

Hamilton-Wenham Regional School District Committee

June 20, 2013

Minutes

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

Bill Wilson opened the meeting at 7 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, Barbara Lawrence, Sheila MacDonald, Melissa Even Moore, Bill Wilson (vice-chair)

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning

ABSENT:

Roger Kuebel

CITIZENS' CONCERNS:

None

SUPERINTENDENT'S REPORT:

Dr. Harvey congratulated students and retiring high school history teacher Kevin O'Reilly for HWRSD students' awards at National History Day. He reported on the upcoming offer for sale of one of the two school buses the district owns; the review underway of applications for the new position of Director of Human Resources; and continuing acceptance of applications for the finance director position, which he said would be screened starting in the week after this meeting. He announced the Massachusetts School Building Authority (MSBA) has invited the district to enter the Accelerated Repair program for a feasibility study that could lead to the MSBA's partial reimbursement of the district for the costs of boiler upgrades at Buker and Winthrop, and replacement of the glass curtain walls at Winthrop (see New Business: MSBA Accelerated Repair Program below).

CHAIR'S REPORT:

None

CONSENT AGENDA:
Minutes of June 6, 2013

A vote was postponed pending corrections and addition of more detailed information requested by two Committee members.

COMMITTEE REPORTS:

Negotiation

This working group has met once with the nurses' bargaining unit but has not begun meeting regarding the teachers' contract.

Facilities

A July 15 meeting is scheduled.

Building

B. Dery reported that all but one of the major contracts for work previously approved by the Committee has been let; overall the projects are \$61,000 under budget; classroom painting has begun at Winthrop Elementary and roof work is scheduled to begin the week after this meeting at Winthrop and Cutler. He reported on the committee's preliminary inquiries about adding more parking at Winthrop.

NEW BUSINESS:

SEPAC Annual Report

Mary DeLorenzo provided the Special Education Parent Advisory Council's annual report to the Committee. She announced the group selected Joanne Coughlin (Winthrop School) as the Special Educator of the Year.

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE APPOINT MELISSA EVEN MOORE AS THE LIAISON TO THE SPECIAL EDUCATION PARENT ADVISORY COMMITTEE. SEAN CONDON SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

School Choice Committee
Preliminary Report

B. Lawrence gave an overview of the written report (which is appended to these minutes) and said this committee plans to hold public forums on school choice during to gather public comment. The Committee briefly discussed the history of the per pupil reimbursement of \$5,000, and state legislators' view that it is unlikely to change much.

MSBA Accelerated Repair Program

Discussion of the MSBA's willingness to consider multiple HWRSD projects in its accelerated repair program (see letter appended to these minutes) touched on the procedures and timeline for the MSBA feasibility studies, the scheduled work, and financing; details of the work; and how timing of special town meetings (if needed) might impact project schedules. Dr. Harvey said the MSBA letter is encouraging but does not guarantee the agency would approve reimbursement.

Review FY13 Budget and Possible
Vote to Use E&D To Reduce FY14
Assessments

Dr. Harvey and district treasurer Don Gallant explained proposed budget transfers. (See budget spreadsheets appended to these minutes, and votes recorded below.) Discussion touched on topics including \$287,000 in unexpected revenues in FY13; the E&D certification of \$1.3 million based on end of FY12 financials, and the projection that the FY13 surplus (for state E&D certification during FY14) will be roughly \$1.6 million; anticipated revenue and expenses for the balance of FY14 (through June 30); revolving funds and how they are to be drawn down; whether to return additional funds to the Towns in FY14; the FY14 revenue outlook; and the reasons for budget surpluses.

Vote to Transfer Funds from E&D
to Capital Account

On the advice of the district's auditors Dr. Harvey asked the Committee to transfer funds from the E&D to the capital fund to make up a negative balance related to the budgets of several completed projects.

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO USE \$765,421.97 OF THE CERTIFIED EXCESS & DEFICIENCY FUND BALANCE TO PERMANENTLY FUND THE CUTLER HVAC CAPITAL PROJECTS FUND DEFICIT OF \$694,207.76 AND THE WWTF CAPITAL PROJECT FUND DEFICIT OF \$71,214.21. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

Vote to Appropriate Funds for the Master Plan Study

Dr. Harvey recommended the Committee transfer funds from the administration accounts (in which he reported an excess \$312,000) to cover the costs of the upcoming master plan study.

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE APPROPRIATION OF FUNDS IN THE AMOUNT OF \$150,000 FOR THE MASTER PLAN STUDY FROM THE FY13 BUDGET. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

Vote to Use E&D to Reduce FY14 Assessment

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE USE OF \$146,477 TO REDUCE THE FY14 ASSESSMENT. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

Vote to Transfer Funds to Offset Food Services Deficit

Dr. Harvey reported the Department of Food Services will end the year with a \$21,000 deficit (see appended June 20, 2013 memo from the Director of Food Services), and asked the Committee to transfer funds to cover this. Discussion touched on the reasons, and whether to consider switching to an outside vendor.

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO TRANSFER \$21,000 FROM THE GENERAL FUND ADMINISTRATION INTO THE FOOD SERVICES REVOLVING ACCOUNT. SEAN CONDON SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

Vote to Appoint Master Plan Steering Committee

Dr. Harvey reported he expected to execute an agreement about a week after this meeting with the master plan selection committee's top choice for consulting services for development of a plan. (See appended proposal from SMMA, which was the starting point for negotiation of a final agreement.) He suggested the Committee appoint members of the selection committee to serve on the steering committee that is to work closely with the consulting firm. B. Dery expressed interest in serving on the steering committee.

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPOINT THE

FOLLOWING PERSONS TO THE MASTER PLAN STEERING COMMITTEE: BARBARA LAWRENCE, SHEILA MACDONALD, BILL WILSON, BILL DERY, HELEN ALLARD, GRACE BELFIORE, JENN CLIFFORD, MICHAEL HARVEY, AND BILL MELVILLE. THE MOTION PASSED 8-0-0-1.

Vote to Accept the Bids for BANS for Construction Projects

District treasurer Don Gallant offered some background information about the district's participation in the school choice program.

He explained differences between the four bids to handle bond anticipation notes (BANs) for the district and recommended the district work with TD Securities. (A record of the four bids is appended to these minutes.)

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE HEREBY DETERMINE, IN ACCORDANCE WITH G.L. C. 70B, THAT THE AMOUNT OF THE COST OF THE CUTLER SCHOOL ROOF REPLACEMENT PROJECT AUTHORIZED BY A VOTE OF THE COMMITTEE DULY ADOPTED ON SEPTEMBER 20, 2012 NOT BEING PAID BY THE SCHOOL FACILITIES GRANT IS \$325,335 AND WE HEREBY APPROVE OF THE ISSUANCE OF NOTE AND BONDS IN SUCH AMOUNT UNDER SAID G.L. C. 70B.

SHE FURTHER MOVED TO APPROVE THE SALE OF THE \$2,075,000 0.75 PERCENT GENERAL OBLIGATION BOND ANTICIPATION NOTES (THE "NOTES") OF THE DISTRICT DATED JUNE 26, 2013, AND PAYABLE OCTOBER 23, 2013, TO TD SECURITIES (USA) LLC AT PAR AND ACCRUED INTEREST, IF ANY, PLUS A PREMIUM OF \$2,801.25.

SHE FURTHER MOVED THAT IN CONNECTION WITH THE MARKETING AND SALE OF THE NOTES, THE PREPARATION AND DISTRIBUTION OF A NOTICE OF SALE AND PRELIMINARY OFFICIAL STATEMENT DATED JUNE 6, 2013, AND A FINAL OFFICIAL STATEMENT DATED JUNE 11, 2013, EACH IN SUCH FORM AS MAY BE APPROVED BY THE DISTRICT TREASURER, BE AND HEREBY ARE RATIFIED, CONFIRMED APPROVED AND ADOPTED.

SHE FURTHER MOVED THAT THE DISTRICT TREASURER AND THE COMMITTEE BE, AND HEREBY ARE, AUTHORIZED TO EXECUTE AND DELIVER A SIGNIFICANT EVENTS DISCLOSURE UNDERTAKING IN COMPLIANCE WITH SEC RULE 15C-12 IN SUCH A FORM AS MAY BE APPROVED BY BOND COUNSEL TO THE DISTRICT, WHICH UNDERTAKING SHALL BE INCORPORATED BY

REFERENCE IN THE NOTES FOR THE BENEFIT OF THE HOLDERS OF THE NOTES FROM TIME TO TIME.

SHE FURTHER MOVED THAT THE HW REGIONAL SCHOOL COMMITTEE AUTHORIZE AND DIRECT THE DISTRICT TREASURER TO ESTABLISH POST ISSUANCE FEDERAL TAX COMPLIANCE PROCEDURES IN SUCH FORM AS THE DISTRICT TREASURER AND BOND COUNSEL DEEM SUFFICIENT, OR IF SUCH PROCEDURES ARE CURRENTLY IN PLACE, TO REVIEW AND UPDATE SAID PROCEDURES, IN ORDER TO MONITOR AND MAINTAIN THE TAX-EXEMPT STATUS OF THE NOTES.

SHE FURTHER MOVED THAT EACH MEMBER OF THE COMMITTEE, THE DISTRICT SECRETARY AND THE DISTRICT TREASURER BE AND HEREBY ARE, AUTHORIZED TO TAKE ANY AND ALL SUCH ACTIONS, AND EXECUTE AND DELIVER SUCH CERTIFICATES, RECEIPTS OR OTHER DOCUMENTS AS MAY BE DETERMINED BY THEM, OR ANY OF THEM, TO BE NECESSARY OR CONVENIENT TO CARRY INTO EFFECT THE PROVISIONS OF THE FOREGOING VOTES.

SHE FURTHER CERTIFIED THAT THE VOTES WERE TAKEN AT A MEETING OPEN TO THE PUBLIC, THAT NO VOTE WAS TAKEN BY SECRET BALLOT, THAT A NOTICE STATING THE PLACE, DATE, TIME AND AGENDA FOR THE MEETING (WHICH AGENDA INCLUDED THE ADOPTION OF THE ABOVE VOTES) WAS FILED WITH THE TOWN CLERKS OF EACH OF THE MEMBER TOWNS OF HAMILTON AND WENHAM (TOGETHER, THE "TOWN CLERKS") AND A COPY THEREOF POSTED IN A MANNER CONSPICUOUSLY VISIBLE TO THE PUBLIC AT ALL HOURS IN OR ON THE MUNICIPAL BUILDINGS IN WHICH THE OFFICES OF THE TOWN CLERK AND THE DISTRICT SECRETARY ARE LOCATED, OR IN ACCORDANCE WITH AN APPROVED ALTERNATIVE METHOD OF NOTICE PRESCRIBED OR APPROVED BY THE MASSACHUSETTS ATTORNEY GENERAL AS SET FORTH IN 940 CMR 29.03(4), AT LEAST 48 HOURS, NOT INCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS, PRIOR TO THE TIME OF THE MEETING AND REMAINED SO POSTED AT THE TIME OF THE MEETING, THAT NO DELIBERATIONS OR DECISION IN CONNECTION WITH THE SALE OF THE NOTES WERE TAKEN IN EXECUTIVE SESSION, ALL IN ACCORDANCE WITH G.L. C.30A, §§18-25 AS AMENDED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

B. Wilson asked the administration to monitor bond rates so the district could lock into a favorable one.

Vote for Cutler Roof Bond Language

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE HEREBY DETERMINE, IN ACCORDANCE WITH G.L. C. 70B, THAT THE AMOUNT OF THE COST OF THE DISTRICT'S CUTLER ELEMENTARY SCHOOL ROOF PROJECT AUTHORIZED BY A VOTE OF THE COMMITTEE PASSED ON SEPTEMBER 20, 2012 NOT BEING PAID BY THE SCHOOL FACILITIES GRANT IS \$325,335 AND WE HEREBY APPROVE OF THE ISSUANCE OF NOTES AND BONDS IN SUCH AMOUNT UNDER SAID G.L. C.70B.

SHE FURTHER MOVED THAT EACH MEMBER OF THE COMMITTEE, THE DISTRICT SECRETARY AND THE DISTRICT TREASURER BE AND HEREBY ARE, AUTHORIZED TO TAKE ANY ALL SUCH ACTIONS, AND EXECUTE AND DELIVER SUCH CERTIFICATS, RECEIPTS OR OTHER DOCUMENTS AS MAY BE DETERMINED BY THEM, OR ANY OF THEM, TO BE NECESSARY OR CONVENIENT TO CARRY INTO EFFECT THE PROVISIONS OF THE FOREGOING VOTE.

SHE FURTHER CERTIFIED THAT THE VOTES WERE TAKEN AT A MEETING OPEN TO THE PUBLIC, THAT NO VOTE WAS TAKEN BY SECRET BALLOT, THAT A NOTICE STATING THE PLACE, DATE, TIME OF THE MEETING WAS FILED IN THE OFFICE OF THE SECRETARY OF THE DISTRICT AND WITH THE TOWN CLERKS OF THE TOWNS OF HAMILTON AND WENHAM AND A COPY THEREOF POSTED IN THE OFFICE OF THE SECRETARY OF THE DISTRICT OR ON THE PRINCIPAL OFFICIAL BULLETIN BOARD OF THE DISTRICT AT LEAST 48 HOURS, NOT INCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS, PRIOR TO THE TIME OF THE MEETING AND REMAINED SO POSTED AT THE TIME OF THE MEETING, THAT NO DELIBERATIONS OR DECISION IN CONNECTION WITH THE SALE OF THE BONDS [AND NOTE[S]] WERE TAKEN IN EXECUTIVE SESSION, AND THAT THE OFFICIAL RECORD OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC PROMPTLY AND REMAINS AVAILABLE TO THE PUBLIC, ALL IN ACCORDANCE WITH G.L. CHAPTER 30A, SECTIONS 18-25 , AS APPLICABLE AS AMENDED. BARBARA LAWRENCE SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

Vote to Accept Facilities & Grounds

Dr. Harvey said the maintenance agreement the Committee reviewed at

Maintenance Agreements

its prior meeting has been amended to stipulate CORI checking of DPW workers who perform tasks on schools grounds, as the Committee requested. (The amended grounds maintenance agreement is appended to these minutes.) Brief discussion touched on how work already underway is being paid for, and a grant for further planning of how the joint building maintenance agreement will operate (see appended building maintenance agreement). Michelle Brown of Wenham spoke from the audience to request better maintenance of the Buker Elementary School playground, and strong quality control under the maintenance agreements.

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE FACILITIES AND GROUNDS MAINTENANCE AGREEMENTS. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

Discussion of process for Superintendent's Annual Evaluation

The Committee discussed whether to appoint a subcommittee to evaluate the superintendent, or whether each member should complete evaluation forms as in the past. (Evaluation forms are appended to these minutes). They decided to meet in July regarding evaluation of the superintendent.

Discussion of Stipends for School Committee and Development of School Committee Training Manual

B. Dery deferred comments about possible stipends for Committee members. He proposed development of a manual for new Committee members to define terms and explain procedures, roles and routine actions.

B. DERY MADE A MOTION THAT THE SCHOOL COMMITTEE DEVELOP A FRESHMAN ORIENTATION MANUAL. JEANICE BERTRAND SECONDED THE MOTION.

During discussion members commented positively on the merits of this proposal but several expressed concern about who would have to create the manual if the motion were approved. The motion was tabled.

OLD BUSINESS:

Second Reading of Personnel Policies (Set 1)

General Policy

Drug-Free Workplace Policy

Equal Employment Opportunity

Personnel Records

Recruitment & Selection

Resignation of Professional Staff Members

Retirement of Professional Staff Members

Staff Ethics/Conflict of Interest

Second Reading of Personnel Policies

B. Lawrence and S. MacDonald noted that the Committee previously reviewed all the proposed new personnel policies, and all proposed amendments of existing ones. They said all changes requested during those prior meetings have been made. (The updated policies are appended to these minutes).

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FOLLOWING POLICIES: GENERAL POLICY, DRUG-FREE WORKPLACE POLICY, EQUAL EMPLOYMENT OPPORTUNITY POLICY, PERSONNEL RECORDS POLICY, RECRUITMENT & SELECTION POLICY, RESIGNATION OF

(Set 2)

Staff Participation in Political Activities
Evaluation of Professional Staff
Professional Development
Professional Teacher Status
Staff Complaints & Grievances
Personnel Security & Safety
Part-Time Professional Staff
Employment

PROFESSIONAL STAFF MEMBERS POLICY, RETIREMENT OF PROFESSIONAL STAFF MEMBERS POLICY, STAFF ETHICS / CONFLICT OF INTEREST POLICY, STAFF PARTICIPATION IN POLITICAL ACTIVITIES POLICY, EVALUATION OF PROFESSIONAL STAFF POLICY, PROFESSIONAL DEVELOPMENT POLICY, PROFESSIONAL TEACHER STATUS POLICY, STAFF COMPLAINTS & GRIEVANCES POLICY, PERSONNEL SECURITY & SAFETY POLICY, PART-TIME PROFESSIONAL STAFF EMPLOYMENT POLICY. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 8-0-0-1.

ADJOURNMENT:

BILL DERY MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 8-0-0-0.

The meeting adjourned at 9:44 p.m.

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

Statement of School Choice Subcommittee, undated (3 pages)
Letter dated May 5, 2013 from Massachusetts School Building Authority to Dr. Harvey (5 pages)
Budget spreadsheets dated 6/19/2013: Projected Excess and Deficiency Balance, 6/30/2013 (1 page); FY 13 revenues (1 page); FY13 Budget End of Year Summary (1 page)
Memo dated June 20, 2013 from Catherine Donovan to Dr. Harvey re Financial Health of Food Service Department (4 pages)
Proposal dated May 24, 2013 from SMAA to Dr. Harvey, re designer services for master plan survey (3 pages)
Summary of 4 bids for BANS, prepared by FirstSouthwest (1 page)
Agreement Among the Towns of Hamilton and Wenham and the Hamilton-Wenham Regional School District: Grounds Maintenance and General Cleanup (Non Winter Conditions) (3 pages)
Agreement Among the Towns of Hamilton and Wenham and the Hamilton-Wenham Regional School District: Building Maintenance (5 pages)
MA DESE forms for evaluation of superintendent (8 pages)
Personnel policies, sets 1 and 2 (12 pages)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary