

**HAMILTON-WENHAM REGIONAL  
SCHOOL COMMITTEE MEETING**

Thursday, March 16, 2017 7:04 PM  
Buker School Multi-purpose Room

Present:

Michelle Bailey  
Jeanise Bertrand  
Gene Lee  
Stacey Metternick, Chair  
David Polito

Also present:

Michael Harvey, Superintendent  
Nancy Bergner, HWRSC Meeting Clerk

**I. Call To Order:** Stacey Metternick called the meeting to order at 7:06 pm in the Buker Multi-purpose Room

**II. Pledge of Allegiance**

**III. Citizen's Comments**

A. Gretel Clark—started the state's first weekly compost pick up. But how to get rid of other things—clothes, etc. Gretel introduced Katherine Larsen of Bay State Textiles is making a presentation on how schools can raise money through textile recycling. Larsen submitted informational material. Business model is to place a donation box outside of each school in the district, with monthly rebates paid to each donation site. Medford started the program 2 years ago, and it has generated \$10,000 for their PTO. Any textile in any condition can be donated. Bay State customer service will send customer service staff to handle overflowing boxes if it becomes necessary. It is a feel-good service opportunity, which allows citizens who, perhaps, are unable to support the school financially to have a chance to give. Larsen has been in contact with the Friends Groups, who seem to be concerned about the approval project.

**IV. Chair's Report**

- A. Large agenda, but most content is in the Consent Agenda
- B. Question: Does the SC want times listed on the Agenda, or not? Some citizens are frustrated with the gap between projected times and actual times in terms of viewing or coming for part of the meeting. It was agreed to leave times off the Agenda.
- C. Names of people adding Agenda items will be left off in future
- D. Stacey contacted FinCom/BOS Chairs regarding times to get together, perhaps at end of April/beginning of May.
  - 1. The goal of such meetings is to promote transparency in the apportionment process. Hamilton has asked that the meeting be a gathering of Chairs. Discussion of open meeting with recorded minutes vs. a private meeting options. The SC would want such a meeting to only concern apportionment. One of the Town Chairs would be interested

in discussing other issues as well. There is a desire to get a 1st meeting on the books, including the FinCom Chairs, BOS Chairs and SC Chairs, in order to begin moving forward on this process. The joint Chairs could decide the best venue—open meeting vs. “off-line.” Opinion expressed that the entire conversation should be in an open meeting format. What about having a brief Chairs’ Meeting with the purpose of setting Topics and Dates for further open meetings? Importance of continuing transparency was emphasized. Advantages of conducting such meetings with entire bodies (SC, FinComs, BOS) were noted. Stacey will forward the most recent communication from FinComs/BOS to all SC members.

- E. Warrant Committee had an emergency meeting in order to meet Payroll, given that the Bank’s deadline was Wednesday morning. Stacey’s actions in contacting key players provides a good precedent for similar urgent situations in future
- F. Stacey attended the League of Women Voters’ Civics Bee
- G. “Charting the Course” for new members can be available in Hamilton for a Saturday morning, possibly in April. The program will also be presented in Bedford at a later date.

## **V. Superintendent’s Update**

- A. District survived the Snow Day.
- B. No school for students on Monday, March 20. Workshop day on Understanding by Design
- C. Architectural firms presented bids; Two finalists will present their proposals.
- D. Kindergarten registration is now open at any time. Parents are encouraged to register as soon as possible, with early May as the deadline.
- E. School Choice applications were due at end of February. Approximately 20 students applied.

## **VI. Update from Director of Curriculum, Assessment and Instruction Exhibit I**

- A. Peggy McElhinney, Director of Curriculum for the District
  - 1. Curriculum: very positive responses to K12 level meetings (vertical conversations) to discuss Transfer Goals.
    - a) Backwards planning (Understanding by Design) is necessary to bring Transfer Goals down to the level of the classroom.
  - 2. Teachers need more time for Standards, as they are in a process of change. Past standards focused on content. Emerging standards center on instruction. As these are articulated, horizontal conversations become more relevant.
  - 3. Curriculum documentation is in process, which will facilitate vertical conversations
  - 4. Instruction—The Skillful Teacher course will become part of the induction program, as it is the gold standard of effective practice.
  - 5. Evaluation system follows the MA model. More ownership is in the teachers’ hands, but this agency—the reflective process—should be emphasized.
  - 6. Assessment—the District still emphasizes traditional assessment, which is okay, but formative assessment needs to be grown more at the secondary level. Elementary assessments are in a process of developing a series of benchmarks which provide the kind of data that serves students.
  - 7. Data use—teachers are being trained in using data to improve student achievement. Elementary data teams are well established. Further development of the same at the secondary level is under way.
  - 8. Response to Intervention
  - 9. Professional Development: teachers appreciate discipline specific training. SEI will be offered; Writers’ Workshop will be expanded so that all elementary teachers have been trained.
  - 10. Technology—need to be integrated with new standards.

11. The main initiative for the year is *Understanding By Design*. Teachers are meeting in grade level groups for UBD professional development.

a) Discussion:

- Status of the process of integrating content and practices across the elementary schools. Grade level working groups are pursuing integration.
- Math: Moving between curriculum products has produced some gaps, some overlaps. Given that there has been a long history of change over, we are trying to help teachers understand instructional standards and the development of mathematics habits of mind, adapting current home-grown curriculum to these standards.
- How can public be made aware of content of Professional Development week by week?
- Approximately \$7500 in additional funding was requested for Summer Curriculum Writing. It is hoped that the budget will pass and this will be supported.
- What is the timeframe for the committee working with Elementary Science materials? Mid-May. Publishers will be coming in to make presentations so that the committee can choose the best product, aligned to the new standards, to implement across the District in Sept.
- SC member raised issue of the lack of State House Field trips in the curriculum.

## VII. Consent Agenda

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA, WITH ITEM E REMOVED. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.**

**MOTION by Gene Lee; SECONDED by Jeanise Bertrand**

**Unanimously approved by 5 members present; none opposed, no abstentions**

- |                                 |           |
|---------------------------------|-----------|
| A. Minutes of Jan 17, 2017      | Exhibit A |
| B. Minutes of February 2, 2017  | Exhibit B |
| C. Minutes of February 13, 2017 | Exhibit C |
| D. Minutes of March 2, 2017     | Exhibit D |
| E. Donation from                | Exhibit E |
- G's Lacrosse Boosters \$1,300
  - "Buddy Bench" for Winthrop \$600

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATIONS OF \$1,300 FROM THE G'S LACROSSE BOOSTERS AND \$600 FOR THE BUDDY BENCH.**

**MOTION by Gene Lee; SECONDED by Jeanise Bertrand**

**Unanimously approved by 5 members present; none opposed, no abstentions**

## VIII. New Business

- A. **YTD Financial Forecast** presented by Mike Harvey Exhibit G  
*Discussion:*

By the end of the year, we will be \$10,000 favorable to our budget. Breakdown by DESE budget categories are noted in Exhibit G. Explanations of surpluses and deficits were presented, line by line. Given that Towns are allowed to have overages in line items in their budgets, but, since we are a different kind of entity, we cannot do this. We need to move money from planned spending into areas where it has become required. No freeze has been required for over 5 years, although we could implement a freeze if an ex-

traordinary expense arose. SC observed that the budget is tight, but not overly excessive or restrictive.

**B. 5 Year Capital Plan Prioritization** presented by Mike Harvey Exhibit F

*Discussion:*

- Clarify meaning of cosmetic expenditures: items such as refinishing gym floors, classroom carpet replacement, window shades, i.e., mundane but necessary maintenance items.
- Accessibility/Safety: Can towns be approached for cost sharing on line items which are also accessed for the benefit of the community at large?
- Technology: Server replacement/upgrade and timeframe ramifications discussed.
- Where do we go from here with the Capital Plan? We should recommend that it be entertained at potential Fall Town Meetings? Yes.

**C. Buker Water Rates** — Requested by M. Bailey; presented by Mike Harvey Exhibit H

FYI—Mike will investigate this with the Town of Wenham to look at how the increase affects us.

**D. Appoint Bill Lannon to the Essex Tech School Committee Representative from the Town of Hamilton** Exhibit J

**I MOVE THAT THE HAMILTON SCHOOL COMMITTEE MEMBER OF THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE APPOINTMENT OF BILL LANNON AS THE ESSEX TECH SCHOOL COMMITTEE REPRESENTATIVE FROM THE TOWN OF HAMILTON.**

**MOTION by Michelle Bailey; SECONDED by Gene Lee  
Unanimously approved by 1 Hamilton SC Representative members present; none opposed, no abstentions**

**E. Side Letter with the HWREA** Exhibit K

This side letter changes the paydays to Fridays. The union executive board agreed to this, and requested a change in stipends, moving a high school stipend to the middle school.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SIDEBAR LETTER BETWEEN HAMILTON-WENHAM REGIONAL EDUCATION ASSOCIATION AND THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT, WITH AN AMENDMENT TO CORRECT THE SPELLING OF S. METTER-NICK'S LAST NAME AND ADDING "REGIONAL" TO JOHN KOTCH'S TITLE AS HEAD OF HWREA.**

**MOTION by Gene Lee; SECONDED by Jeanise Bertrand  
Unanimously approved by 5 members present; none opposed, no abstentions**

**F. Policies: 1st Readings presented by Michelle Bailey after review by legal counsel; feedback is welcome and can be directed to Mike Harvey**

1. Purchasing Requirements \$10,000-\$49,999 Exhibit M1
  2. Purchasing Requirements over \$50,000 Exhibit M2
  3. Student Activity Accounts Exhibit M3
- Clarifications on use of accounts

4. Student Fundraising Activities Exhibit M4  
Discussion of fundraising parameters, disclosures, restrictions, inactive accounts

**G. Policies**

**Exhibit L**

- Background Checks — L1
- Conflicts Between District Policy & collective Bargaining Agreements or State & Federal Laws — L2
- C.O.R.I. for Owners of Challenge Courses — L3
- C.O.R.I. Requirements — L4
- D Dissemination — L5
- Policy Adoption — L7
- Policy Revision & Review — L8
- Religious Observances — L9
- Section 504: Grievance Procedure — L10
- Tobacco Free — L11

**H. Field Trip Request - Japan April 2018**

**Exhibit**

**N**

**I. Warrant Sub Committee Report**

**Exhibit**

**O**

**J. Discuss status of District's Legal Counsel — Requested by S. Metternick (3/13/17)**

Discussion: We have three contracts coming up in the autumn, ending in the next fiscal year. We need to be thinking about what we want to do for legal counsel. Current counsel is retired, but has continued to serve the District. Do we want her to assist us more? Current counsel does not want to be involved on a week by week basis or in bargaining sessions. We may want to continue by doing an R5, to combine legal counsel into one group. Or we could take a recommendation/referral to another attorney from current legal counsel. The last round of contracts were negotiated by Mike Harvey and Jeff Sands, with consultation from the Executive Committee and advice from current counsel.

**IX. Committee Reports**

- A.** Communications (Michelle Bailey)
- B.** Planning (Stacey Metternick)
- C.** Policy (see above)
- D.** Warrant (David Polito): several large shipping charges associated with Amazon reviewed.
- E.** Student Rep (absent): Sophomore Class fundraiser March 22 at Panera
- F.** Other School Liaisons Updates: Gene will be in touch with Cutler; Michelle/Winthrop; David/Buker.

**X. Topics for next meeting**

**XI. Vote to Adjourn**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL  
COMMITTEE VOTE TO ADJOURN AT 9:30 PM.**

**MOTION by Gene Lee; SECONDED by Jeanise Bertrand**

**Unanimously approved by 5 members present; none opposed, no abstentions**

Respectfully Submitted,

Nancy R. Bergner  
Clerk, H-WRSC Meeting

