



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

AMENDED

PUBLIC HEARING ON SCHOOL CHOICE (POSTPONED: NO DATE SET)

Buker Elementary School
Multi-Purpose Room

Wednesday, December 6, 2017

~~6:30~~ PM

SCHOOL COMMITTEE REGULAR MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, December 6, 2017

7:00 PM

1. Call to Order 7:30
2. Pledge of Allegiance
3. Citizens' Comments
4. Chair's Report
5. Superintendent's Report
6. Consent Agenda
 - a. Warrants: November 21, 2017 Exhibit A
 - b. Minutes: November 21, 2017 Exhibit B
7. New Business
 - a. Fall 2017 Athletic Team Recognition
 - b. Treasurer's Report Exhibit C
 - c. Youth Risk Behavior Survey Report Exhibit E
 - d. FY18 Financial Forecast Exhibit D
 - e. Warrant for School Committee Elections Exhibit F
 - f. School Committee vote on School Choice for FY19
 - g. Statement of Interest Discussion
 - h. Donations: Exhibit G
 - a. EdFund \$32,356.99
 - b. HWRHS/MS Friends Group \$750.
 - c. Friends of Buker \$941.70
8. Other
 - a. Topics for next meeting
9. Vote to Adjourn 9:30

Secretary: Kerry Gertz, HWRSC

DMB

Knowledge • Responsibility • Respect • Excellence

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2437

Voucher Date: 11/24/2017

Prepared By: *Donald E. Gallant*

Printed: 11/21/2017 01:26:30 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$59,104.31 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 *[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	\$47,920.58
202	REVOLVING FUNDS	\$2,570.85
205	ATHLETIC/EXTRA CURR REVOLVING	\$8,403.63
402	STATE GRANTS FY EVEN YEARS	\$209.25
		\$59,104.31

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2435

Voucher Date: 11/24/2017

Prepared By:

Donald E. Gallant

Printed: 11/21/2017 01:12:04 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$22,089.78 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

Carol
1 School Committee Member

Agnes
2 School Committee Member

J
3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	\$22,089.78
		\$22,089.78

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2436

Voucher Date: 11/24/2017

Prepared By:

Donald E. Gallant

Printed: 11/21/2017 01:17:51 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$256,829.11 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

David [Signature]
 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	\$246,162.84
100	PRIOR YEAR ENCUMBRANCES	\$535.00
202	REVOLVING FUNDS	\$360.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$2,341.27
303	TITLE IIA	\$2,900.00
502	PRIVATE GRANTS & GIFTS	\$4,530.00
		\$256,829.11

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1069

Voucher Date: 11/24/2017

Prepared By:

Donald E. Gallant

Printed: 11/21/2017 03:36:27 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$78,640.45 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

James B. ...
School Committee Member

2 School Committee Member

3 School Committee Member

Jeffrey Sands Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

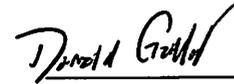
Fund	Amount
001 GENERAL FUND	\$78,640.45
	\$78,640.45

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 38

Voucher Date: 11/24/2017

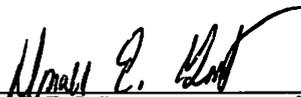
Prepared By:



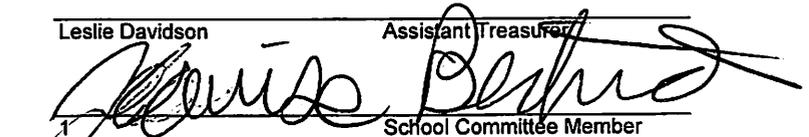
Printed: 11/21/2017 03:41:16 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$38,537.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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 Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$11,288.65
202	REVOLVING FUNDS	\$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	\$26,065.77
301	TITLE I	\$953.28
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$0.00
701	CAFETERIA FUNDS	\$230.12
		\$38,537.82

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2431

Voucher Date: 11/08/2017

Prepared By:



Printed: 11/14/2017 08:33:43 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$255.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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.



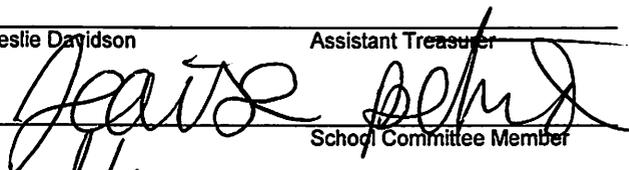
Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

1



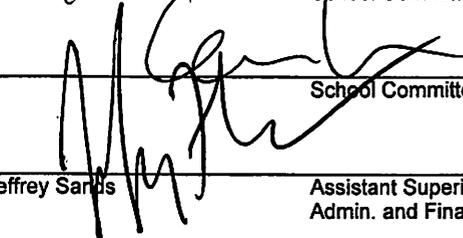
School Committee Member

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	\$255.00
	\$255.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2430

Voucher Date: 11/06/2017

Prepared By:

H. Capozzi

Printed: 11/14/2017 08:32:49 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$12,244.78 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

James B. ...

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
202 REVOLVING FUNDS	\$12,244.78
	\$12,244.78

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2432

Voucher Date: 11/14/2017

Prepared By:

M. Capozzi

Printed: 11/14/2017 10:15:28 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$280.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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.

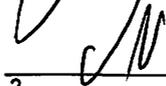

Donald E. Gallant

Treasurer

Leslie Davidson

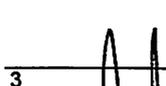
Assistant Treasurer

1



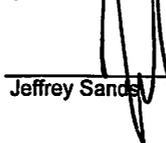
School Committee Member

2



School Committee Member

3



School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

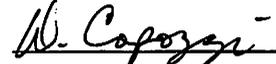
Fund	Amount
202 REVOLVING FUNDS	\$280.00
	\$280.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2433

Voucher Date: 11/15/2017

Prepared By:



Printed: 11/15/2017 08:43:07 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$2,066.98 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

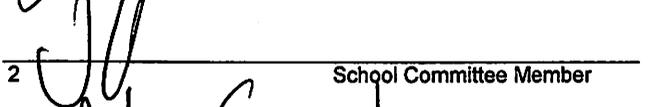
Leslie Davidson

Assistant Treasurer



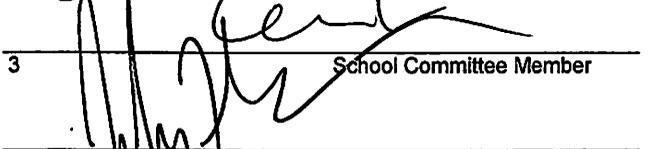
School Committee Member

2



School Committee Member

3



Jeffrey Sargent

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund		Amount
202	REVOLVING FUNDS	\$2,066.98
		\$2,066.98

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2434

Voucher Date: 11/15/2017

Prepared By:

D. Capozzi
Printed: 11/16/2017 08:20:53 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$1,048.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (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

Leslie Davidson
1 School Committee Member

2 School Committee Member

3 School Committee Member

Jeffrey Santos
Jeffrey Santos Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$1,048.00
	\$1,048.00

**The Hamilton Wenham Regional
School Committee
Meeting**

Wednesday, November 21, 2017 7:00pm
Buker School Multi-Purpose Room

Present:

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

Also Present:

Michael Harvey, Superintendent
Jeffrey Sand, Assistant Superintendent for Finance and Administration
James Goudie, Student Government Representative

1. Call to Order

Joshua Liebow called the meeting to order at 7:07 pm.

