

Hamilton-Wenham Regional School District Committee

April 25, 2013

Minutes

**CALL TO ORDER AND
OF ALLEGIANCE:**

Roger Kuebel opened the meeting at 7:03 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, Melissa Even Moore, Bill Wilson

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Peter Gray, Assistant Superintendent for Finance and Administration

ABSENT:

No one

CITIZENS' CONCERNS:

None

SUPERINTENDENT'S REPORT:

Dr. Harvey spoke briefly about the middle school arts night that took place the evening before this meeting, and about Buker School's upcoming "grand-friends day."

CHAIR'S REPORT:

R. Kuebel said Hamilton's town administrator and Finance Committee chair want to meet with Dr. Harvey and the upcoming year's Committee chair to discuss budget issues; Dr. Harvey said they have expressed interest in sharing technology resources.

CONSENT AGENDA:

Minutes of April 4, 2013

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION OR AMENDMENT OF THIS MOTION. SEAN CONDON SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0-0).

COMMITTEE REPORTS:

R. Kuebel requested status reports from subcommittees, which are to be reorganized at an upcoming meeting as required by state law.

Policy

B. Lawrence said this subcommittee is continuing its review of the 8-section district policy manual by reviewing the personnel section, and would meet April 30 at 6:30 p.m. to go over the 15 personnel policies that Dr. Harvey indicates have the highest priority.

Facilities

B. Dery said this subcommittee has not met formally for some time because the Building Committee is extensively involved in contracting for previously approved work; he said it would be redundant for both committees to be functioning. He reported on recent work, and contract bidding processes currently underway. He said he would provide a Building Committee financial update at the next School Committee meeting.

The Committee discussed the RFQ for consulting services to formulate a master plan, and the process for review and acceptance of a proposal.

School Choice

B./Lawrence said this advisory committee has conducted focus groups and interviews. She suggested additional School Committee members participate. She said the committee plans to make a report before the end of this school year and another in the fall. B. Dery suggested the School Committee also consider how potential development projects under consideration in Wenham and Hamilton might impact district enrollments and costs.

NEW BUSINESS:

Friends of the Arts

Postponed to a future meeting

Recognition of New Committee Members

R. Kuebel welcomed new Committee members Jeanise Bertrand, Deb Evans, and Melissa Even Moore, and they briefly introduced themselves.

Review "Role of School Committee"
Document from MASC

R. Kuebel referred the new members of the Committee to several documents about the Committee's role and responsibilities. He highlighted a number of points in a Massachusetts Association of School Committees publication on this subject (which is appended to these minutes), including these:

- The Committee's main roles are to set policy, approve a budget, and hire and fire a superintendent.
- The Committee represents the district in collective bargaining.
- It establishes goals and policy; the superintendent decides how to execute them.
- It has a general charge of school buildings.

Election of SC Officers for 2013-14

R. Kuebel stated the process for election of officers for the coming year. An initial nomination is to be made for a particular office, and a vote is to take place on that nomination; if the nominated individual receives fewer than 5 votes, additional nominations are to be invited. He described the duties of each officer of the Committee, and noted that the position of treasurer is a part-time staff position; a Committee member serves as assistant treasurer.

BILL DERY NOMINATED ROGER KUEBEL TO CHAIR THE SCHOOL COMMITTEE. BARBARA LAWRENCE SECONDED

THE NOMINATION. THE COMMITTEE VOTED UNANIMOUSLY (9-0-0-0) TO ELECT ROGER KUEBEL TO BE CHAIR.

BARBARA LAWRENCE NOMINATED BILL WILSON TO SERVE AS VICE-CHAIR OF THE SCHOOL COMMITTEE. THE COMMITTEE VOTED UNANIMOUSLY (9-0-0-0) TO ELECT BILL WILSON TO BE VICE-CHAIR.

ROGER KUEBEL NOMINATED DEB EVANS TO SERVE AS SECRETARY OF THE SCHOOL COMMITTEE. BILL WILSON SECONDED THE NOMINATION. THE COMMITTEE VOTED UNANIMOUSLY (9-0-0-0) TO ELECT DEB EVANS TO BE SECRETARY.

ROGER KUEBEL NOMINATED JEANISE BERTRAND TO SERVE AS ASSISTANT SECRETARY OF THE SCHOOL COMMITTEE. DEB EVANS SECONDED THE NOMINATION. THE COMMITTEE VOTED UNANIMOUSLY (9-0-0-0) TO ELECT JEANISE BERTRAND AS ASSISTANT SECRETARY.

ROGER KUEBEL NOMINATED SHEILA MACDONALD TO SERVE AS ASSISTANT TREASURER. THE COMMITTEE VOTED UNANIMOUSLY (9-0-0-0) TO ELECT SHEILA MACDONALD AS ASSISTANT TREASURER.

Discussion of Working Groups

The current chairs of the Committee's working groups (subcommittees) described the groups' goals and tasks.

B. Dery suggested the Facilities Working Group be merged for the coming two years with the Building Committee, and that the Committee consider adding 1 or 2 more School Committee members to the Building Committee (which currently has 6 members, of whom he is the only School Committee member). R. Kuebel suggested possible reactivation of the Facilities Working Group for 2014-15.

The Committee discussed whether to replace the Legislative Working Group with a single liaison.

Discussion of the Communications Working Group touched on topics including the tasks that administrators now handle, the nature of the district's annual report, and two-way communication with district residents.

R. Kuebel explained why the Committee no longer has a finance subcommittee; he suggested instituting an audit committee.

He suggested that the Committee's May 3 regular meeting take place in the superintendent's office, to facilitate informal discussion of working

groups and liaison issues and discussion of major tasks and priorities for 2013-14. The meeting would not be televised but would be open to the public, and written minutes would be taken. The second regular meeting of May, on May 16, would be televised.

ADJOURNMENT:

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

The meeting adjourned at 8:25 p.m.

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

Authority, Responsibility and Actions of the School Committee
(Reference Sheet), MASC, 2010 (7 pages)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary