

Hamilton-Wenham Regional School District Committee

Jan. 6, 2014

Minutes

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

Roger Kuebel opened the meeting at 7:07 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, Larry Swartz, Bill Wilson

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Jeff Sands, Assistant Superintendent for Finance & Administration; Richard Shruhan, Director of Facilities

ABSENT:

None.

CITIZENS' CONCERNS:

None.

CHAIR'S REPORT:

None.

CONSENT AGENDA:

Minutes of December 19, 2013

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. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

SUPERINTENDENT'S REPORT:

None.

COMMITTEE REPORTS:

Audit

None.

Facilities

None.

Negotiations

This group met in executive session the week prior to this meeting. It has requested an initial meeting with the teachers' union on Jan. 16. During negotiations members of this group are to brief the full School Committee in executive session when appropriate.

Policy

Discussion deferred until later in meeting.

Warrant

None.

Student Rep.

Not present.

Other

Dr. Harvey noted that the report on the school choice program is posted on the district website, and can be located by typing "choice" into the search box, or via a dropdown menu under "superintendent's reports." The Committee's Jan.16 meeting is to include time for public comment on this issue.

The Master Plan Subcommittee is reviewing drafts of documents and will soon arrange dates for public comment on them; the groups next meeting is scheduled for Jan. 15. B. Dery noted the Hamilton Planning Board was to discuss related issues at its Jan. 7 meeting.

OLD BUSINESS:

2nd Reading of Policies

Discussion of proposed new policies, or revisions of existing policies, centered on whether the text was so self-evident that such a policy was unnecessary. B. Dery questioned enacting policies that restate what are already statutory requirements. B. Lawrence and others said the very basic policy statements would provide "something to measure against," and a basis for the administration's subsequent development of procedures.

*Facilities & Operations Support
Services Goals*

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FACILITIES & OPERATIONS SUPPORT SERVICES GOALS POLICY AS PRESENTED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 7-2-0-0. (B. Dery and R. Kuebel voted no.)

Facilities Development

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FACILITIES DEVELOPMENT POLICY AS PRESENTED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 7-1-1-0. (Bill Dery voted no; R. Kuebel abstained.)

Renovation & Construction

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE RENOVATION & CONSTRUCTION POLICY AS PRESENTED. SEAN CONDON SECONDED THE MOTION. THE MOTION PASSED 7-2-0-0. (B. Dery and R. Kuebel voted no.)

Enrollment Projections

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ENROLLMENT PROJECTIONS POLICY AS PRESENTED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 6-3-0-0. (B. Dery, R. Kuebel and B. Wilson voted no.)

Public Information Program

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

At L. Swartz' suggestion, the Committee agreed by general consent to change School Committees to School Committee in line 1 of the policy. R. Kuebel suggested the Committee adopt one broader policy about all aspects of public information, rather than multiple policies specific to particular aspects of district operations.

THE MOTION PASSED 5-4-0-0. (Deb Evans, Roger Kuebel, William Dery, and Jeanise Bertrand voted no.)

Investment in Sites

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

Brief discussion took place in which R. Kuebel said the proposed text did not sound like a policy; B. Lawrence said it expressed the ideal that the district should work together with its member Towns.

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE AMEND THE MOTION TO SUBSTITUTE THIS PHRASING FOR THE PROPOSED POLICY; THE SCHOOL COMMITTEE SHALL SEEK TO COLLABORATE WITH THE BOARDS OF SELECTMEN AS WELL AS PERTINENT BOARDS AND COMMITTEES ON THE SELECTION AND ACQUISITION OF SITES. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION TO AMEND PASSED UNANIMOUSLY (9-0-0-0).

THE MOTION AS AMENDED PASSED 7-2-0-0. (B. Dery and R. Kuebel voted no.)

Memorials for Deceased Students or Staff

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MEMORIALS FOR DECEASED STUDENTS OR STAFF POLICY AS PRESENTED. SHEILA MACDONALD SECONDED THE MOTION.

In discussion, Committee members noted that this draft language would prohibit the placement of a memorial plaque, and some memorial items already in place in district schools would be in violation were the draft language approved; some said the draft language was too broad. Dr. Harvey requested some policy guidance on this issue. The Committee voted informally 7-2 (B. Lawrence and S. MacDonald dissenting) to postpone action on the motion; R. Kuebel asked members to provide

input to the Policy Working Group via email to Dr. Harvey about what they would prefer for such a policy to state.

Property Insurance Program

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE PROPERTY INSURANCE POLICY AS PRESENTED. SEAN CONDON SECONDED THE MOTION.

In brief discussion the Committee agreed by general consent to amend the draft text to indicate that insurance is to be "annually reviewed" as well as "maintained" as was already stated in the draft. R. Kuebel recommended instead adopting a single policy that would refer to all insurance the district carries.

THE MOTION PASSED 6-3-0-0. (J. Bertrand, B. Dery and R. Kuebel voted no.)

Maintenance & Control of Equipment

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MAINTENANCE & CONTROL OF EQUIPMENT POLICY AS PRESENTED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 7-2-0-0. (B. Dery and R. Kuebel voted no.)

Maintenance Records

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MAINTENANCE RECORDS POLICY AS PRESENTED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 8-1-0-0. (B. Dery voted no.)

NEW BUSINESS:

Review Maintenance projects in Tier 1

J. Sands, R. Shruhan and Dr. Harvey provided details about some of the maintenance projects listed on a spreadsheet (appended to these minutes), some of which are included in the draft FY15 level services budget, and others of which are not in the budget. Extensive discussion touched in whether some purchases and projects were necessary; whether to hire additional maintenance staff, and if so, how many; the status of planning for a joint DPW with the Towns, and whether while that is pending, staffing changes should take place at the district level; cost estimates for projects, additional staffing, and vehicles and equipment; and what tasks inhouse maintenance staff could handle, and what tasks would still require the hiring of licensed plumbers and electricians. After reviewing the proposed Buker School maintenance projects in detail the Committee decided to postpone further review until a future meeting. J. Sands recommended hiring 2 maintenance generalists. The Committee asked him to present financial projections at a future meeting of the what it would cost (in personnel expenses, vehicle and equipment expenses, and other costs) to add 2 such positions, and to add 4. The Committee also asked him to estimate how

hiring such staff might offset some expenses of the proposed maintenance projects listed on the "Yearly Maintenance" spreadsheet.

B. Dery proposed two additional projects:

1. replacement of heat exchangers in the floors of Winthrop School, on a phased schedule of 4 a year at an estimated cost of \$10,000 each; he proposed using \$40,000 from the Excess and Deficiency account to begin this during summer 2014.
2. replacement of sinks, counters and water bubblers in the Winthrop classrooms at a total estimated cost of \$50,000 if performed by contractors, or \$24,000 if performed by district maintenance staff if workers are hired per the prior discussion.

Discussion of these proposed projects was deferred to a future meeting.

Review Tier 2 and Tier 3
Proposed Budget Overlays

Discussion postponed.

Discussion of Tier 1 Initiatives

Discussion postponed.

VOTE TO ADJOURN:

BILL DERY MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. BILL WILSON SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

The meeting adjourned at 9:40 p.m.

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

Hamilton Wenham Regional School District FY15 Budget Summary:
Priorities & Big Ideas Overlays (1 page)
Yearly Maintenance (undated spreadsheet, by building) (2 pages)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary