



# 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: 860 9784 3792

Passcode: 950171

Monday, September 19, 2022

7:00 PM - 9:00 PM

### Present:

Anna Siedzik, Chair

Amy Kunberger, Vice-Chair

### Also Present:

Eric Tracy, District Superintendent

Dorothy Presser, MASC Representative

Vincent Leone, Assistant Superintendent of Finance & Administration

Mahala Lettvin, Recording Secretary

### 1. Call to Order

7:00 PM

Ms. Siedzik reports that Mr. Frenkel, subcommittee member, sent apologies and is unable to attend tonight's meeting due to a clash with the Wenham Master Plan meeting. With a quorum present, Ms. Siedzik calls the 09/19/2022 *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 08/22/2022

[Exhibit](#)

There is consensus that recording secretary, Ms. Lettvin is a true gift to the committee, as she is an absolutely stellar note taker who embodies the excellence so often highlighted throughout the district's mission statement, values, and beliefs<sup>1</sup>. The minutes include details of the discussion regarding changes to the policies as agreed upon - emboldened language (additions) as well as strikethrough language (deletions).

**I MOVE THAT THE *POLICY/LEGISLATIVE SUBCOMMITTEE* APPROVE THE 08/22/2022 MEETING MINUTES AS PRESENTED.**

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

Anna Siedzik YES;

Amy Kunberger YES.

**MOTION PASSES unanimously through roll call vote of two (2) members present.**

### 3. Final Review of Section A Policy Updates

[Exhibit](#)

Ms. Kunberger reviews the document she created, which illustrates changes to the A section policies, as shown in the [exhibit](#).

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<sup>1</sup> Due, of course, to her education in Hamilton - Wenham Regional Schools.

There is discussion clarifying when specific changes were made to the policies and how to best illustrate those changes to the School Committee.

- May, 2021: Most recent official adoption of A section policies (currently linked on the district's website)
- December, 2021: After working with the AG, MASC proposes changes to ACAB, resulting in ACAB, AC, and JICK policies, and changes to AC, resulting in AC and AC-R policies.
- Winter 2021/22: The *Subcommittee* reviews and accepts MASC proposed policies.
- 04/07/2022: First reading of policies [AC](#), [AC-R](#), [ACAB](#) (also see meeting [minutes](#)). Ms. Bailey requests a redlined document highlighting the changes.
- 08/22/2022: Per suggestion of the MASC, the *Subcommittee* agrees to add the Crown Act Language to six (6) policies that reference protected classes (AC, AC-R, ACA, ACAB, ACE, and JICK).

Ms. Presser will send Ms. Kunberger the most recent policy revisions to finalize the comparison document. This will appear on the School Committee's 10/06/2022 meeting agenda.

**4. Review of Policy F6018 (originally Item 5 on agenda) [Exhibit](#)**

Ms. Siedzik explains that the *Athletic Facilities Improvement Committee* has provided a proposed contract, and has asked the subcommittee to review district policies to identify any potential conflicts.

There is discussion about *Private Funding*, Policy KGD (previously D4002), *Advertising in Schools*, Policy KHB (previously D4003), and *Naming Facilities*, Policy FF (previously F6018). None of the policies have any apparent conflicts with the Athletic Committee's proposed contract. However, the policies will likely be revised as sections are reviewed more in depth.

Superintendent Tracy does not believe that formal adoption of these policies is a particularly urgent matter, so approving policies out of order is not necessary. He recommends the *Policy/Legislative Subcommittee* approve the policy sections by the end of December. Superintendent Tracy will report back to the *Athletic Facilities Improvement Committee* about the subcommittee's discussion this evening.

At 8:00 PM, all those present agree to continue the meeting, picking up with review of D Section policies, and aiming to finish up the meeting no later than 9:00 PM.

**5. Continued Review of D Section Policies (Originally Item 4) [Exhibit](#)  
[Exhibit](#)**

Ms. Presser continues review of the D section policies, as referenced in her detailed policy analysis memorandum found in the [exhibit](#).

**DBG – BUDGET ADOPTION PROCEDURES**

Per recommendation of Ms. Presser and through discussion with Mr. Leone, the subcommittee agrees to adopt the MASC version of DBG, with the first paragraph revised as shown below:

The regional district budget is adopted by the School Committee at the ~~cost center level.~~ **DESE chart of account level.** ~~Cost centers should~~ This represents appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day-to-day work. ~~Cost centers will be agreed upon by the Committee and administration.~~

**DBJ – BUDGET TRANSFER AUTHORITY**

Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of DBJ, with the

following revisions:

- Add a cross reference to Policy DIBA.
- Remove all references to “cost center” and replace with “DESE functional classifications”.
- In the second paragraph, the last line needs a period added between sentences (between the words “committee” and “Approval”).

#### DD – FUNDING PROPOSALS AND APPLICATIONS

The subcommittee agrees to adopt the district’s version of DD as written, revising slightly to remove the word “all” from the first paragraph (“~~all~~ possible sources”) and second paragraph (“~~all~~ possible funds”).

#### DEC – FEDERAL FUNDS SUPPLEMENT NOT SUPPLANT POLICY/ DECA – TITLE 1 SUPPLEMENT NOT SUPPLANT POLICY AND PROCEDURES 2012-2013

Both the MASC and district versions of the policy meet DESE’s requirements to have a “supplement not supplant” policy in place. Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of DEC as presented.

#### DFA – CASH AND INVESTMENT

Mr. Leone will follow up with the auditors about whether they requested the district adopt this specific policy.

#### DFD – GATE RECEIPTS AND ADMISSIONS

After some discussion, and per recommendation of Ms. Presser, the subcommittee agrees to strike policy DFD in its entirety.

#### DGA – Authorized Signatures

After some discussion, and per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of policy DGA as written.

#### DH – Bonded Employees and Officers

After some discussion, and per recommendation of Ms. Presser, the subcommittee agrees to adopt the district’s version of policy DH as written.

#### DI – Fiscal Accounting and Reporting

Per recommendation of Ms. Presser, and after discussion and advisement from Mr. Leone and Superintendent Tracy, the subcommittee agrees to adopt the MASC version of DI, with the following revisions:

- Remove the term “found desirable” and replace with “will be presented as requested”;
- Replace all instances of “superintendent” with “superintendent or designee”

#### DIB – Types of Funds/Revolving Funds

After some discussion, and per recommendation of Ms. Presser, the subcommittee agrees to adopt the district’s version of policy DIB, revising slightly to move the in-text citations to the legal reference section at the end of the policy.

#### DIBA – Reserve Funds: Excess & Deficiency Funds

The subcommittee reviewed this policy at the last subcommittee meeting, where they agreed to adopt the district’s version of policy DIBA, revising slightly to change 3% to 5% throughout. Mr. Leone asks that the subcommittee also delete the last sentence from the first paragraph:

- ~~DOR is then required to certify the District’s E&D balance by December 1st~~

### DID – Inventories

Mr. Leone will follow up with the auditors about whether they requested the district adopt this specific policy. If the policy was requested, the gendered language will be revised, otherwise, the policy will be deleted in its entirety.

### DIE – Audits

Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of DIE, with the following revisions:

- The “Board of Selectmen” will be changed to “Selectboard” in all instances;
- “The Department” will be changed to specify “The Department of Education (DESE)”;
- Delete the term “city council”;
- Delete and replace the language:

~~Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.~~

**If the district spends above the established threshold, they will then be subject to the Single Audit Act.**

### DJ – Purchasing

Per recommendation of Ms. Presser, the subcommittee agrees to approve the MASC version of DJ.

### DJA – Purchasing Authority

Per recommendation of Ms. Presser, the subcommittee agrees to approve the MASC version of DJA, with the following revisions:

- Correct the number of School Committee members required to sign the warrant (currently listed as two, should be corrected to one);
- Remove references to “cost center” and replace with “DESE functional classifications”.

### DJE – Procurement Requirements

There is discussion regarding policies DJE, *Procurement Requirements*, as well as DJEA and DJEB (*Purchasing Requirement: \$10,000 - \$49,999* and *Purchasing Requirement: Over \$50,000*, respectively). Ms. Presser requests policies DJE, DJEA, and DJEB be discussed in further detail at the next subcommittee meeting.

### DJG – Vendor Relations

Per recommendation of Ms. Presser, the subcommittee agrees to strike this policy in its entirety.

### DK – Regional School District Payment Procedures

Per recommendation of Ms. Presser, the subcommittee agrees to approve the MASC version of this policy, with the following revision:

“The lists will be certified as correct and approved for payment by the **designated** School Committee **member**. ~~or by a subcommittee of no less than 3 members.~~”

### DKC – Expense Reimbursements

Per recommendation of Ms. Presser, the subcommittee agrees to approve the MASC version of this policy as written.

### DN – Retirement of Capital Assets

There is discussion about this policy and comparison to the inventories required in Policy DID. Mr. Leone

will follow up with the auditors about this policy.

Per suggestion of Ms. Presser, the subcommittee agrees to retitle this policy “Property Records and Disposal of Capital Assets”.

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

None.

**7. Set Next Meeting Date**

There is some discussion about rescheduling the 10/19/2022 meeting, with the subcommittee ultimately agreeing to keep the date and push the start time to 7:30 PM. The agenda for the 10/19 meeting includes:

- Address remaining D policies (DFA, DID, DJE);
- Review Section F Policies (Ms. Presser anticipates this review to be very quick, approximately 15 minutes);
- Begin review of Section K Policies.

**8. Adjournment**

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE ADJOURN THE 09/19/2022 MEETING AT 9:07 PM.**

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

Amy Kunberger YES;

Anna Siedzik YES.

**MOTION PASSES unanimously through roll-call vote of two (2) members present.**

*Respectfully submitted October 26, 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: 860 9784 3792; Passcode: 950171. 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.