

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
AUGUST 4, 2016**

SCHOOL COMMITTEE RETREAT

I. CALL TO ORDER: Stacey Metternick called the meeting to order at 6:37 pm in the Administrative Offices at 5 School Street, Wenham.

Present: Michelle Bailey, Jeanise Bertrand, Deborah Evans, Hannah Fraley, Stacey Metternick, David Polito.

Also present: Michael Harvey
Jeff Sands

Dorothy Presser, Massachusetts Association of School Committees

The chair informed all present that the meeting was being recorded. Ms. Bertrand and Mr. Polito joined the meeting at 6:40pm.

DOCUMENTS:

- FY16 YEAR END CLOSING RESULTS FINAL 072816
- HWRSD SC PROTOCOLS REVISED
- 5 YEAR CAPITAL PLAN
- 2015-2015 SCHOOL COMMITTEE GOALS
- MASTER PLAN EXECUTIVE SUMMARY 9.2014
- ASSISTANT SUPERINTENDENT FOR FINANCIAL & ADMINISTRATION GOALS FOR FY17 (8/4/16)

II. END OF YEAR FINANCIAL REPORT

Recommended line item transfers:

1.) Transfer \$287,000 from "Teachers" to "Tuition"

2.) Transfer \$61,000 from "Teachers" to "Pupil Services"*

3.) Transfer \$178,000 from "Insurance, Retirement, & Other" to "Capital, Operations, Maintenance"

4.) Transfer \$56,000 from "Administration" to "Capital, Operations, Maintenance"

- Overages in Tuitions is due to increases in tuition costs to out of district schools and 4 or 5 additional students being outplaced during the school year.
- Overages in Pupil Services is due to additional cost for transportation.
- Overages in Capital Operations, Maintenance is due to the emergency replacement for the hot water system at the High School and unanticipated leaves of absences and overtime by staff.
- The sum of \$50,347 was transferred to the year-end deficit in Food Services Department.

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMIT

TEE APPROVES THE FY16 OPERATIONG EXPENSE BUDGET TRANSFERS AS RECOMMENDED HERE IN BY THE ASSISTANT SUPERINTEND OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE PERVIOUS SLIDE ENTITLED “PROPOSED BUDGET TRANSFERS BY DESE CATEGORRY.”

MOTION by Michelle Bailey; SECONDED by Deb Evans

Unanimously approved, 7-0-0

Jeff Sands recommended the transfer of \$60,581 be transferred from the Transportation Chapter 71 Revenue Account to the Regional Transportation Reimbursement Fund.

The School Committee created the Regional Transportation Reimbursement Fund at its meeting on May 7, 2015. The \$60,581 represents a savings in FY16. By transferring them, the HWRSC could vote to use them in FY17, if there was a deficient and the use was approved by a town meeting. If unspent in FY 17, the funds will become part of E&D.

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE FY16 REGIONAL TRANSPORTATION TRANSFER IN THE AMOUNT OF \$60,581 AS RECOMMENDED HEREIN BY THE ASSISTANT SUPERINTENDED OF FINANCE 7 ADMINISTRATION AND AS PRESENTED ON THE PREVIOUS SLIDE ENTITLED “PROPOSED REGIONAL TRANSPORTATION TRANSFER.”

MOTION by Michelle Bailey, SECONDED by Deb Evans

Unanimously approved, 6-0-0

III. SCHOOL COMMITTEE PROTOCOLS

Stacey Metternick distributed a copy of the protocols. It was requested that “For 2016-2017 School Year” be added to the title of the document.

MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE SCHOOL COMMITTEE/SUPERINTENDENT OPERIONG PROTOCOLS FOR THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT FOR THE 2016-2017 SCHOOL YEAR AS PRESENTED.

MOTION by Michelle Bailey, SECONDED by Deb Evans

Unanimously approved, 6-0-0

Ms. Fraley left the meeting at 7:35pm.

IV. TRAINING ON GOALS AND SUPERINTENDENT EVALUATION

Dorothy Presser of the MASC provided training on goal setting for School Committees. The School Committee discussed 4 goals and action plans to achieve and monitor the goals.

1. Advocate for a budget that calls for educational excellence while being mindful of financial constraints.
Action plan: Process is already in place to achieve this goal.
2. Approve a documented process for regular review and update of the district policy manual.
Action Plan: By January 2017, the Policy Working Group draft a policy and present to the School Committee for first reading in February 2017.
3. Develop revised regional agreement to address apportionment formula to present for approval at the two 2017 annual town meetings.

Action Plan: Form a subcommittee at the September meeting to research and draft new agreement. This committee will gather data from prior working work. The subcommittee will present a recommendation to the School Committee at the November meeting. Engage the two towns to seek support for recommendation.

4. Develop implementation strategies for capital plan with involvement of major stakeholders to include the District Master Plan, Turf Field, and Operational Maintenance.

Action Plan: To be discussed at the September 8, 2016 meeting.

Dorothy Presser provided a brief discussion on the Superintendent's Evaluation process.

All members of the School Committee have received documents to begin the annual evaluation in the District DropBox. These should be completed by members and return to the chair in two weeks (August 18.)

V. VOTE TO ADJOURN

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN at 10:01 PM.

**MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved at 10:01 PM., 5-0-0**

Respectfully Submitted,

Michelle Bailey
Hamilton Wenham Regional School Committee Secretary