Approved by the HWRSD School Committee on December 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: 87131762723
Thursday, December 5, 2024
7:00 p.m. - 8:33 p.m.

Present:
Dana Allara
Julia Campbell (participated remotely)
Jen Carr (left at approximately 7:55)
Amy Kunberger
David Polito

Also Present:
Eric Tracy, HWRSD Superintendent
Vincent Leone, Assistant Superintendent

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. Dana Allara reminded the community that the meeting is being recorded and live streamed via HWCAM. She stated that Julia Campbell is participating remotely and all votes will need to be roll call votes.

3. Citizen's Comments Exhibit
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 Protocol Exhibit
David Polito read School Committee protocol 6.

5. Review of School Committee Mission Statement Exhibit
Jen Carr read the following from the mission statement: *The Hamilton-Wenham Regional School District School Committee's mission is to ensure our schools create graduates with a passion for lifelong learning together with the critical skills needed to maximize their potential.*

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.

6. Consent Agenda

a. Warrants Exhibit
- Voucher No. 11
- Voucher No. 1018
- Voucher No. 1019
- Voucher No. 4057
- Voucher No. 4058
- Voucher No. 4059

b. Minutes
- November 21, 2024 Exhibit
- November 20, 2024 Quintuple Board Exhibit

c. Field Trip
- "A Charlie Brown Christmas" Concert; Community House Exhibit

d. Other
- 8th Grade Waiver for HW Gymnastics Exhibit

I move that the Hamilton-Wenham Regional School Committee approve the consent agenda as prepared in the packet.

Motion by: David Polito **Seconded by: Jen Carr**

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

7. New Business

a. HWRHS Program of Studies 2025-2026 Exhibit

Principal Bryan Menegoni reviewed the proposed changes to the Hamilton-Wenham Regional High School's 2025-2026 Program of Studies. It was determined that the document originally shared with the Committee was not the correct version, Principal Menegoni shared the corrected version. He noted he is waiting for additional information from the DESE to finalize the MCAS language in the program.

I move that the Hamilton-Wenham Regional School Committee approve the Hamilton-Wenham Regional High School Program of Studies for 2025-2026 as presented.

Motion by: David Polito **Seconded by: Amy Kunberger**

Superintendent Tracy stated that once DESE provides additional guidance on the MCAS requirement he will bring that back to the Committee for a vote if a change in language is required.

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

Dana Allara stated if no objection she would like to take the Sale of Ban (Bond Anticipation Note) out of order. There was no objection.

8. Finance & Operations

a. Sale of a Ban (Bond Anticipation Note; *presented by Kevin Merz, Treasurer* Exhibit

Treasurer Kevin Merz reviewed the information on the bond anticipation note.

To move to approve the sale of the $10,477,405 4.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the District dated December 19, 2024 and will be payable December 18, 2025, to Truist Securities, Inc. at par and accrued interest, if any, plus a premium of $141,968.84.

To 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 26, 2024, and a final Official Statement dated December 3, 2024, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

To further move that the District Treasurer and the Chairperson of the Committee be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

To 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.

To 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.

To 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: David Polito **Seconded by: Amy Kunberger**

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

7. New Business (continued)

b. Visual Communications Branding Conversation Exhibit

Amy Kunberger reviewed the updated work on the branding and style guide. She noted that she will be meeting with Chris Ford, a branding and communication person from the community who will be working on the project with her going forward. The Committee thanked Amy for her work. It was the consensus of the Committee that Superintendent Tracy, Amy Kunberger and Chris Ford continue to move forward with the work on the project.

c. Vote Warrant for Election of School Committee Members Exhibit

I move that the Hamilton-Wenham Regional School Committee vote to approve the warrant for election of School Committee members as presented in the agenda.

Motion by: David Polito **Seconded by: Amy Kunberger**

ROLL CALL VOTE MOTION PASSED 4-0 (Members Allara, Campbell, Kunberger and Polito)

d. Subcommittee Assignments

Dana Allara stated that there is an opening on the Policy Subcommittee. She stated that she will send an email to all members regarding the opening and ask anyone interested in serving on the subcommittee to let her know. She anticipates discussing the appointment at the next meeting.

8. Finance & Operations (continued)

b. FY25 Quarter 1 Forecast Exhibit

Assistant Superintendent Leone gave a presentation on the FY25 year end forecast for the Quarter ending September 30, 2024.

9. Committee Report

a. Capital/Financial Planning Subcommittee - meeting scheduled for tomorrow
b. Policy Subcommittee - meeting date tbd
c. Negotiations Subcommittee - no meeting scheduled
d. Secretary Report - David Polito will follow up with Janell regarding outstanding minutes, including executive session

10. Superintendent's Report

Superintendent Tracy stated that the School Building Committee is meeting on Monday evening and Tuesday evening there is a meeting schedule with the abutters of the Cutler property. The winter concert and art show are scheduled for Wednesday evening and the winter sport season has started.

11. Chair's Report

Dana Allara discussed the EdFund Christmas Tree Sales event she attended where she was able to speak to community members about the proposed school building project.

12. Topics for Future Meetings

Budget update needs to be added to an upcoming agenda. In response to a question, Dana Allara stated that Janell has been unable to schedule a meeting to begin discussion on the Regional Agreement but will try again in January.

13. Adjourn

I move to adjourn at 8:33 p.m.

Motion by: David Polito **Seconded by: Amy Kunberger**

ROLL CALL VOTE MOTION PASSED 4-0 (Members Allara, Campbell, Kunberger and Polito)