HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School Wednesday, May 9, 2018 7:00 PM
Multi-Purpose Room

1. **Call to Order** **7:00**
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
   a. Warrants
      - April 25, 2018 Exhibit A

   b. Minutes
      - March 28, 2018 Exhibit B
      - April 11, 2018 Exhibit C
      - April 25, 2018 Exhibit D

   c. Policy Exhibit E
      - C3000 Administration Goals Exhibit E1
      - C3002 Emergency Closings Exhibit E2
      - C3007 Regional School Superintendent Exhibit E3
      - C3008 Lines of Responsibility-Organization Chart Exhibit E4
      - C3009 Administrative Councils & Committees Exhibit E5
      - C3010 Principals Exhibit E6
      - C3011 Policy Implementation Exhibit E7
      - C3012 Development of Procedures Exhibit E8
      - C3013 Rules Pertaining to Staff & Student Conduct Exhibit E9
      - C3014 Procedures Dissemination Exhibit E10
      - C3015 School District Annual Report Exhibit E11
      - C3016 Administrative Responsibility in Absence of Committee Policy Exhibit E12
      - C3017 Emergency Response Exhibit E13
      - C3018 Evaluation of Superintendent Exhibit E14
      - C3019 Superintendent Contract Exhibit E15
      - F6022 Pest Management Policy Exhibit E16
      - I9005 Observation of Student & Programs by Parents, Advocates, & Others Exhibit E17

7. **New Business**
   a. Curriculum, Instruction & Assessment Program Report Exhibit F
   b. Pingree Tennis Courts Exhibit G
   c. Vote to set last day of school
   d. Discussion of Nomination of EdFund for MASC Award Exhibit H
   e. Sign SC Protocols Document Exhibit I
   f. School Committee Liaison Assignments

DMB

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

g. SC Review 2017-2018 SC Goals Exhibit J
h. SC Retreat Discussion
i. Policies (First Readings) Exhibit K
- B2011 Memorial for Deceased Students or Staff
- G7004 Equal Opportunity Employer
- G7022 Family & Medical Leave Act
- A1015 Nondiscrimination
- C3013 Rules Pertaining to staff & Student Conduct

j. Donations Exhibit L
- Foundation for Alcohol Education: $1,000
  Grant for Teens Substance Abuse Education Speaker Bill Phillips

8. **Other**
   a. Topics for next meeting

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

Secretary: Stacey Metternick, HWRSC

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

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2499 **Voucher Date:** 04/17/2018 Prepared By: D. Capozzi

Printed: 04/17/2018 12:29:46 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $72.18 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 — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$72.18
		$72.18

Created By: capozzid **Posted By:** capozzid **Date:** 04/17/2018 12:29:35 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2500 **Voucher Date:** 04/19/2018 Prepared By: D. Capozzi

Printed: 04/24/2018 08:53:40 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,767,637.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

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

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
003	DEBT SERVICE FUND (GF)	$1,767,637.50
		$1,767,637.50

Created By: capozzid **Posted By:** capozzid **Date:** 04/24/2018 08:53:26 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2501 **Voucher Date:** 04/23/2018 Prepared By: M. Capozzi

Printed: 04/25/2018 09:18:14 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $18,333.06 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

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

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$18,333.06
		$18,333.06

Created By: capozzid **Posted By:** capozzid **Date:** 04/25/2018 09:18:01 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2502 **Voucher Date:** 04/27/2018 Prepared By: Donald Gallant

Printed: 04/25/2018 01:09:28 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $11,824.19 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

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

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$11,775.19
202	REVOLVING FUNDS	$49.00
		$11,824.19

Created By: capozzid **Posted By:** v.leone **Date:** 04/25/2018 11:04:41 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2503 **Voucher Date:** 04/27/2018 Prepared By: Donald Gallant

Printed: 04/25/2018 01:14:38 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $50,653.62 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

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

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands , — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$47,001.82
205	ATHLETIC/EXTRA CURR REVOLVING	$2,181.51
402	STATE GRANTS FY EVEN YEARS	$1,470.29
		$50,653.62

Created By: capozzid **Posted By:** v.leone **Date:** 04/25/2018 11:05:08 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 49 **Voucher Date:** 04/27/2018 Prepared By: Donald E. Gallant

Printed: 04/25/2018 03:25:15 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $8,890.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

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

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$7,794.98
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$0.00
301	TITLE I	$541.91
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$349.08
701	CAFETERIA FUNDS	$204.03
		$8,890.00

Created By: c.carberry **Posted By:** c.carberry **Date:** 04/25/2018 14:30:01 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1090 **Voucher Date:** 04/27/2018 Prepared By: Donald K. Gallant

Printed: 04/25/2018 03:12:48 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $703,651.07 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

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

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$703,651.07
		$703,651.07

Created By: gallantd **Posted By:** v.leone **Date:** 04/25/2018 15:06:57 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1091 **Voucher Date:** 04/27/2018 Prepared By: Donald E. Gallant

Printed: 04/25/2018 03:20:13 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $81,360.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

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

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$81,360.70
		$81,360.70

Created By: gallantd **Posted By:** v.leone **Date:** 04/25/2018 15:16:29 **Page:** 1

Warrant Working Group
April 25, 2018
Center School, 5 School Street, Wenham, MA

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

Meeting Called to order at 6:45 by David Polito

The following warrants were approved:

1. Voucher 49: $ 8,890.00
2. Voucher 1090: $ 703,651.07
3. Voucher 1091: $ 81,360.70
4. Voucher 2499: $ 72.18
5. Voucher 2500: $ 1,767,637.50
6. Voucher 2501: $ 18,333.06
7. Voucher 2502: $ 11,824.19
8. Voucher 2503: $ 50,653.62

Rollcall Vote: All approve.

Motion: I move that we approve the minutes of April 11, 2018 as prepared. Motion – Polito, Second - Bertrand, Unanimously Approve.

Move to adjourn: 6:59 pm. Motion - Polito, Second - Lee. Unanimously Approved.

Respectfully submitted,

David Polito

The Hamilton Wenham Regional
School District
School Committee Meeting
Wednesday, March 28, 2018 7:00 pm
Buker School Multipurpose Room

Present:

Stacey Metternick
David Polito
Kerry Gertz
Gene Lee
Michelle Bailey
Joshua Liebow, Chair

Also Present:

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

1. Call to Order

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

2. Pledge of Allegiance

3. Citizen's Comments

Alex Begin calls the Wenham Financial Advisory Committee (FinCom) to order. Wenham FinCom is not participating, but quorum is met by members in attendance.

Joshua Liebow opens the floor to citizen comments. Suggests comments regarding A.L.I.C.E. are held until this evening's presentation. Reminds citizens of 3 minute time limit per comment.

Joe Maher, 256 Linden St Hamilton: Hamilton/Wenham alumni, resident, and Boys' Tennis coach. Details the shortcomings of current tennis courts and the dangers they pose, as well as the benefits provided by a new tennis court within the planned athletic complex at the High School. Amongst other benefits, new tennis courts would add to the physical education curriculum and the community at large. Now is an appropriate time for the School Committee and Recreation Department to reallocate funds from Pingree Park to the school tennis courts.

Elysa Grecco (phonetic spelling), 189 Woodbury St., Hamilton: Offers support of the comments regarding the tennis courts. Provides overview of facts including findings from Gale Study, and believes having a Tennis Court at the High School would benefit players as well as the community at large.

4. Chair's Report

- Town meeting 04/07/2018 - encourages community to attend.

5. Superintendent's Report

- Budget communications update:
    - Gene Lee and Dr. Harvey attended Hamilton Warrant Hearing;
    - Wenham Warrant Hearing scheduled for Monday, 4/2/18. Dr. Harvey and David Polito will attend;
    - Dr. Harvey met with board of EdFund on 03/20 and the Friends of Cutler on 03/28 to provide overview of budget and debt authorizations;
    - Met with half of secondary faculty today and will be meeting with elementary teachers next week;
    - First electronic communication went out today to all families in district, with several more planned in coming weeks.
- Students at High School and Middle School staged walk-out at 10:00 am on Wednesday, March 21, 2018 honoring those lost in recent school shootings.

6. Consent Agenda

A. Warrants

- February 28, 2018 Exhibit A
- March 14, 2018 Exhibit B

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING WARRANTS FROM FEBRUARY 28 2018 AND WARRANTS FROM MARCH 14 2018.

MOTION by Kerry Gertz, SECONDED by Gene Lee.
Unanimously approved by 6 members present.
MOTION PASSES

7. New Business

A. Student Enrollment Report Presentation Exhibit C

Dr. McKibben provides overview of his presentation and study findings regarding town demographics and enrollment forecast.

Dr. McKibben clarifies difference between forecasts versus projections, and details methodology utilized in current report. Provides overview of the assumptions relied upon in the study, as well as acknowledgement that although 2010 census data is outdated, provides a foundation for understanding demographic forecast.

Provides overview of the age bracket dynamics to explain migration flow, deficit, and family composure of those migrating in. Explains fundamental trends in both Hamilton and Wenham, with Hamilton showing a slightly older population.

Josh Liebow inquires about the census data being outdated. Dr. McKibbens talks about strategy and methodology, where data is derived from, and the overall housing markets and comparative tax rates in the towns.

Dr. McKibbens explains that the number of children does not indicate exact enrollment in the district (e.g. homeschool, charter schools, migration, etc). Explains “fertility mortality migration” model and “cohort effect”.

Discussion regarding drivers of 5% decline alongside data suggesting higher population. Dr. McKibbens notes that study shows more people staying longer in their houses. Further discussion regarding district data. Dr. McKibbens mentions national shortage of elder housing, and suggests access to appropriate elder housing in the towns to allow younger families to move in.

Michelle Bailey asks when more recent census data can be used, with Dr. McKibbens answering that we can expect this in 2021. Further discussion regarding enrollments numbers and demographic forecast.

Elysa Grecco (phonetic spelling), 189 Woodbury St., Hamilton: Asks about Gordon Conwell families skewing enrollment data. Dr. McKibbens clarifies that study relied on 5-year average.

Wenham Financial Advisory Committee meeting ends.

B. Review Administrative Priority List for 2017-2018 Exhibit D

Jeff Sands and Dr. Harvey have recommendations about priorities for the district. Jeff Sands highlights the small, but high performing, administrative team and the limitations on undertaking all identified items on a to-do list. Priorities presented this evening puts team at 100% capacity, and therefore no new projects can be added.

Current priorities include:

- FY19 Budget and Debt Authorizations;
- HS/MS BAS Construction Project - Green Communities Grant;
- Negotiate Districtwide Employee Healthcare Plans for FY19, including Plan Re-Design or RFP (must be done on a yearly basis);
- Collective bargaining with Teacher, Custodial, & Office Personnel unions;
- Buker Playground Construction Project (set to break ground day after school, and have functioning playground by first day of school);
- A.L.I.C.E. Implementation (upcoming detailed presentation to follow);
- FY18 Annual Audit;
- FY18 Year-end Financial Close & Annual School Staffing Reviews;
- Project Adventure Course Restoration Project (severe weather and wind storms caused a great deal of destruction on this course, which is an integral part of the school curriculum. Jeff has secured insurance claim, and the course will hopefully be up and running in April);
- Custodial Union Grievance and Arbitration Hearing;
- District Wide Grounds Maintenance Program (historically towns have provided this, but the town of Hamilton opted out. Jeff has been working with Peter Lombardi and Bill Tyack to determine what services can continue).

Dr. Harvey adds that these are special projects to support education, and are in addition to the day to day projects (e.g. IT, HR, accounts payable, etc.)

A.L.I.C.E Implementation:

Jeff Sands provides overview of the detailed implementation of A.L.I.C.E active shooter response program.

- District has engaged sergives of the A.L.I.C.E. Training Institute to provide training and Program Implementation.
- All HW District Staff (about 350) will be A.L.I.C.E trained on August 27-28 2018.
    - 50 selected staff will participate in 2 day ATI Instructor Led *Train the Trainer* Program.
- Monday April 2nd, 10:00 am: meeting scheduled with Hamilton and Wenham police departments to discuss current training and seek input on implementation, drills, as well as staff training.

Stacey Metternick asks if the training includes how program is implemented in each separate school. Discussion regarding training versus implementation, and further discussion regarding layout of schools.

Discussion regarding district priorities. Josh Liebow says committee has to give administration direction in priorities. Clarification: A.L.I.C.E. **is** moving forward, nothing from priority list will prevent that.

Discussion regarding the importance of Director of Guidance and School Counseling Kristen Lazzaro as well as the RISE Program, trauma informed care, etc.

Discussion regarding active shooter response training, enhancing program behind the scenes, two way radios, training for police, cost of another A.L.I.C.E instructor.

Dave Lee inquires about the cost.

Jeff Sands clarifies that the cost includes 3 year agreement for $27,000, which includes 2 day *Train the Trainer* classes.

Community member: Inquires about the scheduled implementation compared to Andover.

Jeff Sands says this would be a faster model as we will train 50 of our own staff, dispersed across the district, and utilize the *Train the Trainers* program.

Stephanie Shepherd (phonetic) Hamilton: Asks about the necessary retraining.

Jeff Sands says the 3-year program includes refreshers and recertifications. Discussion regarding safety plan and details being discussed in executive session.

Chris Lee: Thank you!! [applause from community].

Discussion regarding professional days and how training will impact what is normally being provided on those days. No keynote speakers will be scheduled; further details to be determined.

Michelle Bailey asks about the other priorities, and a discussion follows regarding items including bus contracts, Longmeadow, etc.

Josh Liebow reiterates that committee would need to either add to the administrative team or add resources in order to complete all items on the list. School Committee members discuss items on the list including the wastewater treatment facility, as well as the management letter remediation project (items that auditor identified).

Stacey Metternick states that she has been asking for tech plan for 4 years because she continuously feels like district is "flying by the seat of their pants." Stacey argues that a tech plan in place would allow the committee to make better decisions on technological/upgrade needs for the schools. A tech plan would also allow for better planning of the budget. Stacey points out that special education costs are uncontrollable and moves important items, like a tech plan, to the back of the priority list.

C. Vote to Submit SOI for Cutler School Exhibit E

Discussion regarding Massachusetts School Building Authority Statement Of Interest. Dr. Harvey explains Exhibit E2, recommending SOI for Cutler but not Winthrop.

FOR THE VOTE OF THE CUTLER SCHOOL SOI: RESOLVED: HAVING CONVENED IN AN OPEN MEETING ON MARCH 28, 2018, PRIOR TO THE SOI SUBMISSION CLOSING DATE, THE SCHOOL COMMITTEE OF THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT, IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST FORM DATED APRIL 6, 2018 FOR THE CUTLER SCHOOL LOCATED AT 237 ASBURY ST., SOUTH HAMILTON, MA 01982 WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH AN APPLICATION MAY BE SUBMITTED TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE:

PRIORITY 7. REPLACEMENT OF OR ADDITION TO OBSOLETE BUILDINGS IN ORDER TO PROVIDE FOR A FULL RANGE OF PROGRAMS CONSISTENT WITH STATE AND APPROVED LOCAL REQUIREMENTS. THE PHYSICAL DEFICIENCIES OF THE CUTLER SCHOOL AS OUTLINED IN THE SOI DEMONSTRATE THAT THE BUILDING DOES NOT MEET THE HWRSD MINIMUM STANDARDS FOR ACCESSIBILITY, AND SECURITY. FURTHERMORE, THE PHYSICAL DESIGN OF THE CUTLER SCHOOL DOES NOT SUPPORT THE

DISTRICT'S MISSION OF PROVIDING AN EDUCATION THAT PREPARES ALL STUDENTS FOR FUTURE SUCCESS; AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST FORM, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDING OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT TO FILING AN APPLICATION FOR FUNDING WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY.

Discussion regarding bonds and reimbursement (bonds will remain: 12 or 13 years left for heating system and roofs).

Discussion regarding elementary school buildings, consolidation, bonds specific to Winthrop school, ownership and leasing of buildings, statement of interest process, Longmeadow Study group, and feasibility.

School Committee did vote to have administration submit SOI, the towns have been kept in the loop (Board of Selectmen, FinComs) as a courtesy, as well as obliging by all legal agreements outlined in lease.

APPROVED: 5 MEMBERS David Polito, Josh Liebow, Gene Lee, Kerry Gertz, Stacey Metternick.
ABSTAINING: 1 MEMBER Michelle Bailey.

MOTION PASSES.

D. Donations Exhibit F

I MOVE THAT THE HAMILTON WENHAM SCHOOL COMMITTEE ACCEPT THE DONATIONS FROM THE FIREHOUSE CENTER FOR THE ARTS IN THE AMOUNT OF $200 FOR TRANSPORTATION; THE DONATION FROM LACROSSE BOOSTERS IN THE AMOUNT OF $2,703 FOR FUNDING FOR COACHING POSITIONS; AS WELL AS THE DONATION FROM EDFUND IN THE AMOUNT OF $22,268.25 FOR CNC PLASMA CUTTING SYSTEM

MOTION BY Kerry Gertz, SECONDED by Michelle Bailey.
Unanimous by 6 members present.
MOTION PASSES

8. Other

a) Topics for next meeting, Wednesday 04/28/18:

- Custodial arbitration hearing update

Topics for future meetings:

Policy subcommittee update
Negotiations update

9. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 9:45PM.

MOTION by Kerry Gertz, SECONDED by Stacey Metternick.
Unanimously approved by 6 members present.
MOTION PASSES

Respectfully submitted, April 2, 2018, Mahala Lettvin/ Resubmitted with revisions April 18, 2018

The Hamilton Wenham Regional
School District
School Committee Meeting
Wednesday, April 11, 2018 7:00 pm
Buker School Multipurpose Room

Present:

Stacey Metternick
David Polito
Kerry Gertz
Gene Lee
Michelle Bailey (late arrival 7:05pm)
Joshua Liebow, Chair

Also Present:

Michael Harvey, Superintendent
James Goudie, Student Government Representative

1. Call to Order

Joshua Liebow calls the meeting to order at 7:04 pm.

2. Pledge of Allegiance

3. Citizen's Comments

(none)

4. Chair's Report

- No chair report other than this is Josh Liebow's last meeting. Thanks committee and community.

5. Superintendent's Report

- Thank you to Hamilton and Wenham voters at Town Meetings who supported district's FY19 operating budget and debt authorization for installation of Winthrop's fire protection system. Both items need to be approved at the ballot tomorrow, Thursday, April 12, 2018 7:00 am - 8:00 pm (Hamilton - Rec Center & Wenham - Town Hall). Polls will also be open to vote for School Committee candidates: Stacey Metternick and Peter Wolczik.
- Congratulations to Middle and High School students who competed in the Massachusetts State History Day Competition. Fifty four schools competed, with six Hamilton/Wenham projects moving on to the National History Day Competition at the University of Maryland in June. Dr. Harvey offers congratulations and appreciation to teachers helping with these projects. Students and titles of winning projects are listed. Congratulations to all!
- Miles River Middle School hosted their annual Arts Night on 04/10/18 which included musical performances as well as student artwork displayed throughout halls. Thank you to Hamilton/Wenham teachers for instilling a passion for the arts in our students!

- MSBA Statement of Interest to replace Cutler Elementary School was submitted on April 6th. Copies of the SOI were sent to chairs of Hamilton and Wenham Boards of Selectmen, the Hamilton Town Manager, as well as the Wenham Town Administrator. Although the MSBA website does not list a timeline for decisions, Dr. Harvey anticipates a response in 6-7 months. Next steps would then include an invitation to the 270 day eligibility period, and, next, an invitation to conduct a feasibility study. Michelle Bailey inquires about attending MSBA meetings, with Dr. Harvey clarifying that these meetings typically take place much later on in the process.
- High School will host a presentation *How to Talk to Your Kids about Vaping and E-Cigarettes* by Diane Knight, RN, Director of the Northeast Tobacco-Free Community Partnership. Presentation to take place on the Middle/High School Library on Tuesday, May 8 at 6:30 pm.

6. Consent Agenda

A. Warrants
- March 28, 2018 Exhibit A

B. Minutes
- March 14, 2018 Exhibit B
- March 28th 2018

Stacey Metternick asks to pull the 3/28/2018 minutes.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING WARRANTS FROM MARCH 28, 2018 (EXHIBIT A) AND MINUTES FROM MARCH 14, 2018 (EXHIBIT B).

MOTION by Kerry Gertz, SECONDED by David Polito.
Unanimously approved by 6 members present.
MOTION PASSES

Stacey Metternick requests that the 03/28/2018 minutes include more detail surrounding her repeated requests over 4 years time for an IT plan in the budget.

Stacey Metternick requests that the 03/28/2018 minutes include more detail about her request for more information regarding bonds being affected by the MSBA SOI for Cutler School. Committee members point out those details are included on the following page.

Michelle Bailey and Stacey Metternick discuss correct spelling of community member Elysa Grecco (03/28/2018 minutes, page 1). Name will remain spelled phonetically as no confirmation of correct spelling has been obtained.

Minutes from 3/28/18 will be revised according to Stacey Metternick's request for detail on IT discussion. Committee will vote to approve 03/28/2018 minutes at the next School Committee Meeting.

7. New Business

A. Winter Sports Recognition Exhibit D

Craig Genualdo, Athletic Director: Congratulates Hamilton/Wenham sports teams in their continued excellence and dedication. Details the impressive strides teams have taken to become successful despite many obstacles. Highlights the Hamilton/ Wenham Hockey Team, Girls' Basketball Team, Boys' Basketball Team, and Gymnastics.

Rob Ryan, Boys' Ice Hockey Coach: Speaks of the extraordinary students on the Ice Hockey team and highlights two players present this evening: Kit Shaw and Jack Gebhardt. Both have had an immediate positive impact on the team, and exhibit great character and sportsmanship.

Chris Way, Gymnastics Coach: Thank you to the School Committee, Craig Genualdo, and parents for ongoing support. A special thank you to Rich Healey for allowing use of the Iron Rail facility, as well as marketing efforts. Highlights the two outstanding gymnasts present: Tess Richards, MVP for team, and Team Captain Annika Dahlin. Also recognizes team members not present: Rose Wosepka, Ellie Pitkin, Avari Litka, and Rachel Lee. Thank you for this opportunity!

Craig Genualdo, Athletic Director: Introduces Coach Flanagan's assistants, all present: Mark Cole, Meghan Cole, and Erica Pasquarelli. Assistants joined early in the season and helped to make a positive and memorable experience for the team.

Jon Flanagan, Girls' Basketball Coach: Thank you for this opportunity. Coaching team came together after years apart, and entered into a great deal of adversity in the beginning of the season. Through the help and support of Craig, coaching team, parents, and players, the team set their goals high and worked hard to win the first League Title since 1994. Thank you to our seniors (not present): Jacqueline Fibbe, Cecily Szady, and Lauren Flynn.

Mike DiMarino, Boys' Basketball Coach: Thank you for this opportunity. Honors players present: James Lustig and Jake Lanciani, both named Conference All-Stars and Salem News All-Stars. Coach DiMarino highlights the importance of academics. Looking forward to many more year of success.

School Committee Members thank the athletes and coaches for attending and offer congratulations.

B. Policy update

Policy Subcommittee scheduled to meet tomorrow night, 04/12/2018. No update as of now.

C. Financial Forecast Exhibit E

Dr. Harvey presents financial forecast which incorporates district salaries and operating costs through the end of March. Forecast ends the FY $15,000 (.05%) favorable to the budget.

Dr. Harvey provides overview of line items impacting forecast, in particular: increase in custodial overtime costs; increasing healthcare costs; professional development; transportation costs; addition of Kindergarten teacher; out-of-district placement fluctuation; and special education testing.

Discussion regarding extended evaluations: district budgeted for 37 students; 47 students are receiving this extended testing. Discussion regarding circuit breaker budgeting cycle. Jeff Sands will do 3 additional financial forecasts before fiscal year ends (relying on data from 4/31, 5/31, and 6/15). Stacey Metternick inquires about out of district fluctuation and the impact this has on budget.

D. School Choice update Exhibit F

Dr. Harvey presents a school choice update detailing interest and enrollment. Discussion regarding marketing strategies specific to School Choice openings in Middle School.

Stacey Metternick requests that the applications and announcement of School Choice opening to Middle School applicants be featured on the front page of HW District website. Dr. Harvey indicates that this was done. Discussion regarding historical trends surrounding the interest in School Choice program, other district strategies, Hamilton/Wenham capacity, future strategic planning, etc.

E. 2018 Town Meeting Recap and Next Steps

This topic was added as a placeholder to discuss next steps if the results of Town Meetings warranted such discussion. Committee members discuss Town Meeting budget presentation given by Josh Liebow and Gene Lee, with Michelle Bailey reading an email expressing appreciation for their presentation and author's support of the School District. School Committee recaps influential comments given at Town Meetings, and thank all townspeople who showed up and voted.

F. Custodial Grievance Update

District Administration (Jeff Sands and Dr. Harvey) and representatives of Custodial Union met with the arbitrator on 4/5/2018 from 10:00 am - 5:00 pm. Custodian Union representatives presented their side of their grievance regarding the district's use of substitute custodians. Administration will present their side of the grievance at the next scheduled meeting, 05/08/2018. After this hearing, counsel for both sides will submit briefs, the arbitrator will review in a 30 day period, and a ruling will be issued (likely in June). Dr. Harvey points out that the bargaining process is beginning and the language surrounding the custodial agreement is being reworked.

8. Other

Stacey Metternick announces that *Charting the Course* is coming up on May 19th. Discussion amongst School Committee Members about invoicing and overall relevance of course.

Stacey Metternick brings up the changeover meeting and asks committee about interest in determining the interest in various subcommittee positions.

Dr. Harvey states that polling the Committee is an Open Meeting Law violation.

Discussion regarding OML, new positions of chair, vice-chair, and subcommittees.

a) Topics for next meeting
1. Hearing results of town elections;
2. Presentation: Kevan Sano, Seal of Bi-Literacy;
3. Reorganization of HWRSD School Committee Subcommittees;
4. Executive session re: teachers' contract negotiations.

Discussion regarding timing of executive session and Diane Bucco swearing in new members. Dr. Harvey clarifies that executive session takes place at the end of the meeting. Dr. Harvey clarifies that the meeting will open with hearing the election results, reading vote tallies, and swearing in new seated members. The rest of the meeting will then take place. Michelle Bailey mentions that pictures are often taken, and suggests Committee consider including these in report.

David Polito mentions elementary "special" lunches. Dr. Harvey agrees to research further.

Discussion regarding the absence/lateness of the School Committee mailer sent before elections (4,000 mailed). School Committee members discuss bulk mailing and strategies for next year.

School Committee members and Dr. Harvey thank Joshua Liebow for his service as chair!

9. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 8:05PM.

MOTION by Kerry Gertz, SECONDED by Gene Lee.
Unanimously approved by 6 members present.
MOTION PASSES

Respectfully submitted, April 18, 2018, Mahala Lettvin

The Hamilton Wenham Regional
School District
School Committee Meeting
Wednesday, April 25, 2018 7:00 pm
Buker School Multipurpose Room

Present:

Jeanise Bertrand
Gene Lee
Kerry Gertz
David Polito
Michelle Bailey
Peter Wolczik
Stacey Metternick

Also Present:

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

1. Call to Order

Michael Harvey calls the meeting to order at 7:06 pm.

2. Pledge of Allegiance

3. Citizen's Comments

No comments.

4. Chair's Report

None.
Michelle Bailey announces that Wenham Town meeting was completed Monday night.

5. Superintendent's Report

- Thank you to the voters of Wenham for passing the HWRSD Operating Override and Winthrop School Fire Suppression System Debt Issue at the Town Election on April 12. This vote was the final step in approving the FY19 HWRSD Operating Budget and the Winthrop Fire Suppression System Project. Dr. Harvey offers gratitude to the communities of Hamilton and Wenham in providing our students with a world-class education.
- Hamilton-Wenham Regional High School will be hosting a presentation for parents by Diane Knight, RN, of the Northeast Tobacco Free Community Partnership on *How to Talk to Your Kids about Vaping and e-Cigarettes*. The presentation will be held in the Middle-High School Library on Tuesday, May 8th at 6:30 PM. Parents of students at all levels are welcome to attend.
- Michelle Bailey adds that *Screenagers, Growing Up in the Digital Age* shown on Monday, May 7th at 7 p.m. in the Hamilton-Wenham Regional High School auditorium.

(Consent agenda will be addressed after New Business)

7. New Business

A. Hear results of town elections Exhibit C

Review of the certified election results for Hamilton Wenham Regional School District Committee from the Annual Town Elections (pages 35 and 36 of School Committee handout):

Hamilton results:		*Wenham results:*	
Blanks	703	Blanks	236
Stacey Metternich	701	Stacey L. Metternick	311
Peter Alan Wolczik, Jr.	702	Peter Alan Wolczik, Jr.	28
Write-Ins	10	Write-Ins	8

Dianne Bucco, Wenham Town Clerk, swears in Stacey Metternick and Peter A. Wolczik, who affirm and sign.

B. Seal of Biliteracy Presentation by Kevan Sano

Kevan Sano presents an overview of the national movement surrounding the Seal of Biliteracy and the benefits of Hamilton Wenham Schools adopting this. Benefits of offering the Seal of Biliteracy include promoting language learning; encouraging enrollment; shaping initial attitudes about language diversity; and preparing students with 21st century skills.

Ms. Santo acknowledges the 35 Senior students who have earned this Seal. Going forward, Ms. Santo suggests offering students the opportunity to demonstrate proficiency at the end of junior year in order to support college admissions and job applications. Ms. Santo proposes developing a strategic plan for helping more students earn the seal.

Kerry Gertz inquires about the necessity of taking an AP to qualify. Ms. Santo states that students can take the test without attending the particular AP classes.

Discussion regarding availability and curricula for different languages offered at High School. Further discussion regarding School Committee's responsibility in approving awards/seals. Dr. Harvey clarifies that there are no school awards enshrined in vote or committee acceptance, with Michelle Bailey pointing out that the Committee voted on the Global Citizenship award. In addition, since the Seal is in consideration for placement on Diplomas, and since the Committee authorizes those diplomas, Michelle Bailey believes the School Committee should vote on the Seal.

Discussion regarding the timing of letters being sent out, time involved in taking the test, ability to retake the test, and planning involved in administering the test.

Dr. Harvey thanks Ms. Santo for her presentation and also offers congratulations for Kevan Santo and Catherine Frost's acceptance by the American Council on the Teaching of Foreign Language (ACTFL) for their proposal to present in the workshop "*Make it Stick! Strategies to Support Long-term Memory and Comprehension*" at the 2018 ACTFL Annual Convention and

World Languages Expo. Their presentation will highlight the great work our teachers are doing in developing students who are proficient in communicating in a foreign language.

C. SC Reorganization

David Polito and Gene Lee are nominated for Chair of HWRSD School Committee. David Polito accepts the nomination; Gene Lee declines the nomination.

Voting 4 in favor of David Polito, 3 abstaining, for Chair of the HWRSD Committee.
DAVID POLITO VOTED IN BY MAJORITY VOTE AS CHAIR FOR THE HWRSD COMMITTEE.

Michelle Bailey and Gene Lee are nominated and accept nominations for Vice-Chair of the HWRSD Committee. Nominees made statements of intention, vision and qualifications for office.

Voting 4 in favor of Gene Lee, 3 in favor of Michelle Bailey, for Vice-Chair of the HWRSD Committee.
GENE LEE VOTED IN BY MAJORITY AS VICE CHAIR FOR THE HWRSD COMMITTEE.

STACEY METTERNICK WAS NOMINATED, ACCEPTED THE NOMINATION, AND ELECTED UNANIMOUSLY AS SECRETARY FOR THE HWRSD COMMITTEE.

PETER WOLCZIK WAS NOMINATED, ACCEPTED THE NOMINATION, AND ELECTED UNANIMOUSLY AS ASSISTANT SECRETARY FOR THE HWRSD COMMITTEE.

Discussion regarding the reorganizing and new members of Hamilton Wenham Regional School Committee subcommittee groups (Negotiations; Warrant; Communications; Capital/Finance). Stacey Metternick suggests a specific and separate Turf Field subcommittee, or for the Turf Field to be a focus of the Capital/Finance subcommittee. Further details discussed including fundraising, appointed member to represent interests of School Committee, committee's interests, ethical involvement, working group structure, etc.

I NOMINATE DAVID POLITO, GENE LEE, AND KERRY GERTZ FOR THE NEGOTIATIONS SUBCOMMITTEE.

MOTION by Stacey Metternick, SECONDED by Jeanise Bertrand.
Unanimously approved by 7 members present.

I MOVE THAT WE FORM THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT WARRANT SUBCOMMITTEE AS A WORKING GROUP COMPRISED OF A COMMITTEE OF 3 AVAILABLE MEMBERS, INCLUDING EVERY MEMBER ON THE SCHOOL COMMITTEE.

MOTION by Stacey Metternick, SECONDED by Kerry Gertz.

Unanimously approved by 7 members present.

School Committee discusses the Policy Subcommittee and the possibility and benefits of enlisting services of M-A-S-E. Stacey Metternick points out the cost of $10,5000 over 3 years and believes it is worth it. Jeff Sands has recommended this for the first 3 years he was here.

I MOVE THAT WE FORM THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT POLICY SUBCOMMITTEE WITH MICHELLE BAILEY, KERRY GERTZ, AND GENE LEE.

MOTION by Stacey Metternick, SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present.

I MOVE THAT THE CAPITAL PLANNING/FINANCE SUBCOMMITTEE OF THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT INCLUDE PETER WOLCZIK, JEANISE BERTRAND, AND STACEY METTERNICK.

MOTION by Stacey Metternick, SECONDED by Kerry Gertz.
Unanimously approved by 7 members present.

Communications Subcommittee has been dissolved. Charges of the newly formed Subcommittees will come back on the 5/23 School Committee meeting.

D. Review SC Protocols and Member Ethics Policy Exhibit D

Review pages 37 and 39: protocols from last year's *School Committee Protocols and Member Ethics Policy*. Dr. Harvey asks if there are changes to be made to current policies and protocols. Kerry Gertz's name is misspelled. Jeanise Bertrand inquires about specifics of the email policy.

Committee discusses the procedure of information sharing and communications prior to meetings. Michelle Bailey points out that information should be shared with the entire committee and points to past examples where she feels this was not honored. Further discussion regarding group emails and responding to inquiries from the public.

E. Donations Exhibit E

- EdFund $3,708.03

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE EDFUND DONATION FOR THE CUTLER ELEMENTARY DREAMS GRANT APPLICATION IN THE AMOUNT OF $3,708.03.

MOTION by Stacey Metternick; SECONDED by Jeanise Bertrand.
Unanimously approved by 7 members present.

Thank you to the EdFund for this generous grant, and thank you to the grant writers and for involving the children in designing this grant!

Michelle Bailey suggests adding a future agenda item for nominating the EdFund for an award from MASE.

6. Consent Agenda

A. Warrants
   - April 11, 2018 Exhibit A

B. Field Trip - Grade 8 to Spain 2019 Exhibit B

Michelle Bailey requests removal of Exhibit B, 8th Grade Field Trip to Spain.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING WARRANTS FROM APRIL 11 2018.

MOTION by Stacey Metternick; SECONDED by Kerry Gertz.
Approved by 6 members present, Peter Wolczik abstaining.

Michelle Bailey points out that the type of travel requested in Exhibit B is more appropriate for High School students who are capable of working to earn money to fund these trips. She believes it puts a financial division in the towns.

Gene Lee inquires about how many of these trips are on a recurring basis, as he believes they seem to be annually or biannually. Discussion regarding middle school responsibility, and the warrant to allow the option.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 8th GRADE FIELD TRIP TO SPAIN IN 2019.

MOTION by Stacey Metternick, SECONDED by Jeanise Bertrand.
Approved by 6 members present, Michelle Bailey opposing.

Michelle Bailey adds that she would like to hear from the students who go on these trips. Dr. Harvey does not think this is appropriate but will ask for feedback in written form and for chaperones to report back (as they do currently).

8. Other

a) <u>Topics for next meeting (05/09/2018)</u>
   - Curriculum assessment and instruction program reports (Peggy McIlvane to present)
   - Vote to set the last day of school
   - Nomination of Ed Fund for MASE award
   - Signing protocols document
   - Policy review
   - Liaison assignments (CPAC, Friends of the Schools, Wellness Committee, etc.);
   - Discussion of date for possible workshop retreat and setting of goals;

- Future meeting to determine dates of next year's meetings (penciled in for 06/06/2018)

9. Vote to Adjourn into Executive Session to discuss Teachers' Union negotiations (Executive Session Purpose #3) and not to return to open session

8:54 pm

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN INTO EXECUTIVE SESSION TO DISCUSS THE TEACHERS' UNION NEGOTIATIONS (EXECUTIVE SESSION PURPOSE #3) AND NOT TO RETURN TO OPEN SESSION. HAVING A MEETING IN OPEN SESSION MIGHT BE DETRIMENTAL TO THE PUBLIC.

Stacey Metternick: Yes
Peter Wolczik: Yes
Michelle Bailey: Yes
Jeanise Bertrand: Yes
Gene Lee: Yes
Kerry Gertz: Yes

MOTION carried unanimously by roll call vote.

Respectfully submitted May 3rd 2018 by Mahala Lettvin

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3000

ADMINISTRATION GOALS

It is the intent of the Committee that the District employs qualified personnel to administer the school system efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of District business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels of communication will be established so that the recommendations and decisions of each group can be heard and reviewed by the administrative officer concerned and, where appropriate, by the Superintendent and the Committee.

The organization and administration of the District will balance responsibility with commensurate authority, subject to the reserved legal powers of the Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the District to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

E3002

EMERGENCY CLOSINGS

The Superintendent or his or her designee may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent or his or her designee has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent or his or her designee will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.

2. Driving, traffic, and parking conditions affecting public and private transportation facilities.

3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.

4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

5. If parents or guardians choose to keep their child or children home because of weather conditions when school is open, students will be counted as absent although the District understands that the parents' or guardians' decision may be prudent.

After appropriate consultations by the Superintendent or his or her designee, students, parents/guardians and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings.

LEGAL REFS: M.G.L. 71:4; 71:4A

Adopted: October 2, 2011
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3007

REGIONAL SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the U.S. Department of Education, Massachusetts Board of Education, and the Commonwealth's Department of Elementary and Secondary Education, and shall submit materials for the Committee's annual reports to the selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.

Except as provided by law or regulation, the Superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Committee. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

LEGAL REFS:
M.G.L. 71:59, 72:3

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3008

LINES OF RESPONSIBILITY/ORGANIZATIONAL CHART

The Superintendent has the responsibility to organize the administration of the District to insure appropriate supervision and accountability and provide for the efficient conduct of business throughout the system. The lines of responsibility within the system will be clearly delineated in an organizational chart prepared by the Superintendent for review by the Committee. A copy of the organizational chart is available at the Superintendent's office.

The Superintendent will ensure that positions required by state law are filled. Where state law requires that a position be appointed or approved by the School Committee, the Superintendent will ensure that such appointment or approval is appropriately obtained.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator overseeing the immediate area will take appropriate action. If the issue cannot be resolved, the administrator or the staff member can refer such matters to the next higher administrative level.

LEGAL REFS.:
M.G.L. 71:59

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3009

ADMINISTRATIVE COUNCILS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, and committees created by the Superintendent may make recommendations for submission to the Committee through the Superintendent.

Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

All councils and sub-committees created by the Superintendent function in an advisory capacity.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the Committee will be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Pre-Approved expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the District.

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3010

PRINCIPALS

Principals are the educational administrators and managers of their schools. Principals, subject to the supervision and direction of the Superintendent, supervise the operation and management of their school and property and evaluate all building level staff.

Each Principal, working in conjunction with the local advisory council, will develop and implement appropriate guidelines and standards for student behavior and staff conduct to ensure a safe, supportive learning environment. All such guidelines will be consistent with District policies, state law and procedures of the Massachusetts Department of Elementary and Secondary Education.

Each Principal will work cooperatively with other District administrators to ensure equity among schools and consistency of curriculum development and delivery.

The duties of Principals are defined in their contracts of employment, District policies, state law and procedures of the Massachusetts Department of Elementary and Secondary Education. The job descriptions for these positions are on file in the Superintendent's office.

Adopted: March 7, 2013
Reviewed: April 12, 2108

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3011

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out the policies established by each Committee through written procedures.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the District. Consequently, it is expected that all employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures and for seeing that they are implemented in the spirit intended.

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3012

DEVELOPMENT OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed procedures under which the District will operate in accordance with Committee policy. These detailed procedures will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the District are governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. He/she must weigh with care the advice given by representatives of staff, student, and community organizations. He/she will inform the Committee of such advice when presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, he/she may issue procedures without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be approved, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3013

RULES PERTAINING TO STAFF AND STUDENT CONDUCT

Under Massachusetts law, the Superintendent is required to publish "rules and procedures pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education for information purposes only.) Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Councils. The Committee will review staff and student handbooks to ensure they are consistent with District policies.

LEGAL REFS:
M.G.L. 71:37H

Adopted: March 7, 2013
Reviewed:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3014

PROCEDURES DISSEMINATION

It will be the responsibility of the Superintendent to see that the procedures developed to implement the Committee's policies and administer the District are appropriately coded and included as procedures in the District's Policy Manual.

A procedure concerning a particular group or groups in the District will be distributed to the group(s) prior to the effective date of the regulation when feasible.

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3015

SCHOOL DISTRICT ANNUAL REPORT

The Committee and Superintendent will submit an annual report to each of the member towns, containing a detailed financial statement, and a statement showing the method by which annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of such school or schools as may be deemed necessary by the District Committee or by the selectmen of any member town.

Upon Committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools.

M.G.L. Ch. 71:16 (k)
M.G.L. Ch. 71:4

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3016

ADMINISTRATIVE RESPONSIBILITY IN ABSENCE OF COMMITTEE POLICY

The Superintendent shall have the authority to implement action within the District if an emergency situation should develop for which the Committee has provided no administrative guidelines. However, the Superintendent's decision shall be brought to the attention of the Committee at its next regular meeting. In each instance the Superintendent shall notify the School Committee Chair as soon as possible.

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3017

EMERGENCY RESPONSE

I. Policy

The Hamilton-Wenham Regional School District will have plans in place to respond quickly and appropriately to crisis situations within the schools. Examples of a crisis could include, but are not limited to, criminal acts, disease epidemics, physical injury or death, presence of intruders on school premises, or natural disaster.

The Superintendent shall ensure that proper procedures are in place for all schools. This includes appropriate training, establishment of emergency response teams, consultation and cooperation with community agencies, and publication of emergency procedures.

The Hamilton-Wenham Regional School District shall have, and annually update, a crisis response manual. Following any crisis incident, the administration shall review the effectiveness of the response and if necessary make changes and notify the School Committee.

II. Review and Revision

Review and revision of this policy shall occur as needed, but at least every two years.

III. Legal References

Section 363 of Chapter 159 of the Acts of 2000—Multi Hazard evacuation plans
Section 1 of Chapter 77 of the Acts of 2012—Medical emergency response plans

Adopted: October 18, 2012
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3018

EVALUATION OF THE SUPERINTENDENT

Through evaluation of the Superintendent, the Committee and the Superintendent will strive to:

1. Work to develop annual goals based on the District's Strategic Plan.

2. Clarify for the Superintendent his/her role in the school system and the immediate priorities among his/her responsibilities as mutually agreed upon.

3. Develop a professional working relationship.

4. Assure administrative leadership of excellence for the School District.

5. The Superintendent's evaluation will be in conducted in accordance with 605 CMR 35.00 - 35.11.

The Committee will annually develop with the Superintendent a set of performance objectives based on the needs of the school system. The Superintendent's performance will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.

Adopted: March 7, 2013
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3019

SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate or upon reappointment of the incumbent Superintendent, will enter into a written contract with the Superintendent, which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent.

LEGAL REFS.:
M.G.L. 71:41; 71:42

Adopted: March 7, 2013
Policy Review: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

F6022

PEST MANAGEMENT

I. Policy

The Hamilton-Wenham Regional School District is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

Overview and Goals

a) The Superintendent and the Director of Facilities shall develop and implement an integrated pest management program.
b) An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
c) Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
d) The integrated pest management program shall strive to:
    1. Reduce any potential human health hazard.
    2. Reduce loss or damage to school structures or property.
    3. Minimize the risk of pests from spreading in the community.
    4. Enhance the quality of facility use for school and community.
    5. Minimize health, environmental and economic risks.

Restrictions on Use of Pesticides and Herbicides

a) When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
b) Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

Notification of Pesticide and Herbicide Use

a) When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area.

b) When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.

Adopted: January 22, 2004
Reviewed: April 12, 2018

c) In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

Record Keeping

a.) The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.

b) All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

Staff Responsibilities and Education

a) Designated staff (School Nutrition?, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.

b) Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

II. Policy Review and Revision

This policy and its procedures will be reviewed every two years for compliance with state and federal law. Review and revision of these policies and procedures shall occur as needed, but at least every two years.

III. Legal References:

Chapter 85 of the Acts of 2000
An Act to Protect Children and Families from Harmful Pesticides."

Adopted: January 22, 2004
Reviewed: April 12, 2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

I9005

OBSERVATIONS OF STUDENTS & PROGRAMS BY PARENTS, ADVOCATES, & OTHER DESIGNEES

Introduction

The purpose of *An Act to Provide Access to Information for Parents and Evaluators* (House Bill No. 391) is to protect the rights of parents in participating fully and effectively with school personnel in the development of appropriate educational programs for their children. To that end, the Hamilton Wenham Regional School District has established guidelines regarding parents' observations of their child or child's program conducted by themselves, their educational advocate or an evaluator. The cooperation of school and parent is essential to ensure the safety of children and the integrity of the program while under observation.

II. Policy

Requesting an Observation

a. In order for the District to have verbal or written contact with an educational consultant or evaluator who wishes to observe the student in the classroom, a "Release of Information" form must be signed by the parent.
b. A request for an observation through letter or telephone at least one (1) week in advance of the proposed observation and should include the purpose and activities requested for observation.
c. The Principal shall immediately notify the teacher(s) involved and the Director of Student Services and begin the process to determine the appropriateness of the specific date requested.
d. The duration and extent of the observation will be determined on an individual basis.
e. Different observation requests may require more planning and observation time than others depending on the complexity of the student's needs being evaluated or observed.
f. The Principal shall schedule the agreed upon time for observation as soon as possible.
g. The time needed to determine the feasibility of a request to observe a specific classroom in a week, may be only an hour. In other instances, such as when a designee needs to observe both the current and proposed programs, including periods of unstructured time to observe student's interactions and responses, the observation will likely take longer to schedule.
h. There will be periods of time when observations will not be scheduled, such as during MCAS or other district wide testing and during the first two weeks of school and the last two weeks of school.

Expectations During Observation

a. The number of observers is limited to two (2) per observation and no children may accompany a parent, consultant or evaluator for the duration of the observation.

b. The observer is not to interfere with the educational environment of the classroom. If the observer is disruptive or inappropriate the observer will be asked to leave immediately and the observation will be discontinued.

c. Parent should be informed that his/her presence might influence the performance of their child, as well as the performance of other children.

d. The observer will be accompanied by a member of the school staff for the duration of the observation

e. The accompanying staff member will seat the observer (in consultation with the teacher) in an unobtrusive location within the classroom.

f. Those observing shall respect student confidentiality and shall not share any impressions of other students with anyone. Observers will be asked to sign a statement that in the event that they obtain

Adopted: November 2, 2006
Reviewed: April 12, 2018

personally identifiable or confidential information during the course of an evaluation/observation, they will not disclose it. *PLEASE SEE ATTACHED CONFIDENTIALITY FORM.*

g. Staff members involved in a classroom observation will welcome observers to the class but will not discuss the student with observers before, during, or immediately after the observation period. Discussion of the observation may take place at a subsequent conference. Discussions should last no more than 20-minutes unless a TEAM meeting is being scheduled.

h. The accompanying staff member should take observation notes during the observation period, and note anything atypical that occurs during the observation. If the observation notes made by a staff member are reduced to a written report, said report shall become part of the temporary student record.

i. School safety procedures shall be adhered to at all times. Principals retain the authority to exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that impacts the physical or emotional well-being of the children in the school or the program being observed or when necessary to protect:
    i. The safety of the children in the program during the observation;
    ii. The integrity of the program during the observation; and
    iii. Children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

Follow-Up

a. Depending on the purpose of the observation, the Principal or other designated staff will schedule a meeting or make telephone contact to follow up on the observation.

b. If the parent requests a TEAM meeting and an evaluation was conducted as part of the observation, the evaluator shall provide a written evaluation report to the school district at least 10 days prior to a scheduled team meeting.

II. Policy Review and Revision

Review and revision of this policy and procedures shall occur as needed, but at least every two (2) years.

III. Legal References

M.G.L. c. 71B, s. 3 and 603 C.M.R. 28.07 (Parental Involvement)

Adopted: November 2, 2006
Reviewed: April 12, 2018

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Guidelines for Classroom/Program Observation
Statement of Confidentiality

I/we understand that student confidentiality must be respected at all times when observing a classroom, program, or student.

I/we will not share any impressions of other students with anyone.

In the event that personally identifiable or confidential information is obtained during the course of an evaluation/observation, I/we will not disclose it.

_____ _____
Observer Date

_____ _____
Observer Date

_____ _____
HW Schools Representative Date

Adopted: November 2, 2006
Reviewed: April 12, 2018

Curriculum, Assessment, and Instruction Update

May 9, 2018

Presentation Overview

- Curriculum Resource Adoptions
  - STEMscopes implementation
  - Math resource adoption processes
- Using Assessment Data to Inform Instruction
  - RTI at elementary
  - Using Data Process at secondary
- Instructional Coaching
- MIT “Learning Supported by Making” Study

STEMscopes

- Unanimous selection of this inquiry-based science curriculum resource
- Aligned to the Massachusetts Science Standards
- Utilizes the 5E instructional model (Engage, Explore, Explain, Elaborate, Evaluate)
- Focus is on inquiry-based investigations and scientific discourse
- Constantly evolving based on feedback from the field

K-8 Implementation

- Multiple STEMscopes trainings: Initial Implementation training, “Implementing Inquiry” workshop, and “Questioning and Discourse with STEMscopes” workshop
- Periodic grade level meetings to support implementation
- UbD unit writing through a summer workshop, elementary science task force, and middle school grade level time

RISTA conference

- STEMscopes has been impressed with the quality of our local implementation.
- They asked us to partner with them to present at the Rhode Island Science Teachers Association conference on April 7, 2018.
- MRMS science teacher Megan Wagner and STEMscopes trainer Kristan Buckman offered a workshop entitled, “Integrating Technology in 5E Science-Based STEM.”

Math Resource Need

- Elementary is using locally developed units that pull from a variety of resources, and we need consistent resources to build coherence K-5.
- MRMS is using *Big Ideas* which EdReports has determined is poorly aligned to state standards.
- Quality, aligned curriculum resources are critical to support math instruction.
- Thanks to the Hamilton-Wenham community for supporting funding for us to purchase math resources that are closely aligned to state standards.

Math Adoption Processes

- Parallel processes for elementary and middle school math adoptions
- Used EdReports to narrow the search
- Developed rating criteria based on the IMET and local criteria
- Scheduled publisher presentations
- Currently finalizing our review of the curriculum resources

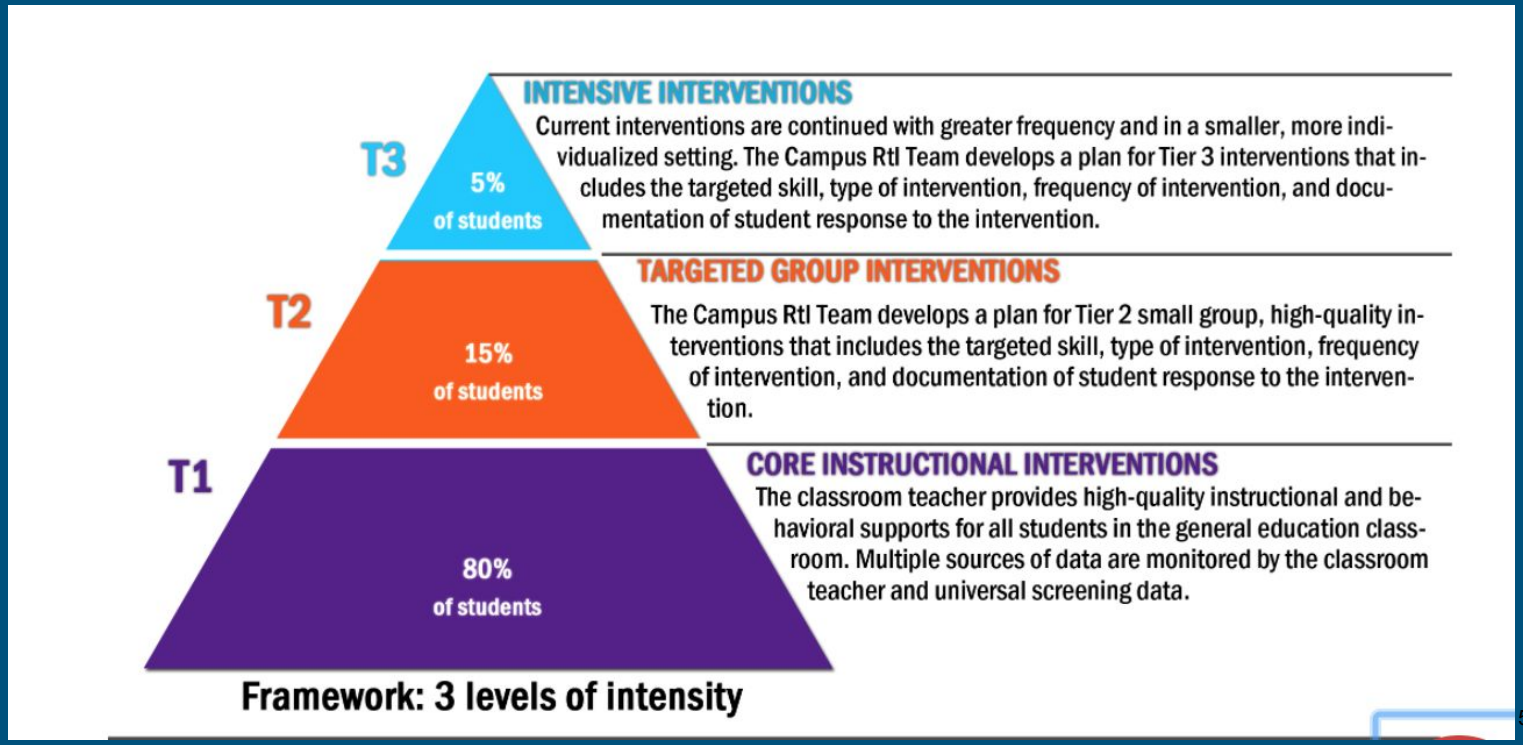
Resources currently under consideration

- Unlike in science, few highly-rated resources are available K-8, so we will be adopting different resources for K-5 and 6-8.
- Elementary resources
  - Bridges Math
  - Investigations 3
  - Math Expressions
- Middle school resources
  - Agile Mind
  - Carnegie Learning's Middle School Math Solution
  - Eureka Math
  - Illustrative Mathematics

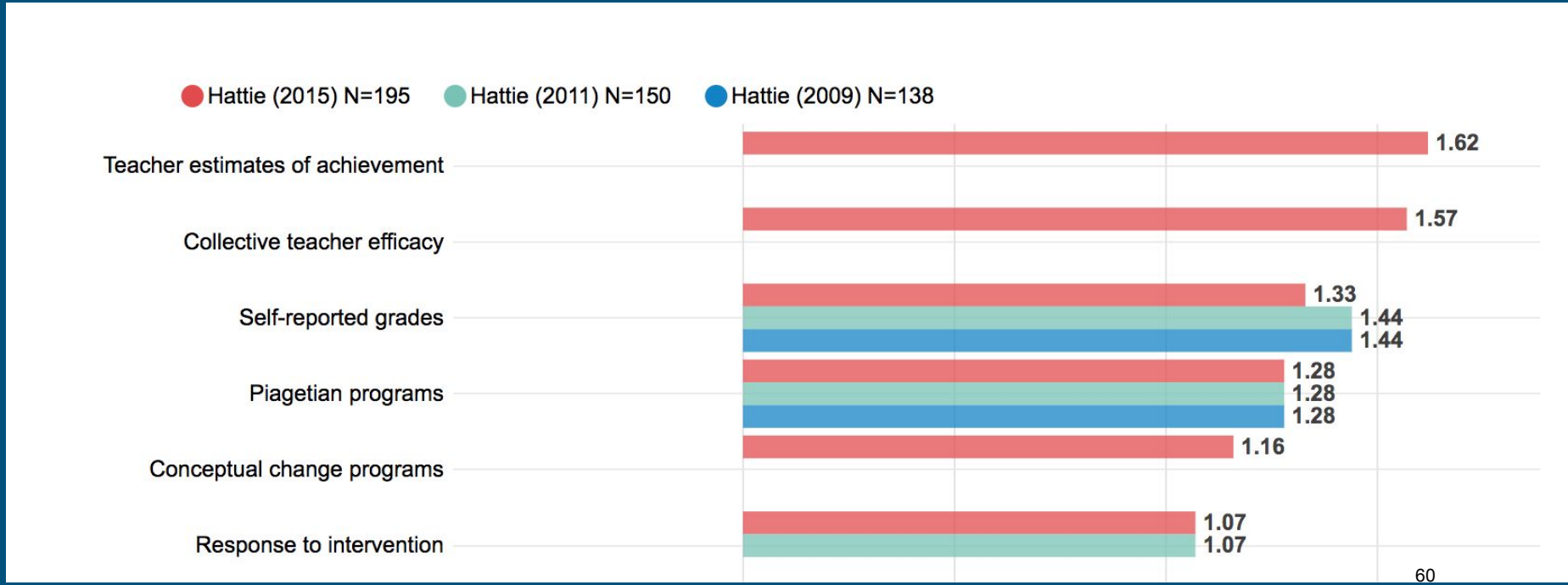
Using Assessment Data to Inform Instruction

- RTI at elementary
- Using Data Process at secondary

What is Response to Intervention (RTI)



Hattie's *Visible Learning*: RTI ranks #6 of 195 influences on student learning



RTI at elementary

- Tier 1 instructional strategies
- Tiers 2 & 3 interventions
- Universal screeners

Tier 1 ELA strategies

- Refresher on key components of balanced literacy, including shared reading and interactive read aloud
- Focus on specific skill areas, including phonemic awareness, close reading, and analytical writing
- Training on the Fountas & Pinnell 3rd edition Benchmark Assessment System which will provide more refined information about students' reading comprehension skills
- Follow-up coaching

Tier 1 Math strategies

- Focus on instructional routines to promote flexible thinking, provide multiple entry points into problems, and encourage mathematical discourse (e.g., Number Talks, Three-Act Tasks, “I Notice, I Wonder,” Three Reads protocol, open middle challenge problems, and numberless word problems)
- 10-10-10 intervention model developed based on research from the What Works Clearinghouse
  - Number Talks
  - Story Problems (word problems)
  - Fluency Games
- Follow-up coaching

What Works Clearinghouse Research

1 Screen all students to identify those at risk for potential mathematics difficulties and provide interventions to students identified as at risk.



▾ Show More

2 Instructional materials for students receiving interventions should focus intensely on in-depth treatment of whole numbers in kindergarten through grade 5 and on rational numbers in grades 4 through 8.



▾ Show More

3 Instruction during the intervention should be explicit and systematic.



▾ Show More

4 Interventions should include instruction on solving word problems that is based on common underlying structures.



▾ Show More

5 Intervention materials should include opportunities for students to work with visual representations of mathematical ideas and interventionists should be proficient in the use of visual representations of mathematical ideas.



6 Interventions at all grade levels should devote about 10 minutes in each session to building fluent retrieval of basic arithmetic facts.



7 Monitor the progress of students receiving supplemental instruction and other students who are at risk.



8 Include motivational strategies in tier 2 and tier 3 interventions.



Tier 1 Social-Emotional Learning strategies

- Introduction to the CASEL model (Collaborative for Academic, Social, and Emotional Learning)
- Review of Massachusetts' early childhood SEL standards and SEL standards from other states
- Discussion of tiered intervention strategies such as Responsive Classroom and Collaborative Problem Solving
- Reflection on our district's practices using the "Self-Assessing Social and Emotional Instruction and Competencies" tool from the Center on Great Teachers and Leaders

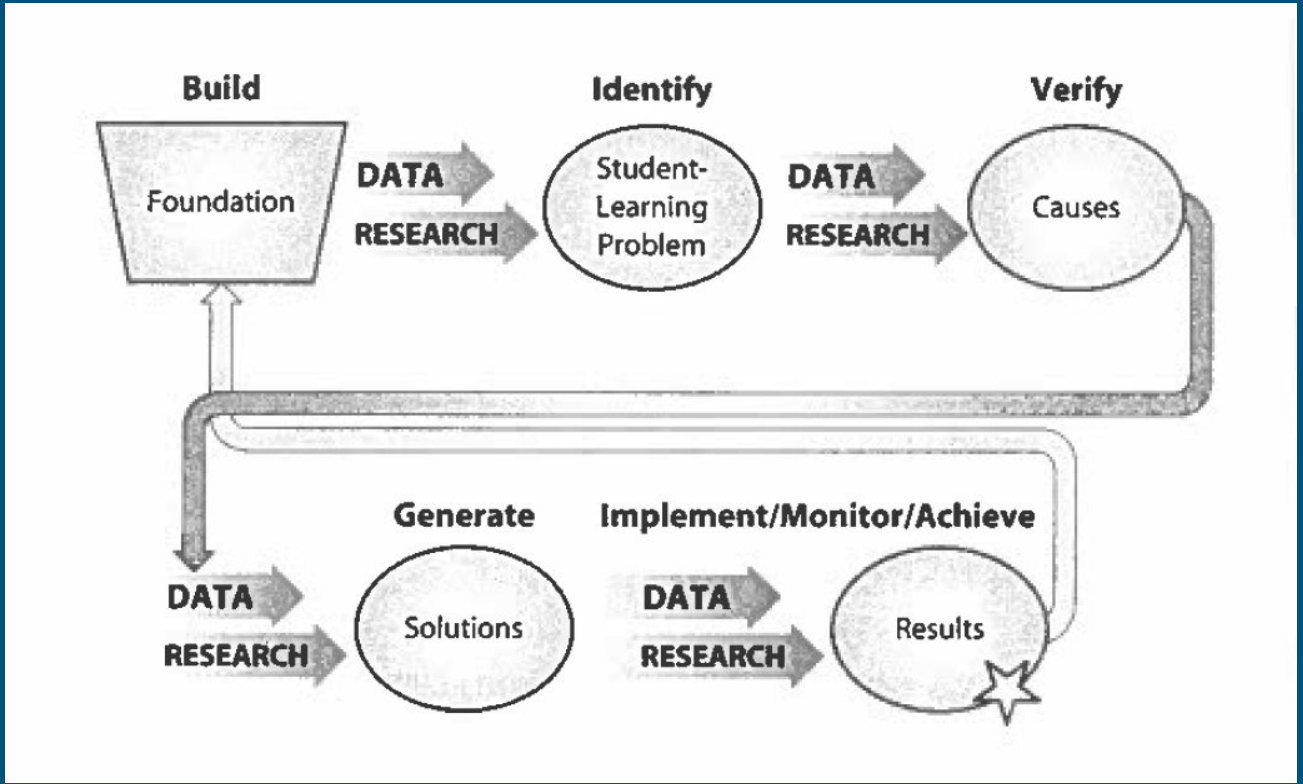
Tier 2 and Tier 3 Interventions

- Completed an inventory of current intervention strategies being using in Tiers 2 and 3
- Introduced the 10-10-10 math intervention model
- Ongoing focus on making the best use of our benchmark data to inform interventions

Universal Screeners

- Upgrading to Fountas & Pinnell 3rd edition Benchmark Assessment System
- Considering DIBELS Next as an alternative to PALS in grades 1-3
- Piloted the BVSD interview-based math screener in K-2 which focuses on number sense
- The math resource we adopt may include a screener

Using Data Process at secondary



Professional Development

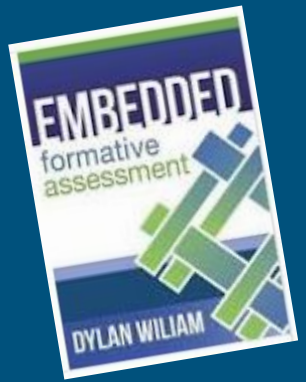
- Learning by doing to build capacity
- 6-12 departments analyzed assessment data to identify a student learning problem
- Conducted research on related instructional strategies
- Developed a logic model
- Implemented at least one research-based instructional strategy
- Currently progress monitoring to determine the effectiveness of the instructional strategy

Focus Areas

- English: Analysis skills
- Fine Arts: Self and peer critique skills
- Foreign Language: Comprehensible input
- Health/Wellness: Feedback
- Math: Classroom dialogue to promote flexible thinking
- Science: Graphical analysis skills
- Social Studies: Analysis skills

Power of Instruction

“The greatest impact on learning is the daily lived experiences of students in classrooms, and that is determined much more by *how* teachers teach than by *what* they teach . . . We now know that the teacher is the most powerful influence on how much a student learns . . .” - Dylan Wiliam in *Embedded Formative Assessment*



Instructional coaching training

- Initial focus on Learning Walks
- Formal coaching training provided to secondary curriculum leaders and elementary curriculum coordinators
- RBT’s Coaching for Sustainable School Improvement course
- Currently piloting coaching with a few teachers with the goal of expanding coaching next year

MIT “Learning Supported by Making” Study

- MIT invited us to be part of a study on how best to use makerspaces and design thinking to support classroom content learning. MIT’s goal is to develop and publish a methodology for best practice in implementation.
- Our elementary library media specialists and secondary technology integration specialist have attended multiple trainings at MIT, have visited the makerspaces of other schools involved in the study, and have received on-site consultation.
- Our specialists are currently partnering with classroom teachers to develop projects using our Makerspace technology which was purchased with the support of the EdFund.

War and Humanity Makerspace Project

- Johanna Wilson, the secondary technology integration specialist, partnered with Humanities teachers Brett Burnett and Breanne MacArthur to develop this project.
- Essential and Focusing Questions:
  - What are the effects of war on an individual's humanity?
  - To what extent can an individual keep one's humanity in war?
  - What is the difference between an individual's humanity in and out of combat?
- Students needed to create a 3D representation that responded to these questions.

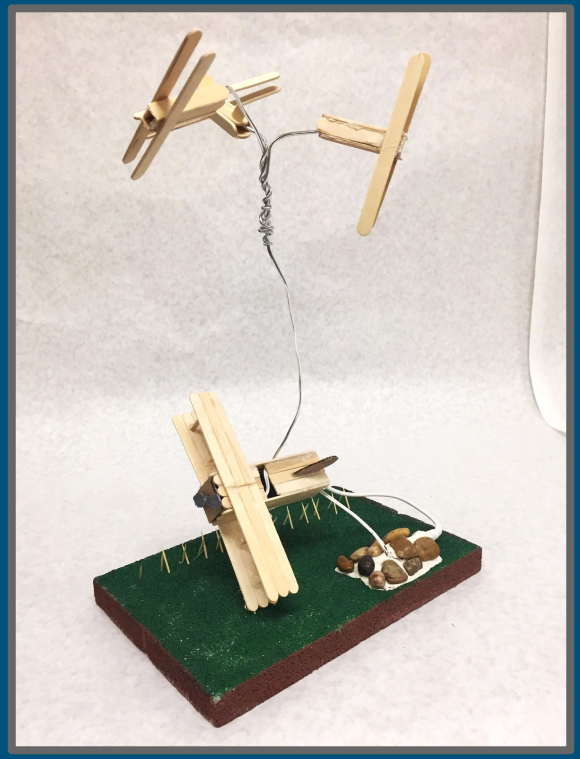


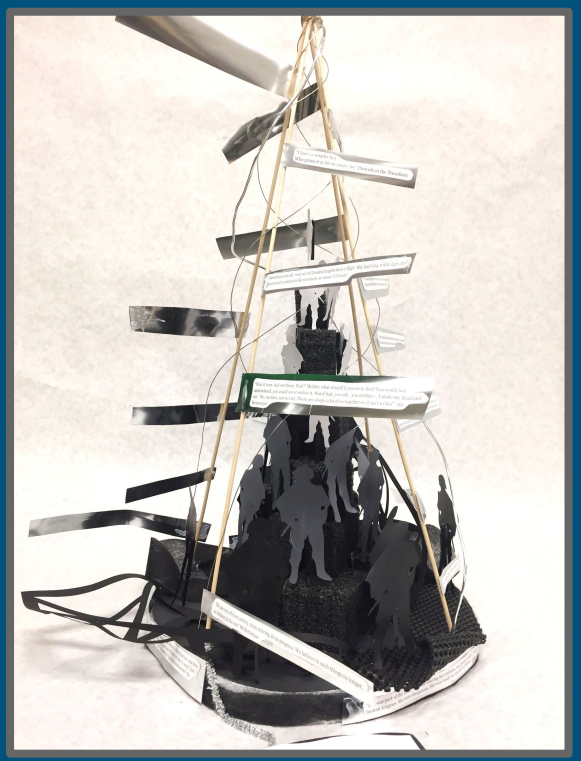




War and Humanity Projects







War and Humanity Projects

Questions?

Friday, May 4, 2018 at 11:03:05 AM Eastern Daylight Time

Subject: HWRSD Tennis Court Needs and Plans
Date: Wednesday, May 2, 2018 at 12:37:44 PM Eastern Daylight Time
From: Peter Lombardi
To: Harvey, Michael, Sands, Jeffrey

Mike & Jeff,

As you may know, the Selectmen discussed the Pingree Park tennis courts at their meeting last night – see relevant info from packet attached. A good number of people showed up on behalf of the tennis team and spoke about the need to repair the courts ASAP – many had emailed the Selectmen about this issue as well. I believe that this was first raised at a School Committee meeting in March.

Based on last night's discussion, the Board wants to hear back from the School Committee regarding the exact needs of the district in terms of courts as well as any plans you may have to construct courts on school property in the foreseeable future. I know that the six new courts in the Middle/High School Athletic Complex Master Plan were not included in the project that was permitted last year by the Hamilton Planning Board and Conservation Committee, but wasn't sure if that meant the district had no plans to construct courts at all or just not in that location.

Also, there were several references to the user fees paid by families of students who play tennis. Can you let me know what those are and how they are applied to cover tennis team costs?

Thanks,
Peter

Peter Lombardi
Town Administrator

138 Main Street
Wenham, MA 01984
978-468-5520 x.2
http://wenhamma.gov

BOARD OF SELECTMEN MEETING

May 1, 2018

NEW BUSINESS
B.
Review of Pingree Park Tennis Court Facility Evaluation and Discussion of Next Steps

- Sean Timmons

- Memo regarding Pingree Park Tennis Court Facility Evaluation from Peter Lombardi, Town Administrator, April 26, 2018
- Pingree Park Evaluation of Tennis Courts Facility, Wenham, MA, Gale Associates, Inc., April 6, 2018
- Pingree Park Tennis Court Inspection and Report Presentation, May 1, 2018

JW

Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator
TEL 978-468-5520 FAX 978-468-8014

MEMORANDUM

TO: Board of Selectmen
FROM: Peter Lombardi, Wenham Town Administrator
RE: Pingree Park Tennis Court Facility Evaluation
DATE: April 26, 2018

The four tennis courts at Pingree Park are open to the public but are primarily used by the High School tennis team. Earlier this month, the School District declared these courts unplayable based on the current surface conditions. While the Athletic Director had brought up the overall quality of the courts with our Recreation Director the past few years, there was never any mention that they could potentially be deemed unsafe and shut down for the season prior to this determination.

As you know, the Recreation Department recently engaged Gale Associates to evaluate the court conditions at Pingree and provide cost estimates for short-, medium-, and long-term solutions. Per their attached report, a short-term repair (lasting 3-5 years) is expected to cost $82+k, medium-term (5-10 year) will cost $137k, and long-term (20+ years) will cost $233k. None of these estimates include installing new perimeter fencing (~$50k), which should probably be done if we are going to move forward on either the medium- or long-term fix. Based on Gales attached addendum, we can expect additional soft costs for construction administration to total another $10k for the more significant repairs. Accordingly, at this point, we are estimating it will cost $200k for medium-term and $300k for long-term fixes.

The Joint Rec Board discussed this issue at their April 23 meeting and agreed that the public demand for courts did not require all four courts at Pingree. Accordingly, they believe it is important to understand the School's needs and any plans they may have to construct tennis courts on school property (six new tennis courts were originally included in the proposed High/Middle School athletic complex project) before discussing next steps.

The Joint Recreation Agreement does not explicitly spell out who is responsible for capital costs of recreation projects in either town, but the precedent is for the Recreation Department to contribute some nominal amount (~$5k), with the Town where the amenity is located responsible for the remaining project costs (via private fundraising, CPA, town funds, etc). In 2013, the Recreation Department spent $2k to address the worst parts of these courts; the Schools contributed $1500 and another $500 was received in private donations for that work. In total, the Recreation Dept has spent almost $6k over the past 5 years on surface and fencing repairs to the Pingree Park courts. In addition, they spent $9500 in 2015 to repair/repaint the tennis courts at Patton Park which are also used by the

High School tennis team. The Schools did not contribute any funding for the Patton courts work. It should be noted that the Schools are not charged any fees for use of the courts at Patton or Pingree.

Both towns have invested significant amounts of money into revitalizing our recreational infrastructure over the past several years - $2M for the new pool, $145k for new playground equipment at Pingree Park, and $250k for new playground equipment at Patton Park (including new safety surfacing, fencing, walkways, tables, etc). These projects have been funded through a combination of town funds, private fundraising, and CPA funds. Over this same period, new playgrounds at the Winthrop and Buker Schools have both also received sizable CPA funding commitments from both towns. It is unclear whether there would be support to rely upon these same funding sources for capital investment in another recreational amenity. In addition, since much of the need for these courts is for the High School tennis team, once we have a better sense of the School's plans, we can then discuss the extent of the financial contribution that they would be willing and/or able to make based on the repair option that makes the most sense.

In terms of timing, neither the Town nor the School has any funding capacity in our FY19 budgets to do any of this work. Accordingly, the earliest that any significant repairs could be made to these courts would be Summer 2019 - after the FY20 budget process is complete.

Pingree Park
Evaluation of Tennis Courts Facility
Wenham, MA

April 6, 2018

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Section 1.0 Background and Objectives

Section 2.0 Review of Site Constraints & Visual Observations

Section 3.0 Summary and Recommendations

Gale JN 717770

Gale Associates, Inc.
163 Libbey Parkway | P.O. Box 890189 | Weymouth MA 02189-0004
P 781.335.6465 F 781.335.6467 www.galeassociates.com

PINGREE PARK
EVALUATION OF TENNIS COURTS FACILITY
WENHAM, MA

SECTION 1.0 – BACKGROUND AND OBJECTIVES

Gale Associates, Inc. (Gale) was engaged by the Hamilton-Wenham Recreation Department (HWRD) to perform an evaluation of a tennis court facility located at Pingree Park in Wenham, MA. The purpose of the evaluation was to:

- Evaluate the existing tennis court facility at Pingree Park, which is exhibiting signs of failure (i.e., cracking of the pavement, net and fence post heaving).
- Prepare a summary report, which is to include findings and conclusions.

The findings of this evaluation are to assist HWRD in determining the most advantageous strategy for redeveloping the tennis courts at Pingree Park.

SECTION 2.0 – REVIEW OF SITE CONSTRAINTS & VISUAL OBSERVATIONS

On March 30, 2018, Gale met with a representative of HWRD at the tennis facility. We walked the site and completed visual observations of the prevailing site conditions. As part of our preliminary evaluation, Gale also reviewed the following:

- Aerial photography and GIS information of the project site.
- Photo documentation taken by Gale on March 30, 2018.

Pingree Park is bounded by Porter Street to the north, residential housing to the east, Main Street to the south, and residential housing to the west.

Courts Layout. The tennis court facility is comprised of four (4) bituminous concrete (asphalt) courts, laid out in court batteries of two (2), as shown in Figure 1 below. The courts are generally laid out in a north-to-south orientation, which is the preferred court orientation recommended by the United States Tennis Association (USTA) and the American Sports Builders Association (ASBA).

The tennis court facility is comprised of bituminous asphalt and was constructed over 30 years ago. There are no records of any additional asphalt overlays performed on the courts. Over the years, there has been minor maintenance improvements with the most recent being limited crack repairs approximately four years ago.

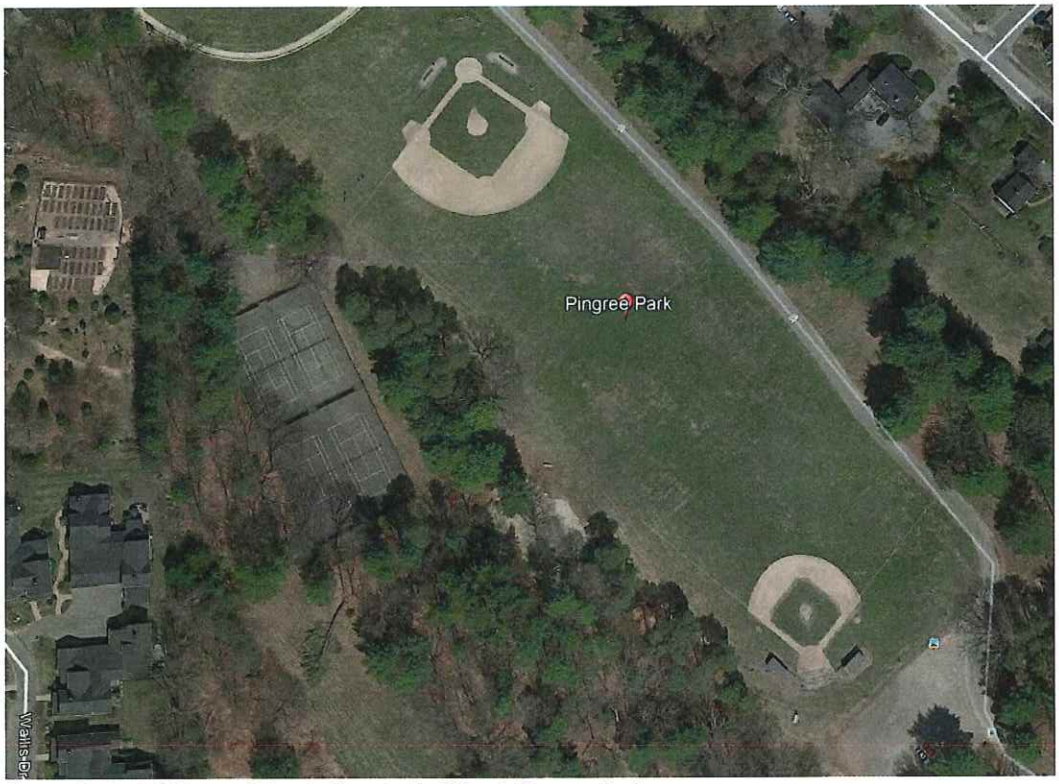


Figure 1: Aerial View of Tennis Courts Facility at Pingree Park.

Fencing. The courts are circumscribed by a ten foot (10') high, galvanized chain link fence. The fence posts are located approximately 6-inches outside of the limits of the courts asphalt edge and multiple post footings have heaved. Additional fencing is provided to separate the two batteries of courts. The existing fencing does not have any bottom rail to provide additional support and prevent fabric warping. Other than a small replaced fence section along the western edge of the courts, the majority fencing has corroded to the point where it is no longer galvanized. Please refer to Figure 2 below. In general, the existing fencing is in poor condition.



Figure 2: Images of existing fencing showing no bottom railing and sections with repaired fabric.

Accessibility. There are no ADA accessible walkways to provide access to the courts from the park's parking area to the south. The courts are accessed via grass/dirt paths leading from the parking area and from the park's ball fields. There are no formal spectator seating areas provided for the courts. However, there are minimal viewing areas in the form of wooden benches and picnic tables provided in the wooded area to the east of the courts.



Figure 3: Images of existing viewing area and access to the courts.

Courts Drainage. The courts appear to be crowned down the center line of each battery and from there slope in a diagonal direction, which is an acceptable method, per USTA and ASBA recommendations. However, the slopes are not consistent and vary from 1% to 0.1%, as observed using a smart level. Per ASBA recommendations, courts should be constructed at a constant slope of 0.83% throughout the playing areas in order to provide positive drainage and avoid ponding areas or "birdbaths" from developing.



Figure 4: Images of court major depression area and courts crowned down center of battery.

There were several major depressions and numerous minor "birdbaths" observed throughout both batteries of courts. Please refer to Figure 4 above. The tennis surfacing was stained within these "birdbath" areas, which is a result of standing water remaining for a prolonged period of time. It is uncertain whether these "birdbaths" resulted from paving operations or differential settling due to subbase failure.

There is no formal drainage (structures, swales, etc.) provided for the facility. The courts drain stormwater via sheet flow to the grassed areas outside the court perimeter.

Utilities. There were no signs of utilities (water and sewer structures, overhead utility poles, etc.) observed around the immediate area of the courts. The courts do not have athletic lighting or electric service. There is a free-standing drinking water fountain located near the viewing area east of the courts.

Pavement Distresses. Multiple areas of structural and surface cracking of the pavement, as well as areas of depressions of the pavement, were observed, both within the courts' playing line limits and within the courts' runout areas.



Figure 5: Images of pavement structural cracking along cold joint (crack widths 2" – 4").

As seen in Figure 5 above, multiple instances of pavement distress were observed that resulted in longitudinal cracking. Crack opening widths ranged between 1/2" to over 4". The cracking is most prevalent in the eastern side of both court batteries.

The cracks were observed to be forming in continuous lines, or at regular intervals, and appeared to be following the direction of the paving roller. Typically, this is a result of pavement joints not having a continuous bond between the pavement sections.



Figure 6: Images of pavement radial cracking along fence line (crack widths of over 4").

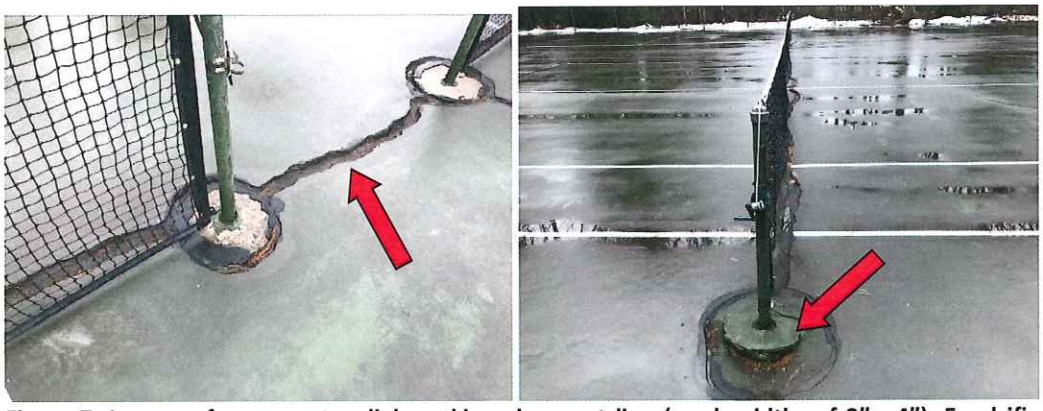


Figure 7: Images of pavement radial cracking along net line (crack widths of 2" - 4"). Emulsified asphalt crack repairs have failed, and water intrusion resulted in post foundation heaves.

As shown in Figures 6 and 7 above, the existing net post foundations were constructed with the top of the concrete post footings placed flush with the asphalt pavement. The foundations of the chain link fence posts separating the court batteries were also constructed in the same manner. Having surfaces with dissimilar material (e.g., concrete and asphalt) can result in radial cracks within the asphalt generated from the corners of the concrete foundations.

This is also not typical of industry standard, USTA and ASBA post foundations design which recommend that the top of the post foundations set below the court asphalt pavement in an effort to lessen the occurrence of radial crack formation.

Two crack repair methods were observed to have been used at the courts. The first method utilizes a fabric membrane placed over the crack as a "bridge" to conceal the crack underneath. New color is then applied over the membrane to try hide repaired area. According to HWRD, several repairs were made using this membrane repair method approximately four years ago. The membrane "bridge" is starting to fail and new cracking has continued along the pavement's plane of weakness. Please refer to Figure 8 below.



Figure 8: Images of new pavement cracking continuing past limits of previous membrane repair system. Membrane repairs have started to fail.

The second crack repair method observed utilized an emulsified asphalt mixture to "fill" the crack voids. Please refer to figure 9 below. This method is widely used in roadway and parking lot repairs in an effort to prevent water intrusion and retard pavement degradation. However, this method is not recommended for tennis courts as the repairs results in a raised surface that can affect players footing and ball bounce. The "black" repaired lines are also very noticeable and unappealing.



Figure 9: Images of new pavement cracking continuing past limits of previous emulsified asphalt repairs. Existing repairs have failed.

Tennis Court Surfacing. As can be seen in Figure 10 below, the existing tennis courts' acrylic surfacing system is faded and discolored by staining of debris and organic material (leaf decomposition).



Figure 10: Images of court acrylic surface fading and staining.

SECTION 3.0 – SUMMARY AND RECOMMENDATIONS

It should first be noted that, in general, as the asphalt pavement cures and loses volatiles, there is a corresponding loss of volume in the asphalt itself. As this loss of volume occurs, tensile stresses increase in the asphalt, which ultimately exceed the tensile strength of the asphalt itself.

This eventually results in full depth cracks in the vicinity of the planes of weakness. These planes of weakness can be along the line of fence and net posts, along asphalt cold joints between paver "pulls", and along irregularities in pavement thickness. Over time, the rate and extent of cracking accelerates and, with water intrusion into the sub-base, the asphalt is subject to more rapid deterioration. Asphalt courts, by their nature, will eventually start to crack as the asphalt ages over time.

The following are three court renovation options that provide short-term, medium-term and long-term repairs to the Pingree Tennis Court facility:

Renovation Option 1: Limited Pavement Repairs of Existing Tennis Courts (Short-Term)

- Remove the previous crack repair methods (emulsified asphalt, membrane systems, etc.) and clean and prepare area to receive new repair methods.

- Crack Repairs:
    - Rout cracks, then fill crack with court patch binder and buff smooth.
    - Apply membrane crack repair system per manufacturer's recommendations.

- Reset heaved net posts

- Pavement Depressions:
    - Minor "Birdbaths" - Less than ¼", use court patch binder
    - Major – Greater than ¼", Sawcut area and reconstruct pavement.

- Install new acrylic court surfacing, Plexipave System, as manufactured by California Sports Surfaces.
    - One coat acrylic resurfacer
    - Two coats color surface

- Apply tennis court markings.

Preliminary Cost Estimate. The following is the approximate costs for repairs methods as described above:

Crack repairs (assume 3,000 lf)	$ 40,000
Pavement repairs (depressions, resetting of posts)	$ 5,000
New Acrylic Court Surfacing	$ 20,000
Soft Costs	$ 7,000
Contingency	$ 10,000
Total:	**$ 82,000**

The estimates include soft costs and a contingency. For planning purposes, it is safe to assume 10% of the total for soft costs and 15% for contingencies. This total estimate is an

approximation and more detailed construction cost estimates will be prepared with the detailed design of the repair methods.

It should be noted that, under Option 1, the existing courts surface will continue to experience cracking as the asphalt pavement ages. Given that the existing asphalt pavement is over 30-years old, the existing cracks with continue to grow and new cracks will appear at an accelerated rate.



Figure 11: Images of crack repairs using membrane systems.

The membrane repair systems typically last between three (3) and five (5) years, and they do not prevent new cracks from forming and continuing along the same planes of weakness. Example of membrane repairs is shown in Figure 11 above. HWRD should plan and budget for continuing crack monitoring and additional crack repairs. Also, the new colors placed over any future repairs will never quite match with the existing surface colors and will stand out as "repair patches."

Option 2: Pavement Overlay of Existing Tennis Courts (Medium-Term Repair)

- Remove existing chain link fence section (posts and fabric) in between the court batteries.
- Remove and replace net posts.
- Mill the existing pavement within the tennis courts by one and a half inches (1.5"). Milling should be performed per the MassDOT Standard Specifications for Construction and Materials, latest edition.
- After milling, inspect pavement surface and perform crack repairs by sealing the cracks with emulsified-asphalt slurry, as in accordance with MassDOT Standard Specifications for Construction and Materials, latest edition.

- Apply tack coat and prepare the milled surface to receive overlay. Tack coat shall be an asphalt cement (AC) tack coat, in accordance with MassDOT Standard Specifications for Construction and Materials, latest edition.

- Install a reinforced paving fabric over the milled surface. The paving fabric will help to bridge reflection cracks that could propagate to the surface, provide a moisture barrier, and provide a stress relieving membrane between existing pavement and new asphalt. The paving fabric shall be placed prior to the tack coat cooling.

- Install new chain link fence section between court batteries. (During this re-installation, HWRD may want to consider installing a bottom rail between the fence posts to potentially extend the service life of the chain link fence.)

- Install one and a half inches (1.5") of new HMA Superpave 9.5 mm surface course for the overlay in accordance with MassDOT Standard Specifications for Construction and Materials, latest edition.

- Allow the asphalt to cure for a minimum of twenty-one (21) days, prior to applying court surfacing.

- Install saw cut lines along the net post lines and in between each court to create control joints within the pavement, and mitigate the formation of cracks in other areas. The saw cuts shall be 1/2" in depth and 1/8" wide and shall be straight and true to line. Fill with urethane based sealant compatible with tennis surfacing.

- Install new acrylic court surfacing, Plexipave System, as manufactured by California Sports Surfaces.

- Apply tennis court markings.

Preliminary Cost Estimate. The following is the approximate costs for repairs methods as described above:

o	Mill existing asphalt, crack repairs and fencing	$ 20,000
o	Pavement overlay (incl. paving fabric)	$ 60,000
o	New Acrylic Court Surfacing	$ 24,000
o	Soft Costs	$ 11,000
o	Contingency	$ 21,000
	Total:	**$137,000**

The estimates include soft costs and a contingency. For planning purposes, it is safe to assume 10% of the total for soft costs and 20% for contingencies. This total estimate is an approximation and more detailed construction cost estimates will be prepared with the detailed design of the repair methods. Example of pavement mill and overlay renovation is shown in Figure 12 below.



Figure 12: Images of new pavement overlay.

It should be noted that, under Option 2, the existing base layer will continue to experience cracking as the asphalt pavement ages. However, by implementing the tennis court rehabilitation methods for Option 2, it is estimated that the majority of reflective cracking would be delayed from propagating through the tennis surface for approximately five (5) years.

Option 3: Complete Reconstruction of Tennis Courts (Long-Term Repair)

- Remove existing chain link fence section (posts and fabric) in between the court batteries.
- Remove and replace net posts.
- Pulverize and reclaim full depth of existing asphalt pavement tennis courts. Reclaimed asphalt could be reused for stone subbase.
- Prepare reclaimed base, then shape, compact and laser grade tennis court areas.
- Install new chain link fence section between court batteries. (During this re-installation, HWRD may want to consider installing a bottom rail between the fence posts to potentially extend the service life of the chain link fence.)
- Install three inches (3") of new HMA Superpave 9.5 mm placed in accordance with MassDOT Standard Specifications for Construction and Materials, latest edition.
- Allow the asphalt to cure for a minimum of twenty-one (21) days, prior to applying court surfacing.
- Install saw cut lines along the net post lines and in between each court to create control joints within the pavement, and mitigate the formation of cracks in other areas. The

saw cuts shall be 1/2" in depth and 1/8" wide and shall be straight and true to line. Fill with urethane based sealant compatible with tennis surfacing.

- Install new acrylic court surfacing, Plexipave System, as manufactured by California Sports Surfaces.

- Apply tennis court markings.

Preliminary Cost Estimate. The following is the approximate costs for repairs methods as described above:

o	Pulverize/reclaim existing asphalt	$ 25,000
o	Pavement (incl. new center fence and nets)	$130,000
o	New Acrylic Court Surfacing	$ 24,000
o	Soft Costs	$ 18,000
o	Contingency	$ 36,000
	Total:	**$233,000**

The estimates include soft costs and a contingency. For planning purposes, it is safe to assume 10% of the total for soft costs and 20% for contingencies. This total estimate is an approximation and more detailed construction cost estimates will be prepared with the detailed design of the repair methods.



Figure 13: Images of full depth pavement reconstruction.

Option 3 will result in a brand-new tennis court paving section with of three inches (3") of asphalt, over a compacted aggregate base layer. Example of full depth pavement reconstruction is shown in Figure 13 above.

Based on the visual observations and Gale's experience in designing and evaluating numerous tennis facilities, it is our opinion that the surficial repair methods described under Option 1 cannot provide a long-term solution to the on-going pavement distress. Although the renovation method described under Option 2 is a practical option, it will also not provide a long-term solution.

It is Gale's recommendation that the tennis courts at the Pingree Park Tennis Facility be renovated by method described under Option 3. It should be noted that the existing perimeter fencing is proposed to remain under all three options. If HWRD chooses to replace the fencing, they should plan on an additional cost of approximately $50,000.

Thank you for the opportunity to assist HWRD with this project. The information provided in this report is based on the visual observations and record maintenance information provided by HWRD. As such, there may be additional variations in the subsurface conditions that may be discovered during the court renovations. If you have additional questions or would like to discuss the next steps in renovating/repairing these courts, please contact our office.

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Gale Associates, Inc.
163 Libbey Parkway | Weymouth, MA 02189
P 781.335.6465 F 781.335.6467
www.galeassociates.com

April 10, 2018

Town of Wenham
138 Main Street
Wenham, MA 01984

Attn: Mr. Sean Timmons, Recreation Director
T: (978) 468-2178
E: stimmons@hamiltonma.gov

Re: Proposal for Engineering Consulting Services
Tennis Court Renovations
Pingree Park
Wenham, MA

Dear Mr. Timmons:

Gale Associates, Inc. (Gale) is pleased to present this proposal to provide Engineering Consulting Services to the Town of Wenham (Wenham) regarding the above-referenced project.

PROJECT DESCRIPTION

Gale conducted an evaluation of the existing tennis courts at Pingree Park on March 30, 2018. As indicated in our Evaluation Summary Report, dated April 6, 2018, the courts are aged and in poor condition with significant cracking. Complete reconstruction of the courts is recommended, as maintenance (crack, fill and seal) or overlayments will not provide longevity.

We have had the opportunity to review the project requirements and understand that the project will generally include the following:

- Reconstruction and surfacing of the four (4) existing tennis courts.
- Removal and reinstallation of the existing fencing.

The goal of the project is to assist Wenham with the planning, design, public bid and construction phase services for the reconstruction of four (4) tennis courts at Pingree Park. As part of the renovations, the tennis court pavement will be pulverized and re-used for base material. Existing fencing will be temporarily removed to facilitate the reconstruction, and reinstalled following completion of the courts.

Based on Gale's understanding of the project requirements, we propose the following Scope of Services:

Phase 1 – Background Evaluation and Survey

- Attend a "start-up" meeting with Wenham to finalize the project goals, design criteria and project milestone schedule. Gale will prepare the meeting agenda and publish related meeting minutes.

- Review available construction plans and as-built information (to be provided by Wenham) for the project site as it relates to grading and drainage, utility locations (i.e., water, electric) within the general area of the tennis courts.

- Perform a topographic survey of the existing conditions, extending twenty-five feet (25') maximum beyond the anticipated project limits:
  - Prepare a plan depicting 1-foot contours and applicable spot grades, as well as existing site features.
  - Field locate site utilities, including rim and invert elevations, based on record information and observed above-ground appurtenances.
  - Provide an existing conditions base plan in AutoCAD. The resultant plan will not be stamped by a Professional Land Surveyor (PLS).

- Observe four (4) test pits within the project limits to gain an understanding of the prevailing soil classifications and groundwater elevations. We have predicated this proposal on Wenham providing a backhoe or excavator with an operator to dig and backfill the test pits outside of the court limits. Wenham will also notify DigSafe prior to the test pit excavation.

Phase 2 – Design and Bid Services

- Prepare site plans for the proposed tennis court project. The plan set is anticipated to include the following:
  - Cover Sheet
  - Notes Legend Abbreviations
  - Demolition and Erosion Control
  - Layout and Materials Plans
  - Grading and Drainage Plans
  - Miscellaneous Site Details

- Submit construction documents at 90% completion for Wenham review and comment. Documents will include the referenced plans and technical specifications.

- At the 90% stage of completion, Gale will provide a cost estimate with a quantity take-off estimate of the anticipated construction cost.

- Meet with Wenham one (1) time to review the 90% Submission prior to completion of contract documents suitable for public bid.

- For purposes of this proposal, it is assumed that permitting services will not be required for this project. Should permitting through the local municipal boards be required, Gale will assist Wenham on a time and expense basis.

- Following the receipt of Wenham's comments from the 90% Submission, we will complete revisions to the site design documents and finalize the documents suitable for MGL Chapter 30-39m competitive bidding. We will provide Wenham with a set of construction drawings stamped by a Registered Civil Engineer.

- Finalize the technical specifications for the project. Wenham will provide the non-technical "front-end" contract requirements for the preparation of the contract documents. If requested, Gale can assist with the development of the non-technical provisions, utilizing AIA 201 & Supplemental General Conditions utilized for other similar Massachusetts Municipalities. Wenham will be required to provide legal, accounting and insurance review.

- Based on Wenham's authorization to proceed with the bid phase, Gale will provide the following services:
  - Draft an Advertisement to Bid for Wenham to place in a local paper and provide an Invitation to Bid for placement in the Central Register and COMMBUYS.
  - Attend a pre-bid site visit for prospective bidders.
  - Respond to requests for clarification.
  - Issue addenda to the bid documents, if required.
  - Review the two (2) low bid submissions for completeness and responsiveness. Evaluate the bidders' performance on representative projects and provide Wenham with a summary of the bid review results.

Phase 3 – Construction Phase Services

- Receive and review contractor's shop drawings and submittals for acceptance or rejection prior to project start-up. Rejected submittals will be returned to the contractor for resubmittal. We recommend all submittals be received and reviewed by Gale prior to the pre-construction meeting and job start-up.

- Attend the pre-construction conference with the selected contractor and Wenham. We will prepare the related agenda and meeting minutes.

- Respond to requests for information (RFIs) and issue clarification sketches, if needed. We will review contractor requests for payment and assist with the preparation of change orders.

- Attend progress meetings, and develop and distribute related meeting minutes. We will observe the project's general compliance with the contract requirements and schedule. We have based our proposal and fee on attending a total of four (4) site meetings during an estimated construction duration of six (6) weeks.

- The final site meeting, listed above, will include a substantial completion punch list walk-through. Gale will produce a substantial completion punch list and distribute it to Wenham and the contractor.

- Gale will perform one (1) final completion site visit and will make recommendation to Wenham for release of final payment to the contractor.

- Assist Wenham with a review of contractor project close-out requirements, including warranties, guarantees, lien releases, etc.

COMPENSATION

- Gale's compensation will be invoiced as fixed fees, as follows:

Phase	**Fee**
Phase 1 – Background Evaluation and Survey	$ 5,470.00
Phase 2 – Design and Bid Services	$12,580.00
Phase 3 – Construction Period Services	$ 9,750.00
Total	**$27,800.00**

- Gale's fees for the Scope of Services include miscellaneous reimbursable expenses, such as mailing, printing, etc., associated with the project.

- Gale's services will be performed in accordance with our General Terms and Conditions and Schedule of Fees, dated January 2018, attached.

PROJECT PARAMETERS AND LIMITATIONS

- Additional meetings, site visits or site meetings beyond those included above can be performed on a time and expense basis, following written authorization from Wenham.

- It is Gale's understanding that permitting for this project is not required. As such, permitting assistance has not been included in our Scope of Services.

- Non-record utilities may exist, which cannot be located, and may be encountered during construction. Gale's scope and fee do not include services to locate such utilities.

- Preliminary estimates of construction costs and detailed estimates of construction costs prepared by Gale represent Gale's judgment as a design professional familiar with the construction industry. It is recognized that Gale has no control over the cost of labor, materials or equipment, over the contractor's methods and means of construction, or any of the other variables involved in construction bidding. Accordingly, Gale does not warrant or represent that construction costs will not vary from the project budget or cost estimates.

- The review of shop drawings and materials submittals is not for the purpose of determining the accuracy and completeness of other information, such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. Gale's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Gale, of any construction means, methods, techniques, sequences or procedures. Gale's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

- The correction of issues noted by Gale during this construction phase is the responsibility of the contractor, as is documentation of the correction. Gale bears no liability for further or additional observation of issues identified. Lists generated by Gale are not considered to be all inclusive and represent only those issues actually observed and noted by Gale personnel while on-site. Gale has been tasked to observe specific construction elements only, and the absence of notations with respect to any other construction elements neither creates any liability on Gale's part, nor alters the contractor's responsibility to complete all work in accordance with the contract documents.

- Gale's services do not include:
  - Property line and easement survey.
  - Testing of materials.
  - Permitting services.
  - Lighting design or electrical engineering.
  - Geotechnical investigation.
  - Construction as-built survey.
  - Stormwater Pollution Protection Plan (SWPPP) or EPA Construction General Permit.
  - Any other services not specifically noted within the Scope of Services.

REQUIRED DOCUMENTS

- If this proposal is acceptable, please sign below and return one (1) copy to this office. Please indicate the phase(s) authorized in the signature block. Gale will not proceed with additional phases without written authorization. Gale's receipt of an executed agreement will constitute a Notice to Proceed with services for the phase(s) authorized and contract for services.

- Receipt of this signed proposal is required prior to Gale initiating services on the project.

Thank you for considering Gale to assist the Town of Wenham with this project. Should there be any questions, please feel free to contact the undersigned.

Best regards,
GALE ASSOCIATES, INC.

Kathleen D. Hervol
Project Manager

Peter Spanos, P.E.
Sr. Project Engineer

KDH/cmh

Enclosures:
- General Terms and Conditions
- Schedule of Fees

Accepted for:
TOWN OF WENHAM
The Undersigned represents that he/she is an officer/principal of the Town of Wenham and is duly authorized to execute this contract on behalf of the Town of Wenham.

_____
Phase(s) Authorized

_____
Signature

_____
Type Name and Title

_____
Date

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GALE ASSOCIATES, INC.
163 Libbey Parkway
Weymouth, Massachusetts 02189-0004
781-335-6465

GENERAL TERMS AND CONDITIONS

JANUARY 2018

The following General Terms and Conditions are incorporated into and made part of the attached proposal dated April 10, 2018, between Gale Associates, Inc. (hereinafter referred to as "Gale") and the Town of Wenham (hereinafter referred to as "Client"), and together are referred to as the "Agreement."

Project Reference:

Name:	Tennis Court Renovations
Location:	Pingree Park, Wenham, MA
Description:	Engineering Consulting Services

On-Site Testing and Other Exploration
To perform site/building evaluations and other explorations, Gale will engage a reputable contractor or contractors, experienced in this work. The contractor's invoice plus a 15% service charge will be added to Gale's fee. Alternatively, at Client's request, Gale can arrange for Client to enter into a contract with the contractor(s). In that event, invoices for these outside services will be sent to Client for direct payment to the contractor(s).

Gale is responsible for recommending a reputable contractor or contractors for this work but cannot undertake to guarantee or be responsible for their performance or the accuracy of their results.

Services of Others
On occasion, Gale will engage the specialized services of individual consultants or other companies to participate in a project. The cost of such services plus a 15% service charge shall be invoiced to Client.

On-Site Services During Project Construction
Should Gale's services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the contractor shall be solely and completely responsible for working conditions on the job site, including safety of all persons and property, during the performance of the work and compliance with OSHA Regulations, and that these requirements shall apply continuously and not be limited to normal working hours. Any observation of the contractor's performance conducted by Gale personnel is not intended to include review of the adequacy of the contractor's safety measures in, on, or near the construction site. In addition, Gale shall have no authority and shall not be responsible for the means, methods, techniques, sequences or procedures, or safety precautions and programs relating to the construction of the project.

It is further understood that field services provided by Gale personnel shall not relieve the contractor of its responsibilities for performing the work in accordance with the plans and specifications.

Right-of-Entry
Unless otherwise agreed, Client will furnish right-of-entry onto the land and/or facility for Gale to make the planned surveys and other explorations. Gale will take reasonable precautions to minimize damage to the land and facilities for use of equipment, but Gale's fee does not include the cost for restoration of damage that may result from these operations. If Gale is required to restore the land or facility to its former condition, this will be accomplished, and the cost will be added to the fee.

Samples
Unless Client advises Gale otherwise in writing, samples will be discarded 60 days after submission of our report. Upon request, Gale shall ship or deliver the samples, charges collect, or will store them for an agreed storage charge. The remains, if any, of samples subjected to destructive testing shall be discarded 60 days after testing.

Invoices
Invoices will generally be submitted once per month for services performed during the previous month. Payment will be due within 30 days of invoice date. Interest will be added to accounts in arrears at the rate of 1-1/2% per month (18% per annum) or the maximum rate allowed by law, whichever is the lesser, of the outstanding balance. In the event Gale files suit, or engages the use of a "collection agency" to enforce overdue payments, Client will be responsible for all court costs, reasonable attorneys' fees, and collection fees.

Gale shall be entitled, without breach of Contract, to suspend or terminate, at its sole option, its obligations under the Agreement if any invoice is not paid within 30 days.

Ownership of Documents
All reports, field data, notes, plans, specifications, calculations, and other documents of service, whether in hard copy or machine readable form, which Gale prepares as instruments of service, shall remain the property of Gale. Gale will retain all pertinent records relating to the services performed for a period of 7 years following submission of the work, during which period the records will be made available to Client at all reasonable times and for payment of costs by Client. Client agrees that all reports and other work furnished by Gale or other agents, which are not paid for, will be returned upon demand and will not be used for any purpose whatsoever.

It is understood and agreed that all documents prepared pursuant to this Agreement, whether in hard copy or machine-readable form, are intended for one-time project specific use. The Client may retain copies for information and reference in connection with the occupancy and use of the project. In the event of Client reuse of documents without engaging Gale, Client shall, to the fullest extent permitted by law, hold harmless and indemnify Gale for all claims and/or damages generated by said reuse.

Gale will retain hard copies of all documents provided in machine readable form. Because of the possibility that the information and data delivered in machine readable form may be altered or damaged, the hard copy shall be referred to as the original and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of machine readable documents provided by Gale from one system and/or format to another cannot be accomplished without risk of the introduction of inexactitudes, anomalies, and errors. In the event project documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith, and shall hold harmless and indemnify Gale from all claims, damages, and costs arising from or connected with such conversions.

Insurance
Gale is protected by Workers' Compensation Insurance, Professional Liability Insurance, and Standard Public Liability Insurance. Upon request, Gale will furnish information and Certificates of Insurance. Gale will not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such Insurance available at the time of claim and/or beyond the limitation of liability established in these General Terms and Conditions. Gale will not be responsible for any loss, damage, or liability arising from Client's acts, errors, and omissions and those of Client's staff, consultants, contractors, and agents, or from those of any person for whose conduct Gale is not legally responsible.

If either party to this agreement incurs damages arising out of the project that are covered by insurance, then the applicable party waives all claims against the other party to the extent such damages are covered by insurance. The Client shall require similar waivers from all other parties, including contractors, subcontractors, consultants, and other entities or individuals associated with the project.

Standard of Care
In accepting this Agreement for professional services, Client acknowledges the inherent risks associated with land and building evaluation and construction. In performing professional services, Gale will use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession practicing in the same or similar locality.

Limitation of Liability
For any damage or costs resulting from error, omission, or professional negligence in the performance of Gale's services, the liability of Gale to all claimants will be limited to an aggregate sum not to exceed $50,000 or the fee for professional services actually received by Gale, whichever is lesser. It is specifically acknowledged that there are certain uninsurable risks involved in some services provided by Gale (i.e., hazardous waste and asbestos projects).

Limitation on Claims
The parties agree that causes of action that may accrue to Client pertaining to acts, failures to act, errors, omissions, or otherwise pertaining to the performance of this Agreement by Gale shall be deemed to have accrued and the applicable statute of limitations shall commence to run upon the date of Substantial Completion, issuance of Certificate of Occupancy, or final invoicing by Gale, whichever occurs first. The parties further agree that, regardless of the statute of limitations applicable where the work was performed, client must initiate suit no more than two years after such cause(s) of action accrue.

Claims and Dispute Resolution
Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of Gale's services, Gale may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. Mediation shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

Miscellaneous
A. Gale will only commence work on this project upon receipt from the Client of both the authorization to proceed, and the agreed upon retainer. This retainer will be applied to the final invoice for the project.
B. The Agreement represents the entire and integrated Agreement between the Client and Gale and supersedes all prior negotiations, representations, or agreements, either written or oral, and may be amended only by written instrument signed by both the Client and Gale.
C. Gale has the right to renegotiate the fee if the original scope of work is changed, or if services are not completed within 12 months.
D. It is recognized that Gale has no control over the cost of labor, materials, or equipment for construction, over any contractor's methods of determining bid prices, or over competitive bidding, market, or negotiating conditions. Accordingly, Gale cannot, and does not, warrant or represent that bids or negotiated prices will not vary from any cost estimate or evaluation prepared by Gale.
E. Should any representative of Gale be requested, required, ordered, or subpoenaed to give any testimony, either at trial, deposition, hearing, or otherwise, concerning services performed under this agreement, or concerning the subject matter of this retainer, then Client shall compensate Gale for all reimbursables and time incurred in connection with the preparation for and giving of such testimony at the rates prevalent at the time of the Service.
F. In the event that any part of this Agreement or proposal shall be held invalid, such invalidity shall not invalidate the whole of this Agreement or proposal, and the remaining provisions thereof shall continue to be valid and binding.
G. It is understood by the parties that the existing or constructed building may, as a result of its construction, use, maintenance, occupation, or otherwise, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage, and/or necessary remedial measures. If, during construction of the Project, Gale knowingly encounters any such substances, Gale shall notify the Client and, without liability for consequential or any other damages, suspend performance of services until the Client retains a qualified specialist to abate and/or remove mold substances. The Client agrees to release and waive all claims against Gale, its subconsultants and their officers, directors, and employees, arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of construction. Client further agrees to indemnify and hold Gale harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site, whether during or after completion of construction, except for those claims, liabilities, costs, or damages caused by the sole gross negligence and/or knowing or willful misconduct of Gale.

Termination
Gale may terminate this Agreement with respect to the Project for convenience, at its option, by sending a written Notice of Termination to Client. Gale shall have the right to terminate this Agreement with respect to the Project for cause if the Client commits a material breach of this Agreement and fails to cure such breach within 10 days. If circumstances arise which, in Gale's professional opinion, preclude it for professional or ethical reasons from continuing performance, Gale shall advise Client of the fact. The parties shall immediately enter into good faith efforts to arrive at a mutually satisfactory solution. If this cannot be done to the satisfaction of both parties, either party may terminate this Agreement with respect to the Project. The Notice of Termination shall specify which services will be discontinued and when termination shall be effective, provided that no termination shall be effective less than 10 calendar days after receipt of the Notice of Termination. Gale shall be paid for all services performed and charges incurred prior to termination.

GALE ASSOCIATES, INC.
163 Libbey Parkway
Weymouth, Massachusetts 02189-0004
781-335-6465

SCHEDULE OF FEES

JANUARY 2018

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	$230/hr
Senior Associate	$215/hr
Associate	$200/hr
Sr. Project Manager/Sr. Structural Engineer	$190/hr
Project Manager	$175/hr
Sr. Engineer/Architect/Planner	$160/hr
Project Engineer/Designer/Planner/Architect	$150/hr
Landscape Architect	$140/hr
Sr. Staff Engineer/Designer	$135/hr
Staff Engineer/Staff Designer	$125/hr
Sr. Technician/CAD Designer	$125/hr
Technician/CAD Drafter	$120/hr
Administrative Professional	$110/hr
Clerk/Word Processor/Admin Assistant	$100/hr

Fees for expert testimony at pre-trial conference, deposition, hearing, trial, or any other legal proceeding, including preparation time for any such testimony, will be billed at 1.5 times the hourly rate.

Fees for expedited services will be billed at 1.3 times the hourly rate.

Overtime will be charged for services for more than 8 hours per day, including travel, and all services on holidays, Saturdays, and Sundays. Overtime is charged at a rate of 1.5 times the regular hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at $0.50 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%.

1. Transportation and living expenses incurred for out-of-town projects.
2. Long distance telephone calls, facsimiles, telegrams and cables.
3. Delivery charges for samples, field testing equipment, etc.
4. Laboratory equipment and instrumentation directly identifiable to the project and specifically noted in Gale's proposal.
5. Purchase of specialized equipment and rental of equipment from outside vendors.
6. Photographs for project records and reproduction of drawings and reports.
7. Computer services provided by outside vendors.
8. Drafting and word processing services and other labor provided by outside contract personnel.
9. Use of rental vehicles.
10. Contractor and sub-consultant services.

