

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING  
MINUTES  
JUNE 2, 2016**

**Retiree Reception 6:30-7:15**

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 7:15 pm in the Buker School Multi-Purpose Room
- Present: Michelle Bailey, Jeanise Bertrand, Deborah Evans, Hannah Fraley, Stacey Metternick.
- Also present: Michael Harvey  
Jeff Sands  
Nancy Bergner

**II. PLEDGE OF ALLEGIANCE**

**III. CITIZENS' COMMENTS**

*No citizen comments*

**IV. CHAIR'S REPORT**

**V. SUPERINTENDENT'S REPORT**

A. Recognition of Retirees

1. The following staff members have announced their retirement from the HWRSD. We wish them all the best as they enter the next phase of their lives!
  - Marcia Davis is retiring after 17 Years of service to the HWRSD. She began in September of 1999 as a Teaching Assistant at the Winthrop School. She for the last eight years, Marcia has taught fifth grade. She has also taught grades 3, and 4.
  - Margit Day has taught in the HWRSD for 18 Years. She began in September of 1998 as a French Teacher at the Miles River Middle School, and moved to HWRHS to teach French in 2002. From 2007 to 2011, she taught both French and English at the high school and finished her career as a member of the English Department.
  - Donna Hilton has served as the Cutler Elementary School Secretary for 21 Years.
  - Joanne Hobbs began her 25 year career in the HWRSD in 1990 as the Buker and Cutler School Nurse. Since 2003, she has served as the Nurse at the Miles River Middle School.
  - Lee Karpa has taught English at HWRHS for 20 years.
  - Hugh Kirkland has served as a Guidance Counselor at HWRHS for 28 Years
  - Frank Sullivan began his career with the HWRSD in 2004. For the past 12 years, he has served as the Director of Guidance at HWRHS. In 2006, Frank was awarded the Massachusetts School Counselor Association's Leadership Award.

- Tony Walsh has taught in the Mathematics Department of HWRHS since 2002. For the past four years, Tony has also served as the 6-12 Curriculum Leader in Mathematics.
- B. National History Day students presented by faculty member Kristin Borges
1. Individual Documentary by—
    - a) Isabel Kojima: *B.R. Ambedkar: Maker of Modern India*
    - b) Dennis van Maaren: *Shifting Sands: Oil and Change in Saudi Arabia*
  2. Group Documentary: *Sidney Farber: The War on Cancer* by—
    - a) Jacqueline Fibbe
    - b) Maggie Perrotta
  3. Individual Performance: *Mary Mallon: How Scientific Exploration Encountered Prejudice, Leading to Exchange of Individual Rights for the Protection of the Public Health* by—
    - a) Mary Brao
  4. Group Performance: *The Summer of Love: Exploring a New Way of Life, Encountering Obstacles, and Exchanging Ideas* by—
    - a) Julia Brown
    - b) Katie Ryan
- C. Congratulations to our HS Athletic Teams on making the MIAA Tournament!
- HW Boy's Tennis (13-5) earned the number #6 seed in the Division III North State Tournament. They will host Weston High School (#11, 10-8) on Thursday, June 2nd at 1:30 PM. The early start time is due to School Events at the end of the weekend.
  - HW Girl's Tennis (10-8) earned the #13 seed in the Division II North State Tournament. They will travel to Concord-Carlisle High School (#4, 13-1) on Friday, June 3rd at 3:15 PM. Concord Carlisle is located at 500 Walden Street in Concord.
  - HW Baseball (10-9) earned the number #17 seed in the Division III North State Tournament. They will travel to Rogers Park in Brighton (#16, 10-8) on Friday, June 3rd. First pitch is at 4:00 PM. Rogers park is located on the corner of Lake Street and Rogers Park Ave in Brighton.
  - HW Softball (11-9) earned the #15 seed in the Division II North State Tournament. They will travel to North Reading High School to face the Hornets (#2, 17-4) on Friday, June 3rd. First pitch at 4:00 PM.
  - HW Boy's & Girl's Track competes in the Division II All-State Meet this Saturday, June 4th at Westfield State College at 3:00 PM. Westfield State College is located at 577 Western Avenue in Westfield.

#### Senior Week Activities

Senior Week is in full swing at HWRHS. At Tuesday's Scholarship Night, \$63,000 in scholarships was handed out to our graduating seniors. Thanks to the many community groups that take the time to make these scholarships possible for our young people. The Candlelight Ceremony was held on Wednesday in the High School Field House. We had an impressive group of student speakers, as well as the 6-12 Curriculum Leader Bob Hickey. The Senior Prom will be held on Thursday evening at the Willowdale Estate and Graduation will be held at noon on Sunday at HWRHS. Congratulations to our graduating seniors and thanks to the Administration and Faculty of HWRHS for making the Senior Week activities memorable.

#### Memorial Day Observances

Thanks to our local American Legion A. P. Gardner Post 194, based in Hamilton for taking part in our Memorial Day Assemblies. Members of the American Legion attended all-school assem-

blies at each of our five schools. These assemblies are a great way to remind our students of the purpose of the Memorial Day Holiday and to have our students thank our veterans for their service.

#### Winthrop School Evacuation Drill

On Thursday, June 2, 2016, the Winthrop School conducted a drill of its school evacuation procedures. Students lined up on the front lawn as in a typical fire drill and then relocated to the Community House across Bay Rd. Drills of our school safety protocols are now required under state law. The faculty and students of the Winthrop School performed admirably during the drill. Afterwards, administration will debrief the drill with our local public safety officials to see if we need to improve our plans. Thanks to Jeff Sands for coordinating the drill.

#### Congratulations to Danielle Petrucci

Middle School Health Teacher earned the HW EdFund “Over and Above Award.” Danielle was recognized for her work in developing the “Grow Wall” in the Miles River Multi-Purpose Room.

#### Invitation to the Army War College’s National Security Seminar

Next week, I will be traveling to the Army War College in Carlisle, PA. I have been selected as one of 160 civilians to participate in the War College’s annual National Security Seminar. The purpose of the seminar is to provide an opportunity for current students at the War College to meet with members of the public to discuss the research they have completed over the past year. For more information about the seminar, please go to: <https://www.csl.army.mil/nss/default.aspx>

Next School Committee Meeting: June 23 at 6:30 PM

Last Day of School on June 24. Dismissal @ 11:15 AM.

#### ***VI. Consent Agenda***

- a. Minutes May 5, 2016 Exhibit A
- b. Field Trip 8th Grade to Spain Exhibit C
- c. Field Trip 8th Grade to China Exhibit D
- d. Field Trip – Winthrop School K-5 Exhibit E
- e. Field Trip – National History Day Competition Exhibit F

Michelle Bailey requested the removal of Exhibits A, C and D.

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE CONSENT AGENDA, AS AMENDED [REMOVING EXHIBITS A, C AND D]. THERE CAN BE NO FURTHER CHANGES OR DISCUSSION.**

**Motion by MICHELLE BAILEY, seconded by Jeanise Bertrand.**

**Unanimously approved by the 5 Committee Members present**

- d. Field Trip – Winthrop School K-5 Exhibit E
- e. Field Trip – National History Day Competition Exhibit F

*Item A. Minutes of May 5. MICHELLE BAILEY requested the minutes be changed to state that MICHELLE BAILEY is the liason with Winthrop School Friends group instead of DEBORAH EVANS.*

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE MINUTES OF MAY 5 AS AMENDED.**

**Motion by MICHELLE BAILEY, seconded by Jeanise Bertrand.**

**Unanimously approved by the 5 Committee Members present**

- A. Field trips: faculty member Kevan Sanos answered questions concerning  
Field Trip 8th Grade to Spain Exhibit C  
Field Trip 8th Grade to China Exhibit D

Discussion of scope, cost and developmentally appropriateness of proposed trips. Discussion involving School Committee members and district staff of pros and cons of proposed China trip and Spain trip. District staff proposed that language immersion trips of this kind are appropriate given HS's programs in both Chinese and Spanish. A School Committee member emphasized the policy which requires the School Committee to review the contract. The policy prohibiting use of subcontractors was reiterated. Concern was expressed about liability issues attached to travel. School Committee member requested more details about transportation, lodging, security. Suggestion was made that, given the changes in our global culture, the current field trip policy should be revisited to ensure that HW can continue to provide educational travel opportunities. Issue of equitable access to the educational experience was raised.

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FIELD TRIPS IN EXHIBITS C AND D.**

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

**Motion passed with 4 in favor and 1 opposed.**

**VII. NEW BUSINESS**

- A. Buker Playground Improvement Project Fundraising- Exhibit M  
Jessica Connors and Laura Page from the Friends of Buker presented a plan to fundraise for a new playground at the Buker School. The Buker Community lost one of their members, 3<sup>rd</sup> grader Jennifer Maio this past fall. The community would like to do something meaningful to honor her. The playground would be dedicated in her memory. They would like to complete the fundraising in 2 years so the current 3<sup>rd</sup> graders would be 5<sup>th</sup> graders.

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL VOTE TO APPROVE THE REQUEST OF THE FRIENDS OF BUKER FOR RAISING FUNDS FOR THE BUKER PLAYGROUND IMPROVEMENT PROJECT.**

**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND.**

**Unanimously approved by the 5 Committee Members present**

- B. Cutler Project Gazebo Fundraising – Exhibit N  
The Friends of Cutler would like to fundraise to build an outdoor classroom/gazebo at the Cutler School. It is estimated that the gazebo will cost between \$14,000 and \$15,000. The Friends of Cutler propose providing \$20,000 to cover the cost of site work, labor costs, and benches for students within the gazebo.

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL VOTE TO ACCEPT THE FUNDRAISING REQUEST OF THE FRIENDS OF CUTLER FOR A GAZEBO PROJECT FOR THE CUTLER SCHOOL.**

**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND.**

**Unanimously approved by the 5 Committee Members present**

C. Report from Spanish language Trip to Cuba presented by faculty member Kavan Sano

D. EdFund-Grant Funds \$13,867.90: "Using Legos to Solve Physics & Engineering Challenges"

Exhibit G, G-1

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL VOTE TO ACCEPT THE FUNDS DONATED BY THE ED FUND IN THE AMOUNT OF \$13,867.90 FOR USING LEGOS TO SOLVE PHYSICS AND ENGINEERING CHALLENGES.**

**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND.**

**Unanimously approved by the 5 Committee Members present**

E. EdFund-Grant Funds \$15,853.39: 8th Grade Science Technology

Exhibit H, H-1

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE FUNDS DONATED BY THE ED FUND IN THE AMOUNT OF \$15,853.39 FOR THE EIGHTH GRADE SCIENCE AND TECHNOLOGY MODERNIZATION FOR DATA ANALYSIS.**

**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND.**

**Unanimously approved by the 5 Committee Members present**

F. Approve Sub Committee Charges

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE COMMUNICATIONS SUBCOMMITTEE**

**CHARGE**

**THE CHARGE OF THE COMMUNICATIONS SUB COMMITTEE IS TO IMPROVE THE COMMUNICATION SO THAT THE SC MAY REACH ALL STAKEHOLDERS AND HELP THE DISTRICT ACHIEVE ITS GOALS. (same as last year?) Communications Chair: Michelle Bailey; Tracey Mayor secretary, David Polito, Deb Evans, members**

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE FOLLOWING SUBCOMMITTEE CHARGES:**

**COMMUNICATIONS:**

**The charge of the Hamilton-Wenham Regional School Committee (HWRSC) Communications Subcommittee is to continue implementing and improving the communications so that the HSRSC may reach al the District stakeholders and provide information that helps the District achieve its goals.**

**Chair: Michelle Bailey**

**Secretary: Tracy Mayor**

**Members: Deb Evans, David Polito**

**POLICY:**

**The Policy Subcommittee will review, update, and/or add any policies as deemed necessary.**

**Chair: Dennis Hurley**

**Secretary: Michelle Bailey**

**Member: Hannah Fraley**

**PLANNING**

**To support and review the capitol planning initiatives of the Hamilton-Wenham Regional School District. Efforts shall include but not be limited to analysis of enroll-**

ment projections, capital planning including the turf field and preventative maintenance.

**Chair: Deb Evans**

**Secretary: Stacey Metternick**

**Member: Jeanise Bertrand**

**Motion by MICHELLE BAILEY; seconded by JEANISE BERTRAND**

**Unanimously approved by all 5 members present.**

G. Warrant Sub Committee—TABLED DUE TO A TO BE DETERMINED TIME FRAME

H. Policy Review

- 1st Reading CORI Policy for Challenge Course Exhibit I

Discussion: This policy is necessary for the HWRSD to be certified to operate a challenge course. The course is an important part of the wellness curriculum.

- 2nd Reading Pediculosis Policy Exhibit J, J-1

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE PEDICULOSIS POLICY AS AMENDED AND REFERRED TO IN EXHIBIT J. *amendment:* ADD “AT THE DISCRETION OF THE NURSE LEADER, IN COLLABORATION WITH THE SCHOOL NURSE AND CONSIDERING THE PRIVACY OF THE STUDENT, THE SCHOOL NURSE WILL REGULARLY SEND REMINDERS MAKING PARENTS AWARE OF THE AVAILABILITY OF RESOURCES REGARDING PEDICULOSIS AND REMINDING PARENTS TO SCREEN THEIR CHILDREN.**

Discussion: SC member expressed concern about changing the policy. School staff reiterated research based practices and observations of how lice is actually transmitted. Research shows that transmission through school is rare; most transmissions are related to other non-school interactions such as sleepovers or sports events.

**Motion by MICHELLE BAILEY, seconded by JEANISE BERTRAND**

**THE MOTION FAILED, 3 FOR, 1 AGAINST AND 1 ABSTAINING. THIS MOTION REQUIRES A MAJORITY OF 4 SCHOOL COMMITTEE MEMBERS TO VOTE IN THE AFFIRMATIVE.**

I. School Committee Calendar for 2016-2017

Exhibit K

Discussion: in light of last meeting’s leadership workshop, are there changes that should be made to the calendar to allow for more frequent reporting from the leadership team, principals and curriculum directors. Extended discussion of necessary preparation for budget work prior to Jeff’s meeting with FinComs.

J. Approval of BANS Sale: SC Chair and Secretary are invited to the office to review the BANS sale: Exhibit L

Discussion: These BANS are necessary as the district is still awaiting a final payment from the MASB for the project at the Winthrop School. Once that payment is determined, the district can convert these BANDS to bonds. It is expected the conversion will take place in October 2016.

**Motion: I, the District Secretary of the Hamilton-Wenham Regional School District, Massachusetts (the “District”) certify that at a meeting of the Regional School Dis**

**district School Committee (the “Committee”), held June 2, 2016, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were passed as indicated below, all of which appear upon the official record of the Committee in my custody:**

Voted: to approve the sale of \$1,843,282 one and one quarter percent General Obligation Bond Anticipation Notes (the “Notes”) of the District dated June 24, 2016 and payable October 20, 2016 to Eastern Bank at par and accrued interest, if any, plus a premium of \$2,411.95.

Unanimously approved

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 25, 2016, and a final Official Statement dated May 31, 2016, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Unanimously approved

Further Voted: that the District Treasurer and the Chairperson of the Committee be, and hereby are, authorized to execute and deliver a significant events 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 Notes for the benefit of the holders of the Notes from time to time.

Unanimously approved

Further Voted: that we ratify and confirm the adoption of post-issuance federal tax compliance procedures adopted by the District, and we authorize and direct the District Treasurer to review and update said procedures as the District Treasurer and bond counsel deem sufficient in order to monitor and maintain the tax-exempt status of the Notes and any other tax-exempt obligations issued or to be issued by the District.

Unanimously approved

Further Voted: 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 and may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes

Unanimously approved

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerks of each of the member towns of Hamilton and Wenham, Massachusetts (together the “Town Clerks”) and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the principal buildings in which the offices of the Town Clerks and the District Secretary are located, or in accordance with an approved alternative method of notice prescribed or approved by the Massachusetts Attorney General as set forth in 940 CMR 29.03 (4), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time

of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.c.30A, &&18-12 as amended.

June 2, 2016

District Secretary \_\_\_\_\_

**Motion by MICHELLE BAILEY; seconded by JEANISE BERTRAND  
UNANIMOUSLY APPROVED BY 5 MEMBERS ATTENDING.**

**K. Affordable housing discussion**

Discussion of the advisability of having a School Committee member keeping up to date on affordable housing discussions in both towns, in order to report back to the School Committee. Mike Harvey will see that he is kept current on developments.

**L. Turf Field discussion:**

Coordination of management of grounds between rec departments and schools is a factor in developments in the Turf Field project. Clarity from the School Committee is needed; we own the property, so we will own the project when it comes to fruition. It is important to remember that the turf field is proposed to be installed on property owned by the schools. The Turf Field Group is currently comprised of community members. It is important to invite representatives from the Turf Committee to meet with the School Committee to apprise us of developments. It will become increasingly necessary to tighten coordination between the community and the School Committee.

**M.. Regional Agreement discussion & review of agreement**

The Regional Agreement is dated, with modifications as recent at 2012. The agreement needs to be cleaned up. A group should review it, propose changes and present the potential new document to the School Committee as a whole. A clarification of the apportionment process may be necessary, but, because the towns, as well as the School Committee are participants in this agreement, therefore changes cannot be implemented by only one party of the agreement. The apportionment process is very complicated. STACEY METTERNICK will contact the selectmen in each town to invite them to discuss the apportionment and update the committee at the next meeting.

**VIII. VOTE TO ADJOURN**

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
COMMITTEE VOTE TO ADJOURN.**

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand  
Unanimously approved at 11:00.**

Respectfully Submitted,

Nancy R. Bergner  
Secretary, HWRSC Meeting