

**THE HAMILTON-WENHAM REGIONAL  
SCHOOL COMMITTEE  
MEETING**

Thursday, May 18, 2017 7:00 PM  
Buker School Multi-Purpose Room

Present:

Michelle Bailey  
Kerry Gertz  
Gene Lee, Acting Chair for the Meeting  
Josh Liebow, Chair  
Stacey Metternick

Also present:

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

**I. Call to Order**

Gene Lee called the meeting to order at 7:10

**II. Pledge of Allegiance**

**III. Citizen's Comments**

none

**IV. Chair's Report**

- A. There was a productive joint meeting between the SC and Town BOS's on May 11.  
Minutes to follow. Some action steps will be addressed tonight.

**V. Superintendent's Report**

Leadership Search Update

Our three administrative searches are progressing well. Finalist candidates for the Coordinator of ELA, PreK-5 and Coordinator of Special Education for the Secondary Level have been chosen and referred to meet with me in the next week.

On Wednesday evening, the Screening Committee interviewed candidates for the Director of Student Services position and identified two finalists. I haven't spoken with the finalists, yet, so I cannot announce their names this evening. I hope to be making the announcement early next week along with a schedule for interviewing the finalists.

Library Renovation Plan

The Designer Selection Committee has chosen Flansburgh Architects as the preferred firm to provide design services to renovate our school library spaces. Asst. Superintendent Jeff Sands and I met with Kent Kovacs from Flansburgh to define their scope of work, schedule and deliverables. We plan to have a contract in place within the next week.

Flansburgh has proposed a three-phase process to complete the design study. Phase One will consist of visioning and a review of existing conditions and will tentatively be completed by the end of August. Phase Two will consist of an evaluation of design options, which will take place during the month of September. During the month of October, we will complete Phase Three, which is the final selection of preferred designs. At the conclusion of Phases Two and Three, we anticipate having community-wide forum meetings to seek input. In order to complete this work, we will be forming a "Visioning Team," consisting of relevant members of our staff. I would also like to invite a member of the School Committee to join this "Visioning Team." We are planning on three full-day meetings for this group—one each day in June, August and October.

#### Upcoming Events

- Senior Prom, 5.19.17 at 6:00 PM, Hellenic Center, Ipswich
- Elementary Spring Concert, 5.22.17 at 6:30 PM at HWRHS
- Middle School Orientation Meeting for Incoming 5th Grade Parents, 5.24.17 at MRMS
- 8th Grade Science Fair, 5.25.17 at 6:45 PM at MRMS
- HWRHS Scholarship Night, 5.30.17 at 7:00 PM at HWRHS
- HWRHS Senior Farewell, 5.31.17 at 5:30 PM at HWRHS
- HWRHS Candlelight Ceremony, 6.1.17 at 8:00 PM at HWRHS
- HWRHS Commencement, 6.3.17 at 10:00 AM at HWRHS

#### **VI. Consent Agenda**

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|--|-----------|
| <b>A.</b> <del>Minutes of May 4, 2017</del>                                    | Exhibit A |
| <b>B.</b> Field Trip – National History Day Competition, College Park Maryland | Exhibit B |
| <b>C.</b> Field Trip – Ski Club to Austria & Germany 2018                      | Exhibit   |
| C  |           |
| <b>D.</b> Field Trip – Social Studies to Italy 2018                            | Exhibit D |

Discussion—Stacey Metternick requested that the May 4 minutes be pulled. Michelle Bailey wishes to comment on a Field Trip proposal which is not on the agenda. It will be added to New Business.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA FOR THE MAY 18 SC MEETING, EXHIBITS B, C., AND D ONLY. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.**

**MOTION by Kerry Gertz; SECONDED by Stacey Metternick  
Unanimously approved by 4 members present**

Discussion: Amendments to the minutes were presented.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
COMMITTEE APPROVE THE MINUTES OF MAY 4, AS AMENDED.**

**MOTION by Gene Lee; SECONDED by Kerry Gertz**

**Unanimously approved by 4 members present**

**VII. New Business**

- A. Robert Whittier STEM Fund and STEM Programming [Don Gallant] Exhibit E**  
Jack Whittier gave a tribute to his father and commended the development of STEM in the district, a cause very important to him. It was determined to accept the memorial fund, along with a list of donors at the June 8 SC meeting.
- B. Senior Capstone Eric Tracy Exhibit F**  
Internships have provided vital experience at a crucial moment in students' lives. Some students discover vocational passion through these internships. Others find their vocational ideals challenged. Capstone Projects are focused in one of 3 areas: Career Exploration/Community Building/Academic Exploration. Students develop self advocacy through researching their options, writing proposals for their capstones, documenting their experiences through weekly writing prompts and creating a final presentation. While the Senior Capstone is valuable, best practices suggest that it not be made a graduation requirement at this time, due to the variety of priorities students hold (example: students carrying a heavy AP course load do not have time to do an internship without compromising their academic work). Presently, students must have a 70% GPA to participate in the Capstone Project. A committee member suggested that the 70% cut-off be reconsidered, in light of the value of an internship to students who may flourish in the workplace in ways they do not flourish in academic settings. Eric is continually reviewing data with this concern in mind. There are adult mentors checking in with students for the benchmarks on their Capstone Projects, ensuring a quality experience throughout. A SC member asked if there are internship opportunities within the District? Yes. What is the expected time commitment for each student? 6 hours per day for the last 4 weeks of school. Most students execute their hours within the standard school day. The time requirement allows students to continue their extracurricular involvements. The placement of the Capstone Project in the final quarter of the High School Career allows most students to complete their college application process before the project begins. Capstone Project students are not risking their college application portfolios. Internships do not have a credit value, (as with current Portfolios). Completion, however, is required. Policy Committee will need to work with Eric to coordinate the Capstone Project with overall

graduation requirements. Eric will forward a draft policy for the Policy Committee to work with as they conduct their annual Student Handbook review. [This was added to Policy Committee Agenda for next week.]

**C. Prudy Pilkanis: Project Adventure**

Prudy reviewed history of Project Adventure as whole since its founding in 1971, when pilot classes were begun at our high school, seeking to bring values and experiences associated with Outward Bound into the school environment. Hamilton-Wenham's formal Project Adventure collaboration was initiated in 2015 with the construction of a PA course and workshops with PA staff including technical skills and community building strategies. Adventure Leadership 1 and 2 courses are under development at this time, along with cross curricular workshops and experiences.

Richard Ross PA CEO of PA, Abby Bizer and Greg Urban, Youth/College Program Coordinator and Specialist, PA Teacher Savannah Lodge Scharff were in attendance at the meeting.

Brenden Belyea (HWRHS Junior) presented his experiences as a PA intern, incorporating PA with other classes, facilitating a CAD/PA workshop experience

Richard Ross thanked the SC and Administration for the opportunity to present on PA's efforts to re-engage involvement with Hamilton-Wenham 2 years ago, which had been such a pivotal part of PA's genesis. Discussed PA's recent refocusing on outcomes and social-emotional learning.

Inquiry on Leadership Competency Certificate: Begins with 1 week of Leadership skills camp, followed by three weeks of facilitating camps during the same summer

Adventure Leadership 1 and 2 classes—a series of structured, graduated group activities geared to develop initiative, collaboration, creativity, risk taking and community building.

**D. Warrant Committee Draft Schedule for 2017-2018 [Jeff Sands] Exhibit G**

Payroll date changes have required shift in the Warrant Committee Schedule of its 26 meetings over the course of the year to ensure that obligations are met while proper oversight from School Committee is maintained. Discussion of options 1 and 2 ensued. Would changing the time of the Warrant Committee meeting help?. Is there a way of managing the work flow so that the Warrant Committee signing meetings could be moved to Thursdays? Administration: *Probably not*. The SC will consider the options as presented and put it on the Agenda for a future meeting. A decision is needed by the June 15 meeting.

**E. Update on Winthrop Sprinkler Project [Jeff Sands]**

On April 27, Jeff was requested to meet with Chief Stevens and Michael Lombardo. Chief Stevens has allowed the District an additional year extension in order to adequately meet the obligations required by the state. Jeff recom-

mends that the SC accept the conditions articulated by Chief Stevens and Michael Lombardo. A SC member suggested putting the issue before the Capital Plan working group. Discussion of whether or not the information shared with the SC and the present discussion is enough deliberation necessary to task Jeff with next steps. Concern expressed over how this project will be budgeted. Would it need to be bonded? Incorporated into an Operating override? Included in a Debt Exclusion? Bundled with other warrants? The Chief wants to put this issue before the community as something which is required by law. One issue is the terms of the extension. The other issue is the SC strategy to get the project underway (informal cost estimate is \$750,000+). Suggestion that the Capital Plan Working Group address the issue on June 6. Jeff will take direction from the SC and communicate back to Chief Stevens. The sense of some SC members is that we should accept the terms under current discussion. Jeff should take the terms offered, review with M. Lombardo and the Chief, review with M. Harvey, and then

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ALLOW JEFF TO MEET AND ACCEPT THE REVISED TERMS AND REVISE THE IMA.**

**MOTION by Kerry Gertz SECONDED by Gene Lee  
3 concur; 2 opposed. Motion passed.**

- F. Develop Scope of Work for Regional Agreement Study Committee: Brainstorming**
- One scope of work would be around the Regional Agreement.
  - Another would be around the Apportionment.
  - Wenham wants to see the minutes from 5/11. We as a Committee need to find a way to keep the communication open.
  - We need to address a study on enrollment as well as best practices for the Regional Agreement.
  - We need agreement on Apportionment and language of the Regional Agreement. Since the Regional Agreement is more tangible, we should identify other concrete items which would move it forward including representation and pertinent dates.
  - A past issue is the stipulation that at least one building must be in each town. We should secure a re-affirmation of that from the Towns.
  - Some clean up on wording needs to be done. Lease section needs to be rebuilt.
  - Legal Statute change needs to be cleaned up (example: we were a 9 member committee and are now a 7 member committee. Language throughout the Agreement should reflect this.)
  - Towns currently alternate rights to be involved in negotiation of contracts. We should re-affirm current practices.
  - Gene will survey David and Jeanise for their contributions to this brainstorming project.

- **APPORTIONMENT:** we should leave measurement alternatives open until the Towns and the SC have the necessary data from the Enrollment study. A SC member suggested that we include neighborhood specific data as well as Town specific data (using scatter cloud data). Real estate data may also carry a valuable contribution. It would be interesting to know if the common wisdom—that middle aged people move out as young families move in—is accurate (demographic turnover). Given last week’s meeting, there is interest in furthering a study. We have been discussing the kinds of data we are interested in drawing from. This should be given to the chosen demographers, asking them to incorporate all in their study.

**G. Bay State Textiles Discussion**

Bay State Textiles—is this a SC issue, or can we delegate the decision to Administration?

A SC member asked about this organization on a local list serve. Anecdotal response was very positive. Jeff clarified the District’s posture toward similar offers in the past. Administration’s current practice has been not to allow such donation boxes to use District real estate (adding risk of fire, refuse, etc). Our recent practice is to suggest such organizations work with Towns rather than the District.

**H. Acceptance of Grant Monies from PPG for Cutler School Innovative Classroom \$968.00 Exhibit H**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE PPG GRANT MONEY IN THE AMOUNT OF \$968 FOR THE CUTLER SCHOOL INNOVATIVE CLASSROOM.**

**MOTION by Kerry Gertz; SECONDED by Stacey Metternick  
Unanimously approved by 5 members present**

**I. Policies 1st Reading**

**1. A1017 CORI Policy for Challenge Course Exhibit I**

Although the Policy Committee did not meet last week to review and make recommendations, the timing of this policy is urgent, given Project Adventure’s current proposals. We had been denied license approval for the current course, based upon a deficiency in the current CORI policy. A change in government agency oversight resulted in a lack of communication to School Committees throughout the Commonwealth. Jeff asked for a draft policy from the approving agency, so that the SC can accept it verbatim. If Jeff is able to provide approval on this by last meeting, Jeff will be able to secure a permanent approval for the course. It will be vital that all scheduled Policy Committee meetings occur in order to deliver this as required in order to run a PA course in the autumn. The Policy Committee will review this and move the approval process forward.

**J. Warrants**

**1. May 9, 2017 Exhibit J**

NOTE: In future, Warrants should be included in Consent Agenda.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
COMMITTEE VOTE TO APPROVE THE WARRANTS REPORT OF MAY 9,  
2017.**

**MOTION by Michelle Bailey; SECONDED by Gene Lee  
Unanimously approved by 5 members present**

**K. Working Group Charges—**

**1. Regional Agreement, returning to the SC with updates**

Discussion of the merits of having Jeff prepare presentations for the Working Group as well as for the SC. Also questions about what the Finance Committee charge means by oversight of “process.” Would it involve being involved in work flow decisions? Jeff clarified current practices of reports from the Auditors to the SC. From Jeff’s perspective, he does not have the staff to duplicate presentations to Working Groups as well as the SC. The finance working group could assist in prioritizing and recommending the priorities to the SC as a whole. Given personnel resources, perhaps this working group should be providing initial guidelines to assist the SC as a whole in evaluating the budget. Jeff clarified that it is the role of Administration to initiate a draft Budget, which the SC then responds to. A member expressed a priority on proactivity vs. reactivity. Clarification on the budget process was provided so that the SC can respond to the budget which is formed in light of priorities of the Town Fin Coms and needs of the District. It is important to not over-engineer the process. At present, the SC’s voice is part of the process from December on. How can the SC have a voice earlier in the process? If the Working Group could focus on implementing the 5 Year Capital plan and Apportionment, that would add the most value. Take the Finance piece out.

**AMENDED Charges—**

**Capital Planning—Review and execute a process to meet the District’s long-term capital needs and make recommendation to the School Committee.**

**Regional Agreement—To represent the Committee in ongoing discussions with the towns as it relates to the Regional Agreements and provide timely updates.**

**Negotiations—needs to vote in a chair, draft a charge**

**Communications—needs to vote in a chair, draft a charge**

**Policy—needs to vote in a chair, draft a charge**

**Forming the Longmeadow Group—A SC member must be on that Group. Put this on the agenda for the next meeting.**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
COMMITTEE VOTE TO APPROVE THE CHARGES FOR THE CAPITAL  
PLANNING AND REGIONAL AGREEMENT WORKING GROUPS**

**MOTION by Michelle Bailey; SECONDED by Stacey Metternick**

**Unanimously approved by 5 members present**

**VIII. Other**

- A. The Middle School Trip to China has been postponed. When the trip is re-scheduled, it should come back to the SC for approval.
- B. SC requested that Mike communicate to the school community regarding the last day of school.
- C. Topics for next meeting
  1. Releasing 5/11 minutes to the Towns.
  2. Summer dates
  3. Update from High School Principal on Choice-in students

**IX. Vote to Adjourn**

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

**MOTION by Kerry Gertz SECONDED by Stacey Metternick**

**Unanimously approved by 5 members present**

Respectfully submitted,

Nancy R. Bergner  
Clerk, H-WRSC Meeting