

Hamilton-Wenham Regional School District Committee

March 7, 2013

Minutes

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Roger Kuebel opened the meeting at 7:05 p.m. in the Buker Multipurpose Room. The Committee and others present rose for the Pledge of Allegiance.

PRESENT:

Sean Condon, Bill Dery, Kym Donnellan (7:09), Roger Kuebel (chair), Barbara Lawrence, Sheila MacDonald, Ann Minois, Bill Wilson, Lawrence Swartz

ALSO PRESENT:

Dr. Michael Harvey, Superintendent

ABSENT:

No one

CITIZENS' CONCERNS:

None

SUPERINTENDENT'S REPORT:

Dr. Harvey reported the District and Towns jointly received a \$30,000 state grant for consulting to lay groundwork for a joint public works department, far short of the \$300,000 for which the three entities applied, but additional funds might be forthcoming in a future year.

He presented a histogram charting high school class sizes and summarized results. (The chart is appended to these minutes.)
B. Wilson inquired about the percentage of classes within the class size range stipulated by district policy. B. Dery requested future versions indicate standard deviation and variance, mean and median.

Dr. Harvey and Committee members discussed the state Department of Elementary and Secondary Education's (DESE's) recent update to districts recommending how they should enact a recent law regarding transgender students.

Action item:

- The Policy Working Group is to discuss this with Dr. Harvey and recommend whether to create or amend policies relevant to this issue.

Dr. Harvey reported the Town of Hamilton recently held meetings to discuss whether to exercise its right of first refusal within 120 days to buy a large property off Bay Rd., and requests the School Committee's input about whether the site might be appropriate for future school construction.

He said that because of a snowstorm occurring at the time of this meeting, he postponed the reports that were to have been provided at this meeting by several administrators.

CHAIR'S REPORT:

R. Kuebel said the Wenham and Hamilton finance committees and Hamilton selectmen unanimously voted to support the district budget; the Wenham selectmen had not voted at the time of this meeting.

CONSENT AGENDA:

Minutes of meetings of Jan. 24, Jan. 31, Feb. 7, Feb. 14, and Feb. 28, 2013;
Field Trip Request to New York City;
Field Trip Request to Austria/Germany (Ski Trip); Field Trip Request to Italy

At L. Swartz's request, the minutes of the meeting of Feb. 7, 2013, the field trip request to New York City, and the field trip request to Austria/Germany were removed from the consent agenda.

LARRY SWARTZ 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. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

L. Swartz proposed an amendment to the Feb. 7 minutes to indicate that the School Committee, not the Building Committee, would determine how and when to hire consultants to assist with development of a facilities master plan.

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES OF FEB. 7, 2013 AS AMENDED. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

He expressed two concerns about proposed field trips to Austria and to New York: whether district policies on the ratio of chaperones to students, and consequences for students who violate rules while on field trips, would be carried out on the proposed trips. He said the district policy does not give teachers discretion about whether to enforce the district policy that students who misbehave while on a field trip are to be sent home at the parent or guardian's expense; he asked whether student participants and their families were adequately informed about this. Discussion established that phrasing on permissions slips indicates teachers have discretion. The Committee asked Dr. Harvey to have the permission slip forms changed to clearly state district policy.

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FIELD TRIP REQUEST TO AUSTRIA/GERMANY AND THE FIELD TRIP REQUEST TO NEW YORK CITY SUBJECT TO THE REQUEST WE MADE TO THE SUPERINTENDENT

TO ALTER THE FORMS. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

COMMITTEE REPORTS:

Communications

K. Donnellan said written points for communication about the budget, a press release, and a schedule of liaisons' appointments to speak to groups would soon reach Committee members.

Facilities

B. Dery reported on two contracts recently let for planning work regarding repairs to the Winthrop roof, and bids out or being prepared for insulation and replacement windows at Buker, plus fire protection and boiler work.

Legislative

A. Minois said this group was to meet the week after this meeting and discuss Day on the Hill and the legislative breakfast.

UNFINISHED BUSINESS:

Second Reading and Vote of Administration Policies

Dr. Harvey, B. Lawrence and R. Kuebel noted updates to draft administrative policies since the first reading. Some policies presented for a second reading and vote were updates to existing district policies; others would institute new policies. The Committee decided to make further changes to some policies, as noted below. (The draft policies are appended to these minutes.)

