



HAMILTON-WENHAM

Regional School District

5 School Street, Wenham MA 01984

Hamilton-Wenham Regional School District School Committee Meeting Minutes

School Committee Meeting ([agenda](#))

Buker Elementary School Multipurpose Room

In-Person Meeting

[Zoomlink](#) is for Public Comment Only

Meeting ID: 92744356750

Thursday, November 20, 2025

7:00 p.m. - 10:03 p.m.

Present:

Dana Allara

Meghan Benson

Julia Campbell

Jenn Carr (arrived at approximately 7:10 p.m.)

David Frenkel

Amy Kunberger

Kristin Noon

Also Present:

Eric Tracy, HWRSD Superintendent

Vincent Leone, Assistant Superintendent

1. Call to Order

At 7:01 p.m. Dana Allara called the meeting to order. She reminded the community that the meeting is being recorded and live-streamed via HWCAM.

2. Citizen's Comments [Exhibit](#)

There was no citizen comment.

3. Review of School Committee Protocol [Exhibit](#)

Amy Kunberger read School Committee Protocol number 5.

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

Julia Campbell 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 inspires all students to realize their fullest potential and feel a powerful sense of individual and collective belonging.

5. Student Representative Report; Colby McGovern

There was no student representative report.

6. Consent Agenda

a. Warrants [Exhibit](#)

- Voucher No. 10
- Voucher No. 11
- Voucher No. 1074
- Voucher No. 1075
- Voucher No. 1076
- Voucher No. 1077
- Voucher No. 4170
- Voucher No. 4171
- Voucher No. 4172
- Voucher No. 4173
- Voucher No. 4174
- Voucher No. 4175
- Voucher No. 4177
- Voucher No. 4178

b. Minutes

- November 6, 2025 [Exhibit](#)

c. Other

- 2025-2026 Winter AD Books & Game Day Advertisements [Exhibit](#)

Dana Allara requested to hold the minutes of November 6 from the consent agenda.

I move that the Hamilton-Wenham Regional School Committee approve the consent agenda as written with the exception of the minutes of November 6.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

MOTION PASSED 6-0 (Members Allara, Benson, Campbell, Frenkel, Kunberger and Noon voted yes)

Dana Allara requested the spelling of Scott Maddern be corrected in the November 6 minutes.

I move to change the November 6 minutes to correct the spelling of Scott Maddern's name from Mattern to Maddern.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

MOTION PASSED 7-0 (Members Allara, Benson, Campbell, Carr, Frenkel Kunberger and Noon voted yes)

7. New Business

- a. Sale of a Bond; *presented by Kevin Merz* [Exhibit](#)

Kevin Merz, District Treasurer, discussed the proposed sale of a bond.

I move that we hereby determine, in accordance with G.L. c.70B, that the cost of the Cutler Elementary School Feasibility Study project authorized by vote of the District School Committee passed on August 18, 2022 being financed with proceeds of a portion of the Bonds defined below, together with all other bonds and notes of the District previously issued to pay costs of these projects, does not exceed the portion of the total cost of the projects that are not being paid by the school facilities grant and we hereby approve the issuance of notes and bonds to finance these projects under G.L. c.70B.

Further moved that the sale of the District's \$7,190,000 General Obligation Municipal Purpose Loan of 2025 Bonds dated December 11, 2025 (the "Bonds"), to Janney Montgomery Scott LLC at the price of \$7,757,558.20, plus accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on December 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

Year Amount Interest Rate

2026 \$1,215,000 5.00%

2027 1,450,000 5.00

2028 1,520,000 5.00

2029 1,465,000 5.00

2030 1,540,000 5.00

Further moved that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 5, 2025, and a final Official Statement dated November 12, 2025, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further moved that the District Treasurer and the Chair of the Committee be, and hereby are, authorized to execute and deliver a continuing 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 Bonds for the benefit of the holders of the Bonds from time to time.

Further moved that we authorize and direct the District's Treasurer to establish post issuance federal tax compliance and continuing disclosure procedures in such forms 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 Bonds and to comply with relevant securities laws.

Further moved that any certificates or documents relating to the Bonds (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.

Further moved 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: Amy Kunberger

Seconded by: Jen Carr

In response to a question, Mr. Merz provided more detail on the interest rate versus the coupon rate and the premium.

MOTION PASSED 7-0 (Members Allara, Benson, Campbell, Carr, Frenkel, Kunberger and Noon voted yes)

b. District Accountability (MCAS) [Exhibit](#)
Superintendent Tracy and the district principals reviewed the 2025 MCAS data including key insights for each school.

c. Appoint SC Member to Policy Subcommittee
Dana Allara discussed the need for a third member to serve on the Policy Subcommittee.

I nominate Kristin Noon to serve as the 3rd member of the Policy Subcommittee.

Motion by: Amy Kunberger

Seconded by: David Frenkel

MOTION PASSED 7-0 (Members Allara, Benson, Campbell, Carr, Frenkel Kunberger and Noon voted yes)

8. Finance & Operations

- a. Superintendent's Initial Recommended FY27 Budget Presentation [Exhibit](#), [Exhibit](#), [Exhibit](#), [Exhibit](#), [Exhibit](#)

Assistant Superintendent Leone provided a detailed overview of the Superintendent's FY27 recommended budget.

The Committee discussed the recommended budget and agreed to come to the next meeting with ideas for any recommended revisions to the budget. In response to a question, Superintendent Tracy stated that Facilities Director Curtis Wightman had been unable to get consistent pricing on ASHRAE 241 but he will ask Curtis to provide an update.

9. Committee Report

- a. Capital/Financial Planning Subcommittee - next meeting December 8
- b. Policy Subcommittee - next meeting December 1
- c. Negotiations - next meeting November 24
- d. Secretary Report - Julia will send out a reminder to members regarding missing minutes
- e. In Our Inboxes - no update

10. Superintendent's Report

Superintendent Tracy discussed the recent state release of school staff attendance data. He stated that Hamilton-Wenham's rate was 96.5% which is consistent with student attendance. He discussed some of the changes being made at the US Department of Education. He noted that this will be the 50th anniversary of the Ipswich/Hamilton-Wenham Thanksgiving Day football game and he wished all a Happy Thanksgiving.

11. Chair's Report

Dana Allara informed the Committee that the next regional agreement meeting is scheduled for December 3. She stated that she and Superintendent Tracy have discussed the possibility of holding a School Committee workshop to have a discussion regarding the elementary building project. She will send members some potential dates for the workshop. Amy Kunberger discussed the MTA's letter regarding Chapter 70 funding, transportation funding and special education funding. In response to a question, Dana Allara stated that an override vote needs $\frac{2}{3}$ majority at town meeting and a majority at the ballot.

12. Topics for Future Meetings

Discussion regarding the availability of Penguin Hall, results from school time start survey and budget.

13. Adjourn

I move to adjourn at 10:03 p.m.

Motion by: Meghan Benson

Seconded by: Jen Carr

MOTION PASSED 7-0 (Members Allara, Benson, Campbell, Carr, Frenkel Kunberger and Noon voted yes)