



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## MEETING NOTICE

Name: School Committee Meeting  
Date: Thursday, March 6, 2014  
Time: 7:00 PM  
Location: Buker Multi-Purpose Room  
Signature: Deborah Evans, Hamilton-Wenham Regional School District Secretary

## AGENDA

1. **Call to Order** 7:00
2. Pledge of Allegiance
3. Citizens' Concerns 7:05
4. **Superintendent's Report** 7:30
  - a. MRMS Principal Search Update
  - b. Re-circulate Superintendent's Goals in anticipation of mid-cycle review Exhibit A
  - c. Operational Audit Report Update
5. **Consent Agenda** 7:50
  - a. Minutes of February 13, 2014 Exhibit B
  - b. Executive Session Minutes of January 30, 2014 Exhibit C
6. **Committee Reports** 8:00
  - a. Audit
  - b. Facilities
  - c. Negotiations
  - d. Policy
  - e. Warrant
  - f. Student Rep.
  - g. Other
8. **Old Business** 8:15
  - a. Review of SC 2013-2014 Goals Exhibit D
  - b. Policies – 2<sup>nd</sup> Reading
    - i. Naming Facilities Exhibit E
    - ii. Vehicle Idling – Review Exhibit F
9. **New Business** 8:45
  - a. Budget: Briefing on Saturday meeting of Hamilton Fin Com
  - b. Discuss revision District goals to incorporate MCAS Level 1, etc.
  - c. 2015 School Calendar Exhibit G1 & G2
  - d. Reserve Funds Policy Exhibit H
  - e. Policies - 1<sup>st</sup> Reading
    - i. Authorized Use of School-Owned Equipment Exhibit I
    - ii. Building & Grounds Inspections Exhibit J
    - iii. Building & Grounds Security Exhibit K
    - iv. Memorials for Deceased Students or Staff Exhibit L
    - v. Guidelines for Public Comment Exhibit M
  - f. Motion Regarding 2014 Use of E&D Funds Exhibit N
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

## Superintendent's Goals

Michael M. Harvey, Ed.D.

October 3, 2013

### Goal 1: Using Data to Improve Student Learning in the Hamilton-Wenham Regional School District

By the fall of 2014, the HWRSD will see an increase in the overall performance of all students and will narrow the proficiency gaps of identified subgroups.

#### Key Actions

1. Identify and train key teacher-leaders in the analysis of student learning data.
2. Review performance indicators with all building and District administrators.
3. Facilitate the institution of Data Teams at each building.
4. Support identified instructional practice improvements and individual student interventions.

#### Benchmarks

1. Staff Trainings held.
2. Performance review meetings held.
3. Schedule of Data Review Meetings.
4. FY14 Budget documents initiatives supported.
5. FY15 Budget supports planned initiatives.

## Goal 2: Implementing the Vision

By spring of 2014, the HWRSD will have made significant progress towards achieving the "Instructional Core Goals" set out in the 2013-2014 District Improvement Plan.

### Key Actions

1. Present the completed Strategic Blueprint Document to all HWRSD Faculty and disseminate document to stakeholders.
2. Present a draft of 2013-2014 District Improvement Plan that outlines the activities planned to move the District towards achieving the vision outlined in the Strategic Blueprint to the School Committee.
3. Present a mid-year progress report on achieving the District Improvement Goals.
4. Develop a FY15 District Budget that reflects the goals outlined in the Strategic Blueprint Document.
5. Present an end of year report on achievement of District Improvement Goals.
6. Review Strategic Blueprint Document and incorporate necessary revisions.

### Benchmarks

1. Presentations completed on schedule.
2. Budget initiatives are aligned with Strategic Blueprint Initiatives.
3. Reports show significant progress towards meeting District Improvement Plan Goals.
4. Revised Strategic Blueprint Document.

### Goal 3: New Superintendent Induction Program (Professional Practice)

Develop skills in strategy implementation, data analysis, and instructional leadership by completing the second year of the New Superintendent Induction Program and earning at least Proficient ratings on each major assignment.

#### Key Actions

1. Attend five daylong sessions.
2. Complete all assignments.
3. Consult with my assigned coach at least monthly.

#### Benchmarks

1. Calendar documents attendance and contact with coach (process).
2. Rubric rating on each assignment demonstrates proficiency (process and outcome).

**Hamilton-Wenham Regional School District Committee**

**Feb. 13, 2014**

**Minutes**

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

Roger Kuebel opened the meeting at 7:08 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 (7:12)

**ALSO PRESENT:**

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

**ABSENT:**

No one

**CITIZENS' CONCERNS:**

Richard Boroff of Hamilton (Moynihan Rd.) said candidates for public office are not to use publicly funded email accounts as a campaign tool; he referred the Committee to two relevant state publications.

**CHAIR'S REPORT:**

Presentation by North Shore United Way

Postponed

Meeting with joint BOS and FinComs

R. Kuebel reported that by the end of a 2/12 meeting with both Towns' finance committees and select boards, Town officials expressed near-unanimous support for the district budget as currently proposed. He said also that although Town officials last week asked the Committee to return excess funds to the Towns immediately, at the 2/12 meeting they said they have since learned this would be problematic; district officials and the Towns' administrative staff are to discuss the issues and formulate a mutually acceptable proposal and timeline. Committee members briefly discussed Town officials' desire for the district to be cautious about hiring maintenance staff and acquiring vehicles, and the Committee's desire for a proposed agreement for a joint Towns-district public works department to be detailed and protect the district's rights. Several members thanked R. Kuebel and Dr. Harvey for their presentation and interaction with Town officials at the 2/12 meeting.

**SUPERINTENDENT'S REPORT:**

Update on MRMS Principal Search

Dr. Harvey said the three finalists for the position of middle school principal each spent a day in the district and met with faculty, students, the leadership team, parents, and Dr. Harvey. Site visits to their current districts of employment are to take place in the week of Feb. 24. He forecast a hiring decision in early March.

Upcoming Events

Dr. Bowler gave details about spring programs at the public library and the Wenham Museum through the district's Coordinated Family Engagement Grant, and a weeklong STEM-themed summer day camp for students who will enter Grades 1 through 6 in the fall. Information about the programs is on the district website.

**CONSENT AGENDA:**

J. Bertrand asked for the vote on a proposed field trip to be removed from the consent agenda so she could ask a question about it.

Minutes of February 6, 2014 meeting

**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).**

Field Trip to Peru

J. Bertrand asked whether on field trips such as the proposed April 2015 trip to Peru, students are permitted to carry EpiPens and albuterol inhalers, or whether adults on the trip take charge of them. Discussion established that a district policy applies in the schools, but those present were uncertain whether it covers field trips, too. R. Kuebel suggested the Committee vote on the field trip, and subsequently address the medical policy.

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FIELD TRIP TO PERU. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).**

**COMMITTEE REPORTS:**

Audit

None

Facilities

None

Negotiations

L. Swartz reported that at a session prior to this meeting, both parties presented initial proposals. They set meeting dates and times for sessions to come.

Policy

None

Warrant

None

Student Representative

None

Other

None

**OLD BUSINESS:**

Discussion and possible motion on

R. Kuebel presented a chart he created to document the size of school

reducing the size of the School Committee committees in Massachusetts single-town school districts with populations of 25,000 and less. (The chart is appended to these minutes.) He noted that in the sample represented on the chart, only two districts have 9 members, and both are larger than HWRSD. He recommended the Committee ask Town Meeting voters to amend the regional district agreement to reduce the size of this committee to 7 members. He said legal counsel advises that this could be accomplished by not filling seats left vacant by resignations, and/or by reducing by one the number of seats to be filled by election in two different years that would result in the most even distribution possible of terms (such that in a three-year rotation, 3 members would be elected in one year, and 2 in each of the other years). The Committee discussed whether to recommend a committee of 5 members; several commented that an immediate change from 9 to 5 might be too abrupt. Discussion touched on topics including the amount of subcommittee work; this district's policy of electing all members district-wide versus the practice more common in other regional districts of each town's voters electing members from that town, to represent each town on the committee proportionate to population; past practice in this district; whether having an even number of members is workable; and the statutory requirement regarding how terms are staggered across multiple election years.

R. Kuebel said he is considering running for reelection this spring with the intention of, if reelected, then resigning upon the conclusion of teacher contract negotiations; he suggested that if the Town Meetings vote to reduce the size of the Committee, and he runs and is elected, his resignation could constitute a reduction by 1 of the Committee size.

R. Boroff requested permission to speak from the floor and was recognized by the chair. He commented on whether all existing subcommittees are needed, the volume of work the Committee now performs, the management style of the chair, and R. Kuebel's tentative plan to run and then resign, with which he took issue.

L. Swartz said he, too, is considering running for reelection and, if reelected, resigning after the contract and other important issues are resolved. His term and R. Kuebel's would expire in different years, because he was appointed earlier in this school year to an unexpired term; he noted that together, their resignations could reduce the Committee to 7. He said he and R. Kuebel discussed this prior to this meeting.

