



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Thursday, February 4, 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 : January 21, 2016 Exhibit A
  - b. Field Trip to NYC Exhibit B
7. New Business 8:15
  - a. Student Government Presentation
  - b. FY17 Budget Discussion Exhibit F
    - Special Education
    - Athletics
    - Healthcare Premiums
  - c. Curriculum Leadership Reorganization Plan Exhibit G
  - d. Policy Review-2<sup>nd</sup> Readings
    - Public Use of School Buildings & Grounds Exhibit C
    - Staff Ethics-Conflict of Interest Exhibit D
    - Recruitment and Selection Exhibit E
  - e. Assistant Superintendent of Finance and Administration Contract
8. 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.

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

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING**  
**Public Hearing**  
**6:30 PM Buker School General Purpose Room**

**CALL TO ORDER:** Larry Swartz called the meeting to order at 6:35 pm in the Buker Elementary School Multi-Purpose Room.

**Present:** Jeanise Bertrand, Deborah Evans, Larry Swartz

**Also present:** Superintendent Michael Harvey, Assistant Superintendent Jeff Sands  
Nancy Bergner, (Secretary)

**Citizen Concerns Presented**

Michelle Bailey of Remington Road in Wenham

Expressed disappointment that the School Committee lacked a quorum for the Public Hearing portion of the evening.

Concern expressed about the increase in assessment of 3% for Hamilton, 9% for Wenham. Encouragement to stand strong with level of services, despite urging from Hamilton to the contrary. Maintaining our current level of services is the right thing to do. If we do not keep our momentum, we will lose.

Don McIntosh of Purtitan Road in Wenham

Urges consideration of appropriate need for TAs in some of the classes. For Example: 2nd Grade class sizes at Buker has 22 students. The second grade class at Winthrop has 12 students. It seems appropriate that classrooms with significantly more students should be given TAs to assist with serving students equitably.

**MINUTES**  
**JANUARY 21, 2016**  
**7:15 PM**

**CALL TO ORDER:** Larry Swartz called the meeting to order at 7:16 pm in the Buker Elementary School Multi-Purpose Room.

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

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

## **PLEDGE OF ALLEGIANCE**

All rose for the pledge of allegiance.

## **I. CITIZENS COMMENTS**

Michelle Bailey of Remington Road in Wenham

QUESTION about the policies on the Consent Agenda.

- She did not see a policy on how existing policies are to be reviewed.
- Regarding policy for school assignment: there is no school transfer policy, which other districts have. She encourages the SC to consider this in order to serve families who may wish to move their students to other schools within the district.

Larry Swartz responded asking that these be addressed when the meeting gets to the Consent Agenda.

## **II. CHAIR'S REPORT**

1. Larry met with representatives of the All Girls High School to discuss DESE guidelines to be addressed in the application process. A private school within the boundaries of the district must be approved by the SC.
  - Citizen Michelle Bailey of Remington Road in Wenham pointed out that DESE policy does require private schools within the district to be reviewed by the SC. There are currently two private schools within the boundaries of the district, in addition to the proposed All Girls' School seeking to open in Fall 2017.
2. Selectmen and FinComs are meeting on Tuesday morning.
3. There is a meeting with FinComs on Thursday Jan. 28 7 PM at Buker with Jeff, Mike and Larry

## **III. SUPERINTENDENT'S REPORT**

### **• School Committee Nomination Papers**

There will be four School Committee seats up for election on April 7, 2016. Three seats are for three-year terms and the fourth seat is a one-year term. Nomination Papers are now available from the Superintendent's Office, 5 School Street, Wenham, MA. The candidate must first bring the nomination papers to their respective Town Clerk to be certified that the candidate is a registered voter and then must collect the signatures of at least 40 registered voters from either Hamilton or Wenham. Completed nomination papers with all required signatures must be returned to the Superintendent's Office by 4:00 PM on Monday, February 22nd, 2016. Signatures will be verified through the list of registered voters from each town by Wednesday, February 24th, 2016. More information is available on the HWRSD Website.

### **• School Choice Applications**

Students from outside Hamilton or Wenham who would like to apply to enter Hamilton-Wenham Regional High School in September of 2016 through the School Choice Program can do so by

completing the application form available on the Hamilton-Wenham Regional High School Website. The application deadline is February 1, 2016. The acceptance of students is conditional on the availability of space within each of the classes. Selection is by lottery. Selected students will be notified in early spring.

- **Kindergarten Registration Materials for September 2016**

Registration materials for students entering Kindergarten in September 2016 are now available on the HWRSD Website. Kindergarten is for children who have reached 5 years of age by August 31, 2016. We will host an orientation session for parents at the Buker Elementary School at 7:00 PM on March 7, 2016. Parents who wish to register their children should fully complete the registration packet available on the HWRSD Website and return it, along with proof of residency, a birth certificate and the child's most recent immunization and physical examination records during the scheduled registration hours. Registration sessions will be held between 9:00 AM and noon on Monday March 14th through Friday March 18th and from 2:00 PM through 6:00 PM on Wednesday March 16th. Students will be notified of their school assignments in early May.

- **School Accountability Report Cards Distributed**

On Tuesday, we distributed the 2015 School Accountability Report Cards for each of our five schools to their respective parents. These Report Cards are prepared by the Department of Elementary and Secondary Education and distributed to local school districts annually as part of the requirements of the "No Child Left Behind Act." The overall HWRSD District Accountability Report Card for 2015 is also available through the Department of Elementary and Secondary Education Website. As a District, the HWRSD was classified as a "Level 2 District," the second highest designation category, for the 2014-2015 School Year. Three of our schools, HWRHS, Miles River Middle School and Winthrop Elementary School were classified as "Level 1 Schools" and the Buker and Cutler Elementary Schools were classified as "Level 2 Schools." The Annual School Report Cards are one of several pieces of information we use to measure the progress of our improvement efforts as a District.

- **Special Education Plans for PARCC Administration**

This week, the Special Education Department sent a letter to all parents of students receiving special education services in grades 3-8 regarding the differences in testing accommodations between the PARCC and the MCAS. Our Special Education Coordinators began writing Individualized Education Plan (IEP) language that was consistent with the PARCC accommodations immediately following the School Committee's vote. IEPs that were reviewed prior to the PARCC decision may need to be amended to be in line with the new test. The two areas where the PARCC departs from the MCAS are granting of extended time and the use of graphic organizers/reference sheets. Special Education Staff will directly contact parents of all students whose IEPs need to be amended.

- **Bomb Threat Response**

Over the past week, more than a dozen schools in Massachusetts received calls or emails claiming there were explosive devices hidden in school buildings. None of these bomb threats were found to be genuine. To date, the HWRSD has not received any such threats. As a precaution, we have

reviewed our District Crisis Response Plans and re-distributed the “Massachusetts Bomb Threat Response Guidance” from the Massachusetts State Police Bomb Squad with school administrators and staff members who answer telephones our District Schools and Central Offices.

#### **IV. CONSENT AGENDA**

Larry Schwartz acknowledged that there may be alternatives to our current practice which would allow for more input from people beyond the Policy Committee. Policy Committee Chair Dennis Hurley also expressed a desire to keep the process efficient, but also create opportunity for the democratic process. Hannah Fraley pointed out that the public is apprised of items on the Consent Agenda, and that some of the Hamilton and Wenham public has indeed taken the time to look at items and comment upon them.

Larry suggested that Exhibit A3 and Exhibit B (Minutes of January 7) be removed. Remove recruitment and selection; remove the minutes.

##### **A. Policies Reviewed**

- |   |            |
|---|------------|
| • Renovation and New Construction             | Exhibit A1 |
| • Staff Participation in Political Activities | Exhibit A2 |
| • Recruitment and Selection                   | Exhibit A3 |
| • Staff Complaints and Grievances             | Exhibit A4 |
| • Curriculum Adoption                         | Exhibit A5 |

##### **B. Minutes of January 7, 2016**

Exhibit B

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA WITH THE EXCEPTION OF RECRUITMENT AND SELECTION AND THE MINUTES OF JANUARY 7, 2016. THERE CAN BE NO FURTHER DISCUSSION NOR AMENDMENT OF THIS MOTION.**

**Motion by DEBORAH EVANS; seconded by JEANISE BERTRAND.**

***UNANIMOUSLY APPROVED***

NOTE: suggested change to recruitment and selection policy: only final candidates should be interviewed.

Discussion: January 7, 2016 minutes require amendment of a sentence in the Chair’s report on the projected All Girls’ School opening in Wenham. The second sentence should be amended to read, “The SC has a responsibility to approve private schools within the boundaries of the district.”

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE A WITH THE EXCEPTION OF RECRUITMENT AND SELECTION AND THE MINUTES OF JANUARY 7, 2016 AS AMENDED.**

**Motion by DEBORAH EVANS; 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

- Overview in General Discussion
- Maintenance and Facilities (Jeff assisted by Jason Waldron, Dir. of Facilities and Maintenance)
  - Deborah Evans and Larry Schwartz expressed appreciation for the initiative demonstrated by Waldron and his department in improving the critical infrastructure of the schools.
- Technology (Jeff assisted by Alan Taupier, Dir. of Technology)
  - Discussion about upload speed at the high school: Current contract is sufficient for current needs and projected needs, assuming that internet use is spread fairly evenly across the facility. This issue is being constantly assessed in order to maintain access and speed.
- Master Plan presentation facilitated by Superintendent Michael Harvey
  - Discussion regarding the \$50K planning budget—this is scheduled for FY 2017 and is included in the Short Term plans in Exhibit C.

### **B. Policy Reviews**

- Public Use of School Buildings and Grounds

Exhibit D

- Staff Ethics-Conflict of Interest

Exhibit E

### **C. Donations**

Exhibit F

- League of Women Voters > Model UN Club

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ACCEPTANCE OF THE DONATION LISTED IN EXHIBIT F FROM THE LEAGUE OF WOMEN VOTERS IN THE AMOUNT OF \$500 FOR THE MODEL UN CLUB.**

**Motion by DEBORAH EVANS seconded by JEANISE BERTRAND.**

***UNANIMOUSLY APPROVED***

- EdFund > Hydroponic Vertical Grow Wall \$12,507

Exhibit F2

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ACCEPTANCE OF THE DONATION LISTED IN EXHIBIT F2 FROM THE FROM THE EDFUND IN THE AMOUNT OF \$12,507 FOR THE HYDROPONIC VERTICAL GROW WALL.**

**Motion by DEBORAH EVANS; seconded by HANNAH FRALEY.**

***UNANIMOUSLY APPROVED***

- EdFund > Chromebooks \$38,497

Exhibit F3

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ACCEPTANCE OF THE DONATION LISTED IN EXHIBIT F3 FROM THE FROM THE EDFUND IN THE AMOUNT OF \$38,497 FOR CHROMEBOOKS FOR THE ELEMENTARY SCHOOLS.**

**Motion by DEBORAH EVANS, seconded by EMILY MADDEN.**  
***UNANIMOUSLY APPROVED***

• EdFund > Buker Media Center Makerspace \$9,052.81 Exhibit F4  
**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
COMMITTEE VOTE TO APPROVE THE ACCEPTANCE OF THE DONATION  
LISTED IN EXHIBIT F4 FROM THE EDFUND IN THE AMOUNT OF \$9,052.81  
FOR THE BUKER MEDIA CENTER MAKERSPACE.**

**Motion by DEBORAH EVANS, seconded by HANNAH FRALEY.**  
***UNANIMOUSLY APPROVED***

**VII. COMMITTEE REPORTS**

- A. Communications Committee, Planning Committee
  - Deborah Evans reported.
- B. Administration
- C. Policy and Education Programming
  - Dennis Hurley reported.
- D. Student Rep
- E. Other-School Liaisons Updates

**VIII. VOTE TO ADJOURN to Executive Session**

**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 DEBORAH EVANS, seconded by JEANISE BERTRAND.**  
***UNANIMOUSLY APPROVED BY ROLL CALL VOTE AT 9:58 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: 1/19/16  
 Faculty Sponsor: Matthew Jones Position: Spanish Teacher

## I. Trip Information:

Check (✓) one:

- ☒ Day Academic Field Trip - ☐ In-state ☒ Out-of-state Destination: NYC - Marquis Theater - Manhattan  
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: \_\_\_\_\_  
☐ Athletics - Sport: \_\_\_\_\_  
☐ Overnight Trip - ☐ In-state - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ International Trip (extracurricular only) - Destination: \_\_\_\_\_

Departure Date: 3/30/2016 Time: 5:00 am Return Date: 3/30/2016 Time: 10:30 pm  
 Number of Students Eligible: 40 Class/Group: Juniors & Seniors in Spanish classes  
 Faculty Sponsor: Matthew Jones  
 Other Faculty/Staff chaperones: Sara Amancio, Kevan Sano, Rebecca Hanlin  
 Other chaperones: Courtney Sansone  
 Mode of Transportation: McGinn Bus Co. Number: 1  
 Airlines/Flight/Ground Transportation: NA

## II. Estimated Expenses

1. Transportation Cost: <u>\$2,195.00</u>	6. Financial Assistance Available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Admission Charges: <u>\$2,419.20</u>	7. Other Sources of Funding? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. Lodging & meals cost:	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. Total student cost: <u>\$120.00</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): <u>NA</u> Cost:
3. Security features for transportation & accommodations: <input checked="" type="checkbox"/>	7. Pre and Post Trip Activities: <input checked="" type="checkbox"/>
4. Arrangements for meals and lodging: <input checked="" type="checkbox"/>	8. Other Descriptive Information: <input checked="" type="checkbox"/>

## IV. Approvals

Department Chairperson or Field Trip Requestor: Matthew Jones Date: 1/19/16  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 1/20/16  
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.

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
Wenham, Massachusetts**

**Parents'/Guardians' Permission to Participate, Emergency Treatment and Medications  
Consent, and Release Form for Overnight, Out-of-State, Domestic, and International  
Voluntary School Sponsored Trips**

***I. Permission to Participate in Voluntary Field Trip***

I/We, the undersigned \_\_\_\_\_ (print name) of \_\_\_\_\_ (town of residence) parent/guardian of \_\_\_\_\_ (print student name), a minor who is a student at **Hamilton-Wenham Regional High School** (name of school), hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **New York City, New York on March 30, 2016**. It is my/our understanding that **Matthew Jones** (faculty sponsor and head chaperone), as well as other HWRHS teacher chaperones, will accompany the group.

In consideration of the educational value of travel, and other privileges and advantages to be gained by my/our child's participation in said trip, I/we do hereby forever release, acquit, discharge, and covenant to hold harmless the Hamilton-Wenham Regional School District School Committee, the Town of Hamilton, the Town of Wenham, its employees and agents and their employees, who are accompanying the students on the aforementioned trip from all actions, claims, demands, damages, loss of services, expenses, and compensations on account of, or, in any way growing out of any and all personal injuries and property damage which may result at any time during the trip, and which I/we may hereafter have as parents and/or guardians of said minor child, as well as all claims or rights of action for damages which the said minor child may hereafter have either before or after he/she has reached majority. I/We further promise to bind myself/ourselves jointly and severally to reimburse to said releases any sum of money which it/they may be compelled to pay because of any injury or damage or for any other reason, on behalf of said student while on said trip.

I/We further agree that should said minor child \_\_\_\_\_ (name of child) behave in a manner which, in the judgment of the teacher in charge, may endanger the health, safety, or welfare of that student or others in the group (this of course includes any infraction of alcohol/drugs). I /we further understand that Hamilton-Wenham Regional School district policies on student behavior, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations will be in full force and effect and apply to all PK-12 field trips. The teacher/head chaperone in charge in his/her sole discretion has my/our permission and assent to the following:

1. Space will be reserved on the next available train/bus returning to Boston, and my/our child will be placed on such train/bus.
2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.
3. Upon notification of such decision, I/we agree to meet and be responsible for my/our minor child upon his/her arrival.

I/We are aware that my/our minor child has been advised to travel in groups and it expected to maintain a buddy system during any unscheduled time periods.

\_\_\_\_\_  
Name (Adult)

\_\_\_\_\_  
Parent A/Guardian A

\_\_\_\_\_  
Address

\_\_\_\_\_  
Parent B/Guardian B

*If the student is 18 years of age or over, have him/her read the foregoing and sign below.)*

I, \_\_\_\_\_ (print name), a student at  
Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **II. DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International**

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.

## **III. Emergency Treatment and Medication Consent**

In the event of illness of or injury to that student in connection with the trip, the chaperones are granted full authority to take whatever action they may be willing to provide and may believe to be warranted with regard to related health, safety, and medical care, and/nor will have any liability whatsoever for any expenses, damage or injury of any kind resulting from or involving such an action whether incurred or caused by other participants and/or by any others.

I/We , \_\_\_\_\_ (parent/legal guardian – please print), give permission to the Hamilton-Wenham Regional School District staff or chaperones to act on my/our behalf for my/our minor child \_\_\_\_\_ (student's name – please print) in the event of a medical emergency.

The School District has your emergency card on file. Is there any a change in that information or is there new information we need?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will mediation be required during the field trip? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe:

*As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not carry any medication (prescription and non-prescription) on a field trip. If mediation is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.*

#### **IV. Student Contract**

1. I agree to follow all school rules and regulations as stated in Hamilton-Wenham Regional School District Policies, Hamilton-Wenham Regional High School Student Handbook, and the MA Interscholastic Athletic Association (MIAA) Blue Book rules and regulations during the entire trip to and from said destination and in said state/country.

2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.

3. I agree to uphold all laws and regulations as dictated by local governments. I agree to respect the property of others and to pay for any losses and/or damages for which I am held responsible.

5. I agree never to leave my assigned chaperoned group without the permission of my chaperone. Should I be granted permission to leave, I will be accompanied at those times by other members of my group.

6. I understand that I am under the direct responsibility and authority of \_\_\_\_\_ (Matthew Jones) and the assigned chaperones and will follow and abide by any rules and/or decisions made by these persons.

I am signing this contract, and hereby giving my word of honor that I will follow the above Code while traveling with the Hamilton-Wenham Regional School High School group on May 2, 2013. As a representative of the Hamilton-Wenham Regional High School, I understand that my behavior is critical to the success of the trip and as a precedent for future tours. Any violation of these rules will result in disciplinary action.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

I/We have read the above Contract signed by my/or minor child. I/We further agree that if my/our son/daughter does not conform to the above regulations and all other regulations set forth and enforced by the head chaperone, I/we will receive, at my /our own expense, a telephone call informing me/us of my/our son/daughter's behavior.

\_\_\_\_\_  
*Parent A/Guardian A Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent B/Guardian B Signature*

\_\_\_\_\_  
*Date*

**V. Field Trip Cancellation Release and Agreement**

1. The Hamilton-Wenham Regional School District will sponsor domestic/international field trips. All school-sponsored domestic/international trips must be approved by the principal, superintendent, and school committee in accordance with specifics set forth in the District policy H8015 - School-Sponsored Field Trips.
2. The Hamilton-Wenham Regional School District Committee reserves the right to cancel domestic and/or international trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee. In making this decision, the School Committee will take into consideration information from (a) U.S. Department of State Advisory; (b) Homeland Security Advisory (alert status); and (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee with input from the Superintendent, Principal, and Faculty Sponsor will be taken into consideration.
3. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that I/we may lose any and/or all of the funds that I/we have expended for the voluntary trip.
4. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that the Hamilton-Wenham Regional School District and the Towns of Hamilton and Wenham, shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.
5. The Hamilton-Wenham Regional School District will not be liable to anyone for personal injuries, property damage, or financial loss my/our child or I/we may suffer in the Hamilton-Wenham Regional School District sponsored, voluntary field trip programs.

*I/we affirm that I/we have read the above Release and Agreement and understand that the Hamilton-Wenham Regional School District Committee reserves the right to cancel or recall a school-sponsored domestic/international trip. I/we acknowledge and affirm that I/we may lose any and/or all of the funds expended for the trip. I agree to release the Hamilton-Wenham Regional School District, the Towns of Hamilton and Wenham, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored*

***domestic/international trip. By signing this Release and Agreement, I/we grant permission for school personnel to administer medication to my/our child as prescribed by his/her physician. I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.***

**Signature of Parent A/Guardian A**

Printed Name \_\_\_\_\_

**Date**

**Signature of Parent B/Guardian B**

**Printed Name****Date**

***If the student is 18 years of age or over, have him/her read the foregoing and sign below.)***

I, \_\_\_\_\_ (print name), a student at Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name

**Signature**

***Note: It is strongly recommended that parents/guardians purchase trip cancellation insurance.***



"The flavors in our tasty food are inspired by our Master Cuban Chef Eduardo Morgado, who learned his craft at the legendary Hotel Riviera in Havana. True to these roots, everything is made fresh all day, every day to his exact standards."

## Sophie's Catering Menu

### Main Course

Minimum 10 people 13.49 pp

Includes choice of 1 meat, plus rice, beans, plantains and salad

Baked chicken	Roast pork
Spicy grilled chicken	Pork chops in red sauce
Rice with chicken	Fried pork chops
Grilled chicken breast	Fried fish
Breaded chicken	Add 1.00 pp
Roast turkey	Ox tail stew
Beef stew	Shrimp in garlic sauce
Steak & onions	Seafood in Cuban sauce
Shredded beef stew	Salmon special
Ground beef stew	Whole salmon (serves 10) 90.00



Vegetable medley



Whole baked salmon



Fruit Salad

### Appetizer Party Platters

Party size empanadas (50 pieces) 55.00

Chicken, beef, veggie, spinach and cheese, guava and cheese

Party size stuffed potatoes (25 pieces) 45.00

Mashed potatoes stuffed with ground beef stew, chicken, beef or veggie

### Sandwich Platters

Assorted sandwiches (serves 10) 85.00

### Extras

Small platters serve 15 people / Large platters serve 30 people

White rice platter	sm 30.00 • lg 50.00
Yellow rice platter	sm 40.00 • lg 70.00
Moro rice platter	sm 50.00 • lg 90.00
Beans	sm 40.00 • lg 70.00
Fried sweet plantains	sm 40.00 • lg 70.00
Yucca with garlic sauce	sm 30.00 • lg 60.00
Potato salad	sm 30.00 • lg 60.00
Arroz con gandules vegetarian	sm 40.00 • lg 70.00
Arroz con gandules with meat	sm 55.00 • lg 95.00
Vegetable medley	sm 55.00 • lg 105.00
Green salad bowl	(serves 15) 45.00
Fruit salad platter	(serves 15) 45.00
Flan platter	(serves 15) 45.00
Individual flan	3.49

We request 24 hour notice for all catering orders. All orders arrive on beautifully decorated platters accompanied with condiments, plates, cutlery and napkins. Tax not included. Prices subject to change without notice.

