



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Buker Elementary School  
Multi-Purpose Room

Thursday, October 17, 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 open School Committee seat
5. Consent Agenda 7:45
  - a. Minutes of October 3, 2013 Meeting Exhibit A
  - b. Field Trip to Washington DC Exhibit B
6. Superintendent's Report
  - a. October 1<sup>st</sup> enrollment report Exhibit C
7. Committee Reports 8:00
  - a. Audit
  - b. Facilities
  - c. Negotiations
  - d. Policy
  - e. Warrant
  - f. Student Rep.
  - g. Other
8. New Business 8:15
  - a. Update from Tom Kondell on Buker & Winthrop Building Projects
    - i. Test results on Winthrop HVAC distribution & alternatives for improving
    - ii. Revised cost estimates on all projects
    - iii. Update from Facilities Committee on presentation for Fin Coms & Selectmen
  - b. Motion on issuing Bonds for summer 2013 capital projects Exhibit E
  - c. Presentation from Powers & Sullivan on FY2013 Audit
  - d. Q1 Financial Report Exhibit D
    - i. Updated projections for full FY14 compared to budget
    - ii. Consideration of returning excess FY14 assessment, including revenue and budget
  - e. Student Government Presentation Exhibit R
  - f. Motion to add Bill Dery to Warrant Committee
  - g. Discussion and vote on MASC Resolutions Exhibit H
  - h. Review of 2014-2015 Calendar Exhibit I
  - i. Policy First & Second Readings
    - i. First Readings
      - Anti-Fraternization Exhibit J
      - Email-Electronic Communications Guideline Exhibit K
      - Special Procedures for Conducting Hearing Exhibit L

ii. Second Readings

- Executive Sessions
- Guidelines for Public Comment
- Gifts to Staff
- Solicitations by Staff
- Tutoring

Exhibit M  
Exhibit N  
Exhibit O  
Exhibit P  
Exhibit Q

9. Vote to Adjourn 9:30

**Hamilton-Wenham Regional School District Committee**

**Oct. 3, 2013**

**Minutes**

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

Roger Kuebel opened the meeting at 7:03 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, Bill Wilson

**ALSO PRESENT:**

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Brian O'Donoghue, Principal, Buker School; Jen Clifford, Principal, Cutler School; Chris Heath, Principal, Winthrop School; John Hughes, Acting Principal, Miles River Middle School; Eric Tracy, Principal, HWRHS

**ABSENT:**

No one.

**CITIZENS' CONCERNS:**

None.

**CHAIR'S REPORT:**

R. Kuebel reported on a recent informational joint meeting with the two Towns' Finance Committees, and their request for transfer to the Towns of Ch. 70 transportation funds the district may receive above the budgeted FY14 revenue in this category.

He noted that Melissa Even Moore resigned from the Committee and said outlined the process for appointment by selectmen of an individual to fill out the current year of her term, and then for election on the routine schedule of someone to fill out the remainder of the unexpired term. Because she lived in one of the Towns when she was elected but in the other when she resigned it is unclear which Board of Selectmen should appoint a replacement; he notified selectmen of this issue and requested that they resolve it. The Committee agreed to vote at the next meeting about who would replace M. Moore on subcommittees, and as a member authorized to sign warrants.

**CONSENT AGENDA:**

Minutes of Sept. 19, 2013  
Field Trip, ski trip, Gilford NH  
Field Trip, ski trip, Sunday River

**BILL WILSON 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 UNANIMOUSLY (8-0-0-0).**

## **COMMITTEE REPORTS:**

### **Audit**

Because a scheduled meeting had not been properly posted two of the Committee members who serve on this subcommittee left that meeting, so a quorum of the School Committee would not be present. It proceeded in their absence. B. Wilson reported the auditors have completed the three reports and they are to reach the district office in the week of Oct. 7 for administrative review; administrators and the auditors will then discuss the audit report as necessary. The auditors' report to the Committee is expected no earlier than Oct. 24.

### **Facilities**

This subcommittee met Oct. 1 and discussed a state funding issue to be addressed later in this meeting.

### **Negotiations**

This group has not met since the last Committee meeting.

### **Policy**

B. Lawrence said this group would propose policy revisions and new policies on facilities, and operational support, in early November.

### **Warrants**

No report.

### **Student Representative**

Student representative Chase Schaub reported on the high school student government's goals for this school year: pursuing an internship program; creating guidelines for digital citizenship when using school technology; and a faculty member of the month program to honor teachers. He said specific classes have begun fund-raising, and the junior class is donating a portion of its funds to a scholarship fund for two high school students who lost a parent in September.

### **Master Plan Steering Committee**

Dr. Harvey said "visioning sessions" would take place on Mondays in October.

### **Choice**

B. Lawrence said the subcommittee gathering information about the school choice program plans to report to the full Committee on Nov. 14.

### **Building**

B. Dery reported on project completion and costs.

## **NEW BUSINESS:**

### **Review District and School Improvement Plans**

Dr. Harvey gave a PowerPoint presentation of the official District Improvement Plan. (The slides are appended to these minutes.) Discussion that followed touched on topics including the flexibility of the plan, periodic progress reports, and B. Lawrence's desire to discuss specifics about education and children's life in district schools.

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE DISTRICT IMPROVEMENT PLAN AS REVIEWED AND DISCUSSED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).**

C. Heath, J. Clifford and B. O'Donoghue presented different portions of a PowerPoint presentation on the School Improvement Plan for the three elementary schools. (The slides are appended to these minutes.) The presentation and discussion that followed touched topics including the trend away from print textbooks to other resources, some Winthrop grades' participation this year in the pilot PARCC text, alignment of curriculum to common core standards, and analysis of student assessment data.

J. Hughes made a PowerPoint presentation on the School Improvement Plan for Miles River. (The slides are appended to these minutes.) He also touched on the PARCC text and data analysis.

E. Tracy made a PowerPoint presentation on the School Improvement Plan for HWRHS. (The slides are appended to these minutes.) He discussed aligning assessments, project-based curriculum, rethinking the use of school facilities beyond traditional classrooms, increasing outreach to parents, and other topics. R. Kuebel asked him to report to the Committee in October about class sizes.

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SCHOOL IMPROVEMENT PLANS AS REVIEWED AND DISCUSSED. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).**

#### Review Superintendent's Goals

Dr. Harvey gave a PowerPoint presentation on his goals, which emphasized using data to increase student learning. (The slides are appended to these minutes.) R. Kuebel remarked favorably on the emphasis on student learning but said operating efficiency is absent from this plan but should not be forgotten.

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SUPERINTENDENT'S GOALS AS REVIEWED AND DISCUSSED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).**

#### Review and Approve School Committee Goals Discussion

The Committee, which had discussed its goals at a prior meeting, voted without discussion on the document stating them.

