

**HOPKINTON SCHOOL COMMITTEE**  
**Thursday, October 2, 2014**  
**Regular Meeting 7:00 PM**  
**Middle School Library**  
**MINUTES**

School Committee Chair Jonathan Graziano opened the regular meeting at 7:01 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 (taken out of order, after III. B.): HHS student Nick Viehl reported the first day of school and the College Fair went well. Nick Viehl also reported that about 60 students volunteered during Back to School night to help assist parents as they followed their student's schedule and over 500 pairs of shoes were donated during an evening of music held in honor and memory of Shayne Desroches. B+ Day was held last Friday in memory of Tommy Weaver.

Upcoming events include: KeepSmiling day tomorrow; Spirit Week to be held next week which will include Penny Wars to raise money for Student Council; induction into the National Honor Society will take place on Tuesday; Junior Parent night is coming up; and a Pep Rally on Friday with music by the BeFree Club. A mini College Fair will also be held on Tuesday.

- B. Foreign Language Plan: World Language Coordinator Marilyn Miracle introduced plans for the foreign language program. Ms. Miracle first explained the differences between fluency and proficiency in a language. The goal for Hopkinton students, who study a foreign language, is to reach Intermediate Low proficiency on the American Council of Teachers of Foreign Language Scale. Intermediate Low proficiency is defined as basic communication, which allows speakers to ask basic questions, share basic information about themselves, and avoid the certain cultural blunders.

Ms. Miracle presented an overview of a 5 Year Plan which included implementing foreign languages in lower grades. The plan addresses the instructional time needed to reach proficiency and the expansion of foreign language instruction at the elementary level. Dr. MacLeod clarified that this plan is contingent upon funding being available in the budget.

School Committee members asked clarifying questions.

C. Superintendent's Report:

- Crossing Guard Update – The afternoon crossing guard has been extremely beneficial in the control and flow of traffic in front of HHS. Recently this crossing guard position was re-evaluated by school administration and the Hopkinton Chief of Police. It was determined that the crossing guard can legally stop traffic to allow pedestrians to cross the street, and can stop traffic to let busses and other vehicles in and out of the school

driveways. Dr. MacLeod stated that the crossing guard position will be part of a larger discussion about improving traffic safety entering and exiting school property. A permanent 20 mph sign was installed by the town on the southbound side of Hayden Rowe.

- October Enrollment Report – Mr. Dumas reported that the difference between the NESDEC projection and the number of students in attendance is 43. At Center School there are 41 additional students, at Elmwood School an additional 6 students, at Hopkins School an additional 9, and at HMS an additional 5. HHS and the Pre-school experienced a decrease in enrollment of 18 and 7, respectively. Concerns about the inaccuracy of enrollment projections will continue to be brought to the attention of Compass Project Management and the Massachusetts School Building Authority (MSBA). The School Committee expressed a strong desire to pursue information from the Planning Board on future housing developments and the potential increases in enrollment. Dr. MacLeod pointed out that all of the Hopkinton Schools are either at or above capacity currently.
- Transportation Requests Update – Forty-nine changes in daycare transportation were received in September. Mr. Dumas reviewed the number of families requesting a change, submitting application for transportation after the deadline and new students needing transportation. Dr. MacLeod reported that all requests have been responded to, with the exception of one which is pending. School Committee members raised several issues that require further discussion. This topic will be included on the agenda of a future School Committee meeting.

D. School Committee Chair Report:

- School Committee Outreach Discussion – Mr. Graziano opened discussion by seeking feedback on holding Office Hours again this year. Committee members noted that Office Hours provided a good opportunity for Q & A with community members. If more than 2 members of the Committee are in attendance, it must be posted as a meeting and minutes must be taken. By general consensus the Committee supported holding Office Hours again this year, attendance by 2 members, rotating locations, and scheduling day and evening times. Ms. Scordino offered to coordinate the Office Hours.

On the topic of HCAM's offer to record a show to provide a summary of School Committee actions and discussion, the Committee noted that School Committee Meetings are covered by news outlets, Superintendent forums, minutes and recordings of the meetings available on the HCAM website. It was noted that an issue in the future may benefit from extra review.

School Committee representation at school and town events was discussed. The Committee noted that attendance at certain events is very important and beneficial; however, there are numerous events and it is not possible to attend them all. Ms. Bertschmann offered to put together and prioritize a calendar of activities for School Committee review.

- E. ESBC: Mr. Graziano reported that the Elementary School Building Committee (ESBC) met on Tuesday, September 30, 2014. This meeting was televised by HCAM, as will all future meetings. Five potential sites were reviewed and approval was given for Compass Project Management to contract with a firm to do borings at the Center School and the Irvine properties. There may be existing information for the Todaro property.

Dr. MacLeod, Mr. Graziano and Mr. Shepard will represent Hopkinton on October 7, 2014 at the meeting of the Massachusetts School Building Authority (MSBA) Designer Selection Panel. The Panel consists of 15 members; three from Hopkinton. Mr. Graziano reported that based on the timeline provided by Compass Management for the designer selection, the ESBC authorized the Hopkinton representatives and Compass to negotiate a contract with the selected designer. At an upcoming meeting, the School Committee will be asked to authorize this negotiation as well.

Compass Project Management proposed conducting a 'charette' as the first opportunity for community feedback on Saturday, November 22, 2014. The charette will be facilitated by the new designer and the community can share their opinions and priorities before the Feasibility Study begins.

Mr. Berlo exited.

#### IV. New Business

- A. Washington DC Trip 2015: The Intent to Travel form for this trip was approved by the School Committee on February 11, 2104. The trip will take place on June 9 – 12, 2015. Dr. MacLeod recommended final approval for this trip.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the 8<sup>th</sup> Grade Field Trip to Washington D.C. on June 9 – 12, 2015.

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

- B. Vote to Appoint Dr. MacLeod to the ACCEPT Board: This is an annual appointment that requires a vote by the School Committee. Ms. Bertschmann suggested inviting the Executive Directors of ACCEPT and TEC to a School Committee meeting to explain the benefits of the district’s membership in these organizations.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to appoint Dr. MacLeod as the Hopkinton School District representative to the ACCEPT Board.

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

- C. MASC Conference Attendance: The Massachusetts Association of School Committees (MASC) Conference will meet in Hyannis, MA on November 5 – 8, 2014. Former School Committee member Nancy Burdick will be recognized at an awards dinner on Friday night. Dr. MacLeod and Ms. Bertschmann will attend; Mr. Graziano possibly.

- D. Authorization of Designee to Sign Payroll: Mr. Graziano explained the Town requested that two members of the School Committee be designated to sign payroll warrants. By general consensus, Mr. Graziano and Ms. Bertschmann will be the designees.

- E. Capital Article Warrant Payment: Suburban Glass & Mirror \$18,464.00 and Performance Cable \$21,171.25: Mr. Dumas reviewed the two invoices included in the Capital Article Warrant payment. The first invoice from Suburban Glass & Mirror Co., Inc. covers the cost for re-carpeting the MS Auditorium which was appropriated in Article 14E of the May 2014 Annual Town Meeting. The second invoice from Performance Cable is for telephone system wiring services at Center School and was appropriated in Article 14G of the May 2014 Annual Town Meeting. Dr. MacLeod and Mr. Dumas recommend payment of these invoices.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve payment of the Capital Article Warrant consisting of one invoice from Suburban Glass & Mirror Co., Inc. in the amount of \$18,464.00 and one invoice from Performance Cable in the amount of \$21,171.25.

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

#### V. Old Business

- A. School Committee Financial Policies: *DA, DB, DBC, DBD, DBJ, and DI*: Dr. MacLeod reviewed the amendments made to Policies *DBD and DBJ*. These policies have been posted for public comment.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve Financial Policies: *DA, DB, DBC, DBD, DBJ* as amended, and *DI*.

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

- B. School Committee Policy: Allergy *JLCCB*: Dr. MacLeod reported that the Policy Working Group requested School Committee discussion in order to clearly articulate how to distinguish between activities when the district is responsible and when it is not. An organization which holds an activity on school property should be the responsible party. The Working Group will make changes to the policy based on the discussion and bring the policy back for a 3<sup>rd</sup> reading at a future School Committee meeting.

**VI. Public Comments:** (none at this meeting)

**VII. Items by Consensus:**

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-011 in the amount of \$124,505.50 as indicated in the agenda materials.
- B. The Superintendent recommends the School Committee vote to approve the Student Activities Warrant #15-012 in the amount of \$3,300.00 as indicated in the agenda materials.
- C. The Superintendent recommends the School Committee vote to approve a gift in the amount of \$250.00 from Cornell's be placed in the High School Gift Account for the Robotics Program as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve \$1,979.94 from Target's "Take Charge of Education" program be placed in the Elmwood School Gift Account as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to approve \$1,385.97 from Target's "Take Charge of Education" program be placed in the Center School Gift Account as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$947.09 from Target's "Take Charge of Education" program be placed in the Hopkins School Gift Account as indicated in the agenda materials.
- G. The Superintendent recommends the School Committee vote to approve \$3,500.00 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 – G.

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

**VIII. Adjournment**

On a motion made by Ms. Nickerson, 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 9:32 PM.

Respectfully submitted,

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Jonathan Graziano, Chair  
Ellen Scordino, Vice Chair