



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: 85761591395

Thursday, April 27, 2023

7:00 p.m. - 9:00 p.m.

Present:

Dana Allara

Jenn Carr (arrived at 7:04)

Francesca Connors

Julia Campbell (arrived at 7:03)

David Frenkel

Amy Kunberger

Also Present:

Eric Tracy, HWRSD Superintendent

Vincent Leone, Assistant Superintendent of Finance and Administration

1. Call to Order

With a quorum present, Dana Allara called the meeting to order at 7:01 PM.

2. Pledge of Allegiance

All those in attendance rose for the Pledge of Allegiance.

3. Land Acknowledgement [Exhibit](#)

Amy Kunberger read into the record the HWRSD Land Acknowledgement.

4. 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.

There was no citizen comment. The zoom link was closed at 7:03 p.m.

5. Review of School Committee Protocols [Exhibit](#)

Francesca Connors read School Committee Protocol 2.

6. Review School Committee Mission Statement [Exhibit](#)

Julia Campbell read the following from the Committee Mission Statement: *The Hamilton-Wenham Regional School Committee will lead and inspire a District that*

empowers administrators to seek innovation, responsiveness, and creativity in all aspects of District operations.

7. Consent Agenda

a. Warrants [Exhibit](#)

- Voucher No. 24
- Voucher No. 1040
- Voucher No. 3242
- Voucher No. 3243
- Voucher No. 3244
- Voucher No. 3245
- Voucher No. 3246
- Voucher No. 3247

b. Minutes

- April 13, 2023 [Exhibit](#)
- March 27, 2023 [Exhibit](#)
- December 28, 2022 [Exhibit](#)
- December 1, 2022 [Exhibit](#)

c. Donations

- Booster Donations for Weight Room - Part 2 [Exhibit](#)
- Booster Donations - 2022-23 Spring Coaches [Exhibit](#)

I move that the Hamilton-Wenham Regional School Committee accept the consent agenda as written.

Motion by: Francesca Connors

Seconded by: Jen Carr

MOTION PASSED 6-0 (Members Allara, Carr, Connors, Campbell, Kunberger, and Frenkel).

8. New Business

a. Strategic Plan Vote

- i. Dashboard [Exhibit](#)
- ii. Final Plan [Exhibit](#)

Superintendent Tracy reviewed the strategic plan. He noted that the one page dashboard can be pushed out to the community in a variety of ways to get the school district message out to constituents. He stated that he is asking the Committee this evening for a vote to accept the strategic plan so that implementation can begin. In response to questions raised by the Committee, he stated that all photos in the booklet are of HWRSD students, he reviewed the timeline for the strategic plan and stated that when he discusses the next agenda item, District

Goals, he will be asking the Committee to provide information to him on what goals they believe are important and will fit into the strategic plan with the hope that by the last meeting in June the district will have a substantial set of draft goals to hone over the summer.

The Committee thanked the administration for their work on the strategic plan.

I move that the Hamilton-Wenham Regional School Committee approve the strategic plan as written and presented.

Motion by: Francesca Connors

Seconded by: Julia Campbell

MOTION PASSED 6-0 (Members Allara, Carr, Connors, Campbell, Kunberger, and Frenkel).

b. District Goals 2023-2024 Discussion [Exhibit](#)

Superintendent Tracy thanked all involved in the strategic plan process. He stated that the plan gives the district a north star for the next few years. He reviewed the 22-23 district goals. He stated that he is asking each Committee member, keeping in mind the strategic plan, current district goals, portrait of a graduate and highest needs/priorities, to provide him with 1 or 2 measurable goals prior to the 2nd meeting in May. He will provide members with a template document to use when crafting goals. He stated that the leadership team will then try to incorporate and blend the goals together into 4 or 5 district goals. Draft district goals will be presented to the Committee at the second meeting in May. Those goals will then be used by principals and school councils to draft school improvement plans. The Committee stated that they will discuss their mission, goals and the strategic plan at the retreat this summer.

c. Superintendent's Summative Evidence [Exhibit](#)

Dana Allara stated that she had shared evaluation information and forms with members. Superintendent Tracy reviewed evidence to support the evaluation for his school committee approved goals and DESE standards and indicators. He stated that some of the evidence was already presented to the Committee as part of the mid-year evaluation update. He included key actions, evidence-to-date and a reflection at the end of each of the standards sections. In response to a comment, Superintendent Tracy stated that he will update the memo to include the indicators in the Standard II evidence.

d. Sub-Committees for 23-24

Dana Allara stated that the Committee needs to reconstitute subcommittees due to the election. She also noted that at the last meeting, the Committee discussed filling the position of vice-secretary.

I nominate Julia Campbell for vice-secretary.

Nomination by: Amy Kunberger

MOTION PASSED 6-0 (Members Allara, Carr, Connors, Campbell, Kunberger, and Frenkel).

The Committee agreed to the following subcommittee assignments:

Capital Finance - Jenn Carr, Julia Campbell, Francesca Connors

Negotiations - Dana Allara, David Polito, Amy Kunberger

Policy and Legislation - David Frenkel, Julia Campbell, Francesca Connors

I move that the Hamilton-Wenham Regional School Committee appoint to the Policy and Legislation Subcommittee David, Frenkel, Julia Campbell and Francesca Connors for 2023-2024.

Motion by: Francesca Connors

Seconded by: Jenn Carr

MOTION PASSED 6-0 (Members Allara, Carr, Connors, Campbell, Kunberger, and Frenkel).

I move that the Hamilton-Wenham Regional School Committee appoint to the Capital Finance Subcommittee Jenn Carr, Julia Campbell, Francesca Connors for 2023-2024.

Motion by: Francesca Connors

Seconded by: Jenn Carr

MOTION PASSED 6-0 (Members Allara, Carr, Connors, Campbell, Kunberger, and Frenkel).

I move that the Hamilton-Wenham Regional School Committee appoint to the Negotiations Subcommittee Dana Allara, David Polito and Amy Kunberger for 2023-2024.

Motion by: Francesca Connors

Seconded by: Jenn Carr

MOTION PASSED 6-0 (Members Allara, Carr, Connors, Campbell, Kunberger, and Frenkel).

The Committee discussed liaison appointments, possibly adding Liaison Reports under Committee Reports on School Committee agendas and fine tuning the responsibility of liaisons at a future meeting. Francesca Connors agreed to serve as the Cutler School and SEPAC liaison.

I move that Francesca Connors be the School Committee liaison to the SEPAC and Cutler Elementary School.

Motion by: Amy Kunberger

Seconded by: Jenn Carr

MOTION PASSED 6-0 (Members Allara, Carr, Connors, Campbell, Kunberger, and Frenkel).

9. Finance & Operations

10. Committee Reports

- a. Capital/Financial Planning Subcommittee - no update
- b. Policy Subcommittee - no update
- c. Negotiations Subcommittee - Dana Allara stated that a meeting is scheduled for May 3 and we anticipate soon after getting a negotiation meeting schedule set up with the newly formed TA union.

11. Superintendent's Report

Superintendent Tracy stated that on Monday he is meeting with the MSBA (Massachusetts School Building Authority) and the OPM (Owner's Project Manager). The OPM will give a presentation to MSBA regarding their capability to manage our project given their current projects. Once the OPM is on board they will work with us to hire a designer, also to be approved by MSBA. Superintendent Tracy discussed the different activities associated with upcoming appreciation days as well as upcoming end-of-year events. In response to a question, Superintendent Tracy stated that he anticipates having the building timeline in hand soon.

12. Chair's Report

Dana Allara stated that prior to next Thursday's meeting there will be a voluntary workshop on completing the superintendent evaluation. The workshop will begin at 6:00 p.m.

Dana Allara stated that the retreat will be held on August 5 and will be a day long meeting, tentative time approximately 9:00 to 3:00. The Committee agreed to discuss at the retreat whether or not to have separate School Committee goals, it was the consensus of the Committee that Dana Allara ask MASC for a sample of School Committee goals from other districts.

13. Topics for Future Meetings

In response to a question, Superintendent Tracy stated he would be happy to discuss a possible girls' flag football team at the high school and requested that Jen Carr send him an email regarding this topic. Superintendent Tracy stated that the DIBELS presentation is scheduled for June 8. Assistant Superintendent Leone asked for the year-end forecast to be included on the next meeting agenda.

14. Vote to Adjourn

I move to adjourn the meeting.

Motion by: David Frenkel

Seconded by: Julia Campbell

MOTION PASSED 6-0 (Members Allara, Carr, Connors, Campbell, Kunberger, and Frenkel).

Respectfully submitted by Bev Zagari, Recording Secretary 4/30/23