

HOPKINTON SCHOOL COMMITTEE
Thursday, September 1, 2011
Regular Meeting 7:30 PM
Middle School Library
MINUTES

School Committee Chair Jean Bertschmann opened the regular meeting at 7:30 PM with the following present:

Members:

Ms. Jean Bertschmann, Chair
Mr. Troy Mick, Vice Chair
Ms. Rebecca Robak, Member
Mrs. Nancy Alvarez Burdick, Member
Mr. Scott Aghababian, Member

Also Present:

Dr. Jonathan Landman, Superintendent
Dr. Mary Colombo, Assistant Superintendent
Mr. Ralph Dumas, Director of Finance

I. Pledge of Allegiance

II. Executive Session

On a motion made by Mr. Mick, seconded by Ms. Robak, the School Committee voted to enter into an Executive Session for the purpose of discussing collective bargaining with the HTA and strategy with respect to litigation. A roll call vote was taken:

Jean Bertschmann, Chair	- yes
Troy Mick, Vice-Chair	- yes
Nancy Burdick, Member	- yes
Scott Aghababian, Member	- yes
Rebecca Robak, Chair	- yes

On a motion made by Mr. Mick, seconded by Ms. Robak, the School Committee voted to go out of Executive Session at 7:21 PM and enter into the regular meeting. A roll call vote was taken:

Jean Bertschmann, Chair	- yes
Troy Mick, Vice-Chair	- yes
Nancy Burdick, Member	- yes
Scott Aghababian, Member	- yes
Rebecca Robak, Chair	- yes

III. Recognitions/Presentations:

- Introduction of Superintendent – Ms. Bertschmann introduced Dr. Jonathan Landman, the new Superintendent of Hopkinton Public Schools and welcomed him to the district.
- Introduction of New Administrators and Staff – Dr. Landman introduced Marijane Hackett, the new Director of Student Services and Mary Ellen Grady, the new Middle School Assistant Principal. Dr. Landman also noted that Dr. Christopher Kennedy is the new Center School Principal. Dr. Landman introduced Xiaona Wang, the new foreign exchange teacher who will be teaching Mandarin Chinese this year. School Committee members welcomed the new staff members to the district

- HPTA New Teacher Luncheon/Back to School Luncheon – Ms. Bertschmann expressed appreciation to the Hopkinton Parent Teacher Association (HPTA) for the luncheons they provided for the new teacher orientation day and the ‘Back to School’ day for all teachers.
- DESE Summer Content Institute at HMS – Dr. Landman reported that the Hopkinton Middle School hosted a Department of Elementary and Secondary Education Summer Content Institute on July 11 – 15, 2011. The course was entitled *Developing Mathematical Practices for Algebra for Grades 4 through 10* and was attended by 45 teachers. One of the 3 instructors was Middle School Math Teacher Cathy Anusauskas.
- High School Rankings – Ms. Bertschmann reported that *Newsweek* magazine ranked the Hopkinton High School number 2 in Massachusetts.
- Ms. Bertschmann expressed appreciation to Dr. Landman and the staff for the decisions they made during the recent hurricane. Dr. Landman expressed appreciation to both school and town personnel for their efforts during this time.
- Mr. Aghababian expressed appreciation to the students in the Middle and High Schools who were involved in the new student orientation.

IV. Public Comments:

- Amy R., President of “Educate Hopkinton” inquired about the progress in determining the solution to the Center School issue and the use of that building if it is no longer used as a school building.
- Christie W. inquired about the costs associated with a full renovation of Center School and also encouraged increased communication about the progress being made to find a solution.
- Esther D. supported resolving the Center School issue soon and expressed concerns with cost, traffic and future growth if the Center School is renovated.

