

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING  
MINUTES  
October 6, 2016**

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 7:05 pm in the Buker School Multi-Purpose Room.
- Present: Michelle Bailey, Deborah Evans, Hannah Fraley, David Polito (arrived at 7:29pm)
- Also present: Michael Harvey  
Jeff Sands  
Nancy Bergner

**II. PLEDGE OF ALLEGIANCE**

**III. CITIZENS' COMMENTS**

No citizen comments

**IV. CHAIR'S REPORT**

- A. Stacey attended the District STEM night, organized by Lorraine Miller and John Koch. All the community volunteers made the evening a great success.
- B. The deadline for the open Hamilton seat on the School Committee meeting is October 11 at 4 PM. Stacey Metternick and Michael Harvey can field questions any citizens may have. Resumes and letters of intent should be directed to Stacey or Mike.
- C. Expressed thanks for the League of Women Voters who registered eligible students to vote.
- D. Superintendent Harvey was commended for his response to the water main break.
- E. During the week of Oct. 11-15, buses will be detoured during major road work on Bridge St.
- F. School Choice hearing is Nov. 17.
- G. Scott Mattern has invited a representative from the School committee to the meeting on Oct. 15 8:30 AM.
- H. MASC conference is Nov. 2-5.
- I. Note: The SC must ensure that there will be a quorum on Nov. 3
- J. Nov. 10 The Fin Com/SC joint meeting is scheduled for Nov. 10. Chair and vice chair should attend, and all other Committee members are strongly urged to attend.

**V. SUPERINTENDENT'S REPORT**

*See Hamilton Wenham Regional School District website for full text of this report*

- A. COMMENDED STUDENTS IN THE 2017 NATIONAL MERIT SCHOLARSHIP PROGRAM: Mr. Eric Tracy, Principal, of Hamilton-Wenham Regional High School announced today that Bradley Caccivio, Ted Chang, Keanu McDonough, Benjamin Peters, John Sauriol and Daniel Sun have been named Commended Students in the 2017 National Merit Scholarship Program. A Letter of Commendation from the school and National Merit Scholarship Corporation (NMSC), which conducts the program, will be presented by Mr. Tracy to these scholastically talented seniors. About 34,000 Commended Students throughout the nation are being recognized for their exceptional academic promise.

Although they will not continue in the 2017 competition for National Merit Scholarship awards, Commended Students placed among the top five percent of more than 1.5 million students who entered the 2017 competition by taking the 2015 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT). “The young men and women being named Commended Students have demonstrated outstanding potential for academic success,” commented a spokesperson for NMSC. “These students represent a valuable national resource; recognizing their accomplishments, as well as the key role their schools play in their academic development, is vital to the advancement of educational excellence in our nation. We hope that this recognition will help broaden their educational opportunities and encourage them as they continue their pursuit of academic success.”

- B. The Maintenance Team did a great job distributing 600 cases of drinking water among the district schools during the issues surrounding the water main break. Jeff Sands was a key organizer of this effort. Parents were highly responsive to communications from the district to keep their children safe.
- C. H-WRHS Girl’s Cross Country Team has a consecutive streak of dual meet wins of 134, which is a national record.
- D. Attended meetings with other Cape Ann administrators addressing high school start times. At this point, Newburyport is the furthest along in the transition process. Georgetown and Masconomet are also looking to initiate change. Hamilton-Wenham is continuing to give attention to the issue and to associated ramifications.
- E. Due to construction on Bridge St., some bus stops will not be in effect next week. The Principals will be communicating to families the changes in place for the next week.
- F. No school on Monday in observance of the Columbus Day Holiday.

**VI. CONSENT AGENDA**

- A. Minutes of September 22, 2016 Exhibit A
- B. Superintendent’s Evaluation Exhibit B
- C. Field Trip to Washington DC for Grade 8 students Exhibit C

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA INCLUDING THE SUPERINTENDENT’S EVALUATION AND THE FIELD TRIP TO WASHINGTON DC. THERE CAN BE NO FURTHER CHANGES OR DISCUSSION.**

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

**Unanimously approved by four members present.**

**MOTION: I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE SEPTEMBER 22 MINUTES AS AMENDED.**

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

**Unanimously approved by four members present.**

**VII. NEW BUSINESS**

- A. Regional School Agreements Presentation by Michael Gilbert, Massachusetts Association of School Committees

Mr. Gilbert is advising the Regional Agreement Subcommittee on how other regional districts apportion their costs and elect members. A change in the regional agreement will take a majority (more than 50%) vote at the town meetings in both member towns. A review by the Department of Secondary and Elementary Education is also necessary.

The HWRSD agreement is somewhat unique in the way members are elected and costs are apportioned. He recommended having legal counsel check that the current process is in compliance with allowable methods for regional districts. Ms. Metternick recently asked for this review. Mr. Gilbert identified Manchester-Essex as one of the newest two-town regional district. The apportionment formula in Manchester-Essex is similar to Hamilton-Wenham. Mr. Gilbert discussed there is an alternative state formula for apportionment based on Chapter 70 funding.

Mr. Gilbert's perspective was sought concerning the Pediculosis policy scheduled to be discussed later in the meeting. He stated that policy is what and why and not how, when and where. This should be at the nurses' discretion. The MACS does not currently have a lice policy. The School Committee suggested that citizen's concerns should be addressed on October 20, and further deliberation on the policy should be tabled until after citizen's concerns have been adequately expressed.

The Committee asked Mr. Gilbert about calculating the majority of the school committee. The MASC recommends a majority be calculated based on a majority of the members and not of members present. Since the School Committee is a representative body, by requiring a majority of the committee, it is a more representative vote than the majority of the quorum.

B. Report of Facilities Technology and Finance Summer Work (Jeff Sands presented) Exhibit D  
Mr. Sands explained the Affordable Care Act required a new report that included many data points. This was a huge undertaking. He reviewed several other special projects including an email migration and replacement of SmartBoards.

C. Update and recommendations for Capital Plan, Master Plan and Turf Field Projects as they relate to SC Goal #2. (Jeff Sands presented) Exhibit E & F  
*Importance of moving toward action plan discussed.* Jeff Sands and Michael Harvey consulted.  
The Committee discussed the importance of coordinating the school projects with the needs of the member towns. For instance, a proposed High School roof needed in 4-5 years should be discussed with the towns. The Master Plan should start looking at the future of our aging buildings.  
A Turf Field plan is expected to the School Committee after the New Year. The Committee expressed a concern about selecting a turf material that will be safe and having a high temperature protocol. Gale Associates is already working to address these issues. Possible next steps were discussed.  
Dr. Harvey suggested an action item to complete a design study for the MRMS/HS library, look at the elementary school libraries and evaluate funding for capital items like replacement school furniture. Additionally, he recommended beginning the conversation around the future of our school buildings.  
Michael Harvey will draft action items based upon discussion and previous drafts. These will be approved at the next meeting.

D. Select Delegate and Alternate for MASC Conference in November:

**MOTION: I NOMINATE JEANISE BERTRAND TO BE OUR DELEGATE FOR THE MASC CONFERENCE NOV. 2-5, 2016.**

**MOTION by Michelle Bailey; SECONDED by Hannah Fraley.**

**Unanimously approved by four members present.**

E. Review of Academic Calendars  
• 2017-18

Exhibit G

Dr. Harvey will ask the principals about moving the Parent Conferences to Tuesdays so that one of the date will fall on Halloween, October 31, 2017. There will be two four-day weekends created by pairing professional development days with holidays.

• 2018-19

Exhibit H

It was noted that the early release day times changed last year. The MRMS/HWRHS will be released at 11:15 and elementary at 12:05. Graduation has also been moved to Saturday mornings for 2016-17 and going forward.

Dr. Harvey will also send the proposed calendar to union leadership.

F. Re-approval of Bonds & signing of associated paperwork

**MOTION:**

I, Michelle Bailey, the District Secretary of the Hamilton-Wenham Regional School District, Massachusetts (the “District”), certify that at a meeting of the Regional School District School Committee (the “Committee”) held October 6, 2016, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were passed as indicated below, all of which appear upon the official record of the Committee in my custody:

I move: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the Winthrop School heating system and window replacement project authorized by a vote of the Committee passed on October 24, 2013 not being paid by the school facilities grant is \$1,224,775 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

*[seconded by Hannah Fraley]*

**5 yeas, 0 nays**

I move: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the Buker School heating system replacement project authorized by a vote of the Committee passed on October 24, 2013 not being paid by the school facilities grant is \$340,784 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

*[seconded by Deborah Evans]*

**5 yeas 0 nays**

I move: that the sale of the \$1,531,000 General Obligation Municipal Purpose Loan of 2016 Bonds of the District dated October 19, 2016 (the “Bonds”), to Robert W. Baird & Co., Inc. at the price of \$1,570,362.89 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on October 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2017	\$91,000	2.00%	2023	\$95,000	2.00%
	0			0	
2018	90,000	2.00	2024	105,000	2.00
				0	
2019	90,000	2.00	2025	105,000	2.00
				0	

2020	95,000	2.00	2026	105,000	3.00
				0	
2021	95,000	2.00	2028	220,000	2.00
				0	
2022	95,000	2.00	2031	345,000	2.00
				0	

*[seconded by Hannah Fraley]*

5 years 0 nays

I move: that the Bonds maturing on October 15, 2028 and October 15, 2031 (each a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due October 15, 2028

<u>Year</u>	<u>Amount</u>
2027	\$
	1
	1
	0
	,
	0
	0
	0
2028*	1
	1
	0
	,
	0
	0
	0

\*Final Maturity

Term Bond due October 15, 2031

<u>Year</u>	<u>Amount</u>
2029	\$
	1
	1
	5
	,
	0
	0

	0
2030	1
	1
	5
	,
	0
	0
	0
2031*	1
	1
	5
	,
	0
	0
	0

\*Final Maturity

*[seconded by David Polito]*

**5 yeas 0 nays**

I move: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated September 30, 2016, and a final Official Statement dated October 6, 2016 (the “Official Statement”), each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

*[seconded by Hannah Fraley]*

**5 yeas 0 nays**

I move: that the Bonds shall be subject to redemption, at the option of the District, upon such terms and conditions as are set forth in the Official Statement.

*[seconded by Hannah Fraley]*

**5 yeas 0 nays**

I move: that the District Treasurer and the Chair of the Committee be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

*[seconded by Hannah Fraley]*

**5 yeas 0 nays**

I move: that we ratify and confirm the adoption of post-issuance federal tax compliance procedures adopted by the District, and we authorize and direct the District Treasurer to review and update said procedures as the District Treasurer and bond counsel deem sufficient in order to monitor and maintain the tax-exempt status of the Bonds and any other tax-exempt obligations issued or to be issued by the District.

*[seconded by Hannah Fraley]*

**5 yeas 0 nays**

I move: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

*[seconded by Hannah Fraley]*

**5 yeas 0 nays**

G. Policy Review

- 2nd Reading - Teaching About Tobacco, Alcohol & Drugs

Exhibit I

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADOPT THE TEACHING ABOUT TOBACCO ALCOHOL AND DRUGS POLICY**

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

**Unanimously approved by five members present.**

- 2st Reading - Pediculosis Policy [tabled until Oct 20]

Exhibit J

- 1st Reading – Cash & Investment Policy

Exhibit K

Don Gallant provided background on the development of the policy. Several years ago, it was determined that funds for the purpose of scholarships given to students should be under the control of the school district. These scholarships are given annually on scholarship night at the High School.

Jeff Sands added that the auditors had suggested that we have a policy addressing these elements. This policy talks about the how and where the treasurer may invest funds to be in compliance with MGL

Mr. Polito asked for the policy to be reviewed by legal counsel. Mrs. Metternick ask Dr. Harvey to submit the policy to legal counsel.

**VIII. VOTE TO ADJOURN**

Vote to Adjourn to Executive Session to discuss strategy relative to negotiations with District Treasurer Don Gallant (Executive Session Purpose #2) and not to return to open session.

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS STRATEGY RELATIVE TO NEGOTIATIONS WITH DISTRICT TREASURER DON GALLANT (EXECUTIVE SESSION PURPOSE #2) AND NOT TO RETURN TO OPEN SESSION.**

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**MOTION by Michelle Bailey**

**Unanimously approved by a roll call vote at 9:17 PM.**

**Committee returned to open session at 10:35.**

**Motion: I MOVE THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJORN.**

**MOTION by Michelle Bailey, SECOND by David Polito  
Unanimously approve by the 5 members present.**

Respectfully Submitted,

Nancy R. Bergner  
Secretary, H-WRSC Meeting