

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING  
MINUTES  
November 17, 2016  
7:36-9:30 PM**

Present:

Michelle Bailey (arrived at 8:12pm), Jeanise Bertrand, Deborah Evans, Josh Liebow,  
Stacey Metternick, David Polito

Also present:

Michael Harvey  
Jeff Sands  
Nancy Bergner

I. CALL TO ORDER: Stacey Metternick called the meeting to order at 7:32 pm in the Buker School Multi-Purpose Room.

II. Pledge of Allegiance

III. Citizens' Comments 7:35

No citizen's comments

IV. 4. Chair's Report 7:45

- A. Welcome of Josh Liebow., the new member from Wenham. Josh's work experience is in finance. Dianne Bucco was thanked for coming to swear him in this evening.
- B. There are several applicants for the opening for a Hamilton representative for the SC. The deadline is 4 PM on Nov. 18. A separate meeting is being investigated for meeting the the Hamilton Board of Selectmen. Dr. Harvey will be sending out an availability survey.
- C. Prior to this meeting there was a joint meeting of the Hamilton and Wenham Finance & Advisory Committees with the SC.
- D. December 1 there will be a meeting to give an update the negotiations on the Treasurer's contract and the role of Assistant Treasurer.
- E. Friends of Buker had a Spaghetti Supper last night.
- F. Friends of Cutler will hold their winter equipment sale this week-end.
- G. Friends of Winthrop Holiday Boutique is on Dec. 3.
- H. Nov. 22 The Harvest Concert and Auction will take place to benefit the vocal music programs.
- I. There will be an update on MSAC later tonight.

V. 5. Superintendent's Report 7:55

Congratulations to All Our Fall Sports Teams

Fall sports are coming to a close. Here are some of the highlights of the season:

Girls Cross Country won the Division 5 Eastern Massachusetts Championship.

Boys Cross Country placed second in the Division 5 Eastern Massachusetts Championship.

Field Hockey qualified for the Division 2 North Tournament.

Golf qualified for the Division 2 North Tournament.

Boys Soccer made the semi-finals of the Division 4 North Tournament.

Girls Soccer reached the semi-final round of the Division 3 North Tournament.

Volleyball reached the semi-finals of the Division 2 North Tournament.

Congratulations to all of our student-athletes!

#### Social Studies and Wellness Publish Newsletters

The Social Studies and Wellness Department have each published their fall 2016 Newsletters. Both give a great overview of the events happening in their respective curricular areas. The most recent Social Studies Newsletter is available [here](#). The most recent edition of the Wellness Newsletter is available [here](#). Newsletters will be archived in the Curriculum, Assessment and Instruction Page of the HWRSD Website. Thanks to 6-12 Social Studies Curriculum Leader Kristen Borges and 6-12 Wellness Curriculum Leader Prudy Pilkanis for putting these Newsletters together.

#### Professional Development Day on Thursday, 11/10/16

We had a very successful Professional Development Day last Thursday. Elementary Teachers met at the Buker School to learn about developing curriculum unit development in the Understanding by Design Framework and to work to incorporate the Standards for Mathematical Practice and Transfer Goals into their lessons. Here's a link to their agenda for the day. At the Secondary Level, teachers met as departments to work on developing collaboration skills and to review their curriculum documents to make sure they are aligned vertically from one grade level to the next and horizontally across teachers who teach the same course/or grade level. Thanks to Director of Curriculum, Assessment and Instruction, Peggy McElhinney for putting together a an agenda that allowed teachers time to consider, discuss and plan how to best teach our students.

#### Future Ready Conference, 11/14-11/15/16

On Monday and Tuesday of this week, Director of Curriculum, Assessment and Instruction Peggy McElhinney, Director of Technology Alan Taupier, Technology Integration Specialist Johanna Wilson, and I attended the Future Ready Summit in Newton, MA. The purpose of the Summit is to give district leadership teams time to develop a vision for student learning, and to develop an action plan for implementing this vision. The Summit taught us how to use the Future Ready Assessment Tool to get a better understanding of where we are as a District in developing, implementing and communicating our vision for student learning. Finally, the Summit gave us the opportunity to network with other local school leaders who are engaged in their own school improvement efforts. Here's a link to the Summit Agenda. For more information, please visit the Future Ready Schools Website.

#### Open School Committee Seat

The deadline for applying for the Open School Committee Seat is Friday, 11/18/16 at 4:00 PM. Applicants must be a resident of Hamilton. Applications, including a letter of interest and a current resume, can be sent to [m.harvey@hwschools.net](mailto:m.harvey@hwschools.net), or delivered to the HWRSD Offices at 5 School Street in Wenham. We're currently working with the Hamilton Board of Selectmen to identify a date to interview candidates and elect a new member.

#### Turf Field Presentation

We are in the process of identifying a date for Gale Associates to present their current design for the turf field project. We're currently planning a joint meeting with the Hamilton and Wenham Boards of Selectmen, rather than three separate presentations.

#### Congratulations to Catherine Donovan

Congratulations to Catherine Donovan, HWRSD Food Service Director, for attaining her Level 3 Certification in School Nutrition from the Massachusetts School Nutrition Association.

New Edition of the General Consensus

HWRHS' student newspaper, The General Consensus, published its latest edition on November 16th. Congratulations to the editorial team of Pippa White and Abby Mason for putting this edition together. Print editions of the paper are available at HWRHS.

School Cancellation Notification Protocol

School cancellations will be communicated both through the local media and through direct contact via our Connect ED system. Once the decision is made to cancel school, it will be communicated through the following process:

All Media Communications will be sent out as soon as a decision has been made regardless of the time, and at the latest will be before 5:30 AM on the morning of the cancellation.

Twitter @hwschoolssuper (follow on this page)

WBZ TV (Channel 4) and WBZ Radio 1030 AM. cbsboston.com

WCVB TV (Channel 5) <http://www.wcvb.com>

WHDH TV (Channel 7) [whdh.com](http://whdh.com)

WFXT TV (Channel 25) [myfoxboston.com](http://myfoxboston.com)

HWRSD Website [hwschools.net](http://hwschools.net) on the front page under "News."

Direct Contact Communications through Connect ED via telephone calls and email messages will be sent out prior to 8:30 PM if a decision to close school has been reached on the prior evening and at 5:45 AM if a decision is made on the morning of the cancellation.

Dr. Harvey was asked about when a delayed opening would be possible. At present the District does not have a procedure for delayed openings. Dr. Harvey was asked to investigate the possibility of a delayed opening when deemed possible.

Reminder: School Closing Times for Wednesday, 11/23/16

Schools will be dismissing early for the Thanksgiving Holiday on Wednesday, 11/23/16. The Middle and High Schools will dismiss students at 11:15 and the Elementary Schools will dismiss at 12:45.

VI. Consent Agenda 8:00

A. Minutes of October 20, 2016

Exhibit A

B. Minutes of November 2, 2016

Exhibit B

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA WHICH INCLUDES A FIELD TRIP TO THE MINUTES OF OCTOBER 20TH AND NOVEMBER 6. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.**

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

**Unanimously approved by 5 members present.**

VII. New Business 8:10

A. District Assessment Results Presentation

Exhibit C

Margaret McElhinney, Director of Curriculum, Assessment and Instruction presented.

Ms. McElhinney reported that 98% 10<sup>th</sup> Graders scored proficient or higher on the ELA PARCC with 70% score advanced. The district is outperforming the state in this area. For the Math PARCC assessment 95% of 10<sup>th</sup> Graders scored proficient or higher. There were no failures.

Questions were raised regarding Grade 8 scores at the “needs improvement” benchmark. Is there a problem in the curriculum, or are there issues with a particular group of students? The trend is being monitored, and Hamilton-Wenham’s performance as compared with statewide performance should be noted. The 8th grade takes both MCAS and PARCC. Increased rigor and breadth contribute to making these assessments even more challenging. Members expressed the desire to see that responses to potential lower skills would lead to further curriculum development, enhancing instruction as informed by the data gained through these tests. The shift within science standards is toward an emphasis on habits of mind and away from discrete content. 5th grade performance rates are strong as compared to state benchmarks. Differences between the schools are slight, and the small size of each cohort can have a strong impact on discrepancies between schools, and should therefore not be given undue weight.

Ms. McElhinney stated that an item analysis has not been released making it difficult to determine if the lower scores in 8<sup>th</sup> grade are related to the curriculum. Also, it was noted that the 8<sup>th</sup> test are historically the most rigorous.

MCAS 2.0 is an untimed, PARCC influenced assessment which is what Massachusetts schools will be using, going forward.

Features of PARCC and strategies for taking the test were discussed for both the paper-based and computer based testing. HW students will need to be prepared for the new testing environment.

Questions were raised concerning the impact of students who were opted out. HW was penalized because of having students sitting for the test below the required threshold. Discussion of whether effort should be made to increase future participation levels, or if the district should wait and see how levels of participation may shift. Because the district is returning to MCAS 2.0, parents who opted their students out of PARCC (not standardized testing in general) may return their children to the classroom for the state-based assessment.

