this evening hit home. As a member of the school committee, Josh feels he needs to find ways to subsidize the user fees. States it is an absolute injustice that the Hamilton/Wenham logo is on team uniforms when parents are clearly the ones paying for the uniforms and more. Is fully aware of and supports a marginally higher budget to subsidize these user fees.

David Polito agrees. Would support a suggestion made last week to scale reduction over a few years. Believes this should be done to bring fees down to be comparable with others in the Cape Ann districts.

Michelle Bailey: States that overrides are an opportunity to address deficits. Michelle was personally affected by what Ms. Leonard said about not being able to participate in DECA due to the costs of sports. The current requirement for parents to fundraise is not acceptable. Shares concern about uniforms having Hamilton/Wenham logo when parents are buying them. A new system needs to be determined, and an override to address these issues is absolutely necessary.

Committee members discuss sports as motivation for community members to participate in meetings and become involved in other ways.

Jeff Sands asks the committee to determine the actual percentage rate for reduction to determine what is added to the operational budget.

School committee discusses fees, restructuring of boosters program, required fundraising, uniforms, tiered sports program, and additional considerations. Detailed discussion surrounding percentage reduction and dollar amount increase to operating budget.

Michelle Bailey brings up the point made this evening of removing the option for free third sport.

Josh Liebow states he would move to cut the user fees in half and add \$177,000 to the district operating budget.

School committee members discuss cutting the user fees by 50% including the override, dollar increase in budget, responsibility to town members, citizen participation, etc.

Jeff Sands states that administration does not necessarily need a vote, but does need direction in order to prepare for the 02/13/18 meeting. Asks if there is consensus.

With response from committee members, Jeff Sands will be adding the reduction as an Incremental Critical Priority.

Further discussion regarding override, Wenham's Board of Selectmen involvement in writing language for override, ballot structure, and the ongoing difficulties in communication.

Michelle Bailey asks administration for copies of the communication with Wenham Board of Selectmen. Michael Harvey agrees to share information after the meeting with Peter Lombardi on Monday, as to avoid spreading misinformation. Will also discuss further at next week's joint meeting. Jeff Sands agrees to summarize information after meeting to provide this to school committee.

Jeff Sands asks if there are other suggested changes to the FY19 Budget Proposal that committee members would like to talk about.

David Polito expresses his gratitude for the school committee's hard work to avoid override. He is proud of the committee and finding a solution to a long-standing issue.

Move forward with level service, critical priorities and user fees.

No other suggested changes from school committee members.

4. Authorization of Debt Discussion

(Discussed above).

- Scholarship: Institution for Savings, \$15,000 annually

Exhibit F

Discussion regarding gratitude for the Institution for Savings giving back to the community and the many benefits for the one student to receive this scholarship.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE SCHOLARSHIP IN THE AMOUNT OF \$15,000 FROM THE INSTITUTION FOR SAVINGS.

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

- Donations -Grants
 1. FOTA \$1,376.84 for a Cyclorama Curtain for the Ferrini Auditorium
 2. FOTA \$400.00 to support the Ukulele Melee at the Cutler School

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ACCEPT THE DONATIONS FROM FOTA IN THE AMOUNT OF \$1,376.84 FOR A CYCLORAMA CURTAIN IN THE FERRINI AUDITORIUM, AND IN THE AMOUNT OF \$400 TO SUPPORT THE UKULELE MELEE AT CUTLER SCHOOL.

**MOTION by David Polito, SECONDED by Michelle Bailey.
Unanimously approved by 5 members present.**

8) Other

Topics for next meeting:

02/07/18 at 7:00pm: Joint Finance Committee Meeting to include Hamilton and Wenham FinComs, Boards of Selectmen, and School District.

02/13/2018: Next regular school committee meeting to address:

1. Budget review;
2. Budget public hearing;
3. Budget adoption;
4. Debt authorization;
5. Turf Field group

Student Government to visit on the 28th meeting.

Warrant subcommittee will be held on 02/14/18. Michelle Bailey, David Polito, and Josh Liebow agree to meet at 4:30pm on 02/14/18. Jeff Sands will take appropriate actions to facilitate the change to the regularly scheduled meeting time of 6:30 pm.

9) Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 10:05 PM.

