



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, [Zoomlink](#) is for Public Comment Only

Meeting ID: 81436588418

Wednesday, December 6, 2023

7:00 p.m. - 7:45 p.m.

Present:

Dana Allara

Jennifer Carr

Julia Campbell

Amy Kunberger (virtual)

David Polito (arrived at 7:05)

Also Present:

Eric Tracy, HWRSD Superintendent

Assistant Superintendent Leone

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. Fall Athletic Recognitions [Exhibit](#)

Craig Genuardo, HWRSD Athletic Director, recognized the fall teams and athletes for their accomplishments.

Dana Allara stated that the agenda item *jointly appoint a Hamilton resident to the School Committee with the Hamilton Select Board* has been postponed due to a posting issue for the Select Board. She stated that with no objection from the Committee, she will contact the Select Board to try to reschedule the agenda item to December 21, the next regularly scheduled School Committee meeting.

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 were no citizen comments. Citizen comment was closed at 7:14 p.m.

Dana Allara stated that the meeting is being recorded and live streamed via HWCAM.

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

Jen Carr read School Committee Protocol 2.

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

David Polito read the following from the Mission Statement: The Hamilton-Wenham Regional School Committee will lead and inspire a district that: inspires all students to realize their fullest potential and feel a powerful sense of individual and collective belonging.

7. Consent Agenda

a. Warrants [Exhibit](#)

- Voucher No. 11
- Voucher No. 1072
- Voucher No. 1073
- Voucher No. 3335
- Voucher No. 3336

b. Minutes November 16, 2023 [Exhibit](#)

c. Donationsr

- Edfund Mini-Grant - Culture Connect Musician Workshops; \$2,800 [Exhibit](#)
- Edfund Mini-Grant - Science from Scientists; \$5,000 Winthrop [Exhibit](#)
- Edfund Mini-Grant - Science from Scientists; \$5,000 Cutler [Exhibit](#)

Dana Allara requested to hold the minutes of November 16, 2023 from the consent agenda.

I move that the Hamilton-Wenham Regional School Committee accept the consent agenda as presented, holding the minutes of November 16, 2023.

Motion by: Julia Campbell

Seconded by: Jen Carr

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)

Dana Allara stated that she had reviewed the video from the last meeting and had a recommended correction to the November 16 minutes.

I move that the second sentence of the minutes on page 4 under Chair's Report be changed to read: Dana Allara reviewed the process used to replace a school committee member and noted that a new member will be appointed until the election in April then the election will be open to all to run for the remaining two years of the term.

Motion by: Dana Allara

Seconded by: David Polito

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)

8. New Business

a. Vote Warrant for Election of School Committee Members [Exhibit](#)
Dana Allara discussed the warrant for election of School Committee members.

I move that the Hamilton-Wenham Regional School Committee approve the warrant for election of school committee members.

Motion by:: Julia Campbell

Seconded by Jen Carr

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)

b. Vote 2025-2026 School Calendar [Exhibit](#)
Superintendent Tracy discussed the proposed 2025-2026 school calendar.

I move that the Hamilton-Wenham Regional School Committee approve the 2025-2026 school calendar.

Motion by: Julia Campbell

Seconded by: Jen Carr

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)

c. Roberts Rules

I move to table the discussion on Roberts Rules to a later date.

Motion by: David Polito

Seconded by: Jen Carr

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)

d. Update Wenham Master Planning

I move to table the Wenham Master Planning discussion to a later date.

Motion by: David Polito

Seconded by: Jen Carr

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)

9. Finance and Operations

a. Sale of a BAN (Bond Anticipation Note); *presented by Kevin Merz, Treasurer* [Exhibit](#)
Kevin Merz discussed the sale of the bond anticipation note.

I move to approve the sale of the \$12,100,000 4.25 percent General Obligation Bond

Anticipation Notes (the “Notes”) of the District dated December 28, 2023, and payable December 19, 2024, to Jefferies LLC at par and accrued interest, if any, plus a premium of \$101,035.00.

Further Move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 21, 2023, and a final Official Statement dated December 5, 2023, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Move that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

Further Move that any certificates or documents relating to the Notes (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Move that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Motion by: Julia Campbell

Seconded by: Jen Carr

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)

b. Vote to Approve Audit Firm for Fiscal Years 2024-2026
Assistant Superintendent Leone discussed the recommendation for an audit firm for 2024-2026

I move to approve Powers and Sullivan as the Hamilton-Wenham Regional School District audit firm for fiscal years 2024-2026.

Motion by: Julia Campbell

Seconded by: Jen Carr

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)

I move to allow Vincent Leone, Assistant Superintendent for Finance and Administration to enter into negotiations with Powers and Sullivan for FY2024 through FY2026

Motion by: Julia Campbell

Seconded by: Jen Carr

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)

10. Committee Reports

- a. Capital/Financial Planning Subcommittee - the next meeting is scheduled for December 20
- b. Policy Subcommittee - the last meeting was postponed and a new meeting date has not yet been confirmed
- c. Negotiations Subcommittee - bargaining session with the office personnel union is scheduled for December 14 and the ESP contract has been signed.

11. Superintendent's Report

Superintendent Tracy provided an update on the Hamilton-Wenham Elementary project. He congratulated the cast and crew of the high school play.

12. Chair's Report

Dana Allara reviewed the budget agenda items scheduled for December 21 and January 4 and reminded the Committee that she will reach out to the Select Board to see if December 21 will work to meet jointly to appoint a Hamilton resident to the School Committee.

13. Topics for Future Meeting

There were no topics.

14. Vote to Adjourn

I move to adjourn the meeting of the Hamilton-Wenham Regional School Committee at 7:45 p.m.

Moved by: Julia Campbell

Seconded by: Jen Carr

MOTION PASSED ROLL CALL VOTE 5-0 (Members Allara, Campbell, Carr, Kunberger and Polito)