Pingree Park Tennis Court Inspection and Report

May 1st, 2018

Background Information



- Minimum 30 years old (1988)
- 4 asphalt tennis courts in total; court batteries of 2
- 10 foot chain link fence around the perimeter as well as separating the two batteries

Current Conditions

Multiple Areas of Structural and Surface Cracking (1/2" – 4")





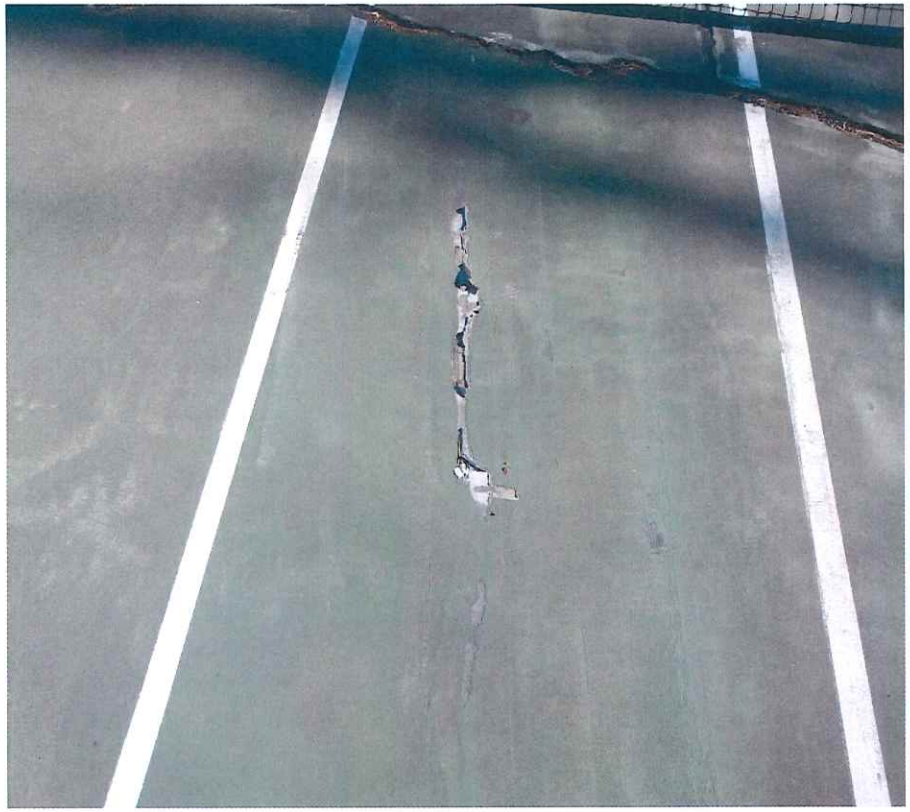
Current Conditions

Tennis Net Posts Heaving



Current Conditions

New Pavement Cracking Continuing from Membrane Repair





Repair Options

Short Term (3-5 years)
$80+k

- Membrane repair on all existing structural cracks
- Reset all heaved tennis net posts
- Repair all pavement depressions
- Install acrylic court surfacing
- Apply all tennis court Marking



Repair Options

Medium Term (8-10 years)
~$200k

- Remove and replace fence between court batteries
- Mill existing pavement by 1.5 and repair cracks with asphalt slurry. Install paving overlay
- Repair all pavement depressions
- Install acrylic court surfacing
- Apply all tennis court markings
- Install new fencing



Repair Options

(Long Term)
~$300k

- Pulverize all existing concrete
- Shape, compact, and laser grade tennis court areas
- Install 3” of new asphalt base
- Install new acrylic surfacing
- Apply tennis court markings
- Install new fencing



Moving Forward

- Discussion with HWRSD regarding tennis courts as part of their Athletic Master Plan
- Define community needs for tennis courts or alternative amenities for this site
- Identify potential funding sources
- Develop project scope, budget, and timeline
- Update Joint Recreation Agreement to clarify responsibilities of capital project planning and financial contributions

OUTSTANDING SCHOOL PARTNER AWARD NOMINATION

Guidelines for Outstanding School Partner Award: The Outstanding School Partner Award recognize a corporate or nonprofit entity who, through their contribution to the public schools of an individual community, region or at large, have demonstrated support for public education. The contribution may be in any form including financial, programmatic or in-kind, and may represent single or multi-year support provided that it is ongoing during the year the nomination is made. The MASC Board of Directors may designate one or more award recipients per year and may designate corporate and non-profit agency award winners. *(Recipients may not be employees of MASC or current members of the MASC Board of Directors).*

Name: _____

Address: _____

Please state your reasons for placing name in nomination: *(Attach a separate page if more space is needed.)*

_____

_____

_____

_____

_____

_____

Community Activities: *please list all pertinent information including, but not limited to, any office(s); committees; leadership roles; MASC activities.*

_____

_____

_____

_____

_____

_____

Any other information you feel would be helpful to the Board of Directors: *(i.e., occupation, accomplishments, education, community involvement, etc.)*

_____

_____

_____

_____

_____

_____

Person placing name in nomination (superintendent, school committee chairman, if by vote of a school committee)

_____ Date _____

Please forward one copy or fax (617) 742-4125, no later than **June 1, 2018** to:
MASC Office
c/o Outstanding School Partner Award
One McKinley Square, 2nd Floor
Boston, MA 02109
forms available at www.masc.org

2018-2019 School Committee Protocols
School Committee/Superintendent Operating Protocols
Hamilton Wenham Regional School District

The primary objective of the School Committee is to improve student achievement. Members of the School will abide by the following protocols as individuals and as a committee.

- Members of the Committee will make no independent commitments or take any independent actions that relate to the School District. When School Committee members attend meetings of other committees or boards, they will speak as individuals. They may only speak for the Committee when designated to represent the Committee.

- The Superintendent and the School Committee represent the needs and interests of all students in the district and place the students' interests above all others in their decisions, while remaining within the limitations of a voter-approved budget.

- School Committee members will establish a vision, create policy, approve a budget and assure accountability to sustain continuous improvement in teaching, learning and facilities. Members agree to leave the day-to-day operations, including business transactions, to the superintendent and staff. Members of the School Committee recognize that authority rests only with the majority in its decisions.

- School Committee members will channel requests for information, reports and data through the Superintendent and the School Committee Chair rather than to staff. The Superintendent will ensure that each member of the committee has equal access to this information in a timely manner. Recognizing the importance of proactive communication and avoiding surprises, School Committee members will, whenever possible, contact the School Committee Chair and/or the Superintendent in advance of a meeting if they have questions or concerns about an agenda item, or will ask the chair at least 48 hours prior to a meeting that an item be placed on an agenda.

- School Committee members will attend meetings on time and be well-prepared to discuss agenda items. While at meetings, members will stay focused on the agenda items and will not engage in communication outside of the agenda item being discussed. When making decisions, School Committee members will keep an open mind, utilizing the best information available including: research, best practices, public input and financial considerations. Members will debate issues and not each other. Members will analyze carefully and debate fully, whenever necessary, prior to making decisions.

- Administration will endeavor to make materials for School Committee Meetings available the Friday before the meeting. The School Committee will recognize that some circumstances will not always make this possible. In any event, we recognize that having background materials available for School Committee Members is a best practice.

- School Committee members will vote according to their convictions will avoid bias and will uphold and support the decisions of the majority of the Committee once a decision has been made. Positions will not be used for personal or partisan gain.

- All members will maintain the confidentiality of privileged information and will respect the Open Meeting Law.
- Members will refer constituent concerns and complaints, including issues relating to District personnel, to the Superintendent or the School Committee Chair.
- A School Committee meeting is a business meeting that is held in public – not a public meeting. The committee values communication between all stakeholders of the community and will make every effort to ensure meetings are effective and efficient. Comments made at a meeting that are not part of the agenda will be tabled to a future meeting.
- The School Committee recognizes the importance of working collaboratively with town officials and actively seeking their support to improve the District.
- The School Committee will demonstrate professional and collegial relations with one another. To this end, members will work to maintain trust and mutual respect between and among each other, the Superintendent and the administration by treating everyone with dignity and respect, even in time of disagreement.
- Recognizing the importance of honoring these protocols, members will respectfully remind each other when they get off track.

Signatures

Stacey Metternick _____

David Polito _____

Jeanise Bertrand _____

Kerry Gertz _____

Gene Lee _____

Peter Wolczik _____

Michelle Bailey _____

Michael Harvey _____

Jeffrey Sands _____

School Committee Goals 2017-2018

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

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

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

B2011

MEMORIALS FOR DECEASED STUDENTS OR STAFF

The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community. As places designed primarily to support learning, however, school sites should not serve as permanent memorials for students or staff.

Permanent memorials for deceased students or staff shall be limited in form to a perpetual award or scholarship. It will be at the School Committee's discretion whether a memorial will be discontinued.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.

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Deleted: A living memorial shall be defined as one supported financially and with action by the community.

Adopted: March 20, 2014:
Reviewed: February 13, 2017

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

G7004

EQUAL EMPLOYMENT OPPORTUNITY

The District does not discriminate on the basis of sex, race, color, national origin, sexual orientation, gender identity, religion, age, handicap, pregnancy or pregnancy related condition, and/or disability in admission to, access to, treatment in, or employment in its programs and activities. The School Committee will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, national origin, gender identity, pregnancy or pregnancy related condition, or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools
HWRSD
5 School Street
Wenham, MA 01984 (978) 468-5310

Inquiries concerning the application of non-discrimination policies may also be referred to the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. (617) 289-0111

LEGAL REF.: 603 CMR 26:00
LEGAL REF: M.G.L. Chapter 151B

Adopted: June 6, 2013
Reviewed:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

G7022

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FAMILY AND MEDICAL LEAVE

The Hamilton-Wenham Regional School District will comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent will issue, and from time to time amend, procedures setting forth the rights and procedures granted by the Act, and will ensure compliance with those procedures either personally or by delegation, or by some combination of personal oversight and delegation.

Source: MASC September 2016

Legal Refs.: P.L. 103-3, "Family and Medical Leave Act of 1993".

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C3004¶
¶
FAMILY AND MEDICAL LEAVE ¶
¶
I. . Policy¶
¶
Subject to the conditions set forth herein, the School Department will provide eligible employees with up to twelve weeks of unpaid family/medical leave ("FMLA leave") in a twelve-month period for one or more of the following reasons:¶
¶
<#>The birth of a child and in order to care for the newborn;¶
<#>The adoption or placement of a child for foster care with the employee; ¶
<#>To care for a child[1], spouse, or parent[2] with a serious health condition; ¶
<#>Because of the employee's own serious health condition that makes the employee unable to perform the essential functions of his position.¶
¶
A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either: (1) inpatient care, including any period of incapacity or any subsequent treatment; or (2) continuing treatment by a health care provider. Further explanation of circumstances constituting a "serious health condition" is contained in the Medical Leave Certification Form that must be completed by a health care provider to certify the need for leave.¶
¶
Employees eligible for FMLA leave are regular full-time or regular part-time employees who have completed at least twelve months of service with the School Department and have worked a minimum of 1,250 hours in the 12-month period preceding the commencement date of the leave.¶
¶
¶
A. . Leave Entitlement and Duration¶
Eligible employees are entitled up to a total of 12 workweeks of FMLA leave during a 12-month period. The 12-month period is measured backward from the date an employee uses any FMLA leave. Thus, each time an employee takes FMLA leave, the ...

Adopted: May 21, 2012
Reviewed:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

A1015

NONDISCRIMINATION

Public schools have the responsibility to remove, insofar as possible, any barriers that prevent children from achieving their potential. The following statements confirm the District's intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.

2. Encourage positive interactions between and among children, youth and adults, who all have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.

3. Use all appropriate communication and action to air and reduce the grievances of individuals and groups.

4. Review District practices in order to achieve the objectives of this statement to the greatest extent possible.

The School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in admission to a public school or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity, pregnancy or pregnancy related condition, or disability. If someone has a complaint or feels that s/he have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity, pregnancy or pregnancy related condition or disability, their complaint should be registered with the Title IX compliance officer.

LEGAL REFERENCES:
Title VI, Civil Rights Act of 1964, Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.0.11375 Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972 D Rehabilitation Act of 1973 Education For All Handicapped Children Act of 1975.

M.G.L.71B:letseq.D
M.G.L. 76:5
DM.G.L.76:16
603 CMR 26.00 et seq.
Mgl. 151B:4

Adopted: April 4, 2013
Reviewed: March 16, 2017

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3013

RULES PERTAINING TO STAFF AND STUDENT CONDUCT

Under Massachusetts law, the Superintendent is required to publish "rules and procedures pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education for information purposes only.) Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Councils. The Superintendent will review staff and student handbooks to ensure they are consistent with District policies.

Deleted: Committee

LEGAL REFS:
M.G.L. 71:37H

Adopted: March 7, 2013
Reviewed:

DONATIONS

School Committee Meeting 5.9.18

Foundation for Alcohol Education $1,000.

- Grant to support Teens substance Abuse Education Speaker: Bill Phillips from New Beginnings

To: Foundation for Alcohol Education

17 Hedding Avenue

South Hamilton, MA 01982

Funding Proposal: Grant #2 May 2018: Teens Substance Abuse Education Speaker **Bill Phillips from New Beginnings: http://www.nbprograms.com/**

As part of a comprehensive wellness education curriculum students are provided a myriad of learning opportunities to acquire the knowledge and skills to be competent in making health-enhancing decisions. These learning experiences encompass decision-making opportunities on the use of alcohol, medications and avoidance of substances, and in communicating about substance use/abuse prevention for healthier homes, schools, and communities.

The challenge has been to provide students with a multitude of learning opportunities to investigate the relationship between alcohol, multi-drug use and the increased negative effects on the body, including the stages of addiction, and overdose. Having Bill Phillips continue his conversations which he has had with our students over the last few years will enable them another opportunity to apply learning to their individual lives.

We would like to bring guest speaker **Bill Phillips of New Beginnings** in again to work with the grade 10 students and during the senior seminars in May 2018. http://nbprograms.com/default.asp.

New Beginnings is a program "to promote awareness and acceptance of alcoholism and other dependencies as a health issue of grave concern to everyone, with major ramifications to the welfare of the community." Bill will meet with each sophomore class in a small group setting to discuss the most current issues students deal with everyday as well as strategies and approaches to encourage students to make responsible decisions. Additional recovering adults will accompany Bill to speak about their ordeals with addiction and their successes in overcoming them. Bill will also be a presenter to seniors during their senior seminar workshops.

Bill's presentation addresses major components of the Wellness education curriculum:

K-12 Wellness Transfer goal for students to independently use their learning to take personal responsibility for making healthy choices which are physically, socially, emotionally and intellectually balanced.

K-12 Wellness Transfer goal for students to independently use their learning to exhibits the ability to lead as a respectful and responsible role model while contributing to one's local, national and global communities.

We are hoping the Foundation for Alcohol Education can help us with the monetary cost of this event. The total is $1,000.00 which will cover Bill and additional speakers coming into classes in May 2018 to provide all Grade 10 and 12 students with learning opportunities beyond the walls of the building in a small group setting which will enable them to apply their decision makings skills to real-life situations.

Please contact me if you have any questions?

Thank you for your consideration and time.

Prudy Pilkanis

6-12 Wellness Curriculum Coordinator

Signature of Approval:

Eric Tracy:

Michael Harvey:

Subject: Re: Grant #2
Date: Friday, April 13, 2018 at 10:46:03 AM Eastern Daylight Time
From: Stephen Walsh
To: Pilkanis, Prudence

Prudy,

This is to confirm that the Foundation for Alcohol Education will fund $1,000 for Bill Phillips to do two alcohol education programs at the HWHS in May 2018. The first is an all day program for Grade 10 students on May 14 and the second a half day program for seniors on May 17.

Stephen Walsh
Foundation for Alcohol Education, Inc.

In a message dated 4/13/2018 9:19:38 AM Eastern Standard Time, P.Pilkanis@hwschools.net writes:

> Hi Stephen,
> As you can see in the email below Bill Phillips will be charging $1,000.00 for working with our students in May. If you can send me an email stating the Foundation will be funding this Grade 10 and Senior Seminar Grant that will help me move the process forward.
> Happy weekend.
> Prudy
> *Prudence Pilkanis, M.Ed*
> *6-12 Wellness Curriculum Coordinator*
> *03', 13' National Board Certified Teacher*
> *Hamilton-Wenham Regional School District*
> *978-468-0400 ext. 4056*
>
> ---
>
> **From:** William Phillips <info@nbwprograms.org>
> **Date:** Thursday, April 12, 2018 at 11:16 AM
> **To:** "Pilkanis, Prudence" <p.pilkanis@hwschools.net>
> **Subject:** Re: Additional dates for May 14 and May 17 Grant 2 - what I need
>
> Program #2 will be same
>
> On Thu, Apr 12, 2018 at 7:33 AM, Pilkanis, Prudence <P.Pilkanis@hwschools.net> wrote:
> > Hi Bill,
> > I am glad those dates work.
> > I need a few things from you.
> > 1. An invoice for grant #1 – for $1,000.00. I need this invoice before I can submit documentation for it to be ok to pay you for coming in and working with the students.
> > 2. How much will you be charging for grant #2 to come back on May 14 for the full day and May 17 for a
>
> > 1/2 day?
> > I need this information so I can get "formal" approval from the Foundation for Alcohol Education and then I need to submit all of this information to the superintendent for approval and then the school committee.
> > If you can send me all this information as soon as possible that will be very helpful on my end.
> > Thanks
> > Prudy