In a straw poll, B. Dery supported reducing the Committee to 5 members; others favored a reduction to 7.

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO RECOMMEND THE AMENDMENT OF THE AGREEMENT BETWEEN THE TOWN**

**OF HAMILTON AND WENHAM WITH RESPECT TO THE ESTABLISHMENT OF A REGIONAL SCHOOL DISTRICT SO AS TO REDUCE THE SIZE OF THE REGIONAL DISTRICT SCHOOL COMMITTEE FROM NINE (9) TO SEVEN (7) MEMBERS, AND MORE SPECIFICALLY TO REVISE SECTION 1, PARAGRAPH (B) THEREOF TO READ AS FOLLOWS:**

**"THE POWERS AND DUTIES OF THE REGIONAL SCHOOL DISTRICT SHALL BE VESTED IN AND EXERCISED BY A REGIONAL DISTRICT SCHOOL COMMITTEE, HEREINAFTER REFERRED TO AS THE COMMITTEE. ALL MEMBERS OF THE COMMITTEE SHALL SERVE UNTIL THEIR RESPECTIVE SUCCESSORS ARE ELECTED AND QUALIFIED. THE COMMITTEE, WHICH CONSISTED OF NINE (9) MEMBERS AS OF JANUARY 1, 2014, SHALL BE REDUCED AS FOLLOWS TO SEVEN (7) MEMBERS HAVING STAGGERED TERMS:**

**(a) NOTWITHSTANDING SECTION I, PARAGRAPH (H), NO VACANCIES ON THE COMMITTEE SHALL BE FILLED UNLESS SUCH VACANCY WOULD REDUCE THE NUMBER OF MEMBERS BELOW SEVEN (7).**

**(b) AT THE DISTRICT ELECTION IN 2015, THE NUMBER OF MEMBERS TO BE ELECTED SHALL BE SUCH AS TO BRING THE COMMITTEE TO A TOTAL OF EIGHT (8) MEMBERS. NOTWITHSTANDING THE PRECEDING SENTENCE, IF VACANCIES REDUCE THE NUMBER OF MEMBERS TO SEVEN (7) PRIOR TO THE 2015 ELECTION, THEN THE NUMBER ELECTED IN 2015 SHALL BE SUCH AS TO BRING THE COMMITTEE TO A TOTAL OF SEVEN (7).**

**(c) AT THE DISTRICT ELECTION IN 2016, THE NUMBER OF MEMBERS TO BE ELECTED SHALL BE SUCH AS TO BRING THE COMMITTEE TO A TOTAL OF SEVEN (7) MEMBERS.**

**(d) THEREAFTER THE SEVEN (7) MEMBERS OF THE COMMITTEE SHALL BE ELECTED IN STAGGERED TERMS, SUCH THAT EVERY THIRD YEAR THREE (3) MEMBERS SHALL BE ELECTED AND IN ALL OTHER YEARS TWO (2) MEMBERS SHALL BE ELECTED.**

**SHEILA MACDONALD SECONDED THE MOTION.**

Brief discussion touched on the likely mix of experienced and new Committee members, should a reduction in size be accomplished by the proposed mid-term resignations mentioned above. J. Bertrand said she favors keeping the committee size at 9.



**THE MOTION PASSED 8-1-0-0. (J. Bertrand voted no.)**

Committee secretary D. Evans said she would contact the two Towns' administrators about Annual Town Meeting warrant items re amendment of the regional agreement.

Dr. Harvey reported that the Town Clerks have withdrawn a proposal to alter the procedure for collection and verification of signatures on School Committee nomination papers. District staff will continue to verify these signatures, checking them against voter lists provided by the Town Clerks.

Discussion and possible motion regarding the use of E&D Funds      Postponed

**NEW BUSINESS:**

J. Sands recapped the superintendent's budget recommendation, which is unchanged from the version presented at the Committee's prior meeting. (He referred to PowerPoint slides, which were not projected at the meeting but which the Committee received hard copies of; the slides are appended to these minutes.) He and the superintendent recommend a \$485,000 increase in budgeted expenditures for FY15, a 1.8% increase over the FY14 forecast, to maintain existing staffing and services; they also recommend budgeting an additional \$1.21 million (a 2.8% increase over the FY14 forecast) to fund five "priority overlays": all-day kindergarten for all students, a "1 to 1" technology initiative for two high school grades, maintenance projects, technology upgrades district-wide, and funding for maintenance staff, equipment and vehicles. The proposed net budget increase (for a level services budget plus the priority overlays is \$1.21 million, a 4.6% increase compared to the FY14 forecast. The proposed FY15 budget is \$29,403,253.

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE A FY15 GENERAL FUND EXPENDITURES BUDGET OF \$29,403,253. THIS AMOUNT INCLUDES GENERAL FUND OPERATING EXPENSES (AFTER OFFSETS) IN THE AMOUNT OF \$27,432,861 AND GENERAL FUND DEBT SERVICE EXPENSES IN THE AMOUNT OF \$1,970,392. THERE ARE NO GENERAL FUND CAPITAL EXPENDITURES INCLUDED IN THE FY15 BUDGET. FURTHERMORE, THE GROSS OPERATING EXPENSES OF THE DISTRICT (BEFORE OFFSETS) HAVE BEEN ALLOCATED TO THE DESE-DEFINED ACCOUNTS ACCORDING TO THE "SUMMARY BY DESE CATEGORY" CHART ON PAGE 2 OF THIS BUDGET PRESENTATION DATED 2/13/14. BILL DERY SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).**

**BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ASSESS THE TOWNS OF HAMILTON AND WENHAM A COMBINED TOTAL OF \$24,478,847 AS THE AMOUNT NECESSARY TO OPERATE AND MAINTAIN THE DISTRICT, AS WELL AS PAY DEBT SERVICE, FOR FY15. THE DISTRICT TREASURER SHALL DETERMINE THE AMOUNT APPORTIONED TO EACH TOWN, AND SHALL CERTIFY SUCH AMOUNT TO THE RESPECTIVE TREASURERS OF EACH TOWN WITHIN 30 DAYS OF THIS DATE. SHEILA MACDONALD SECONDED THE MOTION.**

R. Kuebel said that because Town officials now wish for the district to retain some excess funds, and details have yet to be determined, the assessments to the Towns for FY15 could change. The sum stipulated in the motion is the maximum assessment; the Committee could vote later to reduce it. Such a change would have no impact on the total approved budget.

**THE MOTION PASSED UNANIMOUSLY (9-0-0-0).**

**VOTE TO ADJOURN: BILL DERY MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 9-0-0-0.**

The meeting adjourned at 9:56 p.m.

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

Field trip form and supporting documents, students grades 10-12 to Peru, April 2015 (63 pages)  
Committee Size v. Population (1 page)  
HWRSD FY15 Budget Discussion, School Committee Meeting, February 13, 2014 (6 slides)

Respectfully submitted,  
Ann Sierks Smith, School Committee recording secretary

**HWRSDC Executive Session of Full School Committee**

**1/30/14**

**Notes taken by Deborah Evans, Secretary, HWRSC**

**Present:**

**HWRSC: Roger Kuebel, Deborah Evans, Larry Swartz, Barbara Lawrence, Sheila MacDonald, Bill Wilson, Jeanise Bertrand**

**District Office: Michael Harvey, Jeffrey Sands, Celeste Bowler**

**Absent: Bill Dery**

1. **Vote to enter executive session from full session.**  
**Roll call Voice Vote: Yes from all - Roger Kuebel, Deborah Evans, Larry Swartz, Barbara Lawrence, Sheila MacDonald, Bill Wilson, Jeanise Bertrand**
2. **Enter Executive Session in Administrative Building conference room for the sole purpose of updating the full school committee on teacher contract negotiations and not to return to open session.**

[REDACTED]

5. **Adjournment - Executive Session.**  
**R. Kuebel moved that the HW School Committee adjourn from open session. B. Wilson seconded.**  
**Roll call Voice Vote: Yes from all - Roger Kuebel, Deborah Evans, Larry Swartz, Barbara Lawrence, Sheila MacDonald, Bill Wilson, Jeanise Bertrand**  
**Executive Session adjourned at 11:25 p.m.**



# HAMILTON-WENHAM

## REGIONAL SCHOOL DISTRICT

### School Committee Goals 2013-2014

Approved 10.3.13

Strategic Goal	Actions/Timelines	Benchmarks/Products	Personnel Responsible
1. Complete the revision and updating of the HWRSD Policy Manual.	<ol style="list-style-type: none"> <li>1. Policy Working Group will meet regularly to review and revise existing policies and to draft new policies when necessary.</li> <li>2. Revised and new policies will be presented at each School Committee meeting for review and approval.</li> <li>3. Approved policies will be published and distributed as appropriate.</li> <li>4. Policy working group will develop a process for regular review and revision of Policy Manual.</li> </ol>	<ol style="list-style-type: none"> <li>1. Revised and new policy documents will be distributed prior to each SC meeting.</li> <li>2. SC Chair and Superintendent will include policies on each meeting agenda.</li> <li>3. Policy manual will be complete by June 30, 2014. Policy Manual will be available in all school offices and on District Website.</li> </ol>	Policy Working Group School Committee Superintendent
2. Complete analysis of the impact of the School Choice Program on the HWRSD.	<ol style="list-style-type: none"> <li>1. Integrate new members to Task Force.</li> <li>2. Analyze collected data.</li> <li>3. Consult with SMMA on effect of class size guidelines, and the number of resident</li> </ol>	<ol style="list-style-type: none"> <li>1. Periodic reports to the School Committee throughout the process.</li> <li>2. Final report to the SC on November 14.</li> </ol>	School Choice Task-Force Superintendent School Committee

	<p>students and Choice students on infrastructure.</p> <p>4. Include discussion of Choice in the visioning sessions conducted by SMMA.</p>		
3. Finalize the response to the recommendations contained in the Operational Audit.	<p>1. Identify those recommendations that have been accepted and completed and those that have been rejected.</p> <p>2. For those accepted but not completed, assess plan and date for completion</p> <p>3. For those under review, group recommendations where appropriate and develop timeline to complete assessment and implementation (if required) for each recommendation or group</p>	<p>1. Updated status of all recommendations.</p> <p>2. Commitment by project owners to complete tasks for all accepted recommendations (including projects or actions which may address underlying issue in a manner different than the recommendation)</p> <p>3. Presentation to School Committee and community before final approval of FY15 Budget</p>	Assistant Superintendent of Finance and Administration School Committee Chairman
4. Oversee the master plan project	1. Work with SMMA to guide the process	<p>1. Provide regular progress reports at SC meetings</p> <p>2. Present final plan to SC in January 2014.</p>	Master Plan Steering Committee
5. Negotiate a new agreement with the HWREA	<p>1. Collect and analyze benchmark data</p> <p>2. Develop SC position</p> <p>3. Negotiate</p>	<p>1. Benchmark information</p> <p>2. SC "asks"</p> <p>3. SC position on HWREA "asks"</p> <p>4. Short-list of remaining open issues</p> <p>5. Reach final agreement</p>	Negotiations Sub-Committee School Committee Town Representative

6. Develop and approve a FY15 budget that provides a high-quality education and ensures efficient use of community resources	1. Meet with EdFund Representatives regarding the possibility of funding a grant writer position.	1. EdFund Meeting 2. Approved funding from EdFund 3. Hire Grant Writer for HWRSD	Superintendent District Leadership Team School Committee
7. Facilitate passage of the debt exclusion for fall town meetings	1. Develop a presentation to review the summer 2013 construction projects and the anticipated 2summer 2014 projects. 2. Present presentation at October School Committee Meeting. 3. Present at November Town Meetings.	1. Completed presentation. 2. October School Committee Presentation 3. Town Meeting Presentations on November 4 and 5.	Facilities Working Group School Committee Superintendent
8. Consider revisions to the Regional Agreement re: size of the committee.	1. Gather data based on committee feedback 2. Analyze and discuss data and determine if change is appropriate	1. Presentation and discussion at committee meeting	Chairman
9. Develop a plan for maintaining continuity during transitions in SC membership.	1. Develop a School Committee Orientation Manual	1. Completed SC Orientation Manual	School Committee

10. Pursue Shared Department of Public Works	<ol style="list-style-type: none"> <li>1. Meet with consultants from Collins Center regarding their recommendations</li> <li>2. Decide of preferred structure for Shared DPW</li> <li>3. Create new IMA for Shared Public Works Department</li> <li>4. Apply for implementation grant.</li> </ol>	<ol style="list-style-type: none"> <li>1. Collins Center Recommendation</li> <li>2. Recommendation of Shared DPW Group</li> <li>3. Completed IMA</li> <li>4. Completed Grant Proposal</li> </ol>	School Committee Superintendent
11. Conduct an annual evaluation of the Superintendent.	<ol style="list-style-type: none"> <li>1. Distribute evaluation material to SC</li> <li>2. Collect and consolidate review</li> </ol>	<ol style="list-style-type: none"> <li>1. Present and discuss review at full SC meeting</li> </ol>	School Committee

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

EXHIBIT E

NAMING FACILITIES

Naming a school or designated areas is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. The School Committee believes that it is appropriate to name schools for physical locations, geographical areas, distinguished local, state, and national leaders whose names will lend dignity and stature to the school, or significant or pertinent events.

The School Committee also thinks that in appropriate circumstances, naming rights to school buildings or portion thereof might be licensed to a corporation or other entity in return for a fee. In these cases, the Committee recognizes that the nature and reputation of any such entity seeking to license these naming rights must not be inconsistent with the educational mission of the District.

The Superintendent will prepare for the approval of the Committee a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.

Policy Review: 1<sup>st</sup> Reading: January 16, 2014  
2<sup>nd</sup> Reading: March 6, 2014

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  
F6002

**VEHICLE IDLING ON SCHOOL GROUNDS POLICY**

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Hamilton-Wenham Regional School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Hamilton-Wenham Regional School District shall erect and maintain in a conspicuous location on school grounds "No Idling" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet. The wording on the signage shall be in accordance with M.G.L. c. 90, § 16B and 540 CMR 27.00

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Hamilton-Wenham Regional School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

**II. Policy Review and Revision**

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

**III. Legal References**

M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

Policy Review: 1<sup>st</sup> Reading: May 6, 2010

2<sup>nd</sup> Reading: May 6, 2010

Policy Reviewed: March 6, 2014

Policy Adopted: May 6, 2010

Vote:

Chairperson, HWRSD School Committee: Roger Kuebel

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

# EXHIBIT G1 HAMILTON-WENHAM RSD 2014-15

August 2014-2 Days						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	TW	TW	27	28	NS	30
31						

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

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

November 2014-16 Days						
Su	M	Tu	W	Th	F	Sa
						1
2	3	TW	5	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	ER	H	NS	29
30						

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

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

August 25th - Opening Day Teachers  
 August 26th - Teacher Workshop  
 August 26th - Orientation for Grades 6 & 9  
 Student Only  
 August 27th - Opening Day ALL Students  
 June 7th - Graduation 12:00 Noon @  
 Gordon College Chapel  
 June 22nd - Last Day for Teachers &  
 Students ( includes 5 snow days)

## HOLIDAYS & OTHER NO SCHOOL DAYS

August 29th - No School  
 September 1st - No School - Holiday  
 October 13th - No School - Columbus Day  
 November 4th - No School - Teacher Workshop  
 November 11th - No School - Veterans' Day Observed  
 November 26th - Thanksgiving Recess - Early Release  
 November 27th-28th - No School - Thanksgiving Recess  
 December 23rd-January 2nd - Winter Holiday Recess - School  
 Closes at regular time  
 January 19th - No School - Martin Luther King Day  
 February 16th-20th - No School - Presidents' Day & Mid-winter  
 Vacation  
 March 9th - No School - Teacher Workshop  
 April 3rd - No School - Good Friday  
 April 20th-24th - No School Patriots' Day & Spring Vacation  
 May 25th - No School - Memorial Day

## RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holiday begin at sundown, the evening prior to the day of the holiday  
 September 25th & 26th - Rosh Hashanah  
 October 4th - Yom Kippur  
 April 4th-5th - Passover Start  
 April 10th-11th - Passover End

## DISMISSAL TIMES

Staff Workshops - Wednesdays: Elementary 12:45 PM / MS & HS  
 1:30 PM  
 ER- Half Day -No Lunch-Elementary 11:15 AM / MS & HS 12:05 PM

## Key Guide

ER: Early Release All Levels  
 TW: Teacher Workshop/No Students  
 PTC: Parent/Teacher Conferences Elementary Only 11:15 Dismissal  
 (No Lunch)  
 V: Vacation NS: No School H: Holiday ★ Graduation

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

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

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

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

June 2015 11+5 Snow Days						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
★	8	9	10	11	12	13
14	15	16	17	18	19	20
21	LD	23	24	25	26	27
28	29	30				

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

# EXHIBIT G2 HAMILTON-WENHAM RSD 2014-15

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

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

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

November 2014-16 Days						
Su	M	Tu	W	Th	F	Sa
						1
2	3	WS	5	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	ER	H	NS	29
30						

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

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

August 25th-26th - New Teachers  
 August 27th-28th - Teacher Workshop  
 September 2nd - All Students Return  
 June 7th - Graduation 12:00 Noon @  
 Gordon College Chapel  
 June 24th - Last Day for Teachers &  
 Students ( includes 5 snow days)

**HOLIDAYS & OTHER NO SCHOOL DAYS**  
 August 29th - No School  
 September 1st - No School - Holiday  
 October 13th - No School - Columbus Day  
 November 4th - No School - Teacher Workshop  
 November 11th - No School - Veterans' Day Observed  
 November 26th - Thanksgiving Recess - Early Release  
 November 27th-28th - No School - Thanksgiving Recess  
 December 23rd-January 2nd - Winter Holiday Recess - School Closes  
 at regular time  
 January 19th - No School - Martin Luther King Day  
 February 16th-20th - No School - Presidents' Day & Mid-winter  
 Vacation  
 March 9th - No School - Teacher Workshop  
 April 3rd - No School - Good Friday  
 April 20th-24th - No School Patriots' Day & Spring Vacation  
 May 25th - No School - Memorial Day

**RELIGIOUS OBSERVANCES - SCHOOL IN SESSION**  
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**DISMISSAL TIMES**  
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 1:30 PM  
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**Key Guide**  
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 WS: Teacher Workshop/No Students NT: New Teachers  
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 (No Lunch)  
 V: Vacation NS: No School H: Holiday ★ Graduation

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

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

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

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

June 2015 13+5 Snow Days						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
★	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	LD	25	26	27
28	29	30				

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

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

EXHIBIT H  
D4021

RESERVE FUNDS

The School Committee's objective is to maintain adequate reserves to ensure operational stability in the school district. Under normal circumstances the School Committee will target an E&D balance of 3% in developing its annual budget. These funds may be used to maintain a positive cash flow in an effort to avoid temporary borrowing, be available for unanticipated revenue short falls, and may be used to fund non-recurring or unforeseen expenditures that arise during the year.

If the E&D balance, as certified by the DOR, exceeds 3%, the School Committee will first determine if any of the excess is required for future needs. And any amount of excess that is not shall be returned to the towns as soon as practical. Consistent with state law this % will not exceed 5% of the current year's General Fund expenditures

Originally Adopted: January 3, 2013

Policy Review: January 7, 2013

Approved: January 31, 2013

Vote: 8-0-0-1

Chairperson, HWRSD School Committee: Roger Kuebel

(Original Signature on file in the Superintendent's Office

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

EXHIBIT I

AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Permission to use school equipment may be granted by the Superintendent or his/her designee upon request by responsible parties or organizations.

School equipment may be used by staff members when the use is related to their school employment and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment in the same condition as it was when it was released for use.

MASC

Policy Review: 1<sup>st</sup> Reading: March 6, 2014  
2<sup>nd</sup> 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**

**BUILDING and GROUNDS INSPECTIONS**

School principals and building head custodians shall conduct safety inspections of buildings and grounds at least once each semester. Inspections will include but are not limited to the following:

1. Building structures
2. Fire exits, fire exit signs and evacuation route notices
3. Storage areas
4. Furnace rooms
5. Kitchens
6. Firefighting equipment
7. Steps and railings
8. Playground equipment
9. Boilers and furnaces
10. Water heaters

Reports of inspections and any recommendations resulting therefrom shall be made to the Assistant Superintendent for Finance and Administration, who will report any concerns to the Superintendent of Schools.

Policy Review: 1<sup>st</sup> Reading: March 6, 2014  
2<sup>nd</sup> 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

BUILDINGS AND GROUNDS SECURITY

The Superintendent will assure that reasonable procedures are in place to maximize security of the buildings and occupants at all times

Security requires not only maintenance of a secure building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The School Committee expects the District to cooperate with fire and law enforcement departments and with insurance company inspectors.

MASC

Policy Review: 1<sup>st</sup> Reading: March 6, 2014  
2<sup>nd</sup> 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 L

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 a living memorial or to perpetual awards or scholarships.

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

Policy Review: 1<sup>st</sup> Reading: March 6, 2014  
2<sup>nd</sup> 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 M

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 valid executive sessions pursuant to the Open Meeting Law.

The School Committee will generally set aside a period of time at each regular meeting to hear from the public about issues that affect the District and are within the scope of the School Committee's responsibilities. Special meetings will generally not include such period of time unless specifically called to solicit public input.

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

The School Committee welcomes individuals in the District to attend its open 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 meeting 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 individual 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 individual, who wishes to make a presentation to the School Committee on an item that 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 where to place an item on the agenda and all parameters to be required of the presenter.

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

Policy Review: 1<sup>st</sup> Reading: March 6, 2014  
2<sup>nd</sup> 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

Public Comment

1. Public comment shall be for a period of not more than 20 minutes and shall generally follow the opening of the meeting. It is within the Chairman's authority to recognize one spokesperson for each group who wishes to speak. The School Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Individuals wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes unless specifically authorized by the Chair. No person may speak more than once without permission of the Chair. All persons 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. Individuals may offer such objective criticisms of the school operations and programs that concern them, but in public session the School Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

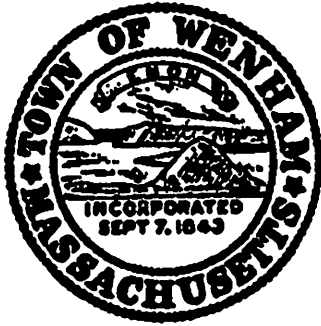
SOURCE: MASC

Policy Review: 1<sup>st</sup> Reading: March 6, 2014  
2<sup>nd</sup> Reading

Policy Adopted:

Vote:

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



# Town of Wenham

Town Hall  
138 Main Street  
P.O. Box 576  
Wenham, MA 01984

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Selectmen / Town Administrator

TEL 978-468-5520 ext. 2

FAX 978-468-8014

February 25, 2014

Mr. Roger Kuebel, Chairman  
Hamilton – Wenham Regional School Committee  
Central Office  
5 School Street  
Wenham, MA 01984

**RE: Letter of Support for the proposal to return funds from Excess and Deficiency surplus in FY 2014**

Dear Chairman Kuebel:

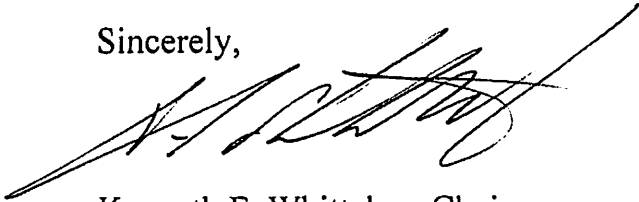
Please be advised that the Towns of Hamilton and Wenham are formally requesting the return of Excess and Deficiency surplus funds that have been certified by the State for FY 2013, through reducing the Towns FY 2014 assessments respectively. This matter was the subject of extensive recent discussions.

In order to facilitate our budgetary planning and overall financial management, it would be appreciated if the entire surplus of \$1,519,443 can be processed and returned to us in FY 2014, prior to June 30, 2014.

Lastly, it is our intention to closely manage this process for the remainder of FY 2014 with you, the School Committee and District leadership team, and our respective Finance Departments. We understand that it is imperative that we coordinate carefully on this refund process to ensure that the District has sufficient cash flow through June 30, 2014.

Your prompt attention to this matter is greatly appreciated. We look forward to working with you on the implementation of this action. Please reach us with questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. F. Whittaker', with a long, sweeping horizontal line extending to the left.

Kenneth F. Whittaker, Chairman  
Board of Selectman  
Town of Wenham

A handwritten signature in black ink, appearing to read 'Mark Andrews', with a large, stylized 'M' and 'A'.

Mark Andrews,  
Town Administrator  
Town of Wenham

Cc: Board of Selectmen  
Mike Lucy, Chair of the Finance & Advisory Committee  
David Genereux, Finance Director  
Michael Harvey, Superintendent of Schools  
Jeffrey Sands, Vice Superintendent for  
Finance and Administration



P.O. Box 429  
577 Bay Road  
Hamilton, MA 01936

Phone  
Fax  
Web site

(978) 468-5572  
(978) 468-2682  
<http://www.hamiltonma.gov>

March 3, 2014

Mr. Roger Kuebel, Chairman  
Hamilton – Wenham Regional School Committee  
5 School Street  
Wenham, MA 01984

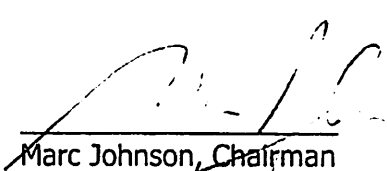
Dear Roger:

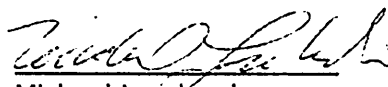
There has been a great deal of discussion regarding surplus Excess and Deficiency funds for the HWRSD. This letter is to provide the Town of Hamilton's input into the process, and provide a recommendation for the return of said funds to the Towns in FY 2014.

Our understanding is that the School Committee will consider returning \$1,519,443 to the Towns in the form of a reduction to the FY 2014 Assessment. We believe and request that the funds be returned in one lump sum. We expect to work closely and collaboratively with District leadership to coordinate the timing of this effort so as not to constrain cash flow.

Your assistance and attention to this matter is greatly appreciated. Should you have questions, please do not hesitate to call

Sincerely,

  
Marc Johnson, Chairman  
Board of Selectman  
Town of Hamilton

  
Michael Lombardo  
Town Manager  
Town of Hamilton