HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

School Committee Meeting

Buker Elementary School **Thursday, December 15, 2016** **7:00 PM**
Multi-Purpose Room

1. **Call to Order** **7:00**

2. **Pledge of Allegiance**

3. **Citizens' Comments** **7:20**

4. **Chair's Report** **7:30**

5. **Superintendent's Report** **7:45**
   a. Fall Sports Recognitions – Students & Coaches — Exhibit A
6. **Consent Agenda** **7:55**
   a. Minutes of December 1st — Exhibit B
   b. Minutes of December 1st School Choice Hearing — Exhibit C
   c. Minutes of SC & WBOS – November 17th — Exhibit D
   d. Minutes of SC & FinComs – November 17th — Exhibit E
7. **New Business** **8:00**
   a. Winthrop Playground Updates — Exhibit H
   b. Superintendent's Recommended FY18 Budget Presentation — Exhibit F
   c. Master Plan and Capital plan options — Exhibit G
   d. Warrant for School Committee Elections — Exhibit I
   e. Warrant Committee
   f. Appoint Assistant Treasurer
   g. Vote in new Secretary and Assistant Secretary.
   h. Vote Treasurer's contract
   i. Vote new member of the Policy Working Group
   j. Vote Liaison to the SEPAC
8. **Committee Reports** **8:15**
   a. Communications
   b. Planning
   c. Policy
   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**

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.

Coaches & Captains for Fall Sports Teams
Recognition
December 15th SC Meeting

Boys' Soccer – Coach: Matt Gauron
Captains: Jack Wosepka, Gordon Bahr & Ben Danforth
Volleyball – Coach: Jenn Flynn
Captains: Lauren Flynn, Tori Vivenzio & Maia Sprouse
Girls' Soccer – Coach: Nancy Waddell
Captains: Isabelle Berthoud, Kelly Walsh & Sophie Frain
Cheer- Coach: Brendan Graffum
Captains: Brianna Harnois, Cassie Cronin, & Heather Donovan
Golf – Coach: Bill Corley
Captains: Alex Winch, Nick Colucci & Cam Grinnell
Field Hockey – Coach: Jenn Blaha
Captains: Erin Connors & Sam Verge

Boy's Soccer - Sectional Semi Finalist
Volleyball - Sectional Semi Finalist
Girl's Soccer - League Champs, Sectional Semi Finalist
Cheer- CAL Sportsmanship Award
Golf - League Champs
Field Hockey - 1st Tournament Qualification in a long time.

EXHIBIT B

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

michelle bailey 12/3/2016 2:55 PM
Deleted: Office of the Superintendent

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
December 1, 2016
7:36-9:42 PM

michelle bailey 12/3/2016 3:27 PM
Deleted: 5

Present:
Michelle Bailey
Jeanise Bertrand
Deborah Evans
Stacey Metternick, Chair
David Polito
Josh Liebow

Also present:
Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, H-WRSC Clerk
Jack Gourdeau, Student Rep

I. CALL TO ORDER: Stacey Metternick called the meeting to order at 7:42 pm in the Buker School Multi-Purpose Room.

II. Pledge of Allegiance

III. Citizens' Comments 7:43
No citizen's comments

IV. Chair's Report 7:45
A. This meeting was preceded by the annual Public Hearing on School Choice
B. An Executive Session also preceded this meeting to Discuss Dr. Harvey's salary. This discussion will continue during tonight's School Committee meeting.
C. Winthrop's Holiday Boutique is Dec. 3
D. History Fair and other school centered activities is upcoming. Attending as many of these school based programs as possible gives us a view of the work of our students and teachers.
E. Seven Hamilton residents are seeking appointment to the vacant seat on the School Committee. Hamilton BOS and School Committee members will meet on Thursday Dec. 8 at 7 PM to interview several candidates.
F. Hamilton is looking for a representative to serve on the Essex Tech School Committee beginning Dec. 31.

michelle bailey 12/3/2016 2:56 PM
Deleted: 7

michelle bailey 12/3/2016 2:56 PM
Deleted:

V. Superintendent's Report 7:48

michelle bailey 12/3/2016 2:56 PM
Deleted:

Congratulations to the HWRHS Girls' Cross Country Team

michelle bailey 12/3/2016 2:56 PM
Deleted: 5.

On Saturday, November 12, the team won the Eastern Massachusetts Division 5 Championship in Wrentham. The team also took fourth place overall in the Division 2 State Meet on November 19 in Gardner. The team has also not lost a Cape Ann League Meet since 2004, which is one of the longest winning streaks for any cross-country program, ever. Congratulations to Head Coach Steve Sawyer and his very talented group of student-athletes!
Cross Country Team and Steve Sawyer made statements in support of the program.

Hall of Fame Induction a Great Success!
On Tuesday, November 22nd, the Inaugural Class was inducted into the HWRHS Athletic Hall of Fame. Over 200 attendees were on hand at Spinelli's in Lynnfield to witness the induction of twelve individuals and one team. Special thanks to HWRHS Athletic Director Craig Genualdo, Athletic Department Secretary, Trish Field, and HWRHS Class of 2016 Graduate Trevor Jones for their work in making the Athletic Hall of Fame a reality and for making the Induction Banquet a memorable event for both the Inductees and those who were there to celebrate their induction.

2016 HWRHS Athletic Hall of Fame Inductees

- Sally Anderson – Contributor & Coach
- Chris Grancio – Athlete, Class of 1993
- Doug Hoak – Athlete, Class of 1971 & Coach
- Sherman Kinney – Contributor & Coach
- Mike McGowan – Athlete, Class of 1992
- Carrie Plitt – Athlete, Class of 2004
- Paul Ricker – Athlete, Class of 1975
- Steve Sawyer – Coach
- Chris Schrock – Athlete, Class of 1988
- Darin Shearer – Athlete, Class of 1992
- Bill Whelan – Athlete, Class of 1973
- Jennifer White – Athlete, Class of 1994
- Members of the 1980 State Champion Softball Team, including: Bev Agrella, Sue Beaulieu, Brenda Bonnette, Sue Brown, Dacia Clayton, Sue Copeland, Daryl Essensa, Janet Greene, Lisa Harvey, Deb Lowry, Marcia Lowry, Betsy McCoy, Amber Millett, Louise Provost, Robin Rutherford, Lynne Taylor, Judy Thompson and Linda Warren as well as Head Coach, Earl Berg.

HWRSD Annual School and District Report Cards Available
As part of the Federal Elementary and Secondary Education Act (ESSA), every district in the United States is required to prepare and distribute school and district report cards to the parents/guardians of all children enrolled in district schools. These report cards include information regarding teacher quality, assessment results and the accountability rating of the district and individual schools.

As part of the distribution requirement under ESSA, the district and school report cards must be posted to the district website and hard copies must be made available in public places in the community. The 2016 versions of the District Report Card are currently

available on the "Curriculum" Page of the HWRSD Website. Overview versions of the individual school report cards will be sent to families of the respective schools via Connect Ed Message and will be posted to the individual school websites. Finally, copies of all HWRSD Report Cards will be available in Hamilton and Wenham Town Halls, the H-W Public Library and at the Hamilton and Wenham Senior Centers. Copies of the full District and School Report Cards are also available through the Massachusetts Department of Elementary and Secondary Education Website.

Upcoming Events

- 12/6 @ 7:00 PM—MRMS Winter Concert @ HWRHS
- 12/7 @ 4:00 PM—National History Day Competition @ HWRHS
- 12/8 @ 7:00 PM—Joint School Committee-Hamilton Board of Selectmen Meeting to choose replacement School Committee Member.
- 12/12 @ 6:00 PM—Elementary School Winter Concert @ HWRHS
- 12/14 @ 6:00 PM—HWRHS Art Department Winter Show @ HWRHS
- 12/14 @ 7:00 PM—HWRHS Winter Concert @ HWRHS

VI. Presentation from the DECA Club and faculty advisor Laura Wheeler, an association of high school students studying marketing, finance, hospitality and management.

Ms. Wheeler is a new member of he HWRHS this year. She is supporting the students in building a DECA chapter this year.

Students must take a business related course at high school in order to participate. Some of the courses available include a sports and entertainment marketing, financial literacy, and independent study.

In their first competition, the team placed second in a Shark Tank competition. DECA will be managing the school store at the high school. The students have built friendships through this process and wished they could have participated sooner.

VII. Consent Agenda 8:00

A. Field Trip Permission for DECA for the International Conference in CA Exhibit A
B. Field Trip Permission for Ski Club: Gunstock and Sunday River (day trips); Sunday River (weekend trip) Exhibit B
C. Minutes of Dorothy Presser Workshop of October 20th Exhibit G

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA WHICH INCLUDES FIELD TRIP PERMISSIONS FOR DECA AND THE SKI CLUB, AND THE MINUTES OF THE DOROTHY PRESSER WORKSHOP OF OCTOBER 20TH. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 6 members present; none opposed, no abstentions

michelle bailey 12/3/2016 3:01 PM
Deleted: Presentation from the DECA Club and faculty advisor Laura Wheeler, an association of high school students studying marketing, finance, hospitality and management.

michelle bailey 12/3/2016 3:01 PM
Formatted: Normal, No bullets or numbering

michelle bailey 12/3/2016 3:01 PM
Formatted: Indent: Left: 0.19", No bullets or numbering

michelle bailey 12/3/2016 3:05 PM
Deleted: <#>Minutes of November 17, 2016
Exhibit C

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE MINUTES OF NOVEMBER 17TH AS PRESENTED IN OUR PACKET.

MOTION by Michelle Bailey; SECONDED by Deb Evans
Unanimously approved by 6 members present; none opposed, no abstentions

VIII. New Business 8:10

A. SEPAC Presentation Co-Chair Mary Delorenzo

The group is working on a new website. The SEPAC will host several workshops this year. The annual Basic Rights and Responsibilities presentation was held on Nov. 2. Additional workshops include, Strategies for using technology at home for student success in March and a mindfulness workshop April 14.
Mrs. Metternick requested an update on the date of the March workshop when available.

michelle bailey 12/3/2016 3:05 PM
Formatted: Indent: Left: 0.48", No bullets or numbering

B. Vote on new Vice-Chair for School Committee. Nominations are being accepted. The vice-chair normally serves, then moves on to Chair. The present appointment would be only through the April elections, after which there will be a re-organization.

I MOVE THAT MICHELLE BAILEY BE NOMINATED FOR VICE-CHAIR OF THE SCHOOL COMMITTEE.
MOTION by Jeanise Bertrand; SECONDED by David Polito

I MOVE THAT JOSH LIEBOW BE NOMINATED FOR VICE-CHAIR OF THE SCHOOL COMMITTEE.
MOTION by Deb Evans; SECONDED by Jeanise Bertrand

discussion

A vote was called, with 3 votes for Michelle Bailey and 3 votes for Josh Liebow. Neither motion carried, so further discussion ensued, with each nominee stating what they could bring to the position.

New motions were invited so that the nominees could be put to a vote.

michelle bailey 12/3/2016 3:10 PM
Formatted: Indent: Left: 0.55"

michelle bailey 12/3/2016 3:10 PM
Deleted:

I MOVE THAT JOSH LIEBOW BE NOMINATED FOR VICE-CHAIR OF THE SCHOOL COMMITTEE.
MOTION by Deb Evans; SECONDED by David Polio

I MOVE THAT MICHELLE BAILEY BE NOMINATED FOR VICE-CHAIR OF THE SCHOOL COMMITTEE.
MOTION by Jeanise Bertrand; SECONDED by David Polito

michelle bailey 12/3/2016 3:10 PM
Deleted: JOSH LIEBOW

michelle bailey 12/3/2016 3:10 PM
Deleted: Deb Evans

Four for Michelle Bailey; Two for Josh Liebow.

THE MOTION FOR MICHELLE BAILEY AS VICE-CHAIR CARRIES.

In light of this change, the School Committee will need a new Secretary, replacing Michelle; A new warrant signer and SEPAC liaison will also need to be appointed in the next meeting.

C. Vote on participation in the School Choice Program for the 2017-2018 school year
Discussion:

Discussion: Some convictions expressed at the podium were not accurate. Diversity is not about color. Economic, religious, cultural diversity are reflected in our Choice Students. Our Choice Students consider attendance at H-W a privilege. They have enriched our student body with their leadership, service and academic excellence. It is true that state law mandates only $5000 per student from his/her home district. The reason the SC adopted the policy of limiting Choice enrollment to existing sections in order to maintain fiscal responsibility.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO PARTICIPATE IN THE SCHOOL CHOICE PROGAM FOR THE 2017-2018 SCHOOL YEAR AT THE GRADE LEVELS OF 9-12.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 6 members present

The motion was called.
Unanimously approved by 6 members present; none opposed, no abstentions

D. Vote on the School Year Calendars for
1. 2017-2018 Exhibit D
2. 2018-2019 Exhibit E

discussion:

Dr. Harvey recommended changing the early release times, so that elementary school students are always released at 11:15 and HS/MRMS students are released at 10:30. This change will keep the early release time consistent for elementary students on both Parent-Teacher Conference Days and half-days prior to holidays, Thanksgiving, Winter Break, and last day of school. Concernt that the early release time of 11:15 can make the day very short for elementary school was expressed. It was suggested that the School Committee seek feedback from parents next year on this plan.

Ms. Bertrand expressed a desire for a post Labor Day start.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE SCHOOL YEAR CALENDARS FOR 2017-2018 AND 2018-2019 WITH THE EARLY ELEMENTARY EARLY DISMISSAL TIME AT 11:15 AM AND THE MIDDLE/HIGH SCHOOL EARLY DISMISSAL TIME BEING 10:30 AM.
MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 6 members present; none opposed, no abstentions

IX. Assistant Treasurer Position Discussion

michelle bailey 12/3/2016 3:12 PM
Deleted: Dr. Harvey reco

michelle bailey 12/3/2016 3:12 PM
Deleted: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO PARTICIPATE IN THE SCHOOL CHOICE PROGAM FOR THE 2017-2018 SCHOOL YEAR AT THE GRADE LEVELS OF 9-12. ... [1]

Background: Although in the past we have appointed a School Committee member as Assistant Treasurer for the District. On further research it became clear that checks and balances are necessary to ensure that the Assistant Treasurer is fully competent to replace the Treasurer if he/she is out. Since the School Committee currently does not have someone that could fill-in if the Treasure was out of the office for an extended time, the Assistant Treasurer should not be a School Committee member. Instead this position could be appointed by the School Committee and hired on a per diem basis as needed. Several highly qualified candidates are being considered. This is an urgent piece of School Committee business. It is hoped that there will be an appointment by the next meeting, after which the candidate can be bonded, hired and trained. If feasible, some members would like the appointment date of Dec. 8.

X. Delayed Opening Procedure Clarifications

Mike Harvey would like a survey to be conducted to determine how best to serve families: delayed school day vs. school cancellation. Scheduling and busing can be worked out; the larger perspective is how it impacts families. It should be noted that a 2 hour delay does not cause a loss of the required number of days served in school.
Dr. Harvey will conduct a survey.

XI. Discussion of Superintendent's Salary

Dr. Harvey's leadership has turned the district around and brought great benefit to the students of the community.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AMEND DR. HARVEY'S CONTRACT TO PROVIDE HIM WITH A 2.5% RAISE, RETRO-ACTIVE TO JULY 1, 2016: TOTAL SALARY OF $179,476.

MOTION by Michelle Bailey; SECONDED by Josh Liebow
Unanimously approved by 6 members present; none opposed, no abstentions

XII. Policy Review

A. Second Reading: School Committee by-Laws Exhibit F

The Policy Working Group made minor changes to the policy since the last reading to incorporate the advise of legal counsel. The section related to the quorum includes a statement about remote participation. The location for posting of meetings is also in the policy.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE SCHOOL COMMITTEE BY-LAW POLICY B2001 AS PRESENTED IN EXHIBIT F.

MOTION by Michelle Bailey; SECONDED by Deb Evans
Unanimously approved by 6 members present; none opposed, no abstentions

XIII. Topics for next meeting

A. SEPAC liaison
B. Warrant Committee
C. Assistant Treasurer appointment (if not done on Dec. 8)
D. Playground projects – Michelle Bailey reported the Wenham Community Preservation Committee will not approve applications from "friends" groups. Applications for projects must come from the organization the "friends" support. If the Friends of Buker is ex-

michelle bailey 12/3/2016 3:18 PM
Deleted: The

michelle bailey 12/3/2016 3:19 PM
Deleted: ,

michelle bailey 12/3/2016 3:20 PM
Deleted: but should

michelle bailey 12/3/2016 3:20 PM
Deleted: to

michelle bailey 12/3/2016 3:20 PM
Deleted: be

michelle bailey 12/3/2016 3:21 PM
Deleted: an

michelle bailey 12/3/2016 3:21 PM
Deleted: will be sought

michelle bailey 12/3/2016 3:22 PM
Deleted:

michelle bailey 12/3/2016 3:23 PM
Formatted: Indent: Left: 0.48", No bullets or numbering

pected to make an application, it was asked that the Committee get an update on the status of the application so that a vote can be held before the application deadline just after the new year.

XIV. Vote to Adjourn 9:30

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:42 PM.
MOTION by Michelle Bailey; SECONDED by David Polito
Unanimously approved by 6 members present; none opposed, no abstentions

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

EXHIBIT C

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

MEETING MINUTES
FROM PUBLIC HEARING
ON SCHOOL CHOICE FOR
THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
December 1, 2016

Present:
Michelle Bailey
Jeanise Bertrand
Deborah Evans
Stacey Metternick
David Polito
Josh Liebow

Also present:
Michael Harvey
Jeff Sands
Nancy Bergner
Jack Gordeau, Student Rep

Chair Stacey Metternick called the meeting to order at 6:32 PM

Michelle Bailey read the procedures for conducting a public hearing and asked administration to provide a report prior to the public comments.

Discussion among School Committee members about what might be helpful to present at this time. The School Committee's current School Choice policy and recent Spotlight Newsletter report was read by Michelle Bailey. (Reference Spotlight). It was noted that the Spotlight contained an error in the number of choice students at the High School is 65, not 56, but the total enrollment of 574 was correct. The overall purposes of this hearing in providing a context in which the voice of the community may bring concerns before the School Committee which will inform their deliberations.

Public Comment:
Norm Cramer Forest Street South Hamilton made a statement in support of continuing Hamilton-

Bunk, Donna 12/8/2016 2:47 PM
Formatted: Right

michelle bailey 12/7/2016 10:50 PM
Deleted: Office of the Superintendent

michelle bailey 12/7/2016 10:55 PM
Deleted: .

michelle bailey 12/7/2016 10:56 PM
Deleted: ,

michelle bailey 12/7/2016 10:56 PM
Deleted: t

michelle bailey 12/7/2016 10:50 PM
Deleted: K

Wenham's continued engagement in School Choice because of its benefit to the District in terms of financial resources, promoting greater diversity in the school community, and stabilizing enrollment. Eliminating or reducing the Choice program negatively impacts the district. Increasing the number of students accepted benefits the district.

Richard Boroff of South Hamilton made a statement in support of continuing the districts engagement in School Choice. He also urged the committee to consider adding "tuitioned" students (at a higher tuition rate than Choice students) possibly from oversees.

michelle bailey 12/7/2016 10:50 PM
Deleted: Roth

Brad Tilley of Essex Ave. South Hamilton inquired how much do we get from each student?[$5000]. How much do we spend per student for residents? [$15,000]. Questioned the fiscal advisability of promoting Choice. Challenged the perception that Choice promotes diversity.

Four statements in support of Choice were received by the Committee via email.

I MOVE TO GO INTO EXECUTIVE SESSION UNDER EXEMPTION NUMBER 2, TO CONDUCT STRATEGY SESSIONS IN PREPARTATION FOR NEGOTIATIONS WITH NONUNION PERSONNEL, THE TREASURER. I FURTHER MOVE TO GO INTO EXECUTIVE SESSION TO CONDUCT CONTRACT NEGOTIATIONS WITH NON-UNION PERSONNEL, THE SUPERINTENDENT AND TO INCLUDE THE SUERINTENDENT AND NANCY BERGNER, CLERK, TO RECONVENE IN OPEN SESSION.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand

Roll Call:

Michelle Bailey – Yes
Jeanise Bertrand – Yes
Deb Evans - No
Josh Liebow – Yes
Stacey Metternick – Yes
David Polito - Yes

michelle bailey 12/7/2016 10:52 PM
Deleted: THE MOTION CARRIED WITH FIVE FOR

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting

michelle bailey 12/7/2016 10:59 PM
Deleted: , ONE OPPOSED, NO ABSTENTIONS

michelle bailey 12/7/2016 10:59 PM
Deleted: ... [1]

EXHIBIT D
Hamilton-Wenham Regional School District
Office of the Superintendent
Wenham, Massachusetts 01984

MEETING MINUTES
FROM JOINT MEETING OF
THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
AND THE WENHAM BOARD OF SELECTMEN
November 17, 2016

Wenham Board of Selectman Present:
Chair John Clemenzi,
Selectmen Catherine Harrison, Jack Wilhelm

School Committee Chair Stacey Metternick opened the School Committee session for interviewing Josh Liebow, Candidate for School Committee.
Wenham Board of Selectmen John Clemenzi opened the BOS meeting for the same

School Committee Chair Stacey Metternick presented questions to the candidate. Candidate's responses summarized in italics:

- Candidate's experience in serving on government boards/committees
  No service on government boards, but has served on for-profit boards

- How the candidate would develop his knowledge on oversight of Hamilton-Wenham Schools
  Through discussion with Dr. Harvey, former and current School Committee members

- Candidate's awareness of the role of the School Committee in terms of setting policy in order to facilitate administration's execution of said policy.
  Is aware of the differing roles of School Committee vs. Administration

- Special skills the candidate brings to the position
  Candidate's role at John Hancock involves analysis of financial structures of businesses, reviewing financial forecasts, both of which are pertinent to the School District.

- Availability to prepare for and participate in 2-4 meetings per month between general School Committee meetings and committee/working group meetings
  Candidate is confident that he will have sufficient time to attend and prepare for his

responsibilities to the School Committee.

- Candidate was asked about what he sees as the most critical issue(s) the School Committee must address over the next three years.

  Decline in enrollment requires budget to maintain the same quality of education; ensuring infrastructure is acceptable; ongoing funding

- Whether or not the candidate would seek election in April to extend his service

  Yes, if over the net 6 months he finds he can make a conribution and fulfill the responsibilities

- If the candidate is comfortable advocating for the concerns of the Hamilton-Wenham Regional School District at Town Meetings

  Yes

Discussion followed, with questions from Selectmen about number of Town Meetings attended (*2 in Hamilton, which concerned the School District*), length of time candidate has lived in Wenham (*3 years*).

MOTION: I MOVE THAT WE ACCEPT THE NOMINATION OF JOSH LIEBOW AS A WENHAM REPRESENTATIVE FOR THE SCHOOL COMMITTEE FOR THE BALANCE OF THE CURRENT TERM, ENDING AT THE APRIL 2017 ELECTION.

MOTION BY John Clemenzi; SECONDED BY Jeanise Bertrand

UNANIMOUSLY APPROVED by members of the School Committee and Wenham Board of Selectmen (7 members present)

The Wenham Board of Selectman adjourned.

Hamilton-Wenham Regional School Committee recessed.

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting

EXHIBIT E

Date: November 17, 2016
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Joint meeting of the FinComs of Hamilton and Wenham, along with the Hamilton-Wenham Regional School Committee

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

CALL TO ORDER: Mike Lucy and Stacey Metternick called the joint meeting of the Financial Committees of the Towns of Hamilton and Wenham, along with the Hamilton-Wenham Regional School Committee to order at 6:40 pm at the Buker School.

