

Hamilton-Wenham Regional School District Committee
Meeting of May 3, 2012
Minutes

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: A. McCloughan called the meeting to order at 6:33 p.m. at the Buker Multi-Purpose Room. The Committee and audience rose for the Pledge of Allegiance.

PRESENT: Sean Condon, Bill Dery, Kym Donnellan, Alexa McCloughan, Ann Minois, Jack O'Keefe, Dacia Rubel, and Larry Swartz

ALSO PRESENT: Peter Gray, Superintendent

ABSENT: Roger Kuebel

AUDIENCE COMMENTS: A. McCloughan invited public comment. None was forthcoming.

STATEMENT: A. McCloughan read aloud a statement in response to an article that appeared in the *Hamilton Free Press* circulated by the community group Enough is Enough. She said the article inaccurately charges impropriety; she disputed the charges point by point. The statement is appended to these minutes.

RECOGNITION: P. Gray congratulated Food Services Director Catherine Donovan for her election as treasurer of the School Nutrition Association of Massachusetts and as 2012 Food Services Director for the Commonwealth.

APPROVAL OF MINUTES: **JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR FEBRUARY 16, 2012 MEETING. KYM DONNELLAN SECONDED THE MOTION.**

D. Rubel requested a correction halfway down p. 3 to change the word "maintenance" to "capital." The Committee agreed by general consent.

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

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MARCH 1, 2012 MEETING. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE MORNING MEETING OF MARCH 7, 2012. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 6-0-2. (Two members abstained because they were absent from that meeting.)

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE MARCH 7, 2012 JOINT BOARD MEETING. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MARCH 8, 2012 MEETING. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-0-1. (A committee member abstained because he was absent from that meeting.)

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MARCH 12, 2012 MEETING. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 6-0-2. (Two members abstained because they were absent from that meeting.)

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MARCH 15, 2012 MEETING. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MARCH 21, 2012 MEETING. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MARCH 22, 2012 MEETING. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR APRIL 5, 2012 MEETING. KYM DONNELLAN SECONDED THE MOTION.

L. Swartz suggested amending the minutes of 4/5/2012 to reflect that at that meeting the Committee reached a consensus favoring a capital budget funding only those projects prioritized for work during summer 2012, not a longer list. Other members disputed that a consensus arose. After discussion the Committee agreed to A. McCloughan's suggestion that a member watch the videotape of the meeting and report back on this issue before the Committee approves the minutes of that meeting.

THE MOTION WAS TABLED.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE APRIL 12, 2012 JOINT BOARDS MEETING. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE EXECUTIVE SESSION MAY 31, 2011. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-0-1. (A Committee member abstained because he was not a member of the Committee at the time of the meeting.)

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE EXECUTIVE SESSION JUNE 9, 2011. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-0-1. (A Committee member abstained because he was not a member of the Committee at the time of the meeting.)

OLD BUSINESS:

FY2013 Budget

P. Gray explained three changes to the proposed FY2013 budget since the Committee's most recent vote on it: an \$100,000 increase in budgeted out-of-district special education expenses, reduction of the capital projects budget, and the shift from the capital budget to the operating budget of funds to increase athletic scholarships and reduce user fees for sports and extra curricular. The recalculated total budgets that result are an operating budget of \$27,800,826 and a capital budget of \$363,260. He noted also that debt service on bonds issued for the construction of the middle school and work at the high school would amount to \$709,168 in FY13. He asked Committee members for feedback over the coming week about his draft of public information to hand out at Town Meetings, which is appended to these minutes.

The Committee discussed the comprehensive list of capital projects they previously decided to put forward, potential funding via a Town-sponsored bond issue, and whether to commit to keep no more than 3% of budget in the Excess & Deficiency (E&D) account, in FY13 or long term.

LARRY SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ESTABLISH 3% AS THE PERCENTAGE OF ITS BUDGET THAT IT SHALL MAINTAIN CONTROL OVER IN ITS EXCESS AND DEFICIENCY ACCOUNT UPON THE CERTIFICATION OF THE FY13 E & D AMOUNT. AND, FURTHER THAT ANY FUNDS IN EXCESS OF THE 3% CERTIFIED FOR FY12 IN THE EXCESS AND DEFICIENCY ACCOUNT SHALL BE RETURNED TO THE

TOWNS AS AN OFFSET TO TOWNS' ASSESSMENTS FOR FY13, PROVIDED THAT BONDING IS AUTHORIZED TO COMPLETE THE FY13 SCHOOL DISTRICT CAPITAL PROJECTS NOT FUNDED IN THE FY13 BUDGET. ANY FUNDS NEEDED TO COMPLETE THESE PROJECTS WILL BE DEDUCTED FROM THE AMOUNT OF EXCESS & DEFICIENCY IN EXCESS OF 3% OF THE BUDGET BEFORE THE FUNDS ARE RETURNED TO THE TOWNS. JACK O'KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

Committee members discussed the revised budget figures P. Gray presented earlier. B. Dery proposed bundling additional work on the high school auditorium with the already-prioritized summer work on that facility, at a total additional cost of \$83,904.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE AMEND THE BUDGET TO PUT BACK INTO THE SUMMER PROJECT CAPITAL BUDGET AN \$83,904 AMOUNT. KYM DONELLAN SECONDED THE MOTION. THE MOTION FAILED 3-2-3. (J. O'Keefe and A. McCloughan voted no; S. Condon, D. Rubel, and L. Swartz abstained.)

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO AMEND THE FY13 BUDGET AS FOLLOWS: TOTAL BUDGET OF \$28,164,086 THAT INCLUDES \$27,800,826 FOR THE GENERAL FUND OPERATING BUDGET, \$363,261 FOR FACILITY SUMMER CAPITAL PROJECTS AND DEBT ASSESSMENT AT \$709,168. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-0-1. (B. Dery voted no.)

Capital Projects Agreement with
the Towns

The Committee discussed a draft agreement in which the Towns propose that the joint Capital Management Committee (CMC) oversee bidding and hiring for the district's summer capital projects. L. Swartz provided details. The Committee discussed how this proposal might relate to the proposed Virtual Department of Public Works (VDPW) about which the Towns and district are negotiating, the availability and expertise of members of the CMC, and the degree of authority granted by the language in the draft. By general consent the Committee amended the third sentence of the section subtitled "Services" to read "It is understood and agreed that while the CMC will provide input to the Regional School District on bid specifications and the contractors to perform the work, the Regional School District will authorize the solicitation of bids and the awarding of the contracts."

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE PROPOSED LETTER OF INTENT FOR CAPITAL PROJECTS BETWEEN THE TOWNS OF HAMILTON AND WENHAM AND

THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT AS THAT AGREEMENT HAS BEEN MODIFIED THROUGH DISCUSSION. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-0-1. (D. Rubel abstained.)

NEW BUSINESS:

Field Trip Request—
University of Maryland

P. Gray asked the Committee to approve out-of-state travel by high school and middle school students to Maryland to participate in National History Day. L. Swartz asked whether the ratio of chaperones to students would meet district policy; P. Gray said many parents would be going, as well as official chaperones.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE ATTENDANCE BY OUR STUDENTS AND CHAPERONES AT THE HISTORY DAY FIELD TRIP TO THE UNIVERSITY OF MARYLAND WHICH WILL BE HELD JUNE 12, 2012 THROUGH JUNE 14, 2012. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

Last Day of School 2011-12

P. Gray announced that because there were no snow days in 2011-12, the district's last school day would be June 12.

Review of 2012-13 School Calendar

P. Gray said the calendar previously approved for the 2012-2013 school year included three professional development days, but in contract negotiations the district and teachers had agreed there would be two.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE REVISE THE 2012-2013 SCHOOL CALENDAR BY REDUCING THE CALENDAR BY ONE DAY, WHICH REPRESENTS A TEACHER DEVELOPMENT DAY. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

Review of 2013-14 School Calendar

P. Gray reported that in 2014, Good Friday will fall on the day prior to the start of spring break week, and asked the Committee for its informal response to the suggestion that school not be held on that day. He said calendar changes must be submitted to the union prior to Committee approval. A. McCloughan said the last time the district held school on Good Friday only 40% of faculty and students attended at the high school. There was a brief discussion of perceived reasons for low attendance. The Committee decided that the Policy Working Group, which already planned to reopen discussion of the district policy about religious holidays, would discuss this at its May 8 meeting and report back to the full Committee.

New Meeting Posting Option

P. Gray said the state Attorney General has informed the district that posting of meeting notices on its website are an acceptable alternative form of public posting, if district staff are unable to reach the two Towns' clerks in time to arrange for them to post a meeting notice 48 hours before the meeting, and if the notice can be posted on the district website

48 hours or more before the meeting with a link on the main page that takes viewers directly to the "event keeper" containing the listings. District staff inquired about this because when meetings are scheduled on short notice they have at times been unable to reach the two Towns' clerks in time to arrange for them to post the meetings within the time frame required by the state open meeting law. Adoption of this alternative requires a vote by the Committee.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO ADOPT THE NEW OPTION OF POSTING TO THE DISTRICT'S EVENT KEEPER WITH A LINK ON THE DISTRICT'S WEBSITE AND TO NOTIFY THE ATTORNEY GENERAL'S OFFICE AND THE TOWN CLERKS OF THEIR ADOPTION. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

Superintendent Candidate Discussion No discussion took place. A. McCloughan said the Committee's May 7 meeting would be devoted to this discussion.

COMMITTEE REPORTS:

Minutes of Working Groups and Committees

A. McCloughan noted that minutes have been submitted and are available for public review.

POLICY DEVELOPMENT & ADOPTION

The text of the policies discussed at this meeting are appended to these minutes.

Committee-Staff Communications

D. Rubel briefed the Committee on this proposed new policy. They briefly discussed possible revisions and agreed to discuss it further and vote on it at the Committee meeting at the end of May, which A. McCloughan said would not take place on May 24 as originally scheduled because the Hamilton town election will take place that day.

Homeless Students

Minor revision to this existing policy would update the job titles mentioned in it.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE DISTRICT'S HOMELESS STUDENTS POLICY AS AMENDED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

Homework

Formatting revisions and minor language changes for consistency were proposed to this policy.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE DISTRICT'S HOMEWORK POLICY AS AMENDED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

Advertising in Schools

Minor revisions were proposed.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE DISTRICT'S ADVERTISING IN SCHOOLS POLICY AS AMENDED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

P. Gray noted that in a tangentially related matter, a film company has inquired about shooting scenes for a movie on the high school football field; he was to meet with representatives the day after this meeting. He said this would require rearranging some physical classes over several days, but would not damage the field.

Emergency Closings

The proposed revisions were to clarify language.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE DISTRICT'S EMERGENCY CLOSINGS POLICY AS AMENDED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

P. Gray updated the Committee about ongoing planning with the Towns' fire and police departments regarding new state laws regarding emergencies in schools. He said those departments would recommend policy revisions and modifications to school buildings; costs are not yet determined.

Observations of Students & Programs

D. Rubel said the proposed changes to the existing policy were worked out with the Director of Student Services. A. McCloughan observed that the proposed changes would undo revisions made in 2006. The Committee deferred action.

Scholarships

Formatting changes were proposed.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE DISTRICT'S SCHOLARSHIP POLICY AS AMENDED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

Remote Participation

This was the second reading of this proposed new policy. The Committee discussed it briefly and agreed the Policy Working Group would revise it to bar members from voting on budget when participating in a meeting remotely, and re-present the policy for a vote at the next meeting.

Student Assignment

The proposed revisions to the existing policy were to clarify language. At J. O'Keefe's suggestion the Committee agreed to change "Kindergarten" to "pre-Kindergarten" in the first line of the policy so it would apply to all new students registered for pre-K through grade 5.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE DISTRICT'S STUDENT ASSIGNMENT POLICY AS AMENDED. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

Tutorial Services

The only substantive change proposed to the existing policy would give school staff a say in where tutoring services will be provided.

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE POLICY ON TUTORIAL SERVICES PROVIDED BY THE HW REGIONAL SCHOOL DISTRICT. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).

ADJOURNMENT TO EXECUTIVE SESSION FOR DISCUSSION RELATING TO NON-UNION PERSONNEL:

JACK O'KEEFE MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN TO EXECUTIVE SESSION FOR DISCUSSION RELATING TO COLLECTIVE BARGAINING, AND NOT TO RETURN TO OPEN SESSION. KYM DONNELLAN SECONDED THE MOTION.

A ROLL CALL VOTE WAS TAKEN:

Sean Condon Y	Roger Kuebel Absent	Jack O'Keefe Y
Bill Dery Y	Alexa McCloughan Y	Dacia Rubel Y
Kym Donnellan Y	Ann Minois Y	Larry Swartz Y

THE MOTION PASSED 8-0-0.

The regular meeting adjourned at 8:43 p.m.

DOCUMENTS AND EXHIBITS USED AT THIS MEETING:

Committee's response to an article about school choice published in the *Hamilton Wenham Free Press*
Budget update, May 3, 2012 (5 pages)
4/19/2012 memo from K. Harris to P. Gray (1 page)
FY2013 Debt Offset to Operational Budget Assessment to the Towns (1 page)
Draft FY13 School Budget Fact Sheet (4 pages)
Draft Agreement Among the Towns of Hamilton and Wenham and the Hamilton-Wenham Regional School District: Capital Projects (1 page)
Field Trip Request form and supporting documents, MS/HS students to University of Maryland (4 pages)
2012-13 HWRSD Calendar (as revised 6/9/11) (2 pages)
Draft 2013-14 HWRSD Calendar with School in Session on Good Friday (2 pages)
Draft 2013-14 HWRSD Calendar Inc. No School—Good Friday (2 pages)

Undated memo from Donna Bunk re Alternative Posting Method for HWRSC meetings (1 page)
School Committee-Staff Communications Policy (1 page)
Homeless Students Enrollment Rights and Services Policy (existing version and with proposed revisions) (3 pages)
Homework Policy (existing version, and with proposed revisions) (4 pages)
Advertising in Schools Policy (existing version, and with proposed revisions) (5 pages)
Emergency Closings Policy (existing version, and with proposed revisions) (4 pages)
Observations of Students and Programs by Parents, Advocates and other Designees Policy (existing version, and with proposed revisions) (9 pages)
Scholarships Policy (existing version, and with proposed revisions) (4 pages)
Remote Participation Policy (3 pages)
Student Assignment Policy (existing version, and with proposed revisions) (2 pages)
Policy on Tutorial Services Provided by the HWRSD (existing version, and with proposed revisions) (4 pages)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary