HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

RETIREE RECEPTION

Buker Elementary School | Wednesday, June 6, 2018 | 6:30 PM

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room | Wednesday, June 6, 2018 | 7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
   a. Warrants
      - May 23, 2018 Exhibit A

   b. Minutes
      - April 25, 2018 Exhibit B
      - May 9, 2018 Exhibit C
      - May 23, 2018 Exhibit D

7. **New Business**
   a. Recognition of Retirees Exhibit E
   b. Update from Rep. Brad Hill Exhibit J
   c. Food Service Presentation Exhibit F
   d. BAS Upgrade Project at HS/MS Complex – General Contract Recommendation Exhibit G
   e. Set SC Calendar for 2018-2019 Exhibit H
   f. Policy Review B2011 Memorials for Deceased Students and Staff Exhibit I

8. **Other**
   a. Topics for next meeting
9. **Vote to Adjourn** 9:30

David Polito, Chairperson HWRSC

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.

May 23, 2018
6:45 pm

Administration Building
5 School Street
Wenham, MA 01984

Attendance:
Michelle Bailey, Stacey Metternick, Peter Wolczik

Also in attendance: Leslie Davidson

The following warrants were presented and approved.

Voucher 1096	$319,428.93
Voucher 51	$11,734.52
Voucher 1095	$81,175.13
Voucher 2518	$18,459.27
Voucher 1094	$717,577.65
Voucher 2519	$510,641.81
Voucher 2520	$81,924.02

There were questions about two checks over $100,000 needing two signatures. Leslie will check with Vinny in the morning.

Minutes approved by unanimous consent.

Adjourned 7:00 pm

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2518 **Voucher Date:** 05/25/2018 Prepared By:

Printed: 05/23/2018 02:50:49 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $18,459.27 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~~ Vincent Leone — ~~Assistant Superintendent for Admin. and Finance~~ Director of Accounting & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	$18,459.27
		$18,459.27

Created By: capozzid **Posted By:** v.leone **Date:** 05/23/2018 12:00:39 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2519 **Voucher Date:** 05/25/2018 Prepared By:

Printed: 05/23/2018 03:00:44 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $510,641.81 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~~ Vincent Leone — ~~Assistant Superintendent for Admin. and Finance~~ Director of Accounting & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$503,262.65
202	REVOLVING FUNDS	$207.95
205	ATHLETIC/EXTRA CURR REVOLVING	$69.84
302	94-142 IDEA 240	$4,119.55
303	TITLE IIA	$2,500.00
502	PRIVATE GRANTS & GIFTS	$481.82
		$510,641.81

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2520 **Voucher Date:** 05/25/2018 Prepared By:

Printed: 05/23/2018 03:08:48 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $81,924.02 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 Gands~~ VincentLeone — ~~Assistant Superintendent for Admin. and Finance~~ Director of Accounting & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$64,216.23
202	REVOLVING FUNDS	$1,035.00
205	ATHLETIC/EXTRA CURR REVOLVING	$15,484.29
302	94-142 IDEA 240	$137.50
402	STATE GRANTS FY EVEN YEARS	$1,051.00
		$81,924.02

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1094 **Voucher Date:** 05/25/2018 Prepared By:

Printed: 05/23/2018 03:43:47 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $717,577.65 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 Gands~~ Vincent Leone — ~~Assistant Superintendent for Admin. and Finance~~ Director of Accounting & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$717,577.65
		$717,577.65

Created By: l.davidson **Posted By:** v.leone **Date:** 05/23/2018 15:38:09 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1095 **Voucher Date:** 05/25/2018 Prepared By:

Printed: 05/23/2018 03:57:46 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $81,175.13 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~~ Vincent Leone — ~~Assistant Superintendent for Admin. and Finance~~ Director of Accounting & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$81,175.13
		$81,175.13

Created By: l.davidson **Posted By:** v.leone **Date:** 05/23/2018 15:53:03 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1096 **Voucher Date:** 05/25/2018 Prepared By:

Printed: 05/23/2018 04:04:58 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $319,428.93 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~~

Vincent Leone Director of Accounting & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$319,428.93
		$319,428.93

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 51 **Voucher Date:** 05/25/2018 Prepared By:

Printed: 05/23/2018 04:11:35 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $11,734.52 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~~ Vincent Leone ~~Assistant Superintendent for Admin. and Finance~~ Director of Accounting & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$9,999.16
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$1,002.65
301	TITLE I	$508.30
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$224.41
701	CAFETERIA FUNDS	$0.00
		$11,734.52

EXHIBIT B

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 Metternick	701	Stacey L. Metternick	311
Peter Alan Wolczik, Jr.	702	Peter Alan Wolczik, Jr.	287
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 Hamilton Wenham Regional 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 Hamilton Wenham Regional School Committee

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DAVID POLITO VOTED IN BY MAJORITY VOTE AS CHAIR FOR THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE.

Michelle Bailey and Gene Lee are nominated and accept nominations for Vice-Chair of the Hamilton Wenham Regional School 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 Hamilton Wenham Regional School Committee.

GENE LEE VOTED IN BY MAJORITY AS VICE CHAIR FOR THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE..

STACEY METTERNICK WAS NOMINATED, ACCEPTED THE NOMINATION, AND ELECTED UNANIMOUSLY AS SECRETARY FOR THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE.

PETER WOLCZIK WAS NOMINATED, ACCEPTED THE NOMINATION, AND ELECTED UNANIMOUSLY AS ASSISTANT SECRETARY FOR THE HAMILTON WENHAM REGIONAL SCHOOL 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 HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE 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 COMMITTEE 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 MASC. 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.

Deleted: M-A-S-E

I MOVE THAT WE FORM THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE POLICY SUBCOMMITTEE to include: MICHELLE BAILEY, KERRY GERTZ, AND GENE LEE.

Deleted: WITH

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 COMMITTEE to 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 MASC.

Deleted: SE

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) Topics for next meeting (05/09/2018)
   - Curriculum assessment and instruction program reports (Peggy McIlvane to present)

- Vote to set the last day of school
- Nomination of Ed Fund for MASC award
- Signing protocols document
- Policy review
- Liaison assignments (SEPAC, 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)

Deleted: E

Deleted: C

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

EXHIBIT C

The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, May 9, 2018 7:00 PM

Present:
Jeanise Bertrand
Michelle Bailey
Kerry Gertz
David Polito, Chair
Gene Lee
Peter Wolczik
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 7:02 pm.

2. **Pledge of Allegiance**

3. **Citizens' Comments**

None.

4. **Chair's Report**

No new information to share this evening, however, David is looking forward to the year ahead.

5. **Superintendent's Report**

- Dr. Harvey offers appreciation to all HWRSD teachers during Teachers' Appreciation Week (May 7th -11th). Thank you to all who teach, encourage, and inspire our students.
- Congratulations to the Middle School Drama Club in the wonderful success at on April 28, 2018. Dr. Harvey acknowledges the Hamilton Wenham students for their awards in production, costume design, stage management, and performance. Congratulations to all!
- High School Art Reception is Thursday May 10th at 6:00pm. Immediately following the reception is the spring concert at 7:00 pm.
- Miles River MS performance May 15th at 7:00 pm.
- Winthrop Buker and Cutler performances May 21st at 6:30pm at Buker School gymnasium.

6. **Consent Agenda**

Warrants

- April 25, 2018 Exhibit A

Minutes

- March 28, 2018 Exhibit B
- April 11, 2018 Exhibit C

- April 25, 2018 — Exhibit D

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

Stacey Metternick asks to pull the 4/28/2018 minutes.
Michelle Bailey asks to pull policies C3015, C3017, C3018, and F6022.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING WARRANTS FROM 4/25/18, MINUTES FROM 03/28/18 AND 4/11/18, AND POLICIES EXCLUDING C3015, C3017, C3018, and F6022.

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

Discussion: 04/28/2018 Minutes: Stacey Metternick asks:

(1) Corrected spelling of her name on page 2;
(2) Votes read "Hamilton Wenham Regional School Committee" rather than "HWRSD Committee";
(3) "MASE" should read "MASC" (page 5, 2 occurrences);
(4) Immediately following the discussion about the communication subcommittee being dissolved, include Stacey Metternick's request to highlight communication on the Hamilton/Wenham District website;
(5) Include Stacey Metternick's request that the School Committee's retreat occur in June.

Peter Wolczik asks:

(1) Wenham election results accurately reflect a vote of "287" not "28" as listed as votes for Peter Wolczik for School Committee (page 2).

Discussion regarding submission of minutes and procedure including secretary's review and opportunity to edit. Discussion regarding typographical errors versus substantial changes to content. Jeanise Bertrand points out that substantial changes should involve the committee's approval. Secretary will red line the changes made to the minutes sent by minute-taker, and committee will then vote.

Discussion: policies. Michelle Bailey:
C3015. Discussion regarding policy language "upon committee approval". Stacey Metternick requests verification about Mass General Law. This policy will be tabled and policy committee will address this and committee will discuss this further.

3017- Michelle Bailey requests a copy of the Crisis Response Manual referenced in this policy.

3018 -Michelle Bailey says "CMR 605" is sited, however this should be "C603".

F6022- Dr. Harvey clarifies that this policy was moved and renumbered but remains the same.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE POLICIES C3017, C3018 (as amended with corect CMR), AND F6022.

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

7. New Business
Swap A and B due to audience interest.

(B) Pingree Tennis Court
Exhibit G

Introduction - playing courts are unusable and unstable. Board of Selectmen is waiting to hear back from the School Committee about community needs and the intersection with Gale studies.

Jeff Sands states that athletic director Craig Genualdo is in transit to meeting to discuss this topic. Table this discussion until arrival.

(C) Vote to set last day of school

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SET THE LAST DAY OF SCHOOL AS JUNE 26TH WITH EARLY RELEASE AT 10:30 AM FOR SECONDARY AND 11:15AM FOR ELEMENTARY.

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

(D) Discussion of Nomination of Ed Fund for MASC Award Exhibit H
Michelle Bailey says it is important to recognize Ed Fund for their generous consistent contributions to our schools. Kerry Gertz volunteers to fill out application, School Committee will review at next meeting, and will motion at that point to submit the application (June 1 2018 deadline).

(E) Sign SC Protocol Document Exhibit I

No changes were made besides spelling of names.

(F) School Committee Liaison Assignments

Kerry Gertz will be liaison to Winthrop Elementary.
Stacey Metternick will be liaison for Middle School and High School.
Gene Lee will be liaison for Cutler Elementary.
Michelle Bailey will research SEPAC and will be liaison if still functioning.
Peter Wolczik will be liaison for Buker Elementary.
Discussion regarding Wellness Committee and confusion surrounding the existence and purpose of this.

Deleted: C

(B) Pingree Tennis Court

Exhibit G

Craig Genualdo, Athletic Director arrives to the meeting. Craig Genualdo and Joe Maher speak to the committee about the issue of not having tennis courts for players. The many struggles of the athletes and potential future struggles without courts are outlined. Tennis program cannot continue to function depending on the generosity of surrounding communities (Myopia, Patton, Ipswich Country Club).

Stacey Metternick asks if Hamilton Wenham is the only high school to not have tennis courts, with Craig Genualdo stating that Hamilton Wenham is one of two in the Cape Ann league to not have courts on campus.

Craig Genualdo details the benefits associated with constructing a court on campus. There are potential spaces with the services of engineers needed to best determine where on campus the courts would be placed.

Gene Lee asks for the discussion to center around the community need for a tennis court rather than where it would be located if community need was determined. Gene Lee inquires about the length of the season and the additional community uses of tennis courts. After further discussion about possibilities for engineering, Gene Lee requests that a multipurpose rather than single purpose court be considered.

Discussion regarding need for courts and usage. Coach Maher states that 8 courts would be wonderful, but 6 courts is the minimum to allow the program to run (JV and varsity to play at the same time). Coach Maher argues that if the town is going to spend money on tennis courts, they should be put at the schools.

Discussion regarding timeliness of project, community support, district's current 5-year capital plan, athletic complex plans, court maintenance, responsibility of towns and recreation departments, cost burden of renting temporary courts, etc. Coach Maher states rentals of courts cost roughly $50 an hour per court, equating to $200 a day for boys and $400 for girls.

James Goudie asks if the Wenham Tea House charges for use of the courts. Coach Maher says there is no charge, but their courts are also in a state of instability.

Discussion regarding community need for tennis courts and the response needed to the Board of Selectmen's request: HWRSD has no current plans for constructing courts on campus, however the district is in need of 8 courts.

Elysa Grecco (phonetic spelling), 189 Woodbury St., Hamilton: Urges School Committee to consider courts on school campus. Argues that the sport of tennis is strong, that it would be a

year long asset, and believes that the middle school would benefit as well. Points to a few grants available for this specific need.

Discussion regarding capital subcommittee researching and reporting back to the committee. Further discussion surrounding athletic field project and the exclusion of softball field and tennis courts in that proposal. Discussion regarding the inclusion of tennis courts to the current plan, with Jeff Sand clarifying that this would involve a completely new engineering study (estimated between $30-$40,000) and plan implementation.

David Polito states that Peter Lombardi's question to the school committee has been addressed, and that the Subcommittee and Turf Field groups can discuss further.

Elysa Grecco states that the tennis courts should have stayed on the master plan and asks School Committee to consider the importance of tennis courts on school campus.

Jake Harrison, HW senior, tennis player: Has attended meetings and would like to highlight the urgency surrounding this issue, as sports are a vital activity for students. Asks the committee to take more action instead of merely saying they care. Adds that students are willing to help fundraise for this project.

Todd Jackson, freshmen, first season tennis player: Thinks that tennis courts would motivate many more students to join the sport and come together as a community.

School Committee will respond to Wenham's email and also inquire what Wenham's next steps will be.

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(A) Curriculum, Instruction & Assessment Program Report Exhibit F

Peggy McElhinney, Director of Curriculum Instruction: presents curriculum, instruction, and assessment program report. Reviews curriculum resource adoptions, assessment data to inform instruction, instructional coaching, and MIT "Learning Supported by Making" Study.

Review of STEM scopes program implemented throughout K-8. This year's focus was training teachers and hosting workshops to equip teachers with necessary curriculum. Inquiry teaching is newer and more efficient teaching methodology than contemporary science methodology.

Review of math resources needed. Peggy reiterates information shared with committee in the past and offers gratitude to voters in towns for approving budgets that allow for needed resources. Currently conducting final review after considering presentations and samples from all options. Reviews potential resources and provides status update and steps going forward (will make decision in mid June).

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Reviews Response to Intervention methodology and hopes for expanding methods beyond elementary school.

Review of the MIT "Learning Supported by Making" study. MIT has included HWRSD as a part of the study about how to best align makerspaces in curriculum. HWRSD is honored to be a part of this, and appreciates ongoing support from MIT.

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Thank you Peggy!

(G) SC Review 2017-2018 SC Goals Exhibit J

School Committee reviews the goals written on page 116 of school committee packet. Gene Lee thought it would be helpful to review these goals:

- (1) capital plan
  - Stacey Metternick points out that item "A" is Turf Field.
  - Gene Lee suggests examining connected pieces from the capital plan outline.
  - David Polito suggests looking at this as a whole - both overall goals for the School Committee, as well as goals of smaller subcommittees. Thinks it is important to distinguish goals.
  - Stacey Metternick points out that communication needs to be prioritized.
  - Discussion regarding priorities and goal development.

Michelle Bailey states that developing goals for next year was not in the agenda

David Polito clarifies that the review of goals is simply to discuss what did and did not work in the previous year.

(H) SC Retreat Discussion

Discussion regarding calendar and possibility of adding another School Committee meeting in the beginning of June

Discussion regarding the poll of members' availability to attend meetings in June/July.

Committee Members agree to June 27th at 6:30pm. Retreat purpose is more laid back to determine goals and strategize. Discussion regarding availability of Dorothy Presser to facilitate for the workshop.

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James Goudie leaves meeting.

(I) Policies (First Reading)

Exhibit K

- *B2011 Memorial for Deceased Students or Staff* Exhibit K1

David Polito reviews the changes made to Policy B2011. Clarification of restrictions in giving gifts in someone's name. Dr. Harvey reads policy. Discussion regarding alternatives and the legally binding wishes of donor.
David Polito will move this forward to a second reading. Policy subcommittee will be meeting on Monday May 21st and this will be added to the agenda.

- G7004 Equal Opportunity Employer Exhibit K2

Added the language "pregnancy and pregnancy related condition" as a protected class for nondiscrimination.

- G7022 Family & Medical Leave Act Exhibit K3

MA Law changed and dictated language found here.

- A1015 Nondiscrimination Exhibit K4

Added the language "pregnancy and pregnancy related condition" as a protected class for nondiscrimination.

- C3013 Rules Pertaining to Staff & Student Conduct Exhibit K5

School Committee approved this in error during the consent agenda. Superintendent will review staff and student handbook instead of school committee. Discussion regarding this. with Michelle Bailey adding that Hamilton-Wenham is only school district she knows of where superintendent reviews handbooks. Michelle Bailey also points out that this policy is using MASC language, which also uses school committee instead of superintendent.

Kerry Gertz leaves meeting at 10:02pm.

(J) Donations

- Foundation for Alcohol Education $1,000

Grant for Teens Substance Abuse Education Speaker Bill Phillips

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM FOUNDATION FOR ALCOHOL EDUCATION IN THE AMOUNT OF $1,000.00.

MOTION by Stacey Metternick, SECONDED by Gene Lee.
Unanimously approved by 6 members present.

Stacey Metternick asks that her name is removed from agendas going forward.

Discussion regarding School Committee calendar for next year and possible changes in meeting dates and warrant subcommittee meeting dates.

Michelle Bailey leaves the meeting at 10:06pm.

8. Other

- Topics for Next Meeting
  - Student
  - Vote for MASC application
  - Subcommittee charges
  - School Committee retiree reception

9. Vote to Adjourn 9:30pm

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 10:07 PM.

MOTION by Stacey Metternick, SECONDED by Gene Lee.
Unanimously approved by 5 members present.

EXHIBIT D

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 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.

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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.

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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 ⅔ 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.

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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.

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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.

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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 appkication 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)

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

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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.

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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.

EXHIBIT E

RETIREE's AS OF JUNE 30, 2018

Prudy Pilkanis	36 years	Teacher
Sally Clyse	11 years	Teacher
Beth Blanchard	30 years	Teacher
Helena Mercier	16 years	Teacher
Sally Beote	12 years	Teaching Assistant
Ann-Marie Haskell	14 years	Teacher
Elizabeth Stowell	21 years	Secretary

The Honorable Jeffrey Sánchez
Chair, House Committee on Ways and Means
State House, Room 243
Boston, MA 02133

The Honorable Karen E. Spilka
Chair, Senate Committee on Ways and Means
State House, Room 212
Boston, MA 02133

The Honorable Stephen Kulik
Vice Chair, House Committee on Ways and Means
State House, Room 238
Boston, MA 02133

The Honorable Joan B. Lovely
Vice Chair, Senate Committee on Ways and Means
State House, Room 413-A
Boston, MA 02133

The Honorable Todd M. Smola
State House, Room 124
Boston, MA 02133

The Honorable Viriato M. DeMacedo
State House, Room 313-C
Boston, MA 02133

June 6, 2018

Dear Honorable Conferees:

As you begin the task of conferencing the Senate and House versions of the budget, we respectfully request that you increase the funding for Regional School Transportation to $68,878,679, as adopted by the Senate during budget deliberations. As members of the Regional Schools Caucus, we know firsthand the unique financial issues that plague regional schools. Regional school transportation costs are mandated by law at 100% but have been funded at that level only once. While full reimbursement is the eventual goal, the 80% reimbursement amount included in the Senate budget will go a long way in helping our regional school districts plan for the upcoming school year.

As was detailed in Auditor Suzanne Bump's report last October, state reimbursement remains a top concern for districts across the commonwealth. Costs associated with transportation in a regional school district represent a significant portion of a district's budget because of the geographical footprint associated with bus routes across numerous communities, often with low population densities. The mandate that regional school districts are required to transport all students to and from their homes places a significant financial burden on school districts, made especially difficult with reimbursement rates fluctuating from year to year. Over the years, regional school districts have made every effort to cut transportation costs and operate as efficiently as possible. It is the state's responsibility to fulfill its promise to cities and towns that have regionalized their school districts.

The undersigned respectfully request that the Conference Committee adopt the Senate language for line item 7035-0006. We thank you for your time and dedicated commitment to the difficult task ahead of you. If we can be of any additional assistance please do not hesitate to contact us.

Department of Nutrition Services Report to the School Committee

June 6, 2018

Department Overview – Who We Are

Food Service Personnel
Director of Nutrition Services - Catherine A. Donovan, MEd, SNS

HWRHS - 4 staff (5.86 FTE based on 20 hours/week)
Manager - Eleni Burns

MRMS - 3 staff (4.53 FTE)
Manager – Laura Wallick

Winthrop - 2 staff (2.75 FTE)
Manager - Susan Newth

Cutler - 2 staff (2.62 FTE)
Manager - Donna Stephens

Buker - 2 staff (2.89 FTE)
Manager - Kim Allen

Administrative Assistant - Jeanette Bybee (25 hours/week)













Department Overview – What We Do

The Food Service Department is made up of 5 on site, full preparation kitchens. Serving approximately 550 reimbursable meals/day in addition to adult and ala carte sales.



In addition to daily meal service responsibilities include:

- Administration of the Federal NSLP
  - Free/Reduced application management
  - Procurement of both commercial and commodity products
- Management of Practices/Procedures
  - Unpaid meal charges
  - Sanitation and safety
  - Equipment repair and maintenance
- Personnel Management -
  - Training
  - Hiring
  - Reviews
- Classroom/Cafeteria Collaboration
- Catering of special events

Reimbursable Meals Served (as of April 30)

2017/2018 - 76382 – 33% - Participation Rate
2016/2017 - 75978 - 30.9%

Free and Reduced Lunch Program

Students Participating	170	(2016/2017 148)
Percent participation	9.8%	(2016/2017 8%)

Training/ Professional Standards HHFKA

Why did USDA develop Professional Standards for school nutrition personnel?

USDA developed professional standards for a number of reasons, including:

- Training requirements will help build skills
- To help school nutrition professionals stay current with complex school nutrition programs
- To enhance the image of school nutrition employees
- Food handling training for school nutrition staff is crucial for the health of our students

How many hours of continuing education/training do I need each year?

Continuing education/ training requirements for all districts sizes are the same and to facilitate implementation, the rule phases in the training hour requirements for directors, managers, and staff (we have all met or exceeded)

- Directors - 12 hours
- Managers - 10 hours
- Other Staff - 6 hours

How do we accomplish this?

- SNA webinars
- SNA of MA local chapter meetings
- JSI workshops to go
- Online classes
- In house training - Sanitation/Safety procedures, district specific information, epi-pen/heimlich

Menus/Food

Food Components and Vegetable Subgroups
Using USDA Foods for Massachusetts

USDA Foods include a variety of convenient products that school districts may select to match their needs and meet the current meal pattern for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The foods listed below are commonly used in menu planning. USDA Foods that are currently available in Massachusetts are represented in bold italics with an asterisk.

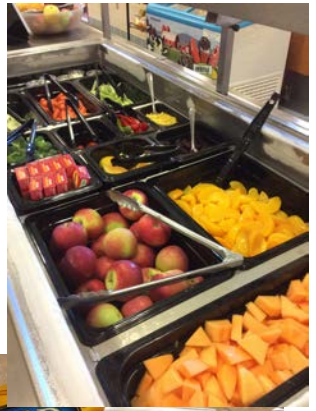
MEAT/ MEAT ALTERNATE	GRAINS	FRUITS
▪ ***Beef (ground, patty, taco filling-lower sodium**** ▪ ***Cheese (reduced fat cheddar, American skim, light or part skim mozzarella**** ▪ ***Chicken (oven roasted, diced, cut up, fajita strips)**** ▪ ***Egg products-liquid eggs, bulk eggs**** ▪ ***Lean meat, pork, poultry and fish products**** ▪ ***Pork (roast leg, pork ham-lower sodium)**** ▪ Tuna(light) ▪ ***Turkey (roast, breast deli-lower sodium, taco filling)****	▪ Breads (slice whole wheat, french, Italian) ▪ Buns (hamburger, hot dog) ▪ Crackers (graham, saltines) ▪ ***Flour (all purpose, whole wheat)**** ▪ Pita bread(whole wheat, whole grain) ▪ Pizza crust (whole wheat, whole grain) ▪ Pretzels ▪ Macaroni (regular, plain elbow) ▪ ***Rice** (enriched white **or brown long grain rice**)**** ▪ Rolled oats ▪ Rolls (whole wheat, whole grain) ▪ Stuffing ▪ Taco shells(whole wheat or whole corn) ▪ ***Tortillas (whole wheat****, whole corn)* ▪ ***Whole grain pancakes**** ▪ ***Whole grain pastas (spaghetti, rotini, macaroni)****	▪ ***Applesauce unsweetened**-(Canned*and Shelf Stable Cups*)* ▪ Canned fruits (***apple slices unsweetened, cranberry sauce sweetened**)** ▪ Canned fruits in extra light sucrose **(mixed fruit, pears, peaches)*** ▪ Dried fruits (***raisins****, cherries, plums, apricots and fig pieces in fruit nut mix, ***Fruit Mix No Nuts**)** ▪ ***Frozen fruit cups (strawberry, peaches)**** ▪ ***Frozen fruits (unsweetened blueberries, whole strawberries, apple slices)* (sweetened strawberry slices)**** ▪ 100 % juice (***orange****, grape, apple)

VEGETABLE SUBGROUPS

DARK GREEN	RED/ORANGE	STARCHY	BEANS AND PEAS (LEGUMES) Canned or cooked from dry	OTHER	
▪ arugula ▪ beet greens ▪ bok choy ▪ ***broccoli**** ▪ broccoli rabe ▪ broccolini ▪ collard greens ▪ dark green leafy lettuce ▪ kale ▪ mesclun ▪ mustard greens ▪ romaine lettuce ▪ ***spinach**** ▪ swiss chard ▪ turnip greens ▪ watercress	▪ acorn squash ▪ butternut squash ▪ ***carrots**** ▪ hubbard squash ▪ pumpkin ▪ red peppers ▪ ***sweet potatoes**** ▪ tomato juice ▪ ***tomatoes (diced, spaghetti sauce, paste, salsa)**** ▪ winter squash	▪ black-eyed peas, fresh (not dry) ▪ cassava ▪ ***corn**** ▪ cowpeas, fresh (not dry) ▪ green banana ▪ green lima beans ▪ ***green peas**** ▪ jicama ▪ plantains ▪ taro ▪ water chestnuts ▪ white potatoes ***(wedge, round, oven fries)**** ▪ yams	▪ ***black beans**** ▪ ***garbanzo beans (chickpeas)**** ▪ ***Great Northern beans**** ▪ ***kidney beans**** ▪ lentils ▪ ***navy beans**** ▪ ***pinto beans**** ▪ soy beans ▪ split peas ▪ white beans	▪ artichokes ▪ asparagus ▪ avocado ▪ bean sprouts ▪ beets ▪ brussels sprouts ▪ cabbage ▪ cauliflower ▪ celery ▪ cucumbers ▪ eggplant ▪ ***green beans****	▪ green peppers ▪ iceberg lettuce ▪ leeks ▪ mushrooms ▪ okra ▪ olives ▪ onions ▪ radishes ▪ turnips ▪ wax beans ▪ zucchini

Adapted from the Connecticut State Department of Education by the Massachusetts Department of Elementary and Secondary Education Office of Nutrition, Health and Safety Programs, August 2013.














The School Nutrition Association



The **SNA of Massachusetts** is a state affiliate of the National School Nutrition Association. We bring information, services and continuing education to over 1000 school food service professionals in Massachusetts.

SNA membership is vital to stay informed about all of the many changes happening in school meals today and provides tools to help improve programs.

I currently serve as the President-elect, in 2018/2019 I will serve as President

My objectives as president include:

- **working with allied organizations (MASBO, MASC, MASS) to reach shared goals**
- **supporting programs that fight childhood hunger when students are not in school**
- **developing future leaders for our programs and our association**



Serving on the board of directors offers me the benefit of attending national conferences; bringing back vital information to HWRSD and provides transferable skills that I take back and use right away

Year in Review – Highlights and Special Accomplishments







USDA

School Nutrition Equipment Assistance for High Needs Districts Grant – USDA - $6,611









Hot Topics in CNP's – Impact on HWRSD





Thank you





Catherine A. Donovan, MEd, SNS

c.donovan@hwschools.net

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Jeffrey D. Sands
Assistant Superintendent for Finance & Administration

5 School Street
Wenham, MA 01984

May 22, 2018

Members of the School Committee:

The purpose of this memo is to recommend to the School Committee that the District enter into an Agreement for the General Contract for the Building Automation System (BAS) Upgrade Project at the High School and Middle School Complex, funded entirely through a Green Communities Grant. However, before I present my specific recommendation I wanted to provide the Committee with some important background information regarding the grant, the project, and the associated procurement process.

On June 28, 2016, the Department of Energy Resources (DOER) Green Communities Division awarded the District, through the Towns of Wenham and Hamilton (our Applicants), a combined grant of $500,000 to replace the BAS at the High School and Middle School Complex. The BAS controls the heating, ventilation and air conditioning of these school buildings and is a critical component of the buildings infrastructure. The current system is inefficient, antiquated, and runs on a computer platform that can no longer be supported. The new system will include state-of the-art technology and a new head-end that will control all major HVAC components of the building. Significant utilities cost savings are anticipated according to the Grant Application and associated studies.

On November 8, 2017, the School Committee accepted my recommendation that the District enter into an Agreement with BLW Engineers, Inc. to provide Designer Services for the BAS Project as outlined in their proposal dated October 25, 2017.

On March 30, 2018, the District (my office), in collaboration with BLW, issued an Invitation for Bid for the General Contract for the BAS Project. Bids were due to the District by 1:00 P.M. on April 26, 2018, at which time all bids were opened and read publically. The District received a total of two (2) bids, with the low bidder being Thomas E. Snowden, Inc. at $410,000 and the second bid submitted by American Energy Management at $451,910. After careful consideration, the District (my office) and BLW determined Thomas E. Snowden, Inc. to be the lowest responsible and eligible bidder. As a result, I am pleased to recommend to the School Committee that the District award the General Contract to Thomas E. Snowden, Inc. for the BAS Project at the High School and Middle School Complex which is funded entirely through the aforementioned Green Communities Grant.

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

Jeffrey D. Sands
Assistant Superintendent for Finance & Administration

5 School Street
Wenham, MA 01984

Motion:

The Hamilton-Wenham Regional School Committee approves Jeff Sands' recommendation to award the General Contract for the BAS Upgrade Project at the High School and Middle School Complex to Thomas E. Snowden, Inc. in the amount of $410,000 as detailed in their proposal dated April 26, 2018. The School Committee Chair, David Polito, shall sign the contract on behalf of the School Committee.

Sincerely,

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

cc:

Michael Harvey, Superintendent of Schools

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

2018-2019 School Committee Meeting Calendar

Buker Multipurpose Room, 7:00 PM unless otherwise noted

This document is tentative and is subject to change. All Official SC Agendas will be posted at least 48 hours prior to the meeting at http://www.hwschools.net/page.cfm?p=2179 and at the District Offices, 5 School St., Wenham.

Date	Agenda Items	Notes
July 3 (Tuesday)	• Warrant Sub-Committee Meeting	Not a SC Meeting
July 18	• Warrant Sub-Committee Meeting	Not a SC Meeting
August 1	• End of FY18 Close	Needed to complete FY18 Audit
August 15	• Warrant Sub-Committee Meeting	Not a SC Meeting
August 29	• Warrant Sub-Committee Meeting	Not a SC Meeting
September 12	• Superintendent's Review	
September 26	• Presentation of District Improvement Goals • Presentation of School Improvement Plans	
October 10	• Professional Teacher Status Recognition @ 6:30 • Select Delegate and Alternate for MASC Conference • Treasurer's Report • Review Student Activities Accounts	
October 24	• Presentation from Powers and Sullivan on FY2018 Audit. • Student Government Presentation • Vote on MASC Resolutions • Set Superintendent's Salary for FY19	
November 7-10	• ***MASC Conference***	

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November 7	• District Assessment Results Presentation • October 1 Enrollment Report • Approve SY 2019-2020, 2020-2021 Calendars	
November 20 (Tuesday)	• Fall 2018 Athletic Team Recognition • Public Hearing Regarding School Choice • SC Vote on School Choice for FY20	School Choice Vote needs to be taken prior to June 1st. **Need to advertise public hearing seven days prior.**
December TBD	• *Joint Meeting with Finance Committees #1*	*Not a SC Meeting*
December 5	• FY19 Financial Forecast • Warrant for SC Elections	
December 19	• Superintendent's Recommended FY20 Budget Presentation	
January 2	• FY20 Budget Review • SC Adopts Tentative FY20 Budget	Tentative Budget must be adopted at least 30 days prior to final budget adoption as per HWRSD Regional Agreement.
Jan 7	• *Advertise Public Budget Hearing #1*	*Not a SC Meeting*
January 11 Tentative	• *SC Candidate Election Papers Available*	*Not a SC Meeting*
January 16	• Budget Public Hearing #1 • Student Government Presentation • FY20 Budget Review	
January 30	• FY20 Budget Review	
February 1	• *Mail Tentative Budget to Towns (See Feb 13 note)*	*Not a SC Meeting*
Feb 4	• *Advertise Budget Public Hearing #2*	*Not a SC Meeting*
Feb TBD	• *Joint Meeting with Finance Committees #2*	*Not a SC Meeting*
February 13	• FY20 Budget Review • FY20 Budget Public Hearing #2 • Adopt FY20 Budget	As per HWRSD Regional Agreement, "Section X": "Not later than fifteen days following the date on which copies of the tentative operating and maintenance budget are mailed to the chairman of the finance and advisory committee and the chairman of the board of selectmen of each member town as aforesaid, the Committee shall hold a public hearing with in the District" "At such hearing, the Committee shall adopt an annual operating and

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		maintenance budget on or before the latest date therefore permitted by law, but in no event later than March 31." As per DESE Regs, SC must adopt a budget at least 45 days prior to earliest ATM (April 6). Feb 20 is latest date. A 2/3 vote is required to adopt the budget.
February 25 Tentative	• *SC Candidate Papers need to be returned by 5:00 PM*	*Not a SC Meeting*
February 27 Tentative	• *SC Candidate Signature Verification Completed*	*Not a SC Meeting*
February 27	• Student Government Presentation • Report on SC and Superintendent's Goal Progress • FY19 Financial Forecast	
March 11 Tentative	• *Last day for SC Candidates to withdraw*	*Not a SC Meeting*
March 13	• TBD	
March TBD	• *Treasurer certifies adopted FY20 Budget*	*Not a SC Meeting*
March 27	• Curriculum, Instruction and Assessment Program Report	
April 6	• *Hamilton and Wenham Town Meeting*	
April 10	• Winter Sports Recognition • FY19 Financial Forecast	
April 11	• *Hamilton and Wenham Town Elections*	*Not a SC Meeting*
April 24	• Meeting to hear results of town elections • SC Reorganization Meeting • Subcommittee Reorganization • School Committee Liaison Assignments	
May 8	• Vote to Set Last Day of School • Sign SC Protocols Document	
May 22	• Student Services Program Report • FY19 Financial Forecast	
June 5	• Retiree Reception @ 6:30	

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	• Recognition of Retirees • SEPAC Annual Report • Food Service Presentation • Treasurer's Report • Approve Tentative SC Calendar for 2019-2020	
June 19	• FY19 EOY Financial Forecast • Report on District, SC and Superintendent Goal Progress • Treasurer and Asst. Treasurer Appointment	

School Committee Events

Monday, August 27, 2018	8:30 AM	Teacher and Staff First Day	HS Auditorium
Wednesday, December 19, 2018	1:00 PM	Holiday Gathering	HS Cafeteria
Thursday, May 30, 2019	8:00 PM	Candlelight	HWRHS
Saturday, June 1, 2019	10:00 AM	Graduation	HWRHS

Annual Town Meeting Dates

Event	Hamilton	Wenham
Fall Town Meeting	TBD	TBD
Fall Election	TBD	TBD
Spring Town Meeting	Saturday, April 6, 2019 (TENT)	Saturday, April 6, 2019 (TENT)
Spring Town Election	Thursday, April 11, 2019 (TENT)	Thursday, April 11, 2019 (TENT)

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EXHIBIT I

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.

Suggested Alternative by Policy WG:

Anyone (parent, relative, student council, organization, club, etc.) desiring to donate a gift to the schools that carries a stipulation that it be a memorial needs to approach the Superintendent of the district. When considering acceptance of the gift, the Superintendent will be bound by the following guidelines:

- No picture will be attached to the memorial.
- Information on the nameplate on the memorial shall be limited to "Donated by _____in Memory of _____and the date."
- The memorial must serve a useful purpose for current students.

If the Superintendent has concerns about the appropriateness of the memorial gift, he/she will consult with the School Committee before making a final decision.

The policy for memorials to recognize the death of a student or staff member must be non-permanent in nature.

Gifts, donations and bequests can be made to the district. Memorials in the form of scholarships, awards, school supplies and equipment, as well as funds designated for a particular school, department, or school activity are deemed appropriate.

No hanging plaques or pictures of a permanent nature within school buildings.

Shrubs, trees and plantings are discouraged on school grounds.

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