

EXHIBIT A

**JOINT MEETING OF
THE HAMILTON-WENHAM REGIONAL
SCHOOL COMMITTEE
AND THE SELECTMEN OF THE TOWNS OF HAMILTON AND WENHAM**

Thursday, May 11, 2017 7:00 PM
Buker School Multi-Purpose Room

Hamilton-Wenham School Committee	Hamilton Board of Selectmen	Wenham Board of Selectmen
Michelle Bailey	Bill Wilson, Chair	
Jeanise Bertrand	Sean Farrell	Catherine Harrison
Kerry Gertz	Alison Jenkins	John Clemenzi
Gene Lee	Scott Maddern	
Josh Liebow, Chair	Jeffrey Hubbard	
Stacey Metternick		
David Polito		

Present:

Also present:

Michael Harvey, Superintendent
Peter Lombardi, Town Administrator, Wenham
Mike Lombardo, Town Manager, Hamilton
Jeff Sands, Assistant Superintendent
Nancy Bergner, H-WRSC Meeting Clerk

I. Call to Order

Josh Liebow called the meeting to order at 7:05

II. Pledge of Allegiance

III. Discussion

[point of order: although the meeting was posted on the Hamilton website on 5/9, there is concern that it was not on the website for a full 48 hours before tonight's meeting was called to order. Hamilton Selectmen agreed that sufficient notice had been given in good faith, and that they, as a Board, could come to Order.]

Hamilton and Wenham Boards of Selectmen were also called to order

A. Apportionment Formula

- Wenham Selectman Catherine Harrison urged that agreement be made to study the situation rather than moving precipitously to change the formula.
 - School Committee Chair talked about projected enrollment based upon Kindergarten registration. It is hard to predict families coming into the towns. Stacey Metternick and Michelle Bailey are the current SC members on the SC working group. Deb Evans and Larry Schwartz are past members, so there has been a several-year history of School Committee interest in the study of projected enrollment in order to help the Towns understand investment in the District. Both Towns have areas of difficulty in establishing residency numbers due to a lack of clarity about the residency status of students at Gordon College (Wenham) and Gordon-Conwell (Hamilton). The most recent proposal from the SC is the same agreement which had previously stood.
1. Review of existing data (historical actuals and projected forecasts)
 2. Initial discussion of potential changes to apportionment formula, including alternative measures.
 - Some towns factor in property taxes as well as student enrollment.
 - How could studies of households and enrollment be deepened so that numbers of eligible children are more apparent to stake holders? This year there was an unexpected number of registered Kindergarteners, which impacts staffing and facilities.
 - This issue has been discussed for 15 years, without full satisfaction from the SC and the Towns. The Towns and the SC needs to agree on the goal. Ex: in the past, the overarching goal was that we would arrive at the same cost per pupil.
 - Or should the apportionment be cost per household, since quality of education is an asset to homeowners, even if they do not send students to

the public schools? Trends in enrollment and demographics are not stable. Until the demographic data is stable, we need to hold off on establishing a method of apportionment. Citizen participation in census data is unreliable, since some households do not report kids under school age. Live births are only one indicator of potential increasing enrollment. People with young kids move in because of the attractiveness of the school systems. We are not Gloucester—we do not have generation after generation remaining in the community long term. We are a young community. People move back, people move out.

- It sounds like the SC and BOS's agree that a study needs to be conducted. It is important that future studies not, for instance, count Gordon College students as a population impacting the schools. We need to present parameters for the study. We need something that does more than just draw on census data.
 - We need to look at best practices from other districts who face similar problems. The SC has sample Regional Agreements on apportionment formulas. Manchester Essex has just revised their Regional Agreement, which may provide insight for HWRSD.
3. Proposal for shared enrollment study focused on specific enrollment demographics in each town. Concern was expressed that any study is still only a "guesstimate." If there is an agreement that we need a study, what about cost (potentially \$4000)? How about \$1000 from each town and \$2000 from the SC?

B. Selection of Committee Members

1. Initial discussion of potential for minimum representation from each town on the committee.
- Town specific seats can lead to politicization of the SC. Town specific seats have been historically difficult to fill. Perhaps each town could form a sub committee which could then come together for collaboration on working through this. Would a joint sub-committee benefit from the presence of FinCom members? Let's try to regather after June 6, so that each Town BOS has time to meet to discuss the scope of work for the study, and then we as SC, Wenham BOS and Hamilton BOS, can hammer out the agreed upon tasks for the sub-committee and the scope of the study. If the separate entities can communicate through the chairs and there is sufficient agreement, we can perhaps move forward without additional meetings of the entire bodies.
 - Should this be a working group which is not obligated to public meeting policies? If the BOS's are appointing groups to report back, they are by definition involving bodies which are subject to public meeting laws.

2. Proposed change in methodology of nominations from District Secretary to Town Clerks

- Should this issue be put under the purview of the proposed study until it can go into the overall Regional agreement process?

C. Process for further evaluation and discussion of options to potential changes to district agreement

D. Formation and direction of the Longmeadow Joint Study Committee (Bill Shields, presented] See Longmeadow Study Committee in the Meeting Packet.

- Recommended population/skill set of the Longmeadow Joint Study Committee: At least one resident from each town, a selectman from each town [or citizens appointed by the BOS's], someone from the Rec Board, someone knowledgeable about municipal finance, someone knowledgeable in legal issues such as eminent domain, a member of the BOS from each Town, a member of the SC.
- Catherine Harrison raised the question of if/how the SC would like to use the property. Response: a Study Committee could research potential use of the land, which the SC could then approve for moving forward in exploring acquisition, or reject. John Clemenzi questioned whether or not BOS members would add sufficient value to the process. Could this study just be part of the District Masterplan?
- Should this Study Group have a Mission Statement? What size? Eight members? If it gets to big, it is unwieldy. Populating the group with the proper skill sets will make a large impact on its efficiency.
- The Study group should be very mindful of the needs of the Towns for using recreational land. The will of the joint Towns (a 2/3 supermajority) should be necessary to move the project forward.
- Target date for forming the Committee, presenting the findings of the Study—Feb 1?
- Sometime in June, have a short joint meeting to appoint Committee members. Prior to this, towns will publicize the opportunity to serve on the Town websites and the SC Spotlight, giving contact information for sending letters of inquiry to each BOS. We would shoot for a 7-9 person Board. The purpose of the group is to report findings and make a recommendation for action.

IV. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 8:20 PM.

**MOTION by Michelle Bailey SECONDED by Stacey Metterinick
Unanimously approved by 7 members present**

Hamilton and Wenham Boards of Selectmen also adjourned.

Respectfully submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

**HAMILTON-WENHAM REGIONAL
SCHOOL COMMITTEE MEETING**

Thursday, April 6, 2017 7:04 PM
Buker School Multi-purpose Room

Present:

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

Also present:

Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Jack Godreau, Student Representative

I. Call To Order: Stacey Metternick called the meeting to order at 7:08 pm

II. Pledge of Allegiance

III. Chair's Report

- A. Please be sure you get out to vote.
- B. Buker's Bookfair and Grandfriends' Day is tomorrow.
- C. Executive Session minutes must be reviewed annually, according to policy and Open Meeting Law. All the HWSC Executive Committee Meeting Minutes for the year have been approved and released.
- D. Capital Plan will be delayed in order to acquire all pertinent and accurate information to inform the discussion at our next meeting.
- E. Our Chair meeting to discuss agenda for the next meeting was last week. There will be a discussion of alternative measurements for apportionment, shared enrollment study to look at town demographics, value of tax free properties or reverse pilot as possible variables in the formula, and the process for further evaluation and discussion options, selection of School Committee members with minimum representation commitments. Methodology of nominations—should Town Clerks, rather than the School Superintendent's Secretary, be in charge of nomination papers? Long Meadows Study Group was passed at Town Meetings. How do we want to see that group formed? Hamilton wants to discuss possible amendment to Winthrop lease for potential changes to use.
- F. Thanks to Deb Evans for your service on the School Committee.

IV. Superintendent's Update

Thanks to Hamilton and Wenham Town Meeting

I want to say "thank you" to the voters at Hamilton and Wenham Town Meeting for overwhelmingly supporting the Hamilton-Wenham Regional District's FY18 Budget at April 1st's Annual Town Meetings. I also want to thank the members of the Boards of Selectmen and the Finance 7

Committees from Hamilton and Wenham for their support for the FY18 Budget. This was an incredibly challenging budget season. This was mostly due to the shift in our enrollment from Hamilton to Wenham. I truly appreciate the spirit of collaboration that exists between the Towns and the H-W District. As we look towards next year's FY19 budget development, which is shaping up to be an even more challenging process, we will need to rely on our shared dedication to providing the resources that prepare our students to be "future ready" more than ever.

Thanks to School Committee Member Deb Evans

Tonight is the final full meeting in the term of School Committee Member Deb Evans. For the past four years, Deb has been a true champion of education for the children of the HWRSD. Her passion, her willingness to ask the difficult questions and her ability to work collaboratively to find solutions will sorely be missed. I want to personally thank Deb for her service to the HWRSD, and wish her all the best in her "retirement" from public service!

Leadership Searches

The HWRSD is in the process of conducting several leadership searches. We have openings for K-5 Elementary ELA Coordinator, and Secondary Special Education Coordinator. The postings for these positions will close on April 21st. Applications can be submitted at www.schoolspring.com. Director of Curriculum, Assessment and Instruction Peggy McElhinney is leading the ELA Coordinator Search and Director of Student Services Kathy Harris is conducting the Secondary Special Education Coordinator Search. In both searches, Ms. McElhinney and Ms. Harris will be assembling screening committees of relevant staff and members of the community to conduct initial interviews. Our plan is to have finalists selected by the end of May. Parents who are interested in volunteering to serve on the Secondary Special Education Coordinator Search Committee should send a letter of interest to the Special Education Department, 5 School St., Wenham, MA c/o Elaine Rogal (e.rogal@hwschools.net).

This week, I also received notice from Director of Student Services Kathy Harris that she plans on retiring as of June 30, 2017. I want to thank Kathy for her service to the students of Hamilton and Wenham. Student Services Director is an incredibly demanding position, which requires in-depth knowledge of special education law and procedure, mastery of the intricacies of special education funding and most importantly, compassion for the needs of some of our most challenged learners. To say that Kathy has all of these qualities and more is an understatement. She will be sorely missed.

We have posted position of Director of Student Services to Schoolspring.com with a closing date of April 28th and are in the process of developing a search timeline and list of search committee members. Parents who'd like to serve on the Director of Student Services Search Committee can send me a letter of interest m.harvey@hwschools.net

HW League of Women Voters Presents Eric Liu at HWRHS on May 2nd

The Hamilton-Wenham League of Women Voters is proud to present "Power and Citizenship in our Community; an Evening with Eric Liu" at Hamilton-Wenham Regional High School on May 2nd at 7:00 PM. Eric Liu is the founder and CEO of Citizen University and executive director of the Aspen Institute Citizenship and American Identity Program. He is the author of several books, including *You're More Powerful Than You Think: A Citizen's Guide to Making Change Happen*, *A Chinaman's Chance*, *The Gardens of Democracy*, and *The Accidental Asian*. Eric served as a White House speechwriter and policy adviser for President Bill Clinton. He is a regular columnist for CNN.com and a correspondent for TheAtlantic.com. In his TED Talk, *Why Ordinary People need to Understand Power*, he says that it is our responsibility to 'Make civics sexy again!'

School Choice Update

There were 39 grade nine applications for School Choice for 2017-2018 at Hamilton-Wenham Regional High School. There were also 16 applications from grades 10-12. Of these 39 applicants, we offered 24 applicants spaces in the incoming freshman class. As of today, 15 have registered. We are targeting 20 9th grade students in total.

National History Day State Competition Results

Congratulations to all of the 2017 Massachusetts State History Day winners and Honorable Mentions! On Sunday April 2nd, Hamilton-Wenham Regional High School and Miles River students competed against 25 other Massachusetts schools. Three of our projects are advancing to the National History Day contest, which will be held at the University of Maryland this June. The advancing projects are: “Fidel Castro and the Cuban Revolution: Taking a Stand Against Corruption and Imperialism,” a group website by Will Curtis, Lily Dixon, Nick Oo, and Parker Tocci; “William Wilberforce: Pioneer for the Stand Against the Slave Trade,” a group exhibit by John Farnham, Cameron Grinnell, Grace MacCurrach, and Alex Renaud; and “Gorbachev: Taking a Stand for Peace and Democracy,” a group documentary by Sean Li, Jack McMahan, Ian Park and Henry Smith

This year’s theme is *Taking a Stand in History*. A special thank you to all of the teachers who have worked closely with the students since September on their research projects: Kristen Borges, Brett Burnett, Vinnie Bucci, Rob Emmett, Johann Knets, and Tyler Walker. A very special congratulations to Vinnie Bucci who was named the recipient of the 2017 Massachusetts History Day Outstanding Teacher Award!

For the full list of results, please see:

<https://drive.google.com/file/d/0B68YPBGpJJJeC15UF9ibHNSM2c/view>

MCAS Update

MCAS testing began this week for all students in grades 3-8. Students took the English Language Arts sections of the exam this week. Students in grades 4 and 8 took the computer-based version of the exam. Thanks to our Technology Department and Director Alan Taupier for their work in making sure this went as smoothly as possible. We had reports of a few minor glitches, but were able to quickly sort them out and complete the testing. I met with students in Grade 4 this week and they thought that they were well prepared for the computer interface and reported that they liked taking the test on a computer. Testing will resume in May when we administer the Mathematics portion of the MCAS.

MRMS Arts Night

Congratulations to Arts Curriculum Leader Kirsten Losee and the Middle School Arts Department for a successful Miles River Middle School Arts Night. On Tuesday evening, parents and members of the public were treated to performances by the Middle School Chorus, Jazz Band, Ukulele String Jam, and Theater Arts Classes. Additionally, student created artwork was on display throughout the building. It was a great night to celebrate the arts at Miles River!

Mr. Shailor Honored at METG State Finals

Congratulations to our beloved Drama Director Mr. Christopher Shailor who received the David Dooley Unsung Hero Award the METG State Finals!

HWRHS Counseling

Thanks to HWRHS Guidance Counselor Julia Cahill-O’Shea for organizing the presentation, “Mental Health Stability in College: A Panel Discussion,” which took place at HWRHS on Wednesday evening. The panel consisted of mental health and wellness professionals from several of our local colleges and universities and offered a great deal of information for parents and

¹⁹ prospective college students on the resources available for students in these schools. The program was co-sponsored by the National Alliance in Mental Illness—Greater North Shore.

Joint Meeting with Hamilton and Wenham Selectmen

We are planning a meeting with the Hamilton and Wenham Boards of Selectmen to discuss the Regional Apportionment Formula. As of today, 11 of 18 people have responded to the poll. Currently the best date seems to be Thursday, May 11th. I have reached out to those who have not responded to the poll and will keep the Committee informed as we select a date.

Custodial Union wishes to pursue a grievance. A meeting with representatives will be held by May 22, with a followup with the School Committee by June 13. The SC should decide whether to address it as a full committee, or to appoint the negotiations sub-committee (Gene, Michelle and Stacey) to pursue it and present it to the entire School Committee for a vote.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO EMPOWER THE NEGOTIATIONS SUB-COMMITTEE TO WORK THROUGH THE CUSTODIAN’S GRIEVANCE.

MOTION by Deb Evans; SECONDED by Gene Lee

Unanimously approved by 6 members present; none opposed, no abstentions

Mike Harvey will convey this information to the Custodian’s Union.

V. Consent Agenda

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA FOR THE APRIL 6 SC MEETING. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Gene Lee; SECONDED by Jeanise Bertrand

Discussion: Minutes of March 2 need to be removed in order to revise. March 16 minutes lack an adequate summary on Financial Update and should be removed and amended to reflect discussion content. 8th Grade Waiver Request needs more information in order to deliberate on the issue.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE WARRANT SUBCOMMITTEE REPORT, AS IS, WITH NO CHANGES.

MOTION by Gene Lee; SECONDED by Deb Evans Unanimously approved by 6 members present; none opposed, no abstentions

Discussion: Recording Secretary will review the recording from March 16th and revise with a financial update.

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| A. Minutes— March 16, 2017 | Exhibit A |
| B. 8th Grade Waiver Request | Exhibit B |
| C. Minutes— March 2, 2017 (Revision) | Exhibit C |
| D. Warrant Sub Committee Report | Exhibit D |

Discussion: There is a request to allow Grade 8 students to play on the JV team, which has lost players due to injury and projected absences during April vacation. We are in a situation with a minimum roster impacted by injuries and therefore playing short. Another option would be to allow Varsity players to play on the JV team.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE SUPPORT THE 8TH GRADE WIAVER REQUEST TO ALLOW 8TH GRADE BOYS TO PLAY JV LACROSSE FOR THIS ONE YEAR ONLY.

MOTION by Deb Evans; SECONDED by David Polito. Unanimously approved by 6 members present; none opposed, no abstentions

Discussion: Minutes of March 2 should have included a list of all documents referenced in a meeting. A document, *District Treasurer's Reporting Lines*, was submitted during the meeting, referenced, and should be listed at the bottom. In addition, under New Business, there should be a bullet under "A," noting that there was discussion of how the committee wanted apportionment to be recommended at the two town meetings.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE AMENDED MINUTES OF MARCH 2, 2017 MEETING

MOTION by Gene Lee; SECONDED by Deb Evans. Unanimously approved by 6 members present; none opposed, no abstentions

VI. New Business

A. Student Government Presentation on fundraisers, activities and honors. Donations of clothing for the Peru trip are still being accepted.

B. Hamilton & Wenham Police Departments to present the ALICE Program Exhibit E1&E2

Overall, doing something is always better than doing nothing. Training staff to engage in a variety of effective resistance to a shooting incident increases positive outcomes. The goal of **ALICE** is to minimize fatalities and injuries.

Alerts—deliver information, not commands

Lockdown—buys time

Inform—real-time information allows for decision making on the ground by those immediately in danger

Counter—interrupt the skill set required to shoot effectively. noise, movement, distraction, distance

Evacuate—If perpetrator is outside, stay inside. If he/she is inside, get out

Discussion:

- Public safety officers want to institute ALICE in order to enhance the District's current efforts to ensure safe schools. Binders were delivered to SC members highlighting other local districts which have adopted ALICE. Fire Departments and Police Departments in Hamilton and Wenham are unanimously behind this. Proactive resistance is recommended at the federal level.
- Student Resource Officers are liaisons for students, staff and parents. See Massachusetts General Law Ch. 71 Sec. 37 P (b)
 - The request of the Fire and Police Departments is that ALICE be instituted in all our schools, and that School Resource Officers be placed in the District. While the decision rests with the Superintendent, community education and buy-in makes implementation most effective. Jeff Sands is a certified ALICE implementor who helped to establish the program in Tewksbury, and could offer that expertise, if the district adopts this approach.
 - Are there programs which have similar features but are not called ALICE? Yes, but the ALICE program is being presented because the public safety officers be-

lieve this to be the best way to serve students, and would be an improvement on the current policies, which are dated and have been shown to be less effective.

- Why would this district choose the ALICE brand rather than other similar programs? A SC member has heard of an “ALICE” school which rolled back its program after several years in response to feedback from parents. Do we really want to use this particular program? Discussion was weighted toward the benefit of using a well defined/developed program with certified trainers, documentation and materials. This ALICE program offers an efficient way to implement an improved safety measure for the schools.
- The public safety officers emphatically stated that a program like ALICE is necessary.
- Concern about aspects of training children appropriately was expressed, while affirming the importance of moving forward with something to proactively improve our safety and security protocols.
- Must these proposals for ALICE and the School Resource Officers be concurrently implemented, or are they separate? SROs are required by statute, contingent upon funding. What are we looking at financially to implement ALICE? 2-1/2 and 3 years timeframe. Budget dependent on number of staff trained, training the trainer, training the students. Police Departments and Fire Departments are also impacted in funding for this kind of program. To implement a district SRO? Hard numbers are not available.
- Are the costs of ALICE and SROs borne by towns? schools? a combination? For HWRSD, our regional status adds some complications
- Mike can take next steps in developing a proposal/recommendation on this in order to cultivate the greatest possible level of collaboration in the community. Jeff and Mike will write a proposal to be presented to the committee for a vote.
- Comment from MRMS nurse: This is a learned skill which requires ample opportunity to rehearse these skills in an age appropriate way.
- Jan Soolman (Wenham resident): Given that it is not just about the guns, but also about mental health, is there a mental health component for improving school safety and security? Would the presence of a SRO help in identifying children at risk? A SC member brought up the possibility of enhancing prevention through increasing our services via a School Psychologist.

C. Turf Field

Phil Tocci emailed Stacey, (cc'd Shaun Timmons) with the following, as he is not able to attend tonight:

- He encourages the committee to reform the working group with the charge to evaluate the latest design from Gale Associates; present a comprehensive development plan, fund raising strategy and to evaluate the discerning differences between natural and synthetic turf as it relates to cost, maintenance and active field use safety. Working group should be comprised of SC members, Community members and reps from each town government. Phil is willing to be an active volunteer if the SC is willing to pursue the re-establishment of a working group, per Phil's recommendation.
- Discussion ensued, revisiting the history of previous Turf Field related groups. There is still strong interest from the general community, and people on the SC willing to be involved. SC members agree that involvement by Selectmen or their appointees be increased.

- Concern about mixing Turf Field issues into apportionment discussions was expressed. It's important for the Turf Field solution to be a community, rather than a School Committee solution. It is important to move on this while the Gale information is still current.
- David Polito will initiate lunch or another meeting with Phil to pursue developing/reforming a new working group.

D. Policies 2nd Reading: there have been no edits suggested after the first readings.

- Purchasing \$10,000-\$49,999 Exhibit G
- Purchasing over \$50,000 Exhibit H
- Student Activity Accounts Exhibit I
- Student Fund-Raising Activities Exhibit J

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FOUR POLICIES AS PRESENTED IN EXHIBITS G-J ON THE APRIL 6 AGENDA.

MOTION by Gene Lee; SECONDED by Deb Evans. Unanimously approved by 6 members present; none opposed, no abstentions

E. Grant Money from EdFund – Winthrop School \$398.95

Exhibit K

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE ED FUND GRANT TO THE WINTHROP SCHOOL IN THE AMOUNT OF \$398.95 FOR A FILM MAKING KIT.

MOTION by Gene Lee; SECONDED by David Polito

Unanimously approved by 6 members present; none opposed, no abstentions

VII. Other

Appreciation for Deb Evan's service was expressed. Deb affirmed the worth of service, and encouraged others in the community to invest through serving on this committee.

VIII. Topics for next meeting

IX. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:19 PM.

MOTION by Gene Lee; SECONDED by Jeanise Bertrand

Unanimously approved by 6 members present; none opposed, no abstentions

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

**HAMILTON-WENHAM REGIONAL
SCHOOL COMMITTEE MEETING**

Thursday, April 27, 2017 7:00 PM
Buker School Multi-Purpose Room

Present:

Michelle Bailey
Jeanise Bertrand
Kerry Gertz
Gene Lee
Josh Liebow
Stacey Metternick
David Polito

Also present:

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

I. Call to Order

Mike Harvey called the meeting to order at 7:05

II. Pledge of Allegiance

III. Citizen's Comments

There were no citizens' comments

IV. New Business

A. SC Reorganization

1. Election of Officers

a) Nominations for Chair

(1) Josh Liebow and Michelle Bailey were nominated. Nominees made statements of intention, vision and qualifications for office.

Voting: 4 for Josh Liebow; 2 for Michelle Bailey; Kerry Gertz abstained

b) Nominations for Vice Chair

(1) Michelle Bailey and Gene Lee were nominated. Michelle Bailey declined the nomination.

Voting: 6 for Gene Lee; Kerry Gertz abstained

c) Nominations for Secretary

(1) Kerry Gertz was nominated, accepted the nomination and elected unanimously.

d) Nominations for Assistant Secretary

(1) David Polito was nominated, accepted the nomination and elected unanimously.

B. SC Reorganization of Sub-Committees

1. Capital - Finance -Regional Agreement
 - a) Michelle Bailey, Stacey Metternick, Gene Lee
2. Policies - Legislative
 - a) Kerry Gertz, David Polito, Jeanise Bertrand, Gene Lee, Josh Liebow
3. Communications and Turf
 - a) David Polito, Stacey Metternick, Jeanise Bertrand, and, for Turf Community Volunteer Phil Tocci.
4. Negotiations
 - a) Kerry Gertz, Josh Liebow, Gene Lee
5. Longmeadow Working Group
 - a) Appointments for this sub-committee were shelved until May 11 meeting.
6. Warrants: two groups with Chair as a sub. Each group should select a lead person.
 - a) Group 1: Michelle Bailey, Stacey Metternick, and Gene Lee (May 9, June 6, further dates TBA)
 - b) Group 2: Kerry Gertz, Dave Polito, and Jeanise Bertrand (May 23, June 20, further dates TBA)

Discussion: history of and options for meeting dates in light of payroll obligations. Jeff Sands will build a draft schedule with meetings on Tuesdays and Wednesdays for revision and approval to be presented on 5/18 meeting.

C. Selection of School Liaisons

1. Winthrop Liaison: Kerry Gertz
2. Cutler: Gene Lee
3. Buker: David Polito
4. Middle School/High School: Michelle Bailey (via email)

D. Warrant Sub Committee report

1. April 11, 2017 Exhibit A
2. April 25, 2017 Exhibit B

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE WARRANT SUB-COMMITTEE REPORTS OF APRIL 11 AND APRIL 25, 2017 AS PRESENTED IN EXHIBITS A AND B .

MOTION by Kerry Gertz; SECONDED by Michelle Bailey

Unanimously approved by 7 members present

E. Draft 5 Year Capital Plan Exhibit C1 & C2

Discussion:

- Explanation of annotations, color coding was given.
- Mike Harvey walked SC through categories, in light of discussions at the March workshop.

- Question raised about swipe cards replacing keys, security cameras for key locations around the building (interior and exterior) which include tapes. Question about purpose was made—to monitor students? or people generally using the building? This is an enhanced security measure.
- Balance of making buildings safer, cleaner with concerns about age of buildings, looking ahead to future needs, possibility of new construction. What is necessary infrastructure repair and maintenance, what is “mission critical?”
- Discussion of metrics used to determine populations—Town Censuses, real estate transactions, live birth reports.
- There is a mandate from the Fire Chief and Fire Department to have sprinklers installed at Winthrop in order to obtain occupancy in the autumn of 2018. A debt exclusion outside of the budget cycle could be problematic. What about asking the Fire Chief for an extension on this so that a debt exclusion could be worked into existing budget cycles? Given that the District has already had a three year window to address this, we cannot presume that the extension will be granted. Towns may need to recognize that the Fire Department holds the power to hold or grant occupancy permits, adding urgency to this issue.

F. Turf Field Update

Dave Polito met with Mr. Simmons and Mr. Tocci to show the SC interest in this community issue of building new fields for use by the District and the Community. Simmons and Tocci are looking for approval from the SC on the findings of the report, and that the SC is willing to accept the building of Turf Fields on school grounds. Once the SC has given this kind of approval, the Turf Committee can move forward on trying to get their plan approved by the Towns, and seek help through private fundraising. Dave reiterated that a meeting with the Superintendent would be necessary to make sure all is set up properly from the beginning, in order to avoid mid-stream corrections. The SC is asked to accept the findings of the Turf Committee, that the High School/Middle School is the recommended site for turf or grass field development. Eventually, zoning, conservations Boards will also be involved. Jeff suggests that we move forward with pursuing permits at this time, so that plans can move forward. Tonight, Jeff’s advice is that we complete the Gale Study. The Committee and the Chair would need to sign permits and legal documents in order to complete the Gale Study. The School Committee simply needs to task Jeff and Mike with moving the study forward. When it is necessary for the SC to vote on decisions/permit costs, etc., Jeff will bring specifics to the Committee. What is our duty to the Voters? Our duty to complete the Study? We already voted to do the Study. The Study needs to

be completed so that we can make decisions based upon its findings. All the study costs are covered by the CPC. Therefore, Jeff and Mike should give Gale the go-ahead to Gale for completing the Study.

- G. “Northshore Education Consortium establishing a Capital Fund” Exhibit D
Mike explained our association with the Consortium. The regulations and rationale are in Exhibit D.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE NORTSHORE EDUCATION CONSORTIUM ESTABLISHING A CAPITAL FUND AS PRESENTED IN EXHIBIT D.

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Unanimously approved by 5 members present; David Polito abstained**

- H. Warrant Sub-Committee Calendar Exhibit W
I. Policy 1st Reading Private Funding Exhibit E
Michelle Bailey presented, explaining revisions based upon review of other districts’ practices and the advice of legal counsel. Feedback on this policy is welcomed. Donors should be encouraged to consult with tax advisors about how to give in such a way that their donation is tax deductible.

V. Consent Agenda

Michelle Bailey requests that items A , E and O be removed.

- | | |
|---|-----------|
| A. Minutes of April 6, 2017 | Exhibit F |
| B. Minutes of April 11, 2017 | Exhibit G |
| C. Minutes of March 2, 2017 (amended) | Exhibit U |
| D. Minutes of March 16, 2017 (amended) | Exhibit V |
| E. Donations for DECA International Career Development Conference | Exhibit H |
| F. B2001 Hamilton-Wenham Regional School District “By-Laws” | Exhibit I |
| G. B2003 Use of Electronic Messaging by School Committee Members | Exhibit J |
| H. B2004 Remote Participation | Exhibit K |
| I. B2005 School Committee member Ethics Policy | Exhibit L |
| J. B2007 School Committee-Staff Communications | Exhibit M |
| K. B2008 Executive Sessions | Exhibit N |
| L. B2009 Special Procedures for Conducting Hearings | Exhibit O |
| M. B2010 Guidelines for Public Comment | Exhibit P |
| N. B2011 Memorials for Deceased Students of Staff | Exhibit |
| Q | |
| O. B2012 Relations with Nonpublic Schools | Exhibit R |
| P. B2013 Policy Revision and Review | Exhibit S |
| Q. G7018 Tutoring for Pay | Exhibit T |

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA’S REMAINING

ITEMS FOR THE APRIL 27 SC MEETING. COMMENTS WILL BE ENTERTAINED ON ITEMS A, E, AND O. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Unanimously approved by 6 members present**

Michelle Bailey will review Item A (April 6 minutes) and email Nancy Bergner with changes to be made.

Discussion on Item E—Why are some donations approved by a School Committee vote, and others simply enfolded into Consent Agenda approvals?

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE DONATION FOR DECA NOTED IN EXHIBIT H FOR THE DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE.

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Motion passed by an affirmative vote of 5 members present. One vote against.**

Discussion on Item O—

- The approval of nonpublic schools is delegated to the SC by the State. The policy was created in a previous year. While the state has delegated the power to local school committees, no guidance was provided for School Committees on determining approval. DESE has suggested issues to consider, but there is no solid policy on approving nonpublic institutions.
- SC member suggests that we consider the level of community support; DESE suggests that we should not consider this issue. The SC may not require a private school to turn over their books, although inquiry could be made into tuition, etc. The SC could make inquiry into qualifications of the governing board.
- An issue for the schools is that taking property off the tax rolls in order to provide space for an educational not-for-profit, there is a definite cost to the tax payers which does not benefit the public schools. The policy working group should revisit this item (Exhibit R) and advise the School Committee on possible revision to the policy.

VI. Superintendent's Report

- A. Leadership searches for positions to be filled by the end of May. There are opportunities for parents to serve on the search committees. Inquiries should be directed to Dr. Harvey.
 1. K-5 Elementary ELA coordinator
 2. Secondary Special Ed Coordinator
 3. Director of Student Services search
- B. League of Women Voters: May 2, 2017 at 7 PM "Power and Citizenship in our Community; an Evening with Eric Liu"
- C. Upcoming events
 1. Winthrop School Open Houe May 1 5:30
 2. National Honor Society induction May 3, 7 pm at High School
 3. May School Committee Meetings on May 4 and May 18

4. Joint BOS SC Meeting May 11
5. May 10 HS art show
6. MS Spring Art Show May 16
7. Sr. Prom May 19
8. Elementary Spring Concert 6:30 May 22
9. Middle School Orientation May 24
10. Grade 8 Science Fair May 25
11. Scholarship Night May 30
12. Senior Farewell May 31
13. Candlelight 8 PM June 1
14. Commencement June 3 at 10 AM

VII. Other Topics for Future Meetings

- A. May 4
 1. Vote to set the last day school
 2. SC goals 2017/2018
 3. Report from district treasurer
 4. Report from Student Services Department members
 5. Presentation from Exchange Student
 6. Process for establishing the Whittier Science Fund
 7. Regional Agreement issues
- B. May 18
 1. Bay State Textiles clothing donation discussion
- C. Possible topic for another future meeting:
 1. Revisit 2016/2017 goals to address some which may have not yet be implemented.

VIII. Vote to Adjourn

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 9:36 PM.**

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Unanimously approved by 6 members present**

Respectfully submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

**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

- | | |
|---|-----------|
| A. Minutes of May 4, 2017 | Exhibit A |
| B. Field Trip – National History Day Competition, College Park Maryland | Exhibit B |
| C. Field Trip – Ski Club to Austria & Germany 2018 | Exhibit |
| C | |
| D. 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.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL

COMMITTEE VOTE TO APPROVE THE A1017 CORI POLICY FOR THE PROJECT ADVENTURE CHALLENGE COURSE AS DETAILED IN EXHIBIT I.

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

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

**HAMILTON-WENHAM REGIONAL
SCHOOL COMMITTEE MEETING**

Thursday, May 4, 2017 7:00 PM
Buker School Multi-Purpose Room

Present:

Michelle Bailey
Jeanise Bertrand
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 7:02

II. Pledge of Allegiance

III. Citizen's Comments

There were no citizens' comments

IV. Chair's Report

- A. MASC Rep Mike Gilbert has been in contact with us to train Committee Members
- B. May 11 Joint Meeting with Hamilton and Wenham Selectmen. Items include—
 - 1. Discussion of current Apportionment Formula
 - 2. Initial discussion of potential changes to Apportionment Formula
 - 3. Shared Enrollment Study
 - 4. Selection of Committee Members and proposed changed methodology for nominations
 - 5. District Agreement
 - 6. Longmeadow Joint Study
 - 7. Renewal of Winthrop Lease discussion with Hamilton BOS: The BOS will not ask for an amendment of the lease.
- C. Lisa Heitz—Candlelight ceremony and graduation June 1 and 3

V. Superintendent's Report

- A. National Honor Society Inducts 43 New Members

1. Congratulations to the 43 HWRHS students who were inducted into the National Honor Society on Wednesday, May 3rd in a ceremony in the Ferrini Auditorium. Four of these students are members of the Class of 2017 and thirty-nine are from the Class of 2018. A special tradition at HWRHS is that the current members of the National Honor Society each present a new inductee to the audience with anecdotes about how the new inductee represents the Four Qualities of NHS: Character, Scholarship, Leadership and Service.
- B. HW DECA Students Successful at International Career Development Conference**
1. The Hamilton-Wenham DECA team was very successful at the International Career Development Conference last week! Four out of four competitors from HWRHS were recognized with awards for their performances. This is an amazing feat for a small, first-year program. Congratulations to our students. Here are the highlights:
 - a) * Taylor Ross competed in Quick Service Restaurant Management and achieved a first place medallion in a role-play for her competitive section.
 - b) * Sam Boudrot competed in Principles of Finance and achieved a finalist medallion for placing Top 20 overall of all competitors in the category.
 - c) * Lauren Verge and Valerie Wise competed in Travel & Tourism Team Decision Making and achieved a first place medallion in a role-play for their competitive section and a finalist medallion for placing Top 20 overall of all competitors in the category.
 - d) * James Goudie worked on Jaron May's campaign for Executive Student President of DECA. Jaron was successfully elected to the position, beating out 4 other candidates.
 - e) * Arthur Doggett and Amy Thissell graduated from the Aspire and Elevate leadership academies as part of the emerging leader series.
 - f) * There was also a prom-posal where Sam Boudrot asked Taylor Ross to senior prom! (She said yes!)
 2. Congratulations also to DECA Advisor and HWRHS Business Teacher Laura Wheeler for leading this new program.
- C. Miles River Students Successful at METG Drama Festival**
1. Students from Miles River Middle School had an impressive showing at the Massachusetts Educational Theater Guild Drama Festival on Saturday, April 29. The following students were honored with all-star company awards:
 - a) * Margo Tsouvalas: Excellence in acting
 - b) * Ian Castracane: Excellence in acting
 - c) * Leo Kagan: Excellence in acting
 - d) * Alethea Vickerman: Excellence in acting
 - e) * Haven O'Sullivan: Excellence in lighting design and stage management
- D. Town Clerk's Showcase of Local Officials**

1. The second week in May is Municipal Clerks Week, which this year coincides with Public Service Recognition Week. In commemoration of these events, local Clerks are hosting a “Clerk's Showcase of Local Officials” on Monday May 8, 2017 from 4-7pm at the Hamilton Wenham Library. Government officials from several municipalities will be present at this open house style event to meet with residents of all ages from area communities. The officials will be ready to answer questions from the public about what they do for their communities and why. Many will be willing to explain how they have chosen this field for their careers.

E. Upcoming Events

1. * Joint School Committee and Board of Selectmen Meeting, 5.11.17, 7:00 PM at Buker School
2. * HWRHS Spring Art Show and Concert, 5.10.17 at 6:00 PM at HWRHS
3. * Middle School Spring Arts Show, 5.16.17 at 7:00 PM at HWRHS
4. * School Committee Meeting 5.18.17, 7:00 PM at Buker School
5. * Senior Prom, 5.19.17 at 6:00 PM, Hellenic Center, Ipswich
6. * Elementary Spring Concert, 5.22.17 at 6:30 PM at HWRHS
7. * Middle School Orientation Meeting for Incoming 5th Grade Parents, 5.24.17 at MRMS
8. * 8th Grade Science Fair, 5.25.17 at 6:45 PM at MRMS
9. * HWRHS Scholarship Night, 5.30.17 at 7:00 PM at HWRHS
10. * HWRHS Senior Farewell, 5.31.17 at 5:30 PM at HWRHS
11. * HWRHS Candlelight Ceremony, 6.1.17 at 8:00 PM at HWRHS
12. * HWRHS Commencement, 6.3.17 at 10:00 AM at HWRHS

VI. Consent Agenda

1. Minutes of April 27, 2017

Exhibit

A

Points of clarification:

- Remove Josh Liebow Gene Lee from Policy working group list.
- Since the district has known about the Fire Department’s mandate concerning installation of sprinkler system for over three years, the request for funding on this expenditure is not unexpected.
- *Sean Timmons* rather than Simmons

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA’S MINUTES OF APRIL 27, WITH CLARIFICATIONS AND NAME CORRECTION ABOVE NOTED. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

**MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present**

VII. New Business

A. Vote to set Last Day of School

1. Mike Harvey recommends Tuesday June 20, with early release at 11:15 and 12:05, no lunch provided.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE TUESDAY JUNE 20 AS THE LAST DAY OF SCHOOL, WITH EARLY RELEASE (11:15 AM FOR HIGH SCHOOL AND MIDDLE SCHOOL, 12:05 PM FOR ELEMENTARY SCHOOLS). THERE WILL BE NO LUNCH ON THE LAST DAY OF SCHOOL.

**MOTION by Kerry Gertz; SECONDED by Stacey Metternick
Unanimously approved by 7 members present**

B. Rotary Exchange Student Presentation: Matias Lizondo Parada

Matias talked about his positive experience at HWRHS, affirming that he would recommend that friends from Bolivia consider doing an exchange at Hamilton-Wenham, and that he believes HWRHS students should consider an exchange experience in his country as well. He discussed his language fluency, involvement in extra-curriculars, and adjustment from a Bolivian urban environment to Boston's North Shore. He plans to work as a part time English teacher as a way to help fund his college expenses in the coming year.

Note: HW has hosted 15 exchange students, and has sent out 10. Families interested in going on exchange or hosting exchange students should contact Betsy Manzelli of Rotary Youth Exchange at btzmnz1@gmail.com.

C. Report from Treasurer Don Gallant

Exhibit B

This is the first Semi-Annual report from the Treasurer to the SC

Question about iPad account: *Why was there a balance on July 1?* Because we collect right up through June 30, and do not get the bills until later in the year.

The Student Activities list was updated in July of 2015.

There are scholarships given by families which are not listed on the District's Scholarship list, as these memorial scholarships are private.

What about the scholarships with negative balances or very low balances?

These are scholarships which need to be closed in the next quarter.

Who currently oversees the grants? Every grant has a grant manager, overseen by Vinnie and Jeff's offices.

Trainings scheduled for the Assistant Treasurer are sufficient for the tasks associated with her position. Further training will be scheduled as necessary.

Now that the state pays monthly rather than quarterly, we no longer have issues with cash flow

D. Student Services Report

1. Kristen Lazzaro, Director of Guidance and Counseling Exhibit C

A presentation on the status and needs of the District's Guidance and Counseling services. The department will be updating and developing curriculum moving toward Guidance Counselors as Teachers.

Kristen served at Triton before coming to HWRSD

There is one adjustment counselor/social worker and one guidance counselor at MRMS

Given the labor intensive process of guiding HS students toward college, how is this best accomplished? Rather than keeping the entire process 1:1, some of the information transfer is more effectively accomplished through Guidance Counselor-taught classes.

There are three full time guidance counselors at the HS, 2 full time adjustment counselors

Student centered groups are lunch group/pragmatic group/groups structured around IEP goals

How can we enhance a proactive approach to social emotional issues? Giving guidance counselors access to classrooms for targeted teaching helps to bring pertinent strategies and information to students at the front end, rather than waiting for students in crisis to seek out help after a crisis is underway?

Behavioral Risk Assessment data from this year's assessments will be shared when the aggregate data is made available.

Guidance Caseloads: Are they negatively impacted by staffing changes? Caseloads are still very manageable, similar to surrounding schools and to the loads they have historically carried. Although some students have expressed concerns about accessibility to counselors, this is a function more of scheduling (students often see guidance counselors during the Power Block) than of staffing.

Recommendation to seek connection with Al-Anon as another affiliation which would be helpful to students.

2. Lisa Cheney, Preschool Coordinator Exhibit D

Coordinated Family and Community Engagement Grant: playgroups, parent workshops, referral services, general outreach to children 0-5.

Website is WWW.EarlyChildhoodPartners.weebly.com

3. Kathy Harris, Managing Director Exhibit E and E1

Social/Emotional needs are becoming a more acute feature of the populations we serve.

Equity and consistency to families including kids with disabilities is a high priority.

This is Kathy's last presentation to the SC meeting, as she is retiring at the end of the year. She will be available to help transition the next person to this position. Her contributions are acknowledged with gratefulness.

Out of district program (p. 4). Number of students outplaced are increasing as number of students in the district are decreasing. Why? Number of ILP elementary students are transitioning out for Middle School. A number of students already in outside placements have moved into the district, and we are accountable for them. We have had challenges in responding to unilateral placements which are followed by parent requests for tuition assistance. Middle School and High School programming is largely adequate for many of the needs. The big challenge across the board are significant mental health issues. Kathy is discussing the possibility of providing these kinds of services in district in conjunction, perhaps with the North Shore Consortium. There are some kids in out of district settings although a case could be made that HW is able to meet their needs. Most out of district placements are, however, in the right places for their needs. Our challenge is to provide appropriate programming at the secondary level for students with social/emotional/mental health issues without isolating or pigeonholing kids.

We have no students with physical disabilities? Clarification—this year we do not have students with physical disabilities classified as the primary disability.

Are the 42 outplacements accounted for in the budget? Are they part of the HS program? Since December, a couple of outplacements have been added. Some students have moved into the district. Requests for outside placements trigger a process for evaluating the services we provide in district and help to evaluate out of district options which may be indicated. Jeff and Kathy will meet to reconcile known outplacements with current budget. After their reconciliation, the SC will be updated.

E. Donations:

Exhibit F

1. HW Baseball Boosters: Field Equipment \$530.04
2. Buker Elementatry School Friends: Field Trips \$2,298.00
3. HWRHS and MRMS Friends Groups: DECA \$500.00

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

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Clarification is needed on oversight of funds such as the ones related to DECA. Mike Harvey will check with Don Gallant and report back to the SC.

Motion passed: approved by 6 opposed by 1.

F. Working Groups

Exhibit G

Discussion of group membership, including community involvement. Take reference to Turf Working Group off at this time. Remove Gene Lee and Josh Liebow from Policy Working

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE WORKING GROUPS APPOINTED AT THE APRIL 27 MEETING, AS AMENDED.

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Unanimously approved by 7 members present; none opposed, no abstentions

VIII. Other**A. Topics for future meeting**

1. Each working group should meet to establish its charge, chair and secretary. Update at 5/18 meeting
2. Approve meeting minutes from April 6
3. Professional development for the SC—when/whom to facilitate?
4. Whittier STEM Fund
5. Eric Tracey presentation
6. Project Adventure presentation
7. Draft Warrant Committee Schedule
8. Bay State Textiles—does the district wish to pursue a relationship?
9. June School Committee meetings are the 8th and 15th

IX. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:40 PM.

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Unanimously approved by 7 members present

Respectfully submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 27

Voucher Date: 05/25/2017

Prepared By: *Donald Gallant*

Printed: 05/23/2017 03:53:59 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$8,311.23 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
 Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 *Leslie Davidson*
 School Committee Member

2 *Kenya...*
 School Committee Member

3 *Jeffrey Sands*
 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$8,260.21
202	REVOLVING FUNDS	\$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$0.00
301	TITLE I	\$0.00
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
502	PRIVATE GRANTS & GIFTS	\$0.00
701	CAFETERIA FUNDS	\$51.02
		\$8,311.23

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1047

Voucher Date: 05/25/2017

Prepared By:

Printed: 05/23/2017 03:41:23 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$702,763.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

School Committee Member

2
School Committee Member

3
School Committee Member

Jeffrey Santos Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$702,763.70
		\$702,763.70

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1048

Voucher Date: 05/25/2017

Prepared By:

Donald Gallant

Printed: 05/23/2017 03:47:58 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$79,372.78 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 *Klaus Berthold*
School Committee Member

2 *Kelly J...*
School Committee Member

3 *[Signature]*
School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$79,372.78
	\$79,372.78

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2323

Voucher Date: 05/12/2017

Prepared By:



Printed: 05/16/2017 11:59:15 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$954.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

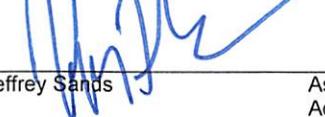

Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1  
School Committee Member

2 
School Committee Member

3 
School Committee Member


Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$954.00
	\$954.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2324

Voucher Date: 05/19/2017

Prepared By:

W. Capozzi

Printed: 05/22/2017 08:52:34 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$328.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Paul Bertone
1 Paul Bertone School Committee Member

[Signature]
2 School Committee Member

[Signature]
3 School Committee Member

[Signature]
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$328.00
	\$328.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2325

Voucher Date: 05/19/2017

Prepared By:

Printed: 05/22/2017 08:53:40 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$21,728.89 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 School Committee Member

2 School Committee Member

3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$21,728.89
	\$21,728.89

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2326

Voucher Date: 05/25/2017

Prepared By: Donald Gallant

Printed: 05/23/2017 01:53:38 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$19,933.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Janice Bertone
School Committee Member

2 [Signature]
School Committee Member

3 [Signature]
School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	\$19,933.09
		\$19,933.09

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2327

Voucher Date: 05/25/2017

Prepared By:



Printed: 05/23/2017 01:59:03 PM

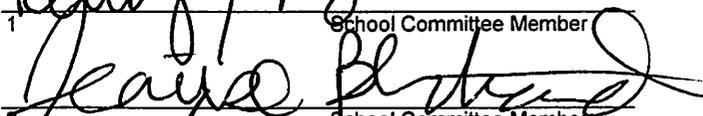
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$368,517.78 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

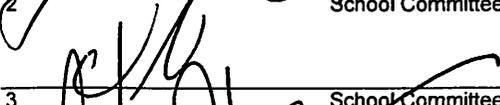
I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 
School Committee Member

2 
School Committee Member

3 
School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$352,936.71
202	REVOLVING FUNDS	\$339.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$13,875.10
302	94-142 IDEA 240	\$0.00
308	Early Childhood Special Education Program Improvem	\$1,366.97
		\$368,517.78

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2328

Voucher Date: 05/25/2017

Prepared By:

Donald E. Gallant

Printed: 05/23/2017 02:05:23 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$117,093.40 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
 Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Jeanne Bertrand
 School Committee Member

[Signature]
 2 School Committee Member

[Signature]
 3 School Committee Member

[Signature]
 Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$51,737.30
202	REVOLVING FUNDS	\$52,278.11
205	ATHLETIC/EXTRA CURR REVOLVING	\$6,440.36
302	94-142 IDEA 240	\$2,180.13
402	STATE GRANTS FY EVEN YEARS	\$1,620.00
502	PRIVATE GRANTS & GIFTS	\$2,837.50
		\$117,093.40

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1050

Voucher Date: 06/08/2017

Prepared By:



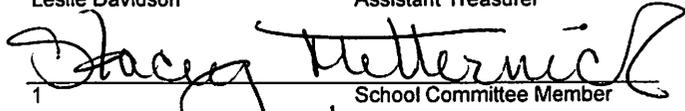
Printed: 06/06/2017 03:47:15 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$876,791.93 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer


1 School Committee Member


2 School Committee Member


3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
001 GENERAL FUND	\$876,791.93
	\$876,791.93

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2329

Voucher Date: 05/23/2017

Prepared By:

W. Capozzi
Printed: 05/24/2017 08:52:26 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$600.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Stacey Kutternick
1 Stacey Kutternick School Committee Member

Carl L.
2 Carl L. School Committee Member

Michelle & Brian
3 Michelle & Brian School Committee Member

Jeffrey Saads
Jeffrey Saads Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$600.00
	\$600.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2330

Voucher Date: 05/24/2017

Prepared By:

D. Capozzi

Printed: 05/24/2017 10:39:18 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$990.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Stacey Ketternick
1 School Committee Member

Carl
2 School Committee Member

Jeffrey Sanders
3 School Committee Member

Jeffrey Sanders Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	\$990.00
		\$990.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2331

Voucher Date: 05/30/2017

Prepared By:

W. Capozzi

Printed: 05/30/2017 12:48:39 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$693.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Stacey Metherell

1

School Committee Member

Car L.

2

School Committee Member

Jeffrey Sanders

3

School Committee Member

Jeffrey Sanders

Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	\$693.00
		\$693.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2332

Voucher Date: 06/01/2017

Prepared By:

W. Capozzi

Printed: 06/02/2017 08:45:21 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$1,550.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Jacey Metternich
1 School Committee Member

Carl
2 School Committee Member

Timothy B...
3 School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$1,550.00
	\$1,550.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2333

Voucher Date: 06/02/2017

Prepared By:

P. Capozzi

Printed: 06/02/2017 08:47:14 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$1,991.98 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Dacey Kitternick
1 School Committee Member

Carl
2 School Committee Member

Mark Z. Buis
3 School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$1,991.98
	\$1,991.98

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2334

Voucher Date: 06/08/2017

Prepared By:

Donald Gallant

Printed: 06/06/2017 01:20:03 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$160,451.27 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Stacey Metternich
School Committee Member

2 *[Signature]* School Committee Member

3 *[Signature]* School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$159,017.68
202	REVOLVING FUNDS	\$1,034.64
502	PRIVATE GRANTS & GIFTS	\$398.95
		\$160,451.27

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2335

Voucher Date: 06/08/2017

Prepared By:

Donald Gallant

Printed: 06/06/2017 01:28:01 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$94,818.85 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Stacey McTernick
School Committee Member

2 *Con L* School Committee Member

3 *Mark Z Bantz* School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$49,146.40
202	REVOLVING FUNDS	\$38,784.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$3,282.00
303	TITLE IIA	\$2,897.00
402	STATE GRANTS FY EVEN YEARS	\$709.45
		\$94,818.85

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2336

Voucher Date: 06/06/2017

Prepared By: *N. Capozzi*

Printed: 06/06/2017 03:28:34 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$405.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

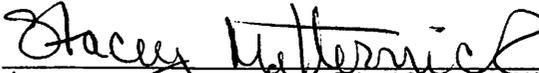


Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer



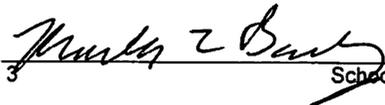
1

School Committee Member



2

School Committee Member



3

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$405.00
	\$405.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2337

Voucher Date: 06/06/2017

Prepared By:

H. Capozzi
Printed: 06/06/2017 03:30:06 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$810.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Jacey Metternick
1 School Committee Member

Carl
2 School Committee Member

Mark Z. Buey
3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$810.00
	\$810.00

Donations

Friends of HWRHS/MS for Senior Seminar & Senior Week	\$500.00
HW Friends of the Arts for Band trip support	\$1,250.00
Friends of Cutler for Grade 1, Cultural Enrichment	\$500.00
Farm Bar & Grill for Senior Farewell Buffet	\$1,600.00
Ms. Katherine Bradford for the Katherine Bradford Scholarship	\$500.00



HAMILTON WENHAM EDFUND PROJECT GRANT APPLICATION FORM

Project grants are for projects of \$1,000 or more, and should be designed to influence or advance the school system's interest in areas such as curriculum, technology, teaching methods, special school projects or specific innovative interdisciplinary projects.

Name(s) of Application Contact(s): Johanna Wilson

Submission date: April 3, 2017 Date approval needed: _____

Contact(s) phone number: 978-468-0436 Email: j.wilson@hwschools.net

Position or Title of Application Contact(s): 6-12 Technology Integration Specialist

Grant Title: The Collaboratory: A Space for ALL w/ MC Squares

School(s): Miles River MS & HW Regional HS Grade(s): 6-12

Amount requested: \$2,610.97 Recurring costs: N/A

Please address the following topics:

1. Has this grant been funded in the past? If yes, from what source?
2. Description of project and purpose.
3. Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria at <http://hwedfund.org/applications-criteria.htm>).
4. Number of students and/or teachers to benefit.
5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.
6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.
7. Method of evaluating success of project (i.e. student feedback).

Additional Comments: <https://goo.gl/7lpezk>

Signature(s) of Applicant(s): Johanna F. Wilson Date: 4/26/17

Approval

Please submit grant application to your Principal for approval before sending to Dana Allara at edfundgrants@gmail.com, Edfund Grants Committee Chair with a copy to Director of Curriculum, Assessment and Instruction, Peggy McElhinney at p.mcelhinney@hwschools.net.

Principal: [Signature] Date: 4/26/17

Revised 5/10/2016

Q. Has this grant been funded in the past? If yes, from what source?

This grant has not been funded in the past.

Q. Description of project and purpose.

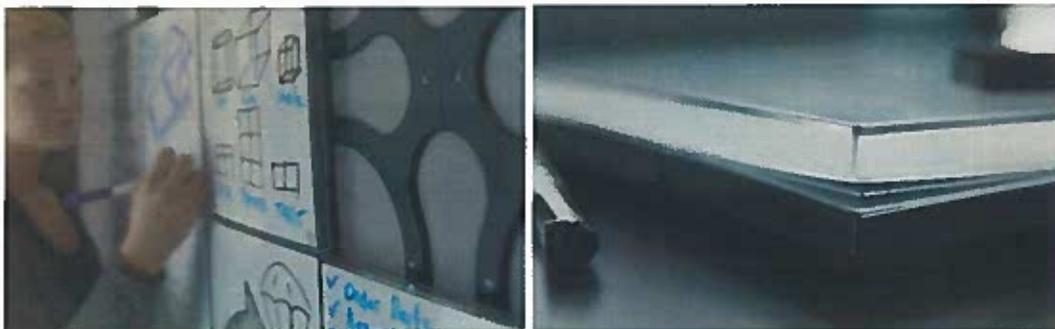
In an effort to make The Collaboratory a creative and collaborative space, accessible to all curriculum areas, the mcSquares will provide teachers and students an opportunity to visually document their thinking, process and design work, and problem solving strategies. With the recent transformation of the space, the availability and subsequent use of the mcSquares will encourage teachers and students to employ future ready skills like the 4C's; creativity, collaboration, communication, and critical thinking, in this new innovative space. Furthermore, the mcSquares support a student-centered learning model where attention is drawn away from the front of the classroom and put into the hands of the students.

What are mcSquares?

mcSquares are 11 x 11 x 1 inch boxes. Each mcSquare includes 10 drawing guides and a snap-fit dry-erase pen and eraser. The clear dry-erase surface overlays the drawing guide allowing the user to visually document their learning. When not in use, mcSquares are stored on a mounting bracket system, via magnet. The squares are easy to "pop" off the mounting bracket and can be displayed on any magnetic surface.



Visit this website to learn more about mcSquares <https://goo.gl/7lpezk>.

**Q. Describe how this grant meets the goals of the Edfund Grants Program.**

Installation of mcSquares in The Collaboratory space, meets several of the Edfund Grant Program goals. First of all, the mcSquares will provide teachers with an innovative and

creative way to assess student understanding. Currently, access to the space is given first to Middle School classes, then, if the space is available, High School classes. The mcSquares will have an impact on a significant number of students spanning grades 6-12. The mcSquares will also be utilized by faculty during after-school professional development as we continue our curriculum work and any future district initiatives. Lastly, the goal of mcSquares, to create a collaborative learning environment, will benefit any curriculum area, student or faculty who uses the space.

Q. Number of students and/or teachers to benefit.

Students and teachers in grades 6-12 will benefit from the installation of the mcSquares.

Q. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.

mcSquares 24 pack	1 @ \$1,850.00
mcSquares 4 pack	2 @ \$315.00
Shipping	\$130.97

Total \$2,610.97

Q. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.

All other aspects from installation to implementation of the mcSquares will be covered by the District. Facilities staff will install the mcSquares, Johanna Wilson will provide instruction to the faculty around the physical use of the squares and provide curriculum connections to assist teachers in their implementation. Future expenditures will include dry erase markers - the Library Media Center budget will absorb that cost.

Q. Method of evaluating success of project (i.e. student feedback).

Documentation (photos/videos/blog posts) of the innovative use of the mcSquares, in conjunction with the dissemination of their use via social media, newsletters, blogs, to the Middle and High School faculty will serve as evidence of the project's success.

Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. Edfund-Amy DeSimone at amydesimone12@gmail.com and
2. Hamilton Wenham Administration-Vincent Leone at v.leone@hwschools.net

We accept this grant from the **Hamilton Wenham Education Foundation** and agree to abide by the following associated provisions and obligations:

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2016-2017 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: Miles River Middle School and HWRHS

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: The Collaboratory: A Place for ALL with MC Squares

Grant Amount Approved: \$2,610.97 Date Requested:

Grant Requestor's Name: Johanna Wilson Title: 6-12 Technology Integration Specialist

Email Address and Phone Number: j.wilson@hwschools.net

Please attach a detailed budget with payment instructions below for District payment

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:

Accugraphics Sales Inc

1244 Camp Ave

Mount Dora, FL 32757

(407)8805774

sales@knkusa.com

www.knkusa.com

ADDRESS

Johanna Wilson

787 Bay Road

S. Hamilton, MA 01982

SHIP TO

Johanna Wilson

787 Bay Road

S. Hamilton, MA 01982

ESTIMATE 1204**DATE 05/16/2017**

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/16/2017	ZO24 ZING ORBIT 24"	1	960.00	960.00
05/16/2017	SCAL4PRO Sure Cuts A Lot 4 Pro	1	159.20	159.20
05/16/2017	SCAL4 Sure Cuts A Lot 4	3	47.99	143.97
05/16/2017	SCAL4 CLASSROOM Sure Cuts A Lot 4 - Beginner Training Course	1	30.00	30.00
05/16/2017	ZO24STND 24" Zing Orbit Stand	1	125.00	125.00
05/16/2017	ZSTANDARD KNK Standard Material Detail Blade for Maxx Air/Zing/Zing Air/Zing Orbit	15	7.99	119.85
05/16/2017	ZTHICK KNK Thick Material Blade for Maxx Air/Zing/Zing Air	15	7.99	119.85
05/16/2017	FEM Embossing Tool	1	35.00	35.00
05/16/2017	KNK:FORCE:FEN Force & Orbit Engraving Tool	1	35.00	35.00
05/16/2017	FPT Punch/Piercing Tool	1	35.00	35.00
05/16/2017	F1515R 15" x 15" Mat (Red Grid)	1	15.99	15.99
05/16/2017	ZO1515B 15" x 15" Mat (Blue Grid)	1	15.99	15.99
05/16/2017	Z1212B KNK Zing/Zing Air 12" x 12" Mat Set (Blue Grid)	1	15.99	15.99

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/16/2017	KNK:ZING:Z1424B KNK Zing/Zing Air large 14" X 24" Mat (Blue Grid)	1	14.99	14.99
05/16/2017	ZORBH Zing Orbit Red Bladeholder	1	39.00	39.00
05/16/2017	ZOBBH Zing Orbit Blue Bladeholder	1	39.00	39.00
05/16/2017	SIDBAN38150 13 oz Backlit White Banner Stock (38" x 150')	1	85.78	85.78
05/16/2017	MISCSS:GROMMETS 3/8 #2 Self Piercing Grommets - 500 Sets (top and bottom)	1	39.99	39.99
05/16/2017	CHIPBD1212.5 12" X 12" Chipboard (5 PK)	50	3.99	199.50
05/16/2017	DIGI MAG PAPER - 10PK 8.5" X 11" Printable Magnetic Packs (10 Sheets)	5	17.99	89.95
05/16/2017	MSB18X2401510 Stencil Board (18" x 24" - 10 sheets)	100	1.199	119.90
05/16/2017	KNK:MSB4X12015 Stencil Board (4" x 12" - 100 sheets)	500	0.13	65.00
05/16/2017	KNK:AS0313 3" ROLLER UNIT	1	17.102 8	17.10
05/16/2017	CM/BLUEBERRY 12"X12" Worldwin CutMates Cardstock (Blueberry,5 sheets)	5	1.32	6.60
05/16/2017	CM/BLUEPOTATOES 12"X12" Worldwin CutMates Cardstock (Blue Potatoes,5 sheets)	1	1.32	1.32
05/16/2017	CM/BOWLOFORANGES 12"X12" Worldwin CutMates Cardstock (Bowl of Oranges,5 sheets)	5	1.32	6.60
05/16/2017	CM/BUBBLEGUM 12"X12" Worldwin CutMates Cardstock (Bubble Gum,5 sheets)	5	1.32	6.60
05/16/2017	CM/BUTTERNUTSQUASH 12"X12" Worldwin CutMates Cardstock (Butternut Squash,5 sheets)	5	1.32	6.60
05/16/2017	CM/CANDIEDVIOLETS 12"X12" Worldwin CutMates Cardstock (Candied Violets,5 sheets)	5	1.32	6.60
05/16/2017	CM/CONCORDGRAPES 12"X12" Worldwin CutMates Cardstock (Concord Grapes,5 sheets)	5	1.32	6.60
05/16/2017	CM/COTTONCANDY 12"X12" Worldwin CutMates Cardstock (Cotton Candy,5 sheets)	5	1.32	6.60
05/16/2017	CM/CREAMYBUTTER 12"X12" Worldwin CutMates Cardstock (Creamy Butter,5 sheets)	5	1.32	6.60

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/16/2017	CM/CREMEDEMENTHE 12"X12" Worldwin CutMates Cardstock (Creme de Menthe,5 sheets)	5	1.32	6.60
05/16/2017	CM/GRAPEJELLY 12"X12" Worldwin CutMates Cardstock (Grape Jelly,5 sheets)	5	1.32	6.60
05/16/2017	CM/KEYLIMEPIE 12"X12" Worldwin CutMates Cardstock (Keylime Pie,5 sheets)	3	1.32	3.96
05/16/2017	CM/LEMONGRASS 12"X12" Worldwin CutMates Cardstock (Lemongrass,5 sheets)	5	1.32	6.60
05/16/2017	CM/MINT 12"X12" Worldwin CutMates Cardstock (Mint,5 sheets)	5	1.32	6.60
05/16/2017	CM/OLIVEOIL 12"X12" Worldwin CutMates Cardstock (Olive Oil,5 sheets)	2	1.32	2.64
05/16/2017	CM/PURPLECABBAGE 12"X12" Worldwin CutMates Cardstock (Purple Cabbage,5 sheets)	5	1.32	6.60
05/16/2017	CM/ROQUEFORT 12"X12" Worldwin CutMates Cardstock (Roquefort,5 sheets)	5	1.32	6.60
05/16/2017	CM/SEASALT 12"X12" Worldwin CutMates Cardstock (Sea Salt,5 sheets)	5	1.32	6.60
05/16/2017	CM/SPRINGWATER 12"X12" Worldwin CutMates Cardstock (Spring Water,5 sheets)	5	1.32	6.60
05/16/2017	CM/STRAWBERRYSMOOTHIE 12"X12" Worldwin CutMates Cardstock (Strawberry Smoothie,5 sheets)	5	1.32	6.60
05/16/2017	CM/WHITEFLOUR 12"X12" Worldwin CutMates Cardstock (White Flour,5 sheets)	5	1.32	6.60
05/16/2017	500-24.50 General Formulations CC500 Intermediate Outdoor Vinyl (Matte White,24" x 50yd)	1	72.62	72.62
05/16/2017	509-24.50 General Formulations CC500 Intermediate Outdoor Vinyl (Matte Black,24" x 50yd)	1	72.62	72.62
05/16/2017	502-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Black,15" x 50yd)	1	45.37	45.37
05/16/2017	509-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Matte Black,15" x 50yd)	1	45.37	45.37

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/16/2017	507-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Cobalt Blue,15" x 50yd)	1	45.37	45.37
05/16/2017	505-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Grey,15" x 50yd)	1	45.37	45.37
05/16/2017	513-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Ocean Blue,15" x 50yd)	1	45.37	45.37
05/16/2017	536-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Cranberry,15" x 50yd)	1	45.37	45.37
05/16/2017	550-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Gold,15" x 50yd)	1	45.37	45.37
05/16/2017	551-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Silver,15" x 50yd)	1	45.37	45.37
05/16/2017	544-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Orange,15" x 50yd)	1	45.37	45.37
05/16/2017	516-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Teal,15" x 50yd)	1	45.37	45.37
05/16/2017	548-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Plum,15" x 50yd)	1	45.37	45.37
05/16/2017	519-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Green,15" x 50yd)	1	45.37	45.37
05/16/2017	524-15.50 General Formulations CC500 Intermediate Outdoor Vinyl (Daffodil,15" x 50yd)	1	45.37	45.37
05/16/2017	POLI-160 Clear Transfer Tape - 300ft roll 3 - 15"	45	3.32	149.40
05/16/2017	R-TAPE#4076 Paper Transfer Tape - 300ft 3 - 15"	45	3.39	152.55
05/16/2017	POLI-160 Clear Transfer Tape - 300ft roll 3 - 24"	72	3.32	239.04
05/16/2017	R-TAPE#4076 Paper Transfer Tape - 300ft 3 - 24"	72	3.39	244.08

SUBTOTAL	4,167.89
DISCOUNT	-383.47

TOTAL	USD 3,784.42
--------------	---------------------

Accepted By

Accepted Date

Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

- 1. Amy DeSimone at amydesimone12@gmail.com and
 - 2. Hamilton-Wenham Administration-Vincent Leone at v.leone@hwschools.net
- We accept this grant from the **Hamilton Wenham Education Foundation** and agree to abide by the following associated provisions and obligations:

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The Grantee’s deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: **MRMS/HWRHS**

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: KNK Zing Orbit Computerized Cutting System and supplies

Grant Amount Approved and Date Requested: \$3784.42

Grant Requestor’s Name: Johanna Wilson Title: 6-12 Technology Integration Specialist

Email Address and Phone Number: j.wilson@hwschools.net

Please attach a detailed budget and payment instructions below for District payment

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:



Department of Food Services Report to the School Committee

June 8, 2017

Department Overview - Who We Are

Food Service Personnel

Director of Nutrition Services - Catherine A. Donovan, MEEd, SNS

HWRHS - 4 staff (5.86 FTE based on 20 hours/week)
Manager - Eleni Burns

MRMS - 4 staff (4.53 FTE)
Manager - Annette Mattern

Winthrop - 2 staff (2.75 FTE)
Manager - Susan Newth

Cutler - 2 staff (2.62 FTE)
Manager - Donna Stephens

Baker - 2 staff (2.89 FTE)
Manager - Kim Allen (Interim - Laura Wallick)

Administrative Assistant - Jeanette Bybee (25 hours/week)



Department Overview - What We Do

The Food Service Department is made up of 5 on site, full preparation kitchens. Serving approximately 500 reimbursable meals/day in addition to adult and ala carte sales.

In addition to daily meal service responsibilities include:

- Administration of the Federal NSLP
 - Free/Reduced application management
 - Procurement of both commercial and commodity products
- Management of Practices/Procedures
 - Unpaid meal charges
 - Sanitation and safety
 - Equipment repair and maintenance
- Personnel Management -
 - Training
 - Hiring
 - Reviews
- Classroom/Cafeteria Collaboration
- Catering of special events



Reimbursable Meals Served (as of April 30)
2016/2017 - 75978 - 30.9%
2015/2016 - 77783 - 31% Participation Rate

Free and Reduced Lunch Program

Students Participating	148	(Last Year 150)
Percent participation	8%	(Last Year 9%)

Training/ Professional Standards HHFKA

Why did USDA develop Professional Standards for school nutrition personnel?

USDA developed professional standards for a number of reasons, including:

- Training requirements will help build skills
- To help school nutrition professionals stay current with complex school nutrition programs
- To enhance the image of school nutrition employees
- Food handling training for school nutrition staff is crucial for the health of our students

How many hours of continuing education/training do I need each year?

Continuing education/training requirements for all districts sizes are the same and to facilitate implementation, the rule phases in the training hour requirements for directors, managers, and staff (we have all met or exceeded)

- Directors - 12 hours
- Managers - 10 hours
- Other Staff - 6 hours

How do we accomplish this?

- SNA webinars
- SNA of MA local chapter meetings
- JSI workshops to go
- Online classes
- In-house training - Sanitation/Safety procedures, district specific information, epi-per/heimlich

Menus/Food

Food Operations and Treatment Submenu
Menu 1000 - Lunch for Massachusetts

Menu 1000 - Lunch for Massachusetts is a menu that is designed to meet the needs of the state of Massachusetts. It is a menu that is designed to be flexible and to allow for local sourcing of ingredients. The menu is designed to be a model for other states and to provide a baseline for menu development.

Item	Quantity	Unit	Price
1. Chicken Breast	1.00	lb	1.50
2. Ground Beef	1.00	lb	1.20
3. Pork Chops	1.00	lb	1.80
4. Beef Steaks	1.00	lb	2.50
5. Turkey Breast	1.00	lb	1.60
6. Pork Tenderloin	1.00	lb	2.20
7. Chicken Thighs	1.00	lb	1.40
8. Beef Ribs	1.00	lb	2.00
9. Pork Ribs	1.00	lb	1.80
10. Turkey Legs	1.00	lb	1.50
11. Chicken Wings	1.00	lb	1.30
12. Beef Burgers	1.00	lb	1.10
13. Pork Burgers	1.00	lb	1.20
14. Chicken Burgers	1.00	lb	1.30
15. Beef Stew	1.00	lb	1.40
16. Pork Stew	1.00	lb	1.50
17. Chicken Stew	1.00	lb	1.40
18. Beef Chili	1.00	lb	1.30
19. Pork Chili	1.00	lb	1.40
20. Chicken Chili	1.00	lb	1.30
21. Beef Soup	1.00	lb	1.20
22. Pork Soup	1.00	lb	1.30
23. Chicken Soup	1.00	lb	1.20
24. Beef Casserole	1.00	lb	1.30
25. Pork Casserole	1.00	lb	1.40
26. Chicken Casserole	1.00	lb	1.30
27. Beef Potatoes	1.00	lb	1.20
28. Pork Potatoes	1.00	lb	1.30
29. Chicken Potatoes	1.00	lb	1.20
30. Beef Pasta	1.00	lb	1.30
31. Pork Pasta	1.00	lb	1.40
32. Chicken Pasta	1.00	lb	1.30
33. Beef Rice	1.00	lb	1.20
34. Pork Rice	1.00	lb	1.30
35. Chicken Rice	1.00	lb	1.20
36. Beef Salad	1.00	lb	1.30
37. Pork Salad	1.00	lb	1.40
38. Chicken Salad	1.00	lb	1.30
39. Beef Sandwich	1.00	lb	1.20
40. Pork Sandwich	1.00	lb	1.30
41. Chicken Sandwich	1.00	lb	1.20
42. Beef Pizza	1.00	lb	1.30
43. Pork Pizza	1.00	lb	1.40
44. Chicken Pizza	1.00	lb	1.30
45. Beef Dinner	1.00	lb	1.40
46. Pork Dinner	1.00	lb	1.50
47. Chicken Dinner	1.00	lb	1.40
48. Beef Dinner	1.00	lb	1.50
49. Pork Dinner	1.00	lb	1.60
50. Chicken Dinner	1.00	lb	1.50



Equipment



1967



2017

Ongoing planning to determine and prioritize what is Must Have vs. Need to have vs. Nice to have

Notification of Price Increase for FY18

Plans to increase lunch prices at all levels by \$0.25 (to \$3.25)

- Last increase was in 2009
- Cost of food, supplies and labor have increased
- 2010 HFFKA requires more whole grains and fresh fruits and vegetables
- Evaluation of peer district prices shows we this increase will keep HWRSD within range (not high/not low)

The School Nutrition Association Feeding Bodies, Fueling Minds



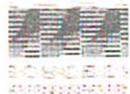
The **SNA of Massachusetts** is a state affiliate of the National School Nutrition Association. We bring information, services and continuing education to over 1000 school food service professionals in Massachusetts.

SNA membership is vital to stay informed about all of the many changes happening in school meals today and provides tools to help improve programs.



I currently serve as the Vice-President, in 2017/2018 I will serve as President-Elect and in 2018/2019 I will be installed as President.

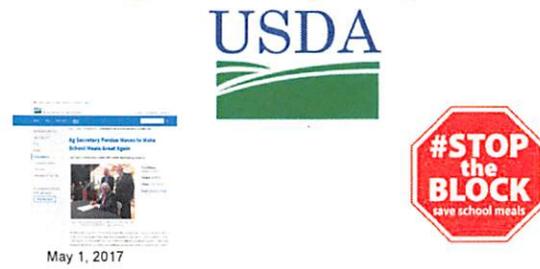
Serving on the board of directors offers me the benefit of attending national conferences; bringing back vital information to HWRSD and provides transferable skills that I take back and use right away



Year in Review - Highlights and Special Accomplishments



Federal Regulation Changes - Impact on HWRSD



Thank you



Catherine A. Donovan, M.ED, SNS
c.donovan@hwschools.net



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Jeffrey Sands
Assistant Superintendent of Finance and Administration

5 School Street
Wenham, MA 01984

May 23, 2017

To: Josh Liebow, SC Chairperson

From: Jeff Sands, Assistant Superintendent

Subject: Turf Field Study Update – Gale Associates

Dear Josh:

As follow-up to our discussion during the April 27th SC Meeting, I've contacted Gale Associates and requested that they provide me with a status report on Athletic Campus Improvements Project Study including an explanation of the responsibilities that the School Committee will have in the application and permitting process as legal owners of the property. On May 22nd, Kathy Hervol, Gale Project Manager, provided me with the attached status report by email.

As background, Gale Associates, Inc. provided the District, the Town of Hamilton, and the Town of Wenham with a proposal to prepare a Design and Engineering Study for a new Athletic Complex at the existing High School site with a proposed fee of \$67,240 (see Attached Proposal). Warrant Articles requesting funding for this Study were presented and approved by Hamilton and Wenham ATM respectively on April 2, 2016; 100% of the funding for the Study was provided through the two Community Preservation Committees (see Attached Warrant Articles). On July 26, 2016, the Town of Hamilton, the Town of Wenham, and the District entered into an Inter-Municipal Agreement (IMA) which outlined the basic terms and conditions as it relates to this Study (see Attached IMA), and their respective roles. Shortly thereafter, an Advisory Group was established which included representation from the District, the Joint Recreation Department, and the Towns of Hamilton and Wenham. The District was represented by Mike Harvey, Jeff Sands, Craig Genualdo, and Jason Waldron. Over the past 10 months, this Advisory Group has provided oversight and direction to Gale throughout the scope of services as described in their proposal.

As you will see in Kathy's update, the only specific responsibility that the School Committee has in completing the Study will be to sign the Notice of Intent (NOI) application as legal owners of the property.

Please let me know if you have any questions.

cc:

Mike Harvey, Superintendent

Knowledge • Responsibility • Respect • Excellence


Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth, MA 02189-0004

P 781.335.6465 F 781.335.6467

www.galeassociates.com

May 22, 2017

Mr. Jeffrey Sands
 Assistant Superintendent of Finance & Administration
 5 School Street
 Wenham, MA 01984

Re: Project Update
 Athletic Campus Improvements Project
 Hamilton-Wenham Regional High School
 South Hamilton, MA
 Gale JN: 716571

Dear Mr. Sands:

As requested, Gale Associates, Inc. (Gale) is providing the following summary of the status of the above referenced project, as well as what tasks are remaining to take the project through permitting approval.

Through a series of meetings with the Turf Field Committee, Gale has developed a Permit Set for the installation of two (2) synthetic turf fields at the existing track and field and the existing baseball field, both located at the High School. The project also includes a new running track, and related field events, athletic lighting, bleachers and other items identified during the programming, schematic design and design development phases.

To date the Permit Plan Set is approximately 75% complete. Gale still needs to add a lighting and landscape plan to the permit set to meet site plan requirements. We also need to conduct our internal QA/QC review, as well as add a guardrail along the retaining wall on the east end of the track and field, as well as identify the proposed wetland replication area (north of the track and field area) as discussed at our March 13, 2017 meeting.

Permits required for the project include a Notice of Intent (NOI) to be filed with the Conservation Commission and Site Plan review to be filed with the Planning Board. The NOI application is approximately 90% complete, requiring final QA/QC review. We also need to request the Certified Abutters list from the Assessor's Office and provide public notice of the hearing (once the date is set) to the Abutters, as well as publish a notice in the local newspaper. The NOI application is required to be signed by the Applicant/Property Owner, which is our understanding to be the Hamilton Wenham Regional School District.

Gale has just begun to prepare the site plan application. The application includes a two (2) page form addressing how the project fits in with the existing neighborhood and its potential impact on traffic, parking, public utilities, public safety, drainage etc. There is also a Hamilton Planning Board Site Plan Review Checklist. Neither of these documents require the applicant's signature. These items would be submitted to the Planning Board along with the permit plan set. We are also required to notify the abutters of the site plan review and need to provide notification in the local newspaper two (2) successive weeks (the first notice being published not less than 14 days of the hearing).

CELEBRATING 50 YEARS

Mr. Jeffrey Sands
Assistant Superintendent of Finance & Administration
May 22, 2017
Page 2



Also, note that there should be no permit filing fees required for the project.

Following the submission of the Permit Applications, Gale is contracted to attend up to two (2) hearings for each of the permits (NOI and Site Plan Review).

We hope you find this information satisfactory. Please do not hesitate to call should you have any comments or questions.

Best regards,

GALE ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Kathleen D. Herval". The signature is written in a cursive, flowing style.

Kathleen D. Herval
Project Manager

KDH/lad

G:\716571\01 Evaluation\letters\L-2017-05-17-Project Update.docx



Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth, MA 02189-0004
 P 781.335.6465 F 781.335.6467
 www.galeassociates.com

December 18, 2015
 Revised March 14, 2016
 Revised March 25, 2016
 Revised May 25, 2016
 Revised June 21, 2016
Revised June 24, 2016

Mr. Sean Timmons, CPRP
 Hamilton-Wenham Recreation Director
 Town of Hamilton Recreation Department
 16 Union Street
 Hamilton, MA 01982

Re: Proposal for Engineering Services
 Athletic Campus Improvements Project
 Hamilton-Wenham Regional High School
 South Hamilton, MA

Dear Mr. Timmons:

Gale Associates, Inc. (Gale) is pleased to present this revised proposal to provide Engineering Consulting Services to the Town of Hamilton (Town) regarding the above-referenced facility.

PROJECT DESCRIPTION

We have had the opportunity to review the project requirements and understand that the project generally includes the redevelopment of the Hamilton-Wenham Regional High School (HWRHS) athletic campus consistent with the approved Gale Master Plan, dated January 23, 2015. Potential elements of scope include:

- New spectator seating.
- New athletic lighting.
- A reconstructed track and field facility.
- A synthetic turf game field.
- A synthetic turf combination baseball/rectangular field.

SCOPE OF SERVICES

Based on our understanding of the Project, we propose the Scope of Services provided as Enclosure 1.

CELEBRATING 50 YEARS

Mr. Sean Timmons, CPRP
 Town of Hamilton
 June 24, 2016
 Page 2



COMPENSATION

Gale's compensation to provide the Scope of Services will be as follows:

Phase 1 - Background Evaluation, Facility Assessment & Survey	\$22,700.00
Phase 2 - Schematic Design	\$ 8,880.00
Phase 3 - Design Development	\$26,160.00
Phase 4 - Permitting Assistance	<u>\$ 8,500.00</u>
TOTAL	\$66,240.00

Gale's fee for the Scope of Services does not include reimbursable direct expenses, such as mailing, printing, etc., associated with the project. Reimbursable items will be itemized separately, per our Schedule of Fees, dated January 2015, attached within Enclosure 2. Reimbursable direct expenses are estimated as follows:

Miscellaneous Expenses (Travel, Printing, etc.)	<u>\$1,000.00</u>
TOTAL	\$1,000.00

Gale's services will be performed in accordance with our General Terms and Conditions, dated January 2015, attached within Enclosure 2.

REQUIRED DOCUMENTS

- If this proposal is acceptable, please sign below and return one (1) copy to this office. Gale's receipt of an executed agreement will constitute a Notice to Proceed with the services outlined herein and contract for services. Receipt of this signed proposal is required prior to Gale initiating services on the project.
- In accepting this proposal, you may authorize Gale to proceed on a phase-by-phase basis, with no obligation for subsequent phases. Gale will not proceed with services for subsequent phases without written authorization.
- Should the Town submit a contract to Gale for this project, rather than sign this proposal, the above Scope of Services and Project Parameters and Limitations must be included in such contract. Please note that it is Gale's policy to have all contracts reviewed by our attorney prior to execution. As such, Gale's services may be delayed while the contract is reviewed.

Thank you for considering Gale to assist the Town with this project. Should there be any questions, please feel free to contact the undersigned.

Mr. Sean Timmons, CPRP
Town of Hamilton
June 24, 2016
Page 3



Very truly yours,
GALE ASSOCIATES, INC.

Sean T. Boyd, P.E.
Project Engineer

John M. Perry P.E.
Sr. Project Manager

STB/cmh

Enclosures:

- Scope of Services
- General Terms and Conditions
- Schedule of Fees

Accepted for:
TOWN OF HAMILTON

The Undersigned represents that he/she is an officer/principal of the Town of Hamilton and is duly authorized to execute this contract on behalf of the Town of Hamilton.

Phase(s) Authorized

Signature

Type Name and Title

Date



SCOPE OF SERVICES

Town of Hamilton Athletic Campus Improvements Project Hamilton-Wenham Regional High School

BACKGROUND

The Hamilton-Wenham Regional High School (HWRHS) athletic campus cannot support the community's program requirements. In early 2015, Gale completed an athletic campus Master Plan, dated January 23, 2015, to address additional capacity.

PROJECT DESCRIPTION

We have had the opportunity to review the project requirements with the Town of Hamilton (Town). Based on the information presented, we have a good understanding of the project's size and complexities. The project generally includes the redevelopment of the HWRHS athletic campus consistent with the Gale Master Plan. Potential elements of scope include:

- New visitors' temporary spectator seating.
- New athletic lighting.
- A reconstructed track and field facility.
- A synthetic turf game field.
- A synthetic turf combination baseball/rectangular field.

SCOPE OF SERVICES

Gale will provide engineering services for site evaluation, design and permitting assistance. Per the Town's request, we have not included the finalization of the construction documents suitable for public bidding under MGL Chapter 30-39M, the bid phase or construction period services within this proposal. Based upon our understanding of the project, we propose the following Scope of Services.

Phase 1 – Background Evaluation, Facility Assessment and Survey

Kick-Off Meeting and Facility Assessment. Gale will attend a start-up meeting with the Town to finalize the project goals, design criteria and project milestone schedule. Gale will prepare the meeting agenda and publish meeting minutes.

Survey. Gale will perform a topographic survey of the existing conditions, extending +/- fifty feet (50') beyond the project limits. We will prepare a plan depicting 1-foot contours and applicable spot grades, as well as existing site features. We will field locate site utilities,



including rim and invert elevations, based on record information and above-ground appurtenances. We will provide an existing conditions base plan in AutoCAD.

Soils Evaluation. Gale's will observe a series of three to four (3-4) test pits within the project limits to gain a general understanding of the prevailing soil classifications, topsoil depth, infiltration rates and groundwater elevations. A certified soil evaluator will complete the test pit logs. The Town will provide a backhoe or excavator and operator to excavate the test pits, or Gale will coordinate the services for the backhoe or excavator, which will be paid for directly by the Town. The Town will notify DigSafe, as required, prior to the test pit excavation.

Gale's sub-consultant, Nobis Engineering, Inc., will complete a series of four to six (4-6) geotechnical borings, over one to two (1-2) days, at key project locations to characterize the underlying geotechnical strata and establish the design parameters for foundations, retaining walls and pavements, as applicable. The geotechnical sub-consultant will retrieve samples and complete laboratory testing to characterize the soils. The fee for the geotechnical consultant is included in Gale's fee for this Scope of Services and includes a drill rig to complete the borings and related laboratory fees.

Environmental Assessment. It appears that there will be project elements within one-hundred (100) feet of a jurisdictional resource area. Gale will complete a field delineation of these potential wetland areas within 100 feet of project limits, and locate the resultant flags by survey, in accordance with methods prescribed by the Massachusetts Department of Environmental Protection (MADEP).

Gale will identify the limits of Bordering Land Subject to Flooding using available information from the Federal Emergency Management Agency (FEMA) and the existing conditions plan annotated accordingly. Gale will also review the Massachusetts Natural Heritage Atlas for the presence of Critical Habitat or Endangered Species, which may impact the project planning.

Utilities Evaluation. Gale will research available information for utility locations within the project limits. Utilities to be researched include water, storm drainage, electric, communications and gas. Gale will identify visible utility constraints and conflicts bearing on the proposed development.

This utilities evaluation will be based on available record plans provided by the Town, above-ground appurtenances and paint marking by DigSafe. Non-record utilities may exist, which will not be located by Gale.

Zoning and Planning Research. Gale will obtain and review local planning and zoning regulations applicable to the project parcel. We will identify current zoning and applicable overlay districts. We will identify zoning restrictions that may bear on the project (e.g., use



restrictions, setback, structure height limitations, etc.) and prepare a zoning summary for the Town's review with schematic design.

Phase 2 – Design Program Development and Schematic Design

Design Program Development. Gale will meet with the Town to establish the proposed development functional requirements, needs and priorities. We will review key products and systems to be incorporated into the project. We will review the Town's budget and schedule. We have included one (1) meeting for Design Program Development, prior to commencing with Schematic Design. Additional meetings will be provided, if approved as additional services, for a fee to be negotiated.

Schematic Design. Using the Design Program, and existing conditions information developed in Phase 1, Gale will prepare one (1) alternative schematic layout for the proposed development. We will meet with the Town on one (1) occasion to review the schematic alternatives and provide our assessment as to the advantages and disadvantages of each in terms of estimated construction cost, schedule, ease of permitting, and the extent to which they accomplish the project design program requirements. We will complete one substantial revision to the schematic plans, based on client direction, in order to produce a final preferred schematic layout. Based on the final schematic layout, we will prepare schematic estimates of constructed cost. We will also break-out the cost of various project elements that may be treated as alternate bid items.

The final schematic design submission will include concept drawings for the facility layout, grading and drainage schematic plans, utilities schematic plans and materials guide specifications. Based on the schematic selected by the Town, Gale will develop a 2-D, colored rendering of the proposed facility. We will meet with the Town to review the schematic plan submission. The Town will provide approval of the schematic plans prior to proceeding with Design Development.

Phase 3 – Design Development

Hydrologic Analysis and Drainage Design. Gale will perform stormwater hydrologic analysis and calculations, addressing potential effects on drainage patterns and peak flows. Analyses will be performed on 2-, 10- and 100-year storm events, under existing and proposed conditions. The hydrologic analysis will include the design of on-site collection, detention and/or infiltration systems, if necessary, to mitigate potential increase in the peak rate of runoff associated with the development. Gale will design the storm drain system for the development based on a storm frequency and related details acceptable to the MADEP and required for permit applications.



Grading. Gale will prepare a site grading plan for the proposed development. The grading plan will show proposed spot grades and contours, and will consider cut and fills, as well as site accessibility.

Utilities Design. Gale will design site utilities to serve the proposed development. We will size and locate site electrical services, water lines and related appurtenances. We will provide utilities designs accordingly (i.e., layouts and profiles). This proposal does not include the design of off-site utility upgrades, including any required upgrade to electrical service.

If required, Gale will provide engineering services for segmental block retaining walls and a concrete visitors bleacher pad.

Design Development/Permitting Plans. The design development/permitting plan set will generally include:

- Existing Conditions Plans
- Erosion Control and Demolition Plans
- Layout and Materials Plans
- Grading and Drainage Plans
- Landscape Plans (including planting schedules and installation details)
- Utilities (water, electrical, communications, sewer, etc.) Plans
- Finished Grading and Turf Marking Plans and Details
- Signage and Striping Plan
- Grandstand and Press-Box Plans and Details
- Miscellaneous Site Details
- Site Lighting Plans
- Athletic Lighting Plans

We have predicated our scope and fee proposal on the preparation of a single design development/permitting plan set for the entire project. We will make design development progress submissions at the 50% and 90% stages of completion. We will meet with the Town to review the design recommendations. Gale will prepare meeting minutes and distribute them to confirm our understanding of the Town's intent.

At the 50% and 90% stages of completion, Gale will also update the schematic cost estimate and provide the Town with a "take-off" construction budget estimate for the site development aspects of the project. Preliminary estimates of construction costs prepared by Gale represent Gale's judgment as a design professional familiar with the construction industry. It is recognized that neither Gale nor the Town has control over the cost of labor, materials or equipment, over the contractor's methods and means of construction, or any of the other variables involved in construction bidding. Accordingly, Gale does not warrant or represent that construction costs will not vary from the project budget or cost estimates.



Phase 4 – Permitting Services

Gale will assist the Town with permitting for the proposed development. The Town acknowledges that the proposed development is not "by right", and that Gale cannot guarantee permit approvals. The filing fees for all required permits, if not waived, will be paid by the Town. Building permits, other utility connection permits, demolition permits, and any other municipal construction permits required will be the responsibility of the general contractor. As the actual duration and subsequent effort required by Gale to assist the Town with the permitting process cannot be fully defined, we have designated the Scope of Services to be provided below:

Wetlands Protection. The limit of the project appears to be within the jurisdictional buffer zone of Environmental Resource Areas. As such, the project will require permitting through the local Conservation Commission and Department of Environmental Protection (DEP). We will meet informally on one (1) occasion with the regulators at the Schematic Design Phase to discuss potential project impacts and mitigation. We will prepare the permit application, attend one (1) site visit and up to two (2) formal meetings/hearings related to the wetlands filing. Gale will attend additional hearings related to this application, if approved by the Town as additional services, on a time and expense basis.

Site Plan Approval. There are several issues that may trigger a Site Plan Review. If required, we will file an application for Site Plan Approval with the Planning Board. We will meet informally with the regulators on one (1) occasion, at the Schematic Design Phase, to discuss potential project impacts and attend up to two (2) meetings related to this application, which includes public meetings. Gale will attend additional hearings related to this application, if approved by the Town as additional services, on a time and expense basis.

Federal Permits. The proposed development may also exceed certain thresholds warranting application for certain federal permits, such as the Corps of Engineers Chapter 404 Permit and/or the NPDES Stormwater Management Permit. Gale will prepare these applications. The contractor will be responsible for preparing the NPDES Construction General Permit and the SWPPP Plan.

Services Not Included. The following services are either being provided by a direct contract to the Town or by others, or are not included in our proposal.

- Preparation of final construction documents.
- Professional land surveyor (PLS) services.
- Flood plain elevation determination studies.
- Wetlands replication design or the design of off-site mitigation.
- Bid period services.



- Construction period services or construction monitoring.
- Architectural or structural design services related to an amenities building (e.g., concessions, restrooms, storage, etc.).
- Development of financial or legal analyses.
- Camera/audio utilities investigation or location.
- Design of off-site utility upgrades.
- Property line and easement survey.
- 3-D perspective renderings or models.
- Permitting beyond those services delineated above.
- Mechanical/electrical/plumbing/fire protection services.
- Professional cost estimating.
- Contractor services and associated equipment (e.g. excavator, backhoe, etc.).
- Traffic studies.
- Actual habitat field studies.
- Services related to potential site contamination or hazardous materials testing (LSP services).
- Services related to historical or archeological issues.
- Any other services not specifically noted within the Scope of Services.

Should work be required in these areas, or areas not previously described, Gale will prepare a proposal or amendment, at the Town's request, that contains the Scope of Services, fee and schedule required to complete the additional services.

G:\wjs\HWRHS Athletic Campus Improvements Project 2015 1218 Revised 2016 0314 REV 2016 0325 REV 2016 0525 REV 2016 0621 REV 2016 0624.doc



GALE ASSOCIATES, INC.
163 Libbey Parkway, P.O. Box 890189
Weymouth, Massachusetts 02189-0004
(781) 335-6465

GENERAL TERMS AND CONDITIONS

JANUARY 2015

The following General Terms and Conditions are incorporated into, and made part of, the attached proposal dated June 24, 2016, between Gale Associates, Inc. (hereinafter referred to as "GALE") and:

Town of Hamilton
c/o Recreation Department
16 Union Street

Hamilton, MA 01982

Project Reference:

Engineering Services

Athletic Campus Improvements Project

Hamilton-Wenham Regional High School

South Hamilton, MA

(hereinafter referred to as "Client"), and together are referred to as the "Agreement".

On-Site Testing and Other Exploration

To perform site/building investigations and other explorations, GALE will engage a reputable contractor or contractors, experienced in this work. The contractor's invoice plus a 15% service charge will be added to GALE's fee. Alternatively, at Client's request, GALE can arrange for Client to enter into contract with the contractor(s). In that event, invoices for these outside services will be mailed to Client for direct payment to the contractor(s).

GALE is responsible for recommending a reputable contractor or contractors for this work but cannot undertake to guarantee or be responsible for their performance or the accuracy of their results.

Services of Others

On occasion, GALE will engage the specialized services of individual consultants or other companies to participate in a project. The cost of such services plus a 15% service charge shall be invoiced to Client.

On-Site Services During Project Construction

Should GALE's services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the contractor shall be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work and compliance with OSHA Regulations, and that these requirements shall apply continuously and not be limited to normal working hours. Any monitoring of the contractor's performance conducted by GALE personnel is not intended to include review of the adequacy of the contractor's safety measures in, on or near the construction site. In addition, GALE shall have no authority and shall not be responsible for the means, methods, techniques, sequences or procedures or safety precautions and programs relating to the construction of the project.

It is further understood that field services provided by GALE personnel shall not relieve the contractor of his responsibilities for performing the work in accordance with the plans and specifications.

Right-of-Entry

Unless otherwise agreed, Client will furnish right-of-entry onto the land and/or facility for GALE to make the planned surveys and other explorations. GALE will take reasonable precautions to minimize damage to the land and facilities for use of equipment, but the fee does not include the cost for restoration of damage that may result from these operations. If GALE is required to restore the land or facility to its former condition, this will be accomplished, and the cost will be added to the fee.

Samples

Unless Client advises GALE otherwise in writing, samples will be discarded 60 days after submission of our report. Upon request, GALE shall ship or deliver the samples, charges collect, or will store them for an agreed storage charge. The remains, if any, of samples subjected to destructive testing shall be discarded 60 days after testing.

Invoices

Invoices will generally be submitted once per month for services performed during the previous month. Payment will be due within 30 days of invoice date. Interest will be added to accounts in arrears at the rate of 1-1/2% per month (18% per annum) or the maximum rate allowed by law, whichever is the lesser, of the outstanding balance. (In the event GALE files suit, engages in alternative dispute resolution or engages the use of a "collection agency" to enforce overdue payments, Client will be responsible for all court costs, reasonable attorneys' fees and collection fees).

GALE shall be entitled, without breach of Contract, to suspend or terminate, at its sole option, its obligations under the Agreement if any invoice is not paid within 30 days.

Ownership of Documents

All reports, field data, notes, plans, specifications, calculations and other documents of service, whether in hard copy or machine readable form, which GALE prepares as instruments of service, shall remain the property of GALE. GALE will retain all pertinent records relating to the services performed for a period of ten years following submission of the work, during which period the records will be made available to Client at all reasonable times and for payment of costs by Client. Client agrees that all reports and other work furnished by GALE or other agents, which are not paid for, will be returned upon demand and will not be used for any purpose whatsoever.

It is understood and agreed that all documents prepared pursuant to this Agreement, whether in hard copy or machine-readable form, are intended for one-time project specific use. The Client may retain copies for information and reference in connection with the occupancy and use of the project. In the event of Client reuse of documents without engaging GALE, Client shall, to the fullest extent permitted by law, hold harmless and indemnify GALE for all claims and/or damages generated by said reuse.



GALE will retain hard copies of all documents provided in machine readable form. Because of the possibility that the information and data delivered in machine readable form may be altered or damaged, the hard copy shall be referred to as the original and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of machine readable documents provided by GALE from one system and/or format to another cannot be accomplished without risk of the introduction of inexactitudes, anomalies and errors. In the event project documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith, and shall hold harmless and indemnify GALE from all claims, damages and costs arising from or connected with such conversions.

Insurance

GALE is protected by Workers' Compensation Insurance, Professional Liability Insurance and Standard Public Liability Insurance. Upon request, GALE will furnish information and Certificates of Insurance. In conjunction with the Limitation of Liability provision below, GALE will not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance available at the time of claim. GALE will not be responsible for any loss, damage or liability arising from Client's acts, errors and omissions and those of Client's staff, consultants, contractors and agents or from those of any person for whose conduct GALE is not legally responsible.

If either party to this agreement incurs damages arising out of the project that are covered by insurance, then the applicable party waives all claims against the other party to the extent such damages are covered by insurance. The Client shall require similar waivers from all other parties including contractors, subcontractors consultants and other entities or individuals associated with the project.

Standard of Care

In accepting this Agreement for professional services, Client acknowledges the inherent risks associated with land and building evaluation and construction. In performing professional services, GALE will use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession practicing in the same or similar locality.

Limitation of Liability

For any damage or costs resulting from error, omission or professional negligence in the performance of GALE'S services, the liability of GALE to all claimants will be limited to an aggregate sum not to exceed \$50,000 or the fee for professional services actually received by GALE, whichever is lesser. It is specifically acknowledged that there are certain uninsurable risks involved in some services provided by GALE (i.e., hazardous waste and asbestos projects).

Limitation on Claims

The parties agree that causes of action that may accrue to Client pertaining to acts, failures to act, errors, omissions, or otherwise pertaining to the performance of this Agreement by Gale shall be deemed to have accrued and the applicable statute of limitations shall commence to run upon the date of Substantial Completion, issuance of Certificate of Occupancy, or final invoicing by Gale, whichever occurs first. The parties further agree that, regardless of the statute of limitations applicable where the work was performed, client must initiate suit no more than two (2) years after such cause(s) of action accrue.

Miscellaneous

A. GALE will only commence work on this project upon receipt from the Client of both the authorization to proceed, and the agreed upon retainer. This retainer will be applied to the final invoice for the project.

B. The Agreement represents the entire and integrated Agreement between the Client and GALE and supersedes all prior negotiations, representations, or agreements, either written or oral, and may be amended only by written instrument signed by both the Client and GALE.

C. GALE has the right to renegotiate the fee if the original scope of work is changed, or if services are not completed within 12 months.

D. It is recognized that GALE has no control over the cost of labor, materials or equipment for construction, over any Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, GALE cannot, and does not, warrant or represent that bids or negotiated prices will not vary from any cost estimate or evaluation prepared by GALE.

E. Should any representative of GALE be requested, required ordered or subpoenaed to give any testimony, either at trial, deposition, hearing or otherwise, concerning services performed under this Agreement or concerning the subject matter of this retainer, then Client shall compensate GALE for all reimbursables and time incurred in connection with the preparation for and giving of such testimony at the rates prevalent at the time of the service.

F. In the event that any part of this contract or proposal shall be held invalid, such invalidity shall not invalidate the whole of contract or proposal, but the remaining portions thereof shall continue to be valid and binding.

G. It is understood by the parties that the existing or constructed building may, as a result of its construction, use, maintenance, occupation or otherwise, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If during construction of the Project, GALE knowingly encounters any such substances, GALE shall notify the Client and, without liability for consequential or any other damages, suspend performance of services until the Client retains a qualified specialist to abate and/or remove mold substances. The Client agrees to release and waive all claims against GALE, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site, whether during or after completion of construction. Client further agrees to indemnify and hold GALE harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site, whether during or after completion of construction, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of GALE.

Termination

GALE may terminate this Agreement with respect to the Project for convenience, at its option, by sending a written Notice of Termination to Client. Gale shall have the right to terminate this Agreement with respect to the Project for cause if the Client commits a material breach of this Agreement and fails to cure such breach within ten (10) days. If circumstances arise which, in Gale's professional opinion, preclude it for professional or ethical reasons from continuing performance, Gale shall advise Client of the fact. The parties shall immediately enter into good faith efforts to arrive at a mutually satisfactory solution. If this cannot be done to the satisfaction of both parties, either party may terminate this Agreement with respect to the Project. The Notice of Termination shall specify when and which work will be discontinued and when termination shall be effective, provided that no termination shall be effective less than ten (10) calendar days after receipt of the Notice of Termination. GALE shall be paid for all services performed and charges incurred prior to termination.



GALE ASSOCIATES, INC.
 163 Libbey Parkway, P.O. Box 890189
 Weymouth, Massachusetts 02189-0004
 (781) 335-6466

SCHEDULE OF FEES

JANUARY 2015

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$225/hr.
Sr. Associate	\$200/hr.
Associate	\$185/hr.
Sr. Project Manager	\$165/hr.
Sr. Engineer/Architect/Planner	\$150/hr.
Project Engineer/Architect/Planner	\$140/hr.
Sr. Staff Engineer/Designer	\$130/hr.
Staff Engineer/Designer	\$120/hr.
CAD Designer	\$120/hr.
Administrative Professional	\$110/hr.
CAD Drafter/Technician	\$100/hr.
Word Processor/Clerk/Admin. Assistant	\$100/hr.

Fees for pretrial conferences and expert testimony will be billed at 1.5 times the hourly rate.

Fees for expedited services will be billed at 1.3 times the hourly rate.

Overtime will be charged for services provided by staff members when those services require more than 8 hours per day including travel. Overtime is charged at a rate of 1.5 times the hourly rate.

Hourly rates for CAD/Electronic Survey Operator include an equipment usage charge.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at \$0.50 per mile, plus toll charges for travel from Gale's office to the project and return, and for travel at the project in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%:

1. Transportation and living expenses incurred for out-of-town projects.
2. Long distance telephone calls, facsimiles, telegrams and cables.
3. Delivery charges for samples, field testing equipment, etc.
4. Laboratory equipment and instrumentation directly identifiable to the project and specifically noted in Gale's proposal.
5. Purchase of specialized equipment and rental of equipment from outside vendors.
6. Photographs for project records and reproduction of drawings and reports.
7. Computer services provided by outside vendors.
8. Drafting and word processing services and other labor provided by outside contract personnel.
9. Use of rental vehicles.

APPENDIX F
COMMUNITY PRESERVATION COMMITTEE BUDGET

1) Open Space and Recreation - Project *Approved*

To appropriate \$44,647 (\$39,247.00 from the Community Preservation Fund Balance, \$4688.00 from FY17 Community Preservation Fund Revenues, and \$712.00 from the Open Space Recreation Reserve) for the design of the field renovation at Hamilton Wenham Regional High School, conditioned upon commencement of the project by June 30, 2018.

Note: The vote of the Community Preservation Committee was unanimously in favor.

2) Open Space and Recreation - Project

To appropriate \$25,000.00 from the Community Preservation Fund Balance for the construction of a playground at the Winthrop School, conditioned upon commencement of construction by June 30, 2018.

Note: The vote of the Community Preservation Committee was 5 votes in favor and two in opposition.

3) Open Space and Recreation - Project

To appropriate \$44,600.00 of FY17 Community Preservation Fund Revenues to fund the debt service for the Donovan Acquisition (\$40,000.00 in principal and \$4,600.00 in interest).

4) Open Space and Recreation - Project

To appropriate \$110,000.00 from the Community Preservation Fund Balance to fund the debt service related to the Sagamore Hill conservation project.

5) Historic Preservation - Reserve

To reserve \$49,288.00 of FY17 Community Preservation Fund Revenues to the Historic Resources Reserve.

Note: The vote of the Community Preservation Committee was unanimously in favor.

6) Community Housing - Project

To appropriate \$250,000 (\$194,935 from the Community Housing Reserves, \$49,288 from the FY17 Community Preservation Fund Revenues, and \$5,767.00 from the Community Preservation Fund Balance) to the Affordable Housing Trust, conditioned upon expenditure for affordable housing purposes by June 30, 2018.

Note: The vote of the Community Preservation Committee was unanimously in favor.

7) Administration - Expense

To appropriate \$24,644.00 of FY17 Community Preservation Fund Revenues for administration costs including, but not limited to, annual Community Preservation Coalition membership fees and salary for part-time Community Projects Coordinator position.

Wenham ATM April 2, 2016

- b) The sum of \$131,937.50 from CPA FUND BALANCE and \$12,000 from HISTORIC RESOURCES for the purpose of paying the debt service in FY 2017 on the \$2,151,421 supplemental borrowing under Massachusetts General Laws, Chapter 44 and 44B for the rehabilitation of the 162 year old Wenham Town Hall Building located at 138 Main Street in accordance with the plans developed and administered by the Wenham Town Hall and Police Station Building Committee.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

- c) The sum of \$20,000 from CPA FUND BALANCE to the Friends of Winthrop School for renovation to the Winthrop Playground.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

- d) The sum of \$50,000 from CPA FUND BALANCE to the Town of Wenham to help fund the design and construction of a structure to house ENON-1 – the Town's historic 19th century fire pumper.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

- e) The sum of \$35,000 from HISTORIC RESOURCES to the Wenham Cemetery Commission for the final phase of restoration of 161 historic gravestones in the Main Street Cemetery.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

- f) The sum of \$22,592.64 from CPA FUND BALANCE to the Hamilton / Wenham Recreation Committee for Wenham's share of the design and engineering of a conceptual plan for sports fields which is included in the HWRHS Recreation Master Plan. This is contingent upon Hamilton funding their portion of the total costs not to exceed \$67,240. *Approved*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

- g) The sum of \$10,000 from CPA FUND BALANCE to the Veterans' War Memorial Committee for landscaping the Veterans' Memorial.

**INTERMUNICIPAL AGREEMENT AMONG
THE TOWNS OF HAMILTON AND WENHAM
AND THE HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT**

**DESIGN AND ENGINEERING SERVICES
TURF FIELD**

Agreement made as of JULY 26, 2016, (“Effective Date”) by and among the Town of Hamilton, the Town of Wenham, and the Hamilton-Wenham Regional School District (“HWRSD”) pursuant to G.L. c. 40, § 4A, for the cost of design and engineering services for athletic campus improvements, including installation of a synthetic turf field, at the Hamilton-Wenham Regional High School.

WHEREAS, the HWRSD and the Hamilton-Wenham Joint Recreation Committee see a need for athletic campus improvements, including the installation of a synthetic turf field and associated seating and lighting, at the Hamilton-Wenham Regional High School (the “Project”);

WHEREAS, Hamilton expects to execute a contract with Gale Associates, Inc. (“Gale”) dated December 18, 2015 and most recently revised June 24, 2016, (“Contract”) for the Project;

WHEREAS, Community Preservation Act funding was approved by both Hamilton and Wenham’s Town Meetings in April 2016 for the purpose of funding the Contract in connection with the Project;

WHEREAS, the HWRSD is willing to provide access to Gale to provide engineering services on the Project;

THEREFORE, the Town of Hamilton by and through its Town Manager, the Town of Wenham by and through its Board of Selectmen, and the HWRSD by and through the Superintendent of Schools, agree to the following:

SERVICES.

Per the Term of the Agreement (see below), Hamilton will execute the Contract to perform engineering services, Phases 1-4, with related environmental services. Gale shall be under the day-to-day supervision of the Recreation Director for the Hamilton-Wenham Joint Recreation Department and the HWRSD Director of Maintenance & Facilities, with involvement by the HWRSD Assistant Superintendent for Finance & Administration, HWRSD Athletic Director, Wenham’s Town Administrator and Hamilton’s Town Manager.

ACCESS.

The HWRSD, through its Director of Maintenance & Facilities, shall provide access, upon reasonable prior notice, to Gale to school property as is necessary for Gale to complete its work under the Contract. The HWRSD, Hamilton, and Gale will cooperate so as to minimize disruption to school activities and operations caused by Gale’s work.

COSTS.

- A. Estimated Cost. The cost for Gale's services and expenses shall not exceed Sixty-seven Thousand Two Hundred Forty Dollars and Zero Cents (\$67,240). The costs are to be funded by Hamilton and Wenham as explained in paragraph B below.
- B. The estimated cost of Sixty-Seven Thousand Two Hundred Forty Dollars and Zero Cents (\$67,240) will be proportionally split between Hamilton and Wenham, with Wenham responsible for 33.6% and Hamilton responsible for 66.4%. The source of the funds for payment shall be Community Preservation Act ("CPA") funds. The Community Preservation Committee ("CPC") of Wenham approved the application of the Hamilton-Wenham Joint Recreation Department for Twenty-Two Thousand Five Hundred Ninety-Two Dollars and Sixty-four Cents (\$22,592.64) and Wenham Town Meeting voted to appropriate these CPA funds under Article 10 of the 2016 Wenham Annual Town Warrant. The CPC of Hamilton approved the application of the Hamilton-Wenham Joint Recreation Department for Forty-Four Thousand Six Hundred and Forty-Seven Dollars and Thirty-Six Cents (\$44,647.36) and Hamilton Town Meeting voted to appropriate CPA funds under Article 2016/4 2-7 of the 2016 Hamilton Annual Town Warrant.
- C. The HWRSD bears no financial obligation for Gale's services and expenses under the Contract.

BILLING.

Hamilton will invoice Wenham for its share of the services performed by Gale upon receiving a bill from Gale, splitting the costs as provided in paragraph B above. Remittance by Wenham to Hamilton shall be made within thirty days of receipt of each invoice. Hamilton and Wenham's maximum financial liability under this Agreement shall not exceed the sums set forth in paragraph B above.

Hamilton shall maintain detailed records of the services performed by Gale. Hamilton shall make these records available for review by Wenham. Hamilton shall provide financial statements summarizing the services provided under this Agreement to Wenham on an annual basis within thirty days of the end of each fiscal year.

The obligations of this Paragraph shall survive termination of this Agreement.

RESOLUTION OF DISPUTES.

In the event that disputes arise among the parties in the interpretation or performance of this Agreement, the dispute shall be submitted to an independent mediator agreed to by all parties, the costs of which shall be equally borne by all. In the event that the mediator's recommendations are not accepted, then any party may seek review in the Salem Superior Court.

AMENDMENT.

This Agreement may only be modified by a writing executed by all parties.

INSURANCE.

Prior to the commencement of work, Gale shall provide Hamilton's Town Manager with a Certificate of Liability Insurance naming the HWRSD as Additional Insured.

CORI REQUIREMENTS.

Prior to the commencement of work, all Gale employees who plan to provide on-site support of the Contract shall be subject to HWRSD CORI Check Policy (A1008). All CORI Checks will be administered through HWRSD Administrative Offices located at 5 School Street, Wenham, MA 01984.

TERM OF AGREEMENT.

Since CPA funding has been approved by both Towns at their 2016 Annual Town Meetings, this Agreement shall remain in effect until June 30, 2017, or upon completion of the work by Gale, and full payment by the Towns, whichever is earlier.

This agreement shall in no way bind any of the three parties to engage in any future work or to provide any further appropriation related to the proposed athletic campus improvements outlined in the design Contract.

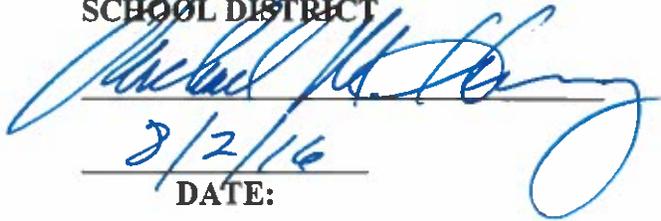
HAMILTON TOWN MANAGER



8/3/16

DATE:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT



8/2/16

DATE:

WENHAM BOARD OF SELECTMEN







7/26/16

DATE

School Committee Goals 2016-2017

1. Budget
 - a. Advocate for a budget that calls for educational excellence while being mindful of the fiscal constraints of the communities.
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.
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.
4. Policy Review Process
 - a. Develop a documented and approved process for regular review and update of the District Policy Manual.

HWRSD

Proposed SC Meeting Schedule for 2017-2018 School Year

Warrant Committee Meeting Date	SC Meeting Date	
Wednesday, July 5, 2017		Tuesday Hoilday
Wednesday, July 19, 2017		
Wednesday, August 16, 2017		
Wednesday, August 30, 2017		
	Wednesday August 2, 2017	
	Wednesday August TBD	SC Workshop
	Wednesday September 13, 2017	
	Wednesday September 27, 2017	
	Wednesday, October 11, 2017	Monday Holiday
	Wednesday October 25, 2017	
	Wednesday November 8, 2017	
	Tuesday, November 21, 2017	Thursday Holiday
	Wednesday, December 6, 2017	
	Wednesday, December 20, 2017	
	Wednesday, January 3, 2018	Monday Holiday
	Wednesday, January 17, 2018	Monday Holiday
	Wednesday, January 31, 2018	
	Wednesday, February 14, 2018	
	Wednesday, February 28, 2018	
	Wednesday, March 14, 2018	
	Wednesday, March 28, 2018	
	Wednesday, April 11, 2018	
	Wednesday, April 25, 2018	
	Wednesday, May 9, 2018	
	Wednesday, May 23, 2018	
	Wednesday, June 6, 2018	
	Wednesday, June 20, 2018	

DRAFT – RECOMMENDED CHANGES JDS dated 5/4/17 (in red)**CORI Policy for Owners of Challenge Courses for Conducting Criminal History Inquiries****I. Policy Purpose**

Pursuant to the regulations pertaining to the operation of Climbing Walls contained in 520 CMR 5.15, owners of companies that operate Climbing Walls are required to conduct criminal history inquiries on certain applicants for employment. The procedure described below has been adopted by the Hamilton-Wenham Regional School District for Criminal Offender Record Inquiries.

II. Scope

1. The policy shall apply to all applicants 18 years of age or older for the positions of:
 - a. Challenge Course Manager; and
 - b. Challenge Course Staff.

III. Process

1. The Hamilton-Wenham Regional School District will register annually for iCORI service, a secure web-based service through which organizations will request and receive Criminal Offender Record Information (“CORI”), at www.mass.gov/cjis.
2. Upon application for any of the above positions, an applicant shall provide to the Hamilton-Wenham Regional School District a completed CORI Acknowledgement Form provided by the Department of Criminal Justice Information Services (DCJIS). CORI checks will only be conducted as authorized by the DCJIS and M.G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed. CORI will only be accessed for applicants who are otherwise qualified for the position for which they have applied. If a new CORI check is to be made on an applicant within one year of his/her signing of the CORI Acknowledgement Form, the applicant shall be given 72 hours notice that a new CORI check will be conducted.
3. The applicant shall be informed in writing either on the face of the application or in an attached written document that by completing the CORI Acknowledgment Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment. The applicant shall be further informed on the face of the application or in an attached written document that consideration for employment will only be granted upon completion of both the application and the CORI Acknowledgement Form.
4. All CORI obtained from the DCJIS is confidential, and access to the information is limited to those individuals who have a “need to know.” This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The Hamilton-Wenham Regional School District will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six months and is subject to inspection upon request by the DCJIS and/or the Department of Public Safety and Inspections at any time.

5. The Hamilton-Wenham Regional School District shall maintain a secondary dissemination log to record any dissemination of CORI outside of the District, including dissemination at the request of the applicant.

6. All personnel authorized to review or access CORI at the Hamilton-Wenham Regional School District will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

7. Once the applicant provides consent to conduct a criminal background inquiry, the Hamilton-Wenham Regional School District shall submit a CORI request using the iCORI service. In most cases, results will be returned instantaneously.

8. In the event that results are not returned instantaneously and circumstances require an expedited employment decision, the following procedures shall apply:

- a. A temporary offer of employment may be made to an applicant on the express condition that the Hamilton-Wenham Regional School District has submitted applicant's CORI request prior to the temporary offer of employment.
- b. Any temporary employment shall expire at the conclusion of 14 days following acceptance and may not be renewed.
- c. During the period of temporary employment, the applicant shall be under the direct supervision of an employee who has previously undergone a completed CORI.

9. If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

~~9- 10.~~ At such time as the results of CORI are made available, the Hamilton-Wenham Regional School District shall act expeditiously to make a determination of suitability of employment.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

Factors considered in determining suitability may include, but not be limited to: (a) relevance of the record to the position sought; (b) the nature of the work to be performed; (c) time since the conviction; (d) age of the applicant at the time of the offense; (e) seriousness and specific circumstances of the offense; (f) the number of offenses; (g) whether the applicant has pending charges; (h) any relevant evidence of rehabilitation or lack thereof; (i) any other relevant information, including information submitted by the applicant or requested by the Hamilton-Wenham Regional School District.

The Hamilton-Wenham Regional School District shall consult, in making its suitability determination, the Department of Public Safety's *Guidelines for Evaluating Criminal Offender Record Information (CORI)* and its *CORI Evaluation Criteria – Tables A to C* appendix, available at: <http://www.mass.gov/eopss/agencies/dps/cori-policy.html>

~~10-~~ 11. In the event that the applicant is to be questioned regarding his or her criminal record, the applicant shall be provided with a copy of the criminal history record, ~~whether obtained from the DCJIS or from any other source,~~ prior to such questioning. ~~The source(s) of and the source of~~ the criminal history record shall be disclosed ~~to the applicant.~~

~~11-~~ 12. If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

~~In the case of a negative employment decision, the applicant shall be notified immediately and shall be provided with:~~

- ~~a. A copy of the Hamilton-Wenham Regional School District's CORI policy;~~
- ~~b. A copy of the CORI;~~
- ~~c. A copy of Information Concerning the Process in Correcting a Criminal Record as provided by DCJIS.~~

~~The applicant shall have the opportunity to dispute the accuracy of the CORI.~~

Source: Department of Public Safety (DPS) ~~Model CORI Policy 2017~~ 2016

References: HWRSD Policy A1008 – DCJIS Model CORI Policy
HWRSD Policy A1016 – Background Checks

EXHIBIT M

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

H8041 (Updated)

Graduation Requirements

All Students are required to earn 24 credits and comply with all state accountability requirements in order to graduate. A semester course receives .5 credits; a yearlong course receives 1 credit.

English:	4 credits
History:	3 credits
Science:	3 credits (must be lab science)
Mathematics:	4 credits
Wellness:	2.75 credits (2.0 credits for the class of 2019 & beyond)
Foreign Language:	2 credits
Fine/Applies Arts:	.5 credits
Engineering Technology:	.5 credits
Additional semester of either:	.5 credits

The Massachusetts Department of Education also requires that all students pass English, Math, and Science MCAS competency testing to be eligible for a high school diploma. In addition, students in the class of 2018 must complete 50 hours of community service, as follows:

9 th grade:	10 Hours
10 th grade:	10 Hours
11 th grade:	15 Hours
12 th grade:	15 Hours

Deleted: Students in the classes of 2015, 2016 and 2017 must also complete a Regional Exit Portfolio as a requirement of graduation. Students in the class of 2018 must successfully complete a Regional Exit Portfolio, an independent study project, an internship, or a capstone project.

Credit for Foreign Study: Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Hamilton Wenham Regional High School.

Source: MASC

Policy Review: 1st Reading: September 3, 2015

2nd Reading: October 1, 2015

Policy Adopted: October 1, 2015

Vote: 6-0

Lawrence Swartz, Chairperson, HWRSD School Committee:

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine.

The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

SOURCE: MASC July 2016

CROSS REF: [BBBA/BBBB](#) School Committee Member Qualifications/Oath of Office

LEGAL REF.: M.G.L. [71:36A](#)

EXHIBIT O

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

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H8010

ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). No one but the school nurse, and those others listed in the medical administration plan, may give any medication to any student.

Exceptions:

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Other situations where a student may self-administer medications will be outlined in the student's medical administration plan, as approved by the school nurse.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. [71:54B](#)
Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

Deleted: When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and **reminded** by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking.

Deleted: acting within the above restriction,

Policy Review: 1st Reading: September 8, 2016
2nd Reading: September 22, 2016
Policy Adopted: September 22, 2016
Vote: 6-0-0
Chairperson, HWRS School Committee: Stacey Metternick

A1005

Harassment Prevention & Response

Policy Preamble: The Hamilton-Wenham Regional School District School Committee is committed to the prevention of harassment based upon sex, race, color, national origin, religion, age, disability, gender identity or sexual orientation. This policy has been developed to ensure that the educational opportunities of all students, and the employment conditions of all employees, are not threatened or limited by such harassment, and to ensure that individuals are free to work, learn, and develop relationships without fear of intimidation, humiliation or degradation.

This policy defines: unlawful and prohibited conduct; reporting and investigation procedures; and disciplinary sanctions.

It shall be a violation of this policy for any employee or student of the Hamilton-Wenham Regional School District to harass another employee, adult member of the school community, student, applicant for employment or other person with business to conduct with the Hamilton-Wenham Regional School District, through conduct and communications as defined below. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a harassing nature as defined below.

II. Unlawful and Prohibited Conduct Defined: Unlawful and prohibited conduct includes, but is not limited to, actions which are related to a person's sex/gender, race, color, national origin, religion, age, disability, gender identity or sexual orientation when such actions are unwelcome and unsolicited by the recipient.

Harassment based on a person's race, color, national origin, religion, age, disability or sexual orientation consists of conduct that:

1. has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive work or education environment;
2. has the purpose of substantially or unreasonably interfering with a person's work or academic performance;
3. or otherwise adversely affects a person's academic standing or employment opportunities.

III. Sexual/Gender Harassment: Unlawful and prohibited conduct, consisting of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct, or communication of a sexual nature when:

1. submission to, or rejection of, such conduct or communication is made explicitly or implicitly a term or condition of employment, or education or academic achievement;
2. or, submission to, or rejection of, such behavior is used as a basis for employment or academic decisions;
3. or, such behavior unreasonably interferes with an individual's work or academic

performance, or creates an intimidating, hostile, humiliating, or offensive work or educational environment.

Examples of prohibited behaviors regarding sex, gender, gender identity, race, color, national origin, religion, age, disability, or sexual orientation shall include, but not be limited to, the following examples:

-Verbal conduct: name calling, teasing, jokes or other derogatory or dehumanizing remarks, by an individual or group as in verbal bullying;

-Physical contact: unwelcome touching of a person or person's clothing or any other act of physical intimidation or bullying;

-Written conduct: notes, cartoons, calendars, graffiti, offensive or graphic posters, pictures, book covers, drawings, computer terminal messages or electronic mail (email) of an offensive nature, or designs on clothing meant to offend another on the basis of gender, race, color, national origin, age, disability, sex or sexual orientation or other identifying characteristics;

-Visual conduct: suggestive looks, leering, gesturing of a suggestive nature;

-Blackmail: as in behavior with the intention to control another individual's scholastic achievement or employment status;

The foregoing list was to provide some concrete examples, but is not meant to be all-inclusive.

IV. Responsibilities: All students, teachers, administrators, and other personnel of the Hamilton-Wenham Regional School District are responsible for creating and maintaining an environment that is free of harassment and other offensive behaviors and for conducting themselves in a manner consistent with the spirit and intent of this policy and in cooperating with any investigation of alleged harassment.

The subject of harassment should report alleged violations of this policy to the appropriate personnel in accordance with the guidelines and procedures that accompany this policy. What one person might consider as acceptable behavior may be viewed by another as harassment. It is, therefore, suggested that a person make clear to the harasser that the behavior is offensive and must cease.

The Hamilton-Wenham Regional School District is responsible for the dissemination of this policy and training. The school district responsibilities will ensure that:

1. this policy shall be conspicuously posted throughout each school building in areas accessible to students and staff;
2. this policy shall appear in staff and student handbooks;
3. the school district will develop a method of discussing this policy with students and employees;
4. the district will appropriately train administrators and others who are assigned and responsible to implement the procedures of this policy;
5. This policy will be reviewed every t years for compliance with state and federal law.

V. Reporting Harassment:

A. Students:

Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, or administrator who will in turn notify a complaint manager, or students may report directly to complaint managers. Notice of each school's complaint managers, whose role is defined below, will be posted in a prominent location in each school.

B. Employees:

All Hamilton-Wenham Regional School District employees must respond to a student's complaints of harassment by notifying the building principal or appointed complaint managers. In a case where a student complains of harassment by a teacher or another school department employee, a building administrator and/or his/her designee must investigate the complaint. All student complaints of harassment, including sexual harassment, must always be taken seriously.

Employees who believe that they are victims of harassment should report such occurrences to the most appropriate of the following potential complaint managers: their immediate or system-wide supervisor, the school building principal, a district administrator, or the Superintendent of Schools, or his/her designee.

VI. Investigation and Corrective Action:

The Hamilton-Wenham Regional School District will investigate all complaints of harassment. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. Reports of sexual harassment and related information will be kept confidential to the extent consistent with the school's obligations under law.

Each building principal will appoint two or more complaint managers, at least one of each gender, where possible. The complaint manager shall be responsible for investigating complaints of harassment, communicating the investigatory findings to the Hearing Officer, and recommending discipline as a consequence of harassment.

In a case between a student and an adult, the building principal or another building administrator will act as the complaint manager. In a case involving two or more employees, a building administrator and/or his/her designee will assume the role of the complaint manager. In a case involving a building administrator, a principal, or a district administrator, the Superintendent of Schools, or his/her designee, will act as a complaint manager.

Complaint managers will attend training sessions and workshops as directed. Notice of each school's complaint managers will be posted in a prominent location in each school.

If the Hamilton-Wenham Regional School District determines that harassment has occurred, it will take appropriate action to end the harassment. Steps that may be taken include, among others, an apology, direction to stop the offensive behavior, counseling or training, warnings, suspensions, exclusion from school-related activities, transfer, remediation, expulsion from schools or termination from employment.

Disciplinary action will be consistent with the requirements of applicable collective bargaining agreements, Massachusetts and federal laws, and school district policies. Any staff member or student who is dissatisfied with the results or progress of the school's investigation may discuss his/her dissatisfaction directly with the building principal or the Superintendent of Schools, or

his/her designee, at the District Administration Building, 5 School Street, Wenham, MA 01984, (978- 468-5310)

VII. Retaliation:

The school administration will discipline or take appropriate action against any student, teacher, administrator, or school personnel who retaliates in any form against a person who makes a complaint or reports or participates in an investigation of a harassment complaint. Acts of retaliation may result in immediate disciplinary action up to and including expulsion or dismissal, even if underlying harassment is not proven. Retaliation is an independent prohibited and unlawful act.

VIII. Investigation of Child Abuse:

Under certain circumstances, harassment of a student may constitute child abuse under Massachusetts Law, M.G.L. Ch. 119, Section 51 A. The Hamilton-Wenham Regional School District will comply with Massachusetts Law in reporting suspected cases of child abuse. The Hamilton-Wenham Regional School District will report suspected criminal activity to the local police.

IX. Right to Alternative Complaint Procedures:

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Massachusetts Department of Education, 350 Main Street, Maiden, MA 02148, (617-388-3300); Massachusetts Commission Against Discrimination, Boston Office, One Ashburton Place, Boston, MA 02188, (617-727-3990); Equal Employment Opportunity Commission, 10 Congress Street, Boston, MA 02114, (617-565-3200); and the Office of Civil Rights of the U.S. Department of Education, J.F.K. Federal Building, Room 1875, Boston, MA 02203, (617-565-1340); initiating civil action or seeking redress under criminal statutes and/or federal law.

X. Policy Review and Revision

This policy and its procedures will be reviewed every _____ years for compliance with state and federal law. Review and revision of these policies and procedures shall occur as needed, but at least every _____ years.

XI. Legal References:

Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Massachusetts General Laws:

c.151B (prohibiting employment discrimination based on gender);

c.214 s. 1C (right to be free from sexual harassment);

c. 76 s. 5 (prohibiting educational discrimination in public schools);

c.265 s.43 (prohibiting stalking);

c.269 s. 17 (prohibiting hazing);

c. 119, s.51A (reporting of suspected child abuse).

Other relevant statutes and case law

SCHOOL COMMITTEE SELF-EVALUATION

The Education Reform Act of 1993 strengthened the requirement for accountability in the delivery of education to our students. To that end, the law now calls for the superintendent of schools to "cause the evaluation" of every employee in the school system.

But who is to evaluate the school committee, if not the school committee itself? While it is true that as individuals, members of the committee are "evaluated" when they stand for re-election or reappointment there is no prescribed agency, no prescribed vehicle for the school committee, as a body, to be evaluated -except by the body itself!

Why do a self-evaluation? While there are many potential benefits, there are two essential questions that could be answered. They are:

- 1. Is the committee doing the right things?**

- 2. Are the "right things" being done the "right way"?**

The Massachusetts Association of School Committees has developed this package to serve as a guide to members who wish to conduct a self-evaluation. The guide is more of a process than an instrument. Self-evaluation by the school committee can yield significant insights and improvement in the total operation of the committee. It can also demonstrate to the entire organization the committee's affirmation of, and commitment to, improvement and accountability in the continuing implementation of Education Reform.

As always, the Association is ready to assist you whatever your needs may be. Please call our office to talk to a staff member or to set up an on-site visit with a Field Director.

The Process for Conducting a Self-Evaluation

The process for performing a self-evaluation is a three-step process:

- 1. Planning the evaluation**
- 2. Completing the evaluation**
- 3. Processing the data**

Planning the evaluation requires the committee to reach agreement on areas of evaluation. This can include, but is certainly not limited to, the following areas of concern:

- governance
- operations
- member relations
- committee/superintendent relations
- strategic planning
- community relations
- fiscal management
- conduct of school committee meetings

A list of specific items that you may want to consider in each category is listed in the appendix to this document.

At this point it is important to note that while the process for the evaluation of the superintendent calls for clear, measurable goals; the committee need not restrict itself to that specifically for this process. Much of what the committee needs to address are the more subjective and *qualitative* factors in areas such as group dynamics that are such an integral part of a school committee's effectiveness.

Once the committee has met (with or without the help of a facilitator) to decide on what categories will be incorporated into the evaluation, they can begin to choose the *descriptors* within each category (See appendix) . This important step may involve a considerable amount of discussion. Try not to "split hairs" and have too many variations of the same point. Later in the process, you should recognize that one of the key benefits of self-evaluation is the actual discussion among committee members as you review the results. Once you have settled on the categories and descriptors, you are ready to complete the self-evaluation.

SCHOOL COMMITTEE SELF-EVALUATION

When establishing a deadline for completing the evaluation, it is important to give each member enough time so they won't feel rushed. It is common for each evaluation to be anonymous. Designate someone to collect the forms and do a composite scoring.

Processing the data can often be more effective when the committee uses a facilitator. Many of the issues and examples that will be used by members in the discussion can involve personalities and interpersonal dynamics and an objective non-member can be an invaluable aid in keeping the dialogue on-track and focused.

Remember that a key benefit, apart from the "report card" that results from the processing of data, is the enlightening (and non-threatening) discussion of issues that would never have been "agenda items" on their own. To this end, try and choose a setting that is comfortable and informal. While the meeting must be an open meeting, it must be set up for the benefit of committee members to have an honest and productive dialogue. Limit the discussion to the participants.

There are two ways to look at the scoring. The most obvious way is to find the areas where there is strong agreement. If there is strong agreement that improvement is needed in a particular area, then this should become part of your new "action plan." If there is agreement that something is working, then keep up the good work!

The other way to view the scoring is to look for areas where there is no strong agreement. If half the committee believes the committee does a great job on the budget, and half the committee believes that there is room for improvement, then an area for discussion has been identified. It is in these discussions that members can learn about each other, find ways to reach common ground, and develop a plan to move forward together. The most important thing is not to let the report hang in the air - use it to develop your own "professional development plan" for the school committee. Ask your facilitator or one of your members to draft a synopsis of your discussion, and initiate plans to put into action the ideas generated in the process, or to develop a plan for the committee to receive training.

Appendix

Scoring is done as follows:

1-Strongly agree

2-Agree

3-Disagree

4-Don't know

Sample Descriptors

Governance

The school committee is a governing body, charged with setting the educational goals and objectives for the school system, adopting policies that enable the administration to achieve these goals and objectives, adopting a budget to provide necessary resources, the hiring and evaluation of the superintendent, and the ongoing review and evaluation of the school system's performance in fulfilling its mission.

1. The committee's policies are clear and up-to-date. _____
2. The committee has adopted a mission statement. _____
3. The committee regularly evaluates its progress relative to the goals and objectives that have been adopted. _____
4. The committee refrains from involvement in the administration of the school system. _____
5. The committee members take part in educational workshops and conferences to help them make informed decisions. _____

SCHOOL COMMITTEE SELF-EVALUATION

Operations

Any group or team functions best when the norms, rules and dynamics are spelled out, easily understood, and agreed upon. Aside from certain Massachusetts General Laws and Robert's Rules of Order, the school committee generally develops its own ways of doing things. City charters and town by-laws may also provide direction for the committee. The more that is discussed up front, the smoother the process for making decisions can be.

1. Roles of committee officers are defined in committee policy and understood by all members. _____
2. New members receive introductory training and orientation when they join the committee. _____
3. Procedures and protocols for committee operations are published and understood. _____

Member Relations

Group dynamics and teamwork are an extremely important part of school committee success. Members can have strong opinions on issues yet still remain open-minded and willing to work out differences. How committee members treat each other goes a long way in affecting the ultimate success of the committee as a whole and as individuals.

1. Members treat each other with courtesy and respect. _____
2. All members are encouraged to voice opinions and take positions on issues. _____
3. Members respect the will of the majority and support decisions once they are made. _____
4. Members share pertinent information with each other to prevent surprises and promote informed decision making. _____
5. Members "do their homework" and come prepared to make decisions. _____
6. Members understand the role of the individual as part of the whole group. _____

1-Strongly agree

2-Agree

3-Disagree

4-Don't know

Committee/Superintendent Relations

The superintendent is a critical member of the management team, implementing school committee policies and leading the school system in the direction set by the school committee. The relationship between the committee and the superintendent is an area that deserves the utmost attention and care.

1. The committee regularly evaluates the superintendent using a mutually agreed-upon process. _____

2. The types and frequency of communications are agreed to in advance. _____

3. The superintendent is accessible to committee members. _____

4. Committee members contact the superintendent when seeking information. _____

5. The superintendent informs the committee of major personnel decisions. _____

6. The superintendent and committee treat each other with mutual respect and professionalism. _____

7. Both the committee and the superintendent operate on a "no-surprises" model. _____

1-Strongly agree

2-Agree

3-Disagree

4-Don't know

SCHOOL COMMITTEE SELF-EVALUATION

Strategic Planning and Fiscal Management

The school committee is accountable to the community for the responsible management of the school system's finances. It is also responsible for providing the resources necessary to enable the school system to perform its mission. Solid planning is needed to maximize short-term and long-term allocation of resources.

1. A long term, strategic plan exists and is regularly reviewed. _____
2. All constituencies of the school district are involved in the strategic planning process. _____
3. The budget process is documented and published. _____
4. Budgets are developed based on needs, from the "bottom-up." _____
5. The committee, as a group, presents and advocates the budget to the community. _____
6. The committee receives regular reports with budget and financial status for the school system. _____

Community Relations

The school committee is the chief advocate for students in the community. As such, it needs to strive for a positive relationship between the community and the school system. The perception of the school system's quality impacts nearly all facets of the system, and is an integral component of school committee success in advocacy.

1. The committee has a public relations plan for the school system. _____
2. The committee encourages the inclusion of community member in as much decision making as possible. _____
3. The committee works cooperatively with other branches of municipal government. _____
4. The school system regularly reports its own progress and accomplishments. _____

1-Strongly agree

2-Agree

3-Disagree

4-Don't know

Conduct of Meetings

The quality of school committee meetings affects not only the quality of committee decisions and committee credibility, but also the level of confidence the community has in the committee. School committee decisions can be made only at these meetings, which often provide the public its only "window" into the school system. The meeting agenda is planned jointly by the committee chairman and the superintendent, and must be adhered to by the committee.

1. Committee members receive sufficient information far enough in advance to prepare for meetings. _____
2. Public input is welcomed, and is done according to an established policy. _____
3. Full and sufficient debate is allowed. _____
4. Discussion is focused on issues, not personalities. _____
5. The physical setting is conducive to productive discussion and decision making. _____
6. Meetings are frequent enough to prevent overcrowded agendas. _____

1-Strongly agree

2-Agree

3-Disagree

4-Don't know

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

A1007

AIDS/HIV

AIDS (acquired immune deficiency sndrome) and infection with HIV (human immunodeficiency virus), the pathogen that can be transmitted from one person to another in certain specific ways and causes AIDS, are serious threats to the lives and health of people in Massachusetts. HIV is transmitted through unprotected sexual intercourse, through blood-to-blood contact, including when intravenous needles are shared, and can be acquired in the womb, at the time of birth, or during breast-feeding. Symptoms of AIDS appear in an adult an average of ten years after infection with HIV. The disease progresses more rapidly in infants and children.

Due to prevalent patterns of sexual activity and substance abuse, many of our young people are at significant risk of infection with HIV. Our schools must play a major role in the concerted effort to stop the spread of the virus by helping students make healthy choices about their personal behaviors.

Due to the rising rate of HIV infection and other sexually transmitted diseases among adolescents, the need to address infection prevention in all ways possible is critical. The Massachusetts Board of Education's Policy on AIDS/HIV Prevention Education states that AIDS/HIV prevention education should include information about sexually transmitted diseases, as well as the value of both sexual abstinence and the use of protection in the prevention of infection.

Further, as the number of individuals infected with HIV or diagnosed with AIDS continues to grow, we need to come to terms with these members of our local communities. Schools must also play a part in assisting students and staffs develop informed and compassionate responses towards those affected by AIDS/HIV.

The following components are included in this policy:

- Disclosure and attendance of students and employment of staff who are HIV infected.
- Use of Universal Precautions by all working and/or studying in the school system.
- Personnel / faculty training that includes basic information about AIDS/HIV, instruction in the use of recommended universal precautions when dealing with blood spills and training regarding relevant policies dealing with HIV infected students and staff.

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Vote: 9-0-0

Chairperson, HWRS School Committee: Alexa McCloughan
(Original Signature on file in the Superintendent's Office)

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA**

- Development of age appropriate curriculum at all grade levels.

DISCLOSURE and ATTENDANCE

Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose. Individuals are protected by the privacy rights addressed in Massachusetts General Laws, c.111, s70F. These laws prohibit health care providers, physicians and health care facilities (including school-based clinics) from disclosing HIV test results, or even the fact that a test has been performed, without the specific, informed, written consent of the person who has been tested. This statute prohibits testing a person for HIV antibodies without their written informed consent, and protects against the nonconsensual release of medical records (including health records) which contain such information.

Students' parent(s) or guardian(s) are the gatekeepers of information relating to a student's AIDS/HIV status. They are not obliged to disclose this information to school personnel.

A student who is diagnosed with AIDS or presents evidence of being immuno-compromised is at a greater risk of contracting infections. This means there may be good reasons to inform the school nurse or school physician of a student's AIDS diagnosis or HIV infection status. This student's parent(s) or guardian(s) would benefit from information from the school nurse or school physician about the occurrence of threatening contagious diseases (such as chicken pox or influenza) when making a decision regarding school attendance. The school nurse or school physician may also need to attend to the particular needs of HIV-infected students regarding immunization schedules and medications.

In consultation with the student's primary care physician, the student's parent(s) or guardian(s) may decide to inform certain school personnel about the student's AIDS/HIV status, particularly the school nurse or school physician. If they so choose, the following guidelines are recommended:

- The student's parent(s) or guardian(s) may inform the school nurse or school physician directly.
- Alternatively, the student's parent(s) or guardian(s) may request that their primary care physician make the disclosure. In this case, specific informed, written consent of the student's parent(s) or guardian(s) is required.
- Further disclosure of a student's HIV status by the school nurse or school physician to other school personnel requires the specific, informed, written consent of the student's parent(s) or guardian(s).

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Since it is known that HIV is not transmitted through casual contact, any student with AIDS/HIV infection will continue his/her education in a regular classroom unless the health status interferes significantly with performance.

A school nurse shall keep records, notes, and other documents referencing a person's HIV status in a separate, confidential part of the nurse's personal nursing notes. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian); and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

These statutory requirements apply specifically to health care providers. However, case law in Massachusetts leads to the conclusion that other school staff members beside health care providers may be liable for civil damages in the event of nonconsensual disclosure of information related to HIV status or AIDS diagnosis.

UNIVERSAL PRECAUTIONS (BASIC INFORMATION) FOR SCHOOL SETTINGS

Universal precautions refer to the usual and ordinary steps ALL school staff and students need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as Hepatitis B virus).

They are **universal** because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected.

They are **precautions** because they require foresight and planning, and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.

1. Treat human blood spills with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean-up. Latex gloves contribute an added measure of protection, but are not essential if skin is intact.
4. Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution.

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5. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up). Soap and water will kill HIV.
6. Clean up other body fluid spills (urine, vomit, feces) unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

Adapted from Universal Precautions for School Settings, Massachusetts Department of Education and Medical Update to Massachusetts Policy Guidelines: Infants, Toddlers and Preschoolers with HIV Infection/AIDS in Early Childhood Settings (June, 1989)

STAFF DEVELOPMENT

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff in maintaining parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities (teachers, administrators, coaches, athletic trainers, counselors).

Training standards for personnel

- School counselors, psychologists, nurses, teachers and other school personnel who work with pupils should be provided appropriate information about the scope of the AIDS epidemic and its ramifications for society.
- School counselors, nurses, teachers and other personnel who work with pupils shall be provided with basic, accurate information about AIDS education/HIV prevention, including the nature of the disease, its causes and effects, the means of detecting it and preventing its transmission, the availability of appropriate sources of counseling and referral, and any other information that may be appropriate considering the age and grade level of pupils served by the school personnel who will receive the in service training.
- School Guidance counselors, nurses, teachers and other personnel who work with pupils should be provided adequate information that stresses the importance of:
 - Facilitating their students' understanding of AIDS/HIV prevention.
 - Emphasizing to students that abstinence from sexual intercourse is the only protection that is 100% effective against AIDS, when transmitted sexually.
 - Students' responsibility in protecting themselves and others.

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WENHAM, MA

- Encouraging a compassionate attitude towards persons with AIDS.
- Providing prevention, intervention, and treatment resources for students who need additional information and help.

CURRICULUM

Curriculum will be taught at middle and high school levels that increases student knowledge about AIDS/HIV, allows students to process their feelings about AIDS/HIV prevention and encourages the development of positive self-esteem and concrete decision-making, communication and behavioral skills. At the secondary level, AIDS/HIV education should be part of a more complete sexuality education curriculum that includes information about sexually transmitted infections and the value of both sexual abstinence and the use of condoms as an infection prevention method.

Student involvement in AIDS/HIV educational efforts should be insured so that students feel encouraged to accept personal responsibility for their own behaviors, and to support and extend compassion for community members who are living with AIDS/HIV.

Parents should be able to reinforce AIDS/HIV prevention messages at home, and place these messages in the context of their own personal values and religious traditions.

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