Approved by the HWRSD School Committee on September 19, 2024

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: 89503580930
Thursday, September 5, 2024
7:00 p.m. - 8:15 p.m.

Present:
Dana Allara
Julia Campbell
Jen Carr
Amy Kunberger
Trent Honda
David Polito (arrived at 7:20)

Also Present:
Eric Tracy, HWRSD Superintendent
Vincent Leone, Assistant Superintendent Finance & Operations

1. Call to Order
At 7:00 p.m. Dana Allara called the meeting to order.

2. Pledge of Allegiance
All those in attendance rose for the Pledge of Allegiance.

3. Citizens' Comments
Any citizen wishing to speak before the Committee shall identify themself by name and address. Speakers will be allowed three (3) minutes to present their material.

There was no citizen comment.

4. Review of School Committee Protocols Exhibit
Amy Kunberger read School Committee Protocol 2.

5. Consent Agenda
a. Warrants Exhibit
- Voucher No. 3
- Voucher No. 4
- Voucher No. 1002
- Voucher No. 1003
- Voucher No. 1004

- Voucher No. 1005
- Voucher No. 4032
- Voucher No. 4033
- Voucher No. 4034
- Voucher No. 4037

b. Minutes
- August 15, 2024 Exhibit

c. Field Trips
- Ocean State Cross Country meet in Warwick, RI Exhibit

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

Motion by: Julia Campbell **Seconded by: Jen Carr**

MOTION PASSED 5-0 (Members Allara, Campbell, Carr, Kunberger and Honda)

6. New Business

a. Appoint School Physician/Medical Consultant Exhibit

Dana Allara stated that because her husband is a physician partner with Dr. Yoon she would be recusing from this item to avoid the appearance of a conflict of interest. Dana Allara passed the gavel to Amy Kunberger and left the meeting.

Superintendent Tracy discussed the role of the school physician and the state's requirement for the annual appointment of a physician.

I move that the Hamilton-Wenham Regional School Committee appoint Michael Yoon, MD as the district physician

Motion by: Julia Campbell **Seconded by: Jen Carr**

MOTION PASSED 4-0 (Members Campbell, Carr, Kunberger and Honda)

Dana Allara returned to the meeting.

b. Vote Food Service Worker Agreement Exhibit

Superintendent Tracy discussed the food service worker agreement.

I move that the Hamilton-Wenham Regional School Committee ratify the agreement as proposed.

Motion by: Julia Campbell **Seconded by: Amy Kunberger**

MOTION PASSED 5-0 (Members Allara, Campbell, Carr, Kunberger and Honda)

c. 2nd Hamilton-Wenham Volunteer Fair

Dana Allara stated that the League of Women Voters has asked the School Committee to participate in the volunteer fair. She asked if members were interested in participating again this year.

I move that the Hamilton-Wenham Regional School Committee participate in the Hamilton-Wenham Volunteer Fair.

Motion by: Julia Campbell **Seconded by: Amy Kunberger**

MOTION PASSED 5-0 (Members Allara, Campbell, Carr, Kunberger and Honda)

Dana Allara stated that she will email members to coordinate the member volunteer schedule and Superintendent Tracy will provide visuals for the volunteer table.

d. Policy Review - Vote Requirements

Dana Allara discussed the issue brought up at the last meeting on whether or not a ⅔ vote was needed to approve the food service worker agreement. She stated that it was a valid concern raised and she had looked into the issue and the Committee could have voted. She stated that she has the Roberts Rules ⅔ voting requirements but she would like to ask Committee members if they are interested in tasking the policy subcommittee with creating a cheat sheet policy review of district voting requirements.

I move that the Hamilton-Wenham Regional School Committee task the Policy Subcommittee with creating a cheat sheet policy review of vote requirements.

Motion by: Julia Campbell **Seconded by: Amy Kunberger**

MOTION PASSED 5-0 (Members Allara, Campbell, Carr, Kunberger and Honda)

e. Vote (2) New Voting Members Cutler Building Committee Exhibit

Superintendent Tracy stated that he is recommending Curtis Wightman, Director of Maintenance, Facilities and Operations, and Jennifer Hunt, Cutler Elementary Principal be appointed to the Cutler School Building Committee as voting members. He noted that these individuals are replacing the former director of maintenance and former Cutler principal.

I move that the Hamilton-Wenham Regional School Committee add Curtis Wightman, Director of Maintenance, Facilities and Operations and Jennifer Hunt, Cutler Elementary Principal to the Cutler School Building Committee effective immediately.

Motion by: Julia Campbell **Seconded by: Jen Carr**

In response to a request, Superintendent Tracy stated that the School Building Committee member list on the website will be updated to indicate which committee members are town residents

MOTION PASSED 5-0 (Members Allara, Campbell, Carr, Kunberger and Honda)

Superintendent Tracy stated that he has had requests from two individuals to serve on the School Building Committee. He asked the Committee for guidance on the number of members they want on the School Building Committee and the process they want followed for member selection. The Committee discussed the percentage of town residents on the School Building Committee and the selection process.

I move that the Hamilton-Wenham Regional School Committee task the Superintendent with vetting and recommending members to the School Committee for the Cutler School Building Committee

Motion by: Julia Campbell Seconded by: Jen Carr

The Committee discussed the motion and the make-up of the Committee. Trent Honda made a friendly amendment that the School Building Committee endeavors to achieve a 50% plus 1 majority of town residents as voting members on the School Building Committee.

I move that the Hamilton-Wenham Regional School Committee task the Superintendent with vetting and recommending members to the School Committee for the Cutler School Building Committee and that the School Building Committee endeavors to achieve a 50% plus 1 majority of town residents as voting members on the School Building Committee.

Motion by: Julia Campbell Seconded by: Jen Carr

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

7. Finance & Operations

a. FY24 Year-End Financials Exhibit, Exhibit, Exhibit

Assistant Superintendent Leone reviewed the FY24 year end financials.

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 "Year – End Transfers Requested".

Motion by: David Polito Seconded by: Jen Carr

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

Superintendent Tracy thanked Assistant Superintendent Leone for his work on the projects discussed.

8. Committee Reports

a. Capital/Financial Planning Subcommittee - no update
b. Policy Subcommittee - no update
c. Negotiations Subcommittee - update to be provided in executive session
d. Secretary Report - no update

9. Superintendent's Report
Superintendent Tracy discussed the opening of school. He stated that at the recent MSBA board meeting the district received approval to move to the schematic design module. Superintendent Tracy discussed his participation in the high school book group.

10. Chair's Report
No update

11. Topics for Future Meetings
Assistant Superintendent Leone asked that the student activities accounts be included on one of the next two agendas.

12. Adjourn

I move to adjourn to Executive Session for purpose #3 (to discuss strategy with respect to collective bargaining with the HWREA if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares), not return to Open Session.

Motion by: Dana Allara **Seconded by: Amy Kunberger**

ROLL CALL VOTE MOTION PASSED 6-0 (Members Allara, Campbell, Carr, Honda, Kunberger and Polito)