

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

**MEMORANDUM**

Date: May 7, 2015  
To: School Committee Members  
From: Michael Harvey, Superintendent of Schools  
Re: Thursday, May 7, 2015

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**CALL TO ORDER:** Dr. Michael Harvey called the meeting to order at 7:04 in the Buker Elementary School Multi-Purpose Room.

Present: Larry Swartz, Deb Evans, Stacey Metternick and Jeanise Bertrand, Hannah Fraley, Dennis Hurley

Absent: Roger Kuebel,

Others Present: Michael Harvey and Jeffrey Sands;

PLEDGE OF ALLEGIANCE: All rose for the Pledge of Allegiance

CITIZENS' CONCERNS: There were no citizens concerns

New Business:

A. Reorganization of School Committee 2015-2016

Election of School Committee Chairperson

Deb Evans nominated Larry Swartz; Stacey Metternick seconded. Larry stated although he does not seek the chair, he will serve. Larry wanted to remind people that his wife works as a TA in the school district. It has not been an issue in the past, if something came up, he would recuse himself. He will strive to run fair meetings vs. strictly advocating a position. Deb feels as a committee of 7, each voice becomes more important. She hopes Larry would share his expertise and the years of service that he brings to the table.

6-0-0 approved

Election of School Committee Vice Chairperson

Stacey nominated Deb Evans; Jeanise seconded. Deb stated she would accept the nomination and would work in tandem with the chair to manage conversation and still have a voice.

6-0-0 approved

Election of School Committee Secretary

The official job description was reviewed. Deb Evans nominated Stacey; Dennis seconded. Stacey accepted.

6-0-0 approved

Election of School Committee Assistant Secretary

This position is not required; it's the same role as above in the secretary's absence. Larry nominated Dennis Hurley; Jeanise seconded.

6-0-0 approved

Election of School Committee Assistant Treasurer

There is a treasurer employed by the school committee. The position entails many tasks: sign all warrants, payroll, student activity accounts; have to be available in the business office; it's a time sensitive position. Bylaws requires signature of additional school committee member. Typically the business office run a warrant every other week Wednesday or Thursday for signatures.

Typically from Thursday morning until Friday midday in order to get our vendors paid.

Jeanise would like to step back, but will step up and serve. Jeanise has an opportunity for an internship in Lt. Governor Polito's office, and she wanted to confirm there would be no ethical conflict. Larry confirmed there would not. Larry nominated Jeanise; Stacey seconded.

6-0-0 approved

Hannah will serve as additional committee member signature.

#### B. Reorganization of Sub Committees

Discussion: Larry suggested the committee think about the list of subcommittees. With a smaller number of committee members, perhaps think about combining or grouping some. Send Mike an email with what the structure could be and what sub committees you might be interested in serving on. Deb requested a brief overview about what the committees are. Stacey recommends combining some subcommittees and restructuring some. Combine communications with legislative/local government. Combine facilities, audit, finance. Maybe add a curriculum subcommittee. Deb asked if the committee was within the bounds of school committee to have a curriculum policy. Mike stated major curriculum changes must be approved by the full committee.

We need to vote on Warrant and Negotiations.

Larry suggested continuity is important in Negotiations. Once that agreement is resolved, open it up to change. Leave the three remaining people (Bill Wilson was 4th).

Larry asked if policy could be combined with communications/legislative. Many responded it's too much work for 1 subcommittee.

Deb moved that the HW Negotiations subcommittee for the 2015-2016 is Roger Kuebel, Deb Evans and Larry Swartz; Stacey second; No discussion.

6-0-0 Approved.

Deb moved that the HWRSC have a Warrant subcommittee consisting of Jeanise Bertrand and Hannah Fraley for the 2015-2016 school year. No discussion.

6-0-0 approved.

Send to Mike any thoughts they have about organization of the committees.

SEPAC and School Liaisons (meeting with friends organizations to give update) are needed.

Stacey recommended combining the SC liaison role to the MS and HS Friends group.

Hannah will be the SEPAC liaison.

#### C. Appointment of School Liaisons for 2015-2016

Discussion: What has experience been for serving where your child goes? Stacey has the experience MS her child; it's meeting with parents, there's no contact with students. It's a communication role; upcoming issues and discussions. connecting with principals. Let's look for volunteers: we won't appoint tonight, we'll check when the Friends' meetings are and appoint next week.

#### 5. Consent Agenda:

A. Minutes of April 9, 2015 meeting (Exhibit A)

B. EdFund Grant-- Science from Scientists (Exhibit B)

C. Field Trip-- National History Day Competition @ UMaryland (Exhibit C)

Larry explained that the consent agenda included non-controversial items that, generally speaking, would easily pass. Any item can be put aside for discussion. The vote is a package vote, but again items can be removed from the agenda to ask questions or discuss. The items are in the Dropbox folders days in advance for review. Items like field trips and grants have undergone great approval already.

Deb moved that the SC approve all items on the consent agenda. No further discussion.

6-0-0 approved.

#### New Business:

A. Last day of school for students is Tuesday June 23, 2015.

Deb moved that the Hamilton Wenham Regional School Committee set the last day of school for students June 23 as a half-day

6-0-0 approved

B. Establish a Regional Transportation Fund (Exhibit D)

State doesn't fund the transportation budget until well after we have set our district budget. This allows us to carry any unused amounts over into the next year to be used for transportation. Jeff explained it is a revenue source from the state. In the event the state provides funding in excess of what was budgeted and spent, we keep it in the reserve account. We budgeted \$290 for FY16. Preliminary cherry sheet for FY16 reads it will be state funded \$33K more than that; we carve it out and reserve it for regional transportation; it doesn't go into the E&D fund. It won't impact this year, but it sets up the right account and procedures for next year.

What perceived issue other than timing were they looking to address? Jeff answered transportation costs are so difficult to anticipate, especially when you are working without a transportation contract or in a contract year. It's one of our largest costs and its unpredictable; we can only use it for transportation. Dennis agreed, it's a no brainer; how often do we have flexibility to use funds if needed? It's not excessive. Jeanise asked if it includes Special Education transportation costs? Mike answered it's general transportation because we are a regional school district. Jeff thinks it's included, but will confirm.

Deb queried how accounts could accumulate over time. Mike responded, if not spent in next fiscal year, it goes into E&D.

Deb moved that the HWRSD approve the Regional Transportation Fund.

6-0-0 approved.

C. Review School Committee Goals for 2014-2015. (Exhibit E)

Mike wanted to provide the goals for the committee, but is not asking for a vote tonight.

Deb found through the budget conversations, district initiatives, and curriculum building, so much tied back to these goals. We got an update by the virtue of the work done by Mike and his team. Larry felt it would be helpful to review them quarterly; with regard to next year's goals how many should we have?

We have an evening retreat (at central office) to talk about the goals. It is an open meeting but not televised. In two weeks- talk about goals on 5/21; look to have 3-5 goals for 2015-2016.

Larry introduced the Master Plan; it might be the most important thing we tackle this year. Give thought to whether Master Plan committee. These are going to be fundamental important decisions to the district; be thoughtful of who should be on master plan committee. Larry thinks it should be every member of the school committee. He doesn't want an unwieldy committee; but thinks it's going to be a series of working groups. Mike responded, if that's the case- do we need facilities and curriculum subcommittee? The Master Plan is an umbrella vehicle.

Dennis asked are we putting the Master Plan together for a particular need? Mike said we're trying to understand where education is going in 21st century and move in that direction; our 3 elementary schools are 50 years old; high school was last renovated 15 years ago; middle school is 15 years old. We first need to figure out what should a program look like? And then, what kind of facilities are needed to support that program? Master Plan Designs are conceptual designs provided by architect. Nothing is set in stone. Our next step- decide what we want for program; what do we need to change in our schools? Mike wanted to caution anyone who reads it that it is not a blueprint we are building to; looks wonderful, but the Starbucks bar isn't going to educate a child. Dennis asked about facilities lifespan ending? No, Jeff stated; all major systems (roofs, heat) are new- 5 years. What do we do with the building inside.

Deb asked what do we do with last goals? Check them off? I hope part of the meeting will give us a read on where we stand on these strategic goals. Larry will put that together with Mike.

Hannah suggested when we plan out goals build in progress on School Committee goals.

Deb MOVED THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN

Approved 6-0-0

Adjourned 8:21 pm

Respectfully submitted,  
Janice Gauthier