

Approved 6.15.17

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

Thursday, June 8, 2017 7:00 PM
Buker School Multi-Purpose Room

Present:

Michelle Bailey
Kerry Gertz
Gene Lee,
Josh Liebow, Chair
Stacey Metternick
David Polito

Also present:

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

I. Call to Order

Josh Liebow called the meeting to order at 7:04

II. Pledge of Allegiance

III. Citizen's Comments

none

IV. Chair's Report

A. Congratulations to the HWRHS Class of 2017

V. Superintendent's Report

Congratulations to the Class of 2017

Best wishes to the 156 members of the Class of 2017 who received their diplomas this past Saturday on the field at Hamilton-Wenham Regional High School. It was truly an enjoyable event. The valedictorian Ozioma-Jesus Anyanwu and Salutatorian Zhe Chang both gave wonderful speeches that were both thought provoking and lighthearted. I would like to wish all of our new graduates the best as they move on to the next phase of their lives. Thanks also to Principal Eric Tracy, Asst. Principal Bryan Menegoni, Class Advisor Kirsten Losee, and the entire HWRHS faculty and staff for all of their work in making all of our Senior Week events memorable for our students.

Elementary ELA Coordinator Hired

Peggy McElhinney is pleased to announce that we have hired Sue Stibel as our new Elementary ELA Coordinator. Sue is currently the district elementary literacy coach in Stoneham. She has many years of experience in both public and private schools, serving as a first grade teacher, a literacy specialist, a curriculum coordinator, and the director of the lower school at a private day school. She has also been an adjunct instructor at Lesley and Brandeis and has served as a professional development provider for DESE. Sue is an expert in the Fountas and Pinnell Literacy Continuum and has completed training in Writer's Workshop at Teachers' College. She will begin her work with the district on August 1st.

Secondary Special Education Coordinator Hired

Kathy Harris is pleased to announce that Lindsey McGovern has been hired as the new Special Education Coordinator for Grades 6-12. Lindsey is currently the Director of Special Education for the Rockport Public Schools. Lindsey has also been an Assistant Director of Student Services in Natick, an Evaluation Team Supervisor in Lexington, and a Team Chairperson at Minuteman Technical High School. Lindsey has also worked for the Massachusetts Department of Elementary and Secondary Education where she Chaired Coordinated Review Process Teams. Lindsey will begin her work in the HWRSD this summer after completing her responsibilities in Rockport.

Congratulations to Our Retirees

I would like to congratulate our retiring staff members: Angela Reddy (21 years) of MRMS, Susan Lucia (27 years) and JoAnne Kinnear-Brown (30 years) of Cutler, Director of Special Education Katherine Harris (6 years) and Annette Mattern (23 years) of the District's Food Service. Thank you to all of them for your years of service to the children of Hamilton and Wenham. You will be missed!

VI. Consent Agenda

- | | |
|---------------------------------------|------------------|
| A. Minutes of May 11, 2017 | Exhibit A |
| B. Minutes of April 6, 2017, Amended | Exhibit |
| B | |
| C. Minutes of April 27, 2017 Amended | Exhibit |
| C | |
| D. Minutes of May 18, 2017 | Exhibit D |
| E. Minutes of May 4, 2017, Amended | Exhibit |
| E | |
| F. Warrants 5.23.17 and 6.6.17 | Exhibit F and F1 |

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA AFTER REMOVING THE MINUTES OF MAY 18, 2017 [EXHIBIT D]. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Kerry Gertz; SECONDED by David Polito

Unanimously approved by 6 members present

Discussion: The CORI policy for Challenge Courses was not approved at the May 18 meeting and therefore reference to it should be removed from the minutes.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE MINUTES OF MAY 18, 2017 AS AMENDED.

**MOTION by Kerry Gertz; SECONDED by David Polito
Unanimously approved by 6 members present**

VII. New Business

- A. Food Service Presentation – Catherine Donovan** Exhibit S
Ms. Donovan gave a presentation explaining the scope of services her department provides to the district, the impact of recent changes in regulation and initiatives taken in each school to connect students with their community and food, and to motivate them to make increasingly healthy choices. She discussed and answered questions regarding current and desired facilities, as well as financial concerns

Discussion:

Does the meal price increase need to be approved by the School Committee?
Some other districts require approval by the School Committee.

Administration response: The policies do not specify this requirement.
Jeff Sands commented on Catherine's professionalism and the high quality of meal options in this district. The District is fortunate to have her here.

- B. Donations:** Exhibit G
1. Friends of HWRSH/MS \$500
 2. HW Friends of the Arts \$1250
 3. Friends of Cutler \$500
 4. Farm Bar & Grill \$1600
 5. Katherine Bradford \$500

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE DONATIONS LISTED IN EXHIBIT G.

**MOTION by Kerry Gertz; SECONDED by Stacey Metternick
Unanimously approved by 6 members present**

- C. Ed Fund Grant: A space for ALL with MC Squares \$2610.97** Exhibit H

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE ED FUND GRANT LISTED IN EXHIBIT H.

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Unanimously approved by 6 members present

D. KNK Zing Orbit Computerized Cutting Systems & Supplies \$3784.42

Exhibit I

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE ED FUND GRANT FOR THE ZING CUTTING SYSTEMS LISTED IN EXHIBIT I.

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Unanimously approved by 6 members present

Note: Donations are recognized via a letter of acknowledgement from Mike Harvey for each donor.

E. Whittier Science Fund Acceptance

Disbursement of these monies will be determined by the administration to support STEM throughout the District.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT DONATIONS TO THE WHITTIER SCIENCE FUND IN THE AMOUNT OF \$2005.

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Unanimously approved by 6 members present

F. SC Member appointed to Library Advisory Group: David Polito

G. Turf Field Update

Exhibit J

Jeff's recommendation to the SC was to see what was left on the Gale Study and determine what items specifically needed action from the SC. Kathy Hurdle wrote the memo included in Exhibit J. A copy of Gale's study and the warrant articles from the Town Meetings are in Exhibit J. We are currently in Phase 4. One document requires action by the SC: Notice of Intent (requires SC Chair's signature). All fees associated with the Study are included in the Scope of Services.

INQUIRY: Once it is permitted, are we locked into the existing plan? NO. The current plan includes everything we *might* want so that all is allowed without seeking additional permitting. If we decide to scale back, we can.

SC acknowledged that all requests for information which are submitted to Jeff are always answered thoroughly.

INQUIRY: Does the SC need to make a motion to officially accept the plan? Jeff recommends that we agree as a SC to commission Josh to sign the Notice of Intent, which will move the process forward.

Concern: once we do this, does this draw a representative from the SC to be involved with the additional meetings which will result from this? Josh and Dave are willing to be available for this.

Four meetings are anticipated following the submissions of permit applications.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO DIRECT OUR CHAIR JOSH LIEBOW TO SIGN THE LETTER OF INTENT .

**MOTION by Kerry Gertz; SECONDED by Stacey Metternick
Unanimously approved by 6 members present**

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE AUTHORIZE JOSH LIEBOW AND DAVID POLITO TO REPRESENT THE SCHOOL COMMITTEE AT PLANNING BOARD AND CONSERVATION COMMITTEE MEETINGS.

**MOTION by Kerry Gertz; SECONDED by Stacey Metternick
Unanimously approved by 6 members present**

H. Develop SC Goals for 2017-2018

Discussion: Some goals from 2016/2017 have been completed. Others are still open. The Chair recommends that incomplete goals from last year remain open, since significant work on these are underway.

Goal # 1 Budget

a. Advocate for a budget that calls for educational excellence while being mindful of the fiscal constraints of the communities: in progress

Goal # 2 Capital Plan

a. Develop an implementation and financing strategy for the Capital plan, including the Master Plan, Operational Items and Turf Field Plan with the involvement of major stakeholders: in progress

Goal # 3 Update the Regional Agreement

a. Develop an updated version of the Regional Agreement that addresses apportionment and other minor items to present to approval at Town Meeting for spring of 2017: Retain for 2017/2018

Goal # 4 Policy Review Process

a. Develop a documented and approved process for regular review and update of the District Policy Manual. The process was created and confirmed, and two out of three policy sections were reviewed and completed. Remaining Policy review tasks should be continued

Additional goals discussion. The following topics were entertained:

Settling all contracts in 2017/2018? This goal would join several other big events in the year ahead.

Facilities are an issue which also need to be addressed. Perhaps the Master Plan can reference this. [Notes—The Library is a facility related project which is incorporated into the Master Plan.]

Review all previous studies and reports, and write a summary report on recommended next steps.

Assess/evaluate and come up with strategy for facility needs across the District. A large goal on this should have a number of smaller, more manageable objectives which can be used to measure progress toward the goal. This discussion should be continued at a subsequent meeting.

- I. Warrant Sub-Committee Dates and SC Meeting Dates for 2017-2018** Exhibit K
Discussion of merits of Wednesday vs. Thursday meetings. Of vital concern is ensuring a quorum for Warrant Sub-Committee meetings. While the current practice has worked, it will fall apart if someone cannot show up. Many SCs hold Warrant Committee meetings alongside SC meetings. Jeff Sands reminded the SC of the impact of changing the Warrant Sub-Committee meeting dates on effectively meeting payroll obligations due to time constraints. At this point the Warrant dates and Warrant Sub-Committee dates are not properly coordinated to allow for time for the Administration to execute decisions of the Warrant Sub-Committee. Discussion of various members' abilities to meet Warrant Sub-Committee obligations as currently scheduled were pursued. Suggestion that SC meetings then be aligned with Warrant Committee meetings (i.e., Wednesdays) may resolve the difficulty. Another suggestion—retain the current Warrant Sub-Committee dates through August 1, then revisit the remaining calendar. Suggestion: Aligning Warrant Sub-Committee meetings with School Committee meetings is the most promising option for ensuring the necessary quorum. The Committee should decide on June 15 whether the July Warrant Sub-Committee meeting will be on the 18th or the 18th. August meeting will be on the 2nd. SC members should access the shared Google Doc to keep this important scheduling up to date. Is there a Power of Attorney arrangement that would allow for remote approval of a Warrant Sub-cCommittee member? Jeff will obtain legal counsel's recommendation and share it with the SC.
- J. Policy Review**
Policy Review Committee has not yet voted in a chair.
- 1. Cori Policy for Owners of Challenge Courses—First Reading** Exhibit L
Discussion: This language reflects the standard policy held by all Project Adventure Challenge Course owners.
 - 2. Graduation Requirements—First Reading** Exhibit M
Discussion: punctuation needs to be corrected. It has been 5 years since this policy has been updated. Wording was tightened for specificity. Should certificate program requirements be included in this part of the policy? Various certifications are included on transcripts, not on diplomas. Mike Harvey will look into this issue and report back to the SC.
 - 3. New School Committee Member Orientation—First Reading** Exhibit N

Discussion: the language of the policy reflects current and past practice. “Charting the Course” is not specifically named, although the 8 hours of orientation referenced in this policy and required by law is currently called “Charting the Course.” The list of documents which the SC should be getting should be explicitly named.

4. Administering Medicines to Students—First Reading Exhibit O
Discussion: Policy includes back-up measures for administering medicines in the absence of the School Nurse. The Medical Administration Plan applies in all school related places and times—field trips, athletic events, school trips, etc. Some discussion of Tewksbury’s policy of no longer maintaining multiple pens. Saving money at the cost of increasing liability was discussed.
5. Harassment Prevention and Response—First Reading Exhibit P
Discussion; This policy is currently in the handbook. Has been approved by legal counsel.
6. School Committee Self Evaluation—First Reading Exhibit Q
Discussion: There is an existing policy referring to an “attached survey” which has not been found. Exhibit Q includes a survey put together by the Massachusetts Association of School Committees. Do we wish to use this survey? It should begin with page 4 of Exhibit Q. Policy Working Group will edit and condense.
7. Remove HIV AIDS Policy from SC Policy Manual Exhibit R
The School Nurse recommends that this policy, which is outdated, be removed. Associated health concerns are thoroughly addressed elsewhere in the policies. The SC will vote on removing this policy after the second reading.

VIII. Other

- A. Topics for next meeting
 1. Date for August workshop, if we are doing one. Determine topic, facilitator
 2. Regional Agreement Committee—Formation, date for next joint meeting with the Towns.
 3. Working Group/Committee updates
 4. Treasurer Appointment/Review/Evaluation Process
 5. Recommendation for approval of a Special Ed Director

IX. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:22 PM.

MOTION by Kerry Gertz SECONDED by Stacey Metternick

Unanimously approved by 5 members present

Respectfully submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting