



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: 81679732415

Thursday, May 2, 2024

7:00 p.m. - 10:20 p.m.

Present:

Dana Allara

Julia Campbell

Jen Carr arrived at 10:00 p.m.

David Frenkel

Trent Honda

Amy Kunberger

David Polito

Also Present:

Eric Tracy, HWRSD Superintendent

Vincent Leone, Assistant Superintendent

1. Call to Order

At 7:02 pm Dana Allara called the meeting to order.

2. Pledge of Allegiance

All those in attendance rose for the Pledge of Allegiance. Dana Allara reminded the community that the meeting is being live streamed and recorded via HWCAM.

3. Citizens' Comments

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.

Rick Mitchell, 36 Rock Maple Ave, spoke in support of the proposed consolidated school building project.

Anna Siedzik, 227 Highland Street, spoke in support of the proposed consolidated school building project. She stated that because Mr. Honda lives on Woodland Mead, he has the appearance of a conflict of interest. She called on Mr. Honda to recuse himself from further discussion on this project. She asked the Committee to offer a motion to reconsider the vote authorizing the community survey on the project. She spoke in support of the School Building Committee.

Natalie Hildreth, 121 Linden Street, spoke in support of the proposed consolidated school building project. She asked Mr. Honda, as an abutter, to recuse himself from any votes going forward on a school site at Cutler. She spoke in support of the School Building Committee.

Michelle Horgan, 141 School Street, spoke in support of the proposed consolidated school building project. She commended Superintendent Tracy for his work in the district over the years.

Citizen comment closed at 7:21 pm.

4. Review of School Committee Protocols [Exhibit](#)
Amy Kunberger read School Committee Protocol 12.

5. Review of School Committee Mission Statement [Exhibit](#)
Juila Campbell read the following from the School Committee mission statement: *The Hamilton-Wenham Regional School Committee will lead and inspire a District that supports and guides the Superintendent to execute and achieve the Approved 2023-2024 District Goals.*

6. Consent Agenda

a. Warrants [Exhibit](#)

- Voucher No. 24
- Voucher No. 1094
- Voucher No. 1095
- Voucher No. 3384
- Voucher No. 3385
- Voucher No. 3386
- Voucher No. 3387
- Voucher No. 3388

b. Minutes

- April 25, 2024 [Exhibit](#)

c. Field Trip

- Class of 2026 - York, Maine [Exhibit](#)

Amy Kunberger asked to hold the minutes of April 25.

I move that the Hamilton-Wenham Regional School Committee accept the consent agenda as written, minus the minutes of April 25.

Motion by: David Polito

Seconded by: Amy Kunberger

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

Amy Kunberger requested the following corrections to the minutes of April 25 under Student Report: correct numbering and correct the spelling of the student's name.

I move that the Hamilton-Wenham Regional School Committee approve the minutes of April 25, 2024 with the corrections outlined previously.

Motion by: Amy Kunberger

Seconded by: Julia Campbell

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

7. New Business

a. NEAS&C First Report of Progress and Planning [Exhibit](#)
High School Principal Menegoni reviewed the letter from NEASC verifying the continued accreditation of Hamilton-Wenham Regional High School.

b. School Building Committee Formation Discussion [Exhibit](#)

I move that the Hamilton-Wenham Regional School Committee approve the School Building Committee as currently constituted.

Motion by: Amy Kunberger

Seconded by: Julia Campbell

Dana Allara stated that when forming the School Building Committee (SBC) as part of the MSBA process, the School Committee and Superintendent were following guidance provided by the MSBA. At the June 2022 meeting, Superintendent Tracy reviewed and explained how the School Building Committee was being constituted including the roles and who would have voting rights on the SBC. This action met MSBA requirements, however the School Committee should have formally voted to approve the composition of the SBC per the regional agreement. Dana Allara stated that the Committee is taking a vote this evening to rectify the oversight. The Committee discussed the way this issue came about and the need to have process questions go through the appropriate chain of command channels.

I move the question.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

MOTION TO MOVE PASSED 5-1 (Members Allara, Campbell, Honda, Kunberger and Polito voted yes, Member Frenkel voted no)

MOTION PASSED 5-1 (Members Allara, Campbell, Honda, Kunberger and Polito voted yes Member, Frenkel voted no)

Amy Kunberger stated that she wanted to acknowledge all of the work the School Building Committee has done on this project.

I move that the Hamilton-Wenham Regional School Committee recommend that the

School Building Committee ratify all previous actions since the School Building Committee's inception.

Motion by: Amy Kunberger

Seconded by: David Polito

The Committee discussed that this motion is meant to be a housekeeping issue. Now that the School Committee has officially voted on the composition of the SBC, the School Committee is recommending that the SBC take a single vote to ratify all previous work. It was noted that the records of the School Building Committee are already public records. In response to a question, Superintendent Tracy clarified that the MSBA looks at the SBC as the manager of the project for bills, payments etc. and the School Committee appropriates funds for the project. The Committee discussed the need for counsel involvement for clarification in the regional agreement regarding capital project language.

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

I move that the Hamilton-Wenham Regional School Committee require any future changes to the constitution of the School Building Committee be voted on for approval by this Committee.

Motion by: Amy Kunberger

Seconded by: David Polito

The Committee discussed the issue of having to approve someone leaving the SBC and also the timing of voting to approve any new member to the SBC. Dana Allara stated that she had spoken to counsel and that counsel confirmed there is no harm in voting on each change but also no requirement to vote on each change.

Trent Honda made a friendly amendment to the motion that the School Committee be informed of any change to the composition of the School Building Committee. Amy Kunberger seconded the amendment.

I move that the Hamilton-Wenham Regional School Committee be informed of any future changes to the constitution of the School Building Committee.

Motion by: Amy Kunberger

Seconded by: David Polito

In response to a question, Dana Allara stated that it would be the Superintendent informing the School Committee of the changes.

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

c. District Goals 2024-2025 Discussion

Superintendent Tracy discussed the 2024-2025 goal process. He asked members to start to think about some of the big picture over-arching things they may like to use for next year's goals and email ideas to him as soon as possible.

d. Timeline Superintendent's Evaluation [Exhibit](#)

Dana Allara reviewed the proposed superintendent evaluation timeline. She reminded members that they received summative evidence at the last meeting and she will be

sending out the rubric and form to members soon. She stated that she is proposing May 23 as the deadline to submit individual evaluations, one member would then create a composite document to review publicly on June 6th and then the Committee could vote on the evaluation at the following meeting.

I move that the Hamilton-Wenham Regional School Committee approve the superintendent evaluation timeline as presented.

Motion by: David Polito

Seconded by: Julia Campbell

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

Dana Allara stated that since this is Mr. Honda's first time completing the superintendent evaluation, she will send him additional information on the process in the next few days.

e. MSBA Timeline Public Polling

David Polito, Trent Honda and David Frenkel discussed the work of the survey ad hoc committee. The next meeting is Wednesday where they hope to have more information on the timeline and methodology. They have made initial contacts to two polling companies but they need additional information on the timeline. Based on the very limited information provided to one of the polling companies, a ballpark cost estimate was given of \$17,000 to \$20,000.

Superintendent Tracy stated that depending on what is decided this evening he will notify MSBA of the delay on the project. He reviewed the cost impacts of a delay. He stated that if the preferred option is voted on June 6 for submission to MSBA for June 27 that gives architects 6 months instead of 8 to hit the mark to present to the April 2025 town meeting. If the project goes beyond the April 2025 town meeting cost delays are as follows:

C31 - 2 month delay \$332,526	4 month delay \$665,053
C34 - 2 month delay \$475,655	4 month delay \$951,311

The Committee discussed the impact of the cost of the poll as well as the increased project costs for a delayed vote. They discussed the need for transparency of all the costs involved. The ad hoc committee stated that they anticipate having more meaningful information on the cost and the timeline available for the full Committee at the next meeting.

I move that we do not contract with the polling company, we strike the vote from last week and move forward with the timeline originally proposed.

Motion by Julie Campbell

Seconded by: Amy Kunberger

The Committee discussed the motion. Dana Allara reviewed the rules around motions to reconsider versus rescind versus amend.

Julia Campbell withdrew the previous motion.

I move to rescind the vote from last week creating the survey and creating the ad hoc committee.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

The Committee discussed concerns that rescinding the previous vote would put the committee in the position of voting this evening on whether or not to move the project forward and concerns regarding transparency for the community. Julia Campbell stated it was not her intent that the Committee vote this evening on the project.

Julia Campbell withdrew the previous motion.

The Committee discussed the purpose of the community poll and whether the vote on the project is tied to the polling data.

I move that we vote to approve or not approve the recommended option on June 6 whether we have the poll results or not.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

In response to a question, Superintendent Tracy stated that project cost increases outlined earlier are incurred only if the vote is not taken by June 6. In response to a question, members of the ad hoc committee stated that their goal is to have additional information on timeline and cost available at the next meeting.

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

Trent Honda asked Dana Allara to clarify for the record that earlier this year he had notified Dana of where he lived and had asked her to investigate whether there was any conflict of interest. Dana Allara stated that she had contacted MASC regarding this matter and they were clear that the definition of an abutter is quite specific and Trent Honda does not meet the definition of an abutter.

At 9:18 Dana Allara stated that the Committee would take a 5 minute recess. At 9:23 Dana Allara called the meeting back in session

f. IAQ Policy Discussion [Exhibit](#)

I move that the school committee task the policy subcommittee and the superintendent to draft a policy for monitoring and maintaining our school buildings for optimal healthy living and learning.

Motion by: David Frenkel

Seconded by: Trent Honda

Julia Campbell offered the following amendment:

I move that the full School Committee task the policy subcommittee with the creation of an IAQ Policy.

Motion by: Julia Campbell

Seconded by: Amy Kuberger

Julia Campbell stated that the motion made is not what was decided on in the subcommittee and she finds the language in motion leading. David Frenkel asked

members to wait to hear the Harvard Professor talk before voting on the amendment.

MOTION ON AMENDMENT PASSED 6-0 (Members Allara, Campbell, Frenkel, Honda, Kunberger and Polito)

David Frenkel spoke on the creation of a IAQ policy and played a video from Harvard Professor Joseph G. Allen regarding healthy buildings.

The Committee discussed the lack of IAQ policies in other local districts and whether the policy subcommittee is the correct place for this initiative or whether this falls under the purview of the Superintendent and facilities department guided by the rules and regulations of the state.

I move to extend the meeting by 10 minutes.

Motion by: Julia Campbell

Seconded by: Jen Carr

MOTION PASSED 7-0 (Members Allara, Campbell, Carr, Frenkel, Honda, Kunberger and Polito)

The Committee discussed other capital projects that needed to be completed for safety issues that the district was not able to fund fully and noted that trying to update the ventilation systems at all schools would not be inexpensive.

I move extend the meeting to vote on the policy.

Motion by: Jen Carr

Seconded by: Julia Campbell

MOTION PASSED 7-0 (Members Allara, Campbell, Carr, Frenkel, Honda, Kunberger and Polito)

I move that the full School Committee task the policy subcommittee with the creation of an IAQ Policy.

Motion by: Julia Campbell

Seconded by: Amy Kuberger

MOTION FAILED 0-4-3 (Members Allara, Campbell, Carr and Kunberger voted no and Members Frenkel, Honda and Polito abstained)

I move to extend the meeting to 10:30 p.m.

Motion by: David Polito

Seconded by: Jen Carr

MOTION PASSED 7-0 (Members Allara, Campbell, Carr, Frenkel, Honda, Kunberger and Polito)

g. School Committee Subcommittees for 2024-2025
Dana Allara asked members to send their subcommittee assignment preferences to her and she will review assignments at the next meeting.

8. Finance Operations

a. FY24 Q3 Financial Forecast [Exhibit](#), [Exhibit](#), [Exhibit](#)
Assistant Superintendent Leone reviewed the Q3 financial forecast

I move that the Hamilton-Wenham Regional School Committee approve the FY24 Operating Expense Budget Transfers as recommended herein by the Assistant Superintendent of Finance & Administration and as presented on the previous slide entitled "Transfers Requested Quarter 3".

Motion by: David Polito

Seconded by Jen Carr

MOTION PASSED 7-0 (Members Allara, Campbell, Carr, Frenkel, Honda, Kunberger and Polito)

9. ~~Committee Reports~~

~~a. Capital/Financial Planning Subcommittee~~

~~b. Policy Subcommittee~~

~~c. Negotiations Subcommittee~~

~~d. Secretary Report~~

10. Superintendent's Report

Superintendent Tracy discussed Lunch Hero Day, Teacher Appreciation and Nurse Appreciation Week.

11. ~~Chair's Report~~

12. Topics for Future Meetings

Dana Allara asked members to email her with any topics for future meetings.

13. Adjourn

I move to adjourn the meeting at 10:20 p.m.

Motion by: David Frenkel

Seconded by: Julia Campbell

The motion passed 7-0 (Members Allara, Campbell, Carr, Frenkel, Honda, Kunberger and Polito)