

**MEETING MINUTES**  
**FROM EXECUTIVE SESSION**  
**THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT**  
December 1, 2016

Present:

Michelle Bailey  
Jeanise Bertrand  
Deborah Evans  
Stacey Metternick  
David Polito  
Josh Liebow

Also present:

Michael Harvey  
Nancy Bergner

7:03 Stacey Metternick called the meeting to Executive Session for the purpose of discussing the Superintendent's salary and the position of Assistant Treasurer.

**Superintendent Salary Discussion:**

The Committee sought a recommendation from Mike Harvey on his raise. Mike suggests the standard 2.5% increase which was given to all school staff, and that the committee attend to the fact that when health insurance and related benefit costs go up, take home pay goes down. He clarified that his contract states that his salary is decided annually by the School Committee

Dr. Harvey left the room.

Deb Evans pointed out that the School Committee has the prerogative to make any raises retroactive to the start of his contract year.

The School Committee reviewed salary rates from other local districts. Hamilton-Wenham's 2016/2017 budget included a projected 2.5% increase for Harvey's salary. All other employees received this rate of increase as well. A 2.5% would bring Harvey's salary to \$179,476, which is at par with Lynnfield, Manchester-Essex and Norwell.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
COMMITTEE APPROVES A 2.5% RAISE FOR THE SUPERINTENDENT,  
RETROACTIVE TO JUNE 1, 2016.**

**MOTION BY Deb Evans; SECONDED BY Josh Liebow**

Discussion: School Committee must be prepared to defend a 2.5% raise, in light of the fact that non-education town employees in Hamilton and Wenham are receiving less than that rate of raise at 1% or 2%. The cost of losing highly qualified successful leadership will need to be articulated if there are objections at the Town Meetings. Option of offering a 2% raise, as a signal to the Towns that we are conscious of the financial pressures the towns are under was discussed. Concerns were raised about fairness to the superintendent.

Deb Evans called the question. Jeanise Bertrand seconded.

**The Motion carried unanimously by roll call.**

**I MOVE THAT WE AMEND THE MOTION TO REFLECT A RETROACTIVE TO JULY 1 2016**

**MOTION BY Deb Evans; SECONDED BY Michelle Bailey**

**The Motion carried unanimously by roll call.**

Dr. Harvey returned to the room. Stacey Metternick informed him of the Committees vote and intentions to vote on a salary during the meeting tonight.

#### **Assistant Treasurer Discussion**

Hannah Fraley and Stacey Metternick met with Don Gallant to clarify duties of Treasurer. Suggestion was made to reduce Treasurer position to 10 hours and to add an Assistant Treasurer, ensuring that the new Assistant Treasurer is bonded and knowledgeable of the procedures and responsibilities.

Roles and duties were presented. These were drafted in consultation with our auditors and legal counsel. Steve Hemman's expert advice was also sought. Mr. Hemman works for the Mass. Association of Regional School Committees and is a former regional school superintendent. Jeff Sands helped to draft the job description for the Policy Committee. The "Reports To" portion of the document was debated.

**I MOVE THAT WE APPROVE THE H-WRSD JOB DESCRIPTION DATED 11.2.16, AMENDED AS FOLLOWS: THE "REPORTS TO" SECTION SHOULD READ "DAILY SUPERVISION PROVIDED BY THE ASSISTANT SUPERINTENDENT OF FINANCE AND ADMINISTRATION ANNUALLY APPOINTED BY AND REPORTS TO THE H-WRSC IN ACCORDANCE WITH MGL C 71.16A**

**MOTION by Deb Evans; SECONDED by Jeanise Bertrand**

**The Motion unanimously carried by roll call vote.**

**I MOVE THAT WE ADJOURN TO OPEN SESSION AT 7:40**

**MOTION by Michelle Bailey; SECONDED by David Polito**

**The Motion unanimously carried by roll call vote.**

**Documents Reference:**

**Salary Survey**  
**Treasurer Job Description**