

HOPKINTON SCHOOL COMMITTEE

Thursday, December 16, 2010

Regular Meeting 7:30 PM

Middle School Library

MINUTES

School Committee Chair Rebecca Robak opened the regular meeting at 7:30 PM with the following present:

Members:

Ms. Rebecca Robak, Chair
Ms. Jean Bertschmann, Vice Chair
Mrs. Nancy Alvarez Burdick, Member (absent)
Mr. Richard de Mont, Member
Mr. Troy Mick, Member

Also Present:

Dr. John Phelan, Superintendent
Dr. Mary Colombo, Assistant Superintendent
Mr. Ralph Dumas, Director of Finance

I. Pledge of Allegiance

II. Recognitions/Presentations:

- The Winter Concerts have concluded and Dr. Phelan thanked the staff for their work and commended the students for their accomplishments. He stated that the Winter Concerts are always an annual treat.
- Three Hopkins School teachers, Caitlin Mackie, Christine Sullivan and Maribeth Tremblay, were again chosen to participate in the federally funded Teaching American History grant program. This is a \$999,500 grant awarded to The Education Collaborative (TEC) with the goal of raising student achievement by improving teachers' knowledge and understanding of and appreciation for traditional U.S. history. Dr. Phelan stated that this is the third year these teachers have participated in this program and he thanked the teachers for their efforts and willingness to pass on their knowledge to colleagues and students.
- Jennifer Kane, a first grade teacher at Center School, set up a search for gingerbread men for her students. The hunt included various forms of the gingerbread man in school buildings as well as other locations in town. The students had a wonderful time with the hunt and Mrs. Kane noted that it was a fun project which included a lot of learning.

III. Public Comments: None at this meeting

IV. Reports to the School Committee:

A. School Committee Chair Update

- Joint BOS Meeting – Ms. Robak reported that a joint meeting was held with the Board of Selectmen to provide information and answer questions from them. She noted that the warrant for the Special Town Meeting is issued by the Board of Selectmen.

Ms. Robak reported that the Board of Selectmen added Mr. Mick as a voting member to the Hopkinton Elementary School Building Committee (HESBC). The Board of Selectmen also added the Hopkinton Town Engineer, Dave Daltori, as a member on the HESBC. Ms. Robak reported that the Board of Selectmen changed the terms of service for members of the committee from rolling terms to fixed terms for the life of the project.

- Ms. Robak updated the committee regarding the timeline for the final project submission to the MSBA. The proposal will be delivered to the MSBA by the 12/30/11 deadline. Ms. Robak reported that the Hopkinton Elementary School Building Committee (HESBC) reviewed and voted to approve the schematic designs for the

proposed new elementary school building. The HESBC also approved a budget of \$37,977,918 for the full construction costs currently projected for the project.

On a motion made by Mr. Mick, seconded by Ms. Bertschmann, the School Committee voted to submit to the Massachusetts School Building Authority a project budget of \$37,977,918 and the schematic designs for the proposed elementary building project which were approved by the Hopkinton Elementary School Building Committee.

Ms. Robak stated that this new elementary school building will house 540 K – 5 students and 66 pre-K students at the Fruit Street site. She noted that the square footage of the school meets MSBA guidelines and that the budget includes funds for infrastructure as the road to the school will be built to subdivision road specifications to allow it to become the access road to the remainder of the site. Dr. Phelan noted that approving the schematic designs and the project budget at the same time is a change required by the MSBA. Previously these were voted on separately. Ms. Robak noted that the full design phase is next and this may change the cost of the project.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

- New Elementary School Building Communications – Ms. Robak stated that Ms. Bertschmann and Mrs. Burdick will handle communicating information about the new elementary school building project to the community.

Ms. Bertschmann reported that information about the project will be made available in a number of forms. She stated that there will be monthly community forums in January, February and March. The first forum will be held at the Center School so community members can see firsthand the constraints of that building.

School Committee Office Hours are planned for Thursday evenings when School Committee meetings are scheduled. A series of Office Hours will also be held on Tuesday mornings. The location has not yet been determined.

Ms. Bertschmann stated that several articles will be placed in local newspapers. The scheduled Principal Coffees are also an opportunity for community members to gain information, especially about how the project will impact other school buildings. The Board of Selectmen has included an update of the project on their meeting agendas. Ms. Bertschmann stated that the school district website will also include information about the project.

Ms. Bertschmann stated that the binders containing the feasibility study and the schematic design are expensive to reproduce as these contain large amounts of information. Several copies of the binders are available at school and town offices if community members would like to take a look at them. A means to distribute this information in electronic form is being investigated. Dr. Phelan noted that distilling down the volumes of information contained in the feasibility study and the schematic design would be very helpful.

Ms. Robak noted that meetings of the Hopkinton Elementary School Building Committee are public meetings and would also provide an opportunity to access information about the project.

B. Superintendent's Update

- Strategic Plan Update - Dr. Phelan thanked the teaching staff, administrative staff, and the support staff who had a role in this collaborative effort. Dr. Phelan and Dr. Colombo reviewed the Vision Statements, the Priority Initiatives, and the progress that has been made to date on the identified goals. Dr. Colombo noted that many of the initiatives are interdependent.

Dr. Colombo highlighted the progress that has been made in the curriculum database. She noted that this has required a sustained effort and she commended the staff and faculty for their work. She stated that work on this goal area is on target for completion by June of 2011.

Dr. Colombo also highlighted the progress made in the Foreign Language Priority Initiative. She stated that Mandarin Chinese was added to the high school course offerings this fall. Ms. Jiling Pan teaches the high school Mandarin Chinese class and also provides enrichment to elementary and middle school students. Dr. Colombo

stated that she will write a second proposal to submit to the American Councils in January to bring another Mandarin Chinese teacher to Hopkinton High School for FY12.

Dr. Phelan highlighted the implementation of full-day kindergarten for the current school year, and the progress that has been made on the new elementary school building project.

The entire Progress Summary is available on the district website.

- FY12 Budget – Dr. Phelan stated that the Superintendent’s Preliminary FY12 Budget was developed under the direction to prepare a budget that was fiscally responsible and addresses district needs. The Board of Selectmen’s Budget Message requested that budgets: 1. Level fund operational expenses at FY11 levels; 2. Identify and include all incremental contractual labor costs; 3. Identify new mission critical and strategic initiatives; and 4. Continue to identify additional revenue enhancement opportunities and cost efficiencies.

Dr. Phelan reported that the Superintendent’s Preliminary FY12 Budget of \$33,189,833 supports enrollment of 3461 and is an increase over FY11 of \$871,885 or 2.7%. He stated that payroll has increased by \$720,479 and expenses by \$151,406. Dr. Phelan reviewed costs of contractual obligations, expenses, staff changes and Strategic Plan Initiatives.

He noted that this budget includes an increase in STEPS which were frozen in FY11. Also included are increased costs in regular transportation and Special Education tuition and transportation. Dr. Phelan noted that the addition of one first grade teacher was due to the increase in enrollment; a computer technician was added because the current staff could not service the amount of hardware used by the schools; and one 6th grade position was reinstated to address an increased class size and reduce the number of study halls scheduled for 6th grade students. Dr. Phelan noted that funding from other sources, which totaled about \$700,000, was included in the FY11 budget and is not available for FY12. He stated that a misconception exists that enrollment in Hopkinton schools has substantially decreased. He noted that since 2007 enrollment has increased by 8 students, however, staff has been reduced by 20.3 full time equivalents.

In summary, Dr. Phelan stated that the Superintendent’s Preliminary FY12 Budget maintains reasonable class sizes, supports some Strategic Plan initiatives, maintains all services in special education, maintains all district curricula and extracurricular programs, addresses key maintenance projects, and contains no fee increases.

School Committee members asked clarifying questions and expressed thanks to Dr. Phelan and the staff for their work on the budget. Dr. Phelan commended Mr. Dumas for his work on this budget and budget presentation.

V. New Business:

- A. New Elementary School Project Delivery Method (taken out of order, after III. Public Comments): Project Manager Brian Main explained the alternate delivery method, Construction Management at Risk. He stated that the CM at Risk firm gives input into the plan of the project, helps develop the budget for the project, and helps with prequalification of sub-bidders. As the budget for the project nears completion, negotiations are held with the CM at Risk firm to establish a guaranteed maximum price of the project. Mr. Main noted that the feeling industry-wide is that using a CM at Risk firm provides a better quality contractor. He stated that recently delivered school projects have shown that using this project delivery method is an advantage.

Ms. Robak introduced 5 members of the Hopkinton Elementary School Building Committee (HESBC), Mr. Brian Main, Mr. Jim Hervol, Ms. Diana Beck, Mr. Joe Karner, and Mr. Dave Finney.

Ms. Robak reported that the HESBC voted to recommend the use of the Construction Management at Risk project delivery method. She stated that while using this method increases the total cost of the project, it also increases the reimbursement rate from the Massachusetts School Building Authority (MSBA) by 1%. She also stated that when using a CM at Risk firm there is often a reduction in the number of change orders for the project. Mr. Mick noted that any savings realized in the project go back to the town when a CM at Risk firm is used. He also noted that more reputable firms show interest in a project when a CM at Risk firm is involved. Dr. Phelan noted that in 2005 the HESBC also voted to use a CM at Risk firm. Mr. Hervol explained that the guaranteed maximum price

of the project means that once the CM at Risk firm is hired and the project price is negotiated, this price will not increase unless the school department makes a change to the project.

On a motion made by Mr. Mick, seconded by Ms. Bertschmann, the School Committee voted to recommend the Construction Management at Risk project delivery method for the proposed new elementary school building project.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

- B. New Elementary School Owner's Project Manager (taken out of order, after III. Public Comments and A. New Business): Ms. Robak reported that the Massachusetts School Building Authority (MSBA) requires that an Owner's Project Manager (OPM) be hired for school building projects. She stated that the OPM oversees required documentation, acts as the liaison between the building committee and the MSBA, and works with the CM at Risk firm. Traditionally, an OPM firm is hired to fulfill this requirement. Ms. Robak stated that Mr. Brian Main has served as the Project Manager up to this point on the project and on several Hopkinton town and school projects in the past. Mr. Main submitted a proposal for continuing as the OPM with the addition of one full-time person and one half-time person. This cost of this proposal is \$650,000. The cost of hiring an OPM firm is about \$1 million, so this proposal represents significant cost savings. The Hopkinton Elementary School Building Committee voted to recommend Mr. Main as the Owner's Project Manager. The MSBA must approve Mr. Main as the OPM. The MSBA's Board will meet on January 9, 2011, to review the proposal. If the proposal is not approved by the MSBA, bids will be solicited and the budget will be adjusted to include the additional cost for the OPM firm.

Mr. Mick expressed support for recommending Mr. Main as OPM based on Mr. Main's unique knowledge of the Town of Hopkinton and this project, his proven track record with town and school projects, the ability to start sooner since bids would not have to be sought, and the cost savings that would be realized. Ms. Robak noted that Mr. Main has served as Project Manager for a number of school building projects and these projects came in under budget and on time. Dr. Phelan noted that the salaries included in this proposal are part of the expense of the building project and will come from project funds. Ms. Bertschmann stated that Mr. Main's understanding of the project is very valuable.

On a motion made by Mr. Mick, seconded by Ms. Bertschmann, the School Committee voted to approve using Mr. Brian Main as the Owner's Project Manager for the elementary building project contingent upon the project being approved by the Massachusetts School Building Authority and the funding being approved by Town Meeting.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

On a motion made by Mr. Mick, seconded by Ms. Bertschmann, the School Committee voted to approve the addition of a full time clerk of the works and a half-time administrative assistant to the elementary building project to work for the Owner's Project Manager.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

- C. 89 Hayden Rowe Street Lease: Mr. Dumas reported that the lease for the 89 Hayden Rowe Street property ends on March 31, 2011. In order to comply with bid laws, over the summer of 2010 Mr. Geoff McDonald solicited proposals from vendors interested in providing office space for the administrative offices of the school district. Mr. Dumas reported that two proposals were received, one from the current landlord, Honey Hill Farms, and the second from Rosewood VIII Real Estate Trust for space at 63-65 South Street. The Rosewood property location is less desirable due to its distance from the schools, the 'white house', and the center of town. Mr. Dumas stated that the Rosewood property required some renovation to meet the needs of the school district. Based on those two issues, the current property is the most advantageous. Mr. Dumas noted that a renegotiation of the two-year option on the current lease resulted in no increase in rent. He stated that the new lease contains a small increase in rent and noted that on both occasions Honey Hill Farms negotiated very fairly with the school district. Mr. Dumas is recommending that the School Committee accept the proposal from Honey Hill Farms to provide office and storage space at 89 Hayden Rowe Street for a three year period beginning on April 1, 2011,

with an option for an additional 2 years. Dr. Phelan stated that square footage costs were compared to other rental properties and were found to be very favorable.

On a motion made by Mr. de Mont, seconded by Mr. Mick, the School Committee voted to approve the new lease for 89 Hayden Rowe Street as presented.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

D. DPC Invoice(s) – Ms. Robak reported that three invoices have been submitted for approval.

On a motion made by Mr. Mick, seconded by Ms. Bertschmann, the School Committee voted to approve invoice #10211 in the amount of \$38,500.00 to Design Partnership of Cambridge for professional services.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

On a motion made by Mr. Mick, seconded by Ms. Bertschmann, the School Committee voted to approve invoice #3233 in the amount of \$146.25 to Action Copy and invoice #SPH054-000 in the amount of \$34.95 to WB Mason.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

VI. Old Business:

A. Superintendent Search: Ms. Bertschmann reported that that two community forums have been scheduled, an ad for the position has been posted, and the brochure is nearly complete. New England School Development Council (NESDEC) has conducted forums with all the administrators and staff. The formation of a Screening Committee to review resumes will begin soon.

B. Annual Town Meeting Articles: Dr. Phelan reviewed the draft of the Town Meeting Articles which included the operational budget, wiring in the Middle School and upgrades in the Middle School Auditorium. Dr. Phelan reported that the truck was inspected by the Department of Public Works and, with some transmission work, can be used for one more year. Therefore, replacement of the truck is not included as a Town Meeting Article. Dr. Phelan stated that the heavily used lift-gate on the truck appears to be safe. The Town Manager and Town Council requested that the cost of each article be included.

Dr. Phelan stated that the domestic water heater in Hopkins School is leaking and must be replaced at a cost of \$35,000. He also noted that during the recent security drill at the Middle School, many of the doors failed to lock. The cost of correcting the middle school interior door security and hardware is about \$50,000. Dr. Phelan also requested School Committee feedback on submitting an additional article as a placeholder in the event the request for funding for the proposed new school were to fail at the Special Town Meeting. By general consensus the School Committee supported using revolving account funds to replace the domestic water heater.

On a motion made by Mr. Mick, seconded by Ms. Bertschmann, the School Committee voted to submit five Town Meeting Articles which include the operational budget, Middle School wiring, Middle School Auditorium upgrades, Middle School interior door security and hardware and a placeholder for the new elementary school building.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

C. School Committee Policy: School Attendance *JH* – Dr. Colombo reported that no changes were made to the policy since the last reading.

On a motion made by Mr. de Mont, seconded by Ms. Bertschmann, the School Committee voted to approve Hopkinton School Committee Policy: School Attendance *JH* as presented.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

(Voted to accept 2/3/11)

VII. Items by Consensus:

- A. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of November 18, 2010 as indicated in the agenda materials.
- B. The Superintendent recommends the School Committee vote to approve the change in two Middle School Clubs as indicated in the agenda materials.
- C. The Superintendent recommends the School Committee vote to approve \$109.15 be placed in the High School Gift Account for the purpose as indicated in the agenda materials.

On a motion made by Mr. Mick, seconded by Ms. Bertschmann, the School Committee voted to approve items VII. A through VII. C.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

VIII. Adjournment

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

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Mrs. Burdick)

The meeting was adjourned at 10:18 PM.

Respectfully submitted,

Rebecca Robak, Chair
Jean Bertschmann, Vice Chair