# SOPHIE'S

## CUBAN CUISINE

21 West 45th Street (bet. 5th & 6th Aves) New York, NY 10036

For Free Delivery Call (212) 302-1211

Open: Monday to Friday 10:30 am to 8:00 pm

Saturday For catering only

All Major Credit Cards Accepted

Order online at [Sophiescuban.com](http://Sophiescuban.com)





"We are dedicated to exceeding expectations with the freshest, tastiest, most authentic Cuban foods served promptly in a clean and inviting neighborhood atmosphere. We promise to treat you like family and to work feverishly every day to earn your trust and loyalty."

## Appetizers

- Homemade empanadas 2.39  
Beef - Chicken - Guava and cheese - Veggie
- Stuffed mashed potatoes with ground beef stew 2.99
- Corn meal stuffed with ground pork 3.19
- Cassava croquette stuffed with pork 2.29
- Ham croquette 1.19



Don't forget to start your meal with our amazing patties, now in 6 different varieties.



Cubano

Sophie's Cuban Sandwich... the best in town!

Pernil with a twist



## Sandwiches 8.49

- Cuban / roast pork, ham, Swiss cheese, pickles, mayo & mustard
- Turkey Cuban / fresh roasted turkey breast, ham, Swiss cheese, pickles, mayo & mustard
- Roast pork / mayo & onions
- Pernil with a twist / roast pork, mayo, onions, sweet plantains & Sophie's special green sauce
- Fried pork / fried pork, sweet plantains, mayo & onions
- Grilled chicken / lettuce, tomato, potato sticks & mayo
- Baked chicken / mayo & onions
- Roast turkey / mayo & onions
- Breaded chicken / mayo & onions
- Steak / lettuce, tomato, potato sticks & mayo
- Fish / lettuce, onions & homemade tartar sauce

Twist any sandwich +1.00  
add sweet plantains and Sophie's special green sauce

Add a side of French fries +3.79

## Beverages

- Tropical fruit shakes 3.99
- Passion fruit, guanabana, mango, papaya, mamey, tamarind
- Homemade lemonade 2.75
- Seasonal juice 2.75
- Soda 1.50
- Snapple 2.00
- Malta / Materva / Columbiana 1.75
- Spanish coffee / espresso with steamed milk 2.75
- Espresso single shot 1.75
- Ice Coffee 3.00

Tropical fruit shakes



## Homemade Soup

- Chicken soup M. W. F. 4.79 / Beef soup T. TH. 4.79 / Small rice 1.79

## Specials

### Monday

- Rice with chicken (+1 side only) 9.99
- Ground beef stew 9.99
- Ox tail stew 12.49

### Tuesday

- Chicken fricassee 9.99
- Beef stew 11.49
- Pork chops in red sauce 11.49

### Wednesday

- Ground beef stew 9.99
- Goat stew 11.49
- Ox tail stew 12.49

### Thursday

- Chicken fricassee 9.99
- Beef stew 11.49
- Pork chops in red sauce 11.49
- Seafood in Cuban sauce 12.99

### Friday

- Goat stew 11.49
- Ox tail stew 12.49
- Bacalao 11.49
- Seafood in Cuban sauce 12.99

\*All meals include 2 sides

## Entrees

- Baked chicken 9.99
- Spicy grilled chicken 11.49
- Grilled chicken breast 11.49
- Breaded chicken 11.49
- Chicken Varadero 11.49
- Spring salad with sliced grilled chicken (no sides) 9.99
- Roast turkey 9.99
- Steak & onions 10.49
- Shredded beef stew 11.49
- Roast pork 11.49
- Fried pork chunks 10.49
- Fried pork chops 11.49
- Fried fish 10.49
- Shrimp in garlic sauce 11.99
- Salmon special 11.99

Shrimp in garlic sauce



"Our secret -- fresh premium ingredients in small batches. Everything is made fresh all day, every day."

Try Sophie's Special Green Sauce ... it's soooooooo good!

## Side Dishes



Sweet plantains

- Rice (yellow or white) 3.19
- Beans 3.39
- Rice & beans (equals 2 sides) 5.49
- Moro rice 5.49
- Salad (Medium) 2.79 / (Large) 3.99
- Fried sweet plantains 2.79
- Fried green plantains 2.79
- Yucca 2.79
- French fries 3.79
- Avocado 2.49
- Vegetable medley 4.49

Order online at [SophiesCuban.com](http://SophiesCuban.com) for FREE delivery or call 212-302-1211





January 22, 2016

Dear Parents,

I am excited to tell you about a unique opportunity that your student has to participate on a field trip this March with their Spanish class. This trip is open to advanced level classes only (juniors and seniors in Spanish IV and V). Students are invited to see a Broadway production in the Spanish and English languages in New York City. Before viewing the production, they will have an authentic meal in the nearby Cuban restaurant "Sophie's" in Manhattan.

The production, entitled "On Your Feet", tells the story of international sensations Gloria & Emilio Estefan, set to their smash musical hits. You may learn more about it by visiting <http://www.broadway.com/shows/your-feet/?t=btn>. By visiting an authentic Spanish language playhouse, students will be encouraged to make connections with historical figures and events that we study in their courses, and develop an appreciation for dramatic productions in the target language and culture.

The date for this trip is scheduled for Wednesday, March 30, 2016. It is an all-day field trip. Students will meet at the high school NO LATER THAN 4:45 am and ride a chartered bus to Manhattan (the bus will depart promptly at 5:00!). The bus has its own bathroom, and students will be able to view Spanish language films during the ride. They may bring snacks with them to eat on the bus. Upon arriving in the city, students will have an "on your own" lunch at the Cuban restaurant. We will then walk to Time Square in approved groups and do some sightseeing. After that we walk to the playhouse to view the production., where the bus will pick us up. Students will then ride the bus back to the high school, with a scheduled arrival time of approximately 10:30 pm. A detailed itinerary and security plan will be attached to the official permission slip.

There are forty available student slots for this trip. The first forty students who submit their payments will have a space on the trip. The date for submission of paperwork and checks is FRIDAY, FEBRUARY 5 starting at 7:30 am. **The cost of this trip is \$120.00**, which covers the transportation and admission to the show. Checks should be made payable to **HWRSD**. Students should bring cash for lunch on their own at the Cuban restaurant (a menu will be provided in advance). Once a student has submitted their payment, no refunds can be made; if a student wishes to withdraw from the trip after making their payment, he/she will be responsible to find a replacement for their seat and obtain reimbursement from that person.

Having brought classes to productions in NYC for the last several years, I have seen firsthand the impact that an authentic cultural experience of this nature can have on students. They are left talking about their day in New York for weeks afterwards.

If you have any questions about this field trip, please do not hesitate to contact me.

Atentamente,

Profe. Matthew Jones  
Hamilton-Wenham Regional High School  
Spanish Teacher  
[m.iones@hwschools.net](mailto:m.iones@hwschools.net)



## WHAT IS “ON YOUR FEET” ABOUT?

“On Your Feet!” follows the life and career of Gloria and Emilio Estefan, two Cuban immigrants who rose to global prominence whilst never losing sight of their cultural heritage or their love for each other.

Gloria Estefan began her career in the band Miami Sound Machine, who released their debut album *Live Again/Renacer* in 1977. With their Latin-influenced synth-pop and disco, the group hit the big time in the eighties with tracks including 'Rhythm is Gonna Get You', 'Conga' and 'Dr. Beat'. Estefan later pursued a highly successful music and movie career, earning 7 Grammys in the process, and miraculously overcame a potentially paralyzing broken back in 1990.

All this time she was supported by her husband Emilio, a massive name in the Latin music industry, who also helped shape the careers of Ricky Martin, Shakira and Jennifer Lopez.



## **Spanish IV and V classes trip to Broadway – “On Your Feet” in Manhattan, New York City**

Website for theater: <http://www.broadway.com/shows/your-feet/?t=btn>

Website for restaurant: <http://www.sophiescuban.com/21w45th/index.html>

### **Itinerary:**

4:45 am SHARP – students meet at high school, 775 Bay Rd. and depart for NYC at 5 am

11:00 am – arrive at restaurant Sophie’s for lunch on your own

12:30 pm – walk around Time Square in approved groups, explore Time Square

1:30 pm – walk to the theater

2:00-4:30 pm – At the theater to view “On Your Feet”

Marquis Theater

46<sup>th</sup> Street between Broadway & 8<sup>th</sup> Avenue

New York, NY 10036

4:30 pm – board bus at the restaurant and depart for MA

10:30 pm (approx.) – arrive at HWRHS. Students will call their rides when we get to Boston.

### **Security Plan for travel to New York City**

- A 1 to 10 ratio of teacher chaperones to students
- All chaperones are CORI'd
- All teachers are bilingual (English/Spanish)
- Teachers will have cell phones at all times
- Students are divided into families and assigned a teacher/chaperone
  - Students check in with their assigned teacher/chaperone every time we move, transition or need to disperse information.
- A strict itinerary/timeline/ schedule of events
- Various check-ins during the day, before departing any location, upon arriving at any new location, or anytime on/off bus
- Students and chaperones receive the detailed itinerary, including name and address of the theater, restaurant, and school contact information
- Detailed documentation to prepare students and parents for travel and what to expect
- Preparation meeting with chaperones to review expectations and procedures while on field trip
- In case of any emergency in the destination city, we will contact the school immediately.



## What is a Cuban-American?

Today, May 20th, the anniversary of Cuba's true independence, is the first day of the Cuba Nostalgia Convention. To mark the weekend-long event, I will post - or at least attempt to - a few stories relating to the "good ol' days" of Cuba and Cuban culture.

This first post is, admittedly, a bit self-centered. It's about my experiences as a Cuban-American growing up in the United States. Both cultures play a huge role in my life, so much so that I thought of naming this blog something along the lines of "Inside the Hyphen" to reflect the two sides of my culture (there's a book with a similar title, therefore I decided that it would not be an original name for a blog).

In a few sentences I hope to describe what life is like for me as a Cuban-American. I'm sure people of other ethnicities who are children of immigrants can relate to some of what I'm about to write. It will be broken down into two stages: growing up and as an adult.

### *Growing Up Cuban-American is:*

- Hearing countless stories of Cuba from older relatives, stories which never mentioned anything negative about Cuba.
- Hearing those same relatives argue endlessly at family gatherings about where Havana streets started and ended.
- As a kid, playing dominoes with your grandfather and having him chew you out for making a bad move that cost the game.
- Having that same grandfather beam with pride after his grandson made a good play in his little league baseball game.
- Spending long weekends at the beach with countless relatives and friends.
- Having *café con leche y tostada* for breakfast and hamburgers and fries for lunch.
- Not speaking English until you start kindergarten, and a few years later listen to your older relatives complain that you don't speak Spanish anymore.
- Watching every episode of "Que Pasa USA" a million times each and being able to recite lines from the episodes.
- Being able to personally relate to at least one "Que Pasa USA" episode.
- Listening to Alvarez Guedes records with your parents and occasionally having to ask them to explain one of his jokes.
- Going to the Three Kings Day parade down Calle Ocho.
- Being embarrassed by your parents' and grandparents' "Cuban music".
- Admonishing your parents for saying something negative about Americans, and admonishing your American friends for saying something negative about Cubans.
- Going through a stage where you become somewhat embarrassed or turn your back on your Cuban heritage.

### *As an Adult, Being a Cuban-American is:*

- Spending long weekends at the beach with countless relatives and friends.
- Having hamburgers and fries for lunch and *arroz y frijoles negros* for dinner.

- Having your older relatives give you a hard time because your kids don't speak enough Spanish.
- Laughing out loud at "Que Pasa USA" episodes even though you've seen them a million times.
- Finally being able to understand Alvarez Guedes' jokes.
- Playing "Cuban music" at parties.
- Getting your regularly scheduled guilt trip from your mother because you don't visit or call as often as she'd like you to.
- Feeling comfortable mingling in two cultures but sometimes not feeling like you're a part of either.
- Coming to terms and embracing your Cuban heritage, and denouncing those that are still embarrassed or ashamed of theirs as "cubanos arrepentidos".
- Asking your parents to recite those countless old stories from Cuba that you dreaded to hear as a kid.

And, in closing, being a Cuban-American is being proud of the fact that you are a citizen of the greatest country on earth, and being equally as proud of being a part of a rich and wonderful Cuban culture and heritage.

# The African Influence on the Latin America

## Focus: Cuba (Religión y Música)



**Religion in Cuba** reflects the island's diverse cultural elements. Cuba is traditionally a **Catholic** country. The Roman Catholic Church estimates that 60 percent of the population is Catholic. Membership in Protestant churches is estimated to be 5 percent (Mormons). Another religion practiced is **Santería**, which originated in Cuba and spread to neighboring Caribbean islands, and has been receiving a lesser degree of official support. The remainder of the population is either non-practicing of any particular religion, atheist, or agnostic.

**Santería** developed out of the traditions of the **Yoruba**, who are one of the African peoples who were imported to Cuba during the 16th through 19th centuries to work on the sugar plantations. These slaves carried with them their own religious traditions, including a tradition of trance for communicating with their ancestors and deities, animal sacrifice and the practice of **sacred drumming and dance**. Those slaves who landed in the Caribbean, Central and South America were nominally converted to Christianity. However, they were able to preserve some of their traditions by fusing together various traditional beliefs of their own tribes with elements from the surrounding Christian culture. In Cuba this religious tradition has evolved into what we now recognize as **Santería**.

*Santería blends elements of Christianity and West African beliefs* and as such made it possible for the slaves to retain their traditional beliefs while appearing to practice Catholicism. (!Qué interesante!)

**Vamos a escuchar una canción de Gloria Estefan, una cantante cubana-americana, que combina el español con el lenguaje africana de los Yoruba.**

## **90 Millas por Gloria Estefan (2007)**

*Echodara Agoile, Agó Echure Ohhhhh.....*

**CORO: Elegua, Elegua elé, Elegua Eleguará**  
**Noventa Millas vienen, Noventa Millas faltan (x2)**

1. *Echo Dara Agó Aba*
2. *Adaché Olu Osain*
3. *Aché Olurum, Aché Iaa*
4. *Icuasesú Mi Yemayá*

### **CORO**

5. *Paraloyuró, Soquebogdaa*
6. *Abre el camino y bórrame la maldad*
7. *Pues mi destino está escrito ya*
8. *Llegó la libertad, llegó la libertad*

### **CORO**

9. *Ibarakó Moyugbaa, Ibarcakó Moyugbaa*
10. *Omonegonikon, Sibarakó*
11. *Moyuba Elegua Cholona*
12. *Elegua Pao Pa' Ochéee*

13. *Para su Allo Su Allo Mamaqueña*
14. *Erió Agó, Erios Motee*
15. *Noventa Millas vienen,*
16. *Noventa Millas faltan*

17. *Elegua Agó, Demi Papasemi,*
18. *Eho Dara Queña Iraboo*

19. *En la distancia*
20. *Ay! Donde tú vayas*
21. *Me traes esperanza*
22. *Y nunca me fallas*

23. *Abreme la puerta, mi padre Elegua*
24. *Al pueblo de Cuba traígale la libertad*
25. *Y Elegua, Ay mi papá*
26. *Aboyó Yenyami Omi O Yemaya*

**!Elegua, abre el camino! ¡Elegua, yo te sigo!**



**Classwork:**

1. Underline the lines from *90 Millas* that are sung in Spanish.
2. Draw a star \* next to the lines from *90 Millas* that are sung in Yoruba.
2. Translate as many words in Spanish as you can.

**Tarea:** Favor de contestar las siguientes preguntas en español en oraciones completas.

1. ¿En qué región de América Latina está Cuba?
2. ¿Qué es el idioma hablan en Cuba?
3. ¿Cuáles son las otras dos islas de habla hispana en esa región?
4. ¿Cuál es la capital de Cuba?
5. ¿Quién es el presidente de Cuba?
6. ¿Qué tipo de gobierno existe en Cuba?
7. ¿Cuál es la religión dominante en Cuba?
8. ¿De dónde es la religión dominante de Cuba?

Now please answer the following questions in English.

1. What sweet product was grown on the plantations in the Caribbean?
2. Who worked on these plantations? Where were they from?
3. Did these people speak Spanish? Yes or no?
4. Were these people Catholic? Yes or no?
5. What is Yoruba?
6. Who is Elegua?
7. Who is Yemayá?
8. What is Santería?

***"La United Fruit Company" Por Pablo Neruda***

***Cuando sonó la trompeta, estuvo  
todo preparado en la tierra,  
y Jehova repartió el mundo  
a Coca-Cola Inc., Anaconda,  
Ford Motors, y otras entidades:  
la Compañía Frutera Inc.  
se reservó lo más jugoso,  
la costa central de mi tierra,  
la dulce cintura de América.***

***Bautizó de nuevo sus tierras  
como "Repúblicas Bananas,"  
y sobre los muertos dormidos,  
sobre los héroes inquietos  
que conquistaron la grandeza,  
la libertad y las banderas,  
estableció la ópera bufa:  
enajenó los albedríos  
regaló coronas de César,  
desenvainó la envidia, atrajo  
la dictadora de las moscas,  
moscas Trujillos, moscas Tachos,  
moscas Carías, moscas Martínez,  
moscas Ubico, moscas húmedas  
de sangre humilde y mermelada,  
moscas borrachas que zumban  
sobre las tumbas populares,  
moscas de circo, sabias moscas  
entendidas en tiranía.***

***Entre las moscas sanguinarias  
la Frutera desembarca,  
arrasando el café y las frutas,  
en sus barcos que deslizaron  
como bandejas el tesoro  
de nuestras tierras sumergidas.***

***Mientras tanto, por los abismos  
azucarados de los puertos,  
caían indios sepultados  
en el vapor de la mañana:  
un cuerpo rueda, una cosa  
sin nombre, un número cálido,  
un racimo de fruta muerta  
derramada en el pudridero.***

***"United Fruit Company" by Pablo Neruda***

***When the trumpet sounded  
everything was prepared on earth,  
and Jehovah gave the world  
to Coca-Cola Inc., Anaconda,  
Ford Motors, and other corporations.  
The United Fruit Company  
reserved for itself the most juicy  
piece, the central coast of my world,  
the delicate waist of America.***

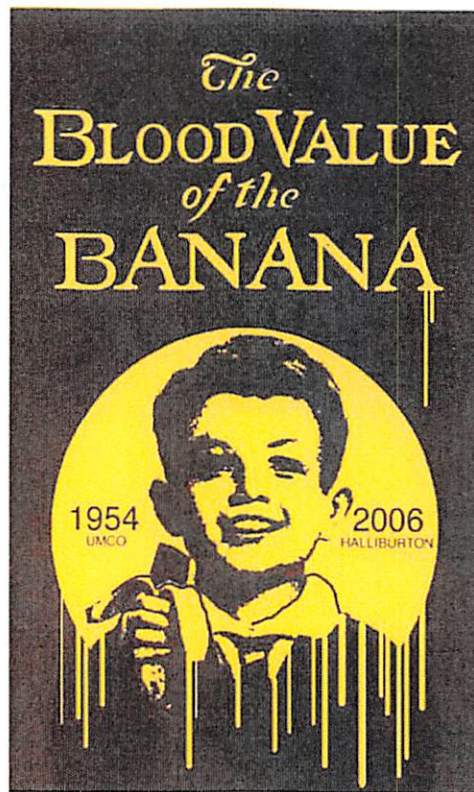
***It re-baptized these countries  
Banana Republics,  
and over the sleeping dead,  
over the unquiet heroes  
who won greatness,  
liberty, and banners,  
it established an opera buffa:  
it abolished free will,  
gave out imperial crowns,  
encouraged envy, attracted  
the dictatorship of flies:  
Trujillo flies, Tachos flies  
Carias flies, Martinez flies,  
Ubico flies, flies sticky with  
submissive blood and marmalade,  
drunken flies that buzz over  
the tombs of the people,  
circus flies, wise flies  
expert at tyranny.***

***With the bloodthirsty flies  
came the Fruit Company,  
amassed coffee and fruit  
in ships which put to sea like  
overloaded trays with the treasures  
from our sunken lands.***

***Meanwhile the Indians fall  
into the sugared depths of the  
harbors and are buried in the  
morning mists;  
a corpse rolls, a thing without  
name, a discarded number,  
a bunch of rotten fruit  
thrown on the garbage heap.***

The Chilean poet Pablo Neruda was politically involved in many ways throughout his life in the fight for social justice and equality. While living underground and in Argentina after he had openly and repeatedly criticized the Chilean government and its violent repression of a miner's strike, he wrote his defining, extensive, and acclaimed work, *Canto General*. The poem below, "United Fruit Co.", is part of the *Canto General*. Neruda wrote this poem in 1950 to bring attention to injustices brought upon the native populations of Central and South America that were a result of American companies (and the U.S. government with the help of the CIA) and dictators throughout the region who exploited their labor and forcefully suppressed democratic movements.







# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

*FY17 Budget Recommendation  
School Committee Presentation  
February 4, 2016*

Prepared by:

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



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## *FY17 Budget Recommendation School Committee Presentation February 4, 2016*

Prepared by:

Dr. Michael Harvey, Superintendent of Schools  
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# 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!
<b>Total Offsets</b>	<b>\$ 987,200</b>	<b>\$ 1,061,192</b>	<b>\$ 1,013,510</b>	<b>\$ 1,016,500</b>	<b>\$ 2,990</b>	<b>0.3%</b>
<b>NET OPERATING BUDGET</b>	<b>\$ 27,432,861</b>	<b>\$ 27,420,672</b>	<b>\$ 28,329,602</b>	<b>\$ 29,150,032</b>	<b>\$ 820,431</b>	<b>2.90%</b>



# 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%
<b>Subtotal Increases:</b>	<b>\$ 1,148,500</b>	<b>3.9%</b>
Staff Replacement Cost Savings	\$ (70,000)	-0.2%
FTE Savings	\$ (187,000)	-0.6%
Staff Retirement Replacement Savings	\$ (68,000)	-0.2%
<b>Subtotal Decreases:</b>	<b>\$ (325,000)</b>	<b>-1.1%</b>
<b>TOTALS:</b>	<b>\$ 823,500</b>	<b>2.8%</b>





# 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%
<b>District Totals</b>	<b>295.47</b>	<b>\$ 28,420,061</b>	<b>298.38</b>	<b>\$ 29,343,112</b>	<b>293.97</b>	<b>\$ 30,166,532</b>	<b>\$ 823,421</b>	<b>2.81%</b>



# FY17 Budget

## Athletic Budget Methodology

- **Two Major Components to the Athletic Budget:**
  - First, we develop a detailed Operating Budget for each Individual Athletic Team. For FY17, we have developed budgets for 26 Teams. We use these budgets to calculate User Fees for the upcoming school year. We refer to these costs as Program Costs.
  - Second, we develop a detailed Athletic Director's Office Budget which consists of the costs that benefit the District's Athletic Program as a whole and are not related to any specific Team. We refer to these as Administrative Costs.
- **User Fees:**
  - 70% of Program Costs are passed along to participants in the form of a User Fee.
  - User Fees are established by Individual Team Sport.
  - No Administrative Costs are factored into the calculation of User Fees.
- **District's Operating Budget:**
  - Covers 100% of all Administrative Costs.
  - Covers 20% of Program Costs in the form of "General User Fee Relief" for all.
  - Covers 10% of Program Costs in the form of a "Family Cap User Fee Relief" program.
  - Provides for a \$10,000 Scholarship Pool for families in need of assistance.



# FY17 Budget

## Athletics Recommendation

		FY15 Budget	FY16 Budget	FY17 Budget	Change \$	Change %
<b>Salaries:</b>						
	Athletic Director	\$ 90,701	\$ 92,506	\$ 95,284	\$ 2,778	3.0%
	Secretarial/Clerical	\$ 27,446	\$ 28,359	\$ 30,601	\$ 2,242	7.9%
	Summer Nurse	\$ -	\$ -	\$ 750	\$ 750	#DIV/0!
	<b>Total Salaries:</b>	<b>\$ 118,147</b>	<b>\$ 120,865</b>	<b>\$ 126,635</b>	<b>\$ 5,770</b>	<b>4.8%</b>
<b>Operating:</b>						
	Officials	\$ 4,054	\$ 4,382	\$ 5,100	\$ 718	16.4%
	Supplies	\$ 5,600	\$ 4,300	\$ 4,300	\$ -	0.0%
	Transportation & Contracted Svcs	\$ 52,039	\$ 48,768	\$ 55,468	\$ 6,700	13.7%
	Other Misc	\$ 1,250	\$ 1,000	\$ 1,000	\$ -	0.0%
	Scholarship Relief	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.0%
	Family User Fee Relief (10% of Program Cost)	\$ 48,133	\$ 48,009	\$ 49,684	\$ 1,675	3.5%
	General User Fee Relief (20% of Program Cost)	\$ 96,013	\$ 96,018	\$ 99,368	\$ 3,350	3.5%
	<b>Total Operating:</b>	<b>\$ 217,089</b>	<b>\$ 212,477</b>	<b>\$ 224,920</b>	<b>\$ 12,443</b>	<b>5.9%</b>
	<b>Total District Athletics:</b>	<b>\$ 335,236</b>	<b>\$ 333,342</b>	<b>\$ 351,555</b>	<b>\$ 18,213</b>	<b>5.5%</b>
	<b>Total User Fees (70% of Program Costs):</b>	<b>\$ 314,584</b>	<b>\$ 326,063</b>	<b>\$ 337,788</b>	<b>\$ 11,725</b>	<b>3.6%</b>
	<b>Grand Total Athletics:</b>	<b>\$ 649,820</b>	<b>\$ 659,405</b>	<b>\$ 689,343</b>	<b>\$ 29,938</b>	<b>4.5%</b>
	\$ Funded by District:	\$ 335,236	\$ 333,342	\$ 351,555	\$ 18,213	
	% Funded by District:	51.6%	50.6%	51.0%	0.4%	
	\$ Funded by User Fees:	\$ 314,584	\$ 326,063	\$ 337,788	\$ 11,725	
	% Funded by User Fees:	48.4%	49.4%	49.0%	-0.4%	



# FY17 Budget

## Special Education Recommendation

	FY15 Budget	FY16 Budget	FY17 Budget	Change \$	Change %
<b>Salaries &amp; Operating (All):</b>					
Buker Elementary School	\$ 376,507	\$ 397,414	\$ 379,191	(18,224)	-4.6%
Cutler Elementary School	\$ 588,360	\$ 630,027	\$ 626,941	(3,087)	-0.5%
Winthrop Elementary School	\$ 1,098,167	\$ 1,140,544	\$ 1,114,320	(26,225)	-2.3%
Miles River Middle School	\$ 905,443	\$ 938,328	\$ 884,311	(54,017)	-5.8%
Regional High School	\$ 624,056	\$ 625,407	\$ 537,539	(87,868)	-14.0%
District Special Education Office	\$ 2,848,803	\$ 3,147,437	\$ 3,561,314	413,876	13.1%
<b>Total Special Education:</b>	<b>\$ 6,441,336</b>	<b>\$ 6,879,158</b>	<b>\$ 7,103,615</b>	<b>\$ 224,457</b>	<b>3.3%</b>
Total Gross Operating Budget:	\$ 28,420,061	\$ 29,343,112	\$ 30,166,532		
Special Education as % of Total:	22.7%	23.4%	23.5%		
	FY15 Budget	FY16 Budget	FY16 Budget	Change #	Change %
<b>FTE Headcount (All):</b>					
Buker Elementary School	9.8	9.8	9.3	-0.5	-5.1%
Cutler Elementary School	13.1	14.3	13.4	-0.8	-5.9%
Winthrop Elementary School	28.3	28.1	27.3	-0.8	-2.7%
Miles River Middle School	19.1	19.2	18.8	-0.4	-2.1%
Regional High School	10.6	10.1	9.1	-1.0	-9.9%
District Special Education Office	6.5	7.0	10.0	3.0	43.1%
<b>Total Special Education:</b>	<b>87.3</b>	<b>88.5</b>	<b>88.0</b>	<b>-0.5</b>	<b>-0.6%</b>
Total Gross Operating Budget FTE:	295.47	298.38	293.97		
Special Education as % of Total:	29.6%	29.7%	29.9%		





# FY17 Budget Healthcare Costs

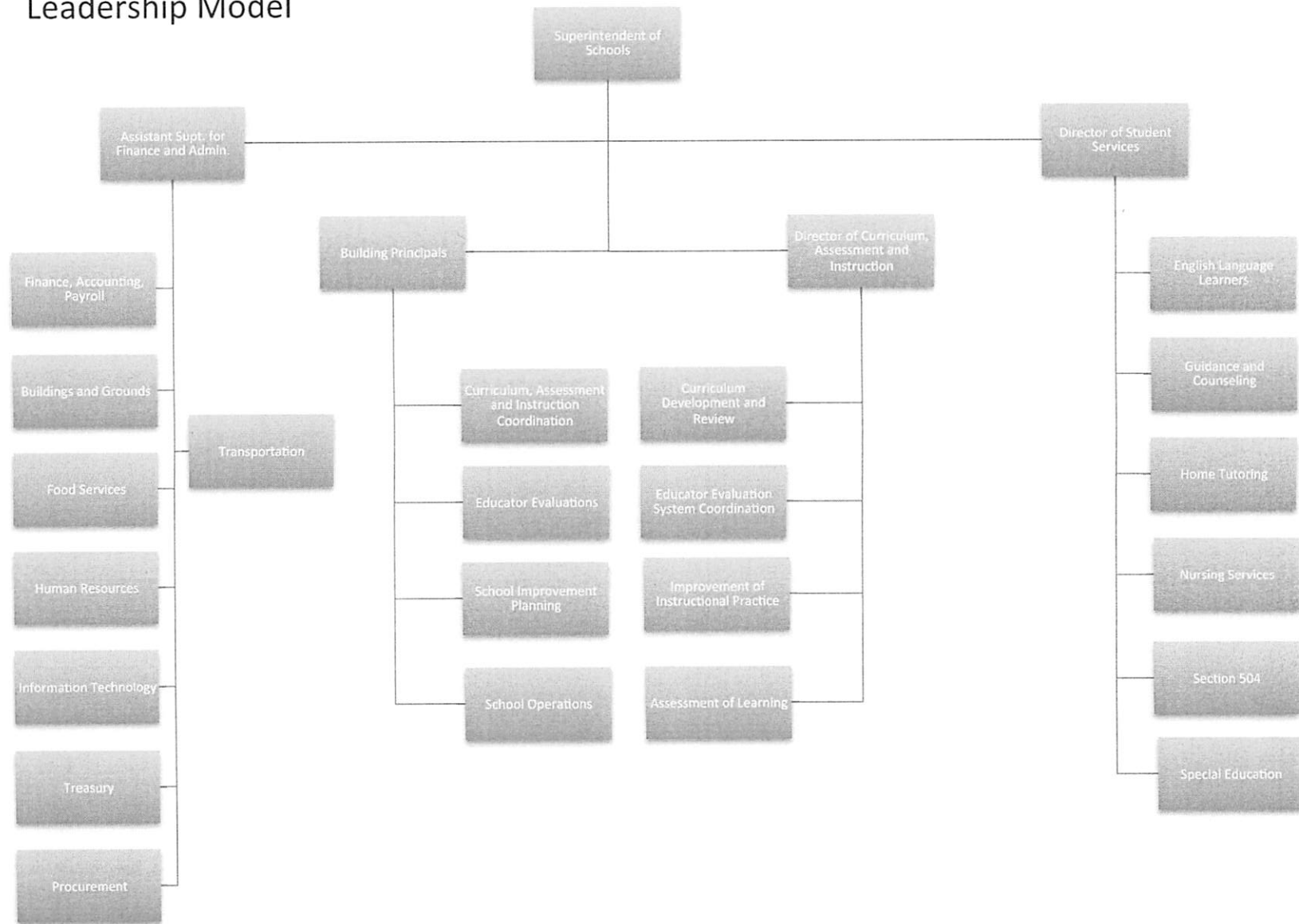
- **Background:**
  - Total Healthcare Costs for the District = ~\$3.8M annually.
  - The District covers 60% of these costs through it's Operating Budget.
  - Enrolled Employees cover 40% of these costs through normal payroll deductions.
  - ~55% of eligible employees participate in the District provided HC Plan.
  - Harvard Pilgrim Healthcare (HPHC) is the District's provider.
- **FY16 Premiums:**
  - <4%> decrease in Premiums for Active Employees.
  - <4%> decrease in Premiums for Retired Employees.
- **FY17 Premiums:**
  - Marketplace seeing +10% increases for Active Plans and +15% for Retiree Plans.
  - Our Negotiations for FY17 were finalized this week.
  - +4.5% increase in Premiums for Active Employees.
  - 0% change in Premiums for Retired Employees (thru 12/31/16). The Plan will be restructured leaving Medical with HPHC and transitioning PDP to AETNA.
  - Despite the increase for Actives, the Budget for FY17 reflects a <1.5%> decrease in total HC costs (\$32K) to the District due to a decrease in the # of Enrollees vs PY.



## 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
  - Athletics
  - Special Education
  - Healthcare Costs
- February 11, 2016: FY17 Budget Discussion Concluded
  - 5 Year Capital Improvement Plan
  - 3 Year Forecast Model (FY17 – FY19)
- February 11, 2016: School Committee votes to Adopt FY17 Budget
- April 2, 2016: Hamilton and Wenham Annual Town Meetings

## HWRSD Proposed Leadership Model



Position Title: Director of Curriculum, Assessment and Instruction

Reports to: Superintendent of Schools

Qualification: Master's Degree or above in Curriculum Development or related field; minimum of five years relevant experience; certification as a "Supervisor/Director" in at least one academic area.

Job Goal: District-Level Administrator responsible for ensuring a high-quality educational program is in place for all students of the HWRSD.

#### Areas of Responsibility

1. **Curriculum:** Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.
  - a. Leads the development of innovative curriculum that facilitates students' mastery of the District's Transfer Goals for Student Learning.
  - b. Leads the activities of Curriculum Development Personnel (Principals, Curriculum Coordinators, and 6-12 Curriculum Leaders) to ensure curriculum is both horizontally and PreK-12 vertically aligned.
  - c. Ensures written curriculum is available to teachers, administrators, parents and the public.
  - d. Develops and implements a process for regular review and revision of curriculum documents that ensures the written curriculum reflects the most current state and national standards.
2. **Assessment:** Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning
  - a. Leads the use of assessment data to assess the effectiveness of the educational program.
  - b. Manages the requirements of ESSA pertaining to assessment.
  - c. Monitors and analyzes standardized test data for the District.
  - d. Oversees the administration and analysis of District-Determined Measures of Student Learning for Evaluation of Teacher Proficiency.
3. **Instruction:** Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness
  - a. Leads in setting standards for excellence in teaching practice.
  - b. Oversees implementation of best practice instruction in all schools.

- c. Develops and implements a system that creates professional learning opportunities designed to strengthen the ability of professional staff to deliver high-quality instruction.
  - d. Maintains the District's Curriculum Accommodation Plan to document best practice instruction in the HWRSD.
- 4. **Data-Informed Decision Making:** Uses multiple sources of evidence related to student learning, including state, district, and school assessment results and growth data, to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.
  - a. Guides administrators and supports them in identifying a range of appropriate data sources and effectively analyze the data for decision-making purposes.
  - b. Uses data to accurately assess school and district strengths and areas for improvement to inform the creation of focused, measurable district goals for improvement in curriculum, instruction and assessment. Provides support to principals in their efforts to create focused, measurable school goals.
  - c. Uses multiple data sources to evaluate administrator and district performance. Provides administrators and administrator teams with the resources and support to disaggregate assessment data and assists them in identifying students who need additional support.
- 5. **Supervision:** Provides effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.
  - a. Assists the Superintendent in the evaluation of administrative personnel in the areas of Instructional Leadership, Management and Operations, Family and Community Engagement and Professional Culture.
  - b. Responsible for evaluating the Elementary ELA and Math Curriculum Coordinators, and 6-12 Curriculum Leaders.
  - c. Works with the Administrator of Human Resources to ensure all staff are evaluated in accordance with state law and local collective bargaining agreements.
- 6. Other duties as assigned by the Superintendent of Schools.

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

EXHIBIT C  
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/February 4, 2016

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.

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Vote: 6-0-0

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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/February 4, 2016

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/February 4, 2016

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 D  
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: February 4, 2016  
Vote: 8-0-1  
Chairperson, HWRSD School Committee: Roger Kuebel  
Chairperson, HWRSD School Committee 2016: Lawrence Swartz

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

EXHIBIT E  
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 final 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/February 4, 2016

Vote: 8-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

Chairperson, HWRSD School Committee: Larry Swartz