

The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, May 23, 2018 7:00 PM

Present:

Peter Wolczik
David Polito, Chair
Michelle Bailey
Stacey Metternick

Also Present:

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

1. Call to Order

7:00pm

David Polito calls the meeting to order at 7:06 pm.

2. Pledge of Allegiance

All in attendance rise for the Pledge of Allegiance.

3. Citizens' Comments

None.

4. Chair's Report

- The Winthrop School held their annual Casino Night at the Community House on May 2. This event was a great opportunity for the community to come together and the Friends of Winthrop were able to meet their fundraising goals.
- The Friends of Buker held their Bi-Annual auction on Saturday May 19th at the Community House. Great event and wonderful turnout. Early reports indicate fundraising goals were met. Thank you to all the Friends of the Hamilton Wenham Schools for their continued hard work and dedication to ensuring our schools offer a first-class academic environment.
- Town of Hamilton is seeking a Town Manager. The Town of Hamilton Board of Selectmen contacted David Polito with regards to a representative from the School Committee to aid in this search. Michelle Bailey expresses interest, and David Polito agrees to coordinate contact.
- Tonight is the last meeting for Student Government Representative James Goudie. Thank you, James, for your service throughout the year.

5. Superintendent's Report

- Dr. Michael Harvey introduces social studies teacher, Kristen Borges. Ms. Borges will introduce the students moving forward in the National History Day Competition this year.

Kristen Borges: Since September, students have been researching a topic of their choice surrounding this year's topic of *Conflict and Compromise in History*. Students joining us this

evening have advanced through the district and state levels and will be attending the National History Day competition June 10-14th at the University of Maryland. A few students had other obligations this evening, but those in attendance will share their research projects, which span documentaries, websites, and exhibits.

Group Exhibit

Christina Koenig, Keegan O'Shea, and Olivia Patt: *Problematic Pandemic: The Conflicting Nature of the 1918 Spanish Flu and the Resulting Compromise.* Group shares general highlights of human and virus conflicts, as well as their excitement to compete.

Group Documentary

Nicholas Glovsky, William Hogan, Jack McMahon, Henry Smith, and Samuel Webber (not present due to prior commitment): *The Treaty of Portsmouth: The Compromise that put America on the World Stage.* Group shares general highlights of their research surrounding the treaty concluding the 1904/1905 war propelling the U.S. foreign power. Thank you!

Group Website

Lily Ting, Sean Li, and Tucker Apgar (not present due to prior commitment): *"By Winter we will know everything.": The Prague Spring and Conflict over Control:* Group shares the highlights of their research project in which they created a historical website on the 1968 Prague Spring, a liberal reform movement. Excited to participate.

Individual Website

Nora Sullivan-Horner: *Destruction and Diplomacy: The Struggle to Modernize Japan:* Shares summary of her research project which explored the major restoration, a critical event in Japanese history. Excited to participate in Nationals!

Individual Documentary

Luke McMahon (not present): *The Good Friday Agreement: A Compromise to End Centuries of Conflict.*

Group Exhibit

Michelle Morency and Lily Wainwright (not present): *Massacre of the Innocent: The Use of Spectral Evidence During the Salem Witch Trials.*

Congratulations to these dedicated students and thank you to the district for supporting this crucial program throughout the years, and for having us here tonight.

Michelle Bailey inquires about the documentaries. Kristen Borges provides the details of the documentary projects and their availability to the public. Documentaries and the websites will be made available to the public for viewing, and photographs of the exhibits will also be shared.

Thank you!

- **Buker School Principal Search:** Brian O'Donoghue, Principal of Buker Elementary School, has submitted his letter of resignation; his last day will be June 30, 2018. Dr. Harvey extends his gratitude to Brian O'Donoghue for his service to the students of Hamilton/Wenham and wishes him the best in future endeavors. Dr. Harvey has provided a timeline to the Committee for selecting a new Principal of the Bessie Buker Elementary School. The position was posted on Schoolspring.com on Friday, May 18th, with 30 applicants so far. Posting closes on Friday, June 1st. Director of Curriculum, Assessment, and Instruction Peggy McElhinney will Chair the Screening Committee, which will be made up of representatives from HWRSD Administration, Buker School Faculty, and parent representatives. We expect to hold initial interviews during the week of June 11th, host finalist visits during the week of June 18th, and announce the appointment of a new principal by June 29th. The chosen candidate would have an anticipated start date of August 1, 2018.
 - Michelle Bailey asks why a School Committee member isn't included in the search. Dr. Harvey explains that historically School Committee members have not been included in principal searches, but School Committee members are welcome to attend the finalist visits and public sessions. Dr. Harvey will provide the dates to School Committee.
- Memorial Day assemblies are held at each of the schools on Friday, May 25th. Students at each school will hear an address from an American Legion Post about the meaning of the holiday as well as the names of Hamilton/Wenham service members of who have given their lives. Special thanks to the Augustus Gardner Post 194 of the American Legion and Commander Greg McKenna for organizing these events.
- High School classes ended last week for class of 2018. At the end of last week, students took part in "Senior Seminar," a series of short classes in practical, real-world skills that we may not teach as part of our regular curriculum. Students took classes on online safety, self-defense, car maintenance, stress-management, financial literacy and advice from alumni. Seniors are currently wrapping up their exams, and the Senior Prom will be held this Thursday night at Tupper Manor. Next week will be Senior Week to include: Scholarship Night on Tuesday, May 29th at 7:00 PM at HWRHS; Senior Farewell on Wednesday, May 30th at 5:30 PM at HWRHS; Candlelight on Thursday, May 31st at 8:00 PM at HWRHS. Senior Week will culminate with the Commencement Exercises for the Class of 2018 at Hamilton-Wenham Regional High School at 10:00 AM on Saturday, June 2nd.
- Dr. Michael Harvey states that the requests for summaries of this year's field trips have been included in the School Committee packet.
- Dr. Michael Harvey recognizes and thanks James Goudie for his professionalism, articulate voice, and service to the Committee.

6. Consent Agenda

- A. Warrants
 - May 9, 2018 Exhibit A
- B. Field Trip - National History Day Competition Exhibit B

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA AS POSTED WITH WARRANTS FROM

05/09/2018, AND THE FIELD TRIP TO THE NATIONAL HISTORY DAY COMPETITION.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey. Unanimously approved by 4 members present.

7. New Business

A. Student Services Program Report

Stacy Bucyk, Director of Student Services, presents the overview of a more detailed report previously provided to School Committee: the Special Education Annual Report (Exhibit C, [page 44 of School Committee Packet](#)).

Stacy Bucyk provides overview through a slideshow presentation ([pages 53-57 of School Committee Packet](#)).

- Overview of mission and overall goals of Special Education program;
- Overview of enrollment; referrals (eligibility determination process); disability categories; Special Education services; Specialized Programs; Out-of District placements and predictions; extended year services; contracted services; monitoring and compliance;
- North Shore Education Consortium (NEC): Dr. Michael Harvey serves on the Board of Directors. and we are currently partnering with NEC to add intensive Life Skills next year. We are looking in to partner with NEC specifically with developing life skills for students on IEPs;
- Overview of Special Education Parent Advisory Council (SEPAC); program's commitment statements in the areas of students, staff, families & community, as well as fiscal responsibility. Overview of Response to Intervention (RTI) 3 tiered systems, and accomplishments throughout the year.
- Stacey Metternick inquires as to the number of Special Education Students (17% in Hamilton/Wenham) compared to similarly sized school districts in the state. Stacy Bucyk states that we are close to the state average and would like to see that number drop with the strengthening of Tier 1 and Tier 2.
 - Landmark Schools continue to provide professional development to our teachers and help with program development.
- Special thanks to special education and general education teachers, related therapies staff, teaching assistants, district and building administrators. Also thank you to the office support staff, special education coordinators, and SEPAC co-chairs.

Peter Wolczik: Asks about legal contracted services, specifically the percentage of district decisions that are appealed, and the percentage requiring legal intervention.

Discussion regarding the cost analysis before proceeding to court, the process before a hearing, and settlement . Stacy Bucyk clarifies that legal counsel is involved for a variety of steps in this process (e.g. attending team meetings). Dr. Michael Harvey adds that the district depends on legal counsel on a day-to-day basis consistently.

Further discussion regarding use of legal counsel.

Michelle Bailey points to the jump in Special Education enrollment, asking Stacy Bucyk her thoughts on why this is.

Stacy Bucyk: points to the variety of components in the increase in Special Education, and speaks to the importance of strengthening the 3 tiers, and further analyze data and programs to best support students.

