

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

**MEMORANDUM**

Date: October 30, 2014  
To: School Committee Members  
From: Michael Harvey, Superintendent of Schools  
Re: Thursday, October 30, 2014

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**CALL TO ORDER:** William Wilson called the meeting to order at 7:05 in the Buker Elementary School Multi-Purpose Room.

**Present:** Bill Wilson, Jeanise Bertrand, Deb Evans, Barbara Lawrence, Sheila MacDonald, Stacey Metternick, and Larry Swartz

**Absent:** William Derry, Roger Kuebel

**Others Present:** Michael Harvey, Celeste Bowler, and Jeffrey Sands

**PLEDGE OF ALLEGIANCE:** All rose for the Pledge of Allegiance

**CITIZENS' COMMENTS:** There were no citizens' comments

**CHAIR'S REPORT:**

- Update- everyone has received the draft of the school committee protocols; it will be an agenda item for next meeting (11/20/14).
- There will be a budget kickoff meeting with joint FinCom on 11/18/14 at 6:30 pm in the Buker Elementary School Multi-Purpose Room. This will not be a full school committee board meeting; Bill Wilson, Michael Harvey, and Jeff Sands will attend.
- Bill Wilson met with Mike Harvey and Jeff Sands to review three-page sheet of priorities; it has been narrowed down to top 10 by Jeff Sands; it should be an agenda item for next meeting for school committee to review, provide guidance, and set expectations.
- The towns and FinCom have asked for opportunity to meet with Jeff Sands regarding the reserve fund policy; this is a fair ask for informational purposes. This is informational only, not for the purpose of debate on the school committee policy or to advocate for a particular position.

**SUPERINTENDENT'S REPORT:**

- A. Review of District events:
  - All school safety meeting with Wenham Police specifically regarding Halloween safety
  - Second early dismissal day for parent-teacher conferences was 10/30/14; Dr. Harvey is open to feedback and concerns; the elementary schools were out of compliance for the 180 day requirement if students were given the whole day off for conferences.
- B. Announcements of District upcoming events:
  - Cutler School Halloween parade 10/31/14 at 9:00 am for grades K-2
  - Drop Everything and Move (DEAM) at both Winthrop and Cutler 10/31/14
  - Miles River Middle School auditions for the musical *Beauty and the Beast* 11/5/14

- Tuesday 11/4/14 is the district-wide teacher workshop day with no school for students. This professional development day is required to be in November per the teachers' agreement.
- Monday 11/3/14 begins quarter 2.

**CONSENT AGENDA**

Sheila MacDonald moved that the HW Regional School Committee approve all of the remaining items on the consent agenda; Larry Swartz seconded the motion

- A. MINUTES OF OCTOBER 16, 2014 Approved 7-0
- B. MINUTES OF OCTOBER 2, 2014 Approved 7-0

**NEW BUSINESS**

- A. PRESENTATION BY POWERS & SULLIVAN ON FY2014 AUDIT
  - See Exhibit C for slide presentation
  - Frank Serreti stated this was the best audit; significant progress has been made. The district closed their books in a timely manner; the ledger was accurate and no significant audit adjustments were proposed. The firm was able to send the Excess and Deficiency certification submitted to the Department of Revenue on 10/14/14, prior to the 10/31/14 deadline. This is a great sign of good management and good systems.
  - The district is well prepared for upcoming Government Accounting Standards Boards (GASB) reporting due to be implemented next year related to pension reporting. Powers and Sullivan also audits the Essex Regional Retirement System so they will ensure we have all the information we need related to unfunded liability.
  - Jim Powers provided an overview of Excess and Deficiency Fund (E&D).
  
- B. PRESENTATION OF SEPAC GOALS FOR 2014-2015
  - See exhibit L for slide presentation
  - The three objectives of the HW SEPAC are to solidify working relationship with the school committee; solidify relationship with the district administrative team; and to improve transition planning.
  - The HW SEPAC is part of the Massachusetts SEPAC and networks with other districts for workshops.
  - All persons interested in special education are welcomed to become involved with the SEPAC. Information on meetings and events can be found on the organization's website ([www.hwsepac.org](http://www.hwsepac.org)) and on their Facebook page (<https://www.facebook.com/groups/hwsepac/>).
  
- C. REVIEW OF OCTOBER 1<sup>ST</sup> ENROLLMENT
  - See exhibit D slides
  - Celeste Bowler and Michael Harvey presented comparison enrollments for 10/1/13 and 10/1/14. These are the enrollment numbers reported to the towns for apportioning assessments (does not include choice or faculty children).
  - Kindergarten enrollment is higher than expected (by 20 students), perhaps due to full-day kindergarten.
  - The district budgeted for 100 choice students. Choice students at the high school are invited in the spring; they reserve spot, but then they may choose to go elsewhere. It is believed that the district went through the entire waitlist for 9<sup>th</sup> grade.
  - There will be a public hearing on school choice at the 11/20/14 school committee meeting.
  - There was concern expressed that the district will have 600 students in three years, or 500 students (without choice) in 2019.

**OLD BUSINESS**

- A. 2<sup>ND</sup> READING OF POLICIES

- ACCEPTABLE USE TECHNOLOGY POLICY
- CONCUSSION POLICY
- HAZING POLICY
- SCHOOL CHOICE POLICY
- SCHOOL YEAR/SCHOOL CALENDAR POLICY
- SERVICE ANIMALS IN PUBLIC SCHOOLS POLICY
- RESERVE FUNDS POLICY

Approved 7-0-0  
Approved 7-0-0  
Approved 7-0-0  
Approved 7-0-0  
Approved 7-0-0  
Approved 7-0-0  
Further discussion pending

**ADJOURNMENT**

Vote to adjourn at 9:30 pm

Respectfully submitted,

Janice Gauthier