2. Enter into Executive Session for the purpose of negotiating with the Superintendent regarding 2017/2018 compensation [Executive Session Purpose #2] and to return to open session [Roll Call Vote Required].

I MOVE TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF NEGOTIATING WITH THE SUPERINTENDENT REGARDING THE 2017/2018 COMPENSATION AND TO RETURN TO OPEN SESSION AFTERWARDS.

MOTION by GENE LEE

The motion unanimously carried by roll call vote.

3. Return to Open session

Committee returns to open session at approximately 7:24 pm.

4. Pledge of Allegiance**5. Citizens' Comments**

None

6. Chair's Report

None

7. Superintendent's Report

- Happy Thanksgiving. Middle and High schools will dismiss at 10:30 am, and elementary schools will dismiss at 11:15 am tomorrow. All schools will be closed on Thursday and Friday.
- Spirit week is up and running: today was Hawaiian theme day, and tomorrow is “white-out” day. Guest at pep rally will be Talia Duff with presentation of funds. High School has dedicated fundraising to finding a cure for Talia. Congratulations to all dedicated to these efforts and on their good work so far.
- Next school committee meeting is 12/6 and there will be a 6:30 pm warrants meeting, with regular school committee meeting beginning at 7:00 pm. There will be a public hearing on school choice on 12/6 beginning at 7:00pm at the start of the open committee meeting. Public meeting was advertised at 6:30.
- Working on dates for joint finance committee where tentatively scheduled for December 7th. Quorum for the school committee would be recommended, but it is not required. This meeting will be to brief the committee on the state of the towns.

8. Consent Agenda

- A. Minutes November 8th, 2017** (exhibit A)
- B. Warrants November 8th, 2017** (exhibit B)
- C. Donations** (exhibit C)

Michelle Bailey would like to hold the minutes from November 8th.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA EXCLUDING THE MINUTES FROM NOVEMBER 8th.

**MOTION by David Polito; SECONDED by Gene Lee.
Unanimously approved by 6 members present.**

Joshua Liebow recognizes donations: Girls’ Basketball Boosters \$1,350.00; Hamilton Wenham Friends of the Arts \$400 (scholarship for elementary band \$150 & scholarship for elementary chorus \$250). Thank you!

Michelle Bailey points out that the motion on page 10 of the 11/08/17 minutes (exhibit B) reflect the language of “at” the April town meeting, instead of the current version written “in” the town meeting.

I MOVE THAT THE HAMILTON-WENHAM SCHOOL COMMITTEE APPROVE THE 11/08/2017 MINUTES OF NOVEMBER 8TH WITH THE NOTES INCLUDED.

**MOTION by David Polito; SECONDED by Joshua Liebow.
Unanimously approved by 6 members present.**

9. New Business

- a. District Assessment Results Presentation** (exhibit D)

Peggy McElhinney presents the MCAS report and collected data. Begins by discussing difference between Legacy and Next-Generation MCAS. These test results are the first opportunity to examine the indicators of success in common core standards and alignment with curriculum.

- There are still four standards: exceeding expectations, meeting expectations, partially meeting expectations, and not meeting expectations;
- New range is 440-560, with 500 being in the middle. New scores and measurements are explained;
- Consistent scores across grade levels for grades 3-8. Letter went home to families asking not to compare current scores to previous scores. When the scores are taken at face value and compared to previous scores, scores look lower. However, this is inaccurate due to the way scoring has been changed;
- Talks about computer and paper testing and what that looks like for the future;
- Walk through ELA, Math, Science;
- Scores reflected through this are based on two different tests. Presentation of slides comparing district wide averages to statewide averages.

Stacey Metternick asks for explanation re: grades 3-7 and then a jump at 10th grade to 97%.

Peggy McElhinney says scores are lower 3-8 is Next Generation, 10th is Legacy, so scores cannot be compared this way.

Stacey Metternick asks about students who are unable to take the test and if this is calculated anywhere in statistics.

Peggy McElhinney clarifies that there is no score for justified/excuse, or if they simply didn't take it without an excuse it is entered in as "0". The highest score for a test retake is either "needs improvement" or "proficient". You cannot reach "exceeding expectations" in retake or late testing. The test is designed for those who weren't successful the first time, and HW schools want to make sure students are receiving equal educational opportunities to succeed.

Discussion re: aggregate scores. Stacey Metternick brings up the students left behind.

Discussion re: 8th grade testing that involves a math tool to get online testing, unfamiliar testing format, and the factor this plays in overall scores. As a result of new, online testing methods, students may not have been able to show their knowledge as well as the other grades.

Discussion about science scores in grades 5 & 8 need improvement, and curriculum will focus on thinking like a scientist, instead of regurgitating facts based on science. Adopted stemscores this year, as well as adoption of a hands-on inquiry based program/curriculum. Parent teacher conferences across the board have indicated that students are adopting these very well and are enthusiastic to tell their parents about their science learning.

Peggy McElhinney states that it will really take 3 full years before we see evidence that the new instruction/curriculum is working. We are still in the process, where a committee is reviewing

textbooks and other curricula to better meet the needs. Benchmark assessments tell us how we're doing and how we might better assist them. Our *understanding data* is strong, but our *response to intervention* needs to be strengthened. We have data teams in place, but really needs deeper exploration if we're thinking about what's happening in the classroom, how that data informs policy, etc.

Joshua Liebow inquires about gains in grade progression.

Peggy McElhinney explains that results and data focus on how each grade level performs, but looking over time is helpful as well.

