



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

AGENDA

1. Call to Order 7:30
2. Pledge of Allegiance
3. Citizens' Concerns 7:05
4. Chair's Report 7:30

5. Consent Agenda 7:45
Minutes of December 19, 2013 Exhibit A

6. Superintendent's Report

7. Committee Reports 8:00
 - a. Audit
 - b. Facilities
 - c. Negotiations
 - d. Policy
 - e. Warrant
 - f. Student Rep.
 - g. Other

8. Old Business
 - A. 2nd Reading of Policies
 1. Facilities & Operations Support Services Goals Exhibit B
 2. Facilities Development Exhibit C
 3. Renovation & Construction Exhibit D
 4. Enrollment Projections Exhibit E
 5. Public Information Program Exhibit F
 6. Investment in Sites Exhibit G
 7. Memorials for Deceased Students or Staff Exhibit H
 8. Property Insurance Program Exhibit I
 9. Maintenance & Control of Equipment Exhibit J
 10. Maintenance Records Exhibit K

9. New Business 8:15
 - A. Review Maintenance projects in Tier 1
 - B. Review Tier 2 and Tier 3 Proposed Budget Overlays
 - C. Discussion of Tier 1 Initiatives

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

Dec. 19, 2013

Minutes

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

Roger Kuebel opened the meeting at 7:12 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 (7:30)

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Jeff Sands, Assistant Superintendent for Finance & Administration; Alan Taupier, Director of Instructional Technology; Eric Tracy, HWRHS Principal; Bryan Menegoni, HWRHS Associate Principal; John Hughes, Miles River Middle School Interim Principal; Christy Reynolds, Miles River Assistant Principal; Jennifer Clifford, Cutler Elementary School Principal; Christopher Heath, Winthrop Elementary School Principal; Brian O'Donoghue, Bessie Buker Elementary School Principal; Kathy Harris, Director of Student Services

ABSENT:

None.

CITIZENS' CONCERNS:

None.

SUPERINTENDENT'S REPORT:

Dr. Harvey noted that Dec. 20 is the last day of school prior to a two-week winter recess.

CHAIR'S REPORT:

R. Kuebel said the Committee would meet more frequently in January, during "budget season," and that the Master Plan Committee continues to meet, and desires community feedback.

CONSENT AGENDA:

Minutes of December 5, 2013
Appointment of David W. Ketcham as
School Committee member of the Essex
North Shore Agricultural & Technical
School District
Acceptance of \$3,200 from HW Edfund
for Social Responsibility Grant

**DEB EVANS 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 8-0-0-1.**

COMMITTEE REPORTS:

Audit

None.

Facilities Wenham and Hamilton voters approved a debt exclusion; capital projects are to proceed. Dr. Harvey said he reviewed project budgets with the Massachusetts School Building Administration (MSBA) and HWRSD's funding request is on the agenda for an MSBA board vote on Jan. 29. The percentage of project funding the MSBA offers has edged up about 1%, to 44.46%.

Negotiations None.

Policy Discussion deferred until later in meeting.

Warrant None

Student Rep. Chase Schaub said a toy drive at the high school met its goal.

Building B. Dery said trench drainage and an ADA ramp would be installed in the spring; most other scheduled work has taken place.

Master Plan Dr. Harvey said this group is meeting every other week, and is to meet next on Jan. 6. During January it will seek community feedback.

OLD BUSINESS:

2nd Reading of Policies

Staff/Student Fraternization

S. MacDonald noted the original policy was longer; this proposed revision was uncontroversial during its first reading at a prior meeting.

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE STAFF/STUDENT FRATERNIZATION POLICY AS PRESENTED. SEAN CONDON SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

NEW BUSINESS:

Budget Overlay Discussion

Developing FY15 Budget Discussion

Dr. Harvey gave a PowerPoint presentation on his draft budget with level services. (The PowerPoint slides are appended to these minutes.) This presentation was integrated with discussion of "big ideas," proposed new initiatives the Committee invited the leadership team to detail early in the FY15 budget process, for discussion; none are in the draft FY15 budget. (Related documents appended to these minutes are HWRHS 1-1 Implementation Plan, and four handouts about full-day kindergarten.) Dr. Harvey said the leadership team agrees the highest priority "big ideas" are a "1 to 1" technology program at the high school, reinstatement of the team teaching model at Miles River, and transitioning to full-day kindergarten for all students.

E. Tracy briefed the Committee about the proposed 1-1 technology program, in which all 9th and 10th graders would have iPad Airs (through leases arranged by the district and paid by families at a cost of \$20 to \$24 per month), and teachers would receive extensive training about how to revamp teaching to best utilize this technology. His

presentation and discussion that followed touched on topics including these: the educational rationale and expected impact; proposed training and implementation; other districts' programs; costs to families, and assistance for those for whom the cost would be prohibitive; the district's existing hardware, software, high school computer lab, and network, and the proposed changes and additions for FY15; whether existing staff participating this year in a pilot of this program could train of other faculty; and the line items of the proposed project budget. L. Swartz and B. Dery asked for a long-range technology plan and noted that the Committee has been requesting this for some time.

E. Tracy also proposed expanding the existing "virtual high school" to offer online courses in four languages. Discussion touched on appropriateness at the middle and high school levels; the quality of the courses, and differences between online and "live" instruction in languages; and the courses' emphasis on language learning, with less cultural study than district's existing Spanish-only language program.

The elementary school principals expressed strong support for full day kindergarten for all students. Their presentation and discussion that followed touched on topics including educational research that supports it; the high proportion of Massachusetts district that use this model; changes in state standards that call for higher level thinking, and their impact the kindergarten experience for students in part-day classes; budget projections; and the projected long-term impact of full-day kindergarten.

Discussion also touched on the school choice program; Dr. Harvey said he hears regularly from out-of-district families interested in applying, and said the Committee should decide whether or not to participate in 2014-15 (and if so, how many students to admit) in time for the district to post information on the website by Feb. 1.

The Committee reviewed a calendar of meetings dates on every Thursday in January, and the agendized topics for each one, and made several adjustments. Proposed "big ideas" are slated for discussion Jan. 2 and 9.

Appointment of Liaison for Turf Field Study Group

D. Evans said the Committee has been invited to appoint a member to serve on a community study committee exploring the idea of creating a new turf field for youth sports, perhaps on the high school campus. Dr. Harvey expressed discomfort with the joint Recreation Department running a project to build something on school property. D. Evans and J. Bertrand volunteered to serve on the study committee.

1st Reading of Policies
Facilities & Operations Support
Services Goals
Facilities Development

B. Lawrence recapped the process by which the Policy Working Group decided what existing policies to propose revising, and what new policies to propose. Discussion of the policies on the agenda for a first reading at this meeting centered on whether some of them may be

Renovation & Construction
Enrollment Projections
Public Information Program
Investment in Sites
Memorials for Deceased Students or Staff
Property Insurance Program
Maintenance & Control of Equipment
Maintenance Records

general statements that state the obvious; it also touched on the Committee's counsel's advice that these policies be moved forward, and their existence in some other districts the working group surveyed.

B. Dery said the district should have a policy re preventive maintenance; B. Lawrence said one would be recommended at the next meeting.

ADJOURNMENT:

SHEILA MACDONALD MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. BILL WILSON SECONDED THE MOTION PASSED BY GENERAL CONSENT.

The meeting adjourned at 10:12 p.m.

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

Hamilton Wenham Regional School District FY15 Budget Summary:
Priorities & Big Ideas Overlays (4 pages)
Letters from Bruce Ramsey to R. Kuebel, and to D. Ketcham, dated |
Dec. 13, 2013, re reappointment of David W. Ketcham to Essex
North Shore Agricultural & Technical School District School
Committee (2 pages)
FY15 Superintendent's Budget Recommendation School Committee
Presentation (updated, dated December 19, 2013) (10 slides)
HWRHS 1-1 Implementation Plan for 2014-15 school year (14 pages)
Kindergarten Study, Clark County School District (Nevada) (16 pages)
Massachusetts Standards for Kindergarten (English Language Arts,
Mathematics) (10 pages)
Tuition Rates for Full-Day Kindergarten by [MA] City/Town, 2012-
2013 School Years (map graphic published by Strategies for
Children) (1 page)
Full-Day Kindergarten Fact Sheet, published by Strategies for Children
(3 pages)
Draft policies: Anti-Fraternization, Facilities & Operational
Support Services Goals, Facilities Development Goals: Equity,
Renovation and New Construction, Enrollment Projections, Public
Information Program, Investment in Sites, Memorials for Deceased
Students or Staff, Property Insurance Program, Maintenance and
Control of Equipment, Maintenance Records (11 pages)
Change is Simple environmental program information related to Social
Responsibility Grant (3 pages)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT B

FACILITIES and OPERATIONAL SUPPORT SERVICES GOALS

The Hamilton-Wenham Regional School District will provide facilities, programs and services that support the educational goals of the District and promote the health and safety of students and staff in a cost-effective manner.

Policy Review: 1st Reading
2nd Reading

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 C

FACILITIES DEVELOPMENT GOALS: EQUITY

Facilities

(1) Every new school and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction, expansion or reconstruction will be available equally to all students thereof without regard to their race, color, sex, religion, sexual orientation, gender identity, disability, homelessness, or national origin.

(2) Each school shall provide males and females with equal facilities and conveniences within a school that are separated for reasons of privacy, e.g. showers, locker rooms, changing rooms, toilets and lavatories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.

LEGAL REF.: 963 CMR 2.00
603 CMP 6.07

Policy Review: 1st Reading
2nd Reading

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 D

RENOVATION and NEW CONSTRUCTION

The District will maintain and periodically review a school facilities plan developed to ensure that district facilities are appropriately designed and updated to reflect changing District needs. The Superintendent will establish procedures necessary to determine such needs.

In planning for any renovation or new construction of school facilities in Hamilton-Wenham the District shall comply with the terms of all applicable federal, state and local laws and regulations.

Legal References:

MGL 69:1B

603 CMR 38 et.seq.

70B et seq.

963 CMR 2 et seq

Policy Review: 1st Reading
2nd Reading

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 E

ENROLLMENT PROJECTIONS

For planning purposes, the School District will annually project school enrollments for up to five years.

Policy Review: 1st Reading
2nd Reading

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 F

PUBLIC INFORMATION PROGRAM

The School Committee will keep the public informed as to the processes to be followed in planning for needed school facilities.

The School Committees will assist the Facilities Working Group and Building Committee in providing information to the public. The School Committee agrees that the Superintendent shall support such action and so involve his/her staff to the extent time is available, in his/her judgment, to honor reasonable requests.

Policy Review: 1st Reading
2nd Reading

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 G

INVESTMENT IN SITES

The selection and acquisition of sites should result from close collaboration between the School Committee and the Boards of Selectmen as well as with pertinent committees appointed by the Towns.

Policy Review: 1st Reading
2nd Reading

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: Roger Kuebel
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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT H

MEMORIALS FOR DECEASED STUDENTS OR STAFF

The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community. As places designed primarily to support learning, however, school sites should not serve as permanent memorials for students or staff.

Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships or improvements such as benches, trees, and shrubs.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.

Policy Review: 1st Reading
2nd Reading

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

PROPERTY INSURANCE PROGRAM

The Superintendent shall ensure that adequate property and liability insurance is maintained on behalf of the School District.

Policy Review: 1st Reading
2nd Reading

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 J

MAINTENANCE and CONTROL OF EQUIPMENT

The Superintendent shall ensure that equipment, including any vehicles owned by the District, is periodically inspected and maintained in good working order. The Superintendent may place reasonable restrictions on equipment use.

Policy Review: 1st Reading
2nd Reading

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 K

MAINTENANCE RECORDS

To assure compliance with equipment contracts, the School Committee expects the Superintendent to establish procedures for maintaining adequate maintenance records.

Such records shall be kept in accordance with State and local laws and regulations and with good management practice.

Policy Review: 1st Reading
2nd Reading

Policy Adopted:

Vote:

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