

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING  
MINUTES  
November 2, 2016**

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 7:02 pm in the Buker School Multi-Purpose Room.
- Present: Michelle Bailey, Deborah Evans, David Polito
- Also present: Michael Harvey  
Jack Gourdeau, Student Rep  
Nancy Bergner  
Chris Heath, Craig Hovey, Brian O'Donohue, Bryan Menegoni,  
Peggy McElhinney

**II. PLEDGE OF ALLEGIANCE**

**III. CITIZENS' COMMENTS**

No citizen comments

**IV. CHAIR'S REPORT**

- A. All concerns should be forwarded to the chair so that issues may be brought before the School Committee in an orderly and respectful way.
- B. Hannah Fraley has resigned; her contributions have been greatly appreciated. Hamilton residents interested in serving on the School Committee in her place until April 2017 should email a letter of interest to Dr. Harvey by 4 PM Friday Nov. 18. Candidates will be interviewed by a joint meeting of the School Committee and Hamilton Selectmen on Thurs. Dec 1.
- C. Thursday Nov. 17 at 6:00 PM. There will be a discussion with the Wenham Board of Selectmen of Wenham School Committee candidate Josh Liebow followed by a preliminary discussion with Finance Committee members from Hamilton and Wenham. A regular School Committee Meeting will follow at 7:30 PM.
- D. School Committee member Denise Bertrand is attending MASC tonight. Stacy Metternick and Michelle Bailey will also be attending sessions later this week.
- E. Ed Fund hosting annual Halloween Party. We are grateful for the Ed Fund and all they do for our schools.
- F. Friends of Winthrop Holiday Boutique will be held on Sat. Dec 3.
- G. Early voting is continuing until Friday. Schools are no longer voting sites and therefore will be open on Election Day.

**V. SUPERINTENDENT'S REPORT**

- A. Thank you to the Hamilton-Wenham League of Women Voters for their work among our elementary schools, educating students about our democracy.
- B. The League of Women Voters conducted a High School Mock Voter Registration process and Mock Election, simulating polling experience. 280 students registered; 235 students actually voted. This program teaches students the steps necessary to register to vote and how to prepare to vote responsibly.
- C. Congratulations to Hamilton-Wenham High School fall sports teams engaging in tournaments/division championships: Field Hockey, Cheerleading Squad, Boys Soccer, Volleyball, Girls Soccer, Cross Country Team

- D. *Hold On Alice* will be presented by the High School Drama Department on Friday, Saturday. A link to the box office is found on the Superintendent's Blog
- E. Induction Banquet on Tuesday Nov. 22 for Inaugural Class of the H-W Athletic Hall of Fame.
- F. Congratulations to 6-12 Mathematics Curriculum Leader Jenn Sauriol for presenting "Sorting Problems for Understanding" at the National Council for Teachers of Mathematics Regional Conference in Philadelphia on November 2, 2016.
- G. Schools are closed next Thursday Nov. 10 for staff development and Friday Nov. 11 for Veterans' Day.
- H. Wed. Nov 23 dismissal times are 11:15 AM for the High School and Middle School;, 12:05 PM for Elementary schools.
- I. Superintendent's Blog is found at <https://hwschoolssuper.wordpress.com/2016/11/02/superintendents-report-to-the-school-committee-11216/>

**VI. CONSENT AGENDA**

- A. [Minutes of Oct. 20, which underwent late edits, are being held for adequate review by School Committee members before being approved by the School Committee. Exhibit A, withdrawn]
- B. Field Trip Request to Pinkerton Academy Exhibit B

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA WHICH INCLUDES A FIELD TRIP TO THE PINKERTON ACADEMY. THERE CAN BE NO FURTHER DISCUSSION OR CHANGES TO THE AGENDA.**

