



# 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:** 876 0358 7458

**Thursday, November 17, 2022**

**7:00 PM - 9:18 PM**

#### **Present:**

Dana Allara, Chair

Julia Campbell, Assistant Secretary (remote)

Jen Carr

David Frenkel

Amy Kunberger, Secretary

David Polito (enters at 7:05)

Anna Siedzik, Vice Chair

#### **Also Present:**

Eric Tracy, HWRSD Superintendent

Vincent Leone, Assistant Superintendent of Finance & Administration

Ms. Laura Wheeler, DECA advisor

Julia Zappos, Junior Class President

DECA student directors: Eliza Bassam, Sophie Bassam, Phoebe Ting, Hannah Sorella

Frank Serreti, auditor Powers & Sullivan

#### 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. **Citizens' 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.*

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 7:08 PM.

4. **Review of School Committee Protocols** [Exhibit](#)  
David Frenkel reads about the School Committee commitment to certain conduct as written in the exhibit.

5. **Review School Committee Mission Statement** [Exhibit](#)  
Anna Siedzik reads a portion of the mission statement as written in the exhibit.

6. **Student Representative Report**  
Junior Class President Julia Zappos gives an update on items of interest throughout the schools:

- **High School**
  - Spirit week started today, the homecoming dance is tomorrow.
  - There is a toy drive until 11/21 and then the stuff the cruiser event.
  - Clubs and Sports:
    - There is a DECA competition in December.
    - The Environmental & Social Justice Club held a successful thrift event.
    - The Science Team placed 3rd in an in person meet.
    - Model UN has an in person conference on 12/10.
    - There was a Winter Sports meeting to discuss the upcoming season.
- **Middle School**
  - The Winter Concert is on 12/20.
  - The Cooking Club is a big success!
  - The 7th grade participated in a project on consumption.
  - The 6th grade had awards to close quarter one.
- **Elementary Schools**
  - Winthrop Book Fair 12/1, 12/2. Holiday Boutique 12/3.
  - Cutler Ski/Board/Skate sale this Saturday and Sunday.
  - Buker Book Fair 11/16, 11/17 sold \$6,800 of books.

7. **Consent Agenda**

- a. **Warrants** [Exhibit](#)
  - Voucher No. 12
  - Voucher No. 1019
  - Voucher No. 3190
  - Voucher No. 3191
  - Voucher No. 3192
  - Voucher No. 3193
  - Voucher No. 3194
- b. **Field Trips**
  - DECA SCDC [Exhibit](#)
  - DECA ICDC [Exhibit](#)
- c. **Donations**
  - Friends of the Arts - Music Alive Subscription; \$299 [Exhibit](#)
  - EdFund - Project Adventure: SEL Interventions to Nurture Leadership in 8th Grade Class; \$23,705 [Exhibit](#)
  - EdFund - CNC Router Project; \$27,611.92 [Exhibit](#)
- d. **Other**
  - 2022-23 Winter Indoor Track - 8th Grade Waiver [Exhibit](#)

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

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

**MOTION PASSES unanimously by vote of six (6) members present/one (1) remote.**

**8. New Business**

a. Auto Charging Stations Grant

[Exhibit](#)

Superintendent Tracy requests to postpone discussion on this. The grant was written by the Town of Hamilton to include specs for Buker, which is not in Hamilton. The grant will need to be reworded to know exactly where the money is going.

b. DECA Presentation

DECA directors Eliza and Sophie Bassam, Phoebe Ting and Hannah Sorella give an overview of the DECA program. DECA, or Distributive Education Clubs of America, is a worldwide business club that focuses on helping students build and grow transferable skills for colleges and careers. Under the directors (all 4 present), the HW chapter has 8 officers, and 218 members. They are currently focusing on in person, community based activities including: Riley rocks, Turkey grams, and their general store. Their presentation included pictures of things they're working on, as well as information about their 3 main competitions (December, March, and April) that are focused on solving real world problems. They were extremely complimentary of their advisor, Ms. Wheeler, a sentiment echoed by Superintendent Tracy once the students completed their presentation.

**9. Finance & Operations**

a. FY22 Audit Presentation; Powers & Sullivan

[Exhibit](#)

Mr. Leone introduces Frank Serreti of the auditing firm Powers & Sullivan to present the FY22 Audit report. Mr. Serreti praises the district for a smooth audit, identifying the main objective of his work as an expression of the opinion on the financial statements in accordance with auditing standards generally accepted in the United States. His results after meeting with staff showed that the district presented accurate information and had a sound budget. Some of the highlights of his report entailed these findings:

- General fund fund balance totaled \$8.2 million.
- Operations resulted in a \$5.3 million increase in fund balance.
- Excess & Deficiency is estimated to total \$4.4 million.
- The Net OPEB Liability totaled \$39.3 million as of June 30, 2022.
  - The District established an OPEB trust fund in FY22 to begin funding its unfunded Liability and contributed \$100,000 for the year.
- The options for retirement showed that this portion of this liability associated with the District was \$48.1 million and the Commonwealth contributed \$3.9 million on behalf of the District for the year ended June 30, 2022.
- Entities expending more than \$750,000 of federal awards are required to have a single audit and the district was found to be compliant.
- It is important to note there were no Material Weaknesses or Significant Deficiencies reported, however, the report suggested, and the district is taking into consideration, updating its cash and investment policy to improve internal controls.

Ms. Siedzik mentions that the copy of the report looks to have been adjusted in some sections and Mr. Serreti confirms that he did make some adjustments/will send an updated copy to the group.

b. Superintendents Initial Recommended FY24  
Budget Presentation

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

Mr. Leone presents the budget as the estimate of income and expenditures for FY24. The Hamilton Wenham budget is based on several factors including: collective bargaining agreements between the three unions, individual contract agreements, step increases, COLA adjustments, retirements, transportation, out of district tuition, building requests, and health insurance changes. There was also an enrollment shift where the district was down 29 students. There will be \$281,000 leaving Hamilton and going to Wenham due to this shift. There are offsets and revenues of \$165,000 that are relative to school choice, grants, special education and medicaid. The in depth explanation by school focuses in part on teacher variables, salary shifts, special education, and graduating classes.

The expenses are listed by school/category:

- Buker: \$202,829 or 7.67%
- Cutler: \$191,290 or 6.58%
- Winthrop: \$27,573 or .66% (the 3rd pre-K class is no longer needed)
- Miles River Middle School: \$25,986 or .49%
- Regional HS: \$158,665 or 2.31%
- Athletics: \$64,846 or 12.24%
- Central Office: \$273,611 or 7.3%
- Maintenance: -\$321,730 or -35.49% (one time offset from the FY23 budget)
- Benefits & Fixed Charges: -\$1,689,700 or -20.74% (one time offset from the FY23 budget)
- Capital Acquisition, Improvement & Replacement of Fixed Assets/Transfers: \$2,273,287
- Special Education: \$617,973 or 9.41%
- Technology: \$3,846 or 0.37%

\$3,172,446 is available for the FY24 budget, with \$2,399,382 allocated and \$773,064 returned to the towns. The final assessment has changing expenses with a 6.89% increase in Hamilton and 3.02% in Wenham, with an overall increase of 5.5%. Mr. Tracy notes that this is the first look at the FY24 budget and there is still work to be done/there will be some movement.

10. **Superintendent's Report**

Superintendent Tracy mentions it is a transition period of sorts from fall to winter, with athletics, etc.. He praises the work of all the fall athletes and coaches on making it into the tournaments and having great seasons. He lets the committee know of the upcoming musical, December 8, 9, and 10, which a lot of work has gone into. He also thanks Mr. Leone for his work on the audit and the budget.

11. **Committee Reports**

a. Capital/Financial Planning Subcommittee

Mrs. Carr reports that the *Capital/Financial Planning Subcommittee* met this week to discuss the budget. Mr. Leone was very helpful!

b. Policy Subcommittee

Ms. Siedzik reports that the *Policy Subcommittee* is working on sections H and J. She would like to make sure there is a second reading, if not even a third, before a possible vote. There is a lot to cover and they will revisit at the 12/1 meeting.

i. First Reading Section H

ii. First Reading Section J

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

c. Negotiations Subcommittee

- There is no update at this time.

12. **Chair's Report**

Ms. Allara acknowledges two grants: The Project Adventure SEL grant, and the Education Fund Grant Router Project. Both of these are significant and exciting and are examples of both the Education Fund and our teachers doing the work.

13. **Topics for Future Meetings**

- Wenham Master Plan update by David Frenkel

14. **Vote to Adjourn**

**I MOVE THAT THE HAMILTON - WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN THE 11/17/2022 MEETING AT 9:18 PM.**

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

**MOTION PASSES unanimously by vote of six (6) members present/one (1) remote.**

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