



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: 84977216834

Thursday, February 1, 2024

7:00 p.m. - 9:02 p.m.

Present:

Dana Allara

Julia Campbell

David Frenkel

Trent Honda

Amy Kunberger

David Polito

Also Present:

Eric Tracy, HWRSD Superintendent

Assistant Superintendent Leone

1. Call to Order

At 7:00 pm Dana Allara called to order the meeting of the School Committee.

2. Pledge of Allegiance

All those in attendance rose for the Pledge of Allegiance.

Dana Allara stated that the School Committee meeting is being live streamed and recorded via HWCAM. She stated that Member Jen Carr was anticipated to participate remotely but had not yet arrived.

3. Land Acknowledgement [Exhibit](#)

Julia Campbell read the 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. Citizen comment closed at 7:02 p.m.

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

David Frenkel read School Committee Protocol 6.

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

Trent Honda read the following from the 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. 16
- Voucher No. 1080
- Voucher No. 3354
- Voucher No. 3355
- Voucher No. 3356
- Voucher No. 3357
- Voucher No. 3358

b. Minutes January 18, 2024 [Exhibit](#)

c. Reports

- Annual Reports for Towns [Exhibit](#)

d. Donations

- Grant; 4th Grade Field Trip - Gloucester Sea Serpent [Exhibit](#)

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

Motion by: David Polito

Seconded by: Amy Kunburger

MOTION PASSED 6-0 (Members Allara, Campbell, Frenkel, Honda, Kunburger and Polito)

9. New Business

a. MSBA Statement of Interest for High School Roof [Exhibit](#), [Exhibit](#)

Tom Geary, Director of Operations, discussed the MSBA Statement of Interest for the replacement of the high school roof.

I move that the Hamilton-Wenham Regional School Committee authorize the Chair of the School Committee and the Superintendent to submit the required closed schools document as part of the MSBA accelerated repair program statement of interest.

Motion by: David Polito

Seconded by: Amy Kunburger

MOTION PASSED 6-0 (Members Allara, Campbell, Frenkel, Honda, Kunburger and Polito)

Resolved: having convened in an open meeting on February 1, 2024, prior to the SOI submission closing date, Hamilton-Wenham Regional School Committee of the Hamilton-Wenham Regional School District in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts

School Building Authority the Statement of Interest Form dated January 26, 2024 for the Hamilton-Wenham Regional High School located at 775 Bay Road in Hamilton, Massachusetts, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Hamilton-Wenham Regional School District to filing an application for funding with the Massachusetts School Building Authority.

Motion by: David Polito

Seconded by: Julia Campbell

MOTION PASSED 6-0 (Members Allara, Campbell, Frenkel, Honda, Kunburger and Polito)

b. 5-Year Capital Plan [Exhibit](#)

Tom Geary, Director of Operations, reviewed the draft 5-year capital improvement plan.

I move that the Hamilton-Wenham Regional School Committee vote to authorize the Superintendent to create a Capital Improvement Plan (CIP) Committee as outlined in the capital improvement plan as presented tonight.

Motion by: David Polito

Seconded by: Julia Campbell

MOTION PASSED 6-0 (Members Allara, Campbell, Frenkel, Honda, Kunburger and Polito)

c. Memorial Garden Support Letter [Exhibit](#), [Exhibit](#)

Superintendent Tracy discussed the request to support the application for the renovation of the Karen A. Wolfe Memorial Garden.

I move that the Hamilton-Wenham Regional School Committee approve the letter as written in the agenda supporting the Wenham Garden Club in the renovation of the Karen A. Wolfe Memorial Garden at the Buker Elementary School.

Motion by: David Polito

Seconded by: Amy Kunburger

MOTION PASSED 6-0 (Members Allara, Campbell, Frenkel, Honda, Kunburger and Polito)

d. Communications Plans Draft [Exhibit](#)

Superintendent Tracy discussed the draft communication plan. He stated that his discussion of the communication plan will also cover agenda item e - *Update Communications/Branding*. He stated that this evening he is looking for feedback from the Committee on the draft plan.

Committee feedback included ensuring ADA compliance, looking at all ways of reaching outside external sources, ensuring there are appropriate policies/guidelines in place and including sample communications in the booklet. In response to a question regarding crisis and threat

management communication, Superintendent Tracy stated that the district is currently working on updating the crisis management plan for submission to the state. Superintendent Tracy encouraged members to forward any additional feedback to him.

e. Update Communications/Branding

f. SC Budget and Capital Communication

Dana Allara discussed past practice of having a one-page communication for the public available at town meeting regarding the school district's budget. The Committee discussed the timeline of having the draft communication approved by the Committee in time to forward to Town Moderators.

I move that the Hamilton-Wenham Regional School Committee allow Amy Kunburger to create a one page flier for town meeting.

Motion by: David Polito

Seconded by: Julia Campbell

MOTION PASSED 6-0 (Members Allara, Campbell, Frenkel, Honda, Kunburger and Polito)

10. Finance and Operations

a. Updates to FY25 Tentative Budget [Exhibit](#), [Exhibit](#)

Assistant Superintendent Leone reviewed the FY25 tentative budget. He reminded the Committee that the February 8 School Committee agenda will include a public hearing and vote on the budget.

11. Committee Reports

a. Capital/Financial Planning Subcommittee - next meeting is March 11

b. Policy Subcommittee - next meeting is February 5

c. Negotiations Subcommittee - the next strategy meeting is scheduled for February 6 and the next negotiation meeting is scheduled for February 12. Dana Allara discussed an open meeting law posting violation for the negotiations subcommittee (strategy sessions held 1/17 and 1/23 not posted). She stated that after consultation with MASC, MASS and the Division of Open Government regarding the issue, the following steps are being taken at the recommendation of the Division of Open Government:

- Public acknowledgement of the posting error for the meetings held 1/17 and 1/23
- Repost the meetings, the agenda of the February 6 subcommittee meeting will have this as the first agenda item and this information will also be included in the February 6 subcommittee minutes.
- The subcommittee will revote and re-discuss votes taken at those meetings.

d. Secretary Report - secretary report will be available at the next meeting

12. Superintendent's Report

Superintendent Tracy stated that he will be presenting next week to the COA in Hamilton regarding the school building project and will also do the first full elementary staff meeting on Wednesday regarding the project. Superintendent Tracy provided an update on the field project. In response to a question, Superintendent Tracy reviewed the steps being taken to address the post of a Miles River teacher regarding 8th grade girls.

13. Chair's Report

Dana Allara stated that she received an update from the Town Clerk and as of a few days ago 3 people (Trent Honda, Jen Carr and Julia Campbell) have pulled nomination papers for the open school committee seats. She stated that nomination papers are due February 22. Dana Allara stated that it appears both towns are moving forward on the regional agreement.

14. Topics for Future Meeting

Assistant Superintendent Leone requested the financial forecast be added to the March 7 agenda.

15. Vote to Adjourn

I move to adjourn the meeting.

Motion by: David Frenkel

Seconded by: Julia Campbell

MOTION PASSED 6-0 (Members Allara, Campbell, Frenkel, Honda, Kunburger and Polito)