

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
January 5, 2017
7:08 PM**

Present:

Michelle Bailey
Jeanise Bertrand
Deb Evans
Stacey Metternick, Chair
David Polito
Josh Liebow
Gene Lee

Also present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, H-WRSC Clerk

- I. **Call To Order:** Stacey Metternick called the meeting to order at 7:08 pm in the Buker School Multi-Purpose Room.

II. Pledge of Allegiance

- III. Citizens' Comments**
No citizen's comments

IV. Chair's Report

- A. We are leading up to approval of budget and elections
- B. School Nomination papers (due Feb 16) are available at the District Offices beginning Jan 9
- C. Upcoming dates to note:
 - Jan 19: Public Hearing on Budget
 - Jan 19: School Committee Meeting, including discussion on Budget
 - Feb 2: Regular School Committee Meeting
 - Feb 9: Meeting to vote on the Budget
 - March 7, 16: Regularly scheduled School Committee Meetings
 - April 1: All Town Meeting
 - April 6: Town Elections, followed by SC meeting
 - April 12: SC Meeting and Reorganization
- D. New SC members—MASC *Charting The Course* is a required training within 1 year of the appointment of new SC members
- E. Town of Wenham members must complete campaign finance disclosure form, which was due on Dec. 31.
- F. New SC members should review SC protocols and sign.

G. Elected officials must take care in use of Social Media

Discussion in which SC members expressed both the desire for data relevant to meetings be distributed to Dropbox with enough lead time for review AND appreciation for updated information, even when providing it reduces the amount of lead time for review. It was acknowledged that Budget season is one in which the standard practice continues to be desired, while there is some flexibility in securing relevant, most current data for SC members

V. Superintendent's Report

Water Testing Results

During the week of December 19th, I sent letters to all District families and faculty regarding the results of water quality tests that were conducted in our schools during the month of November. These tests were done as a result of voluntary participation in a program offered by the Massachusetts Department of Energy and Environmental Affairs.

The testing results showed elevated levels of lead and/or copper in 32 of the water samples taken in our school buildings. The Department of Public Health has advised us that while there is a low probability that students and faculty who have consumed the water from the identified taps will have significantly elevated levels of lead and copper, the consumption of water from these sources could contribute to overall lead and copper exposure. Because of the risk of contribution of overall lead and copper from these sources, we immediately shut off service to the identified fixtures.

Our next step is to work with the Hamilton and Wenham Departments of Public Works and conduct follow up testing on the fixtures that were identified for high levels of copper and/or lead. These samples will be taken after running the water for one minute, which is different from the initial samples, which were taken immediately from the tap. If the second sample again shows high levels of lead and/or copper, we will either need to immediately replace, or remove the fixture.

If the second sample does not show elevated levels, we will need to start a flushing program, which requires us to run the identified fixtures every morning. This is however, a short-term solution and the fixtures will need to be changed out or removed by the end of 2018.

We have been in contact with both Hamilton and Wenham Public Works Departments and plan to conduct the second round of testing next week. I will keep the School Committee and public informed as we receive these test results.

Excess and Deficiency Certification

On December 20th, 2016, we received notice from Mary Jane Hardy, Director of Accounts for the Massachusetts Department of Revenue that our Excess and Deficiency Account has been certified at \$1,473,238. This amount is approximately \$570,000 over the Committee's policy of keeping a reserve amount of 3% of the total annual budget. The amount in excess of 3% will be used as a source of revenue in the FY18 budget as per School Committee Policy.

Master Plan Update

On 12/21/16, we issued a Request for Qualifications for Design Services (RFQ) for designs for the renovation of our school libraries. The RFQ outlines the HWRSD's desire to procure architectural design services for the renovation of the High School/Middle School Library and the Libraries of the Buker, Cutler, and Winthrop Elementary Schools. The purpose of these renovations is to re-imagine the schools' library spaces to

support the District's Mission of preparing all students to be "Future Ready" through the incorporation of elements that allow students and faculty to create, share and perform.

Submissions must be received by 4:00 PM on January 27th, 2017 at the HWRSD Administrative Offices, 5 School St. Wenham, MA 01984. Proposals that meet the minimum requirements outlined in Sections 6 and 7 of the RFQ will be judged according to the evaluative criteria set forth in Section 9. The HWRSD will make every effort to select a preferred proposal by February 17, 2017. This RFQ was sent directly to 11 architectural firms.

MRMS Musical Production: Seussical, the Musical

The MRMS production of Seussical, the Musical will be held on Thursday, January 12, and Friday January 13th at 7:00 PM in the Ferrini Dramatics Center. A matinee performance will also be held on Saturday, January 14th at 2:00 PM. Sixty-two students are in the cast and 15 crewmembers will present the musical that brings to life many of the characters of Dr. Seuss. Tickets are \$12 for adults and \$10 for students and are available online at www.hwfota.org

Turf Field Design Presentation

On Tuesday January 17th, at 7:00 PM in the Buker School Multi-Purpose Room, we will have a presentation from Gale Associates on the results of the design study for installing a turf field at Hamilton-Wenham Regional High School. This study was paid for by a Community Preservation Grant from the Towns of Hamilton and Wenham and is part of the Recreation Master Plan Study that was completed by the Hamilton-Wenham Recreation Department. Because of the multi-agency nature of the project, the presentation will be for the Hamilton and Wenham Boards of Selectmen and the School Committee.

School Committee Public Budget Hearing

As part of the Annual Budget Process, the School Committee will hold a public hearing on the FY18 Budget at 6:30 PM on Thursday, January 19th in the Multipurpose Room of the Buker School. Members of the public are encouraged to attend to make statements and ask questions. We will have our regular School Committee Meeting immediately afterward at 7:00.

VI. Consent Agenda

A. Executive Session Minutes - Approval and release

- October 6, 2016 Exhibit A
- October 1, 2016 Exhibit B

B. Minutes

- December 8, 2016 Exhibit C
- December 15, 2016 Exhibit D

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE EXECUTIVE SESSION MINUTES FROM OCTOBER 6, 2016 AND SCHOOL COMMITTEE MEETING DECEMBER 8 MINUTES AS PRESENTED IN THE CONSENT AGENDA. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Josh Liebow; SECONDED by Jeanise Bertrand

Unanimously approved by 7 members present; none opposed, no abstentions

Discussion of proposed revisions for Exhibit B (October 1 Minutes) and Exhibit D (December 15 Minutes):

- Date of October 1 should be replaced with the corrected date of December 1.
- Email address should be corrected to JScuteri@hamiltonma.gov.
- 7.A.1: Insert space between “begin” and “after.”
- 7.C. Add, “Members expressed concern over whether or not maintenance was being deferred, and was assured by Administration that this was not the case.”
- 9 Other topics should include “Buker Playground “only

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE MINUTES FROM THE EXECUTIVE SESSION OF DECEMBER 1, 2016 AND SCHOOL COMMITTEE MEETING MINUTES OF DECEMBER 15 AS AMENDED.

**MOTION by Josh Liebow; SECONDED by Deborah Evans
Unanimously approved by 7 members present; none opposed, no abstentions**

VII. New Business

- A. Report from Buker Friends regarding fundraising for the Buker Playground. Lisa Bial presented.
Discussion of project timeline in light of fundraising and reasonable project implementation goals which respects the Buker community efforts and ongoing implementation priorities for other District projects.
- B. CPA Grant Application from Friends of Buker for Playground Fundraising

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUBMIT AN APPLICATION TO THE WENHAM PRESERVATION COMMITTEE FOR \$50,000 FOR THE PURPOSE OF FUNDING A PLAYGROUND AT THE BUKER SCHOOL. SUCH APPLICATION WILL BE COMPLETED BY MICHELLE BAILEY AND DELIVERED TO WENHAM TOWN HALL BY JEANISE BERTRAND BY NOON ON JAN. 6.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present; none opposed, no abstentions**

