

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
JUNE 23, 2016**

TRAINING FOR SCHOOL COMMITTEE MEMBERS 6:30-7:15 PM

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 6:39 pm in the Buker School Multi-Purpose Room.
- Present: Michelle Bailey, Jeanise Bertran (left at 9:10), Deborah Evans, Hannah Fraley, Dennis Hurley, Stacey Metternick, David Polito (arrived at 8:00.)
- Also present: Michael Harvey
Jeff Sands
Nancy Bergner

II. TRAINING FOR SCHOOL COMMITTEE MEMBERS: Attorney Naomi Stonberg of Brody, Har-
doon, Perkins & Kesten, LLP.

A. Ethics

B. Open Meeting Law [see accompanying power point packet, in which this presentation is detailed]

C. Social Media: strong recommendation that SC members should exercise great care on using social media, email and/or blogs to comment on issues before the committee. This includes private message boards or private blog forums. Use of these media to discuss or comment on business concerning the board [deliberation] risks violation of the Open Meeting Law.

- Clarification: A School Committee member inquired about the appropriateness of using social media to announce meetings, for instance. This was affirmed, so long as School Committee members are not using the forum to advance *deliberations* which only belong in the open meetings of the School Committee.
- Emails to School Committee members from community members about issues that are or should be before the committee should not be forwarded to other committee members. Instead, such communications should be forwarded to the superintendent, and possibly cc'd to the chair. The priority is to ensure that there is not any appearance of deliberation outside of open meetings. The chair or superintendent may, however, forward an email to all School Committee members which supplies background information on an issue which is posted on an upcoming agenda.

D. Other: School Committee's and Superintendents' roles

III. PLEDGE OF ALLEGIANCE

IV. CITIZENS' COMMENTS

No citizen comments

V. CHAIR'S REPORT

- A. Importance of remaining mindful of time, of communicating in a spirit of respect
- B. Superintendent evaluation will be further discussed at retreat in August.
- C. June 8: a request was sent to town managers requesting participation in the apportionment discussion.
- D. Updates and revisions to the School Committee calendar are in process. School Committee members will find latest version in top of the School Committee Drop Box.
- E. Recently passed Opioid Bill will require response by the School Committee so that policies are in line with current legislation.

VI. SUPERINTENDENT'S REPORT

Thanks for a Successful 2015-2016 School Year!

Tomorrow, June 24th, is the last day of school for students and faculty in all schools of the HWRSD. Students will be dismissed at 11:15 in our Elementary Schools and 12:05 in the Middle and High Schools.

Schools will reopen for faculty on Monday August 29th. Orientation for students in grades 6 and 9 will be on Tuesday, August 30 and all students will return to school on Wednesday, August 31st. I want to say “thanks” to our teachers, support staff and administrators for a great school year and wish everyone a restful and safe summer break.

Staff Barbecue and Recognition Ceremony

Last Wednesday, we held our Annual End of School Cookout for all faculty and staff of the HWRSD. We also added a great new tradition, a Faculty Recognition Ceremony. Staff members who have completed their first, fifth, tenth, fifteenth, twentieth, and twenty-fifth years of service were recognized. I have attached the list of all award recipients below. Congratulations to all for achieving these milestones. I especially want to recognize Linda Trefry from the Cutler School who has completed her thirtieth year as a Noon Monitor. Congratulations, Linda!

First Name	Last Name	Years of Service	School	Role
Eleni	Antonopoulos	1	HWRHS	Cafeteria Manager
Aurelia	Beane	1	Buker School	Teacher
Robert	Benea	1	HWRHS	Custodian
Jennifer	Bent	1	Buker School	Teacher
Carly	Brasier	1	HWRHS	Teacher
Doreen	Burliss	1	Winthrop School	TA
Nicole	Cole	1	Winthrop School	TA
Christopher	Coleman	1	MRMS	Custodian
Jacquelyn	Craig	1	MRMS	Teacher
Heidi	Dearborn	1	Buker School	TA
Alison	Dolan	1	HWRHS	Teacher
Lisa	Druskat	1	Buker School	School Nurse
Courtney	Duffy	1	HWRHS	Teacher
Kerry	Eaton	1	Buker School	Teacher
Kimberlee	Egan	1	Winthrop School	TA
Michael	Ferreira	1	Buker School	Teacher
Kristin	Fichera	1	Winthrop School	Teacher
Edward	Grinovich	1	Buker School	Crossing Guard
Katie	Kerrigan	1	Buker School	TA
Katherine	Lindsey	1	Winthrop School	Counselor

Savannah	Lodge-Scharff	1	HWRHS	Teacher
Breanne	MacArthur	1	HWRHS	Teacher
Heather	Maes	1	HWRHS	TA
Nancy	McIntyre	1	MRMS	Cafeteria Staff
Michael	Mullarkey	1	Cutler School	Head Custodian
Susan	Neubaum	1	Cutler School	TA
Dawn	O'Neil	1	District Wide	Administrator
Stephen	Peisch	1	HWRHS	Music Teacher
Cassie	Penta	1	Cutler School	TA
Katherine	Sadkowski	1	MRMS	TA
Maija	Scarpaci	1	HWRHS	Teacher
Amy	Sheridan	1	MRMS	TA
Dai	Shi	1	Buker School	TA
Jullie	Snyder	1	MRMS	Teacher
Mallory	Stasio	1	Winthrop School	TA
Lea	Tabenkin	1	HWRHS	School Nurse
Brianna	Valenti	1	HWRHS	Teacher
Grace	Valentine	1	Cutler School	Teacher
Kasey	Vermeulen	1	MRMS	Teacher
Barbara	Voyer	1	Buker School	Teacher
Sandy	Williams	1	HWRHS	Secretary
Karie	Williams	1	HWRHS	Teacher
Peter	Wolczik	1	MRMS	Teacher
Laura	Bowman	5	Winthrop School	TA
Alendre	Brooks	5	District Wide	Business Office
Brett	Burnett	5	HWRHS	Teacher
Donald	Gallant	5	District Wide	Business Office
Jillian	Gallant	5	Winthrop School	TA
Claire	Giffune Favreau	5	Winthrop School	TA
Katherine	Harris	5	District Wide	Administrator
Correna	Hopley	5	Winthrop School	Teacher
Matthew	Jones	5	HWRHS	Teacher
Alex	Kobierski	5	MRMS	TA
Meghan	Kropilak	5	Winthrop School	Teacher
Paula	Lopes	5	HWRHS	Teacher
Jessica	Merritt	5	MRMS	Guidance Counselor
Marcella	Muscatell	5	MRMS	Teacher
Regina	O'Neil	5	HWRHS	Teacher
Joshua	Wedge	5	MRMS	Teacher
Sally	Beote	10	Winthrop School	TA
Jennifer	Clifford	10	Cutler School	Principal
Sally	Clyse	10	Buker School	Occupational Therapy
Nancy	Duffy	10	Cutler School	Teacher
Erinn	Gilmore	10	District Wide	Teacher
Melissa	Graham	10	Cutler School	Teacher
Susan	Howland	10	HWRHS	Counselor
Thomas	Kerans	10	HWRHS	Teacher
Wendy	Mason	10	MRMS	TA
Andrew	Morency	10	MRMS	Teacher

Kimberly	Adsit	15	MRMS	Teacher
Ann	Burnham	15	Buker School	Cafeteria Staff
Christopher	Campbell	15	HWRHS	Teacher
Debra	Capozzi	15	District Wide	Business Office
Martha	Curran	15	MRMS	Secretary
Susan	Dagley	15	Winthrop School	Teacher
Catherine	Donovan	15	HWRHS	Food Service Director
Laura	Irwin	15	MRMS	Teacher
Kelly	Keegan	15	Winthrop School	TA
Paula	Kinney	15	MRMS	TA
Raymond	Pape	15	HWRHS	Teacher
Donna	Flint	20	Buker School	Lunch Monitor
Leslie	Grant	20	District Wide	Psychologist
Kathleen	Hughes	20	Buker School	Counselor
Angela	Reddy	20	MRMS	Teacher
Eleanor	Todd	20	MRMS	Teacher
Kevan	Sano-O'Brien	25	HWRHS	Coordinator
Mark	Williams	25	Winthrop School	Teacher
Linda	Trefry	30	Cutler School	Noon Monitor

Transfer Goals, Essential Understandings and Essential Question Documents are posted on the HWRSD Website

One of the District Improvement Goals for 2015-2016 was to define for all stakeholders what students needed to know and be able to do in order to be successful in the future. This information took the form of a set of Transfer Goals, Overarching Understandings and Overarching Essential Questions for each academic discipline. I am pleased to report that this work has been completed and the Transfer Goal, Overarching Understandings and Overarching Essential Question Documents have been published to the Curriculum Page of the HWSchools.net Website.

