HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

Administrative Offices   Thursday, May 21, 2015   7:00 PM
Multi-Purpose Room

1. **Call to Order**   **7:00**

2. **Chair's Report**   **7:05**

3. **Superintendent's Report 7:15**

4. **Old Business**   **7:40**

   a. Review School Committee Goals for 2014-2015   Exhibit B

5. **New Business**   **8:00**

   a. Discuss School Committee Goals for 2015-2016
   b. Discussion of Sub-Committees   Exhibit C

6. **Vote to Adjourn**   **9:30**

Knowledge   •   Responsibility   •   Respect   •   Excellence

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.	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. 2. Approved policies will be added to the existing online manual and published and distributed as appropriate. 3. The Superintendent will notify the PWG of newly required policies.	1. Revised and new policy documents should be distributed 48 hours prior to each SC meeting. 2. Policy working group will work with School committee chair and superintendent to get Policy readings on the SC agenda. 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. 4. Assure a plan is in place to support Policies with operating procedures April 15, 2015	Policy Working Group School Committee Superintendent
SC Result Comments on Goal # 1			

2. Finalize remaining responses to Recommendations contained in the Operational Audit.	1. Identify recommendations that have been accepted and completed and those that have been rejected. 2. For those accepted but not completed, assess plan and date for completion 3. For those under review, group recommendations where appropriate and develop timeline to complete assessment and implementation (if required) for each recommendation or group.	1. Updated status of all Recommendations. 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) 3. Final Presentation on remaining items to School Committee and community by the end of February 2015	Assistant Superintendent of Finance and Administration School Committee Chairman
SC Comments Goal #2			
3. **Start Phase 2 of Master Plan Project**	1. Work with Facilities group and stake holders to identify next steps 2. Identify project recommendations & timelines based on impact to education and affordability	1. Provide regular progress reports at SC meetings 2. Present implementation recommendation to School Committee, March 30, 2015.	Master Plan Steering Committee
SC Comments Goal #3			
4. Negotiate a new agreement with the HWREA & Superintendent	1. Collect and analyze benchmark data 2. Develop SC position 3. Monitor progress of study groups 3. Negotiate	1. Benchmark information 2. SC "asks" 3. SC position on HWREA "asks" 4. Short-list of remaining open issues 5. Reach final agreement	Negotiations Sub-Committee School Committee Town Representative
SC Comments Goal #4			

5. Develop and approve a FY'16 budget that provides a high-quality education and ensures efficient use of community resources -Develop a 3 Year operating forecast. -Develop a 10 year capital Plan	1. Review and fund Big Ideas 2. Support development of an Information Technology Plan (IT).	1. Review financial results vs. budget prior to sending files to Towns on a quarterly basis. 2. Re-evaluate E&D policy by Feb 15, 2015. Impact to budget 3. Explore opportunities to identify alternative funding sources.	Superintendent District Leadership Team School Committee
SC Comments Goal #5			
6. Develop a plan for Maintaining continuity during transitions in SC membership.	1. Develop a School Committee Orientation Manual	1. Completed School committee draft orientation manual by March 30, 2015.	School Committee. Jeanise/Communications.
Comments			
6. Pursue shared department of Public works.	1. Meet with Town leaders regarding their recommendations 2. Decide on preferred structure for Shared or separate facilities maintenance support 3. Create new IMA for Shared Public Works Department	1. Recap Collins Center Recommendation vs. Town and Schools current position. 2. Identify the structure and how structure will operate going forward. 3. Complete IMA (Inter-municipal agreement)	School Committee Superintendent
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 30th 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

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SCHOOL COMMITTEE
SUB-COMMITTEE GROUPS & SCHOOL LIAISONS
2014-2015

COMMUNICATIONS
Deb Evans
Stacey Metternick
Jeanise Bertrand

FACILITIES
Barbara Lawrence
Larry Swartz
*Jim Farmham (Community Liasion)

FINANCE RENAMED AUDIT
Roger Kuebel
Bill Wilson

LEGISLATIVE/LOCAL GOVERNMENT
Stacey Metternick
*Ann Minois (Community Liasion)

NEGOTIATIONS
Roger Kuebel
Bill Wilson
Deb Evans
Larry Swartz

POLICY
Barbara Lawrence
Sheila MacDonald
Larry Swartz
*Sean Condon (Community Liasion)

WARRANT
Sheila MacDonald
Jeanise Bertrand

SEPAC
Bill Wilson

SCHOOL LIAISONS

BUKER- Jeanise Bertrand

CUTLER- Bill Wilson

WINTHROP – Barbara Lawrence

MILES RIVER MIDDLE SCHOOL – Stacey Metternick

REGIONAL HIGH SCHOOL – Deb Evans

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

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 21st 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 21st Century economy and are engaged members of our global society.

Motto of the HWRSD:

Knowledge • Respect • Responsibility • Excellence

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REGIONAL SCHOOL DISTRICT

**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 21st Century are effective communicators, collaborative, critical thinkers, and problem-solvers.
3. We believe engaged citizens of the 21st 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.

8/19/2014

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 21st Century economy and are engaged members of our global society.

The Instructional Core	Human Resource Development	Organizational Development
Strategic Objective: To develop a data-informed system of curriculum, instruction and assessment that is student-centered, rigorous and meets the needs of all learners.	**Strategic Objective:** To train all members of the district in the effective use of data to improve student learning.	**Strategic Objective:** To design systems that support the collection, analysis and dissemination of data to improve student achievement.
Strategic Initiatives	**Strategic Initiatives**	**Strategic Initiatives**
Curriculum 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 21st Century. To develop a process for regular review and updating of curriculum documents, and unit and lesson plans based on student assessment data. Assessment To create a rigorous and relevant student assessment system, including formative and	Faculty 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. Evaluation system 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.	Strategic Planning 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.

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.