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SCHOOL COMMITTEE GOALS AS REVIEWED AND DISCUSSED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 7-0-1-0.**

## Discussion of Buker Sprinklers

Wenham Fire Chief Bob Blanchard spoke about issues related to the Committee's consideration of whether to equip Buker School with sprinklers for fire suppression. His comments and discussion that followed touched on topics including costs, risks, potential benefits, and other ways to improve safety. Wenham Selectman Ken Whittaker asked the School Committee not to proceed with a sprinkler system because of the cost; he said this is the unanimous position of the Wenham Board of Selectmen, and noted the Hamilton selectmen have stated they will agree to whatever the School Committee decides. Committee members discussed whether to put the matter before Town Meeting voters for a decision via a warrant item already approved as a "placeholder," or to withdraw that warrant item in order to end consideration of a sprinkler project.

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO REMOVE FROM THE WARRANT \$500,000 PREVIOUSLY DISCUSSED. ROGER KUEBEL SECONDED THE MOTION. THE MOTION FAILED 4-2-1-0.**

## Review and Discussion of Owners Project Manager's Estimates for Construction Projects

Tom Kondel of NETCO, the firm assigned by the Massachusetts School Building Authority (MSBA) to manage the feasibility study and preliminary design work for several proposed projects for which HWRSD has applied to MSBA's accelerated repair program (ARP) in hopes of obtaining partial state reimbursement of project costs, explained why MSBA has informed the district that it definitely will not reimburse the district for some specific components of upgrading the Winthrop School heating system: MSBA's policy for this program is to contribute to the cost of systems that have the most impact on energy efficiency of buildings, and in projects related to heating system, MSBA's ARP shares the costs only of components within boiler rooms. Discussion followed about the proposed upgrades to Winthrop's heating system and glass curtain; it touched on topics including whether some components of the existing heating system could be rehabbed; projected costs; the estimate process; checking for PCBs and asbestos; the financial impact of the reduced expectation for MSBA reimbursement; and the preliminary design process.

## Motion to Pursue Winthrop Heating and Ventilation System Project

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO PURSUE THE HEATING AND VENTILATION SYSTEM PROJECT FOR WINTHROP ELEMENTARY SCHOOL AS SOON AS IS PRACTICAL FOR A TOTAL OF \$875,000. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).**

## MASC Delegate Election

B. Lawrence volunteered to serve as the Committee's voting delegate at the annual conference of the Massachusetts Association of School Committees.

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE BARBARA LAWRENCE AS THE VOTING DELEGATE ON BEHALF OF THE SCHOOL COMMITTEE FOR THE MASC CONFERENCE IN NOVEMBER, 2013. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 7-0-1-0.**

Reading and Vote of Polices

Postponed.

**ADJOURNMENT:**

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. JEANISE BERTRAND SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).**

The meeting adjourned at 9:45 p.m.

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

Field Trip to Gilford NH request form and packet dated 9/3/2013  
(8 pages)  
Field Trip to Sunday River request form and packet dated 9/3/2013  
(10 pages)  
PowerPoint presentation on District Improvement Plan (11 slides)  
PowerPoint presentation on Elementary Schools Improvement Plan  
(9 slides)  
PowerPoint presentation on Middle School Improvement Plan  
(9 slides)  
PowerPoint presentation on High School Improvement Plan  
(3 slides)  
PowerPoint presentation on Superintendent's Goals (3 slides)  
Undated letter from Wenham Fire Department to HWRHS re Buker  
School fire suppression system (1 page)  
9/26/2013 email from Tom Kondel to Dr. Harvey re construction cost  
estimates (2 pages)  
9/24/2013 letter from Habeeb Assoc. to NETCO project manager re  
MSBA project proposal (3 pages)  
Phase 2 construction costs as of 10/1/2013 (1 page)  
MASC form for voting delegate (1 page)

Respectfully submitted,  
Ann Sierks Smith, School Committee recording secretary

## FIELD TRIP REQUEST

School: HW RITS Date Submitted: 8  
 Faculty Sponsor: A. Frost, E. Fecke Position: Teachers

## I. Trip Information:

Check (✓) one:

- ☒ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: Washington DC  
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: \_\_\_\_\_  
☐ 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: \_\_\_\_\_  
☐ International Trip (extracurricular only) - Destination: \_\_\_\_\_

Departure Date: 4.24.14 Time: 8a Return Date: 4.27.14 Time: 6p  
 Number of Students Eligible: \_\_\_\_\_ Class/Group: Concert Band/Concert Choir  
 Faculty Sponsor: A. Frost/E. Fecke  
 Other Faculty/Staff chaperones: Kathy O'Shea, invited Dr. Harvey, Eric Tracy, Kirsten Losee, Bill Melville  
 Other chaperones: invited Maureen Whitman, Grace Chmura, Kate Perrotta  
 Mode of Transportation: bus Number: \_\_\_\_\_  
 Airlines/Flight/Ground Transportation: \_\_\_\_\_

## II. Estimated Expenses

1. Transportation Cost: <u>25,917</u>	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges: _____	7. Other Sources of Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost: <u>see attached</u>	8. Amount Available: \$ _____
4. Other (specify): _____	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>660 max</u>	10. If yes, amount bring used: \$ <u>13700</u>

## III. Attachments

1. Copy of Parent Letter with meeting date: <input checked="" type="checkbox"/>	5. Travel Costs & Refund Policy: <input checked="" type="checkbox"/>
2. Itinerary: <input checked="" type="checkbox"/>	6. Travel Insurance Policy (if applicable): <input checked="" type="checkbox"/> Cost: <u>0</u>
3. Security features for transportation & accommodations: <input checked="" type="checkbox"/>	7. Pre and Post Trip Activities: <input checked="" type="checkbox"/>
4. Arrangements for meals and lodging: <input checked="" type="checkbox"/>	8. Other Descriptive Information: <input checked="" type="checkbox"/>

## IV. Approvals

Department Chairperson: Kirsten Losee Date: 9/26/13  
 (High School only)

Principal: [Signature] Date: 9/26/13

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

HWRSR Committee Action: 1<sup>st</sup> reading: \_\_\_\_\_ Date: \_\_\_\_\_

HWRSR Committee Action: 2<sup>nd</sup> reading: Vote - Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Date: \_\_\_\_\_



## **\*Pending Administrative and School Board Approval**

September 16, 2013

Dear Families of Concert Choir and Concert Band Members:

On \_\_\_\_\_, the School Committee approved the joint Concert Band/Chorus proposal for a trip to Washington DC, April 2 – 23, 2014. In addition to the unique opportunities to perform and compete against schools from all over the country at the Heritage Worldstrides Festival, students will see the countless historic sights of our nation's capital, tour the many Smithsonian Museums, and visit the International Spy Museum.

We look forward to planning a safe, educational, and musically rewarding trip with the help World Strides Heritage Performance Programs. We have toured with them to NYC in 2009 (Harmony), Philadelphia in 2010 (Concert Band/Choir), and to NYC in 2012 (Concert Choir).

Concert Choir will be successful in raising funds for touring through the Harvest Concert and Auction, and I anticipate even more success at Hearts and Flowers Cabaret. These funds will help reduce the student cost. We will work with Friends of the Arts and other donors to accommodate every financial need for any singer.

**Parents, chaperones and traveling students meet on Wed, Jan 15 at 7p in the HS Music Rm.**

I have attached an itinerary for the four-day trip, which is only an outline and is subject to change. I have also attached a payment and cancellation schedule. Our deposit has been made and payments will be collected on the following schedule:

**Payment Schedule** - All checks made out to HWRSD – "DC trip" on the memo line

F Dec 13, 2013 - \$100 deposit

F Jan 17, 2014 - \$150 installment

F Feb 14, 2014 - \$150 installment

F Mar 7, 2014 – balance, pending fundraising (TBA)

**Refund Schedule**

Last day for 100% refund: F Jan 10, 2014

Last day for 75% refund: F Feb 7, 2014

Last day for 50% refund: F Feb 21, 2014

Last day for 25% refund: F Mar 7, 2014 - *There will be no refunds after F Mar 7.*

**The max cost for this trip is \$460 for Concert Choir students, \$660 for Concert Band students. (Concert Choir has done extensive fundraising in the past to defray this cost)**

Please e-mail with questions or concerns.

Many thanks,

Abby Frost  
a.frost@hwschools.net



## Heritage Festivals – Washington, D.C.

### Sample Itinerary

Hamilton Wenham Reg High School

Directors: Abigail Frost and Erik Fecke

Come to Washington, D.C. where history and music come together to make an outstanding music festival experience. Home to historic landmarks, monuments, impressive government buildings and museums, the District of Columbia offers endless opportunities to learn about our nation's history. From the shores of the Potomac to Embassy Row, Washington, D.C. is heralded as a classic city delicately balanced with politics, world class architecture, and famous landmarks. From the White House to the Washington Memorial to Arlington National Cemetery- this history of this city surrounds an amazing festival experience.

### Thursday, April 24, 2014

- 8:00 am departure from school
- Arrive in Washington, D.C. at 6:00 pm
- Hard Rock Café dinner
- Check into your hotel

### Friday, April 25, 2014

- Breakfast at your hotel
- AM performance
- Watch some festival performances
- Lunch
- International Spy Museum
- Carmine's Spaghetti Dinner

### Saturday, April 26, 2014

- Breakfast at your hotel
- City tour of famous sites, monuments and memorials
- Lunch
- Gala Awards Ceremony and dinner
- Head to hotel

Sun Apr 27 - breakfast @ hotel, depart for home

P.O. Box 571187 • Salt Lake City, Utah 84157-1187 • 1-800-223-4367

[www.worldstridesheritageperformance.org](http://www.worldstridesheritageperformance.org)

## 2014 Washington, D.C. Sample 3-Night Itinerary\*

	Morning	Afternoon	Evening
<b>Day 1</b>	Arrive in Washington, D.C. Welcome to the nation's capital!	Optional Activities available afternoon and evening  Check-in at hotel after 4:00 p.m.	
<b>Day 2</b>	Optional breakfast  Enjoy city tour or begin adjudications  Two-night groups arrive today	Music festival begins  Adjudicated Performances	Overnight in Washington, D.C.
<b>Day 3</b>	Optional breakfast  Enjoy city tour or music festival continues	Warm-up Adjudicated Performance On-Stage Mini-Clinic Written & Recorded Comments	Awards ceremony, dinner, and dance  Overnight in Washington, D.C.
<b>Day 4</b>	Optional breakfast  Check-out of hotel	Optional activities	Departure for home!

\*4- and 5-night itineraries also available.

Take advantage of these unique director benefits when you travel with WorldStrides Heritage Performance programs:

- Travel free with a minimum number of full-paying participants
- Earn rewards in the form of scholarships or airline tickets
- Advance your teaching career through free professional development and low-cost graduate credit
- Receive free audio files and a supplementary "textbook" (Discovery Journal) to enhance student learning
- Learn from top adjudicators as they share new techniques on coaching performers
- Expand your music program by recruiting and retaining top talent
- Benefit from WorldStrides Heritage Performance-generated press releases and media drawing attention to your group's achievements\*

\*WorldStrides Heritage Performance programs cannot guarantee placement of articles submitted on behalf of any performing group.

Prices subject to change. Updated 3/8/13.

### **Concert Band/Choir Security Plan for travel to Washington, DC**

- A 10 to 1 ratio of chaperones/teachers to student as per HWRSD field trip guidelines
- All chaperones are CORI'd
- All chaperones and students have cell phones
- One of the chaperones is a trained in CPR
- Students are divided into families and assigned a teacher/chaperone
  - Students check in with their assigned teacher/chaperone every time the group moves, transitions or need to disperse information
  - Students will travel in groups no smaller than 4
  - Each chaperone is apprised of health concerns in his/her group
- A strict itinerary/timeline/schedule of events
- Daily check-ins during the day and a nightly room check at bedtime
- Students and chaperones receive the detailed itinerary, name of hotel and important contact information
- Meeting to prepare students and chaperones for travel and what to expect
- Health records
- Preparation meetings with chaperones to review expectations and procedures while on tour



History and music come together to make an outstanding music festival experience. Home to historic landmarks, monuments, impressive government buildings and museums, the District of Columbia offers endless opportunities to learn about our nation's history. From the shores of the Potomac to Embassy Row, Washington, D.C., is heralded as a classic city delicately balanced with politics, world class architecture, and famous landmarks. From the White House to the Washington Memorial to Arlington National Cemetery – this history of this city surrounds an amazing festival experience.

**2014 Festival Dates:**  
 Mar 20-23, 27-30,  
 Apr 3-6, 10-13, 24-27,  
 May 1-4

**2014 Festival of Gold Date:** TBD

### 2014 Washington, D.C. Festival Package Overview

Performing inclusions:	Included group activities:
<ul style="list-style-type: none"> <li>• Performance in a National Music Festival</li> <li>• Positive, constructive adjudication with recorded and written comments</li> <li>• On-stage mini-clinic</li> <li>• Professional performance recording</li> </ul>	<ul style="list-style-type: none"> <li>• Gala awards ceremony and dinner</li> <li>• City tour of famous sites, monuments, and memorials</li> </ul>
<b>Benefits of traveling with WorldStrides Heritage Performance programs:</b>	
<ul style="list-style-type: none"> <li>• One free package for every 25 full-paying participants</li> <li>• Nationally acclaimed adjudicators</li> <li>• Medical, accident, and liability insurance coverage</li> <li>• Free professional development for directors</li> <li>• Free academic credit for students</li> </ul>	<ul style="list-style-type: none"> <li>• Meaningful awards and trophies</li> <li>• Heritage approved, student friendly hotels</li> <li>• Gift for the Director</li> <li>• Commemorative pin for each student</li> </ul>
<b>Optional group activities:*</b>	
<ul style="list-style-type: none"> <li>• Smithsonian museums</li> <li>• National Zoo</li> <li>• Holocaust Museum</li> </ul>	<ul style="list-style-type: none"> <li>• Arlington National Cemetery</li> <li>• Mount Vernon</li> <li>• Hard Rock Café</li> </ul>

\*Optional activities may require additional fees. Contact your WorldStrides Heritage Performance representative for details.

**Call Today! 1-800-223-4367**  
[www.worldstridesheritageperformance.org](http://www.worldstridesheritageperformance.org)  
 P.O. Box 571187 • Salt Lake City, UT 84157-1187

**WORLDSTRIDES®**  
**HERITAGE**  
**PERFORMANCE**  
*programs*

# INSURANCE SUMMARY

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WorldStrides Heritage Performance Programs carries the most extensive insurance package in the student travel industry, covering trip participants, educators and chaperones. WorldStrides maintains the following coverage:

## **LIABILITY INSURANCE**

WorldStrides has the largest and most comprehensive liability insurance policy in the industry.

Comprehensive General Liability Coverage: \$10 million each occurrence/\$10 million aggregate (Steadfast Insurance Company (Zurich) #EOL5329376-08)

Excess General Liability Coverage: \$25 million each occurrence/\$25 million aggregate (North River Insurance Company #582-100890-3)

## **ACCIDENT, MEDICAL AND DENTAL INSURANCE**

Accident, illness and accident-related dental insurance coverage are provided for all hotel/package participants. Limits per single occurrence are \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental. Any charges not covered by this insurance are the responsibility of the participant. Pre-existing conditions and air travel are not covered under this accident policy. WorldStrides maintains a comprehensive liability policy. (American Income Life Insurance #4650)

## **ERRORS AND OMISSIONS PROFESSIONAL LIABILITY COVERAGE**

\$10,000,000 protects teachers, schools, students, chaperones, trip leaders and school districts against negligent acts, errors and omissions of the insured. Teachers, chaperones and trip leaders are insured while acting within the scope of the trip duties.

## **COMPONENT SERVICES LIABILITY COVERAGE**

WorldStrides has selected airlines, hotels, ground transportation companies, restaurants, and sites that maintain liability insurance protection.

## **USTOA TRAVELERS ASSISTANCE PROGRAM**

WorldStrides as an Active Member of USTOA, is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 Million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by email to [information@ustoa.com](mailto:information@ustoa.com) or by visiting their website at [www.USTOA.com](http://www.USTOA.com).



CAPEW-2

OP ID: AN

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/13/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Eastern States Insurance Agency, Inc. 50 Prospect Street Waltham, MA 02453	<b>781-642-9000</b>	<b>CONTACT NAME:</b>	
	<b>781-647-3670</b>	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
		<b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A: Travelers Property Casualty Co</b>	<b>25674</b>
<b>INSURED</b> <b>McGinn Bus Company, Inc.</b> <b>31 Milk Street/Mezzanine Level</b> <b>Boston, MA 02109-5197</b>	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						<b>EACH OCCURRENCE</b> \$
	<input type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>						<b>DAMAGE TO RENTED PREMISES (Ea occurrence)</b> \$
	<input type="checkbox"/> <b>CLAIMS-MADE</b> <input type="checkbox"/> <b>OCCUR</b>						<b>MED EXP (Any one person)</b> \$
							<b>PERSONAL &amp; ADV INJURY</b> \$
							<b>GENERAL AGGREGATE</b> \$
	<b>GEN'L AGGREGATE LIMIT APPLIES PER:</b>						<b>PRODUCTS - COMP/OP AGG</b> \$
	<input type="checkbox"/> <b>POLICY</b> <input type="checkbox"/> <b>PROJECT</b> <input type="checkbox"/> <b>LOC</b>						\$
	<b>AUTOMOBILE LIABILITY</b>						<b>COMBINED SINGLE LIMIT (Ea accident)</b> \$ <b>5,000,000</b>
	<input type="checkbox"/> <b>ANY AUTO</b>						<b>BODILY INJURY (Per person)</b> \$
	<input type="checkbox"/> <b>ALL OWNED AUTOS</b>						<b>BODILY INJURY (Per accident)</b> \$
	<input checked="" type="checkbox"/> <b>HIRED AUTOS</b>						<b>PROPERTY DAMAGE (Per accident)</b> \$
	<input checked="" type="checkbox"/> <b>SCHEDULED AUTOS</b>						\$
	<input checked="" type="checkbox"/> <b>NON-OWNED AUTOS</b>						\$
	<b>UMBRELLA LIAB</b>						<b>EACH OCCURRENCE</b> \$
	<b>EXCESS LIAB</b>						<b>AGGREGATE</b> \$
	<input type="checkbox"/> <b>OCCUR</b>						\$
	<input type="checkbox"/> <b>CLAIMS-MADE</b>						\$
	<b>DED</b> <b>RETENTION \$</b>						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<b>WC STATUTORY LIMITS</b> <b>OTHER</b>
	<b>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)</b>						<b>E.L. EACH ACCIDENT</b> \$
	<b>If yes, describe under DESCRIPTION OF OPERATIONS below</b>						<b>E.L. DISEASE - EA EMPLOYEE</b> \$
							<b>E.L. DISEASE - POLICY LIMIT</b> \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
Hamilton-Wenham Regional High School is included as Additional Insured with regard to Automobile Liability where required by written contract or written agreement.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
<b>HAMILWE</b>	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
<b>Hamilton-Wenham Regional High School</b> <b>Attn: Abigail Frost</b> <b>775 Bay Road</b> <b>S. Hamilton, MA 01982</b>	<b>AUTHORIZED REPRESENTATIVE</b> 



Heritage Performance Festivals  
 Tour Cost Estimate  
 Washington, D.C.  
 April 24-27, 2014

Hamilton Wenham Reg High School  
 Directors: Abby Frost and Erik Fecke

**School Information:**

Number of Students: 110      Departure Date: 4/24/2014      Number of Nights: 3  
 Number of Adults: 11      Return Date: 4/27/2014  
 TOTAL FPP's: 121

Description of Expense	Cost	FPP's	Estimate
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**Festival Package:**

*Performance at a National, Accredited Music Festival	INCLUDED	121	INCLUDED
*Written and Recorded Adjudication Comments	INCLUDED	121	INCLUDED
*On Stage Clinic	INCLUDED	121	INCLUDED
*Meaningful Awards and Trophies	INCLUDED	121	INCLUDED
*Professional Recording of each group	INCLUDED	121	INCLUDED
*Commemorative Pin for each student	INCLUDED	121	INCLUDED
*Director Gift	INCLUDED	2	INCLUDED
*City Tour of Famous Momuments, Sites and Memorials	INCLUDED	121	INCLUDED
*Gala Awards Ceremony with Dinner on Saturday Night	INCLUDED	121	INCLUDED
3 Night Package - Quad Occupancy	\$269.00	92	\$24,748.00
3 Night Package - Triple Occupancy	\$309.00	18	\$5,562.00
3 Night Package - Double Occupancy	\$389.00	8	\$3,112.00
3 Night Package - Single Occupancy	\$629.00	3	\$1,887.00
"One Free for Every 25 Paid Travelers" Credit	\$389.00	4	\$1,556.00

**Additional Activities in Washington, D.C.:**

Breakfast at Hotel	\$15.00	363	\$5,445.00
Hard Rock Café	\$21.00	121	\$2,541.00
Carmine's Spaghetti	\$15.00	121	\$1,815.00
International Spy Museum	\$13.00	121	\$1,573.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

**Transportation:**

Bus Quote:	\$8,639.00	3	\$25,917.00
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**Totals:**

Package Totals:	110	\$72,600.00
Total ESTIMATED Cost Per Person:		\$660.00



## Enrollment by School

### Total District Enrollment

School	Students 2012-2013	Students 2013-2014
Total District Enrollment		
Buker	250	239
Hamilton		68
Wenham		171
Cutler	271	274
Hamilton		232
Wenham		42
Winthrop	268	255
Hamilton		235
Wenham		20
MRMS	446	439
Hamilton		288
Wenham		151
HWRHS	582	562
Hamilton		384
Wenham		178
Student Services OFD		26
Hamilton		17
Wenham		9
Totals Hamilton		1224
Totals Wenham		571
Totals	1817	1795

\*\*Note: Does not include Preschool, School Choice Students or Faculty Children

### Elementary Programs

Grade	Students 2012-2013	Classes 2012-2013	Class Size 2012-2013	Students 2013-2014	Classes 2013-2014	Class Size 2013-2014
Buker Elementary School						
PK						
K	39	2	21,18	36	2	18,18
1	35	2	18,17	39	2	20,19
2	44	2	22,22	40	2	20,20
3	47	2	24,23	41	2	20,21
4	36	2	19,17	46	2	23,23
5	49	2	26,23	37	2	19,18
Total: K-5	250	12	20.83	239	12	19.92
Total: PK - 5						

Grade	Students 2012-2013	Classes 2012-2013	Class Size 2012-2013	Students 2013-2014	Classes 2013-2014	Class Size 2013-2014
Cutler Elementary School						
PK						
K	42	2	22,20	50	3	16,16,18
1	33	2	17,16	45	2	23,22
2	44	2	22,22	37	2	19,18
3	43	2	22,21	43	2	23,20
4	60	3	21,20,19	46	2	23,23
5	49	2	25,24	60	3	21,19,20
Faculty				7		
Total: K-5	271	13	20.85	281	14	20.07
Total: PK-5						

Grade	Students 2012-2013	Classes 2012-2013	Class Size 2012-2013	Students 2013-2014	Classes 2013-2014	Class Size 2013-2014
Winthrop Elementary School						
PK	29	2	17,12	25	2	11,14
K	39	2	22,17	34	2	18,16
1	38	2	19,19	37	2	18,19
2	52	3	18,18,16	42	2	21,21
3	46	2	23,23	50	3	15,17,18
4	46	2	24,22	46	2	23,23
5	47	2	24,23	46	2	23,23
Total: K-5	268	13	20.62	255	13	19.62
Total: PK-5	297	15	19.8	280	15	18.67

### Secondary Programs

Grade	Students 2012- 2013	Students 2013-2014
Miles River Middle School		
6	156	143
7	141	154
8	149	145
Totals	446	442

Grade	Students 2012-2013	Students 2013-2014
HWRHS		
9	134	132
10	145	129
11	162	143
12	141	158
Choice	111	115
Faculty	1	1
Totals	694	678

### Student Services Out of District Placement

		2013-2014
Hamilton		17
Wenham		9
Totals		26



# HAMILTON-WENHAM

## REGIONAL SCHOOL DISTRICT

School Committee Meeting  
 Thursday, October 17, 2013  
 Quarterly Spending for September 30, 2013  
 25% of Fiscal Year  
 14% of School Year

	FY13 Budget	FY13 Actual	FY14 Budget	FY14 YTD+E	FY14 YE Projection	FY14 Over/Under
Buker	\$2,419,801.21	\$2,220,128.29	\$2,223,668.42	\$2,064,245.82	\$2,219,204.05	\$4,464.37
Cutler	\$2,410,738.05	\$2,355,796.88	\$2,503,401.94	\$2,322,914.49	\$2,526,284.42	-\$22,882.48
Winthrop	\$2,709,916.58	\$2,778,693.35	\$2,876,304.17	\$2,808,374.76	\$2,958,825.97	-\$82,521.80
MRMS	\$4,176,497.79	\$4,182,711.28	\$3,996,877.63	\$3,731,863.93	\$3,986,487.49	\$10,390.14
HWRHS	\$6,272,846.57	\$5,988,506.07	\$5,939,138.32	\$5,278,118.18	\$5,862,138.29	\$77,000.03
Athletics	\$255,159.72	\$218,755.56	\$301,856.10	\$169,088.45	\$287,768.48	\$14,087.62
Special Ed	\$2,735,183.29	\$2,303,184.02	\$2,575,723.86	\$2,339,806.53	\$2,617,326.91	-\$41,603.05
Central Office	\$2,304,113.03	\$2,227,406.78	\$2,294,395.00	\$840,936.71	\$2,154,985.19	\$139,409.81
Fringe Benefits	\$4,189,000.52	\$4,053,400.65	\$4,498,518.05	\$1,296,046.30	\$3,625,955.10	\$872,562.95
Maintenance	\$739,732.59	\$810,884.08	\$474,833.00	\$236,951.22	\$511,038.94	-\$36,205.94
Technology	\$671,564.66	\$563,442.12	\$609,069.90	\$461,698.46	\$609,530.50	-\$460.60
Total:	\$28,884,554.01	\$27,702,909.08	\$28,293,786.39	\$21,550,044.85	\$27,359,545.34	\$934,241.05



# VOTE OF THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE

I, the Secretary (the "District Secretary") of the School Committee (the "Committee") of the Hamilton-Wenham Regional School District, Massachusetts (the "District"), certify that at a meeting of the Committee held October 17, 2013, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Committee in my custody:

Voted: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the Cutler School roof replacement project authorized by a vote of the Committee duly adopted on September 20, 2012 not being paid by the school facilities grant is \$324,500 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

Further Voted: that the sale of the \$1,582,000 General Obligation Municipal Purpose Loan of 2013 Bonds of the District dated October 22, 2013 (the "Bonds"), to Fidelity Capital Markets, a division of National Financial Services LLC at the price of \$1,611,261.31 is hereby approved and confirmed. The Bonds shall be payable on October 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2014	\$57,000	2.00%	2020	\$ 95,000	3.00%
2015	80,000	2.00	2021	95,000	3.00
2016	85,000	2.00	2022	100,000	3.00
2017	90,000	2.00	2023	100,000	3.00
2018	90,000	3.00	2026	330,000	3.00
2019	95,000	3.00	2029	365,000	3.50

Further Voted: that the Bonds maturing on October 15, 2026 and October 15, 2029 (each a "Term Bond") shall be subject to mandatory redemption or mature as follows:

## Term Bond due October 15, 2026

<u>Year</u>	<u>Amount</u>
2024	\$105,000
2025	110,000
2026*	115,000

\*Final Maturity

Term Bond due October 15, 2029

<u>Year</u>	<u>Amount</u>
2027	\$120,000
2028	120,000
2029*	125,000

\*Final Maturity

Further Voted: to approve the sale of a \$142,500 0.65 percent General Obligation Bond Anticipation Note of the District dated October 23, 2013, and payable October 23, 2014 (the "Notes"), to Eastern Bank at par.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 3, 2013 and a final Official Statement dated October 10, 2013 (the "Official Statement"), each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 3, 2013, and a final Official Statement dated October 10, 2013, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the District, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the District Treasurer and the Chair of the Committee be, and hereby are, authorized to execute and deliver continuing and significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the District, which undertakings shall be incorporated by reference in the Bonds and the Notes, as applicable, for the benefit of the holders of the Bonds and the Notes from time to time.

Further Voted: that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and the Notes.

Further Voted: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerks of each of the member towns of Hamilton and Wenham (together, the "Town Clerks") and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal buildings in which the offices of the Town Clerks and the District Secretary are located, or in accordance with an approved alternative method of notice prescribed or approved by the Massachusetts Attorney General as set forth in 940 CMR 29.03(4), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds and the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: October 17, 2013

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District Secretary

AM 24401071.1

# REPORT OF THE RESOLUTIONS COMMITTEE

## RESOLUTION 1—FUNDING FOR K-12 TRANSIENT STUDENT SUCCESS

(Submitted by the Framingham School Committee)

WHEREAS municipalities in the Commonwealth have higher than average populations (20% or more) of mobile students, many of whom are also low income (50%), SPED (25%), and LEP (16% LEP); and

WHEREAS the public school districts in these cities and towns must properly assess these mobile students upon arrival in order to place them in appropriate classes and implement necessary support systems; and

WHEREAS many of these mobile student arrive in the school districts without proper academic, medical and behavioral records as well as with limited and interrupted schooling due to unrest in their countries of origin and/or housing and economic insecurity upon arrival.

THEREFORE BE IT RESOLVED that MASC file or support legislation that will provide supplemental funding directly to affected school districts to help obtain academic records from schools in the United States and/or the countries of origin and to help provide the proper student supports to better integrate these mobile students into their current school districts.

RATIONALE: This resolution would assure that our schools receive the resources needed to teach properly this population of underserved students and to provide supports and services necessary for their academic achievement. At present, schools must often rely on hasty assessments based on insufficient and unknown data. This resolution with help improve school climate, increase the graduation rate, ensure equity within districts and across the Commonwealth, and alleviate the financial burden on school districts with high percentages of immigrant and mobile students.

## RESOLUTION 2—PERFORMANCE ASSESSMENT FOR READINESS FOR COLLEGE AND CAREER

(Submitted by the MASC Resolutions Committee)

WHEREAS the MA Board of Elementary and Secondary Education has approved the participation of the state's public schools in the PARCC program as an iteration of the Commonwealth's testing and assessment system for students, representing an unfunded mandate for those districts that did not sign onto the Race to the Top Program and,

thereby, did not receive federal funding to prepare; and

WHEREAS in general, administration of the tests will require significant technological resources to be available in school districts to administer the tests; and

WHEREAS some regions of the Commonwealth lack wireless Internet service or the capacity to deliver Internet services sufficient for large numbers of students to take performance assessment tests at all; and

WHEREAS many of the state's public school districts do not have the Internet capacity to administer the PARCC assessment program at this time; and

WHEREAS the United States Secretary of Education has indicated that federal waivers may be granted for reasonable delays in implementation of the PARCC program upon request of states,

THEREFORE BE IT RESOLVED that MASC call upon the Governor to petition the MA Board of Elementary and Secondary Education, and that MASC also petition the Board of Elementary and Secondary Education to direct the Commissioner to allow sufficient time for educators to prepare students for the new testing system and for cities, towns and school districts to secure appropriate and adequate technology services and devices to administer the PARCC Program.

## RESOLUTION 3—TEACHER EVALUATION

(Submitted by the MASC Resolutions Committee)

WHEREAS all teachers are entitled to thorough, complete and fair evaluations of their work by professional, experienced educators familiar with their work and qualified and trained to perform such evaluations, and

WHEREAS the time required to do such evaluations, including but not limited to pre/post observation conferences, formal observations and unscheduled classroom visits with timely feedback, the development of individual, annual goals and the documented strategies to achieve them, the review of applicable student achievement data, and the actual formative and summative evaluations is considerable, and

WHEREAS the cost of instructional leadership in the Chapter 70 formula is now limited to the principal and assistant principal positions or equivalent, and



WHEREAS how any service organization treats its "front-line" employees determines its success and there is no service more critical than the education of a community's children,

THEREFORE BE IT RESOLVED that MASC supports enhanced leadership of all teaching staff to include trained and state administratively certified instructional leaders/departments heads/supervisors with the responsibility for an appropriate number of teachers such that the heretofore mentioned supervisory and evaluative tasks can be effectively performed; and

An updated Chapter 70 formula to reflect the increased costs associated with this enhanced leadership/supervision of all teachers in Massachusetts.

**RATIONALE:** The educator evaluation regulations being implemented by the Commissioner of Elementary and Secondary Education increase the burden on school administration and fail to address the costs associated with yet another unfunded mandate. MASC believes this failure increases the likelihood that this critical effort to improve teacher evaluations will, therefore, not succeed. This resolution will correct that deficiency, provide an improved "career ladder" for teachers, and decrease the "trust gap" that currently exists in the evaluation of teachers.

#### **RESOLUTION 4—EVALUATION OF THE COMMISSIONER OF EDUCATION** (Submitted by the MASC Resolutions Committee)

WHEREAS all Massachusetts educators are required by law and regulation to undergo a comprehensive evaluation based on discrete standards, indicators and elements that encompass performance measures, and

WHEREAS all Massachusetts school committees must provide an annual evaluation of the superintendent based on state standards and criteria, and

WHEREAS no Massachusetts educator or school district administrator is exempt from the requirements of being subjected to a thorough and comprehensive evaluation, and

WHEREAS the new evaluation system will incorporate input from local stakeholders including faculty, parents and students who are subject to the authority of superintendents, principals and teachers, and

WHEREAS the Commissioner of Elementary and Secondary Education is evaluated annually by the state

Board of Elementary and Secondary Education without any input or feedback from stakeholders such as school committee members, superintendents, teachers, students or citizens,

THEREFORE BE IT RESOLVED that MASC supports the Board of Elementary and Secondary Education be requested to solicit and consider in the evaluation process for the Commissioner of Elementary and Secondary Education meaningful input and comment from stakeholder constituencies including school committees, superintendents, parents and other stakeholders, and further, that aggregated comments and input from stakeholder constituencies be made available for public review.

FURTHER, BE IT RESOLVED that subsequent iterations of the teacher survey previously known as TellMass or Tells be revised to solicit feedback from educators about the performance of the Commissioner and Department of Elementary and Secondary Education and the impact of that performance on local district effectiveness, customer service performance, and morale.

#### **RESOLUTION 5—CONFIRMING ACTIONS FROM 2012**

(Submitted by the MASC Resolutions Committee. See rationale and explanation on the following page.)

#### **RESOLUTIONS APPROVED BY THE DELEGATE ASSEMBLY – 2012**

##### **RESOLUTION 1: Establishment of a Special Commission of the Legislature for the Study of Mandated Reports and Data Submissions for School Districts** (Submitted by the Framingham School Committee)

Now, therefore be it resolved that MASC file legislation which would have the effect of establishing a special commission of the Legislature, the purpose of which will be to determine the extent to which public school personnel are required to prepare and submit reports and data that are mandated by state and federal laws, agency regulations, and past practice notwithstanding whether the reports and data are a valuable part of improving student achievement. The commission will identify mandated reports and required submissions of data mandated by law, regulation or administrative directive, and it shall examine their value to benefit student achievement, identify those which are duplicative or redundant, and propose recommendations that may, but are not restricted to, eliminate, modify or otherwise revise them.

Further, be it resolved that the commission shall require that there be a financial and programmatic audit of any proposed regulations or agency directives that shall include a determination of the amount of time deemed to be necessary for compliance with regulations and directives and estimates of all the expenses required for local agencies, including local and regional school districts, charter schools and educational collaboratives, to fulfill the requirements of the regulations and directives on an annual basis before any regulations, directives or mandates are imposed, and further, that no regulations shall be prom-

ulgated by these agencies unless the costs of compliance, administration and implementation are provided to local education agencies, including school districts, charter schools and education collaboratives. The commission will have a year to complete and report their findings to the legislature.

**RESOLUTION 2: Modification of the Circuit Breaker Formula**  
(Submitted by the Framingham School Committee)

Now, therefore be it resolved that MASC file legislation which would have the effect of modifying the Special Education Circuit Breaker so that the Legislature would assist school districts by helping to fund more of the cost burden of educating students in out-of-district placements, the cost of which is \$125,000 or more by increasing the Special Education Circuit Breaker funding to districts from 75% of the cost after 4 times the foundation formula to 100% of the cost after 4 times the foundation formula.

**RESOLUTION 3: Health Insurance Coverage for Medically Necessary Treatment in School**  
(Submitted by the Brookline School Committee)

Be it resolved that MASC supports House Bill H1531 (2012 Session) or any other proposed legislation which would require all government and private health insurers to cover medically necessary expenses for children and young adults with educational deficits and/or learning disabilities from 3 years of age to 22.

**RESOLUTION 4: Funding for Educator Evaluation System**  
(Submitted by the MASC Board of Directors)

Therefore be it resolved that MASC bring to the attention of the Auditor of the Commonwealth that the implementation of a statewide educator evaluation system represents an unfunded mandate under the law, and, further, that the Auditor of the Commonwealth be requested to identify for the General Court the cost of the unfunded mandates related to educator evaluation so identified so that the legislature may appropriate such local financial aid as may be required.

**RESOLUTION 5: Relative to an Adequacy Study**  
(Submitted by the MASC Board of Directors)

Be it resolved that the Massachusetts Association of School Committees reaffirms its advocacy positions on funding of the public schools by calling upon the General Court to take steps necessary to determine the appropriate funding level for public schools and to make such adjustments in the Foundation Budget and Chapter 70 funding formulas as may be required:

- The legislature should ensure that all districts receive sufficient state financial assistance so that all municipalities and regions receive adequate funding, meaning that all districts are able to budget public

schools at or above the state's foundation budget.

- That the foundation budget should be adjusted to meet the true costs of providing an adequate public education for all students.
- In order to make an accurate determination of adequacy, the legislature should authorize a formal "adequacy study" to determine the true cost of providing an appropriate current education.

**RESOLUTION 6: Election of Governing Boards of Commonwealth Charter Schools**  
(Submitted by the MASC Board of Directors)

Be it resolved that MASC file legislation to require that all members of governing boards of Commonwealth Charter Schools be elected by elected or appointed representatives of the elected or appointed member communities or appointed by elected representatives of member school committees.

**RATIONALE:** MASC develops its association public policy around priorities identified by the Delegate Assembly. Often these issues are addressed once by the Assembly, but some matters evolve or are of sufficient significance to warrant reaffirmation in subsequent years. Last year, the delegates affirmed:

- (1) a special commission to study the time requirements and local cost of compliance with state education reporting mandates and regulations (pending);
- (2) raising the circuit breaker reimbursement for cases over \$125,000 to 100% (funding increased but share remains at 75%);
- (3) private insurance coverage for eligible services provided in school (not approved at this date);
- (4) funding for implementing the cost of the new educator evaluation system (not approved at this date);
- (5) establishment of a Chapter 70 adequacy study (not enacted); and
- (6) appointment of charter school trustees by local officials (not enacted).

The Board of Directors wishes to continue to advocate for these issues with the understanding that the Delegate Assembly agrees.

# 2014-2015 School Calendar—Start Before Labor Day

## August 2014-2 days

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>WS</b>	<b>WS</b>	<b>27</b>	28	<b>NS</b>	30
31						2

## September 2014-21 Days

Su	M	Tu	W	Th	F	Sa
	<b>H</b>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						23

## October 2014-22 Days

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	<b>H</b>	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						45

## November 2014-16 Days

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	<b>WS</b>	<b>H</b>	12	13	14	15
16	17	18	19	20	21	22
23	24	25	ER	<b>H</b>	<b>NS</b>	29
30						61

## December 2014-17 Days

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	<b>V</b>	<b>H</b>	<b>V</b>	27
28	<b>V</b>	<b>V</b>	<b>V</b>			
						78

## January 2015-19 Days

Su	M	Tu	W	Th	F	Sa
				<b>H</b>	<b>V</b>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>H</b>	20	21	22	23	24
25	26	27	28	29	30	31
						97

## February 2015-15 Days

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<b>H</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	21
22	23	24	25	26	27	28
						112

## March 2015-22 Days

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	<b>WS</b>	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						134

## April 2015-16 Days

Su	M	Tu	W	Th	F	Sa
			1	2	<b>H</b>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<b>H</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	25
26	27	28	29	30		
						150

## May 2015-20 Days

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>H</b>	26	27	28	29	30
31						170

## June 2015 10+5 snow days

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	<b>LD</b>	20
21	22	23	24	25	26	27
28	29	30				
						185

## July 2015

Su	M	Tu	W	Th	F	Sa
			1	2	<b>H</b>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## 2014-2015 School Calendar—Start After Labor Day

August 2014-0 days						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>NT</b>	<b>NT</b>	<b>WS</b>	<b>WS</b>	<b>NS</b>	30
31						

September 2014-21 Days						
Su	M	Tu	W	Th	F	Sa
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						21

October 2014-22 Days						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	H	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014-16 Days						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	<b>WS</b>	<b>H</b>	12	13	14	15
16	17	18	19	20	21	22
23	24	25	ER	<b>H</b>	<b>NS</b>	29
30						59

December 2014-17 Days						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	V	H	V	27
28	V	V	V			

January 2015-19 Days						
Su	M	Tu	W	Th	F	Sa
				<b>H</b>	<b>V</b>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>H</b>	20	21	22	23	24
25	26	27	28	29	30	31
						95

February 2015-15 Days						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<b>H</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	21
22	23	24	25	26	27	28

March 2015-22 Days						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	<b>WS</b>	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015-16 Days						
Su	M	Tu	W	Th	F	Sa
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	V	V	V	V	25
26	27	28	29	30		

May 2015-20 Days						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						168

June 2015-12 + 5 Snow Days						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	LD	24	25	26	27
28	29	30				

**185**

July 2015						
Su	M	Tu	W	Th	F	Sa
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

185

**NT=New Teachers**

**WS=Workshop Day**

**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.

## 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:

Email1. Email among 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 member of the central office staff who will retain a hard copy or other form of permanent record where it can be provided as a public record if appropriate. School Committee members should try to use email accounts assigned by the District in order to ensure that all such correspondence is archived. Personal emails (e.g. email invitations to meet socially) are not meant to be included in this requirement.

2. Email between SC members

Email communications may be sent among School Committee members to schedule meetings, cancel meetings, place items on the agenda, or purely other administrative matters. Email will not be used to communicate about substantive matters among the School Committee members. However, School Committee members ARE PROHIBITED from expressing their opinion or conducting any activity via email that could be construed as a deliberation. Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which a committee has supervision, control or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without the knowledge and intent of the original author. Email sent among School Committee members should contain the phrase, "This email is for informational purposes only. Please do not respond. All questions or discussions must occur at the open meeting."

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:

- a. Email sent or received by School Committee members on district-related issues is subject to the public records law, is a public record, and is discoverable, subject to the exemptions of the Massachusetts Public Records Law. Confidentiality should not be assumed, and therefore confidential and sensitive material should not be communicated via email.
- b. 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:
  - i. Constituent email is an important communications vehicle, and some discretion is required when attempting to determine which emails are public and which are private.
  - ii. 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.
- iii. 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.
  - iv. 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.

### 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.”

### Electronic Forums

1. 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.
2. Care should be taken to avoid inadvertent violations of the Open Meeting Law. There should be no deliberation by School Committee members about pending School Committee business. There is a great risk that a quorum of School Committee members could be participating in a forum. Therefore, deliberation by School Committee members should be avoided.
3. 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.
4. 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.

5. 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.



**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

**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:

1. 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, the section of the law dealing with the exemption and all subjects that may be revealed without compromising the purpose for which the executive session was called.
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 states ten specific purposes for which an executive session may be held, and emphasizes that these are the only reasons for which a public body may enter executive session.

The ten purposes for which a public body may vote to hold an executive session are:

1. To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal or complaints or charges brought against, a member of the committee, a school department employee or student, or other individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties;
2. To conduct strategy with respect to conduct collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
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. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
7. To comply with or act under the authority 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 if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening. (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.);
9. To meet or confer with a mediator with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
  - (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
  - (ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.
10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by the governmental body as an energy supplier.

The School Committee is not required to disclose the minutes, notes or other materials used in an executive sessions where the disclosure of these records may defeat the lawful purposes of the executive session. Once disclosure would no longer defeat the purposes of the executive session, however, minutes and other records from that executive session must be disclosed unless they are within an exemption to the Public Records law, or the attorney-client privilege applies. The School Committee will review its executive session minutes at least once each year to determine whether continued non-disclosure is warranted, and such determination will be included in the minutes of the next meeting. The School Committee has not performed a review to determine whether the records are subject to disclosure, it must do so prior to its next meeting or within 30 days, whichever is sooner.

SOURCE: MASC

LEGAL REF: M.G.L. [30A:21;30A:22](#)

**GUIDELINES FOR PUBLIC COMMENT****General**

All regular and special meetings of the School Committee shall be open to the public. These meetings are business meetings held in public settings. The public is excluded from an executive session that is call for a valid purpose pursuant to the Open Meeting Law.

The School Committee will set aside a period of time at each meeting to hear from the public about issues that affect the school district and are within the scope of the Committee's responsibilities.

If the School Committee believes that an issue requires a dialogue with the school district community, the School Committee may schedule a separate hearing on that issue.

The School Committee welcomes citizens of the District to attend its meetings so that they may become better acquainted with the operations and programs of our local public schools. However, pursuant to M.G.L. Chapter 30A Section 20(f), an individual is not permitted to disrupt a meetings of a public body, and at the request of the chair, all members of the public shall remain silent. If, after clear warning, person continues to be disruptive, the chair may order the person to leave the meeting and, if the person does not leave, the chair may authorize a constable or other officer to remove the person.

**Written Request to Make a Presentation Before the School Committee**

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 parameter to be required of the presenter.

If a group of citizen's wishes to make a presentation to the School Committee on an item that is within the scope of the Committee's responsibilities, it should designate one member of the group to act as the spokesperson and follow the above procedure.

**Public Comment**

1. Public comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. A citizen who wants to speak at a School Committee meetings must sign up through the Superintendent's office at least 24 hours in advance and indicate the subject that he/she would like to address. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Citizens wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once

- without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members of the School Committee or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
  4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.
  5. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

SOURCE: MASC

**GIFTS TO STAFF**Gifts

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)

## EXHBIT P

### **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 Q

## 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](http://www.mass.uov/ethics))

Originally Adopted:

Policy Review:

Approved:

Vote:

Chairperson, HWRSD School Committee:

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



Student Government  
Agenda  
October 17, 2013

1. Introduction of new officers
2. Teacher of the Month Program
3. Digital Citizenship initiative
4. Freshmen Elections
5. Other Business