



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Buker Elementary School
Multi-Purpose Room

Wednesday, June 3, 2015

7:00 PM

1. **Call to Order** **5:45**
Move to enter into Executive Session for the purpose of discussing strategy relative to collective bargaining with the Hamilton-Wenham Regional Education Association (Executive Session Purpose #3) and to return to Open Session.
2. **Reception for Retiring Staff** **6:30**
3. **Return to Open Session** **7:00**
4. **Pledge of Allegiance**
5. **Citizens' Comments** **7:05**
6. **Chair's Report** **7:10**
7. **Superintendent's Report** **7:15**
 - A. Recognition of Retiring Staff
8. **Consent Agenda** **7:45**
 - A. Minutes of May 7, 2015 Exhibit A
 - B. EdFund Grant – Learning Commons Exhibit B
9. **New Business** **8:00**
 - A. Presentation from National History Day Finalists
 - B. Presentation from Lisa Cheney, Birth to 3 Coordinator
 - C. Vote to Ratify Contract Agreement with the HWREA Exhibit C
10. **Old Business**
 - A. Continue Discussion of SC Goals for 2015-2016 Exhibit D
 - B. Sign School Committee Protocol Document Exhibit E
11. **Motion 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: May 7, 2015
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Thursday, May 7, 2015

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



Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Edfund-Amy DeSimone at amydesimone12@gmail.com and
2. Hamilton Wenham Administration-Vincent Leone at 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 2015-2016 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: Cutler Elementary School

Name of Contact on the Edfund Grants Subcommittee: Donna Gourdeau

Title of Grant Application: Cutler Learning Commons

Grant Amount Approved and Date Requested: ~~\$13,959.58~~ \$15,411.93 Amended 5/28/15 VL

Grant Requestor's Name: Heidi Hebert and Jen Clifford Title: Teacher and Principal

Email Address and Phone Number: h.hebert@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 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): Heidi Hebert & Jennifer Clifford

Submission date: 4/28/15 Date approval needed: _____

Contact(s) phone number: 978.697.9159/468-5338 Email: h.hebert@hwschools.net

Position or Title of Application Contact(s): Teacher & Principal

Grant Title: Cutler Learning Commons

School(s): Cutler School Grade(s): K-5

Amount requested: \$14,954.98 Recurring costs: ☒

Please address the following topics: \$15,411.93 Amended 5/28/15 V2

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: _____

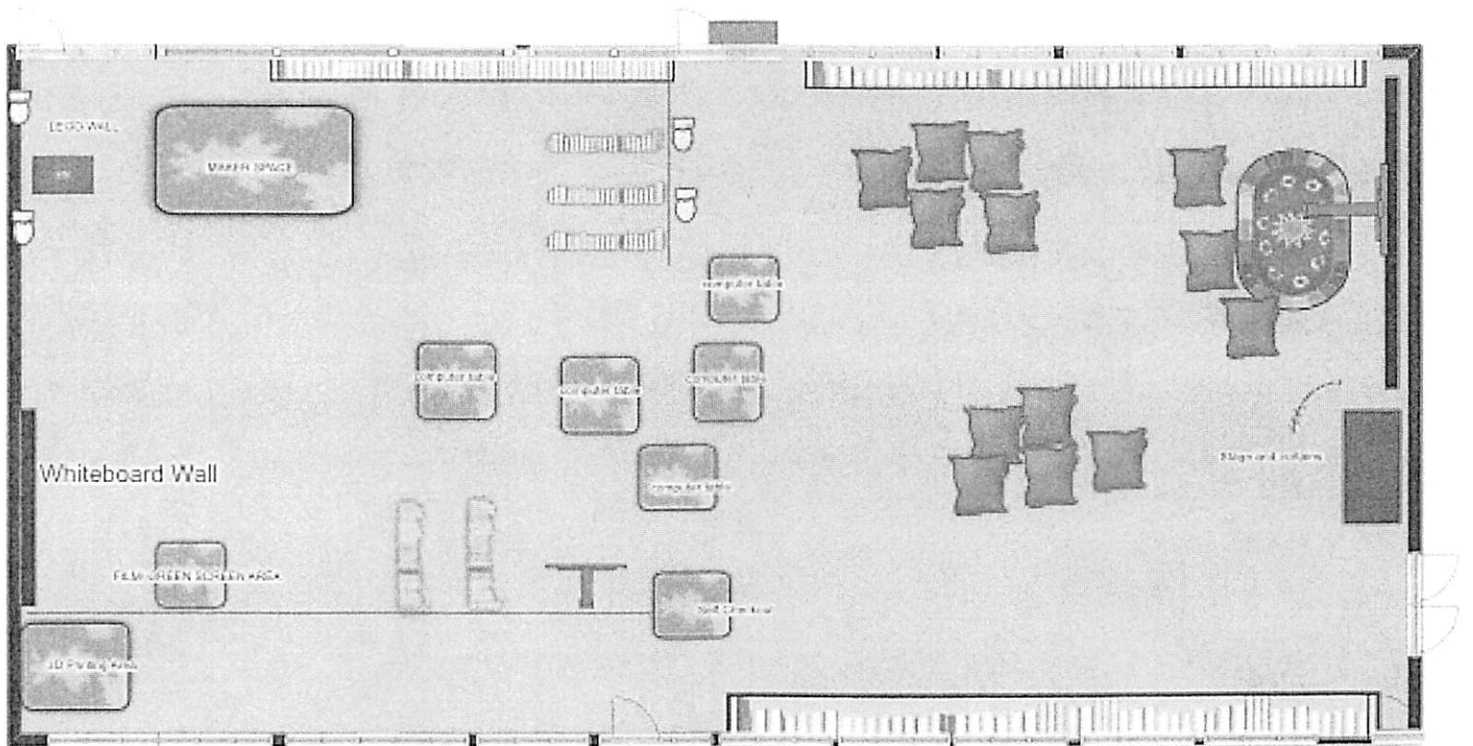
Signature(s) of Applicant(s): Heidi Hebert Date: 4/28/15

Approval

Please submit grant application to your Principal for approval before sending to Donna Gourdeau at 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.

Principal: Jennifer Clifford Date: 4/28/15

Revised 9/14/2012



**School Committee/Superintendent Operating Protocols
Hamilton Wenham Regional School District**

The primary objective of the School Committee is to improve student achievement. Members of the School will abide by the following protocols as individuals and as a committee.

1. Members of the Committee will make no independent commitments or take any independent actions that relate to the School District. When School Committee members attend meetings of other committees or boards, they will speak as individuals. They may only speak for the Committee when designated to represent the Committee.
2. The Superintendent and the School Committee represent the needs and interests of all students in the district and place the students' interests above all others in their decisions, while remaining within the limitations of a voter-approved budget.
3. School Committee members will establish a vision, create policy, approved a budget and assure accountability to sustain continuous improvement in teaching, learning and facilities. Members agree to leave the day-to-day operations, including business transactions, to the superintendent and staff. Members of the School Committee recognize that authority rests only with the majority in its decisions.
4. School Committee members will channel requests for information, reports and data through the Superintendent and the School Committee Chair rather than to staff. The Superintendent will ensure that each member of the committee has equal access to this information in a timely manner. Recognizing the importance of proactive communication and avoiding surprises, School Committee members will, whenever possible, contact the School Committee Chair and/or the Superintendent in advance of a meeting if they have questions or concerns about an agenda item, or will ask the chair at least 48 hours prior to a meeting that an item be placed on an agenda.
5. School Committee members will attend meetings on time and be well- prepared to discuss agenda items. While at meetings, members will stay focused on the agenda items and will not engage in communication outside of the agenda item being discussed. When making decisions, School Committee members will keep an open mind, utilizing the best information available including: research, best practices, public input and financial considerations. Members will debate issues and not each other. Members will analyze carefully and debate fully, whenever necessary, prior to making decisions.
6. School Committee members will vote according to their convictions, will avoid bias and will uphold and support the decisions of the majority of the Committee once a decision has been made. Positions will not be used for personal or partisan gain.
7. All members will maintain the confidentiality of privileged information and will respect the Open Meeting Law.
8. Members will refer constituent concerns and complaints, including issues relating to District personnel, to the Superintendent or the School Committee Chair.

9. A School Committee meeting is a business meeting that is held in public – not a public meeting. The committee values communication between all stakeholders of the community and will make every effort to ensure meetings are effective and efficient. Comments made at a meeting that are not part of the agenda will be tabled to a future meeting.
10. The School Committee recognizes the importance of working collaboratively with town officials and actively seeking their support to improve the District.
11. Recognizing the importance of honoring these protocols, members will respectfully remind each other when they get off track.

Signatures

William Wilson

William W. Wilson

Sheila MacDonald

Sheila MacDonald

Barbara Lawrence

Barbara Lawrence

Stacey Metternick

Stacey Metternick

Roger Kuebel

Roger Kuebel

William Dery

William Dery

Lawrence Swartz

Lawrence Swartz

Jeanise Bertrand

Jeanise Bertrand

Deb Evans

Deb Evans