



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Buker Elementary School  
Multi-Purpose Room

Thursday, May 7, 2015

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Concerns** 7:05
4. **New Business** 7:15
  - A. Reorganization of School Committee 2015-16
    - Election of School Committee Chairperson
    - Election of School Committee Vice Chairperson
    - Election of School Committee Secretary
    - Election of School Committee Assistant Secretary
    - Election of School Committee Assistant Treasurer
  - B. Reorganization of Sub Committees
  - C. Appointment of School Liaisons for 2015-16
5. **Consent Agenda**
  - A. Minutes of April 9, 2015 Exhibit A
  - B. EdFund Grant – Science from Scientists Exhibit B
  - C. Field Trip – National History Day Competition @ the University of Maryland Exhibit C
6. **New Business**
  - A. Vote on Last Day of School
  - B. Establish Regional Transportation Fund Exhibit D
  - C. Review of School Committee Goals for 2014-2015 Exhibit E
7. **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.

**MEMORANDUM**

Date: April 6, 2015  
To: School Committee Members  
From: Michael Harvey, Superintendent of Schools  
Re: Thursday, April 9, 2015

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Minutes:

**ADJOURNMENT INTO EXECUTIVE SESSION**

Bill Wilson moved THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE  
TO ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF  
DISCUSSING CONDUCT STRATEGY SESSIONS IN PREPARATION FOR  
NEGOTIATIONS (Purpose #2) AND TO RETURN TO PUBLIC SESSION

Return from Executive Session:

**CALL TO ORDER:** Bill Wilson called the meeting to order at 7:08 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' CONCERNS:** No citizen concerns.

**CHAIR'S REPORT:**

A. Annual Town Meeting- Saturday 4/11/15. Hamilton 9am; Wenham 1:00 p.m.. Democracy is  
not a spectator sport. Come support your local school budget.

B. Transition Election is 4/16/15; There are two candidates, uncontested for school committee. At  
our next meeting there will be new leadership positions will be elected. Discuss handoff of items, for  
example- subcommittee work, goals and objectives for the committee. Also, the conflict of interest  
forms; the date has passed, but if you haven't done it please send them to Dianne Bucco.  
This is our last meeting together. I enjoyed serving with you; I'm very proud and passionate about  
everything we did. I appreciate all your hard work.

## **SUPERINTENDENT'S REPORT:**

### **A. RECOGNITION OF DEPARTING SCHOOL COMMITTEE MEMBERS**

Town meeting preparations are in full swing- we sent out a connect ed message. National Honor Society will be offering childcare at the HW rec center. There is a link in the connect ed message for reservations. There is a small charge for it as a fundraiser for NHS.

B. Dr. Harvey accepted an invitation to Shenzhen Experimental School in Shenzhen, China and Donglu middle school over April vacation. Looking to continue this exchange in the future. This will allows us to enhance our Mandarin program and the global experience of our students.

C. The Day on the Hill is scheduled on 4/29/15 and two students from student government to meet with state senator and state representatives.

D. Thank you for your service to the children of Hamilton-Wenham. I've learned a lot from you over the past three years.

Barbara said it was a privilege and honor and a lot of fun. She hopes people will run next year. She commented on the work and success of the policy updates. Well done.

Larry said we are losing three people of such substance; this will create a huge hole for the rest of us.

Bill is confident that those remaining and the leadership team will have great things to come.

Sheila always wanted to stay nonpolitical and focus on what's best for the kids. That's what we're here for. That's what I'm most proud of.

## **CONSENT AGENDA:**

### **A. MINUTES OF MARCH 19, 2015 (Exhibit A)**

MOTION: Sheila MOVED THAT THE HW REGIONAL SCHOOL COMMITTEE APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION OR AMENDMENT OF THIS MOTION.

Approved 6-0-1

## **NEW BUSINESS:**

### **A. STUDENT GOVERNMENT PRESENTATION**

Ellen, the student body Treasurer, stated Dana Valetti, (student body President) is in the hospital again, hoping to be back soon. SC members expressed well wishes to Dana. Presentation reviewed upcoming class events and fundraisers for the rest of this year and next.

Freshman Car wash fundraiser 5/2 or 5/9 tbd; sunglasses sale in May or June.

Sophomore class will sell student designed bumper stickers; next year they will have a masquerade ball and an Orange Leaf fundraiser.

Erin Mason Vice President: Juniors- prom is on 5/8/15; reusable grocery bag fundraiser sale at the end of May; elections for senior officers will also be held in May.

Courtney Milo Secretary: Seniors 4/16 Mr. HWRHS- it's like a beauty pageant for senior men; film fest is on 5/7/15. Students contribute own ideas and films. Prom is 5/29 at Castle Hill; and on June 7th is graduation. We have new delegates to the New England Student Advisory council. This brings together delegates from different schools in the school community and state.

## B. GRADUATION UPDATE

Eric and Jeff had met planning graduation on the stadium field under a tent; contracted with a very reputable firm to provide tent, stage, 1540 chairs, etc. We are developing operational and logistics plan (for parking, invitations, etc.). End of year events include running some end of the year workshops for real life skills (financial planning, organizing) pre-exams; Seniors helping Seniors; prom. The following week will be the senior trip (still nailing down details for day trip); scholarship night; senior farewell; candlelight. We will make a new twist on what we do and hold up some traditions. There will be 10 tickets per family for graduation. It will be a great event. Logistics are in place for special seating, parking, shuttling, etc. Senior students and parents have not been involved for logistical reasons to keep it moving along. They are involved in many other events of senior week, like the after prom event and Seniors Helping Seniors. Eric sends every family a letter; every event is on the calendar; we send out a lot of emails, tweets, and blog posts. Some complain it's too much contact.

## C. FY15 BUDGET FORECAST (Exhibit B)

Jeff to level set the budget forecast, it's the equivalent of a mini budget process. We go through every account.

Salary Costs- these are actual costs through 3/24 and forecast three months. Includes forecasts including long term substitutes, overtime, etc.

Operating Costs- Forecast assumes Special Education costs for Out-of-District Tuition will exceed the budget by \$509,000. Also assumes \$325,000 will be covered by available circuit breaker funds.

Jeff reviewed the financial table using the 13 DESE categories.

We are forecasting to end FY15 within \$6000 of budget. Some specific highlights are Instructional Materials which is forecasting \$32,754 over budget mostly due to replacing/repairing Smartboards particularly at the high school. Insurance, Retirement, Other was a favorable \$185,817 due to fewer enrollees. Pupil Services is forecast unfavorable to budget by \$39,632 mostly due to Special Education transportation for Out-of-District placement. Lastly, the Tuition for Out-of-District Special Education tuitions is unfavorable to budget for \$183,901. This is increased by eight Out-of-District placements.

Jeff proposed the committee transfer \$185,000 from "Insurance, Retirement, Other" to "Tuition".

The implications of NOT doing it- according to accounting, you are supposed to move the money before you spend it. It's a solid prediction. Typically Jeff will do a forecast every month. He will send a quarterly forecast to the towns.

Snow removal overage was in the six figures. Two million pounds of snow was removed from the high school/middle school. There was an 800 pound icicle removed.

Sheila moved that the Hamilton-Wenham School Committee to approve the FY15 budget transfer \$185,000 from "Insurance, Retirement, Other" to "Tuition" as recommended.

Motion passed 7-0-0

#### D. SCHOOL CHOICE UPDATE (Exhibit C)

Principal Tracy explained we started the school choice process earlier this year, around Thanksgiving. We received 86 applications for 9th grade, conducted the lottery, and extended invitations to eight siblings of current students. Two additional students were invited. One has declined, so we sent out a third. We are watching the 154 8th graders; 21 have applied elsewhere; three have decided they will be coming to the high school. We think it will be around 140-145 students with choice in the freshman class. In response to Larry's question, Eric stated it's a very low number of students who have been schooled elsewhere through 8th grade who now come to the high school. The current freshman class is 153.

Larry pointed out we will not add any sections or staff to accommodate choice students. Jeff said the staffing reviews at each school is built around this timeframe with incoming kindergarten class sizes, outgoing graduates, etc.

Larry continued as numbers keep going down, what does that translate to in terms of offerings at the high school? How do we deal with that? Barbara pointed out that the Master Plan has many educational offerings and different kinds of learning and teaching with the reality of a diminishing population. Mike stated if we calculate 154 students in eight sections of Freshman English, that averages 19.25 students per class. What do we need to adequately staff at all grades? Eric said each class brings a different perspective, such as the number of kids in honors or special ed. We don't need to increase. We're looking at other ways to educate such as online learning. We filled 59 seats this year. We want to balance the class size issue. We've discussed on May 1st looking at the school choice application list based on what we know of our current seats available.

Stacey asked with the decline of students, how will it affect electives? Eric stated we haven't reduced any electives; freshman year you don't get as many electives, students are fulfilling their core classes. Students are more inclined to take multiple AP classes rather than electives. If a course doesn't have 15 kids, it's on hold. We've got to add more options and opportunities. Can kids take an intersession course? Community colleges are looking at dual enrollment options. There are 98 school choice students in the high school now; we are losing 24 and adding 10.

Deb discussed the impact on a family's lack of communication whether their child is coming; how can we be more proactive explaining to those 8th grade families the implication? Whether it's a phone call, mailing, etc. It's a suggestion for future choice. There's a new lever 5-6th grade transition- there's a new alternative - but it's another checkpoint where we need to be more proactive. We need to build that into our plan. Principals Hovey and Tracey are watching those numbers all the way down to 6th grade. We'll monitor it closely. Deb will take that as an action item/research project. Larry also mentioned the new

tech high school- are more students going? The number is about the same as last year. What can we do to improve our STEM offerings? Eric said they get back to the school choice applicants all the way through the process. It's a numbers game.

**E. DISTRICT CURRICULUM ACCOMMODATION PLAN UPDATE (Exhibit D)**

The DCAP is one of the district improvement goals. This was spearheaded by Eric Tracy and Kathy Harris. Mike read the introductory paragraph to the committee.

The table of contents discusses the different accommodations that can be offered to any and all students. These are best practice instructions. Research shows these things work for everyone; this gets to the heart of differentiated instruction.

Barbara pointed out the phrase for struggling learners- some kids are struggling because they are bored out of their minds. A child might need help, not another worksheet. The teacher does not have the support or training to make sure this child has the accommodations that will make him excited to come to school. These are kids who are turned against school when they have enormous potential. We have to be very proactive with this other side of struggling academically. Larry commented a recent ESPN story about Rajon Rondo and his 3rd grade teacher and what she did to accommodate him and keep him engaged. This is not a new law. We did have a DCAP, but it was not published. This new DCAP is on the district website under curriculum, instruction, and assessment tab. All building principals have reviewed with staff. We consulted with other districts' plans, but it is something we wrote inhouse.

The next step is to build a reservoir of things available, resources to keep students motivated.

**OLD BUSINESS:**

There was no old business

**Adjournment:**

MOTION: Sheila MOVED THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE  
TO ADJOURN

Approved 7-0-0

Adjourned 8:35 pm

Respectfully submitted,

Janice Gauthier



### HAMILTON WENHAM EDFUND PROJECT GRANT APPLICATION FORM

Project grants are for projects of \$1,000 or more, and should be designed to influence or advance the school system's interest in areas such as curriculum, technology, teaching methods, special school projects or specific innovative interdisciplinary projects.

Name(s) of Application Contact(s): John Kotch

Submission date: 2/12/15 Date approval needed: prior to 2015-16 school year

Contact(s) phone number: 978-500-4271 Email: j.kotch@hwschools.net

Position or Title of Application Contact(s): 6-12 Science and Engineering Curriculum Leader

Grant Title: Science from Scientists

School(s): Miles River Middle School Grade(s): 6th

Amount requested: \$15,000 Recurring costs: zero

Please address the following topics:

1. Has this grant been funded in the past? If yes, from what source?
2. Description of project and purpose.
3. Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria at <http://hwedfund.org/applications-criteria.htm>.)
4. Number of students and/or teachers to benefit.
5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.
6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.
7. Method of evaluating success of project (i.e. student feedback).

Additional Comments: \_\_\_\_\_

Signature(s) of Applicant(s): John Kotch Date: 2/12/15

#### Approval

Please submit grant application to your Principal for approval before sending to Donna Gourdeau at [edfundgrants@gmail.com](mailto:edfundgrants@gmail.com), Edfund Grants Committee Chair with a copy to Assistant Superintendent of Schools for Learning, Dr. Celeste Bowler at [c.bowler@hwschools.net](mailto:c.bowler@hwschools.net).

Principal: Craig Hovey Date: 2/12/15

Revised 9/14/2012

**HAMILTON WENHAM EDFUND PROJECT GRANT APPLICATION**  
**ADDITIONAL INFORMATION**

**1. Has this grant been funded in the past? If yes, from what source?**

This grant has never been funded or requested in the past.

**2. Description of project and purpose.**

In an effort to further inspire, educate and motivate our students in the STEM areas, I would like to bring in an organization called, *Science from Scientists* to our middle school students. This is important for many reasons, two of which being the fact that we currently do not have any technology/engineering being taught at Miles River and that STEM promotion within schools is both a state and national focus point. As described on the organizations website:

“Science from Scientists inspires and motivates youth to embrace Science, Technology, Engineering and Mathematics (STEM). Our goal is to ensure our nation’s youth is competitive globally in STEM fields. Our lesson topics are informed by MCAS requirements and other relevant curriculum frameworks. In addition, we seek to expose students to a broader range of material in the lessons we develop and employ. We quantify our success through the use of pre-post assessment testing.”

(Website: <http://sciencefromscientists.org/>)

Additionally, SfS supplies pre/post lab activity materials and lessons for the teacher. These will align well to the DDM’s (District Determined Measures) analysis that is required by the DESE as well as also being aligned with MA State Frameworks and Next Generation Science Standards.

**3. Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria at <http://hwedfund.org/applications-criteria.htm>.)**

This program will support one of the major points made within our school vision statement: “...(HW) graduates students who are well-prepared to meet the post-secondary challenges of the 21st Century economy and are engaged members of our global society”

This grant will promote that by exposing our students and teachers to learn STEM topics that are current and progressive as well as those being found at the highest level of research in the STEM-based fields of both higher academics and industry. This grant will not only link to skills for the global society, but will be presented by scientists that are at the highest level of their respective fields.

**4. Number of students and/or teachers to benefit.**

My goal is to benefit *all* middle school teachers and students in the 6<sup>th</sup> grade science classes. I will set up the presentations so that the entire 6<sup>th</sup> grade has the opportunity for these presentations/activities to be given to their classes. SfS will be at the school for an entire day, every other week, and will be conducting the lab activity so that the entire grade has partakes in that lab activity throughout that day.



**5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.**

Essentially, the budgetary detail is simply the cost to bring in this organization. They bring in all supplies and equipment necessary. The amount of money is for a total of \$15,000. Although that might seem like a lot, bear in mind that this is a *20 week* program and includes *all* lab activities for an entire school year for an entire grade. And, this is a grade that no longer has any engineering/technology course, even though the middle school MCAS and NGSS has that subject area as a major component. The total amount of money is approximately \$100/student when divided by the Miles River student population for the 6<sup>th</sup> grade, for 20 lab activities, or about \$4/lab event. This includes *all* equipment, materials, pre/post activity lessons and pre/post questionnaires and data analysis to look at the learning that took place during the activity.

**6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.**

If we can replicate and incorporate some of the lab activities demonstrated by the presenters, we will need to purchase equipment and supplies to do so. This is yet to be determined as it will depend upon exactly what we observe during the various presentations. However, this may not even be an expense as we might be better off to simply incorporate this organization into future middle school budgets. I anticipate that I might ask for an incremental and rather small budget % increase for the middle school in the future as a result. Additionally, the “professional development” will actually take place during the presentations as our teachers observe and partake in the activities.

**7. Method of evaluating success of project (i.e. student feedback).**

The organization actually does a pre/post evaluation/assessment as part of their presentation. Also, these evaluations will link with the District Determined Measures and correlate to both MA State Frameworks and Next Generation Science Standards.



## Grant Acknowledgement and Acceptance of Terms

### PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Edfund-Amy DeSimone at [amydesimone12@gmail.com](mailto:amydesimone12@gmail.com) and
2. Hamilton Wenham Administration-Vincent Leone at [v.leone@hwschools.net](mailto:v.leone@hwschools.net)

We accept this grant from the Hamilton Wenham Education Foundation and agree to abide by the following associated provisions and obligations:

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2014-2015 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: Miles River Middle School

Name of Contact on the Edfund Grants Subcommittee: Donna Gourdeau

Title of Grant Application: Science from Scientists

Grant Amount Approved and Date Requested: \$15,000.00

Grant Requestor's Name: John Kotch Title: 6-12 Science and Engineering Curriculum Leader

Email Address and Phone Number: j.kotch@hwschools.net

**Please attach a detailed budget with payment instructions below for District payment**

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:

## Hamilton-Wenham Regional School District

## FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: April 30, 2015  
 Faculty Sponsor: Kristen Borges Position: 6-12 Social Studies Curriculum Leader

## I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: \_\_\_\_\_  
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: \_\_\_\_\_  
☐ Athletics - Sport: \_\_\_\_\_  
☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☒ Out-of-State/Domestic Overnight Trip - ☒ Academic ☐ Extracurricular - Destination: National History Day Competition University of Maryland  
☐ International Trip (extracurricular only) - Destination: \_\_\_\_\_

Departure Date: 6/14/2015 Time: 6:00 am Return Date: 6/18/2015 Time: 10:00 pm  
 Number of Students Eligible: 15 Class/Group: History students from 11th & 12th grade and 8th grade Civic Students  
 Faculty Sponsor: Kristen Borges  
 Other Faculty/Staff chaperones: Rob Emmett + Tyler Walker  
 Other chaperones: \_\_\_\_\_  
 Mode of Transportation: Tremblay Coach Bus Number: \_\_\_\_\_  
 Airlines/Flight/Ground Transportation: \_\_\_\_\_

## II. Estimated Expenses

1. Transportation Cost: <u>\$50.00</u>	6. Financial Assistance Available? Yes No
2. Admission Charges: <u>\$105.00</u>	7. Other Sources of Funding? Yes No
3. Lodging & meals cost: <u>\$354.00</u>	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes No
5. Total student cost: <u>\$509.00</u>	10. If yes, amount bring used: \$

## III. Attachments

1. Copy of Parent Letter with meeting date: ✓	5. Travel Costs & Refund Policy: ✓
2. Itinerary: ✓	6. Travel Insurance Policy (if applicable): Cost:
3. Security features for transportation & accommodations: ✓	7. Pre and Post Trip Activities:
4. Arrangements for meals and lodging: ✓	8. Other Descriptive Information:

## IV. Approvals

Department Chairperson or Field Trip Requestor: Kristen E. Borges Date: April 30, 2015  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 5/1/15 5/4/15  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: [Signature] Date: \_\_\_\_\_

HWRSD Committee Action: Vote - Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Date: \_\_\_\_\_

Congratulations to all of the 2015 Massachusetts State History Day winners and Honorable Mentions! Hamilton-Wenham and Miles River students competed against 60 other Massachusetts schools. **All 1st and 2nd place winners are moving onto the *Kenneth E. Behring National History Day Contest* which will take place at the University of Maryland from June 14 - 18th, 2015. This year's theme is *Leadership and Legacy in History*.**

## **HWRHS WINNERS**

### **Historical Papers**

#### **Honorable Mention**

Madeleine Berthoud	<i>The Impact of a Selfless Contrarian: The Leadership and Legacy of Mother Teresa:</i>
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### **Individual Exhibit**

#### **National Archives Award**

Kristina Renaud	<i>Mademoiselle 'Coco' Chanel</i>
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#### **Honorable Mention**

Kathryn Shinopoulos	<i>The Scopes Trial</i>
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### **Group Exhibits**

#### **1st Place**

Emma Beane	<i>A Noisy Summer: The Leadership and Legacy of Rachel Carson</i>
Mariah Manter	
Carly Moulton	

#### **Honorable Mention**

Benjamin Frick	<i>Stalin: A Double Edged Sword</i>
Charlotte Royer	

### **Group Performance**

#### **2nd Place**

Julia Brown	<i>Susan B. Anthony and Elizabeth Cady Stanton: A Story of Determined Suffragists</i>
Katie Ryan	

## **Individual Documentary**

### **1st Place**

Carly Jennings

*Dorothea Dix: A Leader for the Forgotten, A Legacy that is Haunting*

### **Honorable Mention**

Erin Sperry

*Lech Walesa*

## **Group Documentary**

### **1st Place**

Gordon Bahr

*The Three Leaders: Kennedy, Khrushchev, Castro and the Avoidance of Nuclear Disaster*

Nick Colucci

Ben Danforth

Alex Winch

## **Individual Website**

### **2nd Place**

Isabel Kojima

*Leadership and Legacy: T.E. Lawrence*

## **Group Website**

### **2nd Place**

Saskia Leonard

*Gloria Steinem: A Leader in Liberation*

Annabel Rutherford

## **MILES RIVER WINNERS**

## **Historical Papers**

### **1st Place**

Lilly Knudsen

*Dorothy Day: The Catholic Worker Movement*

### **National Archives Award**

William Hogan

*General George S. Patton Jr.: A Bold Leader in Modern Warfare*

## **Individual Documentary**

### **1st Place**

Jack McMahon

*The Life and Legacy of Michael Collins: A Man  
Against an Empire*

April 30, 2015

To: Parents of National History Day Students  
From: Kristen Borges  
Re: National History Day

Dear Parents,

Congratulations on the great accomplishment of your child in achieving the national level of competition of National History Day. Our students are now in the top 1500 projects out of an original 600,000 students who entered!

The cost of attending History Day is \$509.00 (\$459 to the nationals online, and \$50 to the state coordinator for the bus, etc.) The school district is graciously offering money to defray the cost, reducing it by \$150 per student. When you register, you will enter purchase order number:------. That should change the amount you will pay to \$359. As mentioned in the material your child received, the competition is June 14-18, 2015.

### Itinerary

Sunday June 15, 2015	Depart Massachusetts (Woburn Theaters)	6:00 am
	Arrive College Park, Maryland	3:00 pm
	Opening Ceremonies	7:00 pm
Monday June 16, 2015	Junior Division Competition	10:00 am – 4:00 pm
	Senior Division Tour Washington, DC	8:00 am – 3:00 pm
	Student Dance	7:30 – 10:30
Tuesday June 16, 2015	Senior Division Competition	10:00 am – 4:00 pm
	Junior Division Tour Washington, DC	8:00 am – 3:00 pm
	Baseball Game	5:00 pm – 11:00 pm
Wednesday June 17, 2015	Senior Performance and Documentary Finals	8:30 am – 12:30 pm
	Tour Washington, DC	1:00 pm – 4:00 pm
	Evening Monument Tour of DC	6:00 pm – 10:00 pm
Thursday June 18, 2014	Awards Ceremony	8:30 am – 12:00 pm
	Depart College Park, Maryland	1:00 pm
	Arrive Woburn, MA	9:00 pm

All transportation in and out of Washington will be by coach bus. We will be traveling home after the morning awards ceremony on Thursday, June 18. Mr. Emmett and Mr. Walker will be accompanying our students to College Park and chaperoning the students from Massachusetts the entire time.


There are about 60 students and 15 chaperones from all the Massachusetts schools traveling to Washington (College Park) on two coach buses for the competition. All student equipment, luggage, and props will fit on the buses. The Massachusetts students and chaperones will be staying in dorms but we are unsure about which dorm at this point. It is the teachers' expectation that students will ride to Washington and back on the bus and stay in the dorm with the other members of the Massachusetts delegation. Keeping the students together makes it easier to coordinate events with all the students from our state. We have meetings for the Massachusetts students and chaperones each evening in the dorm for this purpose. Keeping students together also builds a supportive, positive spirit that helps everyone feel part of the group. If you intend for your child not to ride on the bus or not stay in the dorm, please send an email or give me a call. As mentioned in the other material you received, parents are welcome to attend the competition as well as any of the tours around Washington.

I've attached NHD's *Student Standards of Conduct* and *Refund Policy* to this letter. Please read through the documents and sign the attached sheet indicating you are aware of the expectations and policies.

We are planning a meeting for parents on Tuesday, May 26 at 7:00pm in Room 100. If you have questions in the meantime, send me an email ([k.borges@hwschools.net](mailto:k.borges@hwschools.net)).

Thank you so much for the support you give your child and the other students. It certainly is wonderful to see good things happen when students work so hard!

Sincerely,

  
Kristen Borges  
6-12 Social Studies Curriculum Coordinator

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☐ I affirm I have read the HWRSD Student Conduct policies, student handbook rules and regulations and the National History Day *Student Standards of Conduct* and *Refund Policy*. I am aware of the consequences if my student violates the Student Standards of Conduct. I am also aware of the refund policy dates.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



Security Plan for National History Day Competition University of  
Maryland, College Park, Maryland

- A 10 to 2 ratio of chaperones/teachers to student as per rules of Hamilton-Wenham School Sponsored field trip policy.
- Chaperones are Rob Emmett and Tyler Walker History Teachers at the High School and Middle School.
- Both chaperones have cell phones and numbers have been shared with the parents.
- Our group is part of the Massachusetts Delegation which includes approximately 20 chaperones who are with the students at all times.
- Students check in with their teacher every time we move, transition or need to disperse information.
- A strict itinerary/timeline/schedule of events has been shared with students and parents.
- Name of dorm and information has been provided to parents.
- All meetings are held in the dorm where students will be staying.
- University of Maryland security will patrol hotel hallways in the evening.
- All students are scheduled throughout the day in meetings with a strict curfew for night.
- Bed check will take place each night after curfew.
- Many of our district's parents will also be accompanying their students on this trip.

## ON-CAMPUS LODGING AND MEALS

Sign up for housing on campus! Dorm packages include housing, bed linens, a pillow, and three meals a day. There are three dorm packages from which to choose. Please select the appropriate one through online registration. More information is available online to help you with roommate requests and health conditions.

You can opt for different accommodations than your parents (i.e. students can stay in the dorms with their friends with a chaperone, while parents stay in a hotel). However, an appropriate chaperone **MUST** stay with the students.

**TEACHERS** - If you are scheduling accommodations for your entire group (not just for yourself), please log into your account and pay for students there. This will allow you to pay for all members of your group at once without entering into each student's record. This is especially helpful when submitting payment from your school, either by purchase order, check or credit card.

Please note that in an effort to keep entire affiliate delegations together and accommodate housing requests, dormitory housing will be mixed gender on some floors. Bathroom facilities will remain separate. The university makes every effort to ensure that the designated chaperones are with their students.

Microwaves and refrigerators are not available in individual sleeping rooms. However, you may use any of the refrigerators and microwaves in the common areas of your residence hall, if they are available.

### Housing Check-In On Campus

During the contest, housing check-in at Stamp Student Union will be available Saturday from 2:00 - 8:00 PM, Sunday from 9:00 AM - 8:00 PM, and Monday from 8:00 AM - 3:00 PM. You will receive your room assignment and meal card at this time.

### Late On Campus Housing Check-In

If you arrive on campus after 8:00 PM, you must go to **LaPlata Hall** to receive your room assignment and meal card. The telephone number to the LaPlata Hall desk is 301-314-5275.

To check in for the contest, you must go to the Stamp Student Union during regular NHD registration hours.

### Special Diets/Dietary Allergies

The University of Maryland's dining services are reduced dramatically during the summer months. Therefore, many special diets cannot be accommodated. People who need vegetarian or vegan meals, lower fat/cholesterol, or have simple food allergies (such as shellfish, lactose, or dairy allergies) can be accommodated. However, combination food allergies, Celiac disease, Kosher, and other specialized diets cannot be accommodated. Campus housing cannot be purchased without the meal plan.

## STUDENT STANDARDS OF CONDUCT

*Students are expected to conduct themselves, both in person and online, in a manner that brings credit to themselves, their schools, and the affiliates they represent. Chaperones are responsible for the behavior of the students in their charge.*

### NHD Rules and Policies for NHD Participants

National History Day is concerned not only for the safety and well-being of students, but also for upholding the wishes of parents, teachers, school principals, and the many supporters who have a vested interest in the students' participation. As guests at the University of Maryland, you are expected to abide by the same rules the University has established for its students. To ensure that your stay is pleasant and trouble-free, you must observe the following rules:

1. You may not physically harm, threaten to harm, or harass any person, including provoking and/or engaging in physical fights or malicious pranks.
2. Alcoholic beverages or other drugs are expressly prohibited except those prescribed by a doctor.
3. Possession of any weapons, firecrackers, or other flammable materials is prohibited.
4. You may not tamper with the fire system or fire safety equipment. You may not set or fuel a fire of any size.
5. You are responsible for complying with the requests of all chaperones and University of Maryland officials, including cooperating in cases where you are aware of rules being broken by other students.

### For Students Staying In Dorms

6. Male students are not permitted to visit female students in their dormitory rooms and vice versa. Socializing may take place in the lounges of the residence halls as well as on the rest of the campus.
7. You may not yell from or hang out of room windows. You may not throw or drop objects from room windows.
8. Curfew is midnight every night and will be strictly enforced. That means you should either be in your room or (with the permission of your chaperone) in the lounge on your floor. If any chaperone asks you to go to your room, you should go.
9. You may not enter other students' rooms without their invitation or explicit permission.
10. You may not create excessive noise or disruptions that interfere with NHD activities and/or operation of the dormitories. Quiet hours will be observed from 12:00 AM to 7:00 AM every day. During this time, please be especially quiet and considerate to allow others to sleep.
11. You may not bring any animals into the dormitory except when required to assist persons who are physically challenged.
12. You may not cook except in the designated kitchen areas.

**Students who violate any of these rules will be subject to punishment, up to and including: being asked to leave the dormitories, immediately being sent home at their parents' expense, financial restitution, and disqualification from the National History Day contest.**

### NOTICE -- NOTICE -- NOTICE

Campus police are advised that all students unaccompanied by an adult must be in the residence halls by midnight each night.

## EXPECTATIONS OF DORM CHAPERONES

Chaperones must be familiar with the rules and policies for dormitory occupants listed on the preceding *Student Standards of Conduct* page. Chaperones have the following responsibilities:

- Chaperones are responsible for the behavior of the students in their charge according to the published rules. Hence, chaperones will stay in the same building with their students. They will be generally available while the students are in the residence halls so that any rule infractions by their group can be handled in a timely manner.
- Chaperones are responsible for enforcement of published rules with any NHD student participant throughout the campus community during their stay.
- Should a chaperone encounter problems, the first contact will be the Dorm Coordinator designated by NHD (for that particular building) Dorm coordinator information is available at the check-in desk in LaPlata Hall (301-314-5275).
- Chaperones act as liaisons between NHD and University of Maryland staff. They will be working in cooperation to confront problems as they are encountered in the residence halls.
- Chaperones will be visible on the floor where their students are lodging both at curfew time and afterwards. Chaperones should make sure that students are in their rooms or in the lounge on their floor at curfew time and afterwards and that they observe "quiet hours" from 12:00 AM to 7:00 AM.
- Chaperones will assist the Dorm Coordinator in clearing the lobby, elevators and stairwells, and other public areas at curfew time. This system will be worked out by the Dorm Coordinator and the chaperones at the start of the group's stay at the University of Maryland.

Chaperones, the Dorm Coordinator and/or University of Maryland staff can make a recommendation to the NHD Executive Director for disciplinary action to be taken against any NHD student, including being asked to leave the dormitories, immediately being sent home at his or her parents' expense, financial restitution, and disqualification from the National History Day contest.

## REFUND POLICY

If a participant (student, parent/guardian, teacher, etc.) is unable to attend the National Contest due to unforeseen circumstances, please contact the NHD Finance Manager at 301-314-8570 or [lorena@nhd.org](mailto:lorena@nhd.org).

Every effort will be made to accommodate the cancellation and refund of your housing, meals, or any extra contest fees.

If a cancellation request is received prior to June 1, NHD will provide a full refund for housing, meals, and extra contest fees, minus an administrative fee of \$45. Registration fees are non-refundable.

### Partial Refund

After June 1, NHD reserves the right to charge the participant a fee equal to 25% of the charged amount.

After June 8, no refund of fees will be provided.

### Cancellation/Refund Requests

Please email a request for cancellation/refund to [lorena@nhd.org](mailto:lorena@nhd.org).

Cancellations or refund requests must contain the following:

- first name & last name
- address
- telephone number
- email address
- List of charges that were paid (registration costs, housing, meals, extras). This list of charges must be identical to the information originally submitted in your registration.

Please provide current contact information in case questions arise regarding your cancellation/refund request. Write "National Contest Cancellation/Refund" in the subject line of your email. You may call 301-314-8570 to confirm receipt of email one business day after you send it.





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## Field Trip Consent & Release Form

### I. Consent to Participate in Voluntary Field Trip

I, the undersigned \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_ (student), a minor do hereby consent to my child's participation in a voluntary Field trip sponsored by the Hamilton-Wenham Regional School District. I am aware that my child will be traveling to

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Location) (Dates) (Times)

The mode of transportation for this field trip will be: \_\_\_\_\_ (Please List)

My child has my permission to participate in this voluntary field trip.

I agree to release and hold harmless the Hamilton-Wenham Regional School District, the members of the School Committee and its officers, agents, and employees (herein referred to as "District") from any and all liability for personal injuries to my son/daughter or other damage to personal or property that might result in any way from his/her voluntary participation in the activity and fully release the "District" and its employees from any liability in connection with those decisions.

### II. Emergency Treatment & Medication Consent

I, \_\_\_\_\_ parent/legal guardian, give permission to the  
(Please Print)  
Hamilton-Wenham Regional School District staff or chaperones to act on my behalf for \_\_\_\_\_  
(Student's Name Print)  
in the event of a medical emergency.

Are there any changes, or new information needed to the Emergency Contact Form that the School District has on file? Yes \_\_\_ No \_\_\_

If Yes (new information) \_\_\_\_\_

Will medication be required during the field trip? Yes \_\_\_ No \_\_\_

Please Describe Below:

\_\_\_\_\_

As per the Hamilton-Wenham Regional School District Policy on Medications (H8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

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.

Updated 10.10.14





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## III. Consent & Release

I further affirm that I have read this Consent & Release Form and that I understand the contents of the form. I understand that my child's participation on this trip is voluntary and that my child and I are free to choose not to participate in said field trip. By signing this form, I grant permission for school personnel to administer medication to my child as prescribed by his/her physician. I also affirm that I have decided to allow my child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form. In signing this form I fully release the Hamilton-Wenham Regional School District Committee and its officers, agents, and employees (hereafter referred to as "District") from any liability in connections with those decisions and provisions:

1. That the Hamilton-Wenham Regional School District Policy on Medications will apply to a student who needs to be administered medication while on a field trip.
2. That Hamilton-Wenham Regional School District policies on student behavior and Student Handbook Rules & Regulations apply to all PK-12 field trips.
3. That the School Committee reserves the right to cancel a trip up to the departure date or to recall a trip in progress due to safety concerns or any other reason deemed appropriate by the School Committee
4. That a parent/guardian may lose any and/or all of the funds he/she/they have expended for the voluntary trip.
5. The District shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip; and
6. The District will not be liable to anyone for personal injuries, property damage, or financial loss my child or I may suffer in voluntary Hamilton-Wenham Regional School District field trip programs.

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*Parent/Legal Guardian Signature*

*Printed Name*

*Date*

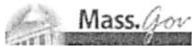
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*Parent/Legal Guardian of (Student's Name)*

**Knowledge • Responsibility • Respect • Excellence**

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Updated 10.10.14



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## School Finance and District Support

### Advisory on the Establishment of a Regional Transportation Reimbursement Fund

February, 2015

Chapter 233 of the Acts of 2014 was approved on August 5, 2014 and became effective on November 3, 2014. This new law allows regional school districts to establish a Regional Transportation Reimbursement Fund (RTR Fund) and deposit state regional transportation reimbursements into the RTR Fund, starting in FY15. Once deposited, the regional school district is permitted to carry forward any funds that are not expended in the fiscal year in which they are received. Any funds that are carried forward must be expended in the subsequent fiscal year. Currently, regional school districts must estimate future reimbursements as they compile their budgets for the next fiscal year, which can occur in the fall or early winter before the Governor's proposed budget is released. Allowing regional school districts to carry forward current reimbursements allows them to more accurately plan for the following year's budget.

The regional school committee must vote to establish the RTR Fund. The language of the vote can be as simple as "The committee is planning to establish a Regional Transportation Reimbursement Fund." Once the RTR Fund is established, the regional district is allowed to deposit state transportation reimbursements into the RTR Fund with the approval of the regional school committee. Deposited funds may be used in developing the subsequent fiscal year's budget. Deposited funds may be used to support the current year's budget. In the event that use of these funds increases the budget, the regional school committee must amend its budget by following the process outlined in 603 CMR 41.05 (5). [Regional School District Budgets](#).

Balances deposited in the RTR Fund, within the restricted amount, do not impact the district's excess and deficiency (E&D) calculation. However, if prior year reimbursements remain in the RTR Fund at the close of the fiscal year subsequent to the fiscal year in which they were reimbursed, those funds must then revert to the district's E&D account.

The RTR Fund is for regional school district student transportation expenses only. Transportation expenditures can be charged directly to the RTR Fund and will be considered local expenditures for reporting purposes. If charging these expenses increases the planned expenditures in the current year's budget, the budget must be amended. When expenditures are made from the RTR Fund, they should be reported on the End of Year Financial Report (EOYR) as an additional appropriation of the school committee.

Funds carried over from the previous fiscal year must offset the next fiscal year's transportation assessments. As with all special revenue accounts, regional districts should inform their member municipalities of amounts available and used during the budget process.

Any questions regarding this advisory should be directed to Jay Sullivan in School Finance & District Support. Jay can be reached at [jsullivan@doe.mass.edu](mailto:jsullivan@doe.mass.edu) or at 781-338-6594.

Last Updated: March 6, 2015

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# HAMILTON-WENHAM

## REGIONAL SCHOOL DISTRICT

### School Committee Goals 2014- 2015

Strategic Goal	Actions/Timelines	Benchmarks/Products	Personnel Responsible
1. Complete the revision and Updates of the HWRSD Policy Manual.	<p>1. PWG will continue to meet regularly to review new policies for the Student Section and other policies as required. A subset of these policies will be presented at each School Committee meeting until the review is complete.</p> <p>2. Approved policies will be added to the existing online manual and published and distributed as appropriate.</p> <p>3. The Superintendent will notify the PWG of newly required policies.</p>	<p>1. Revised and new policy documents should be distributed 48 hours prior to each SC meeting.</p> <p>2. Policy working group will work with School committee chair and superintendent to get Policy readings on the SC agenda.</p> <p>3. Existing sections of Policy manual will be complete by April 15, 2015. Policy Manual will be available in all school offices and on District Website.</p> <p>4. Assure a plan is in place to support Policies with operating procedures April 15, 2015</p>	Policy Working Group School Committee Superintendent
SC Result Comments on Goal # 1			

2. Finalize remaining responses to Recommendations contained in the Operational Audit.	<ol style="list-style-type: none"> <li>1. Identify recommendations that have been accepted and completed and those that have been rejected.</li> <li>2. For those accepted but not completed, assess plan and date for completion</li> <li>3. For those under review, group recommendations where appropriate and develop timeline to complete assessment and implementation (if required) for each recommendation or group.</li> </ol>	<ol style="list-style-type: none"> <li>1. Updated status of all Recommendations.</li> <li>2. Commitment by project owners to complete tasks for all accepted recommendations (including projects or actions which may address underlying issue in a manner different than the recommendation)</li> <li>3. Final Presentation on remaining items to School Committee and community by the end of February 2015</li> </ol>	Assistant Superintendent of Finance and Administration School Committee Chairman
SC Comments Goal #2			
3. Start Phase 2 of Master Plan Project	<ol style="list-style-type: none"> <li>1. Work with Facilities group and stake holders to identify next steps</li> <li>2. Identify project recommendations &amp; timelines based on impact to education and affordability</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide regular progress reports at SC meetings</li> <li>2. Present implementation recommendation to School Committee, March 30, 2015.</li> </ol>	Master Plan Steering Committee
SC Comments Goal #3			
4. Negotiate a new agreement with the HWREA & Superintendent	<ol style="list-style-type: none"> <li>1. Collect and analyze benchmark data</li> <li>2. Develop SC position</li> <li>3. Monitor progress of study groups</li> <li>3. Negotiate</li> </ol>	<ol style="list-style-type: none"> <li>1. Benchmark information</li> <li>2. SC "asks"</li> <li>3. SC position on HWREA "asks"</li> <li>4. Short-list of remaining open issues</li> <li>5. Reach final agreement</li> </ol>	Negotiations Sub-Committee School Committee Town Representative
SC Comments Goal #4			

<p>5. Develop and approve a FY'16 budget that provides a high-quality education and ensures efficient use of community resources</p> <ul style="list-style-type: none"> <li>-Develop a 3 Year operating forecast.</li> <li>-Develop a 10 year capital Plan</li> </ul>	<ol style="list-style-type: none"> <li>1. Review and fund Big Ideas</li> <li>2. Support development of an Information Technology Plan (IT).</li> </ol>	<ol style="list-style-type: none"> <li>1. Review financial results vs. budget prior to sending files to Towns on a quarterly basis.</li> <li>2. Re-evaluate E&amp;D policy by Feb 15, 2015. Impact to budget</li> <li>3. Explore opportunities to identify alternative funding sources.</li> </ol>	<p>Superintendent District Leadership Team School Committee</p>
SC Comments Goal #5			
<p>6. Develop a plan for Maintaining continuity during transitions in SC membership.</p>	<ol style="list-style-type: none"> <li>1. Develop a School Committee Orientation Manual</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed School committee draft orientation manual by March 30, 2015.</li> </ol>	<p>School Committee. Jeanise/Communications.</p>
Comments			
<p>6. Pursue shared department of Public works.</p>	<ol style="list-style-type: none"> <li>1. Meet with Town leaders regarding their recommendations</li> <li>2. Decide on preferred structure for Shared or separate facilities maintenance support</li> <li>3. Create new IMA for Shared Public Works Department</li> </ol>	<ol style="list-style-type: none"> <li>1. Recap Collins Center Recommendation vs. Town and Schools current position.</li> <li>2. Identify the structure and how structure will operate going forward.</li> <li>3. Complete IMA (Inter-municipal agreement)</li> </ol>	<p>School Committee Superintendent</p>
Comments			

7. Communications	Develop a proactive system for communications so that the HWRSC may reach all the district stakeholders and provide information that helps the district achieve its goals.	Create a communications plan that addresses how the SC will communicate internally and externally. Present recommendations by December 30, 2014.	Communications working group.
Comments			
8. School Committee Governance	1.) Create and communicate proper guidelines on how to conduct business at school committee meetings. 2.) Work with communications group to identify proper protocol for communications within the District and externally. 3.) Assure full transparency on financial and policy matters	1.) By Oct 30 <sup>th</sup> educate committee on recommended procedures as outline by MASC. 2.) Adopt protocol and get full committee buy in by Nov 30, 2014	-Chairman of School Committee. -Superintendent -Communication Subcommittee
Comments			
9. Educating Gifted and Talented Students	4.) The School Committee supports the District in providing challenging and appropriate educational opportunities within the regular day in all schools for gifted and talented students not already receiving Special Education Services.	1 The School Committee will charge a sub-committee to study ways in which to accomplish this goal.	Barbara Lawrence Sheila McDonald

Comments



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

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## Mission, Vision and Core Beliefs

**Mission:** is a statement of purpose and defines the fundamental charge of the system. It is more general in nature and may, in fact, apply to other similar institutions. For example, all public schools have the same fundamental responsibilities. Therefore, they may share similar missions.

### **HWRSD Mission Statement**

**The Mission of the HWRSD is to educate our children to become young adults who are of good character and demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21<sup>st</sup> Century.**

**Vision statement:** describes the desired state of the system in the next five years. It is more specific in nature. It is an expression of possibility, yet based enough in reality to be achievable. Its purpose is to inspire those involved and interested individuals to help it become a reality. It provides the basis from which the school system determines the priorities and establishes targets for performance in the next five years; that is, yearly district and School Improvement Plan (SIP) goals result directly from the vision.

### **Vision Statement for the HWRSD for 2013-2018**

Through the development of an integrated, data-responsive system of curriculum, instruction, assessment and professional development, the Hamilton-Wenham Regional School District will be a world-class learning organization that graduates students who are well-prepared to meet the post-secondary challenges of the 21<sup>st</sup> Century economy and are engaged members of our global society.

### **Motto of the HWRSD:**

Knowledge • Respect • Responsibility • Excellence



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

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**Core beliefs:** are the values that professionals in an organization draw from. Unlike the vision, which may change every few years, core beliefs are the philosophies that guide our day-to-day work.

## HWRSD Statement of Core Beliefs

1. We believe in high standards for all students.
2. We believe successful members of our global economy and engaged citizens of the 21<sup>st</sup> Century are effective communicators, collaborative, critical thinkers, and problem-solvers.
3. We believe engaged citizens of the 21<sup>st</sup> Century demonstrate respect for themselves, other people and their cultures, and our environment.
4. We believe in our shared responsibility to develop the whole child, including academic abilities and physical and emotional well-being.
5. We believe students can demonstrate success in a variety of ways.
6. We believe all students learn resilience and confidence through learning in an environment that provides a balance of support and challenge.
7. We believe learning is a lifelong pursuit that neither begins nor ends with one's formal education.
8. We believe education is the key to continuing the democratic ideals of our Nation.



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## *Theory of Action Strategic Blueprint, 2013-2018*

Through the development of an integrated, data-responsive system of curriculum, instruction, assessment and professional development, the Hamilton-Wenham Regional School District will be a world-class learning organization that graduates students who are well-prepared to meet the post-secondary challenges of the 21<sup>st</sup> Century economy and are engaged members of our global society.

<b>The Instructional Core</b>  <b>Strategic Objective:</b> To develop a data-informed system of curriculum, instruction and assessment that is student-centered, rigorous and meets the needs of all learners.	<b>Human Resource Development</b>  <b>Strategic Objective:</b> To train all members of the district in the effective use of data to improve student learning.	<b>Organizational Development</b>  <b>Strategic Objective:</b> To design systems that support the collection, analysis and dissemination of data to improve student achievement.
<b>Strategic Initiatives</b>	<b>Strategic Initiatives</b>	<b>Strategic Initiatives</b>
<u>Curriculum</u> To complete the documentation of the curriculum with PK-12 and horizontal articulation, clearly identified, standards-based mastery objectives aligned with the Common Core and a focus on knowledge, skills and abilities students will need to be successful in the 21 <sup>st</sup> Century.  To develop a process for regular review and updating of curriculum documents, and unit and lesson plans based on student assessment data.  <u>Assessment</u> To create a rigorous and relevant student assessment system, including formative and	<u>Faculty</u> To establish an annual robust professional development program based on the creation of professional learning teams, who through the analysis of student assessment data, define and solve problems of instructional practice.  <u>Evaluation system</u> To fully integrate the new Educator Evaluation System as a means for educators to document successes in the use of data to improve student learning.	<u>Strategic Planning</u> To complete the preparation of a Strategic Plan including, the development of processes for the accomplishment of the goals laid out in the plan, and the review and the revision of this Plan.  To develop a comprehensive Technology Plan that improves the efficiency of district systems and procedures in the collection, organization, and dissemination of data.  To develop comprehensive long and short range plans for school facilities and a preventative maintenance plan to ensure these assets will continue to support high-quality instruction.





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

summative assessments, standardized and district-determined measures that will give teachers, parents and students meaningful feedback regarding the progress of both individual students and the entire district in meeting the standards of the curriculum.

## Instruction

To develop a common model of standards-based instruction for the District that incorporates current research regarding student learning and the results of student assessment data.

To develop a system that allows teachers to use the results of student assessment data to tailor their instruction to the needs of their learners.

## Safety Nets

To review the student pre-referral process and to develop a tiered system of supports to address the needs of at-risk learners and students with identified special needs.

To develop a District Curriculum Accommodation Plan that clearly articulates the research-based instructional practices that will be implemented to assist all learners throughout the District.

## Administration

To provide leadership team meetings and retreats that support the work of the district and develop the leadership capacity of the team to guide a school improvement program rooted in the use of data to guide decisions.

## School Committee

To provide an annual program of professional development to instruct School Committee Members in the effective use of data to develop policies and annual budgets that support the improvement of student learning in the District.

## Structures to Support the Instructional Core

To complete the School Committee Policy Manual and develop the related administrative procedures and a process for the ongoing review and updating of these Policies and procedures to ensure decisions in the District are focused on improving student learning.

To review and refine the staffing patterns and organizational structures in the District in order to maximize their impact on student learning.

To develop an annual budget development process that articulates the priorities of the District and communicates these priorities to all members of the school communities.