



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Buker Elementary School
Multi-Purpose Room

Thursday, October 3, 2013

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Concerns 7:05
4. Chair's Report 7:30
 - a. Update on Chairs meeting with FinComs and Wenham Selectmen Exhibit R
 - b. Resignation of Melissa Even-Moore
5. Consent Agenda 7:45
 - a. Minutes of September 19, 2013 Exhibit A
 - b. Field Trip Request to Gilford NH Exhibit B
 - c. Field Trip Request to Sunday River Exhibit C
6. Committee Reports 8:00
 - a. Audit
 - b. Facilities
 - c. Negotiations
 - d. Policy
 - e. Warrant
 - f. Student Rep.
 - g. Other
7. New Business 8:15
 - a. Review District and School Improvement Plans Exhibit P
 - b. Review Superintendent's Goals Exhibit Q
 - c. Review and Approve School Committee Goals Exhibit G
 - d. Discussion of Buker Sprinklers Exhibit O
 - e. Review and Discuss Owners Project Manager's Estimates for Construction Projects Exhibit I
 - f. Motion to Pursue Winthrop Heating and Ventilation System Project
 - g. MASC Delegate Election Exhibit H
 - h. 2nd Reading and vote of Policies
 - i. Executive Sessions Exhibit J
 - ii. Guidelines for Public Comment Exhibit K
 - iii. Gifts to Staff Exhibit L
 - iv. Solicitation by Staff Exhibit M
 - v. Tutoring for Pay Exhibit N
 - i. 1st Reading of Policies
 - i. Anti-Fraternization Policy Exhibit D
 - ii. Special Procedure for Conducting Hearings Exhibit E
 - iii. Email-Electronic Communications Guideline Exhibit F
8. Vote to Adjourn 9:30

Hamilton-Wenham Regional School District Committee

Sept. 19, 2013

Minutes

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

Roger Kuebel opened the meeting at 7:05 p.m. in the Buker Multipurpose Room. The Committee and others present rose for the Pledge of Allegiance.

PRESENT:

Jeanise Bertrand, Sean Condon, Bill Dery, Deb Evans, Roger Kuebel (chair), Barbara Lawrence, Sheila MacDonald

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning

ABSENT:

Melissa Even Moore, Bill Wilson

CITIZENS' CONCERNS:

None.

SUPERINTENDENT'S REPORT:

Dr. Harvey reported he has met with representatives of the project management and design firms involved in preliminary assessment of planned improvement projects at Buker and Winthrop; noted he and other administrators attended the schools' kick-off ice cream socials; and said Winthrop and high school students who take the PARC test this year as part of the state's pilot program to test out the potential MCAS replacement will not be required to take the MCAS.

CHAIR'S REPORT:

R. Kuebel said discussions are underway with the district's auditors to identify any additional testing the district would like to have done.

CONSENT AGENDA:

Minutes of Sept. 5, 2013
Field Trip, X-C Track to Warwick, RI
EdFund Project Grant Application Form
EdFund Grant Acknowledgement &
Acceptance of Terms

DEB EVANS MADE A MOTION THAT THE H-W REGIONAL SCHOOL COMMITTEE APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION OR AMENDMENT OF THIS MOTION. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

COMMITTEE REPORTS:

Negotiation

This group has not met since the last meeting of the full Committee.

Audit

This group was to meet with auditors the morning following this meeting.

Facilities

At its Sept. 9 meeting this subcommittee worked on frameworks for planning future facilities maintenance.

Master Plan Steering Committee

Dr. Harvey said he would organize "visioning sessions" for October, in which an educational consultant would run sessions with 50 people in the district to elicit input about their vision for the district. The group is to have balanced representation of faculty, parents, community members and members of Town governments.

NEW BUSINESS:

Recommendation to Hire Assistant Superintendent of Administration & Finance

Dr. Harvey recommended that the Committee offer the position of Assistant Superintendent of Administration and Finance to Jeff Sands, who spent 14 years in the financial industry before taking his current position in 2011 as business administrator for the Tewksbury Schools. Dr. Harvey recapped the review process; he and Committee members involved in the process spoke enthusiastically about the candidate. J. Sands answered Committee members' questions, and then departed prior to the Committee's discussion and vote.

Dr. Harvey said a 3-year contract with a salary of \$125,000 for the first year includes incentives for good performance, with proficiency to be assessed per the state evaluation rubric.

DEB EVANS MADE A MOTION THAT THE H-W REGIONAL SCHOOL COMMITTEE VOTE TO HIRE MR. JEFF SANDS AS THE ASSISTANT SUPERINTENDENT OF ADMINISTRATION & FINANCE FOR THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT. BARBARA LAWRENCE SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

Teaching Assistants' and Cafeteria Workers' Pay Rates

Dr. Harvey briefed the Committee on these employees' similar situations in the district; neither group has a bargaining unit, and their compensation is governed under a district policy that outlines their working conditions. He recommended review of the policy. He said these staff members' hourly pay exceeds that for comparable positions in neighboring districts. He did not recommend a pay increase for teaching assistants for 2013-14; he recommended providing a 1% increase to cafeteria workers, per a food services department plan already in place.

DEB EVANS MADE A MOTION THAT THE H-W REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE A 1% INCREASE FOR THE CAFETERIA WORKERS FOR THE FULL 2013-14 SCHOOL YEAR. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 6-1-0-2.

School Committee Goals Discussion

Committee members and Dr. Harvey discussed his draft (which is appended to these minutes) of Committee goals for 2013-14. The discussion touched on topics including developing working principles for Committee members' interaction and work together; improving budget presentations; district transparency and communication with the

community; and which members would fill in additional details about some of the draft goals.

Second Reading of Policies

The Committee voted to accept policies that had been discussed at a previous meeting. (The policies are appended to these minutes.)

Policy Dissemination

DEB EVANS MADE A MOTION THAT THE H-W REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE POLICY DISSEMINATION POLICY AS PRESENTED. SEAN CONDON SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

Policy Revision & Review

DEB EVANS MADE A MOTION THAT THE H-W REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE POLICY REVISION & REVIEW POLICY AS PRESENTED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 6-1-0-2.

Conflicts

DEB EVANS MADE A MOTION THAT THE H-W REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE CONFLICTS POLICY AS PRESENTED. SEAN CONDON SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

Policy Adoption

DEB EVANS MADE A MOTION THAT THE H-W REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE POLICY ADOPTION POLICY AS PRESENTED. BARBARA LAWRENCE SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

First Reading of Policies

R. Kuebel explained the reason for proposal of five additional policies, which the Committee's counsel has reviewed. (The draft policies are appended to these minutes.)

Executive Sessions

This describes Massachusetts law about executive sessions.

Guidelines for Public Comment

Going beyond what state law requires, this proposed policy describes this district's longtime practice of providing time for public comment during regular meetings, and sets ground rules- for the public comment period early in the meeting. Members discussed whether to specify a maximum number of minutes per speaker, or refer that matter to the chair's discretion.

Gifts to Staff

This describes Massachusetts law. Members noted it is important to communicate to parents what is, and is not, acceptable at holidays.

Solicitation by Staff

No discussion of this took place.

Tutoring for Pay

This is from the Attorney General's advisory on students and teachers.

Vote to add James Farnham to

At the Facilities Sub-Committee's request the Committee appointed to

Facilities Sub-Committee

that subcommittee James Farnham, a community member who is a contractor and developer, and who served on the Capital Management Committee and on the district Building Committee.

DEB EVANS MADE A MOTION THAT THE H-W REGIONAL SCHOOL COMMITTEE VOTE TO ADD JAMES FARNHAM TO THE FACILITIES SUB-COMMITTEE. JEANISE BERTRAND SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

Motion to Pursue Winthrop
and Buker Capital Projects

Review of Material for Vote in
October for MSBA Project

Dr. Harvey asked the Committee to approve a motion with language that would give him the authority to put three funding requests on the warrants of the two Towns' fall Town meetings, but would not commit the district from moving those items forward for a vote at the Town Meetings; the deadline for submitting warrant items was two business days after this meeting. (The text of the proposed warrant items is appended to these minutes.)

Discussion followed and touched on points including whether the wording of one proposed warrant item adequately described the glass curtain at Winthrop School; repair and upgrade work done in the past year; other work approved but still pending; the reliability of existing boilers at Buker and options if one fails this winter; funds sequestered to cover part of the future cost of sprinklers at Buker; and information R. Kuebel researched about fires in schools, which he provided during discussion of the latter topic.

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO SUPPORT ACCOMPLISHING THE FOLLOWING CAPITAL PROJECTS AS SOON AS POSSIBLE: REPLACE WINDOWS AT THE WINTHROP ELEMENTARY SCHOOL, REPLACE THE BOILERS AT THE WINTHROP ELEMENTARY SCHOOL, REPLACE THE BOILERS AT THE BUKER ELEMENTARY SCHOOL, AND INSTALL A SPRINKLER SYSTEM AT THE BUKER ELEMENTARY SCHOOL. THE MOTION PASSED 6-0-1-2.

The Committee agreed by general consent to use placeholder dollar figures in the warrant text, \$1 million for the Buker heating system, \$1.75 million for the Winthrop heating system and glass curtain, and \$500,000 for a sprinkler system at Buker, figures earlier approved by bond counsel.

MASC/MASS Conference Registration
for School Committee

Three Committee members said they would attend the annual MASC/MASS conference in November, with Dr. Harvey.

ADJOURNMENT:

BILL DERY MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. DEB EVABS SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

The meeting adjourned at 9:14 p.m.

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

School Committee Goals 2013-14, dated 9/16/2013 (3 pages)
Draft policies: Policy Dissemination, Policy Revision and Review, Conflicts between District Policy and Collective Bargaining Agreements or State and Federal Laws, Policy Adoption, Executive Sessions, Guidelines for Public Comment, Gifts to Staff, Solicitations by Staff, Tutoring for Pay (12 pages)
MASC/MASS Conference registration forms (2 pages)
Field trip request dated 8-13-2013, HWRHS Cross-Country team to Warwick, RI, 1 day trip to track meet, 9/28/13 (7 pages)
EdFund Project Grant application form dated 9/1/2013, Joe Maher, iPad Digital Work Stations (2 pages)
EdFund Grant Acknowledgement and Acceptance of Terms form, undated, for grant approved 9/20/2013, iPad Digital Workstation (1 page)
Text of warrant articles and motions for use by the member towns to approve debt for Buker heating system project, Winthrop heating system and windows project, and Buker sprinkler system project (3 pages)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: NEWRS Date Submitted: 9/3/13
 Faculty Sponsor: K Snow Position: 6-12 Spanish / Ski Club
adviser.

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: Wight Sliding
4-9 pm Gilford NH
☐ Athletics - Sport: _____
☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____
☒ Out-of-State/Domestic Day Trip - ☐ Academic ☒ Extracurricular - Destination: Gilford NH
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: Jan 30 Feb 6, 13, 27 Time: 2:30 pm Return Date: same day 4X Time: 10:30/45 pm
 Number of Students Eligible: 50 Class/Group: 9-12
 Faculty Sponsor: K Snow
 Other Faculty/Staff chaperones: Late Shipper, Bennett, Shearer TBD
 Other chaperones: _____
 Mode of Transportation: bus McGinnis Coach Number: _____
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Admission Charges:	7. Other Sources of Funding? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. Lodging & meals cost:	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. Total student cost:	10. If yes, amount bring used: \$

III. Attachments

1. Copy of Parent Letter with meeting date: <u>None</u>	5. Travel Costs & Refund Policy:
2. Itinerary: <u>Leave 2:30 - 6:45 4-845</u>	6. Travel Insurance Policy (if applicable): Cost:
3. Security features for transportation & accommodations:	7. Pre and Post Trip Activities: <u>meetings with kids</u>
4. Arrangements for meals and lodging: <u>own</u>	8. Other Descriptive Information:

IV. Approvals

Department Chairperson or Field Trip Requestor: K Snow Date: 9/3/13
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 9/9/13
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: _____

Field Trip Procedures:

Teachers planning field trips must speak with the principal and obtain permission before making any arrangements. The following steps must be followed in finalizing arrangements for a school field trip.

1. Discuss plans with the Curriculum Coordinator of your Department, obtain verbal permission.
2. Discuss plans with the Principal and obtain verbal permission, complete the Field Trip Request form and return it to the Principal
3. Principal's Secretary will get quotes from the bus company and let you know the cost of the bus(es). ***Please do not call the bus company***
4. Email all staff to let them know about your field trip. Give teachers information including date and time and student names
5. At least two weeks before your field trip, collect money, submit paperwork necessary to the Principal's Secretary for deposit and she will then be able to cut a check to pay for necessary field trip expenses
6. Take your list of students to the nurses office to obtain the emergency card information on each student.
7. 2-3 days before your field trip, email staff the names of the students going on the trip once again.
8. On the day of the field trip, take attendance using your email list, make any changes based on student absences and return the list to the Assistant Principal's Secretary. Please be sure she has your cell phone number in case of an emergency.

No field trips may be scheduled during the last week of the 1st and the 3rd marking period and two weeks prior to the end of a semester. See Appendix G for more information on field trip approval procedures.

Part III

- 1. We do not host a parent meeting. Information is available at the open house and in Foreign Language office.**
- 2. Itinerary is attached.**
- 3. McGinn Bus Company provides the charter bus. Their drivers have all been Cori checked. We also request the same driver we have worked with for the past 5 years.**
- 4. Students are responsible for their own dinner on the mountain**
- 5. Cost to student is \$240 for 4 Thursday trips**
- 6. Pre and post trip activities**
 - a. Students pay in advance for program. Refunds given only if a replacement is found.**
 - b. Meeting with students to review expectations for trip will be held the week before the first night trip.**
- 8. Other descriptive information: available upon request**

Night Skiing at Gunstock!

In conjunction with Hamilton-Wenham Regional HS Field Trip and Emergency Consent Form

I am aware that the **Alpine Athletics Ski and Snowboard Club** will be traveling to Gunstock in Gilford, NH on **Jan. 30, Feb. 6 13, 27** with a make up date of **March 6th**. Departing the Hamilton Wenham high school at 2:30pm and returning at 10:30 pm. My child has my permission to participate in this activity. **Cost is \$240** for lift and transportation for 4 weeks.

I agree to release and hold harmless the School District, the members of the School Committee and its officers, agents and employees from any and all liability for personal injuries to my son/daughter or other damage to persons or property that might result in any way from his/her participation in the above activity and fully release the School District and its employees from any liability in connection with those decisions.

Handbook rules and regulations apply to all PreK-12 field trips.

I, _____ (Parent/Guardian please print), give permission to the School District Staff or chaperones to act on my behalf for _____ (student's name, please print), in the event of a medical emergency.

Will medication be required during the field trip? Yes _____ No _____

Describe _____

Students may not carry any medication (prescription and nonprescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instructions signed by the student's physician must be on file with the school. These instructions must include diagnosis, name of the medication, dosage, and time for administration. Medication must be in the original labeled container.

I grant permission for the school personnel to administer medication to my child as prescribed by his/her physician. My signature gives permission for both the field trip and any necessary medical action and acknowledges acceptance of the school handbook regulations.

Parent's Signature

Date

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, sexual orientation or disability.

All skiers and boarders must wear a helmet.	Please circle	skier or boarder
I own a regulation helmet.	Yes No	
Level of ability	Beginner Intermediate Advanced	

All skiers and boarders must ski with at least one buddy. Please list the names of two Other people you would most likely be skiing with.

BUDDY 1 _____ BUDDY 2 _____

Home phone _____ Insurance provider _____

Emergency Phone _____ Insurance number _____

Cell phone _____

Learn to Ski Rules

Your chaperones are taking on a tremendous responsibility by bringing you on weekly ski trips . In order for everyone to enjoy the program and to avoid misunderstandings, we ask you to observe the following rules while on weekly ski trips.

- 1. All school rules and penalties will apply on weekly trips. School penalties for infractions will be enforced.**
- 2. Students must not purchase, consume, possess or be involved with drugs, including alcohol, cigarettes or tobacco products.**
- 3. Punctuality is a must!! It is essential that you be on time. Lateness will not only cause us anxiety, it will hold up the entire group. Each student should wear a watch or be with someone who does.**
- 4. We expect your behavior to be exemplary at all times.**
- 5. At no time are you to go anywhere alone especially while skiing. Always ski with a buddy.**
- 6. You are responsible for completing all homework and school obligations. If at any time your teachers inform me that you have not completed work or fulfilled obligations due to your skiing with this group, you will not be allowed to participate the following week.**
- 7. Should any of the above rules be broken your continued participation in the 4 week program will be left to the discretion of the chaperones. If you are asked not to participate you will forfeit the remaining cost of the program.**

Please remember that these rules are based on experience and are intended to help everyone have an enjoyable and memorable time skiing.

I have read and understand the above. _____

Ski Rules

Your chaperons are taking on a tremendous responsibility by bringing you on weekly ski trips. In order for everyone to enjoy the program and to avoid misunderstandings, we ask you to observe the following rules while on ski trips.

- 1. All skiers and boarders must wear a helmet.**
- 2. All school rules and penalties will apply.** School penalties for infractions will be enforced.
- 3. Students must not purchase, consume, possess or be involved with drugs, including alcohol, cigarettes or tobacco products.**
- 4. Punctuality is a must!!** It is essential that you be on time. Lateness would not only cause us anxiety, it would hold up the entire group. Each student should wear a watch or be with someone who does.
- 5. We expect your behavior to be exemplary at all times.**
- 6. At no time are you to go anywhere alone especially while skiing.** You must always ski with a buddy.
- 7. Should any of the above rules be broken you will be sent home and/or will not be allowed to participate on future ski trips.**

Please remember that these rules are based on experience and are intended to help everyone have an enjoyable and memorable time skiing.

I have read and understand the above.

Parent signature: _____

Student signature: _____

Why Ski Helmets?

Downhill skiing and snowboarding can be an exhilarating experience, but, as with any sport, safety should come first. Excess speed and loss of control are the primary factors associated with snow skiing fatalities, according to a study reported in *The Physician and Sportsmedicine*, Feb. 1989. The study also states that more than 3/4 of ski-related deaths occurred after collisions with stationary objects, such as trees and lift towers. Head injuries were cited most often as the cause of fatalities. *

Last year we had a close call. A student had an accident while snowboarding. He couldn't remember what happened because he blacked out for a period of time. He was taken by ambulance to the hospital where he underwent numerous tests and was later transferred to another hospital with a neurological unit. His head injury could have been prevented had he been wearing a helmet.

This year we are adopting a mandatory helmet rule. All participants including chaperones will be required to wear helmets. No more close calls, no more excuses.

For more information about helmets, Visit: [www. SkiHelmets.com](http://www.SkiHelmets.com)

*Permission to reprint granted by the National Safety Council, a membership organization dedicated to protecting life and promoting health.

The mission of Hamilton-Wenham Alpine Athletics is:

- ❖ To promote and encourage a positive attitude for the safe participation in a life-long physical activity.
- ❖ To provide opportunities for students to enjoy alpine athletics with their peers within an environment of caring, patience and respect.



What's wrong with this skier?
Not wearing a helmet!

Hamilton-Wenham Regional HS

775 Bay Road

Hamilton, MA 01982

Phone: 978-468-0478

Fax: 978-468-0241

Email: sanok@hwschools.net

Hamilton-Wenham
Regional High School

Alpine Athletics Downhill Skiing And Snowboarding Club

Alpine Athletics Rules

- ❖ All school rules and penalties will apply on all trips. School penalties for infractions will be enforced.
- ❖ All participants including chaperones must wear helmets.
- ❖ Students must not purchase, consume, possess or be involved with drugs, including alcohol, cigarettes or tobacco products.
- ❖ **Punctuality is a must!!** It is essential that you be on time. Lateness not only causes us anxiety, it holds up the entire group.
- ❖ We expect your behavior to be exemplary at all times.
- ❖ At no time are you to go anywhere alone. Always ski with a buddy.
- ❖ **You are responsible for completing school obligations,** if at any time your teachers inform us that you have not completed work or fulfilled obligations due to your participation with this group, you will not be allowed to participate the following trip.
- ❖ Should any of the above rules be broken your continued participation in any HW Alpine Athletics program will be left to the discretion of the chaperones. **If you are asked not to participate you will forfeit the remaining cost of the program.**

The Chaperones
Kevan Sano
Bennett Ahearn
Tate Shippen
Prudy Pilkonis



No whining!

Alpine Offerings

Sunday River

Spring Fling Weekend

Feb 28-March, 2014

- ❖ 2 full day lift tickets
- ❖ 2 nights lodging at the Royalty Inn, Gorham, NH
- ❖ Dinner buffet Saturday evening
- ❖ Breakfast buffet, both days
- ❖ Deluxe Coach bus transportation

Depart 7:00pm Fri. return by 8:30pm Sun.

\$250 space limited to 50

Thursday Night Gunstock

January 28, Feb. 6, 13, 27

Not just for beginners! All levels, ski or snowboard.

- ❖ Lift tickets
- ❖ Deluxe Coach bus transportation

Depart 2:30pm return by 10:30pm

\$240 space limited to 50

Other Day Ski Trips may be offered.

All program fees are paid in full to guarantee your spot.

Make checks payable to HWRSD

Refunds only if able to sell your spot!

Rules of the Slopes

- ❖ When skiing or snowboarding downhill, give moving skiers and snowboarders below the right of way. You should be able to see them: they might not see you.
- ❖ Stop off the side of a run, well out of the way and in view of other skiers and snowboarders.
- ❖ Look both ways and uphill before crossing a trail, merging or starting down the hill.
- ❖ Use a safety device to prevent runaway equipment.
- ❖ Never ski or snowboard alone.
- ❖ Follow all posted signs and rules. Avoid closed trails and out-of-bound areas.*

*Permission to reprint granted by the National Safety Council, a membership organization dedicated to protecting life and promoting health.



Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: HWRHS Date Submitted: 9/3/13
 Faculty Sponsor: KSano Position: 6-12 Spanish
Ski Club Advisor

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: Week end trip to
Sunday River
☐ Athletics - Sport: _____
☐ Overnight Trip - ☐ In-state ☐ Academic ☐ Extracurricular - Destination: _____
☒ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☒ Out-of-State/Domestic Overnight Trip - ☐ Academic ☒ Extracurricular - Destination: Sunday River
☐ International Trip (extracurricular only) - Destination: Bethel Maine

Departure Date: Feb 28 Time: 7 PM Return Date: 3/2/14 Time: 8 PM
 Number of Students Eligible: 50 Class/Group: 9-12
 Faculty Sponsor: Kevin Sano
 Other Faculty/Staff chaperones: Bernett, Thayer, Tate, Shappin, Prudy Pitkous
 Other chaperones: Geoff O'Brien, Mike Shappin
 Mode of Transportation: bus Coach McGinnis Number: _____
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

\$250 Total

1. Transportation Cost:	6. Financial Assistance Available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Admission Charges:	7. Other Sources of Funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Lodging & meals cost: <u>\$250</u>	8. Amount Available: \$
4. Other (specify): <u>inclusive pp.</u>	9. Are Student Activity Funds being used? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. Total student cost:	10. If yes, amount bring used: \$

III. Attachments

1. Copy of Parent Letter with meeting date: <u>Done</u>	5. Travel Costs & Refund Policy:
2. Itinerary: <u>2 days skiing 2 nights</u>	6. Travel Insurance Policy (if applicable): Cost:
3. Security features for transportation & accommodations:	7. Pre and Post Trip Activities: <u>meeting & Kade</u>
4. Arrangements for meals and lodging:	8. Other Descriptive Information:

IV. Approvals

Department Chairperson or Field Trip Requestor: KSano Date: 9/3/13
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 9/9/13
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: _____

Field Trip Procedures:

Teachers planning field trips must speak with the principal and obtain permission before making any arrangements. The following steps must be followed in finalizing arrangements for a school field trip.

1. Discuss plans with the Curriculum Coordinator of your Department, obtain verbal permission.
2. Discuss plans with the Principal and obtain verbal permission, complete the Field Trip Request form and return it to the Principal
3. Principal's Secretary will get quotes from the bus company and let you know the cost of the bus(es). ***Please do not call the bus company***
4. Email all staff to let them know about your field trip. Give teachers information including date and time and student names
5. At least two weeks before your field trip, collect money, submit paperwork necessary to the Principal's Secretary for deposit and she will then be able to cut a check to pay for necessary field trip expenses
6. Take your list of students to the nurses office to obtain the emergency card information on each student.
7. 2-3 days before your field trip, email staff the names of the students going on the trip once again.
8. On the day of the field trip, take attendance using your email list, make any changes based on student absences and return the list to the Assistant Principal's Secretary. Please be sure she has your cell phone number in case of an emergency.

No field trips may be scheduled during the last week of the 1st and the 3rd marking period and two weeks prior to the end of a semester. See Appendix G for more information on field trip approval procedures.

Part III

1. We do not host a parent meeting. Information is available at the open house and in the Foreign Language Office.
2. Itinerary is attached.
3. We have used the same hotel for the past 20 years. The Royalty Inn in Gorham, NH. We do not stay slope side. There is a night watchman that walks the property from 8pm – 8am. At the hotel, the adult rooms are dispersed amongst student rooms and all chaperones participate in overseeing student behavior and activities.

McGinn Bus Company provides the charter bus. Their drivers have all been Cori checked. We also request the same driver we have worked with for the past 5 years.

4. Breakfast both Saturday and Sunday and dinner on Saturday evening is included. Students are responsible for their own lunch on the mountain and we stop on the way home where students buy their own dinner.
5. Cost to student is \$250
6. Pre and post trip activities
 - a. Students pay in advance for program. Refunds given only if a replacement is found.
 - b. Meeting with students to review expectations for trip will be held the last week of February a few days before departure.
 - c. Bag and ski security check before boarding bus.
8. Other descriptive information: available upon request

Hamilton-Wenham Regional School District
Field Trip and Emergency Consent Form
Cost \$250

I am aware that the **HW Alpine Athletics Ski and Snowboard Club** will be traveling to Sunday River in Bethel ME on **Feb.28 –March 2, 2014**. This is an overnight trip. We will be staying at the **Royalty Inn** in Gorham, NH. My child has my permission to participate in this activity.

I agree to release and hold harmless the Hamilton-Wenham Regional School District, the members of the School Committee and its officers, agents and employees from any and all liability for personal injuries to my son/daughter or other damage to persons or property that might result in any way from his/her participation in the above activity and fully release the Hamilton-Wenham Regional School District and its employees from any liability in connection with those decisions.

Handbook rules and regulations apply to all PreK-12 field trips.

I, _____ (Parent/Guardian please print), give Permission to the Hamilton-Wenham Regional School District Staff or chaperones to act on my Behalf for _____ (student's name, please print), in the event of a medical emergency.

The School District has your emergency card on file. Is there any change in that information or is there new information we need? Yes _____ No _____

Will medication be required during the field trip? Yes _____ No _____
Describe _____

Students may not carry any medication (prescription and nonprescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instructions signed by the student's physician must be on file with the school. These instructions must include diagnosis, name of the medication, dosage, and time for administration. Medication must be in the original labeled container.

I grant permission for the school personnel to administer medication to my child as prescribed by his/her physician. My signature gives permission for both the field trip and any necessary medical action and acknowledges acceptance of the school handbook regulations.

Parent's Signature

Date

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, sexual orientation or disability.

Please circle

All skiers and boarders must wear a helmet.

I am a skier or boarder

I own a regulation helmet. Yes or no

My ability level is Intermediate Advanced

All skiers and boarders must ski with at least one buddy. Please list the names of two other people you would most likely be skiing with. Room assignments are based on this information.

BUDDY 1 _____ BUDDY 2 _____

Home phone _____ Emergency Phone _____

Cell phone _____ Insurance Name and # _____

Ski Rules

Your chaperons are taking on a tremendous responsibility by bringing you on weekly ski trips. In order for everyone to enjoy the program and to avoid misunderstandings, we ask you to observe the following rules while on weekly ski trips.

- 1. All skiers and boarders must wear a helmet.**
- 2. All school rules and penalties will apply.** School penalties for infractions will be enforced.
- 3. Students must not purchase, consume, possess or be involved with drugs, including alcohol, cigarettes or tobacco products.**
- 4. Punctuality is a must!!** It is essential that you be on time. Lateness would not only cause us anxiety, it would hold up the entire group. Each student should wear a watch or be with someone who does.
- 5. We expect your behavior to be exemplary at all times.**
- 6. At no time are you to go anywhere alone especially while skiing. Always ski with a buddy.**
- 7. Should any of the above rules be broken you will be sent home.**

Please remember that these rules are based on experience and are intended to help everyone have an enjoyable and memorable time skiing.

I have read and understand the above.

Parent signature: _____

Student signature: _____

Emergency Treatment and Medication Consent

In the event of illness of or injury to that student in connection with the trip, the chaperones are granted full authority to take whatever action they may be willing to provide and may believe to be warranted with regard to related health, safety, and medical care, and/nor will have any liability whatsoever for any expenses, damage or injury of any kind resulting from or involving such an action whether incurred or caused by other participants and/or by any others.

I/We , _____ (parent/legal guardian – please print), give permission to the Hamilton-Wenham Regional School District staff or chaperones to act on my/our behalf for my/our minor child _____ (student's name – please print) in the event of a medical emergency.

Please provide us with the following information:
Any known allergies or medical conditions

Special concerns

Insurance provider and number

Emergency contact numbers

Home phone
Cell phone
Other

Will medication be required during the field trip? Yes _____ No _____

If yes, please describe:

As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

Important Information Feb. 28 March 2, 2014 Ski Trip

Departure time from HWRHS: Friday Feb. 28th at 7:00 pm sharp

Arrive no later than **6pm**. We inspect all of your belongings prior to boarding the bus. You are allowed **one** ski bag, **one** overnight bag and a **SMALL** carry on bag. The bus is full and there are no empty seats. You must pack conservatively.

We leave at this time for two important reasons: You have time to complete some of your homework and eat dinner before meeting the bus. The drive up is non-stop.

We are staying at the **Royalty Inn in Gorham, NH 1-603-466-3312**

Available for our use: indoor pool, game room, hot tub

There are no working phones in the student rooms and cell service can be spotty. Please do not encourage your child to call when we arrive Friday night. With our late arrival and one phone in the lobby it is difficult for everyone to call. Remember, **NO NEWS IS GOOD NEWS**.

Meals not included - Lunch Saturday and Sunday

Dinner Sunday evening

We suggest that you bring some snacks for Saturday and Sunday lunch and while skiing.

We will stop at rest area with a variety of fast food restaurants including Burger King and pizza for dinner Sunday pm.

Packing:

- Warm ski clothes, gloves, hat, goggles, ski or snowboard equipment, etc. Remember to keep your boots and ski wear separate from your equipment so you can bring them into your room. Skis and boards stay loaded on the bus
- Bathing suit
- Spending money for lunch or snacks
- \$7 for gratuities – **required money will be collected on the way up to Sunday River so bring exact**
- Students may bring game platforms with games rated **T, E or C**. **NO** games rated **M, A or RP** allowed. **ONLY** Movies rated **G or PG**. **NO PG-13, R or unrated** materials. Games, videos and DVDs must be in original packaging. No burned discs.
- Medications must be in original packaging
- Students **may not** bring computers or iPads. Please leave them home.

Return arrival at H.W.R.H.S. - Sunday night 7:30 pm

Please meet your son/daughter at the bus or arrange for their transportation home. There is no phone available at the high school. Students will be reminded to call home when the bus reaches the intersection of Rts 133 and 1 so you will know to pick up your child.

Chaperones

Kevan Sano-O'Brien and Geof O'Brien

Bennett Ahearn

Prudy Pilkanis

Tate and Liz Shippen

Schedule at a glance

Friday

Depart HS 7pm sharp
Non-stop trip to hotel
Bed check upon arrival

Saturday

6:30 am wakeup
7:30 am bus departs for SR
4 pm return bus to hotel
Dinner
7-8:30 pool time
10 pm bed check

Sunday

6:30 am wakeup
7:30 am ready for room check
bus departs after room check
3:30 pm leave mountain
dinner stop on way home
7:30 pm arrive at HS

Student Travel and Ski Expectations

This is our 21st Sunday River weekend trip. The chaperones have very high expectations for your behavior. To avoid any confusion or problems, our expectations are listed below.

Check-in at the Miles River multi-purpose room

When you arrive at the check-in the chaperones will check all your bags. Once your bags have been checked you will load them onto the bus. There is one bin for skis and boards and the other for luggage. A chaperone will help you load your things in the right bins. You will then get on the bus.

On the bus

- Choose your seat and stay there for the ride.
- Do not get up out of your seat unless it is to use the rest room. Keep feet off the seats.
- All luggage is stored either below in the bins or above your seat.
- Please keep the bus neat – put trash in the bags that we will provide. Keep your space neat. The bus driver's job is to drive - not clean up after you. Nor is it the job of the chaperones.
- No loud music (use head phones) or cameras with flash are allowed on the bus. If we can hear your music, then it is too loud. Camera flashes are a dangerous distraction to the driver. We will provide movies for the ride up and back.
- Someone on the bus will collect \$3 per person for the driver's gratuity. This is not an option. Plan accordingly.
- Once we arrive at our destination either the hotel or the mountain, everyone helps to unload the bus. Don't wait for your bag – grab one on the top and set it down. Remember NEVER lean skis or boards against the bus!

At the hotel

Rooms have been assigned based on gender, your friends and your grade level. I have tried to make groupings based on the information you wrote on the permission slip. Not every request for roommates can be granted due to the number of rooms and available space.

Rooms are doubles, triples or quads. Each room has either one or two double beds. It is expected that you share the bed. If you have issues with this, be creative. Sleep head to toe, under sheets, on top of sheets. No one should be sleeping on the floor.

Keep your rooms neat – there is maid service that will make up your beds daily. Do not make their job any more difficult by throwing things all over the place. For your own safety do not leave valuables or cash in plain sight.

When we leave the hotel on Sunday morning you are expected to leave your room the way you found it Friday night. Beds back together, dirty towels in the tub, all trash cleaned up and put outside door in larger bags if it doesn't fit in your trash can.

Tipping for maid service – Each person should leave at least \$4 (\$2 per day)

Swim time – the hotel has an indoor pool available for our use. Swim time will be after dinner and most likely from 7-8:30. You must wear appropriate pool attire and follow all pool rules. The hot tub has a capacity of 10 – PLEASE FOLLOW ALL RULES! You may not use the pool or the health club after our scheduled time.

It is okay to be in each other's room **if invited** – only HW students. Window shades and curtains (outside rooms) and doors (inside rooms) need to be opened wide until bed check. This allows us to chaperone without intruding on your socializing. **YOU MAY NOT BE IN ANY OTHER ROOMS OTHER THEN HW STUDENTS AND ONLY HW STUDENTS CAN BE IN YOUR ROOM. IF THIS HAPPENS YOU MAY BE SENT HOME!** You are responsible for the behavior of those you invite into your room.

The group from England will be there. This creates an added stress for the chaperones. While we are happy for you to socialize, you will be reminded at 9:45 that bed check is at 10:00. When reminded, please say goodbye to your new friends and get to your rooms. Long goodbyes and refusal to leave will only upset your chaperones, resulting in an earlier wake-up call the next day.

Bed Check and Wake Up Calls

Bed check times and wake up times are set by us and are set with your safety in mind. Bed check on Friday will be upon our arrival so that you can get a decent night's sleep before a full day on Saturday. Saturday night bed check will be at 10 pm. Be in your rooms ready for bed check at 10, NOT heading to your room at 10. After a full day at the mountain and a full day ahead, it is important that everyone have the opportunity for a good night's sleep. This includes the chaperones!

When we arrive at 10 pm, we will check each room and should find **only** those kids assigned to that room. This doesn't mean that we are shooing you out of rooms. You should be ready to settle down for the night. Once we have done the bed check you can stay up, but you are **not** to leave the room. Be sure you have everything you need. **YOU DO NOT WANT A CHAPERONE RETURNING TO YOUR ROOM AFTER BED CHECK.** If you keep us or any other guest of the hotel up – you will be the first wake up call the next morning.

If you want an earlier bed check – let us know and we will check you in.

Wake up will be 6:30 am whether you eat breakfast or not. When we knock, open the door, acknowledge us with a cheery "Good Morning." Please do not yell.

You need to be packed and on the bus ready to leave for Sunday River by 7:30am. All keys will be returned to a chaperone for safe keeping or will be returned to the hotel. Do not bring your keys to the mountain.

Check Out

Sunday morning you need to be packed and have your room cleaned and checked by a chaperone before boarding the bus.

Please double check that you have the used towels in the tub and the beds returned to their proper place. Trash bags will be provided if you have a mess. Remember to leave the tip for housekeeping.

In the restaurant

We have established a sterling reputation with this hotel, and it is our intention to keep it. This starts with how you are dressed. **No hats, no PJ bottoms, flannel pants or visible underwear – you must wear clothes.** If you do wear a hat to the restaurant, please remove it when you enter. This also goes for our trip home. Even though the rest stop is not the classiest restaurant, good manners and appropriate street clothes are still required.

Meals are buffet - only take what you will eat - you can always go back for more.

Bus your own table when you are finished – don't leave your plates, cups etc behind.

On the mountain

Upon arrival we will be greeted by a Sunday River staff. You will receive your lift tickets on the bus.

HELMETS MUST BE WORN AT ALL TIMES – no helmet = no ticket.

The free storage baskets are located in the lobby and cubbies are available in the lodge.

Ski check outside is an inexpensive way to protect your equipment while in the main lodge. Using the overnight storage makes Sunday morning much easier.

ALWAYS SKI/RIDE WITH A BUDDY. While with your group, if one person needs to go in, that person does not go in alone. Stay together for safety.

If you fall and cannot shake it off, please report to ski patrol to be checked out. Better to be safe than sorry. No heroics. We will have a beeper and will be notified if someone is hurt.

PLEASE NOTE: You must be in school *on time* both the Friday before and the Monday after the trip. Homework assigned over the weekend must be completed. This trip is NOT an excuse for incomplete homework.

Remember the rules of the slopes and that you represent Hamilton-Wenham. This is a school trip. Inappropriate behavior at the hotel, on the bus, in the restaurant or on the mountain **will not** be tolerated. **All school rules their consequences apply.** Don't be stupid or do anything that you may regret.

PLEASE TEAR OFF THE BOTTOM SECTION AND RETURN IT TO EITHER MS. SANO OR MS. PILKANIS

My signature signifies that I have received the information sheet for the trip to Sunday River and that I have read and understand what is expected of me. I have also shared this information sheet with my parent(s).

Student Signature _____ Date _____

Parent Signature _____

Anti-Fraternization Policy

Staff must be aware of the imbalance of power that exists in relationships between staff and students. Staff are responsible for appropriate and professional conduct in all settings and in all forms of communication, including but not limited to, verbal communication/speech, written communication, electronic communication, physical gestures, motions or other forms of interaction. It is the staff member's responsibility to terminate any relationship that may be inappropriate. The staff of the Hamilton Wenham Regional School District must understand that the adherence to this Anti-Fraternization Policy is a condition of employment. Failure to adhere to the requirements of this policy may result in disciplinary action, up to and including termination.

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

In conducting all public hearings required by law, and others, as it deems advisable, the School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.

2. Make available information on the topic of the hearing.

3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.

The Chair of the Committee will preside at the hearing.

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard. In accordance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic. To assure that all who wish get a chance to speak, the Chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

SOURCE: MASC

EMAIL / ELECTRONIC COMMUNICATIONS GUIDELINES

In order for the public and HWRSD elected officials to balance the desire to utilize modern communications with the requirements of Public Records and Open Meeting laws, the following guidelines should be followed:

Email

1. Email between public officials: Any School Committee member writing an email communication to another elected official (SC member, BOS, etc.) needs to provide a copy of that communication (including responses) to a designated central office contact so that they may be printed and kept in accordance with public records law. Personal emails (e.g. email invitations to meet socially) are not meant to be included in this requirement.
2. Email between SC members: School Committee members are permitted to send information via email (presentations, data analysis, etc.) to aid the entire SC in preparation of an upcoming meeting. However, SC members ARE PROHIBITED from expressing their opinion or conducting any activity that could be construed as give and take discussion on school related matters via email in which a quorum exists.

Procedures

To avoid inadvertent violations of Open Meeting law, the members are strongly encouraged to:

- Use the "bcc" email option when addressing emails to the entire SC body for information dissemination. This option will not allow members from accidentally using the "reply to all" email feature that could lead to OML issues.
 - SC members that receive any information from another member that could be construed as opinion or discussion on a pending SC matter MUST refrain from forwarding the email to ANYONE.
 - SC members should provide wording on all email communications that instructs any recipient NOT to forward or reuse portions of this communication, such as the following: "Notice to recipient: this e-mail is meant for only the intended recipient of the transmission, and may be a communication privileged by law. If you received this e-mail in error, any review, use, dissemination, distribution or copying of this e-mail is strictly prohibited. Please notify us immediately of the error by return e-mail and please delete this message from your system. Thank you in advance for your cooperation."
3. Email between School Committee members and the public: SC members and private individuals have a shared responsibility in exchanging information via email. Private individuals should understand that:
 - ANY email COULD be construed as a public record by individual SC members, and care should be taken to clearly articulate the nature and confidentiality of all emails to SC members.
 - Any emails addressed to the SC district email address or to a quorum of SC members will be considered a public record and individuals should take care not to disclose information that they would not be willing to disclose in a public forum. School Committee and District officials need to understand that:

Constituent email is an important communications vehicle, and some discretion is required when attempting to determine which emails are public and which are private.

Lengthy give and take discussions about pending school issues create a significant risk to an inadvertent violation of OML, and members should encourage persistent email questioning to be deferred to an appropriate public setting.

Routine questions that may be beneficial to a wider audience may be forwarded to a district repository for frequently asked questions (FAQs), but original authorship and confidential disclosures should be deleted before forwarding for this purpose.

Emails sent by a private individual to a quorum of SC members (or directed to a SC district email address) should be handled very carefully. Do NOT "reply to all" unless the message is to inform the individual that his/her email was received but cannot be answered in private due to OML. Responsibility for response to these questions should be delegated by the SC chair.

Electronic Forums

SC members that participate in community forums (email list servers, bulletin boards, etc.) must assume that at least one other public official is also participating, and any communication written by the SC member that references SC business should be copied to the district office.

Care should be taken to avoid inadvertent OML violations, particularly avoiding any give and take discussion about pending SC business as it is unknown whether a quorum of SC members may be participating in a particular forum.

SC members are reminded that they are to respect majority decisions of the SC. While electronic forums serve a valuable function in allowing the community to discuss issues, SC members should use great caution in making comments that would undermine votes taken by the SC, particularly if that member voted with the minority opinion.

SC members may restate any position they took at a public meeting on an electronic forum. If these positions are minority opinions as reflected in a SC vote, members are strongly encouraged to remind the forum that a vote was taken and the resulting decision will be supported by all SC members.

SC members are reminded to use great caution when an electronic discussion arises that has also been the subject of executive session. SC members are discouraged from making ANY comment on these matters due to the extremely sensitive nature of executive session topics.



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.	<ol style="list-style-type: none"> 1. Identify those recommendations that have been accepted and completed and those that have been 	<ol style="list-style-type: none"> 1. Updated status of all recommendations. 2. Commitment by project owners to complete tasks for all accepted 	Assistant Superintendent of Finance and Administration School Committee Chairman

	<p>rejected.</p> <p>2. For those accepted but not completed, assess plan and date for completion</p> <p>3. For those under review, group recommendations where appropriate and develop timeline to complete assessment and implementation (if required) for each recommendation or group</p>	<p>recommendations (including projects or actions which may address underlying issue in a manner different than the recommendation)</p> <p>3. Presentation to School Committee and community before final approval of FY15 Budget</p>	
4. Oversee the master plan project			
5. Negotiate a new agreement with the HWREA	<p>1. Collect and analyze benchmark data</p> <p>2. Develop SC position</p> <p>3. Negotiate</p>	<p>1. Benchmark information</p> <p>2. SC "asks"</p> <p>3. SC position on HWREA "asks"</p> <p>4. Short-list of remaining open issues</p> <p>5. Reach final agreement</p>	<p>Negotiations Sub-Committee</p> <p>School Committee</p> <p>Town Representative</p>
6. Develop and approve a FY15 budget that provides a high-quality education and ensures efficient use of community resources			<p>Superintendent</p> <p>District Leadership Team</p> <p>School Committee</p>
7. Facilitate passage of the debt exclusion for fall town meetings			
8. Consider revisions to the Regional Agreement re: size of the committee.	<p>1. Gather data based on committee feedback</p> <p>2. Analyze and discuss data and determine if change is</p>	<p>1. Presentation and discussion at committee meeting</p>	<p>Chairman</p>

	appropriate		
9. Develop a plan for maintaining continuity during transitions in SC membership.	1. Develop a School Committee Orientation Manual		
10. Shared Department of Public Works			
11. Conduct an annual evaluation of the Superintendent.			

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

SECOND NOTICE

NOTE: In order to register for the annual business meeting, delegates must send in this form in addition to the conference registration form.

From: [Tom Kondel](#)
To: [Harvey, Michael](#)
Subject: Fw: 1314.00 Hamilton-Wenham - Const Cost Est.
Date: Thursday, September 26, 2013 10:47:36 AM

Mike, here is the breakdown at this early stage of what the cost associated with the various projects may be. I think to this we need to add another \$500,000.00 for Designer and OPM and misc cost bringing the total to roughly \$4,000,000.00. If you decide to defer the Winthrop HVAC work that would reduce the number by almost \$1,000,000.00.

I have asked Habeeb Assoc to prepare the contract and get that to you ASAP. I believe that the mechanical engineer is planning to be on site Monday to begin work on the boilers. At this stage of the game do you want him also to pursue the HVAC work or confine his work to the projects that will be reimbursed by MSBA?

Tom

----- Original Message -----

From: [David Fiske](#)
To: ['tkondel@netcomanage.com'](mailto:tkondel@netcomanage.com)
Cc: [Steve Habeeb](#)
Sent: Thursday, September 26, 2013 10:27 AM
Subject: 1314.00 Hamilton-Wenham - Const Cost Est.

Tom,

As requested, we have gone through the anticipated scope of work for the 4 projects, to breakout and establish a preliminary construction cost estimate for each.

We are providing what we believe will be the high-end costs for each, but strongly recommend a contingency be carried by the RSD for each.

Buker Boilers:	\$ 760,000.
Winthrop Boilers:	\$ 870,000.
Winthrop Windows:	\$ 1,020,000.
Winthrop H&V:	<u>\$ 850,000.</u>
Total:	\$ 3,500,000.

Note: Winthrop H&V scope and costs are variable. Project cost could be as low as \$ 500,000., i.e. overall project(s) range of \$ 3,150,000. to \$ 3,500,000.

Any questions, please contact us.

David

David M. M. Fiske, Architect, AIA

HABEEB & ASSOCIATES ARCHITECTS

150 Longwater Drive
Norwell MA 02061

t [781.871.9804](tel:781.871.9804)

f [781.871.9805](tel:781.871.9805)

c [617.967.2242](tel:617.967.2242)

www.habeebarch.com



September 24, 2013

Mr. Thomas Kondel, Senior Project Manager
NETCO
21 Worthen Road
Lexington, MA 02421

Re: Schematic Design Services Proposal
Hamilton-Wenham Regional School District
Boiler Replacement
Buker School, Wenham
Boiler and Window Replacements, and Heating and Ventilation Alterations
Winthrop School, S. Hamilton

Dear Tom,

Habeeb & Associates Architects is pleased to offer this proposal to provide feasibility/schematic design services for the following Hamilton-Wenham Regional School District Accelerated Repair Projects: Boiler Replacement at the Buker School; Boiler Replacement at the Winthrop School; Heating and Ventilation Alterations at the Winthrop School; and Window Replacements at the Winthrop School.

The anticipated Schematic Design schedule is as follows:

Contract Award	September 24, 2013	to	October 1, 2013
Schematic Design	October 2, 2013	to	October 8, 2013
Schematic Design Submission			October 9, 2013

The anticipated scope of construction in general terms is: to replace boilers at the Buker School; to replace boilers at the Winthrop School; and to replace window-walls and doors in conjunction with heating and ventilation alterations at the exterior walls of the original 1958 building and east side addition at the Winthrop School.

This office anticipates the construction cost for all of the work to be in a range between \$3,150,000. to \$3,500,000. This is based on estimates from our MEP consultant of various system options and our estimate for the anticipated architectural scope.

We propose the following fee for the scope of work as initially described:

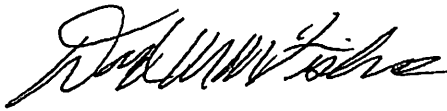
Buker School Boiler Schematic Design Fee:	\$22,500.00
Winthrop School Boiler Schematic Design Fee:	\$22,500.00
Winthrop School Heat and Vent Alterations Schematic Design Fee:	\$22,700.00
Winthrop School Window Replacement Schematic Design Fee:	<u>\$10,800.00</u>
Total Schematic Design Fee:	\$78,500.00

The fee for any services beyond those noted in this proposal will be negotiated as will any reimbursable expenses such as material testing or document printing. The fee noted above does not include hazardous materials testing or abatement design services. The services will be provided in accordance with the standard MSBA Designer Services Contract.

We are prepared to initiate work on these services immediately upon your receipt of an authorization to proceed.

We appreciate the opportunity to submit this proposal and look forward to working with your firm on this project. Please call me should you have any questions or wish to discuss this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "David M. M. Fiske". The signature is fluid and cursive, with the first name "David" being the most prominent.

David M. M. Fiske, Architect, AIA
Habeb & Associates Architects, Inc.



HWRSD "Phase 2" Construction Projects as of 10.1.13		
MSBA Supported Projects*		
Buker Boilers Design	\$	22,500
Buker Boilers Construction	\$	760,000
Winthrop Boilers Design	\$	22,500
Winthrop Boilers Construction	\$	870,000
Winthrop Windows Design	\$	10,500
Winthrop Windows Construction	\$	1,020,000
Estimated "Soft" Costs	\$	500,000
Total Reimbursible Costs	\$	3,205,500
MSBA 43% Reimbursement of \$3.205m	\$	1,378,365
HWRSD Share of MSBA Projects	\$	1,827,135
Projects Not Subject to MSBA Reimbursement*		
Winthrop H&V Design	\$	25,000
Winthrop H&V Construction	\$	850,000
Buker Sprinklers	\$	500,000
Total Non-MSBA	\$	1,350,000
Total Projects Budget	\$	4,555,500
Estimated Actual Costs After Reimbursement	\$	3,177,135

EXHIBIT I

*All costs are estimated from Habeeb and Associates

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 School 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 School Committee reserves the right to rearrange its agenda to accommodate scheduled presenters, and to extend the period for public comment when necessary.
2. Citizens wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes or extended at the discretion of the Chair. 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 after being recognized by the Chair.

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 about school personnel nor against any member of the school committee. 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 M

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 N

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)



WENHAM FIRE DEPARTMENT
140 MAIN STREET
WENHAM, MA 01984-1497
"HOME OF ENON No. 1"

EXHIBIT O

Emergency 9-1-1
Fire Prevention
Voice 978-468-5508
Fax 978-468-5509

Dr. Michael Harvey
Superintendent of Schools
5 School St.
Wenham, Ma 01984

Dr Harvey,

We understand that the School District has questions regarding the Buker School and a potential sprinkler system. When the Building Study Committee sought our opinion about the Buker School, it was our recommendation that the Buker School have a sprinkler system installed. The fire department is concerned that fire could spread very quickly in that building, due to its age and construction. In addition, the design of classroom exits is of concern to us. In the event of a fire, a sprinkler system would help to protect people, property, and the building. The Wenham Fire Department has no grounds to require that the building be sprinkled. The School District does not violate any codes or mandates which would require such an installation. Rather, the recommendation was given as precautionary measure with safety as the main factor. The Fire Department understands the cost factors involved in the request and would like you to consider this in your budgeting process. Please feel free to contact us if you have any further questions or concerns.

Sincerely,

Robert Blanchard
Jeff Baxter

Chief Robert Blanchard
Captain Jeffery Baxter
Wenham Fire Department



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

District Improvement Plan 2013-2014

EXHIBIT P

PHASE I: Instructional Core

Strategic Goal	Actions/Timelines for Phase I	Benchmarks/Products	Personnel Responsible
All Curriculum, Instruction and Assessment Initiatives. Develop a steering committee to guide Instructional Core Improvement Initiatives.	<ol style="list-style-type: none">1. Create an Instructional Core Leadership Team (ICLT) by September 2013.2. Develop a purpose and operational statement for the group by July 2013.	<ol style="list-style-type: none">1. List of staff members identified for inclusion on the ICLT2. Statement of Purpose Document and Operational Plan for ICLT	Asst. Supt for Learning Members of LC 6-12 Curriculum Leaders Math and ELA Curriculum Specialists Curriculum Coaches Special Educators
<u>Curriculum</u> To develop a process for regular review and updating of curriculum documents, and unit and lesson plans based on student assessment data.	<ol style="list-style-type: none">1. Develop and communicate a structure and process for curriculum review by April 2014.2. Determine the best option for storing and communicating curriculum documents by November 2013.	<ol style="list-style-type: none">1a. District curriculum philosophy statement. 1b. District curriculum review process document.2. Recommendation will be made in time for FY15 Budget Process.	ICLT

<p>To complete the documentation of the curriculum with PK-12 and horizontal articulation, clearly identified, standards-based mastery objectives aligned with the Common Core and a focus on knowledge, skills and abilities students will need to be successful in the 21st Century.</p>	<p><u>Mathematics-Elementary</u></p> <ol style="list-style-type: none"> 1. Complete the K-5 Instructional Elements by January of 2014. 2. Select appropriate materials to implement K-5 Math Curriculum by January of 2014. <p><u>Mathematics 6-12</u></p> <ol style="list-style-type: none"> 1. Complete 6-12 Instructional Elements by January of 2014. 2. Complete review of instructional materials by January 2014. <p><u>ELA Elementary</u></p> <ol style="list-style-type: none"> 1. Write a Draft K-5 ELA Curriculum Document by Complete the Common Core integration and mapping of the ELA Curriculum. 2. Undertake a comprehensive review of HWRHS Course Offerings and Graduation Requirements. 	<p><u>Mathematics-Elementary</u></p> <ol style="list-style-type: none"> 1. Pacing Guide, Instructional Units of Study Documents, Benchmarks and Common Assessments. 2. Core materials list will be completed by 9/2013. Supplemental list will be completed by 1/2014. <p><u>Mathematics 6-12</u></p> <ol style="list-style-type: none"> 1. Pathways Document, Core Standards by Grade/Course Document, Pacing Guides, Units of Study, and Common Assessments by January 2014 2. Rationale statement for changes in materials will be included in FY15 6-12 Mathematics Budget. 	<p>ICLT</p>
---	---	---	-------------

<p><u>Instruction</u></p> <p>To develop a system that allows teachers to use the results of student assessment data to tailor their instruction to the needs of their learners.</p>	<ol style="list-style-type: none"> 1. Train a core group of staff in the practices of using assessment data to inform instructional practice using the "Using Data Process of Collaborative Inquiry" Model. 2. Core group will review current state of data use in our schools and plan initiatives for "Phase II" implementation, including collaboration with neighboring districts and organizations. 	<ol style="list-style-type: none"> 1. Six days of training will be completed by November 2013. 2. Plans will be completed and ready for implementation by September 2014. 	<p>ICLT</p>
<p>To develop a common model of standards-based instruction for the District that incorporates current research regarding student learning and the results of student assessment data.</p>	<ol style="list-style-type: none"> 1. Undertake a review of best practice instructional methods. 2. Create and communicate an agreed-upon collection of best instructional practices <p>(Phase II) Establish opportunities for the sharing of instructional expertise.</p>	<ol style="list-style-type: none"> 1. Leadership team will use regular meeting time to review current research regarding best practices and will discuss observations of current practice. 2. Practices will be reflected in revised DCAP Document. Document will be completed by May 2014. 	<ol style="list-style-type: none"> 1. Leadership Team 2. ICLT

<u>Safety Nets</u> To develop a District Curriculum Accommodation Plan that clearly articulates the research-based instructional practices that will be implemented to assist all learners throughout the District.	1. Review and revise current DCAP Document. 2. Plan and deliver a series of informational meetings with faculty and community regarding the contents and purpose of the document.	See #2 Above .	ICLT
To review the student pre-referral process and to develop a tiered system of supports to address the needs of at-risk learners and students with identified special needs.	1. Review June 2011 Walker Partnerships Audit of IST process and document any changes.	1. Review will be completed by February 2014. Changes will be incorporated into the revised DCAP document.	Leadership Team, Building ISTs, ICLT
<u>Assessment</u> To create a rigorous and relevant student assessment system, including formative and summative assessments, standardized and district-determined measures that will give teachers, parents and students meaningful feedback regarding the progress of individual students and the entire district in meeting the standards of the curriculum.	1. Identify a team of administrators, teachers and specialists to focus and plan the district's work on DDMs. 2. Assess educators' understanding of the basics of how the MCAS Student Growth Percentile is derived and how it can be used to understand student growth and progress; develop a plan for ensuring educator understanding. 3. Complete an inventory of existing assessments used in the district's schools and assess where there are	1. Team will be members of the ICLT. 2. Wednesday Early Release Schedule will devote one Wednesday per month to the topic of assessment. 3.-6. Plan will be completed and submitted to the DESE by February 2014.	ICLT

	<p>strengths to build on and gaps to fill.</p> <ol style="list-style-type: none"> 4. Discuss with the district's educational collaborative or other district partner, its interest and capacity to assist member districts in the work of identifying and evaluating assessments that may serve as DDMs. 5. Plan a process for piloting DDMs where potential measures have been identified. 6. Plan a process for researching and/or developing measures where no existing measures are deemed appropriate. 7. Create (or augment) the district's communication plan to ensure that educators, school board members, and other stakeholders understand the role that DDMs will play in the new evaluation framework as well as a timetable for implementation. 		
--	--	--	--

PHASE I: Human Resource Development

Strategic Goal	Actions/Timelines for Phase I	Benchmarks	Personnel Responsible
<u>Faculty</u> To establish an annual robust professional development program based on the creation of professional learning teams, who through the analysis of student assessment data, define and solve problems of instructional practice.	1. Develop a PD schedule for 2013-2014 that organizes Wednesday PD Time to provide teachers with time to accomplish stated Phase I Actions/Timelines in the Instructional Core Goal Area	1. Schedule will be developed in time for distribution in August of 2013.	Superintendent Assistant Superintendent Leadership Council
<u>Evaluation system</u> To fully integrate the new Educator Evaluation System as a means for educators to document successes in the use of data to improve student learning.	1. Evaluation Task Force will determine milestone dates in evaluation system and appropriate forms for documenting evaluation. 2. Complete Negotiations of contract language for new evaluation system by 6/13. 3. Develop and distribute an Evaluation Manual/Guidebook that reflects the agreed-upon teacher evaluation system. 4. Develop and implement training sessions for faculty on new evaluation system. 5. Continue regular meetings of Evaluation Task Force to foster communication regarding the progress of implementation of new evaluation system.	1. Evaluation Task Force will finalize dates and forms by 6/1/13. 2. Contract language will be ratified by HWREA and approved by HWRSC by June 2013. 3. Guidebook will be completed by November 1, 2013. 4. Training sessions will be presented to faculty during August orientation and Wednesday release time in September of 2013. 5. Task force will report progress on implementation in January and June of 2014 to SC and Faculty.	Superintendent Assistant Superintendent for Learning Director of Human Resources HWREA Leadership

<p><u>Administration</u></p> <p>To provide leadership team meetings and retreats that support the work of the district and develop the leadership capacity of the team to guide a school improvement program rooted in the use of data to guide decisions.</p>	<ol style="list-style-type: none"> 1. Revise meeting agenda to reflect the four standards of educator competency. 2. Dedicate meeting time to refining Leadership Team's understanding of effective instructional practice. 3. Dedicate meeting time to monitoring the progress of District Improvement initiatives. 	<ol style="list-style-type: none"> 1. Meeting agendas will reflect standards for educator competency 2. Leadership Team agendas will contain agenda items on Walk-Throughs, Effective Instructional Practice and Using Data to Improve Student Learning. 3. Leadership Team Agendas will contain items relating to improvement initiatives. 	<p>District Leadership Team</p>
---	---	--	---------------------------------

PHASE I: Organizational Development

Strategic Planning

Strategic Initiative	Actions/Timelines for Phase I	Benchmarks	Personnel Responsible
To complete the preparation of a Strategic Plan including, the development of processes for the accomplishment of the goals laid out in the plan, and the review and the revision of this Plan.	<ol style="list-style-type: none">1. Review Draft of Strategic Plan and Revised Mission and Expectations with School Committee.2. Review Drafts with School-based stakeholder groups.3. Communicate completed Strategic Plan and Mission and Expectations Documents to larger community.4. Ensure School Improvement Plans and Teacher Improvement Goals will reflect the priorities established in the Strategic Plan.5. Review and report progress on achieving objectives identified in Strategic Plan.	<ol style="list-style-type: none">1. Review with SC in May of 20132. Meet with School Advisory Councils and Friends Groups in May 2013.3. New Strategic Plan will be basis for "Opening Meeting" with Faculty in August and will be communicated to school communities.4. School Improvement Plans and Teacher SMART Goals presented in September/October of 2013 will reflect the initiatives of the Strategic Plan.5. Reports on progress will be given to School Committee and communicated to stakeholders in January and June of 2014.	Superintendent Leadership Team

<p>To develop a comprehensive Technology Plan that improves the efficiency of district systems and procedures in the collection, organization, and dissemination of data.</p>	<ol style="list-style-type: none"> 1. Make decisions regarding use of curriculum documentation software package by November 2013 2. Make decision regarding the use of My Learning Plan Software by November of 2013 3. Make decision regarding software to support Teacher Evaluation System by November 2013 4. Complete a written District Technology Plan 	<ol style="list-style-type: none"> 1.-3. District will have identified appropriate software systems. 4. Director of Technology will complete the District Technology Plan. 	<p>Director of Technology, Assistant Superintendent for Learning</p>
<p>To develop comprehensive long and short range plans for school facilities and a preventative maintenance plan to ensure these assets will continue to support high-quality instruction.</p>	<ol style="list-style-type: none"> 1. Complete long range Master Plan with SMMA. 2. Develop facilities maintenance manual for HWRSD 3. Complete review of options for combined Department of Public Facilities and Infrastructure 	<ol style="list-style-type: none"> 1. Master Plan Document will be presented to SC in January 2014. 2. Maintenance manual/schedule will be complete in time for inclusion in FY15 Budget Discussions. 3. Collins Center recommendations will be presented to community in fall 2013. 	<ol style="list-style-type: none"> 1. Master Plan Steering Committee 2. Director of Facilities 3. Superintendent, SC, Facilities Sub-Committee

Structures to Support the
Instructional Core

To complete the School Committee Policy Manual and develop the related administrative procedures and a process for the ongoing review and updating of these Policies and procedures to ensure decisions in the District are focused on improving student learning.	<ol style="list-style-type: none"> 1. Complete a comprehensive policy manual for the District. 2. Disseminate the manual to stakeholders. 3. Guide the leadership team through the development of written procedures for the implementation of policies. 	<ol style="list-style-type: none"> 1. Policy Sub-committee will complete a policy manual by April 2014. 2. Hard copies of revised manual will be distributed to all District and School-level administrators. Existence of revised policy manual will be communicated through ConnectEd and will be posted on District Website. 3. Subcommittee of Leadership Team will be created and charged with writing procedures for relevant SC policy statements. 	SC Policy Sub-Committee
To review and refine the staffing patterns and organizational structures in the District in order to maximize their impact on student learning.	<ol style="list-style-type: none"> 1. Complete a comprehensive review of staffing patterns at all school buildings, in Central Office and of support positions. 2. Develop a list of recommended changes for the FY15 Budget. 	<ol style="list-style-type: none"> 1. Review will be complete by November 1. 2. Changes will be reflected in Superintendent's Recommended FY15 Budget 	Superintendent, District Leadership Team
To develop an annual budget process that articulates the priorities of the District and	<ol style="list-style-type: none"> 1. Revise Budget Process Calendar to accurately reflect District and stakeholder 	<ol style="list-style-type: none"> 1. Budget Process Calendar will be revised by 9.15.13. 	Superintendent, District Leadership Team

communicates these priorities to all members of the school communities.	needs. 2. Integrate long and short term planning needs into budget requests.	2. Planning processes will be reflected in Superintendent's Recommended FY15 Budget	
---	---	---	--



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EXHIBIT Q

Superintendent's Goals

Michael M. Harvey, Ed.D.

October 3, 2013

Goal 1: Using Data to Improve Student Learning in the Hamilton-Wenham Regional School District

By the fall of 2014 the HWRSD will see an increase the overall performance of all students and will narrow the proficiency gaps of identified subgroups.

Key Actions

1. Identify and train key teacher-leaders in the analysis of student learning data.
2. Review performance indicators with all building and District administrators.
3. Facilitate the institution of Data Teams at each building.
4. Support identified instructional practice improvements and individual student interventions.

Benchmarks

1. Staff Trainings held.
2. Performance review meetings held.
3. Schedule of Data Review Meetings.
4. FY14 Budget documents initiatives supported.
5. FY15 Budget supports planned initiatives.

Goal 2: Implementing the Vision

By spring of 2014, the HWRSD will have made significant progress towards achieving the "Instructional Core Goals" set out in the 2013-2014 District Improvement Plan.

Key Actions

1. Present the completed Strategic Blueprint Document to all HWRSD Faculty and disseminate document to stakeholders.
2. Present a draft of 2013-2014 District Improvement Plan that outlines the activities planned to move the District towards achieving the vision outlined in the Strategic Blueprint to the School Committee.
3. Present a mid-year progress report on achieving the District Improvement Goals.
4. Develop a FY15 District Budget that reflects the goals outlined in the Strategic Blueprint Document.
5. Present an end of year report on achievement of District Improvement Goals.
6. Review Strategic Blueprint Document and incorporate necessary revisions.

Benchmarks

1. Presentations completed on schedule.
2. Budget initiatives are aligned with Strategic Blueprint Initiatives.
3. Reports show significant progress towards meeting District Improvement Plan Goals.
4. Revised Strategic Blueprint Document.

Goal 3: (Professional Practice) New Superintendent Induction Program

Develop skills in strategy implementation, data analysis, and instructional leadership by completing the second year of the New Superintendent Induction Program and earning at least Proficient ratings on each major assignment.

Key Actions

1. Attend five daylong sessions.
2. Complete all assignments.
3. Consult with my assigned coach at least monthly.

Benchmarks

1. Calendar documents attendance and contact with coach (process).
2. Rubric rating on each assignment demonstrates proficiency (process and outcome).



TOWN OF HAMILTON
TOWN OF WENHAM



September 4, 2013

Roger Kuebel, Chairman
Hamilton-Wenham Regional School Committee
5 School Street
Wenham, MA 01984

Dear Roger,

The Finance Committees of Hamilton and Wenham met in joint session on Wednesday, July 31 to discuss a number of issues that affect the two towns. Among the agenda items was a discussion concerning annual HWRSD (RSD) budgets and the revenue it receives from the State in categories such as Chapter 70 and Regional Transportation among others. At issue was how the school should budget these revenues given the recent change of Annual Town Meetings to early April and the much later allocation of funds by the State after Town Meetings have approved the School budget. For FY 2014, we understand that the State's decision was not made until July.

Town and School budgets are prepared to reflect the anticipated costs of operation for the fiscal year for which they apply. The net costs of the RSD budget to the Towns are the assessed costs of RSD operation less anticipated revenues. Given the timing problem noted above regarding State revenues, amounts for State revenues in the RSD budget can only be estimates. Typically the amounts chosen are those of the previous year.

For FY 2014, and potentially for future years, these amounts understate the actual amounts that the RSD receives. Given that State funding for the RSD will generally follow RSD budgeting, it makes sense to develop some guidelines for correcting any differences. It was the consensus of Fin Com members at our joint meeting on July 31 that, in the event that State revenues exceed amounts budgeted, any and all amounts in excess of the budgeted amount should be used to reduce the towns' assessments for that fiscal year.

The rationale, of course, is that the RSD should be expected to live within their budgeted revenues from the towns and other sources. Note that this was accepted practice by past School Committees, and that Superintendent Harvey seemed to agree to this practice at the joint meeting when this was discussed. In addition, with Hamilton's and Wenham's real estate tax rates at unacceptably high levels, every effort should be made to apply any excess funds to reduce the

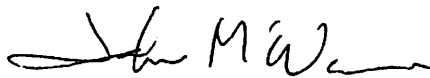
Towns' tax rates. We appreciated the action by the School Committee to return excess "Excess and Deficiency" funds from FY 2012, which will be used for that purpose.

As a result, the Finance Committees of Hamilton and Wenham hereby request that the Hamilton-Wenham School Committee vote to reduce its assessment to the towns for FY2014 by any and all amounts that it expects to receive from the State in excess of budgeted amounts. And further, that it vote to establish this as routine practice in future years. Reciprocally, in the event that the RSD receives less than the budgeted amount from the State, the joint Finance Committees hereby commit to recommending an increase in the Towns' assessment by any budgeted State revenue shortfalls. Note that these decisions must be made by the Towns at Fall Town Meetings in order to be reflected in Town tax rates.

We would be grateful if you would bring this request to the full HWRSD Committee for consideration and vote prior to the Towns' Fall Meeting.

Finally, we appreciate the work that you and your colleagues on the School Committee and in the RSD leadership team do to support our communities' excellent schools. We also appreciate your commitment to doing so in a way that supports the Towns' ability to finance Town services as well as the HWRSD. We look forward to our continuing dialogue with HWRSD leadership on matters of mutual interest and note that the next such joint meeting is scheduled for September 25.

With best regards,



John McWane, Chairman
Hamilton Finance and
Advisory Committee



Michael Lucy, Chairman
Wenham Finance and
Advisory Committee