



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: 95492609607

Thursday, May 7, 2026

7:00 p.m. - 8:50 p.m.

Present:

Dana Allara

Julia Campbell

Jen Carr

Amy Kunberger

Kristin Noon

David Polito

Thomas Reed

Also Present:

Eric Tracy, Superintendent

Vincent Leone, Assistant Superintendent

1. Call to Order

At 7:03 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. Tabulation of Election Results

- Town of Hamilton [Exhibit](#)
- Town of Wenham [Exhibit](#)

Amy Kunberger read the tabulated results of the School Committee election and the ballot questions.

3. Introduce Elected School Committee Members for 2 Year Term & 3 Year Term

The Committee welcomed David Polito and Thomas Reed to the Committee and congratulated Dana Allara and Kristin Noon on their reelection.

4. Citizen's Comment [Exhibit](#)

There was no citizen comment.

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

Kristin Noon read School Committee Protocol number 10.

6. 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 empowers administrators to seek innovation, responsiveness, and creativity in all aspects of District operations.

7. Superintendent's Report

Superintendent Tracy discussed the work to date on the state's FY27 budget and he stated that he will continue to monitor the budget and report back to the Committee. In response to a question, Superintendent Tracy stated any revisions to the Chapter 70 formula will not impact the upcoming budget. In response to a question around possible supplemental funding in June, he stated that if the funding comes in through Chapter 70 funding it would need to be spent in FY26 but if supplemental funding comes in through circuit breaker or transportation revolving accounts those funds could be used in FY27. Superintendent Tracy discussed the recent concert and the senior art show at the high school and the upcoming middle school concert. In recognition of Principal, Teacher and School Nurse Appreciation days he took a moment to thank the staff for their dedication and commitment to the students, families and communities.

8. Consent Agenda

a. Warrants [Exhibit](#)

- Voucher No. 25
- Voucher No. 1100
- Voucher No. 4225
- Voucher No. 4226
- Voucher No. 4227
- Voucher No. 4228
- Voucher No. 4229

b. Minutes

- April 14, 2026 [Exhibit](#)

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

Motion by: Julia Campbell

Seconded by: Jen Carr

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

9. New Business

a. Ecuador Field Trip [Exhibit](#)

Stacey Pawson gave a presentation on the proposed Ecuador Field Trip. In response to a question regarding assistance for students in need, Ms. Pawson stated that the science department is talking about potential fundraising opportunities and Superintendent Tracy stated that the district does set aside money for all field trips for some amount of scholarship funds.

I move that the Hamilton-Wenham Regional School Committee approve the Ecuador field trip as presented.

Motion by: Julia Campbell

Seconded by: Jen Carr

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

- b. School Committee Reorganization: Appoint School Committee Members to the Following Positions: Chair, Vice Chair, Secretary, Vice Secretary, & Warrant Signer

Dana Allara passed the gavel to Superintendent Tracy who called for nominations for Chair.

Julia Campbell nominated Dana Allara to serve as Chair and Jen Carr seconded the nomination. There were no other nominations.

I move that the Hamilton-Wenham Regional School Committee appoint Dana Allara to serve as Chair of the School Committee.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

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

Superintendent Tracy returned the gavel to Dana Allara who called for nominations for Vice Chair.

Amy Kunberger nominated Kristin Noon to serve as Vice Chair and Jen Carr seconded the nomination. There were no other nominations.

I move that the Hamilton-Wenham Regional School Committee appoint Kristin Noon to serve as Vice Chair of the School Committee.

Motion by: Julia Campbell

Seconded by: Jen Carr

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

Jen Carr nominated Thomas Reed to serve as Secretary and Julia Campbell seconded the nomination. There were no other nominations.

I move that the Hamilton-Wenham Regional School Committee appoint Thomas Reed to serve as Secretary of the School Committee.

Motion by: Julia Campbell

Seconded by: Jen Carr

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

Jen Carr nominated Amy Kunberger to serve as Vice Secretary and Julia Campbell seconded the nomination. There were no other nominations.

I move that the Hamilton-Wenham Regional School Committee appoint Amy Kunberger to serve as Vice Secretary of the School Committee.

Motion by: Julia Campbell

Seconded by: Jen Carr

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

Jen Carr nominated Julia Campbell to serve as Warrant Signer and David Polito seconded the nomination. There were no other nominations.

I move that the Hamilton-Wenham Regional School Committee appoint Julia Campbell to serve as Warrant Signer of the School Committee.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

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

Dana stated that the Committee typically votes to authorize any member to sign warrants in the event the Warrant Signer is unavailable.

I move that the Hamilton-Wenham Regional School Committee appoint any available School Committee member to serve as Warrant Signer in the event the Warrant Signer is unavailable to sign the warrant.

Motion by: Julia Campbell

Seconded by: Amy Kunberger

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

Dana Allara stated that if no objection she would like to take the Communications Subcommittee or Point Person Discussion out of order. There was no objection.

c. Communications Subcommittee or Point Person Discussion

The Committee discussed the possibility of creating a communication subcommittee, working group of two people or a point person for communications. In response to questions, Dana Allara stated that this person or group would be authorized to speak on behalf of the Committee and if this is authorized by the Committee and it is later determined it is not working as the Committee would like, the Committee could vote to dissolve the subcommittee or working group. The Committee discussed having the working group or person research what other districts do and come back to the Committee with a plan on how they plan to handle communications for the Hamilton-Wenham School Committee.

I move that the Hamilton-Wenham Regional School Committee create a working group for information and communications out.

Motion by: Thomas Reed

Seconded by: Amy Kunberger

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

d. Appoint School Committee Subcommittees [Exhibit](#)
The Committee discussed subcommittee assignments.

I move that the Hamilton-Wenham Regional School Committee approve the Capital/ Finance Subcommittee of Jen Carr, Julia Campbell and Thomas Reed.

Motion by: Thomas Reed

Seconded by: Jen Carr

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

I move that the Hamilton-Wenham Regional School Committee approve the Negotiations Subcommittee of Dana Allara, Kristin Noon and David Polito.

Motion by: Thomas Reed

Seconded by: Amy Kunberger

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

I move that the Hamilton-Wenham Regional School Committee approve the Policy Subcommittee of Amy Kunberger, David Polito and Dana Allara.

Motion by: Thomas Reed

Seconded by: Jen Carr

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

I move that the Hamilton-Wenham Regional School Committee appoint Julia Campbell and Amy Kunberger to the Communications Working Group.

Motion by: Thomas Reed

Seconded by: Jen Carr

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

e. Appoint Liaisons [Exhibit](#)
The Committee discussed the liaison openings and agreed at this time to fill the open positions and do a full review of liaisons at a later date.

I move that the Hamilton-Wenham Regional School Committee appoint David Polito as

the Capital Improvement Plan Liaison and Thomas Reed as the Cutler Elementary School Liaison.

Motion by: Thomas Reed

Seconded by: Kristin Noon

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

f. Discuss SC Retreat Dates

After discussion, the Committee agreed on August 10 as the date for the School Committee Retreat. Dana Allara stated that the time of the retreat will be finalized soon but asked members to hold from 8:00 AM to 3:00 PM on that date.

10. Finance & Operations

a. FY26 - Q3 Financial Forecast [Exhibit](#), [Exhibit](#), [Exhibit](#), [Exhibit](#)
Assistant Superintendent Leone discussed the Q3 financial forecast.

I move that the Hamilton-Wenham Regional School Committee approve the following transfers:

- 1. Transfer \$14,000 from “Other Teaching Services” to “Guidance, Counseling, Testing”**
- 2. Transfer \$300,000 from “Benefits & Fixed Charges” to “Capital & Fixed Assets Improvements”**
- 3. Transfer \$35,000 from “Benefits & Fixed Charges” to “Inst. Materials, Equip., & Technology”**
- 4. Transfer \$145,000 from “Pupil Services” to “Operations & Maintenance.**

Motion by: Thomas Reed

Seconded by: David Polito

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

I move that the Hamilton-Wenham Regional School Committee authorize the Assistant Superintendent of Finance & Administration to prepay FY27 OOD Tuitions with FY26 funds not to exceed the amounts established by MGL Chapter 40 § 4E & Chapter 71 § 71D.

Motion by: Thomas Reed

Seconded by: Julia Campbell

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

b. Approve Prior Year Invoices [Exhibit](#)
Assistant superintendent Leone reviewed the prior year invoices for payment.

I move that the Hamilton Wenham Regional School Committee pay from our FY26 budget the following invoices: Elevator Engineering LLC 06/17/2025 11657 \$150.00 Maintenance, Elevator Engineering LLC 06/18/2025 11659 \$260.00 Maintenance, R.B. Allen Co., Inc. 06/23/2025 142002252-1 \$1,465.00, Maintenance, Power Products 12/29/2025 029W38050 \$598.64 Maintenance for a total of: \$2,473.64

Motion by: Thomas Reed

Seconded by: Kristin Noon

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

11. Committee Reports

- a. Capital/Financial Planning Subcommittee - met Monday to review Q3 forecast
- b. Policy Subcommittee - next meeting date TBD
- c. Negotiations Subcommittee - continuing negotiations with ESP and will update Committee in executive session
- d. Secretary Report - no update
- e. In Our Inboxes - no update

12. Chair's Report

Dana reminded the Committee of the Superintendent Evaluation timeline: individual evaluations due to Julia on May 17; Julia to provide the draft summative by May 29 for presentation at the June 4 meeting with anticipated vote on evaluation on June 18. Dana encouraged any members available to the Senior Symposium at the high school on May 13. Superintendent Tracy stated that he would be sending to the Committee an updated outline on Strategic Planning.

13. Topics for Future Meetings

Communication working group discussion on June 4, Strategic Plan draft on June 4 and discussion on next steps on school start times on June 18.

14. Vote to Adjourn into Executive Session

I move to adjourn to executive session under G.L. c. c. 30A, section 21(a)(3) to discuss strategy with respect to collective bargaining or litigation (ESP Union) 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 to return to open session.

Motion by: Dana Allara

Seconded by: Amy Kunberger

ROLL CALL VOTE MOTION PASSED 7-0 (Members Allara, Campbell, Carr, Kunberger, Noon, Polilto and Reed voted yes)