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

Respectfully submitted Mahala Lettvin

HAMILTON - WENHAM



RECREATION DEPARTMENT

16 UNION STREET
HAMILTON, MA 01982

DIRECTOR
SEAN TIMMONS

TELEPHONE: 978-468-2178

WEBSITE
WWW.HAMILTONMA.GOV

HWRSD School Committee
5 School Street
Wenham, MA 01984

October 19th, 2017

RE: Hamilton Wenham High School Athletic Complex Redevelopment

Dear School Committee Members,

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

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

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

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

Sincerely,

The Hamilton Wenham Recreation Committee

Steve Ozahowski – Chair

Denis Curran

Reggie Maidment

Brad Tilley

John Cusolito

Len Dolan



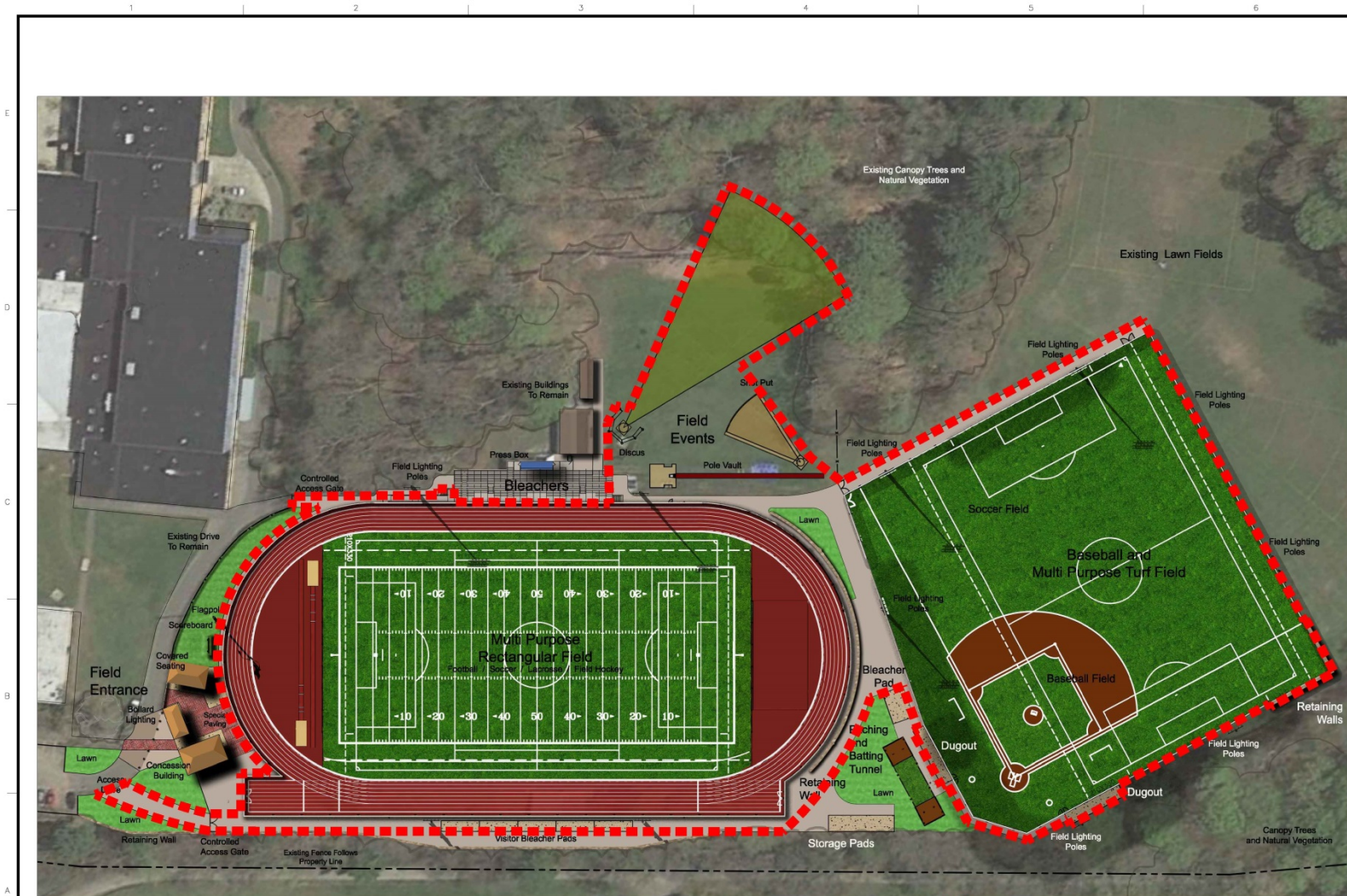
HWRHS Athletic Redevelopment Project

Project Goals

- Address the community wide shortage of adequate playing fields and alleviate the overuse of our town parks
 - Construct artificial turf field(s) with athletic lighting
 - Create durable all weather playing fields
 - Enhance both track and playing field dimension constraints
 - Work to bring HWRHS athletics back to the campus
 - Allow youth sports the opportunity to play on HWRHS campus to offset the current practice of renting time on private fields.


What has been approved?

- New track and multi-purpose artificial turf field at current game field
- Baseball/multi-purpose artificial turf field at current back field
- Athletic lighting at both fields
- Concrete slabs for portable bleachers on visitors side
- Fencing, walkways, driveways, etc.... (ADA and emergency vehicle accessible)
- New field event area (pole vault, shot put, and discus)
- All cost estimates include using an alternative infill for the artificial turf fields (not crumb rubber)



- PHASE 1 (INCLUDES):**
- MULTI-PURPOSE SYNTHETIC TURF FIELDS AND TRACK
 - ADA ACCESS
 - ATHLETIC LIGHTING
 - FENCING

NOTE: FUTURE PHASING WILL BE DEPENDENT UPON FUNDING.



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PROJECT

ATHLETIC CAMPUS IMPROVEMENTS
HAMILTON-WENHAM REGIONAL HIGH SCHOOL
775 BAY ROAD
SOUTH HAMILTON, MA 01982

OWNER

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
5 SCHOOL STREET
WENYOUTH, MA 01984

REVISIONS

NO.	DATE	DESCRIPTION

CADD FILE: PHASE 1 - CONSTRUCTION RENDERING (PH1)

DESIGNED BY: STB

DRAWING BY: STB

CHECKED BY: STB

DATE: AUG 28, 2018

DRAWING SCALE: 1"=40'-0"

GRAPHIC SCALE:

SHEET TITLE

PROJECT PHASING PLAN

DRAWING NO.:	
PROJECT NO. 7901	

Our Action Plan

- Establish Leadership Roles and Responsibilities
- Non-Profit for fundraising
- Fundraising opportunities
 - Corporate Sponsorships/Naming Rights
 - Private Donations
 - Alumni
- Community Outreach
 - Website
 - Facebook Page
 - Email Blasts/Newsletters
- Market Research
 - How has it been done in other communities?

Questions to School Committee

- What is our charge?
- Response to questions from the Recreation Committee letter to the School Committee from October.
- Fundraising goal and/or deadline for budgeting purposes
- Advertisement policy
- Donation of services or materials
- Monetary donations for specific item(s) of project
- Recommendation of a SC member to attend Working Group meetings to act as a liaison



**HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT**

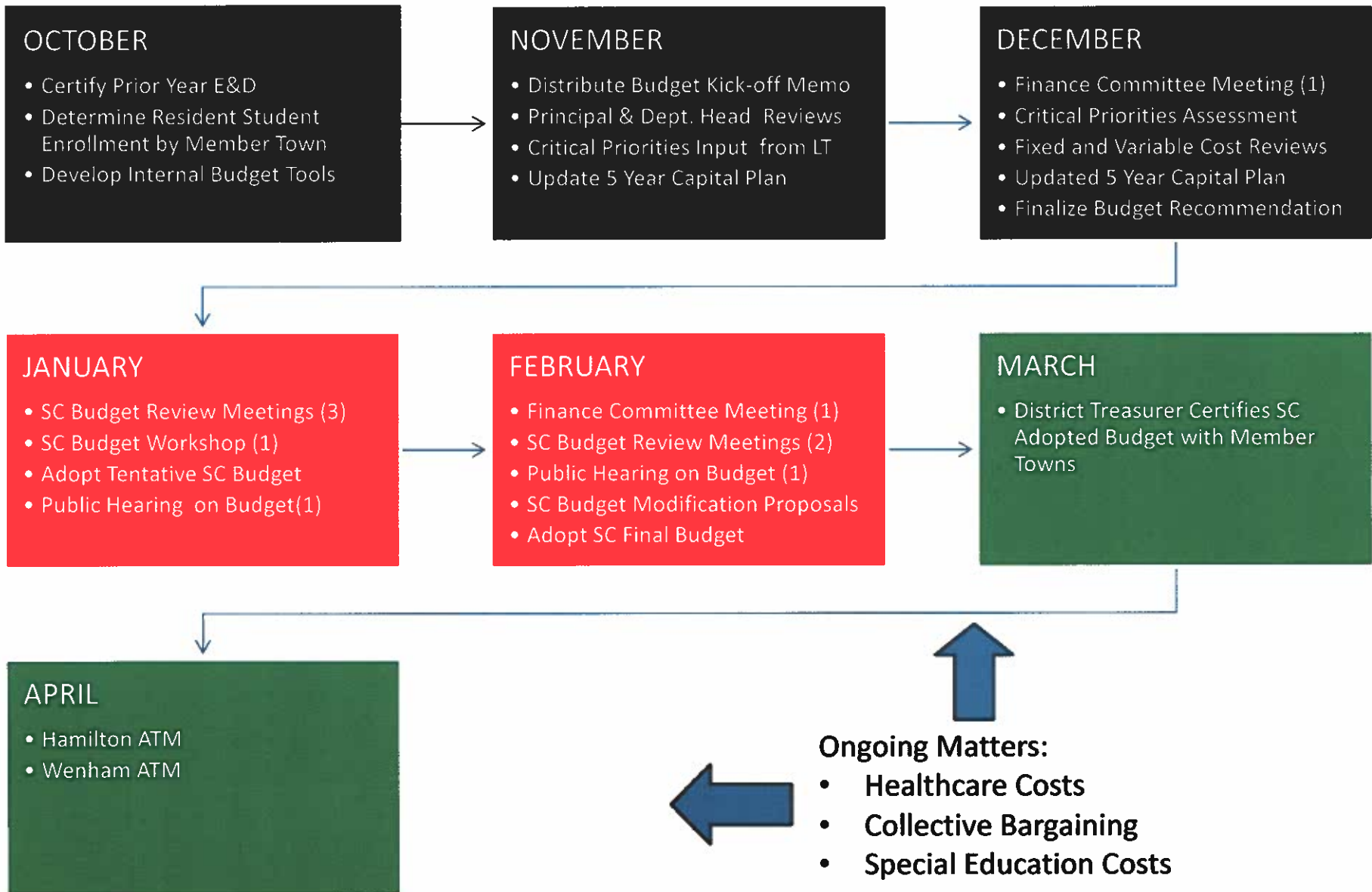
*FY19 Superintendent's Budget Recommendation
School Committee Presentation
February 13, 2018*

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





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.

- **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
 - District Insurances increasing by 21.1% or \$36K
 - School Choice OUT Tuition Costs increasing by 109.0% or \$47K

- **Excess & Deficiency**

- \$347K in Certified E&D being used “to reduce the amount to be raised by assessment by the member Towns during the ensuing Annual Budget Process” (Policy D4021)



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 \$577,143* above what is needed to maintain Level Services for the 2018 – 2019 School Year.

* - Includes \$177,764 in Athletics User Fee Reductions requested by the School Committee on January 31, 2018 .



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 \$577,143 be provided to fund the following items earmarked as Critical Priorities for FY19:

- Athletics User Fee Reduction (\$177,764)*
- 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)

* - As requested by the School Committee on January 31, 2018 .



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 *	\$ 577,143
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:	\$ 1,919,243
Capital Projects	\$ (81,000)
Anticipated Staff Retirement Replacement Savings	\$ (79,000)
Anticipated Staff Replacement Savings	\$ (65,000)
Subtotal:	\$ (225,000)
TOTALS:	\$ 1,694,243

* - Includes \$177,764 in Athletics User Fee Reductions requested by the School Committee on January 31, 2018 .



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	\$ 33,097,866	\$ 1,694,242	5.40%
Expense Offsets	\$ 1,016,500	\$ 1,203,808	\$ 1,203,808	\$ -	0.00%
General Operating Expenses (After Offsets)	\$ 29,150,032	\$ 30,199,816	\$ 31,894,058	\$ 1,694,242	5.61%
Debt Service Expense	\$ 2,129,250	\$ 2,092,860	\$ 2,115,275	\$ 22,415	1.07%
TOTAL EXPENDITURES	\$ 31,279,282	\$ 32,292,676	\$ 34,009,333	\$ 1,716,657	5.32%
Total Funding Sources					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
<i>Revenues</i>					
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%
<i>Transfers In From Other Funds</i>					
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	\$ 34,009,333	\$ 1,716,657	5.3%
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	\$ 28,438,507	\$ 1,831,059	6.9%
Total Town Assessments					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
Hamilton	\$ 17,494,749	\$ 17,401,271	\$ 18,385,495	\$ 984,224	5.7%
Wenham	\$ 8,773,643	\$ 9,206,177	\$ 10,053,012	\$ 846,835	9.2%
NET ASSESSMENT including Debt Service	\$ 26,268,391	\$ 26,607,448	\$ 28,438,507	\$ 1,831,059	6.9%



FY19 Budget – District Totals

4 Year Impact Analysis of Net Assessments to the Towns

Total Net Assessment:		
FY15	\$	24,478,847
FY19	\$	28,438,507
4 Year Chg \$	\$	3,959,660
4 Year Chg %		16.18%
<i>Avg Annual Chg</i>		<i>4.04%</i>
Hamilton's Total Net Assessment:		
FY15	\$	16,867,884
FY19	\$	18,385,495
4 Year Chg \$	\$	1,517,611
4 Year Chg %		9.00%
<i>Avg Annual Chg</i>		<i>2.25%</i>
This 4 Yr Period includes a \$900K shift to Wenham (re: 3 Yr Enrollment)		
Wenham's Total Net Assessment:		
FY15	\$	7,610,763
FY19	\$	10,053,012
4 Year Chg \$	\$	2,442,249
4 Year Chg %		32.09%
<i>Avg Annual Chg</i>		<i>8.02%</i>
This 4 Yr Period includes a \$900K shift from Hamilton (re: 3 Yr Enrollment)		



FY19 Budget – Summary by DESE Category

Level Service PLUS Critical Priorities Gross Operating Expense Budget

Summary by DESE Category	FY17	FY18	FY19	Change FY18 to FY19	
	Budget	Budget	Budget	\$	%
Administration	\$ 1,180,023	\$ 1,135,489	\$ 1,180,028	\$ 44,539	3.92%
Capital, Operations, Maintenance	\$ 2,244,431	\$ 2,228,122	\$ 2,185,001	\$ (43,121)	-1.94%
Guidance, Counseling, Testing	\$ 1,075,072	\$ 1,065,718	\$ 1,110,803	\$ 45,085	4.23%
Inst. Materials	\$ 857,654	\$ 873,876	\$ 1,006,104	\$ 132,228	15.13%
Instructional Leadership	\$ 2,884,573	\$ 2,931,318	\$ 3,082,942	\$ 151,624	5.17%
Insurance, Retirement, Other	\$ 3,752,986	\$ 3,978,971	\$ 4,173,276	\$ 194,305	4.88%
Other Teaching Services	\$ 2,309,691	\$ 2,408,619	\$ 2,477,389	\$ 68,770	2.86%
Prof. Dev.	\$ 172,902	\$ 209,594	\$ 223,799	\$ 14,204	6.78%
Pupil Services	\$ 2,031,224	\$ 2,080,527	\$ 2,439,488	\$ 358,961	17.25%
Teachers	\$ 11,596,360	\$ 11,695,832	\$ 12,264,738	\$ 568,906	4.86%
Tuitions	\$ 2,061,617	\$ 2,795,559	\$ 2,954,300	\$ 158,741	5.68%
Grand Total	\$ 30,166,532	\$ 31,403,624	\$ 33,097,866	\$ 1,694,242	5.40%



FY19 Budget

Motions for School Committee Budget Vote

Motion for the FY19 Operating Budget Vote:

Motion: The Hamilton-Wenham Regional School Committee approves an FY19 Total General Fund Expenditures Budget of \$34,009,333. This amount includes General Fund Operating Expenses (after Offsets) in the amount of \$31,894,058 and General Fund Debt Service Expenses in the amount of \$2,115,275.

Furthermore, the Gross Operating Expenses of the District (before Offsets) have been allocated to the DESE-defined Accounts according to the “Summary by DESE Category” chart included in this Budget Presentation dated 2/13/2018.

Motion for the FY19 Budget Assessment:

Motion: The Hamilton-Wenham Regional School Committee votes to assess the Towns of Hamilton and Wenham a combined total of \$28,438,507 as the amount necessary to operate and maintain the District, as well as pay debt service, for FY19. The District’s Assistant Superintendent shall determine the amount apportioned to each Town, and the District’s Treasurer shall certify such amounts to the respective Treasurers of each Town within 30 days of this date.



*5 Year Capital Improvement Plan
Recommended*

February 13, 2018

Hamilton Wenham Regional School District
5 Year Capital* Improvement Program Summary as of February 13, 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	-	25,000	36,000	-	-
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	-	30,000	30,000	-	-
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	-	-
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	1,929,191	365,098	370,598	338,058	3,250,455

Hamilton Wenham Regional School District
5 Year Capital* Improvement Program Summary as of February 13, 2018

Department	Project	Location	Total Est Cost	FY19	FY20	FY21	FY22	FY23
Fac & Grds	Building Fire Suppression System	Win	850,000	850,000	-	-	-	-
	Subtotal Sprinklers:		850,000	850,000	-	-	-	-
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	-	-	-	-	8,748,156
	Totals:		\$ 21,953,381	\$ 3,579,191	\$ 365,098	\$ 370,598	\$ 338,058	\$ 17,300,436

\$ 129,196 - A "green" shaded entry in FY19 denotes an expense has been incorporated into the FY19 Operating Budget Recommendation.

\$ 850,000 - The "blue" shaded entry in FY19 denotes a Winthrop Sprinkler Project expense that will be presented at April 2018 Town Meeting as a Debt Exclusion.

\$ 2,599,995 - An "orange" shaded entry in FY19 denotes a Safety, Accessibility or Critical Infrastructure Project expense that will be presented at April 2018 Town Meeting as a Debt Exclusion.

* - 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.



HWRSD Debt Authorization Motions for School Committee Vote

Winthrop Fire Suppression System

MOVED: That the Hamilton-Wenham Regional School District (the “District”) hereby appropriates the amount of \$850,000 for the purpose of paying costs of the installation of a fire suppression system at the Winthrop Elementary School including the payment of all costs incidental or related thereto. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.



HWRSD Debt Authorization Motions for School Committee Vote

Various Capital Projects

FURTHER MOVED: That the District hereby appropriates the amount of \$2,600,000 for the purpose of paying costs of various FY19 “Safety, Accessibility and Critical Infrastructure” capital projects within the District as outlined in the District’s Five-Year Capital Plan dated February 13, 2018, including the payment of all costs incidental or related thereto. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.



HWRSD Debt Authorization Motions for School Committee Vote

FURTHER VOTED: That within seven (7) days from the date on which this vote is adopted the Secretary be and hereby is instructed to notify the Board of Selectmen of each of the member towns of the District, as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by Chapter 71, Section 16(d), of the General Laws.



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 6, 2018	DISTRICT ADMINISTRATION ADVERTISES FY19 BUDGET PUBLIC HEARING #2
FEBRUARY 7, 2018	FY19 BUDGET PLANNING MEETING #2 WITH TOWN FINANCE COMMITTEES
FEBRUARY 13, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION
FEBRUARY 13, 2018	SCHOOL COMMITTEE HOLDS FY19 BUDGET PUBLIC HEARING #2
FEBRUARY 13, 2018	SCHOOL COMMITTEE ADOPTS FY19 BUDGET
MARCH 15, 2018	DISTRICT TREASURER CERTIFIES FY19 APPORTIONED AMOUNTS WITH TOWNS
APRIL 7, 2018	ANNUAL TOWN MEETINGS



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

August 27, 2010

REGIONAL SCHOOL DISTRICT BUDGET PROCESS

Preparing the Regional Budget

The regional school committee shall propose, by a *majority vote*, a budget containing all proposed operating expenditures, capital expenditures, and debt service payments to be paid from general revenues of the regional school district.

The budget shall be classified into such line items as the regional school committee shall determine, provided that such line items shall be consistent with but need not be to the same level of detail as the chart of accounts required for the end of year reporting of expenditures. <http://finance1.doe.mass.edu/account/ChartOfAccounts.doc>. The regional school committee may include a line item in the budget for a reserve for extraordinary and unanticipated expenditures.

The budget shall identify each separate revenue source, and the amount estimated for each revenue source. Grant, revolving and trust funds should not be included in the budget, but should be provided to the member municipalities for informational purposes.

The budget shall specify whether members' assessments are calculated pursuant to the statutory assessment method or the alternative/agreement assessment method; and shall specify the total amounts to be assessed to the members for the support of the budget.

Public Hearing on Budget

The school committee of each city, town or regional school district shall hold a public hearing on its proposed annual budget not less than *seven days* after publication of a notice thereof in a newspaper having general circulation in such city, town or district. Prior to such public hearing said committee shall make available to the public at least one copy of said proposed budget for a time period of *not less than forty-eight hours* either at the office of the superintendent of schools or at a place so designated by said committee. At the time and place so advertised or at any time or place to which such hearing may from time to time be adjourned all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget. Such hearing shall be conducted by a quorum of the school committee. For the purposes of this section a quorum shall consist of a majority of the members of said school committee. <http://www.mass.gov/legis/laws/mgl/71-38n.htm>.

Adopting the Budget

The regional district school committee, by a *two-thirds vote*, shall adopt a budget containing all proposed operating expenditures, capital expenditures and debt service payments to be paid from general revenues of the regional school district.

Timing of the Budget

The School Committee must adopt a budget 45 days before the first annual member town meeting but *not later than March 31 and not earlier than February 1*. With the approval of the majority of the member communities, the superintendent may submit the budget following the notification of the annual local aid distribution.

Calculating Member Assessments

The amounts so apportioned for each municipality shall be certified by the regional school district treasurer to the treasurers of the member municipalities *within thirty days* from the date on which the annual budget is adopted by the regional district school committee but *not later than April thirtieth*.

Two methodologies are available to regional school districts for calculating assessments to member municipalities. The methodologies are defined in CMR 41.01 and in Guidance for Regional School Districts: http://finance1.doe.mass.edu/regional/reg_guidance.doc

Statutory Assessment methodology

Alternative (Agreement) Assessment methodology

Approval of Local Appropriating Authorities

The annual regional school district budget shall require the approval of *two-thirds* of the local appropriating authorities of the member municipalities.

If the alternative/agreement method is used to calculate the member town assessments, the *unanimous* approval of all the members is required. The approval may be given by a separate vote of the appropriating authority, or if a separate vote is not taken, unanimous approval of a budget or assessment based on the alternative/agreement method shall be deemed approval of the method.

A vote by the local appropriating authority to appropriate the member's assessment shall constitute approval of the regional school district budget.

Failure to Approve a Budget

In the event that the regional school district budget is not approved by at least *two-thirds* of the member municipalities, the regional district school committee shall have *thirty days* to reconsider, amend and resubmit a budget.

With the approval of the Commissioner, a regional district school committee may have *an additional fifteen days* within which to reconsider, amend and reapportion the budget.

The budget shall be reapportioned between or among the member municipalities and a copy of the amended budget shall be provided to the chairmen of the board of selectmen, chairmen of the

finance committees, mayors, presidents of the city councils and treasurers of the member municipalities *not later than seven days* from the date the amended budget was adopted by the school committee.

Approval of Reconsidered Budget by Local Appropriating Authorities

Prior to the *expiration of forty-five days* from the date on which such budget was adopted by the regional district school committee, each member municipality shall hold a meeting of the local appropriating authority to act upon the appropriation of the budget.

If *two-thirds* of the member municipalities vote to appropriate the amounts so reapportioned and recertified to them under the *statutory method*, such budget shall be considered *approved*.

If the member municipalities *unanimously* vote to appropriate the amounts so reapportioned and recertified to them under the *agreement/alternative* method, such budget shall be considered *approved*.

If a local appropriating authority *does not vote* on the revised budget within the 45-day period that member shall be *deemed to have approved* the revised budget.

Where the local appropriating authority is a town meeting and the annual town meeting is dissolved prior to voting on the budget, the budget shall be deemed *disapproved* by that member as of the date of such dissolution.

In a district having three or more members, if two-thirds of the member municipalities *do not vote* to appropriate the amounts so reapportioned and recertified to them, then the budget shall again be recommitted to the regional district school committee for action

District Wide Meetings

In the case of a *two-member regional school district*, if the appropriating authority of *either* member votes not to appropriate the amount so reapportioned and recertified to it, the regional district school committee shall convene a district-wide meeting at which the revised budget and assessments shall be placed before all voters eligible to vote. A district-wide meeting shall only consider budgets based on the statutory assessment method.

Notice of the meeting must be given at least *fourteen days* prior to the date of such meeting.

Approval of the regional school district budget shall require the affirmative vote of at least a *majority of those present and voting* thereon, by a counted vote.

If a majority of voters at this meeting votes to approve a greater or lesser amount for the budget, such amount shall be placed before the regional school committee for its ratification. If the regional school committee by a *two-thirds* vote ratifies this amount, it shall constitute approval. If the regional school committee rejects such greater or lesser amount, it shall again reconsider, amend, and adopt a revised budget and shall reconvene a district-wide meeting.

1/12 budget Approved by the Commissioner

If the operating budget for a regional school district has not been approved by *July 1*, the superintendent of schools shall notify the Commissioner.

The Commissioner shall establish an interim monthly budget for the regional school district and certify an amount sufficient for the operation of the district which shall be *one-twelfth* of the regional school district's budget for the prior fiscal year *or such higher amount* as the Commissioner may determine.

The treasurer of the regional school district shall calculate and certify to the member municipalities their respective assessments.

The interim monthly budget shall remain in effect until an operating budget is approved pursuant to 603 CMR 41.05(3) or *December first*, whichever comes earlier.

State Fiscal Control

In the event a budget is not adopted by *December first* in any year, the Commissioner shall assume fiscal control of the regional school district and shall establish the final budget for the fiscal year. Budget materials and recommendations from the district and member municipalities will be solicited prior to the December deadline.

The Commissioner's control continues until the end of the fiscal year or until the member municipalities have approved a budget for the subsequent fiscal year, whichever is later.

Certain fiscal actions taken by the superintendent or school committee are subject to Commissioner's written authorization.

- Adoption or reconsideration of the district budget
- Transfer of budgetary authority between line items
- Encumbrance or expenditure of funds not included in the general fund budget.
- Borrowing
- Execution of new or amended collective bargaining agreements.
- Execution of new contracts or amendments to existing contracts with a value of \$25,000 or more.
- Establishment, increase, or decrease of user fees
- The Commissioner may impound any unencumbered funds for such period of time as he determines
- The Commissioner may undertake any initiatives that he deems necessary to secure the financial stability of the district
- The Commissioner may designate a person to act on his behalf with respect to his responsibilities under 603 CMR 41.07.

Amendments to Budgets

A regional school committee may propose, with a *two-thirds vote*, an amendment to a previously approved budget. If such amendment results in an *increase* in the total amount of the *budget* or an increase in *assessment* for any member, such amendment shall be submitted to the *local*

appropriating authorities for their approval.

The treasurer of the regional school district shall submit the proposed amendment to the member municipalities within *7 days* from the date of the regional school committee vote. The local appropriating authority of every member shall have *45 days* from the date of the regional school committee's vote to meet and consider the amendment. The proposed amendment shall be effective if it is approved by *two-thirds of the local appropriating authorities and by the local appropriating authority of any member whose assessment is increased.*

If a local appropriating authority *does not vote* on the proposed amendment within the *45-day period* and that local appropriating authority has previously appropriated funds for its assessment in an amount greater than or equal to the member's assessment for the amended budget, that member shall be deemed to have approved the amended budget.

If a proposed amendment to a previously approved budget *does not increase* the total amount of the budget and *reduces or leaves unchanged* the assessment for every member, the amendment shall not require approval by the local appropriating authorities and shall be effective upon a *two-thirds vote of the regional school committee.*

If the Commissioner adjusts the required local contribution of any member (s) subsequent to the approval of the budget, the regional school committee shall propose an amendment to the budget to reflect such adjustment(s). Whenever a member's assessment is reduced to a smaller amount than previously appropriated by the local appropriating authority, the appropriation shall automatically be deemed to be reduced to such lesser amount.

Line Item Transfers

Transfers from one budget line item to another shall require and be effective upon approval of the regional school committee by majority vote unless otherwise specified in the regional agreement. Authority for such transfers may not be delegated.

Links: Chapter 70, Section 16B - <http://www.mass.gov/legis/laws/mgl/71-16b.htm>.
CMR 41.05 - <http://www.doe.mass.edu/lawsregs/603cmr41.html?section=05>
Assessment methodologies – see Guidance for Regional School Districts
http://finance1.doe.mass.edu/regional/reg_guidance.doc.
Public Hearings on budget: <http://www.mass.gov/legis/laws/mgl/71-38n.htm>.



**HABEEB & ASSOCIATES
ARCHITECTS**

Date: February 09, 2018

Mr. Jeffrey D. Sands,
Assistant Superintendent for Finance & Administration
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

Project: New Fire Protection System and Fire Alarm Replacement
Winthrop Elementary School, South Hamilton, MA

RE: Project Cost Breakdown

H&A JN: 1615.05

Jeff,

The following is our scope of work description and estimate of costs for construction and A/E fees:

Construction Scope of Work and Cost Estimate:

Note: The existing hydrant near the school has not been confirmed for use for the new Fire Protection system. The costs and fees below include scope for a new fire service water line from the street. Also, the water flow rate has not been confirmed and costs for a booster fire pump and/or emergency generator are included. The water pressure has been confirmed as sufficient.

1. New fire service line into building with Post Indicator Valve and Flow Alarm.
2. New backflow preventers, check valves, shut-off valves and flow switch assemblies in the existing Storage Room at front of the building adjacent to the Kitchen, and all other related FP equipment and alarm controls with connections to new Fire Alarm Control Panel (FACP).
3. New Fire Service Booster Pump with outdoor Emergency Generator, including underground gas and emergency power feeds, emergency power panel, and connections to fire alarm.
4. New Fire Protection system with painted exposed-piping throughout the building including the 'mezzanine' concealed spaces above suspended ceilings, i.e. toilets and gym storage areas.
5. Fire Protection piping penetrations through walls and clerestory glazing above corridor partitions between Classrooms and all ancillary school spaces.
6. Ceiling and soffit modifications at the glass connecting corridor and Primary Wing corridor.
7. Replacement of the main Fire Alarm Control Panel and all fire alarm system (smoke detector) devices and fire alarm system wiring throughout building, with connections to the FP alarm systems.

Estimated Construction Costs:

New Fire Service Line:	\$ 70,000.
New Fire Pump & Emer. Gen:	\$ 130,000.
New building FP system:	\$ 385,000.
New Fire Alarm system:	\$ 95,000.
10% Const. Contingency:	<u>\$ 55,000.</u>
Total:	\$ 735,000.



**HABEEB & ASSOCIATES
ARCHITECTS**

Architectural & Engineering Design Fee Breakdown:

Note: It is anticipated that no hazardous materials sampling and testing will be necessary and hazardous materials will not be encountered during construction.

<u>A/E/C/CE</u>	<u>Const Docs:</u>	<u>Bidding:</u>	<u>Const. Admin:</u>	<u>Subtotal:</u>
FP & FA:	\$ 13,200.	\$ 1,000.	\$ 18,000.	\$ 32,200.
Elec. Eng.:	\$ 12,550.	\$ 1,000.	\$ 6,000.	\$ 19,550.
Site Eng.:	\$ 9,000.	\$ 500.	\$ 2,000.	\$ 11,500.
Cost Est.:	\$ 1,500.			\$ 1,500.
Arch/Misc.:	<u>\$ 15,200.</u>	<u>\$ 6,300.</u>	<u>\$ 23,700.</u>	<u>\$ 50,470.</u>
Sub-totals:	\$ 38,900.	\$ 7,800.	\$ 43,700.	Total: \$ 115,220.

The project cost, based on the above construction estimate, should total: \$ 850,220. (\$ 850,000.)

Should you have any questions regarding the project costs or designer fees, please contact me at (781) 871-9804.

Sincerely,

David M. Fiske, Architect, AIA, BSA
Habeb & Associates Architects

SCHOOL COMMITTEE VOTE LANGUAGE TO INCUR DEBT, 2/13/18***Winthrop Fire Suppression System***

MOVED: That the Hamilton-Wenham Regional School District (the “District”) hereby appropriates the amount of \$1,000,000 for the purpose of paying costs of the installation of a fire suppression system at the Winthrop Elementary School including the payment of all costs incidental or related thereto. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Various Capital Projects

FURTHER MOVED: That the District hereby appropriates the amount of \$2,600,000 for the purpose of paying costs of various FY19 “Safety, Accessibility and Critical Infrastructure” capital projects within the District as outlined in the District’s Five-Year Capital Plan dated February 13, 2018, including the payment of all costs incidental or related thereto. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

FURTHER VOTED: That within seven (7) days from the date on which this vote is adopted the Secretary be and hereby is instructed to notify the Board of Selectmen of each of the member towns of the District, as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by Chapter 71, Section 16(d), of the General Laws.

McKibben Demographic Research, LLC

Invoice 2018-04

Sold to: Hamilton-Wenham Regional School District
5 School St.
Wenham, MA 01984

Sch # _____	Date _____
Acct. _____	
PAID _____	
Check # _____	
Approved _____	
for _____	
Payment _____	
	Superintendent _____

Contact: Dr. Michael Harvey, Superintendent

Date: 23 January 2018

Project: Population estimates/forecasts for the years 2015, 2020 and 2025 by age, sex, and total population for the town of Hamilton, the town of Wenham and the Hamilton-Wenham Regional School District.

Enrollment forecasts by grade for the years 2018-2019 to 2027-2028 inclusive, by grade for the town of Hamilton, the town of Wenham and the Hamilton-Wenham Regional School District.

One executive and summery describing the methodology, assumptions, and historical patterns used in the calculations of the forecasts. Tables and graphs describing the demographic characteristics and dynamics of the school district and its attendance areas will also be provided.

Amount due:

\$ 4,000

*OK to pay
1/24/18
MH*

001-400-1110-99-000-4005

Donations

School Committee Meeting 2.13.18

Friends of Buker \$179.90

- Library bee bops