

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING**

**Public Hearing**

**6:30 PM Buker School General Purpose Room**

**CALL TO ORDER:** Larry Swartz called the meeting to order at 6:35 pm in the Buker Elementary School Multi-Purpose Room.

Present: Jeanise Bertrand, Deborah Evans, Larry Swartz

Also present: Superintendent Michael Harvey, Assistant Superintendent Jeff Sands  
Nancy Bergner, (Secretary)

**Citizen Concerns Presented**

Michelle Bailey of Remington Road in Wenham

Expressed disappointment that the School Committee lacked a quorum for the Public Hearing portion of the evening.

Concern expressed about the increase in assessment of 3% for Hamilton, 9% for Wenham. Encouragement to stand strong with level of services, despite urging from Hamilton to the contrary. Maintaining our current level of services is the right thing to do. If we do not keep our momentum, we will lose.

Don McIntosh of Puritan Road in Wenham

Urges consideration of appropriate need for TAs in some of the classes. For Example: 2nd Grade class sizes at Buker has 22 students. The second grade class at Winthrop has 12 students. It seems appropriate that classrooms with significantly more students should be given TAs to assist with serving students equitably.

**MINUTES**

**JANUARY 21, 2016**

**7:15 PM**

**CALL TO ORDER:** Larry Swartz called the meeting to order at 7:16 pm in the Buker Elementary School Multi-Purpose Room.

Present: Jeanise Bertrand, Deborah Evans, Hannah Fraley, Dennis Hurley, Larry Swartz,  
Emily Madden

Also present: Michael Harvey, Jeff Sands,  
Kerriane Heppner (Student Representative)  
Nancy Bergner, (Secretary)

**PLEDGE OF ALLEGIANCE**

All rose for the pledge of allegiance.

## **I. CITIZENS COMMENTS**

Michelle Bailey of Remington Road in Wenham

QUESTION about the policies on the Consent Agenda.

- She did not see a policy on how existing policies are to be reviewed.
- Regarding policy for school assignment: there is no school transfer policy, which other districts have. She encourages the SC to consider this in order to serve families who may wish to move their students to other schools within the district.

Larry Swartz responded asking that these be addressed when the meeting gets to the Consent Agenda.

## **II. CHAIR'S REPORT**

1. Larry met with representatives of the All Girls High School to discuss DESE guidelines to be addressed in the application process. A private school within the boundaries of the district must be approved by the SC.
  - Citizen Michelle Bailey of Remington Road in Wenham pointed out that DESE policy does require private schools within the district to be reviewed by the SC. There are currently two private schools within the boundaries of the district, in addition to the proposed All Girls' School seeking to open in Fall 2017.
2. Selectmen and FinComs are meeting on Tuesday morning.
3. There is a meeting with FinComs on Thursday Jan. 28 7 PM at Buker with Jeff, Mike and Larry

## **III. SUPERINTENDENT'S REPORT**

- School Committee Nomination Papers

There will be four School Committee seats up for election on April 7, 2016. Three seats are for three-year terms and the fourth seat is a one-year term. Nomination Papers are now available from the Superintendent's Office, 5 School Street, Wenham, MA. The candidate must first bring the nomination papers to their respective Town Clerk to be certified that the candidate is a registered voter and then must collect the signatures of at least 40 registered voters from either Hamilton or Wenham. Completed nomination papers with all required signatures must be returned to the Superintendent's Office by 4:00 PM on Monday, February 22nd, 2016. Signatures will be verified through the list of registered voters from each town by Wednesday, February 24th, 2016. More information is available on the HWRSD Website.

- School Choice Applications

Students from outside Hamilton or Wenham who would like to apply to enter Hamilton-Wenham Regional High School in September of 2016 through the School Choice Program can do so by completing the application form available on the Hamilton-Wenham Regional High School Website. The application deadline is February 1, 2016. The acceptance of students is conditional on the availability of space within each of the classes. Selection is by lottery. Selected students will be notified in early spring.

