

**Hamilton-Wenham Regional School District Committee**

**Meeting of September 20,2012**

**Minutes**

**CALL TO ORDER**

**AND PLEDGE OF ALLEGIANCE:**

R. Kuebel called the meeting to order at 7:05 p.m. at the Buker Multi-Purpose Room. The Committee and audience rose for the Pledge of Allegiance.

**PRESENT:**

Sean Condon, Bill Dery (7:07), Kym Donnellan, Roger Kuebel (chair), Sheila MacDonald, Ann Minois, Larry Swartz, and Bill Wilson

**ALSO PRESENT:**

Dr. Michael Harvey, Superintendent; Assistant Superintendent Dr. Celeste Bowler, Assistant Superintendent Peter Gray

**ABSENT:**

Barbara Lawrence

**CITIZENS' CONCERNS:**

Presentation, Friends of the Arts

Emily Hayden of the community group Friends of the Arts invited questions about additional information the group provided in writing at the Committee's request, several days prior to this meeting, to follow up on its initial presentation at the previous meeting of the Committee. (The information is appended to these minutes.) FOTA's proposed "Take a Seat" campaign would raise funds to support arts in the district by soliciting donations in exchange for placement of plaques on seatbacks in Ferrini Dramatic Center. She passed around a sample plaque. She said 25 people who donated a number of years ago with the understanding plaques would be installed with messages of their choosing are being invited to confirm or update the text they requested; funds raised at that time remain on account. L. Swartz suggested the district find out if it is legal to authorize a private group to raise funds using school property. K. Donnellan said that issue should have been raised at the time of FOTA's first presentation.

**ROGER KUEBEL MADE A MOTION THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE TAKE A SEAT CAMPAIGN AS PROPOSED IN THE DOCUMENT PROVIDED SEPTEMBER 2012 CONTINGENT ON A CHECK OF THE PROGRAM'S LEGALITY. ANN MINOIS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

**SUPERINTENDENT'S REPORT:**

Leadership Council Goals

Dr. Harvey elaborated on the two areas of focus the Leadership Council arrived at for this school year, and two goals within each area. The council is comprised of central office administrators and principals.

The goals are appended to these minutes. R. Kuebel said the Committee would discuss them at a later meeting.

#### MCAS Scores

Dr. Bowler gave a preliminary report on MCAS scores released by the state earlier in the week of this meeting. She said scores are above state average for the most part, but some students continue to struggle in some areas. A full presentation is to take place after the results are analyzed more closely.

#### Consent Agenda

##### *Field Trip—Ski Club to Sunday River*

The Committee and Dr. Harvey discussed some procedural details about field trip approvals and the introduction of the consent agenda system; the Committee asked him to confirm that all requirements for a particular proposal agree with district policy, before that item is placed on the consent agenda.

**LARRY SWARTZ MADE A MOTION THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FIELD TRIP REQUEST RELATED TO THE TRIP TO SUNDAY RIVER FOR MARCH 1 TO MARCH 3, 2013. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

#### **CHAIR'S REPORT:**

R. Kuebel invited feedback about the entry plan Dr. Harvey presented at the previous Committee meeting. No comments were forthcoming.

He asked Committee secretary B. Wilson to track the drafting, circulation, comment period and approval of minutes of the Committee's meetings, including finance-focused morning meetings in which the entire Committee is now involved, instead of a smaller Finance Working Group as in the past. A staff member is to take minutes of morning meetings when available.

He noted that the Committee's legal counsel is to lead an Open Meeting Law training for Committee members on Oct. 18. Others in the district already went through training, which R. Kuebel said should resolve an open meeting law violation complaint that was filed regarding postings of executive sessions.

He noted that the Committee was scheduled to meet at 3 p.m. on the day after this meeting; at 7:30 a.m. on Sept. 25; and at 6 p.m. Sept. 27 for a retreat at the Wiley Inn at Endicott College.

The Committee briefly discussed the district's recent switch to a new e-mail account, and retrieval of mail sent to the old account. Dr. Harvey said the same firm continues to archive district e-mail, so chains between parents and teachers, and other correspondence, will remain accessible.

**COMMITTEE REPORTS:**

*Communications*

K. Donnellan said planning is underway for surveys, and an update on the operational audit.

*Legislative*

A. Minois said Rep. Brad Hill has agreed to brief the Committee about renovating versus replacing school buildings; he says he may be able to do so at a regular Committee meeting in October.

*Facilities*

B. Wilson reported on meetings with Massachusetts School Building Authority officials regarding replacement of the Cutler School roof. Options and costs are to be presented at the Committee's Sept. 25 meeting. One option is to reconfigure a section of the roof to reduce the number of seams required.

*Policy*

S. MacDonald said the meeting scheduled for the prior week was held, but all topics were tabled because the leadership team could not attend. L. Swartz said this year administrators will work with this subcommittee early in the process of policy revisions that pertain to operations.

**NEW BUSINESS:**

**LARRY SWARTZ MADE A MOTION THAT THE *Cutler Elementary School Project (MSBA Aided Project)*:**

MOVED: That the Hamilton-Wenham Regional School District hereby appropriates \$575,000 for the purpose of paying costs of replacing the roof at the Cutler Elementary School, located at 237 Asbury Street, in Hamilton, including the payment of all costs incidental or related thereto (henceforth referred to as the "Project"), which proposed repair project would materially extend the useful life of the Cutler Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (henceforth "MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based upon on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further that any grant

that the District may receive from the MSB A shall not exceed the lesser of (1) forty-three point three percent (43.3%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

***Various Capital Projects (Non-MSBA Aided Project)***

FURTHER MOVED: That the Hamilton-Wenham Regional School District hereby appropriates the amount of \$1,500,000 for the purpose of paying costs of the following capital projects within the District:

| <b>Project</b>   | <b>Approximate Amount</b> |
|--|---------------------------|
| Replace Winthrop School roof   | \$713,000                 |
| Install insulation at the Buker School   | \$60,000                  |
| Replace windows on the Buker School  | \$114,000                 |
| Install a fire suppression system in the Buker School  | \$154,000                 |
| Replace windows in the Cutler School   | \$50,000                  |
| Other repair and replace maintenance in all HWRSD buildings (list attached) as identified by the CMC | \$400,000                 |

including the payment of all costs incidental or related thereto. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority.

FURTHER VOTED: That within seven (7) days from the date on which this vote is adopted the Secretary be and hereby is instructed to notify the Board of Selectmen of each of the member towns of the District, as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by Chapter 71, Section 16(d), of the General Laws.

**BILL WILSON SECONDED THE MOTION.**

B. Dery proposed an amendment, to replace the words "deficit maintenance" in the last entry in the chart with "repair and replace maintenance." After brief discussion, L. Swartz seconded the proposal to amend the main motion.

**THE AMENDMENT PASSED UNANIMOUSLY (8-0-0).**

K. Donnellan and A. Minois suggested splitting the motion into separate votes on the Cutler School project and the remainder of the projects, because they will be separate ballot questions at Town Meetings. A. Minois said voters should have the option of discussing the merits of each warrant article by itself. L. Swartz said wording of motions regarding bonding can be very technical, and inquired whether

bond counsel provided the phrasing. R. Kuebei informally polled members; three members indicated they preferred two motions, and five indicated they preferred one.

**THE MOTION PASSED 6-2-0.** (K. Donnellan and A. Minois voted no.)

PowerPoint Presentation  
on Cutler School Repair Needs

Committee members reviewed print-outs of a draft PowerPoint document to be used for a presentation on the day after this meeting. They suggested editorial changes and relocation of some photos. K. Donnellan said that suggestions she e-mailed to the district office prior to this meeting were intended to make the text more consistent and professional. The Committee agreed R. Kuebei would make the presentation; B. Dery volunteered to deliver portions that involve substantial technical information about repair issues. The PowerPoint slides are appended to these minutes.

**APPROVAL OF MINUTES:**

R. Kuebei noted that a transcript of a portion of the meeting of June 21, 2012 was appended to the draft minutes because B. Dery requested reviewing of a section of the meeting video to check whether the minutes accurately reported a particular discussion. **LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE JUNE 21,2012 MEETING. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).** (R. Kuebei and B. Wilson abstained because they were not present at that meeting.)

**ADJOURNMENT:**

**LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

The meeting adjourned at 8:39 p.m.

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

Leadership Council Goals for 2012-2013 (1 page)  
Overview & Prospectus for the "Take a Seat" Campaign (4 pages)  
Field trip request form dated 9/4/2012 and associated documentation, high school cross-country team trip to Warwick, RI (8 pages) PowerPoint presentation, bonding proposal for repairs to Winthrop School (12 pages)

Respectfully submitted,  
Ann Sierks Smith, School Committee recording secretary