



# HAMILTON-WENHAM

## REGIONAL SCHOOL DISTRICT

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

### Policy/Legislative Subcommittee Meeting ([agenda](#))

Zoom Virtual Meeting [LINK](#)

Meeting ID: 829 2639 2894

Passcode: 798568

Monday, August 22, 2022

7:00 PM - 9:00 PM

#### Present:

Anna Siedzik, Chair

Amy Kunberger, Vice-Chair

David Frenkel, Secretary

#### Also Present:

Eric Tracy, District Superintendent

Dorothy Presser, MASC Representative

Vincent Leone, Assistant Superintendent to Finance and Administration (approximate 7:30 PM arrival)

#### 1. Call to Order

7:00 PM

With a quorum present, Ms. Siedzik calls the 08/22/2022 *Policy/Legislative Subcommittee* meeting to order at 7:01 PM. This meeting is being recorded and held remotely via Zoom.

#### 2. Approval of Minutes from 06/21/2022

[Exhibit](#)

**I MOVE THAT THE *POLICY/LEGISLATIVE SUBCOMMITTEE* APPROVE THE 06/21/2022 MEETING MINUTES, AS PRESENTED.**

**MOTION by David Frenkel; SECONDED by Amy Kunberger.**

Amy Kunberger YES;

David Frenkel YES;

Anna Siedzik YES.

**MOTION PASSES unanimously through roll-call vote of three (3) members present.**

#### 3. Review Concussion & Head Injury Policy H8029

[Exhibit](#)

The School Committee is required to update and approve the *Head Injury & Concussion Policy* every two (2) years, and the last review occurred 09/16/2020. Craig Genualdo, Athletic Director, and the district's lead nurse have reviewed and approved the policy as presented in the [exhibit](#).

Ms. Siedzik notes a formatting inconsistency - the roman numeral sequencing has two (2) "I" sections (subheadings titled *Educating* and *Collecting History*). This will be corrected.

Ms. Presser notes that the subcommittee had previously completed their review of J-Section policies, but had held this policy JJIF, specifically to consult with the district nurse and athletic director.

Ms. Siedzik reviews the procedure moving forward. Based on the requirement to update every two (2) years, this specific policy would be presented for the School Committee's approval "in-form" at the next meeting. Policy JJIF will be included in the School Committee's batch approval of J-Section policies.

There is a brief discussion about the treatment of concussions and head injuries including current best practices, minimum days indicated for healing, physician consultation, district's baseline testing, return to school/activities, etc.

**I MOVE THAT THE *POLICY/LEGISLATIVE SUBCOMMITTEE* APPROVE THE HEAD INJURY & CONCUSSION POLICY AS PRESENTED IN THE [EXHIBIT](#), WITH THE FOLLOWING TWO (2) CHANGES: (1) CORRECT THE ROMAN NUMERALS; (2) ALIGN TO THE MASC POLICY NUMBER FORMAT SO THIS WOULD BECOME POLICY JJIF; AND THAT WE THEN BRING THIS FORWARD FOR APPROVAL BY THE FULL SCHOOL COMMITTEE AT THE NEXT MEETING.**

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

**FRIENDLY AMENDMENT BY AMY KUNBERGER TO ALSO CORRECT THE SEQUENCING OF BULLETED ITEMS A-F UNDER SECTION 3. THERE ARE NO OBJECTIONS TO THIS AMENDMENT.**

Amy Kunberger	YES;
David Frenkel	YES;
Anna Siedzik	YES.

**MOTION PASSES unanimously through roll-call vote of three (3) members present.**

Superintendent Tracy will ensure the *Head Injuries and Concussions Policy JJIF*, is revised according to the discussions and motion tonight. The final policy will be linked as an exhibit on the agenda for the next School Committee meeting.

#### **4. Review of Memo on Changes to A-Section Policies**

[Exhibit](#)

Ms. Siedzik reviews the reasons for creating this document: the School Committee believed a memorandum clarifying the numerous and complex changes/additions/replacements/etc. to these "A" policies would help gain a clearer understanding of what is being asked/adopted. Ms. Kunberger drafted this document, as shown in the [exhibit](#), and she provides a brief description of how she organized the document.

Ms. Presser notes that because of the [Crown Act Legislation](#), the protected classes language should include an asterisk after "race," and then the footnote reference asterisk should read as follows:

'Race' to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length, and protected hairstyles.

The subcommittee agrees that the above language should be added to each of the six (6) policies that reference protected classes: AC, AC-R, ACA, ACAB, ACE, and JICK.

Ms. Kunberger, in consultation with Superintendent Tracy, will create additional documents/memos to help illustrate the subcommittee's proposed changes, as discussed at length in past meetings.

**I MOVE THAT THE *POLICY/LEGISLATIVE SUBCOMMITTEE* AMEND THE SIX (6) POLICIES THAT REFERENCE PROTECTED CLASSES/RACE (AC, AC-R, ACA, ACAB, ACE,**

**AND JICK) TO INCLUDE THE CROWN ACT LEGISLATION LANGUAGE, AS REFERENCED ABOVE.**

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

Amy Kunberger YES;  
David Frenkel YES;  
Anna Siedzik YES.

**MOTION PASSES unanimously through roll-call vote of three (3) members present.**

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE AUTHORIZE AMY KUNBERGER TO WORK WITH SUPERINTENDENT ERIC TRACY AND MASC REPRESENTATIVE DOROTHY PRESSER IN ORDER TO PREPARE EXHIBITS TO HELP CLARIFY THE PROPOSED CHANGES, TO BE PRESENTED DURING THE NEXT FULL SCHOOL COMMITTEE MEETING.**

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

*Discussion:* Ms. Siedzik clarifies that this motion authorizes the temporary suspension of normal procedure which would otherwise dictate that the exhibits be brought to the subcommittee for approval to then present to the full committee.

Amy Kunberger YES;  
David Frenkel YES;  
Anna Siedzik YES.

**MOTION PASSES unanimously through roll-call vote of three (3) members present.**

Ms. Siedzik notes that based on previous meeting minutes, Policy JICK was reviewed and discussed, but never officially voted/approved by the subcommittee. Ms. Presser will take note of this, while also amending JICK to include the additional language noted above.

## **5. Review of D-Section Policies**

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

*Mr. Leone joins the meeting at approximately 7:33 PM.*

Mr. Leone states that the auditors have requested specific information, including policies and procedures about certain aspects of financial and program management, and also, specifically, any written policies about cash management, employee travel, etc. There is a discussion about district policies and procedures, with clarification that policies tend to be broad whereas procedures tend to be the district's practices which follow those broad policies. After a more detailed discussion, Mr. Leone agrees to follow up with the auditors to seek clarification about their request.

Mr. Leone had the opportunity to review D-Section Policies up to page 34. Although he had a number of notes about inaccuracies, conflicting information, and/or missing information, these were mostly resolved once the procedure was detailed - versions are compared and sometimes merged, information is corrected and updated, and ultimately the subcommittee will agree on one (1) policy that best represents the district. There are discussions about the district's specific practices and handling of a variety of financial situations, including policies surrounding travel and tuition reimbursement.

There is a lengthy discussion about the percentage for funding the E&D account. Mr. Leone explains that Massachusetts State Law sets the maximum percentage at 5%, however, the district previously decided to set the percentage at 3%. There is an in-depth discussion about the potential benefits with an increase;

anticipated response from community/towns; calculations used in prior years; E&D account flexibility; comparisons to the stabilization fund; etc.

The percentage increase will need to be reflected throughout all district documents, including the *Regional School District Budget Transfer Authority, Policy DBJ* (page 14), *Reserve Funds: Excess & Deficiency (E&D), Policy DIBA* (page 40), and possibly other policies not yet reviewed.

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE INCREASE THE ALLOWABLE PERCENTAGE OF E&D THE DISTRICT CAN MAINTAIN FROM THREE (3)% TO FIVE (5)%, TO ALIGN WITH MASSACHUSETTS STATE LAW.**

**MOTION by David Frenkel; SECONDED by Amy Kunberger.**

David Frenkel	YES;
Amy Kunberger	YES;
Anna Siedzik	YES.

**MOTION PASSES unanimously through roll-call vote of three (3) members present.**

Ms. Siedzik clarifies that the subcommittee has agreed, through unanimous vote, to increase the allowable percentage of E&D from 3% to 5%. Members agree that this increase is timely and necessary for overall financial health as the district embarks on a number of operating and capital projects in the coming years.

Mr. Leone will finish the D-Section policies he has not yet had a chance to review. He will attend the next subcommittee meeting prepared to offer his input on those policies.

Ms. Presser begins the D-Section policy review as detailed in her memorandum, [exhibit](#).

#### DA: FISCAL MANAGEMENT GOALS

Ms. Presser notes minor differences in the versions of this policy and points out the subcommittee may want to consider including some of MASC's language around equity. After a lengthy discussion, and with guidance from Ms. Presser, the subcommittee agrees to adopt the MASC version of policy DA, with the revision as follows:

Add bullet point #6 at the end, based on bullet point #5 of the district's version of the policy, revised as follows:

~~To establish maximum efficiency~~ **To maximize efficiency of** procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

#### DB – REGIONAL SCHOOL DISTRICT ANNUAL BUDGET

There is a lengthy discussion about the language found in the district's version of the policy, which specifies that the district will hold two (2) public budget information meetings. Mr. Leone will research this further and will report back to the subcommittee should he discover any legitimate or ongoing justifications for including two (2) public meetings. The subcommittee agrees to adopt the MASC version of policy DB, with the following revisions:

- Paragraph 5 will be edited as follows:

At the discretion of the **Capital Finance Policy** Subcommittee, an informal public information meeting may be held to solicit input from the general public. ~~In accordance with the District Agreement, a~~ **At least one** public hearing shall be heard prior to the adoption of the Final Operating and Maintenance Budget by the District Committee.

- Throughout the policy, references to “Finance Policy Subcommittee” will be replaced with “Capital Finance Subcommittee”.

DB-R – REGIONAL SCHOOL DISTRICT BUDGET – APPORTIONMENT OF EXPENSES

Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of policy DB-R (there was no district version of this policy), with the following revisions:

- Ms. Presser will follow up about the full reference needed to replace the vague “sixteen - D ” currently found in the policy. She will revise accordingly.
- Any mention of the “ $\frac{2}{3}$  vote” will be replaced with, “ $\frac{2}{3}$  vote **of the full school committee**”.

DBC – BUDGET DEADLINES AND SCHEDULES

Per recommendation of Ms. Presser, the subcommittee agrees to adopt the district’s version of policy DBC with the following revisions:

- Bullet item #1 will be edited as follows:

At least thirty (30) days prior to adoption of its final budget, the School Committee shall approve, by majority vote, ~~(603 Code of Mass Regs 41.05 (1) (a))~~ a tentative operating budget. Copies shall be mailed to the Chairs of the Finance and Advisory Committees and the ~~Boards of Selectmen~~ **Selectboard** for the two towns. ~~District Agreement s.10, 1st par.~~

- Bullet item #2 will be edited as follows:

No later than fifteen (15) days after the tentative operating budget is mailed to the towns the ~~SC~~ **School Committee** shall hold a public hearing **subsequent to appropriate notice**. ~~(with 7 days advance notice at two public places DA & in local newspaper at least 7 days prior with copies available to public 48 hours prior – MGL c71, S38N.~~

- Bullet item #3 will be edited as follows:

No later than forty-five (45) days prior to the first annual town meeting of a member town, the School Committee shall adopt, by a two-thirds vote **of the full committee**, the annual operating budget for the District. The date of adoption shall not be before February 1st or later than March 31st. ~~MGL C71 S16 (m)~~

- Ms. Presser will remove all legal references embedded in the language of this policy, moving such references to the end of the policy.

*At 8:50 PM, Ms. Siedzik checks in with participants about their willingness to complete review of the one (1) remaining policy scheduled for review at this meeting. All those present are willing to continue the review.*

DBD – BUDGET PLANNING

Ms. Presser explains that DB and DBD are somewhat similar, so adoption of DBD depends on whether the subcommittee believes DB has fully and adequately addressed the information. The subcommittee adopts the MASC version of policy DBD.

Ms. Presser will revise the policies as discussed earlier and will also correct any remaining formatting and/or grammatical errors.

**6. Other Items Not Anticipated by the Chair**

None.

**7. Set Next Meeting Date**

The following meeting dates are scheduled:

Monday, 09/19/22, 7:00 PM

Wednesday, 10/19/22, 7:00 PM

Hamilton - Wenham School Committee

**Policy/Legislative Subcommittee**

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Monday, 11/21/22, 7:00 PM  
Monday, 12/19/22, 7:00 PM  
Tuesday, 01/17/23, 7:00 PM  
Monday, 02/13/23, 7:00 PM  
Monday, 03/20/23, 7:00 PM

**8. Adjourn**

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE ADJOURN THE 08/22/2022 MEETING AT 9:02 PM.**

**MOTION by David Frenkel; SECONDED by Amy Kunberger.**

David Frenkel            YES;  
Amy Kunberger        YES;  
Anna Siedzik           YES.

**MOTION PASSES unanimously through roll-call vote of three (3) members present.**

*Respectfully submitted September 19, 2022 by Mahala Lettvin, Recording Secretary.*

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\*\*Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A § 20, the public will not be allowed to physically access this School Committee meeting. The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable. Please [click here](#) to read the Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20.\*\*

\*Zoom App Information: If you plan to participate, download the [Zoom.com](#) application now. The option to download will also be available at the start of the meeting. When opening the Zoom App, select "Join Meeting" in the upper right corner and enter the meeting id: **Meeting ID: 829 2639 2894; Passcode: 798568**. The community should ask questions via the "chat" function within the Zoom application during the Citizen's Comments section. During the Zoom meeting, participants will be given instructions on how to provide their comments. Unfortunately, we must limit the in-person conversations to just the Committee members. However, for the benefit of all, the School Committee meetings will be available on our local cable channel, HWCam, and [HWCam.org](#), for review a few hours after the meeting has ended. Members of the Public can access the meeting via [YouTube HWRSD live stream link](#) the next day.