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ADMINISTRATION GOALS POLICY AS PRESENTED. BARBARA LAWRENCE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE REGIONAL SCHOOL SUPERINTENDENT POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION.

Discussion touched on issues specific to regional districts, and whether the policy should refer to additional boards and committees. The Committee decided to strike "School" from references to this Committee in this policy and others.

THE MOTION PASSED UNANIMOUSLY AS AMENDED (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE SUPERINTENDENT'S CONTRACT POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE EVALUATION OF THE SUPERINTENDENT POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION.

Several members expressed concern that this draft policy may overstate the Committee's role vis a vis the superintendent and may contain redundancies. The Committee tabled the motion.

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE LINES OF RESPONSIBILITY/ ORGANIZATION CHART POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ADMINISTRATIVE COUNCILS AND COMMITTEES POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE PRINCIPALS POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE POLICY IMPLEMENTATION POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE DEVELOPMENT OF PROCEDURES POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE RULES PERTAINING TO STAFF AND STUDENT CONDUCT POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE PROCEDURES DISSEMINATION POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ADMINISTRATIVE RESPONSIBILITY IN ABSENCE OF COMMITTEE POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE SCHOOL DISTRICT ANNUAL REPORT POLICY AS PRESENTED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

The Committee deferred consideration of the School Ceremonies and Religious Holiday Observances Policy.

Discussion and Vote of Revised School Committee Goal #2

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE REVISED SCHOOL COMMITTEE GOAL LISTED AS GOAL STATEMENT #2 UNDER

**GOAL AREA II: FACILITIES. KYM DONNELLAN
SECONDED THE MOTION.**

Committee discussion of the draft revised text (which is appended to these minutes) touched on topics including the nature of such master plans; whether this district's should focus on facilities or address broader issues; a timeline for developing such a plan; and whether to include Town representatives and others in the preparation of an RFQ.

**SHEILA MACDONALD MADE A MOTION TO AMEND
THE REVISED GOAL STATEMENT TO DEFINE THE
SMALL WORKING GROUP AS NO MORE THAN FOUR
SCHOOL COMMITTEE MEMBERS. BILL DERY
SECONDED THE MOTION. THE MOTION TO AMEND
FAILED 3-6-0-0.**

Discussion continued about the size and composition of a group to prepare an RFQ; whether to revise the timeline; rationales for completing the plan by the time of fall Town Meetings; and whether the draft revised language was too broad. Dr. Harvey spoke about differences between a facilities study performed for the district several years ago and broader facilities master plans, and referred Committee members to an excerpt from a plan prepared for the Randolph School District, as an example of the latter. (That excerpt is appended to these minutes.)

**LARRY SWARTZ MADE A MOTION TO ADD
'FACILITIES' TO THE DRAFT REVISION'S
REFERENCES TO A MASTER PLAN. KYM
DONNELLAN SECONDED THE MOTION. THE
MOTION PASSED UNANIMOUSLY (9-0-0-0).**

Committee members decided to vote separately on the first paragraph of the proposed revised goal statement, which specified a target date for completion of the plan, and on numbered lists below.

**BARBARA LAWRENCE MADE A MOTION TO
AMEND THE DATE TO DECEMBER 30, 2013.
KYM DONNELLAN SECONDED THE MOTION.
THE MOTION PASSED 8-1-0-0.**

ROGER KUEBEL MADE A MOTION TO APPROVE THE AMENDED FIRST PARAGRAPH OF THE REVISED GOAL STATEMENT. THE MOTION PASSED 8-1-0-0.

KYM DONNELLAN MADE A MOTION THAT THE ORIGINAL SCHOOL COMMITTEE GOAL STATEMENT BENCHMARKING IS REPLACED WITH THE CURRENT ROADMAP PRESENTED TONIGHT, NUMBERS 1 AND 2. SHEILA MACDONALD SECONDED THE MOTION.

Further discussion touched on topics including the timing and nature of subcommittee work and community input; specific individuals who Committee members wished to invite to serve on a subcommittee; and accessibility of funds.

