



# HAMILTON-WENHAM

## REGIONAL SCHOOL DISTRICT

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

**School Committee Meeting ([Agenda](#))**  
**Buker Elementary School Multi-Purpose Room**  
**In-Person Meeting, [Zoom Link](#) is for Public Comment Only**  
**Meeting ID: 840 2458 0521**  
**Thursday, November 3, 2022**  
**7:00 PM - 8:54 PM**

**Present:**

Dana Allara, Chair  
Julia Campbell  
Jen Carr  
David Frenkel, Assistant Secretary  
Amy Kunberger, Secretary  
David Polito - enters meeting at 7:43 PM  
Anna Siedzik, Vice Chair - enters meeting at 7:46 PM

**Also Present:**

Eric Tracy, HWRSD Superintendent  
Vincent Leone, Assistant Superintendent to Finance and Administration

**1. Call to Order**

With a quorum present, Ms. Allara, Chairperson, calls the meeting to order at 7:00 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. Land Acknowledgment**

Ms. Campbell reads the land acknowledgment, as written in the [exhibit](#) linked to the agenda.

[Exhibit](#)

**4. Citizens' Comments**

*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.*

[Exhibit](#)

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](#). Ms. Allara reviews the procedures surrounding Citizen's Comments.

There are no citizen comments at this time; the Citizen's Comments portion of the meeting closes at approximately 7:05 PM.

**5. Review of School Committee Protocols**

[Exhibit](#)

Ms. Kunberger reads School Committee Protocol #6 as written in the [exhibit](#).

6. **Review School Committee Mission Statement**

[Exhibit](#)

Ms. Carr reads the School Committee Mission Statement as written in the [exhibit](#).

7. **Consent Agenda**

a. Warrants

[Exhibit](#)

- Voucher No. 10
- Voucher No. 1016
- Voucher No. 1017
- Voucher No. 1018
- Voucher No. 3183
- Voucher No. 3184
- Voucher No. 3185
- Voucher No. 3186
- Voucher No. 3187
- Voucher No. 3188
- Voucher No. 3189

b. Minutes

- October 6, 2022
- October 20, 2022

[Exhibit](#)

[Exhibit](#)

c. Donations

- Home Depot - Buckets; \$500 & Lowes - PVC Piping & Connectors; \$150
- Friends of Cutler - 2022-23 Winter Donation for Ski; \$6,000

[Exhibit](#)

[Exhibit](#)

d. Other

- 8th Grade Waiver - HW Girls Basketball
- Advertisement Program Book & Game Day Signs - Girls & Boys Basketball Boosters

[Exhibit](#)

[Exhibit](#)

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA AS WRITTEN.**

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

8. **New Business**

- a. Vote School Committee 22-23 Protocols

[Exhibit](#)

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE 2022-2023 SUPERINTENDENT PROTOCOLS AS LINKED IN THE AGENDA.**

**MOTION by Amy Kunberger; SECONDED by Jen Carr.**

There is some discussion about wording, and responding to emails, and Superintendent Tracy offers clarification: he will work to respond and get information out to the committee. The committee votes to sign and update the protocols with a new document.

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

b. FY22 Payment Request - Athletics

[Exhibit](#)

Superintendent Tracy presents a payment request that everyone seemed to think had already been made. It was a FY22 item from Harmeling, who handles PT, and the committee agrees to vote to approve payment.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE PAYMENT OF THE FY22 PAYMENT REQUEST FOR THE ATHLETIC DEPARTMENT.**

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

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

c. Vote Superintendent's Contract

[Exhibit](#)

It is noted that for full transparency to those listening that the contract is not linked because if there were questions or concerns, the committee would need to go into executive session for discussion.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE SUPERINTENDENT'S CONTRACT AS LINKED OR SHARED WITH THE SCHOOL COMMITTEE.**

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

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

d. Equity Audit Final Report

[Exhibit](#)

Superintendent Tracy gives an overview of the PJP Equity Journey Partners report that has several themes. They outlined six equity strategies to focus and implement practices on, where a sense of belonging is at the center of this year's work. This applies to both staff and students, and there is a push to act on the information acquired. The schools are working on growing based on this report, using panorama and linking the information to see how things are evolving. This type of work is unique to each district, but Mr. Tracy reports it has been helpful to collaborate with other districts in this ongoing cultural shift. David Polito enters the meeting at 7:43 PM during this item.

e. MSBA - Cutler Elementary School Project Update

[Exhibit](#)

[Exhibit](#)

Superintendent Tracy reported that he received an exciting call from the MSBA to fast track into feasibility on 12/1 instead of having to wait until March. There are four options as a jumping off point, and Mr. Tracy said they are leaning towards the model that enrolls K-5 students at both Cutler and Winthrop into one location. Anna Siedzik enters the meeting at 7:46 PM during this item. The committee will need to vote to move forward:

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE AGREES TO THE HAMILTON-WENHAM CUTLER STUDY ENROLLMENT CERTIFICATION DOCUMENT AS LINKED IN THE AGENDA.**

**MOTION by Amy Kunberger; SECONDED BY David Polito.**

**MOTION PASSES unanimously by vote of seven (7) members present.**

9. **Finance & Operations**

a. FY23 Quarter 1 Year End Forecast

[Exhibit](#)

[Exhibit](#)

Vincent Leone, Assistant Superintendent to Finance and Administration, presents the FY23 year end forecast as of quarter one ending on 9/30/22. Mr. Leone reports that this forecast is generally the

least accurate of the year, since only 25% of the fiscal year has actually passed. He explains that the budget is favorable, highlighting health insurance, vacant positions, transportation, and tuitions. He reiterates that they have plenty of time until he needs approval, makes recommendations to use excess funds to prepay tuitions, and explains salary scale and breakage. Mr. Leone has two transfer requests tonight, one for transportation, and one to allow the replacement of failing devices in technology.

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE FY23 OPERATING EXPENSE BUDGET TRANSFERS AS RECOMMENDED HERE BY THE ASSISTANT SUPERINTENDENT OF FINANCE AND ADMINISTRATION AND ARE PRESENTED ON THE PREVIOUS SLIDE ENTITLED TRANSFERS REQUESTED Q1.**

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

**MOTION PASSES unanimously by vote of seven (7) members present.**

## 10. Superintendent's report

### a. OSD Annual Increase

[Exhibit](#)

- All superintendents were notified of a dramatic increase (14%) set by the state for state run out of district placements. This is something out of district control that has huge budget implications, making it necessary to continue to push the state to fund more.

In other news: The MSBA rejected the SOI for the roof for the High School. The program is frozen and we can re-apply in the spring. Also, \*CONGRATULATIONS TO ALL FALL TEAMS\* every team made it into the tournament!

## 11. Committee Reports

### a. Capital/Finance Planning Subcommittee

- There is no update at this time.

### b. Policy Subcommittee

- Section F is finished, with sections H, I, and J coming up 11/17/22.
- Will start with K and L once D is finished.

### c. Negotiations Subcommittee

- There is no update at this time.

## 12. Chair's Report

[Exhibit](#)

- Approved Superintendent contract.
- There will be a meeting 2/9/23 for budget approval/it will continue on 2/15/23 if needed.
- Motion to approve SC meeting schedule:

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE APPROVED THE 2022-2023 SCHOOL COMMITTEE MEETING SCHEDULE AS POSTED ON THE AGENDA.**

**MOTION by Dana Allara; SECONDED BY Jenn Carr.**

- Attended MASC conference and found it worthwhile, next year it will be 11/8-11/11.
- Amy shared that there was an error in the minutes from 10/20 with incorrect dates, but both have now been changed.

## 13. Topics for Future Meetings

- Budget and Audit

**14. Vote to Adjourn**

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN THE 11/3/2022 MEETING AT 8:54 PM.**

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

**MOTION PASSES unanimously by vote of seven (7) members present.**

*Respectfully submitted 2/8/23 by Alison Carey, Recording Secretary.*

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