V. Reports to the School Committee:

A. School Committee Chair Update

- Summer Recap - Ms. Bertschmann reported that over the summer the School Committee voted to form a School Building Assessment Sub-Committee consisting of Mrs. Burdick, Mr. Mick, and Mr. Aghababian. One of the issues this sub-committee will address is the constraints of Center School. Ms. Bertschmann reported that Ms. Robak, Mrs. Burdick and Dr. Landman will work on a Strategic Plan Refresh. Ms. Bertschmann and Mrs. Burdick worked to create a communication plan based on the information received from the recent communication survey.
- 2011-2012 Highlights – The School Committee indentified improving communication as a major goal for the upcoming year. Ms. Bertschmann noted that improvements to the district website should be ready in January. Ms. Bertschmann stated that a review of the facilities use policy is planned, along with the continuing review of all school policies. Budget work will again be done in cooperation with the Board of Selectmen and the Appropriation Committee and will include exploration of some shared expenses with the town.
- August 16th All Hands Meeting – Ms. Bertschmann reported that this meeting included representatives from the Board of Selectmen and town departments. Ms. Bertschmann, Mr. Mick and Dr. Landman represented the school department. Topics discussed were the Board of Selectmen’s goals for the coming year, the process needed to achieve those goals, and establishing priorities.

B. Superintendent’s Update

- Opening of School – Dr. Landman reported that the opening day of school was very successful after the one-day delay due to the hurricane. He noted that orientation for the 9th grade students was held, fall athletics have begun, the drama students returned from their trip to Scotland, and a kindergarten welcome was held. At

the opening day for the staff, Dr. Colombo congratulated the staff for the enormous accomplishment on the curriculum work.

- 2011-2012 Highlights – Dr. Landman reviewed the progress on the Strategic Plan Refresh and noted that a workshop will be held on September 19, 2011, to discuss the goals in the Strategic Plan. Dr. Landman requested that the School Committee approve any changes to the goals.

Dr. Landman reported on discussions about the formation of an ad hoc committee entitled Facilities Improvement Planning Committee. This committee will identify all of the building needs for both the town and school department, gather realistic costs and indentify timelines for those projects.

Dr. Landman reported that instructional walkthroughs for the teachers will be instituted and he described the format and goals for those walkthroughs. He noted that Dr. Colombo has convened a new professional learning committee which will be working to reinforce professional learning in the district. He reported that almost all staffing vacancies have been filled. He described the process that will be used to find a new Assistant Superintendent and noted that that process has begun.

C. Superintendent's Entry Plan

Dr. Landman reviewed the components of his entry plan which include meeting with administrators, staff and others in the school district, visiting and observing classrooms, reviewing selected data and key district information. He encouraged members of the community to communicate their thoughts and ideas about the district to him.

D. Director of Finance Update

- Facilities – Al Rogers, Director of Buildings and Grounds, reviewed the list of maintenance projects that were completed. Mr. Rogers reported that there were no leaks in the roof of the Elmwood School during the recent adverse weather.
- Lunch Program Updates – Mr. Dumas reported that 65% of the money has been collected. He also noted that an increase in the cost of a lunch was federally mandated.
- MSBA Green Repair Program – Mr. Dumas reported that this program was a one-year program and no money has been appropriated for FY12. Repairs can be submitted under the normal statement of interest process which is expected to open in November. Mr. Dumas reported contacting Steve Habeeb for a cost estimate for a 'refresh' of the reports completed in 2001 and 2006 for the Center, Elmwood and Middle Schools. The approximate cost would be \$5,000. Mr. Dumas reported that the estimate for a complete review of the Hopkins and High Schools would cost about \$7,000. Ms. Robak stated that the 2006 report was completed in conjunction with a review of town buildings and it may be beneficial to contact the town before beginning the 'refresh' review.

E. School Committee Communications Survey

Ms. Bertschmann introduced Mr. Paul Flaxman, school parent/community member and a market research consultant with the Boston Research Group, who has offered to facilitate and analyze the data received from the communication survey. Mr. Flaxman stated that Boston Research Group is covering the cost of about \$500 associated with his analysis.

Mr. Flaxman reviewed how the survey was distributed, the goals of the survey and results of the survey. He noted that the current method of communication reaches families of school age children. Another form of communication is needed to reach voters who do not have children in the school system. Mr. Flaxman noted that respondents identified several issues about which they are keenly interested and which would require a higher level of communication. He also noted that different methods of

communication are needed for inbound and outbound information. Establishing and maintaining a pattern for communicating with the voters is critical.

School Committee members expressed their appreciation to Mr. Flaxman for his work and for the information he provided.

F. Draft 2011-2012 School Committee Communication Plan

Ms. Bertschmann reported that she and Mrs. Burdick created a draft of a communication plan for School Committee feedback. Mrs. Burdick explained that the plan recommends different processes for inbound and outbound information. She noted that the topic would influence the methods of communication that would be used. Ms. Bertschmann requested that School Committee members submit their ideas about the proposed plan before the next School Committee meeting.

VI. Old Business:

A. School Building Assessment Subcommittee Update

- MSBA Correspondence - Mr. Mick reported that the latest communication from the Massachusetts School Building Authority (MSBA) offered two ways to proceed. The first option was to completely start over, and the second option included obtaining voter approval for a 'similar' type building project. Mr. Mick stated that correspondence was sent to the MSBA seeking clarification of the definition of 'similar'.
- Proposed Timeline and Process – Mr. Mick stated that the MSBA's response will have a large impact on the timeline. School Committee members noted that seeking community involvement is a crucial part of the process. The subcommittee will identify the process to be used to gather information from the community.

B. Superintendent's Goals

The goals included in this draft were reviewed and discussed. Formerly the Superintendent and School Committee goals were grouped together as district goals. By general consensus the School Committee agreed more discussion is needed.

C. School Committee Goals

The goals included in this draft were reviewed and discussed. By general consensus the School Committee supported additional discussion at a future meeting.

VII. New Business:

A. Facilities Improvement Ad Hoc Committee

School Committee members expressed the need for more information. Specifically, what is the rationale for the formation of this committee, what is the charge of this committee, how will this committee communicate with the other committees previously formed to study facilities, and who will serve on this committee? Dr. Landman offered to pursue answers with the Town Manager.

B. School Committee Policy: *EEA* Transportation of Students (taken out of order)

Dr. Colombo reported that this is the first reading of this policy and reviewed the changes that are included in this draft. The policy will be sent out for public comment to the staff and parents.

C. School Committee Policy: *KF* Facilities Use Policy

Dr. Colombo prepared the draft for the first reading of this policy but given the recent Fields Use group work begun by Mr. Mick, Dr. Landman and Mrs. Burdick, it was decided that the policy will come back to a future meeting agenda.

- D. Vote to Ratify MOA Between Hopkinton School Committee and Hopkinton's Custodian's Union, Local: 355 (taken out of order, after VII. A.)

Ms. Robak recused herself based on a professional conflict of interest.

On a motion made by Mr. Mick, seconded by Mr. Aghababian, the School Committee voted to ratify the memorandum of agreement with the Hopkinton School Custodial Union, Local: 355.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Ms. Robak)

- E. Strategic Plan Refresh - Mrs. Burdick and Ms. Bertschmann will participate in the Administration Leadership workshop to review progress on curriculum related initiatives and suggest new draft goal language for the refresh. on September 19, 2011. By general consensus the School Committee agreed to schedule, via email, a Working Session for the discussion of the work drafted by the Administrative Leadership team as well as to discuss the remaining Strategic Plan Goals to be addressed in the refresh.

VIII. Items by Consensus:

- A. The Superintendent recommends the School Committee vote to approve the warrant number 12-004 in the amount of \$241,452.73.

On a motion made by Mr. Mick, seconded by Mr. Aghababian, the School Committee voted to approve item VII. A.

Vote: Favor: 5 Oppose: 0 Abstain: 0 Absent: 0

X. Adjournment

On a motion made by Mr. Mick, seconded by Mr. Aghababian, the School Committee voted to adjourn the meeting.

Vote: Favor: 5 Oppose: 0 Abstain: 0 Absent: 0

The meeting was adjourned at 10:50 PM.

Respectfully submitted,

Jean Bertschmann, Chair
Troy Mick, Vice Chair