



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## School Committee Meeting

Buker Elementary School  
Multi-Purpose Room

Thursday, June 23, 2016

6:30 PM

### TRAINING FOR SCHOOL COMMITTEE MEMBERS

6:30 PM

1. Call to Order 6:30 PM
2. Pledge of Allegiance
3. Training for School Committee Members from Brody, Hardoon, Perkins & Kesten, LLP by Attorney Naomi Stonberg
  - a. Ethics
  - b. Open Meeting Law
  - c. Social Media
  - d. Other
4. Citizens' Comments 7:15
5. Chair's Report 7:30
6. Superintendent's Report 7:45
7. Consent Agenda 7:55
  - a. Minutes of May 19, 2016 Exhibit A
  - b. Minutes of June 2, 2016 Exhibit B
8. Committee Reports 8:00
  - a. Communications
  - b. Planning
  - c. Policy
  - d. Warrant
  - e. Student Rep.
  - f. Other-School Liaisons Updates
9. New Business 8:15
  - a. SEPAC Annual Report
  - b. Brad Hill - Budget update
  - c. SC Protocols - discussion Exhibit C
  - d. EOY financial forecast Exhibit D
  - e. Report on District and School Improvement Plan Progress for 2016-2017 Exhibit E
  - f. Review SC Goals 2015-2016
  - g. Policy - 2<sup>nd</sup> Reading CORI Policy Exhibit F
  - h. Donation to Purchase Subwoofer & Carrying case - FOTA Exhibit G
  - i. Vote to accept gift of \$20,000 from the Friends of Cutler Exhibit H
10. Vote to Adjourn 9:30

Secretary: Michelle Bailey, HWRSC

Knowledge • Responsibility • Respect • Excellence

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



**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING**  
**MINUTES**  
**MAY 19, 2016**  
**7:15 PM**

- I. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 7:19 pm in the Administrative Building.
- Present: Michelle Bailey, Jeanise Bertrand, Deborah Evans, Hannah Fraley, Dennis Hurley, Stacey Metternick, David Polito
- Also present: Michael Harvey  
Dorothy Presser of *Massachusetts Association Suburban Coalition*  
Jeff Sands  
Nancy Bergner
- II. **CITIZENS' COMMENTS**
- No citizen comments
- III. **NEW BUSINESS**
- A. Workshop for School Committee Members: School Committee Governance presented by Dorothy Presser of MASC. She is currently serving as a Coach in the Joint MASC-MASS-DESE District Governance Support Project that is designed to help MA School Committees develop the necessary operational skills to support and sustain high levels of student learning and achievement.
- B.
- Several scenarios presented to lead the School Committee into a discussion of governance and management.
  - The value of increased and efficient reporting from leadership was discussed.
  - Navigating lines of distinction between governance and administration by using explicit Operating Protocols was explored.
  - The School Committee's priority of pursuing increased student achievement was emphasized. She is currently serving as a Coach in the Joint MASC-MASS-DESE District Governance Support Project that is designed to help MA School Committees develop the necessary operational skills to support and sustain high levels of student learning and achievement.
- C. Review SC Protocols
- The School Committee was divided into pairs which looked more closely at specific parts of the Operating Protocols, documenting their insights and questions. Work product from the workshop session was gathered for further review.

IV. **VOTE TO ADJOURN**



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

**MOTION by Michelle Bailey; SECONDED by Dennis Hurley  
Unanimously approved.**

Respectfully Submitted,

Nancy R. Bergner  
Secretary, H-WRSC Meeting



**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING**  
**MINUTES**  
**JUNE 2, 2016**

**Retiree Reception 6:30-7:15**

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 7:15 pm in the Buker School Multi-Purpose Room
- Present: Michelle Bailey, Jeanise Bertrand, Deborah Evans, Hannah Fraley, Stacey Metternick.
- Also present: Michael Harvey  
Jeff Sands  
Nancy Bergner

**II. PLEDGE OF ALLEGIANCE**

**III. CITIZENS' COMMENTS**

*No citizen comments*

**IV. CHAIR'S REPORT**

**V. SUPERINTENDENT'S REPORT**

A. Recognition of Retirees

1. The following staff members have announced their retirement from the HWRSD. We wish them all the best as they enter the next phase of their lives!
  - Marcia Davis is retiring after 17 Years of service to the HWRSD. She began in September of 1999 as a Teaching Assistant at the Winthrop School. She for the last eight years, Marcia has taught fifth grade. She has also taught grades 3, and 4.
  - Margit Day has taught in the HWRSD for 18 Years. She began in September of 1998 as a French Teacher at the Miles River Middle School, and moved to HWRHS to teach French in 2002. From 2007 to 2011, she taught both French and English at the high school and finished her career as a member of the English Department.
  - Donna Hilton has served as the Cutler Elementary School Secretary for 21 Years.
  - Joanne Hobbs began her 25 year career in the HWRSD in 1990 as the Buker and Cutler School Nurse. Since 2003, she has served as the Nurse at the Miles River Middle School.
  - Lee Karpa has taught English at HWRHS for 20 years.
  - Hugh Kirkland has served as a Guidance Counselor at HWRHS for 28 Years



- Frank Sullivan began his career with the HWRSD in 2004. For the past 12 years, he has served as the Director of Guidance at HWRHS. In 2006, Frank was awarded the Massachusetts School Counselor Association's Leadership Award.
- Tony Walsh has taught in the Mathematics Department of HWRHS since 2002. For the past four years, Tony has also served as the 6-12 Curriculum Leader in Mathematics.

B. National History Day students presented by faculty member Kristin Borges

1. Individual Documentary by—
  - a) Isabel Kojima: *B.R. Ambedkar: Maker of Modern India*
  - b) Dennis van Maaren: *Shifting Sands: Oil and Change in Saudi Arabia*
2. Group Documentary: *Sidney Farber: The War on Cancer* by—
  - a) Jacqueline Fibbe
  - b) Maggie Perrotta
3. Individual Performance: *Mary Mallon: How Scientific Exploration Encountered Prejudice, Leading to Exchange of Individual Rights for the Protection of the Public Health* by—
  - a) Mary Brao
4. Group Performance: *The Summer of Love: Exploring a New Way of Life, Encountering Obstacles, and Exchanging Ideas* by—
  - a) Julia Brown
  - b) Katie Ryan

C. Congratulations to our HS Athletic Teams on making the MIAA Tournament!

- HW Boy's Tennis (13-5) earned the number #6 seed in the Division III North State Tournament. They will host Weston High School (#11, 10-8) on Thursday, June 2nd at 1:30 PM. The early start time is due to School Events at the end of the weekend.
- HW Girl's Tennis (10-8) earned the #13 seed in the Division II North State Tournament. They will travel to Concord-Carlisle High School (#4, 13-1) on Friday, June 3rd at 3:15 PM. Concord Carlisle is located at 500 Walden Street in Concord.
- HW Baseball (10-9) earned the number #17 seed in the Division III North State Tournament. They will travel to Rogers Park in Brighton (#16, 10-8) on Friday, June 3rd. First pitch is at 4:00 PM. Rogers park is located on the corner of Lake Street and Rogers Park Ave in Brighton.
- HW Softball (11-9) earned the #15 seed in the Division II North State Tournament. They will travel to North Reading High School to face the Hornets (#2, 17-4) on Friday, June 3rd. First pitch at 4:00 PM.
- HW Boy's & Girl's Track competes in the Division II All-State Meet this Saturday, June 4th at Westfield State College at 3:00 PM. Westfield State College is located at 577 Western Avenue in Westfield.

Senior Week Activities

Senior Week is in full swing at HWRHS. At Tuesday's Scholarship Night, \$63,000 in scholarships was handed out to our graduating seniors. Thanks to the many community groups that take the time to make these scholarships possible for our young people. The Candlelight Ceremony was held on Wednesday in the High School Field House. We had an impressive group of student speakers, as well as the 6-12 Curriculum Leader Bob Hickey. The Senior Prom will be held on Thursday evening at the Willowdale Estate and Graduation will be held at noon on Sunday at



HWRHS. Congratulations to our graduating seniors and thanks to the Administration and Faculty of HWRHS for making the Senior Week activities memorable.

#### Memorial Day Observances

Thanks to our local American Legion A. P. Gardner Post 194, based in Hamilton for taking part in our Memorial Day Assemblies. Members of the American Legion attended all-school assemblies at each of our five schools. These assemblies are a great way to remind our students of the purpose of the Memorial Day Holiday and to have our students thank our veterans for their service.

#### Winthrop School Evacuation Drill

On Thursday, June 2, 2016, the Winthrop School conducted a drill of its school evacuation procedures. Students lined up on the front lawn as in a typical fire drill and then relocated to the Community House across Bay Rd. Drills of our school safety protocols are now required under state law. The faculty and students of the Winthrop School performed admirably during the drill. Afterwards, administration will debrief the drill with our local public safety officials to see if we need to improve our plans. Thanks to Jeff Sands for coordinating the drill.

#### Congratulations to Danielle Petrucci

Middle School Health Teacher earned the HW EdFund “Over and Above Award.” Danielle was recognized for her work in developing the “Grow Wall” in the Miles River Multi-Purpose Room.

#### Invitation to the Army War College’s National Security Seminar

Next week, I will be traveling to the Army War College in Carlisle, PA. I have been selected as one of 160 civilians to participate in the War College’s annual National Security Seminar. The purpose of the seminar is to provide an opportunity for current students at the War College to meet with members of the public to discuss the research they have completed over the past year. For more information about the seminar, please go to: <https://www.csl.army.mil/nss/default.aspx>

Next School Committee Meeting: June 23 at 6:30 PM

Last Day of School on June 24. Dismissal @ 11:15 AM.

### ***VI. Consent Agenda***

- a. Minutes May 5, 2016 Exhibit A
- b. Field Trip 8th Grade to Spain Exhibit C
- c. Field Trip 8th Grade to China Exhibit D
- d. Field Trip – Winthrop School K-5 Exhibit E
- e. Field Trip – National History Day Competition Exhibit F

Michelle Bailey requested the removal of Exhibits A, C and D.

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE CONSENT AGENDA, AS AMENDED [REMOVING EXHIBITS A, C AND D]. THERE CAN BE NO FURTHER CHANGES OR DISCUSSION.**

**Motion by MICHELLE BAILEY, seconded by Jeanise Bertrand.**



**Unanimously approved by the 5 Committee Members present**

d. Field Trip – Winthrop School K-5 Exhibit E

e. Field Trip – National History Day Competition Exhibit F

*Item A. Minutes of May 5. MICHELLE BAILEY requested the minutes be changed to state that MICHELLE BAILEY is the liason with Winthrop School Friends group instead of DEBORAH EVANS.*

**MOTION: I MOVE THAT THE HAMITLON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES OF MAY 5 AS AMENDED.**

**Motion by MICHELLE BAILEY, seconded by Jeanise Bertrand.**

**Unanimously approved by the 5 Committee Members present**

**A. Field trips: faculty member Kevan Sanos answered questions concerning**

Field Trip 8th Grade to Spain Exhibit C

Field Trip 8th Grade to China Exhibit D

Discussion of scope, cost and developmentally appropriateness of proposed trips. Discussion involving School Committee members and district staff of pros and cons of proposed China trip and Spain trip. District staff proposed that language immersion trips of this kind are appropriate given HS's programs in both Chinese and Spanish. A School Committee member emphasized the policy which requires the School Committee to review the contract. The policy prohibiting use of subcontractors was reiterated. Concern was expressed about liability issues attached to travel. School Committee member requested more details about transportation, lodging, security. Suggestion was made that, given the changes in our global culture, the current field trip policy should be revisited to ensure that HW can continue to provide educational travel opportunities. Issue of equitable access to the educational experience was raised.

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FIELD TRIPS IN EXHIBITS C AND D.**

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

**Motion passed with 4 in favor and 1 opposed.**

## **VII. NEW BUSINESS**

**A. Buker Playground Improvement Project Fundraising-**

**Exhibit M**

Jessica Connors and Laura Page from the Friends of Buker presented a plan to fundraise for a new playground at the Buker School. The Buker Community lost one of their members, 3<sup>rd</sup> grader Jennifer Maio this past fall. The community would like to do something meaningful to honor her. The playground would be dedicated in her memory. They would like to complete the fundraising in 2 years so the current 3<sup>rd</sup> graders would be 5<sup>th</sup> graders.

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL VOTE TO APPROVE THE REQUEST OF THE FRIENDS OF BUKER FOR RAISING FUNDS FOR THE BUKER PLAYGROUND IMPROVEMENT PROJECT.**

**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND.**



**Unanimously approved by the 5 Committee Members present**

B. Cutler Project Gazebo Fundraising –

Exhibit N

The Friends of Cutler would like to fundraise to build an outdoor classroom/gazebo at the Cutler School. It is estimated that the gazebo will cost between \$14,000 and \$15,000. The Friends of Cutler propose providing \$20,000 to cover the cost of site work, labor costs, and benches for students within the gazebo.

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
VOTE TO ACCEPT THE FUNDRAISING REQUEST OF THE FRIENDS OF  
CUTLER FOR A GAZEBO PROJECT FOR THE CUTLER SCHOOL.**

**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND.**

**Unanimously approved by the 5 Committee Members present**

C. Report from Spanish language Trip to Cuba presented by faculty member Kavan Sano

D. EdFund-Grant Funds \$13,867.90: "Using Legos to Solve Physics & Engineering Challenges"

Exhibit G, G-1

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
VOTE TO ACCEPT THE FUNDS DONATED BY THE ED FUND IN THE  
AMOUNT OF \$13,867.90 FOR USING LEGOS TO SOLVE PHYSICS AND EN-  
GINEERING CHALLENGES.**

**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND.**

**Unanimously approved by the 5 Committee Members present**

E. EdFund-Grant Funds \$15,853.39: 8th Grade Science Technology

Exhibit H, H-1

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMIT-  
TEE VOTE TO ACCEPT THE FUNDS DONATED BY THE ED FUND IN THE  
AMOUNT OF \$15,853.39 FOR THE EIGHTH GRADE SCIENCE AND TECH  
NOLOGY MODERNIZATION FOR DATA ANALYSIS.**

**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND.**

**Unanimously approved by the 5 Committee Members present**

F. Approve Sub Committee Charges

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMIT  
TEE VOTE TO ACCEPT THE COMMUNICATIONS SUBCOMMITTEE**

**CHARGE**

**THE CHARGE OF THE COMMUNICATIONS SUB COMMITTEE IS TO IMPROVE THE  
COMMUNICATION SO THAT THE SC MAY REACH ALL STAKEHOLDERS AND HELP  
THE DISTRICT ACHIEVE ITS GOALS. (same as last year?) Communications Chair: Michelle  
Bailey; Tracey Mayor secretary, David Polito, Deb Evans, members**

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMIT  
TEE VOTE TO ACCEPT THE FOLLOWING SUBCOMMITTEE CHARGES:**

**COMMUNICATIONS:**

**The charge of the Hamilton-Wenham Regional School Committee (HWRSC) Com-  
munications Subcommittee is to continue implementing and improving the commu-**



nications so that the HSRSC may reach al the District stakeholders and provide information that helps the District achieve its goals.

**Chair: Michelle Bailey**

**Secretary: Tracy Mayor**

**Members: Deb Evans, David Polito**

**POLICY:**

**The Policy Subcommittee will review, update, and/or add any policies as deemed necessary.**

**Chair: Dennis Hurley**

**Secretary: Michelle Bailey**

**Member: Hannah Fraley**

**PLANNING**

**To support and review the capitl planning initiatives of the Hamilton-Wenham Regional School District. Efforts shall include but not be limited to analysis of enrollment projections, capital planning including the turf field and preventative maintenance.**

**Chair: Deb Evans**

**Secretary: Stacey Metternick**

**Member: Jeanise Bertrand**

**Motion by MICHELLE BAILEY; seconded by JEANISE BERTRAND**

**Unanimously approved by all 5 members present.**

G. Warrant Sub Committee—TABLED DUE TO A TO BE DETERMINED TIME FRAME

H. Policy Review

- 1st Reading CORI Policy for Challenge Course

Exhibit I

Discussion: This policy is necessary for the HWRSD to be certified to operate a challenge course. The course is an important part of the wellness curriculum.

- 2nd Reading Pediculosis Policy

Exhibit J, J-1

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE PEDICULOSIS POLICY AS AMENDED AND REFERRED TO IN EXHIBIT J. *amendment:* ADD “AT THE DISCRETION OF THE NURSE LEADER, IN COLLABORATION WITH THE SCHOOL NURSE AND CONSIDERING THE PRIVACY OF THE STUDENT, THE SCHOOL NURSE WILL REGULARLY SEND REMINDERS MAKING PARENTS AWARE OF THE AVAILABILITY OF RESOURCES REGARDING PEDICULOSIS AND REMINDING PARENTS TO SCREEN THEIR CHILDREN.**

Discussion: SC member expressed concern about changing the policy. School staff reiterated research based practices and observations of how lice is actually transmitted. Research shows that transmission through school is rare; most transmissions are related to other non-school interactions such as sleepovers or sports events.



**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND**  
**THE MOTION FAILED, 3 FOR, 1 AGAINST AND 1 ABSTAINING. THIS MOTION RE-**  
**QUIRES A MAJORITY OF 4 SCHOOL COMMITTEE MEMBERS TO VOTE IN THE AF-**  
**FIRMATIVE.**

**I. School Committee Calendar for 2016-2017**

**Exhibit K**

Discussion: in light of last meeting's leadership workshop, are there changes that should be made to the calendar to allow for more frequent reporting from the leadership team, principals and curriculum directors. Extended discussion of necessary preparation for budget work prior to Jeff's meeting with FinComs.

**J. Approval of BANS Sale:** SC Chair and Secretary are invited to the office to review the BANS sale:  
**Exhibit L**

Discussion: These BANS are necessary as the district is still awaiting a final payment from the MASB for the project at the Winthrop School. Once that payment is determined, the district can convert these BANDS to bonds. It is expected the conversion will take place in October 2016.

**Motion: I, the District Secretary of the Hamilton-Wenham Regional School District, Massachusetts (the "District") certify that at a meeting of the Regional School District School Committee (the "Committee"), held June 2, 2016, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were passed as indicated below, all of which appear upon the official record of the Committee in my custody:**

Voted: to approve the sale of \$1,843,282 one and one quarter percent General Obligation Bond Anticipation Notes (the "Notes") of the District dated June 24, 2016 and payable October 20, 2016 to Eastern Bank at par and accrued interest, if any, plus a premium of \$2,411.95.

Unanimously approved

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 25, 2016, and a final Official Statement dated May 31, 2016, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Unanimously approved

Further Voted: that the District Treasurer and the Chairperson of the Committee be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Unanimously approved



Further Voted: that we ratify and confirm the adoption of post-issuance federal tax compliance procedures adopted by the District, and we authorize and direct the District Treasurer to review and update said procedures as the District Treasurer and bond counsel deem sufficient in order to monitor and maintain the tax-exempt status of the Notes and any other tax-exempt obligations issued or to be issued by the District.

Unanimously approved

Further Voted: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions and execute and deliver such certificates, receipts, or other documents and may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes

Unanimously approved

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerks of each of the member towns of Hamilton and Wenham, Massachusetts (together the "Town Clerks") and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the principal buildings in which the offices of the Town Clerks and the District Secretary are located, or in accordance with an approved alternative method of notice prescribed or approved by the Massachusetts Attorney General as set forth in 940 CMR 29.03 (4), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G..c.30A, &&18-12 as amended.

June 2, 2016

District Secretary \_\_\_\_\_

**Motion by MICHELLE BAILEY; seconded by JEANISE BERTRAND  
UNANIMOUSLY APPROVED BY 5 MEMBERS ATTENDING.**

**K. Affordable housing discussion**

Discussion of the advisability of having a School Committee member keeping up to date on affordable housing discussions in both towns, in order to report back to the School Committee. Mike Harvey will see that he is kept current on developments.

**L. Turf Field discussion:**

Coordination of management of grounds between rec departments and schools is a factor in developments in the Turf Field project. Clarity from the School Committee is needed; we own the property, so we will own the project when it comes to fruition. It is important to remember that the turf field is proposed to be installed on property owned by the schools. The Turf Field Group is currently comprised of community members. It is important to invite representatives from the Turf Committee to meet with the School Committee to apprise us of developments. It will become increasingly necessary to tighten coordination between the community and the School Committee.



**M.. Regional Agreement discussion & review of agreement**

The Regional Agreement is dated, with modifications as recent at 2012. The agreement needs to be cleaned up. A group should review it, propose changes and present the potential new document to the School Committee as a whole. A clarification of the apportionment process may be necessary, but, because the towns, as well as the School Committee are participants in this agreement, therefore changes cannot be implemented by only one party of the agreement. The apportionment process is very complicated. STACEY METTERNICK will contact the selectmen in each town to invite them to discuss the apportionment and update the committee at the next meeting.

**VIII. VOTE TO ADJOURN**

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

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand  
Unanimously approved at 11:00.**

Respectfully Submitted,

Nancy R. Bergner  
Secretary, HWRSC Meeting



School Committee/Superintendent Operating Protocols  
Hamilton Wenham Regional School District

The primary objective of the School Committee is to improve student achievement. Members of the School will abide by the following protocols as individuals and as a committee.

1. Members of the Committee will make no independent commitments or take any independent actions that relate to the School District. When School Committee members attend meetings of other committees or boards, they will speak as individuals. They may only speak for the Committee when designated to represent the Committee.
2. The Superintendent and the School Committee represent the needs and interests of all students in the district and place the students' interests above all others in their decisions, while remaining within the limitations of a voter-approved budget.
3. School Committee members will establish a vision, create policy, approved a budget and assure accountability to sustain continuous improvement in teaching, learning and facilities. Members agree to leave the day-to-day operations, including business transactions, to the superintendent and staff. Members of the School Committee recognize that authority rests only with the majority in its decisions.
4. School Committee members will channel requests for information, reports and data through the Superintendent and the School Committee Chair rather than to staff. The Superintendent will ensure that each member of the committee has equal access to this information in a timely manner. Recognizing the importance of proactive communication and avoiding surprises, School Committee members will, whenever possible, contact the School Committee Chair and/or the Superintendent in advance of a meeting if they have questions or concerns about an agenda item, or will ask the chair at least 48 hours prior to a meeting that an item be placed on an agenda.
5. School Committee members will attend meetings on time and be well- prepared to discuss agenda items. While at meetings, members will stay focused on the agenda items and will not engage in communication outside of the agenda item being discussed. When making decisions, School Committee members will keep an open mind, utilizing the best information available including: research, best practices, public input and financial considerations. Members will debate issues and not each other. Members will analyze carefully and debate fully, whenever necessary, prior to making decisions.
6. School Committee members will vote according to their convictions will avoid bias and will uphold and support the decisions of the majority of the Committee once a decision has been made. Positions will not be used for personal or partisan gain.
7. All members will maintain the confidentiality of privileged information and will respect the Open Meeting Law.
8. Members will refer constituent concerns and complaints, including issues relating to District personnel, to the Superintendent or the School Committee Chair.



9. A School Committee meeting is a business meeting that is held in public – not a public meeting. The committee values communication between all stakeholders of the community and will make every effort to ensure meetings are effective and efficient. Comments made at a meeting that are not part of the agenda will be tabled to a future meeting.
10. The School Committee recognizes the importance of working collaboratively with town officials and actively seeking their support to improve the District.
11. Recognizing the importance of honoring these protocols, members will respectfully remind each other when they get off track.

Signatures

Stacey Metternick

\_\_\_\_\_

Lawrence Swartz

\_\_\_\_\_

Jeanise Bertrand

\_\_\_\_\_

Deb Evans

\_\_\_\_\_

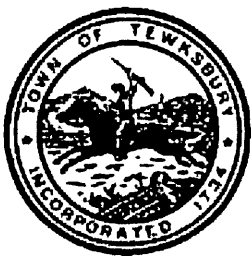
Dennis Hurley

\_\_\_\_\_

Hannah Fraley

\_\_\_\_\_





# TEWKSBURY SCHOOL COMMITTEE

## *PROTOCOLS*

For the purpose of enhancing teamwork among members of the School Committee and between our School Committee and administration, we, the members of the Tewksbury School Committee, do hereby publicly commit ourselves collectively and individually to the following operating protocols:

1. The School Committee will represent the needs and interests of **ALL** the children in our district.
2. The School Committee will lead by example and work to build trust. We agree to avoid words and actions that create a negative impression of an individual, the School Committee, or the district. While we encourage debate and differing points of view, we will speak with care and respect.
3. Surprises to the School Committee or the superintendent will be the exception, not the rule. We agree to ask the School Committee Chair or the Superintendent to place an item on the agenda instead of bringing it up unexpectedly at a meeting.
4. The School Committee will help establish the vision, create policies and assure accountability. The Superintendent will manage the schools and staff.
5. The School Committee will speak to the issues on the agenda, not engage in inappropriate debate. Facts and information needed from the administration will be referred to the Superintendent.
6. Communications between staff and the School Committee are encouraged. School Committee requests of staff are to be directed to the Superintendent.
7. All personnel complaints and criticisms received by the School Committee or its individual members will be directed to the Superintendent.
8. The School Committee will encourage others to follow the district Chain of Communication policy.
9. The School Committee will consider research, best practice, public input and financial impacts in their decision making.
10. The Superintendent is the Chief Executive Officer responsible for the day-to-day operations of the district and for advising the School Committee on items that come before it.
11. When executive sessions are held, School Committee Members will honor the confidentiality of the discussions.
12. The School Committee and Superintendent will facilitate goal setting for the school district.
13. Individual School Committee Members do not have authority. Only the School Committee as a whole has authority. We agree that an individual School Committee Member will not take unilateral action.
14. When School Committee Members attend meetings of other committees or boards as liaisons from the School Committee, they will be speaking as individuals and not for the Committee except when reporting a decision of the majority of the School Committee.



## District Governance Support Project

### What Protocols Cover

#### Who the Board Represents

- The board of directors will represent the needs and interests of all the students in the district.
- We will strive to represent common interests rather than factions. We will make decisions that are best for students in all cases: *all* means *all*.
- We will advocate for the [ ] Public Schools and public education. We readily accept our roles as ambassadors of the school systems, promoting support for public education and spreading the news of our success.

#### How it will conduct business

- The board will conduct its business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.
- We acknowledge that a School Committee meeting is a meeting of the School Committee that is held in public—not a public meeting, and we will make every effort to ensure that the Committee meetings are effective and efficient
- We will base our decisions upon available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the School Committee once a decision is made.
- The Board will debate the issues, not one another.
- We will build trusting relationships.
- We will respect staff and fellow board members at all times.
- We will work to build trust between and among SC members and the sup by treating everyone with dignity and respect, even in times of disagreement

#### How it will communicate

- The Superintendent and the School Committee recognize the importance of proactive communication and agree that there will be no surprises. If SC members have questions or concerns, they agree to contact the Superintendent well in advance of a meeting.
- SC members will channel requests for information through the superintendent and School Committee Chair rather than directly to staff. The Superintendent will ensure that each member has equal access to this information.
- We will recognize a single official “voice” of the board.



## **How it will improve**

- The board will provide continuing education opportunities and support to each other.
- School Committee members agree to participate in formal training organized by the superintendent and the School Committee chairperson ....
- All new SC members will be assigned a SC mentor and will participate in a SC orientation session.
- We will model continuous learning in our roles as members of the governance team.

## **What are the limits of power**

- It is the responsibility of the Superintendent to oversee the hiring evaluation and handling of personnel issues; it is the responsibility of the Committee to evaluate the Superintendent's effectiveness in these matters.
- We will recognize that authority rests only with the majority decisions of the SC and will make no independent commitments or take any independent actions that may compromise the School Committee as a whole.
- We will follow the chain of command and direct others to do the same. Personnel complaints and concerns will be directed to the superintendent.
- We will not use our positions for personal or partisan gain.

## **What happens when things go wrong**

- Board members will work together to clarify and restate discussions in order to strive for full understanding.
- We recognize the importance of honoring our agreed upon [operating principles] and we agree to take responsibility for reminding one another when we get off track.
- We will maintain fidelity to these commitments and will be held accountable by our fellow School Committee members should any one of us fail to live up to these commitments. If a SC members or superintendent violates any of the above mentioned commitments in any way, he/she will be referred to the Chair.



**School Committee/Superintendent Operating Protocols  
2015-2016**

As elected members of the Lynnfield School Committee, we, including the Superintendent, accept the high honor and trust that has been placed in us to ensure that the students of the district receive the best education possible. In accepting this role we hold the pursuit of that goal as our sacred duty. To that end, we hereby commit to the following in the conduct of our business. We will:

**Support the educational welfare and well-being of all students**

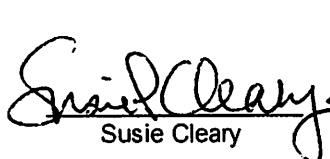
- Establish a vision, create policies and assure accountability to sustain continuous improvement in teaching and learning, leaving the day to day operations to the Superintendent and staff;
- Represent the needs, interests and achievement of all students in the district and place these above all else in the decisions we make;
- Clearly define success and accountability for the School Committee, Superintendent, staff and students;

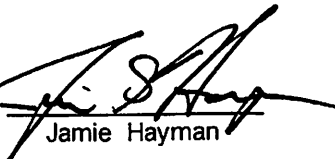
**Demonstrate professional and collegial relations with one another.**

- Maintain trust and mutual respect between and among School Committee members, the Superintendent and the administration by treating everyone with dignity and respect, even in times of disagreement;
- Base our decisions on available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the School Committee once a decision is made;
- Recognize that authority rests only with majority decisions of the School Committee and will make no independent commitments or take any independent actions that may compromise the School Committee as a whole;
- Agree that our positions will not be used for personal or partisan gain;
- Acknowledge that a School Committee meeting is a business meeting that is held in public – not a public meeting. We will make every effort to ensure that the meetings are effective and efficient;
- Respect the leadership roles of the School Committee Chair and Superintendent;


**Dedicate ourselves to establishing and maintaining effective communication.**

- Channel requests for information, reports and data through the Superintendent and the School Committee chair rather than directly to staff. The Superintendent will ensure that each member has equal access to this information in a timely manner;
- Recognize the importance of proactive communication and agree that there will be no surprises. If School Committee members have questions or concerns, they agree to contact the Superintendent well in advance of a meeting;
- Maintain the confidentiality of privileged information and respect the Open Meeting Law;
- Refer constituent concerns and complaints to the appropriate person within the district chain of communication;
- Recognize the importance of working collaboratively with town officials to improve our schools and actively seek ways to enlist their support for our efforts;
- Recognize the importance of honoring our norms and beliefs and we agree to take responsibility for respectfully reminding one another when we get off track

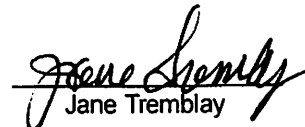
  
Susie Cleary

  
Jamie Hayman

  
Salvatore Cammarata

  
Timothy Doyle

  
Dorothy Presser

  
Jane Tremblay



# Protocols Worksheet

Thinking about the past year, what areas have worked well and what areas could work more smoothly?

	This Issue is a Problem	Why is this a problem? How might we handle this issue?
<b>Before Meetings</b>		
Developing agenda		Laying out the guideline
Role of the Chair		Identify/define the role/duties of the Chair. Communicate Unequal deliberation allowed In the bylaws
Getting questions answered before the meeting		OML + Very responsive Timely delivery of SC meeting packet
Receiving supporting material before the meeting	X	Get it in a timely manner. By Fri before if possible Too short notice at times, i.e. day of meeting Timely delivery of SC meeting packet (request by Fri.)
Other		
<b>At Meetings</b>		
Boardroom layout	X Yes	Too far apart Too far apart Position of members/LT – us/them
Structure of agenda	X Yes	Very ++  Citizens comments – listen not engage. Minutes later - consent agenda
Length of meetings	X Yes	Sometimes too long. Put a hard time-stop? On time start!
Deliberation at meetings	X	Chair's role to help move it along
Public input at meetings	Yes	Hot topic – Chair needs to move along We have public comment See above – mistimed depending on policy?
Staff presentations	X Yes	Have staff send info rather than present Depends on the content Tighten up – Form of monitoring, aligned with vision & More principal/LT reporting
Technology devices at meeting table	? Yes	Depends Super stars w/ tech Fine line – use for meeting purpose or not
Bringing up new ideas	X	
Springing surprise items or questions	X Yes	Not always consistent, need clarity Relate to developing agenda?
Explaining “No” votes (Understanding “No” vote rationale)		Clarity needed We don't try to understand why “no”
Allowing majority to set direction for The district		Get clarity



Handling confidential information		Need clarity
School visits		Need clarity
Other Parent vs. SC member – role definition		Subcommittee meetings – hard to schedule Communications with towns How often meeting – Michael, Peter, Jeff, liaisons





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## *FY16 Operating Expense Forecast & Year-end Closing Process As of June 17, 2016*

*For Presentation to the School Committee on June 23, 2016*

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vincent Leone, Director of Accounting & Payroll





## FY16 Operating Expense Forecast (after Offsets) *Overview & Key Assumptions*

- **Salary Costs**
  - Incorporates Actual Costs through 06/10/16 plus all known encumbrances.
  - Includes forecasted values for all Costs not automatically encumbered through June 30, 2016 including; long term substitutes, daily substitutes, overtime, etc.
- **Operating Costs**
  - Incorporates Actual Costs through 06/10/16 plus all known encumbrances.
  - Includes forecasted values for all Costs not automatically encumbered through June 30, 2016 including; school discretionary spending; transportation, out-of-district tuition, maintenance, technology, etc.

We are currently forecasting to end the year ~\$73,000 or 0.26% favorable to Budget.





## FY16 Operating Expense Forecast (after Offsets)

By School and Support Program

Summary By Site & Support Program	FY16	FY16	FY16
	Budget	YE Projection	Over/Under
Buker Elementary School	\$ 2,156,495	\$ 2,033,391	\$ 123,104
Cutler Elementary School	\$ 2,598,053	\$ 2,531,387	\$ 66,667
Winthrop Elementary School	\$ 3,037,678	\$ 2,987,750	\$ 49,927
Miles River Middle School	\$ 4,083,899	\$ 4,053,677	\$ 30,223
Hamilton-Wenham Regional High School	\$ 5,591,514	\$ 5,476,721	\$ 114,793
Athletics	\$ 333,342	\$ 320,463	\$ 12,879
Central Office	\$ 2,645,805	\$ 2,486,311	\$ 159,494
District Maintenance	\$ 676,052	\$ 763,667	\$ (87,615)
Fringe Benefits	\$ 3,592,913	\$ 3,418,949	\$ 173,965
Special Education	\$ 2,659,937	\$ 3,229,537	\$ (569,600)
Technology	\$ 953,912	\$ 954,433	\$ (520)
District Totals	\$ 28,329,602	\$ 28,256,285	\$ 73,317





## FY16 Year-end Financial Close *Overview*

- The District's Fiscal Year "closes" on June 30<sup>th</sup>
- The Assistant Superintendent for F&A (JS) and Director of Accounting (VL) oversee and coordinate the closing process for the District.
- The "closing" process typically starts in early May and extends into September. It is an extremely detailed process involving many stakeholders including individual employees, vendors, Department Heads, Building Principals, the Treasurer, and our External Auditors.
- The scope of our closing process includes but is not limited to:
  - Finalizing our Operating Budget including all payroll and operating expenses
    - Final Budget transfers to be recommended to the SC by mid-July
  - A review of all Revenue & Revolving Accounts, Grants, & Student Activities Accounts
  - A detailed assessment of all Treasury functions and accounts including Cash, Investments, Debt, and Bank Reconciliations
- Our Auditors will issue their annual reports to the School Committee by mid-October including; Examination of Basic Financial Statements, the Management Letter, and the Report on Federal Grants.
- The District is required to submit it's Excess & Deficiency (E&D) for Certification to MA DOR by October 31<sup>st</sup>.
- Our Auditors will present a summary of their FY16 Annual Audit to the School Committee by October 31<sup>st</sup>.



**2015-2016  
Elementary Schools  
School Improvement Plan Update**

**Student Learning Goal:**

Meet or exceed the aggregate CPI (composite performance index) for students in grades 3-5 in both ELA and mathematics as measured by the 2016 MCAS.

- District decided to administer PARCC testing in ELA and math for our grades 3-5 students
- Fall 2016 PARCC analysis will be used to determine student growth and progress
- Wednesday PD led by literacy and math coordinators used to familiarize teachers with the PARCC assessment and to provide strategies and resources to be used with students in preparation of these assessments
- Wednesday PD led by math coordinator focusing on using formative assessments
- Grade level data meetings using student work to analyze student performance and plan instruction for narrative, opinion, and informational types of writing
- District writer's workshop PD for grades 1 and 4 using Martha Horn as a consultant over ten days
- PD for grades K-3 teachers in using the PALS literacy assessment and are piloting online administration this spring to ensure consistency of assessment practices
- Elementary Literacy Team led by literacy coordinator to develop a philosophy statement for literacy instruction
- School based data teams met regularly with grade level teams to review data, propose targeted interventions, and monitor progress

**Professional Practice Goal:**

During the 2015-2016 school year, elementary teachers will work alongside district colleagues in PreK-12 vertical teams in each curriculum area to define the subject-specific transfer goals as outlined in the Understanding by Design model for our Pre K-12 students.

- Content area and District-wide transfer goals published
- Content area committees met multiple times over the year to establish transfer goals, overarching understandings, and overarching essential questions
- Content area committees led the facilitation of large preK-12 groups of teachers during 2 district wide PD days in November and March to receive feedback, develop, and revise transfer goals, overarching understandings and overarching essential questions
- District administrators and 6-12 curriculum leaders preparing the "next steps" for the 2016-2017 school year - work to include unit writing and the development of cornerstone tasks at each grade level/course





# HAMILTON-WENHAM

## REGIONAL SCHOOL DISTRICT

### School Improvement Plan 2015-2016

#### Miles River Middle School

Craig Hovey, Principal

Liz Lovell, Assistant Principal

School Goal	Linked District Goal	Actions Taken Toward Goal	Benchmarks and Products Created	Personnel Responsible
-Develop curriculum documents for grades 6-8 that clearly define what students will need to know and be able to do in order to be successful in the HWRSD	-Develop PK-12 curriculum documents that clearly define for all stakeholders what students will need to know and be able to do in order to be successful in the HWRSD	-District wide workshops on UBD held on 8/2, 11/2, 3/28 - Several part or full day sessions held with representative K-12 working groups in each curricular area. - Several planning meetings and workshops for leadership team and curriculum leaders held with UBD consultant.	The UBD work this year has led to deeper thinking and discussion about the purpose of our curriculum in the District and what it looks like at each level K-12.  The following draft documents were created. -District level transfer goals -K-12 content area transfer goals -K-12 overarching understandings -K-12 Overarching essential questions -Improved understanding and vertical articulation through K-12 collaboration	-School Administration -6-12 Curriculum Leaders -Classroom Teachers -Curriculum Coaches -Special Educators -UBD consultant



			-Deeper understanding of UBD model by all staff	
School Goal	Linked District Goal	Actions Taken Toward Goal	Benchmarks and Products Created	Personnel Responsible
Implement a developmentally appropriate middle school schedule that incorporates a team structure	Create developmentally appropriate schedules at the middle and high schools to support student learning	<ul style="list-style-type: none"> <li>-Implemented a team based schedule at beginning of 15-16 school year.</li> <li>-Utilized common planning time to address student concerns, meet with parents and plan as a team</li> <li>-Developed and refined WIN block and team time to address individual and group academic and social/emotional learning needs and interdisciplinary units.</li> <li>-Collected feedback on schedule and team effectiveness.</li> <li>-Developed a Building Leadership Team.</li> <li>- Provided professional development for team leaders.</li> </ul>	<ul style="list-style-type: none"> <li>- Common planning time established for teams to meet with parents, discuss student concerns and plan as a team.</li> <li>- Three level lunch block model implemented to better suit developmental needs of each grade.</li> <li>- What I Need (WIN) block created and refined to address individual and group academic and social/emotional learning needs</li> <li>-Professional development and consult on team model and leadership provided for team leaders and staff through New England League of Middle Schools</li> <li>-Building leadership team established with representatives from all grades and teams. Monthly meetings expanded to twice per month. Team norms and agendas used. Team helped shape important building discussion and planning.</li> <li>- Schedule feedback solicited from students, staff, and parents through surveys. Scheduling committee made recommendations for</li> </ul>	<ul style="list-style-type: none"> <li>-School administration</li> <li>-Building Leadership Team</li> <li>-Team leaders</li> <li>-School staff</li> </ul>



			<p>adjustments to schedule for next year.</p> <p>-Schedule feedback from staff at team meetings, staff meetings, and BLT led to mid-year adjustment of Team time and first period.</p> <p>-Ongoing communication with families about schedule change.</p> <p>-Finalized schedule changes for 16-17 to be communicated over summer.</p>	
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# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## **HWRSD Improvement Priorities for 2015-2016 End of Year Report**

**Goal #1. Develop PK-12 curriculum documents that clearly define for all stakeholders what students will need to know and be able to do in order to be successful in the HWRSD.**

- a. Develop a set of PK-12 Transfer Goals for each academic discipline according to the *Schooling by Design* Model. (Task 1)**
- b. Develop a set of PK-12 Overarching Understandings and Overarching Essential Questions for each curricular area. (Task 2)**
- c. Use developed PK-12 Transfer Goals, Overarching Understandings and Essential Questions to develop cross-curricular PK-12 Transfer Goals. (Task 3)**

Goal Status: Complete

During the 2015-2016 school year, we completed our goal of defining what students should know and be able to do in order to be successful. Members of the District Leadership Team and Curriculum Leaders began this process in late August with a training session on the development of Transfer Goals. These District Leaders were then each assigned to direct a subject area team made up of faculty members in the development of Transfer Goals for the academic disciplines. These teams met during the regular school day to draft Transfer Goal Documents. In November, we used the District-Wide Professional Day to gain feedback from all staff relative to the draft subject-specific Transfer Goal Documents and to draft cross-curricular, District-Wide Transfer Goals. Both the subject-specific and cross, curricular, District-wide Transfer Goal Documents were completed in early January and were posted to the HWRSD Website: <http://www.hwschools.net/page.cfm?p=2301>

During the second-half of the school year, the subject-specific teams continued to meet to draft Overarching Understandings and Essential Questions for their assigned academic discipline. Again, this work was completed during release time from regular classroom responsibilities. Half of the March Professional Development Day was used for faculty members to review and provide feedback on





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

the Overarching Understandings and Essential Questions Documents. This feedback was incorporated by the Subject-Area Teams in April and May. The final drafts of these documents are currently being prepared and will be published to the District website in the next few weeks.

As a whole, this project has been very successful. One of the highlights of this work has been getting groups of teachers in representative K-12 groups to discuss what they feel is important for students to know and be able to do. These conversations have been incredibly rich, and have given faculty members a better understanding of and appreciation for the work going on at the different levels in the District.





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

**Goal #2. Implement a schedule at Miles River Middle School that utilizes time to support the needs of all middle school aged learners and at Hamilton-Wenham Regional High School that maximizes opportunities for teachers to collaborate to improve curriculum instruction and assessment.**

Goal Status: Complete

The Miles River Middle School has made incredible strides in implementing a Team-Based Schedule this year. This process really began in December of 2014, when Craig Hovey and a group of Miles River Faculty Members devised a proposed schedule for the school. This new schedule included a three-session lunch schedule, WIN ("What I Need") periods for student support and common planning time for faculty members. After successfully negotiating a Collective Bargaining Agreement with the HWREA that included the necessary changes to teacher preparation time, the Middle School Administration began the process of implementing its proposed Team Schedule. This included organizing and conducting training for Team Leaders to guide the work of their teams, and the creation of a building leadership team to facilitate communication between administration and the new teams. The newly developed schedule was implemented in September.

After the schedule was implemented, the building leadership team solicited feedback from stakeholders regarding the new schedule. This feedback led to some adjustments of the schedule in the fall of 2015. The MRMS leadership team continued to solicit input throughout the school year and is planning to implement changes to the schedule based on this feedback in the fall of 2016. Throughout this process, the Miles River Administration communicated information regarding the change in schedule to MRMS Parents. This occurred through parent meetings held in late spring 2015 and through Principal Hovey's blog.





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## **Goal #3. Organize to develop a road map for educational program development in the HWRSD based on the options presented in the HWRSD in the Master Plan Document and further refined through the development of Long Term Transfer Goals.**

### Goal Status: Significant Progress

We made significant progress towards advancing the recommendations of the Program and Facilities Master Plan during the 2015-2016 School Year. The list of accomplishments in this area includes:

- Presentation on the Program and Facilities Master Plan to the public, hosted by the League of Women Voters in November of 2015.
- Presentation on the Program and Facilities Master Plan to the School Committee in January of 2016.
- Presentation of Program and Facilities Master Plan to HWRSD Faculty in March of 2016.
- Approval of \$50,000 by Hamilton and Wenham Town Meetings to pay for design services to re-imagine our schools' library and computer lab spaces.
- Secured over \$115,000 in funding through the Hamilton-Wenham EdFund for Technology and Equipment Modernization Projects that support the Program and Master Plan Goals, including a second re-designed classroom space at HWRHS, the creation of the Cutler School Learning Commons, Chromebooks at both the elementary and middle levels, and the Hydroponic Grow Wall at MRMS. All of these initiatives support the Program and Master Plan Goals of preparing our students to be successful in the future.

This goal is listed as "Significant Progress" because it will be ongoing for the foreseeable future. Work towards implementing the Program and Facilities Master Plan will go hand in hand with the 5 Year Capital Plan.





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

**Goal #4. Develop a 5 Year Capital Plan to address the HRWSD's current facilities needs and to provide facilities that best support our future model.**

Goal Status: Complete

The HWRSD's Comprehensive 5 Year Capital Improvement Plan was developed under the direction of Assistant Superintendent Jeff Sands with significant input from the Director of Facilities and Maintenance, Director of Technology and the District Leadership Team. Work on this plan began in earnest August of 2015 and was completed in time for inclusion in the FY17 School Committee's Recommended Budget. The completed plan outlines the major facilities projects that will need to be completed by the District in the next several years. These projects are categorized as "Facilities and Grounds," "Technology," "Master Plan," and "Athletics." In all, the 5 Year Capital Plan identified over \$9 million in projects to be completed. Our next task will be to identify sources of funding and finalize the order in which these projects will be completed.



**HAMILTON WENHAM REGIONAL HIGH SCHOOL**  
**School Improvement Goal Results**  
**2015-16 School Year**



**To work on the development of appropriate grade level Transfer Goals for each curricular area.**

*At the beginning of the year, teams were assembled for each content area that represented the district, PreK-12. Each content area team met several times throughout the year to develop the transfer goals. Once the goals were in draft form, larger content area teams were assembled to discuss and vet the individual goals.*

**To take advantage of the common planning time to continue the process of designing, aligning and implementing common assessments in all curriculum areas.**

*Each curriculum leader was responsible for the management of the use of common planning time.*

**Mathematics**

- *Wherever teachers had the same class they used CPT to produce common summative assessments (unit tests) throughout the year, plus common midterm and final exams. For the midterms in particular teachers shared data about their results to determine which areas needed greater focus next year.*
- *The entire 6-12 Math Dept worked to determine the essential curriculum for each year's progression to the next, to ensure that struggling students learned at a minimum the material needed to succeed the following year. The curriculum maps will be updated to label those critical standards the team deem essential.*
- *The G6-8, Algebra 1, Geometry, Algebra 2 and Precalculus teachers have worked together to produce online versions of their curriculum, gradually replacing the textbooks, which are now used primarily as classroom texts rather than being distributed to all students, (some still get copies).*
- *The entire team worked together on online PARCC tests and material, to better serve our students' needs as the state gradually deploys MCAS 2.0 to PARCC standards.*



### *Foreign Language*

*Common Planning in the FL department is not restricted to individual blocks of time but Common planning is our philosophy. All teachers share dropbox folders and google drive folders. We work together in developing new activities and over the past year we have crafted rubrics for each of the skills we teach. We have written several new units together including most recently a unit on Immigration for our Year 2 students. Together we have also developed 100% common exams for most levels.*

### *Science*

- development of lab activities*
- development of common assessments*
- evaluation of student results on common assessments between classes*
- course sequencing and mapping of units in regards to time spent on specific topic areas*
- analysis of course sequence regarding what worked well or didn't and how to alter going forward*
- review of new science standards and how related to current curriculum sequence*

### *Wellness*

*Discussing and education around UbD design*

*Curriculum Mapping: Gr 11 Competitive Games Core and sub units*

*Gr 10 and Gr 5 Leadership Day: structure, activities, logistics*

*Gr 10 Substance Abuse – rubric and teaching strategies around guest speakers Bill Phillips and HPD*

*Logistics for indoor teaching space*

*Discussion of standards to be taught next year in courses where the time requirement has been cut*

*Gr 10 Leadership Competency ideas*

*Wellness Award criteria and selection*

### *Social Studies/History*

*The Social Studies 9th grade team used Common Planning Time to share resources, develop assessments, discuss and create instructional strategies that met the needs of diverse learners in the 9th grade CP World History class. We also coordinated the second semester Research Paper process for all the 9CP World History students.*

*During the first semester, the three teachers on the team were enrolled in RETELL at the same time. We used the CPT as a way to develop common language objectives and instructional strategies that benefitted not only our ELL students, but many of our lower-level readers.*

*Some of the Common Assessments that were developed and used by all of the 9th*



*grade team are:*

*Golden Age of Islam Travel Brochure*

*Renaissance Magazine Project*

*Second Semester Research Paper*

*We also had the same mid-term and final exams, where students used the same writing to text template for their essays.*

*Mid-term Exam Template*

*Final Exam Template*

*In addition, we used the same primary sources for our mid-term and final assessments. We met A Block on Fridays in Room 107.*

*The 10th grade team coordinated the 10th grade curriculum in that they shared resources, developed common assessments, and discussed instructional strategies. They planned common reading assignments for all 10th grade students (Honors and CP).*

*Those books were:*

*A Doll's House*

*Frederick Douglass Narrative*

*They met D Block in the Social Studies Office.*

*The 11th grade team coordinated the same as the 10th grade team and planned common reading assignments which were:*

*All Quiet on the Western Front*

*Night*

*Animal Farm*

*They met G Block in Room 111.*

To work on the development of a set of Overarching Understandings and Essential Questions for each curricular area

*During the second half of the school year, content area teams were able to develop Overarching Understandings and Overarching Essential Questions. These*



*documents are housed on the district website. This work will lead to the development of Cornerstone Tasks/Assessments throughout the 2016-17 school year.*

The HS staff will plan, develop and implement 2 EdCamp training opportunities for all staff and faculty.

*During the 2015-16 school year, we held two EdCamps and one Poster Session  
EdCamp Topics included:*

*App Smashing  
Assessment Strategies  
Google Add-ons/Extensions  
Active Reading Strategies  
Vocabulary Building  
Holding a Socratic Seminar  
GAPE: Docs, Forms, Sheets, Classroom, Calendar  
Behavior Tracking  
Service Learning  
Beethoven was a Jerk  
Beekeeping  
Restorative Discipline Practices  
YouTube  
Incorporating Write-arounds  
Virtual Field Trips w/ Google Cardboard*

To evaluate the effectiveness of the new high school schedule

During the entire school year, members of the School Council developed survey questions for a student and a teacher survey that were designed to garner information about the schedule change. The data that was gathered was helpful to help determine changes that may benefit everyone, but much of the control of the schedule lies with teacher's union negotiation.

### **Conclusions**

Opinions on the new schedule vary considerably from teacher to teacher and student to student and it is going to be impossible make changes to please everyone.

However, the survey reveals a number of key messages, namely:



**Staff and students are agreed that we should not change:**

- Mix of long blocks and short blocks.
- Time of day for long block.
- Four classes a week and a power block every day.
- Consistent early and late lunches.

**Given that staff and students are split on some questions, we are unlikely to make the case to change:**

- Drop-in approach for students to meet with teachers during power block.
- School start and end times - unless decision is based on evidence in addition to survey responses alone.

**Priority for students is to investigate options to:**

- Re-introduce the buffer between sleep and work that homeroom provided.
- Extend opportunities for students to meet with teachers and Guidance.
- Extend power block.

**Priority for teachers is to investigate options to:**

- Put more structure around power block, especially for younger students.
- Extend opportunities for students to meet with teachers and Guidance.
- Re-introduce the communication and 'teacher/student connection' time homeroom provided

To continue the integration of the iPad as a tool for organization, collaboration, and creation

*Training for the integration of technology began in January 2014. Most of the initial training was completed in house by teachers who were involved in the original pilot. Opportunities were available after school and were designed to begin at the basic level of use and increase to about the low-intermediate use of the iPads and related apps. Other professional development opportunities involved Edcamps, Wednesday PD time and sending large numbers of teachers to training out of the district. For example, more than 15 teachers were able to attend the annual iPad Summit in Boston. Teachers could pick and choose topics of interest over a two-day period and many were able to bring their knowledge back to share with others.*

To continue to investigate and develop ways to improve our learning spaces outside of



the classroom, including the library.

This year we made some progress, but not as much as we would have liked. We were able to add wheels to the bookcases in the library to enable mobile work areas. We also added a stage, and a green screen room. The MS/HS Friends helped to purchase comfortable furniture for the library as well that allows for soft seating areas that can support individual and group collaboration.

We were also able to have a line item added to the FY17 school budget that will enable architectural planning to enhance the library space.





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

2015-2016 SC Goals  
Approved 9-3-15

Develop a budget that is fiscally responsible and recognizes the implications of school improvement plans designed to elevate Miles River, Buker and Cutler Schools to Level I status and to retain the High School and the Winthrop School at Level I.

Develop, in consultation with the Towns for action at Town Meetings, a SC proposal to update the District Agreement in the areas of the operational cost ratio look back period (Section IV D. (1)) and facilities, especially capital planning and elementary school leases.

Complete the update to the District policies as well as review existing policies whose adoption date was three years ago.

Oversee the development of a master plan, with the school and greater community, which integrates plans for future teaching/learning approaches with optimal learning environments given the status of existing facilities, economic reality and demographic trends.



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

**EXHIBIT G  
A1017**

**CORI Policy for Owners of Challenge Courses for Conducting Criminal History Inquiries**

**I. Policy Purpose**

Pursuant to the regulations pertaining to the operation of Climbing Walls contained in 520 CMR 5.15, owners of companies that operate Climbing Walls are required to conduct criminal history inquiries on certain applicants for employment. The procedure described below has been adopted by the Hamilton-Wenham Regional School District for Criminal Offender Record Inquiries.

**II. Scope**

1. The policy shall apply to all applicants 18 years of age or older for the positions of:
  - a. Challenge Course Manager; and
  - b. Challenge Course Staff.

**III. Process**

1. The Hamilton-Wenham Regional School District will register annually for iCORI service, a secure web-based service through which organizations will request and receive Criminal Offender Record Information ("CORI"), at [www.mass.gov/cjis](http://www.mass.gov/cjis).
2. Upon application for any of the above positions, an applicant shall provide to the Hamilton-Wenham Regional School District a completed CORI Acknowledgement Form provided by the Department of Criminal Justice Information Services (DCJIS). CORI checks will only be conducted as authorized by the DCJIS and M.G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed. CORI will only be accessed for applicants who are otherwise qualified for the position for which they have applied. If a new CORI check is to be made on an applicant within one year of his/her signing of the CORI Acknowledgement Form, the applicant shall be given 72 hours notice that a new CORI check will be conducted.
3. The applicant shall be informed in writing either on the face of the application or in an attached written document that by completing the CORI Acknowledgment Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment. The applicant shall be further informed on the face of the application or in an attached written document that consideration for employment will only be granted upon completion of both the application and the CORI Acknowledgement Form.
4. All CORI obtained from the DCJIS is confidential, and access to the information is limited to those individuals who have a "need to know." This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The Hamilton-Wenham Regional School District will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six months and is subject to inspection upon request by the DCJIS and/or the Department of Public Safety at any time.

Policy Review: 1<sup>st</sup> Reading: June 2, 2016  
2<sup>nd</sup> Reading: June 23, 2016

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Stacey Metternick



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

5. The Hamilton-Wenham Regional School District shall maintain a secondary dissemination log to record any dissemination of CORI outside of the District, including dissemination at the request of the applicant.

6. All personnel authorized to review or access CORI at the Hamilton-Wenham Regional School District will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

7. Once the applicant provides consent to conduct a criminal background inquiry, the Hamilton-Wenham Regional School District shall submit a CORI request using the iCORI service. In most cases, results will be returned instantaneously.

8. In the event that results are not returned instantaneously and circumstances require an expedited employment decision, the following procedures shall apply:

- a. A temporary offer of employment may be made to an applicant on the express condition that the Hamilton-Wenham Regional School District has submitted applicant's CORI request prior to the temporary offer of employment.
- b. Any temporary employment shall expire at the conclusion of 14 days following acceptance and may not be renewed.
- c. During the period of temporary employment, the applicant shall be under the direct supervision of an employee who has previously undergone a completed CORI.

9. At such time as the results of CORI are made available, the Hamilton-Wenham Regional School District shall act expeditiously to make a determination of suitability of employment. Factors considered in determining suitability may include, but not be limited to: (a) relevance of the record to the position sought; (b) the nature of the work to be performed; (c) time since the conviction; (d) age of the applicant at the time of the offense; (e) seriousness and specific circumstances of the offense; (f) the number of offenses; (g) whether the applicant has pending charges; (h) any relevant evidence of rehabilitation or lack thereof; (i) any other relevant information, including information submitted by the applicant or requested by the Hamilton-Wenham Regional School District.

10. In the event that the applicant is to be questioned regarding his or her criminal record, the applicant shall be provided with a copy of the criminal history record prior to questioning and the source of the criminal history record shall be disclosed.

11. In the case of a negative employment decision, the applicant shall be notified immediately and shall be provided with:

- a. A copy of the Hamilton-Wenham Regional School District's CORI policy;
- b. A copy of the CORI;
- c. A copy of Information Concerning the Process in Correcting a Criminal Record as provided by DCJIS.

The applicant shall have the opportunity to dispute the accuracy of the CORI.

Source: Department of Public Safety (DPS) 2016

Policy Review: 1<sup>st</sup> Reading: June 2, 2016  
2<sup>nd</sup> Reading: June 23, 2016

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Stacey Metternick



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

**References:**     HWRSD Policy A1008 – DCJIS Model CORI Policy  
                      HWRSD Policy A1016 – Background Checks

**Policy Review: 1<sup>st</sup> Reading: June 2, 2016  
                      2<sup>nd</sup> Reading: June 23, 2016**

**Policy Adopted:**

**Vote:**

**Chairperson, HWRSD School Committee: Stacey Metternick**



**EXHIBIT H**

**From:** Emily Hayden <EHayden@EBSCO.COM>

**Date:** Wednesday, June 15, 2016 at 10:26 AM

**To:** Mike Harvey <m.harvey@hwschools.net>

**Cc:** Nicci Roebuck <njroebuck@gmail.com>, Mark Dixon <mark@dixonnet.com>

**Subject:** Another FOTA grant for School Committee approval

Hi, Dr. Harvey – The Hamilton-Wenham Friends of the Arts would like School Committee approval to fund the attached grant request from Christopher Shailor. The grant is for a subwoofer and its protective case. This equipment will be used with other mobile sound equipment for performances throughout the Middle and High Schools – poetry readings in the library, performances in the courtyard and arts wing, etc.

The costs include:

- Subwoofer \$1,079.95
- Carrying case \$125
- No cost for shipping
- **TOTAL: \$1,204.95**



Grant Proposal  
Hamilton-Wenham Friends of the Arts

Date submitted: 5/24/16

Applicant: Christopher Shattler

Title of proposed purchase or project: Bose F1 Subwoofer (easily transportable)

Amount Requested: \$1,079.95 + \$125 for storage bag

Subject area(s) grant would support: Theater and Dramatic Arts; Music Programs  
- Any department in need of a portable subwo

School(s) grant would impact: High School and Middle School

Grade level(s) grant would impact: All 6th - 12th graders in Theater and  
Dramatic Arts, and Music programs.

Description:

See attached.

TOTAL = \$1,004.95

Continue on back if necessary

Please attach a photocopy of an online or catalog listing (if applicable) with details and vendor/price/shipping information about the product or service for which you are requesting funding.

Friends of the Arts pays vendors directly. If your request is approved, we will provide you with a check written to the vendor, for you to submit with your order. Please do not pay the bill from a personal or school account and request reimbursement.



## F1 Subwoofer

### Product Description

With 1,000 watts of power, the Bose F1 Subwoofer packs all the performance of a larger bass box into a more compact design that's easier to carry and fits in a car. A mounting stand for the Bose F1 Model 812 Flexible Array Loudspeaker is integrated right into the body of the subwoofer, so you always know where it is, making setup fast and easy. The stand even includes cable channels to neatly hide the wires, giving your system a clean, professional look. And now getting your unit to the venue is easier, too. The F1 Subwoofer features strategically placed handles for easy transport.

### Key Features

- 1,000 watts allow the Bose F1 Subwoofer to pack all the performance of a larger bass box into a more compact design that's lighter and easier to carry than conventional subwoofers.
- Two 10" high-excursion drivers built into a compact enclosure that is light and easy to transport.
- Polarity switch to adjust polarity of subwoofer. Selections are NORM and REV. Reversing polarity allows for easy correction of low-frequency overlap between the main loudspeaker and subwoofer.
- Line output EQ sets the F1 Subwoofer's output to a high-pass filter or full range, which allows for easy crossover selection when used with a main loudspeaker.
- F1 Model 812 extension bracket is a unique bracket integrated into the subwoofer. This bracket can be raised and lowered by the end user, allowing the F1 Model 812 loudspeaker to be safely mounted to the subwoofer. The bracket eliminates the need for a conventional pole mount or tripod stand.

**BOSE**

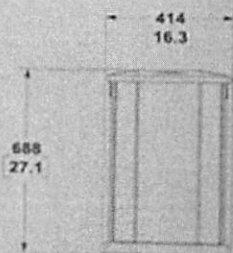

### Applications

- Bands of all styles
- Solo musicians
- Mobile DJs
- Houses of worship
- Schools and universities
- Resorts and hospitality venues
- Business presentations

### Mechanical Drawings



Top View



Front View



Right View