

**Hamilton-Wenham Regional School District Committee
Meeting of Dec. 1, 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, Dacia Rubel, and Larry Swartz

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

ABSENT: No one.

STATEMENTS OF GUESTS: None.

ADJUSTMENTS TO AGENDA: **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, SPECIFICALLY REMOTE PARTICIPATION. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).**

APPROVAL OF MINUTES: Committee members requested four corrections to the draft minutes of the meeting of Nov. 3, 2011: on p. 2, correct the spelling of "bargaining," and adjust the phrasing of a sentence about the withdrawal of a proposal for a student trip to Cuba; on pp. 3 and 4, correct two sentences to indicate that R. Kuebel delivered the reports of the Finance Working Group and Policy Working Group.

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON NOVEMBER 3, 2011 AS AMENDED. DACIA RUBEL SECONDED THE MOTION. THE MOTION PASSED 8-0-1. (Dacia Rubel abstained because she was absent from that meeting.)

S. Condon requested correction of p. 1 of the draft minutes of the meeting of Nov. 17, 2011, to correct the vote count for the Nov. 17 amendment of the minutes of the Sept. 8, 2011 meeting to read THE MOTION PASSED 8-0-1.

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON NOVEMBER 17, 2011 AS AMENDED. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).

PRESENTATIONS:

Student Government

High school student government officers Ian MacLean, Connor Schmidt, Ben Chansky and Emma Clay reported on freshman class elections, spirit week, and C. Schmidt and I. MacLean's participation in the Northeast Regional Advisory Council and the state advisory council. They said the regional council will focus on the issues of student involvement and school funding.

Massachusetts School Building Authority Statement of Interest

John Richardson, a member of the district and Towns' joint Capital Management Committee (CMC), explained the MSBA's Accelerated Repair Program, which offers partial funding of repairs to extend the useful life of existing school facilities. He gave a PowerPoint presentation detailing the CMC's assessment of urgent repair needs at the elementary schools, and recommended the district submit a Statement of Interest (SOI) listing all the proposed repair projects and prioritizing the replacement of Winthrop Elementary's 30-year-old roof, 30-year-old boilers and defunct controls, and single-pane windows. The SOI does not commit the district to proceed with or invest any funds in the proposed repairs. If approved by the MSBA, repairs might be funded and arranged in time for work in summer 2012 but J. Richardson said summer 2013 is more likely. The presentation included photos of the Winthrop roof, some documenting water damage. B. Dery said the CMC estimates it would cost about \$2.5 million to make all the repairs the CMC recommends at Buker, Cutler and Winthrop. R. Richardson suggested MSBA funding is unlikely to exceed 40%.

The Committee discussed whether Winthrop upgrades could wait until the summer of 2012 or 2013. The MSBA grant program does not offer retroactive funding.

D. Rubel and P. Gray noted that the district's lease of the Winthrop School and grounds from the Town of Hamilton will soon expire.

P Gray recommended arrangement of an extended lease renewal before the district invests heavily in repairs to that school.

D. Rubel called the Committee's attention to another MSBA grant program that provides funds for upgrading science labs. The Committee decided to obtain more information on the grant program and decide later whether to submit an SOI by the Jan. 11, 2012 deadline.

ROGER KUEBEL READ ALOUD A RESOLUTION THAT HAVING CONVENED IN AN OPEN MEETING ON DEC. 1, 2011, THE REGIONAL SCHOOL DISTRICT COMMITTEE OF HAMILTON AND WENHAM, IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST DATED DEC. 1, 2011 FOR THE CUTLER ELEMENTARY SCHOOL LOCATED AT 237 ASBURY ST., SO. HAMILTON WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT MAY BE INVITED TO APPLY TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE

- **PRIORITY 5: REPLACEMENT, RENOVATION, OR MODERNIZATION OF THE HEATING SYSTEM IN SCHOOLHOUSE TO INCREASE ENERGY CONSERVATION AND DECREASE ENERGY RELATED COSTS IN THE SCHOOLHOUSE.**
- **THE PVC ROOF AND REMAINING ORIGINAL WINDOWS ARE AT THE END OF THEIR USEFUL LIVES. THEIR REPLACEMENT WITH MODERN EQUIVALENTS WOULD PRESERVE THE UTILITY OF THE SCHOOL BUILDING STRUCTURE AND CONSERVE ENERGY.**

AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST, 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 CITY.

BILL DERY SECONDED THE RESOLUTION. THE RESOLUTION PASSED UNANIMOUSLY (9-0-0).

ROGER KUEBEL READ ALOUD A RESOLUTION THAT HAVING CONVENED IN AN OPEN MEETING ON DEC. 1, 2011, THE REGIONAL SCHOOL DISTRICT COMMITTEE OF HAMILTON AND WENHAM, IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST DATED DEC. 1, 2011 FOR THE WINTHROP ELEMENTARY SCHOOL LOCATED AT 325 BAY RD., SO. HAMILTON WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT MAY BE INVITED TO APPLY TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE

- PRIORITY 5: REPLACEMENT, RENOVATION, OR MODERNIZATION OF THE HEATING SYSTEM IN SCHOOLHOUSE TO INCREASE ENERGY CONSERVATION AND DECREASE ENERGY RELATED COSTS IN THE SCHOOLHOUSE.**
- THE ROOF, WINDOWS AND BOILERS ARE AT THE END OF THEIR USEFUL LIVES. ALL THREE ELEMENTS NEED IMMEDIATE REPLACEMENT TO PRESERVE THE UTILITY OF THE SCHOOL BUILDING STRUCTURE AND CONSERVE ENERGY.**

AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDED OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE CITY.

JACK O'KEEFE SECONDED THE RESOLUTION. THE RESOLUTION PASSED UNANIMOUSLY (9-0-0).

ROGER KUEBEL READ ALOUD A RESOLUTION THAT HAVING CONVENED IN AN OPEN MEETING ON DEC. 1, 2011, THE REGIONAL SCHOOL DISTRICT COMMITTEE OF HAMILTON AND WENHAM, IN ACCORDANCE WITH ITS CHARTER, BY-LAWS, AND ORDINANCES, HAS VOTED TO AUTHORIZE THE SUPERINTENDENT TO SUBMIT TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY THE STATEMENT OF INTEREST DATED DEC. 1, 2011 FOR THE BESSIE BUKER ELEMENTARY SCHOOL LOCATED AT 1 SCHOOL ST., WENHAM WHICH DESCRIBES AND EXPLAINS THE FOLLOWING DEFICIENCIES AND THE PRIORITY CATEGORY(S) FOR WHICH THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT MAY BE INVITED TO APPLY TO THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN THE FUTURE

- **PRIORITY 5: REPLACEMENT, RENOVATION, OR MODERNIZATION OF THE HEATING SYSTEM IN SCHOOLHOUSE TO INCREASE ENERGY CONSERVATION AND DECREASE ENERGY RELATED COSTS IN THE SCHOOLHOUSE.**
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- **THE WOOD WINDOWS AND OIL BOILERS (PLUS CONTROLS SYSTEM) ARE AT THE END OF THEIR USEFUL LIVES. THEIR REPLACEMENT WITH MODERN EQUIVALENTS WOULD PRESERVE THE UTILITY OF THE SCHOOL BUILDING STRUCTURE AND CONSERVE ENERGY.**

AND HEREBY FURTHER SPECIFICALLY ACKNOWLEDGES THAT BY SUBMITTING THIS STATEMENT OF INTEREST, THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY IN NO WAY GUARANTEES THE ACCEPTANCE OR THE APPROVAL OF AN APPLICATION, THE AWARDED OF A GRANT OR ANY OTHER FUNDING COMMITMENT FROM THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY, OR COMMITS THE CITY.

JACK O'KEEFE SECONDED THE RESOLUTION. THE RESOLUTION PASSED UNANIMOUSLY (9-0-0).

RECOGNITIONS & AWARDS:

Girls' Track Team—Girls'
Track Club

P. Gray discussed the high school girls' track team's victory at the state championships on Nov. 12, which ended the team's season. Several members of that team have formed an independent track club along with the high school track coach, and will participate in a national meet in Oregon. Because they entered the meet as an independent club, the district will incur no expenses and does not need to approve out of state travel. P. Gray and Athletic Director D. Doucette consulted the Massachusetts Interscholastic Athletic Association and have helped the team arrange details in compliance with MIAA rules.

Football Team—
Super Bowl Sat. 12/3

P. Gray reported on the undefeated high school football team's recent semi-final win and upcoming Eastern Division IIIA Super Bowl game in Lynn on Dec. 3.

OLD BUSINESS:

Budget Goals Approval

The Committee discussed the budget goals that P. Gray proposed at a previous meeting. Some members suggested that in future years the document be more detailed and refer to the services the Committee wants to maintain, costs it wishes to keep within, targets for standardized test score improvements, and/or potential trade-offs.

The Committee reached a consensus to amend goal 6 of the draft document to add "and follows all other applicable laws," and to add goal 9, "Communicates in a clear, transparent, thorough manner how the FY13 budget supports the district's mission and the goals articulated in the School Improvement Plans."

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT FY 13 BUDGET GOALS AS PRESENTED AND AMENDED. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED 7-0-2. (Bill Dery and Roger Kuebel abstained.)

Remote Participation

The Committee postponed deliberation on this issue.

NEW BUSINESS:

None.

COMMITTEE REPORTS:

None.

LEADERSHIP REPORT:
School Improvement Plan

C. Bowler briefed the Committee on the elements of the School Improvement Plans (SIPs) that building administrators are currently updating and each school's School Council will be involved with. They set specific goals against which school-specific progress can be monitored, and which are relevant to budget planning. She recommended regular updates of the SIPs each fall after MCAS scores reach the district. She distributed information about such plans from the state Department of Education website, and a sample plan (2009-2010, Winthrop School). Committee members did not recall receiving SIPs for annual review and approval to date; C. Bowler said this would occur on a regular schedule going forward.

**POLICY DEVELOPMENT
& ADOPTION:**

Following its review of four existing district policies, the Policy Working Group proposed minor updates. D. Rubel said the working group would try to review each policy every other year.

AIDS/HIV Policy

R. Kuebel said the working group corrected several typographical errors and format inconsistencies in the AIDS/HIV Policy, and changed wording on p. 3 to specify that the AIDS curriculum is taught at the middle and high school levels.

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADOPT THE AIDS/HIV POLICY. LARRY SWARTZ SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).

Education of Pregnant and/or
Parenting Students Policy

R. Kuebel said the formatting of this document was changed somewhat but the Policy Working Group recommended no substantive changes.

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADOPT THE EDUCATION OF PREGNANT AND/OR PARENTING STUDENTS POLICY. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).

Parental Notification Relative to
Sex Education Policy

D. Rubel said revisions to this policy clarify that notification is to take place before the commencement of the instructional unit on sex education, not prior to the school year. The Policy Working Group revised the language to make the document easier to understand.

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADOPT THE PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION POLICY. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).

Tobacco Free School Policy

R. Kuebel said the working group revised the language, struck references to tobacco cessation programs for students (which this district does not offer), and struck the previous ban on smoking at athletic or co-curricular events. The working group considered, but then decided to leave in place, the word "alleged" in the section of the policy that describes how the district will respond to alleged violations.

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADOPT THE TOBACCO FREE SCHOOL POLICY. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).

ADJOURNMENT AND EXECUTIVE SESSION:

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN REGULAR SESSION AND ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING COLLECTIVE BARGAINING AND NOT TO RETURN TO OPEN SESSION. KYM DONNELLAN SECONDED THE MOTION.

THE ROLL CALL VOTE TO ENTER EXECUTIVE SESSION WAS UNANIMOUS (9-0-0):
Sean Condon Y Larry Swartz Y Ann Minois Y
Bill Dery Y Roger Kuebel Y Jack O'Keefe Y
Kym Donnellan Y Dacia Rubel Y Alexa McCloughan Y

The regular session adjourned at 9:25 p.m.

DOCUMENTS AND EXHIBITS USED AT THIS MEETING:

Capital Management Committee PowerPoint presentation on recommended maintenance of elementary school buildings
School Improvement Plan Q & A (from Mass. DOE website)
2009-2010 Winthrop School Improvement Plan
HWRSD AIDS/HIV Policy showing proposed revisions, and as approved 12/1/11
HWRSD Education of Pregnant and/or Parenting Students Policy showing proposed revisions, and as approved 12/1/11

HWRSD Parental Notification Relative to Sex Education Policy
showing proposed revisions, and as approved 12/1/11
HWRSD Tobacco Free School Policy showing proposed
revisions, and as approved 12/1/11

Respectfully submitted,

Ann Smith, School Committee Recording Secretary