

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
FEBRUARY 4, 2016
7:15 PM**

CALL TO ORDER: Larry Swartz called the meeting to order at 7:20 pm in the Buker Elementary School Multi-Purpose Room.

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

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

I. PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

II. CITIZENS COMMENTS

There were no citizen comments.

III. CHAIR'S REPORT

1. Georgetown School Committee Chair contacted Schwartz asking if H-WRSD would like to join Georgetown's endeavor to gather information from local districts in regard to issues surrounding starting times. If all are agreed, Schwartz will communicate H-WRSD's willingness to participate in this inquiry. Stacey Metternick will be the HW point person for this issue.
2. Meeting with FinComs was informative and helpful discussion of the budget as currently developed.
 - a) Note the one page summary at the end of the budget presentation (emailed to SC, and posted on district website. This is helpful and succinct.
3. February 22 is the deadline for School Committee nominations.

IV. SUPERINTENDENT'S REPORT

Hamilton-Wenham Regional School District Transfer Goals

The HWRSD's Mission is "to educate our children to become young adults who are of good character and demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st Century." In order to achieve this goal, we need to establish a district-wide system that articulates a shared and consistent set of learning expectations for all students that are measured by corresponding assessment tasks. We've used the following three focusing questions to guide our work in developing this system:

- What knowledge, skills and abilities do our students need in order to be successful in the future?
- How will we know that students have mastered these knowledge, skills and abilities?

- What school facilities, programs, and instructional approaches do we need to employ to teach students these knowledge, skills and abilities?

We have adopted the *Understanding by Design*® (UbD®) process to guide our exploration of these three questions. The UbD framework offers a planning process and structure to guide curriculum, assessment, and instruction. Its two key ideas are contained in the title: (1) focus on teaching and assessing for understanding and transfer of learning, and (2) design “backward” from those ends. The three stages of UbD mirror our three guiding questions. In Stage 1, we consider our goals, examine established content standards, and review curriculum expectations. In Stage 2, we consider the assessment evidence needed to document and validate that the targeted learning has been achieved. Stage 3 plans the most appropriate lessons and learning activities to address the goals identified in Stage 1.(1)

STAGE 1

Our work in the 2015-2016 school year has focused on “Stage 1” of the UbD process, defining the knowledge, skills and abilities our will students need in order to be successful. For the past three months, faculty members from all grades and academic disciplines have been engaged in developing PreK-12 Transfer Goals for nine major content areas. Transfer Goals are statements of what students should know and be able to do in order to use, or transfer, the knowledge, skills and abilities they have acquired through education and apply them to authentic tasks. None of us attended school with the goal of only being successful students. Rather, we attended school in order to be successful in life. Transfer goals are therefore statements of what we independently need to do with the learning we have mastered in school.

In addition to developing Transfer Goals for each individual academic area, we have also written the following “Overarching” Transfer Goals to apply to all students in the HWRSD:

All Graduates of the HWRSD Will Be Able to Independently Use Their Learning to:

- Demonstrate Character
- Build positive personal relationships and make responsible choices that are physically, socially, emotionally, and intellectually sound.
- Exhibit Resilience
- Persevere in facing the challenges and taking the risks integral to owning one’s learning process.
- Communicate and Collaborate
- Utilize effective and varied methods of communication and collaboration for different purposes and audiences.
- Problem Solve and Think Critically
- Demonstrate critical and creative thinking in order to make informed decisions, draw conclusions, and solve problems.
- Lead Locally and Globally
- Consider and evaluate multiple historical and cultural perspectives to lead empathetically, respectfully, and responsibly in the local and global community.

The Academic Transfer Goals can be accessed through the following links found on the Superintendent’s Page on the HWRSC website:

- English Language Arts Transfer Goals

- Fine Arts Transfer Goals
- Guidance and School Counseling Transfer Goals
- Integrated Media Transfer Goals
- Mathematics Transfer Goals
- Science Technology and Engineering Transfer Goals
- Social Studies Transfer Goals
- Wellness Transfer Goals
- World Language Transfer Goals

NEXT STEPS

Our next step in completing our work in defining the knowledge, skills and abilities our students will need in order to be successful is the development of Overarching Understandings and Overarching Essential Questions for each academic discipline. “Overarching Understandings” identify the “important, transferable ideas and processes that students should come to understand.”(2) “Essential Questions” engage learners in making meaning and deepening their understandings. (3)

The drafts of our Overarching Understandings and Overarching Essential Questions will be reviewed and revised during our afternoon professional development time on February 24th and on our March 28th Workshop Day, with a final completion date scheduled for June 2016. The results of this work will be added to the Transfer Goal Documents on the HWRSD Website.

During the 2016-2017 school year, we will move on to “Stage 2” of the UbD process, which focuses on determining the appropriate assessment evidence needed to document success and achieve the Stage 1 Desired Results.

For more information on Understanding by Design and the HWRSD’s Design Process, please refer to the documentation on the “Curriculum and Instruction” section of the HWRSD website.

REFERENCES

Jay McTighe and Grant Wiggins, “Improve Curriculum, Assessment, and Instruction Using the Understanding by Design® Framework.” ASCD 2014.

Jay McTighe, (2015), “Overarching Understandings and Essential Questions.” Jay McTighe and Grant Wiggins (2012), “From Common Core Standards to Curriculum: Five Big Ideas.” The New Hampshire Journal of Education.

Donglu Middle School Exchange a Great Success

Congratulations to the faculty, staff, parents and students of the Miles River Middle School for a successful week hosting their guests from Donglu Middle School in Shanghai, China. The group of students and teachers from Donglu arrived on Monday, 1/25 and stayed with us through Saturday, 1/28. During the week, students attended classes during the day and stayed in the home of a Miles River Host Family in the evenings. The week was capped off with a fantastic talent show where Miles River and Donglu Students had a great time displaying their singing, dancing and artistic skills.

Congratulations to Our Boston Globe Scholastic Art Award Winners

The Hamilton-Wenham Regional School District School Fine Arts Department is proud to announce that our students have received four silver keys and five honorable mentions in the Scholastic Art Awards. Established in 1923, the Scholastic Art and Writing Awards are the longest-running, most prestigious recognition program for creative teens in the United States. The School of the Museum of Fine Arts, Boston (SMFA), in partnership with the Boston Globe is among the more than 100 Regional Affiliates for the Awards in the United States.

At Hamilton-Wenham Regional High School Ethan Ham received two silver keys and Josh Erhard received one silver key and two honorable mentions. Madison Kenny received two honorable mentions and Annabelle Press received one honorable mention. At Miles River Middle School Sophia Piscitelli received a silver key. Congratulations to all award winners!
Images of the winning artwork can be seen on the Fine Arts Blog.

V. CONSENT AGENDA

- A. Minutes: January 21, 2016
- B. Field Trip to NYC

Exhibit A

Exhibit B

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION NOR AMENDMENT OF THIS MOTION.

Motion by STACEY METTERNICK; seconded by DEBORAH EVANS.

5 APPROVED; ONE ABSTENTION

VI. NEW BUSINESS

- A. Student Government Presentation by officers of student council
- B. FY17 Budget Discussion Jeff Sands Facilitating

Exhibit F

- Special Education: Kathy Harris, assisting

Discussion of “out of district tuition” line item. This line item is estimated on a student by student, program by program, tuition by tuition basis. Potential transportation costs are also included in the estimate. Special Education services reach 16-17% of the students in our district. There are currently 32 students using out of district tuition. The number of students served is very fluid, since students are constantly becoming eligible for services, or moving up and out of special education. Harris has worked to insure equity in the process experienced by students needing assessment and approval for determination of services.

- Athletics: Athletic Director, Craig Genualdo, assisting

Discussion surrounding variations in what part of user fees and athletic costs are funded by districts. HW funds 50% of user fees and all administrative costs. At present, HW is out front with highest user fees. Funding sources which have offset costs tend to be limited to Booster organizations (largely parents), which are less active than they used to be. Genualdo reported on donations which have helped to offset costs. Scholarship Relief decisions are made in the Principal’s office; Family User Fee Relief and General User Fee Relief are handled in the Athletic Office. Note: the need for these relief funds is greater this year than in previous years. At present, user fees do not cover all associate expenses (uniforms, etc.). The goal of the three year plan is to make the user fees encompass uniforms and equipment so that families are not writing multiple checks to fund their children’s involvement. Is there any concern about hesitation some athletes may feel in requesting assistance? Genualdo is intentional in offering clear communication with respect to the dignity of athletes who may be in need of assistance.

- Healthcare Premiums District

Retirees medical and prescription benefits will be administered through two different providers. Retired employees and the districts consulting team worked together to determine this plan. Discussion of where enrollee burden rests. Burden is spread equitably among enrollees, with district covering 60%, employees covering 40%.

- Curriculum Leadership Reorganization Plan

Exhibit G

Harvey seeks advice and approval on the plan in Exhibit G to specify role of Director of Curriculum, Assessment and Instruction, and to seek qualified candidates for this proposed position.

Will this model facilitate consistent implementation of educational goals across the district? Harvey is overseeing implementation now, but would like to delegate this responsibility to a highly qualified professional accountable to the superintendent. The Director of Curriculum, Assessment and Instruction would work with building principles to implement district policies.

Suggestion that this Director should make reports directly to the SC showing authentic outcomes apart from and perhaps ahead of state/federal mandated standardized assessment.

This student services position would encompass a number of areas overlapping with Kathy Harris' responsibilities, since curriculum has reference to 504s, IEPs, Counselling, psychology, etc.

Compensation, organizational chart position must be clarified. The budget income is net 0, since Bowler's resignation opens up funding and allows an opportunity for adjusting and focusing responsibilities. Suggestion that any new position be under a three year contract. Benefit: evaluation can lead to best fit for the district. Risk: a three year contract may not be attractive to the qualified candidates we wish to attract.

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE ORGANIZATIONAL PLAN IN EXHIBIT G AS PROPOSED WITH THE CAVEAT THAT THE TITLE OF POSITION IS STILL TO BE DETERMINED.

Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND

Discussion: It is clarified that Exhibit G reflects the existence of a reasonable pool of candidates for the position.

SIX APPROVED; ONE ABSTENTION

C. Policy Review - 2nd Readings

- Public Use of School Buildings and Grounds **Exhibit C**

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE PUBLIC USE OF SCHOOL BUILDINGS AND GROUNDS AS PRESENTED FOR THE SECOND READING IN EXHIBIT C.

Motion by STACEY METTERNICK; seconded by HANNAH FRALEY.

5 APPROVED; ONE ABSTENTION

- Staff Ethics - Conflict of Interest **Exhibit D**

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE STAFF ETHICS - CONFLICT OF INTEREST POLICY AS PRESENTED FOR THE SECOND READING IN EXHIBIT D.

Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND.

UNANIMOUSLY APPROVED.

- Recruitment and Selection **Exhibit E**

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE RECRUITMENT AND SELECTION POLICY AS PRESENTED FOR THE SECOND READING IN EXHIBIT E.

**.Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND.
UNANIMOUSLY APPROVED.**

D. Assistant Superintendent of Finance and Administration Contract

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE CONTRACT OF ASSISTANT SUPERINTENDENT OF FINANCE AND ADMINISTRATION.

**Motion by STACEY METTERNICK; seconded by HANNAH FRALEY
UNANIMOUSLY APPROVED.**

VII. VOTE TO ADJOURN

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

**Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND
UNANIMOUSLY APPROVED AT 9:43 PM**

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting