

# HOPKINTON SCHOOL COMMITTEE

Thursday, January 22, 2015

Executive Session 6:45 PM

Regular Meeting 7:00 PM

Middle School Library

## MINUTES

School Committee Chair Jonathan Graziano opened the regular meeting at 7:03 PM with the following present:

Members:

Mr. Jonathan Graziano, Chair  
Ms. Ellen Scordino, Vice Chair  
Ms. Jean Bertschmann, Member  
Ms. Kelly Knight, Member (absent)  
Ms. Lori Nickerson, Member

Also Present:

Dr. Cathy MacLeod, Superintendent  
Mr. Robert Berlo, Assistant Superintendent  
Mr. Ralph Dumas, Director of Finance

### **I. Executive Session**

On a motion made by Ms. Scordino seconded by Ms. Nickerson, the School Committee voted to enter into an Executive Session to discuss strategy with respect to collective bargaining with the Hopkinton Teacher's Association. A roll call vote was taken:

Jonathan Graziano, Chair	- yes
Ellen Scordino, Vice Chair	- yes
Jean Bertschmann, Member	- yes
Kelly Knight, Member	- absent
Lori Nickerson, Member	- yes

The School Committee discussed strategy with respect to collective bargaining with the Hopkinton Teacher's Association.

On a motion made by Ms. Scordino seconded by Ms. Nickerson, the School Committee voted to go out of Executive Session at 6:58 PM. A roll call vote was taken:

Jonathan Graziano, Chair	- yes
Ellen Scordino, Vice Chair	- yes
Jean Bertschmann, Member	- yes
Kelly Knight, Member	- absent
Lori Nickerson, Member	- yes

### **II. Pledge of Allegiance**

**III. Public Comments:** None at this meeting

### **IV. Reports to the School Committee**

- A. High School Student Advisory Council Representative: HHS students Margaret Reynolds and Collete Fritshe reported: MLK Day of Giving Back was held on January 19 with students participating in a variety of activities; "Marijuana & the Teen Brain" was presented on January 21 with over 50 in attendance; selection of courses for next year has begun; the winner of the 2014 Boston Marathon, Mebrahtom Keflezighi, will speak on January 28; a Winter Sports Athletic presentation, "I Got Lucky" will be given by Scott Maloney on January 29; and midterm exams start on January 27 with the second semester beginning on Feb. 2
- B. Superintendent's Report:
- A Public Forum on ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) training will be held on Wednesday, February 25, 2015 in the HS auditorium at 7 pm. Information will be shared, after which feedback and questions will be taken from community members.

- Director of Student Services Marijane Hackett has submitted a letter of resignation, effective at the end of June. The search for a new Director of Student Services will begin soon.
- 2014 Boston Marathon winner, Mebrahtom Keflezighi, will visit the Middle School and then meet with the track teams at the High School on January 28.
- Kindergarten registration forms have been sent out and the information has been shared widely, including through the Mom's Club and preschools. Two forms of proof of residency are required to register.
- The review of the Superintendent's mid-cycle goals is one step in the Superintendent's Evaluation. Dr. MacLeod provided evidence of progress on the goals to the School Committee. Mr. Graziano explained that School Committee review of the Superintendent must be done during a public meeting and tonight is an opportunity for the School Committee members to provide feedback to the Superintendent. School Committee members offered suggestions for additional evidence and for clarification.

#### C. School Committee Chair Report

- Numerous community events are taking place; the HPTA Chili Cook-off will be held Saturday night, several events are scheduled this weekend to celebrate the 120<sup>th</sup> birthday of the Library, and the celebration of the Town of Hopkinton's 300<sup>th</sup> anniversary will kick off this weekend.
- Before negotiations began with the teachers' union, Ms. Bertschmann discovered that a close personal friend was serving on the negotiating team. Ms. Bertschmann contacted the state ethics committee and was advised to file a Conflict of Interest form with the Town Clerk and to read a statement during a public meeting of the School Committee, which she then read.

#### D. ESBC

- On Saturday, January 25, 2015 the second Public Forum on the elementary school building will be held. This forum will provide information on the 4 geographic sites and 11 site options which are currently under consideration. Mr. Graziano encouraged community members to attend, ask questions, and give feedback. Narrowing the site options down to 2 or 3 is the next step in the process.
- The Site Selection Sub-Committee of the ESBC completed site selection criteria and crafted a document which details how each site meets those criteria. This information will be available at the Public Forum.
- The Owner's Project Manager (OPM), Compass Project Management, provided a calendar for the project ending with final approval by the Massachusetts School Building Authority (MSBA). The ESBC will narrow the site options from 11 to a short list of 2 or 3 options and then these options will undergo a more detailed feasibility analysis. A Public Forum will be held on Saturday, March 7, 2015 for community input on the short list of options. The Board of Selectmen will be invited to a School Committee meeting to give their feedback. The preferred option will be presented at a joint meeting on March 17, 2015.
- A placeholder for the potential purchase of land is on the list of Warrant Articles.

### V. New Business

- A. Changes to 2015-2016 HS Program of Studies (taken out of order, after IV. A.): High School Principal Evan Bishop and Assistant Superintendent for Curriculum, Instruction and Professional Development Robert Berlo were welcomed. Mr. Bishop noted that the changes to the 2015-2016 HS Program of Studies are fairly minor and those changes are based on student and teacher interest. No additional staffing is necessary for these changes.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the changes to the 2015-2016 HS Program of Studies as included in the agenda materials.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

- B. High School Stipend: Mr. Bishop requested approval for the \$500 stipend currently set up for the Magic Club be reallocated to the new Men's Chorus. The Magic Club is not currently running due to low student interest.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the reallocation of the \$500 stipend currently set up for the Magic Club at the High School to be used for the Men's Chorus.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

- C. High School Field Trip: England/Scotland Date Change of Previously Approved Trip: Dr. MacLeod reported that this trip was previously approved by the School Committee; however a change in the date of the trip was requested. Mr. Bishop explained that the trip will be pushed out to 2016; one chaperone was unable to attend on the date originally approved. The delay allows time for fundraising and ensures that a sufficient ratio of chaperones to students will be available.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve the amended Intent to Travel for the HS Drama Field Trip to London and Edinburgh, traveling August 2 – August 16, 2016.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

- D. High School Field Trips: China-April Vacation 2016, Peru-April Vacation 2016, and Belize-February Vacation 2016: Dr. MacLeod reported that per the School Committee's request, the process for approval of field trips abroad was changed, so that all trips are presented at the same time. This allows students and their families to make an informed choice about which experience is selected by their student. Ms. Scordino and Ms. Nickerson suggested encouraging faculty and students to seek field trips that focus on service. Ms. Bertschmann encouraged indentifying trips that will take place in the next year or even two; she also praised HHS faculty for the time they spend chaperoning trips, during their vacation, so that students can have these experiences. Mr. Graziano commended the new process and expressed appreciation for the opportunities given to students.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the Intent to Travel for the HS trip to China over April vacation 2016.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve the Intent to Travel for the HS trip to Peru over April vacation 2016.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve the Intent to Travel for the HS trip to Belize during February vacation 2016.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

- E. FY16 Budget (taken out of order, after IV. D.): The preliminary financial picture from the town is not yet available. The current understanding is that it will not be available before the end of January. The Town Charter requires the School Department to submit their budget before February 1. The school budget can be adjusted after the School Committee approves it. Dr. MacLeod presented three options for the School Committee to consider. Dr. MacLeod expressed thanks to Mr. Dumas for the detail provided on each of the options. The School Committee asked clarifying questions about each option presented. Ms. Nickerson noted there has been a lack of input from the community about the budget.

On a motion made by Ms. Bertschmann, seconded Ms. Nickerson, the School Committee voted to recommend a budget of \$39,143,441 for FY16, which represents a 4.85% increase over FY15.

Vote: Favor: 3                  Oppose: 1 (Scordino)                  Abstain: 0                  Absent: 1 (Knight)

- F. Draft of Early Childhood Center Educational Program: Mr. Graziano explained that the Early Childhood Center Educational Program describes the program that will be delivered in the building being considered by the Massachusetts School Building Authority (MSBA). The configuration of a kindergarten/first grade school is a unique configuration to the MSBA and does not readily fit into MSBA formulas. Dr. MacLeod and Center School Principal Lauren Dubeau created the educational program and performed extra work to provide greater clarity for the MSBA.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to endorse the draft of the Early Childhood Center Educational Program as provided in the agenda materials.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

G. Capital Article Warrant #15-037 in the amount of \$57,064.60: Mr. Dumas reported that the one capital project warrant consists of one invoice from Richard T. Losordo Electrical Services, Inc. in the amount of \$57,064.60 for electrical services related to the installation of an emergency generator at Hopkins School. These funds were appropriated in Article 19 of the May 2013 Annual Town Meeting.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve payment of the one capital project warrant consisting of one invoice from Richard T. Losordo Electrical Services, Inc. in the amount of \$57,064.60 for electrical services.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

H. Budget Transfer: Dr. MacLeod reviewed the requests for budget transfers. The first is for the transfer of \$1,000 from Hopkins Social Studies Texts to Hopkins Pro Development. The second is a transfer of \$400 from High School Pupil Testing to High School Principal's Pro Development.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the 2 budget transfers as presented.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

## VI. Old Business

A. School Committee Policies: Funding Proposals *DD*, Payment Procedures and Authorized Signatures *DK/DGA*, Purchasing *DJ*, and Expense Reimbursements *DKC*

- Funding Proposals *DD* was sent out via listserv and no comments were received.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve Policy *DD* Funding Proposals as presented.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

- Payment Procedures and Authorized Signatures *DK/DGA* was also sent out via listserv and no comments were received.

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve Policy *DK/DGA* Payment Procedures and Authorized Signatures as presented.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

- Purchasing *DJ* was sent out via listserv and no comments were received; however, the Working Group requested School Committee feedback on one paragraph in the policy.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve Policy *DJ* Purchasing as amended.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

- Expense Reimbursements *DKC* was sent out via listserv and no comments were received.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve Policy *DKC* Expense Reimbursements as presented.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

B. School Committee Policy: Finance Policy Revolving Accounts, *JJD* – Dr. MacLeod reported that this policy includes the recommendations from the Superintendent and Director of Finance and the suggestions made at the last reading. The policy was sent out via listserv. This policy will be discussed at the next School Committee meeting.

- C. End-of-Year Revolving Account Offsets: Earlier in the budget process, the School Committee endorsed adding their approval of spending offsets as part of the annual budget process. The Committee discussed the projected end-of-year Revolving Account balances and asked clarifying questions.

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve the end-of-year Revolving Account offsets.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

**VII. Public Comments:** None at this meeting

**VIII. Items by Consensus:**

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-036 in the amount of \$290,251.40.
- B. The Superintendent recommends the School Committee vote to approve the Middle School Student Activities Warrant #15-038 in the amount of \$30,868.68.
- C. The Superintendent recommends the School Committee vote to approve \$937.10 from Target's "Take Charge of Education" program be placed in the Elmwood School Gift Account as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve \$833.60 from Target's "Take Charge of Education" program be placed in the Center School Gift Account as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to accept a gift in the amount of \$5,000.00 from an anonymous donor be placed in the Elmwood School Gift Account to be used for the after-school robotics program as indicated in the agenda materials.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson the School Committee voted to approve items VIII. A – E.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

**IX. Adjournment**

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to adjourn the meeting.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

The meeting was adjourned at 9:46 PM.

Respectfully submitted,

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Jonathan Graziano, Chair  
Ellen Scordino, Vice Chair