

Approved 1.22.15

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

MEMORANDUM

Date: January 8, 2015
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Thursday, January 8, 2015

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

Present: Bill Wilson, Larry Swartz, Barbara Lawrence, Deb Evans, and Stacey Metternick

Absent: Roger Kuebel, Jeanise Bertrand, Sheila MacDonald

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

Bill reminded the committee they previously moved the new business in front of the old business on the agenda and would do the same tonight out of respect to the guest speakers in attendance.

The committee received a letter of resignation from William Dery; the resignation was accepted and Bill thanked Mr. Dery (in absentia) for his four years of service to the Hamilton-Wenham School Committee. Last April the committee voted to reduce the size of School Committee from nine seats to seven. That amendment stated they would not fill any vacancies. There will be two open seats on the warrant and ballot come April. Mike Harvey will send out a chart he created with the members' terms and vacancies; this chart will also be posted on the district/school committee website. Bill clarified that Roger Kuebel is a member of the committee, but does not attend the standard meetings. He has remained part of the negotiations subcommittee where they are working on the teachers' agreement. Once that contract is signed, he will resign. Deb added that Roger's contribution and continuity has been excellent. Tonight the agenda states we will "adopt" a budget. This is not voting to approve the final budget; this is to plan for next steps and develop a number (that can go up

or down) to submit a number to the towns. We are also getting closer to having an E&D policy which will be discussed at the 1/22/15 meeting.

SUPERINTENDENT'S REPORT

Review: We are approaching the halfway mark of the school year.

Kindergarten registration for class of 2028 will be held in March 2015 and placements announced by the first week in May. All Kindergarten registration information with specific dates and times can be found on the district website: hwschools.net. Celeste will have a new version of the Kindergarten Calendar as well.

The district received an opinion from MARSD on the Governor's authority related to the 9C cuts. We sent a donation to the legal fund to pursue this in the courts.

Mike sent the New England School Development Council's (NESDEC) projections for enrollments as they have shifted. Last year they had projected 1752; we are on at 1751. They had previously projected a steep decline in enrollment; now they are projecting numbers flattening out to 1740 by the year 2020. Mike is going to discuss with them the rationale for the change.

Events:

Early Childhood Development Partner presenting The World of Snow tomorrow at 10:30 a.m. at the Wenham Museum; also on 1/15/15 is Dinosaur Fun Night at 6:30 at the Wenham Museum

There will be the joint FinCom meeting on 1/15/15. It is not a posted School Committee Meeting but Mike, Jeff, and Bill Wilson will be representing the committee at that meeting that is open to the public.

CONSENT AGENDA

No members requested to remove any items from the consent agenda.

- A. MINUTES OF DECEMBER 18TH MEETING (Exhibit A)
- B. ACCEPTANCE OF DONATION FROM CELL SIGNALING IN THE AMOUNT OF \$2,000 (Exhibit B)

Deb Evans moved that the HW Regional School Committee approve all of the remaining items on the consent agenda; Approved: 4-0-1 Larry Swartz abstained

Discussion: Larry did not want item B removed, he simply wanted more explanation. Mike explained that Cell Signaling Technology donates to many of the school systems in the area. It does not obligate the district in any way. Jeff further explained that the \$2000.00 donation will be deposited in the General Fund.

NEW BUSINESS

- Nancy Littlehale and Jennifer Daniels – FUNDRAISING FOR WINTHROP PLAYGROUND PRESENTATION

Operation Playground plans to renovate and redesign the Winthrop School playground; they will raise funds privately to purchase new equipment, reuse existing equipment where possible, and update all safety surfacing. The timeline is for construction in the summer 2016 with a fall opening for students.

Larry expressed caution related to the ownership of the land and what steps need to be taken to move forward; he is not looking to stall, but just wants the project to start right.

Barbara is excited for this to engage kids and release their imaginations; they want open space to play as well. Deb was grateful for the organization for their work on this journey; we as a community rely on School Friends groups and organizations for private funding where many districts use public funding in the budget for these projects.

B. FY16 BUDGET OVERVIEW (Exhibit E)

Mike provided a recap of the budget presentation of 12/18/14. Jeff reviewed previously presented slides with the steps broken down on the level-services budget with priority overlays resulting in a net increase of \$923,050 or 3.25% versus FY15 Budget. The net assessment to towns is \$25,002,902 or a 2.1% increase over prior year. The town member assessment is a complicated formula. The split is based on a three-year average of headcount for the operating budget and the capital budget is split based on assessed values and average headcount. The split of the \$524,000 difference is a \$103,000 increase to Hamilton and a \$421,000 increase to Wenham. This may seem strange because Hamilton is roughly $\frac{2}{3}$ of the budget and Wenham is roughly $\frac{1}{3}$. This is driven by the calculation. We are seeing our enrollment averages over the last three years shift from one town to the other in the operating budget. It has shifted a full point. Larry pointed out there have been discussions (not for this year) that the three-year rolling average be moved to a five-year rolling average to even out the effects when it spikes. Larry would like to have a future discussion and revisit this calculation.

Jeff repeated the drill down of the net operating budget from 12/18/14 including confirmation from SPED director Kathy Harris related to potential tuition into the district.

Mike and Jeff switched to MS/HS schedule presentations (see agenda items C & D below).

C. PRESENTATION OF PROPOSED MRMS SCHEDULE MODEL (Exhibit C)

Miles River Middle School Principal Craig Hovey reviewed the Superintendent's charge for a task force related to the middle school schedule. He reviewed the timeline from 9/3/14 through the SC presentation tonight. By May 2015, Craig wants every teacher to know what they are teaching, where their room is, so there is no confusion. As part of the process, the

group surveyed staff, students, and combined parent survey. Common planning time and teams were very important. The reason we asked about band and chorus was sharing of staff was difficult. We separated any discussion related to a later school start time for a future time.

The proposed changes at MRMS are to create a team schedule; establish common planning time (CPT) out of the existing prep time; add the “What I Need” (WIN) block; change from a 5 day to 6 day rotating schedule; add a third lunch block; and restructure the shared music staff. There will be two teams for each grade; World Language and Integrated Arts will not be tied to the grade-level teams. The WIN block would be an active teaching duty that is planned and structured by the team based on student needs/interests. Possible activities include interdisciplinary or project-based learning; Response to Intervention (RTI) or Olweus anti-bullying program; provide specialized interventions (speech, reading, ELL). It is not a study hall; it is not a prep block. The key is flexibility. Craig presented a sample day schedule and pointed out the new 20 minute team time at the end of each day. This is not just a homeroom at the end of the day. This is a time for team meeting with students, they could conduct a checkout; ensure students have all the materials needed for homework, rather than running out the door.

The staffing implications include a net change of adding 1.8 FTE teacher positions (math, science, social studies, and music) and +.20 FTE TA position.

The benefits of the schedule include the team structure, common planning time, WIN block, expansion of Mandarin and Music offerings, grade-level classes clustered together, and grade-level lunches.

Stacey asked how many parents responded to the survey; Eric Tracey confirmed 319. She asked about the flexibility allowing students to meet with teachers. Stacey liked the separation of lunch for 7th grade rather than the current model that splits them up.

Barbara asked about the need for teacher training on how to use the WIN block. Craig replied there would be ongoing training, meetings, and sitting down with the teams to discuss how to plan it. Barbara pointed out it is changing a culture so there is a great deal of work to be done by everyone. Craig stated many teachers at MRMS have come from a team-based culture and are very eager to return to it. In response to Bill’s question related to teacher:student ratios, Craig would like to keep class sizes as small as possible.

D. PRESENTATION OF PROPOSED HS SCHEDULE MODEL (Exhibit D)

Eric Tracy noted there is no budget impact for this recommended change in schedule at the high school. There are some parts that will require contract approval. Like Craig, they reviewed survey data from students, teachers, and parents. The high school will reduce from three to two lunches. They will use a five day rotation to provide more continuity. Every class will meet four times per week for a total of 220 minutes using the 50 and 70 minute model. The Power Block will be 30 minutes long and will back up to the 70 minute block to

allow for flexibility to extend AP Lab time to 100 minutes. There is great opportunity to extend every class throughout the week.

Eric explained the state requirement is 990 hours of time on learning per school year. The current schedule provides 966 hours without the Power Block, 1104 hours including the Power Block. The proposed schedule will provide 1026 hours of time on learning without the Power Block and 1140 total with. The new schedule provides more time in the classroom, more time with teachers, etc.

Eric included in his presentation prep time related to the new schedule. The current teacher contract allows for minimum 410 minutes of prep time per week. During prep time teachers prepare for classes, correct, meet with students, make connections, work on projects, do research, etc. In the new schedule the prep time is increased to 440 minutes. It could be broken down into 320 minutes of individual prep time and 120 minutes of common planning time. Common Planning time could be done by department or grade level. Teachers could talk about and plan projects, labs, look at student work together and reach a consensus. Related to common planning time the building principal would take responsibility, but Eric would like to work with the curriculum leaders and Celeste to develop common assessments, projects-based learning opportunities, cross-curricular collaboration, and possibly team time for 9th grade as a transition piece. We want to be a model school ahead of the curve.

Barbara was thrilled with the discussion of internships and sees it as a tremendous opportunity. She pointed out the importance of sharing with colleagues related to what they have learned and providing the time for collaboration. Bill likes the Common Planning Time. Eric responded that we all have to repeatedly look back at the strategic plan; how will departments work to achieve their goals?; give the professionals the opportunity to make these things happen; and continue to go back to the blueprint. Larry stated the critical element is the confidence that Eric and Craig are not dictating what gets done during CPT, but the principals make sure the time is used productively.

Deb asked about reviewing the impact to teachers of the high school proposed schedule. Eric presented to the staff as a whole. Some changes will impact their contract, some changes don't impact their contract, but how they teach. There are a lot of positives and some angst about who controls what. It will be part of the negotiation process.

Bill asked Mike if they were looking for school committee approval; Mike replied the next steps don't include school committee approval, but conversations have begun with the union leadership related to the high school schedule. We have to bargain now; there is a contract in play.

Deb asked if the public is seeking a way to comment what is the best way? Craig stated there would be public information meetings about the new schedule. Jeff also pointed out that there is a public hearing for the FY16 budget at 6:30 p.m. on 1/22/15 prior to the regularly scheduled school committee meeting. The middle school changes are a budget item.

E. DISCUSSION OF NEXT STEPS IN FY16 BUDGET REVIEW PROCESS
(Continuation of Exhibit E)

After Craig Hovey and Eric Tracy's presentation, Mike and Jeff continued FY16 budget with suggested next steps and budget timeline. They suggested a future review of educational programming and all departmental budgets; review initial draft of district-wide 5-year Capital Improvement Plan; discuss a School Resource Officer Program in conjunction with the Hamilton & Wenham Police Departments. The projected cost of this would be \$75,000 per year. It is on the priority overlay tier 2 list. Jeff stated the Hamilton and Wenham police chiefs could come in to present and discuss. Deb asked if there was a problem we were trying to solve; Barbara suggested the committee look at it after the budget process time.

As part of the budget timeline there is a public hearing on the budget on January 22 at 6:30 pm before the regularly scheduled school committee meeting; a vote on the budget is scheduled by the school committee on 2/12. Hamilton and Wenham town meetings are on 4/11/15.

F. ADOPT TENTATIVE FY16 BUDGET (Exhibit F)

Deb Evans moved that The Hamilton-Wenham Regional School Committee approves a Tentative FY16 Total General Fund Expenditures Budget of \$30,323,089. This amount includes General Fund Operating Expenses (after Offsets) in the amount of \$28,329,602 and General Fund Debt Service Expenses in the amount of \$1,993,488. There are no General Fund Capital Expenditures included in the FY16 Tentative Budget. Furthermore, the Gross Operating Expenses of the District (before Offsets) have been allocated to the DESE-defined Accounts according to the "Summary by DESE Category" chart as presented in this Budget Presentation dated 1/08/2015. Approved 5-0-0

G. POLICIES 1ST READING

- PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION (Exhibit G1)

Barbara stated the district has been following the law, but the school committee did not previously have a policy.

- BACKGROUND CHECKS (Exhibit G2)
- MODEL CORI (Exhibit G3)

Cori check is every two years.

- STUDENT FEES, FINES, AND CHARGES (Exhibit G4)
- STUDENT HEALTH SERVICES (Exhibit G5)

On 1/22/15 there will be first readings of Class Size, Search and Seizure, Evaluation of Instructional Programming,

OLD BUSINESS

A. REPORT ON 2014-2015 DISTRICT AND SCHOOL COMMITTEE GOAL PROGRESS (Exhibit H)

Mike and Celeste presented the mid-year report on District Improve Goals by reviewing the district mission. Strategic objectives for 2013-2018 are in instructional core, human resources development, and organizational structures.

Celeste reminded the committee of the presentations by the ELA and math curriculum leaders for K-5 and 6-12. Other subject areas will be presented in January. Aspen Curriculum Software will be implemented in February 2015 to store and allow revision of curriculum mapping.

Regarding instruction, the district has implemented a system based on the principles of the "Using Data" course to guide instructional improvements. Instructional strategies leverage the new technological resources available. The district has completed a DCAP to support the learning needs of all students. Additionally, the district has integrated results from the District Determined Measures (DDM) into the Data system and Teacher Evaluation System. Elementary Data teams are using grades K-5 student assessments to guide discussions. The middle school data team is being rebuilt.

Under Human Resources, the district has developed and implemented a focused set of evaluation indicators for professional staff. An advisory group is working to develop models for collecting student feedback. The document needs to be user friendly and developmentally appropriate for K-12. No student representative is currently part of the advisory group yet.

Related to Organizational Structures, Mike outlined that the district has implemented modifications to the 6-12 Curriculum Leader model including lines of reporting (to the Assistant Superintendent of Curriculum and Learning) and professional development in Understanding by Design. Mike recommends continuing with this model. The HS and MS schedule teams presented recommendations for changes tonight; Facilities Department work is in progress with new facilities director in place. There are two open positions being filled.

Bill Wilson presented the progress report on School Committee goals. A cleaned up document will be sent out to SC members. In the interest of time, Bill did not detail every goal.

- Complete the revision and updates of the HWRSD Policy Manual
 - making great progress; we make sure we have the time to go through them at each meeting.
- Finalize remaining responses to recommendations contained in the Operational Audit

- We want to give this closure in the next 60 days after the budget process completes.
- Start Phase 3 of Master Plan Project
 - The group is meeting and will come in to present to the SC on a future agenda.
- Negotiate a new agreement with the HWREA & Superintendent
 - moving forward
- Develop and approve a FY16 budget; develop a 3-year operating forecast; develop a 10-year capital plan
 - We've had great discussions on this
- Develop a plan for maintaining continuity during transitions in SC membership
 - Stacey stated this is not being taken on by the Communications subcommittee; there is a plan that Donna Bunk has scanned. Jeanise (absent) is thought to have done a lot of work on this. Stacey is not optimistic that it will be finished by April. Barbara provided the "red book" from the MASC meeting to Bill Wilson; this document may have information the SC can use related to transition. The goal is presently at a standstill.
- Pursue shared Department of Public Works
 - We need to circle back and put this on a future agenda before April.
- Communications
- School Committee Governance
 - Accolades to everyone working on the SC Protocols. This item is done.
- Educating Gifted and Talented Students
 - This will not be completed before the end of the term, but discussions have been ongoing. It comes under the heading of differentiation; it's important to reach all learners and it needs to be more than just giving another worksheet to students who are doing quite well.

B. 2ND READING POLICY – PROMOTION & RETENTION OF STUDENTS (Exhibit I)

Deb MOVED THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE POLICY PROMOTION & RETENTION OF STUDENTS AS PRESENTED. Approved 5-0-0

Adjournment

Deb Evans moved that the HW Regional School Committee move to adjourn at 10:08 pm. Approved 5-0-0

Respectfully submitted,

Janice Gauthier