

Hamilton-Wenham Regional School District Committee

Meeting of Nov. 3, 2011

Minutes

CALL TO ORDER AND

PLEDGE OF ALLEGIANCE:

A. McCloughan called the meeting to order at 7 p.m. at the Buker Multipurpose Room. The Committee and audience rose for the Pledge of Allegiance.

PRESENT:

Sean Condon, Bill Dery, Kym Donnellan, Roger Kuebel, Alexa McCloughan, Ann Minois, Jack O'Keefe, and Larry Swartz

ALSO PRESENT:

Peter Gray, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning

ABSENT:

Dacia Rubel

ADJUSTMENTS TO AGENDA AND

STATEMENTS OF GUESTS:

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO AMEND THE AGENDA TO ACCOMMODATE TOPICS THAT THE CHAIR DID NOT REASONABLY ANTICIPATE 48 HOURS BEFORE THE MEETING. SEAN CONDON SECONDED THE MOTION. THE MOTION PASSED 7-0-1. (Kym Donnellan abstained.)

There were no statements by members of the public.

APPROVAL OF MINUTES:

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON OCTOBER 20, 2011. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-1-0. (Jack O'Keefe abstained because he was not present at that meeting.)

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE JOINT MEETING WITH THE HAMILTON AND WENHAM BOARD OF SELECTMEN HELD ON OCTOBER 27, 2011. KYM DONNELLAN SECONDED THE MOTION.

Roger Kuebel proposed that page 3 of the minutes be amended to state that the School Committee, not the Committee and the Boards

of Selectmen, voted to adjourn. The Committee agreed to this amendment by general consent.

THE MOTION PASSED UNANIMOUSLY (8-0-0).

**APPOINTMENT OF TOWN OFFICIAL
TO NEGOTIATION TEAM:**

Hamilton Board of Selectmen Chair Jennifer Scuteri informed the Committee that the two Towns' boards of selectmen agreed to appoint Wenham Town Administrator Jeff Chelgren as the municipal member of the HWRSD collective bargaining team for FY 2012.

OLD BUSINESS:

Foreign Language Department
Trip to Cuba

P. Gray announced that the proposal for a student trip to Cuba has been withdrawn, because after meeting with a representative of the tour company the foreign language department planned to work with, and learning that this would be a new venture for the firm. P. Gray and L. Swartz agreed it would be unwise for students to travel to Cuba as proposed.

Superintendent Search Committee

The planned Oct. 31 review by two Committee members of letters of interest in membership on the superintendent search committee was postponed until the evening of this meeting, because insufficient letters were received by Oct. 31. A. McCloughan and R. Kuebel said more arrived by the time they met prior to this meeting to review them, and that they unanimously agreed on a slate of candidates for Committee approval. A. McCloughan suggested deferring the appointments until the next Committee meeting to allow time to first contact the people who expressed interest, to let them know who would be nominated and who would not.

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO AUTHORIZE THE CHAIR AND CO-CHAIR TO APPOINT THE MEMBERS OF THE SEARCH COMMITTEE. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-1-0. (Bill Dery voted no.)

NEW BUSINESS:

October 1, 2011 Enrollment

P. Gray briefed the Committee on district enrollment as of Oct. 1 and on the number of school choice students enrolled at that time (for details, see documents appended to these minutes). Brief discussion followed of the high school's student capacity, efforts to attract choice students, faculty members' children who attend

HWRSD schools under separate contractual arrangements, and the elementary schools' lack of capacity for choice students.

FY13 Proposed Budget Calendar

P. Gray detailed the proposed calendar for development and consideration of the FY2013 district budget (which is appended to these minutes).

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FY 13 BUDGET CALENDAR. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

Technology Donation

P. Gray, Committee members and the student representative to the Committee expressed appreciation for Bernie , a district parent, arranging the donation of 25 flat screen computer monitors and 25 computers (without hard drives) to the district.

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE DONATION OF 25 FLAT SCREEN COMPUTERS AND 25 MONITORS WITHOUT HARD DRIVES FROM THE GENERAL SERVICES ADMINISTRATION. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

COMMITTEE REPORTS:

Committee Updates

Communications

K. Donnellan said District Corner articles are underway. The working group is preparing related surveys of faculty, students, and parents; a consultant will break down and report on survey data.

Facilities

J. O'Keefe reported on soffit repairs at Cutler; economizing by purchasing gas for snow blowers from one of the Towns; and repair priorities, including the Winthrop roof. He recommended that the Committee vote at its next meeting to take the first procedural step toward applying for Massachusetts School Building Authority funding (see printout of Internet posting titled "MSBA is accepting 2012 Statements of Interest," which is appended to these minutes). The initial Statement of Interest is cost-free, and does not require districts to specify projects. Committee members and P. Gray discussed the grant program's timeline and its appropriateness for an urgent project.

Finance

R. Kuebel said the financial audit of the district is not quite done. The working group has recently discussed the budget timeline and related guidelines and assumptions; a fiscal policy statement; and

the financial statement for the first quarter (which is appended to these minutes). P. Gray said of that financial statement that agreements reached with some former staff members created a spike in administrative salaries, and prepayment of insurance to obtain a discount results in high first-quarter figures for that line item, but that the latter will level off during the year. Revenue is on target from all sources.

Legislative

A. Minois said this working group finalized the operational audit document.

Policy

R. Kuebel referred Committee members to minutes of the Policy Working Group's Oct. 12 meeting (appended to these minutes) for an update.

Negotiations

No negotiating sessions have taken place.

LEADERSHIP REPORT:

Superintendent's Update

P. Gray reported on a recent district-wide faculty workshop on school security, conducted by the Wenham and Hamilton police departments. Those departments are assessing the schools' security and have indicated they may recommend video surveillance. P. Gray and Committee members discussed the appropriateness of discussing security details in executive session, which L. Swartz said the state Open Meeting Law permits.

Assistant Superintendent's Update

C. Bowler reported briefly on the upcoming state Coordinated Program Review of HWRSD SPED and civil rights; pending participation by two district teachers in a statewide mentoring program; and a Nov. 2 literacy and phonics workshop for elementary teachers.

K. Donnellan commented favorably on the Buker custodial and kitchen staff's support of a Nov. 2 family event.

ADJOURNMENT:

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

The meeting adjourned at 7:54 p.m.

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

Policy Working Group Minutes of Oct. 12, 2011
Print-out of Internet posting: MSBA is accepting 2012 Statements of Interest

FY 12 Operating Budget Guidelines for the Fiscal Year Ending on
June 30, 2013

10-19-2011 memo re donation of computers and monitors

FY2011-2012 Operating Statement as of 9/30/2011

October 1, 2011 Enrollment, Opening of School

School Choice 2011-12, Oct. 1, 2011 Enrollment

Respectfully submitted,

Ann Smith, School Committee recording secretary