



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

AGENDA

Thursday, November 17, 2016

Buker Multi-Purpose Room

Joint Meeting of **School Committee & Wenham Board of Selectmen** to Appoint Wenham
Resident to open School Committee Seat
6:00 PM – 6:30 PM

- a. Interview of candidate, Mr. Joshua Liebow, for open School Committee seat
- b. Vote by Wenham Board of Selectmen and School Committee for candidate on open School Committee seat

Joint meeting of the School Committee and the Hamilton & Wenham Finance Committees
6:30 PM – 7:30 PM

1. Welcome and Introductions.
2. Purpose of the session: Collaborative dialogue; an ongoing conversation as to how we collectively manage our twin goals -- a great school system, at an affordable price;
3. Overview from Wenham FinCom: Perspectives re: FY 18 Budget parameters, pressing issues, opportunities;
4. Overview from Hamilton FinCom: Perspectives re: FY 18 Budget parameters, pressing issues, opportunities;
5. Overview from Hamilton-Wenham Regional School Committee & Leadership: Perspectives re: FY 18 Budget parameters, pressing issues, opportunities;
6. Next steps: budget development schedule, Next Meeting, etc.
7. Adjournment of portion of meeting with the joint FinCom

Regular School Committee Meeting – AMENDED –
7:30 PM – 9:30 PM

1. Call to Order 7:30
2. Pledge of Allegiance
3. Citizens' Comments 7:35
4. Chair's Report 7:45
5. Superintendent's Report 7:55

dmb

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.

6. **Consent Agenda** 8:00
 - a. Minutes of October 20, 2016 Exhibit A
 - b. Minutes of November 2, 2016 Exhibit B
7. **New Business** 8:10
 - a. District Assessment Results Presentation Exhibit C
 - b. October 1st Enrollment Report Exhibit D
 - c. Friends of Buker Gift \$1,303.70 Exhibit E
 - d. Friends of Winthrop Gift \$ 6,532.00 Exhibit F
 - e. Gift to Winthrop from The Patio Co. \$850.00 Exhibit G
 - f. MASC Update
8. **Committee Reports** 9:00
 - a. Communications
 - b. Planning
 - c. Policy
 - i. School Committee By Laws (Second Reading) Exhibit H
 - d. Warrant
 - e. Regional Agreement
 - f. Student Rep.
 - g. Other-School Liaisons Updates
9. **Other**
 - a. Topics for next meeting
10. **Vote to Adjourn** 9:30

Secretary: Michelle Bailey, HWRSC

dmb

Knowledge • Responsibility • Respect • Excellence

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Joshua A. Liebow, CFA

Managing Director at Hancock Capital Management

Greater Boston Area | Investment Management

500+
connections

Current Hancock Capital Management
Previous Hancock Capital Management, John Hancock Life Insurance Company (U.S.A.)
Education Babson College
Websites Company Website

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People Also Viewed



Tyler Donofrio
Analyst at Hancock Capital Management



Eric Kopelson
Analyst at Hancock Capital Management



John Warden
Associate at Hancock Capital Management



Scott Garfield
Managing Director at Hancock Capital Management

Scott McFetridge
Senior Managing Director at Hancock Capital Management

Brian Albert

Matt Szwarc
Director at Hancock Capital Management

Teri Gjestvang, CFA
MBA Candidate at Chicago Booth

Matthew Pados
Director at Hancock Capital Management, LLC

Paul Fishbin
Managing Director at Hancock Capital Management

Experience

Managing Director

Hancock Capital Management

May 2015 – Present (1 year 7 months)

I am responsible for the underwriting, analysis, and review of mezzanine and equity investments, as well as private equity fund investments for Hancock Capital Management, LLC ("HCM").

HCM provides junior capital to support the business objectives of experienced management teams and shareholders. Our sources of capital are John Hancock Life Insurance Company and its affiliates and certain client accounts, including our mezzanine funds. Our team of investment professionals has a deep base of investment experience across a wide variety of industries. This investment experience, in addition to our long-term investment focus, makes us a trusted partner.



Director

Hancock Capital Management

April 2012 – April 2015 (3 years 1 month)

Senior Investment Analyst

Hancock Capital Management

November 2007 – April 2012 (4 years 6 months) | Greater Boston Area

Investment Analyst - Bond and Corporate Finance Group

John Hancock Life Insurance Company (U.S.A.)

June 2004 – November 2007 (3 years 6 months) | Greater Boston Area

Certifications

Chartered Financial Analyst

CFA Institute

Series 7 License

Financial Industry Regulatory Authority (FINRA)

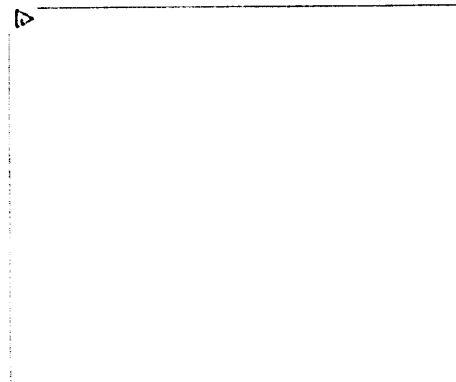
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Skills

Series 7	CFA	Investments	Valuation	Financial Modeling	Asset Allocation
Equity Research	Chartered Financial Analyst	Corporate Finance	Equities		
Asset Management	Portfolio Management	Bonds	Private Equity	Due Diligence	
Funding	Financial Analysis	Management	Capital Markets		



Education

Babson College

Bachelor of Science (BS), Finance, Cum Laude
2000 – 2004

Activities and Societies: Sigma Phi Epsilon

Mount Desert Island High School

1996 – 2000

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View Joshua A.'s full profile to...

- See who you know in common
- Get introduced



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

*FY18 Budget
Joint Finance Committee Meeting
November 17, 2016*

Prepared by:

Stacey Metternick, School Committee Chair
Dr. Michael Harvey, Superintendent of Schools
Jeffrey D. Sands, Assistant Superintendent for Finance & Administration



FY18 Budget – Primary Drivers

Budget Recommendation to School Committee on 12/15/16

Areas where we anticipate the most significant Increases vs FY17B
All Staff COLAs
Teacher STEPS
Teacher Degree Changes
Essex Retirement Pension Fund Appropriation
Out-of- District Tuitions
Out-of- District Transportation
Healthcare Premiums
OPEB Trust Fund



FY18 Budget – Enrollment Shift

Enrollment Data sent to Towns on 10/24/16

		TOTAL		HAMILTON		WENHAM
10/1/2016		1,724		1,114		610
10/1/2015		1,754		1,147		607
10/1/2014		1,765		1,168		597
3 Year AVG:				65.40%		34.60%
PR YR 3 Year AVG:				66.60%		33.40%
Change:				-1.20%		1.20%

Note: A 1.2% shift is roughly the equivalent of \$315,000.



FY18 Budget: Calendar

OCTOBER 24, 2016	DISTRIBUTION OF OCTOBER 2016 RESIDENT ENROLLMENT DATA TO TOWNS
NOVEMBER 4, 2016	DISTRIBUTION OF FY18 BUDGET CALENDAR
NOVEMBER 4, 2016	DISTRIBUTION OF FY18 BUDGET KICK-OFF MEMO TO HWRSD BUDGET HOLDERS
NOVEMBER 7, 2016	DISTRIBUTION OF BUDGET PLANNING TEMPLATES TO HWRSD BUDGET HOLDERS
NOVEMBER 17, 2016	FY18 BUDGET PLANNING MEETING #1 WITH TOWN FINANCE COMMITTEES
DECEMBER 15, 2016	FY17 BUDGET RECOMMENDATION TO SCHOOL COMMITTEE
JANUARY 5, 2017	SCHOOL COMMITTEE ADOPTS TENTATIVE FY18 BUDGET
JANUARY 6, 2017	HWRSD MAILES TENTATIVE FY18 BUDGET TO TOWNS
JANUARY 6, 2017	HWRSD ADVERTISES FY18 BUDGET PUBLIC HEARING
JANUARY 19, 2017	HWRSD CONDUCTS FY18 BUDGET PUBLIC HEARING
JANUARY 26, 2017	FY18 BUDGET PLANNING MEETING #2 WITH TOWN FINANCE COMMITTEES
FEBRUARY 2, 2017	SCHOOL COMMITTEE ADOPTS FY18 BUDGET
APRIL 1, 2017	ANNUAL TOWN MEETINGS

EXHIBIT A

Hamilton-Wenham Regional School District
Buker School Multipurpose Room, 1 School Street
Wenham, Massachusetts 01984

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HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
October 20, 2016

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 7:17 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

MOTION:

I MOVE THAT THAT HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTES TO END THE MEETING AT 9:30 REGARDLESS OF PLACE THE SCHOOL COMMITTEE IS AT ON THE AGENDA, IN RESPECT FOR THE TIME AND EFFORTS OF ADMINISTRATION.

MOTION by Deb Evans; SECONDED by Michelle Bailey
Approved by five members; one abstention.

IV. CHAIR'S REPORT

- A. Dorothy Presser of MASC presented training from 6-7:15 PM this evening on establishing goals for the superintendent in order to make the evaluation process more efficient for all stakeholders.
- B. Towns of Hamilton and Wenham postponed the budget forum meeting until further notice
- C. A Wenham resident has applied for the open position. We are seeking a date for Wenham Selectmen and School Committee to interview the applicant. The appointed person will fill the School Committee position through April 2017 elections.

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V. SUPERINTENDENT'S REPORT

- A. Mr. Greg Hill (Buker School Class of 1957) presented the Spirit Baton made by Bessie Buker, which he carried at the 1956 graduation where he served as Grand Marshall. He visited Buker and took numerous questions from students about his time at Buker School.
- B. Josh Liebow of Wenham has applied for the open School Committee position.
- C. The School Committee will meet on Wed. November 2 to facilitate some members' attendance at the MASC conference later in the week.
- D. Please hold Nov. 17 at 6 PM for a School Committee meeting with the Fin-Coms of both towns.
- E. The District Audit Report (presented tonight) is available on the District website

F. Dr. Harvey's mid-October blog will be posted on the Hamilton-Wenham School District website on 10/21.

VI. CONSENT AGENDA

- A. Minutes of October 6, 2016
Exhibit A

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA WHICH INCLUDES THE MINUTES FROM THE OPEN SESSION ON OCTOBER 6. THERE CAN BE NO FURTHER CHANGES OR DISCUSSION.

MOTION by Michelle Bailey; SECONDED by David Polito.

Unanimously approved by six members present.

VII. NEW BUSINESS

- A. Student Government: Stephanie Rogal, Faculty Advisor, presented the High School Student Government officers for 2016-2017
1. Kelly Walsh, Vice President, reported on Freshman Class activities.
 2. Abigail Mason, Secretary, presented on the Sophomore class' work for Spirit Week (Nov. 16-23).
 3. Mary Brao, Treasurer, reported on the activities of the Junior Class, including fund-raising for their proms.
 4. Jack Gourdeau Student Body President, reported on Senior Class plans and fundraisers.
- B. Powers & Sullivan presented FY2016 and Student Activities Audit Exhibit B1-4
1. CPA Partner Frank Serreti and CPA Supervisor Elizabeth Devereaux presented and fielded Committee members' questions on policy and procedures. Advice was given on procedures for Treasurer and short term Assistant Treasurer. Procedures for Warrants in the context of Regional School Districts were also discussed; Frank Serreti will investigate further and make recommendations to the School Committee. Powers and Sullivan will continue the process of auditing [activity fund accounts](#) at each Hamilton-Wenham School over the following years. Once all the schools have been audited, a combined audit will be conducted.
- C. Vote to Approve 2016-2017 SC Goals Exhibit C
- Some discussion about the assignments of working groups vs. sub-committees with respect to efficiency of School Committee work, proper oversight and delegation, accountability.

[Budget \(School Committee with Dr. Harvey, Mr. Sands\)](#)

[Capital and Master Plan \(Planning Committee\)](#)

[Update the Regional Agreement \(Regional Agreement Committee\)](#)

[Policy Review Process \(Policy Committee\)](#)

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MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE 2016-2017 SCHOOL COM-

MITTEE GOALS IN EXHIBIT C, WITH AMENDMENTS TO INCLUDE THE NAMES OF THOSE RESPONSIBLE IN EACH SUB-COMMITTEE OR WORKING GROUP

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

D. Vote on MASC Resolutions

Exhibit D

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ASK OUR MASC DELEGATE TO SUPPORT MASC RESOLUTION NUMBER ONE ON THE FOUNDATION BUDGET.

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

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ASK OUR MASC DELEGATE TO SUPPORT MASC RESOLUTION NUMBER TWO ON TAX REFORM.

MOTION by Michelle Bailey; SECONDED by David Polito
Unanimously approved by six members present.

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ASK OUR DELEGATE TO SUPPORT MASC RESOLUTION NUMBER THREE ON CHARTER SCHOOL REFORM.

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

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ASK OUR DELEGATE TO SUPPORT MASC RESOLUTION NUMBER FOUR ON STUDENT SOCIAL AND EMOTIONAL WELL-BEING.

MOTION by Michelle Bailey; SECONDED by Hannah Fraley.
Unanimously approved by six members present.

E. Policy: Hannah Fraley presented.

1. Concussion Policy — 1st Reading

Exhibit E

This policy reflects MA Dept. of Health Guidelines. Dr. Harvey provided background on the development of the policy. [This policy still needs to be reviewed by](#) the District's legal counsel.

