



# HAMILTON-WENHAM

## REGIONAL SCHOOL DISTRICT

5 SCHOOL STREET, WENHAM, MA 01984 · TEL. 978-468-5310

### **School Committee Meeting ([agenda](#))**

**Buker Elementary School Multipurpose Room**

**In-Person Meeting, [Zoom Link](#) is for Public Comment Only**

**Meeting ID: 857 4771 5576**

**Wednesday, June 1, 2022**

**7:00 PM - 8:55 PM**

#### **Present:**

Dana Allara, Chair

Julia Campbell

Jen Carr

David Frenkel (7:20 PM arrival)

Amy Kunberger, Secretary (remote participation via Zoom, approximate 7:15 PM arrival)

Anna Siedzik, Vice Chair

David Polito

#### **Also Present:**

Eric Tracy, HWRSD Superintendent

Vincent Leone, Assistant Superintendent to Finance and Administration

Craig Genuardo, Athletic Director

Wendy Ng, Director of Nutrition Services

Maureen Smith, Preschool and Elementary Special Education Coordinator

Becky Bonenfant, SEPAC co-chair

#### **1. Call to Order**

With a quorum present, Ms. Allara, Chairperson, calls the meeting to order at 7:02 PM.

#### **2. Pledge of Allegiance**

All those in attendance, with the exception of School Committee member Anna Siedzik, rise for the Pledge of Allegiance.

#### **3. Public Comments**

[Exhibit](#)

*Any citizen wishing to speak before the Committee shall identify himself or herself by name and address. Speakers will be allowed three (3) minutes to present their material. After Citizen's Comments, the chat feature will be turned off. If members want to be recognized, they can use the raise hand feature.*

There are no citizen comments at this time.

#### **4. Review of School Committee Protocols**

[Exhibit](#)

Mr. Polito reads protocol #12 as written in the *School Committee Protocols* detailed in the [exhibit](#).

#### **5. Consent Agenda**

##### **A. [Warrants](#)**

[Exhibit](#)

- Voucher No. 28

- Voucher No. 1045
- Voucher No. 1046
- Voucher No. 1047
- Voucher No. 3116
- Voucher No. 3117
- Voucher No. 3118
- Voucher No. 3119
- Voucher No. 3120

B. Minutes

- April 28 2022
- May 5 2022

[Exhibit](#)

[Exhibit](#)

C. Donations

- Frontier Technology Inc., \$2,500

[Exhibit](#)

D. Other

- Vote 2022-2023 School Committee Meeting Dates

[Exhibit](#)

Ms. Allara reminds everyone that this meeting is being recorded, live streamed, and broadcast by HWCAM, accessible through their [website](#) or [YouTube channel](#).

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA AS WRITTEN, WITH THE EXCEPTION OF THE MINUTES FROM 04/28/2022.**

**MOTION by Julia Campbell; SECONDED by David Polito.**

Jen Carr	YES;
Dana Allara	YES;
Anna Siedzik	YES;
Julia Campbell	YES;
David Polito	YES.

**MOTION PASSES unanimously through roll call vote of five (5) members present.**

Regarding the 04/28/22 meeting minutes: Ms. Siedzik previously requested revisions to these minutes, however there are still inaccuracies found. Ms. Lettvin, *Recording Secretary*, will need to complete the revisions as requested, including the correct identification of the various towns' human rights commissions, coalitions, and committees, as well as providing the correct date of when those discussions took place.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE HOLD THE MINUTES FROM 4/28/22 UNTIL FURTHER REVIEW CAN BE CONDUCTED.**

**MOTION by Julia Campbell; SECONDED by Anna Siedzik.**

Jen Carr	YES;
Dana Allara	YES;
Anna Siedzik	YES;
Julia Campbell	YES;
David Polito	YES.

**MOTION PASSES unanimously through roll call vote of five (5) members present.**

School Committee members agree that the 04/28/22 meeting minutes will need to be revised as soon as possible and preferably approved at the next School Committee meeting, 06/16/22.

**6. New Business**

**A. Set Athletic Fees**

[Exhibit](#)

*Amy Kunberger joins the meeting 7:16 PM.*

*David Frenkel enters the meeting (in-person) at approximately 7:20 PM.*

Superintendent Tracy reviews his recommendation to set the 2022-23 athletic fee structure, detailed in his 06/01/2022 memorandum ([exhibit](#)). The tiered fee approach, developed alongside Craig Genualdo and the Capital/Finance Subcommittee, creates a more equitable environment and allows more participation.

Mrs. Carr explains that the Capital/Finance Subcommittee supports this proposal, as 1) this reduces user fees for the majority of sports and 2) this allows parents to know the exact costs upfront, and therefore allows families to budget accordingly and determine whether they need to apply for a scholarship. Overall, this structure makes participation in sports easier and more equitable.

There is further discussion regarding the district's commitment to equity and inclusion.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CHANGES TO THE ATHLETIC USER FEES FOR FY23 SCHOOL YEAR, AS PRESENTED BY SUPERINTENDENT ERIC TRACY, AND AS WRITTEN IN THE [EXHIBIT](#).**

**MOTION by Julia Campbell; SECONDED by Jen Carr.**

*Discussion:* There is continued discussion regarding the athletic fee structure and creating more equity.

Mr. Genualdo explains that the Ski Team fees would be covered for the first year, and in following years he anticipates the fees structured similarly to gymnastics.

David Polito	YES;
Julia Campbell	YES;
Anna Siedzik	YES;
Dana Allara	YES;
Jen Carr	YES;
David Frenkel	YES;
Amy Kunberger	YES.

**MOTION PASSES unanimously through roll call vote of seven (7) members present.**

**B. Set School Lunches**

[Exhibit](#)

Wendy Ng, *Director of Nutrition Services*, reviews the FY21-22 Food Service Department Presentation, as detailed in the [exhibit](#).

Based on the department's calculations, Ms. Ng recommends the district set the price of school lunch to \$3.50 for the 2022-2023 school year. This amount does not cover all expenses, but Ms. Ng points out that the ala carte items generate some revenue, and provide a bit of a buffer to help the district keep school lunches affordable for all.

There is discussion about the calculations used in determining lunch costs; clarification around compliance; state legislation; state's cost structure; free/reduced cost lunch program (HW students who

qualify, percentage of students who qualify); 22-23 school year planning and anticipated staffing challenges, etc.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE SET THE FY22/23 SCHOOL LUNCH PRICE TO \$3.50.**

**MOTION by Julia Campbell; SECONDED by David Polito.**

David Frenkel	YES;
Jen Carr	YES;
Dana Allara	YES;
Anna Siedzik	YES;
Julia Campbell	YES;
David Polito	YES;
Amy Kunberger	YES.

**MOTION PASSES unanimously through roll call vote of seven (7) members present.**

*Superintendent Tracy asks to amend the agenda - moving the SEPAC Year End Presentation to the next order of business. There are no objections.*

C. SEPAC Year End Presentation (originally item E under New Business)

[Exhibit](#)

Maureen Smith, *Preschool and Elementary Special Education Coordinator*, appears this evening on behalf of the Student Services Department. Ms. Smith acknowledges the incredible work of the Special Education Parent Advisory Council ( SEPAC), which is co-chaired by Becky Bonenfant and Lindsay Whitman. She also expresses her gratitude for the police departments in Hamilton and Wenham - both for the \$2,500 donated to SEPAC (in collaboration with 5 Sons Pizza), and for establishing the Autism/Disability Outreach Program.

Becky Bonenfant, *SEPAC co-chair*, reviews the SEPAC year-end presentation, as detailed in the [exhibit](#). She explains the mission, goals, and overall structure of SEPAC, and reviews the timeline and agendas of the 21-22 meetings, highlighting the accomplishments and goals met throughout the past year. Ms. Bonenfant provides a brief overview of SEPAC's upcoming plans and goals for the following school year.

There is a brief discussion regarding SEPAC's financial needs, specifically costs associated with engaging high quality speakers.

D. Superintendent's Entry Plan Report (originally item C under New Business)

[Exhibit](#)

E. EOY District Goals 2021-2022 Report (originally item D under New Business)

[Exhibit](#)

Superintendent Tracy notes that there are two (2) lengthy reports appearing on tonight's agenda - the Superintendent's Entry Plan Report and the EOY District Goals 2021-2022 Report Both reports are detailed outlines of the work ahead of the district. Tonight, he hopes to summarize these reports and highlight the ways they intersect, but he also stresses the importance of School Committee members reading both reports in their entirety, as a shared understanding of the district's current realities is critical in moving forward effectively and efficiently.

Superintendent Tracy reviews the reports above. There are lengthy discussions about the information included in the reports, with a general consensus that he has completed a remarkable amount of work in his short time in this position. Many members offer their sincere appreciation for his ability to report this

information and clearly outline the work still required. Ms. Carr asks for additional explanation about the data and graphs included in these reports.

Superintendent Tracy requests School Committee members email him with any remaining questions or comments, so that he may incorporate that feedback before publishing the reports. He believes that the district has a significant amount of work ahead, and the process will be difficult for everyone involved. Despite the challenges ahead, he reiterates his optimism about this work and remains confident that the district will develop a strong strategic plan and become better equipped to meet the needs of students. The majority of School Committee members voice their agreement, and many express their appreciation for his incredible work so far.

F. Amend Minutes from June 2, 2021

[Exhibit 1](#)

[Exhibit 2](#)

[Exhibit 3](#)

Ms. Allara provides a brief explanation of the three (3) exhibits above, noting the unusual circumstances: the minutes had previously been accepted and were posted for one year before a citizen requested a small revision.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE MINUTES FROM 06/02/2021, AS AMENDED AND SHOWN IN [EXHIBIT 3](#).**

**MOTION by Julia Campbell; SECONDED by Jen Carr.**

Anna Siedzik	YES;
Julia Campbell	YES;
David Polito	YES;
Amy Kunberger	YES;
David Frenkel	YES;
Jen Carr	YES;
Dana Allara	YES.

**MOTION PASSES unanimously through roll call vote of seven (7) members present.**

**7. Finance and Operations**

A. Reappoint District Treasurer and Assistant District Treasurer

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE REAPPOINTMENT OF KEVIN MERZ AS DISTRICT TREASURER AND KATHRYN LAVOIE AS ASSISTANT DISTRICT TREASURER FOR THE PERIOD COVERING JULY 1 2022 THROUGH JUNE 30 2023 AS RECOMMENDED BY THE DISTRICT ASSISTANT SUPERINTENDENT OF FINANCE AND ADMINISTRATION, VINCENT LEONE.**

**MOTION by Amy Kunberger; SECONDED by Anna Siedzik.**

Julia Campbell	YES;
David Polito	YES;
Amy Kunberger	YES;
David Frenkel	YES;
Jen Carr	YES;
Dana Allara	YES;
Anna Siedzik	YES.

**MOTION PASSES unanimously through roll call vote of seven (7) members present.**

## 8. Superintendent's Report

- Report on end-of-year events:
  - Seniors helping Seniors - yesterday senior students spent the day helping senior citizens in the community by assisting with various jobs like raking, washing windows, etc.;
  - Senior Farewell - taking place tonight, this is an opportunity for handing out awards, getting yearbooks signed, and enjoying one last meal together;
  - Candlelight Ceremony - 06/02/2022 at 8:00 PM in the High School gym. This is the first time in three years that this ceremony has been able to take place. Superintendent Tracy notes that this is a very moving ceremony and a wonderful way to close out the year.
  - Graduation - Saturday, 06/04/2022 at 10:00 AM. There is a 160 ft tent and seating available to accommodate 1,600 attendees. School Committee members are welcomed and encouraged to attend.
- Massachusetts Association of School Committees Annual Spring Meeting put on by Massachusetts Association of School Superintendents - 05/26/22, Marlborough, MA.
  - Superintendent Tracy and other district leaders attended this meeting, which focused conversations on "REDI: Translating Vision, Affirming Commitment, Taking Action- Next Steps".
  - At the meeting, the Commissioner informed attendees that the State will stop the Pool Testing program at the end of this school year. Superintendent Tracy explains that it is currently unknown whether the State will restart this program, or any other mitigation efforts next year. He reports that the district has purchased 2,000 at-home testing kits for the two summer programs.
- Superintendent Tracy thanks Mr. Martin and the other Veterans who took time out of their days this past Friday to visit all schools and helped students learn about Memorial Day.
- School Lunches:
  - Financing for school lunches exist both in the House (\$110 million) and Senate (\$10 million);
  - Both State Representative and Senator have responded to Superintendent Tracy's email about the district's position on this matter, and both are supportive.

Mr. Frenkel asks about the District's COVID mitigation strategies moving forward. Superintendent Tracy responds:

- The district has purchased at-home testing kits;
- The district is currently exploring the costs to have air purifiers in classrooms, including maintenance costs;
- Mr. Geary is currently looking into the potential of implementing CO2 monitoring.

## 9. Committee Reports

### A. Capital/Financial Planning Subcommittee (Julia Campbell, Jen Carr, Dana Allara)

An update regarding athletic fee structure was reported earlier in this meeting.

### B. Policy Subcommittee (Anna Siedzik, Amy Kunberger, David Frenkel)

Ms. Siedzik reports that the *Policy Subcommittee* is still working to schedule their meeting, which will hopefully take place next week. They will continue MASC policy review, including financial policies.

### C. Negotiations Subcommittee (Dana Allara, David Polito, Amy Kunberger)

Ms. Allara reports that the *Negotiations Subcommittee* will be meeting on Monday, 06/06/22.

## 10. Chair's Report

Superintendent evaluations: Ms. Allara reports that she has turned in her evaluation and has received an additional two (2) evaluations from School Committee members. She looks forward to receiving the remaining evaluations.

A. Liaisons

Buker Elementary	Julia Campbell
Cutler Elementary	Anna Siedzik
Winthrop Elementary	Amy Kunberger
Miles River Middle School & High School	Jen Carr
Hamilton Selectboard	Amy Kunberger
Hamilton FINCOM	Dana Allara
Wenham Selectboard	David Polito
Wenham FINCOM	David Polito (Julia Campbell as alternate)
Wellness Committee	Julia Campbell
SEPAC	Anna Siedzik
Turf Field Committee	Jen Carr
Wenham Master Planning	David Frenkel (will serve as a member on this board, and therefore act as SC liaison as well)
DEIB	TBD

School Committee members volunteer for the liaison positions as noted in the above table.

There is some discussion about the **Wellness Committee**, which is a committee required by the State to address nutrition, fitness, and other health related aspects within the schools. Before COVID suspended regular meetings, the committee met monthly and Michelle Horgan served as a member and liaison. Wendy Ng, *Director of Nutrition Services*, will head the committee going forward, and will need to ensure that the Wellness Plan is updated, as this is required every few years.

There is some discussion about whether a School Committee liaison is needed for the **DEIB Working Group**. After some discussion, the School Committee agrees to hear the DEIB report before deciding how to proceed (liaison, regular reporting from the group, or another approach to ensure open communication).

Ms. Allara talks about her experience as a member of the **Hamilton Master Planning Committee**. She believes the **Wenham Master Planning Committee** will have similar expectations and time commitments for their members.

**11. Topics for Future Meetings**

- School Committee Retreat: scheduled for 08/04/2022, beginning at 4:00 PM or 5:00 PM. There is some discussion about the location of the retreat, which remains TBD.
- School Committee meeting: scheduled 08/18/2022 to authorize year-end transfers.

**12. Vote to Adjourn**

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN THE 06/01/2022 MEETING AT 8:55 PM.**

**MOTION by Anna Siedzik; SECONDED by David Polito.**

David Polito	YES;
Amy Kunberger	YES;
David Frenkel	YES;
Jen Carr	YES;
Dana Allara	YES;
Anna Siedzik	YES.
Julia Campbell	YES.

**MOTION PASSES unanimously through roll call vote of seven (7) members present.**

*Respectfully submitted June 13 2022 by Mahala Lettvin, Recording Secretary.*

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