



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Buker Elementary School
Multi-Purpose Room

Thursday, September 19, 2013

7:00 PM

AMENDED

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Concerns 7:05
4. Superintendent's Report 7:15
5. Chair's Report 7:30
6. Consent Agenda 7:45
 - Minutes of September 5, 2013 Exhibit M
 - Field Trip-X-C Track to Warwick, RI Exhibit O
7. Committee Reports 8:00
8. New Business 8:15
 - a. Recommendation & Motion to hire Assistant Superintendent of Administration & Finance
 - b. Teaching Assistants' and Cafeteria Workers' Pay Rates
 - c. School Committee Goals Discussion Exhibit A
 - d. 2nd Reading and Vote of Policies
 - i. Policy Dissemination Exhibit B
 - ii. Policy Revision & Review Exhibit C
 - iii. Conflicts Exhibit D
 - iv. Policy Adoption Exhibit E
 - e. 1st Reading of Policies
 - i. Executive Sessions Exhibit F
 - ii. Guidelines for Public Comment Exhibit G
 - iii. Gifts to Staff Exhibit H
 - iv. Solicitation by Staff Exhibit I
 - v. Tutoring for Pay Exhibit J
 - f. Vote to add James Farnham to Facilities Sub-Committee
 - g. Motion to Pursue Winthrop and Buker Capital Projects
 - h. MASC/MASS Conference Registration for School Committee Exhibit K & L
 - i. Review of Material for Vote in October for MSBA Project Exhibit N
9. Vote to Adjourn 9:30

Hamilton-Wenham Regional School District Committee

Sept. 5, 2013

Minutes

**CALL TO ORDER AND
PLEDGE OF ALLEGIANCE:**

Roger Kuebel opened the meeting at 7:08 p.m. in the administrative conference room in the Center Building.

PRESENT:

Jeanise Bertrand, Bill Dery, Deb Evans, Roger Kuebel (chair), Barbara Lawrence, Sheila MacDonald, Melissa Even Moore, Bill Wilson

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Brian Menegoni, Assistant Principal, HWRHS; Christy Reynolds, Assistant Principal, Miles River Middle School; Brian O'Donoghue, Principal, Buker Elementary; Chris Heath, Principal, Winthrop Elementary

ABSENT:

Sean Condon

CITIZENS' CONCERNS:

Michelle Bailey of Wenham asked about this year's upcoming financial audit. R. Kuebel said the auditing firm's onsite work would begin the week after this meeting and an audit subcommittee of the Committee would provide input.

Wenham Town Clerk Trudy Reid urged the Committee to propose to voters a revision of the section of the agreement that stipulates election procedures, to bring them into line with election procedures for Hamilton and Wenham town officials. She offered sample text for such a warrant article (which is appended to these minutes), and responded to Committee members' questions.

SUPERINTENDENT'S REPORT:

Dr. Harvey welcomed the 2013-14 student representative to the Committee, high school student Chase Schaub.

Dr. Harvey said the new district website has been launched and the process continues of updating text transferred from the old site.

He updated the Committee about upcoming design work for a project being considered for partial state funding, and reported that state education officials have selected the high school, middle school and Winthrop as pilot schools for a new standardized test that might replace the MCAS; students at those schools will take both the MCAS and the new PARCC exam in 2013-14.

Professional Status and

Principals recognized and offered appreciative comments about

25 Year Recognitions

teachers who mark 25 years of service to the district this year, and teachers who have achieved professional status. B. O'Donoghue congratulated Buker Elementary teachers Beth Blanchard and Kathy O'Shea on their 25 years of service, and Buker and Cutler music teacher Kathleen Dailey for achieving professional status. B. Menegoni spoke about HWRHS guidance counselor Hugh Kirkland, who has attained 25 years of service, and congratulated three staff members for achieving professional status: school psychologist Dr. Kathy Pennoyer, math teacher Michelle Ppolys, and adjustment counselor Sue Howland. C. Heath congratulated three Winthrop staff members for achieving professional status: nurse Jessica Baker, language therapist Molly Silver, and preschool teacher Kristen Thomas. C. Reynolds spoke about Miles River Spanish teacher Jennifer Hugueley and English teacher Terasa Stephens, who achieved professional status.

CHAIR'S REPORT:

R. Kuebel thanked the community for allowing the Committee to hold a private "retreat" meeting in August, and said comprehensive minutes of that meeting will be available soon. He and B. Lawrence briefly discussed recruitment of a community member to serve on the Facilities Committee and R. Kuebel noted the full Committee must make such an appointment.

CONSENT AGENDA:

Minutes of July 11, 2013

BILL WILSON MADE A MOTION THAT THE HWRSD SCHOOL COMMITTEE APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION OR AMENDMENT OF THIS MOTION. THE MOTION PASSED 8-0-0-1.

COMMITTEE REPORTS:

Negotiation

R. Kuebel said this subcommittee met several times during the summer. Issues it is considering are the teachers' contract, which is in the last year of a 3-year contract; an issue regarding the nurses' contract; and some personnel issues regarding non-union teaching assistants and cafeteria staff. The Committee's legal counsel has advised that the full Committee enter executive session when it discusses these matters.

Facilities

This group is to have its second meeting of the fiscal year in the week following this meeting; process issues are on the agenda.

Policy

Policies approved last year are being posted on the website.

Student Representative

Chase Schaub said high school student government meetings start in the week after this meeting, and he would report to the Committee about them when appropriate. The Committee agreed to routinely allow time during committee reports for this to take place.

NEW BUSINESS:

Recommendation for the HWCAM

HWRHS teacher Kevan Sano has expressed interest in serving on the

Board of Directors

HWCAM board of directors as the district representative. The selectmen of the two towns appoint members to the board, and traditionally the district nominates one of the members; that seat has been unfilled for two years.

BILL WILSON MADE A MOTION THAT THE HWRSD SCHOOL COMMITTEE RECOMMEND KEVAN SANO FOR THE POSITION. THE MOTION PASSED 8-0-0-1.

Progress Report on Teacher Evaluation SYSTEM

Dr. Harvey gave a PowerPoint presentation on the new state-mandated teacher evaluation system, adopted by the district per a 25-page agreement negotiated with the teachers' union. (The PowerPoint slide and 25-page agreement are appended to these minutes.) He said he plans to brief the Committee on an educational topic once a month; this was the first of these presentations. He noted that the new system involves a substantial "cultural change" and shift in mindset for teachers and administrators, from evaluating teachers based on what they do in the classroom, to focusing on evidence of students' learning and progress. Dr. Harvey and the Committee briefly discussed related topics including the additional time this will require of principals, possible future incorporation of student and parent survey input, and how much latitude the state gives districts about implementation.

Discussion of Process for MSBA and Buker sprinkler system projects

Dr. Harvey sketched out possible scenarios and timelines for state and local approval and funding of a project to install a sprinkler system at Buker. (His PowerPoint slides are appended to these minutes.) The Committee asked him to arrange a warrant article for fall Town Meetings for the necessary bonding. They recapped the history and estimated cost of the project, and discussed its priority, and whether its purpose is to protect the building or increase student safety. D. Evans noted that the district leases the building from the Town of Wenham, and suggested asking both boards of selectmen whether they would support this project at their Town Meetings.

School Liaison Assignments

At R. Kuebel's suggestion the Committee discussed whether to continue to appoint its members as official liaisons to specific schools, and if so, under what parameters. The Committee informally agreed that this role would be limited to attending a school's public events, and making other visits in the company of the superintendent. Dr. Harvey said the liaison arrangements went well last year. He said he is unaware of other school committees having such a program. Members arranged these 2013-14 assignments: HWRHS, S. MacDonald; Miles River, B. Lawrence; Buker Elementary, J. Bertrand and D. Evans; Cutler Elementary, M. Moore; Winthrop Elementary, B. Lawrence (and S. Condon, who was not present).

Discussion of School Calendar

Dr. Harvey explained the process by which administrators construct the school calendar. The Committee agreed to gather input informally from members of the community, and discuss at a future meeting issues

including whether to start school before Labor Day, the rationale for doing so with a combination of full and partial days followed by a 4-day weekend, and issues regarding ending the school year later in June.

First Reading of Proposed Policies
Policy Dissemination
Policy Revision and Review
Conflicts

B. Lawrence explained three policies proposed by the Policy Working Group. (Draft text is appended to these minutes.) Members expressed varying opinions about whether the superintendent or the Policy Working Group should be responsible for informing the Committee of the need to update, change or create policies.

Discussion of Proposing Amendment
of Regional Agreement To Reduce
Number of Committee Members

R. Kuebel said he thinks this Committee is too large. He distributed a chart (which is appended to these minutes) indicating single town districts in Massachusetts typically have smaller boards, and said some regional districts have large boards because of regional agreements that call for representation based on population, election wards, or other elements that are not stipulated in the HWRSD regional agreement. The Committee discussed issues including whether a smaller board could effectively staff the existing subcommittees, whether some subcommittees could be eliminated, various possible impacts of such a reduction on the number of Committee candidates, how committee size affects the nature and pace of discussion and decision making, and by what mechanism the size of the board might be reduced should this proposal move forward and be approved by town voters and the state. Dr. Harvey said this Committee has more subcommittees than most. In an informal poll, three members expressed interest in continuing this discussion promptly, in time to submit a warrant article for fall Town Meetings if the Committee decided to recommend such a change; others expressed reservations about the idea, or discomfort with making a quick decision for the sake of action at this fall's Town Meetings.

**ADJOURNMENT TO
EXECUTIVE SESSION:**

**BILL WILSON MADE A MOTION THAT THE HWRSD
SCHOOL COMMITTEE VOTE TO ADJOURN TO EXECUTIVE
SESSION FOR THE PURPOSE TO DISCUSS NURSES'
CONTRACT NEGOTIATION AND TEACHING ASSISTANTS'
AND CAFETERIA WORKERS' HOURLY RATES AND NOT
TO RETURN TO OPEN SESSION.**

A ROLL CALL VOTE WAS TAKEN:

Jeanise Bertrand Y	Deb Evans Y	Sheila MacDonald Y
Sean Condon A	Roger Kuebel Y	Melissa Even Moore Y
Bill Dery Y	Barbara Lawrence Y	Bill Wilson Y

THE MOTION PASSED 8-0-0-1.

The public meeting recessed at 9:36 p.m.

**DOCUMENTS AND EXHIBITS
USED AT THIS MEETING:**

Draft policies: Policy Dissemination, Policy Revision and Review,
Conflicts between District Policy and Collective Bargaining
Agreements of State and Federal Laws (3 pages)

Regional District Agreement (May 2000 amended version) (16 pages)
Hamilton-Wenham Educator Evaluation Proposal dated May 21, 2013,
as proposed by the Hamilton-Wenham Education Association and
subsequently accepted by the District as a contractual document
(25 pages)
HWRSD Educator Evaluation System, Summary of Five-Phase Process
(PowerPoint presentation dated 8/12/2013) (23 slides)
MSBA Proposed Timeline (for proposed Buker Elementary sprinkler
project; PowerPoint presentation made by Dr. Harvey at this
meeting) (5 slides)
Sample text submitted by Wenham Town Clerk Trudy Reid for
suggested warrant article to amend Regional School Agreement
Section 1D to revise election procedures
Chart of school committee sizes in 243 single town districts (1 page)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary



HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

School Committee Goals 2013-2014

Strategic Goal	Actions/Timelines	Benchmarks/Products	Personnel Responsible
1. Complete the revision and updating of the HWRSD Policy Manual.	<ol style="list-style-type: none"> 1. Policy Working Group will meet regularly to review and revise existing policies and to draft new policies when necessary. 2. Revised and new policies will be presented at each School Committee meeting for review and approval. 3. Approved policies will be published and distributed as appropriate. 4. Policy working group will develop a process for regular review and revision of Policy Manual. 	<ol style="list-style-type: none"> 1. Revised and new policy documents will be distributed prior to each SC meeting. 2. SC Chair and Superintendent will include policies on each meeting agenda. 3. Policy manual will be complete by June 30, 2014. Policy Manual will be available in all school offices and on District Website. 	Policy Working Group School Committee Superintendent
2. Complete analysis of the impact of the School Choice Program on the HWRSD.			School Choice Task-Force Superintendent School Committee
3. Finalize the response to the recommendations contained in the Operational Audit.			

4. Oversee the master plan project			
5. Negotiate a new agreement with the HWREA			Negotiations Sub-Committee School Committee
6. Develop and approve a FY15 budget that provides a high-quality education and ensures efficient use of community resources			Superintendent District Leadership Team School Committee
7. Facilitate passage of the debt exclusion for fall town meetings			
8. Consider revisions to the Regional Agreement re: size of the committee.			
9. Develop a plan for maintaining continuity during transitions in SC membership.	1. Develop a School Committee Orientation Manual		

Activities Related to Accomplishing Some of the Goals Above

#3--Roger to get with new Biz Mgr to develop response to Op Audit

#6--Mike to set up "roundtable" meeting with leadership team prior to budget development

#6--Barbara to develop concept for after-school program to present to Mike

#6--Sean to approach EdFund to fund grant writer

#9--Jeanise to circulate what she has for new member manual

Activities Related to District Operations:

Technology plan

Deb to create draft Tech Plan using video tape of Alan's presentation

Communications Plan

Melissa to organize communications meeting with Mike

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MASSACHUSETTS**

HW Policy #: G

POLICY DISSEMINATION

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Committee and the regulations needed to put them into effect. Accessibility is to extend at least to all employees of the school system, to members of the Committee, and insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date. The School Committee Policy Manual is a public record and will be available for inspection at the Superintendent's Office, principal's office at each school and on the Hamilton-Wenham Regional School District's Website

Originally Adopted:

Policy Review:

Approved:

Vote:

Chairperson, HWRSD School Committee:

(Original Signature on file in the Superintendent's Office)

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MASSACHUSETTS**

EXHIBIT C

HW Policy #: G

POLICY REVISION AND REVIEW

The Superintendent is responsible for informing the School Committee about all policies that are out of date or for other reasons need may need revision

Originally Adopted:
Policy Review: September 5, 2013
Approved:
Vote:
Chairperson, HWRSD School Committee:
(Original Signature on file in the Superintendent's Office

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT D

**Conflicts between District Policy and Collective Bargaining Agreements or State and Federal
Laws**

In the event of a conflict between a policy herein and any collective bargaining agreement, the collective bargaining agreement shall have precedence. In the event of a conflict with state or federal law, state or federal law shall have precedence.

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MASSACHUSETTS**

HW Policy #: G

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda or at a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the School Committee according to the following procedures.

Readings

1. The Policy Working Group provides copies of the first draft of the proposed policy to the School Committee members for their review prior to the First Reading.
2. The First Reading is held at a School Committee meeting. Time is allowed for consideration of the proposed policy or policies as recommended by the Policy Working Group, including a response from the Superintendent, discussion by the School Committee and directions for any redrafting or approval at a First Reading.
3. If the proposed policy impacts teacher performance standards, a meeting with the collective bargaining representative is arranged in accordance with G.L. Chapter 71 § 38.
4. If the proposed policy is revised, it is presented at a School Committee meeting for a Second Reading and is discussed and adopted or rejected. Amendments to the policy at the Second Reading will not require repetition of the sequence, unless the School Committee so directs.
5. By majority vote, the School Committee may dispense with the above sequence to meet emergency conditions.
6. After discussion, and any amendments, the School Committee takes a vote on the finalized policy.

Originally Adopted:

Policy Review:

Approved:

Vote:

Chairperson, HWRSD School Committee:

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT WENHAM, MASSACHUSETTS

Adoption

1. The formal adoption of a policy is recorded in the School Committee minutes. Each policy adopted supersedes any existing policies that may be in conflict with the new policy.
2. Policies will be effective on the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.
3. Adopted policies are entered into the existing policy manual (both paper based and online).
4. Copies of the policy are distributed to School Committee members, Administrators, Principals, Teacher Association Presidents, and put on the District website.

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law: The Committee will first convene in an open session for which due notice has been given.

2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session. The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:
 1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual.
 2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
 3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
 4. The deployment of security personnel or devices.
 5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
 6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
 7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
 8. To consider and interview applicants for employment by a preliminary screening committee (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening
 9. To meet or confer with a mediator with respect to any litigation or public business. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The Committee will review executive session minutes for possible declassification at least once each year.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

SOURCE: MASC

LEGAL REF: M.G.L. 30A:18-25

GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20 (f) governs public participation at open meetings of municipal government bodies.

Chapter 30A: Section 20 (f). Regulation of participation by public in open meetings***Section 20 (f). No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.***

The school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore the School Committee will set aside a period of time at each meeting to hear from the public. In addition, if the School Committee thinks that an issue requires a dialogue with the school district community, the School Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is within the scope of the Committee's responsibilities may request that item be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements that explain the scope and intent of the agenda item. The Chair of the Committee and the Superintendent will determine whether or not to place an item on the agenda and, if the item is to be taken up, they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Citizens wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

5. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

SOURCE: MASC

GIFTS TO STAFFGifts

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

Gifts worth less than \$50

Teachers and other school personnel may accept gifts that are worth less than \$50, but they must disclose in writing the fact that they have done so if, based on the circumstances, a reasonable person would conclude that the teacher might unduly show favor to the giver or the giver's child because of the gift. Disclosure should be made to the Superintendent.

Gifts worth more than \$50

Gifts worth more than \$50 are prohibited, unless they are class gifts.

Class gifts

Class gifts to teachers are permitted under the following circumstances:

Parents and students of a class, acting together, may give a gift worth up to \$150 to a teacher, provided that the gift is identified only as being from the class, and the names of the givers and the amounts given are not identified to the teacher. A single class gift worth up to \$150, or several class gifts during the school year with a total value up to \$150 may be given.

A teacher may not accept any other gift from someone who has contributed to a class gift. Therefore, if an individual gift is offered, before accepting it, the teacher must confirm that the giver did not contribute to the class gift.

Gifts to the classroom or the school

A gift given to a teacher to use only in the classroom or to buy classroom supplies is not considered a gift to the teacher personally, and is, therefore not subject to the \$50 limit on personal gifts to teachers. Parents may give gifts to the classroom or school in accordance with the rules of the school district. A teacher who receives such a gift must keep receipts documenting that the money was used for classroom supplies.

Gifts to teachers after the school year has ended

A gift may be received by a teacher after the school year has ended and grades have been reported provided that: 1) the giver did not contribute to the class gift; and 2) the gift is worth less than \$50. The teacher is not required to file a disclosure if the teacher will not have further contact with the student.

Legal references: M.G.L. Chapter 268A, §§ 3,23(b)(2) and 23(b)(3) 930 CMR 5.08(14)

EXHIBIT I

Solicitations by Staff

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific School Committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the charitable purpose is one that the School Committee has specifically approved.

Furthermore, in order to protect school personnel from appearances of conflict of interest, no school employee may distribute or announce, or permit others to distribute or announce, any advertisement in the school system regarding the sale of merchandise or services not linked to permissible school fund raising without the permission of the School Committee.

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT WENHAM, MASSACHUSETTS

EXHIBIT J

TUTORING FOR PAY

HW Policy #: G

Definition:

“Tutoring” is defined as giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the Hamilton Wenham Regional School District.

Policy

Under the Conflict of Interest Law:

Teachers may only tutor a student if the teacher is approached by the parents of a student in his/her district, but is not one of his/her own students, and is asked to tutor their child, for payment by the parents, and using no public resources in connection with that tutoring.

A teacher cannot recommend that one of his/her own students be provided tutoring and then be paid to tutor the same student in a second job.

A teacher may not tutor students who are currently in his/her class.

A teacher cannot use his/her position to get unwarranted privileges for him/herself, or give them to anyone else. For example, a teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services.

Apart from their primary employment, teachers and other public employees are not allowed to have a financial interest in a contract with an agency at their same level of government, unless an exemption applies.

Teachers and other public employees may not be paid by or act for others in matters that are of direct and substantial interest to their public employers. For example, if tutoring is required as part of an IEP, a teacher in the district may not accept payment from the student's family to provide that tutoring.

Teachers and other public employees may not initiate private business relationships with persons under their authority. For example, a teacher may not approach a student, or the student's parents, seeking private tutoring work.

Legal Reference: State Ethics Commission: Public School Teacher FAQs on the Conflict of Interest Law - Tutoring (www.mass.uov/ethics)

Originally Adopted:

Policy Review:

Approved:

Vote:

Chairperson, HWRSD School Committee:

(Original Signature on file in the Superintendent's Office)

MASC/MASS Conference registration November 6-9

EXHIBIT K

Please send a separate registration form for each participant.

- ☐ Full conference: Wed.-Sat. \$325 \$395 (after 9/20/13) \$450 (non-member)
☐ Friday-Saturday only \$175 \$195 (after 9/20/13)

Hotel Accommodations: Must be made with the hotel; see separate form enclosed.

Meals are purchased through MASC. (Deadline for meal purchase: October 25, 2013)

- | | | | |
|---|----------------------|---------|-------------------------------|
| <input type="checkbox"/> Keynote Dinner | Wednesday November 6 | 7:00pm | # of tickets ____ @ \$50/each |
| <input type="checkbox"/> Network/Buffer Lunch | Thursday November 7 | 12:30pm | # of tickets ____ @ \$35/each |
| <input type="checkbox"/> Awards Dinner | Thursday November 7 | 6:30pm | # of tickets ____ @ \$45/each |
| <input type="checkbox"/> Leadership Lunch | Friday November 8 | 12:00pm | # of tickets ____ @ \$40/each |
| <input type="checkbox"/> Leadership Dinner | Friday November 8 | 7:00pm | # of tickets ____ @ \$50/each |

Name: _____ Name for badge: _____

School district/company: _____

Phone: _____ Email: _____

Billing address: _____

Special accommodation needs: _____

☐ school committee member ☐ superintendent ☐ other _____ (please specify)

PAYMENT METHOD: ☐ Payment enclosed (make check payable to MASC) ☐ Bill school district

Purchase order # _____

Registrations received AFTER OCTOBER 25, 2013 and ON-SITE REGISTRATIONS will be assessed a \$50.00 surcharge. Cancellations must be made in writing and postmarked no later than October 13, 2013. A \$50 cancellation fee will be assessed. Please note that a \$10.00 charge may be assessed for excessive changes.

RESORT AND CONFERENCE CENTER AT HYANNIS
35 Scudder Ave., Hyannis, MA 02601

HOTEL RESERVATION FORM
MASC/MASS JOINT CONFERENCE
NOVEMBER 6-9, 2013

RESERVATION FORM FOR GUESTROOMS

Note guestroom deposit and cancellation policy has changed, see below.

_____ \$107.00 PER GUESTROOM, PER NIGHT, SINGLE OCCUPANCY, PLUS 11.7% STATE TAX
_____ \$107.00 PER GUESTROOM, PER NIGHT, DOUBLE OCCUPANCY, PLUS 11.7% STATE TAX
_____ \$20.00 PER ADDITIONAL PERSON (UP TO 2 ADDITIONAL PEOPLE) PLUS 11.7% STATE TAX
Based upon availability the room rate will be offered 3 days before and after the scheduled meeting.

NAME(S) _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAY TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS (REQUIRED): _____

CREDIT CARD TYPE: _____ CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____ SIGNATURE: _____

A ONE NIGHT'S DEPOSIT OF THE ROOM RATE PLUS 11.7% TAX IS REQUIRED WHEN MAKING YOUR RESERVATION. NOTE, CREDIT CARDS WILL BE CHARGED ONE NIGHTS ROOM AND TAX WHEN FORM IS RECEIVED. A BLOCK OF GUESTROOMS IS BEING HELD AT THE ABOVE RATE UNTIL OCTOBER 6, 2013. PLEASE NOTE THAT HISTORY SHOWS THAT ROOMS SELL OUT PRIOR TO THIS DATE. ROOMS ARE FIRST COME, FIRST SERVE AND WE ENTER IN RESERVATION FORMS IN THE ORDER WE RECEIVE THEM. YOU ARE ENCOURAGED TO MAKE YOUR RESERVATIONS EARLY TO ENSURE CONFERENCE RATE AND AVAILABILITY. ONCE THE RESORT AND CONFERENCE CENTER AT HYANNIS IS SOLD OUT, RESERVATION FORMS WILL BE FORWARDED TO AN OVERFLOW HOTEL. YOU WILL THEN RECEIVE A CONFIRMATION LETTER FROM THAT HOTEL.

RESERVATION POLICIES

- IF AN INDIVIDUAL RESERVATION IS CANCELLED FOURTEEN DAYS OR MORE PRIOR TO ARRIVAL, THE DEPOSIT IS REFUNDED LESS A \$15.00 SERVICE CHARGE.
- IF THE INDIVIDUAL RESERVATION IS CANCELLED THIRTEEN DAYS OR LESS PRIOR TO ARRIVAL OR YOU DO NOT ARRIVE ON THE SPECIFIED ARRIVAL DATE, THE RESERVATION IS CANCELLED FOR ALL NIGHTS AND THE DEPOSIT WILL BE FORFEITED.
- PLEASE BE ADVISED THAT IF YOU DO NOT SHOW UP FOR YOUR RESERVATION, THE RESERVATION DROPS OUT OF THE SYSTEM AND IS NOT AUTOMATICALLY REINSTATED.
- 24 HOUR NOTICE IS REQUIRED FOR EARLY DEPARTURES; OTHERWISE A FULL ONE NIGHT'S ROOM AND TAX WILL BE CHARGED.

CHECK-IN TIME AFTER 3:00 PM -- CHECK-OUT TIME BY 11:00 AM

Please make checks payable to the Resort and Conference Center at Hyannis or include the credit card information when filling out this form. **Please fax back to the Reservations Department at 508-778-6039** or mail form with check to the Resort and Conference Center at Hyannis, 35 Scudder Avenue, Hyannis, MA 02601.

This form must be received prior to **OCTOBER 6, 2013**

Phone reservations will not be accepted.

Any changes to your reservation must be made by submitting a revised form.
Please note change and mark form as "REVISED" to avoid duplicate reservations.

Hamilton-Wenham Regional School District
Suggested Forms of Votes
Vote of District Committee for October Meeting

(Buker School Heating System Project - MSBA Aided Project)

VOTED: That the Hamilton-Wenham Regional School District hereby appropriates _____ Dollars (\$_____) for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Bessie Buker Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (1) _____ percent (____%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

(Winthrop School Heating System and Windows Project -- MSBA Aided Project)

FURTHER VOTED: That the Hamilton-Wenham Regional School District hereby appropriates _____ Dollars (\$_____) for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (1) _____ percent (____%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

(Buker School Sprinkler System Project - Non-MSBA Aided Project)

FURTHER VOTED: That the Hamilton-Wenham Regional School District hereby appropriates the amount of \$ _____ for the purpose of paying costs of the installation of a sprinkler system at the Bessie Buker Elementary School, including the payment of all costs incidental or related thereto. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority.

(Notice to Member Towns)

FURTHER VOTED: That within seven (7) days from the date on which these votes is adopted the Secretary be and hereby is instructed to notify the Board of Selectmen of each of the member towns of the District, as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by Chapter 71, Section 16(d), of the General Laws.

**Forms of Articles and Motions for Use by the Member Towns
to Approve the Debt for Each Project**

Buker School Heating System Project (MSBA Aided Project)

Article ____. To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Bessie Buker Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the MSBA approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, or take any other action relative thereto.

Motion ____. That the Town hereby approves the \$ _____ borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Bessie Buker Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) _____ percent (____ %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Winthrop School Heating System and Windows Project (MSBA Aided Project)

Article ____. To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the MSBA approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, or take any other action relative thereto.

Motion ____. That the Town hereby approves the \$_____ borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) _____ percent (____ %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Buker School Sprinkler System Project (Non-MSBA Aided Project)

Article ____. To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of the sprinkler system at the Bessie Buker Elementary School, including the payment of all costs incidental or related thereto, or take any other action relative thereto.

Motion ____. That the Town hereby approves the \$_____ borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of the sprinkler system at the Bessie Buker Elementary School, including the payment of all costs incidental or related thereto; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½).

**Proposed Forms of Proposition 2 ½ Debt Exclusion Ballot Questions for
Use by the Member Towns to Exclude the Debt for Each Project**

Buker School Heating System Project

Shall the Town of _____ be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto?

Winthrop School Heating System and Windows Project

Shall the Town of _____ be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto?

Buker School Sprinkler System Project

Shall the Town of _____ be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of the installation of the sprinkler system at the Bessie Buker Elementary School, including the payment of all costs incidental or related thereto?

9 SEP 2013 PM 3:51

FIELD TRIP REQUEST

School Hamilton-Wenham Regional Date Submitted: 8/28/13
 Faculty Sponsor: Coach Steve Sawyer Position: Head Cross Country Coach

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 Boys & Girls Cross Country
☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____
☒ Out-of-State/Domestic Day Trip - ☐ Academic ☒ Extracurricular - Destination: Warwick, Rhode Island
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: 9/28/13 Time: 7:30 A.M. Return Date: 9/28/13 Time: 4:00 P.M.
 Number of Students Eligible: 70 Class/Group: Boys & Girls Cross Country Team
 Faculty Sponsor: Coach Steve Sawyer
 Other Faculty/Staff chaperones: Asst Coach John Kotch, Asst. Coach Karen Giroux
 Other chaperones: _____
 Mode of Transportation: School Bus for athletes Number: _____
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost: <u>School bus</u>	6. Financial Assistance Available? <u>Yes</u> <u>No</u>
2. Admission Charges: <u>entry fee \$220</u>	7. Other Sources of Funding? <u>Yes</u> <u>No</u>
3. Lodging & meals cost: <u>none</u>	8. Amount Available: \$ _____
4. Other (specify): <u>none</u>	9. Are Student Activity Funds being used? <u>Yes</u> <u>No</u>
5. Total student cost: <u>none</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: <u>request to Sept.</u>

IV. Approvals

Department Chairperson or Field Trip Requestor: [Signature] Date: 8/28/13
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 8/28/13
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: _____ Date: _____

HWRSD Committee Action: Vote - Yes _____ No _____ Abstain _____ Date: _____

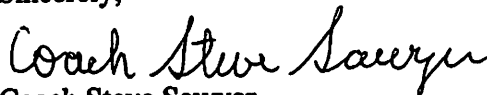
To: Michael M. Harvey Ed.D
From: Coach Steve Sawyer
Re: Cross Country Trip Request

I am requesting permission once again from the School Committee to attend the New Balance Ocean State Cross Country Invitational in Warwick, Rhode Island on Saturday, September 28. We have been traveling to Rhode Island for many years to both the Brown University and Ocean State Invitionals. The experiences for our students, coaches and parents have always been positive and exciting. The meet is sanctioned by the States of Connecticut, Maine, Massachusetts, New Jersey, Rhode Island, New York, Pennsylvania, North Carolina, New Hampshire and Virginia. In 2012 there were 89 Boys teams and 93 Girls teams consisting of 3155 runners competing in frosh races, JV races, Varsity races and Championship races. Both of our boys and girls Varsity teams will be competing in the Championship race this year.

The competition at this meet is very challenging and allows our athletes to compete against some of the top teams and runners from these states. We have many athletes once again who will be very competitive and will be looking to compete against other quality runners. This will give those runners the opportunity to compete and race at that level and be watched by college coaches from many schools. Their performances will also be posted on line for many college coaches to evaluate and possibly end up on their recruiting lists. We have been fortunate to be able to compete at these meets for many years and this year should be another positive experience for our athletes and parents.

This is a one day trip for that Saturday and I have attached additional information.

Sincerely,

A handwritten signature in black ink that reads "Coach Steve Sawyer". The signature is written in a cursive, flowing style.

Coach Steve Sawyer
Cross Country, Indoor/Outdoor Track Head Coach

To: School Committee

From: Coach Steve Sawyer

Re: Approval Documentation for Ocean State Cross Country Meet

- 1. Description of arrangements for meals-Runners and families will provide food and drinks for their afternoon meal.**
- 2. Description of security features for transportation-All three coaches will be riding the bus to and from the meet and will monitor all runners at Goddard Park in Warwick, R.I. the site of the meet.**
- 3. Draft copy of letter sent to parents and guardians- the letter is attached along with a description of the events of the day.**

Coach Steve Sawyer

To: Parents of Cross Country Runners

From: Coach Steve Sawyer

Re: Information for the Ocean State Cross Country Festival

Members of the cross country team will be traveling to Warwick R. I. on Sat. September 28th to compete in the Ocean State Cross Country Festival. We have been competing in this meet for several years and it is a great experience for all competing runners and their families. The bus will leave the Regional High School at 7:30 AM on Sat. morning and return the same day at approximately 4:00PM. All three coaches will ride the bus to and from the meet and remain with the runners during the day. The parents and runners are expected to provide their own food and drink although there will be food and drinks available at the meet. I have provided a copy of the events of the day which include directions to the park, times for the Hamilton-Wenham races and directions for spectator parking. Enjoy the day especially the Hamilton-Wenham runners competing in the different races.

Coach Steve Sawyer

links

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High School Races:

Ocean State Cross Country Invitational: High School Division

Date:

Saturday, September 28, 2013 (rain or shine) 9:00 a.m. – 3:30 p.m.

Sanction:

Sanctioned requested for the following areas: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York (city and state), North Carolina, Rhode Island, Vermont, and Pennsylvania. Students who are official members of their respective high school teams are eligible. All schools must be members of their state associations. Schools from additional states should contact Bob Rothenberg as soon as possible for sanction requests.

Host Institution:

Exeter-West Greenwich High School, West Greenwich, Rhode Island

Meet Directors:

Charlie Breagy, Anne Rothenberg, Bob Rothenberg – Meet Management by Downtown 5K, Inc.

Contact:

Bob Rothenberg – 401-294-9946 or

Course:

Goddard Park, 1095 Ives Road, Warwick, Rhode Island 02818. 5,000 meters (3.1 miles), 4,000 meters for freshmen; grass and dirt paths, moderate hills, mostly flat.

Directions:

From the North: Rte. 95 S to exit 9 (left-hand exit) onto Rte. 4 S. Immediately exit at Rte. 401/East Greenwich. Right at light onto 401/Division St. One mile curve right onto First Ave. Turn right at light onto Main St. One-half mile at light, turn left onto Old Forge Rd. Old Forge becomes Ives Rd. One mile to park entrance on left.

From the South: Rte. 95 N to exit 8A/Rte. 2 S. At first light, turn left onto Rte. 401 E/Division St. Follow directions above.

Entry Info:

All entries will be submitted on-line. Entries will close on Sunday, September 22, 2013 at 5:00 PM. A list of schools competing in each race will be posted by Wednesday, September 25 at 9:00 PM.

Entry Fee:

\$90.00 Boys - This fee includes a maximum of 7 in the varsity, 7 in the JV, and 7 in the freshmen. Additional runners in the JV and freshmen will be accepted at \$3.00 per runner.

\$90.00 Girls - This fee includes a maximum of 7 in the varsity, 7 in the JV, and 7 in the freshmen. Additional runners in the JV and freshmen will be accepted at \$3.00 per runner.

\$10.00 per individual runner (when entering 9 or fewer total runners)

For the larger squads, the maximum fee will be \$200.00 (boys and girls separate).

Once your entries have been registered on line and the entries close, your high school is responsible for the entire entry fee. Adjustments will not be made for no-shows.

Entry fees should be made payable to: "Downtown 5K, Inc."

Entry fees may be mailed to: Bob Rothenberg, 19 Dolly Pond Road, Exeter, RI 02822.

Meet Rules:

Guidelines provided by the National Federation of State High School Associations rule book. Please note in particular the articles dealing with uniforms, jewelry, and unsportsmanlike conduct. Coaches and other non-competitors are urged to stay off the runners' path in the woods. No bikes or other vehicles are permitted.

Parking:

Park rangers will direct cars to ample parking available within the park. Buses will be allowed to drop off passengers and then follow directions to park in designated areas.

Facilities:

Bathrooms and food concession available. T-shirts will be sold at the meet. No lockers or showers available at race site. Team tents/canopies permitted.

Schedule:

All races will start on time. Please limit entries to those athletes who can finish within the allotted time for each race.

9:00	Race 1	Freshman - 2 Boys
9:25	Race 2	Freshman - 2 Girls
* 9:50	Race 3	Junior Varsity - 2 Boys
* 10:20	Race 4	Junior Varsity - 2 Girls
** 10:55	Race 5	Varsity - 2 Boys
** 11:20	Race 6	Varsity - 2 Girls
11:50	Opening Ceremony	
** 12:00	Race 7	Championship Boys
** 12:30	Race 8	Championship Girls
12:50	Awards Ceremony for Races #1 - 8	
** 1:10	Race 9	Varsity - 1 Boys
** 1:35	Race 10	Varsity - 1 Girls
* 2:05	Race 11	Junior Varsity - 1 Boys
* 2:35	Race 12	Junior Varsity - 1 Girls
3:10	Race 13	Freshman - 1 Boys
3:35	Race 14	Freshman - 1 Girls
3:45	Awards Ceremony for Races # 9 - 14	

Hamilton
Wenham
Races

* A school may enter an unlimited number in the Junior Varsity race only after it has entered a team in either the Varsity or Championship race.

** A school may elect to enter its top 5-7 runners in either the Championship or the Varsity race. The Championship race should include the top teams in the meet from either Division. Special awards will be offered in the Championship race. A school may enter one or two individuals in the Championship race while running 5-7 other athletes in the regular Varsity race.

For the Freshman, Junior Varsity and Varsity races, there will be two divisions based on the school's enrollment.

Division 1: Smaller Schools

include all schools whose enrollment for grades 9-12 for one gender (boys or girls) is 475 or less.

Division 2: Larger Schools

include all schools whose enrollment for grades 9-12 for one gender (boys or girls) is 601 or more.

Schools with an enrollment between 476 and 600 for one gender will be assigned a Division. They will be notified no later than Sunday, September 22 of their assigned Division.

Awards:

Championship Races

Awards to the top 15 individuals

Medals to the top 30 individuals

Plaques to the top 3 teams

Awards to the coach of the top 3 teams

Varsity Races

Awards to the top 10 individuals

Medals to the top 30 individuals

Plaques to the top 3 teams

Junior Varsity Races

Medals to the top 30 individuals

Plaques to the top 3 teams

Freshmen Races

Medals to the top 30 individuals

Plaques to the top 3 teams

PLUS

Awards to the All-Star Teams (The top 5 runners from the Championship plus any Varsity runner with an equal or faster time)

ALSO

Special awards to the top male and female finishers, individually and team, from RI

ALSO

Special awards to the team with the best total time of the top 5 boys and top 5 girls from the same school (from championship races)

Individual medals for the Freshmen and Junior Varsity will be distributed in the chute. In the Varsity races, medals after the top 5 will be distributed in the chute. In the Championship races, medals after the top 10 will be distributed in the chute.

Reminders:

A final Coach's Instruction Sheet will posted on-line Wednesday evening, September 25.

The time schedule is reversed from 2012 with the large schools in the morning and the small schools in the afternoon.

Freshman races are for 9th graders only.