Michelle Bailey: clarifies that her question centers around Out-Of District placement.

Stacy Bucyk states that considering a broader range of research and data collection to get better data collected, a wider range of considerations, and analyzing in more detail to determine the best programs to support students. Some of the challenges this year were the majority of Out-Of-District placements were due to social/emotional needs that Hamilton-Wenham did not have appropriate programs to support their needs. Believes embedding counseling services has been a large step in keeping students in district. Details other challenges and strides towards keeping students in district with more comprehensive programming to meet diverse and complex needs. Stacy Bucyk reiterates the need for continuous analysis of data and consideration of individualized needs, shifting programs as needed.

Discussion regarding Out-of-District projection, definition of “ELE” (English Language Education); and offering support to gifted/advanced students.

Michelle Bailey asks about district’s ability to provide professional development to paraprofessionals, and the standards/qualifications for hiring this group. Stacy Bucyk talks about the hiring methodology and states there is work to be done in regards to the professional development offered to the paraprofessionals. Also looking to build time into schedule for general education teachers and paraprofessionals to collaborate to meet needs.

B. FY18 Financial Forecast

Jeff Sands: This is the 4th Forecast of the year, and he will develop a 5th and final for June 20th meeting. Financial Forecast begins on [page 58 of the School Committee Packet](#). Data relied upon includes budget information from the end of May. Jeff Sands provides overview of the FY 18 operating expense forecast, showing .003% favorable to budget. Details DESE Budget categories:

- Administration: \$25,000 favorable (salary savings);
- Capital, Operations, Maintenance: \$30,000 unfavorable (increase custodial overtime and custodial shift coverage);
- Guidance, Counseling, Testing: on budget;
- Inst. Materials: on budget;
- Instructional Leadership: \$40,000 favorable (administrator salary savings);
- Insurance, Retirement, Other: \$45,000 favorable (increases in health care and participation rates offset by savings in Essex Retirement Charge, savings in 403b budget, savings in unemployment costs, savings in original budgeted OPEB line item)
 - Michelle Bailey asks whether the \$40,000 budget for OPEB being transferred to a trust. Jeff Sands details the amounts contributing to the net \$45,000 favorable in the Insurance, Retirement, Other category;
- Other Teaching Services: \$60,000 favorable (forecasted savings to budget including ELL Tutor costs, Library TA at High School/Middle School, and realized savings from Special Education summer program last summer);

- Prof. Dev.: \$25,000 favorable (driven from course reimbursement savings for teachers and TAS where District is required to budget \$30,000/year of which not all is spent);
- Pupil Services \$38,000 unfavorable (increases in Special Education transportation offset by savings in food services and athletics department)
- Teachers: \$40,000 (addition of 7th grade and kindergarten teachers, partially offset by salary advancement savings for those who did not complete their coursework)
- Tuitions: \$78,000 unfavorable (budgeted 37 tuitions for Out-Of-District, currently 48, covered through circuit breaker revolving account, and balance of \$78,000 will be driven by combination of school choice out charges and charter school out charges from DOE).
 - Stacey Metternick asks if the \$78,000 is something new or if this has been discussed prior. Jeff Sands explains School Choice and Charter School charges (\$5,000 per student and related Special Education costs).
 - Stacey Metternick inquires as to the status of the variance of School Choice Out and students who lived on the edge of town. Jeff Sands was able to get a \$20,000 credit last year as well as a \$20,000 credit this year (already reflected in these numbers) from the 4 students identified who did not fall into Hamilton/Wenham school district.
 - Michelle Bailey asks about the Circuit Breaker revolving account. Jeff Sands details this account and the ability to accumulate funds. There is a \$600,000 balance in this account, of which Jeff Sands is forecasting a need for \$350,000 to cover budget. Jeff Sands states this money can only be used to cover special education costs, at the approval of the School Committee. Jeff Sands reiterates the need for use of these funds.

Michelle Bailey asks about \$9,000 left over from the budget. Jeff Sands explains that the forecast relies on many assumptions, referred to in finance as the closing process. Closing process begins in early May, and audit begins earlier than most other districts (began last week). Jeff Sands details the closing process procedure and detailed process to ensure clean audit.

Peter Wolczik: Asks about custodial shift coverage in the amount of \$30,000 unfavorable to budget. Jeff Sands explains this variance of this including custodial overtime (hard winter, etc.) and custodial shift coverages encompassing substitutes for vacation time, sick time, and leave of absence time.

C. Sub Committee Charges

Negotiation Subcommittee: Have not had a chance to meet to develop a charge.

Policy Subcommittee: Charge will remain identical to current listing, with addition of legislative charge at a later date.

The Policy Committee will review, update, and/or add any policies as deemed necessary.

Decision for chair and secretary has been postponed due to $\frac{2}{3}$ of members in attendance.

Capital Planning and Finance Subcommittee: Removing “Regional Agreement” replacing with “Capital Planning, Finance and Turf Field Working Group”

Capital Planning: Review and execute a process to meet the District’s long-term capital needs and make recommendations to the School Committee.

Finance: Review and improve the budget process to meet the strategic objectives of the School Committee in a transparent and collaborative manner. The group will make recommendations to the School Committee.

Turf Field: Will be an advisory group to the SC and any decisions made by the working group & all recommendations will come to the full School Committee for approval.

Stacey Metternick, Chair; Peter Wolczik, Secretary.

Discussion regarding pros and cons of including/excluding the regional agreement of the subcommittee group. Stacey Metternick explained that the Working Group decided the Regional Agreement would be put on hold this year because stakeholders could not gain consensus on changes to the RA.

David Polito will ask if the Negotiations Subcommittee Group would be willing to take on the Regional Agreement in their responsibilities.

I MOVE THAT THE HAMILTON WENHAM Regional SCHOOL COMMITTEE VOTE IN THE CHARGES FOR THE POLICY WORKING GROUP AND THE CAPITAL PLANNING, FINANCE, AND TURF FIELD WORKING GROUP.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey. Unanimously approved by 4 members present.

D. Nominations of Ed Fund for MASC Award

Kerry Gertz agreed to draft application and is not in attendance this evening for committee to review and approve. Discussion regarding options moving forward, with members agreeing to authorize David Polito to sign and submit the nomination. A copy of the application to be presented and signed will go in Dropbox for review, but the SC won't be able to make changes.

I MOVE THAT WE AUTHORIZE DAVID POLITO TO REVIEW ANY DOCUMENT PREPARED AND TO SIGN AND SUBMIT THE MASC APPLICATION BY JUNE 1 2018.

MOTION by Michelle Bailey; SECONDED by Stacey Metternick. Unanimously approved by 4 members present.

E. Donations

- Friends of MRMS/RHS \$1,050
- Sponsors of HW DECA \$5,540
- New England Biolabs \$2,000
- Friends of Cutler \$153

I MOVE TO ACCEPT THE DONATION FROM THE FRIENDS OF MRMS/HWRHS IN THE AMOUNT OF \$1,050, THE DONATION FROM THE SPONSORS OF HW DECA IN THE AMOUNT OF \$5,540 (INDIVIDUAL CONTRIBUTORS LISTED IN ATTACHMENT), THE DONATION FROM NEW ENGLAND BIOLABS IN THE AMOUNT OF \$2,000 FOR THE 12 ROBOTS FOR THE CODING AND ROBOTICS

PROGRAM, AND THE DONATION FROM THE FRIENDS OF CUTLER IN THE AMOUNT OF \$153.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey. Unanimously approved by 4 members present.

David Polito: Thank you to all the contributors for DECA, this is an impressive list and the support from the community is appreciated!

F. Policy Review (Second Readings)

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| a. G7004 Equal Opportunity Employer | Exhibit F |
| b. G7022 Family and Medical Leave Act | Exhibit G |
| c. A1015 Nondiscrimination | Exhibit H |
| d. C3013 Rules Pertaining to Staff and Student Conduct | Exhibit I |
| e. B2011 Memorials for Deceased Students or Staff | Exhibit J |
| f. C3015 School District Annual Report | Exhibit K |

Michelle points out that E is a first reading, not a second reading. *Policy B2011 Memorials for Deceased Students or Staff*, Exhibit J, will be addressed at next meeting.

I MOVE THAT THE HAMILTON WENHAM Regional SCHOOL COMMITTEE APPROVE POLICY G7004, EQUAL OPPORTUNITY EMPLOYER POLICY, AS STATED IN EXHIBIT F.

MOTION by Stacey Metternick, SECONDED by Michelle Bailey. Unanimously approved by 4 members present.

I MOVE THAT THE HAMILTON WENHAM Regional SCHOOL COMMITTEE APPROVE POLICY G7022, FAMILY AND MEDICAL LEAVE ACT POLICY, AS STATED IN EXHIBIT G.

MOTION by Stacey Metternick, SECONDED by Michelle Bailey. Unanimously approved by 4 members present.

I MOVE THAT THE HAMILTON WENHAM Regional SCHOOL COMMITTEE APPROVE POLICY A1015, NONDISCRIMINATION POLICY, AS STATED IN EXHIBIT H.

MOTION by Stacey Metternick, SECONDED by Michelle Bailey. Unanimously approved by 4 members present.

I MOVE THAT THE HAMILTON WENHAM Regional SCHOOL COMMITTEE APPROVE POLICY C3013, RULES PERTAINING TO STAFF AND STUDENT CONDUCT POLICY, AS STATED IN EXHIBIT I.

MOTION by Stacey Metternick

Discussion regarding district policy and process surrounding review and approval of handbook. Dr. Harvey reads advice from counsel: "There used to be a requirement that the School Committee approve the student handbook, however that requirement does not appear to be included in the statute. Chapter 71 Section 37 requires that the School Committee

establish educational goals and policies, however section 37H refers specifically to the student handbook and does not require School Committee approval. The bullying statute Chapter 71 Section 37o mandates that the School District develop a bullying plan, the bullying plan must be included in the student handbook. Therefore if the committee is currently involved in the approval of the bullying plan (which is a policy) they should continue to do so in the absence of a policy change. However, in my judgement, under state law, the superintendent can review the student handbook.” This is an email from Attorney Stonberg

Michelle points out MASC legal letter from Steve Finnegan, esq. Michelle sites the wording is cited by this case, from 2000.

Jeff Sands clarifies that the superintendent would review the handbook after the School Committee approves the handbook. Discussion regarding responsibilities and the current policies determining who approves and reviews. This will be tabled and the Policy Subcommittee will review and rework the policies surrounding this issue, and the School Committee will revisit.

I MOVE THAT THE HAMILTON WENHAM Regional SCHOOL COMMITTEE APPROVE POLICY C3015, SCHOOL DISTRICT ANNUAL REPORT POLICY, AS STATED IN EXHIBIT K.

MOTION by Stacey Metternick, SECONDED by Michelle Bailey. Unanimously approved by 4 members present.

Michelle Bailey asks Dr. Harvey to call DESE for further guidance regarding C3013.

G. Letter of support for Senator Tarr’s amendments #161, 162, 163, 237

Amendments 161, 162, and 163 were already voted on and denied. David Polito suggest that all members review the votes, as this problem is not unique to Hamilton Wenham Regional School District, and it affects a great deal of districts and students across the Commonwealth.

No action on 237 as of yet.

I MOVE THAT THE HAMILTON WENHAM Regional SCHOOL COMMITTEE ALLOW DAVID POLITO, CHAIR, TO SPEAK TO SENATOR TARR ON BEHALF OF THE HAMILTON WENHAM Regional SCHOOL COMMITTEE.

MOTION by Stacey Metternick, SECONDED by Michelle Bailey. Unanimously approved by 4 members present.

8. Other

- Topics for Next Meeting
 - Michelle Bailey asks to include a topic re: MASC implementation of recommendation to Foundation Budget Review. Invitation to Brad and Bruce to speak to this topic.
 - Review two major reports;
 - Major contract to approve;
 - Calendar for next year;
 - Retiree recognition.

Next meeting, 06/06/2018 start time of 6:30 pm, with warrants scheduled for 6:00 pm.

Discussion regarding MASC recommendations and whether visit from representatives would be helpful. Michelle Bailey will call Brad Hill and Bruce and ask for either to come to speak to committee on June 6th or June 20th, preferably June 20th.

Stacey Metternick inquires as to whether the 6/27/18 workshop is still scheduled, and whether there has been any progress on the location of this workshop. David Polito has no update as no progress has been made.

Discussion regarding teacher turnover rate and would like to see some kind of report in fall 2018.

9. **Vote to Adjourn**

9:30pm

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
ADJOURN AT 9:06 PM.**

**MOTION by Stacey Metternick, SECONDED by Michelle Bailey.
Unanimously approved by 4 members present.**