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

**Unanimously approved by 4 members yes; 0 opposed, 0 abstentions**

**VII. NEW BUSINESS**

- A. Presentation of School Improvement Plans Exhibit C
    - 1. Elementary Schools Presentation by Brian O'Donoghue and Chris Heath
      - a. Professional Practice Goal – grade level teams will work together in grade level teams to align lessons to transfer goals and curriculum standards. The goal is to strengthen teams (professional learning communities) across the schools at each grade. The teachers will focus on one math unit and work on new science standards. This work happens during structured time on Wednesday afternoons.
      - b. Student Learning Goal – focus on demonstrated growth. The goal is to have all students met grade level expectations on reading and math. Students will be monitored using 3 benchmarking programs, iReady (math), Fountas and Pinnell (3 times a year), and PALS (3 times per year. Some students take these more often depending on additional instruction given to assist the learners. The use of writers workshop model will continue. Foundations (k-3) early phonics skills program will have a reinvestment in training and refreshed training.
- There was a discussion of unifying the curriculum across the 3 schools. The K-5 literacy and math directors have helped this to happen over the recent year.
- There was a discussion of time spent on assessment and testing of testing students. Principals provided information about assessment for progress monitoring during the year versus state required assessments. Many of the district benchmarking assessments are administered one-on-one with a teacher in a conversational format for 15 minutes or less. These are helping to identify where students need some help or a push to go further.

In the coming budget years, there may be a need for additional funding to support the curriculum building in science.

2. Middle School Presentation by Craig Hovey (Exhibit C)

A. Develop and expand programming to provide increase social and emotional support to Miles River students in keeping with our middle school model – expand use of advisory program. Develop a “safe spaces” program through staff training. Dr. Lazzaro, director district guidance, is assisting with this program.

The middle school has adopted the acronym REACH, Responsibility, Empathy, Accountability, Community, and Honesty to identify the school culture. They are looking to integrate this into the school more.

Options to expand the extracurricular offerings beyond the 6-8 successful clubs offered annually. Mr. Hovey explained how opportunities would be developed and some concerns about staffing. An Interact chapter and environmental club have started this year.

The advisory class is provided once per month for 20 min with a common lesson in developing the school culture and the social emotional development of students.

B. Develop and expand programming and opportunities for technology and engineering at the middle school. The goal is to build these skills into the curriculum. The library computer lab is being converted into a maker space. It is being called a collabrotorium. New flexible furniture has been purchased. One wall has been painted for green screen work. Further renovations will be tied into a larger library renovation. Beyond the transformation of the space, will be to help staff integrate this resource in the curriculum.

There was a discussion of technology resources needed to support this goal. There are approximately 1 device for every 2 students. There has been an informal discussion of a bring-your-own-devise program. At this time, no additional technology purchases are expected for next year.

C. Support the continued implementation of the middle school model. This year should be the last year of transitioning.

D. Continue to explore, communicate, and implement the shifts in curriculum, instruction, assessment, and school programs and facilities necessary to prepare MRMS student to be “future ready.” In working on this goal the MRMS will implement a staff development plan to incorporate the transfer goals and curriculum changes as well as look at any capital renovations needed in the library.

3. High School Presentation by Bryan Menegoni (Exhibit C)

Goal 1. Educators will design and implement one Understanding by Design (UbD) unit that will fully align with the transfer goals and has at least two formative assessments and one summative assessment.

Goal 2. Counseling staff will identify the social and emotional needs of the student population and develop a plan to implement interventions and learning forums.

Concerns about how much more the current staff can do given their current duties were discussed. The importance of helping students learn this skills while in high school before leaving home was emphasized. All data to be collected from the students about risk behaviors; social and emotional issues would be available for parents to previewed.

Goal 3. Continue the integration of iPads as a learning tool for organization, collaboration, and creation while developing more student-driven opportunities.

The iPad has been very effective in teaching executive function skills. The goal is to expand the learning experiences with technology.

Goal 4. Educators will design and implement two EdCamp training opportunities for all faculty and staff.

Goal 5. Develop a more robust and responsive 9<sup>th</sup> grade transition program.

This fall there was a 3-day orientation workshops, including time management, 4-year planning, academic honesty, high school expectation, and self-care. There are senior mentors that meet weekly with 9<sup>th</sup> graders through November. There is early contact with parents of struggling students. The high school will be working with the middle school to identify the best programming for each year based on student needs. The high school will be looking at possible 9<sup>th</sup> grade teams if scheduling or offerings were adjusted.

The feedback on the 9<sup>th</sup> grade transition program was positive.

As the school becomes more student driven, updating the library and school furniture may be necessary.

B. Presentation of Superintendent's Goals for 2016-17

Exhibit D

1. Dr. Harvey's goals reflect the priorities of the School Improvement Plans

- a) Goal 1: Explore, communicate, and implement the shifts necessary in order to prepare students to be "future ready."
- b) Goal 2: Ensure the facilities of the HWRSD support the District's Mission and Strategic Blueprint
- c) Goal 3: Develop the skills of District Leadership and personal leadership to help the District develop an integrated system of curriculum, instruction and assessment.

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SUPERINTENDENT'S GOALS WITH TWO MINOR ADDITIONS IN STANDARDS.**

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

**Unanimously approved by 4 members present 0 opposed, 0 abstentions.**

C. YTD Financial Report presented by Michael Harvey

Exhibit E

The Capital, Operations, Maintenance budget is showing a \$100,000 positive variance due to a repair at the high school happening in the prior fiscal year. The Insurance, Retirement, Other account is showing a \$132,000 positive variance due to seven few employees accessing health benefits and a low use of unemployment insurance benefits. The Pupil Services variance reflects a saving in the bus transportation contract somewhat offset by an overrun in the special education transportation costs. Staff replacement savings accounts for a \$64,000 expected savings. Due to three additional out-of-district placements and a short-term evaluation, the Tuitions line has a \$310,000 expected deficient.

D. SC Budget Calendar, Goals

Exhibit F

A discussion of the schedule and seating arrangements for November 17 were discussed. There will be a meeting in January with the town officials, possibly January 26.

On page 17 of the FY 17 budget outlines the budget drivers; staff COLAs and steps & columns (approximately \$480k, \$146k, and \$50k respectively), out-of-district placements, Essex County Retirement assessment, facilities & special projects, miscellaneous operating expenses, health insurance.

For next year, there will be an apportionment shift of 1.2% to Wenham due to the enrollment shift. Concerns about the swings in enrollment were raised.

E. Audit Engagement Letters from Powers and Sullivan

Exhibit G

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE AUDIT ENGAGEMENT PROPOSALS FROM POWERS AND SULLIVAN.**

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

- Concern expressed about not getting bids from other companies, although School Committee members did express confidence in Powers and Sullivan, especially in light of the company's familiarity with the District.
- The SC suggests that when the contract with Powers and Sullivan is up in three years, we solicit multiple bids.

**Unanimously approved by 4 members present 0 opposed, 0 abstentions.**

**F. Policy**

1. School Committee By-Laws (1st Reading) Michelle Bailey presented Exhibit H
  - a) Annotated draft was reviewed by the committee
  - b) Discussion of annually authorized working groups (Article 3)  
The Committee does not feel it is important to put standing working groups, such as warrants and policy, in the by-laws. David Polito suggested making the same statement about the assistant treasure may be a non-member in the same way as the treasure.
2. Concussion Policy (2nd Reading) Exhibit I
  - a) Mike Harvey reviewed annotated draft, noting changes suggested by legal counsel.

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADOPT THE HEAD INJURY AND CONCUSSION POLICY AS PRESENTED IN OUR PACKET.**

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

**Unanimously approved by 4 members present 0 opposed, 0 abstentions.**

3. Cash and Investment Policy (2nd Reading) Exhibit J
  - a) Michael Harvey reviewed the policy, especially in light of changes advised by legal counsel.

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CASH AND INVESTMENT POLICY AS PRESENTED.**

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

**Unanimously approved by 4 members present 0 opposed, 0 abstentions.**

4. Grant from the HW Cultural Council for \$750 Exhibit K

**MOTION:**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE ACCEPT THE GENEROUS GRANT OF THE HAMILTON WENHAM CULTURAL COUNCIL IN THE AMOUNT OF \$750 TO SUPPORT THE FALL 2016 MUSICAL PRODUCTION AT HWRHS.**

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

**Unanimously approved by 4 members present 0 opposed, 0 abstentions.**

**VIII. OTHER**

**IX. OTHER TOPICS FOR THE NEXT MEETING:**

- Winthrop Playground update: December

**X. VOTE TO ADJOURN**

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
COMMITTEE VOTE TO ADJOURN AT 9:48.**

**MOTION by David Polito; SECONDED by Michelle Bailey  
Unanimously approved.**

Respectfully Submitted,

Nancy R. Bergner  
Clerk, H-WRSC Meeting