



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

AGENDA - AMENDED

1. Call to Order 7:00
2. Pledge of Allegiance
3. Citizens' Concerns 7:05
4. Chair's Report 7:30
5. Consent Agenda 7:45
 - a. Minutes of 10.3.13 **Exhibit A**
 - b. Minutes of 10.17.13 **Exhibit B**
 - c. Minutes of 11.25.13 **Exhibit C**
 - d. Field Trip Request – Model UN **Exhibit D**
 - e. Acceptance of \$4,379.43 from the Town of Hamilton – Conservation Commission Grant **Exhibit E**
 - f. Acceptance of \$3,414 in Grant money from the Edfund for Exo Labs Focus Microscope & Cameras for iPads **Exhibit J**
6. Superintendent's Report
 - a. 2013 State Champions Girls' Cross Country Team
 - b. 2013 AP Honor Roll
 - c. MRMS Update
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. Motion to approve Memorandum of Agreement for School Nurses **Exhibit F**
 - b. Motion to fill open seats on Subcommittees – Negotiations & Policy
 - c. Preliminary FY15 Budget Presentation **Exhibit L**
 - d. Discussion of FY15 Budget Timelines & Process
 - e. Policy First Readings
Staff/Student Fraternization **Exhibit G**
 - f. Motion on Recommendation from Audit Committee regarding appointment of Financial Auditors **Exhibits K & K2**
9. Old Business
 - a. Second Reading of Policies
Special Procedures for Conducting Hearings **Exhibit H**
Guidelines for Public Comment **Exhibit I**
10. Vote to Adjourn 9:30

Knowledge • Responsibility • Respect • Excellence

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

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 funds from the state that the district may receive above the budgeted FY14 revenue.

He noted that Melissa Even Moore resigned from the Committee. He 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 participate in the selection of 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 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 Audit 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 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 2-5-1-0.

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 Policies

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

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. He also invited other Committee members to indicate interest in replacing the retired member as the Committee's liaison to the SEPAC and described what it involves.

SUPERINTENDENT'S REPORT:

October 1 enrollment report

Dr. Harvey reported that as of Oct. 1, a total of 1795 Hamilton and Wenham students were enrolled in the district. He provided some additional enrollment statistics and noted that the written report (which is appended to these minutes) includes breakdowns by school, grade and classroom, and indicates the number of faculty children who attend district schools but reside outside the district. As of Oct. 1, 115 choice students also were enrolled at HWRHS.

COMMITTEE REPORTS:

Audit

B. Wilson said this working group met with the district's auditors two days prior to this meeting and went over all portions of the audit report, which was to be presented to the full Committee later in this meeting.

Building

B. Dery reported siding work is underway at the Center Building, window replacement is underway at Buker Elementary. Two projects in the \$10,000 cost range are pending. Overall, the capital improvements projects undertaken over the summer and into the school year are \$100,000 under budget.

Master plan steering

Dr. Harvey said a second "visioning session" is to take place the Monday following this meeting, and one will be scheduled for an evening or

Saturday morning in November to invite community input about the future of the school district. .

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.

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). The 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

Nov. 25, 2013

Minutes

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

Roger Kuebel opened the School Committee meeting at 7:03 p.m. in the Buker Multipurpose Room. The Committee 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, Bill Wilson

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Jeff Sands, Assistant Superintendent for Administration and Finance

ABSENT:

Larry Swartz

CITIZENS' CONCERNS:

None

CONSENT AGENDA:

Executive Session Minutes Sept. 6, 2013
Minutes, Oct. 17, 2013
Minutes, Oct. 24, 2013
Minutes, Nov. 14, 2013

R. Kuebel requested removal of the minutes of Oct. 17 from the consent agenda, because some sections and sentences were incomplete; the Committee asked the minutes secretary to update and resubmit those minutes.

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

NEW BUSINESS:

Discussion of FY14 budget surplus

R. Kuebel recapped information about a projected FY13 budget surplus of \$934,000, and the Committee's options for use of those funds. Discussion that followed touched on related topics including the potential impact on property tax rates were the Committee to vote at this meeting to return funds to the Towns; the administration's degree of confidence in the surplus projection; components of the projected surplus; possible unbudgeted expenses during the remainder of FY14; the facilities master plan now in process; anticipated FY15 cost increases; and the Committee's prior commitment to return to the Towns surplus funds that exceed 3% of budget.

R. Kuebel reported that Hamilton's town administrator has stated that if the Committee voted at this meeting to return some or all of the surplus funds to the Towns, in December Hamilton selectmen would likely set a lower property tax rate than would otherwise be the case. Wenham

town officials present at the meeting said Wenham already has submitted paperwork to the state for certification of its property tax rate, and that rather than redo the paperwork, town officials would prefer to apply any returned surplus funds to the FY15 town budget. Discussion touched on the sum the district would have to return to each Town for the tax rates to remain flat; the schedule and details of state certification of rates; the Excess and Deficiency account and how and when the district can use those funds; and whether a Committee decision is urgent, or could take place in the spring. Dr. Harvey and J. Sands recommended deferral of a decision until later in the fiscal year.

Several Wenham officials asked the Committee to return surplus money to the Towns upon identifying such a surplus, and leave it to Town officials to resolve the timing and details of what to do with the funds.

Committee members expressed their points of view about whether to return funds to the Towns at this time. R. Kuebel informally polled the Committee; two members (R. Kuebel and B. Wilson) indicated they wished to vote at this meeting to do so. Several Committee members emphasized they are open to returning funds but prefer to make a decision about it at a later date.

ADJOURNMENT:

BILL DERY MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. SHEILA MACDONALD SECONDED THE MOTION THE MOTION PASSED 8-0-0-1.

The meeting adjourned at 8:12 p.m.

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

None

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: 11/18/2013
 Faculty Sponsor: Kristen Borges Position: History Teacher Model UN Advisor

I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____
☐ Athletics - Sport: _____
☒ Overnight Trip - In-state - ☐ Academic ☒ Extracurricular - Destination: MIT Model UN Conference - Cambridge, MA
☐ 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: 2/7/14 Time: 1:00 pm Return Date: 2/9/14 Time: 5:00 pm
 Number of Students Eligible: 22 Class/Group: Model UN Club
 Faculty Sponsor: Kristen Borges
 Other Faculty/Staff chaperones: Johann Knets
 Other chaperones: _____
 Mode of Transportation: Commuter Train Number: _____
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

| | |
|--|---|
| 1. Transportation Cost: <u>\$15.00</u> | 6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Admission Charges: <u>\$10.00</u> | 7. Other Sources of Funding? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Lodging & meals cost: <u>\$100.00</u> | 8. Amount Available: \$ |
| 4. Other (specify): | 9. Are Student Activity Funds being used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. Total student cost: <u>\$175.00</u> | 10. If yes, amount bring used: \$ |

League of Women
Voters donation ←

III. Attachments

| | |
|---|---|
| 1. Copy of Parent Letter with meeting date: ✓ | 5. Travel Costs & Refund Policy: |
| 2. Itinerary: ✓ | 6. Travel Insurance Policy (if applicable): Cost: |
| 3. Security features for transportation & accommodations: ✓ | 7. Pre and Post Trip Activities: |
| 4. Arrangements for meals and lodging: ✓ | 8. Other Descriptive Information: |

IV. Approvals

Department Chairperson or Field Trip Requestor: Kristen E. Borges Date: 11/18/13
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 11/19/13
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: _____ Date: _____

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

Field Trip Procedures:

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

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

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

January 1, 2014

Dear Parents and Model UN Delegates-

It is time for this year's MIT Model UN Conference in Cambridge, February 7 - 9 2014. There are a few important things to mention.

Preparation: We are a delegation that prepares and are always on time!
The 3 key elements of a fun conference are: Research, Research, and Research!! If you want to have a blast, know your topic. Otherwise you will be a wall flower.

Travel: We will travel by train from the Hamilton-Wenham Train Depot to north Station, and then by T to the Boston Marriott Cambridge Hotel.

Train Departure: **Friday February 7, 2014 at 1:25 pm.**
You will be dismissed at 12:45. Go directly to Room 109 for attendance.

Train Arrival: **Sunday February 9, 2014 at 2:48 at Beverly Train Depot**
We will depart from North Station at 2:15 pm. Have your ride pick you up at the Beverly Depot. I will need to speak with a parent if a non-parent drives you home.

Accommodations: We will stay at the Boston Marriott Cambridge Hotel. All committees meetings will take place in the hotel.

Boston Marriott Cambridge Hotel
Two Cambridge Center, 50 Broadway
Phone # 1.617.494.6600

We have a long standing policy of no mixed gender visits in rooms. You must stay in your room after curfew. The MIT staff will monitor the halls all night for our security.

| | | |
|--------------|---------------------|----------|
| Cost: | Transportation fee: | \$15.00 |
| | Delegate fee: | \$60.00 |
| | Hotel fee: | \$75.00 |
| | Total Cost: | \$150.00 |

Dress: All sessions require professional style clothing. For example ties, dress pants, jackets, skirts or dresses, shoes, no jeans, no sneakers. The following can be found in the MIT Delegate Guide:

Dress Code

As a simulation of the actual United Nations, MITMUN strives for a professional appearance. Proper and uniform dress is expected of all delegates for the duration of the

conference, and will be strictly enforced. Guidelines are as follows:

MEN—must wear a suit or a jacket and dress pants (no jeans or cargo pants) with a dress shirt and tie. Socks and dress shoes must be worn. No hats or caps will be allowed.

WOMEN—must wear a suit, dress slacks or skirt (no jeans or corduroys) with a blouse or sweater, or a dress. Again, dress shoes must be worn. Skirts must be of appropriate length.

We ask that you use judgment when interpreting these rules. “Semiformal” or “business” attire is the rule, which prohibits certain styles of dress, although national and/or religious attire is appropriate. The MITMUN staff has the final word on the dress code; if a staff member feels that a delegate is dressed inappropriately, he or she will ask the delegate to leave committee and change into clothes which comply with the dress code.

Food: Meals are not included in the above cost. There are a number of restaurants located in the immediate vicinity of the hotel, including a food court that is connected to the hotel lobby. Saturday evening after committee, we will all travel to a restaurant chosen by one of our club members to have dinner together as a team before we head back to the hotel for the delegate dance. You are encouraged to bring your own snacks if you want to save on some of the cost.

Safety: No delegate is allowed to leave the conference rooms or the Marriott Hotel without getting permission from either Ms. Borges or Mr. Knets. No one goes anywhere alone!! Period!! Read the attached Code of Conduct liability waiver carefully. Violations will result in parents being contacted to immediately take the delegate home. MIT's policy clearly states the entire delegation will be asked to leave the conference if one delegate violates the Code of Conduct.

Free Time: Once the conference starts it does not exist! You are there to work and get your language into the final resolution. Scheduled social time exists to make informal contacts and build alliances by making friends with other delegates.

Dance Reminder: Remember to bring some casual clothes that you can wear to the dance. Again, you are representing Hamilton-Wenham so ALL school rules apply!

Check in with all of your teachers BEFORE you leave for this conference. Make sure you make arrangements for all missed work. You will miss Blocks H and G on Friday.

I look forward to a rewarding long weekend at MIT. I know we will have an excellent time.

I attached a copy of MIT's Code of Conduct. You will need to sign this document agreeing to the terms outlined. **Please complete the attached permission slip and liability form and return it no later than Monday January 27th, 2014.**

If you have any questions please do not hesitate to call my cell phone or email me. I will also have my cell phone with me at the conference if you need to contact your son/daughter while at the conference.

Ms. Borges Cell Phone: 978.500.4933

E-mail: k.borges@hwschools.net

j.knets@hwschools.net

Thank you,



Kristen Borges and Johann Knets
Hamilton-Wenham Model UN Club Advisors
History Teacher

Schedule of Events

Friday, February 7

3:00 pm – 5:00 pm

4:00 pm – 6:00 pm

6:00 pm – 7:00 pm

7:30 pm – 10:00 pm

Curfew 11:00 pm

Check-in: Marriott Hotel/ Kresge Auditorium Lobby

Dinner Break

Opening Ceremonies: Kresge Auditorium

Committee Session I: Committee Rooms in E51

Saturday, February 8

9:30 am – 12:30 pm

12:30 pm – 2:00 pm

2:00 pm – 5:00 pm

5:00 pm – 6:30 pm

6:30 pm – 9:00 pm

10:00 pm – 12:00 am

Committee Session II: Committee Rooms in E51

Lunch Break

Committee Session III: Committee Rooms in E51

Dinner break

Committee Session IV: Committee Rooms in E51

Social Event: Media Lab

Sunday, February 9

9:30 am – 11:30 am

11:30 am – 1:00 pm

1:00 pm – 2:00 pm

Committee Session V: Committee Rooms in E51

Lunch Break

Closing Ceremonies: Kresge Auditorium

Security Plan for Model UN Trip

Kristen Borges and Johann Knets

- The name of the hotel where we will be staying and information will be provided to parents.

Cambridge Marriott Hotel
Two Cambridge Center
50 Broadway
Cambridge, MA 02142

- Students are provided with hotel information including phone numbers and address on a card that they must carry with them at all times.
- In case of emergency, MIT and the Marriott Hotel Cambridge has 24/7 staff that can be immediately reached.
- All committee meetings will take place in one building on the MIT campus
- The campus building is located two blocks from the hotel in Kendall Square and students are required to walk to the campus building as a committee with their committee chair.
- Students will be assigned into “families” and will be assigned to a specific chaperone.
 - Every time we move, transition, or need to discuss future plans, students will check in with their chaperones as a “family”.
 - Students are strictly instructed to always remain in groups.
- All chaperones are high school faculty members.
- A cell phone list will be generated for all students. The list will include the chaperones’ cell phone numbers and each student’s cell phone numbers.
- All chaperones cell numbers have been shared with the students and parents.
- Strictly enforced curfew will take place each evening.
- Nightly bed checks are done after curfew at hotels.
- The Marriott Hotel Security and MIT MUN staff will patrol the hotel hallways each night.

Code of Conduct

MITMUNC is an educational experience designed to allow young adults the opportunity to explore international diplomacy. In order to ensure a safe environment for all delegates, students must adhere to the following rules of conduct. Unprofessional behavior that is outside the bounds of the conference rules will not be tolerated.

Attendance

Delegates are expected to arrive promptly and attend all committee sessions in order to be considered for an award at the end of the weekend. Roll call will be taken at the beginning of each session.

Hotel Check-in and Check-out

Check-In time is 4 pm and Check-out time is 12 pm. Any special accommodations should be arranged directly with the hotel. For your convenience, the hotel will hold baggage for delegates on Sunday morning.

Computing

Access to the internet can be found in the Delegate Resource Centers. These computers come equipped with Microsoft Office Applications to be used for typing resolutions and other committee related uses. No laptops or other electronic devices shall be allowed in the committee rooms, except those of the conference staff.

Complementary wireless internet access is available in all common areas of the Marriott Boston Cambridge and on MIT's campus. Wired internet access is available in hotel rooms for a fee.

Credentials

All conference participants will be issued identification badges. They must be worn at all times when delegates and faculty advisors are in the hotel or on the Massachusetts Institute of Technology (MIT) campus. Identification badges must be presented for admittance to all events. For safety reasons, they should not be worn outside these two locations. Lost credentials need to be replaced at the delegate resource center for a fee of \$3. The following colors will be used for identification:

- **WHITE:** Delegates
- **BLUE:** Advisors
- **GREEN:** Staff
- **ORANGE:** Security
- **RED:** Secretariat

Committee Rules

A background of the policies and procedures during MITMUNC can be found at the end of this guide. However, all chairs reserve the rights to adjust the rules to suit their preferences. Chairs are expected to inform you of a change in procedures at the beginning of the first committee session.

Curfew

The conference schedule indicates the mandatory delegate curfew for each night. At that time, delegates must be in the rooms to which they are assigned. All delegate rooms must be quiet, and for no reason should delegates be in the hallways past this time. No co-ed rooms or movement between rooms will be tolerated. Only those students participating in official MITMUNC activities after curfew, as designated by a member of the conference staff, will be exempted from this provision.

Damage

Any damage to or theft of hotel property will not be tolerated, and individuals will be charged for items that are missing or damaged in the hotel.

Dress Code

The dress code for all official functions of MITMUNC is western business attire. This indicates a shirt and tie for male delegates, with appropriate slacks or pants. Women are expected to wear dresses, skirts, or dress slacks with blouses or sweaters. Jackets are strongly recommended for both men and women. Neither jeans nor sneakers will be permitted. Any delegate whom the staff considers in violation of this policy will be asked to return to his or her room so that he or she may change into the appropriate attire.

Equal Treatment

MITMUNC best achieves an educational environment if we offer equal opportunity and access to all delegates. Instances of discrimination based upon race, color, gender, sexual orientation, national origin, religion, age, or disability will not be tolerated. If you feel disadvantaged because of any of these reasons please speak with any of the Secretariat members or staff.

Faculty Advisors

It is the responsibility of the faculty advisor to monitor their students to ensure compliance with the code of conduct. They may make additional rules for the students for whom they are responsible. However, faculty advisors *may not* exempt any of their students from the standards outlined above. If any infractions occur, the faculty advisors are expected to aid the MITMUNC Staff.

Hotel Decorum

Delegates must remember that they are guests of both the hotel and MIT. All delegates are expected to be quiet and professional in the hotel premises. MITMUNC participants are not the sole occupants of the

hotel, and therefore, we must respect the other guests. This includes all elevators, hallways, and stairwells. It is imperative that delegates do not linger in the hallways, as this can be disruptive to the other guests of the hotel.

Placards

All delegates will be given a placard at the beginning of each session. These placards should be left in the committee room at the end of each session to be collected by the chair. All delegates will be seated in alphabetical order. At the beginning of each committee session, the chair will reverse the order of the placards, to ensure equal time in the front and the back of the classroom for all delegates.

Prohibited Substances

All delegates are required to adhere to the legal drinking age in the Commonwealth of Massachusetts. Therefore, no delegate may buy, possess, or consume any alcoholic beverages. Any violations of this rule will be taken very seriously and the participant's faculty advisor, as well as the MITMUNC Secretariat, will be notified. The use and/or possession of narcotic drugs and other illegal substances is strictly prohibited under federal and state law. Therefore, no delegate may buy, possess or use any illegal substance. Any violation to this policy will be taken very seriously and will be referred to both the delegate's faculty advisor and the MITMUNC Secretariat.

Safety

Delegates must obey the fire and safety rules of the hotel, the laws of the Commonwealth of Massachusetts, the cities of Boston and Cambridge, and of their respective schools.

Enforcement

All conference personnel will act to uphold these rules of conduct. MITMUNC staff members will address any infringement directly or refer the case to the MITMUNC Secretariat. Serious violations of policy will be referred to the Secretaries-General, along with the faculty advisor(s). MITMUNC reserves the right to address any violation of the aforementioned Code of Conduct by removing the offender(s) from the Conference, suspending the sponsoring school from participation in MITMUNC, and/or prohibiting the school from future involvement in MITMUNC. The conference staff will make every effort to resolve violations of this code with efficiency and discretion; however, if incidents involve hotel security personnel, MIT, Boston, or Cambridge police officials, MITMUNC will cooperate fully with the authorities.

I have read the Code of Conduct and agree to the terms outlined above.

Student Signature: _____ Date: _____

Student Print Name: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Print Name: _____ Date: _____

Liability Release, Waiver, Discharge and Covenant Not to Sue

This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, "Release"), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns (hereinafter collectively, "Releasor," "I" or "me", which terms shall also include Releasor's parents or guardian, if Releasor is under 18 years of age) to the Massachusetts Institute of Technology ("MIT").

As the undersigned Releasor, I fully recognize that there are dangers and risks to which I may be exposed by participating in the program, trip or other activity described on Exhibit A¹ which is attached to and incorporated in this Release (the "Activity"). As the undersigned Releasor, I understand that MIT does not require me to participate in this Activity, but I want to do so despite the possible dangers and risks and despite this Release. With informed consent, and for valuable consideration received, including assistance provided by MIT, as the undersigned Releasor, I agree to assume and take on myself all of the risks and responsibilities in any way arising from or associated with this Activity, and I release MIT and all of its affiliates, divisions, departments and other units, committees and groups, and its and their respective governing boards, officers, directors, principals, trustees, legal representatives, members, owners, employees, agents, administrators, assigns, and contractors (collectively "Releasees"), from any and all claims, demands, suits, judgments, damages, actions and liabilities of every name and nature whatsoever, whenever occurring, whether known or unknown, contingent or fixed, at law or in equity, that I may suffer at any time arising from or in connection with the Activity, including any injury or harm to me, my death, or damage to my property (collectively "Liabilities"), and I agree to defend, indemnify, and save Releasees harmless from and against any and all Liabilities.

As the undersigned Releasor, I recognize that this Release means I am giving up, among other things, all rights to sue Releasees for injuries, damages or losses I may incur. I also understand that this Release binds my heirs, executors, administrators, legal representatives and assigns, as well as myself. I also affirm that I have adequate medical or health insurance to cover any medical assistance I may require.

I agree that this Release shall be governed for all purposes by Massachusetts law, without regard to such law on choice of law.

I have read this entire Release. I fully understand the entire Release and acknowledge that I have had the opportunity to review this Release with an attorney of my choosing if I so desire, and I agree to be legally bound by the Release.

THIS IS A RELEASE OF YOUR RIGHTS, READ CAREFULLY AND UNDERSTAND BEFORE SIGNING.

(Releasor's Signature)

(Parent's Signature, if Signatory is minor)

(Print Name)

(Print Name)

(Date)

¹ The description of the Activity expressly includes any extensions of time, changes or modifications of the Activity, whether planned or not planned.

EXHIBIT A

This liability release form is for the fifth annual Massachusetts Institute of Technology Model United Nations Conference (also known as "MITMUNC" and heretofore referred to as the "Activity"). The dates of the Activity are February 7-9, 2014.



**TOWN OF HAMILTON
Conservation Commission**

November 22, 2013

Dr. Celeste Bowler, Assistant Superintendent of Schools for Learning
HWRSD

By email attachment

RE: Mass Audubon/HWRSD 2013-2014 Environmental Education Program

Dear Dr. Bowler:

At the Hamilton Conservation Commission's regularly scheduled and publicly posted meeting held on November 20, 2013, with a quorum present (Acting Chair Virginia Cookson, Peter Dana, George Tarr and Stacy Carpenter) the Commission unanimously voted to authorize expenditure of funds from the Hamilton Conservation Fund to cover the Hamilton share of costs for the 2013-2014 Mass Audubon environmental education program as described in a document from HWRSD dated 11/6/13 and entitled "**Hamilton-Wenham Environmental Education Proposal 2013-2014**".

The budgeted cost for Hamilton listed in that document is \$4,379.431.

After the vote the Commission indicated that they would entertain further discussion and review of the budget dependent on the outcome of HWRSD's discussions with Wenham Conservation Commission.

Very truly yours,

A handwritten signature in black ink, appearing to read "James M. Hankin". The signature is fluid and cursive, with a large initial "J" and "H".

James M. Hankin
Hamilton Conservation Commission Coordinator

Bunk, Donna

From: Harvey, Michael
Sent: Friday, November 22, 2013 1:52 PM
To: Bunk, Donna
Subject: FW: Edfund Grants Awarded (Please share with staff)

From: Donna Gourdeau [<mailto:dfgourdeau@gourdeau.com>]
Sent: Thursday, October 24, 2013 10:50 PM
To: Tracy, Eric; Hughes, John; Menegoni, Bryan; Reynolds, Christy; Clifford, Jennifer; Heath, Christopher; O'Donoghue, Brian
Cc: Harvey, Michael; Bowler, Celeste; coopjim117@gmail.com
Subject: Edfund Grants Awarded (Please share with staff)

PRINCIPALS-PLEASE SHARE WITH YOUR STAFF

The Edfund is pleased to report the following grants were approved by the Edfund board and grant committee this week:

| <u>Grant Title</u> | <u>Amount</u> | <u>Grant Applicant</u> | <u>School</u> |
|--|---------------|------------------------|-------------------------------|
| Exo Labs Focus Microscope Cameras for Ipad | \$3,414.00 | Bennett Ahearn | HWRHS |
| Elementary Supplemental Resources for Olweus Bullying Prevention Program | \$1,000.00 | Dolly McIlvaine | Buker, Cutler and Winthrop |

Congratulations to Bennett and Dolly!

If you are inspired, review the Edfund Grant Criteria and Application at <http://hwedfund.org/applications-criteria.htm> and shoot me an email to discuss an idea. The process is easy! The Edfund is committed to supporting initiatives that grant advantage to Hamilton Wenham teachers and students. Thank you for all your efforts on behalf of our students.

Sincerely,

Donna Gourdeau
 Chair, Edfund Grant Subcommittee
edfundgrants@gmail.com

MEMORANDUM OF AGREEMENT

BETWEEN

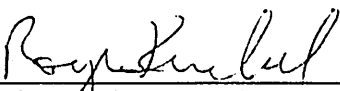
HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

AND

HAMILTON WENHAM REGIONAL EDUCATION ASSOCIATION
(UNIT C – NURSES)

Except as indicated herein, the agreement between the parties effective July 1, 2009 through June 30, 2012 shall continue in full force and effect.

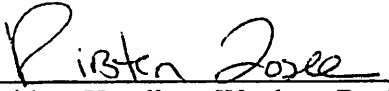
1. Effective August 26, 2013, Joanne Hobbs will be placed on B-33 Masters Scale Step 11. (\$68,875) of the Teachers' salary schedule.
2. Article 7.7.1 Professional Days. Add the following paragraph:
Nurses will be provided nurse-related professional development during Wednesday afternoon early release days or will be permitted to obtain their own professional development during these allocated times.
3. The Committee agrees to engage in discussions with the Teachers' Association in the upcoming round of negotiations about including the Nurses in the Teachers' collective bargaining agreement. However, by agreeing to engage in these discussions, the School Committee is not agreeing that the Nurses will receive all the terms and conditions and benefits that the teachers receive.



Chair, Hamilton-Wenham Regional
School Committee

11/14/13

Date



President Hamilton-Wenham Regional
Education Association

11/7/13

Date



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

FY15 Superintendent's Budget Recommendation School Committee Presentation December 5, 2013

Prepared by:

Dr. Michael Harvey, Superintendent of Schools

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration



FY15 Budget

Superintendent's Recommendation

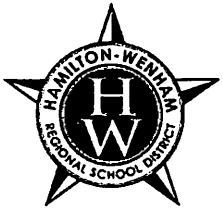
Level Service PLUS an investment in Priorities & Big Ideas

What Does “Level Service” Mean?

Level Service is a continuation of the current programs and staffing of the District.

For FY15, Level Service translates into a spending decrease in Gross Operating Expenses of \$150K or <0.53%> over FY14 Budgeted levels which is primarily driven by:

- 1) a \$634K reduction in Fringe Costs (e.g. Healthcare)
- 2) offset by a \$484K increase in School & Support Program Operating Costs (e.g. STEP and Degree Changes)



FY15 Budget

Superintendent's Recommendation (Cont')

Level Service PLUS an investment in Priorities & Big Ideas

What Does investing in “Priorities & Big Ideas” Mean?

Provide the targeted funding necessary to better position the District to achieve its goals & objectives as provided for in the “Strategic Blueprint, 2013-2018 ”, including directed investments in people, programs, & technology.

For FY15, the Leadership Team has developed a detailed list (included herein) of specific School & Support Program Priorities & Big Ideas for consideration as potential “Overlays” to the Level Service Budget.



FY15 Budget: Level Service

Key Assumptions

- Salary Costs
 - Reflects a 0% Base Salary increase for all personnel.
 - Incorporates all other contractual obligations related to changes in compensation (e.g. STEP and Degree changes).
 - No new positions or stipends.
 - Level funding of all Grants as compared to FY14, including SPED, Title I & II.
- Operating Costs
 - Level funding the majority of operating accounts as compared to FY14.
 - Exceptions to level funding include:
 - Fringe Accounts, including Healthcare.
 - Transportation costs, including SPED.
 - Out-of-District Tuition rates.
 - No new Services.
 - No new Programs.



FY15 Budget

Level Service Net Operating Budget

| General Fund Operating Expenses | | | | | |
|--|----------------------|----------------------|----------------------|---------------------|--------------|
| | FY13 | FY14 ADJ | FY15 BUD | Difference | |
| Operating Expense - Gross, before offests | \$ 28,884,086 | \$ 28,293,786 | \$ 28,143,856 | \$ (149,930) | -0.5% |
| Expense Offsets | | | | | |
| | FY13 | FY14 ADJ | FY15 BUD | Difference | |
| <i>Recurring Offsets</i> | | | | | |
| School Choice | \$ 500,000 | \$ 550,000 | \$ 550,000 | \$ - | 0.0% |
| KDG/Preschool Tuition | \$ 220,000 | \$ 214,000 | \$ 214,000 | \$ - | 0.0% |
| Special Needs Tuition | \$ 30,200 | \$ 30,200 | \$ 30,200 | \$ - | 0.0% |
| Facilities Rental | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 0.0% |
| Circuit Breaker Offset | \$ 250,000 | \$ 375,000 | \$ 375,000 | \$ - | 0.0% |
| | \$ 1,002,200 | \$ 1,171,200 | \$ 1,171,200 | \$ - | 0.0% |
| <i>One-Time Offsets</i> | | | | | |
| Other Revolving Accounts | \$ 592,698 | \$ - | \$ - | \$ - | |
| Total Offsets | \$ 1,594,898 | \$ 1,171,200 | \$ 1,171,200 | \$ - | 0.0% |
| NET OPERATING BUDGET: LEVEL SERVICE | \$ 27,289,188 | \$ 27,122,586 | \$ 26,972,656 | \$ (149,930) | -0.6% |



FY15 Budget

Recommended: Adjusted Net Target

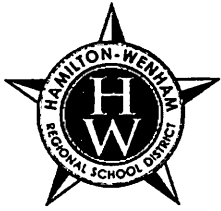
| Total Expenses | | | | | | |
|--|---------------|---------------|---------------|--------------|--|--------|
| | FY13 | FY14 ADJ | FY15 BUD | Difference | | |
| Operating Expense - Gross, before offsets | \$ 28,884,086 | \$ 28,293,786 | \$ 28,143,856 | \$ (149,930) | | -0.5% |
| Expense Offsets | \$ 1,594,898 | \$ 1,171,200 | \$ 1,171,200 | \$ - | | 0.0% |
| General Operating Expenses (after Offsets) | \$ 27,289,188 | \$ 27,122,586 | \$ 26,972,656 | \$ (149,930) | | -0.6% |
| Debt Service Expense | \$ 1,841,232 | \$ 1,841,735 | \$ 1,970,392 | \$ 128,657 | | 7.0% |
| TOTAL EXPENDITURES | \$ 29,130,420 | \$ 28,964,321 | \$ 28,943,048 | \$ (21,273) | | -0.1% |
| | | | | | | |
| Total Funding Sources | | | | | | |
| | FY13 | FY 14 ADJ | FY15 BUD | Difference | | |
| Revenues | | | | | | |
| Chapter 70-Base Aid | \$ 3,253,000 | \$ 3,370,416 | \$ 3,370,416 | \$ - | | 0.0% |
| MSBA Debt Service Reimbursement | \$ 1,132,065 | \$ 1,132,065 | \$ 1,132,065 | \$ - | | 0.0% |
| State Transportation Reimbursement | \$ 251,000 | \$ 251,000 | \$ 290,000 | \$ 39,000 | | 15.5% |
| Medicaid Reimbursement | \$ 85,000 | \$ 85,000 | \$ 85,000 | \$ - | | 0.0% |
| Interest Income | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ - | | 0.0% |
| Total Revenues | \$ 4,725,065 | \$ 4,842,481 | \$ 4,881,481 | \$ 39,000 | | 0.8% |
| | | | | | | |
| Transfers In From Other Funds | | | | | | |
| Excess and Deficiency | \$ 1,491,000 | \$ 596,477 | \$ 1,500,000 | \$ 903,523 | | 151.5% |
| Total Transfers | \$ 1,491,000 | \$ 596,477 | \$ 1,500,000 | \$ 903,523 | | 151.5% |
| | | | | | | |
| Total Funding Sources | \$ 6,216,065 | \$ 5,438,958 | \$ 6,381,481 | \$ 942,523 | | 17.3% |
| | | | | | | |
| Total Expenditures | \$ 29,130,420 | \$ 28,964,321 | \$ 28,943,048 | \$ (21,273) | | -0.1% |
| Less Total Funding Sources | \$ 6,216,065 | \$ 5,438,958 | \$ 6,381,481 | \$ 942,523 | | 17.3% |
| NET TARGET: LEVEL SERVICE | \$ 22,914,355 | \$ 23,525,363 | \$ 22,561,567 | \$ (963,796) | | -4.1% |
| | | | | | | |
| PLUS RECOMMENDED PRIORITIES & BIG IDEAS | \$ - | \$ - | \$ 1,200,000 | | | |
| | | | | | | |
| ADJUSTED NET TARGET | \$ 22,914,355 | \$ 23,525,363 | \$ 23,761,567 | \$ 236,204 | | 1.0% |



FY15 Budget

Overlays: Priorities & Big Ideas

| School/Function | Requester | Description | Amount | |
|--|---------------------------|--|-----------|------------------|
| RHS | Eric T. | New Furniture and Equipment | \$ | 57,000 |
| Technology | Alan T. | Instructional Classroom Technology Upgrades | \$ | 204,573 |
| Technology | Alan T. | Network Upgrades: Add HS Wireless Access Points and New District Core Switch | \$ | 24,000 |
| Technology | Alan T. | Phone System Replacements: Cutler & Winthrop | \$ | 56,600 |
| Athletics | Craig G. | Refinish HS Gymnasium Floor | \$ | 20,000 |
| Athletics | Craig G. | Various Other Field/Facility Improvements: Fencing, Netting, & Fields | \$ | 15,000 |
| Maintenance | All | Maintenance & Facilities: School Security Enhancements | \$ | 197,025 |
| Maintenance | All | Maintenance & Facilities: Special Projects Buildings & Maintenance | \$ | 217,424 |
| Subtotal One Time Expenditures: | | | \$ | 791,622 |
| District-wide | Mike H. | Innovation Fund | \$ | 75,000 |
| District-wide | Mike H. | 1% Increase on All Salaries (from 0% to 1%) | \$ | 178,348 |
| District-wide | Mike H. | 1% Increase on All Salaries (from 1% to 2%) | \$ | 180,131 |
| Elementary Schools | Elementary Principals | Full Day Kindergarten for All Students | \$ | 336,794 |
| Elementary Schools | Elementary Principals | K-5 Literacy Coordinator (New Role) | \$ | 80,000 |
| Elementary Schools | Elementary Principals | K-5 Math Coordinator (Redefine Existing Role) | \$ | 10,000 |
| MRMS/RHS | Mike H., Eric T., John H. | Add Second Foreign Language Option | | TBD |
| RHS | Eric T. | Classroom Technology Integration Specialist (New) | \$ | 60,000 |
| RHS | Eric T. | Add PD to support Curriculum and Differentiated Instruction Initiatives | \$ | 31,000 |
| RHS | Eric T. | Add Middlebury Interactive Language Program Pilot to Curriculum | \$ | 15,600 |
| RHS/District | Eric T. and Alan T. | IT Support Specialist (New) | \$ | 60,000 |
| RHS | Mike H. and Eric T. | Revise 6 - 12 Model - Curriculum & Administration | | TBD |
| RHS | Mike H. & S.C. | Changes to School Choice Model | | TBD |
| Human Resources | Cindy K. | HR Programs, including Fingerprinting All Staff | \$ | 41,750 |
| C&I | Celeste | C&I On-line Programs, including OASYS, PALS, ASPEN | \$ | 12,268 |
| C&I | Celeste | C&I Mats & Supplies to support on-going curricula changes | \$ | 10,000 |
| Maintenance | All | Maintenance & Facilities: Collins Center Implementation | | TBD |
| Maintenance | Rick S | FT Maintenance Worker (New) | \$ | 40,000 |
| Finance & Administration | Jeff S. | F&A Admin Assistant (Add 0.5 FTE) | \$ | 25,000 |
| Finance & Administration | Jeff S. | Entry Level Accountant (New) | \$ | 45,000 |
| Athletics | Mike H. and Jeff S. | Fund an additional 10% of Athletic Program Costs (to 40%) | \$ | 47,000 |
| Subtotal Recurring Expenditures: | | | \$ | 1,247,891 |
| TOTAL PRIORITIES & BIG IDEAS: | | | \$ | 2,039,513 |



FY15 Budget

Timeline & Next Steps

Completed:

- December 5, 2013: Superintendent's Recommended Budget Presentation

Scheduled:

- December 19, 2013: Presentations on Overlays to FY15 Budget
- January 9, 2014: School Committee Adopts Tentative FY15 Budget
- January 13, 2014: Mail Tentative FY15 Budget to Towns
- January 13, 2014: Advertise FY15 Budget Public Hearing
- January 23, 2014: Public Hearing on School Committee's FY15 Budget
- February 13, 2014: School Committee votes to Adopt FY15 Budget
- April 5, 2014: Hamilton and Wenham Annual Town Meetings

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT G

Anti-Fraternization Policy

Staff must be aware of the imbalance of power that exists in relationships between staff and students. Staff is 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.

Policy Review: 1st Reading: December 5, 2013
2nd Reading

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Roger Kuebel
(Original Signature on file in the Superintendent's Office)

We appreciate the opportunity to be of service to the Hamilton-Wenham Regional School District and believe this letter accurately summarizes the significant terms of our engagement. If management agrees with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Powers & Sullivan, LLC

RESPONSE:

This letter correctly sets forth the understanding of the Hamilton-Wenham Regional School District.

By: _____

Date: _____



100 Quannapowitt Parkway

Suite 101

Wakefield, MA 01880

T. 781-914-1700

F. 781-914-1701

www.powersandsullivan.com

Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

We are pleased to confirm our understanding of the services we are to provide the Hamilton-Wenham Regional School District for the fiscal years ended June 30, 2014, 2015 and 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of the Hamilton-Wenham Regional School District as of and for the fiscal years ended June 30, 2014, 2015 and 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of revenues, expenditures and changes in fund balance – general fund – budget and actual.
- 3) Supplementary pension, other postemployment benefits information and combining fund statements.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principle and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 2003; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, including the schedule of expenditures of federal awards, but the responsibility for the financial statements remains with you. As part of our engagement, we may propose standard, adjusting or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting and compliance, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the start of the next year's audit.

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. Also, as part of the audit we will prepare a draft of your financial statements and related notes. In accordance with Government Auditing Standards, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a competent management-level employee to be responsible and accountable for overseeing those services.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. As required by the Single Audit Act Amendments of 2003 and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing and extent of our auditing procedures for the purpose of expressing our opinions on the Hamilton-Wenham Regional School District's financial statements and on its compliance with requirements applicable to major programs.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by Government Auditing Standards and OMB Circular A-133.

Audit Procedures—Compliance

Our audit will be conducted in accordance with the standards referred to in the section titled Audit Objectives. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Hamilton-Wenham Regional School District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Hamilton-Wenham Regional School District's major programs. The purpose of those procedures will be to express an opinion on the Hamilton-Wenham Regional School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees and Timing

We understand that we will work with your employees to prepare all cash, accounts receivable or other confirmations we request and will locate any invoices selected by us for testing. We will meet with your employees each year to discuss the information we will need you to complete in order for us to conduct the audit.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the Hamilton-Wenham Regional School District; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The work papers for this engagement are the property of Powers & Sullivan, LLC and constitute confidential information. However, we may be requested to make certain work papers available to a Cognizant or Grantor Agency pursuant to authority given to it by law or regulation. If requested, access to such workpapers will be provided under the supervision of Powers & Sullivan, LLC personnel after written permission is received from the Hamilton-Wenham Regional School District. If substantial time is required we will bill you at our standard rates. Furthermore, upon request, we may provide photocopies of selected workpapers to a Cognizant or Grantor Agency. The Cognizant or Grantor Agency may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The workpapers for this engagement will be retained for a minimum of three years after the date the auditors' report is issued or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the workpapers.

Our audit fee will be \$24,000 per fiscal year.

The fees includes out-of-pocket costs (such as report reproduction, typing, postage, travel, copies, telephone, etc.) and is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. The fee includes 30 copies of the financial statements and related reports. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our peer review report is on our website www.powersandsullivan.com.

We appreciate the opportunity to be of service to the Hamilton-Wenham Regional School District and believe this letter accurately summarizes the significant terms of our engagement. If management agrees with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in cursive script that reads "Powers & Sullivan, LLC".

Powers & Sullivan, LLC

RESPONSE:

This letter correctly sets forth the understanding of the Hamilton-Wenham Regional School District.

By: _____

Date: _____

Powers & Sullivan, LLC

Certified Public Accountants



100 Quannapowitt Parkway

Suite 101

Wakefield, MA 01880

T. 781-914-1700

F. 781-914-1701

www.powersandsullivan.com

Engagement Letter

Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984

We are pleased to confirm our understanding of the services we are to provide the Hamilton-Wenham Regional School District for the fiscal years ended June 30, 2014, 2015 and 2016. We will complete the Commonwealth of Massachusetts Department of Elementary and Secondary Education (DESE) End-of-Year Financial Report Engagement for the fiscal years ended June 30, 2014, 2015 and 2016. This engagement will be completed in the January – March time period and the final report issued by March 31st.

The DESE currently requires all schools Districts to engage an independent audit firm to complete either an agreed-upon procedure or compliance audit engagement related to the End-of-Year Financial Report. We will complete the agreed-upon procedure engagement in accordance with the DESE's Compliance Supplement for each year. Our fee for these services will be \$3,500 per year.

We appreciate the opportunity to be of service to the Hamilton-Wenham Regional School District and believe this letter accurately summarizes the significant terms of our engagement. If management agrees with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Powers & Sullivan, LLC

RESPONSE:

This letter correctly sets forth the understanding of the Hamilton-Wenham Regional School District.

By: _____

Date: _____

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT H

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

Policy Review: 1st Reading: October 17, 2013
2nd Reading: December 5, 2013

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Roger Kuebel
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT I

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.

Policy Review: 1st Reading: September 19, 2013
2nd Reading: December 5, 2013

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Roger Kuebel
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

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.

Policy Review: 1st Reading: September 19, 2013
2nd Reading: December 5, 2013

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Roger Kuebel
(Original Signature on file in the Superintendent's Office)