



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

School Committee Meeting

Buker Elementary School
Multi-Purpose Room

Thursday, January 21, 2016

6:30 PM

PUBLIC HEARING ON FY17 BUDGET

Buker Elementary School
Multi-Purpose Room

Thursday, January 21, 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. Policies Reviewed
 - Renovation & New Construction Exhibit A1
 - Staff Participation in Political Activities Exhibit A2
 - Recruitment & Selection Exhibit A3
 - Staff Complaints & Grievances Exhibit A4
 - Curriculum Adoption Exhibit A5
 - b. Minutes of January 7, 2016 Exhibit B
7. New Business 8:00
 - a. Budget Discussion Continued Exhibit C
 - Overview in General Discussion
 - Maintenance & Facilities
 - Technology
 - Master Plan
 - b. Policy Reviews
 - Public Use of School Buildings & Grounds Exhibit D
 - Staff Ethics-Conflict of Interest Exhibit E
 - c. Donation(s) Exhibit F
 - League of Women Voters > Model UN Club
 - EdFund > Hydroponic Vertical Grow Wall \$12,507 Exhibit F2
 - EdFund > Chromebooks \$38,497 Exhibit F3
 - EdFund > Buker Media Center Makerspace \$9,052.81 Exhibit F4
8. Committee Reports 9:00
 - a. Communications
 - b. Administration
 - c. Policy & Education Programming
 - d. Student Rep.
 - e. Other-School Liaisons Updates
9. Vote to Adjourn to Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel (Assistant Superintendent for Administration & Finance) and not to return to open Session (Executive Session Purpose #2)

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 DISTRICT

5 SCHOOL STREET WENHAM MA 01984 · TEL. 978-468-5303

KATHERINE HARRIS
DIRECTOR OF STUDENT SERVICES

January 19, 2016

Dear Parent or Guardian:

Information Regarding PARCC Test Accommodations for Spring 2016

The Hamilton Wenham Regional School Committee has voted for the new PARCC tests to replace the MCAS tests during the spring of 2016. PARCC is the Partnership for the Assessment of Readiness for College and Careers. Your child will take the new tests in English Language Arts (ELA) and Mathematics in grades 3 through 8. (Please note that grade 3 and 8 Science testing remains MCAS).

Most likely, your child's current Individualized Education Program (IEP) lists the accommodations your child can receive on MCAS tests. In most cases, the accommodations allowed are the same for MCAS and PARCC, but there are some important differences. If your child's IEP identifies an MCAS accommodation that is also allowed on PARCC, it will be given during PARCC testing this spring. We have identified two potential issues related to this testing change for students with disabilities and want to duly inform you of this and the district's plan to address these issues:

EXTENDED TESTING TIME

MCAS testing allowed for extended time for all students so your child's current IEP may not list this as an accommodation on the State and District testing page of the IEP. Our Special Education Coordinators and teachers are reviewing IEPs to determine whether an amendment may be needed to include this extended time accommodation. For any student currently receiving extended time for testing in all testing settings during the school day, this accommodation will need to be added to the State and District-wide Assessment page of the IEP (IEP 7).

GRAPHIC ORGANIZERS/MATH REFERENCE SHEETS

Graphic organizers and Math reference sheets are MCAS accommodations that may already be listed on your child's current IEP, but are *not allowed* for the PARCC tests. This accommodation *will not be provided* during the spring 2016 PARCC assessments. PARCC test policies do not allow *any* student to use a graphic organizer or individualized math reference sheet, including students with disabilities. Even if your child's IEP lists the use of these tools on state- or district-wide assessments, they will not be allowed on PARCC tests. The reason for this per test administration guidance is that PARCC and MCAS test questions are quite different. The graphic organizers and individual reference sheets used for MCAS will not be useful and may lead students to give the wrong answers on PARCC tests. Additionally, if these tools are used, you will not receive accurate information about your child's performance and the test results will be invalid. For PARCC testing, all students will be given blank paper and can draw a graphic organizer from memory, and all students in grades 5 and higher will get a "standard" math reference sheet. In some instances, PARCC builds graphic organizers into their questions.

The district's Special Education Coordinator or Liaison will be contacting you in the coming weeks to discuss needed changes to your child's IEP and to determine the best mode for making these changes. It is likely that an amendment will need to be created to IEPs developed prior to the district's decision to administer the PARCC assessment.

Thank you for your cooperation. We hope you understand that some of the rules for taking PARCC tests will be different from those for MCAS. Please contact your child's Special Education Coordinator or liaison if you have any questions.

Sincerely yours,

A handwritten signature in black ink that reads "Katherine V. Harris". The signature is written in a cursive, flowing style.

Katherine V. Harris, M.Ed., CAGS
Director of Student Services

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT A1

F6006

RENOVATION and NEW CONSTRUCTION

The District will maintain and periodically review a school facilities plan developed to ensure that district facilities are appropriately designed and updated to reflect changing District needs. The Superintendent will establish procedures necessary to determine such needs.

In planning for any renovation or new construction of school facilities in Hamilton-Wenham the District shall comply with the terms of all applicable federal, state and local laws and regulations.

Legal References:

MGL 69:1B

603 CMR 38 et.seq.

70B et seq.

963 CMR 2 et seq

Policy Review: 1st Reading: December 19, 2013
2nd Reading: January 6, 2014/January 21, 2016
Policy Adopted: January 6, 2014
Vote: 7-2-0-0
Chairperson, HWRSD School Committee: Roger Kuebel
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT A2

G7010

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Employees of the District have the right to participate in political activity. Such right shall not be exercised on school premises during school hours, use school system facilities, equipment or supplies, or interfere with the performance of school duties, nor will students be pressured into campaigning.

References: MGL 71:44

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA**

**EXHIBIT A3
G7006**

RECRUITMENT AND SELECTION

The District meets its employment needs through systematic recruitment, selection, and career support programs that identify, attract, and select from the most qualified applicants for school employment, and encourage diverse representation at all occupational levels. The District is an equal opportunity employer.

The Superintendent will insure that a broad range of recruitment sources and professional networks will be utilized to provide the most qualified and diverse pool of candidates possible. Current employees may apply for any position for which they are qualified. The Superintendent will comply with collective bargaining agreements in regards to posting any open positions.

The Superintendent, with the assistance of the administrative staff, shall determine the personnel needs of the District. The School Committee must approve the creation or elimination of a position.

There shall be a job description for each position within the Hamilton-Wenham Regional Schools, which shall include the qualifications, duties, essential functions, licensure requirements and expectations for the position.

A personal interview will be required for all candidates for employment by the District.

The District shall conduct a thorough background check and comply with all relevant State and Federal Regulations regarding criminal background checks and fingerprinting and will review the employment history for all final candidates for positions.

Final appointment to any position is contingent upon a recent physician's certificate of ability to perform the essential functions of the position.

The Superintendent must approve all appointments.

Legal Reference:

MGL C 71 sec. 38G

38R

603 CMR 35.00 et seq

Chapter 459 of the Acts of 2012

Originally Adopted:

Policy Review: May 16, 2013/January 21, 2016

Approved: June 6, 2013

Vote: 8-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT A4

G7014

STAFF COMPLAINTS AND GRIEVANCES

The administration will develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committees.

Grievance procedures will provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

LEGAL REFS.: CONTRACT REFS.:

SOURCE:

M.G.L. 150E:5 and Contract Agreements

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT A5
I9000

Curriculum Adoption

The School Committee will rely on the District's professional staff to design and implement instructional programs and courses of study that will forward the educational mission of the District.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The School Committee will consider and officially adopt new programs and courses when they constitute an extensive alteration in instructional content or approach.

Source: MASC

Legal Ref: M.G.L.; 69:1E

Policy Review: 1st Reading: December 4, 2014
2nd Reading: December 18, 2014/January 21, 2016
Policy Adopted: December 18, 2014
Vote: 7-0-0
Chairperson, HWRS School Committee: William Wilson

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

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING MINUTES
JANUARY 7, 2016
7:15 PM

CALL TO ORDER: Larry Swartz called the meeting to order at 7:20 pm in the Buker Elementary School Multi-Purpose Room.

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

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

PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

I. CITIZENS COMMENTS

No comments presented

II. CHAIR'S REPORT

- Schwartz received a citizen's call to discuss a local group's proposal to explore the possibility of opening an all girl's private day school in Wenham. The SC has a responsibility to authorize (?) such exploration. See *Boston Business Journal's* October article about this possibility. See <http://www.bizjournals.com/boston/news/2015/10/27/group-eyes-catholic-girls-school-in-wenham.html>

III. SUPERINTENDENT'S REPORT

- On Friday, December 18th, I accepted Dr. Celeste Bowler's resignation from the position of Assistant Superintendent for Learning. Dr. Bowler has decided to accept a similar position with the East Providence, RI Public Schools. As many of you know, Dr. Bowler has spent the last five years living between her home in Rhode Island and a rented apartment in Essex in order to work in the HWRSD. This move back to Rhode Island will allow her move back into her home "full-time." I would like to recognize and thank Dr. Bowler for her contributions to improving the quality of education for the students and teachers in the HWRSD and wish her the best in her new position.
- Regarding filling the position of Assistant Superintendent for Learning, I would like to take this opportunity to review our leadership structure to see if there is a more efficient and effective model that we may want to implement. I've begun meeting with Assistant Superintendent Jeff Sands, and Student Services Director Kathy Harris and we've had some great conversations as we reflect on "what's working, what is not, what we would like to begin doing, and what we would like to

discontinue” in regards to our leadership operations. My plan is to share any alternate organizational model proposals with the full leadership team, members of the faculty and ultimately with the School Committee for their input before making any decisions regarding how we will move forward.

- On Thursday, January 21st, the School Committee will convene at 6:30 PM for the purpose of holding a Public Hearing regarding the Fiscal Year 2017 (FY17) Budget. Public Hearings are opportunities for members of the School Committee to gain input from constituents regarding a particular issue or topic. The FY17 Proposed Budget Documents are available at <http://www.hwschools.net/page.cfm?p=2129> under the “FY17 Budget Documents” Tab.
- Miles River Middle School presents Shrek: The musical January 14-16.
- A group of students from the Donglu Middle School in Shanghai, China will be visiting the Miles River Middle School during the week of January 25th. The Donglu Students will attend classes at Miles River and participate in a home-stay with Miles River Families for part of the week.
- On Friday, February 12th, HWRHS Science Classes will be hosting our annual visit from Portsmouth Naval Shipyard. Each year, the Portsmouth Naval Shipyard brings a team (~30 people) to introduce students to various STEM related fields that they work in at the shipyard. Thanks to HWRHS Chemistry Teacher Regina O’Neil and Science Curriculum Leader John Kotch for organizing this event.
- On Monday, March 28th the District will be presenting a screening of the film “Most Likely to Succeed” at 7:00 PM in the Ferrini Auditorium. The film is a great look at how schools are changing to teach students the skills they will need in order to be successful in the future. Tickets to the screening are free, but seating is limited. Tickets can be reserved at <https://www.eventbrite.com/e/most-likely-to-succeed-screening-at-hamilton-wenham-regional-high-school-tickets-20570591192> After the screening, we will hold a discussion session regarding what the themes presented in “Most Likely to Succeed” mean for education in the HWRSD.

IV. CONSENT AGENDA

A. Minutes of December 17, 2015

Exhibit A

B. Model UN Field Trip-Boston 2016

Exhibit B

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION NOR AMENDMENT OF THIS MOTION.

Motion by STACEY METTERNICK; seconded by EMILY MADDEN.

UNANIMOUSLY APPROVED

V. OLD BUSINESS

No old business was presented.

VI. NEW BUSINESS

A. Budget Discussion (continued), facilitated by Jeff Sands

Exhibit C

1. General discussion including Revenue Sources, Expense Offsets, Primary cost Drivers

Inquiries from SC members and the general public on any aspect of this proposed budget are welcome.
The SC meetings, public hearings and town meetings leading up to the February 11 SC meeting will extend discussion and explanation of the proposed budget.

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE A TENTATIVE FY17 TOTAL GENERAL FUND EXPENDITURES BUDGET OF \$31,279,282. THIS AMOUNT INCLUDES THE 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.

Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND
UNANIMOUSLY APPROVED

2. Introduction to 5 Year Capital Improvement Plan

Discussion: This improvement plan does not assume funding sources, but seeks to accommodate the many “moving parts” which influence capital expenses. Sequencing of biggest numbers will be contingent on initiatives connected with the Master Plan.

Inquiries from SC members and the general public on any aspect of this improvement are welcome.

This document is fluid. We will review it again as we prepare for the Feb. 11 SC meeting. Note the *Timeline and Next Steps* part of Exhibit C, which shows the plan for including both towns and general public input on this plan and the operating budget.

3. School Committee Adopts Tentative FY17 Budget

B. Approval of Plaque for Friends of the Arts

Exhibit D

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE A FOTA PLAQUE HONORING THE CONTRIBUTIONS OF PARELLI OPTICA, SPONSOR OF THE MELODY MILES RACE.

Motion by STACEY METTERNICK; seconded by DEBORAH EVANS
5 APPROVED, 1 OPPOSED.

C. Donations

Exhibit E

1. Friends of Cutler School \$537.68, partially subsidizing a field trip to NSMT’s production of *A Christmas Carol*
2. Hollan Publishing \$1,500 in support of the Washington DC Trip.

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE ALL THE DONATIONS LISTED IN EXHIBIT E [FROM FRIENDS OF CUTLER SCHOOL IN THE AMOUNT OF \$537.68. THE DONATION FROM HOLLAN PUBLISHING IN THE AMOUNT OF \$1500.00].

Motion by STACEY METTERNICK; seconded by DENNIS HURLEY.
UNANIMOUSLY APPROVED

D. Vote School Calendar for 2016-17

Exhibit F

Discussion regarding the pros and cons of beginning after Labor Day.

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO APPROVE THE SCHOOL CALENDAR FOR
2016/2017 SCHOOL YEAR.**

Motion by STACEY METTERNICK; seconded by EMILY MADDEN.

Discussion and questions concerning teachers' input on the calendar including holidays, workshops and citizen concerns.

5 APPROVED, 1 OPPOSED

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

**Motion by STACEY METTERNICK; seconded by EMILY MADDEN
UNANIMOUSLY APPROVED**

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

FY17 Budget Recommendation School Committee Presentation January 21, 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

Superintendent's Recommendation

Why “Level Service” for FY17?

- *Continued focus on the successful implementation of Priority Initiatives previously approved by the SC*
 - *Middle School Teaming Model (FY16)*
 - *Full Day Kindergarten (FY15)*
 - *HS iPad 1 to 1 Initiative (FY15)*
 - *Elementary Math & ELA Coordinators (FY15)*
 - *District-wide Maintenance Team (FY15)*
- *Prioritize the implementation of the Master Plan in FY17*
 - *Finalizing detailed Plans regarding Programs and Facilities*
 - *Engaging a Design Firm to assist us in the development of these Plans*



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 – 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 – 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 – By School & Support Program

Level Service Net Operating Budget

Summary By Site & Support Program	FY15	FY15	FY16	FY16	FY17	FY17	Change FY16 to FY17	
	FTE	Budget	FTE	Budget	FTE	Budget	\$	%
Buker Elementary School	33.78	\$ 2,111,457	33.16	\$ 2,156,495	32.62	\$ 2,167,398	\$ 10,902	0.51%
Cutler Elementary School	39.21	\$ 2,539,008	39.78	\$ 2,598,053	38.82	\$ 2,603,293	\$ 5,240	0.20%
Winthrop Elementary School	54.93	\$ 3,063,345	54.08	\$ 3,106,488	52.53	\$ 3,074,550	\$ (31,937)	-1.03%
Miles River Middle School	58.63	\$ 3,822,047	60.52	\$ 4,083,899	59.12	\$ 4,206,134	\$ 122,235	2.99%
Hamilton-Wenham RHS	76.76	\$ 5,858,576	76.79	\$ 6,046,714	75.29	\$ 6,110,037	\$ 63,323	1.05%
Athletics	1.75	\$ 335,236	1.75	\$ 333,342	1.75	\$ 351,555	\$ 18,213	5.46%
Central Office	13.35	\$ 2,589,146	13.35	\$ 2,645,805	12.35	\$ 2,807,402	\$ 161,597	6.11%
District Maintenance	4.38	\$ 689,708	4.77	\$ 678,052	4.77	\$ 717,134	\$ 39,082	5.76%
Fringe Benefits	0.00	\$ 3,758,517	0.00	\$ 3,592,913	0.00	\$ 3,666,742	\$ 73,829	2.05%
Special Education	5.48	\$ 2,758,803	6.98	\$ 3,147,437	9.99	\$ 3,561,314	\$ 413,876	13.15%
Technology	7.20	\$ 894,219	7.20	\$ 953,912	6.73	\$ 900,974	\$ (52,938)	-5.55%
District Totals	295.47	\$ 28,420,061	298.38	\$ 29,343,112	293.97	\$ 30,166,532	\$ 823,421	2.81%



FY17 Budget

Maintenance, Custodial & Facilities Recommendation

		FY15 Budget	FY16 Budget	FY17 Budget	Change \$	Change %
Salaries:						
	Maintenance Director	\$ 85,000	\$ 80,000	\$ 84,050	\$ 4,050	5.1%
	Maintenance Staff	\$ 126,673	\$ 161,032	\$ 160,461	\$ (571)	-0.4%
	Custodial Staff	\$ 581,533	\$ 583,243	\$ 616,325	\$ 33,081	5.7%
	Overtime (Maintenance & Custodial)	\$ 100,000	\$ 60,000	\$ 80,000	\$ 20,000	33.3%
	Secretarial/Clerical	\$ 28,878	\$ 30,183	\$ 31,736	\$ 1,553	5.1%
	Total Salaries:	\$ 922,084	\$ 914,458	\$ 972,572	\$ 58,114	6.4%
Operating:						
	Buker Maintenance, Repairs & Projects	\$ 34,217	\$ 29,050	\$ 27,000	\$ (2,050)	-7.1%
	Cutler Maintenance, Repairs & Projects	\$ 30,565	\$ 32,750	\$ 26,650	\$ (6,100)	-18.6%
	Winthrop Maintenance, Repairs & Projects	\$ 32,442	\$ 30,100	\$ 32,200	\$ 2,100	7.0%
	MRMS Maintenance, Repairs & Projects	\$ 44,185	\$ 56,350	\$ 113,250	\$ 56,900	101.0%
	RHS Maintenance, Repairs & Projects	\$ 114,129	\$ 104,550	\$ 125,350	\$ 20,800	19.9%
	Admin Maintenance & Repairs	\$ 11,097	\$ 4,300	\$ 7,600	\$ 3,300	76.7%
	Distirct Maintenance & Repairs	\$ 240,173	\$ 247,750	\$ 255,500	\$ 7,750	3.1%
	Custodial Supplies & Materials	\$ 74,161	\$ 74,161	\$ 73,000	\$ (1,161)	-1.6%
	Clothing Allowances	\$ 4,925	\$ 6,200	\$ 6,200	\$ -	0.0%
	Utilities	\$ 562,400	\$ 584,341	\$ 599,609	\$ 15,268	2.6%
	Total Operating:	\$ 1,148,294	\$ 1,169,552	\$ 1,266,359	\$ 96,807	8.3%
	Total Maintenance & Custodial:	\$ 2,070,378	\$ 2,084,011	\$ 2,238,931	\$ 154,920	7.4%
	Total Gross Operating Budget:	\$ 28,420,061	\$ 29,343,112	\$ 30,166,532		
	Maintenance & Custodial as % of Total:	7.3%	7.1%	7.4%		



FY17 Budget

Maintenance, Custodial & Facilities Recommendation

FY17 SPECIAL PROJECTS				
Cutler	Rekey Doors Interior/Exterior		\$	2,500
Winthrop	Storage Shed		\$	5,000
Buker	Rekey Doors Interior/Exterior		\$	2,500
MRMS	Water Heater Replacement (50%)		\$	50,000
MRMS	Floor Burnisher		\$	10,000
MRMS	Storage Shed (50%)		\$	2,500
MRMS	Rekey Doors Interior/Exterior		\$	4,000
RHS	Water Heater Replacement (50%)		\$	50,000
RHS	Storage Shed (50%)		\$	2,500
RHS	Rekey Doors Interior/Exterior		\$	6,000
District	IT Server Room Ductless Mini Split AC System		\$	12,500
District	Maintenance Storage Shed		\$	5,000
Total Estimated Cost:			\$	152,500
FY16 SPECIAL PROJECTS				
Cutler	Site Drainage		\$	5,000
Cutler	Classroom Shades		\$	5,000
Winthrop	Ceiling Fans for MultiPurpose Room		\$	5,000
Winthrop	Paved Entryway and Sidewalk (rear of Bldg)		\$	5,000
Buker	Site Drainage		\$	7,500
MRMS	Replace Main Office Rugs		\$	10,000
RHS	Replace Classroom (3) Flooring		\$	15,000
RHS	Folding Tables and Chairs		\$	7,500
RHS	Replace Office Rugs		\$	10,000
Total Estimated Cost:			\$	70,000



FY17 Budget

Technology Recommendation

		FY15 Budget	FY16 Budget	FY17 Budget	Change \$	Change %
Salaries:						
	IT Director	\$ 115,826	\$ 118,131	\$ 121,679	\$ 3,548	3.0%
	IT Staff	\$ 293,806	\$ 308,956	\$ 311,632	\$ 2,676	0.9%
	Secretarial/Clerical	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Total Salaries:	\$ 409,632	\$ 427,087	\$ 433,311	\$ 6,224	1.5%
Operating:						
	District Expendable Materials	\$ 950	\$ 950	\$ 950	\$ -	0.0%
	District Network	\$ 24,828	\$ 30,450	\$ 46,998	\$ 16,548	54.3%
	District Hardware	\$ 173,342	\$ 190,540	\$ 122,710	\$ (67,830)	-35.6%
	District IT Staff Professional Development & Training	\$ 10,900	\$ 10,900	\$ 13,600	\$ 2,700	24.8%
	District Contracted Services	\$ 104,880	\$ 97,380	\$ 81,040	\$ (16,340)	-16.8%
	District Software	\$ 169,687	\$ 196,605	\$ 202,365	\$ 5,760	2.9%
	School-based Technology Supplies & Materials	\$ 48,556	\$ 48,556	\$ 48,556	\$ -	0.0%
	Total Operating:	\$ 533,143	\$ 575,381	\$ 516,219	\$ (59,162)	-10.3%
	Total Technology:	\$ 942,775	\$ 1,002,468	\$ 949,530	\$ (55,614)	-5.5%
	Total Gross Operating Budget:	\$ 28,420,061	\$ 29,343,112	\$ 30,166,532		
	Technology as % of Total:	3.3%	3.4%	3.1%		



FY17 Budget Technology Recommendation

FY17 SPECIAL PROJECTS			
Network	Install new Wireless Access Points incl wiring (42 units)	\$	46,998
Hardware	Replace SmartBoards and Projectors (13 units)	\$	60,476
Hardware	iPads for Students on Scholarship and F&RL (25 units)	\$	17,500
Total Estimated Cost:		\$	124,974
FY16 SPECIAL PROJECTS			
Network	30 New Wireless Access Points	\$	30,450
Hardware	iPads for 1 to 1 Initiative (15 HS Students Scholarship / FRL)	\$	10,770
Hardware	Upgrade Wireless Master Controller & Licenses	\$	25,000
Hardware	New Cutler Phone System	\$	28,500
Hardware	New Winthrop Phone System	\$	32,500
Hardware	MRMS 40 Teacher Laptop Upgrades	\$	48,000
Total Estimated Cost:		\$	175,220



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
 - Technology
 - Master Plan
- January 28, 2016: FY17 Budget Meeting #2 with Town Officials
- February 4, 2016: FY17 Budget Discussion Continued
 - Special Education
 - Athletics
 - Healthcare Premiums
 - 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



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

*Facilities and Maintenance Operations
School Committee Presentation
January 21, 2015*

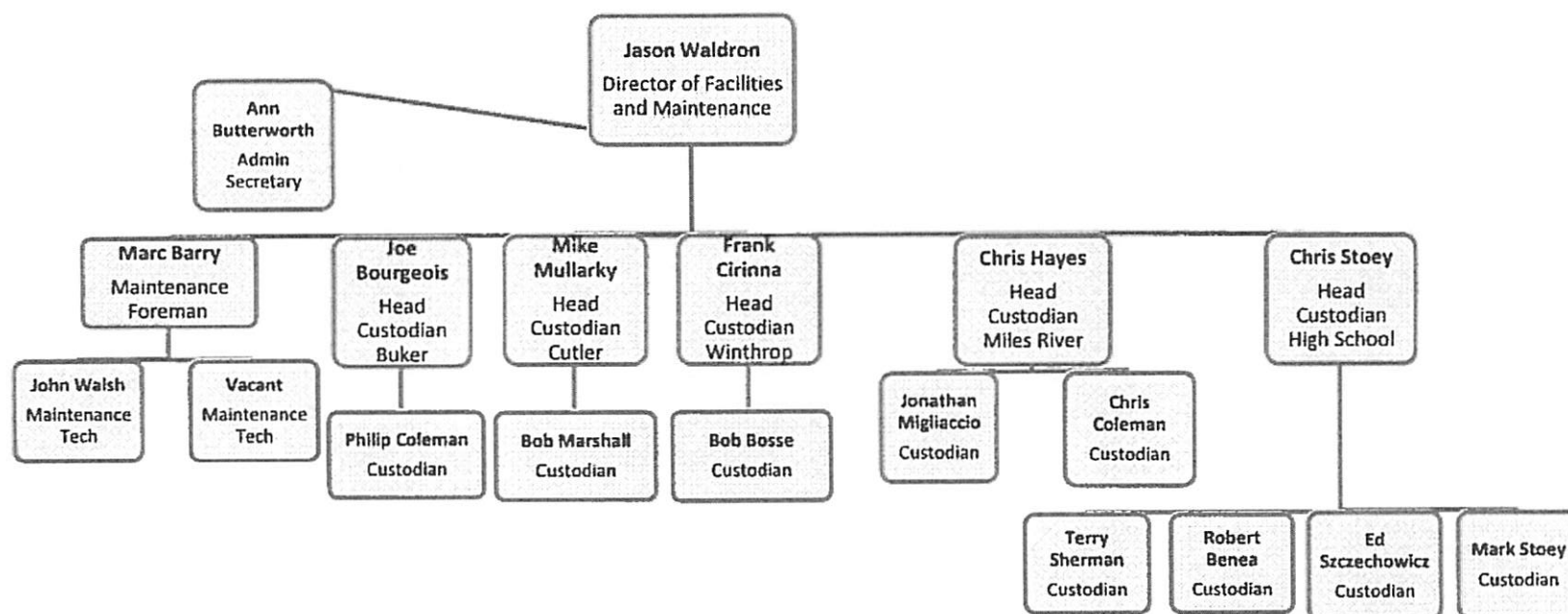
Prepared by:

Jason Waldron
Director of Facilities and Maintenance



Who we are

Organization Chart





What we do

Oversee the maintenance and custodial operations for the 6 buildings in the district which total over 370,000 square feet and 100 acres.

- Provide general security of the buildings
- Repair plumbing fixtures and pipes, such as toilets, sinks, drains, valves and controls (over 400 plumbing fixtures)
- Carry out minor electrical repairs such as replacement of switches, outlets and lighting fixtures
- Regulate heat, ventilation and air conditioning systems to all HVAC equipment (150 unit ventilators, 250 exhaust fans, 40 AHU)
- Maintain cleanliness of interior and exterior of school buildings
- Manage all snow removal responsibilities
- Oversee all grounds maintenance (mowing, tree pruning, athletic fields upkeep, playground equipment, spring and fall clean up)
- Monitor utility consumption
- Manage Facilities and Maintenance operating budget

Who we service

- All 300 faculty members and over 1,700 students of the Hamilton-Wenham Regional School District



New items for FY16

- District wide maintenance team
 - Consisting of Maintenance Foreman and two Maintenance Technicians
 - 3 utility trucks
 - Essential maintenance equipment and tools.

- School Dude Maintenance Direct
 - Effectively tracks and documents maintenance work
 - Centralizes data to provide a clear view of maintenance needs.
 - Keep faculty members informed by showing immediate status updates
 - Allow users to submit and receive work order requests from their mobile device

- School Dude Preventative Maintenance
 - Schedules preventive maintenance daily, weekly, monthly or annually
 - Groups work orders according to location, project and inventory
 - Creates detailed graphs and reports to anticipate future preventive maintenance needs
 - Tracks inventory and maintenance equipment



Maintenance Direct Work Order System

Maintenance Request

Welcome to the Hamilton-Wenham RSD Maintenance Request Form
To submit your request complete the following form.

Step 1 Please be yourself, click here if you are not Janell Carleo

First Name

Last Name

Email

Phone

Pager

Mobile Phone

Step 2

Location ☒

-- Select Location --

Area

-- Select Area --

Area/Room Number ☒

☐ Yes, remember my area entries for my next new request entry.

Step 3

Select Problem Type: ☒



Maintenance Help Desk: Click on the problem type below that best describes your issue.



Audio/Visual



Carpentry



Ceilings



Custodial



Doors and
Hardware



Electrical



Elevators



Equipment



Flooring



Grounds



Heating/Ventilation /Air
Conditioning



Miscellaneous



Moving



Painting



Pest Control



Plumbing



Roof

Step 4

Please describe your problem or request. ☒

Step 5

Time Available for Maintenance

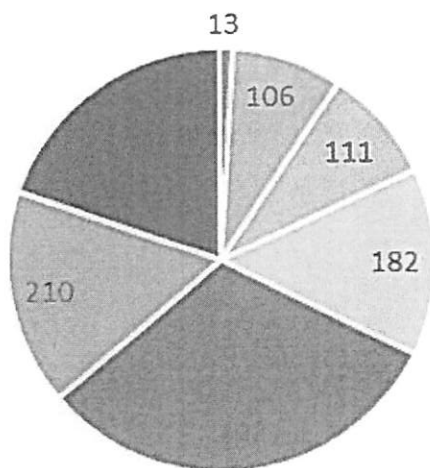




Maintenance Direct Work Order System

Count of No. Average of Days Aged

No. of WO by Location



Location

- Location
- Buker Elementary School
- Central Administration
- Cutler Elementary School
- High School
- Middle School
- Winthrop Elementary School

Values

Buker Elementary School	106
Central Administration	111
Cutler Elementary School	182
High School	402
Middle School	210
Winthrop Elementary School	<u>251</u>
Grand Total	1275

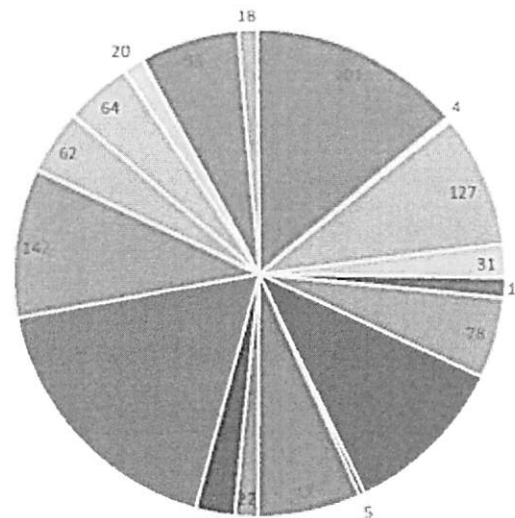


Maintenance Direct Work Order System

Audio/Visual	4
Carpentry	127
Ceilings	31
Custodial	19
Doors	78
Electrical	157
Elevators	5
Equipment	97
Flooring	22
Grounds	37
HVAC	256
Miscellaneous	142
Moving	62
Painting	64
Pest Control	20
Plumbing	93
Roof	18

Count of No.

WO by Craft



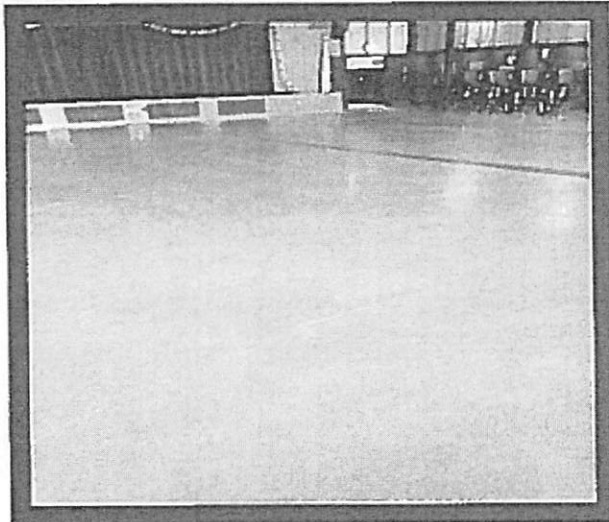
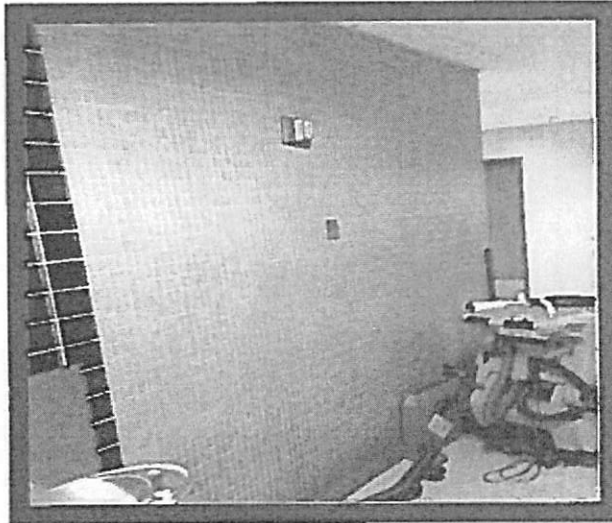
Craft

- <Blank>
- Audio/Visual
- Carpentry
- Ceilings
- Custodial
- Doors and Hardware
- Electrical
- Elevators
- Equipment
- Flooring
- Grounds
- Heating/Ventilation /Air Conditioning
- Miscellaneous
- Moving
- Painting
- Pest Control
- Plumbing
- Roof



Recent Projects

Before



After



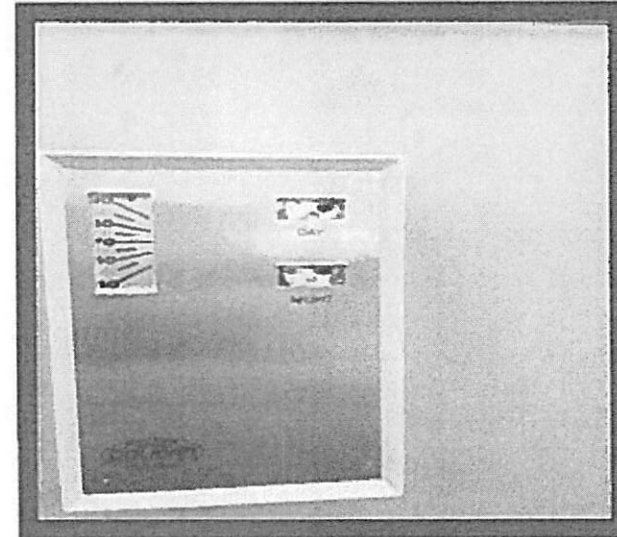
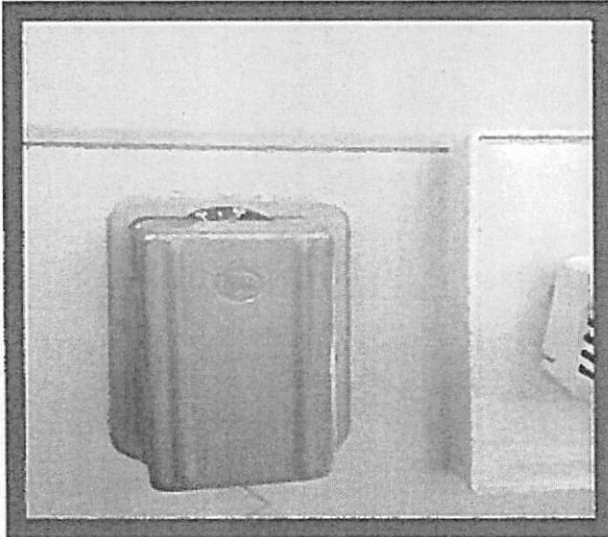
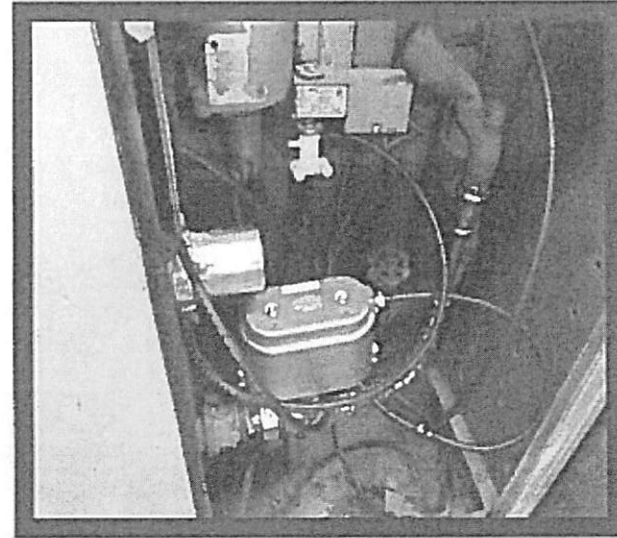


Recent Projects

Before



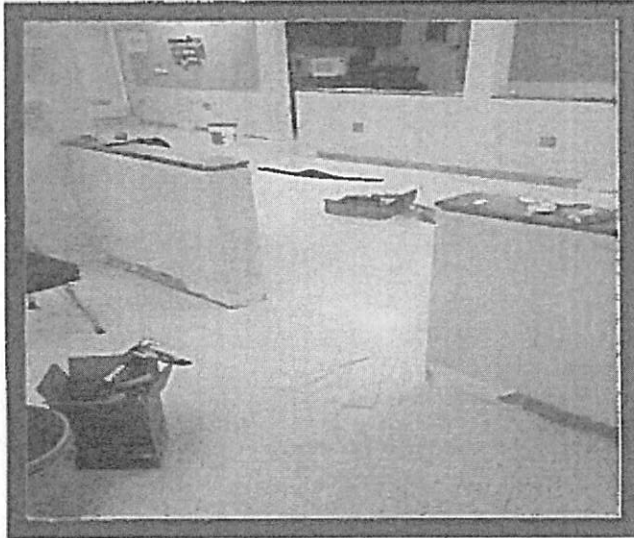
After



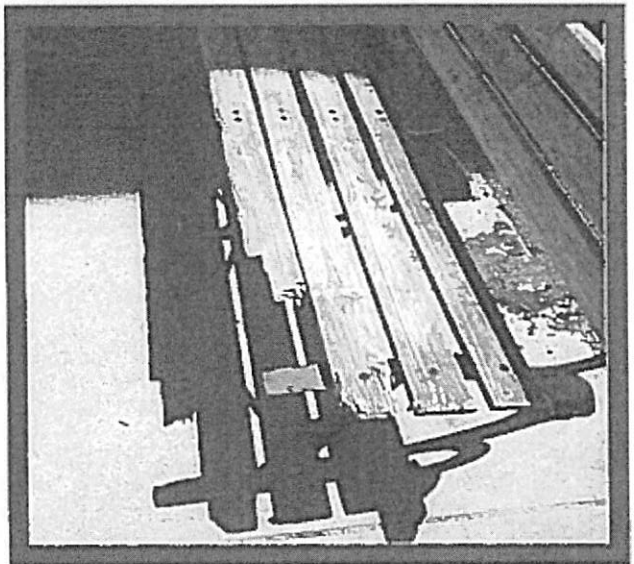
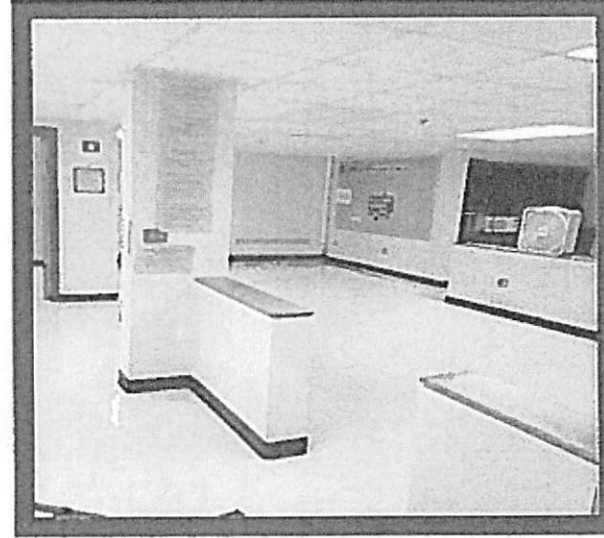


Recent Projects

Before



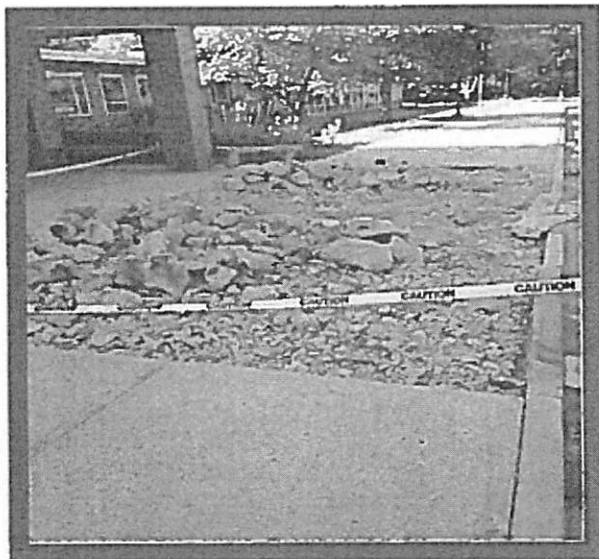
After



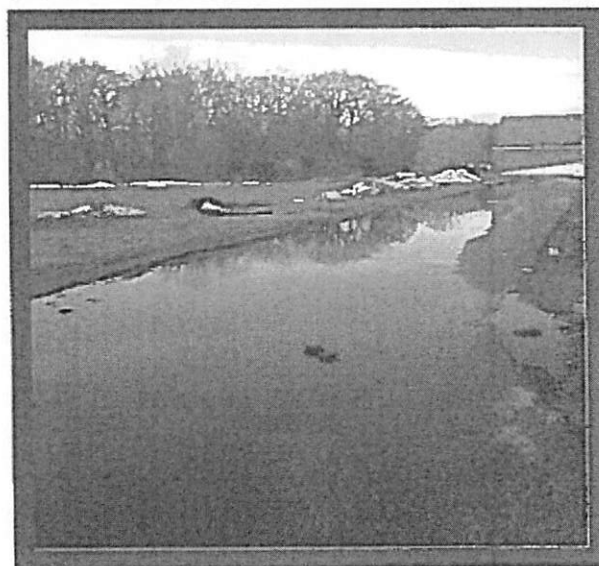
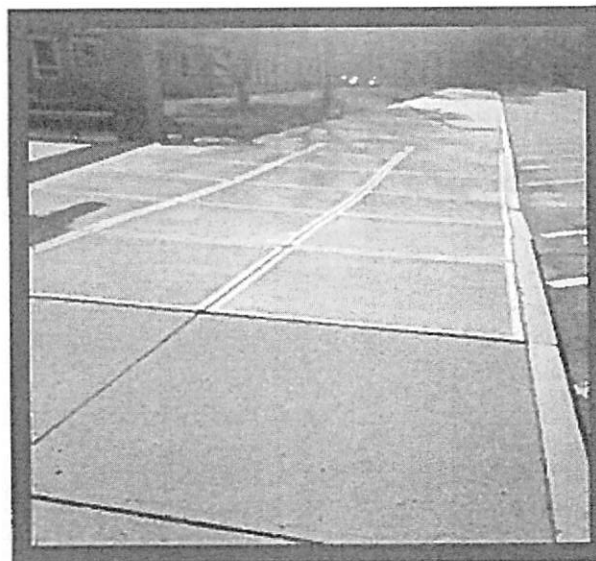


Recent Projects

Before



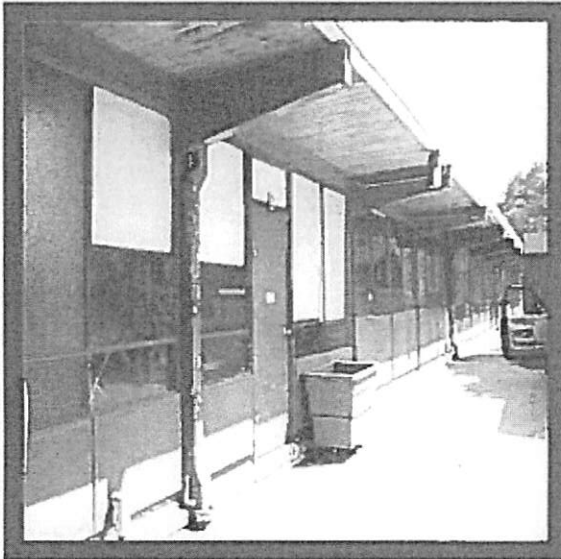
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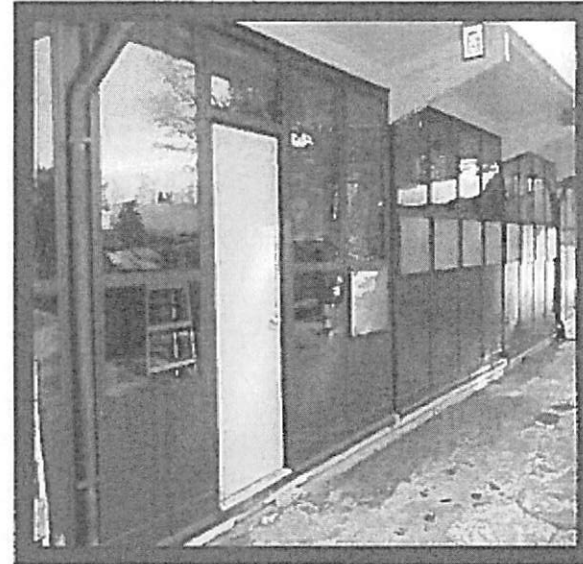


MSBA Projects

Before



After





Preventative Maintenance

What does Preventative Maintenance mean?

- The care and service of equipment to prevent mechanic failures either before they occur or before they develop into major defects.

• Pest Control Inspection	Quarterly
• Roof Inspections	Monthly
• Boiler Maintenance	Annual
• AC Unit Maintenance	Annual
• Belt and Filter Changes	Bi-annual
• HVAC Inspections	Quarterly
• Booster and Ejector pump Maintenance	Bi-annual
• Air Compressor Maintenance	Bi-annual
• Sprinkler Inspections	Annual
• Kitchen Hood and Duct Cleaning	Annual
• Pump Flow Test	Annual
• Fire Extinguisher Testing	Annual
• Emergency Generator Testing	Quarterly
• Fire Suppression System Inspection	Bi-Annual
• Playground Inspection	Annual
• Fire Alarm Testing	Annual
• Project Adventure Inspections	Bi-Annual
• Backflow Testing	Bi-Annual
• Elevator Maintenance	Quarterly
• Water Treatment Service	Quarterly



Preventative Maintenance Charts

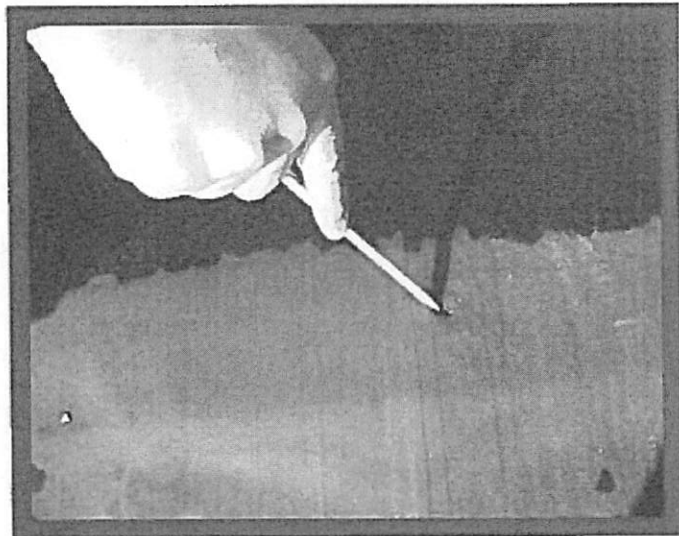
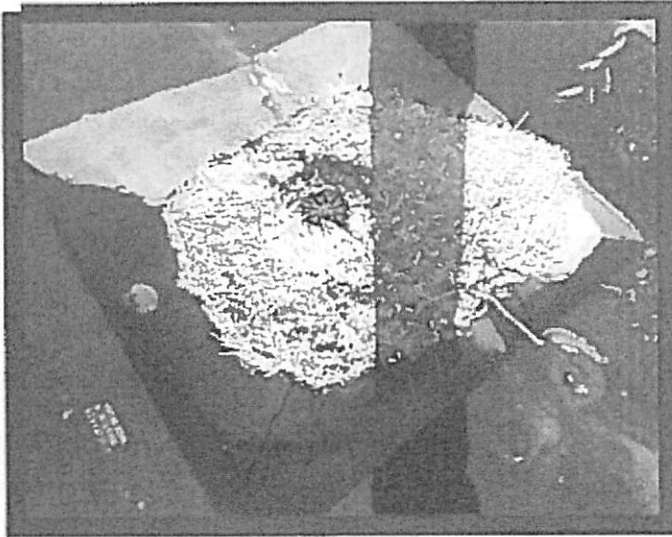
PM Scheduling Calendar for February 2016

[View Legend](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ⬆️ (M) Roof Inspection	2	3 ⬆️ (M) STEWARTS SEPTIC-tanks-all schools ⬆️ (M) MRMS/Booster-Ejector Pumps/2x yr	4	5	6
7 ⬆️ (M) STEWARTS SEPTIC-grease traps-quarterly	8	9 ⬆️ (M) STEWARTS SEPTIC-pumps lab tanks-HS/MS	10	11	12	13
14	15	16 ⬆️ (M) Buker-boiler room drains-monthly ⬆️ (M) Cutler-boiler room drains-monthly ⬆️ (M) MRMS-boiler room drains-monthly ⬆️ (M) High School-boiler room drains-monthly	17 ⬆️ (M) BACKFLOW TESTING-all buildings-Aug, Feb	18	19	20
21	22 ⬆️ (M) SCALES/air compressors/2x yr	23	24 ⬆️ (M) Winthrop-boiler room drains-monthly	25	26	27
28	29					



Preventative Maintenance



The background of the slide features a large, light gray watermark of the Hamilton-Wentworth Regional School District logo. The logo is circular with a compass rose design. The outer ring contains the text "HAMILTON-WENTWORTH" at the top and "REGIONAL SCHOOL DISTRICT" at the bottom. In the center of the logo is a large, stylized letter "W".

HWRSD Master Plan Presentation

January 21, 2016

Strategic Blueprint

- HWRSD Mission Statement:
 - The Mission of the HWRSD is to educate our children to become young adults who are of good character and demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st Century.
- Strategic Blueprint lays out a short-term vision for the creation of a unified system of curriculum, instruction and assessment in the District that will help all students achieve excellence.

Master Plan

- Guiding Principles:
 - “What knowledge, skills and abilities do our children need to be successful in the future?”
 - “How will we know if we are successful in creating these schools?”
 - “What kinds of instruction, programs and school facilities do we need in order to teach students these tools for success?”

Results of the Master Plan: Challenges to the District

- Aging School Facilities

- Capital Assessments

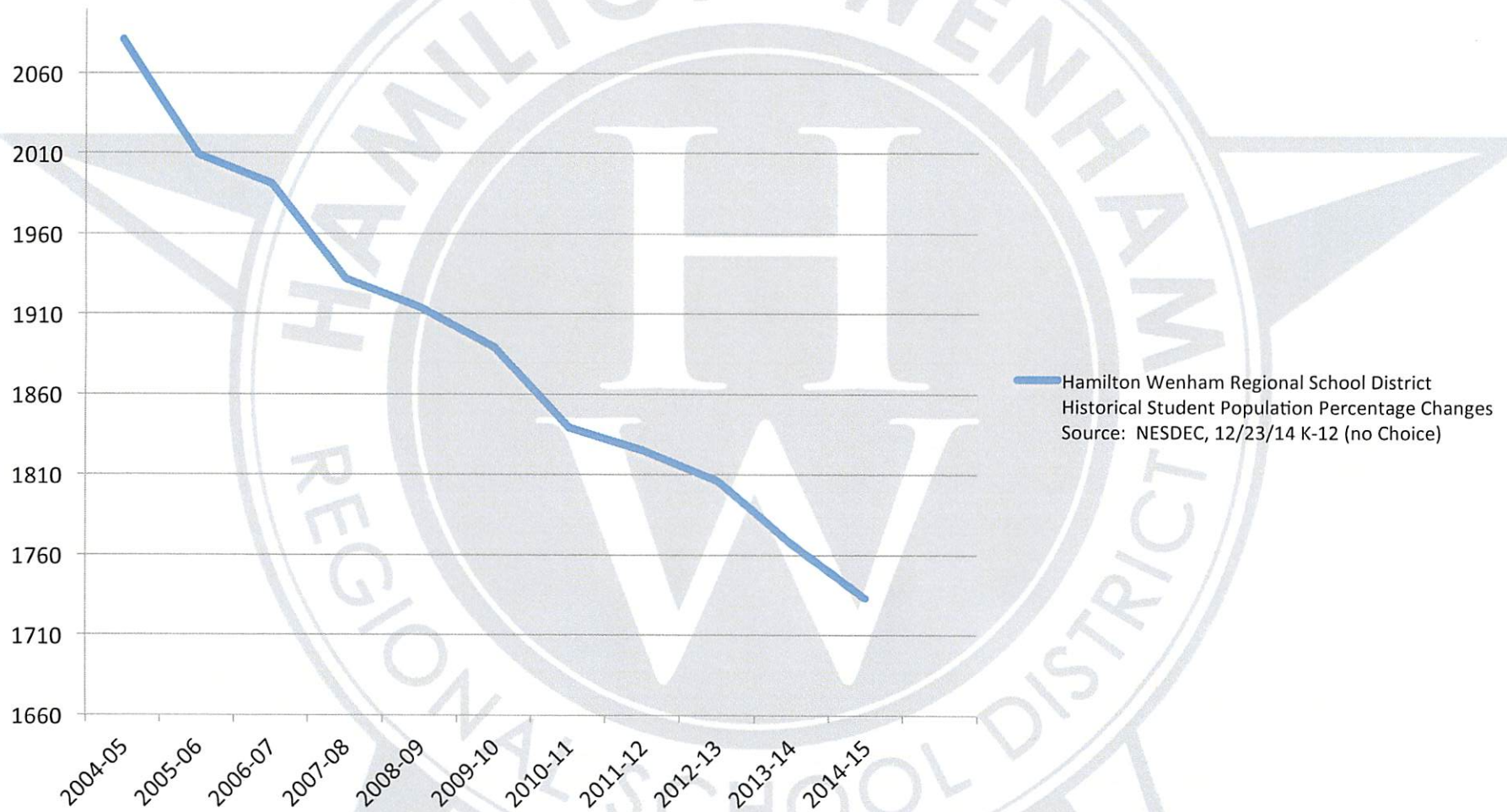
- Dore and Whittier
 - Capital Management Committee

- Identified and repaired major issues in school buildings

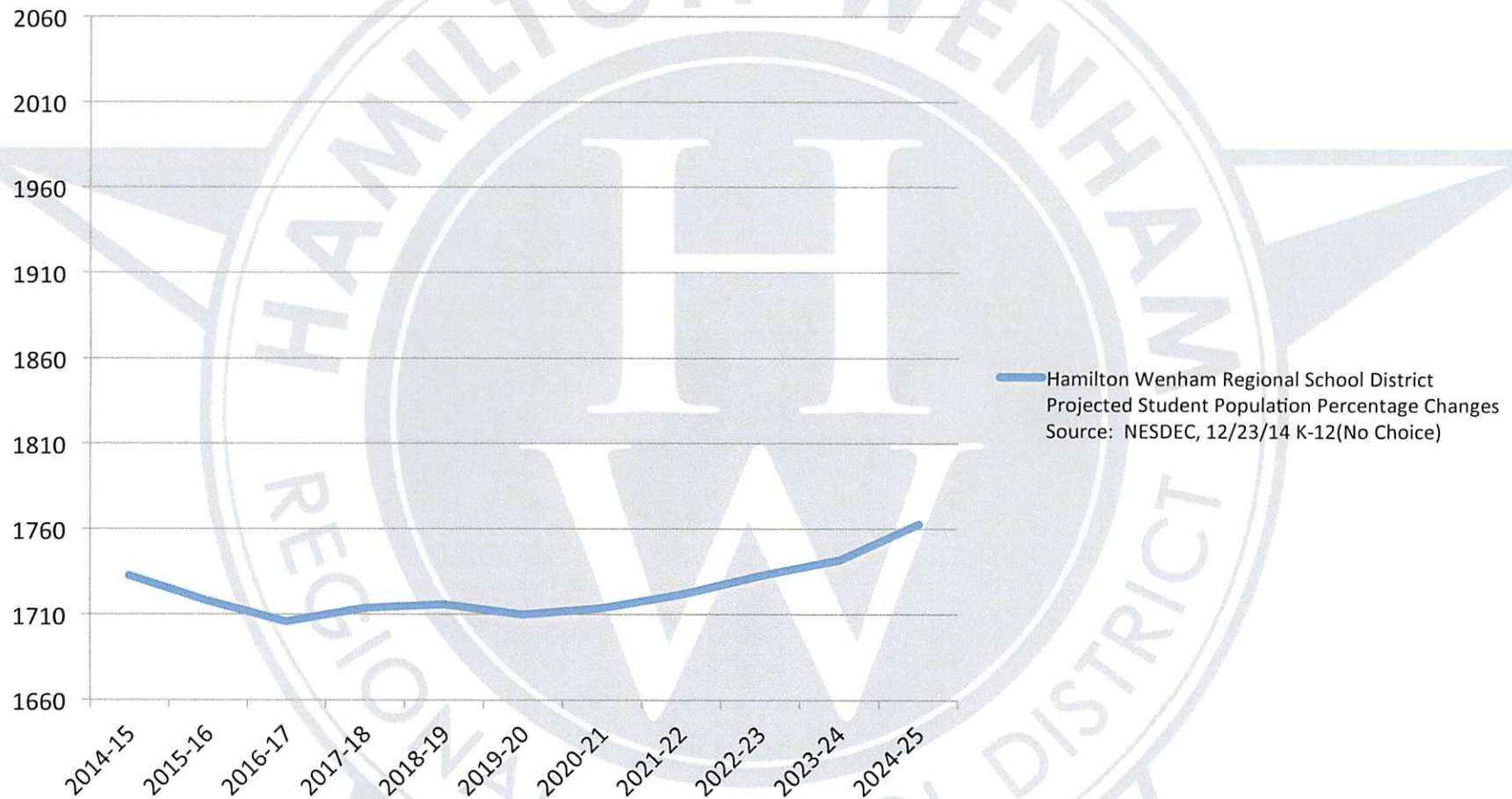
- Building Envelope
 - Heating systems
 - Maintenance Team



Hamilton Wenham Regional School District Historical Student Population Percentage Changes K-12 (Source: NESDEC, 12/23/14)



Hamilton Wenham Regional School District Projected Student Population Percentage Changes K-12 (Source: NESDEC, 12/23/14)



Why is this Necessary?



Video: <https://www.youtube.com/watch?v=Ax5cNlutAys>

- Communication
- Collaboration
- Creativity
- Critical Thinking/
Problem Solving

Strong ethical compass
Civic minded
Independent thinker
Financially aware
Motivated
Open minded
Multi lingual
Effective communicators
Curiosity
Express themselves
Reflective listener
Socially
Multi lingual
Here and able to operate in the world around them
Respectful of diversity
Socially savvy
Confident
Good communicators
Risk takers
Self awareness
Respectful
Collaborates
Tolerant
Collaborative
Cooperative
Communicate using various methods
Knowledge of others all communities
Values the arts
Coping skills
Work ethic
Courage
Diligent
Acceptance of others
Independence
Lifelong learner
Find passion
Life skills
Patient
Tolerance
Communicators
Speaking and writing
Empathetic
Resilient
Flexible
Resourceful
Compassionate
Perseverance
Global awareness
Critical thinking
Integrity
Not afraid of failure
Collaboration
Respect self and others
Imaginative
Out of box
Empathic
Cooperative
Consistent
Creative problem solvers
Confidence
Creativity
Global understanding
Multi tasker
Ambitious
Leadership
Team player
Tech savvy
Innovative thinker
Ethical strong moral compass
Awareness of importance of being part of community volunteering giving back
Intuitive
Compassion
Flexible thinker
Determined
Self advocacy
Stress management
Creative problem solvers
Confidence
Creativity
Global understanding
Multi tasker
Ambitious
Leadership
Team player
Tech savvy

The Hamilton-Wenham Regional School District
Knowledge - Responsibility - Respect - Excellence



All Graduates of the HWRSD Will Be Able to Independently Use Their Learning to:

Demonstrate Character

- *Build positive personal relationships and make responsible choices that are physically, socially, emotionally, and intellectually sound.*

Exhibit Resilience

- *Persevere in facing the challenges and taking the risks integral to owning one's learning process.*

Communicate and Collaborate

- *Utilize effective and varied methods of communication and collaboration for different purposes and audiences.*

Problem Solve and Think Critically

- *Demonstrate critical and creative thinking in order to make informed decisions, draw conclusions, and solve problems.*

Lead Locally and Globally

- *Consider and evaluate multiple historical and cultural perspectives to act empathetically, respectfully, and responsibly in the local and global community.*

Student-Centered Learning



Video: https://www.youtube.com/watch?v=yBFc_3apnZ4&feature=youtu.be

The Changing library

Goal of Library Space: To connect people with ideas.

- Internet has shifted availability of information and therefore libraries must also adapt.
- Virtual and Decentralized Libraries
- Other uses for Traditional Library Space—
Team teaching space, café, hands-on creative space, a/v studio.

A New Vision of the Classroom

- Thornburg's Four Metaphors for Learning Spaces*:
 - Campfire—Teacher led
 - Watering Hole—Peer learning
 - Cave—Introspection
 - Life—Problem solving

*Nair, Prakash (2014). *Blueprint for Tomorrow. Redesigning Schools for Student-Centered Learning*. Cambridge, MA: Harvard University Press.

Twenty Learning Modalities*

- Independent Study
- Peer-to-peer tutoring
- One-on-one learning with teacher
- Teacher lecture
- Team collaboration
- Project-based learning
- Distance learning
- Learning with mobile technology
- Student presentations
- Internet-based research
- Roundtable discussions
- Performance-based learning
- Interdisciplinary study
- Naturalist learning
- Art-based learning
- Social-emotional learning
- Design-based learning
- Storytelling
- Team teaching and learning
- Play and movement-based learning

*Nair, Prakash (2014). *Blueprint for Tomorrow. Redesigning Schools for Student-Centered Learning*. Cambridge, MA: Harvard University Press.

“Do it yourself” Spaces—the New Lab

- The DaVinci Studio: STEAM-based
- Espresso Studio: “Hotel Lobby” Workspace
- Maker Lab
- Jamie Oliver Studio: Interdisciplinary, agriculture-based study
- Black Box Theater: Small, flexible performance space

From Nair, Prakash (2014). *Blueprint for Tomorrow. Redesigning Schools for Student-Centered Learning*. Cambridge, MA: Harvard University Press.

Master Plan Feedback--HWRHS

- Learning Environments

- Library
- Classroom Furniture
- Outdoor Classroom



Common Planning Time



1-1 Technology

- Curriculum

- Interdisciplinary Learning
- STEM Program
- Flipped Class Model
- Internships
- “Real World” Experience











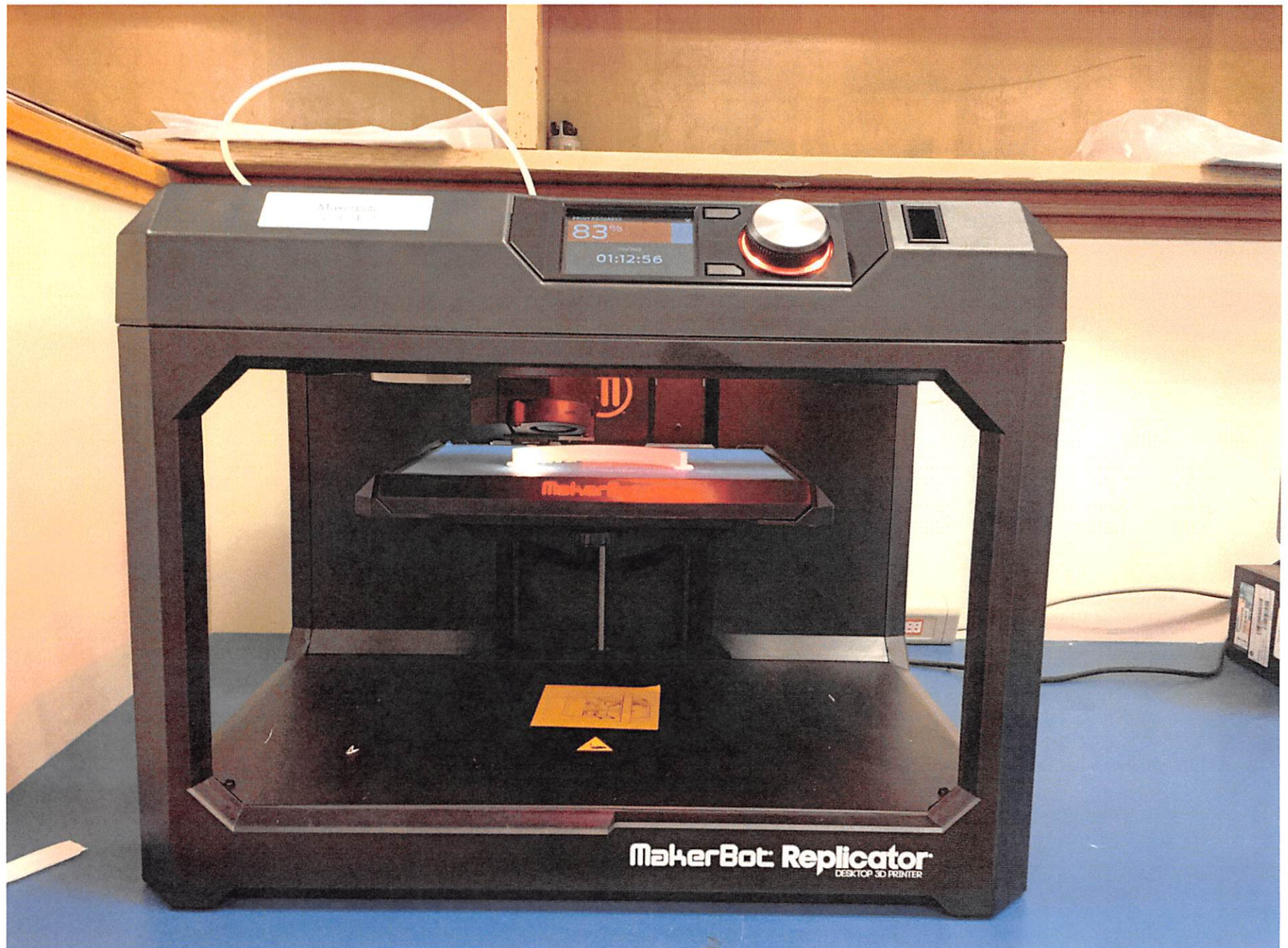


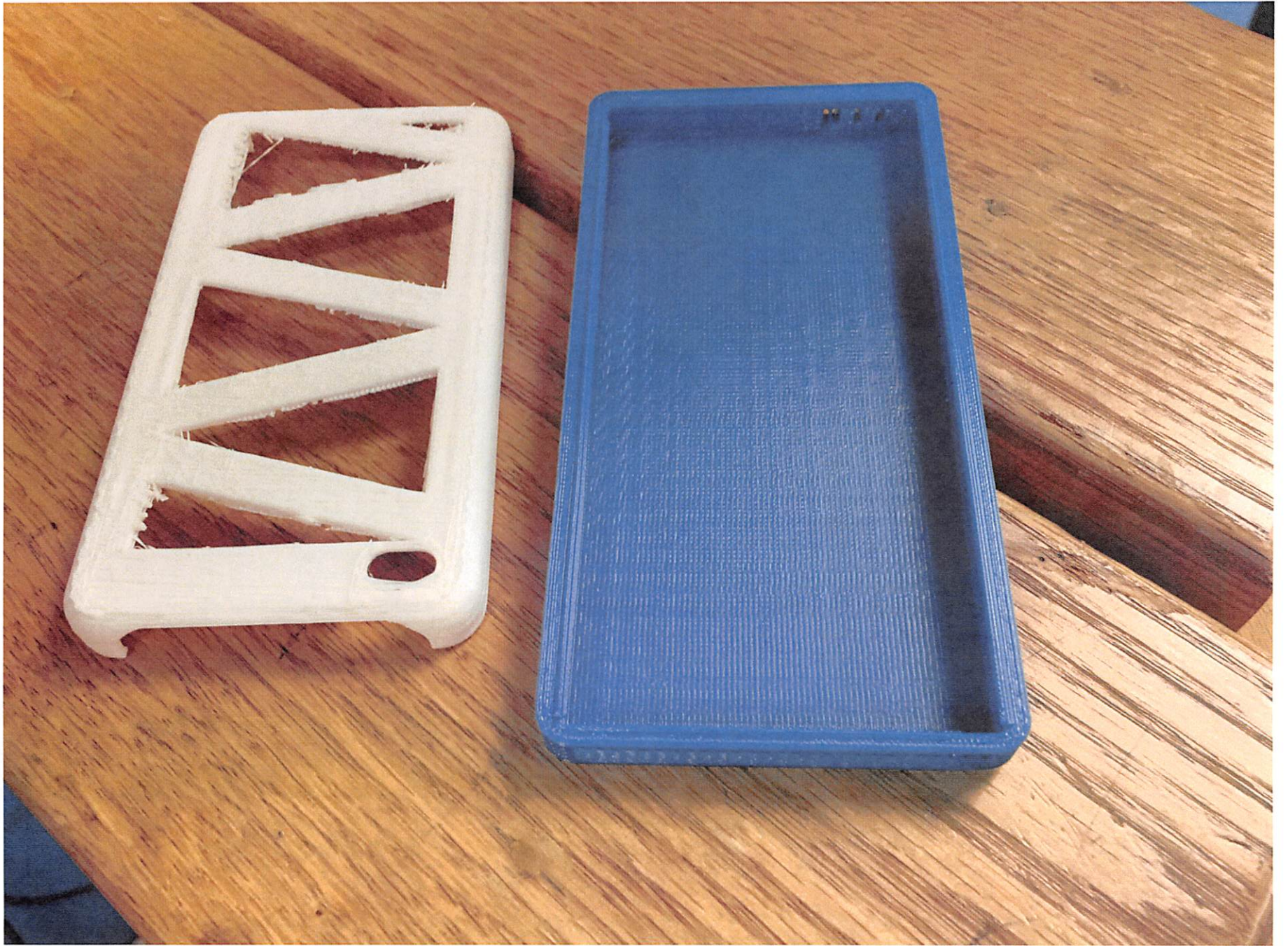
Video: <https://www.youtube.com/watch?v=Vv0saijwYc8>











Master Plan Feedback—MRMS



Team Model

- Continued challenges with shared resources
 - Band/Chorus drive schedule



Inconsistency of technology, lack of tech support



Lack of Teacher's room inhibits planning

- Limited use/integration of library; not age – related environment



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT D2
F6001

Public Use of School Buildings and Grounds

A. Introduction

The school district recognizes that the public schools are created and supported by the citizens of Hamilton and Wenham; therefore the Hamilton-Wenham Regional School Committee shall encourage the use of the schools by community individuals, groups, and associations for educational, cultural, and civic activities. Such use shall be in accordance with the requirements of the schools and Chapter 71, Section 71 of the Massachusetts General Laws as amended. Policies regarding access to the school facilities will be the responsibility of the Superintendent (and/or designee) and the School Committee. The policy shall include rates and fees.

This Policy is intended to set, coordinate, and schedule all (school and non-school) events which use any building, field and/or any portion thereof leased, owned and/or operated by the School District. This Policy is also intended to address fee collection for usage by groups and/or organizations from within and outside of the Hamilton - Wenham Community.

B. Designated District Facilities Coordinator

The Hamilton Wenham Superintendent shall designate a District Facilities Coordinator who is responsible for maintaining a master schedule. The schedule shall cover all usage of school buildings, fields, and District Staff, and equipment as required.

C. Process

As an integral part of this policy, it is important that the District Facilities Coordinator be contacted directly by anyone seeking to utilize school buildings and/or grounds. The District Facilities Coordinator in consultation with other pertinent District administrators (i.e. Principal, District Business Manager, and District Director of Facilities) will confirm rental and inform the requestor of availability, rental cost, staffing requirements, and all other fees as necessary.

All final decisions on matters pertaining to facility usage, fee structure and appropriateness of events to be held on District property will be made under the direction of the Superintendent of Schools. Additionally, all events that take place on District property will be held in accordance with all applicable local, state and federal regulations.

All contact must be made prior to the contemplated use date. It is required that the process be initiated no less than thirty days prior to the usage.

A Building Use/Facilities Request Form must be completed in full and submitted by a duly authorized community, civic or public representative who has the authority/ responsibility to

Originally Adopted: May 26, 2005

Policy Review: June 9, 2005/January 21, 2016

Approved: June 23, 2005

Vote: 6-0-0

Chairperson, HWRSD School Committee: Elaine M. Carey

Chairperson, HWRSD 2016 School Committee: Lawrence Swartz

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA**

accept any liability (financial or otherwise) on the behalf of the requesting organization.

The District Coordinator shall ensure that the Building/Facility Use Request Form is maintained for a period not less than one calendar year from the date of the use of the school property.

D. School Property

School District property includes, but is not limited to, buildings, grounds and facilities. Specifically and without limitation this shall include any property owned and/or leased by the school district such as; gymnasiums, weight training rooms, theaters, stages, cafeterias, multi-purpose rooms, classrooms, and outdoor playing fields. It is also understood that requests for District Staff (i.e. custodians, cafeteria workers, technicians, etc.) will also be made through the completion of the Building Facility/Use Request Form.

E. Fees, Insurance, and Notification

The rate/fee may be a flat fee or an hourly rate and may be established based upon any or all of the following factors:

1. Type of space is being requested
2. Time of year
3. Time of the day
4. Availability of the requested space
5. Anticipated wear and tear on the property
6. Duration of the event(s) requested

The Assistant Superintendent will annually prepare a schedule of fees for building and grounds rentals.

The fee structure may be negotiated for groups that are either community based and/or have previously used District facilities in a similar capacity such as Hamilton-Wenham youth athletic organizations. Any such arrangement or other consideration of this policy must have the prior written approval of the Superintendent and/or designee.

The District Facilities Coordinator will coordinate both the invoicing and collection of all rentals and associated fees for each specific request. All fees collected will be placed in the Rental Revolving Account.

The rental fee will not include applicable District Staff fees, including custodial fees, kitchen staff, and technical staff fees if applicable. Police details, if necessary, shall be the additional fiscal responsibility of the organization and/or group utilizing the school property and is not included in any fee.

Originally Adopted: May 26, 2005

Policy Review: June 9, 2005/January 21, 2016

Approved: June 23, 2005

Vote: 6-0-0

Chairperson, HWRSD School Committee: Elaine M. Carey

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

All-users/organizations must supply a "Certificate of Liability" to the District confirming coverage and stipulating the dates that our facility will be used. The certificate must be filed with the District Facilities Coordinator one week prior to the event. The District reserves the right to cancel any event for which it does not have a "Certificate of Liability".

Any damage or destruction to school property shall be the responsibility of the organization and/or group using the school property. The District Facilities Coordinator in consultation with other pertinent District administrators (i.e. Principal, District Business Manager, and District Director of Facilities) will have the responsibility for determining the nature, extent, and impact of any damage or destruction to District property.

All groups using District facilities must notify the District of schedule changes or cancellations at least 24 hours in advance.

F. Reciprocity

The District gratefully acknowledges and anticipates that it will also utilize community property and that reciprocal arrangements may be made between the District and the communities, and/or other organizations or groups. Any such arrangement or other consideration of this policy must have the prior written approval of the Superintendent and/or designee.

G. Priority

It is acknowledged that the Hamilton Wenham Regional School District will always have first priority in requesting District building/facility usage. Consideration for other organizations/groups from the local Hamilton Wenham community will follow. Every reasonable effort will be made to accommodate those various organizations and groups who are seeking to utilize school property. District reserves the right to revoke permission previously granted and shall not be held responsible either directly or indirectly for any loss or expenditure incurred by the applicant.

H. General Guidelines

The following have been established by the Hamilton Wenham Regional School District as guidelines in the use of school facilities.

- Alcoholic beverages are not permitted on any school premises M.G.L. Ch. 272.
- The use of tobacco products are not permitted on any school premises M.G.L. Ch. 71 S 37H.
- Granting permission to use school premises should not be construed as an endorsement of any individual or group by the Hamilton Wenham School Committee.

Originally Adopted: May 26, 2005

Policy Review: June 9, 2005/January 21, 2016

Approved: June 23, 2005

Vote: 6-0-0

Chairperson, HWRSD School Committee: Elaine M. Carey

Chairperson, HWRSD 2016 School Committee: Lawrence Swartz

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

- All users/organizations must supply a “Certificate of Liability” to the District confirming coverage and stipulating the dates that our facility will be used.
- Only the facilities requested, and approved on the Building/Facility Use Request Form shall be used and only for the time stipulated.
- The building principal or designee, shall be responsible for the supervision and operation of any equipment requiring specialized knowledge or skill.
- No group/organization may sublet any District facility.
- All groups using District facilities must notify the District of schedule changes or cancellations at least 24 hours in advance.
- On days when school has been canceled because of inclement weather and/or emergency conditions, the school buildings will not be available. The HWRSD will not be responsible for the cancellation of an application for the use of school property in case of inclement weather or an emergency which results in the closing of a school building.

II. Policy Review and Revision

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

III. Legal References

M.G.L. Ch. 71 S 37H; M.G.L. Ch. 71 S 71; M.G.L. Ch. 272

Originally Adopted: May 26, 2005

Policy Review: June 9, 2005/January 21, 2016

Approved: June 23, 2005

Vote: 6-0-0

Chairperson, HWRSD School Committee: Elaine M. Carey

Chairperson, HWRSD 2016 School Committee: Lawrence Swartz

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT E2
G7009

STAFF ETHICS / CONFLICT OF INTEREST

All employees of the District are expected to act in the best interests of the district, avoiding any situation that could involve a conflict between personal interest and those of the district. All employees of the district, as required by Commonwealth law, will complete an online ethics and conflict of interest training within 30 days of the date on which they commence employment, and every 2 years thereafter. Employees must provide evidence to the School Committee that they have completed the program and should be reminded to retain a copy of their completion certificate for their own records.

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the District will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him or her.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk.

LEGAL REFS: MGL 286A

SOURCE: MASC

Originally Adopted:

Policy Review: May 16, 2013; January 21, 2016

Approved: June 7, 2013

Vote: 8-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

Chairperson, HWRSD School Committee 2016: Lawrence Swartz

EXHIBIT F1

Donations 1.21.16

• The League of Women Voters – Model UN Club	\$500.00
• EdFund – Hydroponic Vertical Grow Wall	\$12,507
• EdFund – Chromebooks	\$38,497
• EdFund – Buker Media Center Makerspace	\$9,052.81



EXHIBIT F2

Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

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

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

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2015-2016 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

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

School Name: Miles River Middle School

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Hydroponic Vertical Grow Wall

Grant Amount Approved and Date Requested: \$12,507

Grant Requestor's Name: Danielle Petrucci Title: Teacher

Email Address and Phone Number: d.petrucci@hwschools.net

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

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EXHIBIT F2

Danielle Petrucci
Environmental Team
Miles River Middle School

d.petrucci@hwschools.net
cell: 617-680-1005

Hydroponic Vertical Grow Wall

The Miles River Middle School Environmental Team is submitting this application for a Hydroponic Vertical Grow Wall to serve as a learning tool for cross-curricular, project-based learning. This proposal has not been previously funded by the EdFund Grants Program.

Description of Project and Purpose.

The middle school Environmental Team consists of eight faculty members representing Science, Wellness, Math, Technology and Food Services departments. The mission of the team is to provide students a hands-on opportunity to create a sustainable indoor garden. This project fosters a school environment where the students will develop cross-curricular skills while inspiring a responsible and environmentally conscious citizen beyond the educational requirements. The team is currently improving three components of sustainability within Miles River Middle School: Recycling, Composting, and Hydroponic Gardening. Using these components, students will be challenged to research, analyze, and solve real world, global environmental issues within the schools curriculum, giving them a clearer understanding as to why they learn what they are learning in each course.

Hydroponics

The purpose of this proposal is to purchase a **Hydroponic Vertical Grow Wall**. New England weather limits agricultural opportunities during the school year. Indoor, hydroponic gardening is a form of innovative technology used to solve real world, global environmental problems resulting from climate change. The evidence from climate change has been seen from California to Syria; both previously prosperous farmlands now suffering from catastrophic droughts which limit the agricultural output. The distribution of food worldwide is no longer a sustainable model. Transporting food across the globe creates a positive feedback loop, which increases the rates of carbon emissions resulting in an increase in global warming. The world is seeing a decrease in food production with an increase in world population. The use of indoor, hydroponic gardening gives the flexibility of growing fruits, vegetables, and herbs through a sustainable food model. Hydroponic gardening has shown to reduce carbon emissions, substantially reduce water usages, and it eliminates the need of toxic pesticides and preservatives in food.

Miles River Middle School students will be the problem solvers of the future. It is important for these students to develop 21st Century Learning skills benefitting public and environmental health. Hydroponic gardening gives communities the ability to grow organic produce indoors,

year round, no matter what weather conditions exist outdoors. Hydroponic gardening eliminates the need for pesticides warranting off detrimental insects and uses 90% less water than outdoor soil gardens. Stored water will be nourished by added nutrients and the pumping system will deliver the nourished water to plant roots multiple times daily. In addition to the natural light provided in the Multi-Purpose room, each row of produce will use artificial sunlight. Both water pump and light systems will run on timers eliminating the need of a human maintaining the vigorous time commitments maximizing growth.

The grow wall will be stationed in the Multi-Purpose room of the middle school for the whole school to benefit daily. Organic, leafy green produce and a multitude of organic herbs will be grown throughout the school year to be used in the middle school cafeteria salad bar each Wednesday as well as prepping school meals. The grow wall is able to harvest 200 plants at one time. With this abundance of available produce, the Environmental Team will donate 10% of each harvest (20 plants or more depending on school need) to Acord Food Pantry; a community partner the students have been passionate about assisting throughout the years to solve local hunger issues.

Curriculum

The Hydroponic Vertical Grow Wall will be used to create project-based learning lessons in Wellness, Science, and Math courses. During the 2015 summer, three Environmental Team members attended a four-day workshop with Dr. Michael Barnett at Boston College's Lynch School of Education. At the completion of the workshop each member received a free hydroponic system for their classroom and lessons created by Barnett's team in Science, Math, Business, and Social Justice. These members will be attending a follow up workshop on November 21, 2015 and are now part of an ongoing cohort of teachers from multiple subjects and school districts sharing lesson ideas. Each member who attended the workshop is highly qualified to maintain and teach the process of hydroponic gardening to students and teachers.

Teachers at Miles River Middle School will use the Boston College created curriculum as a base to design high quality project-based lessons accompanying the Hydroponic Vertical Grow Wall. A copy of the curriculum is available at the following link:

<https://www.dropbox.com/sh/vpq2p045tqnmmef/AActxukcowg1rLpACiRa3CYCa?dl=0>

At this time Mrs. Petrucci's Life Skills, Ms. Vermeulen's Science, and Ms. Witzig's Chef's classes have been using hydroponic gardening in their classroom with the small systems provided by Boston College. The systems are beneficial, but difficult for a whole class to maintain during one class session. The current system limits the number of students able to use hands on application, therefore, limiting the lessons. A larger system, able to produce hundreds of plants at one time, is needed to expand the curriculum and expand student involvement.

The below chart explains how each content teacher will incorporate the grow wall into their curriculum. However, this list will expand with the goal of collaborating with more high school science, math, wellness courses as well as the high school student Environmental Club and the elementary schools:

Course/Department	Teacher	Content
Life Skills	Danielle Petrucci	Nutrient Dense Foods, Sustainability, Service Learning
Science	Kasey Vermeulen	Chemistry, Plant Life, Soil, Nutrients
Math & Science	Jullie Snyder	Business, Plant Life, Soil, Life Cycle
Food Services	Catherine Donovan	Healthy Food Options
High School Chefs Class	Julia Witzig	Growing, Preparing, and Cooking Organic Foods

In addition to the above plan, the Hydroponic Vertical Grow Wall gives students the ability to develop innovative science fair projects where they learn how to maintain the system and develop new ways to expand the use of the system.

Student Health

According to the Center for Disease Control and Prevention (CDC) 69.8% of Americans are overweight and obese; an increase of 3.9% since 2013. Children who are overweight and obese are more likely to become overweight and obese adults with multiple health ailments directly related to body mass index; 33% of adolescents are currently overweight and obese in the United States. It is imperative that young people are taught healthy eating habits as well as how to access high quality, organic foods free of pesticides or preservatives. Utilizing a hydroponic system teaches students about food production and gives them access to healthier options in the school cafeteria, modeling skills necessary beyond graduation.

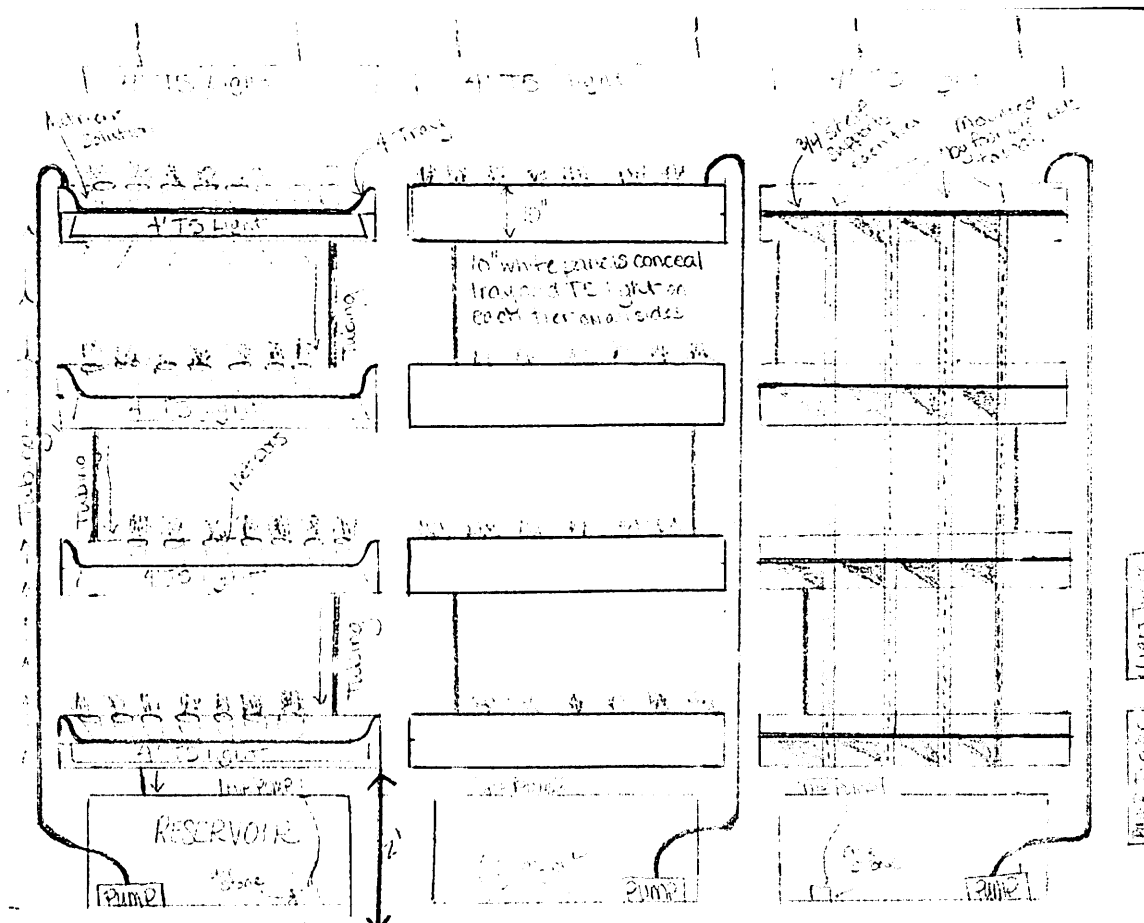
Benefits of plants in living spaces

Numerous studies have shown that indoor plants provide a number of benefits for health and wellbeing, including decreases in illness symptoms, increase in work performance and job satisfaction, and uplifting spirits. In 2010, scientists from the University of Technology Sydney (UTS) conducted a study about the benefits of plants improving student performance. Their conclusions revealed an increase in student performance by 10% - 14% in science, mathematics, reading and spelling. From their research, the professors believe that teacher performance also improved. It is believed that the increase in plant life at Miles River Middle School will increase the health and wellness along with student and teacher performance throughout the school.

Sketch

The sketch below was custom designed by owner of Rootdown Hydroponics, Sabrina Cushing, for Miles River Middle School. Sabrina will fully install the system securely in the MRMS Multi-Purpose Room preceding school maintenance addition of an electric outlet, water hose, and drain in the designated area. The system includes three reservoirs, four tiers with T5 lights, and three

sections with the ability to grow 200 plants and produce at one time. The system is able to be moved easily if necessary and able to turn into an aquaponics system with the use of fish to provide natural nutrients if desired for future with minimal costs. In addition to the system the Environmental Team will add a Mac Mini and flat screen TV for educational purposes.



- The first row on the far left shows a reservoir that feeds to the top tier tray. The water gravity feeds down to return to the reservoir which will house an air pump running 24 hours. The three water pumps and the three air pumps share a timer. The lights will be on a second dedicated timer. Lettuce will be started in 1.5" rock wool blocks and moved into 3.75" net cups filled with growstones. The water pumps will be turned on periodically throughout the day for 15 minute intervals.
- The second row in the diagram shows the 10" panels on the outside of the unit. These panels will conceal the trays and shield the light from shining out of the unit. It will also help to direct the light downward to mitigate any light loss.
- The third row shows the bones of the system. I will use four track runners affixed to the wall. Each tier will be supported by four brackets. Each shelf will be 3/4 PVC plastic to prevent any rot or wear to the system.

Describe how this grant meets the goals of the Edfund Grants Program
(<http://hwedfund.org/applications-criteria.htm>)

This grant meets the goals of the EdFund Grants Program which has been explained in detail above:

- Encourages and supports innovation through indoor, hydroponic gardening giving students the ability to solve real world, global environmental problems resulting from climate change
- Encourages leadership and creativity from teachers through project-based learning lesson development and implementation as well as new program development
- Impacts all students in Miles River Middle School in class and during nutritional lunches
- Hydroponic Vertical Grow Wall is a sustainable system with a lasting benefit to the district. The system can be shared with the high school and learning tools for visits from elementary schools within the district.
- Encourages cross-curricular, cross grade, and cross-school collaboration. Plans are already in place to collaborate with the high school student Environmental Club. Ms. Clark at Cutler Elementary School expressed interest in collaborating with her curriculum. Middle School Science, Math, and Wellness have plans to collaborate and create project-based learning lessons.
- Encourages collaboration among teachers with the Environmental Team, cross-curricular teachers, cross-school teachers. Parents have express volunteer interest and community partners will be encouraged. Acord Food Pantry will be the first community partner connection.

Number of students and or teachers to benefit

- All students will benefit from the Hydroponic Grow Wall. Students who eat lunch in the school cafeteria will benefit from the increase in nutrient dense foods while other students will benefit from the rich learning opportunities.
- Curriculum teachers: Danielle Petrucci (Life Skills), Kasey Vermeulen (Science), Julia Witzig (Chefs 1 & 2), Jullie Snyder (Math)
- Miles River Middle School Food Services learn how to prepare healthier food options
- Students in 8th grade Science, Math, and Life Skills classes
- Students in 6th & 7th grade Life Skills Service Learning Projects

Budget Detail

Equipment will be purchased through Rootdown Hydroponics located in Medford, MA. Rootdown has designed a system suitable for MRMS needs and growth.

Item	Quantity	Total Price
4' Trays and PVC	7	Total below
T5 Light Fixtures	7	Total below

Bulbs	14	Total below
Reservoir	3	Total below
Pumps	3	Total below
Tubing	6	Total below
Timers	2	Total below
		\$8125
Installation		\$2250
Seeds	5lbs	Total below
Dome	12	Total below
Tray	12	Total below
Truncheon	1	Total below
Nutrients	6 Gal	Total below
PH UP and Down	1 Gal	Total below
PH Pen	1	Total below
Rockwool	10	Total below
Water Filter	1	Total below
Netcups 3.75	200	Total below
		\$1145
Mac Mini w/all required components	1	\$677
Samsung 32" TV	1	\$230
TV Mount Articulating Full Motion	1	\$80
Total		\$12,507

Possible future expenditures linked to this project including time frames.

This proposal is part of a 5 stage process:

- Stage 1 (completed) Acquire a classroom hydroponic system in the Life Skills course used for the Service Learning projects and as part of the 8th grade nutrition unit.
- Stage 2 (completed) Create a team of like-minded, dedicated teachers with a passion for environmental education creating a vision, mission, and goals to accomplish within the school that will benefit student growth, creativity, and independent thinking. Team members will be trained on the scientific process of using hydroponic systems through Dr. Michael Barnett at Boston Colleges Lynch School of Education. The team will be known as the Environmental Team.
- Stage 3 (in process) Purchase a Hydroponic Vertical Grow Wall large enough to support a whole classroom of students using hands-on application. The Environmental Team worked closely with Rootdown Hydroponics to design the perfect learning tool for needs and production. Develop project-based learning lesson in Science, Math, and Wellness. Collaborate with Hamilton Wenham Regional High School teachers and students. Develop a system of students teaching students.
- Stage 4 (2015 – 2018) Create high quality, cross-curricular sustainability lessons in Science, Math, and Wellness classes. Expand to create programs with high school and elementary school students (students teaching students). Build partnerships with

community organizations. Increase amount of service learning solving environmental problems. Use the grow wall for science fair projects.

- Stage 5 (2018-2019 school year) is to develop a hydroponic and soil “Green Lab”; a greenhouse. The Environmental Team will seek innovative advice from Boston College and MIT, both of which are constantly evolving the possibilities and increasing the technological uses of hydroponic gardening. Caleb Harper from MIT’s City Lab has developed the Food Computer with open access designs to constantly monitor the air and water chemistry of a hydroponics growing system. For more information about this innovative design click on these following links:

http://www.huffingtonpost.com/cari-e-quittard/future-of-farming_b_8374048.html

<http://www.wired.co.uk/news/archive/2015-10/15/caleb-harper-urban-farms-mit-wired2015>

<http://www.wired.co.uk/magazine/archive/2014/10/features/server-farm>

https://www.youtube.com/watch?v=U_zikBJVhql

Students throughout the middle and high school will have sign-out capabilities to the Green Lab to enhance their learning in Math, Science, Wellness, and Technology. We will also seek summer parent and community volunteers to maintain the garden, donating all harvests to Acord Food Pantry when school is not in session.

Method of evaluating success of project.

The success of this project will be evaluated through:

- Lessons created by cross-curricular teachers
- Food production for MRMS cafeteria
- Cross-school programs created where students are teaching students
- Teacher involvement which leads to an increase in student involvement



EXHIBIT F3

Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

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

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

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2015-2016 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

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

School Name: Buker, Cutler, Winthrop Elementary Schools

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: Chromebooks

Grant Amount Approved and Date Requested: \$38,497

Grant Requestor's Name: Heidi Hebert, Gina Putnam, Tammy Garron Title: Teachers

Email Address and Phone Number: h.hebert@hwschools.net

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

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:

EdFund Grant

EXHIBIT F3

Heidi Hebert
Gina Putnam
Tammy Garron

1. This grant has not been funded previously. It is a new grant designed to enable flexible learning opportunities.
2. Cutler, Buker and Winthrop media centers are deeply involved and committed to developing a new learning environment. The goal of this new environment is to create a dynamic, engaging, comfortable, common space for student-centered learning. The main focus of this new environment is to access information, collaboration, create content, meet, and read in a learn-where-you-are environment. The physical space is being transformed by replacing furniture with moveable shelves, desks, and tables that adjust to accommodate group sizes, learning styles, and content focus. Students need a variety of mobile technology to replace our aging desktops that can not accommodate goals of these new flexible learning spaces. These lightweight, highly-mobile Chromebooks will allow us to accommodate small group collaboration while developing the student's information access skills and synthesize their ideas on a common shared platform that is available on all school devices, and at home, using the school district's Google domain. We are also requesting a mobile TV setup for Cutler and Winthrop for small group instruction in order to provide equitable resources between the three schools. Mobile TV carts allow the flexibility to gather a group of students wherever the need for a mobile demonstration platform presents itself.
3. Creating a truly flexible environment will support collaboration throughout the schools. The three specialists will create a Common Learning Space that will provide an alternative workspace for classroom teachers and students. This model will encourage cross-school, cross-grade, and cross-curricular collaboration.
4. All students and teachers in the three elementary schools will benefit from the use of Chromebooks. The Chromebooks and the mobile TVs are portable and can be transferred anywhere in the school. The cart will be available in the library, and for check out by classroom teachers. Media specialists can travel with the cart and actively engage in promoting anywhere, anytime learning.
5. Budget

Chromebooks	90 @ 270.00 = \$24,300.00
Licensing	90 @ 26.00 = \$2,340
Carts	3 @ \$1,400 = \$4,200

65" NEC LCD display
(commercial-grade) 2 @ \$2,185.00 = \$4,680.00
TV Stand: 2 @ \$899.00 = \$1,798.00
Two AppleTV 2 @ \$69.00 = \$138.00
Cables, Misc. Parts,
Freight & Installation \$1,041.00

6. We do not expect there to be future expenditures that cannot be absorbed by our hardware budget.
7. We will be able to evaluate the success of the project through student and teacher surveys, and anecdotal feedback from students and teachers.



EXHIBIT F4

Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

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

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

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2015-2016 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

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

School Name: Buker Elementary School

Name of Contact on the Edfund Grants Subcommittee: Jessica Connors

Title of Grant Application: Buker Media Center Makerspace

Grant Amount Approved and Date Requested: \$9052.81

Grant Requestor's Name: Gina Putnam Title: Teachers

Email Address and Phone Number: g.putnam@hwschools.net

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

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:

Buker Media Center Makerspace Grant Proposal

1. Has this grant been funded in the past? If yes, from what source?

No, this grant has not been funded in the past.

2. Description of project and purpose.

The Buker Media Center is in the process of changing its tech lab into a Makerspace. Makerspaces allow students to make real and personally meaningful projects using tools and technology that is not always accessible to them at home. We have utilized shelving from the high school, repurposed our own tables and moved the computers around in order to create flexible learning spaces important to Makerspaces. We hope to create a program that encourages students to design, invent, and build while learning about science, technology, engineering, math and computer science. Makerspaces foster creativity, communication, collaboration and critical thinking through playful experimentation. These are all important skills that our students need in order to be successful in our global society.

The purpose of this request is to seek funding in the amount of \$9,052.81 to purchase materials for the Makerspace. The materials purchased will be used for many different types of projects. These projects will include building, computer programming, robotics, and electronics.

3. Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria at [Http://hwedfund.org/applications-criteria.htm](http://hwedfund.org/applications-criteria.htm).)

This Makerspace will serve as a model for classroom teachers. Creating a Makerspace in the library will allow Buker teachers to see the possibilities of using these materials and ideas in their classrooms. Projects created in the Makerspace will help the students learn content important to science, technology, engineering, and math standards as well as learning about computer science. Students will learn many essential 21st century skills that will help them succeed in school and help them to meet the college and career readiness expectations.

4. Number of students and/or teachers to benefit.

All of Buker students and teachers would benefit from this project and would have access to the materials in the Makerspace.

5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.

No. of items	Item	Cost	Total
	Mindstorms EV3 Core Set +		
1	Software 8 Student Pack	\$1,759.95	\$1,759.95
	WeDo STEM 8 student		
1	classroom	\$1,152.95	\$1,152.95
2	Lego Bricks and More	\$129.94	\$259.88
	Blocks (Kaplan Early Learning		
1	Company)	\$799.95	\$799.95
	Hand Tools (screwdrivers,		
4	pliers, wrenches, etc.)	\$49.59	\$198.16
3	Snap Circuits	\$44.99	\$134.97
1	Little Bits Workshop Set	\$1,999.00	\$1,999.00
3	Bee Bots	\$89.95	\$269.85
3	Bee Bot Command Cards	\$24.95	\$74.85
3	Blue Bots	\$119.95	\$359.85
6	Bee Bot/Blue Bot Mats	\$49.95	\$299.70
	K'Nex Classroom		
2	Connection	\$69.85	\$139.70
12	Minecraft EDU subscriptions	\$18.00	\$216.00
	Minecraft EDU server		
1	software	\$41.00	\$41.00
	Computer mice w/ right		
12	and left click buttons	\$6.00	\$72.00
	Kibo Activity Center		
1	Package	\$1,275.00	\$1,275.00
			\$9052.81

6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.

As technology changes, Buker will need to include technology materials for this space in its yearly budget in order to help sustain this program.

7. Method of evaluating success of project (i.e. student feedback).

Student feedback

Unit plans

Completed student projects