



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Thursday, October 6, 2016

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Comments 7:05
4. Chair's Report 7:15
5. Superintendent's Report 7:30
6. Consent Agenda 7:45
 - a. Minutes of September 22, 2016 meeting Exhibit A
 - b. Superintendent's Evaluation Exhibit B
 - c. Field Trip to Washington DC for Grade 8 students Exhibit C
7. New Business 8:00
 - a. Regional School Agreements Presentation by Michael Gilbert, MASC
 - b. Report of Facilities Technology and Finance Summer Work Exhibit D
 - c. Update and recommendations for Capital Plan, Operations and Turf Field Projects as they relate to SC Goal #2. Exhibit E & F
 - d. Select Delegate and Alternate for MASC Conference in November
 - e. Review of Academic Calendars
 - 2017-18 Exhibit G
 - 2018-19 Exhibit H
 - f. Approval of Bonds & signing of associated paperwork
 - g. Policy Review
 - 2nd Reading - Teaching about Tobacco, Alcohol & Drugs Exhibit I
 - Reading - Pediculosis Exhibit J
 - 1st Reading - Cash Investment Policy Exhibit K
8. Vote to Adjourn to Executive Session to discuss strategy relative to negotiations with District Treasurer Don Gallant (Executive Session Purpose #2) and not to return to open session. 9:30

Secretary: Michelle Bailey, HWRSC

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 COMMITTEE MEETING
MINUTES
September 22, 2016

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 7:05 pm in the Buker School Multi-Purpose Room.
- Present: Michelle Bailey, Jeanise Bertrand, Deborah Evans, Hannah Fraley, David Polito
- Also present: Michael Harvey
Jack Gourdeau, student rep
Nancy Bergner

II. PLEDGE OF ALLEGIANCE

III. CITIZENS' COMMENTS

No citizen comments

IV. CHAIR'S REPORT

- A. Dorothy Presser will return to continue education of School Committee on matters of oversight and governance.
- B. Hamilton voted to change polling place so that schools can remain open.

V. SUPERINTENDENT'S REPORT

See Hamilton Wenham Regional School District website for full text of this report

VI. CONSENT AGENDA

- A. Minutes of September 8, 2016

Exhibit A

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE CONSENT AGENDA. THERE CAN BE NO FURTHER CHANGES OR DISCUSSION.

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

VII. COMMITTEE REPORTS

- A. Communications: Michelle Bailey presented

- I.* Met in June; will reconvene on Monday to produce article from the Board retreat
- B.* Planning: Deb has no update since the June meeting
- C.* Policy: will meet on Monday
- D.* Warrant: David Polito presented.
 - I.* David sought guidance from the School Committee regarding the scope and depth of reporting desired from Warrant Committee.
- E.* Student Rep: All student government reps will be present at the next SC meeting
- F.* Other-School liaisons update: Stacey Metternick and other committee members (Deb, Hannah) are reviewing apportionment costs from past years with reference to upcoming budget needs in order to prepare presentations for the community.

VIII. NEW BUSINESS

- A.* Report on summer programs: Katherine Harris presented.
 - 1.* 68 students qualifying for Extended School Year Special Education were served by 14 Teachers, 3 Related Service Providers, Program Nurse, and Teaching Assistants. Hamilton-Wenham's program is consistent with other local districts also providing these services, pursuant to IDEA law.
- B.* Superintendent's Review: Stacey Metternick presented. This document will be included in the next meeting's Consent Agenda so that the School Committee may vote to accept it.
- C.* Appointment of Don Gallant to position of District Treasurer

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE EXTEND DON GALLANT'S CURRENT CONTRACT FOR ONE MORE YEAR.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand

Discussion, ensuring compliance with by laws. Questions of appropriate evaluator and proper wording of the arrangement with D. Gallant was explored. Amendment was suggested per motion below.

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE EXTEND DON GALLANT'S APPOINTMENT FOR ONE YEAR, WITH CONTRACT TERMS TO BE NEGOTIATED.

MOTION by Michelle Bailey; SECONDED by Deb Evans

Unanimously approved by six members present.

- D.* Appointment of member to Policy Subcommittee to replace D. Hurley

- 1.* Jeanise Bertrand volunteered to replace Dennis Hurley; Stacey nominated her.

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT JEANISE BERTRAND TO THE POLICY SUBCOMMITTEE.

MOTION by Michelle Bailey; SECONDED by Hannah Fraley

Unanimously approved by six members present.

- E.* Appointment of Deb Evans to Warrant Subcommittee

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE DEB EVANS TO BE AN AUTHORIZED SIGNER ON BEHALF OF THE SCHOOL COMMITTEE

Unanimously approved by six members present.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand

F. Policies

- 1st Reading-Teaching about Tobacco, Alcohol & Drugs Policy Exhibit B
 - Text of the policy is taken directly from State policy. It will be presented for a second reading at the next School Committee meeting, in order to allow for public response.
- 2nd Reading-Pediculosis Policy Exhibit C
 - A legal opinion letter was discussed, addressing concerns about HIPA

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THIS POLICY

Unanimously approved by six members present.

MOTION by Michelle Bailey; SECONDED by Hannah Fraley

Discussion. Our public has been assured in the past that they would have an opportunity to respond to any development of policy addressing this issue. There are community members concerned about the scope of the school nurse's discretion on potential privacy issues/stigmatizing of individuals vs. perceived public health concerns. Policy Committee will take up this issue again on Monday night, seeking to provide a context for community input if any in the community so desire. The motion to approve the Pediculosis Policy is tabled.

- 2nd Reading-Use of Tobacco, Drugs & Alcohol by Students Exhibit D

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE USE OF TOBACCO, DRUGS & ALCOHOL BY STUDENTS POLICY AS PRESENTED.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.

Unanimously approved by six members present.

- 2nd Reading-Administering Medicines Exhibit E

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE ADMINISTERING MEDICINES TO STUDENTS POLICY AS PRESENTED.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand.

Unanimously approved by six members present.

IX. OTHER

A. Topics for next meeting (October 6)

- Michelle Bailey would like to invite Michelle Chaney to inform the School Committee about her work with the community's pre-K children.

X. VOTE TO ADJOURN

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand

Unanimously approved at 9:17 PM.

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting

End-of-Cycle Summative Evaluation Report: Superintendent



Superintendent: Dr. Michael Harvey

Evaluator: Stacey Metternick (Cumulative)

9-20-16

Name

Signature

Date

Step 1: Assess Progress Toward Goals (Complete page 3 first; check one for each set of goal[s].)

Professional Practice Goal(s)	☐ Did Not Meet	☐ Some Progress	☐ Significant Progress	☒ Met	☐ Exceeded
Student Learning Goal(s)	☐ Did Not Meet	☐ Some Progress	☒ Significant Progress	☐ Met	☐ Exceeded
District Improvement Goal(s)	☐ Did Not Meet	☐ Some Progress	☐ Significant Progress	☒ Met	☐ Exceeded

Step 2: Assess Performance on Standards (Complete pages 4–7 first; then check one box for each standard.)

Indicators

Unsatisfactory = Performance on a standard or overall has not significantly improved following a rating of *Needs Improvement*, or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.

Needs Improvement/Developing = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected. For new superintendents, performance is on track to achieve proficiency within three years.

Proficient = *Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance.*

Exemplary = A rating of *Exemplary* indicates that practice significantly exceeds *Proficient* and could serve as a model of practice regionally or statewide.

Indicators	Unsatisfactory	Needs Improvement	Proficient	Exemplary
Standard I: Instructional Leadership	☐	☐	☒	☐
Standard II: Management and Operations	☐	☐	☒	☐
Standard III: Family and Community Engagement	☐	☐	☒	☐
Standard IV: Professional Culture	☐	☐	☒	☐

End-of-Cycle Summative Evaluation Report: Superintendent



Step 3: Rate Overall Summative Performance (*Based on Step 1 and Step 2 ratings; check one.*)

☐ Unsatisfactory

☐ Needs Improvement

☒ Proficient

☐ Exemplary

Step 4: Rate Impact on Student Learning (*Check only one.*)

Low ☐	Moderate ☒	High ☐
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Step 5: Add Evaluator Comments

Comments and analysis are recommended for any rating but are required for an overall summative rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory* or Impact on Student Learning rating of *high* or *low*.

Comments:

Dr. Harvey has continued to make great strides in leading our School District. He has led many initiatives that take time to implement and conclude the end value such as the Master Plan, 5 year Capital plan, etc. These items will be constantly changing as time passes and items have been implemented or finished. Dr. Harvey seems to look at future needs so he can include in his plan. He emphasizes not just competence, but excellence.

A curriculum leader was hired at the end of the year with the hope that our whole curriculum will develop and continue each year. I am hopeful that this will help our School District move forward in something we lacked in the past for our School District's foundation. We would like to see the outcomes data improve in student achievement acknowledging the work set in place, but we have yet to see the results.

There is much that has been accomplished and many initiatives put in place while understanding that funding is always a challenge. Dr. Harvey will need to educate stakeholders on progress that needs to be made moving forward.

This past year, Dr. Harvey has demonstrated improved communications with the stakeholders and community, but would like to see better communication on School Committee matters.

The 5-year Capital Plan will need to be kept updated and need to include a technology plan, since our School District will be going to

on-line testing. Technology is and will continue to be a critical part of the education of the District's students. The Master Plan will need a plan to implement.

Superintendent's Performance Goals



Goals should be SMART and include at least one goal for each category: professional practice, student learning, and district improvement.
Check one box for each goal.

Goal(s)		Description					Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
Professional Practice											
1	Improved Communication – Has done a great job posting to stakeholders and community, but would like to see more communication to SC specifically.						☐	☐	☐	☒	☐
Student Learning											

2	Using data to improve student learning in the HWRSD – Dr. Harvey has completed initial steps. For 2016-2017 would like to see the tools used to measure the increase in performance and to be able to narrow the performance gaps.	☐	☐	☐	X	☐
District Improvement						
3	Implementing the Master Plan - Dr. Harvey has implemented a 5-year capital plan and presented the master plan to stakeholders. There is still work needed to implement the plans.	☐	☐	X	☒	☐
4	Instructional Leadership – Dr. Harvey promoted and cultivated a shared vision.	☐	☐	☐	☐	☐
5		☐	☐	☐	☐	☐
Other Goals (if any)						
6		☐	☐	☐	☐	☐
7		☐	☐	☐	☐	☐

Superintendent's Performance Rating for Standard I: Instructional Leadership



Check one box for each indicator and indicate the overall standard rating below.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measureable outcomes.	☐	X	☐	☐
I-B. Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.	☐	☐	X	☐
I-C. Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to	☐	☐	X	☐

their practice when students are not learning.				
I-D. Evaluation: Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.	☐	☐	X	☐
I-E. Data-Informed Decision Making: Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.	☐	X	☒	☐

Overall Rating for Standard I (Check one.)	The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.
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☐ Unsatisfactory

☐ Needs Improvement

☒ **Proficient**

☐ Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Dr. Harvey inherited a District that lacked consistent curricula and has made great strides to develop and implement effective and consistent curricula and instruction wherever needed as this process could take longer then we would like to see. The school committee looks forward to across the board enhancements as result of the many initiatives under way.

Examples of evidence superintendent might provide:

- ☐ Goals progress report
- ☐ Analysis of classroom walk-through data
- ☐ Analysis of district assessment data
- ☐ Sample of district and school improvement plans and progress reports

- ☐ Analysis of staff evaluation data
- ☐ Report on educator practice and student learning goals
- ☐ Student achievement data
- ☐ Analysis of student feedback
- ☐ Analysis of staff feedback

- ☐ Relevant school committee meeting agendas/materials
- ☐ Analysis of leadership team(s) agendas and/or feedback
- ☐ Protocol for school visits
- ☐ Other: _____

Superintendent's Performance Rating for Standard II: Management and Operations



	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.	☐	☐	X	☐
II-B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.	☐	☐	X	☐
II-C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.	☐	☒	X	☐

Check one box for each indicator and indicate the overall standard rating below.

II-D. Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.	☐	☐	☒	☐
II-E. Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.	☐	☐	☒	☐

Overall Rating for Standard II (Check one.)	The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.			
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☐ Unsatisfactory

☐ Needs Improvement

☒ **Proficient**

☐ Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Dr. Harvey has instituted a professional culture in the School District. He has hired a team of highly qualified leaders in their respective areas. Dr. Harvey has ensured the planning of effective routines for daily functioning at the schools to maintain safety and health. Dr. Harvey has worked with the staff and School Committee to develop and present a budget that supports the goals of the district.

Examples of evidence superintendent might provide:

- ☐ Goals progress report
- ☐ Budget analyses and monitoring reports
- ☐ Budget presentations and related materials
- ☐ External reviews and audits
- ☐ Staff attendance, hiring, retention, and other HR data

- ☐ Analysis of student feedback
- ☐ Analysis of staff feedback
- ☐ Analysis of safety and crisis plan elements and/or incidence reports

- ☐ Relevant school committee meeting agendas/minutes/materials
- ☐ Analysis and/or samples of leadership team(s) schedule/agendas/materials
- ☐ Other: _____

Superintendent's Performance Rating for Standard III: Family and Community Engagement



	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.	☐	☒	☐	☐
III-B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.	☐	☐	☒	☐

Check one box for each indicator and indicate the overall standard rating below.

III-C. Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.	☐	☐	☒	☐
III-D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner.	☐	☐	☒	☐

Overall Rating for Standard III (Check one.)	The education leader promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the district and its schools.
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☐ Unsatisfactory

☐ Needs Improvement

☒ **Proficient**

☐ Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Dr. Harvey has made great progress in in communicating with the community both written and verbal to the communities and stakeholders. He has communicated through blogs, emails and Connect-ed messages. We would like to see how we might be able to engage the community more with talent that we can bring to the School District and help our students.

Examples of evidence superintendent might provide:

- ☐ Goals progress report
- ☐ Participation rates and other data about school and district family engagement activities
- ☐ Evidence of community support and/or engagement

- ☐ Sample district and school newsletters and/or other communications
- ☐ Analysis of school improvement goals/reports
- ☐ Community organization membership/participation/contributions

- ☐ Analysis of survey results from parent and/or community stakeholders
- ☐ Relevant school committee presentations and minutes
- ☐ Other: _____

Superintendent's Performance Rating for Standard IV: Professional Culture

Check one box for each indicator and indicate the overall standard rating below.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.	☐	☐	X	☒
IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.	☐	☐	X	☐
IV-C. Communication: Demonstrates strong interpersonal, written, and verbal communication skills.	☐	☐	X	☐
IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.	☐	X	☒	☐
IV-E. Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.	☐	☐	X	☐
IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.	☐	☐	X	☐

Overall Rating for Standard IV
(Check one.)

The education leader promotes the learning and growth of all students and the success of all staff by nurturing and sustaining a districtwide culture of reflective practice, high expectations, and continuous learning for staff.

☐ Unsatisfactory

☐ Needs Improvement

☒ Proficient

☐ Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Dr. Harvey has instituted a culture at HWRSD of high standards and professionalism; leading by example. Would like to see Dr. Harvey continue with his own professional development to develop as a leader. There have been excellent community events this year to reinforce "excellence for the District" – "Most Likely to Succeed" and the Master Plan presentations.

Examples of evidence superintendent might provide:

- ☐ Goals progress report
- ☐ District and school improvement plans and reports
- ☐ Staff attendance and other data
- ☐ Memos/newsletters to staff and other stakeholders

- ☐ School visit protocol and sample follow-up reports
- ☐ Presentations/materials for community/parent meetings
- ☐ Analysis of staff feedback
- ☐ Samples of principal/administrator practice goals

- ☐ School committee meeting agendas/materials
- ☐ Sample of leadership team(s) agendas and materials
- ☐ Analysis of staff feedback
- ☐ Other: _____

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Miles River Middle School

Date Submitted: September 27, 2016

Faculty Sponsor: Craig Hovey

Position: Principal

I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____
☐ Athletics - Sport: _____
☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☒ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: Washington D.C.
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: June 6, 2017 Time: 5:00 AM Return Date: June 9, 2017 Time: 10:00PM

Number of Students Eligible: 135 Class/Group: Entire 8th grade class

Faculty Sponsor: Craig Hovey

Other Faculty/Staff chaperones: TBD (1:10 ratio/MRMS staff)

Other chaperones: Nurse, Parents (if insufficient staff)

Mode of Transportation: Coach Bus Number: 3

Airlines/Flight/Ground Transportation: Coach Bus - Coordinated by Close Up Foundation

II. Estimated Expenses

1. Transportation Cost: Included	6. Financial Assistance Available? ☒ Yes ☐ No
2. Admission Charges: Included	7. Other Sources of Funding? ☒ Yes ☐ No
3. Lodging & meals cost: Included	8. Amount Available: \$ TBD
4. Other (specify):	9. Are Student Activity Funds being used? ☐ Yes ☒ No
5. Total student cost: \$970 all inclusive	10. If yes, amount bring used: \$ ----

III. Attachments

1. Copy of Parent Letter with meeting date: X	5. Travel Costs & Refund Policy: X
2. Itinerary: X	6. Travel Insurance Policy (if applicable): Cost:
3. Security features for transportation & accommodations: X	7. Pre and Post Trip Activities: X
4. Arrangements for meals and lodging: X	8. Other Descriptive Information: X

IV. Approvals

Department Chairperson or Field Trip Requestor: _____ Date: _____

I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirementsPrincipal:  Date: 9/27/16I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: _____ Date: _____

HWRSD Committee Action: Vote - Yes _____ No _____ Abstain _____ Date: _____

Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies "School-Sponsored Field Trips" H8015 for the complete policy; this is an excerpt from that policy.

APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
 2. Description of the process that will be used to determine student eligibility.
 3. Estimated number of students expected and percentage of eligible students participating.
 4. Cost per student (if applicable).
 5. Mode of transportation and schedule.
 6. Ratio of chaperones/teachers to students
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
 8. Description of security features for transportation and accommodations.
 9. Means of financing.
 10. Draft copy of any contract and refund policies associated with the trip.
 11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
 12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
 13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent's Office.
 14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited.
- Additional information may be requested from the appropriate authority prior to making a decision.
- Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians.

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infracton upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.
3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.



**Close Up Washington Program
Miles River Middle School 2016-17**

School Information:

School Name: Miles River Middle School
Lead Contact: Craig Hovey
Lead Contact Phone: (978) 468-0362
Email: c.hovey@hwschools.net

Detailed Quote:

Close Up School ID: MA16838
Close Up Password: milesriver
Close Up Representative: Andrea Bachmann

Program Tuition & Transportation Per Student:

4 days/3 nights, bus from MRMS: \$970

Chaperones:* 12

** One adult included for every 10 full-paying student participants.*

Program Details:

Number of Days: 4 days, 3 nights
Dates: June 6-9, 2017
Transportation: Coach Bus
Estimated Number of Participants: 120 students
Student Accommodations: Quad
Adult Accommodations: Double

Deadlines:

\$300 Per Student Deposit: November 4, 2016
Second Deposit of \$300: January 20, 2017
Final Payment Due: April 21, 2017

Program Includes:

- Roundtrip coach bus transportation from MRMS;
- Ground transportation to and from all activities;
- 3 meals a day starting upon arrival;
- Quality hotel accommodations;
- Top notch instruction from trained educators;
- Educational materials including school-wide access to *Close Up in Class: Current Issues* resource library;
- Night monitors on every hotel hallway;
- All program logistics and planning;
- Booking speakers and Congressional meetings;
- Dedicated Close Up Representative and curriculum specialist;
- Liability insurance;
- All tips and gratuities;
- 24/7 supervision and instruction; and
- Medical access to Georgetown Pediatric Center.

Signature

Close Up Payment Information:

To make a payment with a School/District Credit Card please login to your school account using the information above at www.closeup.org or call 703-706-3416 between 8:00AM and 6:00PM.

All checks should be made payable to the Close Up Foundation, include the School ID in the memo line of the check, and be sent with a copy of the invoice to:

Close Up Foundation
c/o Burke & Herbert Bank & Trust Co.
P.O. Box 25228
Alexandria, VA 22313

Purchase orders may be mailed to the address above or faxed to 1-866-236-2015.

**8th grade Washington D.C trip
June 6-9 2017**

Pre-Trip Activities:

An 8th grade trip to Washington D.C. offers an opportunity for very strong curriculum connections to our 8th grade Civics curriculum as well as our 8th grade English units of study on Civil Rights and the Holocaust. The Close Up foundation has a curriculum specialist who will work with our teachers to tailor the specific activities and site visits to meet our needs. Lessons throughout the year can be connected to the Washington D.C.

Post –Trip Activities:

The specifics of the post-trip experience will need to be developed over the course of the year and could include an interdisciplinary projects (individual or group), reflections, or presentations. Given the dates of the trip this year it will more likely be a culminating experience with most of the work leading up to the trip than the basis of an end of the year project.

Alternative Trip:

The trip will be open to all 8th grade students. However, some may be unable or unwilling to attend. We plan on developing a smaller scale experience for students who stay here possibly including trips to Boston or other nearby locations to obtain a similar curricular experience (Freedom Trail/State House).

Funding Support:

The following groups may provide assistance in funding the trip and reducing the cost for students:

- Close Up Foundation has some financial aid available for students who qualify for free and reduced lunch. The amount depends on how many students qualify.
- Friends of MRMS/HWRHS – The Friends group has offered their support to this trip and I look forward to working with them
- League of Women Voters – I have received positive feedback and would seek support from them.

Chaperones:

MRMS staff: 1 per 10 students

Close Up staff: 1 per 20 students

Close Up Coordinator: 1 per trip

Nurse: provided by MRMS

1 chaperone per 10 students may attend at no cost

Accommodations:

Students: 4 per room

Chaperones: 2 per room with option to pay fee for single accommodations

Night monitors provided by Close Up

Dear 8th Grade Parent/Guardian,

We are excited to announce that in the 2016-2017 school year we will be offering a trip to Washington, D.C. Miles River's 8th grade DC trip will take place **June 6-9, 2017**. We will be continuing our partnership with Close Up (www.closeup.org), a nonprofit and nonpartisan organization that since 1971 has provided hands-on educational programs for over 850,000 students and teachers from across the country. We had a great inaugural trip last year. The feedback was overwhelmingly positive with the exception that the trip was too short. This year we have added an additional day to extend the trip to 4 days and 3 nights giving us more time to experience Washington D.C.

Using the nation's capital as a living classroom, students will get a 'close up' view of American history, government, and democracy in action that will bring connect to the 8th grade curriculum particularly in the areas of civics, the Holocaust, and human rights. Miles River teachers will be developing the program along with Close Up staff. Close Up trains its own staff of full-time teaching fellows to deliver an engaging and exciting curriculum that helps students connect what they are seeing and experiencing in D.C. to what they have learned in school.

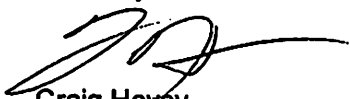
During our time in Washington, students will have the opportunity to visit many of the key institutions and historic sites of Washington D.C. —highlights include:

- Famous monuments and memorials
- World-renowned Smithsonian Museums
- Mock Congress -- an in-depth simulation of the legislative process
- Opportunity to meet with members of Congress and Washington insiders on Capitol Hill
- Discussions about current issues facing your community and country

Safety is Close Up's #1 priority – Close Up provides 24-hour supervision on program, including night monitors on every hotel hallway, one instructor per twenty students, a program leader and a dedicated Close Up representative for our school. Close Up is a full-service provider -- the all-inclusive tuition cost of \$970 per participant includes the round-trip coach bus transportation, quality hotel accommodations, all meals, entrance fees, program logistics and planning.

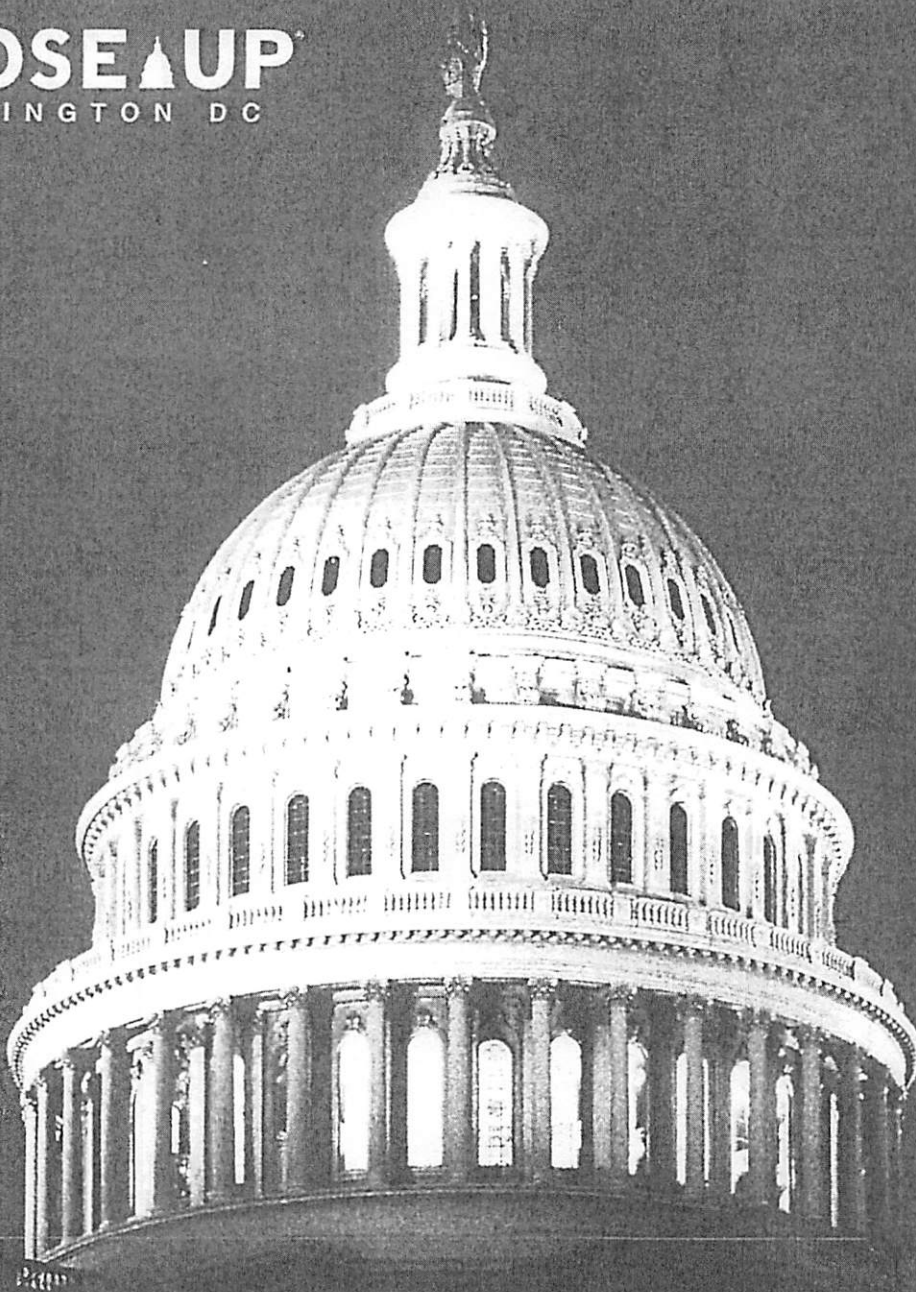
We invite all interested families to hear more about this coming year's Washington, DC trip at a meeting that will be held in the **Miles River Multipurpose room on Wednesday October 19th at 6:30pm**. If you are unable to attend the meeting, please feel free to contact me at c.hovey@hwschools.net. We hope your student joins us for this once in a lifetime experience!

Sincerely,



Craig Hovey
Principal

CLOSE UP
WASHINGTON DC



CLOSE UP WASHINGTON

MILES RIVER MIDDLE SCHOOL: 8TH GRADE PROGRAM

PREPARED BY: ANDREA BACHMANN

PHONE: 703-706-3344

EMAIL: ABACHMANN@CLOSEUP.ORG

800-CLOSE UP (256-7387)

WWW.CLOSEUP.ORG



WHY PARTNER WITH THE CLOSE UP FOUNDATION?

- **We are a non-profit, non-partisan education organization** – We strive to inform, inspire, and empower young people to become more active and engaged citizens.
- **We are not a tour operator** – Washington, DC and civic education is what we do and what we do well! Our organization is dedicated to developing interactive lesson plans, hands-on activities, and local partnerships and programming unique to our nation's capitol.
- **We use full-time teaching fellows, not contracted tour guides** – All Close Up instructors are college-educated, receive over 120 hours of training in our curriculum and methodology, and work with students at a ratio of no more than 25:1.
- **We provide 24/7 supervision and instruction** – Each program includes a trip leader, two instructors per bus, and night monitors on every half-way. Close Up is run like a camp – while buses travel together, each student is part of a small workshop group paired with a dedicated instructor who gets to know them by name, keeps track of their participation and progress, and makes sure they are engaged, having fun and learning!
- **We partner with over 100 prominent DC organizations and policymaking professionals** that provide students with a dynamic perspective on DC beyond the monuments. Examples include U.S. Congress, Embassies of Washington, U.S. Federal Courts, Faces of Homelessness and DC Central Kitchen.

WHAT DISTINGUISHES THE CLOSE UP EXPERIENCE FROM A SIGHTSEEING TOUR?

- **Schools are our partners** – We coordinate with schools to design programs based on their curricular and social objectives, incorporating critical questions, themes, and projects from their core courses.
- **Comprehensive programming and curriculum** – If a school is interested, we have resources to prepare students for program (lesson plans, current issues debates, community surveys) and project outlines to continue the learning experience after completing the DC program.
- **Answering the “so what” question** – At every monument, memorial, and museum, instructors make visits relevant by providing history and context, and by helping students connect what they are seeing to current issues debates. Examples include:

Different Forms of Service: At the World War II and Martin Luther King, Jr. Memorials, students examine different ways that citizens have shaped American history and debate the merits of different forms of protest and civil disobedience.

United States Holocaust Memorial Museum: During a visit to the museum, students are asked to consider the relevance and importance of publicly remembering certain events. What are the responsibilities of citizens in the face of mass atrocities?

- **Intentional scaffolding and sequencing** – Every program schedule is designed so that each site visit builds on previous activities and discussions. Examples include:

Congressional Simulation: Before visiting Capitol Hill and meeting with legislators, students participate in our signature Mock Congress Activity. By taking on the role of lobbyists, congressmen, and committee chairs, students experience the law-making process first-hand and are able to ask substantive questions during their Capitol Hill Meetings.

Domestic Issues Debate: To prepare students for visits to DC organizations and discussions about critical public policy questions, students participate in a live debate with a liberal and conservative policymaker.

HOW CAN CLOSE UP PROVIDE A PARALLEL EXPERIENCE FOR STUDENTS WHO CANNOT TRAVEL TO DC?

- **We want all students to become more active and engaged citizens!** We can provide lesson plans and resources that help teachers facilitate activities and local site visits to accomplish similar learning objectives.
- **Access to our interactive, non-partisan resource center** that explores the foundations of U.S. government and gives students a broad understanding of key policy issues and relevant modern-day debates.



CLOSE UP PROGRAM REGISTRATION, STAFFING AND SUPPORT

How does Close Up help you get ready for your trip?

Each school is paired with a dedicated Program Representative and Curriculum Coordinator who work as a team to guide teachers through the registration and planning process.

Close Up support leading up to the program generally includes:

- A planning meeting with teachers to discuss goals for the program and draft a schedule and curriculum overview
- A parent meeting where we are available to present Close Up's programming to parents and answer any logistical questions
- Registration email to all interested families
- Payment reminders to all registered families
- Check-in calls and follow up meetings to provide any needed support during the school year

How does a school register for a program? How does a student register for program?

Close Up will register each school for program and provide each trip coordinator with login information for our website.

Students and parents can make all payments (check or credit card) and fill out registration forms through a secure portal on Close Up's website. Trip coordinators have a dedicated webpage where they can monitor their group and see who has signed up and who has made payments.

What support does Close Up provide during travel to and from Washington, DC?

When students travel by air, a Close Up representative meets them at the airport and accompanies them on a chartered bus to their hotel. Close Up transportation staff are on duty via our transportation hotline throughout the course of bus or air travel to address any last-minute changes or emergencies.

All students are encouraged to purchase travel insurance in case of sickness or an emergency.

How are Close Up programs staffed during your time in Washington, DC?

- Registration staff assists students as they unload luggage, sign in, and receive their itineraries, workshop materials, and hotel keys.
- One full time program leader is dedicated to your program.
- Two program instructors per bus each lead a workshop group of 18-24 students. Each instructor gets to know students by name, keeps track of their participation and progress, and makes sure they are engaged.
- Night monitors are stationed on each student hallway.
- Our registrars, program staff, and night monitors ensure 24/7 supervision.

Miles River Middle School & Close Up: Pilot Schedule 2016*

Wednesday, June 15	Thursday, June 16	Friday, June 17
5:00 Depart from school by bus	7:15 Breakfast	7:15 Breakfast
Recommended Bus Stops (1. Vince Lombardi Rest Area in Ridgefield, NJ 2. Delaware House Newark, DE)	7:45 Transfer to Arlington National Cemetery	7:45 Issues in Congress Workshop: Learn about one of the many bills Congress is considering for passage this year
3:00 Registration, snack, orientation upon arrival at hotel: <u>Hilton Crystal City</u> , 2399 Jefferson Davis Hwy	8:30 Arlington National Cemetery: Consider how we recognize and honor those who served and how that influences attitudes about war	8:30 Mock Congress and Capitol Hill Preparation: Participate in an in-depth simulation of the legislative process & develop questions for Capitol Hill visit
4:30 Jefferson Memorial: Examine the framework created for the protection of individual rights	10:30 MLK Memorial Study Visit: How can citizens influence government to create change?	9:15 Load Luggage
5:30 FDR Memorial: Discuss the New Deal and Government Responsibility	11:45 Smithsonian Study Visit and Lunch, students each choose one of the following: National Museum of American History, Air and Space or National Museum of Natural History	10:00 Capitol Hill: An inside look at how Congress works <ul style="list-style-type: none"> • 10-12pm Walking Workshop (U.S. Capitol Building, either Supreme Court or Library of Congress) • 12:00pm Meeting with Staff from the office of Senator Markey (confirmed)
6:45 Dinner and Souvenirs: Pentagon City Mall	3:00 Holocaust Memorial Museum Study Visit: Visit the permanent exhibit and reflect on the importance of actively remembering certain events	1pm Board buses and pick up boxed lunches
7:45 Transfer to Hotel	6:00 Dinner: Pizza by bus	1:15 PM Depart from DC
8:00 Opening Workshop: Get to know your Program Instructor and talk about the role of a citizen in our democracy	7:30 Social Activity: Night Monument Tour <ul style="list-style-type: none"> • White House • Memorials: World War II, Korean War, Vietnam Veterans, and Lincoln Memorials 	Recommended Bus Stops (1. Delaware House Newark, DE 2. Vince Lombardi Rest Area in Ridgefield, NJ)
9:30 Room Check	9:30 Return to Hotel	10:30 Approximate arrival home
	10:00 PM Room Check	
*Exact times and itinerary subject to change.		

Study visits led by our highly-trained instructors give students unique opportunities to learn using historic sites and institutions as living classrooms. Workshops and seminars reinforce this learning and help students make personal connections to the roles that they, as ordinary citizens, play in the U.S. democracy.

www.Closeup.org

CLOSEUP
WASHINGTON DC



CLOSE UP PROGRAM SERVICES: HOTEL INFORMATION, TRAVEL OPTIONS AND MEDICAL CARE

What kind of hotels does Close Up offer?

We partner with 3- and 4-star hotels in the DC metropolitan area. All hotels are enclosed (rooms open to indoor hallways, not outdoor walkways) and include a hot breakfast buffet. Close Up night monitors are stationed on each hallway overnight to check students into their rooms, manage behavior, and address any needs that arise.

Examples of our hotel partners include:

- Hilton Crystal City, 2399 Jefferson Davis Hwy; Arlington, VA
- Holiday Inn & Suites Alexandria Historic District, 625 First St, Alexandria, VA
- Key Bridge Marriott, 1401 Lee Hwy; Arlington, VA
- Doubletree Silver Spring, 8727 Colesville Rd; Silver Spring, MD
- Hilton Mark Center, 5000 Seminary Road; Alexandria, VA

What round-trip travel options does Close Up provide?

Close Up's travel department coordinates round-trip transportation to and from Washington, DC for all students and chaperones. Schools have the option of electing bus or air transportation with Close Up, or may choose to coordinate travel independently. Close Up provides coach bus transportation in Washington, DC throughout the course of the program.

Busing - All buses are chartered private coaches equipped with heating and cooling, overhead and undercarriage storage, and latrines. Frequently used companies include Yankee Trails, Eyre, Quiks, and Maryland Coach.

Flying - Flights are booked in order to best fit program schedules at the best rate. We consider all airlines and all three airports in the DC area: Washington-Dulles, Washington Reagan National, and Baltimore-Washington International. When students travel by air, a Close Up representative meets the group at the airport and accompanies them on a chartered bus to their hotel.

Close Up Travel Support - Our toll-free number is staffed by our transportation team during your travel and we monitor all bus travel and arriving and departing flights throughout the day (and night). If any problems arise (delays, weather, last minute changes), schools can call 800-336-3689 and we will work with you to find a solution.

What if someone gets sick on program?

Close Up partners with several leading health care providers; including Georgetown University Children's Medical Center (GUCMC) to ensure that students have access to quality health care should they get sick while on program. As an added precaution, Close Up program staff is trained in CPR, AED, and First Aid. We also maintain a dedicated staffer on each program to assist students who are ill. Typically, this assistance includes accompanying them when they're taken for medical treatment, waiting with them at the facility while they're being treated, and accompanying them back to the hotel as well. Close Up, along with the trip coordinator will work together to ensure that students get timely access to quality health care should the need arise while on program. We have dedicated staff members to stay with any students that are not able to participate on program.

FINANCIAL AID AND FUNDRAISING

Close Up has some financial aid available for students who qualify for free and reduced lunch. The final monetary amount depends on how many students qualify from each school and the total number of students who participate on Close Up.

Fundraising

We encourage students to utilize several fundraising methods. Close Up students often write letters and emails asking for tax-deductible donations. We also offer you and your students the ability to use the internet to help raise funds for your school and your students' participation in Close Up.

Letter Writing Campaign

A student can begin a letter writing or email campaign by using our sample fundraising letter found on the next page. We recommend reaching out to family, friends, local businesses, and community members.

Donations Through Our Website

1. Direct donors to go to www.closeup.org, and click on the 'Donate' link on the bottom of the website, or directly via this link: <http://www.closeup.org/programs/SupportCivicEd.aspx>.
2. Suggest they select either "Sponsor a School" or "Sponsor a Student."
3. Provide the donor with your School ID or the Participant's ID number depending on whether they've elected to donate to the school or the student.
4. Payment can then be made with check or credit card and will be deposited right into the account.
5. Tell the donor their donation may be tax deductible (they should check with their tax advisor); give them our Federal Employer Identification number, 23-7122882, or if a donor wants a receipt they can call our finance department at 800-Close-Up ext, 416.

Online Donations Through Various Platforms

1. Create "Your Very Own Close Up Donation Website" via a free web host, like blogspot.com and link it to our "Donate" Page.
2. You can also try to raise money using a website like <http://www.donorschoose.org>, who sets it all up for you.
3. You can also set up a link from your school website to Close Up's "Donate" page, or post it on your www.facebook.com page, personal blog, etc. Be sure to include your school ID.
4. Utilize your ability to send mass emails in order to send out larger quantities of letters (this will save you money on postage and target more people).

HOW TO OBTAIN ONLINE DONATIONS AND SUPPORT

Close Up offers you and your students the ability to use the internet to help raise funds for your school and your students' participation in Close Up.

It's safe, and easy to use.

How can people donate to my students via www.closeup.org ?

1. Direct donors to go to www.closeup.org, and click on the 'Make a Donation' link on the bottom of the website, or directly via this link <https://www.closeup.org/donors/make-a-donation>.
2. Suggest they select either "Sponsor a School" or "Sponsor a Student."
3. Provide the prospective donor with your appropriate School ID or the Participant's ID number depending on whether they've elected to donate to the school or the student.
4. Payment can then be made with check or credit card and will be deposited right into the account.
5. Tell the donor their donation may be tax deductible (they should check with their tax advisor); give them our Federal Employer Identification number, 23-7122882, or if a donor wants a receipt they can call our finance department at 800-Close-Up ext, 416.

How can I maximize web donations?

1. **Create "Your Very Own Close Up Donation Website" via a free web host, like blogspot.com and link it to our "Donate" Page.**
Utilize your tech savvy students to assist with this.

Include:
 - A letter from you about the program and its value to your students.
 - Stories from each of the students explaining why should have this opportunity.
 - Pictures of your students, with their participant ID number under them.

You can also try to raise money using a website like <http://www.donorschoose.org>, who sets it all up for you.
2. You can also set up a link from your school website to Close Up's "Donate" page, or post it on your www.facebook.com page, www.Myspace.com page, and/or personal Blog. Be sure to include your school ID.
3. Utilize your ability to send mass emails in order to send out larger quantities of letters. Include link to the donations page with the directions on how to donate from above, and your school ID.
 - This will save you money on postage and target more people.
 - Most small businesses have a website these days for you to find contact information, and major companies have email addresses of their officers on their website.

HOW TO FIND DONORS

Students should start by asking:

Relatives and family members, family friends, as well as parents' coworkers. These individuals are in close proximity to the students and can donate directly to the individual student's Close Up account. Students should ask people to contribute money to their trip in lieu of holiday/birthday presents.

- "The Power of 20." If each student simply asks 100 people to donate \$20, this will raise \$2,000 per student which can cover their cost of the program. Students can each make an initial list of the types of people mentioned above, and then they can expand to include people from the groups below. Most donors, like Grandma, may even give more than \$20.

Local groups, and civic service organizations. These are groups that can donate to your school or possibly even sponsor a student scholarship. Speak with your community organizations and local leaders who are involved in education or politics; i.e. the Boys and Girls Club, YMCA, the PTA or Parent Organizations, Rotary Clubs, Kiwanis Clubs, Lions Clubs, Knights of Columbus, League of Voters, Veterans of Foreign Wars, American-Legion Posts, Church Groups, etc...

Companies based in the community, both small businesses, and large corporations. This includes shops, restaurants and offices. Call and go out in to the community and ask people directly in person to donate funds. Have students send out letters as a group, follow up via phone, or have them organize a full day to canvas and approach businesses in teams.

- Students should also consider contacting the businesses where their relatives and family friends work, as well as their own doctors, dentists, orthodontists, places their family frequents, etc. to ask for donations. You can also check the back of last year's yearbook and see which businesses bought ads. You can contact those people by phone since you know they have ties to the students and/or support the school and community.
- Contact the businesses first to identify a person at each prospective place in charge of donations or Corporate Giving, and address letters to that contact person.
- Stress the importance of follow up, and have students mark their calendars with the date they will contact businesses to see if their letter was received, follow up on any conversations, and to walk them through the online donation process.
- Host a phone-a-thon with the students to follow up with all those people you sent letters to.
- Before sending students out into the community, review safety procedures, discuss appropriate attire, talk to them about how they will explain the Close Up experience, and why the program will benefit them as individuals and community members.

Use the Internet to Find Other Potential Donors

Students can also "Google" to find people locally to ask and/or send letters to.

Search by using your zip code, town name, and/or the following:

- Local Businesses and Community Organizations
- Local lawyers, law firms, doctors, doctors offices, etc.
- Donors who give to politicians or other political organizations.



SAMPLE STUDENT FUNDRAISING LETTER

Date _____

Dear _____, (parent, relatives, parents co-workers, neighbors, etc.)

On DATE of TRIP, I will travel to Washington, D.C. to take part in the Close Up Foundation's Washington D.C. Civic Education Program along with students from NAME OF SCHOOL. This program gives students the opportunity to experience their government in action and gain the skills, knowledge, and confidence they need to be engaged citizens.

This innovative educational program is run by the Close Up Foundation, the nation's leading nonprofit, nonpartisan civic education organization. Since 1971, Close Up has brought over 725,000 students and teachers from across the country to Washington, D.C. to experience firsthand the history, politics, and culture of the nation's capital. While on the program, I will participate in a variety of hands-on activities such as visiting Capitol Hill, participating in policy workshops and debating with my peers.

I want to go on this program because....

The program cost per student is PRICE, and is all-inclusive; travel expenses, academic workshops, meals, lodging, and truly, the experience of a lifetime. Because civic education is for everyone, and not just the most privileged, I hope you are able to lend a hand in making this valuable educational program available to *all* students, regardless of financial background.

Help me in this effort by contributing at least AMOUNT of DESIRED DONATION or a providing a gift of your choice.

The Close Up Foundation is a nonprofit, nonpartisan 501(c)(3) organization exempt from federal tax. For your records, the Federal Employer Identification number is 23-7122882. Contributions made directly to the Close Up Foundation may be tax-deductible. Consult your tax advisor for details.

Your contribution would be an investment in our community's future by helping students become active and informed citizens.

Donations can be made by visiting www.closeup.org and clicking on the 'Make a Donation' link on the bottom of the website, or directly via this link: <https://www.closeup.org/donors/make-a-donation>. To sponsor me, select "Sponsor a Student" and enter my ID #: PARTICIPANT ID #.

Please feel free to call my teacher, NAME OF TEACHER for more information concerning the Close Up program. They can be reached at NAME OF SCHOOL, PHONE NUMBER during the day, or in the evening at PHONE NUMBER or via email at EMAIL. Or call the Close Up Foundation at 800-Close-UP (256-7387) to learn more about their programs.

Thank you in advance for your consideration and support, and for making a positive difference in my life and our community!

Sincerely,
NAME OF STUDENT



SAMPLE FUNDRAISING LETTER

DATE _____

Dear _____, (parent, relatives, parents co-workers, neighbors, etc.)

On DATE of TRIP, I will travel to Washington, D.C. to take part in the Close Up Foundation's Washington D.C. Civic Education Program along with students from NAME OF SCHOOL. This program gives students the opportunity to experience their government in action and gain the skills, knowledge, and confidence they need to be engaged citizens.

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The program cost per student is PRICE, and is all-inclusive; travel expenses, academic workshops, meals, lodging, and truly, the experience of a lifetime. Because civic education is for everyone, and not just the most privileged, I hope you are able to lend a hand in making this valuable educational program available to *all* students, regardless of financial background.

Help me in this effort by contributing at least AMOUNT of DESIRED DONATION or a providing a gift of your choice.

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Your contribution would be an investment in our community's future by helping students become active and informed citizens.

Donations can be made by visiting www.closeup.org and clicking on the 'Donate' link on the bottom of the website, or directly via this link: <http://www.closeup.org/programs/SupportCivicEd.aspx>.

To sponsor me, select "Sponsor a Student" and enter my ID #: PARTICIPANT ID #

Please feel free to call my teacher, NAME OF TEACHER, for more information concerning the Close Up program. They can be reached at NAME OF SCHOOL, PHONE NUMBER during the day, or in the evening at PHONE NUMBER or via email at EMAIL. Or call the Close Up Foundation at 800-Close-UP (256-7387) to learn more about their programs.

Thank you in advance for your consideration and support, and for making a positive difference in my life and our community!

Sincerely,

CLOSE UP **CLOSE UP: SAFETY AND SECURITY INFORMATION**

For over 40 years, Close Up Foundation has provided the highest quality hands-on educational program in the country. From the moment they arrive in D.C. until they return home, we are committed to providing a safe, secure and memorable experience for students.

Safety and Security Measures:

- Male and female participants will be separated and housed on separate floors at each hotel. Close Up's professional security staff will monitor hotel rooms and hallways each night from 10:00 p.m. to 6:00 a.m.
- Each hotel will have a program staff member who will reside at the hotel during the program. Close Up staff is available in case of an emergency and all students and teachers are provided with the Close Up staff room number and contact information.
- All students are accounted for at all times via roll calls at all Close Up-led program activities, 7:00 a.m. through 10:00 p.m., upon arrival through departure. Close Up participants and staff wear their Close Up name tags at all times. The Close Up emergency number—703-706-3505—is listed on the back of each nametag and on all student and teacher daily schedules.
- Students are chaperoned at all times during program-led activities by their teachers and/or Close Up's professional male and female staff.
- As always, Close Up's student and teacher program supervisors and bus drivers have cell phone availability to allow efficient communications between the Close Up headquarters and program participants at all times.
- Local and national news and government reports regarding security conditions in the city, site locations on Capitol Hill, and all transportation systems are monitored round-the-clock by Close Up administrative staff. Relevant news alerts and instructions will immediately be communicated to program staff at all times of the day and night.
- All Close Up staff, comprised of both male and female instructors, is professionally trained to respond quickly and effectively in the event an emergency situation arises. All our staff master evacuation procedures and routes from all Close Up activity locations. Additionally, all our staff members working with students have undergone criminal background checks and are trained in CPR, AED and First Aid.
- Close Up partners with several leading health care providers, including Georgetown University Children's Medical Center (GUCMC), to ensure that students have access to quality health care should they need medical attention while on program. 9-1-1 emergency services are available around the clock – from when our program starts until it ends. We also maintain a dedicated staffer on each program to assist students who are ill, and GUCMC maintains a pediatric doctor on-call who will assist and make appropriate referrals if needed. Typically, the Close Up staffer will assist with accompanying students when they're taken for medical treatment, waiting with them at the facility while they're being treated, and accompanying them back to the hotel as well. Close Up, along with your teachers, will work together to ensure that students get timely access to quality health care should the need arise while on program. We also have dedicated staff members to supervise any students that are not able to participate on program.



CLOSEUP

WASHINGTON DC

LIABILITY INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE: 7/21/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S) AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed if SUBROGATION IS WAIVED subject to the terms and conditions of the policy. Certain policies may require an endorsement. A statement on this certificate does not confer rights in the certificate holder or flow of such endorsement(s).

PRODUCER Shannon & Luchs Insurance Agency 433 Professional Drive Suite 360 Gaithersburg MD 20878		CONTACT Name: Darlene Phelan, CISO Phone: (301) 673-7373 Email: darlene@slia.com Address:	
INSURED Close Up Foundation 1330 Braddock Place 4th floor Alexandria VA 22314		INSURER(S) PROVIDING COVERAGE Insureds: Hartford Insurance Co. of MN 37478 Insureds: Hartford Casualty Insurance Co. 79424 Insureds: Multiple Companies 00934 Insureds: Insureds:	

COVERAGES: CERTIFICATE NUMBER: CL14111574 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE, SET FORTH HEREIN, HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY RELY THEREON, THE ASSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. THIS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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CLOSE UP COMMON CORE STATE SOCIAL STUDIES STANDARDS - MIDDLE SCHOOL

The Close Up Foundation, in collaboration with teachers, correlated the *Close Up Washington Middle School Program* outcome objectives to your state social studies standards. If you have questions, comments, suggestions, or additions, please contact us at curriculum@closeup.org.

Close Up's balanced, interactive, experiential curricula motivate students to become actively involved in their community and government, strengthen their knowledge of United States history, and increase their awareness of current issues. These goals are achieved during experiential learning activities throughout the program, including primary resource seminars; study visits to government institutions and monuments; current issue debates; government simulations, and small group workshops, all led by college educated and professionally trained instructors. The Close Up Program fosters essential citizenship skills such as acquiring and using information, assessing involvement, making decisions, making judgments, communicating, cooperating, and promoting interests and develops critical thinking skills.

The following are corresponding objectives of the *Close Up Washington Middle School Program* to your state's social studies standards:

June 2016 JCR

Hi Craig,

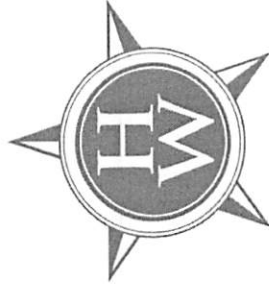
Thank you! So happy to hear the response continues to be great. As for refunds and insurance, we typically set three payment deadlines per school. The first is a non-refundable deposit (for your program, it will likely be around \$250 due around the end of November, exact date tbd). Other than the initial deposit, remaining payments are fully refundable up to the final payment deadline and cancellation date, which for your program falls on April 22. After that, no refunds are issued; however, we do recommend that parents purchase travel insurance to safeguard against last-minute emergencies. The company we recommend is called Travel Guard. We do not offer package trip insurance, so families need to do this on an individual basis. They will all receive a link to the Travel Guard site when they register for program. Some families opt to get travel insurance through their primary insurance provider instead.

Some other notes: You asked about capacity on the buses. Generally the buses are 54 or 56 passenger coaches, so we usually have up to 48 students + 4-5 school chaperones and 2-3 Close Up staff members on each bus. Also, regarding staff – all Close up staff, including night monitors, receive background checks and are CPS/First Aid certified.

Let me know if anything else comes up!

Thanks again,
Andrea

EXHIBIT D



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

2016 – 2017 School Year

Summer Projects Overview & Update

October 6, 2016

Prepared by:

Jeff Sands, Assistant Superintendent for Finance & Administration

Overview

I am pleased to provide this report to the School Committee and the HW Community regarding the extraordinary amount of work that was completed by the District's Operations Team over the past three (3) months in the areas of finance, operations, technology, and facilities in preparation for the new school year.

I also wanted to take a moment to acknowledge Vinny Leone, Jason Waldron, Alan Taupier, and all of our staff, for their hard work, dedication, and commitment.

Finance & Operations

- Submitted IRS ACA Reporting Requirements for Applicable Large Employers (ALEs) regarding Healthcare Coverages offered to all full-time employees in 2015 (first year).
- Completed the District's FY16 Year-end Financial Close on time and within < 1% of our Approved Budget
- Managed the District-wide Open Enrollment Process
- Finalized FY16 Grant Accounting & Reporting (Fed & State)
- Completed all Payroll , Accounting and Budget Start-up Processes associated with the new Fiscal Year
- Developed & Published FY17 School Bus Routes (K – 12)
- Managed the FY16 Annual Audit Process; ~99% complete
- Managed the E&D for Certification Process; ~99% complete
- Updated the District's GASB 45 Actuarial Valuation (OPEB)
- Resolved several open Management Letter Issues (i.e., Investment of Trust Funds)

Finance & Operations (Concluded)

- Supported the Hiring & On-boarding of ~55 new staff
- Managed Appointment Process for ~150 Stipend Positions
- Managed Appointment Process for ~55 Teaching Assistants
- Coordinated Close-out (i.e., final Audit) of our MSBA Projects
- Provided significant support to the HS 1 to 1 iPad Program (i.e., procurement of all Leased equipment)
- Converted to a new payment management system for HS 1 to 1 iPad Leasing Program (> 500 active student accounts)
- Negotiated new 48 month Electric & Gas Supply Contracts
- Negotiated new Senior Plan Healthcare premium rates for the plan year beginning January 1, 2017
- Reviewed & Renewed the District's Insurance Policies
- Created & Finalized the District's FY17 School Safety Calendar in collaboration with Public Safety Officials
- Initiated the District's FY16 DESE End Of Year Report (EOYR)

Technology

- Completed the rollout of the HS 1 to 1 iPad Initiative for incoming Freshman (~112 Devices)
- Replaced ~20 Smartboard Projectors across the District
- Installed 26 additional Wireless Access Points (AP) across the 3 Elementary Schools which finalizes the installation of our Wireless Network.
- Finalized District's FY16 SIMS and EPIMS Reporting for DESE
- Provided on-going support to the independent security audit of the District's Technology infrastructure, systems, programs, and policies being conducted by Presidio.
- Migrated District's email to Microsoft 365 (cloud-based)
- Installed digital signage in HS lobby, library and cafeteria as well as the MS cafeteria

Facilities

- Completed Life Safety Inspections in all buildings (i.e., fire extinguishers, sprinklers, fire alarms, grease traps, elevators, generators, eye wash stations, etc.)
- Completed PM program on HVAC systems at all schools
- Completed MA DEP Boiler Inspections for FY16 in June. Scheduled mandatory Insurance Co. Boiler Inspections in October for FY17.
- Completed safety inspections of Gymnasiums, Bleachers, and School Playgrounds at all schools
- Screened and refinished gymnasium floors at all schools
- Completed grounds maintenance and cleanup at all buildings including edging, weeding, pruning of trees and bushes, etc.
- Completed deep cleaning & general maintenance programs at each school building for the start of new school year

Facilities (Continued)

- Cutler – Rekeyed entire building (interior & exterior)
- Cutler – Installed new HE lighting in gymnasium
- Cutler – Installed new hot water heater in main wing
- Winthrop – Painted and installed new hardware in student bathrooms in main wing
- Winthrop – Installed new storage shed
- Winthrop – Power washed exterior of the entire building
- Buker – Rekeyed entire building (interior & exterior)
- Buker - Built-out dedicated breakroom for staff
- Buker – Installed new storage shed
- MS – Rekeyed entire building (interior & exterior)
- MS – Installed new storage shed
- MS – Completed significant painting throughout school, including several bathrooms & hallways

Facilities (Concluded)

- HS – Rekeyed entire building (interior & exterior)
- HS – Painted, repaired flooring, & reorganized equipment in weight room
- HS – Inspected & repaired all sinks and faucets in Science Labs
- HS – PM performed on Athletic Fields and Project Adventure Course
- Administration – Built-out dedicated breakroom for staff
- Special Education – Provided significant and on-going support to the Summer Program (ESY) held at the Winthrop School in July & August
- Provided on-going support to the Athletic Complex / Turf Field Engineering Study being conducted by Gale Associates, Inc.

EXHIBIT E1

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of February 11, 2016

Department	Project	Location	Total Est Cost	FY17	FY18	FY19	FY20	FY21
Fac & Grds	New Roof	HS	3,000,000	-	-	-	-	3,000,000
Fac & Grds	Building Energy Management System	HS / MS	125,000	-	125,000	-	-	-
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	-	-	210,000	-	-
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-	18,750	18,750	-	-
Fac & Grds	Replace Classroom Sinks & Countertops	Elem Schools	45,000	-	-	15,000	15,000	15,000
Fac & Grds	Replace Hot Water Heater	HS / MS	100,000	100,000	-	-	-	-
Fac & Grds	Waste Water Treatment Plant Upgrades	District	TBD	-	-	-	-	-
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-	30,000	30,000	-	-
Fac & Grds	Building Fire Suppression System (Install by 8/31/2018)	Win	600,000	-	600,000	-	-	-
Fac & Grds	Rekey School Buildings (Exterior & Interior)	District	15,000	15,000	-	-	-	-
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	-	35,000	-	-	-
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-	30,000	-	-	-
Fac & Grds	Interior Classroom & Hallway Painting	Cut & Buk	60,000	-	-	30,000	30,000	-
Fac & Grds	Replace Carpets	Cut	15,000	-	15,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-	15,000	25,000	60,000	35,000
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	-	40,000	-	-	-
Fac & Grds	Autoscrubbers (4) & Floor Burnishers (2)	District	80,000	10,000	15,000	25,000	15,000	15,000
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-	15,000	-	-	-
Fac & Grds	Equipment for HS Fitness Center	HS	17,000	-	17,000	-	-	-
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500	17,500	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	301,000	-	63,000	105,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	295,785	-	80,950	68,450	92,430	53,955
Tech	Classroom Chromebooks 4 year cycle	District	36,000	-	18,000	-	18,000	-
Tech	Classroom Chromebooks (MRMS New)	District	18,000	-	18,000	-	-	-
Tech	Install / Upgrade Wireless Access Points including wiring	District	96,918	46,998	-	-	49,920	-
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-	47,000	-	-	-
Tech & Fac	Install Server Room Ductless Mini-split AC System	District	12,500	12,500	-	-	-	-
Tech	Replace Backup Server / Services	District	52,000	-	52,000	-	-	-
Tech	Replace VMWare Server and Licenses	District	113,000	-	-	113,000	-	-
Tech	Replace Network Area Storage Arrays	District	207,000	-	-	-	207,000	-
Tech	Replace Network IDF	District	72,000	-	-	-	-	72,000
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	386,116	60,476	162,820	162,820	-	-
Tech	Upgrade Auditorium Theatrical Electrical Systems & Controls	HS	75,000	-	75,000	-	-	-
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	50,000	-	-	-
Food Svc	Kitchen Equipment	District	373,576	-	43,628	149,597	115,107	65,243
Subtotal Operations:			6,842,895	262,474	1,583,648	970,117	689,957	3,336,698
Master Plan	Architect & Design Fees (Master Plan)	District	50,000	50,000	-	-	-	-
Master Plan	Classroom Furniture (Master Plan)	District	800,000	-	800,000	-	-	-
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	1,000,000	-	-	1,000,000	-	-

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of February 11, 2016

Department	Project	Location	Total Est Cost	FY17	FY18	FY19	FY20	FY21
Master Plan	MS Maker Spaces Renovation (Master Plan)	MS	300,000	-	-	-	300,000	-
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	300,000	-	-	-	300,000	-
Subtotal Master Plan:			2,450,000	50,000	800,000	1,000,000	600,000	-
Athletics	Turf Fields	District	TBD	-	-	-	-	-
Totals:			\$ 9,292,895	\$ 312,474	\$ 2,383,648	\$ 1,970,117	\$ 1,289,957	\$ 3,336,698

 - A "green" shaded entry in FY17 denotes the expense has been incorporated into the FY17 Operating Budget Recommendation.

* - Tangible assets or projects that cost at least \$10,000 and have a useful life of at least 5 years.

Note - The final principal and interest payment for the HS/MS Project is due in May 2019. Net annual Debt Service Expense Costs associated with that Project are ~\$714,000 .

SC Goals Discussion: Turf Field Update

- On April 2, 2016, Hamilton and Wenham TM's approved the use of \$67,204 in CPC Funds to finance a preliminary Design & Engineering Study of the HWRHS Athletic Fields
- A Contract with Gale Associates, Inc. was finalized on June 24, 2016 (see attached)
- The initial Project Kick-off meeting was held on July 25, 2016
 - Scope: Evaluation, Assessment, & Survey; Schematic Design; Design Development; and Permitting Assistance
 - Timeline: Est. start of August 1, 2016; Est. completion of January 31, 2017
- The IMA was finalized as of July 26, 2016 (see attached)
- Gale's work commenced the week of August 1, 2016
- The Second Project meeting was held on September 22, 2016
 - Schematic Design
 - Athletics Programming Guide
- Next meeting TBD



Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth, MA 02189-0004

P 781.335.6465 F 781.335.6467

www.galeassociates.com

December 18, 2015
Revised March 14, 2016
Revised March 25, 2016
Revised May 25, 2016
Revised June 21, 2016
Revised June 24, 2016

Mr. Sean Timmons, CPRP
Hamilton-Wenham Recreation Director
Town of Hamilton Recreation Department
16 Union Street
Hamilton, MA 01982

Re: Proposal for Engineering Services
Athletic Campus Improvements Project
Hamilton-Wenham Regional High School
South Hamilton, MA

Dear Mr. Timmons:

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

PROJECT DESCRIPTION

We have had the opportunity to review the project requirements and understand that the project generally includes the redevelopment of the Hamilton-Wenham Regional High School (HWRHS) athletic campus consistent with the approved Gale Master Plan, dated January 23, 2015. Potential elements of scope include:

- New spectator seating.
- New athletic lighting.
- A reconstructed track and field facility.
- A synthetic turf game field.
- A synthetic turf combination baseball/rectangular field.

SCOPE OF SERVICES

Based on our understanding of the Project, we propose the Scope of Services provided as Enclosure 1.

CELEBRATING 50 YEARS



COMPENSATION

Gale's compensation to provide the Scope of Services will be as follows:

Phase 1 - Background Evaluation, Facility Assessment & Survey	\$22,700.00
Phase 2 - Schematic Design	\$ 8,880.00
Phase 3 - Design Development	\$26,160.00
Phase 4 - Permitting Assistance	<u>\$ 8,500.00</u>
TOTAL	\$66,240.00

Gale's fee for the Scope of Services does not include reimbursable direct expenses, such as mailing, printing, etc., associated with the project. Reimbursable items will be itemized separately, per our Schedule of Fees, dated January 2015, attached within Enclosure 2. Reimbursable direct expenses are estimated as follows:

Miscellaneous Expenses (Travel, Printing, etc.)	<u>\$1,000.00</u>
TOTAL	\$1,000.00

Gale's services will be performed in accordance with our General Terms and Conditions, dated January 2015, attached within Enclosure 2.

REQUIRED DOCUMENTS

- If this proposal is acceptable, please sign below and return one (1) copy to this office. Gale's receipt of an executed agreement will constitute a Notice to Proceed with the services outlined herein and contract for services. Receipt of this signed proposal is required prior to Gale initiating services on the project.
- In accepting this proposal, you may authorize Gale to proceed on a phase-by-phase basis, with no obligation for subsequent phases. Gale will not proceed with services for subsequent phases without written authorization.
- Should the Town submit a contract to Gale for this project, rather than sign this proposal, the above Scope of Services and Project Parameters and Limitations must be included in such contract. Please note that it is Gale's policy to have all contracts reviewed by our attorney prior to execution. As such, Gale's services may be delayed while the contract is reviewed.

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

Mr. Sean Timmons, CPRP
Town of Hamilton
June 24, 2016
Page 3



Very truly yours,
GALE ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Sean T. Boyd".

Sean T. Boyd, P.E.
Project Engineer

A handwritten signature in black ink, appearing to read "John M. Perry".

John M. Perry, P.E.
Sr. Project Manager

STB/cmh

Enclosures:

- Scope of Services
- General Terms and Conditions
- Schedule of Fees

Accepted for:
TOWN OF HAMILTON

The Undersigned represents that he/she is an officer/principal of the Town of Hamilton and is duly authorized to execute this contract on behalf of the Town of Hamilton.

Phase(s) Authorized

Signature

Type Name and Title

Date



SCOPE OF SERVICES

Town of Hamilton

Athletic Campus Improvements Project Hamilton-Wenham Regional High School

BACKGROUND

The Hamilton-Wenham Regional High School (HWRHS) athletic campus cannot support the community's program requirements. In early 2015, Gale completed an athletic campus Master Plan, dated January 23, 2015, to address additional capacity.

PROJECT DESCRIPTION

We have had the opportunity to review the project requirements with the Town of Hamilton (Town). Based on the information presented, we have a good understanding of the project's size and complexities. The project generally includes the redevelopment of the HWRHS athletic campus consistent with the Gale Master Plan. Potential elements of scope include:

- New visitors' temporary spectator seating.
- New athletic lighting.
- A reconstructed track and field facility.
- A synthetic turf game field.
- A synthetic turf combination baseball/rectangular field.

SCOPE OF SERVICES

Gale will provide engineering services for site evaluation, design and permitting assistance. Per the Town's request, we have not included the finalization of the construction documents suitable for public bidding under MGL Chapter 30-39M, the bid phase or construction period services within this proposal. Based upon our understanding of the project, we propose the following Scope of Services.

Phase 1 – Background Evaluation, Facility Assessment and Survey

Kick-Off Meeting and Facility Assessment. Gale will attend a start-up meeting with the Town to finalize the project goals, design criteria and project milestone schedule. Gale will prepare the meeting agenda and publish meeting minutes.

Survey. Gale will perform a topographic survey of the existing conditions, extending +/- fifty feet (50') beyond the project limits. We will prepare a plan depicting 1-foot contours and applicable spot grades, as well as existing site features. We will field locate site utilities,



including rim and invert elevations, based on record information and above-ground appurtenances. We will provide an existing conditions base plan in AutoCAD.

Soils Evaluation. Gale's will observe a series of three to four (3-4) test pits within the project limits to gain a general understanding of the prevailing soil classifications, topsoil depth, infiltration rates and groundwater elevations. A certified soil evaluator will complete the test pit logs. The Town will provide a backhoe or excavator and operator to excavate the test pits, or Gale will coordinate the services for the backhoe or excavator, which will be paid for directly by the Town. The Town will notify DigSafe, as required, prior to the test pit excavation.

Gale's sub-consultant, Nobis Engineering, Inc., will complete a series of four to six (4-6) geotechnical borings, over one to two (1-2) days, at key project locations to characterize the underlying geotechnical strata and establish the design parameters for foundations, retaining walls and pavements, as applicable. The geotechnical sub-consultant will retrieve samples and complete laboratory testing to characterize the soils. The fee for the geotechnical consultant is included in Gale's fee for this Scope of Services and includes a drill rig to complete the borings and related laboratory fees.

Environmental Assessment. It appears that there will be project elements within one-hundred (100) feet of a jurisdictional resource area. Gale will complete a field delineation of these potential wetland areas within 100 feet of project limits, and locate the resultant flags by survey, in accordance with methods prescribed by the Massachusetts Department of Environmental Protection (MADEP).

Gale will identify the limits of Bordering Land Subject to Flooding using available information from the Federal Emergency Management Agency (FEMA) and the existing conditions plan annotated accordingly. Gale will also review the Massachusetts Natural Heritage Atlas for the presence of Critical Habitat or Endangered Species, which may impact the project planning.

Utilities Evaluation. Gale will research available information for utility locations within the project limits. Utilities to be researched include water, storm drainage, electric, communications and gas. Gale will identify visible utility constraints and conflicts bearing on the proposed development.

This utilities evaluation will be based on available record plans provided by the Town, above-ground appurtenances and paint marking by DigSafe. Non-record utilities may exist, which will not be located by Gale.

Zoning and Planning Research. Gale will obtain and review local planning and zoning regulations applicable to the project parcel. We will identify current zoning and applicable overlay districts. We will identify zoning restrictions that may bear on the project (e.g., use



restrictions, setback, structure height limitations, etc.) and prepare a zoning summary for the Town's review with schematic design.

Phase 2 – Design Program Development and Schematic Design

Design Program Development. Gale will meet with the Town to establish the proposed development functional requirements, needs and priorities. We will review key products and systems to be incorporated into the project. We will review the Town's budget and schedule. We have included one (1) meeting for Design Program Development, prior to commencing with Schematic Design. Additional meetings will be provided, if approved as additional services, for a fee to be negotiated.

Schematic Design. Using the Design Program, and existing conditions information developed in Phase 1, Gale will prepare one (1) alternative schematic layout for the proposed development. We will meet with the Town on one (1) occasion to review the schematic alternatives and provide our assessment as to the advantages and disadvantages of each in terms of estimated construction cost, schedule, ease of permitting, and the extent to which they accomplish the project design program requirements. We will complete one substantial revision to the schematic plans, based on client direction, in order to produce a final preferred schematic layout. Based on the final schematic layout, we will prepare schematic estimates of constructed cost. We will also break-out the cost of various project elements that may be treated as alternate bid items.

The final schematic design submission will include concept drawings for the facility layout, grading and drainage schematic plans, utilities schematic plans and materials guide specifications. Based on the schematic selected by the Town, Gale will develop a 2-D, colored rendering of the proposed facility. We will meet with the Town to review the schematic plan submission. The Town will provide approval of the schematic plans prior to proceeding with Design Development.

Phase 3 – Design Development

Hydrologic Analysis and Drainage Design. Gale will perform stormwater hydrologic analysis and calculations, addressing potential effects on drainage patterns and peak flows. Analyses will be performed on 2-, 10- and 100-year storm events, under existing and proposed conditions. The hydrologic analysis will include the design of on-site collection, detention and/or infiltration systems, if necessary, to mitigate potential increase in the peak rate of runoff associated with the development. Gale will design the storm drain system for the development based on a storm frequency and related details acceptable to the MADEP and required for permit applications.



Grading. Gale will prepare a site grading plan for the proposed development. The grading plan will show proposed spot grades and contours, and will consider cut and fills, as well as site accessibility.

Utilities Design. Gale will design site utilities to serve the proposed development. We will size and locate site electrical services, water lines and related appurtenances. We will provide utilities designs accordingly (i.e., layouts and profiles). This proposal does not include the design of off-site utility upgrades, including any required upgrade to electrical service.

If required, Gale will provide engineering services for segmental block retaining walls and a concrete visitors bleacher pad.

Design Development/Permitting Plans. The design development/permitting plan set will generally include:

- Existing Conditions Plans
- Erosion Control and Demolition Plans
- Layout and Materials Plans
- Grading and Drainage Plans
- Landscape Plans (including planting schedules and installation details)
- Utilities (water, electrical, communications, sewer, etc.) Plans
- Finished Grading and Turf Marking Plans and Details
- Signage and Striping Plan
- Grandstand and Press-Box Plans and Details
- Miscellaneous Site Details
- Site Lighting Plans
- Athletic Lighting Plans

We have predicated our scope and fee proposal on the preparation of a single design development/permitting plan set for the entire project. We will make design development progress submissions at the 50% and 90% stages of completion. We will meet with the Town to review the design recommendations. Gale will prepare meeting minutes and distribute them to confirm our understanding of the Town's intent.

At the 50% and 90% stages of completion, Gale will also update the schematic cost estimate and provide the Town with a "take-off" construction budget estimate for the site development aspects of the project. Preliminary estimates of construction costs prepared by Gale represent Gale's judgment as a design professional familiar with the construction industry. It is recognized that neither Gale nor the Town has control over the cost of labor, materials or equipment, over the contractor's methods and means of construction, or any of the other variables involved in construction bidding. Accordingly, Gale does not warrant or represent that construction costs will not vary from the project budget or cost estimates.



Phase 4 – Permitting Services

Gale will assist the Town with permitting for the proposed development. The Town acknowledges that the proposed development is not “by right”, and that Gale cannot guarantee permit approvals. The filing fees for all required permits, if not waived, will be paid by the Town. Building permits, other utility connection permits, demolition permits, and any other municipal construction permits required will be the responsibility of the general contractor. As the actual duration and subsequent effort required by Gale to assist the Town with the permitting process cannot be fully defined, we have designated the Scope of Services to be provided below:

Wetlands Protection. The limit of the project appears to be within the jurisdictional buffer zone of Environmental Resource Areas. As such, the project will require permitting through the local Conservation Commission and Department of Environmental Protection (DEP). We will meet informally on one (1) occasion with the regulators at the Schematic Design Phase to discuss potential project impacts and mitigation. We will prepare the permit application, attend one (1) site visit and up to two (2) formal meetings/hearings related to the wetlands filing. Gale will attend additional hearings related to this application, if approved by the Town as additional services, on a time and expense basis.

Site Plan Approval. There are several issues that may trigger a Site Plan Review. If required, we will file an application for Site Plan Approval with the Planning Board. We will meet informally with the regulators on one (1) occasion, at the Schematic Design Phase, to discuss potential project impacts and attend up to two (2) meetings related to this application, which includes public meetings. Gale will attend additional hearings related to this application, if approved by the Town as additional services, on a time and expense basis.

Federal Permits. The proposed development may also exceed certain thresholds warranting application for certain federal permits, such as the Corps of Engineers Chapter 404 Permit and/or the NPDES Stormwater Management Permit. Gale will prepare these applications. The contractor will be responsible for preparing the NPDES Construction General Permit and the SWPPP Plan.

Services Not Included. The following services are either being provided by a direct contract to the Town or by others, or are not included in our proposal.

- Preparation of final construction documents.
- Professional land surveyor (PLS) services.
- Flood plain elevation determination studies.
- Wetlands replication design or the design of off-site mitigation.
- Bid period services.



- Construction period services or construction monitoring.
- Architectural or structural design services related to an amenities building (e.g., concessions, restrooms, storage, etc.).
- Development of financial or legal analyses.
- Camera/audio utilities investigation or location.
- Design of off-site utility upgrades.
- Property line and easement survey.
- 3-D perspective renderings or models.
- Permitting beyond those services delineated above.
- Mechanical/electrical/plumbing/fire protection services.
- Professional cost estimating.
- Contractor services and associated equipment (e.g. excavator, backhoe, etc.).
- Traffic studies.
- Actual habitat field studies.
- Services related to potential site contamination or hazardous materials testing (LSP services).
- Services related to historical or archeological issues.
- Any other services not specifically noted within the Scope of Services.

Should work be required in these areas, or areas not previously described, Gale will prepare a proposal or amendment, at the Town's request, that contains the Scope of Services, fee and schedule required to complete the additional services.

G:\wjs\HWRHS Athletic Campus Improvements Project 2015 1218 Revised 2016 0314 REV 2016 0325 REV 2016 0525 REV 2016 0621 REV 2016 0624.doc



GALE ASSOCIATES, INC.
163 Libbey Parkway, P.O. Box 890189
Weymouth, Massachusetts 02189-0804
(781) 335-6465

GENERAL TERMS AND CONDITIONS

JANUARY 2015

The following General Terms and Conditions are incorporated into, and made part of, the attached proposal dated June 24, 2016, between Gale Associates, Inc. (hereinafter referred to as "GALE") and:

Town of Hamilton
c/o Recreation Department
16 Union Street
Hamilton, MA 01982
Project Reference:
Engineering Services
Athletic Campus Improvements Project
Hamilton-Wenham Regional High School
South Hamilton, MA

(hereinafter referred to as "Client"), and together are referred to as the "Agreement".

On-Site Testing and Other Exploration

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

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

Services of Others

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

On-Site Services During Project Construction

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

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

Right-of-Entry

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

Samples

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

Invoices

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

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

Ownership of Documents

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

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



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

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

Insurance

GALE is protected by Workers' Compensation Insurance, Professional Liability Insurance and Standard Public Liability Insurance. Upon request, GALE will furnish information and Certificates of Insurance. In conjunction with the Limitation of Liability provision below, GALE will not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance available at the time of claim. GALE will not be responsible for any loss, damage or liability arising from Client's acts, errors and omissions and those of Client's staff, consultants, contractors and agents or from those of any person for whose conduct GALE is not legally responsible.

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

Standard of Care

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

Limitation of Liability

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

Limitation on Claims

The parties agree that causes of action that may accrue to Client pertaining to acts, failures to act, errors, omissions, or otherwise pertaining to the performance of this Agreement by Gale shall be deemed to have accrued and the applicable statute of limitations shall commence to run upon the date of Substantial Completion, issuance of Certificate of Occupancy, or final invoicing by Gale, whichever occurs first. The parties further agree that, regardless of the statute of limitations applicable where the work was performed, client must initiate suit no more than two (2) years after such cause(s) of action accrue.

Miscellaneous

A. GALE will only commence work on this project upon receipt from the Client of both the authorization to proceed, and the agreed upon retainer. This retainer will be applied to the final invoice for the project.

B. The Agreement represents the entire and integrated Agreement between the Client and GALE and supersedes all prior negotiations, representations, or agreements, either written or oral, and may be amended only by written instrument signed by both the Client and GALE.

C. GALE has the right to renegotiate the fee if the original scope of work is changed, or if services are not completed within 12 months.

D. It is recognized that GALE has no control over the cost of labor, materials or equipment for construction, over any Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, GALE cannot, and does not, warrant or represent that bids or negotiated prices will not vary from any cost estimate or evaluation prepared by GALE.

E. Should any representative of GALE be requested, required ordered or subpoenaed to give any testimony, either at trial, deposition, hearing or otherwise, concerning services performed under this Agreement or concerning the subject matter of this retainer, then Client shall compensate GALE for all reimbursables and time incurred in connection with the preparation for and giving of such testimony at the rates prevalent at the time of the service.

F. In the event that any part of this contract or proposal shall be held invalid, such invalidity shall not invalidate the whole of contract or proposal, but the remaining portions thereof shall continue to be valid and binding.

G. It is understood by the parties that the existing or constructed building may, as a result of its construction, use, maintenance, occupation or otherwise, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If during construction of the Project, GALE knowingly encounters any such substances, GALE shall notify the Client and, without liability for consequential or any other damages, suspend performance of services until the Client retains a qualified specialist to abate and/or remove mold substances. The Client agrees to release and waive all claims against GALE, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site, whether during or after completion of construction. Client further agrees to indemnify and hold GALE harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site, whether during or after completion of construction, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of GALE.

Termination

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



GALE ASSOCIATES, INC.
163 Libbey Parkway, P.O. Box 890189
Weymouth, Massachusetts 02189-0004
(781) 335-6466

SCHEDULE OF FEES

JANUARY 2015

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

Principal	\$225/hr.
Sr. Associate	\$200/hr.
Associate	\$185/hr.
Sr. Project Manager	\$165/hr.
Sr. Engineer/Architect/Planner	\$150/hr.
Project Engineer/Architect/Planner	\$140/hr.
Sr. Staff Engineer/Designer	\$130/hr.
Staff Engineer/Designer	\$120/hr.
CAD Designer	\$120/hr.
Administrative Professional	\$110/hr.
CAD Drafter/Technician	\$100/hr.
Word Processor/Clerk/Admin. Assistant	\$100/hr.

Fees for pretrial conferences and expert testimony will be billed at 1.5 times the hourly rate.

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

Overtime will be charged for services provided by staff members when these services require more than 8 hours per day including travel. Overtime is charged at a rate of 1.5 times the hourly rate.

Hourly rates for CAD/Electronic Survey Operator include an equipment usage charge.

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

Reimbursable Expenses

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

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

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

**INTERMUNICIPAL AGREEMENT AMONG
THE TOWNS OF HAMILTON AND WENHAM
AND THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT**

**DESIGN AND ENGINEERING SERVICES
TURF FIELD**

Agreement made as of JULY 26, 2016, ("Effective Date") by and among the Town of Hamilton, the Town of Wenham, and the Hamilton-Wenham Regional School District ("HWRSD") pursuant to G.L. c. 40, § 4A, for the cost of design and engineering services for athletic campus improvements, including installation of a synthetic turf field, at the Hamilton-Wenham Regional High School.

WHEREAS, the HWRSD and the Hamilton-Wenham Joint Recreation Committee see a need for athletic campus improvements, including the installation of a synthetic turf field and associated seating and lighting, at the Hamilton-Wenham Regional High School (the "Project");

WHEREAS, Hamilton expects to execute a contract with Gale Associates, Inc. ("Gale") dated December 18, 2015 and most recently revised June 24, 2016, ("Contract") for the Project;

WHEREAS, Community Preservation Act funding was approved by both Hamilton and Wenham's Town Meetings in April 2016 for the purpose of funding the Contract in connection with the Project;

WHEREAS, the HWRSD is willing to provide access to Gale to provide engineering services on the Project;

THEREFORE, the Town of Hamilton by and through its Town Manager, the Town of Wenham by and through its Board of Selectmen, and the HWRSD by and through the Superintendent of Schools, agree to the following:

SERVICES.

Per the Term of the Agreement (see below), Hamilton will execute the Contract to perform engineering services, Phases 1-4, with related environmental services. Gale shall be under the day-to-day supervision of the Recreation Director for the Hamilton-Wenham Joint Recreation Department and the HWRSD Director of Maintenance & Facilities, with involvement by the HWRSD Assistant Superintendent for Finance & Administration, HWRSD Athletic Director, Wenham's Town Administrator and Hamilton's Town Manager.

ACCESS.

The HWRSD, through its Director of Maintenance & Facilities, shall provide access, upon reasonable prior notice, to Gale to school property as is necessary for Gale to complete its work under the Contract. The HWRSD, Hamilton, and Gale will cooperate so as to minimize disruption to school activities and operations caused by Gale's work.

COSTS.

- A. Estimated Cost. The cost for Gale's services and expenses shall not exceed Sixty-seven Thousand Two Hundred Forty Dollars and Zero Cents (\$67,240). The costs are to be funded by Hamilton and Wenham as explained in paragraph B below.
- B. The estimated cost of Sixty-Seven Thousand Two Hundred Forty Dollars and Zero Cents (\$67,240) will be proportionally split between Hamilton and Wenham, with Wenham responsible for 33.6% and Hamilton responsible for 66.4%. The source of the funds for payment shall be Community Preservation Act ("CPA") funds. The Community Preservation Committee ("CPC") of Wenham approved the application of the Hamilton-Wenham Joint Recreation Department for Twenty-Two Thousand Five Hundred Ninety-Two Dollars and Sixty-four Cents (\$22,592.64) and Wenham Town Meeting voted to appropriate these CPA funds under Article 10 of the 2016 Wenham Annual Town Warrant. The CPC of Hamilton approved the application of the Hamilton-Wenham Joint Recreation Department for Forty-Four Thousand Six Hundred and Forty-Seven Dollars and Thirty-Six Cents (\$44,647.36) and Hamilton Town Meeting voted to appropriate CPA funds under Article 2016/4 2-7 of the 2016 Hamilton Annual Town Warrant.
- C. The HWRSD bears no financial obligation for Gale's services and expenses under the Contract.

BILLING.

Hamilton will invoice Wenham for its share of the services performed by Gale upon receiving a bill from Gale, splitting the costs as provided in paragraph B above. Remittance by Wenham to Hamilton shall be made within thirty days of receipt of each invoice. Hamilton and Wenham's maximum financial liability under this Agreement shall not exceed the sums set forth in paragraph B above.

Hamilton shall maintain detailed records of the services performed by Gale. Hamilton shall make these records available for review by Wenham. Hamilton shall provide financial statements summarizing the services provided under this Agreement to Wenham on an annual basis within thirty days of the end of each fiscal year.

The obligations of this Paragraph shall survive termination of this Agreement.

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 any party may seek review in the Salem Superior Court.

AMENDMENT.

This Agreement may only be modified by a writing executed by all parties.

INSURANCE.

Prior to the commencement of work, Gale shall provide Hamilton's Town Manager with a Certificate of Liability Insurance naming the HWRSD as Additional Insured.

CORI REQUIREMENTS.

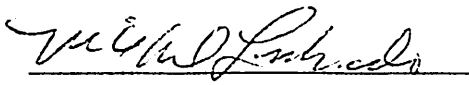
Prior to the commencement of work, all Gale employees who plan to provide on-site support of the Contract shall be subject to HWRSD CORI Check Policy (A1008). All CORI Checks will be administered through HWRSD Administrative Offices located at 5 School Street, Wenham, MA 01984.

TERM OF AGREEMENT.

Since CPA funding has been approved by both Towns at their 2016 Annual Town Meetings, this Agreement shall remain in effect until June 30, 2017, or upon completion of the work by Gale, and full payment by the Towns, whichever is earlier.

This agreement shall in no way bind any of the three parties to engage in any future work or to provide any further appropriation related to the proposed athletic campus improvements outlined in the design Contract.

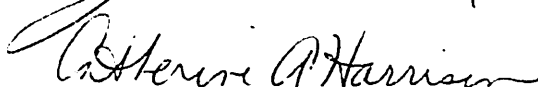
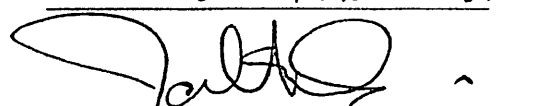
HAMILTON TOWN MANAGER


8/3/16
DATE:

HAMILTON-WENHAM REGIONAL
SCHOOL DISTRICT


8/2/16
DATE:

WENHAM BOARD OF SELECTMEN




7/26/16
DATE

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EXHIBIT G

2017-2018 School Calendar

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	TW	TW	SR	31		

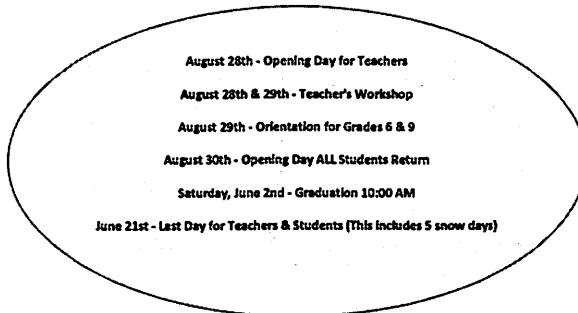
September 2017						
Su	M	Tu	W	Th	F	Sa
					NS	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	SD	7
8	H	10	11	12	13	14
15	16	17	18	PTC	20	21
22	23	24	25	PTC	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	ED	H	NS	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	V	V	V	V	30
31						

January 2018						
Su	M	Tu	W	Th	F	Sa
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



HOLIDAYS & OTHER NO SCHOOL DAYS

September 1st & 4th No School

October 6th - No School - Teachers Workshop

October 9th - No School - Columbus Day

October 19th & 26th - Parent Teacher Conferences

November 10th - No School - Veterans' Day

November 22nd - Thanksgiving Recess - Early Release

November 25th & 26th No School Thanksgiving Recess

December 25th - January 2nd Winter Holiday Recess

January 15th - No School - Martin Luther King, Jr. Day

February 19th-23rd - No School - Presidents' Day & Mid Winter Recess

March 29th - No School - Staff Development

March 30th - No School - Good Friday

April 16th-20th - No School - Patriots' Day & Spring Vacation

May 28th - No School - Memorial Day

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin @ sundown, the evening prior to the day of the holiday

September 21st & 22nd - Rosh Hashanah

September 30th - Yom Kippur

March 30th - Passover Begins

DISMISSAL TIME

SD--Staff Workshops - Wednesday's : Elementary 12:45 PM

MS/HS 1:30 PM

ED--Early Dismissal - No Lunch Served - Elementary 12:05 AM

MS/HS 11:15 PM

Early Dismissal Dates are: November 22nd and last day of school

KEY GUIDE

ED: Early Dismissal All Levels

SD: Staff Development - No School

PTC: Parent/Teacher Conferences Elementary Only 11:15 Dismissal (No Lunch)

V: Vacation NS: No School H: Holiday ★ Graduation

TW: Teacher Workshop: No Students LD: Last Day

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	SD	H	31

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	V	V	V	V	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	★
3	4	5	6	7	8	9
10	11	12	13	LD	15	16
17	18	19	20	185	22	23
24	25	26	27	28	29	30

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	H	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2018-2019 School Calendar

August 2018						2 Days
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	TW	TW	SR	30	H	

September 2018						19 Days
Su	M	Tu	W	Th	F	Sa
						1
2	H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						22 Days
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	SD	6
7	H	9	10	11	12	13
14	15	16	17	PTC	19	20
21	22	23	24	PTC	26	27
28	29	30	31			

November 2018						19 Days
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	ED	H	V	24
25	26	27	28	29	30	

December 2018						15 Days
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	NS	H	V	V	V	29
30	V					

January 2019						21 Days
Su	M	Tu	W	Th	F	Sa
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		



HOLIDAYS & OTHER NO SCHOOL DAYS

August 31st & September 3rd - No School
October 5th - No School - Teachers Workshop
October 8th - No School - Columbus Day
October 18th & 25th - Parent Teacher Conferences
November 12th - No School - Veterans' Day
November 21st - Thanksgiving Recess / Early Release
November 22nd & 23rd - No School - Thanksgiving Recess
December 24th - Holiday - No School
December 25th - January 1st - No School - Winter Holiday Recess
January 15th - No School - Martin Luther King, Jr. Day
February 18th - 22nd - No School - Presidents' Day & Mid Winter Recess
March 11th - No School - Teachers Workshop
April 15th - 19th - No School - Patriots' Day & Spring Vacation
May 27th - No School - Memorial Day

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin @ sundown, the eveing prior to the day of the holiday

September 10th & 11th - Rosh Hashana

September 19th - Yom Kippur

April 19th - Passover Begins

DISMISSAL TIMES

Staff Workshops - Wednesdays - Elementary 12:45 PM

MS/HS 1:30 PM

ED-Early Dismissal-No Lunches Served - Elementary 12:05

MS/HS 11:15

Early Dismissal Date(s) are:

November 21st and Last Day of School

KEY GUIDE

ED: Early Dismissal All Levels

PTC: Parent/Teacher Conferences Elementary Only 11:15 dismissal (No Lunch)

V: Vacation **NS:** No School **H:** Holiday **TW:** Teacher Workshop

LD: Last Day ★ Graduation

February 2019						15 Days
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	V	V	V	V	23
24	25	26	27	28		

March 2019						20 Days
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	SD	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						17 Days
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	V	V	V	V	H	20
21	22	23	24	25	26	27
28	29	30				

May 2019						22 Days
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June 2019						9 Days + 5 Snow Days
Su	M	Tu	W	Th	F	Sa
						★
2	3	4	5	6	7	8
9	10	11	LD	13	14	15
16	17	18	18S	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT I

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L. 71:1 ;71:96

CROSS REFS: G7003 Drug Free Workplace Policy
H8023 TOBACCO, DRUGS & ALCOHOL

Policy Review: 1st Reading: September 22, 2016

2nd Reading:

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Stacey Metternick

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT J
E5012

PEDICULOSIS

Pediculosis (Head Lice) is a public health nuisance. Due to the changing environment, head lice has adapted, survived and continues to affect school aged children everywhere. Head lice are not considered a sign of unclean individuals or homes. Education and treatment should remain the forefront of our approach to controlling pediculosis in the schools. With the cooperation of parents and resources from primary care providers, pharmacists, school nurses and public health authorities, infestations can be minimized.

According to the National Association of School Nurses, the American Academy of Pediatrics and CDC. The management of pediculosis should not disrupt the educational process. No disease is associated with head lice and in-school transmissions are rare. Lice are the result of head to head contact.

Treatment: It is recommended by the CDC, upon initial infestation, an over-the-counter (OTC) or prescription medication be used. It is important that when using a pediculicide, the parent or guardian reads the specific directions provided as each treatment could differ. **In addition, a conditioner and shampoo with conditioner should not be used as it reduces the effectiveness of the treatment.**

Hamilton Wenham School Nurses will approach the problem in two ways:

1. Education
2. Monitoring

Policy Guidelines:

- When a student is suspected to have pediculosis, the school nurse will be notified.
- The school nurse will examine the student. If a student has a positive infestation or live lice, he or she will be dismissed from school.
- The school nurse will notify the parent/guardian who will be provided with educational handouts and instruction on treatment and care options.
- **A No LIVE LICE Policy will be enforced.** Student may come to school with nits (eggs). Nits cannot jump or crawl and therefore do not cause infestations. Parents are encouraged to nit-pick until the nits are removed from the hair as viable nits could cause re-infestations.
- Students may return to school the next day after recommended treatment. **The school nurse will inspect the student upon return to school and 7-10 days later until the student is free of lice.** Parents are responsible for routine examination of their child's hair for at least two weeks.

Policy Review: 1st Reading: March 17, 2016
2nd Reading: June 2, 2016

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Stacey Metternick

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

- Research has shown that classroom-wide or school-wide screening is not warranted; however it may be appropriate to monitor those children who have had close head-to-head contact with a student who has an active infestation. Each reported case of head lice will be recorded and head lice infestations will be monitored by the school nurse.
- At the discretion of the school nurse, and considering the privacy of the students, notices will be sent home notifying parents if there are several cases of lice in a classroom or grade level.
- The elementary school nurses will regularly make parents aware of the availability of resources regarding pediculosis and remind parents to screen their children for head lice.

Resources:

Massachusetts Department of Public Health

<http://www.mass.gov/eohhs/docs/dph/cdc/factsheets/head-lice.pdf>

American Academy of Pediatrics

<Http://pediatrics.aappublications.org/content/110/3/638.full.pdf>

National Association of School Nurses

www.nasn.org

Policy Review: 1st Reading: March 17, 2016

2nd Reading: June 2, 2016

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Stacey Metternick

Hamilton-Wenham Regional School District

Draft – Cash & Investment Policy

Statement of Purpose:

The purpose of this document is to specify the policies and guidelines that provide for the prudent and productive investment of District funds.

The Hamilton-Wenham School District authorizes the Treasurer to act as the custodian and investment officer of District funds and to invest the following funds in accordance with this policy, the provisions of Massachusetts General Laws ("MGL") Chapter 44, Section 55 and other applicable state statutes.

The District Treasurer is the custodian and investment officer for the following funds:

- General Fund
- Special Revenue and Agency Funds
- Capital Projects and Debt Service Funds
- State and Federal Grants Fund*
- Scholarship Funds
- Trust Funds
- Any other funds deemed to be public funds for the Hamilton-Wenham Regional School District

*The investment procedures of grant funds are subject to grant or contractual terms.

Section I.

The Investment of General Funds, Special Revenue Funds, and Capital Projects Funds

A. Scope

This section of the policy applies only to short term operating funds such as general funds, special revenue funds, bond proceeds and capital project funds. Section two will deal with any other funds with special circumstances such as scholarship funds.

B. Objectives

Massachusetts General Laws, Chapter 44, section 55B requires the District Treasurer to invest all public funds except those required to be kept uninvested for purposes of immediate distribution. Modern banking systems enable the District Treasurer to maintain even these funds in interest bearing form until the date a disbursement order clears through the banking system.

The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account the acceptable levels of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest reasonable return available that is consistent with safety of principal while meeting the daily cash requirements for the operation of the District.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that requires the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.

- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the Treasurer shall attempt to carry out investment activities in a manner that provides for meeting unusual or unexpected cash demands without requiring the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

C. Investment Instruments

Public investments in Massachusetts are not protected through provisions in State law. Therefore, they are largely uncollateralized. Many banking institutions are willing to put up collateral, albeit at a cost to the entity resulting in a lower interest rate. The Treasurer negotiates for the highest rates possible, consistent with safety principles. All investments must be represented by the Massachusetts List of Legal Investments pursuant to M.G.L. Chapter 167, Section 15A.

The Treasurer may invest in the following instruments:

- Massachusetts State pooled fund: **Unlimited amounts** (Pool is liquid)
- U. S. Treasuries that will be held to maturity: **Unlimited amounts** (Up to one year maturity from date of purchase)
- U.S. Agency obligations that will be held to maturity. **Unlimited amounts** (Up to one year maturity from date of purchase)
- Bank accounts or Certificates of Deposit ("CDs") (Up to one year) which are fully collateralized through a third party agreement: **Unlimited Amounts**
- Bank accounts and CDs (Up to one year) insured by F.D.I.C. up to the coverage limit. All bank accounts and CDs in one institution are considered in the aggregate for the insurance coverage limit. In some cases Banking Institutions carry additional insurance, Depository Insurance Fund (D.I.F.): Contact banking representative for amounts of coverage.
- **Unsecured bank deposits** of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: **No more than 5% of an institution's assets and no more than 25% of the District's cash may be comprised of unsecured bank deposits.** This percentage may be increased for not more than 30 days during times of heavy collection or in anticipation of large payments that will be made by the District in the near future. These payments may be for such items as debt service payment or regional school assessments. Their credit worthiness will be tracked by Veribanc, or other bank credit worthiness reporting systems. They will be diversified as much as possible. CDs will be purchased for no more than one year and will be reviewed frequently.
- **Money Market Mutual Funds** that are registered with the Securities and Exchange Commission that have received the highest possible rating from at least one nationally recognized statistical rating organization and as otherwise referenced in the Massachusetts General Law Chapter 44 Section 55.
- **Risk Tolerance**
 - **Credit Risk**
 - Credit risk" is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The District will manage credit risk several ways. There will be no limit to the amount of United States Treasury and United States Government Agency obligations.

In regards to other investments, the District will only purchase investment grade securities with a high concentration in securities rated A or better.

The District may invest in the Massachusetts Municipal Depository Trust (MMDT) with no limit to the amount of funds placed in the fund.

- **Custodial Risk**
 - The "custodial credit risk" for *deposits* is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover deposits or will not be able to recover

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collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty to a transaction, the District will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

The District will review the financial institution's financial statements and the background of the Advisor. The intent of this qualification is to limit the District's exposure to only those institutions with a proven financial strength, Capital adequacy of the firm, and overall affirmative reputation in the municipal industry.

Further, all securities not held directly by the District, will be held in the District's name and tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security.

- **Concentration of Credit Risk**
 - "Concentration of credit risk" is the risk of loss attributed to the magnitude of a government's investment in a single issuer.

The District will minimize concentration of credit risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

- **Interest Rate Risk**
 - "Interest rate risk" is the risk that changes in interest rates will adversely affect the fair value of an investment.

The District will manage interest rate risk by managing duration in the account.

- **Foreign Currency Risk**
 - "Foreign currency risk" is the risk that changes in foreign monetary exchange rates will adversely affect the fair value of an investment or a deposit.

The District will not invest in any instrument exposed to foreign currency risk.

D. Diversification

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities, as well as concentration in a specific institution. With the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies, and State pools (MMDT), no more than 10% of the District's investments shall be invested in a single financial institution.

E. Authorization

The Treasurer has authority to invest District funds, subject to the statutes of the Commonwealth Massachusetts General Law Chapter 44 Section 55,55A, & 55B.

F. Ethics

The Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. The Treasurer shall disclose to the School Committee any material financial interest in financial institutions that do business with the District. The Treasurer shall also disclose any large personal financial investment positions or loans that could be related to the performance of the District's investments.

G. Relationship with Financial Institutions

Financial institutions should be selected first and foremost with regard to their financial soundness and stability. Brokers should be recognized, reputable dealers and members of the Financial Industry Regulatory Authority (FINRA).

The Treasurer should request the banking institution's Veribanc rating from all of the banking institutions that are working with the District on a semi-annual basis.

When using the Veribanc Rating Service the Treasurer may invest in such banks that show a green rating in a particular report. If a rating is yellow the Treasurer should contact the appropriate banking institution and request in writing an explanation of the change in rating and the expected time table for it to be changed to green.

If for a second report such rating is not green, the Treasurer should consider removing all funds that are not collateralized, or carries some form of depositors insurance.

If a rating moves to red all money should be immediately collateralized or covered by some form of depositors insurance or be removed from the banking institution.

The Treasurer shall require any brokerage houses and broker/dealers wishing to do business with the District to supply the following information to the Treasurer on an annual basis:

- Audited financial statements
- If acting as a Registered Investment Advisor, copy of their Form ADV Part II
- Proof of FINRA membership
- A statement that the Advisor has read the District's Investment Policy and will comply with it on an annual basis
- Proof of credit worthiness (minimum standards: at least five years in operation and a minimum capital of 10 million dollars)

H. Reporting Requirements

On a semi-annual basis, a report containing the following information will be prepared by the Treasurer and distributed to the Superintendent, the Assistant Superintendent for Finance and Administration, and the Director of Accounting. The report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this Policy.
- A summary of the income earned on a monthly basis and year-to-date basis shall be reported.
- The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the District's cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in this Policy.

I. Restrictions

Chapter 44, Section 55 sets forth several restrictions that the Treasurer must be aware of when making investment selections.

- A Treasurer shall not at any one time have on deposit in a bank or trust company an amount exceeding 60% of the capital and surplus of such bank or trust company, or banking company, unless satisfactory security is given to it by such bank or trust company, or banking company for such excess.
- The Treasurer shall not make a deposit in any bank, trust company or banking company with which he is, or for any time during the three years immediately preceding the date of any such deposit was associated as an officer or employee.
- All securities shall have a maturity from date of purchase of one year or less.
- Purchases under an agreement with a trust company, national bank or Banking Company to repurchase at not less than original purchase price of said securities on a fixed date shall not exceed ninety days.

J. Legal References

M.G.L. Chapter 44, Section 55

M.G.L. Chapter 44, Section 55A

M.G.L. Chapter 44, Section 55B

M.G.L. Chapter 203C

M.G.L. Chapter 167, Section 15A

Section II.

The Investment of Trust Funds and Stabilization Funds

A. Scope

This Policy applies to all accounts that are designated as Scholarship of Trust Funds. These funds include all accounts that are received as scholarships and perpetual care receipts.

All accounts will be maintained separately receiving their proportionate interest and any realized and unrealized gains or losses. The account will be established as a pooled investment portfolio unless otherwise stated. Any additional accounts will be maintained in this same manner.

B. Authority

Massachusetts General Law Chapter 44, section 54 pertains to the investment of Trust Funds. All trust funds shall fall under the control of the District Treasurer unless otherwise provided or directed by the donor.

C. Objective

Massachusetts General Laws, Chapter 44, section 55B requires the District Treasurer to invest all public funds except those required to be kept uninvested for purposes of immediate distribution.

This section also requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account the acceptable levels of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest reasonable return available that is consistent with safety of principal while meeting the daily cash requirements for the operation of the District.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that requires the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.
- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the treasurer shall attempt to carry out investment activities in a manner that provides for meeting unusual or unexpected cash demands without requiring the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

D. Investment Instruments

M.G.L. Chapter 44 section 54 states that money should be deposited into savings banks or trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in a paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in share or savings deposits of federal savings and loan associations doing business in the commonwealth.

Additionally the District may invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen percent (15%) of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent (1 ½%) of such funds be invested in the stock of any one bank or insurance company. All investments must be represented by the Massachusetts List of Legal Investments pursuant to M.G.L. Chapter 167, Section 15A.

The Treasurer may invest in the following instruments:

- U. S. Treasuries that maybe sold prior to maturity: Unlimited amounts (With no limit to the length of maturity from date of purchase)

- U.S. Agency obligations that maybe sold prior to maturity. **Unlimited amounts (With no limit to the length of maturity from date of purchase)**
- Bank accounts or Certificates of Deposit ("CDs") **Unlimited amounts (With no limit to the length of maturity from date of purchase)**, which is fully collateralized through a third party agreement:
- Bank accounts and CDs **(With no limit to the length of maturity from date of purchase)** fully insured by F.D.I.C. and in some cases also Depository Insurance Fund of Massachusetts (D.I.F.): All bank accounts and CDs in one institution are considered in the aggregate to receive the insurance coverage limit.
- **Unsecured bank deposits** of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: These investments **will be limited to no more than 5% of an institution's assets and no more than 25% of the District's cash**. Their credit worthiness will be tracked by Veribanc, or other bank credit worthiness reporting systems. They will be diversified as much as possible. CDs will be purchased with no limit to the length of maturity from the date of purchase and will be reviewed frequently.
- Common and preferred stock that are listed in the **List of Legal Investments**.
- Investment Funds that are listed in the **List of Legal Investments**.
- All other items not separately identified here that are listed in the **List of Legal Investments**.
- **Risk Tolerance**
 - **Credit Risk**
 - Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The District will manage credit risk several ways. There will be no limit to the amount of United States Treasury and United States Government Agency obligations.

In regards to other investments the District will only purchase investment grade securities with a high concentration in securities rated A or better.

The District may invest in the Massachusetts Municipal Depository Trust (MMDT) with no limit to the amount of funds placed in the fund.

The District may place funds in banking institutions as stated in the Section C of this IPS.

- **Custodial Risk**
 - The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

The District will review the financial institution's financial statements and the background of the sales representative. The intent of this qualification is to limit the District's exposure to only those institutions with a proven financial strength, Capital adequacy of the firm, and overall affirmative reputation in the municipal industry.

Further, all securities not held directly by the District, will be held in the District's name and tax identification number by a third party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security.

- **Concentration of Credit Risk**
 - "Concentration of credit risk" is the risk of loss attributed to the magnitude of a government's investment in a single issuer.

The District will minimize Concentration of Credit Risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

- **Interest Rate Risk**
 - "Interest rate risk" is the risk that changes in interest rates will adversely affect the fair value of an investment.

The District will manage interest rate risk by managing duration in the account.

- **Foreign Currency Risk**

- "Foreign currency risk" is the risk that changes in foreign monetary exchange rates will adversely affect the fair value of an investment or a deposit.

The District will not invest in any instrument exposed to foreign currency risk.

E. Standards of Care

The standard of prudence to be used by the Treasurer shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio. The Treasurer acting in accordance with written procedures and this Policy, and exercising reasonable due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided the purchases and sale of securities is carried out in accordance with the terms of this Policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

In addition this section would also apply to M.G.L. Chapter 44 Section 55A which refers to the liability of the Treasurer for losses due to bankruptcy.

F. Diversification

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities, as well as concentration in a specific institution, with the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies.

G. Ethics

The Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. The Treasurer shall disclose to the School Committee any material financial interest in financial institutions that do business with the District. The Treasurer shall also disclose any large personal financial investment positions or loans that could be related to the performance of the District's investments.

H. Relationship with Financial Institutions

Financial institutions should be selected first and foremost with regard to their financial soundness and stability. Brokers should be recognized, reputable dealers.

The Treasurer shall require any brokerage houses and broker/dealers, wishing to do business with the District, to supply the following information to the Treasurer:

- Audited financial statements
- If acting as a Registered Investment Adviser, yearly copy of their Form ADV Part II
- Proof of FINRA membership
- A statement that the Advisor has read the municipality's IPS and will comply with it on an annual basis

I. Reporting Requirements

On a semi-annual basis, a report containing the following information will be prepared by the Treasurer and distributed to the Superintendent, and/or Business Manager, as appropriate. The report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this Policy.
- A summary of the income earned on a monthly basis and year-to-date basis shall be reported.
- The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the District's cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in the Policy.

J. Legal References

M.G.L. Chapter 44, Section 55

M.G.L. Chapter 44, Section 55A
M.G.L. Chapter 44, Section 55B
M.G.L. Chapter 203C
M.G.L. Chapter 167, Section 15A