- Kindergarten Registration Materials for September 2016

Registration materials for students entering Kindergarten in September 2016 are now available on the HWRSD Website. Kindergarten is for children who have reached 5 years of age by August 31, 2016. We will host an orientation session for parents at the Buker Elementary School at 7:00 PM on March 7, 2016. Parents who wish to register their children should fully complete the registration packet available on the HWRSD Website and return it, along with proof of residency, a birth certificate and the child's most recent immunization and physical examination records during the scheduled registration hours. Registration sessions will be held between 9:00 AM and noon on Monday March 14th through Friday March 18th and from 2:00 PM through 6:00 PM on Wednesday March 16th. Students will be notified of their school assignments in early May.

- **School Accountability Report Cards Distributed**

On Tuesday, we distributed the 2015 School Accountability Report Cards for each of our five schools to their respective parents. These Report Cards are prepared by the Department of Elementary and Secondary Education and distributed to local school districts annually as part of the requirements of the "No Child Left Behind Act." The overall HWRSD District Accountability Report Card for 2015 is also available through the Department of Elementary and Secondary Education Website. As a District, the HWRSD was classified as a "Level 2 District," the second highest designation category, for the 2014-2015 School Year. Three of our schools, HWRHS, Miles River Middle School and Winthrop Elementary School were classified as "Level 1 Schools" and the Buker and Cutler Elementary Schools were classified as "Level 2 Schools." The Annual School Report Cards are one of several pieces of information we use to measure the progress of our improvement efforts as a District.

- **Special Education Plans for PARCC Administration**

This week, the Special Education Department sent a letter to all parents of students receiving special education services in grades 3-8 regarding the differences in testing accommodations between the PARCC and the MCAS. Our Special Education Coordinators began writing Individualized Education Plan (IEP) language that was consistent with the PARCC accommodations immediately following the School Committee's vote. IEPs that were reviewed prior to the PARCC decision may need to be amended to be in line with the new test. The two areas where the PARCC departs from the MCAS are granting of extended time and the use of graphic organizers/reference sheets. Special Education Staff will directly contact parents of all students whose IEPs need to be amended.

- **Bomb Threat Response**

Over the past week, more than a dozen schools in Massachusetts received calls or emails claiming there were explosive devices hidden in school buildings. None of these bomb threats were found to be genuine. To date, the HWRSD has not received any such threats. As a precaution, we have reviewed our District Crisis Response Plans and re-distributed the "Massachusetts Bomb Threat Response Guidance" from the Massachusetts State Police Bomb Squad with school administrators and staff members who answer telephones our District Schools and Central Offices.

#### **IV. CONSENT AGENDA**

Larry Schwartz acknowledged that there may be alternatives to our current practice which would allow for more input from people beyond the Policy Committee. Policy Committee Chair Dennis Hurley also expressed a desire to keep the process efficient, but also create opportunity for the

democratic process. Hannah Fraley pointed out that the public is apprised of items on the Consent Agenda, and that some of the Hamilton and Wenham public has indeed taken the time to look at items and comment upon them.

Larry suggested that Exhibit A3 and Exhibit B (Minutes of January 7) be removed. Remove recruitment and selection; remove the minutes.

A. Policies Reviewed

- Renovation and New Construction Exhibit A1
- Staff Participation in Political Activities Exhibit A2
- Recruitment and Selection Exhibit A3
- Staff Complaints and Grievances Exhibit A4
- Curriculum Adoption Exhibit A5

B. Minutes of January 7, 2016

Exhibit B

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA WITH THE EXCEPTION OF RECRUITMENT AND SELECTION AND THE MINUTES OF JANUARY 7, 2016. THERE CAN BE NO FURTHER DISCUSSION NOR AMENDMENT OF THIS MOTION.**

**Motion by DEBORAH EVANS; seconded by JEANISE BERTRAND.**

***UNANIMOUSLY APPROVED***

NOTE: suggested change to recruitment and selection policy: only *final* candidates should be interviewed.

Discussion: January 7, 2016 minutes require amendment of a sentence in the Chair's report on the projected All Girls' School opening in Wenham. The second sentence should be amended to read, "The SC has a responsibility to approve private schools within the boundaries of the district."

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE A WITH THE EXCEPTION OF RECRUITMENT AND SELECTION AND THE MINUTES OF JANUARY 7, 2016 AS AMENDED.**

**Motion by DEBORAH EVANS; seconded by EMILY MADDEN.**

***UNANIMOUSLY APPROVED***

**V. OLD BUSINESS**

No old business was presented.

**VI. NEW BUSINESS**

A. Budget Discussion (continued), facilitated by Jeff Sands

Exhibit C

- Overview in General Discussion
- Maintenance and Facilities (Jeff assisted by Jason Waldron, Dir. of Facilities and Maintenance)
  - Deborah Evans and Larry Schwartz expressed appreciation for the initiative demonstrated by Waldron and his department in improving the critical infrastructure of the schools.
- Technology (Jeff assisted by Alan Taupier, Dir. of Technology)

- Discussion about upload speed at the high school: Current contract is sufficient for current needs and projected needs, assuming that internet use is spread fairly evenly across the facility. This issue is being constantly assessed in order to maintain access and speed.
- Master Plan presentation facilitated by Superintendent Michael Harvey
  - Discussion regarding the \$50K planning budget—this is scheduled for FY 2017 and is included in the Short Term plans in Exhibit C.

B. Policy Reviews

- Public Use of School Buildings and Grounds Exhibit D
- Staff Ethics-Conflict of Interest Exhibit E

C. Donations Exhibit F

- League of Women Voters > Model UN Club

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ACCEPTANCE OF THE DONATION LISTED IN EXHIBIT F FROM THE LEAGUE OF WOMEN VOTERS IN THE AMOUNT OF \$500 FOR THE MODEL UN CLUB.**

**Motion by DEBORAH EVANS seconded by JEANISE BERTRAND.**

***UNANIMOUSLY APPROVED***

- EdFund > Hydroponic Vertical Grow Wall \$12,507 Exhibit F2

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ACCEPTANCE OF THE DONATION LISTED IN EXHIBIT F2 FROM THE FROM THE EDFUND IN THE AMOUNT OF \$12,507 FOR THE HYDROPONIC VERTICAL GROW WALL.**

**Motion by DEBORAH EVANS; seconded by HANNAH FRALEY.**

***UNANIMOUSLY APPROVED***

- EdFund > Chromebooks \$38,497 Exhibit F3

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ACCEPTANCE OF THE DONATION LISTED IN EXHIBIT F3 FROM THE FROM THE EDFUND IN THE AMOUNT OF \$38,497 FOR CHROMEBOOKS FOR THE ELEMENTARY SCHOOLS.**

**Motion by DEBORAH EVANS, seconded by EMILY MADDEN.**

***UNANIMOUSLY APPROVED***

- EdFund > Buker Media Center Makerspace \$9,052.81 Exhibit F4

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ACCEPTANCE OF THE DONATION LISTED IN EXHIBIT F4 FROM THE EDFUND IN THE AMOUNT OF \$9,052.81 FOR THE BUKER MEDIA CENTER MAKERSPACE.**

**Motion by DEBORAH EVANS, seconded by HANNAH FRALEY.**

***UNANIMOUSLY APPROVED***

**VII. COMMITTEE REPORTS**

A. Communications Committee, Planning Committee

- Deborah Evans reported.

- B. Administration
- C. Policy and Education Programming
  - Dennis Hurley reported.
- D. Student Rep
- E. Other-School Liaisons Updates

VIII. **VOTE TO ADJOURN** to Executive Session

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN TO EXECUTIVE SESSION TO CONDUCT STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH NONUNION PERSONNEL (ASSISTANT SUPERINTENDENT FOR ADMINISTRATION AND FINANCE) AND NOT TO RETURN TO OPEN SESSION (EXECUTIVE SESSION PURPOSE #2).**

**Motion by DEBORAH EVANS, seconded by JEANISE BERTRAND.**

***UNANIMOUSLY APPROVED BY ROLL CALL VOTE AT 9:58 PM***

Respectfully Submitted,

Nancy R. Bergner  
Secretary, H-WRSC Meeting