

Hamilton-Wenham Regional School District Committee

Meeting of Feb. 9, 2012

Minutes

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

A. McCloughan called the meeting to order at 7:07 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; Kathy Harris, Director of Student Services; John Hughes, High School Principal; Bryan Menegoni, High School Associate Principal

ABSENT:

No one.

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 THE FIELD TRIP TO BOSTON FOR THE ALL STATE MUSIC FESTIVAL FROM MARCH 1, 2012 THROUGH MARCH 3, 2012. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).

STATEMENTS OF GUESTS:

None.

NEW BUSINESS:

Field Trip Approval

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE OVERNIGHT FIELD TRIP TO BOSTON FOR THE ALL STATE MUSIC FESTIVAL ON MARCH 1, 2012 THROUGH MARCH 3, 2012. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 8-0-1. (Larry Swartz abstained.)

UPDATES:

Virtual Department of Public Works
Memo of Understanding

P. Gray noted that the Committee's legal counsel reviewed the draft joint maintenance agreement (Virtual Department of Public Works, VDPW) proposed by the Towns; he asked members to read her memo about it, which the Facilities Working Group plans to discuss on Feb. 16. The Committee asked P. Gray to consult an authoritative source and report to them whether they are legally allowed to forward questions and comments by e-mail to the chair or the Facilities Working Group in the interim. The Towns' draft proposal and the memo from counsel are appended to these minutes.

Following discussion of legal requirements regarding the budget approval timetable, the Committee revised the budget calendar. A tentative budget is to be approved on Feb. 16 to satisfy legal requirements, but Committee members stressed that it is likely to be in preliminary form close to the draft budget proposed by the superintendent, and will not reflect the Committee's judgment about what line items and funding levels to include in the final version of the budget. They changed to March 20 the deadline for approval of the budget to be presented to the Towns. The updated budget calendar is appended to these minutes.

K. Harris, J. Hughes and B. Menegoni responded to members' questions about material they had presented in an earlier budget workshop session. Topics included high school student loads and whether scheduling models significantly affect them; the instructional impact of various student loads; high school Skills and A-1 level classes, and K. Harris's expectation that following an upcoming state review the district may be directed to change the model for these levels; building the capacity of regular education teachers to meet the needs of a wide range of learners; class sizes vis a vis district policy; and the instructional impact of various class sizes.

Members discussed administrators' requests for incremental increases for FY13. They discussed the athletic director's request for increased funding for athletic user fee scholarships, and asked that he attend an upcoming Committee meeting to clarify some information; they also asked P. Gray to provide information about user fee scholarship needs for other extracurricular activities. They reviewed the food service director's request for added food service budget funding to cover employee health insurance, expressed a consensus that budgeting this makes more sense than adding funds for it to that department's budget mid-year as has been recent practice, and asked P. Gray to find out whether it is legal for school food service departments to make a profit. P. Gray recommended deferring for one year the middle school principal's request that the part-time position of assistant principal be increased to full-time; P. Gray noted that a half-time employee presently in that position is contracted on that basis through the next school year. They discussed elementary school principals' requests for new math teaching assistant and library media assistant positions; administrators differed on whether the requests were for part-time or full-time positions, and C. Bowler was uncertain of the exact expectations for the positions; she said she would get more information and report back to the Committee. She responded to members' questions about budgeted tutors; the Committee asked her to report at the next meeting whether the FY13 proposed budget for tutors, and the total hours of tutoring they would perform, is correct. They discussed also a request for administrative support in the central office to track and monitor existing grants. D. Rubel suggested adding to the budget funds to hire a development coordinator.

COMMITTEE REPORTS:

The minutes of the Dec. 9, 2011 meeting of the Communications Working Group are now on file.

**POLICY DEVELOPMENT &
ADOPTION:**

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE SCHOOL COMMITTEE ETHICS POLICY AS PRESENTED. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED 8-1-0. (Bill Dery voted no.)

ADJOURNMENT:

ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. THE MOTION PASSED UNANIMOUSLY (9-0-0).

The meeting adjourned at 9:26 p.m.

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

Field Trip Request form for overnight travel to Boston for All State Music Festival in March 2012
Revised Hamilton-Wenham Regional High School Class Size, 1st Semester 2011-2012
School Committee Member Ethics Policy
Revised FY13 Budget Calendar
Draft Agreement By and Between the Town of Wenham and Hamilton and the Hamilton Wenham Regional School District Concerning the Transfer of Responsibility for Maintenance and Repair of School Buildings and Grounds
Memo from attorney Naomi R. Stonberg dated 2/8/2012, re proposed agreement regarding transfer of maintenance and repair responsibilities to the Towns of Hamilton and Wenham

Respectfully submitted,

Ann Sierks Smith, School Committee recording secretary