



# 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: 892 6618 5571**  
**Thursday, September 8, 2022**  
**7:00 PM - 9:10 PM**

**Present:**

Dana Allara, Chair  
Julia Campbell  
Jen Carr  
Amy Kunberger, Secretary  
Anna Siedzik, Vice Chair

**Also Present:**

Eric Tracy, HWRSD Superintendent  
Vincent Leone, Assistant Superintendent to Finance and Administration  
Tim Fazio, Hamilton - Wenham Athletic Field Improvement Committee  
Peter Gourdeau, Hamilton - Wenham Athletic Field Improvement Committee  
Michelle Horgan, Hamilton - Wenham Athletic Field Improvement Committee

**1. Call to Order**

With a quorum present, Ms. Allara, Chairperson, calls the meeting to order at 7:01 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. Citizens' Comments**

[Exhibit](#)

*Any citizen wishing to speak before the Committee shall identify themselves by name and address. Speakers will be allowed three (3) minutes to present their material.*

Ms. Allara states that this meeting is being recorded, live streamed, and broadcast by HWCAM, and is accessible through either HWCAM's [website](#) or [YouTube channel](#).

There are no citizen comments at this time; the Zoom closes at approximately 7:02 PM.

**4. Review of School Committee Protocols**

[Exhibit](#)

Ms. Campbell reads School Committee Protocol #2 as written in the [exhibit](#).

**5. Consent Agenda**

A. Warrants

[Exhibit](#)

- Voucher No. 5
- Voucher No. 6

- Voucher No. 1007
- Voucher No. 1009
- Voucher No. 1010
- Voucher No. 1011
- Voucher No. 3165
- Voucher No. 3166
- Voucher No. 3167
- Voucher No. 3168
- Voucher No. 3169
- Voucher No. 3170

B. Donations

- Football Booster Funded .5 Coach; \$2,094.50 [Exhibit](#)
- EdFund Mini Grant - Drama Room Lighting Equipment; \$1,832.69 [Exhibit](#)
- EdFund Mini Grant - Newscasting Studio Supplies; \$994.45 [Exhibit](#)

C. Other

- Fall Football Booster Advertisement Program Book & Advertisement Banners [Exhibit](#)
- AD Program Book - Volleyball [Exhibit](#)

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA AS WRITTEN WITH THE EXCEPTION OF BOTH ITEMS UNDER C. OTHER, AS WELL AS THE DONATION FOR THE BOOSTER FUNDED .5 FOOTBALL COACH.**

**MOTION by Amy Kunberger; SECONDED by Jen Carr..  
MOTION PASSES unanimously by vote of five (5) members present.**

Superintendent Tracy notes that the .5 Football Coach booster donation is for the amount of \$2,398.50 (the agenda shows the incorrect amount of \$2,094.50, while the exhibit attached to the agenda is correct).

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FOOTBALL BOOSTERS FOR THE .5 COACH, WITH THE CORRECT AMOUNT OF \$2,398.50, AS DETAILED IN THE [EXHIBIT](#).**

**MOTION by Amy Kunberger; SECONDED by Anna Siedzik.  
MOTION PASSES unanimously by vote of five (5) members present.**

Regarding the advertisements for football and volleyball, Ms. Siedzik points out that previous advertising materials included specific language that contents were subject to the Superintendent's approval. Superintendent Tracy confirms that he has indeed reviewed and approved the materials as presented above. Future advertising proposals will include this language.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA, SECTION C, AS PRESENTED IN THE EXHIBITS ON THE AGENDA.**

**MOTION by Amy Kunberger; SECONDED by Anna Siedzik.  
MOTION PASSES unanimously by vote of five (5) members present.**

The committee will address the *Concussion Policy* (item C under New Business on the agenda) as the next order of business; there are no objections to this change.

**6. New Business**

A. Renewal Vote for Concussion Policy (*originally item C*)

[Exhibit](#)  
[Exhibit](#)

Ms. Siedzik explains that the *Policy Legislative Subcommittee* voted unanimously to present the concussion policy as revised and as reflected in the exhibits above. Ms. Siedzik reviews the minor changes highlighted in the red-lined document (found in the second [exhibit](#)): updating the date/year listed; changing the name (previously *Policy H8029*) to align with MASC naming conventions (now *Policy JJIF*); and correcting the numbered/lettered bullets to remove duplicates and ensure sequential ordering.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONCUSSION POLICY AS PRESENTED ON THE EXHIBITS ON THE AGENDA.**

**MOTION by Amy Kunberger; SECONDED by Julia Campbell.**

*Discussion:* Ms. Allara points out that this policy is required by law. Superintendent Tracy states that this policy is also required per the student handbook. There is some discussion about previous versions of the policy and the level of detail included.

**MOTION PASSES unanimously by vote of five (5) members present.**

B. School Committee Mission Statement (*originally item D*)

[Exhibit](#)

Ms. Allara provides a brief overview of this item: the School Committee discussed their goals during the 08/04/2022 workshop. The 2022-2023 School Committee Mission Statement, [exhibit](#), is a draft that represents those discussions. Tonight, Ms. Allara hopes the School Committee can vote to approve the document as presented, or reach an agreement about any needed revisions.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE 22-23 SCHOOL COMMITTEE MISSION STATEMENT AS PRESENTED.**

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

*Discussion:* There is a brief discussion regarding the formatting of the document, as well as the process involved in drafting the language. Initially, the School Committee discussed their “goals” during the workshop, however, the language developed reads more like a mission statement.

**MOTION PASSES unanimously by vote of five (5) members present.**

The School Committee agrees to read sections of the mission statement aloud at future meetings, similar to the reading of School Committee protocols.

C. HW Athletic Facilities Improvement Committee Presentation (*originally Item A*) [Exhibit](#)

Ms. Horgan, Mr. Fazio, and Mr. Gourdeau appear before the School Committee to provide a status update as well as present the proposed Naming Rights Guideline (as shown in the [exhibit](#)). The initial Athletic Facilities Improvement Committee was split into subcommittees: (1) marketing/communication, (2) fundraising, and (3) building. Both the marketing/communication and fundraising subcommittees were populated over the summer, and they are now working alongside Superintendent Tracy to solicit members for the building subcommittee (to include district staff and community members).

Currently, the Athletic Facilities Improvement Committee’s priority is to make sure the community is aware of the fast-approaching October Town Meeting, and that the public is well informed of the issue

being addressed: district establishing a stabilization fund). The proposed Naming Rights Guideline document will become crucial as fundraising efforts move forward: naming rights will need to be clearly articulated and agreed upon at all levels before discussions with donors take place. There is discussion regarding naming rights; relinquishment of naming rights; handling donations and nonprofit status; working alongside legal counsel and the *Policy Legislative Subcommittee*; alignment with district policies; etc.

Superintendent Tracy explains that Marc Terry, district legal counsel, will continue to review and advise on this matter.

Ms. Siedzik invites any and all members of the Athletic Facilities Improvement Committee to attend the next *Policy Legislative Subcommittee* meeting, currently scheduled for 09/19/2022.

Ms. Horgan asks for the School Committee's help to distribute a one page document that the Marketing subcommittee will be creating.

D. Regional Agreement Discussion (originally item B)

Ms. Allara explains that she and Shawn Farrell, *Hamilton Selectboard Chair*, agree that attorneys from the towns and district should review the *Regional Agreement*. Legal counsel would then provide their feedback by developing a thoroughly red-lined revised document to help guide the committee's discussion.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE LEGAL COUNSEL TO REVIEW THE REGIONAL AGREEMENT.**

**MOTION by Amy Kunberger; SECONDED by Jen Carr.  
MOTION PASSES unanimously by vote of five (5) members present.**

E. Vote MASC Delegate (originally item E)

Ms. Allara explains that the MASC conference will take place 11/02/22-11/05/22. The School Committee will need to elect a delegate in order to vote on the proposed MASC resolutions. Ms. Allara is planning to attend the conference.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPOINT DANA ALLARA AS THE 2022 MASC CONFERENCE DELEGATE.**

**MOTION by Amy Kunberger; SECONDED by Anna Siedzik.  
MOTION PASSES unanimously by vote of five (5) members present.**

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPOINT JULIA CAMPBELL AS THE 2022 MASC CONFERENCE ALTERNATE DELEGATE, IN THE EVENT THAT DANA ALLARA IS UNABLE TO ATTEND.**

**MOTION by Amy Kunberger; SECONDED by Anna Siedzik.  
MOTION PASSES unanimously by vote of five (5) members present.**

**7. Superintendent's Report**

A. School Opening Update

- Superintendent Tracy has spent time in all schools during the start of the school year. He reports that, overall, there has been a smooth start to the school year, with a positive atmosphere and a dedication to keeping equity at the forefront as the school year progresses;
- *Transportation challenges* - Superintendent Tracy reports that he will be meeting with Salter Transportation Company this coming Monday to review the contract and address continued challenges in bus transportation;
- *Strategic Planning* - Superintendent Tracy provides an update regarding the status of the Strategic Planning Committee, as well as the scheduling and public invitation/advertisements for the focus groups (the School Committee's focus group is scheduled next Thursday, 6:30 PM). Mr. Tracy anticipates a presentation from the Strategic Planning Committee at the 12/15/2022 School Committee meeting;
- Superintendent Tracy provides an overview of the school social events and open houses scheduled in the coming weeks;
- *NEASC accreditation report* - Superintendent Tracy anticipates this report at the next School Committee meeting;

## 8. Committee Reports

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

The *Capital/Financial Planning Subcommittee* is planning to meet on Monday, 09/19/2022 at 4:00 PM.

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

The *Policy Subcommittee* is planning to meet on Monday, 09/19/2022 at 6:00 PM. The agenda includes finishing Section D policy review, and finalizing the memo on changes to Section A policies.

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

No update at this time.

## 9. Chair's Report

- Ms. Allara attended the opening day for staff, and reports a very positive and exciting energy throughout the room. Ms. Allara was impressed with Eliza Bassom, *Senior Class President*, who delivered a speech and received a standing ovation.
  - There is a brief discussion regarding the restructuring of the School Committee's student representative reports: Eliza Bassom will present at the next School Committee meeting, and other class presidents will present at future meetings. This will result in a rotating schedule, so responsibility is distributed amongst classes.

## 10. Topics for Future Meetings

- October Town Meeting - communication about the meeting, attendance, 1-page flyer, etc.;
- Preview to the budget calendar;
- District branding, logo, style guide: Superintendent Tracy and Ms. Kunberger will collaborate on a draft document to guide this discussion.

## 11. Vote to Adjourn

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN THE 09/08/2022 MEETING AT 8:17 PM.**

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

**MOTION PASSES unanimously by vote of five (5) members present.**

*Respectfully submitted September 27 2022 by Mahala Lettvin, Recording Secretary.*

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***The agenda items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Items may be heard out of the listed order.***

***\*Times are provided as estimates and guidelines only and are subject to change.***