



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Thursday, January 7, 2016

7:15 PM

1. Call to Order 7:15
2. Pledge of Allegiance
3. Citizens' Comments 7:20
4. Chair's Report 7:30
5. Superintendent's Report 7:45
6. Consent Agenda 7:55
 - a. Minutes of December 17, 2015 Exhibit A
 - b. Model UN Field Trip-Boston 2016 Exhibit B
7. Old Business 8:15
8. New Business 8:45
 - a. Budget Discussion Continued Exhibit C
 - General discussion including Revenue Sources, Expense Offsets, Primary cost Drivers
 - Introduction to 5 Year Capital Improvement Plan
 - School Committee Adopts Tentative FY17 Budget
 - b. Approval of Plaque for FOTA – Parelli Optical plaque – Sponsors of Melody Miles Race Exhibit D
 - c. Donations: Exhibit E
 - Friends of Cutler School \$537.68
 - Hollan Publishing \$1,500
 - d. Vote School Calendar for 2016-17 Exhibit F
9. Vote to Adjourn 9:30

Knowledge



Responsibility



Respect



Excellence

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING MINUTES
DECEMBER 17, 2015
7:15 PM

CALL TO ORDER: *Larry Swartz called the meeting to order at 7:22 pm in the Buker Elementary School Multi-Purpose Room.*

Present: Jeanise Bertrand, Deborah Evans, Hannah Fraley, Dennis Hurley, Stacey Metternick, Larry Swartz, Emily Madden

Also present: Michael Harvey, Celeste Bowler, Jeff Sands, Kerrienne Heppner (Student Representative)
Nancy Bergner, (Secretary)

PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

I. CITIZENS COMMENTS

- A. Statement of concerns about MCAS/PARCC from citizen/educator working in a school district which used PARCC. Strongly urges the SC to vote to remain with MCAS.*
- B. Michelle Bailey re: PARCC/MCAS. Urges the SC to remain with MCAS*

II. CHAIR'S REPORT

Attended the History Fair and the Winthrop Arts Fair. SC members are encouraged to attend events such as these, which showcase the creativity and quality of education in our district.

III. SUPERINTENDENT'S REPORT

Congratulations to Ray Pape, English faculty member at H-WRSH, whose article, *Preparing Our Close Readers for the New Literacies*. has been published in the November 2015 issues of English Journal. December 14th's Hour of Code for Middle and High School built interest in coding. See <https://www.youtube.com/watch?v=lzKx9J2mh-o&feature=youtu.be> for a quick view of this great event.

Ed Camp professional development session for faculty offered last Wednesday.

Congratulations to MRMS students honored by Hamilton Rotary Club as Students of the Month.

- A. Superintendent's Recommended FY17 Budget Presentation
 - 1. 5 Year Capital Improvement Plan included in presentation discussion

Exhibit A

IV. CONSENT AGENDA

- A. Minutes – December 3, 2015

Exhibit B

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA. THERE SHALL BE NO FURTHER DISCUSSION OR AMENDMENT OF THIS MOTION.

**Motion by STACEY METTERNICK; seconded by DEBORAH EVANS.
UNANIMOUSLY APPROVED**

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE PARCC TEST ADMINISTRATION FOR THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT.

**Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND.
5 FOR; 0 OPPOSED; 2 ABSTENTIONS**

V. COMMITTEE REPORTS

- A. Communications: Deb Evans
- B. Planning: Deb Evans
- C. Policy: Dennis Hurley

VI. NEW BUSINESS

A. Donations

1. Friends of Buker School - \$1,983.00.
2. Donation to MRMS from Hutchinson Family - \$500 (Donated Celtics Tickets)
3. Hamilton House of Pizza - \$200
4. Anonymous - \$100

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE ALL THE DONATIONS LISTED IN EXHIBIT D [FROM FRIENDS OF BUKER SCHOOL IN THE AMOUNT OF \$1983.00, THE DONATION TO MRMS OF \$500 WORTH OF DONATED CELTICS TICKETS FROM THE HUTCHINSON FAMILY, THE DONATION OF \$200 FROM HAMILTON HOUSE OF PIZZA, AND THE ANONYMOUS DONATION OF \$100].

**Motion by STACEY METTERNICK; seconded by DEB EVANS.
UNANIMOUSLY APPROVED**

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE INDIVIDUAL SCHOOL IMPROVEMENT PLAN.

Motion by STACEY METTERNICK; seconded by Hannah Fraley.

UNANIMOUSLY APPROVED

C. Warrant for Election of Members for School Committee.

Exhibit E

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE WARRANT AS LISTED IN EXHIBIT E FOR ELECTION OF MEMBERS FOR THE SCHOOL COMMITTEE.

Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND.

UNANIMOUSLY APPROVED

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN TO EXECUTIVE SESSION TO CONDUCT STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH NONUNION PERSONNEL (ASSISTANT SUPERINTENDENT FOR ADMINISTRATION AND FINANCE) AND NOT TO RETURN TO OPEN SESSION (EXECUTIVE SESSION PURPOSE #2).

Motion by STACEY METTERNICK; seconded by DEB EVANS.

UNANIMOUSLY APPROVED BY ROLL CALL VOTE AT 9:45 PM

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: December 18, 2015
 Faculty Sponsor: Kristen Borges Position: History Teacher

I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____
☐ Athletics - Sport: _____
☐ Overnight Trip - In-state - ☐ Academic ☒ Extracurricular - Destination: Model UN Club Conference MIT
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: Boston MA
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: 2/5/2016 Time: 12:45 pm Return Date: 2/7/2016 Time: 4:00 pm
 Number of Students Eligible: 20 Class/Group: Model UN Club
 Faculty Sponsor: Kristen Borges
 Other Faculty/Staff chaperones: Johanna Knets
 Other chaperones: _____
 Mode of Transportation: Commuter Train Number: _____
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges: <u>\$ 60.00</u>	7. Other Sources of Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost: <u>\$ 140.00</u>	8. Amount Available: \$ <u>50.00/per student</u>
4. Other (specify):	9. Are Student Activity Funds being used? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>\$ 200.00</u>	10. If yes, amount bring used: \$

III. Attachments

1. Copy of Parent Letter with meeting date: <input checked="" type="checkbox"/>	5. Travel Costs & Refund Policy: <input checked="" type="checkbox"/>
2. Itinerary: <input checked="" type="checkbox"/>	6. Travel Insurance Policy (if applicable): Cost: <u>N/A</u>
3. Security features for transportation & accommodations: <input checked="" type="checkbox"/>	7. Pre and Post Trip Activities:
4. Arrangements for meals and lodging: <input checked="" type="checkbox"/>	8. Other Descriptive Information:

IV. Approvals

Department Chairperson or Field Trip Requestor: Kristen E Borges Date: 12/18/2015
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements
 Principal: [Signature] Date: 12/18/15
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: _____ Date: _____

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

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

APPROVAL DOCUMENTATION – Domestic and International

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

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

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

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

December 20, 2016

Dear Parents and Model UN Delegates-

It is time for this year's MIT Model UN Conference in Cambridge, February 5 – 7, 2016. There are a few important things to mention.

Preparation: We are a delegation that prepares and are always on time!
The 3 key elements of a fun conference are: Research, Research, and Research!! If you want to have a blast, know your topic. Otherwise you will be a wall-flower.

Travel: We will travel by train from the Hamilton-Wenham Train Depot to North Station, and then by T to the Boston Marriott Cambridge Hotel.

Train Departure: **Friday February 5, 2016 at 1:25 pm.**
You will be dismissed at 12:45. Go directly to the lobby for attendance.

Train Arrival: **Sunday February 7, 2016 at 2:48 at Beverly Train Depot**
We will depart from North Station at 2:15 pm. Have your ride pick you up at the Beverly Depot. I will need to speak with a parent if a non-parent drives you home.

You will need to cover the cost of your train tickets including the T from North Station to MIT.

Accommodations: We will stay at the Boston Marriott Cambridge Hotel. All committees meetings will take place in MIT's E51 Building across the street from the hotel.

Sheraton Boston Hotel
39 Dalton Street
Boston, MA 02199
Phone # 1.888.627.7054

We have a long-standing policy of no mixed gender visits in rooms. You must stay in your room after curfew. The MIT staff will monitor the halls all night for our security.

Dress: All sessions require professional style clothing. For example ties, dress pants, jackets, skirts or dresses, shoes, no jeans, no sneakers. The following can be found in the MIT Delegate Guide:

Dress Code

As a simulation of the actual United Nations, MITMUN strives for a professional appearance. Proper and uniform dress is expected of all delegates for the duration of the conference, and will be strictly enforced. Guidelines are as follows:

MEN—must wear a suit or a jacket and dress pants (no jeans or cargo pants) with a dress shirt and tie. Socks and dress shoes must be worn. No hats or caps will be allowed.

WOMEN—must wear a suit, dress slacks or skirt (no jeans or corduroys) with a blouse or sweater, or a dress. Again, dress shoes must be worn. Skirts must be of appropriate length.

We ask that you use judgment when interpreting these rules. “Semiformal” or “business” attire is the rule, which prohibits certain styles of dress, although national and/or religious attire is appropriate. The MITMUN staff has the final word on the dress code; if a staff member feels that a delegate is dressed inappropriately, he or she will ask the delegate to leave committee and change into clothes which comply with the dress code.

Food: There are a number of restaurants located in the immediate vicinity of the hotel, including a food court that is connected to the hotel lobby. Saturday evening after committee, we will all travel to a restaurant chosen by one of our club members to have dinner together as a team before we head back to the hotel for the delegate dance. You are encouraged to bring your own snacks if you want to save on some of the meal costs.

Safety: No delegate is allowed to leave the conference rooms or the Marriott Hotel without getting permission from either Ms. Borges or Mr. Knets. No one goes anywhere alone!! Period!! Read the attached Code of Conduct liability waiver carefully. Violations will result in parents being contacted to immediately take the delegate home. MIT's policy clearly states the entire delegation will be asked to leave the conference if one delegate violates the Code of Conduct.

Free Time: Once the conference starts it does not exist! You are there to work and get your language into the final resolution. Scheduled social time exist to make informal contacts and build alliances by making friends with other delegates.

Dance Reminder: Remember to bring some casual clothes that you can wear to the dance. Again, you are representing Hamilton-Wenham so ALL school rules apply!

Check in with all of your teachers BEFORE you leave for this conference. Make sure you make arrangements for all missed work. You will miss Blocks G and F on Friday.

I look forward to a rewarding long weekend at MIT. I know we will have an excellent time.

I attached a copy of MIT's Code of Conduct. You will need to sign this document agreeing to the terms outlined. **Please complete the attached permission slip and liability form and return it no later than Monday January 7th, 2016.**

If you have any questions please do not hesitate to call my cell phone or email me. I will also have my cell phone with me at the conference if you need to contact your son/daughter while at the conference.

Ms. Borges Cell Phone: 978.500.4933

E-mail: k.borges@hwschools.net

j.knets@hwschools.net

Thank you,

Kristen Borges and Johann Knets
Hamilton-Wenham Model UN Club Advisors
History Teacher

Schedule of Events: All events will be held in the conference rooms at the Sheraton Hotel Boston.

Friday, February 5

3:00 pm – 5:00 pm	Check-in and Materials Pick-up
4:00 pm – 6:00 pm	Dinner Break
6:00 pm – 7:00 pm	Opening Ceremonies
7:30 pm – 10:00 pm	Committee Session I
Curfew 11:00 pm	

Saturday, February 6

9:30 am – 12:30 pm	Committee Session II
12:30 pm – 2:00 pm	Lunch Break
2:00 pm – 5:00 pm	Committee Session III
5:00 pm – 6:30 pm	Dinner break
6:30 pm – 9:00 pm	Committee Session IV
10:00 pm – 12:00 am	Social Event

Sunday, February 7

9:30 am – 11:30 am	Committee Session V
11:30 am – 1:00 pm	Lunch Break
1:00 pm – 2:00 pm	Closing Ceremonies

Code of Conduct

MITMUNC is an educational experience designed to allow young adults the opportunity to explore international diplomacy. In order to ensure a safe environment for all delegates, students must adhere to the following rules of conduct. Unprofessional behavior that is outside the bounds of the conference rules will not be tolerated.

Attendance

Delegates are expected to arrive promptly and attend all committee sessions in order to be considered for an award at the end of the weekend. Roll call will be taken at the beginning of each session.

Hotel Check-in and Check-out

Check-in time is 3 pm and Check-out time is 12 pm. Any special accommodations should be arranged directly with the hotel. For your convenience, the hotel will hold baggage for delegates on Sunday morning.

Computing

Access to the internet can be found in the Delegate Resource Centers. These computers come equipped with Microsoft Office Applications to be used for typing resolutions and other committee related uses. No laptops or other electronic devices shall be allowed in the committee rooms, except those of the conference staff.

Complementary wireless internet access is available in all common areas of the Marriott Boston Cambridge and on MIT's campus. Wired internet access is available in hotel rooms for a fee.

Credentials

All conference participants will be issued identification badges. They must be worn at all times when delegates and faculty advisors are in the hotel or on the Massachusetts Institute of Technology (MIT) campus. Identification badges must be presented for admittance to all events. For safety reasons, they should not be worn outside these two locations. Lost credentials need to be replaced at the delegate resource center for a fee of \$3. The following colors will be used for identification:

- **WHITE:** Delegates
- **BLUE:** Advisors
- **GREEN:** Staff
- **ORANGE:** Security
- **RED:** Secretariat

Committee Rules

A background of the policies and procedures during MITMUNC can be found at the end of this guide. However, all chairs reserve the rights to adjust the rules to suit their preferences. Chairs are expected to inform you of a change in procedures at the beginning of the first committee session.

Curfew

The conference schedule indicates the mandatory delegate curfew for each night. At that time, delegates must be in the rooms to which they are assigned. All delegate rooms must be quiet, and for no reason should delegates be in the hallways past this time. No co-ed rooms or movement between rooms will be tolerated. Only those students participating in official MITMUNC activities after curfew, as designated by a member of the conference staff, will be exempted from this provision.

Damage

Any damage to or theft of hotel property will not be tolerated, and individuals will be charged for items that are missing or damaged in the hotel.

Dress Code

The dress code for all official functions of MITMUNC is western business attire. This indicates a shirt and tie for male delegates, with appropriate slacks or pants. Women are expected to wear dresses, skirts, or dress slacks with blouses or sweaters. Jackets are strongly recommended for both men and women. Neither jeans nor sneakers will be permitted. Any delegate whom the staff considers in violation of this policy will be asked to return to his or her room so that he or she may change into the appropriate attire.

Equal Treatment

MITMUNC best achieves an educational environment if we offer equal opportunity and access to all delegates. Instances of discrimination based upon race, color, gender, sexual orientation, national origin, religion, age, or disability will not be tolerated. If you feel disadvantaged because of any of these reasons please speak with any of the Secretariat members or staff.

Faculty Advisors

It is the responsibility of the faculty advisor to monitor their students to ensure compliance with the code of conduct. They may make additional rules for the students for whom they are responsible. However, faculty advisors *may not* exempt any of their students from the standards outlined above. If any infractions occur, the faculty advisors are expected to aid the MITMUNC Staff.

Hotel Decorum

Delegates must remember that they are guests of both the hotel and MIT. All delegates are expected to be quiet and professional in the hotel premises. MITMUNC participants are not the sole occupants of the

hotel, and therefore, we must respect the other guests. This includes all elevators, hallways, and stairwells. It is imperative that delegates do not linger in the hallways, as this can be disruptive to the other guests of the hotel.

Placards

All delegates will be given a placard at the beginning of each session. These placards should be left in the committee room at the end of each session to be collected by the chair. All delegates will be seated in alphabetical order. At the beginning of each committee session, the chair will reverse the order of the placards, to ensure equal time in the front and the back of the classroom for all delegates.

Prohibited Substances

All delegates are required to adhere to the legal drinking age in the Commonwealth of Massachusetts. Therefore, no delegate may buy, possess, or consume any alcoholic beverages. Any violations of this rule will be taken very seriously and the participant's faculty advisor, as well as the MITMUNC Secretariat, will be notified. The use and/or possession of narcotic drugs and other illegal substances is strictly prohibited under federal and state law. Therefore, no delegate may buy, possess or use any illegal substance. Any violation to this policy will be taken very seriously and will be referred to both the delegate's faculty advisor and the MITMUNC Secretariat.

Safety

Delegates must obey the fire and safety rules of the hotel, the laws of the Commonwealth of Massachusetts, the cities of Boston and Cambridge, and of their respective schools.

Enforcement

All conference personnel will act to uphold these rules of conduct. MITMUNC staff members will address any infringement directly or refer the case to the MITMUNC Secretariat. Serious violations of policy will be referred to the Secretaries-General, along with the faculty advisor(s). MITMUNC reserves the right to address any violation of the aforementioned Code of Conduct by removing the offender(s) from the Conference, suspending the sponsoring school from participation in MITMUNC, and/or prohibiting the school from future involvement in MITMUNC. The conference staff will make every effort to resolve violations of this code with efficiency and discretion; however, if incidents involve hotel security personnel, MIT, Boston, or Cambridge police officials, MITMUNC will cooperate fully with the authorities.

I have read the Code of Conduct and agree to the terms outlined above.

Student Signature: _____ Date: _____

Student Print Name: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Print Name: _____ Date: _____

Security Plan for Model UN Trip

Kristen Borges and Johann Knets

- The name of the hotel where we will be staying and information will be provided to parents.

**Sheraton Boston Hotel
39 Dalton Street
Boston, MA 02199
Phone #1.888.627.7054**

- Students are provided with hotel information including phone numbers and address on a card that they must carry with them at all times.
- In case of emergency, MIT and the Sheraton Boston Hotel has 24/7 staff that can be immediately reached.
- All committee meetings will take place in one building on the MIT campus
- The campus building is located two blocks from the hotel in Kendall Square and students are required to walk to the campus building as a committee with their committee chair.
- Students will be assigned into “families” and will be assigned to a specific chaperone.
 - Every time we move, transition, or need to discuss future plans, students will check in with their chaperones as a “family”.
 - Students are strictly instructed to always remain in groups.
- Each chaperone is a high school faculty members.
- A cell phone list will be generated for all students. The list will include the chaperones’ cell phone numbers and each student’s cell phone numbers.
- Each chaperone’s cell numbers have been shared with the students and parents.
- Strictly enforced curfew will take place each evening.
- Nightly bed checks are done after curfew at hotel.
- The Sheraton Boston Hotel Security and MIT MUN staff will patrol the hotel hallways each night.

Liability Release, Waiver, Discharge and Covenant Not to Sue

This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, "Release"), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns (hereinafter collectively, "Releasor," "I" or "me", which terms shall also include Releasor's parents or guardian, if Releasor is under 18 years of age) to the Massachusetts Institute of Technology ("MIT").

As the undersigned Releasor, I fully recognize that there are dangers and risks to which I may be exposed by participating in the program, trip or other activity described on Exhibit A¹ which is attached to and incorporated in this Release (the "Activity"). As the undersigned Releasor, I understand that MIT does not require me to participate in this Activity, but I want to do so despite the possible dangers and risks and despite this Release. With informed consent, and for valuable consideration received, including assistance provided by MIT, as the undersigned Releasor, I agree to assume and take on myself all of the risks and responsibilities in any way arising from or associated with this Activity, and I release MIT and all of its affiliates, divisions, departments and other units, committees and groups, and its and their respective governing boards, officers, directors, principals, trustees, legal representatives, members, owners, employees, agents, administrators, assigns, and contractors (collectively "Releasees"), from any and all claims, demands, suits, judgments, damages, actions and liabilities of every name and nature whatsoever, whenever occurring, whether known or unknown, contingent or fixed, at law or in equity, that I may suffer at any time arising from or in connection with the Activity, including any injury or harm to me, my death, or damage to my property (collectively "Liabilities"), and I agree to defend, indemnify, and save Releasees harmless from and against any and all Liabilities.

As the undersigned Releasor, I recognize that this Release means I am giving up, among other things, all rights to sue Releasees for injuries, damages or losses I may incur. I also understand that this Release binds my heirs, executors, administrators, legal representatives and assigns, as well as myself. I also affirm that I have adequate medical or health insurance to cover any medical assistance I may require.

I agree that this Release shall be governed for all purposes by Massachusetts law, without regard to such law on choice of law.

I have read this entire Release. I fully understand the entire Release and acknowledge that I have had the opportunity to review this Release with an attorney of my choosing if I so desire, and I agree to be legally bound by the Release.

THIS IS A RELEASE OF YOUR RIGHTS, READ CAREFULLY AND UNDERSTAND BEFORE SIGNING.

(Releasor's Signature)

(Parent's Signature, if Signatory is minor)

(Print Name)

(Print Name)

(Date)

¹ The description of the Activity expressly includes any extensions of time, changes or modifications of the Activity, whether planned or not planned.

EXHIBIT C



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

*FY17 Budget Recommendation
School Committee Presentation
January 7, 2016*

Prepared by:

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



FY17 Budget

Superintendent's Recommendation

Level Service Budget

What Does “Level Service” Mean?

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

For FY17, Level Service translates into a spending increase in our Gross Operating Expenses of \$823,421 or 2.81% over the FY16 Budget.



FY17 Budget: Level Service

Key Assumptions

- Salary Costs
 - Incorporates a 2.5% COLA increase for all personnel.
 - Incorporates all other contractual obligations related to changes in compensation (e.g. STEP, Degree changes, and Pay Differentials).
 - No new positions.
 - Reduction in FTE's of ~4.0 versus FY16 Budget
 - Level funding of all Grants as compared to FY16, including SPED, Title I & II.
- Operating Costs
 - No new Services.
 - No new Programs.
 - Level funded the majority of operating account categories.
 - Exceptions to level funding include:
 - Transportation costs, including SPED.
 - Out-of-District Tuition Costs
 - Essex Retirement Pension Fund Appropriation
 - Facilities Special Projects



FY17 Budget – Primary Drivers

Level Service Gross Operating Expense Budget

Driver	Impact: FY17B vs FY16B	
	\$	%
All Staff COLAs	\$ 460,000	1.6%
Teacher STEPS	\$ 146,000	0.5%
Teacher Degree Changes	\$ 50,000	0.2%
Essex Retirement Pension Fund Appropriation	\$ 56,000	0.2%
OOD Tuition	\$ 81,000	0.3%
Transportation (Regular and Special Education)	\$ 115,000	0.4%
Facilities Special Projects	\$ 82,500	0.3%
Net All Other Operating Expenses	\$ 158,000	0.5%
Subtotal Increases:	\$ 1,148,500	3.9%
Staff Replacement Cost Savings	\$ (70,000)	-0.2%
FTE Savings	\$ (187,000)	-0.6%
Staff Retirement Replacement Savings	\$ (68,000)	-0.2%
Subtotal Decreases:	\$ (325,000)	-1.1%
TOTALS:	\$ 823,500	2.8%



FY17 Budget – District Totals

Level Service Net Operating Expense Budget

General Fund Operating Expenses						
	FY15 BUD	FY15 ACT	FY16 BUD	FY17 BUD	Difference	
Operating Expense - Gross, before offests & Overlays	\$ 28,420,061	\$ 28,481,864	\$ 29,343,112	\$ 30,166,532	\$ 823,421	2.81%
Expense Offsets						
	FY15 BUD	FY15 ACT	FY16 BUD	FY17 BUD	Difference	
<i>Recurring Offsets</i>						
School Choice	\$ 550,000	\$ 546,819	\$ 425,000	\$ 375,000	\$ (50,000)	-11.8%
KDG Tuition	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Preschool Tuition	\$ 30,000	\$ 37,367	\$ 30,000	\$ 37,500	\$ 7,500	25.0%
Special Needs Tuition	\$ 30,200	\$ 30,017	\$ 69,010	\$ 35,000	\$ (34,010)	-49.3%
Facilities Rental	\$ 2,000	\$ 1,989	\$ 2,000	\$ 2,000	\$ -	0.0%
Circuit Breaker Offset	\$ 375,000	\$ 445,000	\$ 487,500	\$ 567,000	\$ 79,500	16.3%
	\$ 987,200	\$ 1,061,192	\$ 1,013,510	\$ 1,016,500	\$ 2,990	0.3%
<i>One-Time Offsets</i>						
Other Revolving Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Offsets	\$ 987,200	\$ 1,061,192	\$ 1,013,510	\$ 1,016,500	\$ 2,990	0.3%
NET OPERATING BUDGET	\$ 27,432,861	\$ 27,420,672	\$ 28,329,602	\$ 29,150,032	\$ 820,431	2.90%



FY17 Budget – District Totals

Level Service Net Assessment Budget

Total Expenses						
	FY15 BUD	FY15 ACT	FY16 BUD	FY17 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 28,420,061	\$ 28,481,864	\$ 29,343,112	\$ 30,166,532	\$ 823,421	2.81%
Expense Offsets	\$ 987,200	\$ 1,061,192	\$ 1,013,510	\$ 1,016,500	\$ 2,990	0.30%
General Operating Expenses (After Offsets)	\$ 27,432,861	\$ 27,420,672	\$ 28,329,602	\$ 29,150,032	\$ 820,431	2.90%
Debt Service Expense	\$ 1,970,392	\$ 1,970,392	\$ 1,993,488	\$ 2,129,250	\$ 135,763	6.81%
TOTAL EXPENDITURES	\$ 29,403,253	\$ 29,391,064	\$ 30,323,089	\$ 31,279,282	\$ 956,193	3.15%

Total Funding Sources						
	FY15 BUD	FY15 ACT	FY16 BUD	FY17 BUD	Difference	
<i>Revenues</i>						
Chapter 70-Base Aid	\$ 3,413,341	\$ 3,413,341	\$ 3,413,341	\$ 3,457,966	\$ 44,625	1.3%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ -	0.0%
State Transportation Reimbursement	\$ 290,000	\$ 290,000	\$ 290,000	\$ 331,304	\$ 41,304	14.2%
Medicaid Reimbursement	\$ 85,000	\$ 82,767	\$ 85,000	\$ 85,000	\$ -	0.0%
Interest Income	\$ 4,000	\$ 2,880	\$ 4,000	\$ 4,000	\$ -	0.0%
Prior Year Unexpended Encumbrances	\$ -	\$ 13,217	\$ -	\$ -	\$ -	#DIV/0!
Other Non-recurring Income	\$ -	\$ 7,502	\$ -	\$ -	\$ -	#DIV/0!
Total Revenues	\$ 4,924,406	\$ 4,941,772	\$ 4,924,406	\$ 5,010,335	\$ 85,929	1.7%
<i>Transfers In From Other Funds</i>						
Excess and Deficiency	\$ -	\$ -	\$ 395,781	\$ 555	\$ (395,226)	-99.9%
Total Transfers	\$ -	\$ -	\$ 395,781	\$ 555	\$ (395,226)	-99.9%
Total Funding Sources	\$ 4,924,406	\$ 4,941,772	\$ 5,320,187	\$ 5,010,890	\$ (309,297)	-5.8%

Total Expenditures	\$ 29,403,253	\$ 29,391,064	\$ 30,323,089	\$ 31,279,282	\$ 956,193	3.2%
Less Total Funding Sources	\$ 4,924,406	\$ 4,941,772	\$ 5,320,187	\$ 5,010,890	\$ (309,297)	-5.8%
NET ASSESSMENT including Debt Service	\$ 24,478,847	\$ 24,449,292	\$ 25,002,902	\$ 26,268,392	\$ 1,265,490	5.1%

Total Town Assessments						
	FY15 BUD	FY15 ACT	FY16 BUD	FY17 BUD	Difference	
Hamilton	\$ 16,867,884	\$ 16,867,884	\$ 16,991,972	\$ 17,494,749	\$ 502,777	3.0%
Wenham	\$ 7,610,963	\$ 7,610,963	\$ 8,010,930	\$ 8,773,643	\$ 762,713	9.5%
NET ASSESSMENT including Debt Service	\$ 24,478,847	\$ 24,478,847	\$ 25,002,902	\$ 26,268,392	\$ 1,265,490	5.1%



5 Year Capital Improvement Plan

Key Assumptions

- Time Frame:
 - Covers the Five (5) Fiscal Years beginning with FY17 and ending with FY21.
- Scope:
 - Facilities & Grounds
 - Technology
 - Food Service
 - Athletics
 - Master Plan
- Definition:
 - Tangible Assets that cost at least \$10,000 and have a useful life of at least 5 years.
- Funding Sources:
 - For FY17, it is assumed that the eight (8) capital items (**in green**) being recommended for FY17 will be funded through the District's Operating Budget.
 - For FY18 and beyond, funding sources have not been specifically identified and may include but are not limited to Capital Exclusions, Debt Exclusions, Overrides, Grants, MSBA, Donations, as well as the District's Operating Budget.



5 Year Capital Improvement Plan

Covering FY17 – FY21

Project	Location	Total Est Cost	FY17	FY18	FY19	FY20	FY21
New Roof	HS	3,000,000	-	-	-	-	3,000,000
Building Energy Management System	HS / MS	125,000	-	125,000	-	-	-
Building Energy Management Systems	Elem Schools	210,000	-	-	210,000	-	-
Replace Recalled Sprinkler Heads	HS / MS	37,500	-	18,750	18,750	-	-
Replace Classroom Sinks & Countertops	Elem Schools	45,000	-	-	15,000	15,000	15,000
Replace Hot Water Heater	HS / MS	100,000	100,000	-	-	-	-
Waste Water Treatment Plant Upgrades	District	TBD	-	-	-	-	-
Repair, refinish & reline Gymnasium Floors	District	60,000	-	30,000	30,000	-	-
Building Fire Suppression System (Install by 8/31/2018)	Win	600,000	-	600,000	-	-	-
Rekey School Buildings (Exterior & Interior)	District	15,000	15,000	-	-	-	-
Install Keyless Entryway Swipecard Systems	District	35,000	-	35,000	-	-	-
Install Exterior Surveillance Cameras	District	30,000	-	30,000	-	-	-
Interior Classroom & Hallway Painting	Cut & Buk	60,000	-	-	30,000	30,000	-
Replace Carpets	Cut	15,000	-	15,000	-	-	-
Classroom Shades	Cut, Buk, HS & MS	135,000	-	15,000	25,000	60,000	35,000
Emergency Generator	Buk & Admin Bldg	40,000	-	40,000	-	-	-
Autoscrubbers (4) & Floor Burnishers (2)	District	80,000	10,000	15,000	25,000	15,000	15,000
Replace flooring in HS Fitness Center	HS	15,000	-	15,000	-	-	-
Equipment for HS Fitness Center	HS	17,000	-	17,000	-	-	-
iPads for Students on Scholarship and F&RL	District	87,500	17,500	17,500	17,500	17,500	17,500
Classroom Hardware Refresh 4 year cycle (iPads)	District	301,000	-	63,000	105,000	70,000	63,000
Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	295,785	-	80,950	68,450	92,430	53,955
Classroom Chromebooks 4 year cycle	District	36,000	-	18,000	-	18,000	-
Classroom Chromebooks (MRMS New)	District	18,000	-	18,000	-	-	-
Install / Upgrade Wireless Access Points including wiring	District	96,918	46,998	-	-	49,920	-
Replace Phone System with new VoIP System	HS / MS	47,000	-	47,000	-	-	-
Install Server Room Ductless Mini-split AC System	District	12,500	12,500	-	-	-	-
Replace Backup Server / Services	District	52,000	-	52,000	-	-	-
Replace VMWare Server and Licenses	District	113,000	-	-	113,000	-	-
Replace Network Area Storage Arrays	District	207,000	-	-	-	207,000	-
Replace Network IDF	District	72,000	-	-	-	-	72,000
Replace Classroom SMARTBoards, Projectors, etc	District	386,116	60,476	162,820	162,820	-	-
Upgrade Auditorium Theatrical Electrical Systems & Controls	HS	75,000	-	75,000	-	-	-
Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	50,000	-	-	-
Kitchen Equipment	District	373,576	-	43,628	149,597	115,107	65,243
Turf Fields	District	TBD	-	-	-	-	-
Architect & Design Fees (Master Plan)	District	50,000	50,000	-	-	-	-
Classroom Furniture (Master Plan)	District	800,000	-	800,000	-	-	-
HS/MS Library Media Center Renovation (Master Plan)	HS / MS	1,000,000	-	-	1,000,000	-	-
MS Maker Spaces Renovation (Master Plan)	MS	300,000	-	-	-	300,000	-
Elementary Library Media Center Renovations (Master Plan)	Elem Schools	300,000	-	-	-	300,000	-
Totals:		\$ 9,292,895	\$ 312,474	\$ 2,383,648	\$ 1,970,117	\$ 1,289,957	\$ 3,336,698



FY17 Budget: *Timeline & Next Steps*

- December 17, 2015: Superintendent's FY17 Budget Recommendation
- December 21, 2015: Superintendent's FY17 Budget Recommendation Book Distributed
- January 7, 2016: FY17 Budget Discussion Continued
 - General Discussion including Revenue Sources, Expense Offsets, Primary Cost Drivers, etc.
 - Introduction to 5 Year Capital Improvement Plan
 - School Committee Adopts Tentative FY17 Budget
- January 8, 2016: Mail Tentative FY17 Budget to Towns
- January 21, 2016: Public Hearing on School Committee's FY17 Budget
- January 21, 2016: FY17 Budget Discussion Continued
 - Maintenance & Facilities
 - Athletics
 - Technology
- January 28, 2016: FY17 Budget Meeting #2 with Town Officials
- February 4, 2016: FY17 Budget Discussion Continued
 - Special Education
 - Healthcare Costs
 - 5 Year Capital Improvement Plan
 - 3 Year Forecast Model (FY17 – FY19)
- February 11, 2016: FY17 Budget Discussion Concluded
- February 11, 2016: School Committee votes to Adopt FY17 Budget
- April 2, 2016: Hamilton and Wenham Annual Town Meetings



FY17 Budget

Motions for School Committee Tentative Budget Vote

Motion for Tentative FY17 Operating Budget Vote:

Motion: The Hamilton-Wenham Regional School Committee approves a Tentative FY17 Total General Fund Expenditures Budget of \$31,279,282. This amount includes General Fund Operating Expenses (after Offsets) in the amount of \$29,150,032 and General Fund Debt Service Expenses in the amount of \$2,129,250.

EXHIBIT E

DONATIONS – SC MEETING 1.7.16

1. Friends of Cutler School – subsidize field trip to NSMT “Christmas Carol”
\$537.68
2. Hollan Publishing – Washington DC Trip **\$1,500.00**

2016-2017 School Calendar

August 2016	Su	M	Tu	W	Th	F	Sa
1		1	2	3	4	5	6
7	8	9	10	11	12	13	14
21	22	23	24	25	26	27	28
	TW	TW	SR				

September 2016		Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30			
18	19	20	21	22	23	24		
11	12	13	14	15	16	17		
4	H	6	7	8	9	10		
				1	NS	3		

October 2016		20 Days	
Su	W	Tu	W
3	4	5	6
7	8	9	10
11	12	13	14
15	16	17	18
19	20	21	22
23	24	25	26
28	29	30	31

November 2016		18 Days	
Su	M	Tu	W
		1	2
		3	4
		5	6
	7	8	9
	14	15	16
	21	22	23
27	28	29	30

December 2016		17 days		Su	Mo	Tu	We	Th	Fr	Sa
								1	2	3
4	5	6	7	8	9	10	11	12	13	14
11	12	13	14	15	16	17	18	19	20	21
18	19	20	21	22	ER	24		V	V	31
H	H	V	V							

January 2017		20 Days	
Su	W	Tu	W
		4	5
H	H	3	6
8	9	10	13
15	H	17	20
22	23	24	27
29	30	31	

September 2 - No School

HOLIDAYS & OTHER NO SCHOOL DAYS

(This includes 5 snow days)

June 22--Last Day for Teachers & Students

June 4--Graduation

August 31--Opening Day All Students

Students Only

August 30--Orientation for Grades 6 & 9

August 29--Opening Day Teachers

August 30--Teachers Workshops

February 2017		15 Days	
Su	M	Tu	W
		1	2
3	4	5	6
7	8	9	10
11	12	13	14
15	16	17	18
19	20	21	22
23	24	25	26
27	28		

	Su	M	Tu	W	Th	F	Sa	22 Days
March 2017				1	2	3	4	
5	6	7	8	9	10	17	18	
12	13	14	15	16	17	24	25	
19	20	21	22	23	24	31		
26	27	28	29		30			

April 2017		Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	8		
9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28
29	30								

May 2017		22 Days	
Su	W	Th	F
1	2	3	4
5			
6			
7	8	9	10
11	12	13	14
15	16	17	18
19	20	21	22
23	24	25	26
27			
28	H	30	31

June 2017	11 Days + 5	Sa	Su	Mo	Tu	We	Th	Fr	Sa
							1	2	3
				5	6	7	8	9	10
			11	12	13	14	15	16	17
			18	19	20	21	22	23	24
			25	26	27	28	29	30	

July 2017	Su	M	Tu	W	Th	F	Sa
2	3	H	5	6	7	8	15
9	10	11	12	13	14	21	22
16	17	18	19	20	27	28	29
23	24	25	26				
30	31						

HOLIDAYS & OTHER NO SCHOOL DAYS
September 2 - No School

August 29--Opening Day Teachers
August 30--Teachers Workshops
August 30--Orientation for Grades 6 & 9
Students Only
August 31--Opening Day All Students
June 4--Graduation
June 22--Last Day for Teachers & Students
(This includes 5 snow days)