Present from the Hamilton-Wenham School Committee:

Jeanise Bertrand
Deborah Evans
Josh Liebow
Stacey Metternick
David Polito

Michael Harvey
Jeff Sands

Present from the Financial Committees of Hamilton and Wenham:

Alexander Begin (Wenham)
Ned Flynn (Wenham)
Mike Lucy (Wenham Chair)
Richard Quinn (Wenham)
Mike Therrien (Wenham)
Nicholas Tensen (Hamilton)
John Kain (Hamilton)
John Pruellage (Hamilton)
Philip Stearns (Hamilton)
E. David Wanger (Hamilton Chair)

Also Present:

Brian Connolly (Hamilton Finance Director)
Peter Lombardi, Wenham Town Administrator
Nancy Bergner, secretary for Hamilton-Wenham School Committee
Catherine Tinsley, secretary for Town of Wenham

Call to order Finance Wenham: Michael Lucy, Chair
Call to order Finance Committee Hamilton: David Wanger, Chair
Call to order School Committee

Welcome and Introductions

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

I. Overview from Wenham FinCom's Peter Lombardi: Perspectives re: FY 18 Budget parameters, pressing issues, opportunities; of particular note is the decline in student populations in Wenham.
II. Overview from Hamilton FinCom's David Wanger: Perspectives re: FY 18 Budget parameters, pressing issues, opportunities;
III. Overview from Hamilton-Wenham Regional School Committee & Leadership: Perspectives re: FY 18 Budget parameters, pressing issues, opportunities;
    A. From Hamilton's perspective, the previous practice of Chairs of each town meeting with Superintendent was acknowledged as desirable for setting the stage for meetings such as this one.
    B. Hamilton's population is aging, leading to a change in perspective on where tax revenue should be allocated, documented by the decisions of the Special Town Meeting.
    C. There is no indication that the Town Meeting will be any more generous than the Special Town meeting
    D. Level service, level funding is respectfully requested to be pursued. Also ongoing communication so that Hamilton may know where ongoing issues stand: Capital Campaign, Turf Field, etc. Tax burdens have a negative impact on the growth of the town, and the SC is asked to be sensitive to this.

Discussion

Concerns about the budget process with regard to being a regional school district were expressed and explored. The reality of cuts vs. over rides were raised. The School Committee expressed its desire to continue with these kind of meetings, begun 3 years ago, so that School Committee's budget development can occur with reference to the expectations and concerns of the towns. The

meeting was encouraged to move forward in the agenda to hear about the School Committee's perspective.

IV. Next steps: budget development schedule, Next Meeting, etc. Jeff Sands and Mike Harvey explained the process and projected dates; explained FY 18 Budget projections.

The School Committee welcomes any and all interested FinCom members to School Committee meetings.

Discussion

A Hamilton FinCom member raised the question of shared services/equipment/IT, etc. It was acknowledged that these are already shared in various instances, and that there is a solid exchange of costs, expertise. Stacey Metternick thanked the FinComs for meeting with the School Committee.

V. Adjournment of meeting of the School Committee with the joint FinComs

MOTION: I MOVE THAT THE WENHAM FINCOM VOTE TO ADJOURN
Motion by PETER LOMBARDI seconded by RICH QUINN
UNANIMOUSLY APPROVED

MOTION: I MOVE THAT THE HAMILTON FINCOM VOTE TO ADJOURN
Motion by DAVID WANGER seconded by JOHN KAIN
UNANIMOUSLY APPROVED

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO RECESS.
Motion by DEB EVANS seconded by JEANISE BERTRAND
UNANIMOUSLY APPROVED AT 7:33 PM

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

FY18 Superintendent's Budget Recommendation
School Committee Presentation
December 15, 2016

Prepared by:

Dr. Michael Harvey, Superintendent of Schools
Jeffrey D. Sands, Assistant Superintendent for Finance & Administration
Vincent Leone, Director of Accounting & Payroll

FY18 Budget

Superintendent's Recommendation

Level Service Budget

What Does "Level Service" Mean?

Level Service is a continuation of the current programs, services and staffing of the District.

For FY18, this represents (vs FY17B):

- An increase to our Gross Operating Expenses of $1,051,297 or 3.48%

and

- An increase in the Total Assessment to the Towns of $339,057 or 1.3%

FY18 Budget

Superintendent's Recommendation

Why "Level Service" for FY18?

- *Acknowledges the fiscal challenges of our Member Towns*
- *Emphasizes District-wide Curriculum Initiatives and related Professional Development efforts that don't translate into significant increases in funding needs*
- *Prioritizes the Master Plan*
  - *Working with an Architectural Design Firm to develop plans to redesign the HS/MS Library Media Center and the Elementary School Libraries.*
  - With an overarching goal of creating "Future Ready" spaces that support inquiry, digital citizenship, project-based learning, collaboration, and allow students and faculty to create, share and perform.

FY18 Budget: Level Service
Key Assumptions

- Salary Costs
  - Incorporates a 2.5% COLA increase for all personnel.
  - Incorporates all other contractual salary obligations (e.g. STEPs).
  - Reduction of 4.0 FTE's and $225K in salary costs.
  - Incorporates Retirement and Other Staff Replacement salary savings of $187K.
  - Level funds all Grants as compared to FY17.
- Operating Costs
  - No new Services or Programs.
  - Level funds the majority of operating account categories.
  - Exceptions to level funding include, most notably:
    - Out-of-District Tuition Costs increasing by 25.0% or $513K
    - Special Ed Transportation Costs increasing by 15.5% or $65K
    - Essex Retirement Pension Fund increasing by 7.5% or $63K
    - Healthcare Premiums increasing by 5.0% or $137K
    - OPEB Trust Fund increasing by 100% or $50K
    - Capital Projects reducing by 35.8% or <$112K>

FY18 Budget – Primary Drivers

Level Service Gross Operating Expense Budget

Driver	Impact: FY18B vs FY17B $	Incr %
All Staff COLAs	$ 480,000	1.6%
Teacher STEPS	$ 216,000	0.7%
Teacher Degree Changes	$ 40,000	0.1%
Essex Retirement Pension Fund Appropriation	$ 63,000	0.2%
Out-of- District Tuitions	$ 513,000	1.7%
Out-of- District Transportation	$ 65,000	0.2%
Healthcare Premiums	$ 137,000	0.5%
OPEB Trust Fund	$ 50,000	0.2%
Net All Other Operating Expenses	$ 14,000	0.0%
Subtotal Increases:	**$ 1,578,000**	**5.2%**
Capital Projects	$ (112,000)	-0.4%
Staff Replacement Cost Savings Carryover	$ (61,000)	-0.2%
Staff Reductions (4.0 FTE)	$ (225,000)	-0.7%
Anticipated Staff Retirement Replacement Savings	$ (61,000)	-0.2%
Anticipated Staff Replacement Savings	$ (65,000)	-0.2%
Subtotal Decreases:	**$ (524,000)**	**-1.7%**
TOTALS:	**$ 1,054,000**	**3.5%**

These fixed costs account for $828K or 79% of our increase.

FY18 Budget – Expense Category Analysis

Level Service Gross Operating Expense Budget

Expense Category	FY18 Gross Expenses		Compared to FY17		
	Tot $	% of Tot	PY Bud $	Chg $	Chg %
Salaries	$ 19,812,686	63.5%	$ 19,502,090	$ 310,596	1.6%
Out-of-District Tuition	$ 2,563,506	8.2%	$ 2,050,503	$ 513,003	25.0%
Healthcare	$ 2,430,625	7.8%	$ 2,294,132	$ 136,492	5.9%
In-District Transportation	$ 738,700	2.4%	$ 771,009	$ (32,309)	-4.2%
Essex Retirement	$ 897,496	2.9%	$ 834,880	$ 62,616	7.5%
Utilities	$ 597,530	1.9%	$ 599,609	$ (2,078)	-0.3%
Facilities, Maintenance & Custodial (non-salary)	$ 621,475	2.0%	$ 666,750	$ (45,275)	-6.8%
Technology (non-salary)	$ 611,182	2.0%	$ 625,860	$ (14,678)	-2.3%
Out-of-District Transportation	$ 486,000	1.6%	$ 420,488	$ 65,512	15.6%
Other Fringe (Medicare, Unemployment, 403B)	$ 433,965	1.4%	$ 455,601	$ (21,636)	-4.7%
Substitute Teachers	$ 229,625	0.7%	$ 219,000	$ 10,625	4.9%
School Materials, Supplies & Textbooks	$ 303,904	1.0%	$ 274,804	$ 29,100	10.6%
Athletics (non-salary)	$ 224,706	0.7%	$ 224,920	$ (214)	-0.1%
District Insurance (Property, Liability & WC)	$ 173,031	0.6%	$ 147,186	$ 25,845	17.6%
OPEB Trust Fund	$ 50,000	0.2%	$ -	$ 50,000	#DIV/0!
All Other	$ 1,043,398	3.3%	$ 1,079,699	$ (36,300)	-3.4%
Totals:	**$ 31,217,828**	**100.0%**	**$ 30,166,532**	**$ 1,051,297**	**3.5%**

18.5% ($5.6M) of our costs are Budgeted to increase by 14.8% while 81.5% ($24.5M) of our costs are budgeted to increase by 0.9%

FY18 Budget – District Totals

Level Service Net Operating Expense Budget

General Fund Operating Expenses					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
Operating Expense - Gross, before offests & Overlays	$ 29,343,112	$ 30,166,532	$ 31,217,828	$ 1,051,297	3.48%
Expense Offsets					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
Recurring Offsets					
School Choice	$ 425,000	$ 375,000	$ 265,000	$ (110,000)	-29.3%
KDG Tuition	$ -	$ -	$ -	$ -	#DIV/0!
Preschool Tuition	$ 30,000	$ 37,500	$ 72,648	$ 35,148	93.7%
Special Needs Tuition	$ 69,010	$ 35,000	$ -	$ (35,000)	-100.0%
Facilities Rental	$ 2,000	$ 2,000	$ 2,000	$ -	0.0%
Circuit Breaker Offset	$ 487,500	$ 567,000	$ 676,900	$ 109,900	19.4%
	$ 1,013,510	$ 1,016,500	$ 1,016,548	$ 48	0.0%
One-Time Offsets					
Other Revolving Accounts	$ -	$ -	$ -	$ -	#DIV/0!
Total Offsets	**$ 1,013,510**	**$ 1,016,500**	**$ 1,016,548**	**$ 48**	0.0%
NET OPERATING BUDGET	**$ 28,329,602**	**$ 29,150,032**	**$ 30,201,280**	**$ 1,051,249**	**3.61%**

FY18 Budget – District Totals

Level Service Net Assessment Budget

Total Expenses					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
General Operating Expense (Before Offsets)	$ 29,343,112	$ 30,166,532	$ 31,217,828	$ 1,051,297	3.48%
Expense Offsets	$ 1,013,510	$ 1,016,500	$ 1,016,548	$ 48	0.00%
General Operating Expenses (After Offsets)	$ 28,329,602	$ 29,150,032	$ 30,201,280	$ 1,051,249	3.61%
Debt Service Expense	$ 1,993,488	$ 2,129,250	$ 2,092,860	$ (36,390)	-1.71%
TOTAL EXPENDITURES	**$ 30,323,089**	**$ 31,279,282**	**$ 32,294,140**	**$ 1,014,859**	**3.24%**

Total Funding Sources					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
Revenues					
Chapter 70-Base Aid	$ 3,413,341	$ 3,457,966	$ 3,554,656	$ 96,690	2.8%
MSBA Debt Service Reimbursement	$ 1,132,065	$ 1,132,065	$ 1,132,065	$ -	0.0%
State Transportation Reimbursement	$ 290,000	$ 331,304	$ 340,686	$ 9,382	2.8%
Medicaid Reimbursement	$ 85,000	$ 85,000	$ 85,000	$ -	0.0%
Interest Income	$ 4,000	$ 4,000	$ 4,000	$ -	0.0%
Prior Year Unexpended Encumbrances	$ -	$ -	$ -	$ -	#DIV/0!
Other Non-recurring Income (Including Transp)	$ -	$ -	$ -	$ -	#DIV/0!
Total Revenues	$ 4,924,406	$ 5,010,335	$ 5,116,407	$ 106,072	2.1%
Transfers In From Other Funds					
Excess and Deficiency	$ 395,781	$ 555	$ 570,285	$ 569,730	102593.6%
Total Transfers	$ 395,781	$ 555	$ 570,285	$ 569,730	102593.6%
Total Funding Sources	**$ 5,320,187**	**$ 5,010,890**	**$ 5,686,692**	**$ 675,802**	**13.5%**
Total Expenditures	$ 30,323,089	$ 31,279,282	$ 32,294,140	$ 1,014,859	3.2%
Less Total Funding Sources	$ 5,320,187	$ 5,010,890	$ 5,686,692	$ 675,802	13.5%
NET ASSESSMENT including Debt Service	**$ 25,002,902**	**$ 26,268,391**	**$ 26,607,448**	**$ 339,057**	**1.3%**

Total Town Assessments					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
Hamilton	$ 16,991,972	$ 17,494,749	$ 17,401,271	$ (93,477)	-0.5%
Wenham	$ 8,010,930	$ 8,773,643	$ 9,206,177	$ 432,534	4.9%
NET ASSESSMENT including Debt Service	**$ 25,002,902**	**$ 26,268,391**	**$ 26,607,448**	**$ 339,057**	**1.3%**

5 Year Capital Improvement Plan Updated
Key Assumptions

- Time Frame:
  - Covers the Five (5) Fiscal Years beginning with FY18 and ending with FY22.
- Scope:
  - Facilities & Grounds
  - Technology
  - Food Service
  - Athletics
  - Master Plan
- Definition:
  - Tangible Assets that cost at least $10,000 and have a useful life of at least 5 years.
- Funding Sources:
  - For FY18, it is assumed that the ten (10) capital items being recommended will be funded through the District's Operating Budget.
  - For FY19 and beyond, funding sources have not been specifically identified and may include but are not limited to Debt Exclusions, Overrides, & Donations, as well as the District's Operating Budget.

5 Year Capital Improvement Plan

Covering FY18 – FY22

Capital Projects currently being recommended for funding as part of the Operating Budget:

Department	Project	Location	FY18
Fac & Grds	Waste Water Treatment Plant	District	20,000
Fac & Grds	Replace Classroom Carpets with Tile (3)	Cut	15,000
Fac & Grds	Replace Rear Roof at Buker	Buk	20,000
Fac & Grds	Install ADA Accessible Concrete Exterior Wheelchair Ramp	Winthrop	10,000
Fac & Grds	Kiln	HS	11,500
Fac & Grds	Classroom Furniture (1 Class)	HS	15,000
Tech	iPads for Students on Scholarship and F&RL	District	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	21,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	33,480
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	37,216
	Total Recommended:		**200,696**

In FY17, the District's Operating Budget included $312,474 in funding for Capital Projects. This represents a decrease of $111,778 or 35.8%.

A copy of the full detailed 5 Year Capital Plan has been provided as a separate handout.

FY18 Budget
Timeline & Next Steps

- October 24, 2016: October 2016 Resident Enrollment Data Distributed to Towns
- November 17, 2016: FY18 Budget Meeting #1 with Finance Committees
- December 15, 2016: Superintendent's FY18 Budget Recommendation to SC
- December 19, 2016: Superintendent's FY18 Budget Recommendation Book to SC
- January 5, 2017: FY17 Budget Discussion Continued
- January 5, 2017: School Committee Adopts Tentative FY18 Budget
- January 6, 2017: Mail Tentative FY18 Budget to Towns
- January 6, 2017: Advertise for FY18 Budget Public Hearing
- January 19, 2017: Conduct Public Hearing on FY18 Budget
- January 19, 2017: FY18 Budget Discussion Continued
- January 26, 2017: FY18 Budget Meeting #2 with Finance Committees
- February 2, 2017: FY18 Budget Discussion Concluded
- February 9, 2017: School Committee votes to Adopt FY18 Budget
- April 1, 2017: Hamilton and Wenham Annual Town Meetings

Hamilton Wenham Regional School District

5 Year Capital Improvement Program Summary as of December 15, 2016*

Department	Project	Location	FY18	FY19	FY20	FY21	FY22
Fac & Grds	New Roof	HS	-	-	-	-	3,000,000
Fac & Grds	Building Energy Management Systems	Elem Schools	-	-	-	-	210,000
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	-	-	18,750	18,750	-
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	-	21,000	20,000	20,000	-
Fac & Grds	Waste Water Treatment Plant	District	20,000	20,000	20,000	20,000	20,000
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	-	-	-	30,000	30,000
Fac & Grds	Building Fire Suppression System	Win	-	600,000	-	-	-
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	-	-	35,000	-	-
Fac & Grds	Install Exterior Surveillance Cameras	District	-	-	30,000	-	-
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	-	-	25,000	-	-
Fac & Grds	Interior Classroom & Hallway Painting	Cut	-	-	30,000	-	-
Fac & Grds	Replace Classroom Carpets with Tile (6)	Cut	15,000	15,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	-	-	40,000	60,000	35,000
Fac & Grds	Emergency Generator	Buk & Admin Bldg	-	-	-	-	40,000
Fac & Grds	Autoscrubbers (4) & Floor Burnishers (1)	District	-	15,000	25,000	15,000	15,000
Fac & Grds	Replace flooring in HS Fitness Center	HS	-	-	-	-	15,000
Fac & Grds	Equipment for HS Fitness Center	HS	-	20,000	-	-	-
Fac & Grds	Replace Rear Roof at Buker	Buk	20,000	30,000	-	-	-
Fac & Grds	Install ADA Accessible Concrete Exterior Wheelchair Ramp	Winthrop	10,000	-	-	-	-
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	-	30,000	-	-	-
Fac & Grds	Project Adventure Course Upgrades	HS / MS	-	-	15,000	-	-
Fac & Grds	Replace front sidewalks at Middle School	MRMS	-	-	-	-	60,000
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	-	-	10,000	-	
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	-	-	15,000	-	
Fac & Grds	Upgrade, repair and install Intercom systems	Various	-	-	24,000	-	
Fac & Grds	Kiln	HS	11,500	-	-	-	
Fac & Grds	Replace Sound System in gymnasium	HS / MS	-	20,000	-	-	
Fac & Grds	Classroom Furniture (1 Class)	HS	15,000	-	-	-	-
Tech	iPads for Students on Scholarship and F&RL	District	17,500	17,500	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	21,000	42,000	105,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	33,480	47,470	68,450	92,430	53,955
Tech	Classroom Chromebooks 4 year cycle	District	-	18,000	-	18,000	-
Tech	Classroom Chromebooks (MRMS New)	District	-	18,000	-	-	-
Tech	Upgrade Wireless Access Points including wiring	District	-	-	49,920	-	-
Tech	Replace Phone System with new VoIP System	HS / MS	-	-	-	-	47,000
Tech	Replace Backup Server / Services	District	-	52,000	-	-	-
Tech	Replace VMWare Server and Licenses	District	-	-	113,000	-	-

Hamilton Wenham Regional School District

5 Year Capital Improvement Program Summary as of December 15, 2016*

Department	Project	Location	FY18	FY19	FY20	FY21	FY22
Tech	Replace Network Area Storage Arrays	District	-	-	-	207,000	-
Tech	Replace Network IDF	District	-	-	-	-	72,000
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	37,216	74,432	74,432	74,432	-
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	-	75,000	-	-	-
Tech	Replace Auditorium Lighting Control Console	HS	-	17,000	-	-	-
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	-	50,000	-	-	-
Tech	Install redundant line for Internet Connectivity	District	-	32,000	-	-	-
Food Svc	Kitchen Equipment	District	-	43,628	149,597	115,107	65,243
	Total Recommended:		**200,696**	**1,258,030**	**885,649**	**758,219**	**3,743,698**
Master Plan	Architect & Design Fees (Master Plan)	District	-	25,000	-	-	-
Master Plan	Classroom Furniture (Master Plan)	District	-	800,000	-	-	-
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	-	-	1,000,000	-	-
Master Plan	MS Maker Spaces Renovation (Master Plan)	MS	-	-	-	300,000	-
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	-	-	-	300,000	-
	Subtotal Master Plan:		**-**	**825,000**	**1,000,000**	**600,000**	**-**
Athletics	Turf Fields Placeholder	District	-	-	-	-	2,694,000
		Totals:	**$ 200,696**	**$ 2,083,030**	**$ 1,885,649**	**$ 1,358,219**	**$ 6,437,698**

- A "green" shaded entry in FY18 denotes the expense has been incorporated into the FY18 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 .

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

Winthrop Playground Project Update

December 15, 2016

Presented by:
Jeff Sands, Assistant Superintendent for Finance & Administration
Chris Heath, Principal of the Winthrop Elementary School

Hamilton-Wenham Regional School District
Winthrop Elementary School Playground Construction Project Plan



Task	Assigned
1.) Provide written notice of Construction Plan to Town of Hamilton per Lease Agreement	JS
2.) Contact Hamilton Building Commissioner re: Permit Requirements	JS, JW
3.) Engage a CPSI to inspect and make recommendation re: existing playground equipment	JS, JW
4.) Communicate Project timeline & updates to Operation Playground (OP) and Winthrop Community	CH
5.) Prepare preliminary detailed Site Plan Schematic including Donor Walkway Plan *	CH, JW
6.) District Adminstration to review preliminary Site Plan Schematic for ADA, AAB and CPSC compliance	JS
7.) Finalize Site Plan Design, including District feedback & ADA compliant equipment & surfacing selections	CH, JW
8.) District Administration to sign-off on Final Site Plan Design and location	JS, MH
9.) Update equipment and installation price quotes from Vendor based on Final Design Plan	CH
10.) Prepare detailed Project Budget	JS, CH
11.) Place order with Vendor for playground equipment	CH
12.) Confirm Sponsor will install Donor Walkway and then seek SC approval of "gift"	CH
13.) Place order for Donor Walkway Pavers including Engraved Pavers	CH
14.) Prepare and submit Hamilton Building Permit Application(s) as required	JS, JW
15.) Obtain Excavation Quotes based on Final Site Plan Design	JW
16.) Receive, store and secure playground equipment on site (order large steel storage container)	JW
17.) CORI check all Vendors in advance of work	JS
18.) Excavate and prepare site for installation of equipment & surfacing	JW
19.) Install temporary fencing to secure construction site	JW
20.) Install Playground Equipment and Surfacing per Final Site Plan Design	JW
21.) Sponsor to install Donor Walkway per Final Site Plan Design	JW
22.) Coordinate payments of all Vendor invoices with District, OP, and CPCs & Monitor Budget	JS
23.) Plan Playground Grand Opening with OP and Winthrop Community (Targeted Completion 8/15/16)	CH

* Donor Walkway Plan includes installer, size, layout, materials (engraved pavers), & funding source

Notes:
- ADA: Americans with Disabilities Act
- AAB: Architectural Access Board
- CPSC - Consumer Product Safety Commission
- CPSI - Certified Playground Safety Inspector

Construction Project Team:
Jeff Sands (JS) - Assistant Superintendent for F&A (OPM Lead)
Chris Heath (CH) - Winthrop Principal
Jason Waldron (JW) - Director of Facilites and Maintenance
Mike Harvey (MH) - Superintendent of Schools

LEGAL NOTICE

WARRANT FOR ELECTION OF MEMBERS
OF THE HAMILTON-WENHAM REGIONAL
SCHOOL DISTRICT COMMITTEE

Essex, ss.

To the Secretary of the Hamilton-Wenham Regional School District Committee:

GREETINGS:

You are hereby directed to notify the registered voters of the Towns of Hamilton and Wenham, Essex County, Massachusetts, of the election of members to the Hamilton-Wenham Regional School District Committee. In Wenham, the election will be held at the Wenham Town Hall on Thursday, April 6, 2017. The polling place shall be opened at 7:00 AM and shall remain open until 8:00 PM. In Hamilton, the election will be held at the Winthrop Elementary School on Thursday, April 6, 2017. The polling place shall be opened at 7:00 AM and shall remain open until 8:00 PM. The number of members elected shall be (4) members; (2) members for a term of three years and (2) members for a term of one year; you are hereby directed to serve this Warrant by posting attested copies thereof in at least one public place in each of the member towns of Hamilton and Wenham and by publishing at least once in a newspaper of general circulation in the district seven days at least before the election date.

Given under our hands this 15th day of December in the year 2016.

_____	_____
Stacey Metternick	Jeanise Bertrand
_____	_____
Deb Evans	David Polito
_____	_____
Joshua Liebow	Gene Lee

A majority of the members of the Hamilton-Wenham Regional School District Committee.

_____
Michelle Bailey, Secretary Hamilton Wenham Regional School Committee