



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

School Committee Meeting

Buker Elementary School
Multi-Purpose Room

Thursday, October 16, 2014

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments** 7:05
4. **Chair's Report** 7:30
5. **Superintendent's Report** 7:45
 - a. Review
 - b. Announcements
6. **Consent Agenda** 7:55
Minutes of September 18th Exhibit A
7. **Committee Reports** 8:00
 - a. Audit
 - b. Communications
 - c. Facilities
 - d. Negotiations
 - e. Policy
 - f. Warrant
 - g. Student Rep.
 - h. Other
8. **New Business** 8:15
 - a. Student Government Presentation
 - b. Policies 1st Readings
 - Acceptable Use Policy Technology Exhibit B
 - Concussion Exhibit C
 - Hazing Exhibit D
 - School Choice Exhibit E
 - School Year School Calendar Exhibit F
 - Service Animals in Public Schools Exhibit G
 - c. Review of Excess and Deficiency Policy Exhibit H
 - d. Vote Delegate(s) to the MASC
 - e. Review Calendar 2015-2016 Exhibit I
 - f. Vote to appoint representative to NEC Board of Directors
 - g. District Assessment Results Presentation
10. **Vote to Adjourn** 9:30

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 District Committee
September 18, 2014
Minutes

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

PRESENT: Bill Wilson, Deb Evan, Sheila MacDonald, Larry Swartz, Barbara Lawrence

ABSENT: Roger Kuebel, Stacey Metternick, Jeanise Bertrand, William Dery

OTHERS PRESENT: Michael Harvey, Celeste Bowler, Jeffrey Sands, Student Representative

PLEDGE OF ALLEGIANCE: All rose for the pledge of allegiance

CITIZENS COMMENTS: There were no comments

CHAIRS'S REPORT:

- Update on Superintendent's contract addendum with Michael Harvey
- No extension at this time, but merit increase incorporated
- John Kotch & Bill Wilson signed the teachers 1 year contract
- Follow up on Communications group no update available but they are working hard to be able to communicate to public
- Web U forum on Education Aide Chap 70, Brad Hill has worked on for many years on this and formula has not been changed since 1993 a meeting will take place on September 23rd @ Ipswich Town Hall @ 7:00 PM everyone is encouraged to attend

SUPERINTENDENT'S REPORT:

A. Review of District events

- Recognized HWRHS as 107th best High School in Country by Newsweek Magazine
- Activities that teachers had done on 1st day of school, what knowledge, skills and dispositions that student need to be successful in the 21st century Superintendent presented a wordale poster
- Director of Facilities search update: 28 applicants 11 invited in for interviews
- Monday @ MRMS visiting classrooms and Monday night was curriculum night, great success
- Update on Master plan report, Dr. Harvey accepted report from SMMA on Tuesday and it can be viewed on the website on District Information page, copies will be distributed throughout the town, we will be scheduling a master plan committee meeting soon.
- Received notice from Eric Tracy & Craig Hovey that the scheduled review committees have been formed, planning on first meeting on Monday, September 22nd

B. Announcements of District upcoming events

- Tonight is Winthrop curriculum night, September 18th
- Ice Cream social went well
- Buker has curriculum night on September 23rd
- Cutler October 1st meeting for parents K-2 to learn more about the safety curriculum Kids and company together for safety school adjustment counselors teach
- New parent coffee @ Winthrop on September 19th

CONSENT AGENDA:

August 21st Minutes

Approved with the amended changes 5-0-4

- Deborah Evans was present at the meeting
- Consistency with Barbara Lawrence

September 4th, April 8th, May 15th, July 25th, August 14th

Approved 5-0-4

Cross Country Track

Approved 5-0-4

OLD BUSINESS:

A. POLICIES 2ND READING

- | | | |
|-----------------------------------|---------------------------------|--------------|
| • STUDENT ABSENCES & EXCUSES | Approved | 5-0-4 |
| • STUDENT COMPLAINTS & GRIEVANCES | Approved | 5-0-4 |
| • STUDENT CONDUCT | Approved | 5-0-4 |
| • STUDENT DISCIPLINE | Approved After Amendment | 5-0-4 |

Amendment to Student Discipline Policy: *To address the concern I suggest that we add the following language to Principal's Hearing – Short Term Suspension; if the principal determines that the length of the suspension shall be 5 or more days the student has the right to appeal the decision to the superintendent in accordance with the long term suspension provisions of this policy*

- STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Approved After Amendment 5-0-4

Amendment to Student Transportation in Private Vehicles Policy: *Amend the insurance amount to read; the owner of the vehicle being used in transporting student has filed evidence with the Superintendent that the vehicle is registered with Massachusetts Department of Motor Vehicles.*

NEW BUSINESS

A. ACCEPTANCE OF GRANT FROM THE EDFUND IN THE AMOUNT OF \$25,997

Discussion on Grant Money from the EdFund

Dr. Harvey: *This is a key piece in the stem curriculum, a project base piece, solid software they will be using.*

Larry Swartz: *We have identified a procedural issues that we need to address going forward this is a EdFund Grant form by statute we need to accept grants to the district I feel that anything that goes out should be a district form at least when we are looking to approve it*

Jeff Sands: *This was talked about this at last week's leadership meeting exactly what you are talking about and we settled on all grants in draft form come before the leadership team for a discussion and approval so we have an opportunity to be seamless, that it's an integrated part of our blueprint.*

Dr. Harvey: *This grant we knew about last year*

Approved 5-0-4

B. PRESENTATION OF DISTRICT IMPROVEMENT PLAN

Dr. Harvey gave an overview of the district improvement plan before the presentation by the principals.

C. PRESENTATION OF SCHOOL & DEPARTMENT IMPROVEMENT PLANS

- *Jennifer Clifford, Principal of Cutler, presentation on Cutler School's School Improvement Plan*
- *Brian O'Donoghue, Principal of Buker, presentation on Buker School's School Improvement Plan*
- *Christopher Heath, Principal of Winthrop not present as this was curriculum night at Winthrop School*
- *Craig Hovey, Principal of MRMS, presentation on MRMS's School Improvement Plan*
- *Eric Tracy, Principal of RHS, presentation on the Regional High School's School Improvement Plan*

Various comments and questions from SC members to the principals on their presentations

D. PRESENTATION OF SUPERINTENDENT'S GOALS FOR 2013-14

Dr. Harvey gave an overview of his goals to the School Committee

Goal 1: Using Data to improve student learning

Goal 2: Implementing the Vision

Goal 3: Improved Communications

- *Dr. Harvey touched on each key action and benchmark*

- E. VOTE ON DELEGATE & ALTERNATE TO ATTEND THE MASC-MASS CONFERENCE
- This vote was Postponed to October 2nd meeting

ADJOURNMENT: Adjourned @ 9:02 PM

Attested:
Donna Bunk

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT B

Acceptable Use Policy - Technology

The District will endeavor to provide equitable, effective, and efficient technology that expands instructional capacity and enables all students to engage in rigorous learning. To that end, it will incorporate technologies utilizing the principles of universal design and assistive technology throughout the system in order to:

- Maximize access to curricula
- Provide authentic and relevant global resources
- Foster learning, collaboration, exploration, and discovery
- Develop critical, creative, and analytical thinking skills
- Collect, assess, and share knowledge
- Synthesize information and demonstrate conceptual understanding
- Streamline organizational tasks

Policy Review: 1st Reading: October 16, 2014
2nd Reading

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT C

Concussion Policy

The District will comply with Massachusetts law, which mandates that all MIAA schools develop regulations to implement a concussion policy that includes:

1. Education of coaches, athletes and their parents about concussions,
2. Documentation of student athletes' past head injuries,
3. Requirements for taking a student athlete out of competition or practice and certification for "return to play."

Policy Review: 1st Reading: October 16, 2014
2nd Reading

Policy Adopted:

Vote:

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
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EXHIBIT D

PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the Schools are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school.

Any student who participates in the hazing of another student or other person may will be subject to disciplinary action by the school.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for further disciplinary action, but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. 269:17, 18, 19

HAZING IS DEFINED BY MASSACHUSETTS STATE LAW AS FOLLOWS:

CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such

Policy Review: 1st Reading: October 16, 2014

2nd Reading

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student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

SOURCE: Dover-Sherborn Regional Committee

Policy Review: 1st Reading: October 16, 2014
2nd Reading

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson
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**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA**

EXHIBIT E

SCHOOL CHOICE

The School Committee recognizes the provisions of General Laws Chapter 76, Section 12B, as amended, which provides every student in the Commonwealth a fair and equal opportunity to attend a public school in a community other than that of the student's residence. Annually, participation in the School Choice program will be voted upon by the School Committee prior to June 1st. If the School Committee votes to adopt School Choice, the Superintendent will develop a procedure for implementation.

If the School Committee votes to adopt School Choice it further directs the Superintendent to accept only as many nonresident students as can be accommodated without requiring additional course sections.

DESE regulations 603 CMR 26:00

Policy Review: 1st Reading: October 16, 2014
2nd Reading

Policy Adopted:

Vote:

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
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EXHIBIT F

SCHOOL YEAR/SCHOOL CALENDAR

The school calendar for the ensuing year will be prepared by the superintendent and submitted to the school committee for approval in the fall of prior year. The number of days or instructional hours scheduled for the school year will be determined in accordance with the standards set by the Massachusetts Department of Elementary and Secondary Education.

For the information of staff, students, and parent/guardians, the calendar will set forth the days schools will be in session; holidays and vacation periods; professional development days; and parent/guardian conferences.

LEGAL REFS: MGL 4:7; 15:1G; 71:1; 71:4; 71:4A; 71:73; 136:12
Educational Reform Act - June 18, 1993

Policy Review: 1st Reading: October 16, 2014
2nd Reading

Policy Adopted:

Vote:

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT G

SERVICE ANIMALS IN PUBLIC SCHOOLS

The School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts and federal law concerning the rights of persons with guide or assistance dogs. With proof of current rabies vaccination, the District will permit such animals on school premises and on school vehicles.

The District shall not assume or take custody or control of, or responsibility for, the care or feeding of any service animal. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up and stain removal.

References: Federal regulations under the Americans with Disabilities Act: 28 CFR Part 35

Policy Review: 1st Reading: October 16, 2014
2nd Reading

Policy Adopted:

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
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P&S Revised - D4021

RESERVE FUNDS: EXCESS & DEFICIENCY (E&D)

At the end of each fiscal year, the District shall close any surplus or deficit in the general fund to the E&D Fund. The MA Department of Revenue (DOR) certifies the District's E&D Fund, similar to a communities free cash certification. In order to have E&D certified, the District shall submit the required information to the DOR at the close of each fiscal year but no later than October 31. DOR is then required to certify the District's E&D Fund by December 1 of each year.

The School Committee's objective is to maintain adequate reserves to ensure operational stability in the school district. As a result, the School Committee shall seek to maintain a minimum balance of three percent (3%) of its operating and capital expenditures budget.

If the E&D balance, as certified by the DOR, exceeds 3%, the School Committee will first determine if any of the excess is required for future needs as part of the Annual Budget process, taking into careful consideration several factors including the District's current year Financial Forecast. At the conclusion of this review, the School Committee will determine by vote what additional funds, if any, will be used to reduce the amount to be raised by assessment from the member towns for the ensuing fiscal year. This vote shall occur on the same day that the Committee is scheduled to adopt, by a two-thirds vote, the annual operating budget for the District (see Policy D4008). The date of adoption shall not be before February 1st or later than March 31st in any given year.

| The School Committee, on occasion, may approve by a two thirds vote, the use of E&D Funds as additional revenue within the current fiscal year outside of the process and timeline described above in order to cover unanticipated revenue shortfalls or to fund non-recurring or unforeseen expenditures that are deemed as either extraordinary or unavoidable. This vote to increase the budget will be submitted to both Town's for approval in accordance with DESE regulations.

| LEGAL REFS: M.G.L. 71:16B; 71:16 ½B; 603 CMR 41.06; 603 CMR 41.05

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

RESERVE FUNDS (Current Policy)

The School Committee's objective is to maintain adequate reserves to ensure operational stability in the school district. Under normal circumstances the School Committee will target an E&D balance of 3% in developing its annual budget. These funds may be used to maintain a positive cash flow in an effort to avoid temporary borrowing, be available for unanticipated revenue short falls, and may be used to fund non-recurring or unforeseen expenditures that arise during the year.

If the E&D balance, as certified by the DOR, exceeds 3%, the School Committee will first determine if any of the excess is required for future needs. And any amount of excess that is not shall be returned to the towns as soon as practical. Consistent with state law this % will not exceed 5% of the current year's General Fund expenditures.

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

MGL Ch. 71, Section 16B1/2.

If the unencumbered amount in the excess and deficiency fund, so called, of a regional school district at the end of a fiscal year exceeds five per cent of its operating budget and its budgeted capital costs for the succeeding fiscal year, the amount in excess of the said five per cent shall be applied by the regional school district committee to reduce the amount to be raised by assessment on the member cities and towns in accordance with the terms of the agreement for apportionment of costs. The commissioner of revenue shall certify the unencumbered amount in the excess and deficiency fund, so called, of a regional school district, and the amount, if any, by which it exceeds five per cent of the district's operating budget and its budgeted capital costs for the succeeding fiscal year, at the end of each fiscal year and shall report such amount to the regional district school committee, the board of selectmen in each member town and the city council in each member city by December first of each year. The regional district school committee shall submit all information necessary to perform said certification to the commissioner of revenue at the close of each fiscal year but no later than October thirty-first. The regional school district treasurer shall recertify the amounts reapportioned to the treasurers of the several towns within thirty days from the date on which the district school committee votes to reduce the amounts to be raised by assessment. If the recertification is made after the annual town meeting referred to in the first paragraph of section sixteen B, the amount recertified shall be considered an amendment to the amount required to have been appropriated at that meeting without the necessity for further action by the town, and, if the annual assessment of taxes has not been made, the town assessors shall include only the amount so recertified in making the annual assessment of taxes under the provisions of section twenty-three of chapter fifty-nine.

This section shall be subject to the provisions of section thirty-four of chapter seventy-one and shall place no additional limitations on the budgetary authority of the school committee.

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

603 CMR 41.06: Excess and Deficiency Funds

(1) Every regional school district shall maintain an excess and deficiency fund on its books of account. At the end of every fiscal year, any surplus or deficit in the district's general fund shall be closed to the excess and deficiency fund.

(2) On or before October 31 of each year, every regional school district shall submit to the Department of Revenue the forms and schedules as the Department of Revenue requires for the purpose of reviewing and certifying the balance in the regional school district's excess and deficiency fund. At the discretion of the Commissioner, the Department may withhold release of all or some part of the quarterly state school aid for the regional school district if the regional school district has not filed the required forms and schedules by such date.

(3) A regional school committee may use all or part of the certified balance in the excess and deficiency fund as a revenue source for its proposed budget. If the certified balance exceeds five percent of the proposed budget, the regional school committee shall use the amount in excess of five percent as a revenue source for its proposed budget.

Regulatory Authority:

603 CMR 41.00: M.G.L. c. 69, §1B; c. 71, §14B and §16D; c. 150E, §1.
Most Recently Amended by the Board of Education: May 19, 2009

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

603 CMR 41.05: Regional School District Budgets

(1) Initial Adoption by the School Committee

(a)The regional school committee shall propose, by a majority vote, a budget containing all proposed operating expenditures, capital expenditures, and debt service payments to be paid from general revenues of the regional school district. The budget shall be classified into such line items as the regional school committee shall determine, provided that such line items shall be consistent with but need not be to the same level of detail as the chart of accounts required for the end of year reporting of expenditures pursuant to 603 CMR 10.03(3).

(b)The budget shall identify each separate revenue source, and the amount estimated for each revenue source; shall specify whether members' assessments are to be calculated pursuant to the statutory assessment method or the alternative assessment method; and shall specify the total amounts to be assessed to the members for the support of the budget.

(c)The regional school committee may include a line item in the budget for a reserve for extraordinary and unanticipated expenditures.

(d)The regional school committee may include a line item in the budget for transfers into a stabilization fund established pursuant to M.G.L. c.71, § 16G½. Proposed expenditures from this stabilization fund shall not be included in the budget, but shall be governed by the requirements of M.G.L. c.71, § 16G½.

(e)Expenditures from grant funds, revolving funds, trust funds, and other funds that by law may be expended by the regional school committee without further appropriation, shall not be included in the budget. A summary of projected receipts and expenditures in such funds shall be provided to the members for informational purposes only along with the budget.

(g)The regional school committee shall hold a public hearing on the proposed budget and, following such hearing, shall adopt a budget by a two-thirds vote, incorporating such changes from the proposed budget as the regional school committee deems appropriate.

(h)The treasurer of the regional school district shall certify and transmit the budget and the assessments to each member within 30 days after the school committee's adoption of the budget and, in any event, no later than April 30.

(2) Initial Action by the Local Appropriating Authorities

(a)The budget as adopted by the regional school committee and the member's assessment as certified by the treasurer of the regional school district, shall be placed before each local appropriating authority for its consideration. Notwithstanding provisions in the regional agreement to the contrary, approval of the budget shall require an affirmative vote of the appropriating authorities of two-thirds of the members. A vote by the local appropriating authority to appropriate the member's assessment shall constitute approval of the regional school district's budget. The use of the alternate assessment method shall require the approval of all of the members; such approval may be given by a separate vote of the appropriating authority, or if a separate vote is not taken, approval of a budget or assessment based on the alternate method shall be deemed approval of the method.

(b)If a local appropriating authority votes to appropriate a lower amount than the assessment as certified by the treasurer of the regional school district, such vote shall not constitute approval of the budget as submitted by the regional school committee. The regional school committee may consider such votes when it reconsiders the budget pursuant to 603 CMR 41.05(3).

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
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(c) Approval of a budget based on the alternative assessment method shall be reported to the commissioner on the district's end of year financial returns.

(3) Reconsideration of Rejected Budgets

(a) If the budget is not approved by two-thirds of the members, the regional school committee shall have 30 days from the date of disapproval by more than one-third of the members to reconsider, amend, and adopt a revised budget. With the approval of the Commissioner, this 30-day period may be extended an additional 15 days. Where the local appropriating authority is a town meeting and the annual town meeting is dissolved prior to voting on the budget, the budget shall be deemed disapproved by that member as of the date of such dissolution.

(b) The revised budget adopted by the regional school committee and the assessments corresponding to such budget may be less than, equal to, or greater than the amounts in the previously adopted budget.

(c) Within seven days following the regional school committee's adoption of a revised budget, the treasurer of the regional school district shall calculate and certify the assessment of each member and shall transmit the assessments and a copy of the revised budget to the members. Each member's local appropriating authority shall have 45 days from the date of the regional school committee's vote to meet and consider the revised budget.

(d) The approval of a revised budget shall be as set forth in 603 CMR 41.05(2)(a). If a local appropriating authority does not vote on the revised budget within the 45-day period, that member shall be deemed to have approved the revised budget.

(e) In a regional school district comprised of three or more members, if the revised budget is not approved, the regional school committee shall again reconsider, amend, and adopt a revised budget. The revised budget shall be resubmitted to the members pursuant to the provisions of 603 CMR 41.05(3).

(f) In a regional school district comprised of two members, if the revised budget is not approved by both members, the regional school committee shall again reconsider, amend, and adopt a revised budget and shall convene a district-wide meeting, at which the revised budget shall be placed before all voters eligible to vote at said meeting. If a majority of voters at this district-wide meeting votes to approve the revised budget, such vote shall constitute approval. If a majority of voters at this meeting votes to approve a greater or lesser amount for the budget, such amount shall be placed before the regional school committee for its ratification. If the regional school committee by a two-thirds vote ratifies this amount, it shall constitute approval. If the regional school committee rejects such greater or lesser amount, it shall again reconsider, amend, and adopt a revised budget and shall reconvene a district-wide meeting pursuant to the provisions of 603 CMR 41.05(3)(f).

(g) A district-wide meeting convened in accordance with 603 CMR 41.05(3)(f) shall only consider budgets based on the statutory assessment method.

(h) A regional school committee may reconsider, amend, and adopt a revised budget at any time prior to the approval of a previously adopted budget.

(i) If a local appropriating authority votes to approve an adopted budget subsequent to the required date for such action but prior to the regional school committee's revision of the budget, such vote shall be deemed valid.

(j) Whenever a member's assessment is reduced to a smaller amount than previously appropriated by the local appropriating authority, that appropriation shall automatically be reduced to the lesser amount.

(4) Establishment of Budgets by the Commissioner

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

(a) If the operating budget for a regional school district has not been approved by July 1, the superintendent of schools shall notify the Commissioner, and the Commissioner shall establish an interim monthly budget for the regional school district. The interim monthly budget shall be one-twelfth of the regional school district's budget for the prior fiscal year or such higher amount as the Commissioner may determine.

The interim monthly budget shall remain in effect until an operating budget is approved pursuant to 603 CMR 41.05(3) or December 1, whichever comes earlier.

(b) If a regional school district's budget has not been approved by December 1 of the fiscal year, the Commissioner shall assume fiscal control of the regional school district pursuant to M.G.L. c.71, §16B, and 603 CMR 41.07, and shall establish the final budget for the fiscal year.

(c) Whenever the Commissioner establishes an interim or final budget for a regional school district under the provisions of this section, the treasurer of the regional school district shall calculate and certify to the members their respective assessments. Every member shall pay its respective assessment in accordance with the payment schedule in the regional agreement. The appropriation of funds to pay an assessment ordered by the Commissioner under 603 CMR 41.05(4) shall not be deemed approval by the municipality of the district's budget.

(5) Amendments to Approved Budgets

(a) A regional school committee may propose, with a two-thirds vote, an amendment to a previously approved budget. If such amendment results in an increase in the total amount of the budget or an increase in assessment for any member, such amendment shall be submitted to the local appropriating authorities for their approval. The treasurer of the regional school district shall submit the proposed amendment to the members within 7 days from the date of the regional school committee vote. The local appropriating authority of every member shall have 45 days from the date of the regional school committee's vote to meet and consider the amendment. The proposed amendment shall be effective if it is approved by two-thirds of the local appropriating authorities and by the local appropriating authority of any member whose assessment is increased.

(b) If a local appropriating authority does not vote on the proposed amendment within the 45-day period and that local appropriating authority has previously appropriated funds for its assessment in an amount greater than or equal to the member's assessment for the amended budget, that member shall be deemed to have approved the amended budget.

(c) If a proposed amendment to a previously approved budget does not increase the total amount of the budget and reduces or leaves unchanged the assessment for every member, the amendment shall not require approval by the local appropriating authorities and shall be effective upon a two-thirds vote of the regional school committee.

(d) If the Commissioner adjusts the required local contribution of any member or members subsequent to the approval of the budget, the regional school committee shall propose an amendment to the budget to reflect such adjustments.

(e) Whenever a member's assessment is reduced to a smaller amount than previously appropriated by the local appropriating authority, the appropriation shall automatically be deemed to be reduced to such lesser amount.

(f) Transfers from one budget line item to another shall require and be effective upon approval of the regional school committee. Such approval shall be by a majority vote of the regional school committee unless otherwise specified in the regional agreement. Authority for such transfers may not be delegated.

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

(6) Changes to Budget upon Admission or Withdrawal of Members

(a) The treasurer of the regional school district shall include prospective members in the calculation of assessments for the fiscal year in which the members will be admitted. If such assessments are based upon enrollment in the prior fiscal year, the treasurer of the regional school district, with the approval of the Commissioner, shall estimate the enrollment to be used for prospective members. The local appropriating authorities of prospective members shall vote on the district budget for the fiscal year in which the members will be admitted and on the same terms and conditions as if they were a member.

(b) The treasurer of the regional school district shall exclude withdrawing members from the calculation of assessments for the fiscal year in which such withdrawal will take place. The local appropriating authority of the withdrawing members shall not vote on the district budget for the fiscal year in which they will no longer be a member.

(7) Department Opinions. The regional school committee or the mayor or board of selectmen of a member may request that the Commissioner issue an opinion as to whether (a) the assessments of members have been calculated correctly; and (b) whether the budget of the regional school district has been approved in accordance with statutory and regulatory requirements.

(8) State Review. The Commissioner, in consultation with the Commissioner of Revenue, may request any regional school committee to submit its proposed budget for review prior to its adoption by the regional school committee. Upon such request, the regional school committee shall provide the Department within 7 days with a copy of its proposed budget and all other information as requested by the Commissioner. The regional school committee shall not vote on the adoption of the budget, and the treasurer of the regional school district shall not certify assessments to the members unless and until the Commissioner and the Commissioner of Revenue jointly determine that the proposed budget is in balance.

Regulatory Authority:

603 CMR 41.00: M.G.L. c. 69, §1B; c. 71, §14B and §16D; c. 150E, §1.

Most Recently Amended by the Board of Education: May 19, 2009

Disclaimer:

For an official copy of these regulations, please contact the State House Bookstore, at 617-727-2834 or visit <http://www.state.ma.us/sec/spr/sprinf/infocode.htm>

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

Guidance for Regional School Districts (DESE Advisory)

The Board of Education approved amendments to the regulations governing regional school districts (603 CMR 41) at its meeting on January 23, 2007. The revised regulations became effective on February 9, 2007. The purpose of these amendments is to clarify the procedural requirements governing regional school district budgets. There are several areas of these amendments that we wish to highlight. For a complete copy of the most recent Regional School District Regulations go to: <http://www.doe.mass.edu/lawsregs/603cmr41.html>.

Excess and Deficiency Fund

Regional School Districts are allowed to maintain an excess and deficiency fund, pursuant to Chapter 71, Section 16B1/2 and further defined in CMR 41.06. The amended regulations further emphasize that:

- Regional School Districts must submit information to the Department of Revenue to certify the balance in the fund.
- The information is due to the Department of Revenue on or before *October 31* of each year
- The Department of Education may withhold release of all or some part of the quarterly state school aid, if the regional school district has not filed the required information by the scheduled date.
- A regional school district *may use* all or part of the certified balance in the excess and deficiency fund as a revenue source for its proposed budget.
- A regional school district *must use* the amount in excess of 5% of its operating budget and its budgeted capital costs for the succeeding fiscal year as a revenue source.
- The amount in excess of the said five per cent *must* be used to reduce the amount to be raised through member assessments.
 - The amount in excess of the said five percent is applied to each member pursuant to the assessment provisions of the regional school district agreement.
 - The amount of the excess and deficiency fund apportioned to each member may be used to reduce the local assessments for capital, transportation or other expenses as well as to satisfy the local contribution required under Chapter 70.

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

(Original Signature on file in the Superintendent's Office)

August 2015				0 Days		
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015				17 Days		
Su	M	Tu	W	Th	F	Sa
		TW	TW	3	4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015				21 Days		
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	21	PTC	23	24
25	26	27	28	PTC	30	31

November 2015				18 Days		
Su	M	Tu	W	Th	F	Sa
1	2	TW	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	24	ER	H	NS	28
29	30					

December 2015				17 Days		
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	V	H	26
27	V	V	V	V		

January 2016					19 Days	
Su	M	Tu	W	Th	F	Sa
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 1st - Opening Day for Teachers
September 2nd - Teacher's Workshop
September 2nd - Orientation for Grades 6 & 9
September 8th - Opening Day ALL Students
June 1st - Graduation 12:00 Noon @ Gordon College Chapel
June 23rd - Last Day for Teachers & Students (includes 5 snow days)

HOLIDAYS & OTHER NO SCHOOL DAYS

September 7th - No School - Holiday

October 12th - No School - Columbus Day

October 22nd & 29th - Parent Teacher Conferences

November 3rd - Teacher Workshop

November 11th - No School - Veterans' Day

November 25th - Thanksgiving Recess - Early Release

November 26th-27th - No School - Thanksgiving Recess

December 23rd - January 1st - Winter Holiday Recess

School Closes at regular time

January 18th - No School - Martin Luther King, Jr. Day

February 15th -19th - No School - Presidents' Day & Mid-Winter Recess

March 24th - Staff Development

March 25th - No School - Good Friday

April 18th-22nd - No School - Patriots' Day & Spring Vacation

May 30th - No School - Memorial Day

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin @ sundown, the evening prior to the day of the holiday

September 14th & 15th - Rosh Hashanah
September 23rd - Yom Kippur
April 23rd - Passover Begins

DISMISSAL TIMES

Staff Workshops-Wednesday's: Elementary 12:45 PM
MS/HS 1:30 PM
ER-Half Day-No Lunch-Elementary 11:15 AM / MS & HS 12:05 PM

KEY GUIDE

ER: Early Release All Levels
TW: Teacher Workshop/No Students
PTC: Parent/Teacher Conferences Elementary Only 11:5 Dismissal (No Lunch)
V: Vacation NS: No School H: Holiday ★ Graduation
SD - Staff Development

February 2016					16 Days	
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28	29					

March 2016				22 Days		
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	SD	H	26
27	28	29	30	31		

April 2016				16 Days		
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	V	V	V	V	23
24	25	26	27	28	29	30

May 2016				21 Days		
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	H	31				

June 2016				16 + 5 Snow Days		
Su	M	Tu	W	Th	F	Sa
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	LD	24	25
26	27	28	29	30		

July 2016				0 Days		
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Annual Report of District and School Performance

MCAS Results

Dr. Celeste Bowler, Assistant Superintendent for Learning

October 16, 2014

MCAS Test

- Administered in grades 3-8 and 10
- Assessed on Massachusetts Curriculum Frameworks for English Language Arts (ELA) and Literacy and Mathematics
- Science, Technology, and Engineering (Grades 5, 8, 10)

Review of MCAS

Massachusetts Comprehensive Assessment System

- Narrowing proficiency gaps by half by 2017
- Progress and Performance Index (PPI)
 - Annual PPI
 - Cumulative PPI
- Student Growth Percentile (SGP)
- Districts and schools receive accountability and assistance levels
- Results reported for high need subgroups: Low income students, students with disabilities, English Language Learners (ELLs) and Formerly Limited English Proficiency Students (FLEPS)

Gaps and Growth

Narrowing Proficiency Gap

Student Groups

“All students” group and up to 11 subgroups

Up to seven indicators

Narrowing proficiency gap in ELA, Mathematics, and Science

Growth in ELA and Mathematics

Drop out rate

Graduation rate

Awarded PPIs

Above Target	100 PPI
On Target	75 PPI
Improved, Below Target	50 PPI
No Change	25 PPI
Declined	0 PPI
*Extra Credit	25 PPI

Gaps and Growth

Student Growth Percentile (SGP)

Measures how a group of students' achievement has grown or changed over time in ELA and mathematics.

State median is 51.

Goal is by 2017 all groups will achieve or maintain a median SGP of at least 1 point above state median.

Median SGP:

60 or Higher

Between 51-59

Between 41-50

Between 31-40

Between 1-30

Above Target (100 PPI)

On Target (75 PPI)

Improving, Below Target (50 PPI)

No Change (25 PPI)

Declined (0 PPI)

MCAS Student Performance Levels

- Advanced
- Proficient
- Needs Improvement
- Warning/Failing

District and School Accountability Levels

- Level 1: Meeting narrowing gap goals
PPI of 75 or higher for “all students” and high needs groups
- Level 2: Not meeting narrowing gap goals
PPI is not 75 or higher for “all students” and high needs groups
- Level 3: Lowest performing 20% of schools
- Level 4: Lowest performing schools
- Level 5: Chronically underperforming schools

Accountability Levels

District: Level 2

Elementary Schools

Buker: Level 2

Cutler: Level 2

Winthrop: Level 1

Secondary Schools

Miles River: Level 2

HWRHS: Level 1

District Results: Narrowing Proficiency Gap

	ELA	Math	Science
All Students	On Target (75)	On Target (75)	On Target (75)
High Needs	No Change (25)	Declined (0)	Improving, Below Target (50)
Low Income	Declined (0)	On Target (75)	
Students w/ Disabilities	Declined (0)	Declined (0)	Improving, Below Target (50)

District Results: Student Growth

	ELA	Math
All Students	On Target (75)	Below Target (50)
High Needs	Below Target (50)	Below Target (50)
Low Income	Below Target (50)	Below Target (50)
Students w/ Disabilities	Below Target (50)	Below Target (50)

District Results: Graduation Rates

2014 Year Cohort Rate

All Students Above Target

High Needs On Target

Students w/
Disabilities On Target

5 year Graduation Rate

All Students Above Target

High Needs Above Target

Students w/
Disabilities Above Target

Drop Out Rates and MCAS Participation

	Drop Out Rate	MCAS Participation
All Students	Above Target	100% ELA, Math, Science
High Needs	Declined	100% ELA, Math 99% Science
Students w/ Disabilities	Declined	100% Math 99% ELA, Science

Elementary Schools' Accountability Results

- Buker: Level 2

Did not meet target for narrowing gap for all students (PPI 71)

- Cutler: Level 2

Did not meet target for narrowing gap for all students (PPI 63)

Did not meet target for narrowing gap for high needs (PPI 48)

- Winthrop: Level 1

Met all targets

Secondary Schools' Accountability Results

- Miles River: Level 2
 - Met target for narrowing gap for all students (86 PPI)
 - Did not meet target for narrowing gap for high needs students (73 PPI)
 - Did not meet target for narrowing gap for low income (64 PPI)
 - Did not meet target for narrowing gap for students with disabilities (70 PPI)
- HWRHS: Level 1
 - Met all targets for narrowing gap

ELA MCAS Results: District and State Comparison For All Students, All Grades

	Number Included	% District	% State
Advanced	313	31	18
Proficient	542	53	51
Needs Improvement	137	13	22
Warning/Failing	26	3	8
Totals Included	1018		

Math MCAS Results: District and State Comparison for All Students, All Grades

	Number Included	% District	% State
Advanced	429	42	28
Proficient	351	35	32
Needs Improvement	188	19	25
Warning/Failing	47	5	15
Totals	1015		

Science MCAS: District and State Comparison For All Students, All Grades

	Number Included	% District	% State
Advanced	111	25	17
Proficient	245	56	38
Needs Improvement	72	16	33
Warning/Failure	13	3	12
Total Included	441		

ELA MCAS Results: District and State Comparison For All Grade 3 Students

	Number Included	% District	% State
Advanced	34	26	12
Proficient	74	56	46
Needs Improvement	20	15	33
Warning/Failing	4	3	10
Total Included	132		

Math MCAS Results: District and State Comparison For All Grade 3 Students

	Number Included	% District	% State
Advanced	71	54	31
Proficient	48	37	38
Needs Improvement	9	7	21
Warning/Failure	3	2	11
Totals Included	131		

ELA MCAS Results: District and State Comparison For All Grade 4 Students

	Number Included	% District	% State
Advanced	15	11	13
Proficient	61	45	41
Needs Improvement	53	39	33
Warning/Failure	8	6	13
Total Included	137		

Math MCAS Results: District and State Comparison For All Grade 4 Students

	Number Included	% District	% State
Advanced	32	23	20
Proficient	48	35	32
Needs Improvement	52	38	36
Warning/Failure	5	4	12
Total Included	137		

ELA MCAS Results: District and State Comparison For All Grade 5 Students

	Number Included	% District	% State
Advanced	37	26	18
Proficient	80	57	46
Needs Improvement	20	14	26
Warning/Failure	4	3	10
Total Included	141		

Math MCAS Results: District and State Comparison For All Grade 5 Students

	Number Included	% District	% State
Advanced	74	53	30
Proficient	39	28	30
Needs Improvement	20	14	24
Warning/Failure	6	4	15
Total Included	139		

Science MCAS Results: District and State Comparison For All Grade 5 Students

	Number Included	% District	% State
Advanced	53	38	20
Proficient	63	45	33
Needs Improvement	19	14	34
Warning/Failure	4	3	13
Total Included	139		

ELA MCAS Results: District and State Comparison For All Grade 6 Students

	Number Included	% District	% State
Advanced	43	30	16
Proficient	74	52	52
Needs Improvement	21	15	23
Warning/Failure	4	3	9
Total Included	142		

Math MCAS Results: District and State Comparison For All Grade 6 Students

	Number Included	% District	% State
Advanced	53	38	29
Proficient	57	40	31
Needs Improvement	27	19	25
Warning/Failure	4	3	15
Total Included	141		

ELA MCAS Results: District and State Comparison For All Grade 7 Students

	Number Included	% District	% State
Advanced	28	18	11
Proficient	113	72	61
Needs Improvement	12	8	21
Warning/Failure	4	3	7
Total Included	157		

Math MCAS Results: District and State Comparison For All Grade 7 Students

	Number Included	% District	% State
Advanced	38	24	17
Proficient	67	43	33
Needs Improvement	34	22	26
Warning/Failure	18	11	24
Total Included	157		

ELA MCAS Results: District and State Comparison For All Grade 8 Students

	Number Included	% District	% State
Advanced	39	27	14
Proficient	94	65	65
Needs Improvement	9	6	14
Warning/Failure	2	1	8
Total Included	144		

Math MCAS Results: District and State Comparison For All Grade 8 Students

	Number Included	% District	% State
Advanced	39	27	19
Proficient	57	39	33
Needs Improvement	38	26	29
Warning/Failure	11	8	19
Total Included	145		

Science MCAS Results: District and State Comparison For All Grade 8 Students

	Number Included	% District	% State
Advance	10	7	4
Proficient	85	59	38
Needs Improvement	41	28	41
Warning/Failure	9	6	18
Total Included	145		

ELA MCAS Results: District and State Comparison For All Grade 10 Students

	Number Included	% District	% State
Advanced	117	71	41
Proficient	46	28	48
Needs Improvement	2	1	8
Warning/Failure	0	0	3
Total Included	165		

Math MCAS Results: District and State Comparison For All Grade 10 Students

	Number Included	% District	% State
Advanced	122	74	53
Proficient	35	21	25
Needs Improvement	8	5	15
Warning/Failure	0	0	7
Total Included	165		

Science MCAS Results: District and State Comparison For All Grade 10 Students

	Number Included	% District	% State
Advanced	48	31	29
Proficient	97	62	42
Needs Improvement	12	8	24
Warning/Failure	0	0	5
Total Included	157		

Boston Globe: School Rankings

Buker

Grade 3	Math	# 1 out of 942 schools
Grade 3	ELA	#10 out of 946 schools
Grade 5	Math	# 3 out of 870 schools

Cutler

Grade 5	Science	#85 out of 895 schools
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Winthrop

Grade 5	ELA	#13 out of 870 schools
Grade 5	Science	#21 out of 895 schools

Boston Globe: School Rankings

Miles River

Grade 7 ELA # 31 out of 465 schools

Grade 8 Science # 48 out of 458 schools

HWRHS

Commended by DESE for high achievement, progress, and
narrowing proficiency gap

Grade 10 ELA # 24 out of 358 schools

Math # 30 out of 358 schools

District Focus

- Continuing to work on PK-12 curricula
- Targeted professional development
 - Differentiating Instruction
 - Curriculum Mapping
 - Writing
 - Using Data