



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: 98414467577

Thursday, December 4, 2025

7:00 p.m. - 9:27 p.m.

Present:

Dana Allara

Meghan Benson

Julia Campbell

Jen Carr

Amy Kunberger

Kristin Noon

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. She reminded the community that the meeting is being recorded and live-streamed via HWCAM.

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

Scott Maddern, Old Cart Road, Hamilton, asked that the School Committee keep the education plan front and center when discussing the school building project. He asked the Committee to have a dedicated social media budget for the building project and that they watch what is happening in the social media world regarding the project. He also asked the Committee to meet with the towns' boards and request annual capital funding so we are saving for the project over the years.

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

Jen Carr read School Committee Protocol number 6.

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

Kristin Noon 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 is a source of civic pride and municipal engagement to serve the community for generations to come.

Dana Allara stated that without objection she would take the student representative report out of order. There was no objection.

5. Student Representative Report; *Emily Pitkin*

Student Representative Emily Pitkin updated the Committee on events and activities throughout the Hamilton-Wenham Regional School District.

6. Superintendent's Report

Superintendent Tracy discussed the release of the state's graduation requirements. He noted that the requirements are not etched in stone and the state is looking for feedback from various groups on the requirements. In response to a question, Superintendent Tracy stated that our senior class of 2026 has been provided clarity on what their graduation requirement is.

He stated that the Start Time Committee met and brainstormed on athletics, after school activities, transportation, employment and after school care. He stated that a representative from the bus company was at the meeting to answer questions regarding transportation and the Athletic Director will be at the next meeting to answer questions regarding athletics.

Superintendent Tracy stated that geoimaging was completed at the middle school parking lot. He reminded the community that a few years ago the Committee agreed to look towards development of a solar canopy in the middle school parking lot which would provide 70-80% of the electricity needs of the middle school and would result in significant savings to the district if this all comes to fruition.

7. Consent Agenda

a. Warrants [Exhibit](#)

- Voucher No. 12
- Voucher No. 1078
- Voucher No. 1079
- Voucher No. 4179
- Voucher No. 4180
- Voucher No. 4181
- Voucher No. 4182
- Voucher No. 4183
- Voucher No. 4184

b. Minutes

- November 20, 2025 [Exhibit](#)
- November 19, 2025 Quintuple Board [Exhibit](#)

c. Donations

- Advanced Educational Technologies, LLC; \$250 [Exhibit](#)
- Institution for Savings Charitable Foundation; \$1,500 [Exhibit](#)

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

Motion by: Julia Campbell

Seconded by: Jen Carr

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

8. New Business

a. Vote Warrant for Election of School Committee Members [Exhibit](#)
Dana Allara discussed the warrant for election of School Committee members.

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

Motion by: Julia Campbell

Seconded by: Jen Carr

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

b. Vote 2027-2028 School Year Calendar [Exhibit](#)
Superintendent Tracy discussed the 2027-2028 school year calendar.

I move that the Hamilton-Wenham Regional School Committee approve the 2027-2028 school year calendar as presented.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

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

c. Plan for Community Conversations [Exhibit](#), [Exhibit](#)
Superintendent Tracy discussed the plans for community conversations. He asked the Committee for feedback. After discussion, it was the consensus of the Committee that meetings be held at different times to encourage a wide variety of the community to attend from senior citizens to parents of young children. They agreed the information should be posted in the paper and mailed to all households. Committee members agreed they would like to attend and will post as workshop meetings if necessary. Superintendent Tracy will check to see if the meetings will be recorded and will also see if the library or rec center could be used for meetings held during the school day in order to ensure there is ample parking for attendees. Superintendent Tracy stated that he would gather information from the conversations and provide a report to the Committee in February.

d. ASHRAE 241 Update [Exhibit](#)
Superintendent Tracy stated that at an earlier meeting there was a motion to obtain an estimate of the cost to bring the schools HVAC systems to ASRAE 241 standard, provided there was no cost to obtain the estimate. According to the Director of Facilities, Maintenance & Operations, he was unable to obtain a free estimate.

9. Finance & Operations

a. FY27 Budget Discussion

Superintendent Tracy discussed the proposed FY27 budget. He stated that the Town of Hamilton is asking the district to reduce their share by \$1.4 million and the Town of Wenham is asking the district to reduce their share by \$1 million. He noted that due to the agreed regional percentage, reducing Wenham by \$1 million would mean reducing Hamilton by \$2 million for a total of \$3 million in reductions. Superintendent Tracy reviewed a list of options from the leadership team. He noted that this was not an exhaustive list of options. He stated that he is asking the Committee to provide direction on how they would like to proceed so that he and Assistant Superintendent Leone can move forward on the budget.

In response to questions, he stated that the biggest impact of reductions would be staffing and it would require a significant number of staff reductions to meet the towns' requested reductions and that the Committee could request the unions engage in mid-term bargaining but he does not believe that they are under an obligation to say yes to that request.

After discussion, it was the consensus of the Committee to remove from the list of options "kicking the can down the road" and that the reconfiguration option might be something to look at in the future but there is not sufficient time for a reconfiguration option for FY27. After further discussion it was agreed that a \$3 million reduction was not possible and Superintendent Tracy would bring back to the Committee a list of realistic reductions as well as some possible efficiencies. He stated that he will be notifying staff if their position is on the list of potential reductions. The Committee agreed that communication to the community regarding the budget will be important.

10. Committee Report

- a. Capital/Financial Planning Subcommittee - meeting next week
- b. Policy Subcommittee - next meeting tbd
- c. Negotiations - next meeting December 11 to begin ESP negotiations
- d. Secretary Report - emailed chairs regarding missing minutes. Superintendent Tracy will check to see if possible to access past members google drives to see if missing minutes are in the drives
- e. In Our Inboxes - no update

11. Chair's Report

Dana Allara reminded the public that Hamilton is holding a special town meeting on December 9th.

Amy Kunberger reviewed the proposed dates for the workshop to debrief on the elementary school project. After discussion it was agreed that the date of January 8 prior to the School Committee meeting would be the best date.

Amy Kunberger reminded the community of the upcoming holiday boutique to be held at the Winthrop School. She noted that if anyone is interested in volunteering to reach out to her as they are still seeking volunteers.

Superintendent Tracy stated that he had found the information on the last override and that was Wenham in 2021 for \$723,000.

12. Topics for Future Meetings

Dana Allara stated that the Town's election is April 16, the same day as a School Committee meeting. She stated that she will reach out to the Town Clerk for guidance on whether the School Committee meeting will need to be moved.

13. Adjourn

I move to adjourn at 9:27 p.m.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

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