Deleted: It has not yet been reviewed by

2. Pediculosis Policy

Exhibit F

Some interested parents met with the Policy Committee to highlight important features of education presented to parents. The procedure for treatment of nits versus the procedure for treatment of live lice, along with dismissal and notification policies should be noted. Feedback from parents highlighted the desire for further preventative education. Some parents suggest that the building principal be involved in notifications, that parents should be alerted to changes from the current policy, that teachers should be adequately educated about changes in the policy which will alter current classroom practices. Hannah suggests that the

Deleted: Our nurses, under the advice of the National Association of School Nurses developed recommendations for the policy assuring that HIPA and FERPA constraints will be observed.

recommended involvement of building principals is unnecessary, since school nurses are professionally trained and licensed to make judgements on this issue, in keeping with public health and privacy concerns. Michelle Bailey pointed out that, should the SC vote on and approve a policy, Hamilton-Wenham would be among the few districts which have a policy. If we left the Pediculosis issue at the procedure/protocol level rather than the policy level, school nurses, in cooperation with Dr. Harvey and with reference to the school nurse protocol handbook, would handle pediculosis issues within the District. Deb Evans raised a question of whether or not procedures such as a pediculosis procedure may be included in student/parent handbooks which are not rooted in District policy.

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE DECIDE THAT WE DO NOT WANT TO ADOPT A POLICY ON PEDICULOSIS.

MOTION by Michelle Bailey; SECONDED by Hannah Fraley.

Unanimously approved by four members, opposed by two.

The motion carries.

Dr. Harvey will remind school nurses to notify parents and update handbooks.

VIII. COMMITTEE REPORTS

- A. Communications: Michelle Bailey presented. Newsletter was sent out last month. They will meet again on Monday.
- B. Planning: has not met since the last School Committee meeting
- C. Policy: issues were discussed and voted upon (see motions above).
- D. Warrant: David Polito is in the process of collecting warrants and gave a synopsis of the work to date.
- E. Student Rep: updated the School Committee during the presentation by Student Government representatives above.
- F. Other-School Liaisons Updates
School updates: Michelle Bailey communicated with the Friends of Winthrop Chair regarding their concerns about the playground equipment project. Dr. Harvey had a meeting today to develop a plan to complete this project. The FOW have given several gifts to the Winthrop School which should be accepted.
Jack Gourdeau was encourage to bring future fundraising information to the SC meetings to promote them to the community at large.
- G. Regional Agreement: Stacey Metternick will provide recently received information to the School Committee so that all may review it in preparation for subsequent meetings.

IX. OTHER TOPICS FOR THE NEXT MEETING:

Agenda items for the November 2 are accumulating quickly

X. VOTE TO ADJOURN

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:02.

MOTION by Michelle Bailey; SECONDED by DEB EVANS

Unanimously approved.

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Moved up [1]: School updates: Michelle Bailey communicated with the Friends of Winthrop Chair regarding their concerns about the playground equipment project. Dr. Harvey met with FOW today about the same. Several gifts have been donated, which need to be documented.¶

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting

EXHIBIT B
Hamilton-Wenham Regional School District
Buker School, 1 School Street
Wenham, Massachusetts 01984

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
November 2, 2016

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 7:02 pm in the Buker School Multi-Purpose Room.

Present: Michelle Bailey, Deborah Evans, David Polito

Also present: Michael Harvey
Jack Gourdeau, Student Rep

Nancy Bergner

Chris Heath, Craig Hovey, Brian O'Donohue, Bryan Menegoni,

Peggy McElhinney

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II. PLEDGE OF ALLEGIANCE

III. CITIZENS' COMMENTS

No citizen comments

IV. CHAIR'S REPORT

- A. All concerns should be forwarded to the chair so that issues may be brought before the School Committee in an orderly and respectful way.
- B. Hannah Fraley has resigned; her contributions have been greatly appreciated. Hamilton residents interested in serving on the School Committee in her place until April 2017 should email a letter of interest to Dr. Harvey by 4 PM Friday Nov. 18. Candidates will be interviewed by a joint meeting of the School Committee and Hamilton Selectmen on Thurs. Dec 1.
- C. Thursday Nov. 17 at 6:00 PM. There will be a discussion with the Wenham Board of Selectmen of Wenham School Committee candidate Josh Liebow followed by a preliminary discussion with Finance Committee members from Hamilton and Wenham. A regular School Committee Meeting will follow at 7:30 PM.
- D. School Committee member Denise Bertrand is attending MASC tonight. Stacy Metternick and Michelle Bailey will also be attending sessions later this week.
- E. Ed Fund hosting annual Halloween Party. We are grateful for the Ed Fund and all they do for our schools.
- F. Friends of Winthrop Holiday Boutique will be held on Sat. Dec 3.
- G. Early voting is continuing until Friday. Schools are no longer voting sites and therefore will be open on Election Day.

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V. SUPERINTENDENT'S REPORT

- A. Thank you to the Hamilton-Wenham League of Women Voters for their work among our elementary schools, educating students about our democracy.
- B. The League of Women Voters conducted a High School Mock Voter Registration process and Mock Election, simulating polling experience. 280 students registered; 235 students

actually voted. This program teaches students the steps necessary to register to vote and how to prepare to vote responsibly.

- C. Congratulations to Hamilton-Wenham High School fall sports teams engaging in tournaments/division championships: Field Hockey, Cheerleading Squad, Boys Soccer, Volleyball, Girls Soccer, Cross Country Team
- D. *Hold On Alice* will be presented by the High School Drama Department on Friday, Saturday. A link to the box office is found on the Superintendent's Blog
- E. Induction Banquet on Tuesday Nov. 22 for Inaugural Class of the H-W Athletic Hall of Fame.
- F. Congratulations to 6-12 Mathematics Curriculum Leader Jenn Sauriol for presenting "Sorting Problems for Understanding" at the National Council for Teachers of Mathematics Regional Conference in Philadelphia on November 2, 2016.
- G. Schools are closed next Thursday Nov. 10 for staff development and Friday Nov. 11 for Veterans' Day.
- H. Wed. Nov 23 dismissal times are 11:15 AM for the High School and Middle School; 12:05 PM for Elementary schools.
- I. Superintendent's Blog is found at <https://hwschoolssuper.wordpress.com/2016/11/02/superintendents-report-to-the-school-committee-11216/>

VI. **CONSENT AGENDA**

- A. [Minutes of Oct. 20, which underwent late edits, are being held for adequate review by School Committee members before being approved by the School Committee. Exhibit A, withdrawn]
- B. Field Trip Request to Pinkerton Academy Exhibit B

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA WHICH INCLUDES A FIELD TRIP TO THE PINKERTON ACADEMY. THERE CAN BE NO FURTHER DISCUSSION OR CHANGES TO THE AGENDA.

MOTION by Michelle Bailey; SECONDED by David Polito.

Unanimously approved by 4 members yes; 0 opposed, 0 abstentions

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VII. **NEW BUSINESS**

- A. Presentation of School Improvement Plans Exhibit C

- 1. Elementary Schools Presentation by Brian O'Donoghue and Chris Heath
 - a. Professional Practice Goal – grade level teams will work together in grade level teams to align lessons to transfer goals and curriculum standards. The goal is to strengthen teams (professional learning communities) across the schools at each grade. The teachers will focus on one math unit and work on new science standards. This work happens during structured time on Wednesday afternoons.
 - b. Student Learning Goal – focus on demonstrated growth. The goal is to have all students met grade level expectations on reading and math. Students will be monitored using 3 benchmarking programs, iReady (math), Fountas and Pinnell (3 times a year), and PALS (3 times per year. Some students take these more often depending on additional instruction given to assist the learners. The use of writers workshop model will continue. Foundations (k-3) early phonics skills program will have a reinvestment in training and refreshed training.

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There was a discussion of unifying the curriculum across the 3 schools. The K-5 literacy and math directors have helped this to happen over the recent year.

There was a discussion of time spent on assessment and testing of testing students. Principals provided information about assessment for progress monitoring during the year versus state required assessments. Many of the district benchmarking assessments are administered one-on-one with a teacher in a conversational format for 15 minutes or less. These are helping to identify where students need some help or a push to go further.

In the coming budget years, there may be a need for additional funding to support the curriculum building in science.

2. Middle School Presentation by Craig Hovey (Exhibit C)

A. Develop and expand programing to provide increase social and emotional support to Miles River students in keeping with our middle school model – expand use of advisory program. Develop a “safe spaces” program through staff training. Dr. Lazzaro, director district guidance, is assisting with this program.

The middle school has adopted the acronym REACH, Responsibility, Empathy, Accountability, Community, and Honesty to identify the school culture. They are looking to integrate this into the school more.

Options to expand the extracurricular offerings beyond the 6-8 successful clubs offered annually. Mr. Hovey explained how opportunities would be developed and some concerns about staffing. An Interact chapter and environmental club have started this year.

The advisory class is provided once per month for 20 min with a common lesson in developing the school culture and the social emotional development of students.

B. Develop and expand programing and opportunities for technology and engineering at the middle school. The goal is to build these skills into the curriculum. The library computer lab is being converted into a maker space. It is being called a collabrotorium. New flexible furniture has been purchased. One wall has been painted for green screen work. Further renovations will be tied into a larger library renovation. Beyond the transformation of the space, will be to help staff integrate this resource in the curriculum.

There was a discussion of technology resources needed to support this goal. There are approximately 1 device for every 2 students. There has been an informal discussion of a bring-your-own-devise program. At this time, no additional technology purchases are expected for next year.

C. Support the continued implementation of the middle school model. This year should be the last year of transitioning.

D. Continue to explore, communicate, and implement the shifts in curriculum, instruction, assessment, and school programs and facilities necesssry to prepare MRMS student to be “future ready.” In working on this goal the MRMS will implement a staff development plan to incorporate the transfer goals and curriculum changes as well as look at any capital renovations needed in the library.

3. High School Presentation by Bryan Menegoni, _____ (Exhibit C)

Goal 1. Educators will design and implement one Understanding by Design (UbD) unit that will fully align with the transfer goals and has at least two formative assessments and one summative assessment.

Goal 2. Counseling staff will identify the social and emotional needs of the student population and develop a plan to implement interventions and learning forums.

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Concerns about how much more the current staff can do given their current duties were discussed. The importance of helping students learn this skills while in high school before leaving home was emphasized. All data to be collected from the students about risk behaviors; social and emotional issues would be available for parents to previewed.

Goal 3. Continue the integration of iPads as a learning tool for organization, collaboration, and creation while developing more student-driven opportunities.

The iPad has been very effective in teaching executive function skills. The goal is to expand the learning experiences with technology.

Goal 4. Educators will design and implement two EdCamp training opportunities for all faculty and staff.

Goal 5. Develop a more robust and responsive 9th grade transition program.

This fall there was a 3-day orientation workshops, including time management, 4-year planning, academic honesty, high school expectation, and self-care. There are senior mentors that meet weekly with 9th graders through November. There is early contact with parents of struggling students. The high school will be working with the middle school to identify the best programing for each year based on student needs. The high school will be looking at possible 9th grade teams if scheduling or offerings were adjusted.

The feedback on the 9th grade transition program was positive.

As the school becomes more student driven, updating the library and school furniture may be necessary.

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B. Presentation of Superintendent's Goals for 2016-17

Exhibit D

1. Dr. Harvey's goals reflect the priorities of the School Improvement Plans

- a) Goal 1: Explore, communicate, and implement the shifts necessary in order to prepare students to be "future ready."
- b) Goal 2: Ensure the facilities of the HWRSD support the District's Mission and Strategic Blueprint
- c) Goal 3: Develop the skills of District Leadership and personal leadership to help the District develop an integrated system of curriculum, instruction and assessment.

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MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SUPERINTENDENT'S GOALS WITH TWO MINOR ADDITIONS IN STANDARDS.

MOTION by Michelle Bailey; SECONDED by Deborah Evans

Unanimously approved by 4 members present 0 opposed, 0 abstentions.

C. YTD Financial Report presented by Michael Harvey

Exhibit E

The Capital, Operations, Maintenance budget is showing a \$100,000 positive variance due to a repair at the high school happening in the prior fiscal year. The Insurance, Retirement, Other account is showing a \$132,000 positive variance due to seven few employees accessing health benefits and a low use of unemployment insurance benefits. The Pupil Services variance reflects a saving in the bus transportation contract somewhat offset by an overrun in the special education transportation costs. Staff replacement savings accounts for a \$64,000 expected savings. Due to three additional out-of-district placements and a short-term evaluation, the Tuitions line has a \$310,000 expected deficit.

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D. SC Budget Calendar, Goals

Exhibit F

A discussion of the schedule and seating arrangements for November 17 were discussed. There will be a meeting in January with the town officials, possibly January 26. On page 17 of the FY 17 budget outlines the budget drivers; staff COLAs and steps & columns (approximately \$480k, \$146k, and \$50k respectively), out-of-district placements, Essex County Retirement assessment, facilities & special projects, miscellaneous operating expenses, health insurance. For next year, there will be an apportionment shift of 1.2% to Wenham due to the enrollment shift. Concerns about the swings in enrollment were raised.

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E. Audit Engagement Letters from Powers and Sullivan

Exhibit G

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MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE AUDIT ENGAGEMENT PROPOSALS FROM POWERS AND SULLIVAN.

MOTION by Michelle Bailey; SECONDED by Deborah Evans

- Concern expressed about not getting bids from other companies, although School Committee members did express confidence in Powers and Sullivan, especially in light of the company's familiarity with the District.
- The SC suggests that when the contract with Powers and Sullivan is up in three years, we solicit multiple bids.

Unanimously approved by 4 members present 0 opposed, 0 abstentions.

F. Policy

1. School Committee By-Laws (1st Reading) Michelle Bailey presented Exhibit H

- a) Annotated draft was reviewed by the committee
- b) Discussion of annually authorized working groups (Article 3)

The Committee does not feel it is important to put standing working groups, such as warrants and policy, in the by-laws. David Polito suggested making the same statement about the assistant treasure may be a non-member in the same way as the treasure.

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2. Concussion Policy (2nd Reading)

Exhibit I

- a) Mike Harvey reviewed annotated draft, noting changes suggested by legal counsel.

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADOPT THE HEAD INJURY AND CONCUSSION POLICY AS PRESENTED IN OUR PACKET.

MOTION by Michelle Bailey; SECONDED by Deb Evans

Unanimously approved by 4 members present 0 opposed, 0 abstentions.

3. Cash and Investment Policy (2nd Reading)

Exhibit J

- a) Michael Harvey reviewed the policy, especially in light of changes advised by legal counsel.

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CASH AND INVESTMENT POLICY AS PRESENTED.

MOTION by Michelle Bailey; SECONDED by Deb Evans
Unanimously approved by 4 members present 0 opposed, 0 abstentions.

4. Grant from the HW Cultural Council for \$750 Exhibit K

MOTION:

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE ACCEPT THE GENEROUS GRANT OF THE
HAMILTON WENHAM CULTURAL COUNCIL IN THE AMOUNT OF
\$750 TO SUPPORT THE FALL 2016 MUSICAL PRODUCTION AT
HWRHS.**

MOTION by Michelle Bailey; SECONDED by Deborah Evans
Unanimously approved by 4 members present 0 opposed, 0 abstentions.

VIII. OTHER

IX. OTHER TOPICS FOR THE NEXT MEETING:

- Winthrop Playground update: December

X. VOTE TO ADJOURN

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 9:48.**

MOTION by David Polito; SECONDED by Michelle Bailey
Unanimously approved.

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

Exhibit C

Hamilton-Wenham Achievement Data

November 17, 2016

2015-2016 Tests

- MCAS
 - Grade 10 ELA and Math
 - Grade 9 Biology
 - Grades 5 and 8 Science
- PARCC
 - Grades 3-8 ELA and Math

MCAS Grade 10 ELA

	District %	State %
Proficient or higher	98	91
Advanced	70	47
Proficient	29	45
Needs Improvement	2	6
Failing	0	3

MCAS Grade 10 Math

	District %	State %
Proficient or higher	95	78
Advanced	73	54
Proficient	22	24
Needs Improvement	5	15
Failing	0	8

MCAS Biology

	District %	State %
Proficient or higher	82	73
Advanced	40	29
Proficient	42	44
Needs Improvement	17	21
Failing	1	5

MCAS Grade 8 Science

	District %	State %
Proficient or higher	49	41
Advanced	7	6
Proficient	42	35
Needs Improvement	41	40
Warning	11	19

MCAS Grade 5 Science: Buker

	School %	State %
Proficient or higher	69	47
Advanced	5	16
Proficient	64	31
Needs Improvement	28	38
Warning	3	14

MCAS Grade 5 Science: Cutler

	School %	State %
Proficient or higher	55	47
Advanced	23	16
Proficient	32	31
Needs Improvement	41	38
Warning	5	14

MCAS Grade 5 Science: Winthrop

	School %	State %
Proficient or higher	68	47
Advanced	30	16
Proficient	38	31
Needs Improvement	26	38
Warning	6	14

What is PARCC?

- PARCC is one of two national tests developed to measure student performance on Common Core standards.
- The district piloted the test because the next generation of MCAS (MCAS 2.0) will look like PARCC.
- PARCC has new types of test items (e.g., multiple select, drag and drop, etc.).

PARCC Performance Levels

- Level 5: Exceeded expectations
- Level 4: Met Expectations
- Level 3: Approached expectations
- Level 2: Partially met expectations
- Level 1: Did not meet expectations

PARCC MRMS Grade 8

	ELA	Math
Levels 4 & 5	80	65
Level 5	32	18
Level 4	48	47
Level 3	9	14
Level 2	9	13
Level 1	2	7

PARCC MRMS Grade 7

	ELA	Math
Levels 4 & 5	85	61
Level 5	40	7
Level 4	45	54
Level 3	8	27
Level 2	4	8
Level 1	3	4

PARCC MRMS Grade 6

	ELA	Math
Levels 4 & 5	77	59
Level 5	21	13
Level 4	56	46
Level 3	16	26
Level 2	6	12
Level 1	0	3

PARCC Grade 5 ELA

	Buker	Cutler	Winthrop
Levels 4 & 5	92	82	78
Level 5	15	30	14
Level 4	77	52	63
Level 3	8	14	20
Level 2	0	2	2
Level 1	0	2	0

PARCC Grade 5 Math

	Buker	Cutler	Winthrop
Levels 4 & 5	85	80	74
Level 5	23	23	24
Level 4	62	57	50
Level 3	13	16	18
Level 2	3	5	8
Level 1	0	0	0

PARCC Grade 4 ELA

	Buker	Cutler	Winthrop
Levels 4 & 5	61	75	84
Level 5	13	19	24
Level 4	47	56	59
Level 3	29	19	16
Level 2	11	3	0
Level 1	0	3	0

PARCC Grade 4 Math

	Buker	Cutler	Winthrop
Levels 4 & 5	59	59	73
Level 5	11	6	11
Level 4	49	53	62
Level 3	30	19	19
Level 2	11	19	8
Level 1	0	3	0

PARCC Grade 3 ELA

	Buker	Cutler	Winthrop
Levels 4 & 5	79	80	93
Level 5	5	14	25
Level 4	74	66	68
Level 3	13	16	8
Level 2	3	2	0
Level 1	5	2	0

PARCC Grade 3 Math

	Buker	Cutler	Winthrop
Levels 4 & 5	81	84	85
Level 5	24	30	28
Level 4	57	55	57
Level 3	16	7	13
Level 2	0	7	3
Level 1	3	2	0

Accountability Ratings

- HWRHS: Level 1
- Miles River: Level 2 (change in status due to low assessment participation—less than 95%)
- Buker: Level 2
- Cutler: Level 2
- Winthrop: Level 1

MCAS 2.0 for ELA and Math

- Will be administered in Grades 3-8 in Spring 2017 (computer-based for grades 4 and 8)
- Will be administered in Grade 10 in Spring 2019

Secondary Programs Enrollment as of October 1, 2015

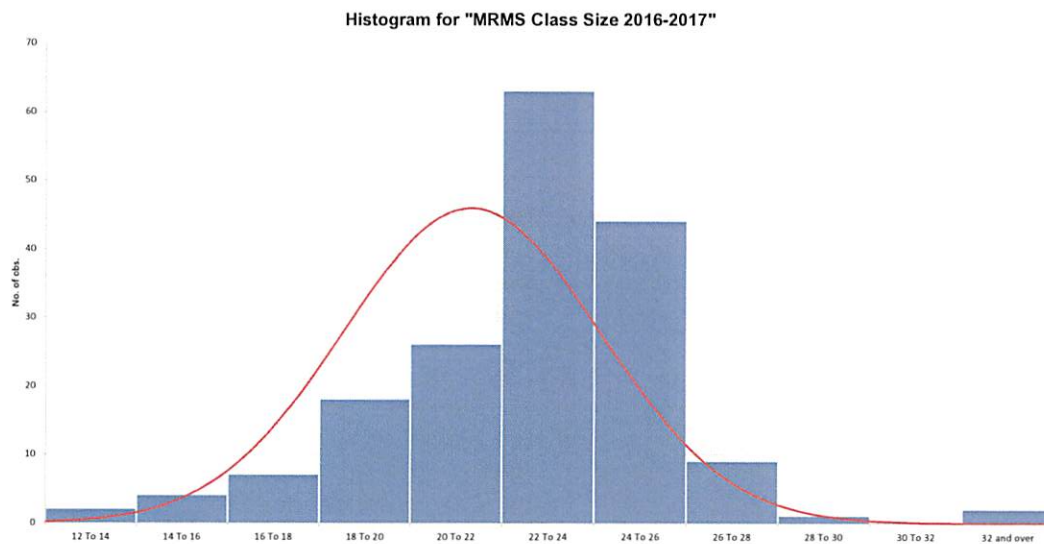
Miles River Middle School		
Grade	Students 2015-2016	Students 2016-2017
6	134	131
7	138	136
8	135	140
Totals	407	407

Hamilton-Wenham Regional High School		
Grade	Students 2015-2016	Students 2016-2017
9	151	134
10	140	150
11	157	133
12	160	157
Totals	608	574
	*Total includes 84 Choice and 1 Tuition Student.	*Total Includes 65 Choice and 1 Tuition Student.

Elementary Program Enrollment as of November 7, 2016

2016-2017												
Grade	Buker			Cutler			Winthrop			Total/Grade	Avg	Classes
	Classroom 1	Classroom 2	Classroom 3	Classroom 1	Classroom 2	Classroom 3	Classroom 1	Classroom 2	Classroom 3			
PK							16	16		32	16.00	2
K	19	20		21	20		22	22		124	20.67	6
1	22	21		19	21		19	20		122	20.33	6
2	22	23		21	20		18	19	19	142	20.29	7
3	23	23		17	17	17	16	17		130	18.57	7
4	20	20		22	23		21	21		127	21.17	6
5	21	22		18	18		23	25		127	21.17	6
Totals	256			254			294			772	19.30	40

2015-2016												
Grade	Buker			Cutler			Winthrop			Total/Grade	Avg	Classes
	Classroom 1	Classroom 2	Classroom 3	Classroom 1	Classroom 2	Classroom 3	Classroom 1	Classroom 2	Classroom 3			
PK							15	16		31	15.50	2
K	19	20		21	20		20	19		119	19.83	6
1	23	22		20	21		21	21	19	147	21.00	7
2	21	21		16	16	17	17	15		123	17.57	7
3	21	21		22	22		22	21		129	21.50	6
4	20	20		18	20		22	25		125	20.83	6
5	20	21		20	24		18	19	19	141	20.14	7
Totals	249			257			309			784	19.12	41



MRMS Class Size--2016-2017

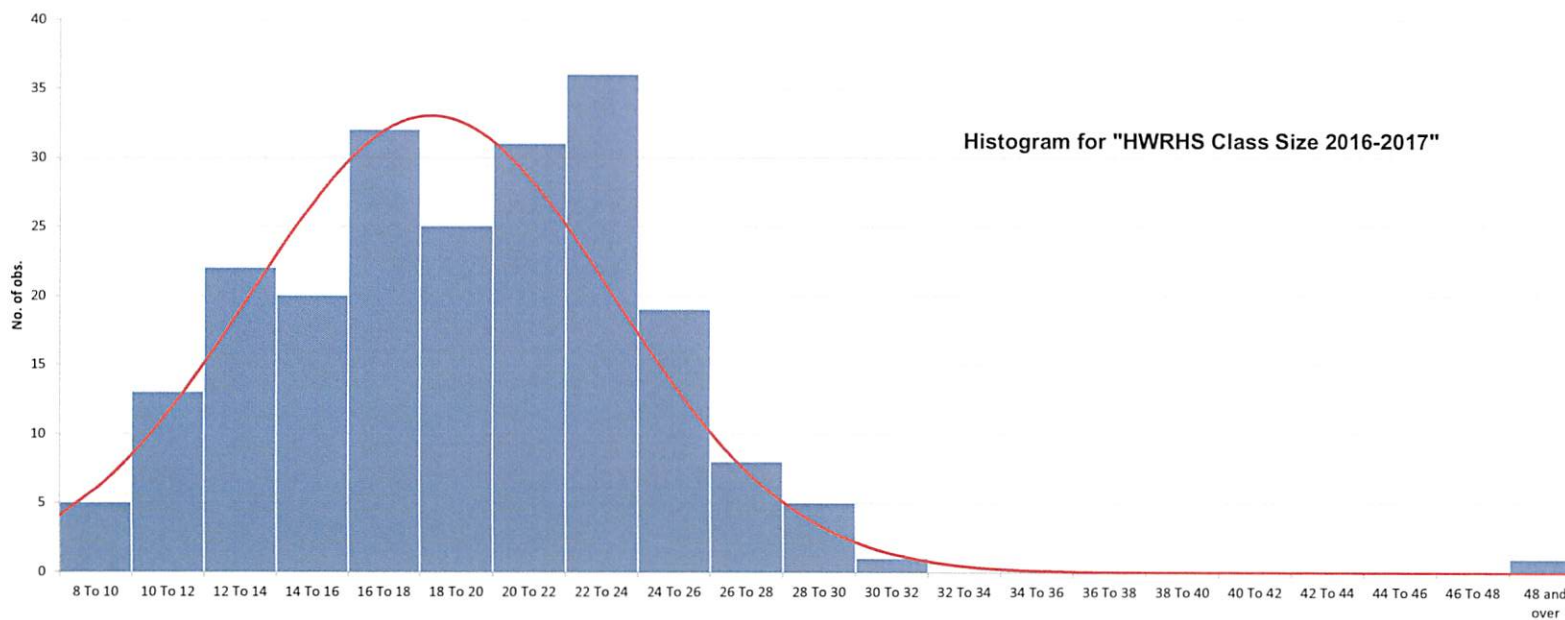
Count	176	
Mean	22.2	22.4 in 2015-2016
Standard Deviation	3.05588	
Minimum	12.	
Maximum	34.	
Range	22.	
Median	23.	
Percentile 25% (Q1)	20.75	
Percentile 75% (Q3)	24.	

Notes:

Not included - PE classes,
WIN blocks, Team blocks

Included - All 4 quarters of IA
classes and both semesters
of 6th grade language

Outliers - 12 (language based
ELA and 7th Spanish; 29 (7th
accelerated math); 32 & 34
(band & chorus)



HWRHS Class Size 2016-2017

Count	218	
Mean	18.8	19.5 in 2015-2016
Standard Deviation	5.26292	
Minimum	8.	
Maximum	50.	
Range	42.	
Median	18.5	
Percentile 25% (Q1)	15.	
Percentile 75% (Q3)	22.75	

OUTLIERS:

3 CLASSES IN FINE ARTS 10 OR FEWER
 4 CLASSES IN MATH 10 OR FEWER
 1 CLASS IN SCIENCE AT 10
 1 CLASS IN SOCIAL STUDIES AT 10
 1 CLASS IN MATH AT 31
 BAND AT 50 STUDENTS

EXHIBIT E

November 4, 2016

The Friends of Buker have presented a check to the District in the amount of \$1,303.70. This donation will help in deferring the costs of field trips for the Buker Elementary School students to attend Russell Orchards, Appleton Farms and The North Shore Music Theater.

Don Gallant, Treasurer

November 9, 2016

The Friends of Winthrop would like to support a community garden and update to the existing River Run. This would be in the form of a gift aligned to a provided project scope and quote from The Patio Company of Essex MA. in the amount of \$6532.00 to include supplies, labor and materials for this community project.

Thank You,

Friends of Winthrop School

The Patio Company

TPC MA, Inc.
PO Box 893
Essex, MA

Owner: Mr. Michael Byrne

Project: Planting beds & surrounding areas/repair tree house structure at Winthrop Elementary School.

Gift: Will provide an in kind donation of his time, to coordinate and help facilitate the completion of the project.

Value: 10 hours @ \$85.00 per hour

Total Amount of donation = \$850.00

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

- BY-LAWS -

ARTICLE I

POWERS AND DUTIES

The regional district school committee, hereinafter called the "Committee", shall have the powers, duties and limitations imposed upon it by law and by the District Agreement, which shall take precedence over any inconsistent provisions of these by-laws. The Committee shall at all times be guided by the best interests of the entire District and shall act in a fair and equitable manner. The Committee shall be open to comments and suggestions from and maintain liaison with officials of the towns of Hamilton and Wenham and shall conduct its affairs in an open and ethical manner, being careful not to disenfranchise any member of the Committee or resident of the member towns.

In carrying out its responsibilities, the Committee shall act as a legislative body, delegating executive functions to the Superintendent of Schools. It shall act as a committee of the whole. Individual members shall make no commitment for the Committee except when commissioned to do so by the Committee.

Deleted: The Committee shall be concerned primarily with matters of policy.

ARTICLE II

COMMITTEE ORGANIZATION AND OFFICERS

The Committee shall organize in each year at its first regular meeting following the annual district election and shall elect and appoint its officers in accordance with the provisions of the District Agreement. The Committee shall by majority vote make such additional internal appointments and assign responsibilities as it desires. Vacancies among the elected or appointed officials of the Committee may be filled by the Committee at any time. Incapacity shall be determined by a 2/3rds vote of the Committee as a whole.

- A. Chairperson - The chairperson shall be and perform the duties of the chairman as prescribed in Chapter 71, Section 16A of the General Laws and the District Agreement, shall preside at all Committee meetings, shall sign for the District legal documents and contracts which have been authorized by the Committee and shall perform such other duties as the Committee may determine. The chairperson shall be entitled to vote on all matters.

At public presentations and at meetings with town officials or others at which the chairperson is present in his or her official capacity, the chairperson shall not represent or advocate any position other than the majority Committee position.

- B. Vice-Chairperson - The Vice-Chairperson shall exercise the powers and perform the duties of the Chairperson in the absence or incapacity of the Chairperson. Incapacity shall be determined by a 2/3^{rds} vote of the Committee as a whole.

- C. Secretary - The secretary shall be responsible for the accuracy of the record of all School Committee business. However, the actual recording, preparation and distribution of minutes may be delegated to the Clerk for the School Committee. The Secretary shall perform the duties specified in the District Agreement and required by law and shall faithfully attest to the actions of the Committee as required.

Comment [ns1]: Chapter 71 §16A states that the secretary need not be a member of the Committee.

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- D. Assistant Secretary - The assistant secretary shall exercise the powers and perform the duties of the secretary in the absence or incapacity of the secretary.

- E. Treasurer - The treasurer, who need not be a member of the Committee, shall be appointed annually by the School Committee, The Treasurer shall receive and take charge of all monies paid to the District or the Committee, and shall deposit the same in such banks as authorized by the Committee. He/she shall also pay out money in such amounts as have been approved by the Committee and shall render reports of all receipts and disbursements. The treasurer shall sign approved bonds and notes of the District as required by law. He/she will

Deleted: for a term of three (3) years

Comment [ns2]: This language is taken from ch. 71§16A.

Deleted: The treasurer is responsible for and maintain a general review of the financial activities of the Assistant Superintendent of Finance and Administration including the procedures for the control and accounting of the district's funds

B2001
EXHIBIT H

perform all duties required by the Regional Agreement. The treasurer shall countersign along with the assistant treasurer all checks in the amount of \$100,000 or greater. The Treasurer and the Assistant Treasurer may be compensated by the District. The Treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts (MGL Chapter 41 Sections 35 and 109A).

Deleted: In accordance with general accounting practices, the treasurer shall authorize and sign checks for operating expenses of the district.

Comment [MH3]: Does this actually happen? Should there be a statement like this? Is the amount right?

Deleted: The treasurer shall sign approved bonds and notes of the District as required by law.

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Comment [ns4]: I have attached these statutes for your information.

F. Assistant Treasurer - The ~~assistant treasurer, who need not be a member of the Committee,~~ shall act in the absence ~~or incapacity~~ of the treasurer. In accordance with general accounting practices, the assistant treasurer may authorize and sign checks for operating expenses of the district. The assistant treasurer shall countersign along with the treasurer all checks in the amount of \$100,000 or greater. The assistant treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts. In the absence of the treasurer, the assistant treasurer shall perform the duties of the treasurer and shall have the powers and be subject to the requirements and penalties applicable to the treasurer.

Deleted: assistant treasurer

G. Superintendent of Schools - The superintendent of schools shall act as the executive officer of the Committee. In addition to the duties as specified by law and by the position description adopted by the Committee, the superintendent shall maintain the permanent records of the Committee and shall be custodian of the district seal.

Deleted: The term of the assistant treasurer shall be two (2) years, elected in

ARTICLE III WORKING GROUP ORGANIZATION

Special working groups, which may include non-Committee members, may be organized with the approval of the Committee to advise the Committee but shall not determine policy or act without the authority of the Committee. ~~Working groups~~ shall be authorized ~~annually~~ with a specific charge. Special working groups must comply with the Open Meeting Law, MGL c. 30A, Sec. 18-25.

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Comment [MH5]: Should this change?

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Deleted: and termination date. There shall be no standing working groups

The appointment of working group members shall be made annually by majority vote of the Committee.

ARTICLE IV MEETINGS

Regular meetings will normally be held on the first and third Thursdays of every month at such times and places as the Committee shall from time to time determine. Regular meetings falling on holidays will not be held unless the Committee votes to do so, in which event the meeting shall be held on a date on which the Committee may lawfully act. Notice of all meetings shall be given in accordance with the provisions of M.G. L. c. 30A, Sec. 18-25. In addition to the notice required by law, notice of any change in the time, place or date of regular meeting shall be communicated by the Secretary or designee to any members of the Committee who may have been absent from the meeting at which such change was made.

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Deleted: Notice of any change in the time, place or date of regular meetings shall be communicated by the Secretary or designee to any members of the Committee who may have been absent from the meeting at which such change was made.

Special meetings may be called by the chairperson and the superintendent acting jointly and shall be called by either of them upon the request of three members. In addition to the notice required by law, a notice of all special meetings shall be given to each member of the Committee at least 48 hours prior to the time scheduled for the meeting. Under emergency situations, special meetings may be held with less than 48 hours notice provided that 2/3rds of all the members of the Committee agree and are present at such special meeting.

Notice of every special meeting shall indicate the matters to be considered thereat and no other business shall be acted upon thereat, except by a 2/3rds vote of those members present.

The agenda and approved minutes of open sessions of all Committee meetings shall be public documents and open for inspection by the public as required by law and placed on the District's website. They shall be distributed to such other persons as the committee from time to time determines.

Comment [ns6]: This is required by the new Public Records Law.

All votes taken in Executive Session shall be recorded roll call votes and shall be part of the record of the Executive Sessions. Minutes of Executive Sessions held in compliance with the Open Meeting Law, the recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, may be withheld from disclosure to the public in their entirety as long as publication may defeat the lawful purposes of the executive session, but no longer. Minutes and related material involving litigation, negotiations, or

Comment [ns7]: The revised section accurately describes the requirements of the Open Meeting Law for the release of executive session minutes. The School Committee may decide as part of its policy to give the Chair or the Committee's secretary the authority to review the executive session minutes. In the alternative, they can give this authority to the Committee, the Chair or designee.

bargaining position of the School Committee must be disclosed if the litigation, negotiation, or collective bargaining position of the School Committee is no longer jeopardized by the disclosure.

included with Minutes made available to Committee Members at the next regular School Committee Meeting and shall be approved at such meeting, with all copies returned to the Superintendent. The records of any Executive Session shall remain confidential only as long as publication of such records would defeat the purpose of the Executive Session and shall be made available to the public thereafter. At a minimum, all Executive Session minutes shall be reviewed in November and March to determine which, if any, may be made available to the public. The Committee, the Chair or its designee must at reasonable intervals review the executive session meetings to determine if the provisions of Section 30A Section 22 warrant continued non disclosure. The determination as to whether the executive session minutes should remain confidential shall be announced at the School Committee's next meeting and included in the minutes of the public meeting.

If the Committee receives a request to inspect or copy executive session minutes, the Committee must respond to the request within ten (10) days of receipt of the request and shall release the minutes not covered by the confidentiality exemption under Section 21 f. If the Committee or its designee has not reviewed the minutes, the Committee, the Committee Chair or its designee must review the minutes and release the non-exempt minutes or a portion of the minutes within thirty days or the next School Committee meeting whichever occurs first.

Any meeting of the Committee may be adjourned to any succeeding day by vote of a majority of the Committee in attendance at the meeting.

ARTICLE V QUORUM

A quorum for the transaction of business shall be a majority of the members of the Committee. A number less than a majority may must adjourn. A meeting may not be convened without a quorum.

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Comment [ns8]: Is this provision necessary? Has it ever been used?

Comment [ns9]: You should either refer to or include the remote participation policy B2004 in this section.

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Deleted: Bills and warrants shall be approved by the Treasurer or Assistant Treasurer and two other members of the Committee evidenced by their signatures thereon. If both the Treasurer and Assistant Treasurer are absent or unable to approve them; then the bills and warrants must be approved by a majority of the members of the Committee evidenced by their signature thereon.¶

ARTICLE VI SCHOOL COMMITTEE MEETINGS -- AGENDA, ORDER, AND CONDUCT OF BUSINESS

The agenda and supporting information shall be prepared by the superintendent, in consultation with the chairperson, and shall be provided to each committee member sufficiently in advance of the meeting to allow for study. Any committee member may place an item on the agenda by notifying the Superintendent or Chairperson in advance of its being assembled for distribution.

The agenda must be posted at least 48 hours in advance of the meeting excluding Saturdays, Sundays, and legal holidays. The notice shall be printed in a legible, easily understandable format and shall contain the date, time, meeting location and a listing of topics the chair reasonably anticipates will be discussed at the meeting. In an emergency, the meeting notice may be posted as soon as reasonably possible prior to the meeting.

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Deleted: superintendent

Comment [ns10]: Please insert where you post the agenda as a regional school district.

The agenda shall show all tabled and principal pending items.

The superintendent shall be given the opportunity to make recommendations on all issues to be voted upon by the Committee.

The regular meetings of the School Committee should include:

- Call to Order
- Opportunity for Public Comment
- Reports & Communications
- Old Business
- New Business
- Approval of Minutes
- Adjournment

The chairperson shall have the authority to deviate from the normal order of business in order to give priority time to items and to accommodate guests. Any such decision or other parliamentary decision by the chair may be overruled by a majority of the Committee present.

The minutes of the meeting shall include the Aye and Nay votes and abstentions on the items voted on. Names of those voting in the minority and abstaining shall be so recorded on all main motions and amendments to main motions. There shall be no votes by secret ballot.

The Chair may add to the agenda items that he/she did not reasonably anticipate needed to be discussed at the meeting. No item not on the agenda, except for brief informative comments, may be introduced for Committee action unless agreed to by 2/3rds vote of those present.

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Deleted: Recognition
2. Statement of Guests

Deleted: 3. Information,

Deleted: A. Subcommittees
B. Financial

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Comment [ns11]: A word of caution. If the agenda contains times when items will be heard, you do not want to hear an item before the interested individuals arrive at the meeting.

Comment [ns12]: This provision could violated the Open Meeting Law unless the Committee could show why the item was not placed on the agenda at the time of posting.

Comment [ns13]: Is this section really necessary?

Robert's Rules of Order shall govern the Committee proceedings except when those rules are in conflict with these by-laws.

ARTICLE VII **AMENDMENTS**

These By-Laws may be amended by a vote of the majority of the Committee as a whole at a regular or special meeting of the Committee, provided notice in writing of the particular change proposed has been mailed to each member at least seven days prior to the regular or special meeting at which the proposed amendment is to be acted upon.

ARTICLE VIII **SEVERABILITY**

If any article or section of any article of these by-laws is declared unconstitutional or illegal by any court, or if disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these by-laws shall not be affected thereby.

Adopted: 06.05.97; 06.19.97; 04.08.10

Amended: April 8, 2010

Warrant Report

11/17/16

Sum

26792.2

4426125.75

212050

18067.72

35725.69

612.05

19024.99

6327.14

16483

625.56

1843682

0

0

0

0

33 Warrant

6578723.9

001 General Fund

003 Debt Service Fund

202 Revolving Funds

205 Athletic Extra Curr Rev

402 State Grants Even Years

100 Prior Year Encumbrances

302 94-142 IDEA 240

502 Private Grants & Gifts

301 Title 1

451 Capital Project FY14/FY1