

**Hamilton-Wenham Regional School District Committee**

**Meeting of May 21, 2012**

**Minutes**

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

A. McCloughan called the meeting to order at 7:02 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, Roger Kuebel, Alexa McCloughan, Ann Minois, Jack O'Keefe (7:42), Dacia Rubel and Larry Swartz

**ALSO PRESENT:**

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

**ABSENT:**

No one

**ADJUSTMENTS TO THE 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 AN ITEM REGARDING RECOGNITION AND EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING BUSINESS, AND WILL NOT RETURN TO OPEN SESSION. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

**COMMENTS FROM AUDIENCE:**

A. McCloughan invited public comment. There was none.

**APPROVAL OF MINUTES:**

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON APRIL 23, 2012. DACIA RUBEL SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON APRIL 24, 2012. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON APRIL 30, 2012. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON MAY 1, 2012. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON MAY 3, 2012. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-0-1. (Roger Kuebel abstained because he was absent from that meeting.)**

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD ON MAY 7, 2012. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

**NEW BUSINESS:**

Appointment to Board of Directors  
at GLEC

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE APPOINT OUR SUPERINTENDENT MICHAEL HARVEY OR HIS DESIGNEES AS A MEMBER TO THE BOARD OF DIRECTORS AT GLEC (GREATER LAWRENCE EDUCATIONAL COLLABORATIVE). KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0).**

Presentation: New Teacher  
Evaluation Process

C. Bowler gave a PowerPoint presentation and explained the steps and timing of the state's new evaluation process for teachers, principals and administrators. (The PowerPoint slides and a related handout are appended to these minutes.) The presentation served as the required public hearing on the new state evaluation model. As a Race to the Top district HWRSD must implement an evaluation process starting in 2012-13 that meets state standards; the Committee has the options of adopting or adapting the state model, or revising the district's existing evaluation process in a way that wins approval by the state Department of Elementary and Secondary Education (DESE). Dr. Bowler and the Committee briefly discussed the point that some aspects of the evaluation system will have to be negotiated with teachers. She said the teacher's union is concerned about the state model's introduction of unannounced classroom observations; specific points of negotiation might include the number and duration of unannounced observations.

Nominating Committee

A. McCloughan asked Committee members to complete and give to K. Donnellan forms to indicate their interest in serving as chair, vice chair, secretary, or assistant secretary for the coming fiscal year. (A. Minois is completing her first year of a 2-year term as assistant treasurer so that position was deleted from the form.) The Committee is to reorganize at its June 7 meeting. K. Donnellan agreed to circulate the forms to newly-

elected members following the Hamilton town election on May 24, as well as brief descriptions of each position's responsibilities and time commitment (which the current officers agreed to write and send to her).

**SUPERINTENDENT'S UPDATE:**  
Candlelight Ceremony & Graduation

P. Gray invited the Committee to attend the two high school graduation ceremonies at the Gordon College chapel: Candlelight on Thurs. evening May 31 and the graduation ceremony on Sun. June 3.

Next Committee Meeting June 7

P. Gray also invited the Committee to a reception starting at 6:15 p.m. on June 7 at the Buker Multipurpose Room that will honor retiring teachers, staff, and Committee members. They also are to be thanked during the regular meeting of the Committee that will follow at 7 p.m.

**COMMITTEE REPORTS:**  
Superintendent Search Committee  
Minutes and Policy Working  
Group Minutes

A. McCloughan noted that minutes of meetings of the superintendent search committee and working groups have been submitted and are available for public review.

**POLICY DEVELOPMENT  
& ADOPTION:**

D. Rubel and other members of the Policy Working Group briefed the rest of the Committee on proposed revision of existing Committee policies and new policies recommended by that Working Group. She noted that Committee members would receive hard copies of a self-evaluation form that is a feature of the School Committee Self-Evaluation Policy enacted this year, which she said would provide helpful input so that going forward the Committee could learn from past experiences.

Remote Access

Discussion constituted the third reading of this proposed new policy. The Committee briefly discussed whether to treat remote participation in meetings of working groups differently from remote participation in meetings of the full Committee, and whether to specify a maximum number of meetings in which a particular member would be permitted to participate remotely in a given year. Members noted that the policy gives the chair discretion about such issues; D. Rubel noted the policy could be reviewed annually if the need for clarification arises.

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE REMOTE PARTICIPATION POLICY. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-0-1. (Bill Dery abstained.)**

School Committee--Staff  
Communications

B. Dery suggested that the draft policy be amended to state that all communication between the Committee and district staff be copied to the superintendent; he said requiring that all such communication be through the superintendent would be inefficient. The Committee discussed the idea and the likely practical application of it. Several other members supported the policy as proposed. They considered revising the text to

allow exceptions to the policy. J. O’Keefe joined the meeting during this discussion.

**DACIA RUBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE SCHOOL COMMITTEE–STAFF COMMUNICATIONS POLICY AS WRITTEN. KYM DONNELLAN SECONDED THE MOTION.**

No vote took place on this motion.

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE SCHOOL COMMITTEE–STAFF COMMUNICATIONS POLICY TO INCLUDE “OR THE SUPERINTENDENT” IN PARAGRAPH 2 AFTER “SCHOOL COMMITTEE.” KYM DONNELLAN SECONDED THE MOTION.THE MOTION PASSED 8-1-0. (Bill Dery voted no.)**

Student Admission Policy

No material changes were proposed to the existing policy.

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE STUDENT ADMISSION POLICY. JACK O’KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).**

Family & Medical Leave Act

Proposed changes to the existing policy make it consistent with the law define child and spouse, and add material about military leave entitlements.

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE FAMILY & MEDICAL LEAVE ACT POLICY. JACK O’KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).**

Classroom Observation

Changes to the policy were recommended by the Director of Student Services to update procedures for arranging classroom observation of a student by a parent, or by a professional at a parent’s request.

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE CLASSROOM OBSERVATION POLICY. JACK O’KEEFE SECONDED THE MOTION. THE MOTION PASSED 8-0-1. (Bill Dery abstained.)**

School Sponsored Field Trips

No material changes were proposed to the existing policy.

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE SCHOOL SPONSORED FIELD TRIPS POLICY. JACK O’KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).**

Student Withdrawal Policy

The Policy Working Group checked several features of the existing policy to confirm they agree with current law.

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE STUDENT WITHDRAWAL POLICY. JACK O’KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).**

Student Records Policy

No material changes were proposed to the existing policy.

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE STUDENT RECORDS POLICY. JACK O’KEEFE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (9-0-0).**

Religious Observances

B. Dery suggested creating a category such as “religious absence” instead of marking students as present on days when they have an excused absence from school for religious observance. He said in an emergency the district would need an accurate record of which students are actually present. Discussion that followed touched on DESE’s stringent regulations regarding absence for religious observance; the way such absences are recorded at the classroom and main office levels; and other features of the district’s policy including administration of tests and quizzes on religious holidays, and holding school on Good Friday.

**ROGER KUEBEL MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE ADOPT THE RELIGIOUS OBSERVANCES POLICY. KYM DONNELLAN SECONDED THE MOTION. THE MOTION PASSED 7-2-0.** (Bill Dery and Roger Kuebel voted no.)

The Committee discussed its plan to regularly review each policy every two to three years. D. Rubel said the working group this year developed a spreadsheet to track which policies are up for review each year.

P. Gray said incoming superintendent Michael Harvey is scheduled to begin work in HWRSD on July 2 and will participate in some meetings in the interim while completing work at his current job at Belmont High School.

P. Gray congratulated the HWRHS College Bowl team for its second state championship in a row in the WGBH High School Quiz Show.

**ADJOURNMENT TO EXECUTIVE SESSION FOR DISCUSSION RELATING TO**

**ROGER KUEBEL MADE A MOTION THAT THE REGIONAL HW SCHOOL COMMITTEE VOTE TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS MATTERS PERTAINING TO BARGAINING UNIT BUSINESS AND NOT RETURN TO OPEN SESSION. KYM DONNELLAN SECONDED THE MOTION.**

**A ROLL CALL VOTE WAS TAKEN:**

Sean Condon Y      Roger Kuebel Y      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 UNANIMOUSLY (9-0-0).**

The regular meeting adjourned at 8:17 p.m.

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

PowerPoint presentation, new teacher evaluation process (10 slides)  
Educator Evaluation Model outline hand-out (1 page)  
Remote Participation Policy (8 pages)  
School Committee–Staff Communications Policy (3 pages)  
Student Admission Policy (5 pages)  
Family & Medical Leave Act Policy (5 pages)  
Classroom Observation Policy (9 pages)  
School Sponsored Field Trips Policy (7 pages)  
Student Withdrawal Policy (2 pages)  
Student Records Policy (12 pages)  
Religious Observances Policy (2 pages)

Respectfully submitted,

Ann Sierks Smith, School Committee recording secretary