KYM DONNELLAN MADE A MOTION THAT BASED ON THE ORIGINAL AMENDMENT TO ADD THESE ROAD MAPS THAT WE DELETE 1F, 1G AND THE TIMING MILESTONE 2F AND G UNTIL OUR NEXT MEETING. SEAN CONDON SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

During discussion, the Committee agreed by general consent to appoint these members to a subcommittee to prepare an RFQ and present it for the School Committee's consideration: Dr. Harvey, Helen Allard, Jennifer Clifford, Sheila MacDonald, Bill Melville, Jeff Stinson, and Bill Wilson.

Updates Regarding Status of Audit Management Letter Recommendations and Fiscal Policy Implementation

Postponed

NEW BUSINESS:

Report from Director of Technology regarding Technology Initiatives

Postponed

Appointment of Working Group to develop draft Scope of Work and RFQ for Master Plan

Membership in this group was discussed during deliberation on Revised School Committee Goal #2.

Vote on Statement of Interest for Buker Elementary School

LARRY SWARTZ MADE A MOTION THAT HAVING CONVENED IN AN OPEN MEETING ON MARCH 7, THE HW REGIONAL SCHOOL COMMITTEE OF HAMILTON AND WENHAM MASSACHUSETTS, IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, VOTE TO

AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST FORM DATED MARCH 7 FOR THE BUKER ELEMENTARY SCHOOL LOCATED AT 1 SCHOOL STREET, WENHAM MASSACHUSETTS, WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH AN APPLICATION MAY BE SUBMITTED TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE: REPLACEMENT, RENOVATION OR MODERNIZATION OF SCHOOL FACILITY SYSTEMS, SUCH AS ROOFS, WINDOWS, BOILERS, HEATING AND VENTILATION SYSTEMS, TO INCREASE ENERGY CONSERVATION AND DECREASE ENERGY RELATED COSTS IN A SCHOOL FACILITY; AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THI STATEMENT OF INTEREST FORM, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDING OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE SCHOOL DISTRICT TO FILING AN APPLICATION FOR FUNDING WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY. BILL DERY SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

Vote on Statement of Interest for
Winthrop Elementary School

LARRY SWARTZ MADE A MOTION THAT HAVING CONVENED IN AN OPEN MEETING ON MARCH 7, THE HW REGIONAL SCHOOL COMMITTEE OF HAMILTON AND WENHAM MASSACHUSETTS, IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, VOTE TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST FORM DATED MARCH 7 FOR THE WINTHROP ELEMENTARY SCHOOL LOCATED AT 325 BAY ROAD, HAMILTON MASSACHUSETTS, WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH AN APPLICATION MAY BE SUBMITTED TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE: REPLACEMENT, RENOVATION OR MODERNIZATION OF SCHOOL FACILITY SYSTEMS, SUCH AS ROOFS, WINDOWS, BOILERS, HEATING AND VENTILATION SYSTEMS, TO INCREASE ENERGY CONSERVATION AND DECREASE ENERGY RELATED COSTS IN A SCHOOL FACILITY; AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING

THIS STATEMENT OF INTEREST FORM, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDING OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE SCHOOL DISTRICT TO FILING AN APPLICATION FOR FUNDING WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY. BILL DERY SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

ADJOURNMENT:

KYM DONNELLAN MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. LARRY SWARTZ SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

The meeting adjourned at 9:45 p.m.

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

Required Form of Vote to Submit a Statement of Interest (2 pages)
HWRHS Class sizes, data as of Dec. 15, 2012 (1 page)
MA DESE Guidance for Massachusetts Public Schools, Creating a Safe and Supportive School Environment, Nondiscrimination on the Basis of Gender Identity (undated) (13 pages)
Field Trip Request dated Feb. 14, 2013 for high school trip to New York City (8 pages)
Field Trip Request dated Feb. 14, 2013 for a middle/high school trip to Germany and Austria (18 pages)
Field trip request dated Feb. 6, 2013 for a high school trip to Italy (14 pages)
Draft administrative policies C3000-C3014 (15 pages)
FY2012 Management Letter Review, dated March 7, 2013 (PowerPoint, 8 slides)
Draft revised Committee Goal #2 (1 page)
FY14 Technology Requirements (2 pages)
Document process for development of Comprehensive Facilities Master Plan (undated; drafted by B. Dery) (2 pages)
Randolph Public Schools draft Facilities Master Plan "Visioning" section, February 2012 (30 pages)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary