

HOPKINTON SCHOOL COMMITTEE

Thursday, September 18, 2014

Executive Session 6:30 PM

Regular Meeting 7:00 PM

Middle School Library

MINUTES

School Committee Chair Jonathan Graziano opened the regular meeting at 6:32 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. Executive Session

On a motion made by Ms. Nickerson seconded by Ms. Knight, the School Committee voted to enter into an Executive Session for the purpose of ratification of SEIU 888 Unit Cafeteria Workers contract and to review Executive Session minutes from 2013-2014. 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

Also Present:

Dr. Cathy MacLeod, Superintendent
Ms. Kimberly Pulnik, Director of Human Resources

The School Committee discussed ratification of SEIU 888 Unit Cafeteria Workers contract. In an effort to commence the School Committee's Regular Session, no executive session meeting minutes from 2013-2014 were reviewed at the meeting.

On a motion made by Ms. Scordino seconded by Ms. Knight, 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	- yes
Lori Nickerson, Member	- yes

II. Pledge of Allegiance

III. Public Comments: None at this meeting

IV. Reports to the School Committee

A. Superintendent's Update:

- Dr. MacLeod recognized the significant amount of preparation and effort that goes into the organization of Back-To-School nights. A high level of excitement was observed on the parts of both parents and staff.
- Some of the results from the foreign language survey that went out last week were reviewed by Dr. MacLeod. Over 800 responses were received. Ms. Marilyn Miracle will present the foreign language plan at the School

(Voted to accept 12/18/14)

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Committee meeting scheduled for October 2, 2014. Mr. Graziano noted that foreign language is a topic of high interest in the community and suggested sending out an additional announcement about this presentation.

- Dr. MacLeod explained the steps which will be taken to ensure that scheduling conflicts with Back-to-School nights will not be repeated next year. Dr. MacLeod assured the parents, who experience a conflict this year that the important information can be emailed to them.

B. School Committee Chair Report:

- Mr. Graziano reported that the Working Group created by the Elementary School Building Committee (ESBC) met last week with Compass Project Management. Bids were received from 6 firms seeking to design the Center School project. The Design Review Committee is reading these proposals. Hopkinton representatives on the Design Review Committee are Mr. Graziano, Dr. MacLeod and Mr. Shephard. The remaining members of the 15-member Committee are assigned by the Massachusetts School Building Authority (MSBA). The selection of the designer will take place on October 7, 2014.

Compass offered suggestions for work that can be done on the project while the design firm is being considered. Information needed for geological testing can be gathered at the Elmwood, Center and Irvine property on Hayden Rowe sites. Mr. Graziano stated that the earlier feasibility study completed on the Center School site will be reviewed to determine if information from that study can be used.

Enrollment was discussed with Compass who voiced concern with the difference between projections from the MSBA and the actual enrollment in the Hopkinton School District. Compass will contact the MSBA to further clarify enrollment projections in order that the solution to Center School is a large enough building to accommodate future enrollment.

A question about School Committee approval for the Request For Proposal (RFP) for Designer Selection was raised by Ms. Bertschmann. Mr. Graziano offered to review the process to date on the designer selection and reiterated that it is not the intent to ask for School Committee approvals retroactively. Mr. Graziano explained that the design for school buildings now includes a certain percentage of room for expansion to accommodate an increase in enrollment.

- Mr. Graziano reported that HCAM suggested holding a meeting several days after School Committee meetings to review the previous meeting. HCAM has offered to record these meetings. By general consensus the School Committee endorsed holding the discussion of this suggestion during the consideration of the larger topic of communication and outreach with the community. The Committee supported adding this agenda item to a future School Committee meeting.
- Mr. Graziano reminded the community about the Hopkinton Parent Teacher Association's carnival, which is their largest fundraiser and will be held on Saturday, September 20 on the Commons from 10 to 5.

V. New Business

- A. Strategic Plan: Dr. MacLeod and Mr. Berlo presented an overview of the Strategic Plan recommended for School Committee approval. The Strategic Plan will guide decisions moving forward to create a cycle of continuous improvement. Mr. Berlo explained that the Strategic Plan contains 4 categories consisting of: Effective School Leadership; Aligned Curriculum; Effective Instruction; Student Assessment; and Leadership, Governance, and Communication. Each area includes a Theory of Action, Strategic Objectives, and Priority Initiatives. Every Strategic Objective or Priority Initiative includes a timeline, measurement, responsible party, student impact, and impact to the budget. Dr. MacLeod recommends School Committee approval of the Hopkinton Public Schools 2014-2020 Strategic Plan. This Plan affects learning for all students. School Committee members offered several suggestions for changes and expressed appreciation for this Strategic Plan.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the 2014-2020 Strategic Plan as amended.

Vote: Favor: 5

Oppose: 0

Abstain: 0

Absent: 0

- B. Vote to Approve Ratification of SEIU 888 Unit Cafeteria Workers: Mr. Graziano reported that during tonight's Executive Session, the Committee reviewed the Memorandum of Understanding for the contract and a vote to approve the contract was taken.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the SEIU 888 Unit Cafeteria Workers Contract. A roll call vote was taken:

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

- C. School Lunch Aides at Grades K-5 (taken out of order, taken after V. G.): Center School Principal Lauren Dubeau joined the table. Dr. Macleod reviewed the background for the need to add part-time positions to monitor recesses and lunches at Center, Elmwood and Hopkins Schools. Funding will come from the Salary Reserve and the cost for the monitors is \$7,832 per building. A question was raised about fingerprinting and whether or not these employees would be required to pay the costs of fingerprinting. Dr. MacLeod offered to check the requirements in the policy.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the six school lunch monitor positions at Center, Elmwood and Hopkins Schools to be paid for from monies from the Salary Reserve as indicated in the agenda materials.

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

- D. Proposed School Budget Calendar FY16 (taken out or order, after V. E.): Mr. Dumas explained that the budget timeline has been updated. Budget presentations by Principals and Department Heads will begin on November 6, 2014 and will conclude on December 18 with the Superintendent's Preliminary Budget presentation.

Actual enrollment numbers are above the New England School Development Council (NESDEC) projected enrollment numbers.

Dr. MacLeod explained that the School Committee will not receive a complete budget binder before presentations begin, rather the binder will be built as the presentations are given. Also new this year will be joint meetings with Principals and Director of Student Services Marijane Hackett. The Elementary Schools' Budget will include the Special Education Budget. Dr. MacLeod explained that the budget presentations will be an opportunity for School Committee members to ask questions and provide feedback.

The Chair of the Appropriation Committee will be contacted to find out if attendance by Appropriation members at these budget presentations would be helpful to them.

- E. School Committee Policy: Allergy *JLCCB* (taken out of order, after V. C.): Ms. Kathryn Bain, District Nurse Leader, worked with the sub-committee to draft this policy and was welcomed to the table to assist in answering questions. School Committee members asked clarifying questions. By general consensus training of the Crisis Response Team in the use of an EpiPen will be added to the procedures for this policy. The policy will be posted for public comment and an announcement about the posting will be sent out.
- F. School Committee Financial Policies: *DA, DB, DBC, DBD, DBJ, DI & JJD*: Mr. Graziano explained that due to the significant amount of information and discussion that was needed to formulate financial policies, the School Committee held a Special Meeting on September 8, 2014. The changes included in Policy *DA* Fiscal Management Goals, Policy *DB* Annual Budget, Policy *DBC* Budget Deadlines and Schedules, Policy *DBD* Budget Planning, Policy *DBJ* Budget and Expense Transfer Authority, and Policy *DI* Fiscal Accounting and Reporting were reviewed and by general consensus the Committee approved those changes. These policies will be posted for public comment and will be brought to a future School Committee meeting for a second reading.

Policy *JJD* Revolving Accounts included many changes and will be reviewed at a future meeting.

- G. Special Education Unanticipated Staffing Requests (taken out of order, after V.B.): Director of Student Services Marijane Hackett joined the table. Mr. Graziano reviewed the recommendation for an additional 1.0 FTE Level C Paraprofessional for Center School, an additional 1.0 FTE ABA Level C Paraprofessional to be shared between Elmwood and Center Schools, and .1 FTE increase to a current .4 PTE Physical Therapist at Center School. Dr. MacLeod reported that the cost for these positions is around \$30,000; contracting with an outside agency is extremely expensive. Special Education staffing positions present the largest variable in the School Department Budget.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve the additional staffing requests for Special Education, to be paid for from the Circuit Breaker Revolving Account, as indicated in the agenda materials.

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

- H. Capital Article Warrant Payment: Jim Plunkett Painting, Inc., \$5,300.00: Mr. Dumas reported that there is one Capital Project Warrant in the amount of \$5,300. The 1 invoice is from Jim Plunkett Painting, Inc., from Hopkinton, MA for painting walls and trim in the HMS auditorium. Funds were appropriated in Article 14E of the May 2014 Annual Town Meeting for auditorium upgrades at the Middle School. Dr. MacLeod and Mr. Dumas recommend this invoice for payment by the School Committee.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve the Capital Article Warrant payment for invoice #12956 from Jim Plunkett Painting, Inc. in the amount of \$5,300.00.

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

VI. Old Business

- A. School Committee Policy: Anti-Bullying *JICFB*: Dr. MacLeod reported that this policy was posted and no comments or questions were received.

On a motion made by Ms. Scordino, seconded by Ms. Bertschmann, the School Committee voted to approve Hopkinton School Policy *JICFB* Bullying Prevention.

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

- B. Bullying Prevention & Intervention Plan Update: Dr. MacLeod explained that the changes made to the Bullying Prevention Policy required changes also be made in the Bullying Prevention and Intervention Plan. The School Committee is not required to approve these changes.

VII. Public Comments: None at this meeting

VIII. Items by Consensus:

- A. The Superintendent recommends the School Committee vote to approve the warrant, the total value of the one expense warrant on tonight's consent agenda is \$551,739.18.
- B. The Superintendent recommends the School Committee vote to approve \$2,256.00 from Target's "Take Charge of Education" program be placed in the High School Gift Account as indicated in the agenda materials.
- C. The Superintendent recommends the School Committee vote to approve \$1,433.62 from Target's "Take Charge of Education" program be placed in the Middle School Gift Account as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve \$2,938.93 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. Nickerson, the School Committee voted to approve items VIII. A – D.

In the future, the dollar amount(s) of each expense warrant(s) will be included on the public agenda and will be included in the packet materials, which will be sent out on the Friday preceding the School Committee meeting. Budget transfers will be addressed under New Business as will Capital Article Warrants.

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

IX. Adjournment

Recognitions will start at 6:30 PM prior to the start of the second Regular School Committee Meeting of the month.

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

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

The meeting was adjourned at 9:27 PM.

Respectfully submitted,

Jonathan Graziano, Chair
Ellen Scordino, Vice Chair