DESE Announces Phase-In Plan for Computer-based Testing

Today, the DESE announced a phase-in plan for the implementation of annual computer-based proficiency testing for students. In order to meet the State Board of Elementary and Secondary Education mandate that all testing be computer-based by spring of 2019, DESE expects that all students statewide in grades 4 and 8 will be given a computer-based MCAS 2.0 test in the spring of 2017. The phase-in plan will continue by adding computer-based testing for grades 5 and 7 in 2018 and grades 3 and 6 in 2019. Although paper versions of the tests will also be available, DESE strongly encourages Districts to administer the computer-based test for students in grades 3, 5, 6 and 7 in spring of 2017 as well. I will be working with Assistant Superintendent Jeff Sands, Director Technology Alan Taupier and the Elementary and Middle School Principals to discuss our readiness to implement the computer-based MCAS 2.0 tests.

HW Library Community Read

Hamilton-Wenham Regional Library Director, Jan Dempsey, has announced the title of the Eighth Community Read. This year's book is *Lizzie Bright and the Buckminster Boy* by Gary D. Schmidt. For more information about the book and the events associated with the HW Public Library's Community Read, please visit <http://hwlibrary.org/lizzie-bright-and-the-buckminster-boy/>

Congratulations to National History Day Winners

Two HWRHS students received national recognition at the National History Day Competition at the University of Maryland. Mary Brao received the “Best Project in Irish or Irish-American History” award for her Individual Performance entitled Mary Mallon: Science Bends to the Anti-Irish Prejudice. Jacqueline Fibbe and Maggie Perrotta received the “Outstanding Entry by State” Award for their Group Documentary entitled Sidney Farber’s War on Cancer. Congratulations to our winners and all of our students who participated in the NHD Competition. Thanks also to HWRHS Social Studies Teacher Rob Emmett for accompanying our competitors to the National Contest.

HW Baseball Team Wins Sportsmanship Awards

The Hamilton-Wenham Baseball program was selected for two Sportsmanship Awards. On this past Saturday, prior to the Division III Baseball State Championship at Holy Cross in Worcester, the Generals were presented with the MIAA Division III Baseball Sportsmanship Award. This award is given to the team nominated by a fellow, member school in recognition of a significant act or acts of good sportsmanship.

Yesterday, during a special on-field presentation before the Boston Red Sox played the Chicago White Sox, the Generals Baseball Program was honored with the 2016 Sportsmanship Alliance of Massachusetts Baseball Award at Fenway Park.

Congratulations to Head Coach Reggie Maidment and the entire team on these incredible achievements.

VII. Consent Agenda

BOTH ITEMS WERE REMOVED FROM THE CONSENT AGENDA BY MICHELLE BAILEY

May 19, 2016 minutes should read that Dorothy Presser is the Massachusetts Association of School Committees.

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES OF MAY 19, 2016 AS AMENDED IN EXHIBIT A.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved.**

Prior to the meeting, Michelle Bailey had edited the minutes of June 2, 2016. She highlighted the changes made including the vote on the Pediculois Policy was changed from passed to not passing due to the need for a majority of the School Committee members to vote in the affirmative to approve policies.

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES OF JUNE 2, 2016 AS PRESENTED IN EXHIBIT B.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved.**

VIII. COMMITTEE REPORTS

- A. Communications: New issue of *Spotlight* has been written and is ready to be published on the last day of school. (Michelle Bailey)
- B. Planning: Met to discuss the charge. Next meeting is scheduled for September (Deb Evans)
- C. Policy: there will be a first meeting in July to discuss the Opioid Policy in preparation for policy review by the School Committee (Dennis Hurley)
- D. Warrant: no warrants
- E. Student Rep.: no student representative was present
- F. Other School Liaisons updates: no new developments

IX. NEW BUSINESS

- A. SEPAC Annual Report by co-chairs Laurie Erhard and Mary DeLorenzo
 - 1. Mary DeLorenzo presented Stefanie Rogal with an Educator of the Year Award. Ms. Rogal is a teacher with the Stride program at the high school.
- B. Brad Hill Budget Update:
 - 1. Hill is alerting all constituent towns about the urgency of education funding during the current session. There is a gap between proposed changes with special ed and healthcare and the necessary funding which would accompany phasing in additional elements in these areas.
 - 2. Updates on the status of legislation process regarding current and future charter schools: A ballot initiative has been certified, allowing up to 12 additional charter schools or expansion of existing schools each year.
 - a) *Funding concern*: if this passes, local school districts must provide funding on the basis of the amount of funding assigned to each child. If a Hamilton-Wenham student attends a charter school in Ipswich, Hamilton-Wenham would provide the per-pupil cost determined by Ipswich for the Hamilton-Wenham student attending the charter school. It is important that the public be educated on this issue prior to the November ballot.
 - 3. Hill does not foresee any legislation on a moratorium on high stakes testing. There is an issue with DDMs which is being deliberated in the Senate. Citizens will possibly be voting on PARCC Test and Common Core in November.
 - 4. SC Protocols - discussion: See exhibit C generated during May 19 workshop. **Exhibit C**
 - Exemplars from Lynnfield and Tewksbury are included to help the School Committee in determining how to move forward, including additions, deletions and changes. Further discussion will be pursued on retreat in August and deliberated during the September School Committee meeting.
 - Question was raised about the kinds of documentation which needs to be provided by presenters, especially frequent presenters. The protocol about information presenters must provide ahead of committee meetings must be clear so that School Committee members have adequate time to prepare for meetings. Concern was expressed about balancing the need School Committee members have for prep material with presenters' time constraints on generating extensive and possibly redundant prep material. This issue may fall into the realm of procedure (aegis of administration) rather than protocol (charge of School Committee). Question raised of whether this should be addressed in protocol discussion tonight, or goals discussions later.
 - Importance of cultivating respect and trust, even in seasons of disagreement was emphasized. Lynnfield's protocols on this issue are a helpful example, particularly in the area of holding one another accountable to the agreed upon protocols. Member felt that this should be its own bullet point/number on our protocols so that its primacy is maintained without being buried in other points.

- H-WRSC Protocols will be edited and brought before the Committee for approval in August.

C. End of Year financial forecast by Jeff Sands **Exhibit D**

After presenting Exhibit D, Jeff explained the ongoing budget process, including the various points at which the School Committee is provided content for deliberation, review and approval.

D. Report on High School Improvement Plan Progress for 2016-2017 [M. Harvey] **Exhibit E4**

- Goals 1, 2 and 4 were completed during the 2015/2016 school year. Significant progress was made on Goal # 4
- Eric Tracy conducted a survey about the schedule. Ms. Bailey asked for clarification regarding the survey results and the results from a prior year survey for the Middle School.
- The High School is using and expanding their 1-to-1 iPad program. District wide the Google drive platform is used.
- The High School Library has been updated to be used as a presentation space.

E. Report on Middle School Improvement Plan Progress for 2016-2017 [M. Harvey] **Exhibit E2**

This year the team schedule and WIN block were instituted. Dr. Harvey felt the uses of the WIN block is becoming better understood and are seeing the value of that time.

F. Report on Elementary School Improvement Plan Progress for 2016-2017 [M. Harvey] **Exhibit E1**

Ms. Fraley asked that the Principals attend meetings to provide updates on goals. Dr. Harvey is planning to have the Principals present in the fall.

G. Review SC Goals 2015/2016 **Exhibit E3**

H. Policy - 2nd Reading CORI Policy: no changes are recommended

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE CORI POLICY FOR OWNERS OF CHALLENGE COURSES FOR CONDUCTING CRIMINAL HISTORY INQUIRIES NUMBERED A1017 AS PRESENTED IN EXHIBIT G.

MOTION by Michelle Bailey; SECONDED by Deborah Evans

Unanimously approved. 6-0-0

I. Donation to Purchase Sub-woofer & Carrying Case - FOTA

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT, WITH GRATITUDE, THE FUNDS DONATED BY THE FOTA IN THE AMOUNT OF \$1204.95 FOR THE PURCHASE OF A SUB-WOOFER AND CARRYING CASE.

MOTION by Deborah Evans; SECONDED by Hannah Fraley

Unanimously approved.

J. Vote to accept gift of \$20,000 from the Friends of Cutler

MOTION: I MOVE THAT with gratitude THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT WITH GRATITUDE THE FUNDS DONATED BY THE FRIENDS OF CUTLER SCHOOL IN THE AMOUNT OF \$20,000. FOR THE PURPOSE OF BUILDING A GAZEBO, BENCHES AND ACCOMPANYING SITE WORK.

MOTION by Michelle Bailey; SECONDED by Hannah Fraley

Unanimously approved.

X. VOTE TO ADJOURN

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL

COMMITTEE VOTE TO ADJOURN at 9:50 PM.

MOTION by Michelle Bailey; SECONDED by Hannah

Unanimously approved at 9:50 PM.

Respectfully Submitted,

Nancy R. Bergner

Secretary, H-WRSC Meeting