HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School — Thursday, April 6, 2017 — 7:00 PM
Multi-Purpose Room

1. **Call to Order** **7:00**
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
   a. Minutes – March 16, 2017 Exhibit A
   b. 8th Grade Waiver Request Exhibit B
   c. Minutes – March 2, 2017 (Revision) Exhibit C
   d. Warrant Sub Committee Report Exhibit D
7. **New Business**
   a. Student Government Presentation
   b. Hamilton & Wenham Police Departments to present the ALICE Program Exhibit E1&E2
   c. Turf Field
   d. Policies 2nd Reading
      - Purchasing $10,000-$49,999 Exhibit G
      - Purchasing over $50,000 Exhibit H
      - Student Activity Accounts Exhibit I
      - Student Fund-Raising Activities Exhibit J
   e. Grant Money from EdFund – Winthrop School $398.95 Exhibit K
8. **Other**
   a. Topics for next meeting
9. **Vote to Adjourn** **9:30**

Secretary: Joshua Liebow, HWRSC

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

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING

Thursday, March 16, 2017 7:04 PM
Buker School Multi-purpose Room

Present:
Michelle Bailey
Jeanise Bertrand
Gene Lee
Stacey Metternick, Chair
David Polito

Also present:
Michael Harvey, Superintendent
Nancy Bergner, HWRSC Meeting Clerk

Call To Order: Stacey Metternick called the meeting to order at 7:06 pm in the Buker School Multi-purpose Room

I. Pledge of Allegiance

II. Citizen's Comments

A. Gretel—started the state's first weekly compost pick up. But how to get ride of other things—clothes, etc. Katherine Larsen of Bay State Textiles is making a presentation on how schools can raise money through textile recycling. Larsen submitted informational material. Business model is to place a donation box outside of each school in the district, with monthly rebates paid to each donation site. Medford started the program 2 years ago, and it has generated $10,000 for their PTO. Any textile in any condition can be donated. Bay State customer service will send customer service staff to handle overflowing boxes if it becomes necessary. It is a feel-good service opportunity, which allows citizens who, perhaps, are unable to support the school financially to have a chance to give. Larsen has been in contact with the Friends Groups, who seem to be concerned about the approval project.

III. Chair's Report

A. Large agenda, but most content is in the Consent Agenda
B. Question: Does the SC want times listed on the Agenda, or not? Some citizens are frustrated with the gap between projected times and actual times in terms of viewing or coming for part of the meeting. It was agreed to leave times off the Agenda.
C. Names of people adding Agenda items will be left off in future
D. Stacey contacted FinCom/BOS Chairs regarding times to get together, perhaps at end of April/beginning of May.
   1. The goal of such meetings is to promote transparency in the apportionment process. Hamilton has asked that the meeting be a gathering of Chairs. Discussion of open meeting with recorded minutes vs. a private meeting options. The SC would want such a meeting to only concern apportionment. One of the Town Chairs would be interested

in discussing other issues as well. There is a desire to get a 1st meeting on the books, including the FinCom Chairs, BOS Chairs and SC Chairs, in order to begin moving forward on this process. The joint Chairs could decide the best venue—open meeting vs. "off-line." Opinion expressed that the entire conversation should be in an open meeting format. What about having a brief Chairs' Meeting with the purpose of setting Topics and Dates for further open meetings? Importance of continuing transparency was emphasized. Advantages of conducting such meetings with entire bodies (SC, FinComs, BOS) were noted. Stacey will forward the most recent communication from FinComs/BOS to all SC members.

E. Warrant Committee had an emergency meeting in order to meet Payroll, given that the Bank's deadline was Wednesday afternoon. Stacey's actions in contacting key players provides a good precedent for similar urgent situations in future
F. Stacey attended the League of Women Voters' Civics Bee
G. "Charting the Course" for new members can be available in Hamilton for a Saturday morning, possibly in April. The program will also be presented in Bedford at a later date.

IV. Superintendent's Update

A. District survived the Snow Day.
B. No school for students on Monday, March 20. Workshop day on Understanding by Design
C. Architectural firms presented bids; Two finalists will present their proposals.
D. Kindergarten registration is now open at any time. Parents are encouraged to register as soon as possible, with early May as the deadline.
E. School Choice applications were due at end of February. Approximately 20 students applied.

V. Update from Director of Curriculum, Assessment and Instruction Exhibit I

A. Peggy McElhinney, Director of Curriculum for the District

1. Curriculum: very positive responses to K12 level meetings (vertical conversations) to discuss Transfer Goals.
   a) Backwards planning (Understanding by Design) is necessary to bring Transfer Goals down to the level of the classroom.
2. Teachers need more time for Standards, as they are in a process of change. Past standards focused on content. Emerging standards center on instruction. As these are articulated, horizontal conversations become more relevant.
3. Curriculum documentation is in process, which will facilitate vertical conversations
4. Instruction—The Skillful Teacher course will become part of the induction program, as it is the gold standard of effective practice.
5. Evaluation system follows the MA model. More ownership is in the teachers' hands, but this agency—the reflective process—should be emphasized.
6. Assessment—the District still emphasizes traditional assessment, which is okay, but formative assessment needs to be grown more at the secondary level. Elementary assessments are in a process of developing a series of benchmarks which provide the kind of data that serves students.
7. Data use—teachers are being trained in using data to improve student achievement. Elementary data teams are well established. Further development of the same at the secondary level is under way.
8. Response to Intervention
9. Professional Development: teachers appreciate discipline specific training. SEI will be offered; Writers' Workshop will be expanded so that all elementary teachers have been trained.
10. Technology—need to be integrated with new standards.
11. The main initiative for the year is *Understanding By Design*. Teachers are meeting in grade level groups for UBD professional development.

a) Discussion:

- Status of the process of integrating content and practices across the elementary schools. Grade level working groups are pursuing integration.
- Math: Moving between curriculum products has produced some gaps, some overlaps. Given that there has been a long history of change over, we are trying to help teachers understand instructional standards and the development of mathematics habits of mind, adapting current home-grown curriculum to these standards.
- How can public be made aware of content of Professional Development week by week?
- Approximately $7500 in additional funding was requested for Summer Curriculum Writing. It is hoped that the budget will pass and this will be supported.
- What is the timeframe for the committee working with Elementary Science materials? Mid-May. Publishers will be coming in to make presentations so that the committee can choose the best product, aligned to the new standards, to implement across the District in Sept.
- SC member raised issue of the lack of State House visit within the K-12 curriculum.

VI. Consent Agenda

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA, WITH ITEM E REMOVED. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Gene Lee; SECONDED by Jeanise Bertrand
Unanimously approved by 5 members present; none opposed, no abstentions

A. Minutes of Jan 17, 2017 Exhibit A
B. Minutes of February 2, 2017 Exhibit B
C. Minutes of February 13, 2017 Exhibit C
D. Minutes of March 2, 2017 Exhibit D
E. Donation from Exhibit E

- G's Lacrosse Boosters $1,300
- "Buddy Bench" for Winthrop $600

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATIONS OF THE $1,300 FROM THE G'S LACROSSE BOOSTERS AND $600 FOR THE BUDDY BENCH.

MOTION by Gene Lee; SECONDED by Jeanise Bertrand
Unanimously approved by 5 members present; none opposed, no abstentions

I. New Business

A. YTD Financial Forecast presented by Mike Harvey Exhibit G

B. 5 Year Capital Plan Prioritization presented by Mike Harvey Exhibit F

Discussion:

- Clarify meaning of cosmetic expenditures: items such as refinishing gym floors, classroom carpet replacement, window shades, i.e., mundane but necessary maintenance items.

- Accessibility/Safety: Can towns be approached for cost sharing on line items which are also accessed for the benefit of the community at large?
- Technology: Server replacement/upgrade and timeframe ramifications discussed.
- Where do we go from here with the Capital Plan? We should recommend that it be entertained at potential Fall Town Meetings?

C. Buker Water Rates — Requested by M. Bailey; presented by Mike Harvey Exhibit H

D. Appoint Bill Lannon to the Essex Tech School Committee Representative from the Town of Hamilton Exhibit J

I MOVE THAT THE HAMILTON SCHOOL COMMITTEE MEMBER OF THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPOINT THE APPOINTMENT OF BILL LANNON AS THE ESSEX TECH SCHOOL COMMITTEE REPRESENTATIVE FROM THE TOWN OF HAMILTON.

MOTION by Michelle Bailey; SECONDED by Gene lee
Unanimously approved by 1 Hamilton SC Representative members present; none opposed, no abstentions

E. Policies **Exhibit L**

- Background Checks — L1
- Conflicts Between District Policy & collective Bargaining Agreements or State & Federal Laws — L2
- C.O.R.I. for Owners of Challenge Courses — L3
- C.O.R.I. Requirements — L4
- D Dissemination — L5
- Policy Adoption — L7
- Policy Revision & Review — L8
- Religious Observances — L9
- Section 504: Grievance Procedure — L10
- Tobacco Free — L11

F. Field Trip Request-Japan April 2018 Exhibit N
G. Warrant SubCommittee Report Exhibit O

VII. New Business

A. YTD Financial Forecast presented by Mike Harvey Exhibit G

B. 5 Year Capital Plan Prioritization presented by Mike Harvey Exhibit F
Discussion:
Clarify meaning of cosmetic expenditures: items such as refinishing gym floors, classroom carpet replacement, window shades, i.e., mundane but necessary maintenance items.

C. Buker Water Rates — Requested by M. Bailey Exhibit H

D. Side Letter with the HWREA Exhibit K

This side letter changes the paydays to Fridays. The union executive board agreed to this, and requested a change in stipends, moving a high school stipend to the middle school.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SIDEBAR LETTER BETWEEN HAMILTON-WENHAM REGIONAL EDUCATION ASSOCIATION AND THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT, WITH AN AMENDMENT TO CORRECT THE SPELLING OF S. METTER-NICK'S LAST NAME AND ADDING "REGIONAL" TO JOHN KOTCH'S TITLE AS HEAD OF HWREA.

MOTION by Gene Lee; SECONDED by Jeanise Bertrand
Unanimously approved by 5 members present; none opposed, no abstentions

E. Policies 1st Readings presented by Michelle Bailey; feedback is welcome and can be directed to Mike Harvey

1. Purchasing Requirements $10k-$49,999 Exhibit M1
2. Purchasing Requirements over $50k Exhibit M2
3. Student Activity Accounts Exhibit M3
4. Student Fundraising Activities Exhibit M4

F. Discuss status of District's Legal Counsel — Requested by S. Metternick (3/13/17)

We have three contracts coming up in the autumn, ending in the next fiscal year. We need to be thinking about what we want to do for legal counsel. Current counsel is retired, but has continued to serve the District. Do we want her to assist us more? Current counsel does not want to be involved on a week by week basis or in bargaining sessions. We may want to continue by doing an R5, to combine legal counsel into one group. Or we could take a recommendation/referral to another attorney from current legal counsel. The last round of contracts were negotiated by Mike Harvey and Jeff Sands, with consultation from the Executive Committee and advice from current counsel.

VIII. Committee Reports

A. Communications [Michelle Bailey]
B. Planning [Stacey Metternick]
C. Policy [see above]
D. Warrant [David Polito] reviewed several large shipping charges associated with Amazon
E. Regional Agreement [Stacey Metternick] an email communication is forthcoming
F. Student Rep. [absent] Sophomore Class is doing a March 22 fundraiser at Panera Bread Co.
G. Other School Liaisons Updates: Gene will be in touch with Cutler; Michelle/Winthrop; David/Buker

IX. Topics for next meeting

X. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:30 PM.

MOTION by Gene Lee; SECONDED by Jeanise Bertrand
Unanimously approved by 5 members present; none opposed, no abstentions

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

EXHIBIT B

From: Craig Genauldo
Date: Monday, March 27, 2017 at 10:32 AM
Subject: 8th Grade Waiver Request

Good Morning,

We are seeking an 8th Grade Waiver for Boys to play JV Lacrosse. We started the season with just enough for two levels.

Since that time, a couple guys have been injured or quit and we have found out that a couple of players are going on vacation over April Break.

We are seeking this waiver for two reasons 1) To ensure that the commitment we made to playing a JV schedule with other school's is kept and 2) To ensure that we provide a meaningful game experience for the players left on JV who are busting their tails to get our program to be a good one.

The Cape Ann League schools have unanimously approved our request to go forward.

8th Grade Waivers have been approved for: Girl's Basketball, Softball and Hockey

Dr. Harvey - Could you please forward this request to the school committee for their approval as well.

With best and warmest regards

Craig

APPROVED 3.16.17
Hamilton-Wenham Regional School District
Office of the Superintendent
Wenham, Massachusetts 01984

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING

Thursday, March 2, 2017 7:00 PM
Superintendent's Office

Present:
Michelle Bailey
Deb Evans
Gene Lee
Josh Liebow
Stacey Metternick, Chair
David Polito

Also present:
Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, HWRSC Meeting Clerk

I. **Call To Order:** Stacey Metternick called the meeting to order at 7:06 pm in the Superintendent's Office

II. Superintendent's Update

DESE has released a draft of "Proposed Changes to 2017 Accountability Reporting"

- See Memo of Mar 2, 2017 from Russell Johnston, PhD, Senior Associate Commissioner
- Public Comment is solicited through April 5, 2017. Submit feedback to legal@doe.mass.edu
- If HWRSD tests less than 90%, the District is automatically designated a Level 3.
- Communication must go out to district families regarding the importance of participation, which influences our district's accountability rating.
- There is no official path for parental opting out, either in the district nor in the state.
- It is important to help parents understand the implications of making choices which would designate the district at Level 3. Administration is working on district-wide communication regarding this.
- OPEB update: Naomi's recommendation is that we do not vote on this at our next meeting. the budget votes from the Towns simply secure a line item for OPEB; we will have until July 1 to appropriate funds.

III. Consent Agenda

A. Warrant Sub Committee Report Exhibit A

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Josh Liebow; SECONDED by Deb Evans
Unanimously approved by 7 members present; none opposed, no abstentions

IV. New Business

A. March-June Draft SC Meeting Calendar and Agenda Items Exhibit B

- Possible date changes and implications for Agendas in the case of said changes were discussed. Mike Harvey noted specific changes.
- Since current practice for Warrant Meetings is working, the Warrant Committee will continue to be composed of all SC members, who will rotate attendance at meetings to ensure the necessary quorum to do Warrant business at each Committee meeting.
- Should a SC Nominations Committee be appointed? Possible procedure for such a Committee conducting business within compliance of the Open Meeting Act was identified. A Nominations Committee could do a lot of preparatory work in forming working groups, officers. A desire to streamline the process of re-organization after the elections was expressed. The fact there will be only 2 new members in the year ahead suggests that, perhaps, a Nominations Committee is more than needed to manage reorganization. Conclusion: A Nominations Committee is not necessary at this time.
- Agenda topics for projected dates were discussed, rearranged. Importance of discussing Turf Field issues during the 5 Year Capital Plan discussion below was noted. Summer meeting dates should be set up immediately after the elections.

B. Discussion of Treasurer's Reporting Lines—Requested by J. Liebow Exhibit C
Clarification is needed on Jeff Sands' responsibility and authority, and on how the School Committee would review Treasurer performance.
Discussion included exploring the following proposals—

- Committee Appoints
- Assistant Superintendent directs
- Assistant Superintendent conducts semi-annual review
- SC has access to evaluation docs, which allows them to competently hire and fire.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE AMENDED LANGUAGE TO THE ASSISTANT TREASURER'S PERFORMANCE RESPONSIBILITIES AND REPORTING STRUCTURE:

- **IN SENTENCE NO. 2, STRIKE "AND REPORTS TO"**
- **CREATE NEW SENTENCE NO. 3 : "THE TREASURER REPORTS TO THE ASSISTANT SUPERINTENDENT FOR FINANCE ADMINISTRATION."**
- **REGARDING EVALUATION, ADD "THE ANNUAL EVALUATION SHALL BE SHARED WITH THE SCHOOL COMMITTEE THROUGH THE SUPERINTENDENT AS KEEPER OF THE RECORDS.**

MOTION by Josh Liebow; SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present; none opposed, no abstentions

C. 5 Year Capital Plan Prioritization Exhibit D
discussion:

- #3: should we consider increasing our level of environmental responsibility—composting/recycling?
- Some of the line items have a higher price tag than others, can be pushed out over several years.
- Are there areas that can be rolled into one grouping, allowing grants to be pursued for these?
- P. 24 — note the highlighted expenditure for Winthrop Fire Suppression. This is required by the Fire Marshall. If it is not accomplished summer of 2019, occupancy permit will be pulled.
- What paradigm can be used to prioritize this list, which is currently organized by department? Need to Have/Should Have/Nice to Have
- We need to be tactical: there are items which are attractive to high net worth donors. There are other items which we need to be ready to offer when private funds emerge. Other items are not attractive to donors, but are of primary importance for our planning.
- What would be necessary in order to seek permission to bond? Bundling debt exclusions would bring us to nearly $ 2.5, which could be addressed through an upfront bond.
- Capital conversation should be continued. We should determine what our posture should be toward the Turf Field community concerns.

D. Report on District, SC and Superintendent's Goal Progress Exhibit F

1. Mike Harvey reported on District and Superintendent Goal Progress
2. Stacey Metternick reported on SC Goal Progress

discussion:

Chair and Vice Chair will set up Regional Agreement meetings following Town Meetings.

V. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:46 PM.

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

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

EXHIBIT C1

Treasurer's Reporting Lines

History

1. Prior to January 2017, Treasurer reported directly to Assistant Superintendent for Administration and Finance. The SC under Ch. 71 § 16A appointed the Treasurer.
2. Current Treasurer Job description states Treasurer is appointed by and reports to the School Committee and is supervised by the Asst. Supt. for Administration and Finance.

Current Reporting Structure

- Current job description leaves the direction of the activities of the Treasurer in the hands of the School Committee. The Assistant Superintendent's role in this description is to ensure that the Treasurer is following the direction given by the School Committee. The Treasurer's performance in completing the goals and tasks set forth by the School Committee is the basis for the Annual Evaluation conducted by the Asst. Superintendent.

Issues

- Under the current structure, the School Committee needs to provide direction to the Treasurer regarding his activities. How will this happen?
- How will the School Committee inform the Assist. Supt. of the tasks that have been outlined for the Treasurer to complete?
- What criteria will the School Committee give to the Asst. Supt. in order to complete a full evaluation?
- There are two upcoming activities that are assigned to the Treasurer that the School Committee will need to provide guidance on to the Treasurer under the existing structure:
    - The Treasurer, for the first time, is expected to give a report to the School Committee. The School Committee will need to provide guidance to the Treasurer on what will be included in this report.
    - The School Committee is in the process of establishing an OPEB Trust Fund for Retiree Health Insurance. The District Treasurer is responsible for establishing this investment fund and for the management of the funds that are invested in it. The School Committee will need to provide guidance to the Treasurer as to how this process should unfold.

Possible Solutions

1. Return to the previous reporting structure where the Asst. Superintendent have a direct reporting relationship and the Asst. Supt. also performs the annual evaluation of the Treasurer. In this relationship any direction of the Treasurer from the School Committee would come through the Assistant

Superintendent. This is the same structure that is currently in place for all other district employees.

2. Keep the 2017 structure intact. Consider one of the following:
    a. Establish a Treasurer sub-committee of the School Committee. This group would meet regularly with the Treasurer and provide direction to him. The sub-committee would also communicate their expectations for the Treasurer to Assistant Superintendent so that he may complete his annual evaluation.
    b. Establish some other mechanism for communicating the directives of the School Committee to the Treasurer that also communicates with the Asst. Superintendent. This system needs to be designed so that the lines of communication and responsibility are clearly delineated.

MGL Ch. 71 Section 16A: Regional district school committee; selection, powers and duties of officers; subcommittees

Section 16A. The powers, duties and liabilities of a regional school district shall be vested in and exercised by a regional district school committee organized in accordance with the agreement. The committee shall choose a chairman and vice chairman by ballot from its membership. The vice chairman shall, in the absence of the chairman, exercise the powers and perform the duties of said chairman. It shall appoint a secretary and a treasurer who may be the same person, but who need not be members of said committee. The treasurer shall receive and take charge of all money belonging to the district, and shall pay any bill of the district which shall have been approved by the committee. The committee may appoint an assistant treasurer who need not be a member of the committee, and who shall, in the absence of the treasurer, perform his duties and shall have the powers and be subject to the requirements and penalties applicable to him. The treasurer and assistant treasurer shall be persons of ability and experience and may, by vote of the committee, be compensated for their services. A treasurer of a member municipality of the district shall be eligible for appointment as treasurer or assistant treasurer. The treasurer and assistant treasurer of the district shall be subject to sections 35 and 109A of chapter 41, to the extent applicable. A business manager, assistant superintendent for business or employee with title of similar import with responsibilities similar to those of a town accountant shall be subject to section 52 of said chapter 41 and shall not hold the office of treasurer or assistant treasurer or hold any responsibilities for the receipt or disbursement of money. If the office of secretary is vacant or if the secretary is absent or is unable to perform his duties because of disability, the committee may appoint a temporary secretary to hold such office and exercise the powers and perform the duties thereof until a secretary is duly appointed or the secretary who was disabled or absent resumes his duties. The committee may appoint a school building committee which shall have such powers and duties relative to the construction, reconstruction, remodeling, repair, expansion or equipping of school buildings or facilities as the committee determines.

The committee may establish a subcommittee of no less than three members for the purpose of signing payroll warrants and accounts payable warrants to allow for the release of checks; provided, however, that such subcommittee shall make available to the committee at the next meeting, a record of such actions of such subcommittee.

The committee shall solicit proposals and contract with an independent certified public accountant to perform an annual financial audit and make management recommendations, and shall receive the audit report in public session. Copies of the audit shall be provided within 10 days to the director of accounts and to the board of selectmen, town manager, mayor or city manager, as the case may be, in each member municipality.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 23 **Voucher Date:** 03/30/2017 Prepared By: Donald E. Gallant

Printed: 03/28/2017 03:57:00 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $14,705.62 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$8,334.33
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$6,371.29
301	TITLE I	$0.00
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
502	PRIVATE GRANTS & GIFTS	$0.00
701	CAFETERIA FUNDS	$0.00
		$14,705.62

Created By: c.carberry **Posted By:** c.carberry **Date:** 03/28/2017 14:21:09 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1041 **Voucher Date:** 03/30/2017 Prepared By: Donald Gallant

Printed: 03/28/2017 03:51:50 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $322,456.93 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$322,456.93
		$322,456.93

Created By: gallantd **Posted By:** v.leone **Date:** 03/28/2017 15:49:20 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1040 **Voucher Date:** 03/30/2017 Prepared By: Donald Gallant

Printed: 03/28/2017 03:45:45 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $94,133.12 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$94,133.12
		$94,133.12

Created By: gallantd **Posted By:** v.leone **Date:** 03/28/2017 15:43:41 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1039 1039 **Voucher Date:** 03/30/2017 Prepared By: Donald Gallant

Printed: 03/28/2017 03:40:28 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $777,903.80 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$777,903.80
		$777,903.80

Created By: gallantd **Posted By:** v.leone **Date:** 03/28/2017 15:37:36 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2286 **Voucher Date:** 02/28/2017 Prepared By: W. Capozzi

Printed: 03/01/2017 08:50:31 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $400.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$400.00
		$400.00

Created By: capozzid **Posted By:** capozzid **Date:** 03/01/2017 08:50:16 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2287 **Voucher Date:** 02/28/2017 Prepared By: W. Capozzi

Printed: 03/01/2017 08:52:20 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $17,690.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$17,690.01
		$17,690.01

Created By: capozzid **Posted By:** capozzid **Date:** 03/01/2017 08:52:04 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2288 **Voucher Date:** 02/28/2017 Prepared By: D. Capozzi

Printed: 03/01/2017 11:14:06 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $2,373.47 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$2,373.47
		$2,373.47

Created By: capozzid **Posted By:** capozzid **Date:** 03/01/2017 11:13:54 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2289 **Voucher Date:** 03/02/2017 Prepared By: M. Capozzi

Printed: 03/02/2017 08:58:43 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $388.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$388.00
		$388.00

Created By: capozzid **Posted By:** capozzid **Date:** 03/02/2017 08:58:23 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2290 **Voucher Date:** 03/06/2017 Prepared By: D. Capozzi

Printed: 03/07/2017 09:10:21 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $801.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$801.50
		$801.50

Created By: capozzid **Posted By:** capozzid **Date:** 03/07/2017 09:10:10 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2293 2293 **Voucher Date:** 03/10/2017 Prepared By: M. Capozzi

Printed: 03/23/2017 11:14:21 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $384.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$384.25
		$384.25

Created By: capozzid **Posted By:** capozzid **Date:** 03/23/2017 11:14:09 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2294 **Voucher Date:** 03/13/2017 Prepared By: M. Capozzi

Printed: 03/23/2017 11:16:20 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $161.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$161.50
		$161.50

Created By: capozzid **Posted By:** capozzid **Date:** 03/23/2017 11:16:09 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2295 **Voucher Date:** 03/30/2017 Prepared By: Donald Gallant

Printed: 03/27/2017 08:57:46 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $16,290.78 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	$16,290.78
		$16,290.78

Created By: capozzid **Posted By:** v.leone **Date:** 03/27/2017 08:48:39 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2296 **Voucher Date:** 03/30/2017 Prepared By: Donald Gallant

Printed: 03/27/2017 09:02:58 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $132,980.60 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

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3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$131,358.10
202	REVOLVING FUNDS	$1,129.50
205	ATHLETIC/EXTRA CURR REVOLVING	($295.00)
502	PRIVATE GRANTS & GIFTS	$788.00
		$132,980.60

Created By: capozzid **Posted By:** v.leone **Date:** 03/27/2017 08:48:48 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2297 **Voucher Date:** 03/30/2017 Prepared By: Donald Gallant

Printed: 03/27/2017 09:08:02 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $44,993.05 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$36,410.08
202	REVOLVING FUNDS	$937.00
205	ATHLETIC/EXTRA CURR REVOLVING	$2,069.34
402	STATE GRANTS FY EVEN YEARS	$600.13
502	PRIVATE GRANTS & GIFTS	$4,976.50
		$44,993.05

Created By: capozzid **Posted By:** v.leone **Date:** 03/27/2017 08:49:06 Page: 1

Citizen Response to a Violent Intruder

Alert **L**ockdown **I**nform **C**ounter **E**vacuate

alicetraining.com

ALICE is based on premise that *information, authorization, and proactive training* are the key to surviving the Active Shooter.

- **Alert**: all are authorized to announce, no codes are used
- **Lockdown**: must include barricade training
- **Inform**: use technology to provide play-by-play information
- **Counter**: interrupt the skill set needed to shoot accurately
- **Evacuate**: get away from danger if possible

alicetraining.com

Passive vs. Proactive Response Strategies

Why is Citizen Preparation in Proactive Response Necessary?

- 25 years of ***mass shooting*** events have yielded a national average for the response time of Law Enforcement to an Active Killer scene.
- How long:

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Why is Citizen Preparation in Proactive Response Necessary?

- 25 years of ***mass shooting*** events have yielded a national average for the response time of Law Enforcement to an Active Killer scene.
- How long:

5-6 Minutes

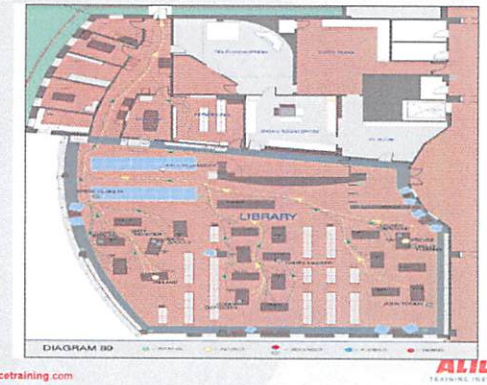
alicetraining.com

14 Years of Passive Response Strategies

	Columbine Library 1999	Virginia Tech 2007	Sandy Hook 2013
Number of Bad Guys	2	1	1
Minutes of Shooting	8.5	8	5
Numbers Present	56	Approx. 100	Approx. 50
Age of Victims	Minors	Adults	Minors and Adults
Casualty Percentage	About 50%	About 50%	About 50%
Number Wounded	12	17	2
Number Killed	10	30	26

alicetraining.com

Why did 54 students STAY for 5 minutes?



alicetraining.com

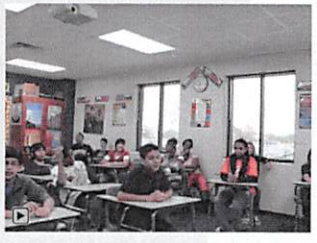
Should they have STAYED?



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Is this really all they need to know in order to respond to a Violent Intruder?



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Why they need to know more:

Attack Resolution

The NYPD organized attack resolutions in the active shooter data set into four categories: applied force, no applied force, suicide or attempted suicide, and attacker fled.

Table 2 shows that the vast majority of attacks in the active shooter data set ended violently, either by force applied by law enforcement, private security, bystanders, or the attackers themselves. Only 14% ended without applied force, such as by a negotiated surrender.

Table 2: Number of Incidents by Incident Resolution

Resolution	Number of Incidents	Percentage
Applied Force	93	46%
No Applied Force	28	14%
Suicide/Attempted Suicide	80	40%
Attacker Fled	1	<1%
Total	202	100%

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Why they need to know more:

Attack Resolution

The NYPD organized attack resol… categories: applied force, no applied forc…

Table 2 shows that the va… violently, either by force a… attackers themselves. Only … surrender.

If it is going to take an aggressive act to stop the killing, who do we hope is committing this act first?

Table 2: Number of Incidents by Incident Resolution

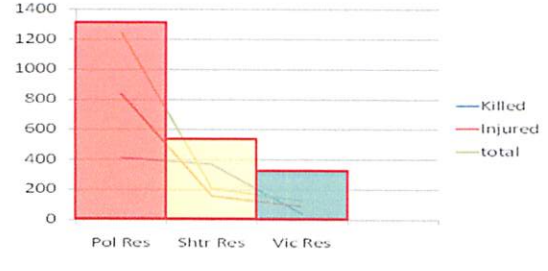
Resolution	Number of Incidents	Percentage
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No Applied Force	28	14%
Suicide/Attempted Suicide	80	40%
Attacker Fled	1	<1%
Total	202	100%

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Casualties by Category Since 1966

Note: Graph includes Beslan casualties



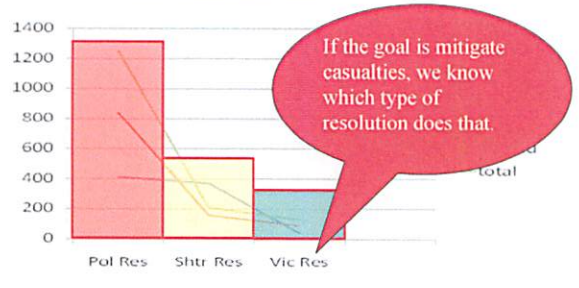
Courtesy of Bill Barchers, www.hardtactics.com

alicetraining.com

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Casualties by Category Since 1966

Note: Graph includes Beslan casualties

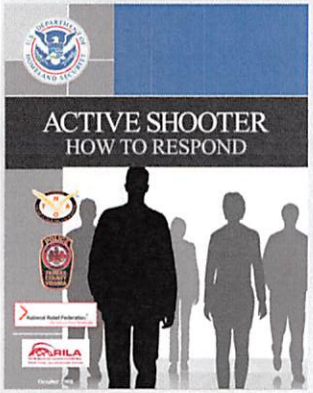


Courtesy of Bill Barchers, www.hardtactics.com

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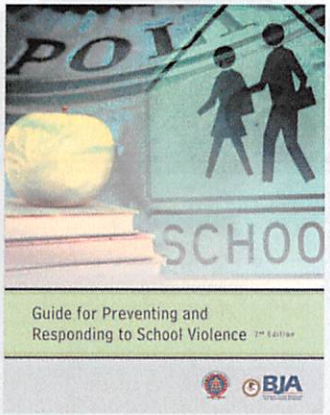
There is now a movement towards Proactive Response at official levels:



DHS Recommendations

- October 2008
- Known as the 3-Outs Program
  - Get Out
  - Hide Out
  - Take Out

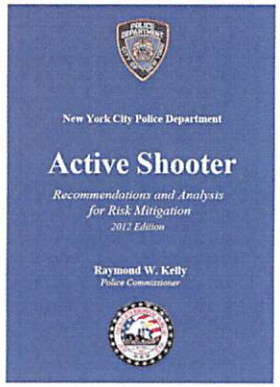
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IACP Recommendations

- October 2009
- Do not have a one-size fits all plan.
- Teachers choose to Evacuate or Lockdown
- Authorize decisions to be made
- Active Resistance is an option

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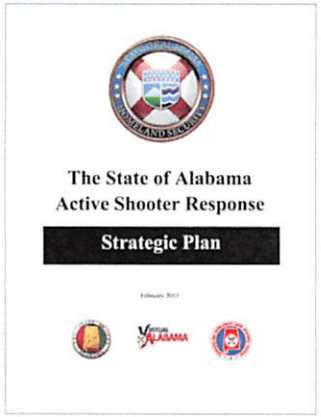


NYPD Recommendations Jan 2012, 2013

Training:

- Train building occupants on response options outlined by the Department of Homeland Security in "Active Shooter: How to Respond" when an active shooter is in the vicinity.[1]
  - **Evacuate**: Building occupants should evacuate the facility if safe to do so; evacuees should leave behind their belongings, visualize their entire escape route before beginning to move, and avoid using elevators or escalators.
  - **Hide**: If evacuating the facility is not possible, building occupants should hide in a secure area (preferably a designated shelter location), lock the door, blockade the door with heavy furniture, cover all windows, turn off all lights, silence any electronic devices, lie on the floor, and remain silent.
  - **Take Action**: If neither evacuating the facility nor seeking shelter is possible, building occupants should attempt to disrupt and/or incapacitate the active shooter by throwing objects, using aggressive force, and yelling.

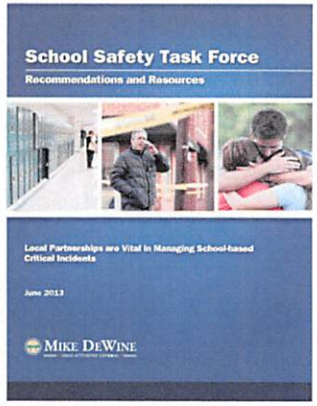
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AL Gov't and Homeland Security

- February 2013
- Specifically names ALICE and Run, Hide, Fight as official State recommendations for AS response plans.

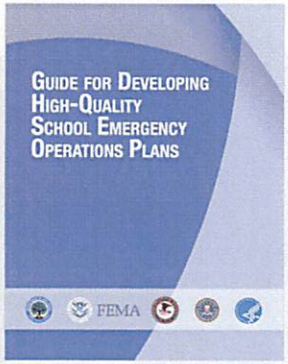
ALICE TRAINING INSTITUTE



Ohio Attorney General and Safety Task Force Recommendations

- June 2013
- Lockdown does not mean stand-alone defensive strategy of Securing in Place
- Evacuate, Barricading, Counter
- For Staff and Students

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US Dept. of Ed REMS Recommendations

- June 2013
- Has to be the end of LOCKDOWN only as the response plan for schools.

Are your plans in agreement with these recommendations, or contrary?

ALICE has led this movement since 2001.

alicetraining.com

ALICE TRAINING INSTITUTE

Usual Opponent Concerns:

1. There could be more than one shooter.
2. They could run into the shooter if they evacuate.
3. How will we account for those who left?
4. Who will be liable?
5. Small children aren't capable. "Stranger Danger"?
6. Special Ed is not addressed.
7. Rally Point could be a secondary attack location.
8. Evacuating folks will get in the way of police.
9. How will police distinguish friendlies from shooter if they get the gun away?
10. Counter Strategies are ridiculous

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Questions?

Thank you and Stay Safe!

Need more information or host requests:

330-661-0106

www.ALICEtraining.com

alicetraining.com

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Implementation of the A.L.I.C.E.
and
School Resource Officer Programs

A.L.I.C.E.

The implementation of the A.L.I.C.E. program will be an enhancement to the current safety plans and drills conducted at our schools by staff, students and public safety departments.

A.L.I.C.E.

The Run, Hide, Fight model for Active Shooter Situations is recommended By

- **The Department of Justice (DOJ)**
- **The Federal Bureau of Investigation (FBI)**
- **The Department of Homeland Security (DHS)**

State Recommendation

The 2014 Massachusetts Task Force on School Safety and Security Study made the following recommendation.

2014 Massachusetts School Safety Task Force Report

"Depending on the situation, there are several ways to enhance a lockdown to empower individuals to take common sense actions critical to their safety.

These may include:

1) barricading the door using available furniture and other objects;
2) distracting or countering the assailant
3) self-evacuation.

These actions are often based on the response strategies of Alert – Lockdown– Inform – Counter – Evacuate **(A.L.I.C.E.)** **Run – Hide – Fight** (U.S. Homeland Security), or **Evacuate – Hide – Take Action** (New York City Police Department)

Any enhanced lockdown requires proper training and practice for all staff and students and educating parents on its benefits."

A.L.I.C.E.

The A.L.I.C.E. Program will enhance our current lockdown training by

- Providing an option of earlier evacuation in the event of an active shooter.
- Providing simple barricading techniques
- Explaining distraction and countering techniques to staff and older students

The Hamilton and Wenham Police and Fire Departments

Recommend Implementation of the A.L.I.C.E Program for our Regional School System.

School Resource Officer (SRO)

The School Resource Officer, in partnership with Faculty and Parents, work together to provide a secure educational environment.



The Importance of Effective School Resource Officers

"A School Resource Officer can play a key role in keeping a school both physically and psychologically safe through balancing the three roles of educator, informal counselor, and law enforcement officer. Due to their key roles in school safety, SRO's should have experience as a patrol officer and be properly selected and trained for work in schools at the secondary level. The selection process works best when shared by the superintendent and police chief."

(2014 Massachusetts Task Force Report on School Safety and Security)

Traits of an Effective School Resource Officer:

- Truly enjoys working with students and has a deep commitment to helping them. Applies crisis intervention training and skills to help students in crisis.
- Builds positive relationships with students, staff, and parents both to support students individually and to strengthen cooperation between the school community and the town's police department.
- **(2014 Massachusetts Task Force Report on School Safety and Security)**

- Supports students while following through on her/his law enforcement duties. Always treats students and parents with respect and is ready to take as much time as needed to listen and explain patiently to students and parents the reasons for his/her actions. Knows about options beyond arrest and follows through on them when appropriate and safe.
- **(2014 Massachusetts Task Force Report on School Safety and Security)**

- Becomes an integral part of the school staff, especially as an active member of the school's Crisis Response Team. Shares knowledge of first responder procedures and protocols.
- Has a proven ability to work hard, be dependable, and possess high integrity with minimal supervision. The SRO displayed these traits while serving as a patrol officer.
- **(2014 Massachusetts Task Force Report on School Safety and Security)**

- While SROs are less likely to be placed in elementary schools, young students still need to develop positive attitudes toward and relationships with law enforcement officers. Some towns address this need through an "adopt-a-school" program, where each elementary school is assigned a police officer who visits the school weekly and presents safety programs a few times a year. In addition, patrol officers can do regular "walk throughs" at schools.
  - (2014 Massachusetts Task Force Report on School Safety and Security)

Massachusetts General Law Chapter 71 Sec. 37 P (b) School Resource Officers

Every chief of police, in consultation with the superintendent and subject to appropriation, shall assign at least 1 school resource officer to serve the city, town, commonwealth charter school, regional school district or county agricultural school. In the case of a regional school district, commonwealth charter school or county agriculture school, the chief of police of the city or town where the school is located, in consultation with the superintendent, shall assign the school resource officer, which may be the same officer for all schools in the city or town.

Thank You

EXHIBIT G

D4017

Purchasing Requirement: $10,000 - $49,999.

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding $10,000 will follow the process outlined in the Massachusetts Procurement 30B Law.

Procedure

There are several laws that govern purchasing supplies, services, design services and construction. Chapter 30B governs the procurement of supplies and services. Chapter 30, 39M governs procurement of public building construction under $10,000 and public works construction (horizontal construction). Chapter 7C, §§44-57, ~~38~~ governs procurement of designer services. Chapter 149 governs public building construction over $10,000.

The majority of purchases that are made in schools are governed by Chapter 30B. In essence, any procurement of supplies and services that will exceed $10,000 in total but will be less than $50,000 requires the solicitation of quotes based upon a written purchase description from at least three vendors who customarily provide the item or services. ~~three documented quotes~~. ~~Any procurement that will exceed $25,000 requires a sealed bid process.~~ The awarding authority for all contracts entered into on behalf of the school district is the Chief Procurement Officer. The CPO executes formal written contracts with vendor(s) for procurements over $~~25~~ 10,000. Contracts for procurements under $50,000 are executed via the submission of all information through the quote and purchase order process and signed by both parties. Procurements that will be processed at intervals throughout the year do not need to be re-bid each time as long as when the quotes are obtained the schedule of procurements is contained in the written purchase description and the schedule does not exceed three years. ~~is clearly communicated to each vendor.~~ The written contracts must be maintained for a period of six (6) years from the time of final payment.

Sole Sources Procurements (MGL Chapter 30B. Section 7)

The Chief Procurement Officer may award a contract in an amount of not more than $50,000 for any contract for the procurement of library books, textbooks, educational programs, educational courses, educational curricula in any media including educational software, newspapers, serials, periodicals, audiovisual materials or software maintenance without competition when, after reasonable investigation, the ~~senior finance administrator~~ Chief Procurement Officer determines, in writing that only one practical source for the required supply or service exists. The ~~Senior finance administrator~~ Chief Procurement Officer shall procure a proprietary item by competition if more than one potential bidder or offer for that item exists.

The Chief Procurement Officer shall record all sole source procurements, specifying each contractor's

Comment [ns1]: This section has been repealed.

Comment [ns2]: The manual says that you just need to solicit bids from three vendors. It is not necessary to have three vendors submitting the actual quotes.

Deleted: The Senior Finance Officer has been appointed by the School Committee as the Chief Procurement Officer(CPO).

Deleted: senior finance administrator (SFA)

Deleted: SFA

Deleted: senior finance administrator

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Deleted: determines

Deleted: senior finance administrator

name, the amount, and type of each contract, a listing of supplies and services procured under each contract, and the basis of the determination that the contractor was the only practical source for the required supply or service.

LEGAL REF: M.G.L. 7:22A&B; 30B

EXHIBIT H

D4018

PURCHASING REQUIREMENTS
(OVER $50,000)

An effort will be made to procure multiple bids for all purchases over $50,000. When recommending acceptance of a bid, the Chief Procurement Officer will inform the School Committee whether the bid was a competitive sealed bid or a request for proposals.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the ~~Superintendent~~ Chief Procurement Officer and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The School Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves the right to waive any confusing bid line items, or reject, any or all bids or any part of any bid. Any bid maybe withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made ~~may~~ will be required to enter into a written contract with the School District.

Comment [ns1]: Contracts are required for all bids over $50,000.

LEGAL REFS: M.G.L. 7:22A; 7:22B; 30B

EXHIBIT I

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D4001

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals or their written designees to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. A list of designees will be provided to the Treasurer. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.

Comment [ns1]: If the principals are designating individuals to maintain control of the process the designees should be in writing.

Deleted: his/her designee to accept

2. Authorizes the District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the District's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.

3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior

authorization of the Principal. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal, Assistant Principal, Superintendent, or Treasurer. Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.

4. Directs Principals or their designees to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed $25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years.

The School Committee will annually approve a list of student activities ~~that~~ and will deposit funds in the Student Activity Agency Account. The District Treasurer will include a report on Student Activity Account Balances in a Semi-Annual Report to the School Committee and will report these balances to the Director of Accounting, Principal and Student Activity Advisors.

Periodically, to the extent that funds are available in such Student Activity Agency Account, the regional school district treasurer shall reimburse such Student Activity Checking Account through the warrant process, to restore the limit set by the School Committee.

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, ~~their~~ its funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining

Deleted: his/her designee

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Comment [ns2]: Thu language is taken from the statute.

balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated equally among the four class accounts in the high school at the time.

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Class officers should be given a copy of this policy during their senior year to ensure their knowledge of their obligations to perform under this policy.

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Inactive Accounts

Before a student activity club disbands a decision must be made regarding the disposition of assets purchased by the club. The assets may be donated to another club, donated to the school or sold. Cash or assets from a dissolved club that are left untouched for two years will be equally distributed among the clubs in the same school.

SOURCE: MASC March 2016

Ref: H8037 Student Fundraising Activities

EXHIBIT J

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H8037

STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising, activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

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The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by the building principal with written notice to the superintendent.

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Deleted: S

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the building principal for approval with written notice to the superintendent.

Deleted: and the Superintendent

Any monies paid to the school or to a student activity as commissions or revenue sharing belong to the students and shall be deposited into the student activity agency account.

No money collections from student fundraising of any kind may be held in the schools without the specific written consent of the principal. Processing of receipts from fund-raising activities must be in accordance with the approved procedure for student activity receipts.

SOURCE: MASC October 2016

CROSS REFS.: JP, Student Gifts and Solicitations

KHA, Public Solicitations in the Schools

Edfund

HAMILTON WENHAM EDFUND MINI-GRANT APPLICATION FORM
Mini-grants are awards of less than $1,000

Name(s) of Application Contact(s): Winthrop Elementary School

Submission Date: January 2016 Date approval required: _____

Phone number(s): 878-468-5340 Email: c.heath@hwschools.net

Position or Title of Application Contact(s): Principal, Christopher Heath

Grant Title: Film Making Kit

School(s): Wintrhop Grade(s): PK-5

Number of students to benefit: 300

Amount requested: $398.95 Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost. The ratio of dollars granted per student is taken into consideration:

Briefly describe the proposal and how the grant will enrich the curriculum (add attachments as necessary):

The iOgrapher filmmaking case for the iPad Air enables you to add lenses, microphones, lighting to your iPad Air for an enhanced video solution. This compliments the previously provided iPads that were part of a large gift award from the EdFund.

Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria here)

This is inline with the stated Edfund Grant objectives:
**creative, innovative project in teaching and/or learning, (i.e, one that involves change, expansion, adaptation, enhancement, improvement, challenge.

Method of evaluation of the success of project(i.e. student feedback): This will be evaluated through the use and sharing of student created original work.

Additional Comments: _____

Signature(s) of Applicants (s): Christopher Heath Date: January 2, 2017

Approval

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

Principal: Christopher Heath Date: 1/3/2017

Revised 5/10/16

iOgrapher LLC
2275 Huntington Drive #815
San Marino, CA 91108
(626) 632-0230
amelia@iographer.com
http://www.iographer.com

ESTIMATE

ADDRESS
The Winthrop School
325 Bay Rd.
S. Hamilton, MA 01982

SHIP TO
The Winthrop School
325 Bay Rd.
S. Hamilton, MA 01982

ESTIMATE # Nov16-36
DATE 11/17/2016

ACTIVITY	QTY	RATE	AMOUNT
IOGRAPHER AIR Filmmaker Kit IOGRAPHER AIR Filmmaker Kit - Case, 37mm wide angle lens, 37mm 2X telephoto lens	1	95.00	95.00
Rode Video Mic Go Rode Video Mic Go	1	89.00	89.00
Rode SC7 Trs to Trrs Patch Cable Rode SC7 Trs to Trrs Patch Cable	1	15.00	15.00
Manfrotto LUMIMUSE 3 LED LIGHT Manfrotto LUMIMUSE 3 LED LIGHT	1	49.95	49.95
IOGRAPHER AIR/FULL/Mini4 PRO KIT PROTECTIVE TRAVEL CASE - ORANGE IOGRAPHER AIR/FULL PRO KIT PROTECTIVE TRAVEL CASE - ORANGE	1	129.00	129.00

SUBTOTAL	377.95
SHIPPING	21.00
TOTAL	**$398.95**

Accepted By

Accepted Date

Edfund
Hamilton Wenham

Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Amy DeSimone at amydesimone12@gmail.com and
2. Hamilton-Wenham Administration-Vincent Leone at v.leone@hwschools.net

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

1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2016-2017 school year (or a mutually agreed upon date) are to be returned to the Edfund.
4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

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

School Name: Winthrop

Name of Contact on the Edfund Grants Subcommittee: Jill Evers

Title of Grant Application: Film Making Kit

Grant Amount Approved and Date Requested: 398.95

Grant Requestor's Name: Christopher HeathTitle: Principal

Email Address and Phone Number: c.heath@hwschools.net 978-468-5340

Please attach a detailed budget and payment instructions below for District payment

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement: