

Date: June 18, 2015  
To: School Committee Members  
From: Michael Harvey, Superintendent of Schools  
Re: Thursday, June 18, 2015

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**CALL TO ORDER:** Larry Swartz called the meeting to order at 7:05 pm in the Wenham Town Hall.

**PLEDGE OF ALLEGIANCE:** All rose for the pledge of allegiance.

**CITIZENS' CONCERNS:**  
There were no citizens' concerns.

**CHAIR'S REPORT:**

1. Two weeks ago we celebrated graduation week; Candlelight was held in the gym and graduation at the field. It was delightful and memorable. Thanks to Eric, Brian, custodial staff, faculty and students.
2. Roger Kuebel resigned once the teachers' contract was resolved. Now we have a vacancy which will be posted tomorrow on the school web and Wenham web site. Whichever town appointed the original member, the replacement is from that community. This person will serve until the next town election. Send your interest to Dr. Harvey; the date is July 22 for submission Letter of interest and resume. School Committee will select a date to convene and select an applicant.

**SUPERINTENDENT'S REPORT:**

1. Dr. Harvey echoed the sentiments of graduation and thanked Eric, Brian, the maintenance staff, Jeff Sands and Jason Waldron for a great day.
2. We are in the last four days of school; Tuesday 6/23 is last day for students; Wednesday is staff professional development rescheduled from March. Mike thanked everyone for a great school year, have an enjoyable and safe summer.
3. Looking forward, opening day for next year is Tuesday 9/8 for all students; we welcome our teachers back on Tuesday 9/1/15. Wednesday is teachers in service day as well as orientation for grades 6 & 9. The later calendar is due to the construction at Winthrop. The project begins Thursday 6/25/15. It's a complex project; we want it safe and clean before the students return. The windows are unique. The product has been delivered; the work area is staged. It's especially complex in the primary wing of the building.

**CONSENT AGENDA:**

- A. MINUTES OF JUNE 3, 2015  
Deb Evans 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.  
5 members approved; 1 abstained.

**NEW BUSINESS:**

- A. WINTHROP FUNDRAISING PLAYGROUND UPDATE (Exhibit B)  
Let's Swing into Action: Nancy and Jen said they have \$5000 of \$150K budget and need SC approval for continuation of fundraising. They provided a handout with the rendering of the Winthrop playground and discussed donations and a "buy a brick" campaign. The timing is next summer, 2016. They are applying for grants as well.  
Deb Evans moved that the HW School Committee vote to approve in advance the acceptance of funding for Operation Playground fundraising initiative for the Winthrop School. Further moved that the superintendent is authorized to approve advertising and promotional materials associated with the fundraising effort.

Vote was unanimous: 6-0-0

**B. SEPAC ANNUAL REPORT**

Kathy Harris thanked Margo Killoran for her four years of service as she reached the end of her term in June. Norm Kramer was proud to present educator of the year awards for the outstanding effort and hard work which ensured success of special education students. The five individuals honored were Holly George, Nancy Perkus, Mollykate Silver, Erin Kenaga, and Anthony Walsh. Norm Kramer also planned to speak on SEPAC support of education and advocacy goals but stated he could not because there is no agreement between of the SEPAC board in their mission for this year or next.

**C. CONSTRUCTION BANS**

Construction BANs Signature Don Gallant (treasurer)

Last year, the SC approved the sale of the \$1.64M Bond Anticipation Notes (BANs) to fund the Buker and Winthrop boilers. Those projects are completed. The Winthrop windows were not done because of the lead time. This spending was approved in 2013 by school committee and the towns at a special town meeting. Tonight we vote on the funding for what we spent and the rest of the project \$2,289,000 in BANs. The BANs will last one year. With BANs you just pay the interest and the \$29,000 is in the FY16 approved budget. The BANs went out to bid and the low bid was Eastern Bank at 1.25% interest and they paid a premium of almost \$18K. Each motion needed to be voted on separately.

Deb Evans moved THAT THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE SALE OF \$2,289,000 1.25 PERCENT GENERAL OBLIGATION BOND ANTICIPATION NOTES (THE "NOTES") OF THE DISTRICT DATED JUNE 26, 2015 AND PAYABLE JUNE 24, 2016 TO EASTERN BANK AT PAR AND ACCRUED INTEREST, IF ANY, PLUS A PREMIUM OF \$17,663.96.

Approved 6-0-0 via Roll Call Vote

I FURTHER MOVE THAT IN CONNECTION WITH THE MARKETING AND SALE OF THE NOTES, THE PREPARATION AND DISTRIBUTION OF A NOTICE OF SALE AND PRELIMINARY OFFICIAL STATEMENT DATED JUNE 3, 2015 AND A FINAL OFFICIAL STATEMENT DATED JUNE 9, 2015, EACH IN SUCH FORM AS MAY BE APPROVED BY THE DISTRICT TREASURER, BE AND HEREBY ARE RATIFIED, CONFIRMED, APPROVED AND ADOPTED.

Approved 6-0-0 via Roll Call Vote

I FURTHER MOVE THAT THE DISTRICT TREASURER AND THE CHAIRPERSON OF THE COMMITTEE BE, AND HEREBY ARE, AUTHORIZED TO EXECUTE AND DELIVER A SIGNIFICANT EVENTS DISCLOSURE UNDERTAKING IN COMPLIANCE WITH SEC RULE 15C2-12 IN SUCH FORM AS MAY BE APPROVED BY BOND COUNSEL TO THE DISTRICT, WHICH UNDERTAKING SHALL BE INCORPORATED BY REFERENCE IN THE NOTES FOR THE BENEFIT OF THE HOLDERS OF THE NOTES FROM TIME TO TIME.

Approved 6-0-0 via Roll Call Vote

I FURTHER MOVE THAT WE RATIFY AND CONFIRM THE ADOPTION OF POST-ISSUANCE FEDERAL TAX COMPLIANCE PROCEDURES ADOPTED BY THE DISTRICT, AND WE AUTHORIZE AND DIRECT THE DISTRICT TREASURER TO REVIEW AND UPDATE SAID PROCEDURES AS THE DISTRICT TREASURER AND BOND COUNSEL DEEM SUFFICIENT IN ORDER TO MONITOR AND MAINTAIN THE TAX-EXEMPT STATUS OF THE NOTES AND ANY OTHER TAX-EXEMPT OBLIGATIONS ISSUED OR TO BE ISSUED BY THE DISTRICT.

Approved 6-0-0 via Roll Call Vote

I FURTHER MOVE THAT EACH MEMBER OF THE COMMITTEE, THE DISTRICT SECRETARY AND THE DISTRICT TREASURER BE AND HEREBY ARE, AUTHORIZED TO TAKE ANY AND ALL SUCH ACTIONS, AND EXECUTE AND DELIVER SUCH CERTIFICATES, RECEIPTS OR OTHER DOCUMENTS AS MAY BE DETERMINED BY THEM, AND ANY OF THEM, TO BE NECESSARY OR CONVENIENT TO CARRY INTO EFFECT THE PROVISIONS OF THE FOREGOING VOTES.

D. EOY FINANCIAL FORECAST (Exhibit C)

Every year we go through a detailed EOY review. Jeff reviewed slides highlighting Salary & Operating Costs, actual costs through 6/9/15 and all approved encumbrances through June 30, 2015; Jeff continued by looking at the summaries by DESE budget categories with a total favorable to budget by \$23,413. Jeff concluded by presenting a summary by site and support programs showing the same \$23,413 (which is less than 1% difference from budget).

Larry asked if any additional line item adjustments need to be made. Jeff responded it is a forecast and he does not want to jump the gun and ask for any transfer approvals.

Stacey asked if the Athletics favorable to budget money be put towards the cost of athletics and user fees? Deb provided a scenario of extra user fees collected if there is greater enrollment than anticipated. Jeff responded with an explanation of the budget process. They take cost/enrollees and generate user fees. We don't have a profit center. In that scenario we would look to reduce the user fee. This is why there is a different user fee for boys' tennis vs. girls'. It's about headcount and costs. Some sports have an expensive model. Fundraising is typically used for things outside the budget (uniforms). Future discussions with the leadership team should include SC during the discussion phase of athletics and user fees (rather than informed after the fact).

The annual audit is scheduled for the week of July 9th and we've given them the 1600 pages of information they requested.

E. Scheduling of SC meetings:

1. Meet related to SC vacancy, possibly July 29, or 30. We need a quorum of 4 people (and a quorum of both boards of selectmen). Jeff needs to meet to close the books.
2. Meet for continuation of retreat discussion on school committee goals. July 2nd is out. Are people avail 6/24? Deb pointed out we don't want to over-meet. Perhaps the August off-site workshop, perhaps coinciding with Leadership team workshop?
3. Meet related to lease approvals of all three elementary schools. Not sure if the leases will be ready. Yes, the committee will meet next Wed 6/24/15 at 7pm in Dr. Harvey's office.

F. FINAL REPORT ON DISTRICT & SCHOOL IMPROVEMENT GOALS (exhibit D)

Dr. Bowler reviewed the final report; highlights included:

- Instructional Core (Curriculum, Instruction, and Assessment) Discussion on math programs, The Common Core, Model Curriculum units and curriculum maps. Under instruction and assessment, discussion on using data and DDMs.
- Human Resources Management (Teacher Evaluation, Student Feedback) 10 focus elements for evidence in professional practice and student learning goals as well as student feedback.
- Organizational Structures (Curriculum Leadership model, Schedules at MRMS and the Regional HS, Facilities Maintenance)

**Adjournment:**

Deb Evans moved THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN.

Approved 6-0-0

9:25 pm