



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Buker Elementary School
Multi-Purpose Room

Monday, November 25, 2013

7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Citizens' Concerns
4. Consent Agenda
 - a. Executive Session Minutes September 5, 2013
 - b. Minutes, October 17, 2013
 - c. Minutes, October 24, 2013
 - d. Minutes, November 14, 2013
5. New Business
 - a. Discussion and potential motion on use of FY14 budget surplus
6. Vote to Adjourn

Knowledge



Responsibility



Respect



Excellence

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

Hamilton Wenham Regional School Committee
Executive Session
Minutes of meeting: September 5, 2013

Members Present: Roger Kuebel, Bill Wilson, Melissa Even Moore, Deb Evans, Jeanise Bertrand, Barbara Lawrence, Mike Harvey

Members Absent: Sean Condon, Bill Derry

Guest: Celeste Bowler

Roger Kuebel called the meeting to order at 9:47 for the purpose of discussing requests regarding the Nurses Contract, Cafeteria Workers and Teaching Assistants.

1. Nurses Contract

The committee discussed the request from the nurses to have a step adjustment for Joanne Hobbs, to have the nurses included in the teachers' bargaining unit, and to modify the use of professional development on Wednesdays. The committee unanimously agreed to place Ms. Hobbs on Step 11, effective 8/26/13, based on her years in the District. The committee also agreed to allow professional development on Wednesday afternoons, and to include the nurses in the teachers' bargaining unit, however, this would be subject to agreement by the Teachers' Association and on the understanding that the nurses would not receive all the terms, benefits that the teachers receive.

[REDACTED]

2. Cafeteria Workers.

The committee discussed a request from Catherine Donovan to approve a small increase in the rate of pay for cafeteria workers, consistent with a plan that had been developed and followed in prior years to bring the cafeteria workers pay up to market level. The committee approved this action.

3. Teaching Assistants.

The committee discussed the issue of a pay raise for teaching assistants. [REDACTED]

[REDACTED]

[REDACTED] The market data showed that HWRSD TAs are paid significantly above the market average. The committee discussed a number of options for realigning TA pay with market. The committee decided to keep TA wages flat, but to ask Dr. Harvey to do additional market research to ascertain a better understanding of how HWRSD TA wages compare to market.

Meeting adjourned at 10:51 pm

Respectfully submitted,
Deborah Evans, Secretary

Hamilton-Wenham Regional School District Committee

Oct. 17, 2013

Minutes

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

Roger Kuebel opened the meeting at 7:06 p.m. in the Buker Multipurpose Room. The Committee and others present rose for the Pledge of Allegiance.

PRESENT:

Jeanise Bertrand, Bill Dery, Deb Evans, Roger Kuebel (chair), Sheila MacDonald, Bill Wilson

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Don Gallant, Treasurer; Vincent Leone, Accountant

ABSENT:

Sean Condon, Barbara Lawrence

CITIZENS' CONCERNS:

None.

CHAIR'S REPORT:

R. Kuebel reported the Towns have agreed that a resident of Wenham should be appointed to the seat left open on the Committee by the resignation of a member who resided in that town at the time of her resignation. He invited Wenham residents to indicate interest in appointment by the Friday of the week following this meeting.

CONSENT AGENDA:

Minutes of Oct. 3, 2013 meeting
Field Trip to Washington, D.C.

Both items were removed from the consent agenda at the request of Committee members. R. Kuebel said corrections are needed to the Oct. 3 minutes; a vote was deferred pending those corrections. S. MacDonald pointed out an error on the field trip request form for the Washington, D.C. trip and an error on a letter to families about the trip that was part of the packet submitted for Committee review; Dr. Harvey said he would have those errors corrected.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE A FIELD TRIP OUT OF STATE OVERNIGHT TO WASHINGTON D.C., DEPARTURE DATE 4/24/14 AND RETURN DATE 4/27/14. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 6-0-0-2.

SUPERINTENDENT'S REPORT:

October 1 enrollment report

Dr. Harvey

COMMITTEE REPORTS:

Audit

Facilities

Negotiations

Policy

B. Lawrence said

Master Plan Steering Committee

Dr. Harvey said

Building

B. Dery reported on

NEW BUSINESS:

Student Government Presentation

High school student government officers Riley Frackleton, Liz Rose, Morgan Sperry and Chase Schaub gave brief reports on freshman elections, the new teacher of the month program, digital citizenship initiative, and internship program.

Update from Tom Kondell on Buker & Winthrop Building Projects

The project manager overseeing the feasibility study re the district's proposed improvements to Buker and Winthrop distributed revised quotes (which are appended to these minutes). His presentation and an associate's, and questions and discussion that followed, touched on the estimated expense of each major component of the projects, how costs were estimated, where the possibility of hazardous materials has been ruled out, and the project components in which monitoring and special materials handling might increase costs, and by how much. B. Dery spoke about design options for ventilation. T. Kondell and R. Kuebel totalled costs, and concluded that if the Massachusetts School Building Authority agrees to reimburse the district for some of the expenses, the MSBA would pay for \$1,320,000 of the costs and the local community would be responsible for \$1,800,000.

Dr. Harvey said the Hamilton fire chief has informed the district verbally that he may require the district to install a fire suppression sprinkler system at Buker Elementary, and perhaps elsewhere. The district has received nothing about this is writing as of the date of this meeting. R. Kuebel said state law gives fire officials authority to mandate such a project if major renovations take place in a building, but the law does not detail what qualifies as major renovations; district officials are researching this.

Motion on issuing bonds for summer 2013 capital projects

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE

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.

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:**

| Year | Amount | Interest Rate | Year | Amount | Interest Rate |
|-------------|-----------------|--------------------------|-------------|------------------|--------------------------|
| 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 |

**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

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.

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.

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.

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.

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.

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.

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.

D. Gallant and Peter Frazier of First Southwest briefed the Committee and distributed information (which is appended to these minutes) and presentation and discussion touched on topics including the district's bond rating upgrade to AA+, interest rates, and the bonding process. (The bond documents are available to the public.)

THE MOTION PASSED 6-0-0-2.

The district's auditors gave a PowerPoint presentation about the FY13 audit. (The PowerPoint slides are appended to these minutes and the full audit report is available to the public.) The presentation touched on topics including substantial improvements over the past three years, the general fund balance at the end of FY13 (\$2.3 million: \$130,000 committed for specific purposes, \$1.5 million unassigned), funds that will go into the Excess & Deficiency (E&D) account (\$450,000); revolving fund balances and appropriate levels to hold over in the circuit breaker fund; and adoption over the past year of financial policies and procedures. They said cash reconciliation remains an issue. R. Kuebel noted that when FY13 E&D is certified by the state it would bring the balance to \$1,519,443 which exceeds the statutory limit by \$65,000, and the Committee's lower limit by \$647,000.

Presentation from Powers & Sullivan
on FY2013 audit

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE FY2013 AUDIT AND EXCESS & DEFICIENCY CALCULATION TO BE SUBMITTED TO THE STATE AS PRESENTED BY POWERS & SULLIVAN. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 6-0-0-2.

Q1 Financial Report
*Updated projections for full FY14
compared to budget*

V. Leone provided a quarterly financial report and projected that an end-of-year surplus of \$934,000, due to lower than expected transportation costs and a decrease in health insurance premiums. His report and discussion that followed touched on topics including increased costs that offset the impact of the above lower expenses, how he developed his projections, their reliability.

*Consideration of returning excess FY14
assessment, including revenue and budget*

Bill Wilson distributed information about state revenue and the process of determining the Towns' assessments. (The document is appended to these minutes.) The Committee discussed whether to reduce the assessments to the Towns in light of the projected end of year surplus and E&D balance that would result. Discussion touched on topics including how much to reserve in the revolving fund earmarked for special education costs, and why; which funds could be used toward capital improvements at Winthrop; how the state calculates the sum it reimburses the district for transportation; uncertainty about whether the E&D balance will transpire as forecast at this meeting; and the possible sprinkler project at Buker. R. Kuebel suggested the Committee vote at another meeting about whether to take any action to commit to reduce the Towns' assessments.

Motion to add Bill Dery
to Warrant Committee

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADD MR. BILL DERY TO THE WARRANT COMMITTEE. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED 5-0-1-2. (B. Dery abstained.)

Discussion and vote on MASC
Resolutions

Postponed.

Review of 2014-15 Calendar

The Committee and Dr. Harvey discussed pros and cons of starting the school year before or after Labor Day, and how construction in the buildings might affect that choice. (The calendar options are appended to these minutes.) The Committee decided to schedule an opportunity for public comment at a November meeting.

Policy First & Second Readings
First Readings

Postponed.

*Second Readings
Executive Sessions*

This proposed policy reiterates state law.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE EXECUTIVE SESSIONS POLICY AS PRESENTED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 6-0-0-2.

Guidelines for Public Comment

Committee members suggested revising this draft policy's points about pre-registration to address the Committee during meetings, whether public comment would be accepted at every meeting or generally, and the length of periods for public comment, and the phrasing regarding whether one speaker or many from one group can address the Committee at a given meeting to express similar opinions about a given issue. The Committee referred this draft policy back to the Policy Working Group for revision.

Gifts to Staff

This proposed policy reiterates state law.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE GIFTS TO STAFF POLICY AS PRESENTED. SHEILA MACDONALD SECONDED THE MOTION.

D. Evans pointed out a typo, which the Committee agreed to correct.

THE MOTION PASSED 6-0-0-2.

Solicitations by Staff

This policy proposes that in order to solicit donations among students or staff, a staff member would first need to request the permission of the Committee.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE SOLICITATIONS BY STAFF POLICY AS PRESENTED. JEANISE BERTRAND SECONDED THE MOTION. THE MOTION PASSED 5-1-0-2.

Tutoring

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE TUTORING POLICY AS PRESENTED. JEANISE BERTRAND SECONDED THE MOTION. THE MOTION PASSED 6-0-0-2.

ADJOURNMENT:

BILL DERY MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. THE MOTION PASSED 6-0-0-2.

The meeting adjourned at 9:51 p.m.

DOCUMENTS AND EXHIBITS

Concert Band and Concert Choir field trip request form and supporting

USED AT THIS MEETING:

documents, 4-24-14 to 4-27-14, Washington D.C. (9 pages)
Oct. 1, 2013 Enrollment by School (3 pages)
Quarterly Spending for September 30, 2013 (1 page)
Revenue & Assessments (5 pages)
2013-2015 School Calendar options, start before Labor Day and after
Labor Day (2 pages)
Draft policies for second readings: Executive Sessions, Guidelines
for Public Comment, Gifts to Staff, Solicitations by Staff,
Tutoring (7 pages)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary

Hamilton-Wenham Regional School District Committee

Oct. 24, 2013

Minutes

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

Roger Kuebel opened the meeting at 7:10 p.m. in the Winthrop 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

ABSENT:

No one.

CITIZENS' CONCERNS:

None.

CHAIR'S REPORT:

R. Kuebel spoke briefly to note that later in the meeting the Committee would discuss how a new member is to be selected and appointed to fill the vacation Committee seat, and the November meeting schedule; both were discussed later in the meeting.

He noted this special meeting was called to hear reports.

Dr. Harvey offered condolences to the Danvers community, following a crime in a public school earlier in the week of this meeting.

NEW BUSINESS:

Recommendation from Master Plan
Turf Field

Hamilton selectman Scott Maddern, Joint Recreation Board member Phil Tocci, and Sean Timmons detailed the current inventory, usage, and maintenance of athletic fields in the district and towns, and said the Rec Board has formed a committee to explore the idea of constructing an artificial turf athletic field, as recommended by the recreation master plan. They said a turf field could be used much more intensively so it would relieve strain on existing natural grass fields.

Extensive discussion that followed touched on topics including nearby communities' turf fields and their cost, advantages of turf fields, whether the Rec Board or School Committee would move such a project forward if it were to be proposed for construction on the high school grounds, other costly recreational projects that voters are being asked to consider, how the current practice of renting field space at Pingree School and Gordon College impacts user fees or additional costs to families, whether adding a turf field but reducing the use of existing grass fields would provide a net increase in playable hours and allow the district to field more teams, specifics about the field space behind the high school, and the potential for private funding.

The Committee requested information about all expenses that might result from such a project.

School Testing Report

Dr. Bowler gave a PowerPoint presentation on the district's MCAS results, including breakouts by school, grade, and subject area test. (The slides are appended to these minutes.) As a whole the district remains at level 2; it met targets for "all students" and low-income students, but not for students with disabilities and high needs. Winthrop and Cutler rose from level 2 last year to level 1 this year; Buker remained at level 2; Miles River fell from level 1 in 2011-12 to level 2 in 2012-13; and HWRHS remained at level 1.

Extensive discussion and questions and answers followed, and touched on topics including what the various levels signify, and the meaning of a commendation; why grade 8 math MCAS scores are lower than at other grade levels; how administrators propose to improve student MCAS performance at grades / on tests where scores were low in 2012-13; HWRSD standings in the Boston Globe ranking of Massachusetts schools; whether the Committee should set an official goal of becoming a level 1 district, and if so, over what time period; and the issue of "teaching to the test."

Committee members asked to hear from principals at a future meeting about their reaction to the scores, and about what resources they feel are needed to increase student achievement in some curricular areas. Some indicated they want to vote at a future meeting to create an official district objective about improving MAC results.

Review of summer 2013 construction projects

S. Condon gave a PowerPoint report on work completed in summer 2013 and on the net cost. (The slides are appended to these minutes.)

Review of proposed summer 2014 construction projects

S. Condon updated the Committee on work proposed for summer 2014 as phase 2 of the capital improvements. Dr. Harvey said soft costs might total \$500,000; reimbursable costs are projected to be \$3.17 million; if the Massachusetts School Building Authority were to agree to reimburse 43% of the latter costs it would come to \$1,363,100; and the district would bond \$1.806 million. MSBA's decision is expected in late January.

Buker & Winthrop MSBA Projects *Buker Sprinkler System* *Winthrop H&V System*

The Committee briefly revisited issues about whether to install sprinklers at Buker, a topic discussed at length at earlier meetings. Administrators and Committee members discussed which of the "placeholder" warrant articles already submitted for fall Town Meeting warrants the Committee wishes to move forward with at those meetings. An informal poll of members found that 6 did not wish to bring to Town Meeting vote this fall the warrant article re Buker sprinklers; discussion touched on concern about other costly projects already up for votes at those meetings, voters' willingness to approve

multiple projects that would increase tax rates, whether it is the most cost-effective way to improve students' safety, and whether a vote at spring 2014 Town Meetings might be better.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT HEREBY APPROPRIATE NINE HUNDRED THIRTY THOUSAND DOLLARS (\$930,000) FOR THE PURPOSE OF PAYING COSTS OF REPLACING THE HEATING SYSTEM AT THE BESSIE BUKER ELEMENTARY SCHOOL, LOCATED AT 1 SCHOOL STREET, IN WENHAM, INCLUDING THE PAYMENT OF ALL COSTS INCIDENTAL OR RELATED THERETO (THE "PROJECT"), WHICH PROPOSED REPAIR PROJECT WOULD MATERIALLY EXTEND THE USEFUL LIFE OF THE BESSIE BUKER ELEMENTARY SCHOOL AND PRESERVE AN ASSET THAT OTHERWISE IS CAPABLE OF SUPPORTING THE REQUIRED EDUCATIONAL PROGRAM, AND FOR WHICH THE DISTRICT MAY BE ELIGIBLE FOR A SCHOOL CONSTRUCTION GRANT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY ("MSBA"), SAID AMOUNT TO BE EXPENDED AT THE DIRECTION OF THE SCHOOL BUILDING COMMITTEE. TO MEET THIS APPROPRIATION THE DISTRICT IS AUTHORIZED TO BORROW SAID AMOUNT, UNDER AND PURSUANT TO CHAPTER 71, SECTION 16(D) OF THE GENERAL LAWS AND THE DISTRICT AGREEMENT, AS AMENDED, OR PURSUANT TO ANY OTHER ENABLING AUTHORITY. THE DISTRICT ACKNOWLEDGES THAT THE MSBA'S GRANT PROGRAM IS A NON-ENTITLEMENT, DISCRETIONARY PROGRAM BASED ON NEED AS DETERMINED BY THE MSBA, AND ANY PROJECT COSTS THE DISTRICT INCURS IN EXCESS OF ANY GRANT APPROVED BY AND RECEIVED FROM THE MSBA SHALL BE THE SOLE RESPONSIBILITY OF THE DISTRICT; PROVIDED FURTHER THAT ANY GRANT THAT THE DISTRICT MAY RECEIVE FROM THE MSBA SHALL NOT EXCEED THE LESSER OF (1) FORTY-THREE PERCENT (43%) OF ELIGIBLE, APPROVED PROJECT COSTS, AS DETERMINED BY THE MSBA, OR (2) THE TOTAL MAXIMUM GRANT AMOUNT DETERMINED BY THE MSBA, AND THAT THE AMOUNT OF BORROWING AUTHORIZED PURSUANT TO THIS VOTE SHALL BE REDUCED BY ANY GRANT AMOUNT SET FORTH IN THE PROJECT FUNDING AGREEMENT THAT MAY BE EXECUTED BETWEEN THE DISTRICT AND THE MSBA. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

BILL WILSON FURTHER MOVED THAT THE HW REGIONAL SCHOOL DISTRICT HEREBY APPROPRIATE TWO MILLION TWO HUNDRED FORTY THOUSAND

DOLLARS (\$2,240,000) FOR THE PURPOSE OF PAYING COSTS OF REPLACING THE HEATING SYSTEM AND WINDOWS AT THE WINTHROP ELEMENTARY SCHOOL, LOCATED AT 325 BAY ROAD, IN SOUTH HAMILTON, INCLUDING THE PAYMENT OF ALL COSTS INCIDENTAL OR RELATED THERETO (THE "PROJECT"), WHICH PROPOSED REPAIR PROJECT WOULD MATERIALLY EXTEND THE USEFUL LIFE OF THE WINTHROP ELEMENTARY SCHOOL AND PRESERVE AN ASSET THAT OTHERWISE IS CAPABLE OF SUPPORTING THE REQUIRED EDUCATIONAL PROGRAM, AND FOR WHICH THE DISTRICT MAY BE ELIGIBLE FOR A SCHOOL CONSTRUCTION GRANT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY ("MSBA"), SAID AMOUNT TO BE EXPENDED AT THE DIRECTION OF THE SCHOOL BUILDING COMMITTEE. TO MEET THIS APPROPRIATION THE DISTRICT IS AUTHORIZED TO BORROW SAID AMOUNT, UNDER AND PURSUANT TO CHAPTER 71, SECTION 16(D) OF THE GENERAL LAWS AND THE DISTRICT AGREEMENT, AS AMENDED, OR PURSUANT TO ANY OTHER ENABLING AUTHORITY. THE DISTRICT ACKNOWLEDGES THAT THE MSBA'S GRANT PROGRAM IS A NON-ENTITLEMENT, DISCRETIONARY PROGRAM BASED ON NEED AS DETERMINED BY THE MSBA, AND ANY PROJECT COSTS THE DISTRICT INCURS IN EXCESS OF ANY GRANT APPROVED BY AND RECEIVED FROM THE MSBA SHALL BE THE SOLE RESPONSIBILITY OF THE DISTRICT; PROVIDED FURTHER THAT ANY GRANT THAT THE DISTRICT MAY RECEIVE FROM THE MSBA SHALL NOT EXCEED THE LESSER OF (1) FORTY-THREE PERCENT (43%) OF ELIGIBLE, APPROVED PROJECT COSTS, AS DETERMINED BY THE MSBA, OR (2) THE TOTAL MAXIMUM GRANT AMOUNT DETERMINED BY THE MSBA, AND THAT THE AMOUNT OF BORROWING AUTHORIZED PURSUANT TO THIS VOTE SHALL BE REDUCED BY ANY GRANT AMOUNT SET FORTH IN THE PROJECT FUNDING AGREEMENT THAT MAY BE EXECUTED BETWEEN THE DISTRICT AND THE MSBA. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

BILL WILSON FURTHER MOVED THAT WITHIN SEVEN (7) DAYS FROM THE DATE ON WHICH THESE VOTES IS ADOPTED THE SECRETARY BE AND HEREBY IS INSTRUCTED TO NOTIFY THE BOARD OF SELECTMEN OF EACH OF THE MEMBER TOWNS OF THE DISTRICT, AS TO THE AMOUNT AND GENERAL PURPOSES OF THE DEBT HEREIN AUTHORIZED, AS REQUIRED BY THE DISTRICT AGREEMENT AND BY CHAPTER 71, SECTION 16(D), OF

THE GENERAL LAWS. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

Discussion of returning excess state revenue from FY14

The Committee discussed whether to return to the Towns a sum equivalent to state funds the district has received this year in excess of the state funding that was anticipated at the time the budget was constructed. HWRS D received roughly \$75,000 more circuit breaker funding than is listed in the revenue budget, and \$117,000 more Ch. 70 funds, for a total of approximately \$192,000 excess state revenue. Discussion touched on appropriate timing for such a "give-back," whether the Committee should adopt a policy to make this standard practice, and options if the district were to return excess funds but later run short of money.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE REDUCE THE TOWNS' ASSESSMENT BY \$192,416 BASED ON THE ACTUAL RESULTS OF CIRCUIT BREAKER AND CH. 70 FUNDING IN RELATION TO HOW THEY WERE BUDGETED. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

Discussion of process for appointing member to vacant School Committee seat

R. Kuebel reported that officials of the Towns have agreed that a citizen of Wenham should be appointed to fill the vacant seat on the Committee. The Wenham selectmen are to meet with the School Committee in open session to vote together to appoint a replacement. The selectmen informally agreed to extend to Nov. 5 the deadline for expressions of interest in this appointment; School Committee members agreed by general consent.

Adjustment of meeting dates

Because a conference conflicts with the Committee's routine meeting schedule, the Committee rescheduled its November meetings to 7 p.m. on Thursdays Nov. 14 and 21.

ADJOURNMENT:

BILL DERY 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 9:41 p.m.

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

PowerPoint Presentation, Annual Report of District and School Performance (26 slides)
PowerPoint presentation, Update: Phase 1 "2013 Summer Projects" (18 slides)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary

Hamilton-Wenham Regional School District Committee

Nov. 14, 2013

Minutes

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

Roger Kuebel opened the School Committee meeting at 7:06 p.m. in the Buker Multipurpose Room. Ken Whittaker opened the special meeting of the Wenham Board of Selectmen at 7:07 p.m. The Committee, the Board of Selectmen, and others present rose for the Pledge of Allegiance.

**SCHOOL COMMITTEE
MEMBERS PRESENT:**

Jeanise Bertrand, Sean Condon, Bill Dery, Deb Evans, Roger Kuebel (chair), Barbara Lawrence, Sheila MacDonald (7:35), Bill Wilson

WENHAM SELECTMEN PRESENT:

Ken Whittaker, Jack Wilhelm, Patrick Wilson

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Jeff Sands, Assistant Superintendent for Administration and Finance; Jennifer Clifford, Principal, Cutler Elementary; Chris Heath, Principal, Winthrop Elementary; Brian O'Donoghue, Principal, Buker Elementary; John Hughes, Acting Principal, Miles River Middle School (MRMS); Christy Reynolds, Assistant Principal, MRMS; Eric Tracy, Principal, HWRHS; Bryan Menegoni, Associate Principal, HWRHS; Kathy Harris, Director of Student Services

ABSENT:

No one.

CITIZENS' CONCERNS:

None.

CHAIR'S REPORT:

R. Kuebel noted that both Town Meetings approved the debt exclusion proposed by the district, but that the matter will be decided by ballot; he encouraged Hamilton residents to vote Nov. 21 and Wenham residents to vote Dec. 12. He said a question he followed up with Hamilton's Town Manager after receiving an email from another party asking whether the fact that Winthrop School is leased by the district has any impact on projects proposed for that building; the Town Manager said the Town has no plans to other things with that building. He apologized for not yet presenting minutes of an executive session meeting Sept. 5 and said they would be presented for approval at a Committee meeting soon. He informed Committee members of an upcoming workshop on conflict of interest, and how to register.

SUPERINTENDENT'S REPORT:

Review of 11/12 Workshop

Dr. Harvey reported on a staff workshop on 11/12 featuring Dr. Tony Wagner.

NEW BUSINESS:

Interview of candidates for open
School Committee seat

R. Kuebel explained the Wenham Board of Selectmen was present because the Committee and Board would jointly interview candidates for the open seat on the Committee, and then jointly vote to make an appointment. The Committee and Board spent more than an hour interviewing Larry Swartz and Stacey Metternick (both of Wenham) and then commenting one by one on the candidates' strengths and the specific needs facing the Committee, before the vote took place.

Lawrence Swartz

L. Swartz described his previous service on the School Committee and the Wenham Finance Committee and Board of Selectmen. He said he has time to fill this open seat until the April election but does not intend to run for election to fill out the remaining years of the term. He spoke of his knowledge of ongoing Committee business, and said he would like to serve while a teacher's contract is negotiated during this school year. He responded to questions that touched on topics including what he would bring to communication with the community, what his training as an attorney might contribute to the Committee's work, his point of view about the teacher's contract, what he is proud of accomplishing to date as a Committee member, and the district's greatest strength and weakness.

Stacey Metternick

S. Metternick described her volunteer activity in the League of Women Voters, on the board of directors of a Hamilton preschool, and as a parent representative to the Cutler School Council. She said she would bring a fresh approach and is interested in serving long-term on the Committee. She spoke about her active interest in past school budgets. She said she has a child at the middle school and at Cutler. She responded to questions that touched on topics including what opportunity and what threat the district faces, whether she is uncomfortable with any district policies, what she would particularly want to focus on during her tenure, whether she is associated with the community group SOS, what matters most to her in education, whether she thinks the current Committee represents a balance of the perspectives in the community, and what changes she thinks are needed in the schools.

Committee members' and selectmen's statements of their observations touched on topics including one candidate's ability to "hit the ground running" versus the other's willingness to stay on the Committee longer; important Committee business pending between now and April; and the difference in the types of questions asked of the two candidates.

Vote to choose candidate to fill open seat

R. Kuebel explained the procedure would be to vote on a motion to appoint one of the candidates. If the motion were not to pass then the Board and Committee would vote on a motion to appoint the other candidate. In notes provided by the superintendent's assistant, the motion to appoint L. Swartz came first so the motions would take place in that order.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPOINT LAWRENCE SWARTZ TO FILL THE PRESENTLY OPEN SCHOOL COMMITTEE SEAT. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 8-3-0-0. (J. Wilhelm, J. Bertrand and D. Evans voted no.)

R. Kuebel thanked S. Metternick and reiterated earlier comments by Committee members and selectmen that they hope she will seek election in April.

JACK WILHELM MADE A MOTION THAT THE WENHAM BOARD OF SELECTMEN VOTE TO ADJOURN. PATRICK WILSON SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (3-0-0-0).

The Wenham Board of Selectmen meeting adjourned at 8:27 p.m. The selectmen departed. The School Committee meeting continued.

Leadership Team presents budget initiatives At the Committee's invitation, the principals and Dr. Harvey presented verbally and in writing their "big ideas" for new initiatives they would pursue if money were no object. R. Kuebel noted that these presentations were informational and that the Committee was not considering committing at this meeting to funding any of the projects the principals discussed. (The handouts they distributed at the meeting are appended to these minutes.)

B. O'Donoghue, speaking for all three elementary principals, presented two proposals. They proposed replacing the existing position of literacy specialist with the position of literacy coordinator, which would involve more administrative tasks and require a higher level of certification, and would increase expenses by about \$10,000. The elementary principals spoke highly of the impact of having a math coordinator, and recommended doing so for language arts as well; discussion touched on how to measure the impact of such a shift. They also spoke in favor of making all the district's kindergarten classes full-day, which B. O'Donoghue said would increase the cost of that program by about \$133,000 (based on six classes). They explained why they recommend moving to full-day kindergarten from the current model that offers half-day kindergarten at no charge, and the option of full-day kindergarten for \$4,000 a year tuition; there are four full-day and three half-day kindergarten classes this year. Their presentation and discussion that followed also touched on topics including parents' preferences, and the prevalence of full-day kindergarten in Massachusetts school districts.

J. Hughes proposed reorganization of the middle school faculty on a team teaching model; alignment of the high school and middle school

schedules to provide more opportunity to share staff with appropriate certifications; increased focus on technology at the classroom level; elimination of user fees for four activities for which students' families currently must pay; and replacement of some walls with movable dividers to allow for larger group instruction per the recommended team teaching model.

E. Tracy recommended a 1:1 iPad program for the high school; having several teachers teach three classes and spend the rest of their work hours as curriculum leaders, which would include assisting with teacher evaluations; and replacing some classroom furniture with furniture appropriate for multiple configurations that would better support project-based learning. Discussion touched on topics including projected costs, whether iPads or other technology would be more appropriate,

Dr. Harvey proposed institution of a \$75,000 "innovation fund" to support teachers or groups of teachers interested in researching and developing innovative instructional approaches, which they would then share with their district colleagues. Discussion touched on whether this could be funded by transfers within the current year's budget, or would need to wait until a future budget year.

Presentation of Executive Summary of School Choice Report

Barbara Lawrence read aloud the executive summary of the report by the Committee on School Choice (which is appended to these minutes, and posted on the district website). It lays out how the committee researched the issues around the choice program; concludes that it costs this district more than it brings in revenue; and recommends that the district substantially reduce the target number of students at the high school (over four years, to allow current choice students to graduate) and annually reassess the number of out-of-district students who could be admitted to the high school without requiring an increase in the number of class sections. The Committee is to discuss the report and its recommendations at a future meeting.

ADJOURNMENT:

BILL DERY MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. JEANISE BERTRAND SECONDED THE MOTION THE MOTION PASSED 7-0-1-0.

The meeting adjourned at 10:07 p.m.

DOCUMENTS AND EXHIBITS USED AT THIS MEETING:

Letter of interest in appointment to Committee, from Larry Swartz, dated Nov. 8, 2013
Letter of interest in appointment to Committee, from Stacey Metternick, dated Oct. 22, 2013
Proposals for K-5 Literacy and Math Coordinators (2 pages) and Full Day Kindergarten (2 pages)

Middle School Big Picture Ideas (2 pages)
Game Changers for the future of HWRHS (2 pages)
Innovation Fund Proposal (3 pages)
School Choice at Hamilton Wenham Regional High School report
dated Nov. 14, 2013 (43 pages)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary