

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

MEMORANDUM

Date: February 11, 2015
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Thursday, February 12, 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, Sheila MacDonald, Deb Evans, Stacey Metternick and Jeanise Bertrand

Absent: 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:

There are two openings for the School Committee in the upcoming April election; papers are available in the Administration Building, 5 School St., Wenham

On March 5th there will be a public hearing related to HWRHS Graduation location. Bill has been gathering emails and comments; anyone who wishes to send their thoughts, please send to Bill's email.

Town of Wenham requires the SC members to read and sign the conflict of interest law- send back to Donna Bunk at Administration; or Dianne Bucco at Town Clerk Wenham. Bill will check with Hamilton.

SUPERINTENDENT'S REPORT:

SNOW- Mike just posted in his blog (<https://hwschoolssuper.wordpress.com/>) plans to meet the required 180 days. Currently with the seven snow days, the last day of school will be Wednesday, June 24. We can extend through Friday, 6/26 if we need to; he will also look at holding classes on March 9 (currently a teacher in-service day); or we could use Good Friday (4/3/15 and excuse those with religious obligations to attend to). If more than 4 additional snow days occur, we would look to use some of April Vacation, but Dr. Harvey doesn't think we will need to do this. Mike responded to a question about Saturdays that it is one of many possibilities. Because we started before Labor Day, we are in better shape than some of our neighbors. The district calendar for 2015-16 with five snow days has a last day of 6/28/16. Starting before Labor Day is the commissioner's recommendation.

Thanks to the DPW, entire custodial and facilities staff, and private contractors who have been moving piles from the school buildings- its hard work and we only lost two days this week. Heavy equipment will be brought in during vacation week to move and clear snow. They will continue to work on roofs, including snow blowing before the next storm. Jeff will visit again with the building inspectors. We're ahead of it. Regarding the snow removal budget- we'll be ok. We don't have a choice. In response to a question why can't hours be added to the day- the state law says 180 days in session; however, it doesn't mean you have to have a full day. In Burlington they used "Blizzard Bags" of work to be completed during snow days. Districts had to get the plans approved back in October, so we can't do a digital teaching day. This might be something to look at for next year.

Kudos to Kevan Sano, our curriculum coordinator for Foreign Languages, who was featured in The Language Educator Magazine for her team's work with performance standards in foreign language proficiency.

The Wellness Dept. newsletter was published and is also on the district website: http://www.hwschools.net/uploaded/faculty/Newsletter_Jan_15.pdf

Cynthia Kiley submitted her resignation; the Human Resources and Benefits Administrator position has been posted.

Consent Agenda:

A. FIELD TRIP TO HARTFORD, CT (Harmony Festival) (Exhibit H)

B. FIELD TRIP TO WORLD TRADE CENTER, BOSTON (All State Chorus) (Exhibit I)

Sheila MacDonald moved that the HW Regional School Committee approve all of the remaining items on the consent agenda. Approved 7-0-0

OLD BUSINESS

VOTE TO ADOPT HWRSD FY16 BUDGET (Exhibit B)

Motion for Budget Vote:

Sheila MacDonald motioned that The Hamilton-Wenham Regional School Committee vote to approve a 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. 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 on page 4 of this Budget Presentation dated 2/12/2015.

Discussion/Presentation: Jeff reviewed that this budget was first presented as the Superintendent recommendation on 12/18/14. It is a level service budget plus an additional \$150,000 to fund the Middle School teaming model. He presented slides on total expenses and funding sources. Net assessment is 2.1%. Governor Baker is presenting his budget in March; our FY16 budget uses numbers based on FY15 funding. Stacey will set something up with Brad Hill after the Governor presents his budget. The budget presented depicts the allocation of our FY16 Gross Operating Budget by DESE categories. Mike and Jeff recommend the SC approve the budget as presented.

Larry discussed the language of the motion related to capital expenditures. Capital expense projects will continue, they are part of the operating budget. The statement has been in the budget language for the past three years. Jeff stated he was comfortable striking the sentence. Larry moved to amend the motion to strike the sentence "There are no General Fund Capital Expenditures included in the FY16 Budget."

Amendment Approved 7-0-0

The amended motion passes unanimously 7-0-0

Motion for the FY15 Budget Assessment:

Sheila MacDonald moved that The Hamilton-Wenham Regional School Committee vote to assess the towns of Hamilton and Wenham a combined total of \$25,002,902 as the amount necessary to operate and maintain the District, as well as pay debt service, for FY16. The District Treasurer shall determine the amount apportioned to each town, and shall certify such amount to the respective treasurers of each town within 30 days of this date.

Discussion: The School Committee should consider in the future moving to a 5-year average of enrollment instead of three. It will be an agenda item on 3/19/15.

Multiple members of the School Committee repeated expressions of thanks for the straightforward, transparent, and clear presentation of the budget.

Approved: 7-0-0

On April 11, 2015 Hamilton and Wenham will vote on the budget at annual town meetings.

2. SECOND READING OF POLICIES

1. DOMESTIC VIOLENCE LEAVE (Exhibit C)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the DOMESTIC VIOLENCE LEAVE POLICY AS PRESENTED

Discussion: This policy is required; we have clarified some language; the discretionary piece we have is the leave is paid. Approved 7-0-0

2. COMMUNICABLE DISEASES (Exhibit D)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the COMMUNICABLE DISEASES POLICY AS PRESENTED

Discussion: This next four policies are essential, required policies related to health. Mike circulated the health policies to the district nurses for review. Approved: 7-0-0

3. HEALTH EDUCATION (Exhibit E)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the HEALTH EDUCATION POLICY AS PRESENTED Approved 7-0-0

4. INOCULATION OF STUDENTS (Exhibit F)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the INOCULATION OF STUDENTS POLICY AS PRESENTED

Discussion: An additional sentence stating parents choosing exemption must submit a completed 'Request for Immunization Exemption' form annually. Approved 7-0-0

5. PHYSICAL EXAMINATION OF STUDENTS (Exhibit G)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the PHYSICAL EXAMINATION OF STUDENTS POLICY AS PRESENTED

Discussion: Confirmed that in grades 4, 7, and 10, students submit documentation they have an updated physical exam. Approved 7-0-0

COMMITTEE REPORTS

A. AUDIT: (N/A)

B. COMMUNICATIONS: Stacey said the new February SC Spotlight newsletter is published; look under HWSchools.net front page; Brad Hill will come on March 19 to discuss the Governor's

budget, Chapter 70, and some legislation he sponsored for Special Education funding of transportation. The February Spotlight mentioned the upcoming graduation discussion on 3/5; the link to Eric Tracy's blog also included the meeting, we should add it to the Superintendent blog. This will be common practice to mention the SC Spotlight going forward. We should be mindful of those in town who are interested but might not have students in school. It was mentioned in The Chronicle. The committee might want to consider contacting the COA and Patch to direct readers where to find the correct, original source of the newsletter.

C. FACILITIES- committee meeting cancelled due to snow

D. NEGOTIATIONS met last night

E. POLICY- April 5th will do a summary to hand over the binders

F. WARRANT- all set

F. STUDENT REPRESENTATIVE (absent)

G. OTHER- we never hear from the school liaisons related to Friends groups. Many events other committee members might be interested in. We can add a bullet.

NEW BUSINESS & ADJOURNMENT

Sheila MacDonald MOVED THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF CONDUCTING A STRATEGY SESSION IN PREPARATION FOR NEGOTIATIONS WITH THE SUPERINTENDENT AND NOT TO RETURN TO OPEN SESSION. (EXECUTIVE SESSION PURPOSE #2)

Bill Wilson: Yes

Larry Swartz: Yes

Barbara Lawrence: Yes

Sheila MacDonald: Yes

Deb Evans: Yes

Stacey Metternick: Yes

Jeanise Bertrand: Yes

Meeting adjourned at 8:15 pm