*Approved by the HWRSD School Committee on April 3, 2025*

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: 85932235485**
**Thursday, March 20, 2025**
**7:00 p.m. - 8:52 p.m.**

**Present**:
Dana Allara
Julia Campbell (via zoom)
Jen Carr (arrived at approximately 8:25 pm)
David Frenkel
Trent Honda (arrived at approximately 8:05 pm)
Amy Kunberger
David Polito

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

**1. Call to Order**
At 7:02 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 so 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.*

Jeff Austin, Hamilton resident, stated that there was not sufficient effort to engage the public on the elementary project and the education plan submitted limited the focus on consolidation while the polls of residents show residents prefer renovations of the current schools.

Stephanie Andrews, Hamilton resident and Chair of Building Bright Futures, spoke in support of the consolidated elementary school project.

Michele Horgan, 141 School Street Hamilton, spoke in support of the consolidated elementary school project.

Ms. Fisher, Greenbrook Road Hamilton, spoke in support of Jeff Austin's comments regarding renovation to the current schools rather than a consolidated new school.

Public comment was closed at 7:13 p.m.

**4. Review of School Committee Protocol** Exhibit
David Polito read School Committee protocol number 11.

**5. Review of School Committee Mission Statement** Exhibit
Amy Kunberger 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 attracts and retains high-quality educators, by acknowledging and respecting their expertise and professionalism.*

**6. Student Representative;** *Evie Bernard*
Evie Bernard updated the Committee on events and activities throughout the Hamilton-Wenham Regional School District.

**7. Consent Agenda**

a. Warrants Exhibit
   - Voucher No. 20
   - Voucher No. 21
   - Voucher No. 1032
   - Voucher No. 1033
   - Voucher No. 1034
   - Voucher No. 1035
   - Voucher No. 4074
   - Voucher No. 4083
   - Voucher No. 4084
   - Voucher No. 4085
   - Voucher No. 4086
   - Voucher No. 4087
   - Voucher No. 4089

b. Donations
   - FOTA - Wheeler Family Theater, Winthrop 5th Grade; $612 Exhibit
   - FOTA - Chris Trapper School Visit, 5th Grade Districtwide; $1,200 Exhibit

c. Minutes
   - March 6, 2025 Exhibit

d. Other
- 2024-25 Spring Ad Books & Game Day Advertisements Exhibit

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

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

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

**8. New Business**

a. Athlete Recognitions Exhibit

Athletic Director Craig Genualdo recognized Hamilton-Wenham Regional High School teams and individuals for their outstanding achievements during the 2024-2025 winter season.

b. Approve Town Budget Flyer Exhibit

Amy Kunberger reviewed the changes made to the flyer presented at the last meeting. David Frenkel discussed his concern regarding how thoroughly alternatives for school repairs/renovations were examined. The Committee reviewed the MSBA process and the ed plan process. They discussed how the estimates for school renovations were determined and confirmed that the statement included in the flyer is an accurate statement.

**I move that the Hamilton-Wenham Regional School Committee vote to approve the town budget flyer as presented in tonight's exhibit.**

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

**ROLL CALL VOTE MOTION PASSED 4-1 (Members Allara, Campbell, Kunberger and Polito voted yes and Member Frenkel voted no)**

The Committee thanked Amy for her work on the document. Superintendent Tracy will forward the document to the Town Moderators.

c. MSBA Initial Compliance Certification Approval (High School Roof) Exhibit

Superintendent Tracy stated that the Committee had approved this in December but DESE had forgotten to put the project number on the document. He is asking the Committee to approve the revised document which includes the project number.

**I move that the Hamilton-Wenham Regional School Committee authorize Superintendent Tracy and any other necessary party to sign the MSBA Initial Compliance Certification Approval as presented in tonight's agenda.**

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

**ROLL CALL VOTE MOTION PASSED 5-0 (Members Allara, Campbell, Frenkel, Kunberger and Polito voted yes)**

d. Discussion of Board of Health Recommendation Exhibit

The Committee discussed the joint letter from the Hamilton and Wenham Boards of Health that was submitted to the Committee at the last meeting regarding adoption of ASHRA Standard 241 in the proposed new elementary school and retrofitting all schools to meet that standard.

**I move that the Hamilton-Wenham Regional School Committee direct the Superintendent to direct the Director of Facilities to comply with the entirety of the second to the last paragraph of the recommendation from the Boards of Health.**

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

Dana Allara stated that she believes this recommendation should be passed along to the School Building Committee. The Committee discussed concerns regarding the timeline outlined in the recommendation, whether there is a cost to obtaining the estimates for retrofitting the schools, and how the recommendation fits into the capital improvement process used by the schools. There was a discussion regarding ASHRA 241 not being a state requirement but MSBA offering bonus points for meeting this standard. There was discussion on whether this decision would impact the FY26 budget or not.

**ROLL CALL VOTE MOTION FAILED 1-6 (Member Frenkel voted yes, Members Allara, Campbell, Carr, Honda, Kunberger and Polito voted no)**

The Committee continued discussions regarding the recommendation timeline and the new capital advisory process timeline.

**I move that the School Committee directs the Superintendent to direct the Director of Facilities to develop budgetary proposals for retrofitting all district buildings to meet or exceed Ashrae 241 Standards by September 1, 2025 with the caveat that there are no costs for creating these estimates.**

**Motion by: Trent Honda** **Seconded by: Jen Carr**

Member Allara stated that she is uncomfortable with including the deadline. The Committee continued discussion on the capital advisory timeline.

**ROLL CALL VOTE MOTION PASSED 5-2 (Members Carr, Frenkel, Honda, Kunberger and Polito voted yes and Members Allara and Campbell voted no)**

**9. Finance & Operations**

**10. Committee Report**

a. Capital/Financial Planning Subcommittee - meeting rescheduled to March 25
b. Policy Subcommittee

i. First Reading - Policy DJEA Updated - Exhibit Purchasing Requirements
ii. First Reading - Policy DJEB Updated - Exhibit Purchasing Requirements over $50K

Assistant Superintendent Leone stated that these are first readings and the policy updates are necessary due to a change in Massachusetts law. Next meeting is scheduled for April 9.

c. Negotiations Subcommittee - no update
d. Secretary Report - report will be provided at next meeting

**11. Superintendent's Report**

Superintendent Tracy discussed the recent elementary jump rope assembly and the upcoming MCAS testing dates. He stated that the fields project is back up and running.

**12. Chair's Report**

There was no chair's report.

**13. Topics for Future Meetings**

In response to a question, Dana Allara stated that the vote on the town budget flyer had already taken place and reminded members they have an opportunity to review items on the agenda prior to the meeting and if they have questions or concerns they can direct those to the Superintendent. In response to another question, Dana Allara provided a brief update on the status of the Regional Agreement. Jen Carr requested that high school start times be added to a future agenda.

**14. Adjourn**

**I move to adjourn at 8:52 p.m**

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

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