

HOPKINTON SCHOOL COMMITTEE
Monday, August 18, 2014
Executive Session 6:00 PM
Summer Special Meeting 7:00 PM
Middle School Library
MINUTES

School Committee Chair Jonathan Graziano opened the regular meeting at 6:07 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. Ralph Dumas, Director of Finance

I. Call to Order in Open Session

II. Executive Session

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to enter into an Executive Session for the purpose of hearing two Level III grievances for SEIU 888 Unit Paraprofessionals and SEIU 888 Unit Cafeteria Workers and to review Executive Session minutes for release. A roll call vote was taken:

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

The School Committee discussed hearing two Level III grievances for SEIU 888 Unit Paraprofessionals and SEIU 888 Unit Cafeteria Workers and to review Executive Session minutes for release.

On a motion made by Ms. Scordino seconded by Ms. Knight, the School Committee voted to go out of Executive Session at 7:05 PM. A roll call vote was taken:

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

III. Pledge of Allegiance

IV. Reports

A. Superintendent's Report

- Dr. MacLeod provided an overview of the curriculum work which took place over the summer. Work at the elementary schools included identifying elementary power standards, continued work on district determined methods, and co-teaching and full day kindergarten. At the secondary level work on developing new curriculum, tech integration, and data management are areas in which work has been done.
- A maintenance plan to improve efficiency in monitoring and addressing maintenance issues has been created. All maintenance workers now have email addresses and iPads to monitor requests. One maintenance worker has been assigned to each school building to enable direct communication on maintenance issues. Many

maintenance projects have been completed so far this summer along with testing of the alarm systems. Mr. Rogers noted that the district has been moving toward the use of 'green' products for the majority of custodial and maintenance work. This year floor stripping products have been replaced by men and machines.

- Professional development opportunities for faculty members were reviewed by Dr. MacLeod. New Teacher Orientation was held, and the Admin Retreat was highly successful.
- Dr. MacLeod reviewed new student registrations. The new registrations are within projected numbers and will not affect class sizes.
- On Monday, August 25, the Hopkinton Police Department will hold a training session at Hopkins School in Rapid Deployment/Active Shooter Response technique. Dr. MacLeod explained that a listerv will be sent out to parents notifying them about the training; Athletic Director Eric Karjel has been informed so that he can alert coaches and sports teams about this planned activity. The school building and a section of the Loop Road will be closed during this training.

B. School Committee Chair Report

- The Massachusetts School Building Authority (MSBA) approved the recommendation of the Elementary School Building Committee (ESBC) to contract with Compass Project Management as the Owner's Project Manager (OPM). The ESBC met with Compass to discuss the timeline and next steps for the project. The next step is the selection of a Designer for the project. This Designer Selection Process will follow much of the same process used for the OPM. However, the recommendation for a designer must consist of several choices and the finalist will be chosen by a committee comprised of 3 representatives from Hopkinton and 12 representatives from the MSBA.
- The MSBA brought to the attention of the ESBC that a vote from the School Committee authorizing the ESBC to put out a Request For Services (RFS) for the OPM is required by the MSBA. Mr. Graziano explained that the School Committee will take action on this item later on in this meeting under New Business.
- At Compass' suggestion, a Working Group was created to allow more frequent meetings as the project proceeds. The Working Group consists of Mr. Graziano, Ms. Knight, Dr. MacLeod, Mrs. Dubeau, Mr. John Weaver, and Mr. Mike Shepherd.

- C. FY14 Final Financial Report (taken out of order, after V. B.): Mr. Dumas explained that at its Regular Meeting held on June 19, 2014 the School Committee authorized expenditures of \$125,000 to prepay Special Education tuition; \$20,000, via a budget transfer, for copier replacement; and to take whatever action was available within the Revolving Account balances to utilize any remaining appropriated funds. Since that report the final bill from ACCEPT for transportation costs was received by the Special Education Department. Mr. Dumas reported that this final bill was \$50,000 less than anticipated. These funds were utilized by charging some building maintenance expenses, previously charged to the Building Use Account, to the Building Maintenance Account.

Mr. Dumas reviewed the changes to Payroll Accounts and Expense Accounts with the final ending budget number of zero. Dr. MacLeod explained that in the future it is her intention that the Committee be informed when financial information is received late or in error and then creates a discrepancy in the anticipated account balances.

Mr. Graziano opened discussion by expressing discomfort with the total amount of balances which were transferred to other accounts, without School Committee action. By general consensus, the School Committee supported changing past practices in the way end-of-year positive account balances are handled. Several topics touched on during this discussion highlighted the need for the creation of financial policies.

V. New Business

- A. High School Club/Stipends: Dr. MacLeod explained that HHS Principal Evan Bishop annually reviews the attendance and interest in clubs at the high school. Approval for stipends of \$500 each for the Debate Team, Comic Book/Graphic Novel Club, The Magic Club, and Hillers Helping Hands Club is requested. These clubs were successfully run during the prior school year to gauge interest. Stipend funds will be reallocated from the

Junior Statesmen of America (\$1,000), Business Club (\$500) and Diversity Club (\$500). These clubs have low attendance and will not run next year.

Dr. MacLeod reviewed the rationale for discontinuing stipend positions for the French Foreign Exchange advisor (\$1500) and the Spanish Foreign Exchange advisor (\$1500). The \$3,000 will be reallocated to a newly created stipend position entitled "The Junior Experience".

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve changes to the HHS clubs and stipends as indicated in the agenda materials.

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

- B. Award Contract for Hopkins School Emergency Generator (taken out of order, after V. F.): Five bids were received for equipment and installation of the emergency generator at Hopkins School. Citations received by the bidding companies were included in the bid packet. The low bidder received six citations from OSHA. In such instances, state bid laws allow the contract to be awarded to the second lowest bidder. Because the citations were given for leaving the job site in an unsafe condition, and since students will be using the building during the installation process, Mr. Dumas recommended that the contract be awarded to the second lowest bidder, Richard Losordo Electrical Services of Brockton, MA. The amount of the contract is \$189,500 with \$187,000 available in the Capital Warrant Article and \$2,500 charged to the Building and Grounds Contracted Services Account. Mr. Dumas stated that a Bid Protest could be initiated since the low bidder was not awarded the contract. Dr. MacLeod supports this recommendation.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to award the contract for installation of an emergency generator at Hopkins School to Richard Losordo Electrical Services of Brockton, MA for \$189,500; \$187,000 to be paid for by the Capital Warrant Article Account # 90573006-587100-193 and \$2,500 charged to the Building and Grounds Contracted Services Account.

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

- C. Authorize the ESBC to vote to Issue the RFS for the Owner's Project Manager: Mr. Graziano reviewed the actions taken by the Elementary School Building Committee (ESBC) to secure Compass Project Management as Owner's Project Manager (OPM) and explained that the Massachusetts School Building Authority (MSBA) requires School Committee approval of the RFS.

Ms. Bertschmann expressed support for continued collaboration between the ESBC, the School Committee and the Board of Selectmen as the project progresses. As actions are taken during the next phases of the project, maintaining connection points with the School Committee and the community is important. These connection points are not meant to impede the progress of the project.

Mr. Graziano noted that future ESBC meetings will be videoed by HCAM and will be available online. Compass has created a detailed timeline and this timeline can be used to identify connection points with the School Committee and the community. The attendance of Compass at a future School Committee meeting to present the timeline will be a good opportunity to keep the Committee and community up to date on the project.

On a motion made by Ms. Scordino, seconded by Ms. Knight, the School Committee voted to authorize the Elementary School Building Committee to vote to issue the Request For Services for the Owner's Project Manager for the Center School Building Project.

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

- D. Capital Article Warrant Payment to NSG for \$11,824.40, for NSG for \$895.50 and CXtee for \$7,634.18

Mr. Dumas reported that three invoices are included in this Capital Article Warrant Payment and all three invoices are related to the Joint Information Technology Article 14G of the May 2014 Annual Town Meeting. One invoice is from CXtec in the amount of \$7,634.18 for switches and power supplies and 2 invoices for \$895.50 and

\$11,824.40 are from Network Security Group, Inc. for a new firewall for the district internet connection. Mr. Dumas and Dr. MacLeod recommend payment of these invoices.

On a motion made by Ms Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the one Capital Article Warrant Payment on tonight's consent agenda that includes invoice #6730585 for CXtec for the Joint Information Technology Article in the amount of \$7,634.18, invoice #1688 for Network Security Group, Inc, also for the Joint Information Technology Article in the amount of \$895.50, and invoice #1689 for Network Security Group, Inc. for the Joint Information Technology Article in the amount of \$11,824.40; the total Capital Project Warrant payment is \$20,354.08.

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

E. 2014-2015 Policies Calendar: Dr. MacLeod reviewed the draft of the 2014-2015 Policies Calendar created by the Policy Working Group. During the November/December budget process, a review and recommendation to remove or replace outdated policies is planned. Dr. MacLeod recommended review of the Transportation Policy be added to the calendar in October as some confusion still exists and questions have been brought to the Superintendent's attention. Mr. Graziano suggested that prior to the review of this policy a communication citing the reasons for the review be issued to the community. By general consensus the School Committee supported the 2014-2015 Policies Calendar.

F. Approval of Center Trail Notice of Intent for ConCom (taken out of order, after IV. B.): The Clerk of the Works for the Community Preservation Committee explained that upgrades to the Central Trail have progressed to the next section of the trail. The plans for the Center Trail were shared with the School Committee. As owners of this section of the Trail, the School Committee's authorization is needed for the Notice of Intent to seek approval from the Hopkinton Conservation Committee. Following approval by the Conservation Committee the timeline for work on the trail will be provided to the School Committee.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the Center Trail Notice of Intent and to authorize the Chair to sign on behalf of the Committee.

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

VI. Old Business

A. School Committee Policy *ADDB Fingerprinting*: Dr. MacLeod reviewed the changes made to this draft of the policy. When a policy is posted, an announcement will be sent out so the community is aware of the posting.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes, Policy *ADDB* as presented in the agenda materials.

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

B. Superintendent's Annual Plan: Dr. MacLeod reported that the goals in the Superintendent's Annual Plan, 2014-2015 are tied to the goals in the Strategic Plan. The Superintendent's Annual Plan is intended to be a model for the Admin Council. Dr. MacLeod explained that her Self-Evaluation and the process have been shared with the Administrators so that they are aware of how the Superintendent's Goals will impact them. Each Administrator is being asked to include an Adjustment to Practice Goal in their goals. Dr. MacLeod explained that her building visits will be unannounced this year and are scheduled for twice a week. This will allow for more direct feedback to be given to the Administrators.

Mr. Graziano noted that the Superintendent's Annual Plan also contains a calendar. The calendar for mid-cycle goals was discussed. All discussions pertaining to the Superintendent's Evaluation are scheduled for open meetings. A time for the School Committee to provide feedback to the Superintendent is included in the calendar.

The timing of discussions about contract negotiations for the Superintendent was briefly discussed by the School Committee. The Superintendent must be informed by July 1, 2015 as to whether or not the Superintendent's contract will be renewed. Further discussion of this topic will take place at a future School Committee meeting.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to accept the Superintendent's Annual Plan, 2014-2015 as presented.

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

- C. Varsity Field Hockey Field Trip: Dr. MacLeod reported that each participating student's parent signed and submitted the Hopkinton Public Schools Field Trip Overnight Consent Form Release from Liability Indemnity Agreement. Accommodations have not been finalized at this date. Ms. Bertschmann explained that the timing of tryouts and approval for this field trip presents a challenge for the coach.

On a motion made by Ms. Scordino, seconded by Ms. Bertschmann, the School Committee voted to approve the Overnight Travel Final Approval Form for the Varsity Field Hockey Field Trip on September 5 – 6 pending confirmation of hotel accommodations.

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

VII. Items by Consensus:

- A. The Superintendent recommends that the School Committee vote to approve the warrants, the total value of 2 expense warrants on tonight's consent agenda is \$336,454.16
- B. The Superintendent recommends the School Committee vote to approve the minutes of the School Committee regular meeting of June 12, 2014, as indicated in the agenda materials.
- C. The Superintendent recommends the School Committee vote to approve the minutes of the School Committee regular meeting of June 19, 2014 as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve \$2,370.50 from the "Spring Book Fair" fundraiser be placed in the Hopkins School gift account as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to approve \$2,604.12 from the "Spring Book Fair" fundraiser be placed in the Elmwood School gift account as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$3,143.00 from the "The Sky's the Limit" fundraiser be placed in the Middle School gift account as indicated in the agenda materials.

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

VIII. Adjournment

On a motion made by Ms. Knight, 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 9:42 PM.

Respectfully submitted,

Jonathan Graziano, Chair
Ellen Scordino, Vice Chair