

# HOPKINTON SCHOOL COMMITTEE

Thursday, March 5, 2015

Regular Meeting 7:00 PM

Middle School Library

## MINUTES

School Committee Chair Jonathan Graziano opened the regular meeting at 7:02 PM with the following present:

Members:

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

Also Present:

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

### **I. Pledge of Allegiance**

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

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

A. High School Student Advisory Council Representative – None at this meeting

B. Superintendent's Report

- The preschool will be moving to Elmwood School next year. Dr. MacLeod credited the teamwork of building principals, teachers and district staff who were involved in the decision and who will be involved in the move.
- A public forum on ALICE was held last week. All five Hopkinton principals and members of the Safety Committee were in attendance. HCAM videoed the presentation for those who could not attend.
- A discussion has begun with the Town Manager, Town Clerk, Police Department, and Dr. MacLeod concerning the need to close schools for town elections in May. Dr. MacLeod will observe the upcoming May elections.

C. School Committee Chair Report - Mr. Graziano and Dr. MacLeod attended the Department Heads Meeting with the Board of Selectmen on March 4, 2015. This was an opportunity to discuss the school district budget, to answer questions that were raised, and to discuss the challenges to the school department budget presented by the growth in town. Dr. MacLeod, Mr. Graziano, the Chair of the Board of Selectmen and the Town Manager will meet again on Monday, March 9; any information that is received will be sent to School Committee members.

D. Elementary School Site Selection Report (taken out of order, after III. E.) – Mr. Graziano welcomed Elementary School Building Committee (ESBC) Chair Joe Markey, ESBC Vice Chair Mike Shepard, Tim Bonfatti from Compass Project Management the Owner's Project Manager (OPM), and Jim Barrett from Drummey Rosane Anderson, Inc., the project architect. The process to date was reviewed with the project currently in the feasibility phase. The list of site options has been narrowed to three. After reviewing the most recent enrollment data, the Massachusetts School Building Authority (MSBA) revised the design enrollment number from 355 to 395. This allows additional classrooms to be included in the design and will better support the educational program. The change in the enrollment number may have a slight negative impact to the project timeline as internal procedures of the MSBA call for the enrollment number to be finalized during the eligibility phase. Later in the month, the MSBA Board is expected to meet and decide which phase the Hopkinton project falls into. The next community workshop will be held on Saturday, March 28, 2015.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to authorize the Chair to sign the revised design enrollment letter for the Center School project at 395 students.

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

Based on selection criteria, three site alternatives were recommended by the ESBC: 1. Current Center School property, preserving the historical part of the building, plus 25 Ash Street; 2. Irvine property located on Hayden Rowe, and 3. Todaro property with access from Hayden Rowe. The projected placement of buildings on each of these three sites was reviewed. Phasing of the sites was explained; construction areas must be wholly segregated from student areas. The Center School site is the most complicated as educational use of the building must continue while construction occurs.

- E. School Lunch Mid-Year Update (taken out of order, after III. C.) - Mr. Dumas introduced Joe Armenti, District Manager and Kevin Welch, Food Service Director. This is the third and final year of the existing contract with Whitsons Culinary Group. Highlights of the year included the addition of an online payment system; a point of sale system was implemented at Center School; and numerous events were held to introduce different foods to students. Revenue increased this year and last year's increase in the cost of a lunch did not have a negative impact on participation. School Committee members asked clarifying questions and offered comments.

#### IV. New Business

- A. 2014-2015 Calendar Change – Dr. MacLeod reviewed the plan to make up the 6 snow days. A full day will be held on Good Friday and the remaining days will be added in June. The last day for kindergarten students would then be June 23, 2015 with screening scheduled for June 24 – 26. The final day of school for all grades will be Friday, June 26, 2015.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the updated Hopkinton Public School calendar for the 2014-2015 school year amended March 5, 2015, as indicated in the agenda materials.

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

- B. Appointment of Members of Designer Selection Board to Hire Engineer for Middle School Fire Alarm Upgrades

Due to the size of the project, Mr. Dumas explained that a designer must be selected. The Town of Hopkinton's Designer Selection procedures delegate authority to the School Committee for designer selection on projects under \$500,000. Members of the board will be the Superintendent, Director of Finance, Director of Building and Grounds, a Building Principal and Hopkinton Building Inspector Mike Shephard.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the appointment of the Designer Selection Board for the Middle School Fire Alarm Upgrades as indicated in the agenda materials.

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

- C. Capital Article Warrant Payment #15-046 in the amount of \$7,445.06 – Mr. Dumas reviewed the three invoices included in the Capital Article Warrant Payment. Dr. MacLeod and Mr. Dumas recommend payment of these invoices.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve payment of invoice #1501239 in the amount of \$6,731.00 to Gale Associates as appropriated in Article 21 of the May 2014 Annual Town Meeting.

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

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve payment of invoice #S985246 in the amount of \$180.65 and invoice #R985582 in the amount of \$533.41 to Pasek Corporation as appropriated in Article 22 of the May 2014 Annual Town Meeting.

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

- D. Budget Transfers – Mr. Dumas reviewed the two budget transfer requests, one from the High School and the other from the Special Education Department. Dr. MacLeod recommended these budget transfers.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the budget transfer requests as indicated in the agenda materials.

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

- E. Elementary School Start Times – Dr. MacLeod reported that the Hopkinton Teachers Association contract allows the School Committee to change opening and ending times of the school day as long as the day is not lengthened. Based on the reaction of faculty members, Dr. MacLeod recommended the formation a committee to review the change of start times for Center, Elmwood and Hopkins Schools. The recommendation of the committee will be available for School Committee approval at the March 19, 2015 meeting. School Committee members asked clarifying questions.

## V. Old Business

- A. Middle School Program of Studies (taken out of order, after III. D.) - Middle School Principal Alan Keller reviewed the changes proposed for the 2015-2016 Hopkinton Middle School Program of Studies.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the 2015-2016 Hopkinton Middle School Program of Studies as indicated in the agenda materials.

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

- B. 2015-2016 School Calendar – The preliminary discussion of the 2015-2016 School Calendar occurred last month. Dr. MacLeod reviewed the results of two surveys. The proposed calendar calls for two days of professional development for teachers on August 31 and September 1. Grades 1-12 begin on September 2, and Kindergarten and Preschool begin on September 3. These changes can be made under the current contract.

The School Committee discussed the overall calendar and especially the religious holidays. Based on the discussion, Dr. MacLeod recommended the calendar for 2015-2016 include school on Rosh Hashanah, no school on Yom Kippur, and an early release day on Good Friday with the last day of school on June 15, 2016 (June 22 if 5 snow days are used). Dr. MacLeod clarified this recommendation by explaining the educational importance of a full week of learning, balanced with respect for religious practices. By not holding school on both Jewish holidays in September, along with Labor Day, it creates a month in which none of the weeks are a full week of school.

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve Dr. MacLeod's recommended 2015-2016 school calendar as amended by the discussion.

Vote: Favor: 3                      Oppose: 2 (Bertschmann, Knight)                      Abstain: 0                      Absent: 0

- C. School Committee Policy: Community Involvement *KCB* – Dr. MacLeod reported that this is the third reading of this policy and includes changes suggested at the last reading.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve School Committee Policy: Community Involvement *KCB*.

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

D. Fruit Street Subcommittee (taken out of order, after V. A.) - Ms. Bertschmann, who serves as the School Committee liaison to the Subcommittee, and Ken Weismantel, Chair, provided an explanation of the history of the subcommittee and the Fruit Street property. By general consensus the School Committee supported the recommendations that Parcel 7 no longer be designated for school department use, and that Parcel 8, identified as ‘undesigned’ could be used for a school in the future.

**VI. Public Comments**

- A question was raised about the use of solar panels on the new school building. Mr. Graziano responded to the question and stated that the topic of solar panels has been raised in the ESBC and will be discussed as the project progresses.
- Appreciation was expressed for the survey on the school calendar and the discussion it generated. Suggestion was made to treat Rosh Hashanah and Good Friday in the same way.
- By general consensus the School Committee supported releasing the data from the survey, without the comments.

**VII. Items by Consensus:**

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-045 in the amount of \$580,516.12.
- B. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of January 8, 2015 as indicated in the agenda materials.
- C. The Superintendent recommends the School Committee vote to approve \$10,700.00 from the “The Sky’s the Limit” fundraiser be placed in the Middle School Gift Account as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve \$912.99 from Target’s “Take Charge of Education” program be placed in the Elmwood School Gift Account as indicated in the agenda materials.

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

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

**VIII. Adjournment**

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

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

The meeting was adjourned at 10:24 PM.

Respectfully submitted,

---

Jonathan Graziano, Chair  
Ellen Scordino, Vice Chair