B. October 1st enrollment report (exhibit E)

Michael Harvey explains the enrollment report as of October 2nd:

- Overview of slides, with the biggest outlier being Kindergarten. Budgeted for 125 Kindergarteners, 146 were enrolled. School district made changes with allocation for Title I grants. As a result 7 aids were hired for these classrooms;
- Class and grade totals for middle and high school as outlined in exhibit E;
- Stacey Metternick asks about the low enrollment for grade 6. Discussion about further research and exploration needed to fully understand this low enrollment;
- Middle school class sizes are presented. Outliers for middle school:
 - 30 AP Stats
 - Financial Lit at 31
 - Humanities at 32
 - Band at 44
 - Performance Music at 7
 - TV Studio at 8 and 9
- Dr. Michael Harvey talks about complexities of schedule making. Discussions in high school are focusing on limiting amount of AP classes to single student. RYBS, contributors to student stress, so as a school setting that limit will help increase mental health of student body;
- Discussion re: Mandarin language

C. Update on MASC conference.

Jeanise Bertrand presents her recap of the MASC conference:

- Thoughtful conference full of interesting classes. General sessions were valuable;
- The delegate meeting focused on enrollment deadline for October 1st, move forward 31st of January instead of the 1st of October. There was an argument back and forth;
- Most interesting class included videos about robots painting an entire house; 3D printer for cement; and building a foundation. Overall focus of this class was to point out the need for school districts being able to keep up to meet the creation of new job responsibilities and absence of old.
- All resolutions passed;

- MASC also addressed the opiate epidemic and focused on support of students, anti-drug curriculum. When you get to HS moving away from a 0 tolerance policy. How do we keep people from getting the bottle;
- All of the paperwork at MASC is all still available for download.

D. Superintendent's salary

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL DISTRICT INCREASE MICHAEL HARVEY'S 2017/2018 SALARY, RETROACTIVE TO JULY 1ST 2017, BY RATE OF 2.5% TO BRING NEW SALARY TO \$183,963.00.

MOTION by David Polito; SECONDED by Gene Lee.

Approved by 4 members; Stacey Metternick opposing, Michelle Bailey abstaining.

Joshua Liebow thanks Dr. Michael Harvey for his continued hard work and dedication.

E. Submission SOI Discussion (exhibit F)

Michael Harvey states that the MA School Building Authority completed a 2016 school survey report. Appendix in attachment shows the report of every public school building in the Commonwealth. Hamilton/Wenham is located on page 63.

Committee discusses building condition ratings. What this list shows the statement of interest this data can be used to rank and prioritize. This is their determination, and uses a standard calculation by square footage.

Discussion regarding moving administrative offices and the historical context of the separate building.

Jeff Sands discusses how this affects the Statement Of Interest policy:

- New building in our future, reimbursement rate typically comes from and MSBA project;
- This report shows the data that we'd be using to analyze new data points and we understand SOI submissions they base their analysis mostly upon these reports, so it provides us with additional information to say 'based on this study' our need, etc.;
- Our need isn't the greatest, but that won't preclude us from receiving grant.

Discussion re SOI process. Jeff Sands points that page 158 and 159 include 2 flow charts outlining the entire process, beginning with the Statement Of Interest.

Discussion re: determination for the "need" for new school. Without the MSBA support, it is very unlikely for anyone or any group to support the building.

Discussion re: timeline for the SOI:

- January of 2019 submission;
- Committee discusses whether it's worth investing time in submitting it for this year;

Discussion re: alignment with Longmeadow issue:

- In April 2019 interest payments will need to be made. Committee would have to agree to pay these interest payments, as drafted in an MOU.
- If property is held, committee can continue and pay interest, or opt out in April 2019. Nothing has been signed and there is no motion currently on the table to do that.

The SOI process opens in January and closes in April, with decisions usually taking about 3-6 months.

Discussion continues re: need for new buildings, most effective use of committee and administration's time.

Preparing an SOI this year, even if it is not submitted would absolutely cut down on time spent in subsequent years when and if we decide to submit an SOI.

Jeff Sands and Michael Harvey as committee for direction. The school committee would have to make a motion to submit SOI as well, when that point is reached. Joshua Liebow states he is not comfortable about making a motion without seeing the list of priorities.

Committee discusses the list of priorities presented by Jeff Sands, and the necessity of reprioritizing to make room for this SOI.

Discussion regarding capital improvements, specifically conditions of the current schools. If capital improvements are made, that makes the argument on SOI obsolete/less relevant. The bigger point is that there is a longer list of improvements and added modernity to the school's (server, etc) that would make the actual need for a new building obsolete.

This will be tabled and moved to next committee meeting to allow members more time to think about priorities.

10. Committee Reports

A. Communications

David Polito, Michelle Bailey, Gene Lee, Stacey Metternick: strategizing with town meetings, need for broader strategy, attending other council meetings, strategizing, etc.

B. Policy-Legislative

David Polito, Michelle Bailey: need contact with Brad Hill.

C. Warrant

Committee agrees to take this off.

D. Capital-Finance & Regional Agreement

Stacey Metternick, Gene Lee, Michelle Bailey: Recent updates; how to review master plan; strategizing on procedure; Miles River Middle School building details, obstacles, enrollment study, etc. to develop set list of questions in proceeding with future capital projects. Discussion re: commonalities and differences with other subcommittees and regional agreements.

E. Student Rep.

James Goudie: this past quarter we've focused on unifying school, changing spirit week, homecoming dance. Fantastic turnout at dance. Working together we've raised 5k as a community, and we will continue to work together to make a difference.

F. Other School Liaisons Updates

Michelle Bailey talks about fundraisers and Wenham's upcoming 375th birthday celebration and upcoming auction.

11. Other

- Topics for next meeting

Michelle asks that October Enrollment is included as an agenda item.

Next meeting:

- 1) Choice hearing;
- 2) Choice vote;
- 3) Fall 2017 athletic team recognition;
- 4) Financial forecast;
- 5) Youth Risk Behavior Study;
- 6) Warrant for school committee elections;
- 7) Treasurer's report

12. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 9:37 PM.

**MOTION by Michelle Bailey; SECONDED by Stacey Metternick.
Unanimously approved by 6 members present.**

Respectfully submitted Mahala Lettvin

**The Hamilton Wenham Regional
School Committee
Meeting**

Wednesday, November 21, 2017 7:00pm
Buker School Multi-Purpose Room

Present:

David Polito
Joshua Liebow, Chair
Gene Lee
Michelle Bailey
Jeanice Berstrand
Stacey Metternick

Also Present:

Michael Harvey, Superintendent
Jeffrey Sand, Assistant Superintendent for Finance and Administration

Michelle Bailey brings up that the motion to move to executive session did not specify attendance of others including the minute taker, Jeff Sands, and Michael Harvey. Asks for an amendment to original motion made to enter into executive session.

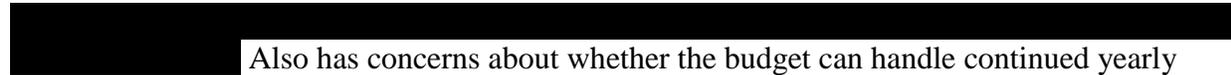
Joshua Liebow speaks about the purpose of executive session: an increase in administrator salaries in general, and proposes a 2.5% increase for Michael Harvey's salary in line with others.

Michelle Bailey inquires about whether the motion specified who the salary negotiation was regarding.

Joshua Liebow clarifies that the motion did specify that this discussion was for salary negotiations for Dr. Michael Harvey, superintendent. Again proposes 2.5% increase.

Michelle Bailey inquires as to whether this is a strategy meeting or a negotiation.

Discussion regarding budget and built in salary increases being included in budgets.

 Also has concerns about whether the budget can handle continued yearly increases of this percentage. Asks School Committee to be cautious about this.

Michelle Bailey inquires as to any other benefits tied to this salary. Jeff Sands explains the only benefit is a 403B match, where the district matches up to \$2,500, along with standard vacation, and sick days.

Stacey Metternick inquires about stipends. Jeff Sands clarifies that Michael Harvey is reimbursed for mileage used, and that there is no "stipend".

Michelle Bailey notes that the towns will have issues with this increase, as the towns settled at 1% and thus will see the committee's decision at 2.5% as being far too generous. Discussion regarding this topic. Michelle Bailey asks for clarification on the monetary amounts equivalent to the percentage increase.

Jeff Sands: \$179,476.00 to \$183,963.00 which is a \$4,500 increase.

I MOVE THAT THE SCHOOL COMMITTEE INCREASE SUPERINTENDENT MICHAEL HARVEY'S SALARY RETROACTIVELY TO JULY 1ST FROM \$179,476.00 TO \$183,963.00.

MOTION by David Polito, SECONDED by Jeanice Berstrand.

Michelle Bailey asks how Michael Harvey will receive his retroactive pay, and Jeff Sands explains that he will get a lump sum of retroactive pay, and then from that point forward his paychecks will reflect new salary.

Jeanice Berstrand, Yes; Gene Lee, Yes; Joshua Liebow, Yes; David Polito, Yes. Michelle Bailey, No; Stacey Metternick, No. The motion carried by majority roll call vote.

Stacey Metternick and Michelle Bailey point out that the School Committee ask Naomi for a revised contract.

Discussion about timeline aligning with Town Meeting.

I MOVE TO ADJOURN THE EXECUTIVE SESSION AT 7:22 PM AND RETURN TO OPEN SESSION.

MOTION by Gene Lee; SECONDED by David Polito. The motion unanimously carried by roll call vote.

Respectfully submitted Mahala Lettvin



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

District Treasurer's Report as of 10/31/17
School Committee Presentation
December 6, 2017

Prepared by:

Don Gallant, District Treasurer
Vinny Leone, Director of Accounting & Payroll



District Treasurer

Primary Roles & Responsibilities

- Process all cash receipts and deposits
 - Process all cash disbursements and verify validity of all checks written
 - Process all transfers between District accounts, including student activity accounts
 - Process all money wire transfers to outside vendors, as required
 - Maintain banking relationships for all accounts
 - Responsible for all investments of District funds in accordance with state and federal laws as well as School Committee policies
 - Maintain and reconcile all District bank accounts on a monthly basis
 - Responsible for monitoring cash flow projections
 - Annually certify assessment amounts to member towns in accordance with Regional Agreement
 - Support annual audit process
 - Maintain and submit financial data to Massachusetts School Building Authority as required
 - Coordinate all District borrowing and related work with bond advisors, bond counsel and bond rating agencies as required
 - Process ACH data and tax liabilities related to bi-weekly payroll
 - Train Assistant Treasurer who will perform the duties of the Treasurer as required during any absence of the Treasurer
 - Provide semi-annual reports to the School Committee, including but not limited to reporting regarding cash and Investments of the District in accordance with District policy
 - Give bond annually for the faithful performance of his/her duties in a form approved by Massachusetts Department of Revenue and District policy
 - Shall be present at Warrant Committee meetings to answer questions on warrants and put report together needed for the School Committee meetings
 - Shall be responsible for any other duties as assigned by the Assistant Superintendent needed to perform the treasury function of the District
- *-Process ACH (Automated Clearing House) file to bank for proper distribution of payroll
- *-Process payments for federal and state payroll taxes
- *-Sign Student Activity in absence of designated signee

*-added since prior presentation



General Fund Update

YTD as of October 31, 2017

<u>Account Name</u>	<u>Investment Type</u>	<u>Beginning Balance 7/1/2017</u>	<u>Ending Balance 10/31/2017</u>	<u>Interest Earned thru 10/31/17</u>	
Depository	Operating	\$ 5,278,950.75	\$5,717,786.05	\$ 817.13	
Payroll	Checking	\$ 50,000.00	\$ (23,243.66)	\$ 73.37	*
Vendor	Checking	\$ (327,121.88)	\$ 50,196.98	\$ 38.23	
Money Market	Money Market	\$ 2,495.31	\$ 2,611.23	\$ 4.32	
Cafeteria	Money Market	\$ 45,147.61	\$ 166,560.05	\$ 253.03	
User Fees	General	\$ 4.63	\$ 109,476.70	\$ 7.50	
iPads	General	\$ 50,277.93	\$ 100,486.92	\$ 12.93	
Supt Debit Card	Debit Card	\$ 3,508.47	\$ 3,508.99	\$ 0.52	
Asst Supt Debit Card	Debit Card	\$ 2,503.47	\$ 2,503.87	\$ 0.40	
Scholarship Holding	Holding	\$ 100.14	\$ 100.16	\$ 0.02	
Total		\$ 5,105,866.43	\$6,129,987.29	\$ 1,207.45	
*Account is negative on October 31 because checks were written in October and funds not transferred to the bank until November, the following day.					



Student Activities Update

YTD as of October 31, 2017

			Beginning	Ending	Interest
		Investment	Balance	Balance	Earned
<u>Account Name</u>		<u>Type</u>	<u>7/1/2017</u>	<u>10/31/2017</u>	<u>thru 10/31/17</u>
Buker Savings		Money Market	\$ 973.23	\$ 1,400.17	\$ 1.99
Buker Checking		Checking	\$ 505.70	\$ 505.79	\$ 0.09
Cutler Savings		Money Market	\$ 1,623.03	\$ 2,047.84	\$ 2.90
Cutler Checking		Checking	\$ 236.74	\$ 236.88	\$ 0.14
Winthrop Savings		Money Market	\$ 2,018.69	\$ 2,314.99	\$ 3.70
Winthrop Checking		Checking	\$ 41.07	\$ 41.09	\$ 0.02
Miles River Savings		Money Market	\$ 10,345.55	\$ 9,517.59	\$ 18.02
Miles River Checking		Checking	\$ 4,857.18	\$ 4,857.96	\$ 0.78
High School Savings		Money Market	\$ 45,310.12	\$ 74,703.01	\$ 86.62
High School Checking		Checking	\$ 25,001.42	\$ 25,001.65	\$ 4.09
Total			\$ 90,912.73	\$ 120,626.97	\$ 118.35



Scholarships Update

YTD as of October 31, 2017

Scholarship	Balance 7/1/2017	Scholarships Paid Out	Expenses	Interest Income	Realized/Unrealized Gain or Loss	Balance 10/31/2017
Patricia Alger	\$ 5,036.16	\$ (1,000.00)	\$ (19.09)	\$ 43.39	\$ 27.40	\$ 4,087.86
William Allston	\$ 66.79		\$ (66.79)	\$ -	\$ -	\$ -
Francis Bettencort	\$ 18,711.17	\$ (1,000.00)	\$ (48.30)	\$ 109.76	\$ 69.31	\$ 17,841.94
Katherine Bradford	\$ 584.33	\$ (500.00)	\$ (48.46)	\$ 110.15	\$ 69.55	\$ 215.57
Benjamin Brettler	\$ 16,264.05	\$ (1,000.00)	\$ (48.95)	\$ 111.27	\$ 70.26	\$ 15,396.63
Anita Bruyere	\$ 212,467.08	\$ (3,000.00)	\$ (583.91)	\$ 1,327.32	\$ 838.14	\$ 211,048.63
Capt John Chouinard	\$ 14,157.32	\$ (500.00)	\$ (42.29)	\$ 96.13	\$ 60.70	\$ 13,771.86
Thomas Henderson	\$ 5,786.67		\$ (13.91)	\$ 31.62	\$ 19.97	\$ 5,824.35
Sherm Kinney	\$ 8,686.70		\$ (30.52)	\$ 69.35	\$ 43.79	\$ 8,769.32
Jayson Kmiec	\$ 3,595.40	\$ (2,000.00)	\$ (25.87)	\$ 58.80	\$ 37.13	\$ 1,665.46
Eva McRae	\$ (35.68)		\$ 35.68	\$ -	\$ -	\$ -
Jennie Mears	\$ 7,973.96	\$ (500.00)	\$ (24.04)	\$ 54.67	\$ 34.52	\$ 7,539.11
Paul Moscovitch	\$ 43,561.28	\$ (2,000.00)	\$ (128.11)	\$ 291.22	\$ 183.89	\$ 41,908.28
Louis Polsonetti	\$ 29,433.06	\$ (1,000.00)	\$ (81.56)	\$ 185.40	\$ 117.07	\$ 28,653.97
Helen Pruszynski	\$ 17,888.11	\$ (1,000.00)	\$ (53.10)	\$ 120.72	\$ 76.22	\$ 17,031.95
Soterros Apostolakos	\$ 14,044.48	\$ (1,000.00)	\$ (43.04)	\$ 97.84	\$ 61.78	\$ 13,161.06
Alfred and Sara Weis	\$ 4,579.98	\$ (100.00)	\$ (11.01)	\$ 24.98	\$ 15.78	\$ 4,509.73
Total	\$ 402,800.86	\$ (14,600.00)	\$ (1,233.27)	\$ 2,732.62	\$ 1,725.51	\$ 391,425.72



General Receipts Summary

YTD as of October 31,2017

Receipts <u>Source</u>	Received Thru <u>10/31/2017</u>
Wenham Assessment	\$ 2,956,863.40
Hamilton Assessment	\$ 5,592,021.00
Chapter 70	\$ 1,202,232.00
Chapter 71	\$ -
Circuit Breaker	\$ -
School Choice Tuition	\$ 122,000.00
SPED Tuition In	\$ -
PreK Tuition 2017-2018	\$ 27,225.00
Medicaid	\$ 41,745.29
MSBA-Debt Reimbursement	\$ 1,132,065.00
Debt Cost Assessments-Wenham	\$ 87,394.41
Debt Cost Assessment-Hamilton	\$ 165,190.59
Charter School Reimbursement	\$ -
E-Rate	\$ -
Facilities Rentals	\$ 2,684.82
Grants	\$ <u>94,844.00</u>
Total	\$ 11,424,265.51



Grants Receipts Summary

YTD as of October 31,2017

<u>Receipts thru 10/31/17</u>				
<u>Grant Name</u>	<u>For FY16</u>	<u>For FY17</u>	<u>For FY18</u>	<u>Total</u>
Title I	\$ 726.00	\$ 5,275.00	\$ 13,226.00	\$ 19,227.00
IDEA	\$ -	\$ 24,623.00	\$ 45,276.00	\$ 69,899.00
Title 2	\$ -	\$ 3,101.00		\$ 3,101.00
Title IV	\$ -	\$ -	\$ 167.00	\$ 167.00
SPED Secondary Transition	<u>\$ -</u>	<u>\$ 2,450.00</u>	<u>\$ -</u>	<u>\$ 2,450.00</u>
	\$ 726.00	\$ 35,449.00	\$ 58,669.00	\$ 94,844.00



Debt Service Update

YTD as of October 31, 2017

			Summer 2013	Buker/Winthrop
		<u>MS/HS</u>	<u>Projects</u>	<u>2016</u>
Original Bond		\$15,540,000	\$1,582,000	\$1,531,000
Interest		\$2,871,489	\$456,992	\$266,668
Payments to Date-thru 10/31/17				
Principal		\$12,090,000	\$312,000	\$91,000
Interest		<u>\$2,711,102</u>	<u>\$175,441</u>	<u>\$31,318</u>
Total		\$14,801,102	\$487,441	\$122,318
Payments Remaining in FY18				
Principal		\$1,695,000	\$0	\$0
Interest		<u>\$72,637</u>	<u>\$19,962</u>	<u>\$14,925</u>
Total		\$1,767,637	\$19,962	\$14,925
Due Date of above		5/1/2017	4/15/2017	4/15/2017
Term Remaining				
		2 years	12 years	14 years
Payoff Date				
		5/1/2019	10/15/2029	10/15/2031
Payments Remaining after FY18				
Principal		\$1,755,000	\$1,270,000	\$1,440,000
Interest		<u>\$87,750</u>	<u>\$261,589</u>	<u>\$220,425</u>
Total		\$1,842,750	\$1,531,589	\$1,660,425



Assistant Treasurer Training Update

The Assistant Treasurer has been trained to:

- Process payroll checks
- Process vendor checks
- Process required cash transfers for student activities accounts as well as general accounts
- Process cash receipts as required
- Processing ACH transfers to support payrolls
- Process payments of federal and state payroll taxes



Hamilton Wenham Regional High School

Youth at risk Survey
Administered March 2017

**Survey questions were reprinted with permission. Sources: Centers for Disease Control and Prevention. [2013] Youth Risk Behavior Survey Questionnaire. Youth Health Survey. Newburyport Youth Services. [2015]

Youth at Risk Survey: Background information

- MA DESE conducts this survey every two years in randomly selected high schools
- During the Spring of 2017, HWRHS and Miles River Middle School were selected to participate in the MA DESE survey
- The HS administration decided to administer the survey via Google docs to the entire high school during the time the MA DESE representative was conducting the survey with the randomly selected group of students.
- The “in house” survey modelled the MA 2013 YRBS, with additional questions added regarding stress.
- A total of 436 responses, 53% female, 45% male, 2% non-binary.

Statistics:



2.7% reported they had driven a car or other vehicle when they had been drinking alcohol 1 or more times in the past 30 days.

8.1% reported they had driven a car or other vehicle when they had been using marijuana 1 or more times in the past 30 days.

21.4% reported they had texted or e-mailed while driving a car or other vehicle in the past 30 days.

6.1% reported someone they were dating or going out with forced them to do sexual things they did not want to do 1 or more times, during the past 12 months.

Statistics:



9% reported they have been bullied on school property.

6.7% reported they have been bullied electronically (via texting or social media).

18.1 % reported they had feel so sad or hopeless almost every day for two weeks or more in a row that you stopped doing some usual activities, during the past 12 months

6.7% reported seriously considering attempting suicide, during the past 12 months

Statistics:

23.6% reported using an electronic vapor product

29.6% reported having at least one drink of alcohol, on one or more days in the past 30 days.

24.5% reported using marijuana 1 or more times in their life.

17% of the students who had tried marijuana were 15 or 16 when they first tried it.

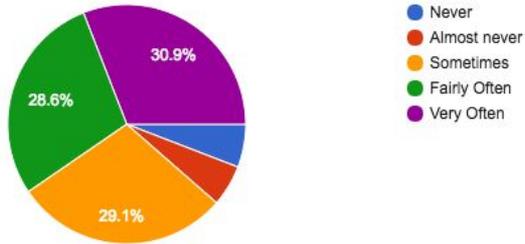
2.8% reported taking prescription pain medicine without a doctor's prescription or differently than how a doctor told you to use it one or more times in their life.

11% reported being offered, sold, or given an illegal drug on school property, during the past 12 months.

Other Health Related Topics:

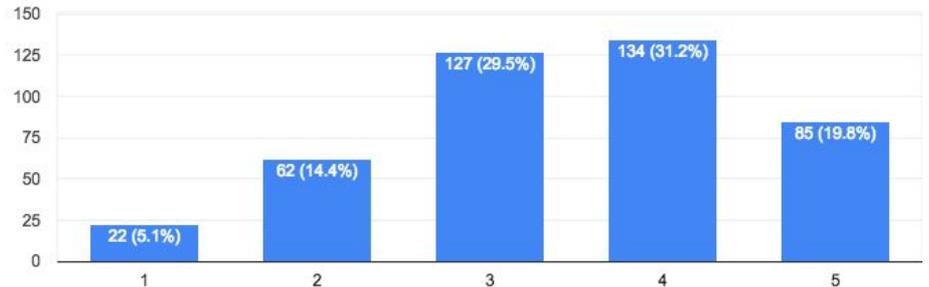
In the last month how often have you felt nervous or stressed?

430 responses



In the past six months, how would you rate your level of stress/anxiety?

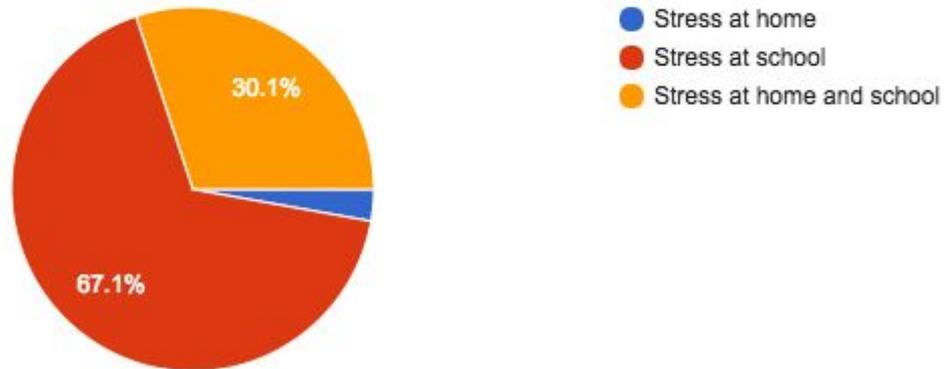
430 responses





What do you believe is the greatest contributing factor of this stress/anxiety?

429 responses



Please tell us about the top stressor for you this year(it can be at school or home)



Top notable responses:

- College
- Homework
- Grades
- Balancing Commitments
- Grades and competitiveness at school
- Managing time for my schoolwork while participating in sports all year

How have we started to address the concerns?



District initiative to investigate Social Emotional Learning

Speaker series: drugs, stress, Bill Phillips (addiction)

Presentations: Yellow Dress, Remote Control

Trainings: SOS, Break Free from Depression, Collaboration with Police:
Hidden in Plain Sight



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

FY18 Operating Expense Forecast
As of December 1, 2017

For Presentation to the School Committee on December 6, 2017

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vincent Leone, Director of Accounting & Payroll



FY18 Operating Expense Forecast (after Offsets) Overview & *Key Assumptions*

- **Salary Costs**
 - Incorporates Actual Costs through 11/27/17 plus all known encumbrances.
 - Includes forecasted values for all Costs not automatically encumbered through June 30, 2018 including; long term substitutes, daily substitutes, overtime, etc.
- **Operating Costs**
 - Incorporates Actual Costs through 11/27/17 plus all known encumbrances.
 - Includes forecasted values for all Costs not automatically encumbered through June 30, 2018 including; school discretionary spending; transportation, out-of-district tuition, maintenance, technology, etc.

With only 31% of the School Year complete, we are currently Forecasting to end the year \$2,000 or 0.007% favorable to Budget.

With the majority of the year still ahead of us, it is very likely that the Forecast will change over the course of the next 7 months.



FY18 Operating Expense Forecast (after Offsets)

Summary by DESE Budget Category

Summary by DESE Category	FY18	FY18	FY18
	Budget	YE Projection	Over/Under
Administration	\$ 1,135,489	\$ 1,125,489	\$ 10,000
Capital, Operations, Maintenance	\$ 2,227,622	\$ 2,242,622	\$ (15,000)
Guidance, Counseling, Testing	\$ 1,065,718	\$ 1,065,718	\$ -
Inst. Materials	\$ 873,876	\$ 873,876	\$ -
Instructional Leadership	\$ 2,931,318	\$ 2,916,318	\$ 15,000
Insurance, Retirement, Other	\$ 3,978,971	\$ 4,036,971	\$ (58,000)
Other Teaching Services	\$ 2,408,619	\$ 2,323,619	\$ 85,000
Prof. Dev.	\$ 209,594	\$ 184,594	\$ 25,000
Pupil Services	\$ 2,079,027	\$ 2,064,027	\$ 15,000
Teachers	\$11,358,184	\$ 11,408,184	\$ (50,000)
Tuitions	\$ 1,931,399	\$ 1,956,399	\$ (25,000)
District Totals	\$30,199,816	\$ 30,197,816	\$ 2,000

LEGAL NOTICE

**WARRANT FOR ELECTION OF MEMBERS
OF THE HAMILTON-WENHAM REGIONAL
SCHOOL DISTRICT COMMITTEE**

Essex, ss.

To the Secretary of the Hamilton-Wenham Regional School District Committee:

GREETINGS:

You are hereby directed to notify the registered voters of the Towns of Hamilton and Wenham, Essex County, Massachusetts, of the election of members to the Hamilton-Wenham Regional School District Committee. In Wenham, the election will be held at the Wenham Town Hall on Thursday, April 12, 2018. The polling place shall be opened at 7:00 AM and shall remain open until 8:00 PM. In Hamilton, the election will be held at the Hamilton-Wenham Public Library on Thursday, April 12, 2018. The polling place shall be opened at 7:00 AM and shall remain open until 8:00 PM. The number of members elected shall be (2) members; for a term of three years; you are hereby directed to serve this Warrant by posting attested copies thereof in at least one public place in each of the member towns of Hamilton and Wenham and by publishing at least once in a newspaper of general circulation in the district seven days at least before the election date.

Given under our hands this 6th day of December in the year 2017.

Joshua Liebow

Gene Lee

Michelle Bailey

David Polito

Stacey Metternick

Jeanise Bertrand

A majority of the members of the Hamilton-Wenham Regional School District Committee.

Kerry Gertz, Secretary Hamilton Wenham Regional School Committee

Donations

School Committee Meeting

December 6, 2017

Edfund

- Pop-up MakerSpaces All Elementary Schools \$32,356.99

HWRHS/MS Friends Groups

- Defray cost of 8th grade field trip busses to Freedom Trail \$750.00

The Friends of Buker

- Help to defray cost for 5th grade students attending "A Christmas Carol" \$941.70
To initial cost per student was \$31.90 for show and bus with donation from The Friends the cost per student changed to \$10.00



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 2017-2018 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: Buker, Cutler, Winthrop Elementary Schools

Name of Contact on the Edfund Grants Subcommittee: Jere Moroney

Title of Grant Application: Pop-up MakerSpaces

Grant Amount Approved: \$32,356.99 Date Requested:

Grant Requestor's Name: Heidi Hebert Title: Technology Specialist

Email Address and Phone Number: h.hebert@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:

PO Box 2433, South Hamilton, MA 01982

Pop-Up MakerSpaces

Heidi Hebert

1. This grant has not been funded previously. It is a new grant designed to enable targeted STEAM/Makerspace learning opportunities to rotate through grade levels K-5 at Buker, Cutler, and Winthrop. Currently the three integrated technology specialists are working jointly with the Massachusetts Institute of Technology's Edgerton Center in its *Learning Supported by Making* cohort to create a Makerspace project based learning experiences which align with grade-level curriculum. Maker projects are student-focused project-based learning activities that involve community and collaboration, and have a strong component of hands-on technology-based tools. The goal of this effort is to develop a methodology and associated resources for educators to design, plan, and implement Maker projects in K-5 classes, focusing on the core academic subjects. MIT's Edgerton Center has a team of students from MIT and Harvard ready to work on sample maker projects and will help with project ideas that need some development. The *Learning Supported by Making* project has the following as goals for Learning Makerspace in schools:

- Support teachers in all subjects in using the Makerspace and effectively incorporating making into their classes
- Promote the Maker mindset - it's okay to fail and trying again, there is no "right answer", engage in the process of prototype, review, revise
- Promote the following student dispositions: creativity, collaboration, problem-solving, critical-thinking, empowerment, self-direction, effective communication
- To increase interdisciplinary projects being offered to students through making, and make connections to other classes that already have some making (Engineering, Art, and Drama)
- Enable students to use learn and practice new hands-on skills and technologies with a variety of tools and materials
- Help teachers create projects that are more about the student than the result.
- Incorporate more real-world projects, innovation, and design thinking in school

In Hamilton-Wenham our elementary teachers and students are ready for innovation that takes place in the classroom, not just in one dedicated space. Funding the grant would enable us to create Pop-Up Makerspaces for each building with project-based learning opportunities. Our students have demonstrated that providing hands on learning and help with critical thinking skills even on a limited basis boost self-confidence. The pop-up makerspace would support growth mindset, the idea that challenges and failures are opportunities to stretch their abilities. Each pop-up would have a different category of focus for students to engage with over a 4- 6 week period. Categories would include robotics and coding, reverse engineering, environmental innovation, Rube Goldberg machines, wearable design and 3D prototype. Each category would then be designed for grades K-2 and 3-5. Students will be able to use the materials independently of the teacher or with the teacher and digital learning coach if the teacher wants to guide the experience with content standards.

The Process

- The skills and equipment will be introduced in Lib/Tech classes
- Time will then be scheduled with classroom teachers to complete short “design challenges” that take 15 to 30 minutes.
- Larger challenges and experimentation will take place in the classroom in a co-teaching model

2. The STEAM/Maker content currently presented in the Learning Commons has been well received. When open-ended STEAM/Maker problems are provided, the students easily jump into the activities, work together, and share ideas with one another. However, STEAM/Maker content is only one type of learning experience that happens in the Learning Commons. Reflecting on these brief experiences has brought forth the question, how can all students learn significant STEAM/Maker content? My idea is to create a grade level STEAM Cart for each level. Each cart would have a different category of focus for students to engage with over a 4-6 week period. Categories would include robotics and coding, reverse engineering, environmental innovation, Rube Goldberg machines, wearable design and 3D prototype. Each category would then be designed for grades K-2 and 3-5. Students will learn to use tools and techniques needed in their technology classes to enable them to work independently. The vision is to address design thinking before students dive into planning their product. One effective way to do this is to have the lib/tech teacher work with general education teachers in classrooms to complete short “design challenges” that take 15 to 30 minutes. From there students can decide on which designs to move forward with and create and modify the windmills as needed. The carts would then be in use as the classroom teachers integrate making into their grade level curriculum. The digital learning coaches will work with teachers in order to help them realize that makerspace is not necessarily what you do in addition to the curriculum, but rather an awesome way to deliver your curriculum. Maker experiences can be incorporated into every aspect of the curriculum. Kids eagerly engage in the activities and actually direct their own learning. Learning in the classroom comes to life when kids are up out of their chairs and actively engaged in activities and learning becomes fun; an adventure, a creative outlet, something they invest in and want to do. STEAM/Maker/Maker experiences have been enthusiastically received by teachers at all three schools. We know people are interested and we want to bridge the interest and access.

Teacher Feedback for Pop-Ups:

I am very interested in using the Pop Up Maker Space in my classroom. I would like to use the experiences for a nonfiction writing experience. The students would be able to write a How To piece and publish it using explain everything or another digital format.

Hamilton-Wenham Teacher, Grade 2

Kindergarten would love to collaborate with you as you bring pop-up maker spaces to our school. Using maker-space materials, this experience will open up possibilities to engage, explore and create in unexpected ways.

Hamilton-Wenham Teacher, Grade K

My students look forward to makerspace times and talk about their projects long after they are done. I'm excited about the idea of being able to enhance student work makerspace challenges in my classroom. Our new gravity unit in science will be a natural curriculum tie-in.

Hamilton-Wenham Teacher, Grade 5

For me, the biggest part of these activities is learning to work together and collaborate - both teachers and students. Partner and group expectations are ideas that we have been working on in class and this will be a perfect opportunity to practice and reinforce these expectations while problem solving and creating together.

Hamilton-Wenham Teacher, Grade 2

Engineering and design is an integral part of project based learning and collaboration. Teaching children how to think, create, and solve a problem are life skills. Giving students opportunities to have different experiences and work with different materials creates lifelong learners. The future of our country depends upon people brainstorming, finding solutions, and developing technology. Our class was discussing the pros and cons of using fossil fuels vs. electric cars; our students are the generation that will figure out the answers to these problems. We should be asking them, "How are you going to make the world a better place? How are you going to change other people's thinking?"

Hamilton-Wenham Teacher, Grade 4

Categories

- **Rube Goldberg Machine**

Definition: contraption, invention, device, or apparatus is a deliberately over-engineered or overdone machine that performs a very simple task in a very complex fashion, usually including a chain reaction. The expression is named after American cartoonist and inventor Rube Goldberg. **Maker Challenge-** create a system that uses a chain reaction to put coins in a bank.

- **Robotics and Coding**

Definition: A robot is a mechanical or virtual intelligent agent that can perform tasks automatically or with guidance, often by remote control. Robots can be autonomous, semi-autonomous or remotely controlled. *Robotics development teaches practical engineering, technology, and math concepts.* **Maker Challenge -Recreate Hamilton-Wenham and move robots from place to place using nonstandard units of measure.**

- **The Reverse Engineering**

Definition: Reverse Engineering is intended to provide a means of discovering engineering concepts and methods. Students must take something apart and learn how it works, then explain it. **Maker challenge - Take apart a small appliance (fan, radio, etc.) and make something new.**

- **Environmental Innovation**

Definition: The Environmental Innovation is intended to provide a means of sharing environmentally innovative ideas. These ideas may be new products, procedures, inventions, promotional projects, etc. **Maker Challenge- Design something to collect and recycle grey water for plants**

- **Wearable Design**

Definition: Wearable Design is a category that can include either wearable technology (pedometers, heart rate monitors, etc.) OR fashion design. **Maker Challenge - Invent a way for someone one in a wheelchair or crutches to carry all their belongings.**

- **3D Prototypes**

Definition: The 3D prototype category is intended to provide a general area of an innovation solution to a problem or a new single item invention. Immersion in the concept of building a prototype, revising it, testing it, building, and growing it. **Maker Challenge - Create a donation box for box tops**

Why present significant STEAM/Maker content to elementary students? STEAM/Maker education is active and focuses on a student-centered learning environment. Students engage in questioning, problem solving, collaboration, and hands-on activities while they address real life issues beyond a math or science textbook. STEAM/Maker proficient students are able to answer complex questions, investigate global issues, and develop solutions for challenges and real world problems while applying the rigor of science, technology, engineering, and mathematics content in a seamless fashion. STEAM proficient students are logical thinkers, effective communicators and are technologically, scientifically, and mathematically literate.

3. By creating a truly flexible approach to STEAM/Maker education, the content will impact all students and teachers at the elementary level. It will support collaboration between disciplines at the schools. A STEAM/Maker Expo held during our Open House night will allow students to share their knowledge with the entire elementary school community. This model will encourage cross-grade and cross-curricular collaboration.

4. All students and teachers at elementary school level will benefit from the use of STEAM/Maker Carts. They are portable and can be transferred anywhere in the school. Grade level classroom teachers will be able to share the cart between them so students can be and actively engaged in anywhere, anytime learning. The units created for the carts will be shared with the Instructional Technology specialists at Winthrop and Buker. The units for the carts will be introduced to students during library/media classes. Teachers will then be able to book time with the cart for students to continue to explore the units.

5. Budget

See Attached

- 6.** We do expect some refurbishing costs for the carts. \$500.00 will be needed to provision the carts for future use. The ability to refurbish the carts for two years would enable them to then be incorporated into the library/tech budget.
- 7.** We will be able to evaluate the success of the project through student and teacher surveys, requests and anecdotal feedback from students and teachers.

Number	Item	Price	Total
6	Seville Classics Utility cart	\$104.73	\$628.38
18	Ozobots	\$59.99	\$1,079.82
18	Lego Education Simple Machines Set	\$109.94	\$1,978.92
18	Skoolzy Straw Structures	\$21.99	\$395.82
18	LEGO Creator Robo Explorer	\$17.39	\$313.02
6	TIPEYE3D Pen Filament Refills	\$22.00	\$132.00
6	3D Doodler Start Bundle	\$94.99	\$569.94
3	Little Bits Electronics Giznos & Gadgets Kit	\$145.10	\$435.30
3	Puzzlets Programming Starter Pack	\$59.99	\$179.97
3	Fiskars Precision Rotary Bypass Trimmer	\$66.77	\$200.31
3	Surebonder 6500N Glue Gun Stand	\$7.95	\$23.85
6	Surebonder ST 50 Gluesticks	\$7.89	\$47.34
3	Surebonder DT-280F Dual Temperature Glu	\$16.50	\$49.50
3	Snap Circuits Green	\$48.99	\$146.97
18	Sterilite 19638606 storage box	\$32.00	\$576.00
6	Sphero SPRK+ STEAM Educational Robot	\$120.00	\$720.00
3	Lewo 1000 pcs wooden Dominoes set	\$39.99	\$119.97
18	Copper Foil Tape	\$10.99	\$197.82
3	Cubelets TWENTY robot blocks	\$499.95	\$1,499.85
3	Rigamajig Basic Builder Kit	\$3,995.00	\$11,985.00
9	Science Wiz DC motors	\$6.94	\$62.46
24	Conductive Thread 60g (Stainless Steel)	\$6.90	\$165.60
24	Coin Cell Battery Holder	\$12.06	\$289.44
20	Coin Cell Battery	\$6.83	\$136.60
6	Tinted LED Assortment (50 piece)	\$14.99	\$89.94
3	Classroom Pack of White LED Stickers	\$120.00	\$360.00
9	iPad Pro	\$649.00	\$5,841.00
6	Sewing Machines	\$136.41	\$818.46
3	Cricket Maker	\$399.99	\$1,199.97
3	Cricket Maker Supplies	\$250.00	\$750.00
3	Button Maker	\$150.00	\$450.00
6	ECR4Kids 20 Drawer Mobile Organizer	\$73.10	\$438.60
6	Ozmo Genius Kit	\$79.19	\$475.14
			\$32,356.99