B. October 1st Enrollment Report                      Mike Harvey presented                      Exhibit D  
Discussion: what factors go into the determination of class size, particularly at Buker, where class sizes are growing. Assignments are historically based on class size, not proximity to particular schools. Dr. Harvey stated that he look into the increases at Buker. Access to necessary services and keeping siblings together are also factors in assignments. The Committee discussed that class-size guidelines were reviewed last year, but no action was taken.

Discussion followed surrounding issues of enrollment at the middle and high school level, as well as distribution of students across particular courses and levels. The principals of the middle and high school did a great job in placing enrolled students. Enrollment in the district went from 1860 to 1815 this year (resident enrollment accounts for 30 students). Concerns about the size of enrollment at the High School were discussed.

C. Friends of Buker Gift \$1,303.70 to support several field trips  
Exhibit E

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
COMMITTEE ACCEPT \$1303.07 FROM THE FRIENDS OF BUKER.**

**MOTION by Michelle Bailey; SECONDED by Deborah Evans**

**Unanimously approved by 6 members present 0 opposed, 0 abstentions.**

D. Friends of Winthrop Gift \$ 6,532.00 to support the community garden and River Run  
Exhibit F

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE GIFT OF \$6532.00 FROM THE FRIENDS OF WINTHROP.**

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand  
Unanimously approved by 6 members present 0 opposed, 0 abstentions.**

E. Gift to Winthrop from The Patio Co. (Micheal Bryne) \$850.00 Exhibit G

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE ACCEPT THE GIFT FROM THE PATIO CO. IN THE AMOUNT OF \$850.00 FOR WINTHROP.**

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand  
Unanimously approved by 6 members present 0 opposed, 0 abstentions.**

Jeff will work with Mr. Bryne to ensure all staff complies with school policy requirements (CO-RI, insurance and prevailing wages)

F. MASC Update

Jeanise Bertrand, Michelle Bailey and Stacey Metternick attended. Information on late start times is available from Stacey. She also attended sessions on the role of chair in School Committees. Michelle attended sessions on OPEB funds and options for managing them. There were options to form a regional multi-employer trust fund. This approach has been taken by some government entities in Plymouth County called PCOT.

She also attended a session on Social/Emotional learning and a session on auditing of the various student activity funds within a school. Michelle attended the Late Start session as well.

VIII. Committee Reports 9:00

A. Communications

Spotlight went out later than intended this month, but articles have been helpful

B. Planning: no update at this time

C. Policy

1. School Committee By Laws (Second Reading)

Exhibit H

This reading is tabled until the next meeting. The Policy Working Group changes were not in the document available. They will resend them to Dr. Harvey.

This Policy was tabled to the next meeting.

D. Warrant

This was a very busy month with 33 warrants. Summary pages for these will be provided to the School Committee. Referenced Warrant Report to keep with public records

It was requested that the warrant reports be put in the SC packet and put on-line.

An important topic for the next meeting are further legal policies surrounding sub-committees in compliance with MGL 71 section 16a.

The need to appoint an Assistant Treasurer is becoming urgent. We need to move forward on this, since, in the event of the loss of our Treasurer, we do not have an experienced, skilled, trained person who can, for instance, release payroll. This is not a unique problem with regional school districts, but it is a problem, nonetheless, which must be addressed and resolved. It is suggested that a separate meeting be scheduled forthwith.

However, no date when committee members were available could be identified. There are other issues of similar urgency which should also be addressed. The chair stated that the Assistant Treasurer issue will be discussed on December 1. She and the Superintendent have been working on identifying a process for selecting someone to step-in if the Treasurer is out of the office for an extended time. Deb Evans requested an update on negotiations with the Treasurer. Deb Evans wanted to go on record with noting her discomfort with the position the Committee has put itself in.

- E. Regional Agreement: no update
- F. Student Rep: no update
- G. Other-School Liaisons Updates: no update

IX. Other

X. Topics for next meeting

- Executive session meeting will be required for appointing assistant treasurer;
- School Choice, school calendar, warrant committee, vice chair are among items for next meeting;
- Michelle Bailey requested that an update on the Winthrop Playground be scheduled and it was decided to do so on December 15th.

XI. Vote to Adjourn 9:28

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:28.**

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

**Unanimously approved by 6 members present 0 opposed, 0 abstentions.**

Respectfully Submitted,

Nancy R. Bergner  
Clerk, H-WRSC Meeting