HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School — Thursday, April 27, 2017 — 7:00 PM
Multi-Purpose Room

1. **Call to Order** **7:00**
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **New Business**
   a. SC Reorganization
      - Election of Officers
   b. SC Reorganization of Sub Committees
   c. Selection of School Liaisons
   d. Warrant Sub Committee Report
      - April 11, 2017 Exhibit A
      - April 25, 2017 Exhibit B
   e. 5 Year Capital Plan Exhibit C1 & C2
   f. Turf Field Update
   g. Vote to "Approve the Northshore Education Consortium establishing a Capital Fund" Exhibit D
   h. Warrant Sub-Committee Calendar Exhibit W
   i. Policy 1st Reading
      - Private Funding Exhibit E
5. **Consent Agenda**
   a. Minutes of April 6, 2017 Exhibit F
   b. Minutes of April 11, 2017 Exhibit G
   c. Minutes of March 2, 2017 (amended) Exhibit U
   d. Minutes of March 16, 2017 (amended) Exhibit V
   e. Donations for DECA International Career Development Conference Exhibit H
   f. B2001 Hamilton-Wenham Regional School District "By-Laws" Exhibit I
   g. B2003 Use of Electronic Messaging by School Committee Members Exhibit J
   h. B2004 Remote Participation Exhibit K
   i. B2005 School Committee Member Ethics Policy Exhibit L
   j. B2007 School Committee-Staff Communications Exhibit M
   k. B2008 Executive Sessions Exhibit N
   l. B2009 Special Procedures for Conducting Hearings Exhibit O
   m. B2010 Guidelines for Public Comment Exhibit P
   n. B2011 Memorials for Deceased Students or Staff Exhibit Q
   o. B2012 Relations with Nonpublic Schools Exhibit R
   p. B2013 Policy Revision and Review Exhibit S
   q. G7018 Tutoring for Pay Exhibit T
6. **Superintendents Report**
   Other
   a. Topics for next meeting
7. **Vote to Adjourn** **9:30**

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2302 **Voucher Date:** 03/31/2017 Prepared By: N. Capozzi

Printed: 04/06/2017 03:35:16 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $174.25 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	$174.25
		$174.25

Created By: capozzid **Posted By:** capozzid **Date:** 04/06/2017 15:35:00 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2301 **Voucher Date:** 03/30/2017 Prepared By: W. Capozzi

Printed: 04/06/2017 03:34:12 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $20,307.42 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	$20,307.42
		$20,307.42

Created By: capozzid **Posted By:** capozzid **Date:** 04/06/2017 15:34:03 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2298 **Voucher Date:** 03/27/2017 Prepared By: D. Capozzi

Printed: 04/06/2017 03:29:30 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $753.20 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	$753.20
		$753.20

Created By: capozzid **Posted By:** capozzid **Date:** 04/06/2017 15:29:15 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2306 **Voucher Date:** 04/11/2017 Prepared By: W. Capozzi

Printed: 04/11/2017 01:22:46 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $776.00 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	$776.00
		$776.00

Created By: capozzid **Posted By:** capozzid **Date:** 04/11/2017 13:22:27 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2299 **Voucher Date:** 03/29/2017 Prepared By: D. Capozzi

Printed: 04/06/2017 03:31:09 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $3,983.18 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	$3,983.18
		$3,983.18

Created By: capozzid **Posted By:** capozzid **Date:** 04/06/2017 15:30:59 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2300 **Voucher Date:** 03/30/2017 Prepared By: W. Capozzi

Printed: 04/06/2017 03:32:36 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $841.50 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	$841.50
		$841.50

Created By: capozzid **Posted By:** capozzid **Date:** 04/06/2017 15:32:22 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1042 **Voucher Date:** 04/13/2017 Prepared By: Donald Gallant

Printed: 04/11/2017 02:52:27 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $707,781.15 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

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	$707,781.15
		$707,781.15

Created By: gallantd **Posted By:** v.leone **Date:** 04/11/2017 14:49:38 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 24 **Voucher Date:** 04/13/2017 Prepared By: Donald Gallant

Printed: 04/11/2017 03:02:08 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $10,218.88 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	$10,116.83
202	REVOLVING FUNDS	$0.00
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	$102.05
		$10,218.88

Created By: c.carberry **Posted By:** c.carberry **Date:** 04/11/2017 14:38:24 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2303 **Voucher Date:** 04/13/2017 Prepared By: Donald Gallant

Printed: 04/11/2017 12:30:21 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $22,874.62 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
701	CAFETERIA FUNDS	$22,874.62
		$22,874.62

Created By: capozzid **Posted By:** v.leone **Date:** 04/11/2017 12:00:03 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2305 **Voucher Date:** 04/13/2017 Prepared By:

Printed: 04/11/2017 12:40:29 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $104,598.98 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

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	$89,015.19
202	REVOLVING FUNDS	$1,356.00
205	ATHLETIC/EXTRA CURR REVOLVING	$2,325.29
302	94-142 IDEA 240	$3,512.00
306	SPECIAL ED PROGRAM IMPROVEMENT	$6,410.00
402	STATE GRANTS FY EVEN YEARS	$1,632.00
502	PRIVATE GRANTS & GIFTS	$348.50
		$104,598.98

Created By: capozzid **Posted By:** v.leone **Date:** 04/11/2017 12:00:42 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2304 **Voucher Date:** 04/13/2017 Prepared By: Donald Gallant

Printed: 04/11/2017 12:34:51 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $194,967.70 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	$188,797.92
100	PRIOR YEAR ENCUMBRANCES	$1,377.00
302	94-142 IDEA 240	$3,345.00
502	PRIVATE GRANTS & GIFTS	$988.07
701	CAFETERIA FUNDS	$459.71
		$194,967.70

Created By: capozzid **Posted By:** v.leone **Date:** 04/11/2017 12:00:23 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 25 **Voucher Date:** 04/27/2017 Prepared By: Donald Gallant

Printed: 04/25/2017 03:39:51 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $8,409.08 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	$8,307.03
202	REVOLVING FUNDS	$0.00
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	$102.05
		$8,409.08

Created By: c.carberry **Posted By:** c.carberry **Date:** 04/25/2017 14:21:52 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1043 **Voucher Date:** 04/27/2017 Prepared By: Donald Gallant

Printed: 04/25/2017 03:22:42 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $689,244.20 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	$689,244.20
		$689,244.20

Created By: gallantd **Posted By:** v.leone **Date:** 04/25/2017 15:20:12 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1044 **Voucher Date:** 04/27/2017 Prepared By: Donald Gallant

Printed: 04/25/2017 03:29:23 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $80,085.66 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	$80,085.66
		$80,085.66

Created By: gallantd **Posted By:** v.leone **Date:** 04/25/2017 15:26:07 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1045 **Voucher Date:** 04/27/2017 Prepared By:

Printed: 04/25/2017 03:35:50 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $328,761.99 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	$328,761.99
		$328,761.99

Created By: gallantd **Posted By:** v.leone **Date:** 04/25/2017 15:33:23 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2307 **Voucher Date:** 04/12/2017 Prepared By: D. Capozzi

Printed: 04/13/2017 08:39:36 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $188.30 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	$188.30
		$188.30

Created By: capozzid **Posted By:** capozzid **Date:** 04/13/2017 08:38:43 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2308 **Voucher Date:** 04/12/2017 Prepared By: L. Capozzi

Printed: 04/13/2017 08:40:06 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $370.00 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	$370.00
		$370.00

Created By: capozzid **Posted By:** capozzid **Date:** 04/13/2017 08:39:15 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2309 **Voucher Date:** 03/24/2017 Prepared By: M. Capozzi

Printed: 04/20/2017 11:08:35 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $4,340.76 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	$4,340.76
		$4,340.76

Created By: capozzid **Posted By:** capozzid **Date:** 04/20/2017 11:08:23 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2310 **Voucher Date:** 04/10/2017 Prepared By: D. Capozzi

Printed: 04/20/2017 11:09:53 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $15,483.12 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
003	DEBT SERVICE FUND (GF)	$15,483.12
		$15,483.12

Created By: capozzid **Posted By:** capozzid **Date:** 04/20/2017 11:09:39 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2311 **Voucher Date:** 04/18/2017 Prepared By: L. Capozzi

Printed: 04/20/2017 11:11:48 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $20,862.50 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
003	DEBT SERVICE FUND (GF)	$20,862.50
		$20,862.50

Created By: capozzid **Posted By:** capozzid **Date:** 04/20/2017 11:11:30 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2312 **Voucher Date:** 04/27/2017 Prepared By: Donald Gallant

Printed: 04/25/2017 01:16:18 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $204,165.89 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	$189,339.04
205	ATHLETIC/EXTRA CURR REVOLVING	$8,284.88
302	94-142 IDEA 240	$3,300.00
303	TITLE IIA	$1,800.00
502	PRIVATE GRANTS & GIFTS	$1,441.97
		$204,165.89

Created By: capozzid **Posted By:** v.leone **Date:** 04/25/2017 10:37:13 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2313 **Voucher Date:** 04/27/2017 Prepared By:

Printed: 04/25/2017 12:51:10 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $44,539.85 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	$35,188.09
202	REVOLVING FUNDS	$632.00
205	ATHLETIC/EXTRA CURR REVOLVING	$1,048.95
303	TITLE IIA	$7,620.00
402	STATE GRANTS FY EVEN YEARS	$50.81
		$44,539.85

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of February 9, 2017

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22
Fac & Grds	New Roof	HS	3,000,000	-	-	-	-	3,000,000
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	-	-	-	-	210,000
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-	-	18,750	18,750	-
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-	21,000	20,000	20,000	-
Fac & Grds	Waste Water Treatment Plant	District	100,000	20,000	20,000	20,000	20,000	20,000
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-	-	-	30,000	30,000
Fac & Grds	Building Fire Suppression System	Win	600,000	-	600,000	-	-	-
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	-	-	35,000	-	-
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-	-	30,000	-	-
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	-	-	25,000	-	-
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-	-	30,000	-	-
Fac & Grds	Replace Classroom Carpets with Tile (6)	Cut	30,000	15,000	15,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-	-	40,000	60,000	35,000
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	-	-	-	-	40,000
Fac & Grds	Autoscrubbers (4) & Floor Burnishers (1)	District	70,000	-	15,000	25,000	15,000	15,000
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-	-	-	-	15,000
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-	20,000	-	-	-
Fac & Grds	Replace Rear Roof at Buker	Buk	50,000	20,000	30,000	-	-	-
Fac & Grds	Install ADA Accessible Concrete Exterior Wheelchair Ramp	Winthrop	10,000	10,000	-	-	-	-
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	-	30,000	-	-	-
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-	-	15,000	-	-
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	-	-	-	-	60,000
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-	-	10,000	-	
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	-	-	15,000	-	
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	-	-	24,000	-	
Fac & Grds	Kiln	HS	11,500	11,500	-	-	-	
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	-	20,000	-	-	
Fac & Grds	Classroom Furniture (1 Class)	HS	15,000	15,000	-	-	-	-
Fac & Grds	Buker Playground	Buker	10,000	10,000	-	-	-	-
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500	17,500	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	301,000	21,000	42,000	105,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	295,785	33,480	47,470	68,450	92,430	53,955
Tech	Classroom Chromebooks 4 year cycle	District	36,000	-	18,000	-	18,000	-
Tech	Classroom Chromebooks (MRMS New)	District	18,000	-	18,000	-	-	-
Tech	Upgrade Wireless Access Points including wiring	District	49,920	-	-	49,920	-	-
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-	-	-	-	47,000
Tech	Replace Backup Server / Services	District	52,000	-	52,000	-	-	-
Tech	Replace VMWare Server and Licenses	District	113,000	-	-	113,000	-	-
Tech	Replace Network Area Storage Arrays	District	207,000	-	-	-	207,000	-
Tech	Replace Network IDF	District	72,000	-	-	-	-	72,000
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	260,512	37,216	74,432	74,432	74,432	-
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	-	75,000	-	-	-
Tech	Replace Auditorium Lighting Control Console	HS	17,000	-	17,000	-	-	-
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	50,000	-	-	-
Tech	Install redundant line for Internet Connectivity	District	32,000	-	32,000	-	-	-
Food Svc	Kitchen Equipment	District	373,575	-	43,628	149,597	115,107	65,243

Hamilton Wenham Regional School District

5 Year Capital* Improvement Program Summary as of February 9, 2017

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22
	Total Recommended:		**6,856,292**	**210,696**	**1,258,030**	**885,649**	**758,219**	**3,743,698**
Master Plan	Architect & Design Fees (Master Plan)	District	25,000	-	25,000	-	-	-
Master Plan	Classroom Furniture (Master Plan)	District	800,000	-	800,000	-	-	-
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	1,000,000	-	-	1,000,000	-	-
Master Plan	MS Maker Spaces Renovation (Master Plan)	MS	300,000	-	-	-	300,000	-
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	300,000	-	-	-	300,000	-
	Subtotal Master Plan:		**2,425,000**	**-**	**825,000**	**1,000,000**	**600,000**	**-**
Athletics	Turf Fields: Track & Field	District	3,939,067	-	-	-	-	3,939,067
Athletics	Turf Fields: Combination Baseball Field	District	3,505,499	-	-	-	-	3,505,499
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-	-	-	-	2,024,928
		Totals:	**$ 18,750,786**	**$ 210,696**	**$ 2,083,030**	**$ 1,885,649**	**$ 1,358,219**	**$ 13,213,192**

- 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 .

DRAFT--Proposed 5 Year Capital Plan Financing

Debt Exclusions

	Category	FY18	FY19	FY20	FY21	FY22		
	Safety		$ 1,000,000					All Safety Items
	Accessibility		$ 30,000					All Acc Items
	Critical Infrastructure		$ 1,400,000					All Crit Inf Items
	Critical Infrastructure					$ 3,000,000		HS Roof
	Educational Program					$ 3,000,000		MP Renovations
	Wellness					$ 4,000,000		Turf 1
Totals			$ 2,430,000			$ 10,000,000	$ 12,430,000	

Operating Budget

	Category	FY18	FY19	FY20	FY21	FY22	Total	
	Critical Infrastructure	$ 55,000					$ 55,000	
	Educational Program	$ 120,696	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,120,696	All Ed Program
	Cosmetic Infrastructure	$ 15,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 415,000	All Cosmetic Infrastructure
	Wellness	$ 10,000					$ 10,000	Buker Plygrd
	Accesibility	$ 10,000					$ 10,000	Winthrop Ramp
Totals		$ 210,696	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 1,610,696	

Missing

Turf 2&3	$	5,600,000

In FY18 Budget

Winthrop Sprinklers need to be approved by 11/17

Department	Project	Location	Total Est Cost	FY18	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source	FY19	FY20	FY21	FY22
Fac & Grds	Install ADA Accessible Concrete Exterior Wheelchair Ramp	Winthrop	10,000	10,000		Get estimate. Ramp and railings to playground area off Primary Wing	Accessibility					
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	-		Get estimate. Lifts or Ramps to provide accessibility for students	Accessibility					
		Total	40,000									

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-						61 units at $1,000 per unit; staring with Winthrop	Cosmetic Infrastructure	
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-						HS/MS first and then Elementary Schools	Cosmetic Infrastructure	
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-						Get estimate	Cosmetic Infrastructure	
Fac & Grds	Replace Classroom Carpets with Tile (6)	Cut	30,000	15,000						6 Classrooms at $5000/class	Cosmetic Infrastructure	
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-						Quoted at $200/unit installed (675 units total)	Cosmetic Infrastructure	
Fac & Grds	Autoscrubbers (4) & Floor Burnishers (1)	District	70,000	-						Scrubbers @ $15K and Burnishers @ $10K	Cosmetic Infrastructure	
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-						Estimate. Replace flooring in HS Fitness Room requested by ET	Cosmetic Infrastructure	
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-						See quote	Cosmetic Infrastructure	
					100000	100000	100000	100000				
		Total	411,000									

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	-						Estimate; Consider submitting this as part of our next Green Communities Grant Application	Critical Infrastructure	
Fac & Grds	Waste Water Treatment Plant	District	100,000	20,000						Updating: Weston & Sampson currently performing study; system approx. 15/10/5 years old	Critical Infrastructure	
Fac & Grds	Replace Rear Roof at Buker	Buk	50,000	20,000						2 Phases: See quote	Critical Infrastructure	
Fac & Grds	Classroom Furniture (1 Class)	HS	15,000	15,000						Purchase one (1) set of new Classroom Furniture and redeploy existing old as replacement pool for rest of school	Critical Infrastructure	
Tech	Upgrade Wireless Access Points including wiring	District	49,920	-						96 replacement upgrades @ $520.00 per unit	Critical Infrastructure	
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-						Circa 2002. Will need to be replaced at some point in the next 5 years.	Critical Infrastructure	
Tech	Replace Backup Server / Services	District	52,000	-						Phase 2: Datto 10TB with cloud 4 year contract including offloading mail server to cloud	Critical Infrastructure	
Tech	Replace VMWare Server and Licenses	District	113,000	-						Phase 3: Server Replacement and Vmware Licensing	Critical Infrastructure	
Tech	Replace Network Area Storage Arrays	District	207,000	-						Phase 4: Installation of New Storage Arrays	Critical Infrastructure	
Tech	Replace Network IDF	District	72,000	-						Phase 5: Installation of New Network Intermediate Distribution Frame (IDF) Switches	Critical Infrastructure	
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	-						Upgrade includes electrical and lighting controls, wiring, installation, etc	Critical Infrastructure	
Tech	Install redundant line for Internet Connectivity	District	32,000	-						Operational Cost per year is $32K once installed	Critical Infrastructure	
Food Svc	Kitchen Equipment	District	373,575	-						See Food Service Capital Worksheet	Critical Infrastructure	
			1,396,495	55,000	335,374	335,374	335,374	335,374				
Fac & Grds	New Roof	HS	3,000,000	-				3,000,000		Roof approx 25 years old	Critical Infrastructure	Debt Exclusion
		Total										

	80
	30
	15
	374
	499

Department	Project	Location	Total Est Cost	FY18	FY19	FY20	FY21	FY22	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-						See detailed proposal from Project Adventure	Educational Program	
Fac & Grds	Kiln	HS	11,500	11,500						See quote requested by ET	Educational Program	
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	-						Get estimate. Current system in dire need of replacement requested by ET	Educational Program	
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500						25 units per year @ $700 per unit	Educational Program	
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	301,000	21,000						430 units @ $700 per unit	Educational Program	
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	295,785	33,480						265 units @ average cost of $1,116	Educational Program	
Tech	Classroom Chromebooks 4 year cycle	District	36,000	-						120 units @ $300 per unit	Educational Program	
Tech	Classroom Chromebooks (MRMS New)	District	18,000	-						60 units @ $300 per unit. Additional requested by CH	Educational Program	
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	260,512	37,216						56 units @ $4,652 per unit	Educational Program	
Tech	Replace Auditorium Lighting Control Console	HS	17,000	-						Replace failing system	Educational Program	
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-						HD Projector, Ceiling Mounted Projection Screen, various lg monitors, and includes wiring, installation, etc	Educational Program	
			1,112,297	120,696	250,000	250,000	250,000	250,000				
Master Plan	Architect & Design Fees (Master Plan)	District	25,000							Phase 2: Final Design, Architectural and Consulting Fees associated with Master Plan related work	Educational Program	
Master Plan	Classroom Furniture (Master Plan)	District	800,000							2,000 units at $400 per unit	Educational Program	
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	1,000,000							1 major renovation; $1,000,000 placeholder	Educational Program	Debt Exclusion
Master Plan	MS Maker Spaces Renovation (Master Plan)	MS	300,000							3 spaces in total; $100,000 per renovation	Educational Program	Debt Exclusion
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	300,000							3 spaces in total; $100,000 per renovation	Educational Program	Debt Exclusion
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-						Replace Spin Bikes, Rowers, etc in Fitness Room requested by ET	Educational Program	
			2,445,000									
			3,557,297									

Department	Project	Location	Total Est Cost	FY18	Priority	Comments - Need Some Updating as of 2/9/17	Categor	Funding Source	FY19	FY20	FY21	FY22
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-		500 heads at $75 per head; No longer covered by Manufacturers Recall	Safety					
Fac & Grds	Building Fire Suppression System	Win	600,000	-		Required by HFD pursuant to MGL c. 148 s. 26G. Project to be completed by August 2018	Safety	Debt Exclusion	600,000			
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	-		25 units to be installed throughout District	Safety					
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-		24 units to be installed throughout District	Safety					
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	-		Get estimate. Placeholder $5K per school	Safety					
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	-		Buker is Emergency Shelter for Wenham	Safety					
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	-		Get estimate	Safety					
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	-		See quote	Safety					
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	-		See quote	Safety					
			866,500									

Department	Project	Location	Total Est Cost	FY18	Priority	Comments - Need Some Updating as of 2/9/17	Category	Funding Source	FY19	FY20	FY21	FY22
Fac & Grds	Buker Playground	Buker	10,000	10,000		CPC Matching Funds per 2/2/17 SC Discussion	Wellness	General Fund				
Athletics	Turf Fields: Track & Field	District	3,939,067	-		See Gale Associates presentation on 1/17/17	Wellness	Debt Exclusion				
Athletics	Turf Fields: Combination Baseball Field	District	3,505,499	-		See Gale Associates presentation on 1/17/17	Wellness	Debt Exclusion				
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-		See Gale Associates presentation on 1/17/17	Wellness	Debt Exclusion				
			9,479,494									

Hamilton Wenham Regional School District

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

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

Hamilton Wenham Regional School District

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

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

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

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

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

April 12, 2017

Mike:

As requested in your email dated April 4th, I'm providing a detailed account/chronology of the Winthrop Heating and Window Project, including information specifically relating to the Hamilton Fire Department's requirement that the District install a sprinkler system throughout the existing Winthrop Elementary School building pursuant to M.G.L. c. 148 s. 26G. I've also attached a number of documents (e.g. letters and emails) that provide additional support and background on this matter.

I also understand that there are lingering questions regarding the October 2016 Bond Issuance for these Projects. Specifically, it has been asked if funding for the sprinkler system at the Winthrop was secured through the October Bond Issuance? While the short answer to that question is "no", I will do my best to provide additional clarification below.

In March 2015, the District was advised by District Counsel, Bond Counsel, and an independent third party Attorney who specializes in Municipal Law, that the cost associated with the installation of a sprinkler system at the Winthrop would be considered "incidental and related to the on-going work at the Winthrop Elementary School and that those costs would be appropriate for payment under the approved $2,240,000 borrowing appropriation without further approvals by the District or its member Towns". As a result, District Administration was led to believe that should any money be available under the appropriation at the conclusion of the project, it could be used to cover the cost of the sprinkler project. At the time, the District was projecting ~$1M in savings on the original Winthrop projects (Boiler and Windows) and we had received an estimate for the sprinkler project from our Engineering Firm for ~$600K; therefore, we believed that we had the funding in place to cover the full cost of the sprinkler project. Things changed dramatically in September 2016 when we were working with First Southwest, our Bond Advisors, to finalize the financing for the MSBA Projects and convert the BANs to a long term Bond. Rick Manley, Bond Counsel from Locke Lord, reversed course on his opinion from March 2015 and informed First Southwest that the District could only use the amount available "net of the full MSBA grant" (which was only ~$300K) and that the District would be required to expended those funds within 6 months. Given this new directive from Bond Counsel direction and knowing that an additional ~$300K would need to be appropriated by the Towns to cover the projected total cost of the sprinkler project before the project could begin, our Bond Advisors recommended that we only issue a Bond for the amount necessary to cover the original MSBA Projects; the Superintendent, Assistant Superintendent, and Treasurer agreed with First Southwest's recommendation (see below for more information). As a result, the District did not include the cost of the sprinkler project in the October 2016 Bond.

Regards,

Jeff

Detailed Project Chronology: October 2013 through October 2017

1. In October 2013, the HWRSD SC approved a motion whereby the District would appropriate $2,240,000 for the purpose of paying the costs of replacing the heating system and the windows at the Winthrop Elementary School including the payment of all costs incidental and related thereto.
2. In November 2013, Wenham STM approved the borrowing of $2,240,000 authorized by the SC for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, including the payment of all costs incidental or related thereto.
3. In November 2013, Hamilton STM approved the borrowing of $2,240,000 authorized by the SC for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, including the payment of all costs incidental or related thereto.
4. In March 2014, the District informs the MSBA of its decision to postpone the window replacement project at the Winthrop Elementary School until the summer of 2015.
5. In March 2014, the District awards the boiler replacement project at the Winthrop Elementary School to E. Amanti & Sons, Inc.
6. In April 2014, the District receives a letter from the Hamilton Fire Department (HFD) informing the District that they are required to retrofit the Winthrop Elementary School with a sprinkler system pursuant to M.G.L. c. 148 s. 26G.
7. In September 2014, J. Sands requests a price quote/estimate from current architect design firm Habeeb & Associates for the design and installation of a sprinkler system at the Winthrop Elementary School.
8. In October 2014, J. Sands receives an initial price quote of $565,000 for the design and installation of a sprinkler system at the Winthrop Elementary School from Habeeb & Associates.
9. In October 2014, E. Amanti & Sons, Inc. completes the boiler replacement project at the Winthrop Elementary School.
10. In December 2014, the District awards the window replacement project at the Winthrop Elementary School to Lambrian Construction Corp.
11. In February 2015, the District learns that the HFD will not approve Lambrian's application for a Building Permit at the Winthrop Elementary School pursuant to M.G.L. c. 148 s. 26G (letter dated April 2014).
12. On February 12, 2015, J. Sands meets with Lt. Ray Brunet of the HFD regarding the issuance of a Building Permit. Lt. Brunet informs J. Sands that he has been in contact with the MA State Fire Marshalls Office regarding the matter and that they directed HFD to withhold the issuance of the Building Permit until the District agreed, in writing, to install a sprinkler system at the Winthrop Elementary School. Lt. Brunet informs J. Sands of a similar situation at The Pingree School in Hamilton and shares a copy of the agreement that was executed between the Town and The Pingree School.
13. In February & March 2015, J. Sands modifies the agreement and shares it with the Superintendent and School Committee Chair.

14. In March 2015, the District confirms with District Counsel, Bond Counsel, and an independent third party Counsel who specializes in Municipal Law, that the cost associated with the installation of a sprinkler system are "incidental and related to the on-going work at the Winthrop Elementary School and that those costs are appropriate for payment under the approved $2,240,000 borrowing appropriation without further approvals by the District or its member Towns".
15. On March 16, 2015, J. Sands prepares a Project Summary Analysis which estimates $1,053,000 as being available (out of the approved $2,240,000) to cover the costs associated with the installation of a sprinkler system at the Winthrop Elementary School.
16. On March 18, 2015, J. Sands meets with Mike Harvey and Bill Wilson School Committee Chair regarding the status of the Winthrop Project and the Sprinkler Installation requirement. It is agreed during this meeting that it is in the best interest of the District to enter into an agreement with the Town of Hamilton whereby the District promises to complete the installation of a sprinkler system within three years.
17. On April 16, 2015, J. Sands sends a detailed email to the School Committee Chair, Vice Chair, and Secretary regarding the sprinkler agreement with the Town of Hamilton, the status of the Winthrop building permit, and the opinion of Counsel that the cost of a sprinkler systems would be covered under the appropriation should money still be available at the end of the Project.
18. In January 2016, Lambrian Construction Corp. completes the window project at the Winthrop Elementary School and the District approves final payment.
19. On September 28, 2016, the MSBA Board approves the final audit report for the Winthrop Elementary School Project. The Board also finalizes the MSBA Grant amount due to the District in connection with the Winthrop and Buker Projects. This is the final piece of information needed by the District and by our Bond Advisors to close-out the Projects and convert the BANs to a Bond.
20. On September 29, 2016, via conference call, the District's Bond Advisors from First Southwest (Peter Frazier and Abby Jeffers) notify the District that Bond Counsel (Rick Manley) will not allow the District to use the full amount (~$1M) available under the approved $2,240,000 borrowing appropriation for the Winthrop Sprinkler Project despite the opinion(s) that were provided in March 2015. Instead, Bond Counsel informs the District that it can only use the amount available "net of the full MSBA Grant" , and that those funds, if secured by the District through a separate BAN, would need to be expended within 6 months.

    The change in Bond Counsel's position is significant; only 50% of what the District needs to complete the sprinkler project or ~$300K would be available and it must be fully expended in 6 months which is impossible. To further complicate matters, the District would still need to secure the additional funds ~$300K required to complete the sprinkler project through Town Meeting before it could begin the project; again not realistic within a 6 month window. As a result, our Bond Advisors and Bond Counsel recommended that we only Bond what was needed to close-out the original Buker and Winthrop MSBA projects and deal with funding the Winthrop Sprinkler Project separately in the future.

The details of the conference call with First Southwest as well as their recommendation was discussed with the Superintendent and the Treasurer; in the end, we all agreed to follow First Southwest's recommendation to only Bond what was needed to close-out the original Buker and Winthrop MSBA projects ($1,531,000). This decision was memorialized in an email to the Superintendent on September 29, 2017.

21. On October 6, 2016, during the School Committee's regular meeting, the District Treasurer presented the final Bond Issuance Information to the School Committee for its review and approval. A Bond of $1,531,000 was approved unanimously by the School Committee by a vote of 5 "yeas" and 0 "nays".
22. On October 7, 2016, the School Committee Chairperson Stacey Metternick and School Committee Secretary Michelle Bailey signed and finalized the required Bond documentation at the Central Office Administration Building.

With the issuance of this Bond, the Buker and Winthrop MSBA Projects are closed. Funding for the Winthrop Sprinkler Project must be secured separately through Town Meeting, etc.

HAMILTON FIRE DEPARTMENT
265 BAY ROAD
HAMILTON, MA 01982

Friday, April 04, 2014

Jeffrey Sands
Assistant Superintendent for Finance & Administration
5 School Street
Wenham, Ma 01984

Dear Jeff,

I am following up on our phone conversation from last month concerning the upcoming renovation of the Winthrop School. As I informed you, this will trigger M.G.L. c. 148, s. 26G requiring the school district to retrofit the Winthrop with a sprinkler system. In addition, the present alarm system at this time will not accommodate any additional supervisory devices needed for the sprinkler system installation. Unfortunately, this would force upgrading of the present alarm system as well. I have enclosed a copy of pertinent laws and regulations on "Major" renovations for your review.

I know our two departments are committed on keeping the children safe while being educated in our schools and this is one more step in that continuing process.

If you have any question regarding this matter please feel free to call myself or Chief Stevens.

Respectfully yours,

Lt. Raymond A. Brunet
Fire Prevention Officer

CC: Phil Stevens Fire Chief
Charles Brett Building Inspector
Dr. Michael Harvey School Superintendent
File

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Tuesday, March 10, 2015 8:31 AM
To: Harvey, Michael; Wilson, William
Subject: Winthrop Project Update, Winthrop Sprinklers and Bldg Permit
Attachments: DRAFTAgreementWinthropSprinklers 021215.doc

Mike, Bill:

I held a Winthrop Construction Meeting last Thursday, March 5th with the GC, Architect, and OPM. The meeting went well and the project is progressing. The critical milestones for the next 4 weeks are provided below for your information:

- March 5th : Construction Meeting
- March 5th and 6th : On-site Field Measurements finalized by GC
- March 10th : GC and Architect to submit final drawings to EFCO Window Manufacturer
- March 17th : EFCO to provide GC with fabrication and delivery timeline
- March 17th : GC to provide Owner with Construction & Installation schedule
- March 26th : Construction Meeting to discuss schedule and next steps

It's critically important that we get together to discuss the Sprinkler Issue (see below). Without a plan to address the Sprinkler issue the Town will not issue the GC a Building Permit.

Let me know if you have any questions and when you would like to get together to discuss this important issue – preferably before Bill leaves his post as SC Chair.

Regards,
Jeff

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

From: Sands, Jeffrey
Sent: Thursday, February 12, 2015 3:31 PM
To: Wilson, William
Cc: Harvey, Michael
Subject: RE: Winthrop Sprinklers Updated and Action Required

Bill,

There is absolutely no way around this. If we don't comply with the FDs requirement we don't get a permit, it's that simple. It is my sense that a former SC member may have left an inaccurate impression with the SC with respect to the requirements of MGL c148 s 26G specifically the absence of any precedent or decision where the Automatic Sprinkler Appeals Board (Division of Fire Safety Commission) has ever overturned the decision of a local Fire Chief on a matter such as this involving a public school building. My research is clear, the board almost never goes against a Chief and I could not find one Board Decision involving a school building that ever went against a Chief's recommendation.

That said, they're willing to give us 3 years to comply. We do not need to discuss funding tonight in the context of our FY16 Operating Budget – our plan should remain unchanged in that regard. Future Funding could potentially come from a number of sources including 1) existing approved funding for the 3 projects (the $3m approved by the Towns in Nov 2013), 2) future debt exclusion funding, or 3) a future operating budget. If we could agree with the compliance terms of the FD our next step would be to research potential funding sources.

Regards,
Jeff

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

From: Wilson, William
Sent: Thursday, February 12, 2015 3:11 PM
To: Sands, Jeffrey
Cc: Harvey, Michael
Subject: Re: Winthrop Sprinklers Updated and Action Required

I know we spoke about this being a possibility but didn't get the impression we would have to.
With that said and the diligence you have done to validate - how is this funded ? Should it be part of a budget discussion tonight or added to the window curtain work?

Bill

On Feb 12, 2015, at 3:03 PM, Sands, Jeffrey <j.sands@hwschools.net> wrote:

> Mike,
>
> As follow-up to our conversation from earlier today. As you know, the construction work at the Winthrop has triggered the requirement to install a sprinkler system throughout the existing building at the Winthrop. I have secured an estimate from our architect that estimates the fully loaded cost at around $600,000. I have researched the issue and have spoken to 5 fire department experts familiar with these requirement including 3 Chiefs and 1 Deputy Chief and they all said that there is no way around compliance with the requirement. Sure there is an appeal process, but I was unable to find one single instance in the State where the Fire Appeals Board overturned the decision of a local Fire Chief given similar circumstances involving a public school building.
>
> That said, we have selected a GC for the Winthrop Project and he has filed for a building permit. The permit application has been put on hold pending a "promise" to comply with the sprinkler requirement by the District. I met with Ray B at the FD again today and he explained that Pingree went through a similar situation a few years ago. The FD let them proceed with their project and issued the necessary permits only after they agreed to sign-off on a promissory note (of sort) where they promised to comply within a 3 year window.

Ray gave me a copy of the Pingree note which I have reworked for our own situation (attached). In order for us to proceed with the project and obtain the necessary permits I need to get you, Bill W and Michael L on board with the attached and sign off. Please review and let me know your thoughts.

Regards,
Jeff

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

<DRAFTAgreementWinthropSprinklers 021215.doc>

AGREEMENT REGARDING WINTHROP ELEMENTARY SCHOOL SPRINKLER SYSTEM EXTENSION HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Agreement this ___ day of _____, 2015, by and between the Town of Hamilton, a municipal corporation and political subdivision of the Commonwealth of Massachusetts, and the Hamilton Wenham Regional School District (HWRSD), 5 School Street, Wenham, MA.

Whereas, the HWRSD is renovating the Winthrop Elementary School at 325 Bay Road, Hamilton, MA;

Whereas, the State Fire Code, G.L. c. 148, § 26G, requires that the existing building be retrofitted with a sprinkler system;

Whereas, the State Fire Marshall has informed the Hamilton Fire Department that they will accept phased installation of a sprinkler system in the existing building;

Whereas, the Hamilton Fire Department will accept phased installation of a sprinkler system in the existing building;

Therefore, the parties agree to the following:

The HWRSD will take the steps necessary to secure the funding required to cover the costs associated with the installation of a sprinkler system in the existing building. Assuming funding is provided by the member Towns, the plan would be for installation to commence as soon as practical and to be phased in over the next three years, occurring primarily in the summer months when school is out of session. It is expected that the installation will be completed no later than the end of August, 2018.

The Hamilton Fire Department will oversee and inspect the installation as necessary to ensure that it is fully compliant with the State Fire Code.

Hamilton will issue temporary occupancy and building permits to the HWRSD while construction is on-going and in advance of the installation of the sprinkler system. Hamilton may revoke these permits at any time that the Fire Department informs the Building Inspector that either the installation is not in compliance with the State Fire Code or that the installation is not progressing at a reasonable pace.

The HWRSD may apply to the Hamilton Fire Department for extension of the time period for installation pursuant to this agreement. Extension shall be granted at the sole discretion of Hamilton's Fire Prevention Office.

TOWN OF HAMILTON

By_____
Michael A. Lombardo
Town Manager

HWRSD

By _____
Michael Harvey
HWRSD Superintendent of Schools

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Monday, March 16, 2015 12:09 PM
To: Harvey, Michael; Wilson, William
Subject: Winthrop Sprinkler Update & Request to Meet
Attachments: WinthropSprinklerInformation031615.pdf

Mike and Bill:

Provided below is a detailed account/chronology of the Winthrop Heating and Window Project, including information specifically relating to Hamilton Fire Department's (HFD) requirement that the District install a sprinkler system throughout the existing building pursuant to M.G.L. c. 148 s. 26G. Now that we have gathered the facts, including opinions from Counsel, I would suggest that we get together sometime soon to discuss next steps. Ideally, I would like to have a Building Permit in hand no later than May 1, 2015 or we run the risk of not completing the project before the beginning of the school year next September.

Please let me know when you are available to meet.

Regards,
Jeff

1. In October 2013, the HWRSD SC approved a motion whereby the District would appropriate $2,240,000 for the purpose of paying the costs of replacing the heating system and the windows at the Winthrop Elementary School including the payment of all costs incidental and related thereto.
2. In November 2013, Wenham STM approved the borrowing of $2,240,000 authorized by the SC for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, including the payment of all costs incidental or related thereto.
3. In November 2013, Hamilton STM approved the borrowing of $2,240,000 authorized by the SC for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, including the payment of all costs incidental or related thereto.
4. In March 2014, the District informs the MSBA of its decision to postpone the window replacement project at the Winthrop Elementary School until the summer of 2015.
5. In March 2014, the District awards the boiler replacement project at the Winthrop Elementary School to E. Amanti & Sons, Inc.
6. In April 2014, the District receives a letter from the HFD informing the District that they are required to retrofit the Winthrop Elementary School with a sprinkler system pursuant to M.G.L. c. 148 s. 26G (see Attachment A).
7. In September 2014, J. Sands requests a price quote/estimate from current architect design firm Habeeb & Associates for the design and installation of a sprinkler system at the Winthrop Elementary School.
8. In October 2014, J. Sands receives an initial price quote of $565,000 for the design and installation of a sprinkler system at the Winthrop Elementary School from Habeeb & Associates (see Attachment B).
9. In October 2014, E. Amanti & Sons, Inc. completes the boiler replacement project at the Winthrop Elementary School.
10. In December 2014, the District awards the window replacement project at the Winthrop Elementary School to Lambrian Construction Corp.
11. In February 2015, the District learns that the HFD will not approve Lambrian's application for a Building Permit at the Winthrop Elementary School pursuant to M.G.L. c. 148 s. 26G (letter dated April 2014).

12. On February 12, 2015, J. Sands meets with Lt. Ray Brunet of the HFD regarding the issuance of a Building Permit. Lt. Brunet informs J. Sands that he has been in contact with the MA State Fire Marshalls Office regarding the matter and that they directed HFD to withhold the issuance of the Building Permit until the District agreed, in writing, to install a sprinkler system at the Winthrop Elementary School. Lt. Brunet informs J. Sands of a similar situation at The Pingree School in Hamilton and shares a copy of the agreement that was executed between the Town and The Pingree School.
13. In February & March 2015, J. Sands modifies the agreement and shares it with the Superintendent and School Committee Chair (see Attachment C).
14. In March 2015, the Districts confirms with Counsel that the cost associated with the installation of a sprinkler system are incidental and related to the on-going work at the Winthrop Elementary School and that those costs are appropriate for payment under the approved $2,240,000 borrowing appropriation without further approvals by the District or its member Towns (see Attachment D).
15. On March 16, 2015, J. Sands prepares a Project Summary Analysis which estimates $1,053,000 as being available (out of the approved $2,240,000) to cover the costs associated with the installation of a sprinkler system at the Winthrop Elementary School (see Attachment E).

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

ATTACHMENT A

HAMILTON FIRE DEPARTMENT
265 BAY ROAD
HAMILTON, MA 01982

Friday, April 04, 2014

Jeffrey Sands
Assistant Superintendent for Finance & Administration
5 School Street
Wenham, Ma 01984

Dear Jeff,

I am following up on our phone conversation from last month concerning the upcoming renovation of the Winthrop School. As I informed you, this will trigger M.G.L. c. 148, s. 26G requiring the school district to retrofit the Winthrop with a sprinkler system. In addition, the present alarm system at this time will not accommodate any additional supervisory devices needed for the sprinkler system installation. Unfortunately, this would force upgrading of the present alarm system as well. I have enclosed a copy of pertinent laws and regulations on "Major" renovations for your review.

I know our two departments are committed on keeping the children safe while being educated in our schools and this is one more step in that continuing process.

If you have any question regarding this matter please feel free to call myself or Chief Stevens.

Respectfully yours,

Lt. Raymond A. Brunet
Fire Prevention Officer

CC: Phil Stevens Fire Chief
Charles Brett Building Inspector
Dr. Michael Harvey School Superintendent
File

ATTACHMENT B

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Thursday, October 16, 2014 11:02 AM
To: Harvey, Michael
Subject: FW: 1314.00 Hamilton-Wenham - Winthrop ES - Fire Prot. Sys. Fee Proposal

Mike,

As previously discussed, I requested Habeeb & Associates to provide us with a Fee Proposal for A&E Services for a sprinkler system at the Winthrop. I also requested that they provide an educated rough estimate of construction costs for the project. Proposal and estimates are as follows:

$65,000 A&E Services
$500,000 Estimated Construction
$565,000 Estimated Total*

*-Estimated does not include other potential costs including:
1) Hazardous Materials
2) Upgrade of existing electronic fire alarm system

Let me know if you would like to discuss next steps or if you plan to take it to the Committee from here.

Regards,
Jeff

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

From: David Fiske [mailto:dfiske@habeebarch.com]
Sent: Wednesday, October 08, 2014 3:00 PM
To: Sands, Jeffrey
Cc: Charles Flagg III
Subject: 1314.00 Hamilton-Wenham - Winthrop ES - Fire Prot. Sys. Fee Proposal

Jeff,

We've obtained several proposals from Fire Protection and Civil (Site) Engineers for our proposal to Hamilton-Wenham RSD for A/E services necessary to design and supervise the construction of a Fire Protection system for the Winthrop Elementary School. The engineering design would include the complete sprinkler system and an interface with the existing electronic fire alarm system within the building, and the site connection of a new fire service line to the building from the existing main water service on the property near the existing fire hydrant.

Included in our proposal are the architectural services necessary to document and coordinate the new FP system for bidding and during construction, including an independent cost estimate.

Our total Fee at this time would be $65,000., including Fire Protection and Civil Engineering, and the Cost Estimator.

We have also prepared the following project construction budget estimate for your use:

$ 400,000. FP Const. cost in bldg. (50,000sf at $8./sf)
$ 50,000. FP Site Const. cost, Fire Service line to bldg.
+$ 50,000. Const. Contingency - 10%
$ 500,000. Const. Budget, plus the A/E fees.

If you have any questions regarding any part of the proposal or budget, do not hesitate to contact me.

David

David M. M. Fiske, Architect AIA

HABEEB & ASSOCIATES ARCHITECTS
150 Longwater Drive
Norwell MA 02061
t 781.871.9804
f 781.871.9805
www.habeebarch.com

ExchangeDefender Message Security: Check Authenticity

ATTACHMENT C

AGREEMENT REGARDING WINTHROP ELEMENTARY SCHOOL SPRINKLER SYSTEM EXTENSION HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Agreement this ___ day of _____, 2015, by and between the Town of Hamilton, a municipal corporation and political subdivision of the Commonwealth of Massachusetts, and the Hamilton Wenham Regional School District (HWRSD), 5 School Street, Wenham, MA.

Whereas, the HWRSD is renovating the Winthrop Elementary School at 325 Bay Road, Hamilton, MA;

Whereas, the State Fire Code, G.L. c. 148, § 26G, requires that the existing building be retrofitted with a sprinkler system;

Whereas, the State Fire Marshall has informed the Hamilton Fire Department that they will accept phased installation of a sprinkler system in the existing building;

Whereas, the Hamilton Fire Department will accept phased installation of a sprinkler system in the existing building;

Therefore, the parties agree to the following:

The HWRSD will install a sprinkler system in the existing building. The installation will commence as soon as practical and will be phased in over the next three years, occurring primarily in the summer months when school is out of session. It is expected that the installation will be completed no later than the end of August, 2018.

The Hamilton Fire Department will oversee and inspect the installation as necessary to ensure that it is fully compliant with the State Fire Code.

Hamilton will issue temporary occupancy and building permits to the HWRSD while construction is on-going and in advance of the installation of the sprinkler system. Hamilton may revoke these permits at any time that the Fire Department informs the Building Inspector that either the installation is not in compliance with the State Fire Code or that the installation is not progressing at a reasonable pace.

The HWRSD may apply to the Hamilton Fire Department for an extension of the time period for installation pursuant to this agreement. Extension shall be granted at the sole discretion of Hamilton's Fire Prevention Office.

TOWN OF HAMILTON

By_____
Michael A. Lombardo
Town Manager

HWRSD

By _____
Michael Harvey
HWRSD Superintendent of Schools

ATTACHMENT D

Sands, Jeffrey

From: Harvey, Michael
Sent: Friday, March 13, 2015 9:54 AM
To: Sands, Jeffrey
Cc: Wilson, William
Subject: FW: Question Regarding Bonding Authority for Winthrop School Project [ED-01.FID983718]

"Three for three" on the Legal Opinion.

-Mike

Michael M. Harvey, Ed.D
Superintendent
Hamilton-Wenham Regional School District
5 School St.
Wenham, MA 01984
978 468-5310
m.harvey@hwschools.net
@hwschoolssuper
Hwschoolssuper.wordpress.com

From: <Gallant>, Don <D.Gallant@hwschools.net>
Date: Friday, March 13, 2015 at 9:41 AM
To: Mike Harvey <m.harvey@hwschools.net>
Subject: FW: Question Regarding Bonding Authority for Winthrop School Project [ED-01.FID983718]

Mike:

Rick also agrees.

Don

From: Manley, Richard [mailto:Richard.Manley@lockelord.com]
Sent: Friday, March 13, 2015 9:39 AM
To: Gallant, Don
Cc: Peter Frazier
Subject: RE: Question Regarding Bonding Authority for Winthrop School Project [ED-01.FID983718]

Hello Don, if the Fire Department has determined that the heating and window work gives rise to the need to install the fire suppression system, I would conclude that those costs are incidental and related to that work, and appropriate costs for payment under the $2,150,000 borrowing appropriation without further approvals by the District or its member towns.

Rick

Richard A. Manley, Jr.
Locke Lord LLP
111 Huntington Avenue, 15th Floor

Boston, Massachusetts 02199
T: 617-239-0384
C: 781-467-9419
richard.manley@lockelord.com
www.lockelord.com

From: Gallant, Don [mailto:D.Gallant@hwschools.net]
Sent: Friday, March 13, 2015 9:29 AM
To: Manley, Richard
Cc: Peter Frazier
Subject: FW: Question Regarding Bonding Authority for Winthrop School Project

Rick:

As you probably recall, the Hamilton-Wenham Regional School District received approval to bond for $2,150,000 "for the purpose of paying costs of replacing the heating system and windows at the Winthrop School, including the payment of all costs incidental or related thereto".

Due to this work as well as replacing the roof last year, the Hamilton Fire Department has required the district to install a fire suppression system (sprinklers, etc.) in the school. The actually spending on the heating system and the windows is expected to be less than the $2,150,000 and the district is entitled to receive up to 44% reimbursement from MSBA. In light of these facts, the total bonding of $2,150,000 should also cover the cost of the fire suppression system.

Is it appropriate, and legal, for the district to install the fire suppression system at the Winthrop School using some of the funds in the $2,150,000 and not have the need to go to the towns for approval of the added funds?

If you have any questions, please e-mail be back or call be (I work 8-12) at 978-626-0824.

The forms of the votes taken are attached. I believe that they were prepared by your firm.

Thanks.

Don Gallant

From: Harvey, Michael
Sent: Friday, March 13, 2015 9:16 AM
To: Gallant, Don
Subject: FW: Question Regarding Bonding Authority for Winthrop School Project

Michael M. Harvey, Ed.D
Superintendent
Hamilton-Wenham Regional School District
5 School St.
Wenham, MA 01984
978 468-5310
m.harvey@hwschools.net

Sands, Jeffrey

From: Harvey, Michael
Sent: Wednesday, March 11, 2015 4:00 PM
To: Wilson, William
Cc: Sands, Jeffrey
Subject: FW: Question Regarding Bonding Authority for Winthrop School Project

Here's a second opinion. We're also going to ask bond counsel. Jeff and I are going to put a package together on this and review it with you. We can decide how we want to communicate to the BOS chairs. Given the savings with the Buker and Winthrop Boiler Projects, I'm hoping the net amount spent after MSBA reimbursement will be close to what we were predicting when we originally asked for the funds.

-Mike

Michael M. Harvey, Ed.D
Superintendent
Hamilton-Wenham Regional School District
5 School St.
Wenham, MA 01984
978 468-5310
m.harvey@hwschools.net
@hwschoolssuper
Hwschoolssuper.wordpress.com

From: Tom Mullen <TMlln9@aol.com>
Date: Wednesday, March 11, 2015 at 3:34 PM
To: Naomi Stonberg <nstonberg@bhpklaw.com>, Mike Harvey <m.harvey@hwschools.net>
Subject: Re: Question Regarding Bonding Authority for Winthrop School Project

Mike:

I believe that sprinkler installation that is required because of your building upgrades would constitute "costs incidental or related" to the upgrades and therefore should be payable out of the same appropriation. You might also contact your bond counsel.

Tom

In a message dated 3/11/2015 2:47:14 P.M. Eastern Daylight Time, nstonberg@bhpklaw.com writes:

> Mike, I believe that this is acceptable since it is a requirement. I have asked Tom Mullen who has done work for us and is a municipal law expert to review this as well. Tom, please respond directly to Mike with a copy to me. Thank you. Naomi
> Naomi Stonberg
> nstonberg@bhpklaw.com
> Naomi R. Stonberg, Esq.
> Brody, Hardoon, Perkins & Kesten, LLP

One Exeter Plaza
Boston, MA 02116
Tel:(617) 880-7100
Fax:(617)-880-7171
nstonberg@bhpklaw.com

On Mar 11, 2015, at 2:10 PM, Harvey, Michael <M.Harvey@hwschools.net> wrote:

Hi Naomi,

Here's a question on a different topic. We're in the process of working to replace boilers and the exterior window walls at the Winthrop Elementary School. We have been notified by the Hamilton Fire Department that this work will require the installation of a sprinkler system in the school as per MGL Ch. 148, Section 26G. The language for the vote taken by the School Committee for this project in October of 2013 (attached) contains the phrase "including the payment of all costs incidental or related thereto." The amount appropriated in the vote of $2.1m would most likely cover the cost of the work outlined in the vote, as well as the installation of the sprinkler system. My question is "would the installation of the sprinkler system be considered an 'incidental or related' cost and therefore be covered under this original vote?"

Thanks,

Mike

Michael M. Harvey, Ed.D
Superintendent
Hamilton-Wenham Regional School District
5 School St.
Wenham, MA 01984
978 468-5310
m.harvey@hwschools.net
@hwschoolssuper
Hwschoolssuper.wordpress.com

<Forms of vote Buker Winthrop 10.25.13.docx>

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ATTACHMENT E

Hamilton-Wenham Regional School District

MSBA Project Summary: Buker Heating System & Winthrop Heating System and Window Projects

as of March 16, 2015

	Approved HWRSD SC 10/24/13	Approved Hamilton 11/21/13	Approved Wenham 11/5/13	Original MSBA Budget	Estimated Total Cost	Estimated MSBA Grant	Estimated HWRSD Net Cost	Available to Approved
Buker Heating System Project	$ 930,000	$ 930,000	$ 930,000	$ 804,000	$ 576,000	$ 240,000	$ 336,000	$ 594,000
Winthrop Heating System & Window Project	$ 2,240,000	$ 2,240,000	$ 2,240,000	$ 2,256,000	$ 2,056,000	$ 879,000	$ 1,177,000	$ 1,063,000
Total Projects:	$ 3,170,000	$ 3,170,000	$ 3,170,000	$ 3,060,000	$ 2,632,000	$ 1,119,000	$ 1,513,000	$ 1,657,000

Copy of original
Original in Winthrop Boiler File

TOWN OF HAMILTON
TOWN HALL
HAMILTON, MASSACHUSETTS 01936
978-468-5570

The following is a certified copy of the motion and vote taken at the Special Town Meeting of the Town of Hamilton held on November 4, 2013 at 7:00 PM at the Hamilton Wenham Regional High School.

S.T.M. November 4, 2013 – Moderator declared a quorum being present (75) and the Warrant returned showing it had been properly served, opened the Special Town Meeting at 7:00 PM with 362 registered voters checked and present.

ARTICLE 2013/11 2-6 **HWRSD Debt Winthrop School Heating System and Windows Project**

The Moderator recognized Bill Wilson, HW School Committee member. Moved by Bill Wilson, HW School Committee member, duly seconded, that the Town approve the borrowing of up to $2,240,000 authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) forty-three percent (43%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by G.L. c. 59, § 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

The Moderator called for the voice vote. Jerry Fallon, Goodhue Street, questioned need for three elementary school buildings due to school enrollment. HW School Committee Chair Roger Kuebel responded about need to keep the district school buildings in good condition.

VOICE VOTE: **MOTION PASSES by 2/3rds**
Declared by the Moderator

*****

The following is a certified copy of the vote taken at the Special Town Election in the Town of Hamilton held on November 21, 2013 at the Winthrop School from 7:00 am until 8:00 pm with 327 ballots cast.

Question #2 **Winthrop School Heating System and Windows Project**
Proposition 2 ½ Debt Exclusion

Shall the Town of Hamilton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto?

	Precinct 1	Precinct 2	Precinct 3	Totals
Blanks	0	0	0	0
YES	**95**	**96**	**71**	**262**
NO	26	20	19	65

A TRUE COPY: **ATTEST:**

Jane M. Wetson

Jane M. Wetson, CMMC
Town Clerk

Copy original in Winthrop Boiler File

TOWN OF HAMILTON
TOWN HALL
HAMILTON, MASSACHUSETTS 01936
978-468-5570

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Blanks	0	0	0	0
YES	**95**	**96**	**71**	**262**
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A TRUE COPY: ATTEST:

Jane M. Wetson

Jane M. Wetson, CMMC
Town Clerk

TOWN OF WENHAM
MASSACHUSETTS

OFFICE OF THE TOWN CLERK

SPECIAL TOWN MEETING
Tuesday, November 5, 2013

CERTIFICATION OF VOTE

Article 6: Winthrop School Heating System and Windows Project (MSBA Aided Project)

To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the MSBA approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, or take any other action relative thereto.

Formal Motion: I/We Move that the Town hereby approves the $2,240,000 borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) forty-three percent (43 %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of

TRUE COPY ATTEST
Judy L Reid
Town Clerk

TOWN OF WENHAM
MASSACHUSETTS

OFFICE OF THE TOWN CLERK

SPECIAL TOWN MEETING
Tuesday, November 5, 2013

CERTIFICATION OF VOTE

Article 6: Winthrop School Heating System and Windows Project (MSBA Aided Project) – Continued

the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Floor Motion: I/We move that the Town vote to approve the formal motion for Article #6 as printed in the warrant.

Recommendation of the Finance and Advisory Committee: Recommendation will be given at Town Meeting.
Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: Requires a 2/3rds majority, followed by majority vote at a special election.

Since the Board of Selectman voted to support the borrowing for the schools, the Moderator called on Selectman Jack Wilhelm who made the motion as set forth in the power point presentation.

By a show of voter cards, the Moderator declared 2/3 majority passed, with 2 votes in opposition.

ATTEST: Trudy L Reid
Trudy L. Reid
Town Clerk

TRUE COPY ATTEST
Trudy L Reid
Town Clerk

Approved 11.25.13

Hamilton-Wenham Regional School District Committee

Oct. 24, 2013

Minutes

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Roger Kuebel opened the meeting at 7:10 p.m. in the Winthrop Multipurpose Room. The Committee and others present rose for the Pledge of Allegiance.

PRESENT: Jeanise Bertrand, Sean Condon, Bill Dery, Deb Evans, Roger Kuebel (chair), Barbara Lawrence, Sheila MacDonald, Bill Wilson

ALSO PRESENT: Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning

ABSENT: No one.

CITIZENS' CONCERNS: None.

CHAIR'S REPORT: R. Kuebel spoke briefly to note that later in the meeting the Committee would discuss how a new member is to be selected and appointed to fill the vacation Committee seat, and the November meeting schedule; both were discussed later in the meeting.

He noted this special meeting was called to hear reports.

Dr. Harvey offered condolences to the Danvers community, following a crime in a public school earlier in the week of this meeting.

NEW BUSINESS:

Recommendation from Master Plan Turf Field

Hamilton selectman Scott Maddern, Joint Recreation Board member Phil Tocci, and Sean Timmons detailed the current inventory, usage, and maintenance of athletic fields in the district and towns, and said the Rec Board has formed a committee to explore the idea of constructing an artificial turf athletic field, as recommended by the recreation master plan. They said a turf field could be used much more intensively so it would relieve strain on existing natural grass fields.

Extensive discussion that followed touched on topics including nearby communities' turf fields and their cost, advantages of turf fields, whether the Rec Board or School Committee would move such a project forward it if were to be proposed for construction on the high school grounds, other costly recreational projects that voters are being asked to consider, how the current practice of renting field space at Pingree School and Gordon College impacts user fees or additional costs to families, whether adding a turf field but reducing the use of existing grass fields would provide a net increase in playable hours and

	allow the district to field more teams, specifics about the field space behind the high school, and the potential for private funding. The Committee requested information about all expenses that might result from such a project.
School Testing Report	Dr. Bowler gave a PowerPoint presentation on the district's MCAS results, including breakouts by school, grade, and subject area test. (The slides are appended to these minutes.) As a whole the district remains at level 2; it met targets for "all students" and low-income students, but not for students with disabilities and high needs. Winthrop and Cutler rose from level 2 last year to level 1 this year; Buker remained at level 2; Miles River fell from level 1 in 2011-12 to level 2 in 2012-13; and HWRHS remained at level 1. Extensive discussion and questions and answers followed, and touched on topics including what the various levels signify, and the meaning of a commendation; why grade 8 math MCAS scores are lower than at other grade levels; how administrators propose to improve student MCAS performance at grades / on tests where scores were low in 2012-13; HWRSD standings in the Boston Globe ranking of Massachusetts schools; whether the Committee should set an official goal of becoming a level 1 district, and if so, over what time period; and the issue of "teaching to the test." Committee members asked to hear from principals at a future meeting about their reaction to the scores, and about what resources they feel are needed to increase student achievement in some curricular areas. Some indicated they want to vote at a future meeting to create an official district objective about improving MAC results.
Review of summer 2013 construction projects	S. Condon gave a PowerPoint report on work completed in summer 2013 and on the net cost. (The slides are appended to these minutes.)
Review of proposed summer 2014 construction projects	S. Condon updated the Committee on work proposed for summer 2014 as phase 2 of the capital improvements. Dr. Harvey said soft costs might total $500,000; reimbursable costs are projected to be $3.17 million; if the Massachusetts School Building Authority were to agree to reimburse 43% of the latter costs it would come to $1.363,100; and the district would bond $1.806 million. MSBA's decision is expected in late January.
Buker & Winthrop MSBA Projects *Buker Sprinkler System* *Winthrop H&V System*	The Committee briefly revisited issues about whether to install sprinklers at Buker, a topic discussed at length at earlier meetings. Administrators and Committee members discussed which of the "placeholder" warrant articles already submitted for fall Town Meeting warrants the Committee wishes to move forward with at those meetings. An informal poll of members found that 6 did not wish to bring to Town Meeting vote this fall the warrant article re Buker

sprinklers; discussion touched on concern about other costly projects already up for votes at those meetings, voters' willingness to approve multiple projects that would increase tax rates, whether it is the most cost-effective way to improve students' safety, and whether a vote at spring 2014 Town Meetings might be better.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT HEREBY APPROPRIATE NINE HUNDRED THIRTY THOUSAND DOLLARS ($930,000) FOR THE PURPOSE OF PAYING COSTS OF REPLACING THE HEATING SYSTEM AT THE BESSIE BUKER ELEMENTARY SCHOOL, LOCATED AT 1 SCHOOL STREET, IN WENHAM, INCLUDING THE PAYMENT OF ALL COSTS INCIDENTAL OR RELATED THERETO (THE "PROJECT"), WHICH PROPOSED REPAIR PROJECT WOULD MATERIALLY EXTEND THE USEFUL LIFE OF THE BESSIE BUKER ELEMENTARY SCHOOL AND PRESERVE AN ASSET THAT OTHERWISE IS CAPABLE OF SUPPORTING THE REQUIRED EDUCATIONAL PROGRAM, AND FOR WHICH THE DISTRICT MAY BE ELIGIBLE FOR A SCHOOL CONSTRUCTION GRANT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY ("MSBA"), SAID AMOUNT TO BE EXPENDED AT THE DIRECTION OF THE SCHOOL BUILDING COMMITTEE. TO MEET THIS APPROPRIATION THE DISTRICT IS AUTHORIZED TO BORROW SAID AMOUNT, UNDER AND PURSUANT TO CHAPTER 71, SECTION 16(D) OF THE GENERAL LAWS AND THE DISTRICT AGREEMENT, AS AMENDED, OR PURSUANT TO ANY OTHER ENABLING AUTHORITY. THE DISTRICT ACKNOWLEDGES THAT THE MSBA'S GRANT PROGRAM IS A NON-ENTITLEMENT, DISCRETIONARY PROGRAM BASED ON NEED AS DETERMINED BY THE MSBA, AND ANY PROJECT COSTS THE DISTRICT INCURS IN EXCESS OF ANY GRANT APPROVED BY AND RECEIVED FROM THE MSBA SHALL BE THE SOLE RESPONSIBILITY OF THE DISTRICT; PROVIDED FURTHER THAT ANY GRANT THAT THE DISTRICT MAY RECEIVE FROM THE MSBA SHALL NOT EXCEED THE LESSER OF (1) FORTY-THREE PERCENT (43%) OF ELIGIBLE, APPROVED PROJECT COSTS, AS DETERMINED BY THE MSBA, OR (2) THE TOTAL MAXIMUM GRANT AMOUNT DETERMINED BY THE MSBA, AND THAT THE AMOUNT OF BORROWING AUTHORIZED PURSUANT TO THIS VOTE SHALL BE REDUCED BY ANY GRANT AMOUNT SET FORTH IN THE PROJECT FUNDING AGREEMENT THAT MAY BE EXECUTED BETWEEN THE DISTRICT AND THE MSBA. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).



BILL WILSON FURTHER MOVED THAT THE HW REGIONAL SCHOOL DISTRICT HEREBY APPROPRIATE TWO MILLION TWO HUNDRED FORTY THOUSAND DOLLARS ($2,240,000) FOR THE PURPOSE OF PAYING COSTS OF REPLACING THE HEATING SYSTEM AND WINDOWS AT THE WINTHROP ELEMENTARY SCHOOL, LOCATED AT 325 BAY ROAD, IN SOUTH HAMILTON, INCLUDING THE PAYMENT OF ALL COSTS INCIDENTAL OR RELATED THERETO (THE "PROJECT"), WHICH PROPOSED REPAIR PROJECT WOULD MATERIALLY EXTEND THE USEFUL LIFE OF THE WINTHROP ELEMENTARY SCHOOL AND PRESERVE AN ASSET THAT OTHERWISE IS CAPABLE OF SUPPORTING THE REQUIRED EDUCATIONAL PROGRAM, AND FOR WHICH THE DISTRICT MAY BE ELIGIBLE FOR A SCHOOL CONSTRUCTION GRANT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY ("MSBA"), SAID AMOUNT TO BE EXPENDED AT THE DIRECTION OF THE SCHOOL BUILDING COMMITTEE. TO MEET THIS APPROPRIATION THE DISTRICT IS AUTHORIZED TO BORROW SAID AMOUNT, UNDER AND PURSUANT TO CHAPTER 71, SECTION 16(D) OF THE GENERAL LAWS AND THE DISTRICT AGREEMENT, AS AMENDED, OR PURSUANT TO ANY OTHER ENABLING AUTHORITY. THE DISTRICT ACKNOWLEDGES THAT THE MSBA'S GRANT PROGRAM IS A NON-ENTITLEMENT, DISCRETIONARY PROGRAM BASED ON NEED AS DETERMINED BY THE MSBA, AND ANY PROJECT COSTS THE DISTRICT INCURS IN EXCESS OF ANY GRANT APPROVED BY AND RECEIVED FROM THE MSBA SHALL BE THE SOLE RESPONSIBILITY OF THE DISTRICT; PROVIDED FURTHER THAT ANY GRANT THAT THE DISTRICT MAY RECEIVE FROM THE MSBA SHALL NOT EXCEED THE LESSER OF (1) FORTY-THREE PERCENT (43%) OF ELIGIBLE, APPROVED PROJECT COSTS, AS DETERMINED BY THE MSBA, OR (2) THE TOTAL MAXIMUM GRANT AMOUNT DETERMINED BY THE MSBA, AND THAT THE AMOUNT OF BORROWING AUTHORIZED PURSUANT TO THIS VOTE SHALL BE REDUCED BY ANY GRANT AMOUNT SET FORTH IN THE PROJECT FUNDING AGREEMENT THAT MAY BE EXECUTED BETWEEN THE DISTRICT AND THE MSBA. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

← SC vote

BILL WILSON FURTHER MOVED THAT WITHIN SEVEN (7) DAYS FROM THE DATE ON WHICH THESE VOTES IS ADOPTED THE SECRETARY BE AND HEREBY IS INSTRUCTED TO NOTIFY THE BOARD OF SELECTMEN OF EACH OF THE MEMBER TOWNS OF THE DISTRICT, AS TO

THE AMOUNT AND GENERAL PURPOSES OF THE DEBT HEREIN AUTHORIZED, AS REQUIRED BY THE DISTRICT AGREEMENT AND BY CHAPTER 71, SECTION 16(D), OF THE GENERAL LAWS. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

Discussion of returning excess state revenue from FY14

The Committee discussed whether to return to the Towns a sum equivalent to state funds the district has received this year in excess of the state funding that was anticipated at the time the budget was constructed. HWRSD received roughly $75,000 more circuit breaker funding than is listed in the revenue budget, and $117,000 more Ch. 70 funds, for a total of approximately $192,000 excess state revenue. Discussion touched on appropriate timing for such a "give-back," whether the Committee should adopt a policy to make this standard practice, and options if the district were to return excess funds but later run short of money.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE REDUCE THE TOWNS' ASSESSMENT BY $192,416 BASED ON THE ACTUAL RESULTS OF CIRCUIT BREAKER AND CH. 70 FUNDING IN RELATION TO HOW THEY WERE BUDGETED. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

Discussion of process for appointing member to vacant School Committee seat

R. Kuebel reported that officials of the Towns have agreed that a citizen of Wenham should be appointed to fill the vacant seat on the Committee. The Wenham selectmen are to meet with the School Committee in open session to vote together to appoint a replacement. The selectmen informally agreed to extend to Nov. 5 the deadline for expressions of interest in this appointment; School Committee members agreed by general consent.

Adjustment of meeting dates

Because a conference conflicts with the Committee's routine meeting schedule, the Committee rescheduled its November meetings to 7 p.m. on Thursdays Nov. 14 and 21.ß

ADJOURNMENT:

BILL DERY MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. JEANISE BERTRAND SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

The meeting adjourned at 9:41 p.m.

DOCUMENTS AND EXHIBITS SED AT THIS MEETING:

PowerPoint Presentation, Annual Report of District and School Performance (26 slides)
PowerPoint presentation, Update: Phase 1 "2013 Summer Projects" (18 slides)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Thursday, April 16, 2015 8:41 AM
To: Harvey, Michael; Wilson, William
Cc: Michael Lombardo; MacDonald, Sheila B.; Deborah Evans
Subject: Winthrop Sprinkler System Installation Update
Attachments: SignedWinthropSprinklerAgreement033115.pdf

April 16, 2015

Dear Mike and Bill:

As discussed during our March 18, 2015 meeting, the recent series of major renovation projects at the Winthrop Elementary School has caused the Hamilton Fire Department to require the District to install a sprinkler system throughout the existing building pursuant to M.G.L. c. 148 s. 26G. The list of major renovation projects that triggered this requirement, includes: a.) roof replacement in 2013, 2.) boiler replacement in 2014, and 3.) replacement of exterior walls, windows, and doors scheduled for the summer of 2015.

The installation of a sprinkler system throughout the existing building is a significant undertaking which will require proper planning time as well as a significant deployment of resources (both manpower and funding). As you know, we did not plan for a sprinkler system installation in our most recent construction plans for the Winthrop, which were limited to boiler and window/wall/door replacement. At my request, the District's Architect, Habeeb & Associates, has provided us with a fully loaded cost estimate of $600,000 to design and install a fully compliant sprinkler system. As you know, we have discussed the funding aspect of the matter with legal counsel who have confirmed that the costs associated with the installation of a sprinkler system are incidental and related to the on-going work at the Winthrop Elementary School and that those costs are appropriate for payment under the approved $2,240,000 borrowing appropriation without further approvals by the District or its member Towns. Based upon my most recent financial analysis of the Winthrop projects, it is my opinion that sufficient funding is available within the approved $2,240,000 to cover the cost of the sprinkler system installation.

In order to proceed with the Winthrop Window Project, we need the Town to issue the District a Building Permit, which is currently being withheld. The Town of Hamilton and the Hamilton Fire Department are requiring the District to enter into a written agreement with the Town whereby the District promises to complete the installation of a sprinkler system within three years; once that agreement is executed, the Town will issue the District a Building Permit for the Window Project. As a point of reference, the Town of Hamilton and The Pingree School entered into a similar agreement a few years ago. I have reworked that agreement, incorporating specific facts and circumstances for the District, and have obtained sign-off from Mike Harvey and Michael Lombardo, Hamilton Town Manager (see attached). Michael Lombardo has also confirmed the plan with Fire Chief Stevens.

Later today, I will provide the Hamilton Fire Department with a copy of the signed agreement so that they can facilitate the issuance of a Building Permit. Later this summer, once the Window Project is nearing completion, I will redirect my time to planning activities associated with the Winthrop sprinkler installation project as outlined above. I will keep you updated along the way.

Please feel free to share this letter with others as you feel appropriate. Also, please let me know if you have any questions or concerns regarding the Winthrop Project.

Regards,

Jeff Sands

Assistant Superintendent for Finance and Administration
Hamilton-Wenham Regional School District

cc:
Michael Lombardo, Hamilton Town Manager
Sheila MacDonald, HWRSC Vice Chairperson
Deborah Evans, HWRSC Secretary
Winthrop Construction Project File

Project Chronology:

1. In October 2013, the HWRSD SC approved a motion whereby the District would appropriate $2,240,000 for the purpose of paying the costs of replacing the heating system and the windows at the Winthrop Elementary School including the payment of all costs incidental and related thereto.
2. In November 2013, Wenham STM approved the borrowing of $2,240,000 authorized by the SC for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, including the payment of all costs incidental or related thereto.
3. In November 2013, Hamilton STM approved the borrowing of $2,240,000 authorized by the SC for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, including the payment of all costs incidental or related thereto.
4. In March 2014, the District informs the MSBA of its decision to postpone the window replacement project at the Winthrop Elementary School until the summer of 2015.
5. In March 2014, the District awards the boiler replacement project at the Winthrop Elementary School to E. Amanti & Sons, Inc.
6. In April 2014, the District receives a letter from the Hamilton Fire Department (HFD) informing the District that they are required to retrofit the Winthrop Elementary School with a sprinkler system pursuant to M.G.L. c. 148 s. 26G.
7. In September 2014, J. Sands requests a price quote/estimate from current architect design firm Habeeb & Associates for the design and installation of a sprinkler system at the Winthrop Elementary School.
8. In October 2014, J. Sands receives an initial price quote of $565,000 for the design and installation of a sprinkler system at the Winthrop Elementary School from Habeeb & Associates.
9. In October 2014, E. Amanti & Sons, Inc. completes the boiler replacement project at the Winthrop Elementary School.
10. In December 2014, the District awards the window replacement project at the Winthrop Elementary School to Lambrian Construction Corp.
11. In February 2015, the District learns that the HFD will not approve Lambrian's application for a Building Permit at the Winthrop Elementary School pursuant to M.G.L. c. 148 s. 26G (letter dated April 2014).
12. On February 12, 2015, J. Sands meets with Lt. Ray Brunet of the HFD regarding the issuance of a Building Permit. Lt. Brunet informs J. Sands that he has been in contact with the MA State Fire Marshalls Office regarding the matter and that they directed HFD to withhold the issuance of the Building Permit until the District agreed, in writing, to install a sprinkler system at the Winthrop Elementary School. Lt. Brunet informs J. Sands of a similar situation at The Pingree School in Hamilton and shares a copy of the agreement that was executed between the Town and The Pingree School.
13. In February & March 2015, J. Sands modifies the agreement and shares it with the Superintendent and School Committee Chair.

14. In March 2015, the Districts confirms with Counsel that the cost associated with the installation of a sprinkler system are incidental and related to the on-going work at the Winthrop Elementary School and that those costs are appropriate for payment under the approved $2,240,000 borrowing appropriation without further approvals by the District or its member Towns.
15. On March 16, 2015, J. Sands prepares a Project Summary Analysis which estimates $1,053,000 as being available (out of the approved $2,240,000) to cover the costs associated with the installation of a sprinkler system at the Winthrop Elementary School.
16. On March 18, 2015, J. Sands met with Mike Harvey and Bill Wilson regarding the status of the Winthrop Window Project and the Sprinkler installation requirement.

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

AGREEMENT

WINTHROP ELEMENTARY SCHOOL SPRINKLER SYSTEM INSTALLATION HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Agreement this 25th day of March, 2015, by and between the Town of Hamilton, a municipal corporation and political subdivision of the Commonwealth of Massachusetts, and the Hamilton Wenham Regional School District (HWRSD), 5 School Street, Wenham, MA.

Whereas, the HWRSD is renovating the Winthrop Elementary School at 325 Bay Road, Hamilton, MA;

Whereas, the State Fire Code, G.L. c. 148, § 26G, requires that the existing building be retrofitted with a sprinkler system;

Whereas, the State Fire Marshall has informed the Hamilton Fire Department that they will accept phased installation of a sprinkler system in the existing building;

Whereas, the Hamilton Fire Department will accept phased installation of a sprinkler system in the existing building;

Therefore, the parties agree to the following:

The HWRSD will install a sprinkler system in the existing building. The installation will commence as soon as practical and will be phased in over the next three years, occurring primarily in the summer months when school is out of session. It is expected that the installation will be completed no later than August 31, 2018.

The Hamilton Fire Department will oversee and inspect the installation as necessary to ensure that it is fully compliant with the State Fire Code.

Hamilton will issue temporary occupancy and building permits to the HWRSD while construction is on-going and in advance of the installation of the sprinkler system. Hamilton may revoke these permits at any time that the Fire Department informs the Building Inspector that either the installation is not in compliance with the State Fire Code or that the installation is not progressing at a reasonable pace.

The HWRSD may apply to the Hamilton Fire Department for an extension of the time period for installation pursuant to this agreement. Extension shall be granted at the sole discretion of Hamilton's Fire Prevention Office.

TOWN OF HAMILTON

By: _____
Michael A. Lombardo
Hamilton Town Manager

HWRSD

By: _____
Michael M. Harvey, Ed.D.
HWRSD Superintendent of Schools

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT
5 SCHOOL STREET WENHAM MA 01984 · TEL. 978-626-0823

JEFFREY D. SANDS
ASSISTANT SUPERINTENDENT FOR FINANCE & ADMINISTRATION

April 16, 2015

Lt. Raymond Brunet, Fire Prevention Officer
Hamilton Fire Department
265 Bay Road
Hamilton, MA 01982

Subject: Winthrop Elementary School

Dear Ray:

The purpose of this letter is to follow-up with you regarding our February 12, 2015 meeting when we discussed the Hamilton Fire Department's requirement of the District to install a sprinkler system throughout the existing building pursuant to M.G.L. c. 148 s. 26G as well as the status of the Building Permit submitted by Lambrian Construction Corp. in connection with Winthrop Window Project planned for this summer.

During this meeting, you informed me that a Building Permit would only be issued to Lambrian once the District and the Town of Hamilton agreed, in writing, that the District would install a sprinkler system at the Winthrop School within three (3) years as required by the State Fire Marshall's Office and the Hamilton Fire Department. I wanted to inform you that we have finalized that agreement between the District and the Town and that I have attached a copy herein as requested. At this time, if you could expedite the approval of the Building Permit it would be greatly appreciated so that we can proceed with the project as planned.

Please let me know if you have any questions regarding this matter.

Sincerely,

Jeffrey D. Sands
Assistant Superintendent of Finance and Administration
Hamilton Wenham Regional School District

cc:

Project File
Mike Harvey, HWRSD Superintendent of Schools
Michael Lombardo, Hamilton Town Manager
Charles Brett, Hamilton Building Inspector
Phil Stevens, Hamilton Fire Chief
Jason Waldron, HWRSD Director of Facilities & Maintenance

AGREEMENT

WINTHROP ELEMENTARY SCHOOL SPRINKLER SYSTEM INSTALLATION HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Agreement this 25th day of March, 2015, by and between the Town of Hamilton, a municipal corporation and political subdivision of the Commonwealth of Massachusetts, and the Hamilton Wenham Regional School District (HWRSD), 5 School Street, Wenham, MA.

Whereas, the HWRSD is renovating the Winthrop Elementary School at 325 Bay Road, Hamilton, MA;

Whereas, the State Fire Code, G.L. c. 148, § 26G, requires that the existing building be retrofitted with a sprinkler system;

Whereas, the State Fire Marshall has informed the Hamilton Fire Department that they will accept phased installation of a sprinkler system in the existing building;

Whereas, the Hamilton Fire Department will accept phased installation of a sprinkler system in the existing building;

Therefore, the parties agree to the following:

The HWRSD will install a sprinkler system in the existing building. The installation will commence as soon as practical and will be phased in over the next three years, occurring primarily in the summer months when school is out of session. It is expected that the installation will be completed no later than August 31, 2018.

The Hamilton Fire Department will oversee and inspect the installation as necessary to ensure that it is fully compliant with the State Fire Code.

Hamilton will issue temporary occupancy and building permits to the HWRSD while construction is on-going and in advance of the installation of the sprinkler system. Hamilton may revoke these permits at any time that the Fire Department informs the Building Inspector that either the installation is not in compliance with the State Fire Code or that the installation is not progressing at a reasonable pace.

The HWRSD may apply to the Hamilton Fire Department for an extension of the time period for installation pursuant to this agreement. Extension shall be granted at the sole discretion of Hamilton's Fire Prevention Office.

TOWN OF HAMILTON

By: _____
Michael A. Lombardo
Hamilton Town Manager

HWRSD

By: _____
Michael M. Harvey, Ed.D.
HWRSD Superintendent of Schools

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Thursday, September 29, 2016 4:00 PM
To: Harvey, Michael
Subject: FW: Finalizing MSBA Projects - BAN to Bond

Mike,

Since our last discussion, I have heard back from Peter and Abby at FirstSouthwest who have confirmed with Bond Counsel that any remaining available balance from the original appropriation would be net of the MSBA grant amount – this would leave ~$300K to go towards as Sprinkler Project. Therefore, I have instructed them to issue a $1,531,000 bond for a term of 15 years; in essence, by issuing a Bond and not issuing a separate concurrent BAN for the $300k the project and related financing will be closed for good. As discussed, the District will need to go back to the Towns for the full amount of the cost of the Sprinkler Project down the road.

Also, I told Don again this afternoon that he needed to touch base with you and Donna directly tomorrow to get on the SC agenda for next week in order to get the Bond docs signed etc. I know that the SC want materials a week in advance, but that isn't going to happen with this financial stuff – I would suggest that you let them know that up front as its completely out of our control.

Jeff

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

From: Sands, Jeffrey
Sent: Friday, September 23, 2016 11:52 AM
To: Harvey, Michael
Subject: Finalizing MSBA Projects - BAN to Bond

Mike,

I wanted to give you a heads-up that the MSBA Board is set to approve our final audit report for the Winthrop Project on September 28, 2016. Once that occurs we will be all set to convert the existing BAN to a long term Bond once and for all for all three projects in October. The ground work for that is well underway with FirstSouthwest.

On Monday I will be meeting with Don G when he returns from vacation to finalize the process, dates and deadlines associated with the Bond. As with most financial transactions, this one will have a short fuse with hard dates for turnaround with not a lot of lead time. As a result it will be impossible to provide information to the SC a week in advance (see Michelle B). I don't have hard dates yet, but its looking like the SC votes and signatures will all need to take place between October 6th and October 11th . I'll make sure everything is lined up and correct behind the scenes but Don needs to take the lead on this matter as the District Treasurer.

Any questions please let me know.

Jeff's Notes:

9/29/16 Conf Call w/ Abby Jeffers > First Southwest
Peter Frazier
↳ Consult w/ R. Mawley, Counsel

BUKER AND WINTHROP PROJECTS

	Buker	Winthrop
Approved by Towns (1)	$ 930,000	$ 2,240,000
Total Actual Spending	$ 579,828	$ 1,959,848
MSBA Reimbursement (2)	$ 241,546	$ 769,304

NET: 1,190,544

3,170,000
2,539,676
<1,010,850>
1,528,826
↳ Total Bond

(1)-the warrant article that the towns approved including the following wording: "the amount of the borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and MSBA"

Avail: 1,049,459

(2)-assuming the final audit report for the Winthrop project is approved by the MSBA boatd at it's meeting of September 28, 2016. This approval is anticipated. The audit of the Buker project has already been approved by the MSBA board and all funds from MSBA for that project have been received.

Less MSBA Grant: <769,304>

Net of MSBA Grant: 280,155

- Opinion given by Rich Mawley in March 2015 was NOT correct; only amt net of MSBA reimb. avail.
- $280k available to be converted into a BAN for Sprinkler Project
- Should we decide to BAN available funds, they must be expended w/in 6 months
- Decided not to BAN given the fact that it wasn't enough to fund the project and there was no way that we could expend the funds w/in a 6 month window knowing that an addl $200K+ would need to be approved by Town Meeting.

Sands, Jeffrey

From: Gallant, Don
Sent: Thursday, September 29, 2016 10:29 AM
To: Peter Frazier (HTS); Abby Jeffers (HTS)
Cc: Sands, Jeffrey
Subject: Information for bond

Peter/Abby:

We have the following information for our bond:

Appropriated by the Town
Wenham-$930,000
Hamilton-$2,240,000

We have the following Expenditures on the Project
Buker-$582,330
Winthrop-$1,959,818

We have the following total MSBA reimbursement
Buker-$241,546
Winthrop-$769,304

Thus the following amounts should be bonded
Buker-$340,784
Winthrop-$$1,190,514

We want to confirm that the difference in what was spent and what was appropriated still remains available to spend.

Thanks you.

Donald Gallant
Treasurer
Hamilton-Wenham Regional School District

NORTHSHORE EDUCATION CONSORTIUM

Administrative Offices
112 Sohier Road, Beverly, MA 01915 · **tel:** 978-232-9755 ext 1253 · **fax:** 978-232-9449 · frosenberg@nsedu.org

Francine H. Rosenberg M.Ed.
Executive Director

April 12, 2017

Dear Superintendents;

Enclosed you will find "Talking points" and a "sign off" sheet related to the establishment of a Capital Fund. This requires your School Committee to vote on NEC establishing a Capital Fund. I will need the documentation to demonstrate that two-thirds of member school committees have approved this action.

Thank you,

Fran

Fran

Establishing a Capital Fund for Northshore Education Consortium

Why do we need a Capital Fund?

- Northshore Education Consortium has property that we own and need to maintain so that we can meet the needs of students from member districts.
- Collaboratives cannot go to the MSBA for funding or support around buildings or capital projects.
- The Department of Education has mandated a change in accounting procedures for the consortium, which allows for the establishment of a capital fund.
- Without an established Capital Fund, the law limits the amount of surplus revenue that we are allowed to retain each year. The establishment of a Fund will give us the option us to retain a portion of any annual surplus to utilize for future capital needs.
- Maintaining a Capital Fund will mitigate the need to raise tuition or turn to districts for financial support should an emergency capital need arise.

What are the regulations for establishment and oversight of a Capital Fund?

- NEC must present a Capital Plan for the Board to approve. An initial plan was presented to the Board on March 8, 2017. The revised plan was approved by the Board on April 12th.
- Two-thirds of our member district School Committees must approve the Capital Plan and the establishment of a Capital Fund.
- On an annual basis, the Board will vote on the amount of surplus, if any, to be put into the Capital Fund.
- The Board will approve all withdrawals from this fund.
- Withdrawals can only be made for capital expenditures.

How much money will be in the Capital Fund?

- The Fund will not be fully funded immediately; funds will only be added by Board approval as available
- The amount in the fund will be capped at $650, 000, approximately 3% of annual operating expenditures.
- Expenditures from the fund will not require immediate offsetting deposits into the fund.

Proposed Capital Plan for Northshore Education Consortium (2017-2022)

FY 2018

- Renovation of front lobby at 112 Sohier Road in order to improve safety, utility, and appearance. $130,000

FY 2019

- Replace 41 year old crazed skylight at 112 Sohier Road. $15,000
- Replace 14 year old school bus $85,000

FY 2020-2022

- Replace older half of roof in Beverly. 1/2 of roof was done in 2006. $100,000
- Replace 5 HVAC units at owned Beverly building. These units are already five years past their recommended replacement dates $452,000.
- Replace HVAC unit at owned Peabody building. They are original units from the mid '80's. $100,000.

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112 Sohier Road, Beverly, MA 01915 · **tel:** 978-232-9755 ext 1253 · **fax:** 978-232-9449 · frosenberg@nsedu.org

Francine H. Rosenberg M.Ed.
Executive Director

Dear School Committee;

In order to maintain the fiscal stability of Northshore Education Consortium, I ask your support in approving the following two motions:

1. To approve the NEC Capital Plan.
2. To approve the creation of an NEC Capital Fund.

The Department of Education will require signed documentation that two-thirds of NEC member districts have approved this fund. Therefore, I request that you fill out and sign the attachment below.

Thank you for your ongoing support of NEC.

Sincerely,

Fran Rosenberg
Executive Director

District:

Date of School Committee Meeting:

At the School Committee Meeting on the above date, the Committee voted to approve the Capital Plan of Northshore Education Consortium and the establishment of a Board Designated Capital Fund for Northshore Education Consortium.

Name of School Committee Chair or Representative:

Signature of School Committee Chair or Representative:

HWRSC Warrant Sub Committee Meeting Schedule

EXHIBIT W

	Member #1	Member #2	Member #3
4/11/2017	Michelle Bailey	David Polito	Jeenise Bertrand
4/25/2017	David Polito		
5/9/2017	David Polito		
5/23/2017	David Polito	Gene Lee	
6/6/2017	David Polito	Gene Lee	
6/20/2017	David Polito		

EXHIBIT E

D4002

Private Funding Policy

I. Policy

The following is intended to authorize and encourage individuals, corporations, charitable foundations, and/or businesses to gift, bequeath, devise and/or grant monies, goods, services and/or financial consideration to the consideration to the Hamilton-Wenham Regional School District (hereinafter the "District") for the sole and specific purpose of benefiting the welfare of the students and/or staff of the District.

The District shall at all times, conform to its long established and practiced policy of equal opportunity for all persons when overseeing and distributing contributions of monies, goods, services, and/or financial consideration.

The Hamilton-Wenham Regional District School Committee (hereinafter the "School Committee") must approve any program, project, event and/or activity not funded in the current fiscal year's budget prior to accepting any monies, goods, services and/or financial consideration from Benefactors (those who contribute). Therefore, the School Committee may disapprove any proposed program, project, event and/or activity prior to and subsequent to; any monies, goods, services and/or financial consideration being accepted, so long as such disapproval does not violate established District Policies and Regulations.

Benefactors may generally designate, with School Committee approval, a program, project, event and/or activity their contribution(s) may support, but may not designate or detail specific expectations related to those contributions. Any promotion or advertising associated with a contribution is subject to School Committee approval.

Contributions may be made to those programs, projects, events, and/or activities that have been established and/or those that may be established within a period of time that is mutually agreed upon by the School Committee and Benefactor.

Once contributions are made and the benefactor has properly designated (if appropriate) the program, project, event and/or activity his/her contribution shall be made, the District shall maintain complete control over the said program, project, event and/or activity and shall not delegate control or any portion or thereof to the Benefactor.

Prior to accepting contributions from a Benefactor, the District shall make reasonable efforts to ensure that the District's facilities and administrative support shall not be overtaxed and the District shall ensure that other programs, projects, events, and/or activities shall not suffer as a result of accepting said contributions.

Acceptance of any and all private funding must be done in full and complete compliance with standing District Policies/practices, State and Federal Laws/Statutes and contractual obligations.

All of the questions listed below should be considered before any decision is made in regard to private funding. Different weight may be given to different questions and/or answers depending upon the attendant circumstances.

However, nothing contained within this Policy is intended to preclude the School Committee from wholly and without condition, rejecting an offer of private funding if the answer to one or more of the below proposed questions or other logical, related and fair minded questions, is contrary to law, a District policy, a District practice, a contractual obligation which may impact the District or is financially and/or educationally disruptive or unsound.

QUESTIONS TO BE CONSIDERED PRIOR TO DECISION:

1. Is acceptance a financially sound decision? Will the District incur acceptable or unacceptable additional financial obligations as a result of the School Committee's decision?

2. Is there a positive educational or other program need which is satisfactorily addressed by acceptance?

3. Is there sufficient participant interest in the program, project, event and/or activity?

4. Does the District have available or readily available, satisfactory staff and/or supervisory/administrative support?

5. Has the proposal been reviewed by appropriate administrative personnel, and has that review been communicated to the School Committee?

6. Does the District have available, or readily available, satisfactory supporting and necessary materials, equipment and/or supplies (i.e. classroom, playing field, books, etc.)?

7. Can the program, project, event and/or activity be sustained at an educationally sound level for the projected duration and if applicable, thereafter?

8. Does acceptance violate or conflict with any Federal, State or Municipal Law, any District Policy, any District Practice, or any District contractual obligation?

9. Is the proposal submitted in a timely manner, which would not unduly hamper the implementation?

10. Is acceptance based upon the District's principles of fairness and equity?

The above does not constitute an exhaustive list of the questions to be asked before any decision is to be made in regard to provide funding.

The District greatly appreciates the generosity of Benefactors who are willing to make such selfless contributions solely for the benefit of the students and staff in our District and hereby directs the Superintendent to assure that an appropriate expression of thanks is given to all Benefactors.

For donations in excess of $50,000 the School Committee will enter into a written agreement with the donor.

Any private funding amounts received pursuant to this Policy will be deposited with the District Treasurer and held in a separate account and expended by the Committee in accordance with this Policy

II. Legal References

M.G.L. c. 71 s. 37A Acceptance of Gifts
M.G.L. C. 44 s. 53A Report of Receipts in Treasury as amended by 2016, 218 Section 85

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

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING

Thursday, April 6, 2017 7:04 PM
Buker School Multi-purpose Room

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

Also present:
Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Jack Godreau, Student Representative

I. **Call To Order:** Stacey Metternick called the meeting to order at 7:08 pm

II. Pledge of Allegiance

III. Chair's Report

A. Please be sure you get out to vote.
B. Buker's Bookfair and Grandfriends Day is tomorrow.
C. Executive Session minutes must be reviewed annually, according to policy and Open Meeting Law. All the HWSC Executive Committee Meeting Minutes for the year have been approved and released.
D. Capital Plan will be delayed in order to acquire all pertinent and accurate information to inform the discussion at our next meeting.
E. Our Chair meeting to discuss agenda for the next meeting was last week. There will be a discussion of alternative measurements for apportionment, shared enrollment study to look at town demographics, value of tax free properties or reverse pilot as possible variables in the formula, and the process for further evaluation and discussion options, selection of School Committee members with minimum representation commitments. Methodology of nominations—should Town Clerks, rather than the School Superintendent's Secretary, be in charge of nomination papers? Long Meadows Study Group was passed at Town Meetings. :How do we want to see that group formed? Hamilton wants to discuss possible amendment to Winthrop lease for potential changes to use.
F. Thanks to Deb Evans for your service on the School Committee.

Comment [MB1]: Should read "All the HWRSC Executive Session Minutes for the year have been approved and released. "

IV. Superintendent's Update

Thanks to Hamilton and Wenham Town Meeting

I want to say "thank you" to the voters at Hamilton and Wenham Town Meeting for overwhelmingly supporting the Hamilton-Wenham Regional District's FY18 Budget at April 1st's Annual Town Meetings. I also want to thank the members of the Boards of Selectmen and the Finance

Committees from Hamilton and Wenham for their support for the FY18 Budget. This was an incredibly challenging budget season. This was mostly due to the shift in our enrollment from Hamilton to Wenham. I truly appreciate the spirit of collaboration that exists between the Towns and the H-W District. As we look towards next year's FY19 budget development, which is shaping up to be an even more challenging process, we will need to rely on our shared dedication to providing the resources that prepare our students to be "future ready" more than ever.

Thanks to School Committee Member Deb Evans

Tonight is the final full meeting in the term of School Committee Member Deb Evans. For the past four years, Deb has been a true champion of education for the children of the HWRSD. Her passion, her willingness to ask the difficult questions and her ability to work collaboratively to find solutions will sorely be missed. I want to personally thank Deb for her service to the HWRSD, and wish her all the best in her "retirement" from public service!

Leadership Searches

The HWRSD is in the process of conducting several leadership searches. We have openings for K-5 Elementary ELA Coordinator, and Secondary Special Education Coordinator. The postings for these positions will close on April 21st. Applications can be submitted at www.schoolspring.com. Director of Curriculum, Assessment and Instruction Peggy McElhinney is leading the ELA Coordinator Search and Director of Student Services Kathy Harris is conducting the Secondary Special Education Coordinator Search. In both searches, Ms. McElhinney and Ms. Harris will be assembling screening committees of relevant staff and members of the community to conduct initial interviews. Our plan is to have finalists selected by the end of May. Parents who are interested in volunteering to serve on the Secondary Special Education Coordinator Search Committee should send a letter of interest to the Special Education Department, 5 School St., Wenham, MA c/o Elaine Rogal (e.rogal@hwschools.net).

This week, I also received notice from Director of Student Services Kathy Harris that she plans on retiring as of June 30, 2017. I want to thank Kathy for her service to the students of Hamilton and Wenham. Student Services Director is an incredibly demanding position, which requires in-depth knowledge of special education law and procedure, mastery of the intricacies of special education funding and most importantly, compassion for the needs of some of our most challenged learners. To say that Kathy has all of these qualities and more is an understatement. She will be sorely missed.

We have posted position of Director of Student Services to Schoolspring.com with a closing date of April 28th and are in the process of developing a search timeline and list of search committee members. Parents who'd like to serve on the Director of Student Services Search Committee can send me a letter of interest m.harvey@hwschools.net

HW League of Women Voters Presents Eric Liu at HWRHS on May 2nd

The Hamilton-Wenham League of Women Voters is proud to present "Power and Citizenship in our Community; an Evening with Eric Liu" at Hamilton-Wenham Regional High School on May 2nd at 7:00 PM. Eric Liu is the founder and CEO of Citizen University and executive director of the Aspen Institute Citizenship and American Identity Program. He is the author of several books, including You're More Powerful Than You Think: A Citizen's Guide to Making Change Happen, A Chinaman's Chance, The Gardens of Democracy, and The Accidental Asian. Eric served as a White House speechwriter and policy adviser for President Bill Clinton. He is a regular columnist for CNN.com and a correspondent for TheAtlantic.com. In his TED Talk, Why Ordinary People need to Understand Power, he says that it is our responsibility to 'Make civics sexy again!'

School Choice Update

There were 39 grade nine applications for School Choice for 2017-2018 at Hamilton-Wenham Regional High School. There were also 16 applications from grades 10-12. Of these 39 applicants, we offered 24 applicants spaces in the incoming freshman class. As of today, 15 have registered. We are targeting 20 9th grade students in total.

National History Day State Competition Results

Congratulations to all of the 2017 Massachusetts State History Day winners and Honorable Mentions! On Sunday April 2nd, Hamilton-Wenham Regional High School and Miles River students competed against 25 other Massachusetts schools. Three of our projects are advancing to the National History Day contest, which will be held at the University of Maryland this June. The advancing projects are: "Fidel Castro and the Cuban Revolution: Taking a Stand Against Corruption and Imperialism," a group website by Will Curtis, Lily Dixon, Nick Oo, and Parker Tocci; "William Wilberforce: Pioneer for the Stand Against the Slave Trade," a group exhibit by John Farnham, Cameron Grinnell, Grace MacCurrach, and Alex Renaud; and "Gorbachev: Taking a Stand for Peace and Democracy," a group documentary by Sean Li, Jack McMahon, Ian Park and Henry Smith

This year's theme is Taking a Stand in History. A special thank you to all of the teachers who have worked closely with the students since September on their research projects: Kristen Borges, Brett Burnett, Vinnie Bucci, Rob Emmett, Johann Knets, and Tyler Walker. A very special congratulations to Vinnie Bucci who was named the recipient of the 2017 Massachusetts History Day Outstanding Teacher Award!

For the full list of results, please see:
https://drive.google.com/file/d/0B68YPBGpJJeJeC15UF9ibHNSM2c/view

MCAS Update

MCAS testing began this week for all students in grades 3-8. Students took the English Language Arts sections of the exam this week. Students in grades 4 and 8 took the computer-based version of the exam. Thanks to our Technology Department and Director Alan Taupier for their work in making sure this went as smoothly as possible. We had reports of a few minor glitches, but were able to quickly sort them out and complete the testing. I met with students in Grade 4 this week and they thought that they were well prepared for the computer interface and reported that they liked taking the test on a computer. Testing will resume in May when we administer the Mathematics portion of the MCAS.

MRMS Arts Night

Congratulations to Arts Curriculum Leader Kirsten Losee and the Middle School Arts Department for a successful Miles River Middle School Arts Night. On Tuesday evening, parents and members of the public were treated to performances by the Middle School Chorus, Jazz Band, Ukulele String Jam, and Theater Arts Classes. Additionally, student created artwork was on display throughout the building. It was a great night to celebrate the arts at Miles River!

Mr. Shailor Honored at METG State Finals

Congratulations to our beloved Drama Director Mr. Christopher Shailor who received the David Dooley Unsung Hero Award the METG State Finals!

HWRHS Counseling

Thanks to HWRHS Guidance Counselor Julia Cahill-O'Shea for organizing the presentation, "Mental Health Stability in College: A Panel Discussion," which took place at HWRHS on Wednesday evening. The panel consisted of mental health and wellness professionals from several of our local colleges and universities and offered a great deal of information for parents and

prospective college students on the resources available for students in these schools. The program was co-sponsored by the National Alliance in Mental Illness—Greater North Shore.

Joint Meeting with Hamilton and Wenham Selectmen

We are planning a meeting with the Hamilton and Wenham Boards of Selectmen to discuss the Regional Apportionment Formula. As of today, 11 of 18 people have responded to the poll. Currently the best date seems to be Thursday, May 11th. I have reached out to those who have not responded to the poll and will keep the Committee informed as we select a date.

Custodial Union wishes to pursue an grievance. A meeting with representatives will be held by May 22, with a followup with the School Committee by June 13. The SC should decide whether to address it as a full committee, or to appoint the negotiations sub-committee (Gene, Michelle and Stacey) to pursue it and present it to the entire School Committee for a vote.

Comment [MB2]: there should be a space between follow and up

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO EMPOWER THE NEGOTIATIONS SUB-COMMITTEE TO WORK THROUGH THE CUSTODIAN'S GRIEVANCE .

Comment [MB3]: This should be in all caps.

MOTION by Deb Evans; SECONDED by Gene Lee
Unanimously approved by 6 members present; none opposed, no abstentions
Mike Harvey will convey this information to the Custodian's Union.

V. Consent Agenda

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA FOR THE APRIL 6 SC MEETING. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

Comment [MB4]: This should be in all caps.

MOTION by Gene Lee; SECONDED by Jeanise Bertrand

Discussion: Minutes of March 2 need to be removed in order to revise. March 16 minutes lack an adequate summary on Financial Update and should be removed and amended to reflect discussion content. 8th Grade Waiver Request needs more information in order to deliberate on the issue.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE WARRANT SUBCOMMITTEE REPORT, AS IS, WITH NO CHANGES.

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

Discussion: Recording Secretary will review the recording from March 16th and revise with a financial update.

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

Discussion: There is a request to allow Grade 8 students to play on the JV team, which has lost players due to injury and projected absences during April vacation. We are in a situation with a minimum roster impacted by injuries and therefore playing short. Another option would be to allow Varsity players to play on the JV team.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE SUPPORT THE 8TH GRADE WIAVER REQUEST TO ALLOW 8TH GRADE BOYS TO PLAY JV LACROSSE FOR THIS ONE YEAR ONLY.

MOTION by Deb Evans; SECONDED by David Polito. Unanimously approved by 6 members present; none opposed, no abstentions

Discussion: Minutes of March 2 should have included a list of all documents referenced in a meeting. A document, *District Treasurer's Reporting Lines*, was submitted during the meeting, referenced, and should be listed at the bottom. In addition, under New Business, there should be a bullet under "A," noting that there was discussion of how the committee wanted apportionment to be recommended at the two town meetings.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE AMENDED MINUTES OF MARCH 2, 2017 MEETING

MOTION by Gene Lee; SECONDED by Deb Evans. Unanimously approved by 6 members present; none opposed, no abstentions

VI. New Business

A. Student Government Presentation on fundraisers, activities and honors. Donations of clothing for the Peru trip are still being accepted.

B. Hamilton & Wenham Police Departments to present the ALICE Program Exhibit E1&E2

Overall, doing something is always better than doing nothing. Training staff to engage in a variety of effective resistance to a shooting incident increases positive outcomes. The goal of **ALICE** is to minimize fatalities and injuries.

Alerts—deliver information, not commands
Lockdown—buys time
Inform—real-time information allows for decision making on the ground by those immediately in danger
Counter—interrupt the skill set required to shoot effectively. noise, movement, distraction, distance
Evacuate—If perpetrator is outside, stay inside. If he/she is inside, get out

Comment [MB5]: an active shooter instead of shooting

Discussion:

- Public safety officers want to institute ALICE in order to enhance the District's current efforts to ensure safe schools. Binders were delivered to SC members highlighting other local districts which have adopted ALICE. Fire Departments and Police Departments in Hamilton and Wenham are unanimously behind this. Proactive resistance is recommended at the federal level.
- Student Resource Officers are liaisons for students, staff and parents. See Massachusetts General Law Ch. 71 Sec. 37 P (b)
    - The request of the Fire and Police Departments is that ALICE be instituted in all our schools, and that School Resource Officers be placed in the District. While the decision rests with the Superintendent, community education and buy-in makes implementation most effective. Jeff Sands is a certified ALICE implementor who helped to establish the program in Tewksbury, and could offer that expertise, if the district adopts this approach.
    - Are there programs which have similar features but are not called ALICE? Yes, but the ALICE program is being presented because the public safety officers be-

lieve this to be the best way to serve students, and would be an improvement on the current policies, which are dated and have been shown to be less effective.

- Why would this district choose the ALICE brand rather than other similar programs? A SC member has heard of an "ALICE" school which rolled back its program after several years in response to feedback from parents. Do we really want to use this particular program? Discussion was weighted toward the benefit of using a well defined/developed program with certified trainers, documentation and materials. This ALICE program offers an efficient way to implement an improved safety measure for the schools.
- the public safety officers emphatically stated that a program like ALICE is necessary.
- Concern about aspects of training children appropriately was expressed, while affirming the importance of moving forward with something to proactively improve our safety and security protocols.
- Must these proposals for ALICE and the School Resource Officers be concurrently implemented, or are they separate? SROs are required by statute, contingent upon funding. What are we looking at financially to implement ALICE? 2-1/2 and 3 years timeframe. Budget dependent on number of staff trained, training the trainer, training the students. Police Departments and Fire Departments are also impacted in funding for this kind of program. To implement a district SRO? Hard numbers are not available.
- Are the costs of ALICE and SROs bourne by towns? schools? a combination? For HWRSD, our regional status adds some complications
- Mike can take next steps in developing a proposal/recommendation on this in order to cultivate the greatest possible level of collaboration in the community. Jeff and Mike will write a proposal to be presented to the committee for a vote.
- Comment from MRMS nurse: This is a learned skill which requires ample opportunity to rehearse these skills in an age appropriate way.
- Jan Sulman (sp?) (Wenham resident): Given that it is not just about the guns, but also about mental health, is there a mental health component for improving school safety and security? Would the presence of a SRO help in identifying children at risk? A SC member brought up the possibility of enhancing prevention through increasing our services via a School Psychologist.

C. Turf Field

Phil Totche emailed Stacey, (ccd Shaun Timmons) with the following, as he is not able to attend tonight:

- He encourages the committee to reform the working group with the charge to evaluate the latest design from Gale Associates; present a comprehensive development plan, fund raising strategy and to evaluate the discerning differences between natural and synthetic turf as it relates to cost, maintenance and active field use safety. Working group should be comprised of SC members, Community members and reps from each town government. Phil is willing to be an active volunteer if the SC is willing to pursue the re-establishment of a working group, per Phil's recommendation.
- Discussion ensued, revisiting the history of previous Turf Field related groups. There is still strong interest from the general community, and people on the SC willing to be involved. SC members agree that involvement by Selectmen or their appointees be increased.

- Concern about mixing Turf Field issues into apportionment discussions was expressed. It's important for the Turf Field solution to be a community, rather than a School Committee solution. It is important to move on this while the Gale information is still current.
- David Polito will initiate lunch or another meeting with Phil to pursue developing/reforming a new working group.

D. Policies 2nd Reading: there have been no edits suggested after the first readings.

- Purchasing $10,000-$49,999 Exhibit G
- Purchasing over $50,000 Exhibit H
- Student Activity Accounts Exhibit I
- Student Fund-Raising Activities Exhibit J

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FOUR POLICIES AS PRESENTED IN EXHIBITS G-J ON THE APRIL 6 AGENDA.

MOTION by Gene Lee; SECONDED by Deb Evans. Unanimously approved by 6 members present; none opposed, no abstentions

E. Grant Money from EdFund – Winthrop School $398.95 Exhibit K

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE ED FUND GRANT TO THE WINTHROP SCHOOL IN THE AMOUNT OF $398.95 FOR A FILM MAKING KIT.

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

VII. Other

Appreciation for Deb Evan's service was expressed. Deb affirmed the worth of service, and encouraged others in the community to invest through serving on this committee.

VIII. Topics for next meeting

IX. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:19 PM.

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

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

Hamilton Wenham Regional School Committee

April 11, 2017

Administration Building, 5 School Street Wenham

Present: Michelle Bailey, Jeanise Bertrand, Kerry Gertz, Gene Lee, Stacey Metternick, David Polito
Also Present: Michael Harvey

Meeting was called to order at 5:30 by Stacey Metternick

The Committee is meeting to certification the vote of the annual election.

Kerry Gertz, 600 combined votes
Gene Lee, 604 combined votes

Stacey Metternick, 523 combined votes
Josh Liebow , 371 combined votes
Robert Weiner, 364 combined votes

I move that the Hamilton Wenham Regional School Committee accept the results of the election as presented. Bertrand motion, Polito second. Vote 6-0-0

Motion to adjourn at 5:31. Motion by Bertrand, Second by Polito. Vote 6-0-0

Adjourn at 5:31

EXHIBIT U
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.
- Discussion of the means by which apportionment shall be recommended at the two town meetings.

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.
- Review of the document, *District Treasurer's Reporting Lines*, which was distributed to SC members during the discussion

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 V
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

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

II. Pledge of Allegiance

III. Citizen's Comments

A. Gretel Clark—started the state's first weekly compost pick up. But how to get rid of other things—clothes, etc. Gretel introduced 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.

IV. 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 morning. 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.

V. 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.

VI. 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 Field trips in the curriculum.

VII. 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 $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

VIII. New Business

A. **YTD Financial Forecast** presented by Mike Harvey Exhibit G

Discussion:

By the end of the year, we will be $10,000 favorable to our budget. Breakdown by DESE budget categories are noted in Exhibit G. Explanations of surpluses and deficits were presented, line by line. Given that Towns are allowed to have overages in line items in their budgets, but, since we are a different kind of entity, we cannot do this. We need to move money from planned spending into areas where it has become required. No freeze has been required for over 5 years, although we could implement a freeze if an ex-

traordinary expense arose. SC observed that the budget is tight, but not overly excessive or restrictive.

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? Yes.

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

FYI—Mike will investigate this with the Town of Wenham to look at how the increase affects us.

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 APPROVE 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. 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. METTERNICK'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

F. Policies: 1st Readings presented by Michelle Bailey after review by legal counsel; feedback is welcome and can be directed to Mike Harvey

1. Purchasing Requirements $10,000-$49,999 Exhibit M1
2. Purchasing Requirements over $50,000 Exhibit M2
3. Student Activity Accounts Exhibit M3

   Clarifications on use of accounts

4. Student Fundraising Activities Exhibit M4
Discussion of fundraising parameters, disclosures, restrictions, inactive accounts

G. 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

H. Field Trip Request - Japan April 2018 Exhibit N

I. Warrant Sub Committee Report Exhibit O

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

Discussion: 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.

IX. Committee Reports

A. Communications (Michelle Bailey)
B. Planning (Stacey Metternick)
C. Policy (see above)
D. Warrant (David Polito): several large shipping charges associated with Amazon reviewed.
E. Student Rep (absent): Sophomore Class fundraiser March 22 at Panera
F. Other School Liaisons Updates: Gene will be in touch with Cutler; Michelle/Wintrhop; David/Buker.

X. Topics for next meeting

XI. 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 H

Donations

DECA Program to help with the support of their trip to the International Career Development Conference

Jen & Matt Daniels $100
34 Autumn Lane
S. Hamilton, MA 01982

Institution for Savings $500
Ipswich Charitable Foundation
Michael Jones, President
2 Depot Square
Ipswich, MA 01938-1914

Fresh Food LLC $500
Chris Keohane
4 Monument Street
Wenham, MA 01984

EXHIBIT I
B2001

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
-BY-LAWS-

ARTICLE I POWERS AND DUTIES

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

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

ARTICLE II COMMITTEE ORGANIZATION AND OFFICERS

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

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

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

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

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

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

E. Treasurer – The treasurer, who need not be a member of the Committee, shall be appointed annually by the School Committee. The Treasurer shall receive and take charge of all monies paid to the District or the Committee, and shall deposit the same in such banks as authorized by the Committee. He/she shall render reports of all receipts and disbursements. The treasurer shall sign approved bonds and notes of the District as required by law. He/she will perform all duties required by the Regional Agreement. The treasurer shall countersign along with the assistant treasurer all checks in the amount of $100,000 or greater. The Treasurer and the Assistant Treasurer may be compensated by the District. The Treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts (MGL Chapter 41, Sections 35 and 109A).

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

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

ARTICLE III WORKING GROUP ORGANIZATION

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

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

ARTICLE IV MEETINGS

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

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

2/3rds of all the members of the Committee agree and are present at such special meeting.

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

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

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

The Committee, the Chair or it designee must at reasonable intervals review the executive session meetings to determine if the provisions of Section 30A Section 22 warrant continued non-disclosure. The determination as to whether the executive session minutes should remain confidential shall be announced at the School Committee's next meeting and included in the minutes of the public meeting.

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

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

ARTICLE V QUORUM

A quorum for the transaction of business shall be a majority of the members of the Committee. A meeting may not be convened without a quorum.

ARTICLE VI SCHOOL COMMITTEE MEETING – AGENDA, ORDER, AND CONDUCT OF BUSINESS

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

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

The agenda shall show all tabled and principal pending items.

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

The regular meetings of the School Committee should include:

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

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

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

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

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

ARTICLE VII AMENDMENTS

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

ARTICLE VIII SEVERABILITY

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

EXHIBIT J

B2003

Use of Electronic Messaging by School Committee Members

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), internet web forums and internet chat rooms.

Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to sharing of an opinion regarding business over which the committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without the knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members, who do not have a computer or access to these messages, shall be provided copies on a timely basis.

II. Legal References

M.G.L. 4:7; 39:23A, 23B; 66:10

EXHIBIT K
B2004

Hamilton-Wenham Regional School District
Wenham, Massachusetts

Policy

Remote Participation

I. Policy

(1) Policy

It is the policy of the Hamilton-Wenham Regional School District to allow remote participation of members of the School Committee and any of its subcommittees or working groups (public body) at any of its meetings subject to the requirements of this policy.

The regulations of the Office of the Attorney General of Massachusetts on Remote Participation, 940 CMR 29.10 et seq., are adopted as modified to serve as the policy of the Hamilton-Wenham Regional School District.

(2) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, sec. 23D.

(3) Permissible Reasons for Remote Participation. A member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in section (5), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

(a) Personal illness;
(b) Personal disability;
(c) Emergency;
(d) Military service; or
(e) Geographic distance.

(4) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

(i) telephone, internet, or satellite enabled audio or video conferencing;

(ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the School Committee.

(5) Procedures for Remote Participation.

Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, and at least forty eight hours before the meeting whenever possible, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request. If the person chairing the meeting determines that the member has previously remotely participated in two meetings within the current fiscal year, then the request shall be brought to the full public body for a participation determination as the first agenda item at the meeting. If the person chairing the meeting determines that technology necessary to enable remote participation at the meeting will not be available, then all requests for remote participation at that meeting shall be denied.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under section (3) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22 .

II. Policy Review and Revision

This policy shall be reviewed one year after its adoption to determine the future suitability of its provisions.

III. Legal References

MGL Chapter 30A, Sections 20(d) & 22
MGL Chapter 39, Section 23D
940 CMR 29.10 et seq.

Originally Adopted:
Policy Review: April 27, 2012
Approved: May 3, 2012
Vote: 8-0-0
Chairman, HWRSD School Committee: s/s Alexa McCloughan (Original signature on file in Supt.'s Office)

EXHIBIT L
B2005

SCHOOL COMMITTEE MEMBER ETHICS

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.
This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in his/her relations with his/her community should:

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is to be policy making and not administrative.
3. Remember that he/she is one of a team and must abide by, and carry out, all Committees decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that he/she represents the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her Committee activities.

A School Committee member in his/her relations with his/her school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in his/her relations with his/her fellow Committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.

2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.

3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.

4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own Committee or from members of other Committees who may be seeking help or information on school problems

5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: Massachusetts Association of School Committees, 5/22/64

EXHIBIT M

B2007

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

Unless otherwise agreed to by the School Committee, all communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

School Committee Communications to Staff

Unless otherwise agreed to by the School Committee or the Superintendent, all official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

Reference: HWRSC Policy G7014: “Staff Complaints and Grievances”

EXHIBIT N
B2008

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.

2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session, the section of the law dealing with the exemption and all subjects that may be revealed without compromising the purpose for which the executive session was called.

3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.

4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law states ten specific purposes for which an executive session may be held, and emphasizes that these are the only reasons for which a public body may enter executive session.

The ten purposes for which a public body may vote to hold an executive session are:

1. To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal or complaints or charges brought against, a member of the committee, a school department employee or student, or other individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon writt3en agreement of the parties;

2. To conduct strategy with respect to conduct collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;

3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.

4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;

5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;

6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

7. To comply with or act under the authority of, any general or specific law of federal grant-in-aid requirements;

8. To consider and interview applicants for employment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening. (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.);

9. To meet or confer with a mediator with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:

    (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and

    (ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.

10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by the governmental body as an energy supplier.

The School Committee is not required to disclose the minutes, notes or other materials used in an executive sessions where the disclosure of these records may defeat the lawful purposes of the executive session. Once disclosure would no longer defeat the purposes of the executive

session, however, minutes and other records from that executive session must be disclosed unless they are within an exemption to the Public Records law, or the attorney-client privilege applies. The School Committee will review its executive session minutes at least once each year to determine whether continued non-disclosure is warranted, and such determination will be included in the minutes of the next meeting. The School Committee has not performed a review to determine whether the records are subject to disclosure, it must do so prior to its next meeting or within 30 days, whichever is sooner.

SOURCE: MASC
LEGAL REF: M.G.L. 30A:21;30A:22

EXHIBIT O
B2009

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

In conducting all public hearings required by law, and others, as it deems advisable, the School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.

2. Make available information on the topic of the hearing.

3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.

4. The Chair or acting Chair of the Committee will preside at the hearing.

5. The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.
6. In accordance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic.

7. To assure that all who wish get a chance to speak, the Chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

SOURCE: MASC

EXHIBIT P
B2010

GUIDELINES FOR PUBLIC COMMENT

General

All regular and special meetings of the School Committee shall be open to the public. These meetings are business meetings held in public settings. The public is excluded from valid executive sessions pursuant to the Open Meeting Law.

The School Committee will generally set aside a period of time at each regular meeting to hear from the public about issues that affect the District and are within the scope of the School Committee's responsibilities. Special meetings will generally not include such period of time unless specifically called to solicit public input.

If the School Committee believes that an issue requires a dialogue with the District community, the School Committee may schedule a separate public hearing on that open issue.

The School Committee welcomes individuals in the District to attend its open meetings so that they may become better acquainted with the operations and programs of our local public schools. However, pursuant to M.G.L. Chapter 30A Section 20(f), an individual is not permitted to disrupt a meeting of a public body and at the request of the chair, all members of the public shall remain silent. If, after clear warning, person continues to be disruptive, the chair may order the individual to leave the meeting and, if the person does not leave, the chair may authorize a constable or other officer to remove the person.

Written Request to Make a Presentation Before the School Committee

Any individual, who wishes to make a presentation to the School Committee on an item that is within the scope of the Committee's responsibilities, may request that item be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements that explain the scope and intent of the agenda item. The Chair of the Committee and the Superintendent will determine whether or not to place an item on the agenda and, if the item is to be taken up, they will also determine where to place an item on the agenda and all parameters to be required of the presenter.

If a group of individual's wishes to make a presentation to the School Committee on an item that is within the scope of the School Committee's responsibilities, it should designate one member of the group to act as the spokesperson and follow the above procedure.

Public Comment

1. Public comment shall be for a period of not more than 20 minutes and shall generally follow the opening of the meeting. It is within the Chairman's authority to recognize one spokesperson for each group who wishes to speak. The School Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.

2. Individuals wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes unless specifically authorized by the Chair. No person may speak more than once without permission of the Chair. All persons shall speak to the full Committee through the Chair and shall not address individual members of the School Committee or administrators.

3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

5. Individuals may offer such objective criticisms of the school operations and programs that concern them, but in public session the School Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

SOURCE: MASC

EXHIBIT Q
B2011

MEMORIALS FOR DECEASED STUDENTS OR STAFF

The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community. As places designed primarily to support learning, however, school sites should not serve as permanent memorials for students or staff.

Permanent memorials for deceased students or staff shall be limited in form to a living memorial or to perpetual awards or scholarships. A living memorial shall be defined as one supported financially and with action by the community. It will be at the School Committee's discretion whether a memorial will be discontinued.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.

Policy Review: 1st Reading: March 6, 2014: January 19, 2017
2nd Reading: March 20, 2014: February 13, 2017
Policy Adopted: March 20, 2014: February 13, 2017
Vote: 5-1-0-2/6-0-0
Chairperson, HWRSD School Committee: Stacey Metternick

EXHIBIT R
B2012

RELATIONS WITH NONPUBLIC SCHOOLS

Private Schools

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

Acting reasonably and in good faith in carrying out its statutory responsibilities to approve a private school, the School Committee bears no legal responsibility and/or assumes no liability for any actions of the private school.

The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

The private school is on notice that it is required to, or obtain, the following in order to operate:

i) Certificate of Occupancy
ii) Fire inspection
iii) Safety inspection
iv) Elevator inspection, if applicable
v) Compliance with lead paint poisoning prevention (for children under 6 years old)
vi) Compliance with other applicable federal and state health and safety

CRITERIA FOR APPROVAL OF A PRIVATE SCHOOL

A private school may demonstrate its program is through, efficient and effective through either:

1. Provision of evidence of accreditation by one or more accrediting organizations recognized by the U. S. Department of Education (http://www.ed.gov/accreditation?src=accred);

or,

2. Directly providing evidence on the following indicators to the School Committee:

1) Curriculum

The curriculum offered is comprehensive, including but not limited to the following instructional areas:

i) mathematics
ii) science and technology
iii) history and social science
iv) English

v) foreign languages
vi) the arts
vii) physical education

2) Educational Materials

Textbooks and individual instructional materials, including computers and other technology, are adequate.

3) School Staff

The instruction provided is "thorough and efficient" based on:

i) teacher qualifications
ii) adequate student/teacher ratio
iii) regular evaluation of staff
iv) the school principal reviews criminal offender record information (CORI) and FBI Fingerprinting of current and prospective employees and volunteers, as required by law

4) Administration

The school has a clearly defined organization that facilitates its objectives.

5) Records

A. The school maintains an adequate system of student records (e.g., attendance, health, discipline, progress reports).

B. The student records are kept in a secure and organized manner that is consistent with federal and state student record laws to the extent applicable.

C. The school maintains and timely provides transcripts in response to requests of students and former students in accordance with G.L. c. 71, § 34A.

D. The school is prepared efficiently to transfer transcripts of all students and former students to the Massachusetts Department of Elementary and Secondary Education and/or other schools should it cease operation, in accordance with G.L. c. 71, § 34G.

6) Student Services

The school provides adequate pupil personnel services for all students (e.g., health care procedures, guidance and counseling programs, discipline policy).

7) Student Learning Time

The school provides adequate student learning time (length of school year and school day) and hours of instruction in each subject.

8) Student Performance Assessment

The school periodically evaluates students' skills, competencies, and knowledge and documents their progress.

SOURCE: MASC and "Advisory on Approval of Massachusetts Private Schools Pursuant to Mass. Gen. Laws c. 76, § 1" MA DESE, 10/2/2007.

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

EXHIBIT S
B2013

POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies in accordance with the following approved procedure:

Policies will be reviewed on a three-year cycle. In the first year, Policy Sections "A" through "D" will be reviewed. In the second year, Policy Sections "E," "F," "G" and "I" will be reviewed. "Section H" will be reviewed in the third year. This procedure will not prevent the Committee from reviewing individual policies out of this sequence when the need arises.

The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.

SOURCE: MASC

EXHIBIT T
G7018

TUTORING FOR PAY

Definition:
"Tutoring" is defined as giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the Hamilton Wenham Regional School District.

Policy
Under the Conflict of Interest Law:

- Teachers may only tutor a student if the teacher is approached by the parents of a student in his/her district, but is not one of his/her own students, and is asked to tutor their child, for payment by the parents, and using no public resources in connection with that tutoring.
- A teacher cannot recommend that one of his/her own students be provided tutoring and then be paid to tutor the same student in a second job.
- A teacher may not tutor students who are currently in his/her class.
- A teacher cannot use his/her position to get unwarranted privileges for him/herself, or give them to anyone else. For example, a teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services.
- Apart from their primary employment, teachers and other public employees are not allowed to have a financial interest in a contract with an agency at their same level of government, unless an exemption applies.
- Teachers and other public employees may not be paid by or act for others in matters that are of direct and substantial interest to their public employers. For example, if tutoring is required as part of an IEP, a teacher in the district may not accept payment from the student's family to provide that tutoring.
- Teachers and other public employees may not initiate private business relationships with persons under their authority. For example, a teacher may not approach a student, or the student's parents, seeking private tutoring work.

Legal Reference: State Ethics Commission: Public School Teacher FAQs on the Conflict of Interest Law - Tutoring www.mass.gov/ethics

Policy Review: 1st Reading: September 19, 2013
2nd Reading: October 17, 2013
Policy Adopted: October 17, 2013
Vote: 6-0-0-2
Chairperson, HWRSD School Committee: Roger Kuebel
(Original Signature on file in the Superintendent's Office