



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Amended 1:16 PM 6/18/18

## SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Wednesday, June 20, 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 Exhibit A
    - June 6, 2018
7. New Business
  - a. EOY Financial Forecast Exhibit C
  - b. Treasurer's Report Exhibit D
  - c. Treasurer and Assistant Treasurer Appointment Exhibit E
  - d. Report on District and Superintendent Goal Progress Exhibit F
  - e. Foundation Budget Review Recommendations Exhibit G
  - f. Superintendent's Review Timeline and Process Exhibit H
  - g. Vote on SC Calendar for 2018-2019 Exhibit I
  - h. Liaison and Working Group Updates
  - i. Donations Exhibit J
    - Friends of Cutler Elementary \$3,625.92  
Includes (2) Floor Display Cases & (1) Sandwich Board Sign
    - National History Day & Mass Humanities \$500.00  
For Kristen Borges to purchase books
    - Friends of Buker \$4,000.00  
Purchase a shed for Buker Gardens
    - Friends of HWRHS/MS \$626.00  
For MS Trips to Wingmasters/Birds of Prey
    - Winthrop 5<sup>th</sup> Grade Students \$200-\$300  
Purchase of a Tree for the Winthrop School
    - EdFund Grant \$17,211.65  
MRMS Fitness Room Spin Bikes & Heart Tech Monitoring
    - EdFund Grant \$24,637.00  
Cutler Elementary School-Creating Sensory Supportive Classrooms for All Learners
8. Other
  - a. Topics for next meeting
9. Vote to Adjourn 9:30

David Polito, Chairperson HWRSC

June 6, 2018

6:07 pm

Administration Building

5 School Street

Wenham, MA 01984

Attendance:

Michelle Bailey, Jeanise Bertrand, Peter Wolczik (Miss Bertrand left at 6:15)

Also in attendance: Leslie Davidson

The following warrants were presented and approved.

|              |               |
|--------------|---------------|
| Voucher 52   | \$ 39,355.61  |
| Voucher 1097 | \$ 877,535.51 |
| Voucher 2522 | \$ 141,115.82 |
| Voucher 2511 | \$ 10,592.00  |
| Voucher 2512 | \$ 57.75      |
| Voucher 2513 | \$ 450.00     |
| Voucher 2514 | \$ 7,602.11   |
| Voucher 2515 | \$ 851.00     |
| Voucher 2516 | \$2,651.83    |
| Voucher 2517 | \$ 225.50     |
| Voucher 2521 | \$ 145,121.44 |

Minutes approved by unanimous consent.

Adjourned 6:30 pm



**HAMILTON-WENHAM  
REGIONAL SCHOOL DISTRICT**

*FY18 Operating Expense Forecast  
As of June 13, 2018*

*For Presentation to the School Committee on June 20, 2018*

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vincent Leone, Director of Accounting & Payroll



# FY18 Operating Expense Forecast (after Offsets) Overview & *Key Assumptions*

- **Salary Costs**
  - Incorporates Actual Costs through 06/13/18 plus all known encumbrances.
  - Includes forecasted values for all Costs not automatically encumbered through June 30, 2018 including; long term substitutes, daily substitutes, overtime, etc.
- **Operating Costs**
  - Incorporates Actual Costs through 06/13/18 plus all known encumbrances.
  - Includes forecasted values for all Costs not automatically encumbered through June 30, 2018 including; school discretionary spending; transportation, out-of-district tuition, maintenance, technology, etc.

We are currently Forecasting to end the year \$15,000 or 0.05% favorable to Budget.



# FY18 Operating Expense Forecast (after Offsets)

## Summary by DESE Budget Category

| Summary by DESE Category         |  | FY18                | FY18                 | FY18             |
|----------------------------------|--|---------------------|----------------------|------------------|
|                                  |  | Budget              | YE Projection        | Over/Under       |
| Administration                   |  | \$ 1,135,489        | \$ 1,110,489         | \$ 25,000        |
| Capital, Operations, Maintenance |  | \$ 2,227,622        | \$ 2,262,622         | \$ (35,000)      |
| Guidance, Counseling, Testing    |  | \$ 1,065,718        | \$ 1,075,718         | \$ (10,000)      |
| Inst. Materials                  |  | \$ 873,876          | \$ 873,876           | \$ -             |
| Instructional Leadership         |  | \$ 2,931,318        | \$ 2,891,318         | \$ 40,000        |
| Insurance, Retirement, Other     |  | \$ 3,978,971        | \$ 3,908,971         | \$ 70,000        |
| Other Teaching Services          |  | \$ 2,408,619        | \$ 2,318,619         | \$ 90,000        |
| Prof. Dev.                       |  | \$ 209,594          | \$ 184,594           | \$ 25,000        |
| Pupil Services                   |  | \$ 2,079,027        | \$ 2,119,027         | \$ (40,000)      |
| Teachers                         |  | \$11,358,184        | \$ 11,358,184        | \$ -             |
| * Tuitions                       |  | \$ 1,931,399        | \$ 2,081,399         | \$ (150,000)     |
| <b>District Totals</b>           |  | <b>\$30,199,816</b> | <b>\$ 30,184,816</b> | <b>\$ 15,000</b> |

\* - Assumes the use of an additional \$275K in CB Offset vs Budget



**HAMILTON-WENHAM**  
**REGIONAL SCHOOL DISTRICT**

*District Treasurer's Report as of 04/30/18*  
*School Committee Presentation*  
*June 6, 2018*

Prepared by:

Don Gallant, District Treasurer

Vinny Leone, Director of Accounting & Payroll



# District Treasurer

## Primary Roles & Responsibilities

- Process all cash receipts and deposits
- Process all cash disbursements and verify validity of all checks written
- Process all transfers between District accounts, including student activity accounts
- Process all money wire transfers to outside vendors, as required
- Maintain banking relationships for all accounts
- Responsible for all investments of District funds in accordance with state and federal laws as well as School Committee policies
- Maintain and reconcile all District bank accounts on a monthly basis
- Responsible for monitoring cash flow projections
- Annually certify assessment amounts to member towns in accordance with Regional Agreement
- Support annual audit process
- Maintain and submit financial data to Massachusetts School Building Authority as required
- Coordinate all District borrowing and related work with bond advisors, bond counsel and bond rating agencies as required
- Process ACH data and tax liabilities related to bi-weekly payroll
- Train Assistant Treasurer who will perform the duties of the Treasurer as required during any absence of the Treasurer
- Provide semi-annual reports to the School Committee, including but not limited to reporting regarding cash and Investments of the District in accordance with District policy
- Give bond annually for the faithful performance of his/her duties in a form approved by Massachusetts Department of Revenue and District policy
- Shall be present at Warrant Committee meetings to answer questions on warrants and put report together needed for the School Committee meetings
- Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury function of the District
- Process ACH (Automated Clearing House) file to bank for proper distribution of payroll
- Process payments for federal and state payroll taxes
- Sign Student Activity checks in absence of designated signee
- \*-Process payment of sales taxes to the state on iPad transactions



# General Fund Update

YTD as of April 30, 2018

| <u>Account Name</u>  | <u>Investment Type</u> | <u>Beginning Balance 7/1/2017</u> | <u>Ending Balance 4/30/2018</u> | <u>Interest Earned thru 4/30/18</u> |
|----------------------|------------------------|-----------------------------------|---------------------------------|-------------------------------------|
| Depository           | Operating              | \$ 5,278,950.75                   | \$4,466,070.96                  | \$ 8,975.85                         |
| Payroll              | Checking               | \$ 50,000.00                      | \$ 50,000.00                    | \$ 680.71                           |
| Vendor               | Checking               | \$ (327,121.88)                   | \$ 50,125.00                    | \$ 334.92                           |
| Money Market         | Money Market           | \$ 2,495.31                       | \$ 3,525.63                     | \$ 14.69                            |
| Cafeteria            | Money Market           | \$ 45,147.61                      | \$ 460,029.98                   | \$ 1,370.56                         |
| User Fees            | General                | \$ 4.63                           | \$ 143.95                       | \$ 139.32                           |
| iPads                | General                | \$ 50,277.93                      | \$ 129,457.71                   | \$ 197.14                           |
| Supt Debit Card      | Debit Card             | \$ 3,508.47                       | \$ 5,013.65                     | \$ 5.18                             |
| Asst Supt Debit Card | Debit Card             | \$ 2,503.47                       | \$ 5,007.03                     | \$ 3.56                             |
| Scholarship Holding  | Holding                | <u>\$ 100.14</u>                  | <u>\$ 100.31</u>                | <u>\$ 0.17</u>                      |
| <b>Total</b>         |                        | <b>\$ 5,105,866.43</b>            | <b>\$5,169,474.22</b>           | <b>\$ 11,722.10</b>                 |



# Student Activities Update

YTD as of April 30, 2018

|                      |              | Beginning       | Ending           | Interest            |
|----------------------|--------------|-----------------|------------------|---------------------|
|                      | Investment   | Balance         | Balance          | Earned              |
| <u>Account Name</u>  | <u>Type</u>  | <u>7/1/2017</u> | <u>4/30/2018</u> | <u>thru 4/30/18</u> |
| Buker Savings        | Money Market | \$ 973.23       | \$ 1,550.84      | \$ 5.45             |
| Buker Checking       | Checking     | \$ 505.70       | \$ 506.78        | \$ 1.08             |
| Cutler Savings       | Money Market | \$ 1,623.03     | \$ 1,571.23      | \$ 8.04             |
| Cutler Checking      | Checking     | \$ 236.74       | \$ 1,048.83      | \$ 2.09             |
| Winthrop Savings     | Money Market | \$ 2,018.69     | \$ 2,576.00      | \$ 11.52            |
| Winthrop Checking    | Checking     | \$ 41.07        | \$ 41.21         | \$ 0.14             |
| Miles River Savings  | Money Market | \$ 10,345.55    | \$ 15,076.07     | \$ 61.25            |
| Miles River Checking | Checking     | \$ 4,857.18     | \$ 4,873.40      | \$ 6.75             |
| High School Savings  | Money Market | \$ 45,310.12    | \$ 67,852.78     | \$ 292.94           |
| High School Checking | Checking     | \$ 25,001.42    | \$ 25,007.25     | \$ 49.22            |
| Total                |              | \$ 90,912.73    | \$ 120,104.39    | \$ 438.48           |



# Student Activities Update: HS Subsidiary Accounts

## YTD as of April 30, 2018

| Activity                 | Balance<br>7/1/2017  | Deposits     | Spending       | Consolidate<br>Accounts | Close Old<br>Unused Accounts | Balance<br>4/30/2018 |     |
|--------------------------|--|--------------|----------------|-------------------------|------------------------------|----------------------|-----|
| A Capella                | \$ 4,566.25  | \$ 200.00    |                | \$ (4,766.25)           |                              | \$ -                 | *   |
| Amnesty International    | \$ 1,744.00  |              |                |                         | \$ (1,744.00)                | \$ -                 | *** |
| Art Dept                 | \$ 946.54  | \$ 2,745.00  | \$ (1,817.50)  |                         | \$ 375.24                    | \$ 2,249.28          |     |
| Class of 2017            | \$ 5,174.98  |              | \$ (5,174.98)  |                         |                              | \$ -                 |     |
| Class of 2018            | \$ 18,404.21   | \$ 9,480.75  | \$ (12,049.85) |                         | \$ 375.24                    | \$ 16,210.35         |     |
| Class of 2019            | \$ 6,262.82  | \$ 26,125.78 | \$ (9,650.00)  |                         | \$ 375.24                    | \$ 23,113.84         |     |
| Class of 2020            | \$ 3,223.22  | \$ 2,196.53  | \$ (913.00)    |                         | \$ 375.24                    | \$ 4,881.99          |     |
| Class of 2021            | \$ -   | \$ 1,603.00  | \$ (1,194.91)  |                         | \$ 375.24                    | \$ 783.33            |     |
| Concession Stand Equip   | \$ 662.63  |              |                |                         | \$ 375.24                    | \$ 1,037.87          |     |
| DECA                     | \$ 422.56  | \$ 55,964.25 | \$ (47,760.57) |                         | \$ 375.24                    | \$ 9,001.48          |     |
| English Dept Field Trips | \$ 1,136.00  |              |                |                         | \$ 375.24                    | \$ 1,511.24          |     |
| Environmental Club       | \$ 132.87  |              |                |                         | \$ 375.24                    | \$ 508.11            |     |
| Fine Arts-Vocal          | \$ 1,723.48  | \$ 8,602.00  | \$ (5,030.98)  | \$ 4,766.25             | \$ 375.24                    | \$ 10,435.99         | *   |
| Foreign Lang Field Trips | \$ 644.50  |              | \$ (552.00)    |                         | \$ 375.24                    | \$ 467.74            |     |
| FROSH                    | \$ 225.00  |              |                |                         | \$ 375.24                    | \$ 600.24            |     |
| Interact Club            | \$ 422.17  | \$ 1,600.00  | \$ (1,509.81)  |                         | \$ 375.24                    | \$ 887.60            |     |
| LGBTQSA                  | \$ 82.94   |              |                |                         | \$ 375.24                    | \$ 458.18            |     |
| Math Dept Field Trips    | \$ 192.65  | \$ 570.00    | \$ (410.00)    |                         | \$ 375.24                    | \$ 727.89            |     |
| Model UN                 | \$ 991.44  | \$ 4,564.70  | \$ (4,684.54)  |                         | \$ 375.24                    | \$ 1,246.84          |     |
| Musical                  | \$ 185.10  |              |                |                         | \$ 375.24                    | \$ 560.34            |     |
| National Honor Society   | \$ 61.30   | \$ 1,006.00  | \$ (60.00)     |                         | \$ 375.24                    | \$ 1,382.54          |     |
|                          |  |              |                |                         |                              |                      |     |
|                          | *-recommended account to keep open is Fine Arts Vocal since funds are for all vocal groups |              |                |                         |                              |                      |     |
|                          | **-this account stays open but the interest is distributed annually                        |              |                |                         |                              |                      |     |
|                          | ***-accounts closed by School Committee  |              |                |                         |                              |                      |     |



# Student Activities Update: HS Subsidiary Accounts

## YTD as of April 30, 2018

| Activity                  | Balance<br>7/1/2017  | Deposits             | Spending               | Consolidate<br>Accounts | Close Old<br>Unused Accounts | Balance<br>4/30/2018 |     |
|---------------------------|--|----------------------|------------------------|-------------------------|------------------------------|----------------------|-----|
| PE/Wellness Field Trips   | \$ 19.00   |                      |                        |                         | \$ 375.24                    | \$ 394.24            |     |
| Recycling Club            | \$ 306.49  |                      |                        |                         | \$ 375.24                    | \$ 681.73            |     |
| Science Club              | \$ 290.59  |                      |                        |                         | \$ 375.24                    | \$ 665.83            |     |
| Science Dept Field Trips  | \$ 74.11   | \$ 600.00            | \$ (585.00)            |                         | \$ 375.24                    | \$ 464.35            |     |
| Six Flags Field trip      | \$ 87.00   |                      |                        |                         | \$ 375.24                    | \$ 462.24            |     |
| Ski Club                  | \$ 1,861.55  | \$ 38,601.75         | \$ (37,650.00)         |                         | \$ 375.24                    | \$ 3,188.54          |     |
| Staff Member of the Month | \$ 450.00  |                      |                        |                         | \$ (450.00)                  | \$ -                 | *** |
| Student Funds Interest    | \$ 2,351.64  | \$ 316.49            |                        |                         | \$ (2,668.13)                | \$ -                 | **  |
| Student Government        | \$ 2,305.27  | \$ 4,831.75          | \$ (5,818.87)          |                         | \$ 375.24                    | \$ 1,693.39          |     |
| Student Music Group       | \$ 55.98   |                      |                        |                         | \$ (55.98)                   | \$ -                 | *** |
| Student of the Month      | \$ 200.00  |                      |                        |                         | \$ (200.00)                  | \$ -                 | *** |
| The General's Store       | \$ 20.90   | \$ 6,922.00          | \$ (5,774.90)          |                         | \$ 375.24                    | \$ 1,543.24          |     |
| Theater Workshop          | \$ 2,720.37  | \$ 3,766.50          | \$ (152.78)            |                         | \$ 375.24                    | \$ 6,709.33          |     |
| Trip to Peru              | \$ 479.76  |                      | \$ (32.00)             |                         | \$ 375.24                    | \$ 823.00            |     |
| Unclassified              | \$ 733.53  | \$ 1,131.67          |                        |                         | \$ (1,865.20)                | \$ -                 | *** |
| Unclassified              | \$ 3,898.51  |                      |                        |                         | \$ (3,898.51)                | \$ -                 | *** |
| Yearbook                  | <u>\$ 7,252.18</u>   | <u>\$ 2,585.00</u>   | <u>\$ (7,053.05)</u>   | <u>\$ -</u>             | <u>\$ 375.10</u>             | <u>\$ 3,159.23</u>   |     |
| <b>Total</b>              | <b>\$ 70,311.54</b>  | <b>\$ 173,413.17</b> | <b>\$ (147,874.74)</b> | <b>\$ 0.00</b>          | <b>\$ 0.00</b>               | <b>\$ 95,849.97</b>  |     |
|                           | *-recommended account to keep open is Fine Arts Vocal since funds are for all vocal groups |                      |                        |                         |                              |                      |     |
|                           | **-this account stays open but the interest is distributed annually                        |                      |                        |                         |                              |                      |     |
|                           | ***-accounts closed by School Committee  |                      |                        |                         |                              |                      |     |



# Scholarships Update

YTD as of April 30, 2018

|                      | Balance              | Scholarships          |                      | Interest           | Realized/Unrealized  | Balance              |
|----------------------|----------------------|-----------------------|----------------------|--------------------|----------------------|----------------------|
| <u>Scholarship</u>   | <u>7/1/2017</u>      | <u>Paid Out</u>       | <u>Expenses</u>      | <u>Income</u>      | <u>Gain or Loss</u>  | <u>4/30/2018</u>     |
| Patricia Alger       | \$ 5,036.16          | \$ (1,000.00)         | \$ (57.27)           | \$ 113.76          | \$ (71.78)           | \$ 4,020.87          |
| William Allston      | \$ 66.79             |                       | \$ (66.79)           | \$ -               | \$ -                 | \$ -                 |
| Francis Bettencort   | \$ 18,711.17         | \$ (1,000.00)         | \$ (144.88)          | \$ 287.77          | \$ (181.58)          | \$ 17,672.48         |
| Katherine Bradford   | \$ 584.33            | \$ (500.00)           | \$ (145.38)          | \$ 288.79          | \$ (182.23)          | \$ 45.51             |
| Benjamin Brettler    | \$ 16,264.05         | \$ (1,000.00)         | \$ (146.86)          | \$ 291.73          | \$ (184.09)          | \$ 15,224.83         |
| Anita Bruyere        | \$ 212,467.08        | \$ (3,000.00)         | \$ (1,751.88)        | \$ 3,479.97        | \$ (2,195.95)        | \$ 208,999.22        |
| Capt John Chouinard  | \$ 14,157.32         | \$ (500.00)           | \$ (126.90)          | \$ 252.04          | \$ (159.03)          | \$ 13,623.43         |
| Thomas Henderson     | \$ 5,786.67          | \$ (125.00)           | \$ (41.74)           | \$ 82.90           | \$ (52.30)           | \$ 5,650.53          |
| Sherm Kinney         | \$ 8,686.70          |                       | \$ (91.53)           | \$ 181.82          | \$ (114.73)          | \$ 8,662.26          |
| Jayson Kmiec         | \$ 3,595.40          | \$ (2,000.00)         | \$ (77.61)           | \$ 154.16          | \$ (97.27)           | \$ 1,574.68          |
| Eva McRae            | \$ (35.68)           |                       | \$ 35.68             | \$ -               | \$ -                 | \$ -                 |
| Jennie Mears         | \$ 7,973.96          | \$ (500.00)           | \$ (72.15)           | \$ 143.33          | \$ (90.45)           | \$ 7,454.69          |
| Paul Moscovitch      | \$ 43,561.28         | \$ (2,000.00)         | \$ (384.37)          | \$ 763.53          | \$ (481.81)          | \$ 41,458.63         |
| Louis Polsonetti     | \$ 29,433.06         | \$ (1,000.00)         | \$ (244.71)          | \$ 486.09          | \$ (306.74)          | \$ 28,367.70         |
| Helen Pruszynski     | \$ 17,888.11         | \$ (1,000.00)         | \$ (159.33)          | \$ 316.51          | \$ (199.73)          | \$ 16,845.56         |
| Soterros Apostolakos | \$ 14,044.48         | \$ (1,000.00)         | \$ (129.13)          | \$ 256.52          | \$ (161.88)          | \$ 13,009.99         |
| Alfred and Sara Weis | \$ 4,579.98          | \$ (100.00)           | \$ (32.99)           | \$ 65.49           | \$ (41.31)           | \$ 4,471.17          |
| <b>Total</b>         | <b>\$ 402,800.86</b> | <b>\$ (14,725.00)</b> | <b>\$ (3,637.84)</b> | <b>\$ 7,164.41</b> | <b>\$ (4,520.88)</b> | <b>\$ 387,081.55</b> |



# General Receipts Summary

YTD as of April 30, 2018

| Receipts<br><u>Source</u>     | Received Thru<br><u>4/30/2018</u> |
|-------------------------------|-----------------------------------|
| Wenham Assessment             | \$ 7,392,209.94                   |
| Hamilton Assessment           | \$ 13,980,052.50                  |
| Chapter 70                    | \$ 3,005,580.00                   |
| Chapter 71                    | \$ 173,412.00                     |
| Circuit Breaker               | \$ 541,593.00                     |
| School Choice Tuition         | \$ 214,085.00                     |
| SPED Tuition In               | \$ -                              |
| PreK Tuition 2017-2018        | \$ 75,740.00                      |
| Medicaid                      | \$ 87,378.70                      |
| MSBA-Debt Reimbursement       | \$ 1,132,065.00                   |
| Debt Cost Assessments-Wenham  | \$ 335,586.00                     |
| Debt Cost Assessment-Hamilton | \$ 625,208.00                     |
| Charter School Reimbursement  | \$ 9,881.00                       |
| E-Rate                        | \$ -                              |
| Facilities Rentals            | \$ 5,980.00                       |
| Grants                        | \$ <u>390,096.00</u>              |
| Total                         | \$ 27,968,867.14                  |



# Grants Receipts Summary

YTD as of April 30, 2018

| <u>Grant Name</u>         | <u>For FY16</u> | <u>For FY17</u> | <u>For FY18</u> | <u>Total</u>  |
|---------------------------|-----------------|-----------------|-----------------|---------------|
| Title I                   | \$ 726.00       | \$ 12,973.00    | \$ 44,427.00    | \$ 58,126.00  |
| IDEA                      | \$ -            | \$ 24,623.00    | \$ 241,682.00   | \$ 266,305.00 |
| Title 2                   | \$ -            | \$ 5,564.00     | \$ 6,855.00     | \$ 12,419.00  |
| SPED EC                   | \$ -            | \$ -            | \$ 10,099.00    | \$ 10,099.00  |
| Title IV                  | \$ -            | \$ -            | \$ 167.00       | \$ 167.00     |
| CFCE                      | \$ -            | \$ -            | \$ 34,830.00    | \$ 34,830.00  |
| Big Yellow School Bus     | \$ -            | \$ -            | \$ 400.00       | \$ 400.00     |
| STARS Residency           | \$ -            | \$ -            | \$ 5,300.00     | \$ 5,300.00   |
| SPED Secondary Transition | \$ -            | \$ 2,450.00     | \$ -            | \$ 2,450.00   |
|                           | \$ 726.00       | \$ 45,610.00    | \$ 343,760.00   | \$ 390,096.00 |



# Debt Service Update

YTD as of April 30, 2018

|                               |  | <u>MS/HS</u>       | Cutler Roof and<br>Summer 2013<br><u>Projects</u> | Buker/Winthrop<br><u>2016</u> |
|-------------------------------|--|--------------------|---|-------------------------------|
| Original Bond                 |  | \$15,540,000       | \$1,582,000                                       | \$1,531,000                   |
| Interest                      |  | \$2,871,489        | \$456,992   | \$266,668                     |
| Payments to Date-thru 4/30/18 |  |                    |   |                               |
| Principal                     |  | \$13,785,000       | \$312,000   | \$91,000                      |
| Interest                      |  | <u>\$2,783,739</u> | <u>\$195,404</u>                                  | <u>\$46,243</u>               |
| Total                         |  | \$16,568,739       | \$507,404   | \$137,243                     |
| Term Remaining                |  |                    |   |                               |
|                               |  | 1 year             | 11 years  | 13 years                      |
| Payoff Date                   |  |                    |   |                               |
|                               |  | 5/1/2019           | 10/15/2029  | 10/15/2031                    |
| Payments Remaining after FY18 |  |                    |   |                               |
| Principal                     |  | \$1,755,000        | \$1,270,000                                       | \$1,440,000                   |
| Interest                      |  | <u>\$87,750</u>    | <u>\$261,588</u>                                  | <u>\$220,425</u>              |
| Total                         |  | \$1,842,750        | \$1,531,588                                       | \$1,660,425                   |



# Assistant Treasurer Training Update

## **The Assistant Treasurer has been trained to:**

- Process payroll checks
- Process vendor checks
- Process required cash transfers for student activities accounts as well as general accounts
- Process cash receipts as required
- Process ACH file to bank for proper distribution of payroll
- Process payment of federal and state payroll taxes



**HAMILTON-WENHAM  
REGIONAL SCHOOL DISTRICT**

Jeffrey D. Sands  
Assistant Superintendent for Finance & Administration

5 School Street  
Wenham, MA 01984

June 13, 2018

Members of the School Committee:

The purpose of the this memo is to recommend that Mr. Don Gallant be appointed as the District Treasurer for Fiscal Year FY19 which begins on July 1, 2018 and ends on June 30, 2019. Additionally, I recommend that the terms of Mr. Gallant's employment be offered as presented in the attached Terms of Employment document where changes from the current agreement (FY18) are denoted in red.

Sincerely,

Jeffrey D. Sands  
Assistant Superintendent for Finance and Administration

cc:

Michael Harvey, Superintendent of Schools

Enclosure

**Knowledge • Responsibility • Respect • Excellence**

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

**DRAFT as of June 5, 2018**  
**TERMS OF EMPLOYMENT**  
**DON GALLANT**  
**DISTRICT TREASURER**

- EMPLOYMENT:** In accordance with MGL c.71s.16A, appointed by the HWRSD School Committee on **June 20, 2018** as District Treasurer for FY19.
- TERM OF EMPLOYMENT:** **July 1, 2018 – June 30, 2019**
- SALARY:** \$46.59/hour
- WORK WEEK:** 16 (Sixteen) Hours per week or 0.4 FTE. Four (4) hours per day, four (4) days per week. Additional hours may be required in order to complete special projects at the request of the Assistant Superintendent of Finance & Administration. This is a 12-month position.
- GENERAL BUSINESS HOURS:** To be determined in conjunction with the Assistant Superintendent of Finance & Administration. Weekly hours will include meetings with the HWRSD Warrant Subcommittee.
- VACATION:** Hours will be Pro-rated based on FTE. Ten (10) pro-rated Vacation Days per fiscal year at four (4) hours per Vacation Day. All vacation must be approved in advance by the Assistant Superintendent of Finance and Administration. A vacation of four (4) or more consecutive days must be submitted at least thirty (30) days in advance to ensure coordination of schedules with the Assistant Treasurer.
- HOLIDAY:** Pro-rated based on FTE; four (4) hours per Holiday. Eligible for all District Holidays.
- SICK LEAVE:** Hours will be Pro-rated based on FTE. Fourteen (14) pro-rated Sick Days per fiscal year; four (4) hours per Sick Day; Sick Leave may accumulate to 180 days. There will be no sick leave buy-back upon retirement or termination of employment.
- PERSONAL LEAVE:** Pro-rated based on FTE. Two (2) pro-rated Personal Days per fiscal year; four (4) hours per Personal Day. These are intended to be used to conduct imperative personal business that cannot be conducted outside of normal working hours and are not intended to be used as “vacation” days. There is no carryover of Personal Days from one year to the next.
- EVALUATION:** The Assistant Superintendent of Finance and Administration will conduct an annual evaluation based upon observations and specific job description

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# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

requirements (see attached) by June 30<sup>th</sup>. The School Committee can request to review the evaluation from the Superintendent as "Official Keeper of Records".

**BACKGROUND CHECKS:**

Please be informed that District employees are required to comply with MGL Chapter 459 of the Acts of 2012 to submit to national fingerprint-based criminal background checks. Employment is contingent upon satisfactory results from national fingerprint-based criminal background check, and criminal record inquiry (CORI).

**RESIGNATION:**

If Mr. Gallant intends to leave the District, he agrees to notify the Assistant Superintendent of Finance and Administration in writing at least thirty (30) days prior to his last day of work for the District.

**EMPLOYMENT-AT-WILL:**

In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any District representative has entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with the District at any time, with or without cause with 30 days advance notice. Likewise, the District will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice.

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**David Polito**  
Chair, HWRSD School Committee



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**Donald E. Gallant**  
District Treasurer

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## **Hamilton-Wenham Regional School District**

**Title:**                   **District Treasurer**

**Reports to:**           Daily supervision provided by the Assistant Superintendent for Finance and Administration. Annually appointed the Hamilton-Wenham Regional School Committee in accordance with MGL c. 71 s. 16A. The Treasurer reports to the Assistant Superintendent for Finance and Administration. An annual evaluation will be completed by Assistant Superintendent for Finance and Administration and then shared with the School Committee through the Superintendent as keeper of the records.

**Qualification:**       The Treasurer shall possess substantial professional experience with and fluency in the laws and procedures that govern municipal and school finance in the Commonwealth of Massachusetts. The Treasurer shall have a bachelor's degree in accounting or finance and should possess excellent computer skills.

**Job Goal:**            The Treasurer's primary function is to provide oversight and supervision of all receipts, disbursements and investments of the HWRSD in accordance with Massachusetts General Law and District policy.

### **Performance Responsibilities:**

- Responsible for all cash receipts and deposits of the District, including student activity accounts and gate receipts.
- Responsible for all disbursements of the District, including the approval of accounts payable and payroll warrants. Responsible for signing all District checks.
- Responsible for processing all transfers between District accounts, including student activity accounts.
- Responsible for the investment of all District funds in accordance with relevant Massachusetts General Laws and District policies, including Scholarship and Trust funds.
- Maintain banking relationships for all District accounts.
- Maintain and reconcile cash books for all District accounts.
- Responsible for monitoring cash flow and for preparing cash flow projections.
- Annually certify assessment amounts apportioned to member Towns in accordance with MGL c. 71 s. 16B and the Hamilton-Wenham Regional District Agreement.
- Support Annual Audit process.

- Responsible for maintaining and submitting Massachusetts School Building Authority project financial data as required.
- Coordinate all District borrowing and related work with bond advisors, bond counsel, and bond rating agencies as necessary.
- Train and supervise the Assistant Treasurer. The Assistant Treasurer shall perform the duties of the Treasurer in his/her absence in accordance with MGL c. 71 s. 16A.
- Provide semi-annual reports to the School Committee regarding Treasury function operations, including but not limited to reporting regarding Cash & Investments of the District in accordance with District Policy.
- Shall give bond annually for the faithful performance of his/her duties in a form approved by the MA DOR (MGL c. 40 s.35) and District Policy.
- Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury functions of the District.
- Shall be present at Warrant Committee meetings to answer questions on warrants and put report together needed for School Committee Meetings.



Jeffrey D. Sands  
Assistant Superintendent for Finance & Administration

5 School Street  
Wenham, MA 01984

June 13, 2018

Members of the School Committee:

The purpose of this memo is to recommend that Ms. Leslie Davidson be appointed as the District Assistant Treasurer for period July 1, 2018 through July 31, 2018 under the terms of the February 2, 2017 IMA between the District and the Town of Wenham. Ms. Davidson has resigned her current position with the Town of Wenham and will no longer be available to serve as the District's Assistant Treasurer after July 31, 2018. As required by MGL c.71 s. 16A, the School Committee should endeavor to appoint a replacement for Ms. Davidson as soon as possible.

Sincerely,

Jeffrey D. Sands  
Assistant Superintendent for Finance and Administration

cc:

Michael Harvey, Superintendent of Schools

Enclosure

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

**AGREEMENT BETWEEN THE TOWN OF WENHAM  
AND THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT**

**ASSISTANT TREASURER**

Agreement made as of February 2, 2017, ("Effective Date") by and between the Town of Wenham ("Wenham"), and the Hamilton-Wenham Regional School District ("District"), pursuant to G.L. c. 40, § 4A, for the services of an Assistant Treasurer.

WHEREAS, the District has the need for the services of an Assistant Treasurer, who shall, in the absence of the District Treasurer, perform his/her duties and shall have the powers and be subject to the requirements applicable to him/her under the law.

WHEREAS, Wenham is willing to provide such services through its Town Treasurer/Collector; and

WHEREFORE, Wenham by and through its Board of Selectman and the District by and through its School Committee, agree to the following:

**EMPLOYMENT**

The District School Committee shall appoint an Assistant Treasurer annually in accordance with MGL c. 71 s. 16A. The Assistant Treasurer shall be Wenham's Town Treasurer/Collector. The Assistant Treasurer shall give bond annually for the faithful performance of his/her duties in a form approved by the MA DOR (MGL c. 40 s.35) and District Policy; cost of said bond shall be paid by the District. For the purposes of this Agreement, the position shall be a non-union, non-managerial, as-needed part-time position under the supervision of the Assistant Superintendent of Finance and Administration. It is estimated that the amount of time required in connection with the role of the Assistant Treasurer will not exceed forty (40) hours annually.

The District Treasurer's Job Description is attached herein as Attachment A. If, at any time, the Job Description changes, the District shall notify the Town and the Agreement shall be amended if appropriate. If the District Treasurer position is vacated, the Assistant Treasurer shall fulfill those duties on a temporary basis for no more than 30 days and shall be compensated accordingly.

To ensure uninterrupted provision of District Treasurer duties, the District Treasurer shall provide at least 30 days' advance notice to Wenham prior to scheduling vacation time. If a scheduling conflict occurs, the Assistant Treasurer shall not be obligated to change his/her vacation schedule.

**COST/PAYMENT**

The District agrees to pay Wenham, in advance, a fixed fee of Two Thousand Dollars (\$2,000.00) annually for the services described herein. The parties agree that this fixed fee amount will be reviewed on an annual basis by the Town Administrator and Superintendent by

December 31 of each year and adjusted accordingly if appropriate. Wenham will provide the District with an invoice by July 1<sup>st</sup> of each year for the full fixed fee amount for the succeeding twelve (12) month period. This fee shall be prorated for the first year to Six Hundred Sixty Dollars (\$660) based on an initial March 1 Effective Date. Any hours incurred by the Assistant Treasurer above and beyond the forty (40) hour annual threshold established herein, shall be billed monthly to the District, as incurred, at a rate of fifty (\$50) dollars per hour.

**RESOLUTION OF DISPUTES**

In the event that disputes arise among the parties in the interpretation or performance of this Agreement, the dispute shall be submitted to an independent mediator agreed to by all parties, the costs of which shall be equally borne by all. In the event that the mediator's recommendations are not accepted, then either party may seek review in Salem Superior Court.


**AMENDMENT**

This Agreement may not be modified except as may be agreed to in writing and executed by both parties.

**TERM OF AGREEMENT**


This Agreement shall remain in effect from year to year, not to exceed three (3) years. This Agreement may be canceled upon written notice provided by either party to the other, effective sixty (60) days after receipt of the notice or on such later date as set forth in the notice.


**WENHAM BOARD OF SELECTMEN**

  
\_\_\_\_\_  
Catherine A. Harrison  
\_\_\_\_\_

**DATE:**

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT**

  
\_\_\_\_\_  
John H. Evans  
\_\_\_\_\_

  
\_\_\_\_\_  
Stacy Mitchell  
\_\_\_\_\_



## **Attachment A**

### **HWRSD District Treasurer's Job Responsibilities:**

- Responsible for all cash receipts and deposits of the District, including student activity accounts and gate receipts.
- Responsible for all disbursements of the District, including the approval of accounts payable and payroll warrants. Responsible for signing all District checks.
- Responsible for processing all transfers between District accounts, including student activity accounts.
- Responsible for the investment of all District funds in accordance with relevant Massachusetts General Laws and District policies, including Scholarship and Trust funds.
- Maintain banking relationships for all District accounts.
- Maintain and reconcile cash books for all District accounts.
- Responsible for monitoring cash flow and for preparing cash flow projections.
- Annually certify assessment amounts apportioned to member Towns in accordance with MGL c. 71 s. 16B and the Hamilton-Wenham Regional District Agreement.
- Support Annual Audit process.
- Responsible for maintaining and submitting Massachusetts School Building Authority project financial data as required.
- Coordinate all District borrowing and related work with bond advisors, bond counsel, and bond rating agencies as necessary.
- Train and supervise the Assistant Treasurer. The Assistant Treasurer shall perform the duties of the Treasurer in his/her absence in accordance with MGL c. 71 s. 16A.
- Provide semi-annual reports to the School Committee regarding Treasury function operations, including but not limited to reporting regarding Cash & Investments of the District in accordance with District Policy.
- Shall give bond annually for the faithful performance of his/her duties in a form approved by the MA DOR (MGL c. 40 s.35) and District Policy.
- Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury functions of the District.
- Shall be present at Warrant Committee meetings to answer questions on warrants and put report together needed for School Committee meetings.

Superintendent's Goals, 2017-2018  
**Progress Update: June 20, 2018**

**Goal #1: Student Learning Goal**

Explore, communicate, and implement the shifts in curriculum, instruction, and assessment necessary in order to meet the District's Mission of preparing our students to be "Future Ready."

Key Actions

- a. Strengthen the Response to Intervention (RTI) Process at the Elementary Level and develop inventory of Tier 1-3 Interventions.
- b. Improve curriculum, instruction and assessment practices in grades 6-12 through training teachers in method for analyzing student learning data.

Indicators of Success

Action "a."

- Trained teaching staff in definitions and essential elements and three tier RTI model.
- Conducted a review of RTI processes currently in use in the HWRSD.
- Compared results of review to "best practices" in RTI and develop action plan to implement identified changes for SY 2018-2019.
- Developed inventories of Tier 1-3 interventions for use by teaching staff in English Language Arts, mathematics and social-emotional learning (SEL).
- Held "jigsaw" where teachers share their developed inventories with colleagues.

Action "b."

- Trained 6-12 teaching staff in the "Using Data" process through the identification of a department-wide student-learning problem of practice.

Evaluation Standards

- Standard I-C-1
- Standard I-C-2
- Standard I-E-1
- Standard I-E-3
- Standard II-C-2

**Progress Update:** Action A is progressing towards meeting its goal of strengthening the Response to Intervention Model at the elementary level on schedule. As both Peggy McElhinney and Stacy Bucyk have presented to the School Committee, Response to Intervention (RTI) is a critical process through which we

identify students who need support, diagnose their learning needs, and provide targeted interventions to remedy the identified needs. A key piece of the RTI process is regular, consistent diagnostic assessment of all students and targeted progress monitoring of students who are having difficulty. Program analysis by both Ms. McElhinney and Ms. Bucyk over the past two years has identified that our RTI processes could be strengthened to better support students. The Leadership Team therefore made strengthening our RTI practices a focus of our work this year

In September through January, Wednesday PD sessions focused on building teachers' understanding of the RTI process. This included conducting an inventory of current RTI practices and a review of the universal screeners currently in use in the HWRSD. As a result of the review of our universal screeners, we came to the conclusion that it was necessary to implement Version 3.0 of the Fontas and Pinnell Literacy Assessment. We came to this decision because Version 3.0 places a greater emphasis on Reading Comprehension. The purchase of Version 3.0 was identified as an "Enhancement Item" and funded in the FY19 Budget. In addition to the upgrade of the Fontas and Pinnell Screener, we also decided to replace the Phonological Awareness Literacy Screening (PALS) currently in use in kindergarten with the Dynamic Indicators of Basic Early Learning Skills (DIBELS Next) assessment. In mathematics, we determined that the iReady assessment is not well correlated to the MCAS and are therefore exploring other assessment tools.

After January 1<sup>st</sup>, elementary teachers participated in a series of sessions around strengthening teachers' repertoire of classroom interventions in English Language Arts, Mathematics and Social-Emotional Learning. Through these sessions, teachers worked in grade-level teams (K-1, 2-3, 4-5) to develop inventories of interventions for their grade level in ELA, Math and SEL.

**Progress on "Action B":** Middle and High School Faculty have worked in departments to strengthen their understanding of using data to inform their practice. Each department has decided on a "problem of practice" that will be the focus of their work this year. They have collected data on their chosen problem through looking at student performance, and have conducted a "root-cause" analysis to fine-tune the reasons for the lack of success they are seeing in their students. Teachers then conducted action research to identify best practices in the field to improve student learning around their identified root cause. Teachers then developed lessons based on this research, assessed student learning around the identified root cause and reviewed the results of these assessments to measure student learning. By completing this work, middle and high school teachers have strengthened their understanding of the process through which they can identify gaps in student understanding, and troubleshoot how to best remedy these gaps.

## Goal #2: Professional Improvement Goal

Continue to develop the skills of the District Leadership Team, Teaching Force and my own personal leadership skillset to move the District towards its goal of developing an integrated system of curriculum, instruction and assessment.

### Key Actions

- a. Train Curriculum Leaders in Effective Coaching Practices
- b. Develop a shared understanding of best practices in conducting walkthroughs among members of the Leadership Team.
- c. Undertake a review of best practices in Social-Emotional Learning (SEL) with Leadership Team.

### Indicators of Success

#### Action "a."

- Curriculum Leaders will complete training in effective coaching practices.
- Curriculum Leaders will implement coaching program with teachers in their department.

#### Action "b."

- Leadership Team will complete training in effective walkthrough practices.
- Leadership Team will develop document outlining purpose, goals and best practices in evaluative Walkthroughs.
- Leadership Team will complete set of shared Walkthroughs with colleagues in order to calibrate their Walkthroughs.

#### Action "c."

- Leadership Team will be trained in Collaborative for Academic, Social and Emotional Learning (CASEL) model.
- Leadership team will complete an inventory of current practices in social-emotional learning in the HWRSD.
- Leadership Team will develop an action plan around future initiatives in SEL.

### Evaluation Standards

- Standard I-A-2
- Standard II-A-3
- Standard I-D-2
- Standard I-D-4
- Standard II-B-2
- Standard II-C-2
- Standard IV-D-1

**Progress Update:** Progress on "Action A" is nearly complete. Curriculum Leaders were trained by Research for Better Teaching in the techniques of coaching fellow

teachers for improvement. The training sessions were held on September 7, October 19, November 30, and February 2. Curriculum Leaders then worked to implement a coaching model within their respective departments. This model is based on the coach working with individual teachers to identify areas for improvement, to assist in selecting resources to address the identified area and to provide feedback on the teacher's efforts to improve. The process includes face-to-face meetings between the teacher and the coach and direct or video-recorded observation of classroom practice by both the teacher and the coach. Coaching is conducted independently of the teacher evaluation process, which is completed by a building administrator.

The implementation of this program is still a "work in progress." One major requirement for the success of the Coaching Model is a high level of trust between the coach and the teacher. Teachers need to feel comfortable that they will not be "exposed" for their mistakes and that the coaching process is founded on the premise that everyone has room for growth and improvement. One organizational piece to strengthen our commitment to making this program solely about growth and improvement we are considering is creating a written document that expressly states the purposes and procedures of the coaching model.

**Progress on "Action B":** The Leadership Team has participated in training sessions on Classroom Observations in September 8<sup>th</sup>, December 1<sup>st</sup>, and March 6<sup>th</sup>. A fourth session is scheduled for late August. Through our training sessions to date, the Leadership Team has considered ways to clarify the different purposes of observing classroom instruction (individual teacher evaluation vs. overall data gathering on instructional practice) for teachers. This clarification includes setting expectations for when it is appropriate to provide teachers with written feedback after a walkthrough is conducted. Finally, the Leadership Team has completed substantial work towards developing a District-Wide set of expectations around classroom instruction. This set of expectations will be completed in the August session.

**Progress on "Action C":** The Leadership Team has completed a review of the Collaborative for Academic, Social and Emotional Learning (CASEL) model and has completed a review of the types of social-emotional learning (SEL) currently underway in the HWRSD at each level (elementary, middle and high). Some of the key takeaways from this review are that we are already doing a lot to develop the Social Emotional Competencies of our students. Programs at the elementary level, such as Responsive Classroom, Zones of Regulation and the Olweus Anti-Bullying Curriculum are already in place. One area that we have identified for future improvement is refreshing our training on these programs so that teachers who are new to the District are properly trained and that our established teachers are sure they are effectively implementing these programs.

Another area we have identified for improvement is identifying and implementing a systematic method to evaluate how well all students are mastering the SEL competencies. The difficulty in measuring these competencies is that many of them

are “soft” skills, such as self-confidence, empathy and teamwork, that aren’t readily assessed through traditional methods. This becomes even more difficult at the middle and secondary level, where the Social Emotional Competencies are not taught in isolation; rather they are embedded in high-quality instruction. For example, students are taught the competency of “Relationship Skills” through working with peers in cooperative groups, learn how to be “Responsible Decision-Makers” through role-playing activities and how to “Self Manage” through learning how to budget their time and organize their class materials. We will need to identify and implement systems that measure student competency of these skills in a way that gives us useful information to inform our instruction.

### Goal #3: District Improvement Goal

Continue to develop the District's ability to create the structures, procedures and processes that support high-quality instruction.

#### Key Actions

- a. Operationalize the School Committee's Plans around Capital Improvements for the HWRSD.
- b. Present plans for the re-imagining of the HWRSD School Library Spaces.
- c. Revise District Strategic Blueprint to set a direction for the next five years.

#### Indicators of Success

##### Action "a."

- 5-Year Capital Plan updated to reflect prioritization of all items identified for completion by the School Committee.
- Short-term plans developed to complete most immediate items on the 5 Year Capital Plan.

##### Action "b."

- Completed and accepted plans for the renovation of school libraries.
- Plans are incorporated into plans around capital improvements under item "a."

##### Action "c."

- Completed a review of the 2013-2018 Strategic Blueprint Progress to date.
- Revised Strategic Blueprint Document to reflect 2018-2023 initiatives.

#### Evaluation Standards

- Standard II-A-2
- Standard III-A-1
- Standard IV-E-1
- Standard IV-F-3

**Progress Report on "Action A":** We revised the 5 Year Capital Improvement Plan to reflect the strategy endorsed by the School Committee for completing these projects. The February 13, 2018 version of the Capital Improvement Plan reflects the intention to complete the "Safety, Accessibility and Critical Infrastructure" projects in the next three years pending Town Meeting authorization of the debt. The revised 5 Year Capital Plan also reflects plans to complete the Winthrop Fire Suppression Project and the phasing for the remaining "Cosmetic Infrastructure" and "Educational Programming" items. The voters at Hamilton and Wenham Town Meeting approved the Winthrop Fire Suppression Project in April. Unfortunately, they did not approve the "Safety, Accessibility and Critical Infrastructure" projects. The need for these projects still exists, however. I expect that they will return to Annual Town Meeting in some form in spring 2019.

**Progress Report on “Action B”:** The designs for the renovation of the libraries in each elementary school and the Middle/High School were presented to the School Committee on January 17<sup>th</sup>. The next step in the process will be to decide which projects should be pursued and what the timing for these projects should be.

**Progress Report on “Action C”:** The process to review and update the HWRSD Strategic Blueprint is underway. I conducted a visioning sessions with all School Friends groups this year. I have also conducted Visioning Sessions with members of the faculty from each school this spring. The Leadership Team has completed a review of the last Strategic Blueprint Document to assess our progress in competing the Strategic Initiatives outlined in that plan, conducted an analysis of our District MCAS Performance and reviewed the feedback from the Visioning Sessions to developed a list of broad themes to be addressed in the next Strategic Blueprint Document. I would also like to dedicate time in a future School Committee Meeting to get the input of the School Committee on their vision for the HWRSD. During the summer and fall, I will be preparing a draft of the next Blueprint Document to share with stakeholders for feedback and revision.

## **Resolution Calling for Full Funding of the Foundation Budget Review Commission's Recommendations**

**Whereas** the Massachusetts Foundation Budget Review Commission identified two areas (employee health insurance and special education) where the Massachusetts Foundation Budget significantly understates the true cost of educating students in the Commonwealth and has failed to keep pace with rising costs;

**Whereas** this underfunding means the cost of providing a quality education has increasingly been borne by local communities, most often at the expense of other vital municipal operations;

**Whereas** investing in education today leads to higher incomes, and thus less investment in police, prisons, subsidized health care, low income housing, welfare, etc. in the future;

**Whereas** state and local economies are most effectively strengthened "by investing in education and increasing the number of well-educated workers."

**Therefore Be It Resolved** that the [insert name of local governing board here] calls on the Massachusetts Legislature and the Governor of Massachusetts to fully fund and adopt the recommendations of the Foundation Budget Review Commission in the immediate future.

**Rationale:** The Foundation Budget Review Commission (FRBC) was established by the Legislature in the FY16 budget and was charged with examining the Foundation Budget (Chapter 70) formula. The formula was first established as part of the Education Reform legislation in 1993 and has not been thoroughly reviewed or updated since that time. The FBRC found that the current formula understates costs significantly in two areas: Employee Health Insurance and Special Education.

If the recommendations of the FBRC had been implemented in the FY16 budget, state funding for education would have been about \$500 million more than it was. However, if Chapter 70 reflected the true cost of education, the number would be closer to \$2 billion.

Spending by school districts over the required Net School Spending amounts has increased, as a whole, for more than a decade, indicating that communities are using local property taxes and diverting funding from other portions of municipal budgets to fund their schools. In FY14, the total spending above Foundation in the state was \$1.7 billion. At the same time, the state's commitment to municipal aid has declined. Since 2001, unrestricted local aid has been cut by 43%. The net effect is a combination of cuts to local and school services and an increasing reliance on the regressive property tax.

The evidence overwhelmingly establishes the correlation between a well-educated workforce and higher income individuals. States that invest more in education have a higher paid workforce; also, states that increase the level of education of their population see greater productivity and higher wages over time. The link can then easily be made between higher paid individuals and less reliance on various forms of government assistance, as well as lower rates of crime.

A state's high school and college attainment rates are important factors in the state's overall economic strength. Additionally, investments in education can have significant long-term impacts on state and local economies, as well-educated individuals tend to stay relatively local and contribute tax dollars to the state and municipality in which they reside. In general, the taxes paid over time by these individuals are substantially higher than the cost of their public education.

# AN ACT MODERNIZING THE FOUNDATION BUDGET FOR THE 21<sup>ST</sup> CENTURY (S. 2525)

*Lead Sponsor: Senator Sonia Chang-Díaz*

**THE PROBLEM:** Every day, students across Massachusetts walk into schools that are facing dire challenges. Over the last decade, school districts have been forced to make difficult cuts year after year. **Classrooms across the state have lost critical services and programs**, including social-emotional supports like counselors, wrap-around services, resources like technology and books, professional development, arts classes, and preschool programs.

On top of these cuts, **Massachusetts has one of the worst achievement gaps in the United States** – ranking 48<sup>th</sup> nationally for the achievement gap between affluent and poor students.

**It wasn't supposed to be this way.**

In 1993, Massachusetts passed the Education Reform Act—which established the “Foundation Budget” to make sure all school districts could provide their students with a quality education. Unfortunately, in the 25 years since, we have done little to update the formula, and it's now outdated, hampering districts' efforts to provide each student with the quality education they deserve.



The 2015 Foundation Budget Review Commission (FBRC) found that health care and special education costs have far surpassed assumptions built into the original formula. The FBRC also found that the original formula drastically understated the resources necessary to close achievement gaps for low-income and English Language Learner students.

**In all, the bipartisan commission of experts found that Massachusetts is underestimating the cost of education by \$1-2 billion every year**

**THE SOLUTION:** To make good on our bedrock promise of providing every student in Massachusetts with equal access to quality education, we need to significantly revise the foundation budget formula. This bill will fix the formula to more accurately and equitably distribute resources – giving schools the funding they need to provide students with much-needed resources.

**S. 2525 will set a multi-year phase in of the FBRC recommendations, including:**

- **Realistically accounting for districts' health care costs** by using actual averages from the Group Insurance Commission to set insurance costs and inflation rates in the Foundation Budget.
- **Modernizing the ELL and low-income components** to provide critical services as identified by national research on best practices, examples provided by other states, and practices highlighted by leading districts here in Massachusetts.
- **Accurately projecting special education costs** by increasing the assumed in-district SPED enrollment rate to 16% and increasing the out-of-district cost rate to reflect the total costs that districts bear before the SPED “circuit breaker” is triggered.
- **Establish a Data Advisory Task Force** to improve our use of school-level data to better inform future policy decisions.

**STATUS:** S.2525 has passed the Senate unanimously and is currently awaiting action in the House of Representatives. **114 Representatives have co-sponsored** either S.2525 or a parallel amendment that was filed to the FY19 House budget.

## House Co-Sponsors

|                         |                           |                          |
|-------------------------|---------------------------|--------------------------|
| Jack Lewis              | Kevin J. Kuros            | David Paul Linsky        |
| Marjorie C. Decker      | Carmine L. Gentile        | Paul Tucker              |
| Solomon Goldstein-Rose  | Susan Williams Gifford    | John J. Lawn, Jr.        |
| Daniel J. Ryan          | Mary S. Keefe             | Denise C. Garlick        |
| José F. Tosado          | James J. O'Day            | John W. Scibak           |
| David M. Rogers         | Tricia Farley-Bouvier     | John C. Velis            |
| Leonard Mirra           | Donald R. Berthiaume, Jr. | Angelo J. Puppolo, Jr.   |
| Peter J. Durant         | Michelle M. DuBois        | James K. Hawkins         |
| Diana DiZoglio          | Thomas A. Golden, Jr.     | Paul McMurtry            |
| Brian M. Ashe           | Colleen M. Garry          | Frank I. Smizik          |
| Robert M. Koczera       | Paul Brodeur              | Ruth B. Balsler          |
| James J. Dwyer          | Smitty Pignatelli         | Mathew Muratore          |
| Chris Walsh             | Nick Collins              | Jay R. Kaufman           |
| Kenneth I. Gordon       | Carlos González           | John Barrett             |
| Jonathan Hecht          | Jonathan D. Zlotnik       | Brian Murray             |
| Russell E. Holmes       | John H. Rogers            | Stephan Hay              |
| Mike Connolly           | David F. DeCoste          | Michael J. Finn          |
| Steven Ultrino          | Frank A. Moran            | Joseph D. McKenna        |
| William L. Crocker, Jr. | Sean Garballey            | Joseph W. McGonagle, Jr. |
| Carolyn C. Dykema       | John J. Mahoney           | Daniel Cahill            |
| Bud Williams            | Daniel M. Donahue         | Bradford R. Hill         |
| Paul A. Schmid, III     | Adrian Madaro             | Shawn Dooley             |
| Aaron Vega              | Christine P. Barber       | Tackey Chan              |
| RoseLee Vincent         | Evandro C. Carvalho       | David K. Muradian, Jr.   |
| Thomas M. Stanley       | Chynah Tyler              | Hannah Kane              |
| Byron Rushing           | Daniel J. Hunt            | Antonio F. D. Cabral     |
| Denise Provost          | Kimberly N. Ferguson      | Sheila C. Harrington     |
| Michael S. Day          | Edward F. Coppinger       | Carole A. Fiola          |
| Daniel Cullinane        | Jay D. Livingstone        | Angelo L. D'Emilia       |
| Jennifer E. Benson      | Michael J. Moran          | Bradley H. Jones, Jr.    |
| Juana Matias            | Jeffrey Sánchez           | Paul K. Frost            |
| Kate D. Campanale       | Angelo M. Scaccia         | William Driscoll         |
| Paul W. Mark            | Josh S. Cutler            | Mark J. Cusack           |
| Kay Khan                | Aaron Michlewitz          | Christopher M. Markey    |
| Natalie Higgins         | Andres X. Vargas          | James M. Kelcourse       |
| Geoff Diehl             | Linda Dean Campbell       | James M. Murphy          |
| Elizabeth A. Malia      | Lori A. Ehrlich           | Thomas P. Walsh          |
| Todd M. Smola           | Louis L. Kafka            | Alan Silvia              |

## EXHIBIT H

## Tentative Schedule for Superintendent's Evaluation—June 2018

|                              |   |
|------------------------------|---|
| July 20, 2018                | Superintendent's Evaluation Materials posted to Dropbox.                  |
| August 10, 2018              | Individual SC Members submit their evaluations to SC Chair.               |
| August 11-September 12, 2018 | SC Chair compiles individual evaluations into composite document.         |
| September 12, 2018           | Chair shares draft composite evaluation with SC for review at SC Meeting. |
| September 26, 2018           | SC votes final evaluation document.                                       |

## 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)     | <ul style="list-style-type: none"> <li>Warrant Sub-Committee Meeting</li> </ul>   | Not a SC Meeting               |
| July 18              | <ul style="list-style-type: none"> <li>Warrant Sub-Committee Meeting</li> </ul>   | Not a SC Meeting               |
| August 1             | <ul style="list-style-type: none"> <li>End of FY18 Close</li> </ul>   | Needed to complete FY18 Audit  |
| August 15            | <ul style="list-style-type: none"> <li>Warrant Sub-Committee Meeting</li> </ul>   | Not a SC Meeting               |
| August 29            | <ul style="list-style-type: none"> <li>Warrant Sub-Committee Meeting</li> </ul>   | Not a SC Meeting               |
| September 12         | <ul style="list-style-type: none"> <li>Superintendent's Review</li> </ul>   |                                |
| September 26         | <ul style="list-style-type: none"> <li>Presentation of District Improvement Goals</li> <li>Presentation of School Improvement Plans</li> </ul>  |                                |
| October 10           | <ul style="list-style-type: none"> <li>Professional Teacher Status Recognition @ 6:30</li> <li>Select Delegate and Alternate for MASC Conference</li> <li>Treasurer's Report</li> <li>Review Student Activities Accounts</li> </ul> |                                |
| October 24           | <ul style="list-style-type: none"> <li>Presentation from Powers and Sullivan on FY2018 Audit.</li> <li>Student Government Presentation</li> <li>Vote on MASC Resolutions</li> <li>Set Superintendent's Salary for FY19</li> </ul>   |                                |
| <b>November 7-10</b> | <ul style="list-style-type: none"> <li><b>MASC Conference</b></li> </ul>  |                                |
| November 7           | <ul style="list-style-type: none"> <li>Warrant Committee Meeting</li> </ul>   | Not a School Committee Meeting |
| November 14          | <ul style="list-style-type: none"> <li>District Assessment Results Presentation</li> <li>October 1 Enrollment Report</li> </ul>   |                                |

Comment [MH1]: Add a SC Meeting here?

|                          |   |  |
|--------------------------|---|--|
|                          | <ul style="list-style-type: none"> <li>• Approve SY 2019-2020, 2020-2021 Calendars</li> </ul>   |  |
| November 20<br>(Tuesday) | <ul style="list-style-type: none"> <li>• <b>Warrant Committee Meeting</b></li> </ul>  | <b>Not a School Committee Meeting</b>  |
| December TBD             | <ul style="list-style-type: none"> <li>• <i>Joint Meeting with Finance Committees #1</i></li> </ul>   | <i>Not a SC Meeting</i>  |
| December 5               | <ul style="list-style-type: none"> <li>• Fall 2018 Athletic Team Recognition</li> <li>• Public Hearing Regarding School Choice</li> <li>• SC Vote on School Choice for FY20</li> <li>• FY19 Financial Forecast</li> <li>• Warrant for SC Elections</li> </ul> | School Choice Vote needs to be taken prior to June 1 <sup>st</sup> . <b>Need to advertise public hearing seven days prior.</b>   |
| December 19              | <ul style="list-style-type: none"> <li>• <i>Superintendent's Recommended FY20 Budget Presentation</i></li> </ul>  |  |
| January 2                | <ul style="list-style-type: none"> <li>• FY20 Budget Review</li> <li>• SC Adopts Tentative FY20 Budget</li> </ul>   | Tentative Budget must be adopted at least 30 days prior to final budget adoption as per HWRSD Regional Agreement.  |
| Jan 7                    | <ul style="list-style-type: none"> <li>• <i>Advertise Public Budget Hearing #1</i></li> </ul>   | <i>Not a SC Meeting</i>  |
| January 11<br>Tentative  | <ul style="list-style-type: none"> <li>• <i>SC Candidate Election Papers Available</i></li> </ul>   | <i>Not a SC Meeting</i>  |
| January 16               | <ul style="list-style-type: none"> <li>• Budget Public Hearing #1</li> <li>• Student Government Presentation</li> <li>• FY20 Budget Review</li> </ul>   |  |
| January 30               | <ul style="list-style-type: none"> <li>• FY20 Budget Review</li> </ul>  |  |
| February 1               | <ul style="list-style-type: none"> <li>• <i>Mail Tentative Budget to Towns (See Feb 13 note)</i></li> </ul>   | <i>Not a SC Meeting</i>  |
| Feb 4                    | <ul style="list-style-type: none"> <li>• <i>Advertise Budget Public Hearing #2</i></li> </ul>   | <i>Not a SC Meeting</i>  |
| Feb TBD                  | <ul style="list-style-type: none"> <li>• <i>Joint Meeting with Finance Committees #2</i></li> </ul>   | <i>Not a SC Meeting</i>  |
| February 13              | <ul style="list-style-type: none"> <li>• FY20 Budget Review</li> <li>• FY20 Budget Public Hearing #2</li> <li>• Adopt FY20 Budget</li> </ul>  | As per <a href="#">HWRSD Regional Agreement</a> , "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 |

|                          |   |   |
|--------------------------|---|---|
|                          |   | <p>maintenance budget on or before the latest date therefore permitted by law, but in no event later than March 31.”</p> <p>As per <a href="#">DESE Regs</a>, 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.</p> |
| February 25<br>Tentative | <ul style="list-style-type: none"> <li>• SC Candidate Papers need to be returned by 5:00 PM</li> </ul>  | Not a SC Meeting  |
| February 27<br>Tentative | <ul style="list-style-type: none"> <li>• SC Candidate Signature Verification Completed</li> </ul>   | Not a SC Meeting  |
| February 27              | <ul style="list-style-type: none"> <li>• Student Government Presentation</li> <li>• Report on SC and Superintendent’s Goal Progress</li> <li>• FY19 Financial Forecast</li> </ul> |   |
| March 11<br>Tentative    | <ul style="list-style-type: none"> <li>• Last day for SC Candidates to withdraw</li> </ul>  | Not a SC Meeting  |
| March 13                 | <ul style="list-style-type: none"> <li>• TBD</li> </ul>   |   |
| March TBD                | <ul style="list-style-type: none"> <li>• Treasurer certifies adopted FY20 Budget</li> </ul>   | Not a SC Meeting  |
| March 27                 | <ul style="list-style-type: none"> <li>• Curriculum, Instruction and Assessment Program Report</li> </ul>   |   |
| April 6                  | <ul style="list-style-type: none"> <li>• Hamilton and Wenham Town Meeting</li> </ul>  |   |
| April 10                 | <ul style="list-style-type: none"> <li>• Winter Sports Recognition</li> <li>• FY19 Financial Forecast</li> </ul>  |   |
| April 11                 | <ul style="list-style-type: none"> <li>• Hamilton and Wenham Town Elections</li> </ul>  | Not a SC Meeting  |
| April 22                 | <ul style="list-style-type: none"> <li>• Meeting to hear results of town elections</li> </ul>   |   |
| April 24                 | <ul style="list-style-type: none"> <li>• SC Reorganization Meeting</li> <li>• Subcommittee Reorganization</li> <li>• School Committee Liaison Assignments</li> </ul>              |   |
| May 8                    | <ul style="list-style-type: none"> <li>• Vote to Set Last Day of School</li> <li>• Sign SC Protocols Document</li> </ul>  |   |
| May 22                   | <ul style="list-style-type: none"> <li>• Student Services Program Report</li> <li>• FY19 Financial Forecast</li> </ul>  |   |
| June 5                   | <ul style="list-style-type: none"> <li>• Retiree Reception @ 6:30</li> </ul>  |   |

|         |  |  |
|---------|--|--|
|         | <ul style="list-style-type: none"> <li>• Recognition of Retirees</li> <li>• SEPAC Annual Report</li> <li>• Food Service Presentation</li> <li>• Treasurer's Report</li> <li>• Approve Tentative SC Calendar for 2019-2020</li> </ul> |  |
| June 19 | <ul style="list-style-type: none"> <li>• FY19 EOY Financial Forecast</li> <li>• Report on District, SC and Superintendent Goal Progress</li> <li>• Treasurer and Asst. Treasurer Appointment</li> </ul>                              |  |

**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) |

## DONATIONS

### School Committee Meeting

June 20, 2018

|   |                    |
|---|--------------------|
| <b>Friends of Cutler Elementary School</b>  | <b>\$3,625.92</b>  |
| <ul style="list-style-type: none"> <li>(2) Waddell Merchandiser Floor Display Cases<br/>Shipping to be included</li> </ul>        | \$3,486.92         |
| <ul style="list-style-type: none"> <li>(1) Sandwich Sidewalk sign for parent announcements<br/>Shipping to be included</li> </ul> | \$139.00           |
| <b>Massachusetts History Day &amp; Mass Humanities</b>  | <b>\$500.00</b>    |
| <ul style="list-style-type: none"> <li>Honorarium Gift<br/>To Kristen Borges for the purchase of books</li> </ul>                 |                    |
| <b>Friends of Buker Elementary School</b>   | <b>\$4,000.00</b>  |
| <ul style="list-style-type: none"> <li>Purchase of shed for the Buker gardens &amp; outdoor learning</li> </ul>                   |                    |
| <b>Friends of HWRHS/MS Schools</b>  | <b>\$626.00</b>    |
| <ul style="list-style-type: none"> <li>For Middle School Trips to Wingmasters / Birds of Prey</li> </ul>                          |                    |
| <b>Winthrop 5<sup>th</sup> Grade Students</b>   | <b>\$200-\$300</b> |
| <ul style="list-style-type: none"> <li>Gift of a Tree to the Winthrop School</li> </ul>   |                    |
| <b>EdFund Grant</b>   | <b>\$17,211.65</b> |
| <ul style="list-style-type: none"> <li>MRMS fitness Room Spin Bikes &amp; Heart Tech Monitoring</li> </ul>                        |                    |
| <b>EdFund Grant</b>   | <b>\$24,637.00</b> |
| <ul style="list-style-type: none"> <li>Cutler Elementary – Creating Sensory Supportive Classrooms for All Learners</li> </ul>     |                    |

**From:** Jenn Clifford <[j.clifford@hwschools.net](mailto:j.clifford@hwschools.net)>

**Date:** Monday, June 4, 2018 at 1:07 PM

**To:** Mike Harvey <[m.harvey@hwschools.net](mailto:m.harvey@hwschools.net)>

**Subject:** two things

The Friends of Cutler would like to donate two display cases for the gallery at Cutler, which will house student artwork and/or student collections. The cases do not require electricity, providing for flexibility in where they are located.

From School Specialty Marketplace:

2 [Waddell Merchandiser Floor Display Case](#), 48 x 20 x 40 inches, \$1673.96/each, plus shipping

In addition, they would like to purchase a new sandwich sidewalk sign to be used for parent announcements, replacing a damaged one.

From Amazon:

[NEOPlex 25" x 45](#): Plasticade/Signicade Sidewalk Sandwich Board A-frame Sign w/Letter Tracks and Full Letter Kit, \$139, plus shipping



Kate Melchior  
Massachusetts History Day  
1154 Boylston Street  
Boston MA 02215

Hamilton-Wenham Regional High School  
5 School St  
Wenham, MA 01984

Dear Hamilton-Wenham Regional High School,

Congratulations to **Elizabeth Gasiorowski** and her teacher **Kristen Borges** for their amazing accomplishments at Massachusetts History Day 2018! Mass History Day and Mass Humanities are thrilled to award Elizabeth with the First Place MHD Frederick Douglass Bicentennial Award for her website, "*Henrietta Lacks and Medically Informed Consent*." This award honors Massachusetts History Day projects that celebrate the life and historical legacy of Frederick Douglass and his work as an African-American social reformer, abolitionist, orator, writer, and statesman.

As First Place winner for the North Shore division, we have awarded Elizabeth with a **\$500 scholarship** on behalf of Mass Humanities and with the support of the Andrew W. Mellon Foundation and Pulitzer Prizes. Elizabeth was also invited to speak at our Bicentennial Celebration on June 2<sup>nd</sup> with scholars David Blight, Lois Brown, and John Stauffer about her project.

In addition, we want to recognize the school communities of our first place winners and the role you play in supporting our MHD students. **We are pleased to award Hamilton-Wenham Regional High School a \$500 honorarium** for the purchase of books and other materials to enhance your library's African American holdings. In making your purchases we ask that you give special consideration to titles on the enclosed list of Pulitzer Prize Winners and Finalists.

If you have any questions, please contact State Coordinator Kate Melchior at [kmelchior@masshist.org](mailto:kmelchior@masshist.org) or at 617-646-0588.

Congratulations again to Elizabeth and her teacher, and to the Hamilton-Wenham school community—we are proud to celebrate the legacy of Frederick Douglass with you!

Kate Melchior  
Massachusetts State Coordinator for National History Day

*The Mass History Day Frederick Douglass Bicentennial Awards is a collaboration between Massachusetts History Day and Mass Humanities with funding from the Andrew W. Mellon Foundation's 'Democracy and the Informed Citizen' initiative.*

JUN 8 AM 10:56

June 7, 2018

Dear Mr. O'Donoghue and Mrs. Gray,

The Friends of Buker is happy to gift \$4,000.00 to the Buker Garden Fund to purchase an 8X10 shed to support the Buker Gardens and outdoor learning experiences for the students of Buker Elementary.

Sincerely,

A handwritten signature in blue ink that reads "Stephanie Mark". The signature is written in a cursive style with a large initial 'S' and a stylized 'M'.

Stephanie Mark  
FOB Treasurer

CC: Natalie Blue  
Kristen Sleeper  
Cailin DeBiase  
Alison Hawkins

June 12, 2018

Winthrop Elementary School  
325 Bay Road  
Hamilton MA 01982  
Attention: Principal Christopher Heath

Dear Principal Heath,

It is with great fondness that the 5<sup>th</sup> grade students of Winthrop Elementary School (Class of 2018) would like to gift the school with an appropriate tree of your choice with the total value being approximately \$200-\$300.

Please let us know if you have any questions.

Sincerely,  
Carrie Doucette, Lori Bouchard and Aimee Stidsen  
Winthrop 5<sup>th</sup> Grade Parent Group Class of 2018

## Grant Acknowledgement and Acceptance of Terms

### PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Edfund-Amy DeSimone at [amydesimone12@gmail.com](mailto:amydesimone12@gmail.com) and
2. Hamilton Wenham Administration-Vincent Leone at [v.leone@hwschools.net](mailto:v.leone@hwschools.net)

We accept this grant from the **Hamilton Wenham Education Foundation** and agree to abide by the following associated provisions and obligations:

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2018-2019 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: Miles River Middle School

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: MRMS Fitness Room Spin Bikes and Heart Tech Monitoring

Grant Amount Approved: 17211.65 Date Requested:

Grant Requestor's Name: Prudy Pilkanis, Josh Wedge and Kim Adsit Title: 6-12 Wellness Team

Email Address and Phone Number: p.pilkanis@hwschools.net

**Please attach a detailed budget for your approved grant**

Signature of grant recipient \_\_\_\_\_



## HAMILTON WENHAM EDFUND PROJECT GRANT APPLICATION FORM

Project grants are for projects of \$1,000 or more, and should be designed to influence or advance the school system's interest in areas such as curriculum, technology, teaching methods, special school projects or specific innovative interdisciplinary projects.

Name(s) of Application Contact(s): Prudy Pilkanis, Josh Wedge, Kim Adsit

Submission date: June 1, 2018 Date approval needed: AS SOON AS POSSIBLE

Contact(s) phone number: Prudy-978-766-3306 Email: p.pilkanis@hwschools.net

Position or Title of Application Contact(s): 6-12 Wellness Curriculum Coordinator

Grant Title: Miles River Middle School Fitness Room Spin Bike and Heart Tech Monitoring Grant

School(s): Miles River Middle School Grade(s): 6-8

Amount requested: \$17,211.65 Recurring costs: Zero

Please address the following topics:

1. Has this grant been funded in the past? If yes, from what source?
2. Description of project and purpose.
3. Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria at <http://hwedfund.org/applications-criteria.htm>).
4. Number of students and/or teachers to benefit.
5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.
6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.
7. Method of evaluating success of project (i.e. student feedback).

Additional Comments: \_\_\_\_\_

Signature(s) of Applicant(s): Prudy Pilkanis Date: 6/1/2018

Please submit grant application to your Principal for approval before sending to Dana Allara at edfundgrants@gmail.com, Edfund Grants Committee Chair with a copy to Director of Curriculum, Assessment and Instruction, Peggy McElhinney at [m.mcelhinney@hwschools.net](mailto:m.mcelhinney@hwschools.net).

Principal: Elizabeth Jewell Date: 6/1/18

Josh Wedge, Miles River Middle School Physical Education teacher [j.wedge@hwschools.net](mailto:j.wedge@hwschools.net) 978-697-2883

Kim Adsit, Miles River Middle School Physical Education teacher [k.adsit@hwschools.net](mailto:k.adsit@hwschools.net) 978- 417- 1049

Revised 5/10/2016

## Grant Acknowledgement and Acceptance of Terms

### PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Edfund-Amy DeSimone at [amydesimone12@gmail.com](mailto:amydesimone12@gmail.com) and
2. Hamilton Wenham Administration-Vincent Leone at [v.leone@hwschools.net](mailto:v.leone@hwschools.net)

We accept this grant from the **Hamilton Wenham Education Foundation** and agree to abide by the following associated provisions and obligations:

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2018-2019 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: Cutler

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Creating Sensory Supported Classrooms for All Learners

Grant Amount Approved: \$24,637.00 Date Requested: ASAP

Grant Requestor's Name: Carey Greene, Mary Adamik, Rebecca Pinciario Title: 1<sup>st</sup> Grade teachers

Email Address and Phone Number: c.greene@hwschools.net

**Please attach a detailed budget for your approved grant**

Signature of grant recipient \_\_\_\_\_

Grant Application  
Creating a Sensory Supported Classroom for All Learners  
With a focus on...  
Classroom Environments that Inspire, Support, and Nurture all Students  
Carey Greene, Mary Adamik, Rebecca Pinciario  
Cutler School

This grant is written with the desire to bring awareness and understanding of the need to structure learning environments in purposeful ways to support the unique needs of all student learners. This project proposal has a special focus on supporting the needs of all children within our student population with a specific focus on children who display signs of sensory integration struggle, anxiety, and attention difficulties. These areas of need can often times have a significant impact on student learning outcomes. Some students may not qualify for special education services, but still face challenges that will require specific support within their learning environment. With careful planning and collaboration teachers can work to meet a student's social and emotional learning needs within the classroom setting and in turn help all students to grow and thrive across all curriculum areas while maintaining a classroom community that is calm, inclusive, and supportive.

1. Has this grant been funded in the past?

This is a new grant that has not been funded in the past.

The classroom materials included in this grant will help the first grade teachers to further support child centered learning in an environment that is ready to support all student learners in positive, thoughtful and creative ways.

2. Description of project and purpose.

The purpose of this project is to create a classroom environment that will inspire, support, and nurture all students as they engage in their learning experiences each day. As elementary classroom teachers we understand the importance of supporting each student and to approach each child's social emotional learning needs with knowledge, care and compassion.

This project is designed to support the social-emotional and academic growth and learning of first grade children by creating a warm, inviting, and organized classroom environment that honors and supports the unique needs, learning styles, and interests of each child. This can be achieved by creating learning spaces where children encounter beautiful and functional materials that have been carefully selected with intention, purpose and care. The teacher, materials and environment work together hand in hand to support student learning based in inquiry and wonder.

This project will also support students who have sensory integration sensitivities, anxiety, and who may struggle with attention and focus, stamina and motivation throughout the school day. Student learning can often be impacted by underlying factors that are becoming more common within the general student population and it is crucial for classroom teachers to have the tools and resources they need readily available to modify the environment within the classroom setting in order to support all student learners everyday.

**This grant focuses on four specific physical classroom elements including: furniture and storage, area rugs, sensory support items, and alternative seating options.**

#### **Calming corner/sensory nook:**

This project includes the creation of a classroom calming corner or nook that can also be used for other purposes including a reading or writing corner or a space to perform reader's theater plays. The calming nook will have an area rug in soothing color palate, and a wooden arch structure with silk scarf cover, and soft floor cushions to create a cozy spot to be used by all children.

All children need to know that feeling different emotions throughout the day is a normal part of daily living. Part of social and emotional learning involves helping children to recognize how they are feeling and what tools they can use to support themselves in these times. Children learn about these feelings through programs like "The Zones of Regulation." Students learn strategies like talking to a trusted teacher or friend, taking a deep breath, getting some water or a snack and very often finding a cozy corner to rest and regroup so that the child can return to classroom activities feeling a renewed sense of calm. Being thoughtful and intentional about making a calming space in a classroom is important. We found inspiration for this idea after discovering the wooden arches, which are handmade locally in Maine.

#### **Moveable furniture and storage pieces:**

Students will benefit from having tables available to work at in a variety of heights. Children can kneel on floor cushions to work at low tables, sit at benches or chairs at a regular height table, or work at a standing height table that is big enough to share with peers. Tables and benches are moveable and can be used in a variety of ways to support different curriculum needs. Students will be able to choose times when they work alone, with a partner, or in larger groups of between 4-8 children. Tables will vary in shape, size, and height and this allows for authentic movement opportunities and choice within the day.

Students will have daily access to using a LED light table to enhance learning in art, science and math. Light tables can be used to explore leaves and plants of all kinds and will inspire a sense of curiosity and wonder within students. Light tables can be used to explore a variety of math concepts involving shapes and design using materials specifically designed for light tables. This light table is unique in that it can be adjusted in height and can be used with up to 4 students at a time. This table will take center stage in our learning environment.

Having a variety of unique storage options is an essential component for creating sensory friendly classrooms that support executive functioning in young children. Children need to be able to access a variety of materials with ease and independence. This is not fully possible with our current classroom design and storage options. The children will learn where to find materials they need for specific projects and will be able to return materials safely back when finished using them. Having high quality and versatile storage furniture pieces allows for a flexible use of a wide variety of classroom materials throughout the school year. Many of these storage furniture pieces have rollers on the bottom so this allows for easy movement and changes to space as needed.

#### **Alternate seating options:**

Students will benefit from having access to a variety of seating options available to them. Students will learn to be in tune and aware of their own levels of attention and focus and can choose appropriate seating to support their needs throughout the school day. Some children may choose a floor cushion to sit on and read a book. Another child may kneel on a floor cushion and use a wooden bench as a tabletop during writing time. This grant includes cushions that go on top of the seat of a regular classroom chair. This allows children to safely move and wiggle in place while seating, which will in turn improve stamina for work, attention and focus. Cube chairs are sturdy and supportive and are a great option for children who have low muscle tone or tire easily. Cube chairs are wonderful to use at the rug area during a whole group or small group lessons to support student attention. A student size rocking chair will be allow options for movement and calm and can be used during independent reading and writing times during the day.

#### **Sensory integration support materials:**

This project will allow for children to have access to a variety of sensory integration tools available to them within their classroom setting. These tools will support children who have struggles related to anxiety, attention, and sensory needs and are also tools that can be used by all student learners regardless of specific learning areas of strength or need. Items such as noise cancellation headphones, kinetic sand, weighted lap pads, and seat cushions will be helpful to support all students. Teachers are becoming more aware of

the importance of using sensory supportive items with students and this grant will allow our team to have a set of sensory items for regular classroom use.

3. Describe how this grant meets the goals of the EdFund Grants Program.

This grant has a direct focus on student learning within the classroom environment. This grant represents a shift in thinking and move towards creating elementary classrooms where children are able to engage in their learning each day using a wider variety of classroom materials as they gain important academic and social skills. This grant will allow for a classroom environment that supports cross-curricular learning across subjects and supports peer collaboration and student choice. This grant supports all student learners by focusing on the unique materials and teaching practices that will support social emotional needs within the classroom.

Through collaboration with Dolly McIlvaine our school adjustment counselor and Nancy Perkus our school based occupational therapist we have been able to share thoughts and ideas for supporting social and emotional learning of all students through this project. Our goal is to build a capacity within each classroom for students to have sensory breaks and movement options without having to leave the classroom space in order to regroup and refocus for learning.

The project also supports professional development work done at the elementary school level with a focus on response to intervention strategies for social emotional learning. This project supports the Responsive Classroom model of teaching practice and initiatives of CASEL (collaborate for academic and social emotional learning) <http://casel.org>

The vision for purposeful classroom design to support all learners is one that can translate across grade levels and across elementary schools. It can impact a significant number of students across each school in our district as teachers collaborate and share ideas of sensory supports that have been helpful in other classrooms.

This project also provides support to parents who are often looking for ways to make meaningful connections between school learning and the home environment. Many of the practices for classroom space and design can also apply to creating special learning and calming spaces to support children at home.

As teachers we are passionate about creating a classroom space that is inclusive, welcoming and engaging for all students. We are excited and eager to share this vision with others.

Mrs. Greene's blog link is below.

<https://firstgradetimes3.blogspot.com/2018/05/>

4. Number of students and teachers to benefit

This project will benefit 60 first grade students during the 2018-2019 school year. This project will benefit students on going for years to come as the materials are mostly non-consumables and will last long term. This project may also benefit other teachers through the process of teacher collaboration and sharing ideas and visions for authentic and supportive classroom environments. As a first grade team we would be happy to invite teachers into our classrooms so they can become familiar with any tools that might be new and of interest.

5. Budget detail- Please see attached lists

6. Possible future expenditures

There may be a need to replace some of the sensory items over time and the Friends of Cutler teacher mini grants can be used to support this need.

7. Method of evaluating success of project.

This project will be evaluated for success through the means of direct feedback from parents, students, teachers, and administrators. Our classroom blogs will provide visual representation of the grant vision in use by students and teachers throughout the school year.

Seeing students engaged in their learning each day and gaining new strategies for self awareness of one's needs throughout the school day and being able to access supportive tools within the classroom setting will impact all students in positive ways throughout the school year. As a team of reflective teachers we are always taking cues from our students on ways we can adjust our teaching practice, materials and learning environment in order to best meet students needs so they can grow and thrive in exciting ways. We look forward to seeing how this grant can help our team to further transform our classrooms to support our students in their learning for years to come.

| <b>Company</b>                            | <b>Item</b>                          | <b>Item Number</b>    | <b>Quantity</b> | <b>Price/Unit</b> | <b>Total</b> | <b>Shipping</b> | <b>Discount</b> | <b>Total Cost</b> |
|---|--------------------------------------|-----------------------|-----------------|-------------------|--------------|-----------------|-----------------|-------------------|
| Natural Pod                               | Square 48"L x 48"W Table             | FS-TAB-S-4848         | 6               | \$570.00          | 3420         |                 |                 |                   |
|   | Bench 44"L x 12"W                    | FS-BNCH-441214        | 12              | \$213.00          | 2556         |                 |                 |                   |
|   | Square Light Table 36"L x 36"W       | FS-TAB-LIGHT-LED-3636 | 3               | \$898.00          | 2694         |                 |                 |                   |
|   | Bench 31"L x 12"W                    | FS-BNCH-311214        | 12              | \$201.00          | 2412         |                 |                 |                   |
|   | Stool 14"H                           | FS-STOOL-14           | 6               | \$79.00           | 474          |                 |                 |                   |
|   | Square 36"L x 36"W Table             | FS-TAB-S-3636         | 3               | \$541.00          | 1623         |                 |                 |                   |
| <b>Total</b>                              |                                      |                       |                 |                   | 13179        | (Included)      | \$419           | \$12,760          |
| School Specialty                          | Kit Cubby Flex Tray with 16 Trays    | 206052                | 3               | \$479.66          | 1438.98      |                 |                 |                   |
|   | Cart Classroom 3 Shelf Mobile        | 271585                | 2               | \$240.26          | 480.52       |                 |                 |                   |
|   | QS Book Center SGL Side Top Browser  | 272110                | 3               | \$211.79          | 635.37       |                 |                 |                   |
|   | Wooden Rocking Chair                 | 1580775               | 3               | \$122.14          | 366.42       |                 |                 |                   |
|   | Inflatable Wedge Seat                | #009995               | 6               | \$28.50           | 171          |                 |                 |                   |
|   | Carpet Area Rug Seaside 7'8" x 10'9" | 1469349               | 3               | \$360.00          | 1080         |                 |                 |                   |
|   | Joy Carpet Rug 5'4"x7'8" Heather     | 1469348               | 1               | \$207.14          | 207.14       |                 |                 |                   |
|   | Joy Carpet Rug 5'4"x7'8" Seaside     | 1469348               | 1               | \$207.14          | 207.14       |                 |                 |                   |
|   | Joy Carpet Rug 5'4"x7'8" Mocha       | 1469348               | 1               | \$207.14          | 207.14       |                 |                 |                   |
|   | Joy Carpet Round Teal                | 1548397               | 3               | \$168.57          | 505.71       |                 |                 |                   |
|   | Book Display/Storage 4 Side          | #071870               | 2               | \$262.83          | 525.66       |                 |                 |                   |
|   | Theraputty Set of 6                  | 1387127               | 3               | \$17.26           | 51.78        |                 |                 |                   |
|   | <b>Total</b>                         |                       |                 |                   |              | 5876.86         | Free            | None              |
| Lakeshore                                 | Easy Reach Storage Center            | LL299                 | 3               | \$249             | 747          |                 |                 |                   |
|   | Set of 9 Baskets                     | LL279                 | 3               | \$94.50           | 283.5        |                 |                 |                   |
|   | Calming Colors Cube Chairs           | LC547                 | 3               | \$199             | 597          |                 |                 |                   |
|   | Calming Colors Soft Seat             | DD380X                | 3               | \$47.99           | 143.97       |                 |                 |                   |
|   | Comfy Floor Seat Blue                | BR302BU               | 6               | \$49.99           | 299.94       |                 |                 |                   |
|   | Calming Colors Pillows Set of 5      | LC199                 | 3               | \$129             | 387          |                 |                 |                   |
|   | Kinetic Sand Castle Set              | EE200                 | 3               | \$29.99           | 89.97        |                 |                 |                   |
|   | Sensory Ball Set                     | RE322                 | 3               | \$34.99           | 104.97       |                 |                 |                   |
|   | <b>Total</b>                         |                       |                 |                   |              | 2653.35         | Free            | None              |
| Etsy (bought separately from each vendor) |                                      |                       |                 |                   |              |                 |                 |                   |
|   | Play Silk Wands                      | etsy                  | 12              | \$20              | 240          |                 |                 |                   |
|   | Large Silk Scarf                     | etsy                  | 3               | \$82              | 246          |                 | \$26            |                   |
|   | Wooden Arch                          | etsy                  | 3               | \$445             | 1335         | Free            |                 |                   |
|   | Sand Table                           | etsy                  | 3               | \$75              | 225          | Free            |                 |                   |
| <b>Total</b>                              |                                      |                       |                 |                   | 2046         | \$26            |                 | \$2,072           |

|                    |                             |                         |    |         |        |      |  |          |
|--------------------|-----------------------------|-------------------------|----|---------|--------|------|--|----------|
| Amazon             |                             |                         |    |         |        |      |  |          |
|                    | Noise Cancelling Headphones | amazon                  | 15 | \$12.98 | 194.7  |      |  |          |
|                    | Kinetic Sand                | amazon                  | 6  | \$14    | 84     |      |  |          |
|                    | Light Covers                | amazon                  | 12 | \$39.99 | 479.88 |      |  |          |
| Total              |                             |                         |    |         | 758.58 |      |  | \$758.58 |
|                    |                             |                         |    |         |        |      |  |          |
| Other              |                             |                         |    |         |        |      |  |          |
|                    | Weighted shoulder wrap      | Soothey Designs Company | 9  | \$24.00 | 216    |      |  |          |
|                    | Weighted Lap Pads           | Soothey Designs Company | 15 | \$20    | 300    |      |  |          |
| Total              |                             |                         |    |         | 516    | Free |  | \$516    |
| TOTAL COST FOR ALL |                             |                         |    |         |        |      |  | \$24,637 |



HAMILTON WENHAM EDFUND PROJECT GRANT APPLICATION FORM

Project grants are for projects of \$1,000 or more, and should be designed to influence or advance the school system's interest in areas such as curriculum, technology, teaching methods, special school projects or specific innovative interdisciplinary projects.

Name(s) of Application Contact(s): Carey Greene, Mary Adamik, Rebecca Pinciario  
 Submission date: June 4, 2018 Date approval needed: June 12, 2018  
 Contact(s) phone number: 978-468-5330 Email: C.greene@hwschools.net  
 Position or Title of Application Contact(s): Cutler School Teachers -grade one  
 Grant Title: Creating Sensory Supportive Classrooms for All Learners  
 School(s): Cutler School Grade(s): one  
 Amount requested: \$ 28,000 Recurring costs: none

Please address the following topics:

1. Has this grant been funded in the past? If yes, from what source?
2. Description of project and purpose.
3. Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria at <http://hwedfund.org/applications-criteria.htm>).
4. Number of students and/or teachers to benefit.
5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.
6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.
7. Method of evaluating success of project (i.e. student feedback).

Additional Comments: Shipping costs have not been figured in as of yet

Signature(s) of Applicant(s): Carey Greene Date: 6-4-18

Mary Adamik Rebecca Pinciario

Approval

Please submit grant application to your Principal for approval before sending to Dana Allara at [edfundgrants@gmail.com](mailto:edfundgrants@gmail.com), Edfund Grants Committee Chair with a copy to Director of Curriculum, Assessment and Instruction, Peggy McElhinney at [p.mcelhinney@hwschools.net](mailto:p.mcelhinney@hwschools.net).

Principal: [Signature] Date: 6/4/18

Revised 5/10/2016

**Grant Acknowledgement and Acceptance of Terms**

**PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:**

- 1. Edfund-Amy DeSimone at [amydesimone12@gmail.com](mailto:amydesimone12@gmail.com) and
- 2. Hamilton Wenham Administration-Vincent Leone at [v.leone@hwschools.net](mailto:v.leone@hwschools.net)

We accept this grant from the **Hamilton Wenham Education Foundation** and agree to abide by the following associated provisions and obligations:

- 1) The purpose of the grant is to be accomplished as proposed. The project’s current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee’s intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant’s implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2018-2019 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee’s deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: Cutler

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Creating Sensory Supported Classrooms for All Learners

Grant Amount Approved: \$24,637.00 Date Requested: ASAP

Grant Requestor’s Name: Carey Greene, Mary Adamik, Rebecca Pinciario Title: 1<sup>st</sup> Grade teachers

Email Address and Phone Number: c.greene@hwschools.net

**Please attach a detailed budget for your approved grant**

Signature of grant recipient \_\_\_\_\_