



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Wenham Town Hall
138 Main Street
Wenham, MA

Thursday, June 18, 2015

7:00 PM

Amended June 16, 2015 @4:04 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Concerns** 7:05
4. **Chair's Report** 7:30
5. **Superintendent's Report** 7:45
6. **Consent Agenda** 7:55
 - a. Minutes of June 3, 2015 Exhibit A
7. **New Business** 8:05
 - a. Winthrop Fundraising Playground Update Exhibit B
 - b. SEPAC Annual Report
 - c. EOY Financial Forecast Exhibit C
 - d. Construction BANS
 - e. Final report on District & School Improvement Goals Exhibit D
8. **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: June 3, 2015
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Wednesday, June 3, 2015

CALL TO ORDER: Chairperson Larry Swartz called the meeting to order at 7:05 pm in the Buker Elementary School Multi-Purpose Room.

Present: Larry Swartz, Deb Evans, Jeanise Bertrand, Hannah Fraley, and Roger Kuebel.
Absent: Stacey Metternick and Dennis Hurley
Also present: Michael Harvey and Celeste Bowler

PLEDGE OF ALLEGIANCE: All rose for the Pledge of Allegiance

CITIZENS CONCERNS

There were no citizen concerns.

CHAIR'S REPORT

Congratulations to class of 2015. Great achievements in arts, academics, and athletics by our students. Candlelight on Thursday; Sunday is graduation.

SUPERINTENDENT'S REPORT

A. RECOGNITION OF RETIRING STAFF MEMBERS

Jean Bailey, Anne Stabler, Jan Lee, Kathy Butler, Connie Hoar all retired and were thanked for their many years of service to the district's students and families.

B. Winthrop School: Bird mites, school cleaned extensively inside and out. School reopened.

C. Awards students have received: Rachael Holappa and Madison Poore received 3rd place in the MA State Science Fair; MRMS students won a gold medal for their original production "Inside the Lines"; additionally acting All-Star, Costume, Lighting, and Stage Manager awards were given to the 6, 7, and 8th grade students; Danielle Petrucci MRMS delivered an outstanding speech to the Samaritans annual meeting; numerous students received national awards 5 gold, 23 Silver, and 28 Bronze, and 73 Honorable Mentions for the national Spanish exam.

CONSENT AGENDA

A. MINUTES OF MAY 7, 2015 (Exhibit A)

B. EDFUND GRANT – LEARNING COMMONS (Exhibit B)

Larry removed the EdFund grant for the purpose of hearing a presentation.

MOTION: 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.

Approved unanimously.

Heidi Hebert presented the EdFund Grant received for Learning Commons. She received a \$15,000 grant to create a learning commons area at the Cutler School.

Deb Evans moved that the Hamilton-Wenham School Committee approve the EdFund grant to create a Learning Commons space at the Cutler School.

Approved unanimously.

NEW BUSINESS

A. PRESENTATION FROM NATIONAL HISTORY DAY FINALISTS

Kristen Borges presented the 15 students who placed in the MA National History Day competition and will move on to the national competition in Washington, DC.

B. PRESENTATION FROM LISA CHENEY, BIRTH TO 3 COORDINATOR

Presented her organization of Coordinated Family and Community Engagement (CFCE) of Hamilton, Wenham, and Manchester. A major theme is local family-focused programming and services to support parents and families as their child's first teacher.

C. VOTE TO RATIFY CONTRACT AGREEMENT WITH THE HWREA

Roger Keubel presented the background on and changes in the new three-year contract including planning time, stipends, health insurance and salary. These increases can be managed within the increases in the overall budget.

MOTION: Deb Evans moved that THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE TO RATIFY THE CONTRACT AGREEMENT WITH THE HAMILTON WENHAM REGIONAL TEACHERS ASSOCIATION.

Approved unanimously.

Roger Keubel presented his letter of resignation to the school committee after completing his extended term through the contract negotiations. He was thanked for his service.

OLD BUSINESS

A. CONTINUE DISCUSSION OF SCHOOL COMMITTEE GOALS FOR 2015-16

Some members were absent tonight; more discussion from School Committee retreat. Committee determined they had too many goals. Want to align subcommittees with goals. To be discussed at greater length on future agenda.

B. SIGN SCHOOL COMMITTEE PROTOCOL DOCUMENT (Exhibit E)

Larry summarized the 11 protocols related to individual members of the school committee. The committee agreed to vote and sign the protocol document when all members are present.

Adjournment

MOTION: Deb Evans moved that THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN

Approved unanimously at 8:52 pm.



Let's Swing into Action

Operation Playground is Underway

**Grand Opening
Fall 2016**
*only made possible
with your support

Committee Members

Jen Daniels
Nancy Littlehale
Jill Ciarimitaro
Stacy Hughes
Kelly Norris
Karen Nevins
Heather Ciriello
Jenn Broyles
Noelle Landers
Julie Lenocker
Alice Michel
Heather Tripp
Heather Greeley
Tina Mastrocola
Eileen Tran



Help us reach
our goal of
\$150,000

Winthrop Playground will be dramatically enhanced with your financial support. This rendering will be centrally located in the open space beyond the basketball court. This innovative new playground will be safer, interactive and accessible to the entire Winthrop community.

How can you help? A brick donation form is attached. You can send a check into school with your child or drop it in the mail to: FOW C/O Operation Playground, 325 Bay Road, Hamilton, MA 01982 or donate online at <http://friendsofwin.corecommerce.com/Operation-Playground/>

Ongoing Fundraising Opportunities

Cumberland Farms will continue to donate 10 cents per dispensed beverage through June 25th to Operation Playground. Stay hydrated and visit often.

Save the Date:

Friday, September 11th Operation Playground will celebrate the new school year under the stars with an outdoor family dinner and movie night! Mark your calendars! Your kids will not want to miss it.

Please contact Nancy Littlehale (ncittlehale@yahoo.com) or Jen Daniels (jennifer.daniels@comcast.net) if you have interest in getting involved with this exciting project.



OPERATION PLAYGROUND DONATION FORM

NAME: _____

EMAIL: _____

ADDRESS: _____

PHONE: _____

SUPPORT BY MAKING A LEAD DONATION

Make a Lead Donation and be recognized on the plaque at the New Playground!

_____ Golden Eagle, \$25,000+

_____ Bald Eagle, \$10,000+

_____ Osprey, \$5,000+

_____ Hawk, \$2,500+

_____ Owl, \$1,000+

_____ Kestrel, \$500+

SUPPORT BY BUYING A BRICK, \$150

Personalized bricks will be laid to make a circular pad surrounding an Eagle stamped in the middle on a prominent spot on the new playground (Corporate Bricks are \$500 and logo needs to be submitted in jpeg to stacyhughes@hotmail.com.) Please write a message of 3 lines or less with 20 characters or less on each line.

Brick 1

Line 1: _____

Line 2: _____

Line 3: _____

Brick 2

Line 1: _____

Line 2: _____

Line 3: _____

For additional brick orders, please write on the back of this form using format above. Please consider checking with your employer to see if they have a gift/donation matching program.

SUPPORT WITH A GENERAL DONATION

If interested in helping complete our mission but the above doesn't entice you, please enter the amount you would like to contribute.

_____ The Amount of your choosing

THIS IS A TAX DEDUCTIBLE GIFT: 501C3 # 20-4525386.

Please make checks payable to "FRIENDS OF WINTHROP" and send with form to:

"FRIENDS OF WINTHROP", C/O OPERATION PLAYGROUND
325 BAY ROAD, SOUTH HAMILTON, MA 01982
OR EMAIL STACY HUGHES, STACYHUGHES@HOTMAIL.COM

**THANK YOU FOR SUPPORTING THE WINTHROP ELEMENTARY'S
OPERATION PLAYGROUND PROJECT!**



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

FY15 Forecast
As of June 16, 2015

For Presentation to the School Committee on June 18, 2015

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vincent Leone, District Accountant



FY15 Forecast: 11 Months Actuals + 1 Month Forecast *Overview & Key Assumptions*

- **Salary Costs**
 - Incorporates Actual Costs through 06/09/15 plus all approved payroll encumbrances.
 - Includes forecasted values for all anticipated costs not already encumbered through June 30, 2015 including; long term substitutes, daily substitutes, overtime, etc.
- **Operating Costs**
 - Incorporates Actual Costs through 06/09/15 plus all approved encumbrances (e.g., P.O.'s).
 - Includes forecasted values for all anticipated costs not already encumbered through June 30, 2015 including; school discretionary spending; transportation, out-of district tuition, maintenance, technology, etc.



FY15 Forecast: 11 Months Actuals + 1 Month Forecast Summary by DESE Budget Category

Summary by DESE Category	FY15	FY15	FY15
	Budget	YE Projection	Over/Under
Administration	\$ 1,070,491	\$ 1,040,125	\$ 30,366
Capital, Operations, Maintenance	\$ 2,082,573	\$ 2,217,509	\$ (134,936)
Guidance, Counseling, Testing	\$ 1,002,886	\$ 994,954	\$ 7,932
Inst. Materials	\$ 860,923	\$ 884,633	\$ (23,710)
Instructional Leadership	\$ 2,666,352	\$ 2,635,247	\$ 31,105
Insurance, Retirement, Other	\$ 3,657,397	\$ 3,551,191	\$ 106,206
Other Teaching Services	\$ 2,264,110	\$ 2,272,422	\$ (8,312)
Prof. Dev.	\$ 147,752	\$ 111,442	\$ 36,310
Pupil Services	\$ 1,737,019	\$ 1,814,992	\$ (77,973)
Teachers	\$ 10,453,244	\$ 10,145,740	\$ 307,503
Tuitions	\$ 1,490,117	\$ 1,741,194	\$ (251,077)
Grand Total	\$ 27,432,863	\$ 27,409,449	\$ 23,413



FY15 Forecast: 11 Months Actuals + 1 Month Forecast Summary by Site and Support Program

Summary By Site & Support Program	FY15	FY15	FY15
	Budget	YE Projection	Over/Under
Buker Elementary School	\$ 2,111,457	\$ 2,078,657	\$ 32,800
Cutler Elementary School	\$ 2,539,008	\$ 2,499,181	\$ 39,826
Winthrop Elementary School	\$ 3,003,145	\$ 2,953,491	\$ 49,654
Miles River Middle School	\$ 3,822,047	\$ 3,801,825	\$ 20,223
Hamilton-Wenham Regional High School	\$ 5,308,576	\$ 5,352,425	\$ (43,849)
Athletics	\$ 335,237	\$ 282,596	\$ 52,641
Central Office	\$ 2,589,146	\$ 2,551,774	\$ 37,372
District Maintenance	\$ 677,314	\$ 669,813	\$ 7,501
Fringe Benefits	\$ 3,583,911	\$ 3,485,285	\$ 98,626
Special Education	\$ 2,568,803	\$ 2,840,492	\$ (271,690)
Technology	\$ 894,219	\$ 893,909	\$ 309
District Totals	\$ 27,432,863	\$ 27,409,449	\$ 23,413



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

District Improvement Plan Goals 2014-2015

Final Report

June 18, 2015

Instructional Core

Curriculum

1. Continue working towards completion of the documentation of K-12 Curriculum.
 - Elementary Math: Implementing Final Draft
 - Elementary English Language Arts: In Progress; Initial rough drafts of PK-5 maps
 - Secondary 6-12 Content Areas: In Progress; Various stages of completion.

Instruction

1. Implement a system based on the principles of the "Using Data" course to guide instructional improvement.
 - Elementary: Working data teams; Half days of technical assistance
 - Secondary: Miles River: Reviving data team High School: Applying the principles of "Using Data"
 - New Administrators: Trained in "Using Data"
2. Employ instructional strategies that leverage the new technological resources available in the District.
 - IPAD Initiative: Preparing to launch next cohort of IPADS
First Cohort staff trained; Training planned for second Cohort staff
3. Define and publish a framework for best practice instruction for the HWRSD.
 - Identified components for an Instructional Framework
 - Next step: Communicating and publishing

Assessment

1. Integrate results from District Determined Measures of Student Learning into the "Using Data" system and into the Teacher Evaluation System.
 - Applying principles of data to DDMs connected to Student Learning Goals

Human Resources Management

Teacher Evaluation System

1. Develop and implement a focused set of evaluation indicators for professional staff.
 - Identified 10 Focus Elements



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

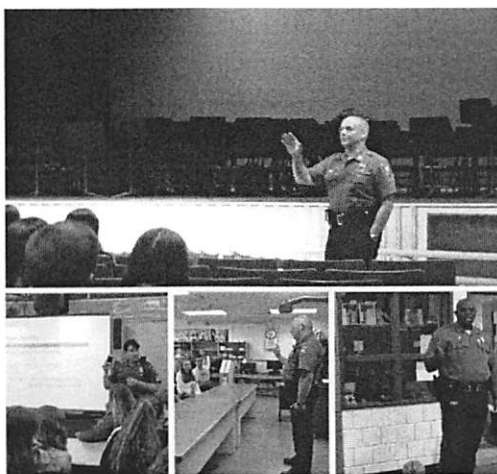
2. Develop guidelines for the use of student feedback in the evaluation system.
 - Educator Evaluation Advisory Group: Developed the procedures and instrument for collecting student feedback

Organizational Structures

1. Evaluate the effectiveness of the curriculum leadership model and recommend necessary changes.
 - Continue to monitor work and structure of model
2. Create developmentally appropriate schedules at the Middle and High Schools to support student learning.
 - Schedules created, negotiated, ready to implement
3. Develop a Facilities Maintenance Department for the HWRSD to ensure our facilities support student learning.
 - Goal is complete
 - Hired new Director of Facilities in December 2014
 - Hired three-person facilities team
 - Procured the necessary vehicles and equipment for the team and created a work area for the team in the Central Building
 - Implemented School Dude maintenance ticketing system

Family and Consumer Science: Julia Witzig Chefs' I and II

The students have been working on mastering various recipes. All of the students enjoyed making guacamole and salsa. As the semester wraps up, students will have a final cooking project where they will make a recipe at home that they have not done in Chefs'. They will bring it in for their classmates to enjoy!

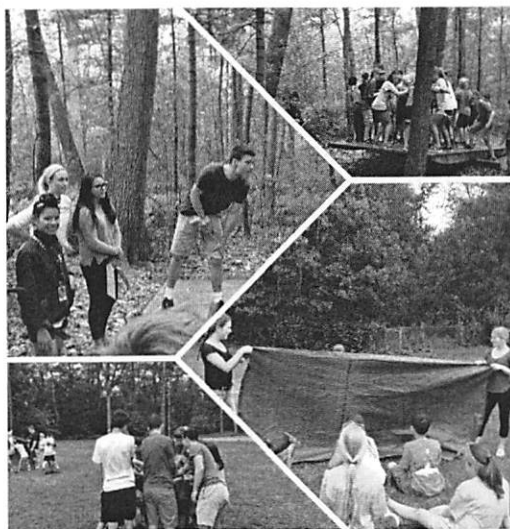


Middle School Kim Adsit Josh Wedge

Miles River Middle School is looking forward to our annual Challenge Day on June 22. We are still in need of parent volunteers for either the morning or afternoon shift. Please consider volunteering and spending all or part of the day with us. Challenge Day is an all-day field event filled with fifteen activities. Students will participate in track relays, Pictionary, College Bowl, water relays, indoor soccer and many more events. The entire school is divided into six colors and each color represents a team. Who will win this year?



District Information: Teachers are developing 6-12 standards based assessments aligned with State and National Standards. These assessments will enable students to take responsibility for their learning through evaluation, analysis, and reflection. At the same time they will require applying factual knowledge, concepts and skills along with higher-order thinking.



Middle School Health

Danielle Petrucci: Life Skills Teacher, Danielle Petrucci, has built a relationship with Samaritans over the past six years with their free "How to Help a Friend" student workshop with efforts to prevent suicide: the second leading cause of death for 10-24 year olds. This year Danielle was the testimonial speaker for Samaritans yearly Breakfast for Hope, discussing the positive impact Samaritans have had on her students and the MRMS community. Danielle was also a part of *The Difference You Make* video, produced by Cole Creative, which highlighted the effectiveness of this life-saving organization. With education and support, together we can prevent suicide.

Here is the link to the Breakfast For Hope - *The Difference You Make*:
<https://vimeo.com/12782641?ref=tw-share>
<https://vimeo.com/127852641?ref=tw-share>

High School Wellness

Matt Gauron, Jim LaSelva, Tawny Palmieri, Prudy Pilkanis,

Grade 9: The freshmen have been working on their "app smashing" iPad final projects. Students are working in pairs to establish a summer workout program they can follow. This involves muscular strengthening, muscular endurance, cardiovascular, and flexibility exercises along with a nutritional outline or plan to follow in order to develop healthy eating habits and body composition. The students are setting goals to accomplish and they are learning the best ways to reach these goals. Thank you Sgt Wallace and Ofc. Abraham for speaking to us on personal safety, dating violence and self-defense. We are fortunate to have the HPD guest speakers provide us with these educational learning experiences.

Grade 10: We had our first Grade 10 and Grade 5 Leadership day. The purpose was to provide all students with an adventure experience that utilized leadership skills and developed individual growth processes as a member of a group that is both unique and relevant to the Project Adventure curriculum. The 10th grade Wellness students led a series of experiential activities and worked to improve their ability as effective leaders. The 5th grade students developed community-building skills to work effectively within a group, improve peer relationships and develop a sense of personal confidence. The significance of this day is to combine student's learning into a leadership and community building experience beyond the classroom.

Grade 11:

Yoga and Pilate's: Thank you to Eliza and Ross from North Shore Rape Crisis center for coming into our classes and providing us with coping techniques and strategies to utilize if we find ourselves in an unhealthy relationship. Students analyzed nutritional food plans for different phases of their lives and reflected how and why their diet will need to change depending on life's circumstances. Students created and taught their peers Pilates and yoga routines. The final activity was to create a personal wellness model and apply all of the health and physical education topics studied this semester.

Grade 11: Competitive Games and Fitness Training: Students have been exposed to many learning opportunities in the health classroom, fitness center, gymnasium, and on the playing fields. In the classroom, students have been learning about nutrition, healthy relationships, and digital citizenship. In the fitness room students have been learning how to put together full body workouts using the 5 components of fitness. Students in the gym/fields, have been enjoying activities such as volleyball, badminton, golf, and a variety of non-traditional games. Thank you to Amanda McCarthy (fitness specialist) for leading students through a full body training regimen. Sue Howland (HWRHS School Adjustment Counselor) for the presentation on healthy relationships, and Johanna Wilson (HS MS Technology Specialist) for the presentation on digital citizenship. The guest speakers used their own time to greatly aid and enhance the students' educational experiences.

