

Hamilton-Wenham Regional School District Committee  
October 16, 2014  
Minutes

**CALL TO ORDER:** Sheila MacDonald called the meeting to order at 7:03 in the Buker Elementary School Multi-Purpose Room.

**PRESENT:** Sheila MacDonald, Larry Swartz, Barbara Lawrence, Jeanise Bertrand, Stacey Metternick, Bill Dery, Student Representative

**ABSENT:** Roger Kuebel, Deb Evans

**OTHERS PRESENT:** Michael Harvey, Celeste Bower, Jeff Sands

**LATE ARRIVAL:** Bill Wilson (7:15)

**PLEDGE OF ALLEGIANCE:** All rose for the pledge of allegiance

**CITIZENS COMMENTS:** There were no comments

**CHAIRS'S REPORT:**

- *A Thank you on the workshop conducted by MASC and the presenter Dorothy Presser*
- *Made a list of protocols from workshop and will be putting together a packet for everyone to look at next week*
- *Received a memo from the Joint Finance Committees with the Towns to go over a budget cycle, we will all be getting together mid-November*

**SUPERINTENDENT'S REPORT:**

- *Hamilton-Wenham recognized as one of 42 schools in the Commonwealth and have received a 2014 commendation in High Achievement*
- *Tuesday, October 7<sup>th</sup>, had a meeting on the Gayle Study Turf Field at the high school. This meeting was led by a representative of Gayle consulting, we will be receiving the initial drawing by the end of October*
- *Sports that have qualified for state tournament were Golf, Volleyball, Girls Soccer, Boys & Girls X-Country, Football is 3-0, Boys Soccer 5-4-2, and Field Hockey is looking to qualify*
- *Thanks to the Wenham Fire Department for Fire Safety Week*
- *Classroom observations were done this week at Buker and Cutler*
- *Thursday, I had a meeting with High School students, the conversation was centered around X-block and the iPad program*

**CONSENT AGENDA:**

- *Minutes of September 18, 2014 – **Approved 6-0-0***

**COMMITTEE REPORTS:**

- **Audit** – Jeff Sands  
*Audit is complete and Powers & Sullivan provided final comments & draft document Jim & Frank of Powers & Sullivan will be at the October 30<sup>th</sup> School Committee meeting to present*
- **Communications**-Stacey Metternick  
*We now have our own email, if citizens have questions they are able to email to [sc\\_communications@hwschools.net](mailto:sc_communications@hwschools.net); it can be found on the website under School Committee The October Spotlight is up with all the Hot Topics*
- **Facilities** – Jeff Sands  
*Boiler project is substantially complete, commissioning will be this week*
- **Negotiations** – Bill Wilson  
*The group has not met, I would like to bring group back and meet next week for ½ hour*
- **Policy** – Policies to be reviewed for 1<sup>st</sup> reading this week
- **Warrant** – All is good on backup

## **NEW BUSINESS:**

### **A. Student Government Presentation**

*Stephanie Rogal, Student Government Advisor gave the introduction of the Student Government Officers,*

*Dana Valletti, President*

*Erin Mason, Vice President*

*Courtney Milot, Secretary*

*Ellen Enright, Treasurer*

- **Courtney Milot**, representing the Sophomore Class this evening. Upcoming events, they will be having three (3) fundraisers, ordering T-shirts, and looking for 3 more representatives for the sophomore class
- **Erin Mason**, representing the Junior Class for this evening. Upcoming events, organizing a 2<sup>nd</sup> annual Trivia night, the Junior Class will be selling snacks at the Snack Shack at all games
- **Ellen Enright**, representing the Freshman Class for this evening. The freshman class will be holding elections next week
- **Dana Valletti**, representing the Senior Class this evening. The senior class will be having the Halloween dance on October 24<sup>th</sup> and there will be prizes for costumes. They are ordering class shirts, organizing the Powder Puff Football Game, a survey was done to see what kind of fundraisers would be offered, the interest showed Talent show, Coffee House/Open Mic night in January, Movie night in February, Mr. HWRHS, Film Fest, finalizing the prom and spirit week

### **B. Policies 1<sup>st</sup> Reading**

**Barbara Lawrence** – Opened with information that the Policy Group meeting once a month and the goal is to get all new policies by April. Reminder that the criteria for selection of policies is done by:

1. In place in 3 or more comparable districts, 4 were looked at.
2. Or Superintendent or someone else on the Leadership Team suggested the need
3. Policy Working Group to review

- **Acceptable Use Policy Technology**

**Jeanise Bertrand** – How is this different than the Acceptable Use Policy signed in Middle School or High School?

**Michael Harvey** – Acceptable Use Policy spells it out in more detail than this. Alan has re-worked that as well; there will be a new set of regulations around technology

**Bill Dery** – This is vague and generalized, wants it to be more definitive

**Barbara Lawrence** – There is a difference between policy and procedure. This is a statement of policy, Alan has worked very hard to develop the procedure for implementation that will accompany this and will specify how he will do it. He will report to us 1 or 2 times a year and we can ask how it's going. It's his job, the Superintendent's job and Jeff Sands to implement goals we have set. Discussion on Technology and Technology Plan continued

**Bill Wilson** - Closes discussion on Technology Plan and moved onto Concussion Policy  
No changes made to the Acceptable Use Policy Technology

- **Concussion Policy**

**Michael Harvey** – This is distilled from many pages. Procedures are already in place, this policy covering things we definitely will do.

No changes made

- **Hazing Policy**

**Barbara Lawrence** – This comes directly from the law

No changes made

- **School Choice Policy**

**Barbara Lawrence** - Committee voted last year and thought we should have a clear choice with regard to paragraph 2 of the policy.

No changes made

- **School Year School Calendar Policy**

**Barbara Lawrence** – Needed to have a policy in place for School Calendar

No changes made

- **Service Animals in Public Schools Policy**

**Barbara Lawrence** – Important to have policy in place to help whomever may need it.

The discussion continued on with comments on the ADA Laws

No changes made

C. **Excess & Deficiency Policy**

- **Barbara Lawrence** – This policy was adopted previously

- **Jeff Sands** – Research recommended on this policy of Jeff Sands on the existing policy. Last paragraph revision suggested by Powers & Sullivan, by 2/3 votes.

- **Bill Wilson** – By 2/3 votes we could utilize some revenue without going to Town

- **Michael Harvey** – If you were to use the Excess & Deficiency Funds and they increased budget there would have to be a 2/3 vote of School Committee to do that and then supply notice to Town of Hamilton and Wenham, who would then have the option of holding a special town meeting to approve or vote down that change. If the towns did nothing then in the 60 days it would automatically carry.

- Discussion and explanation in the review of Excess & Deficiency Policy with explanation on the added paragraph by auditors Powers & Sullivan of the 2/3 vote

- **Jeff Sands** – Critical part is the second ½ of third paragraph and fourth paragraph  
No changes made

D. **Vote Delegate to the MASC Conference**

- It was voted that Jeanise Bertrand would be the delegate at the MASC Conference in November  
Vote: 7-0-0

E. **Review of calendar for the 2015-16 school year**

Vote: 7-0-0

F. **Vote to appoint Michael Harvey, Superintendent or his designee as the representative to the board of directors for the NEC**

Vote: 7-0-0

G. **District Assessment Presentation**

**Celeste Bowler** – The MCAS is administered to grades 3-8 and grade 10

The conversations continued with dialogue amongst the committee on the presentation of score results

**ADJOURNMENT:** Adjourned @ 9:48 PM

Attested:

Donna Bunk