

Approved as Amended 9.18.14

**Hamilton-Wenham Regional School District  
August 21, 2014  
Minutes  
Approximately first 7.32 minutes do not have audio**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

Bill Wilson opened the meeting at 7:00 PM in the Buker Multipurpose Room. The Committee and others present rose for the Pledge of Allegiance.

**PRESENT:** Barbara Lawrence, Larry Swartz, Sheila MacDonald (Vice-Chair), Bill Wilson (Chair), Stacey Metternick, Jeanise Bertrand (late arrival), Deb Evans, Dr. Michael Harvey, Dr. Celeste Bowler

**ABSENT:** Roger Kuebel, Bill Dery

**CITIZEN'S COMMENTS**

**CONSENT AGENDA**

- a. Minutes of June 19, 2014
- b. Minutes of July 31, 2014

**On a motion duly made and seconded, it was voted unanimously 5-0-0 to have Hamilton-Wenham Regional School District approve all items on the consent agenda. There can be no further discussion or amendment of this motion.**

**NEW BUSINESS**

**Superintendent's Evaluation and Merit Review**

Bill Wilson explained to the viewers at home that he will be presenting to the Committee the results of the end of the year evaluation of the Superintendent. This is a required evaluation and DESE, The Department of Elementary and Secondary Education, supplied the School, Committee with evaluation forms. Mr. Wilson collected the completed forms from the members and consolidated them into this evenings two part evaluation. The first part being an evaluation of the beginning of the year's Superintendent's assigned goals, which was broken into 3 categories. The committee had the Superintendent meeting all those goals.

The committee was asked to evaluate the Superintendent on a five part rating system of did not meet goals, some progress was made, significant progress was made, individual met goals, individual exceeded goals. The second part is an assessment of performance standards, which is broken into 4 categories, Unsatisfactory, Needs Improvement, Proficient, and Exemplary.

Mr. Wilson stated that the Superintendent was rated Proficient in all 4 categories, as well as an overall summative rating of Proficient.

Mr. Wilson stated that one area the School Committee would like to see the Superintendent focus on is scheduling and up front communications with staff and the general public.

Barbara Lawrence stated that she would like to underscore the skill and strength of leadership it takes to hire the right people to fill positions and she feels that this is a sign of a great leader and the Superintendent has done that.

Several other members of the committee agreed.

Mr. Wilson that the category of Family and Community contained a few Needs Improvement that centered around up front communications, but overall the total category was rated Proficient.

Ms. Sheila MacDonald stated that she would like to re-iterate that she would like to see items two weeks prior to meeting on them so that the committee may have proper time to digest what is to be voted on.

Mr. Wilson stated that communications between the School Committee members and the Superintendent need improvement.

Mr. Larry Swartz agreed that he would like to see items earlier and opined that this might lessen the need for the Committee members to contact the Superintendent with questions. He also stated that he felt the Superintendent did an exemplary job in this category of family concerns.

Mr. Wilson stated that in the final standard of Professional Culture the Superintendent was Proficient in all categories but Communications. In this he received a rating of Needs Improvement.

In closing, Mr. Wilson thanked the Superintendent for all his hard work.

Dr. Lawrence commended Dr. Michael Harvey and Dr. Bowler, Assistant Superintendent for working very hard and that the School Committee is seeing results from their efforts.

Dr. Harvey thanked the committee for their comments and that he has already started to craft goals and that he should have them to the members in approximately a month.

Mr. Swartz stated that when you start with an organization that has significant deficiencies some of the processes fall by the wayside because there is so much to address and that he feels there will be a natural evolution of improvement.

Deborah Evans stated that she celebrates the job the Superintendent is doing and that he ultimately leverages his team well.

Dr. Lawrence commended Dr. Harvey on his analytical power to process and target areas of significant deficiencies and hire strong leaders in specific areas.

Mr. Wilson stated that the second half of the evaluation is a Merit View and requested a motion to address the Superintendent's merit raise.

Mr. Swartz reminded the committee that they are in the middle of contract negotiations.

Mr. Wilson stated that he did not feel this matter needs to be buckled with the Teachers' Contract.

Dr. Lawrence asked if Mr. Wilson if he is asking the committee members to make a decision tonight regarding an amount.

Mr. Wilson responded that he had prepared a motion to make a recommendation based on research of other administrative raises.

Dr. Lawrence stated that though she feels strongly that Dr. Harvey should have an increase that is not contingent on the Teachers' contract, she would have preferred prior notice of a motion.

Deborah Evans stated that though she supports a merit raise she would like a little more information and that the committee needs to be mindful of context before voting.

Ms. MacDonald stated that she would like information regarding peer districts and Superintendent's raises as a guide.

Stacey Metternick, stated that she would like to hear from Jeffrey Sands because this is a budget issue.

Mr. Wilson stated that he would have Mr. Sands speak to the budget piece and this will be placed on the next agenda.

### **Vote on Withdrawal from CREST Collaborative**

Dr. Harvey informed the committee that Hamilton-Wenham belongs to two collaboratives whose primary service is to provide SPED for higher needs students. The first is North Shore Educational Collaborative of Beverly and the second is CREST, Collaborative Regional Educational Services and Training, formerly the Greater Lawrence Educational Collaborative. Mr. Harvey stated that he has been an active member of NEC for 2 years. He stated that CREST is located in Methuen and he has not attended any of their meetings. Membership in CREST has become an issue now because all collaboratives have been ordered by the State to write new by-laws. He further stated that he is being pressured by CREST approve their new by-laws. Hamilton-Wenham does not currently have any students in their program. Mr. Harvey expressed his belief that it makes more sense for Hamilton-Wenham to withdraw from its membership with CREST.

**On a motion duly made and seconded, it was voted unanimously 7-0-0 to have Hamilton-Wenham Regional School District withdraw from the CREST collaborative.**

### **Discussion on the School Committee 2014-2015 goals**

Dr. Lawrence stated that the current Policy Review process is every two years and that the Policy Working Group feels it should be a longer time period and up to the discretion of the Superintendent and School Committee. Dr. Lawrence also commended Donna Bunk, as well as Shawn, on creating a consistent format.

Dr. Lawrence stated that their Analysis of the School Choice Program has been completed and the School Committee voted and approved the change. It should no longer be continued as a goal. It will be a yearly review.

Mr. Swartz stated that the Operational Audit needs to remain as a goal for at least this year.

Dr. Lawrence stated that the committee has not met since the spring regarding the Master Plan. Dr. Harvey stated that there have been copying issues with the final report but copies should be available by September 2, 2014.

Dr. Harvey stated with regard to ED Fund Donation Opportunities that the fund has a tradition of doing smaller grants and larger initiatives like IPAD carts, so goals have been met but they are continuing to meet to strengthen the process.

Mr. Wilson asked if hiring a Grant Writer was still a committee goal.

Dr. Lawrence stated though an affluent school district, Hamilton-Wenham is still eligible for grants

Mr. Wilson stated that the Facilitate Debt for Town Meeting goal has been met.

Dr. Harvey stated that the committee should be mindful of future Capital Improvements.

Dr. Lawrence stated that a 5 year projection process should be pushed and that the school district needs to have a schedule. She further stated that there is a need for a schedule regarding Deterioration of Machinery.

Deborah Evans stated she believes there is a need for a formalized 2 year IT plan.

Dr. Lawrence stated that she does not believe this to be a goal, but it is a concern.

Mr. Wilson stated that the Regional Size Committee goal was to be removed.

Stacey Metternick stated she is hoping to present a booklet highlighting the applicable Robert's Rules to the committee in mid-October.

Mr. Wilson stated that goal #10 should stay ongoing.

Mr. Wilson stated that the Annual Evaluation of the Superintendent will be removed as it is a law, not a goal.

Stacey Metternick stated that she would like to see a goal centered around communications.

Deborah Evans asked if the district is servicing its gifted and talented children.

Dr. Lawrence stated that she feels the middle school children's' needs in particular may not be being addressed.

Stacey Metternick stated that it is her belief that this falls under the category of curriculum and outside the scope of the School Committee.

Dr. Lawrence agreed and suggested a Parental Advocacy Group be formed to help parents understand and cope with gifted and talented children's needs.

Dr. Bowler, Assistant Superintendent, informed the committee that the program "Club Invention" was offered this summer to students to be innovators and was very exciting.

Jeanise Bertrand stated that the Turf committee would like to be placed on the School Committee's September 4, 2014 agenda.

Dr. Harvey responded that will be on the agenda.

**On a motion duly made and seconded it was voted unanimously 7-0-0 to adjourn the meeting at (2:26:19)**