- C. FY18 Budget Review overview by Jeff Sands. He sent SC members a detailed Budget Book on the 9th, which can provide details expanding upon the presentations viewed and explained tonight.
 1. Special Education presented by Kathy Harris, Managing Director of Student Services
 - see SC Meeting packet for presentation materials
 2. Maintenance, Custodial, and Facilities Management presented by Jason Waldron, Director of Facilities and Maintenance
 - See SC Meeting packet for presentation materials. Scope of Maintenance work, Preventative Maintenance Program, and 2016 Completed Work Orders was presented
 3. IT presented by Allan Toupier, Director of Technology
 - See SC Meeting packet for presentation materials.
 - Scope of services, range of devices managed, replacement cycles were explained.
- D. Adopt a Tentative FY18 Budget. Jeff Sands explained the timeline and next steps.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES A TENTATIVE FY18 TOTAL GENERAL FUND EXPENDITURES BUDGET OF \$32,294,140. THIS AMOUNT IN-

CLUDES GENERAL FUND OPERATING EXPENSES (AFTER OFF-SETS) IN THE AMOUNT OF \$30,201,280 AND GENERAL FUND DEBT SERVICE EXPENSES IN THE AMOUNT OF \$2,092,860

MOTION by Jeff Liebow; SECONDED by Deb Evans

Unanimously approved by 7 members present; none opposed, no abstentions

- E. Schedule for the Warrant Committee
- F. Appoint SEPAC Liaison [tabled]
- G. Appoint Cutler Liaison [tabled]
- H. Request of Treasurer to roll over 9 days of vacation

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE REQUEST OF THE NEW TREASURER TO ROLL OVER 9 DAYS OF VACATION.

MOTION by Jeff Liebow; SECONDED by David Polito

Unanimously approved by 7 members present; none opposed, no abstentions

- I. EdFund-Frame by Frame Connecting Art & Technology Exhibit E

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE ACCEPT THE GENEROUS GRANT OF THE ED-FUND IN THE AMOUNT OF \$24,600.88 TO FOR THE FINE ARTS.

MOTION by Jeff Liebow; SECONDED by Jeanise Bertrand

Unanimously approved by 7 members present; none opposed, no abstentions

- J. EdFund-Science Forensics Exhibit F

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE ACCEPT THE GENEROUS GRANT OF THE ED-FUND IN THE AMOUNT OF \$550 TO LIZZY BORDEN AND FORTY WHACKS

MOTION by Jeff Liebow; SECONDED by Deborah Evans

Unanimously approved by 7 members present; none opposed, no abstentions

- K. MARS Legal Defense Fund Exhibit G

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ALLOW MASSACHUSETTS ASSOCIATION OF REGIONAL SCHOOLS TO KEEP THE \$500 IN LEGAL CONTINGENCY FUNDS FOR USE AT A LATER DATE.

MOTION by Josh Liebow; SECONDED by Deborah Evans

Unanimously approved by 7 members present; none opposed, no abstentions

- L. Approve William Nichols appointment to the Essex Tech SC. Exhibit H

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEMBERS REPRESENTING THE TOWN OF WENHAM APPROVE THE APPOINTMENT OF WILLIAM NICHOLS TO THE ESSEX TECH SCHOOL COMMITTEE.

MOTION by Josh Liebow; SECONDED by Michelle Bailey

Unanimously approved by the 6 Wenham members present; none opposed, no abstentions

- M. Update from 1/3 Regional Agreement Working Group Meeting Exhibit J

Student Enrollment (which has been the historical metric used to determine apportionment estimates for each town) was determined to be the most accurate and equitable means of determining the investments of each town in the Regional Agreement. The

Working Group is on target to meet the goal of presenting a proposed Regional Agreement for Apportionment Formula by April 1. Preliminary talks will begin in January, preparing the way for community education about this proposal. SC members should see p. 38 in the Budget Book for more details. Each SC meeting for the next 5 meetings will include further education of the SC on this issue so that members are prepared to advocate for the Regional Agreement in the community. The Working Group will meet again on Tuesday Jan. 17 at 6 PM. All SC members are welcome to attend.

VIII. Other

IX. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 10:40 PM.**

MOTION by Josh Liebow; SECONDED by Jeanise Bertrand

Unanimously approved by 6 members present; none opposed, no abstentions

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting