

**HOPKINTON SCHOOL COMMITTEE**  
**Thursday, October 16, 2014**  
**Superintendent Recognitions 6:00 PM**  
**Regular Meeting 7:00 PM**  
**Middle School Library**  
**AGENDA**

**6:00 PM – Superintendent Recognitions**

**Regular Meeting**

**I. Pledge of Allegiance**

**II. Public Comments: 7:00**

**III. Reports to the School Committee**

- A. 7:10 – 7:20: High School Student Advisory Council Representative
- B. 7:20 – 7:50: Accountability Report – Mr. Berlo
- C. 7:50 – 8:05: Superintendent’s Report – Dr. MacLeod
  - Budget Process
  - Enrollment Projections
- D. 8:05 – 8:10: School Committee Chair Report
- E. 8:10 – 8:20: ESBC – Mr. Graziano
- F. 8:20 – 8:30: Planning Board – Ken Weismantel

**IV. New Business**

- A. 8:30 – 8:35: Capital Article Warrant #15-015 Payment(s): BLW \$1,000.00, Carousel Ind. \$57,709.82 and Suburban Glass & Mirror Co. \$721.00 – Mr. Dumas
- B. 8:35 – 8:40: Budget Transfers – Mr. Dumas

**V. Old Business**

- A. 8:40 – 8:50: School Committee Policy: Allergy Policy *JLCCB* – Dr. MacLeod [3<sup>rd</sup> reading]

**VI. Public Comment 8:50**

**VII. Items by Consensus: 9:00**

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-014 in the amount of \$245,478.51.
- B. The Superintendent recommends the School Committee vote to approve the Student Activities Warrant #15-016 in the amount of \$14,454.66.
- C. The Superintendent recommends the School Committee vote to approve \$4,200.00 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 a gift in the amount \$500.00 from Bose be placed in the High School Gift Account for the Robotics Program as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote approve a gift in the amount of \$900.00 to Dr. MacLeod to be used as indicated in the agenda materials.

**VIII. Adjournment**

**IX. Next Meetings**

Thursday, November 6, 2014 @ 7:00 PM  
Thursday, November 13, 2014 @ 7:00 PM  
Thursday, November 20, 2014 @ 7:00 PM

Middle School Library – Regular Meeting  
Middle School Library – Special Meeting-Budget  
Middle School Library – Regular Meeting

# **Hopkinton School Committee**

## *Guidelines for the Public*

***“All meetings of the School Committee, except Executive Sessions, shall be open to the Public”.***

### **School Committee Operational Goals**

The School Committee is responsible to the people for whose benefit the school system has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results.

Massachusetts General Laws govern much of the operations and procedures of the school committee. The policies and guidelines contained herein offer greater guidance for the Hopkinton School Committee. *(Policy BA)*

### **Availability of Meeting Materials**

Copies of the agenda and any materials that are considered public information may be obtained through the Superintendent's office at a fair and reasonable cost per page. Citizens wishing to obtain an agenda prior to the scheduled meeting should do so before the close of business on the day of the meeting. *(Policy BE)*

For the public's convenience, agendas for regular meetings are generally posted on the school district's website before the date of the meeting. Key presentations are generally posted after the meeting and minutes are posted within a reasonable time frame after the school committee votes to approve them. The district website is [www.hopkinton.k12.ma.us](http://www.hopkinton.k12.ma.us).

### **Public Comment**

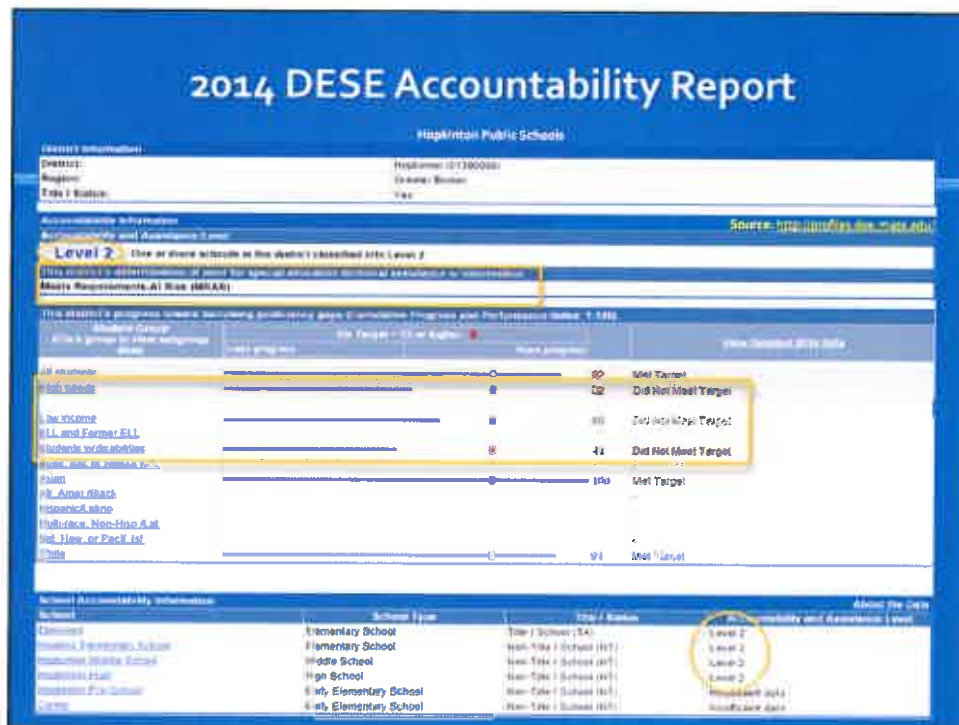
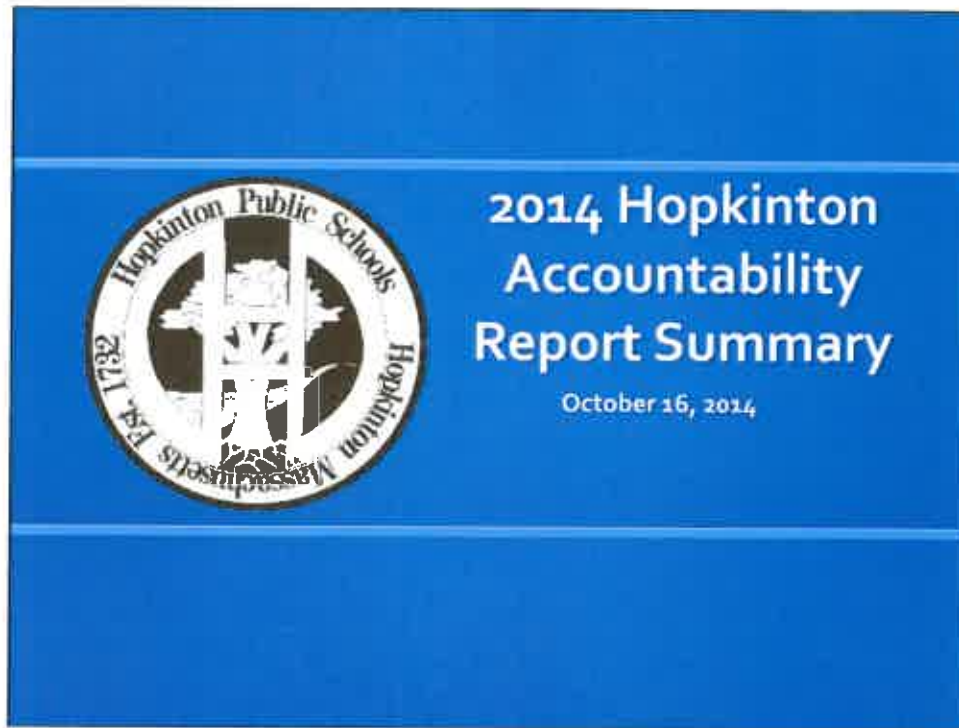
The School Committee welcomes citizens of the District to attend its meetings so that they may become better acquainted with the operations and programs of our local public schools.

If citizens would like to comment to the School Committee, they may do so by mail, email or phone at any time. Contact information is available through the Superintendent's Office.

In order for all citizens to have a chance to be heard and to ensure the ability of the Committee to conduct the district's business in an orderly manner, the committee will follow the rules as established in its policy BEDH, titled "Public Participation At Committee Meetings."

The Committee will welcome comments from the public at regular meetings on both agenda and non-agenda items during a public comment period specifically set on the agenda. *(Policy BEDH)*

*The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*



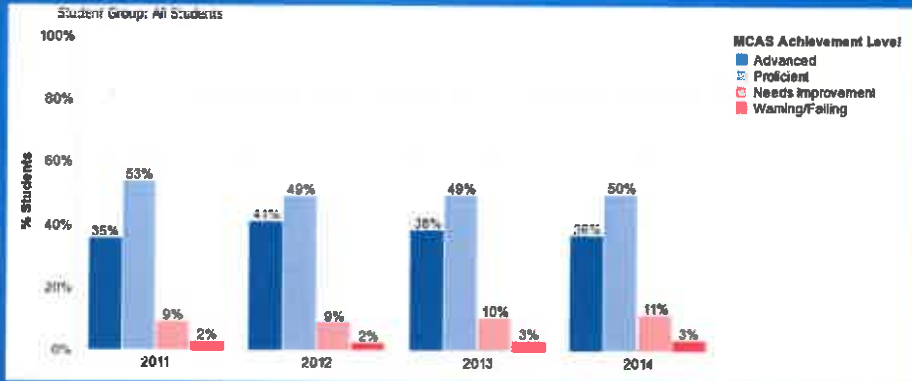
## Progress & Performance Index

- Replaced Annual Yearly Progress (AYP) in 2012
- Cumulative – combines information about narrowing proficiency gaps, growth, and graduation and dropout rates weighted over the most recent 4-year period (2011-2014) into a single number between 0 and 100
- Annual – measure of the improvement that a group makes towards targets over a 2-year period on up to seven indicators: narrowing of proficiency gaps (ELA, Math, Science), growth (ELA, Math), annual dropout rate, and cohort graduation rate

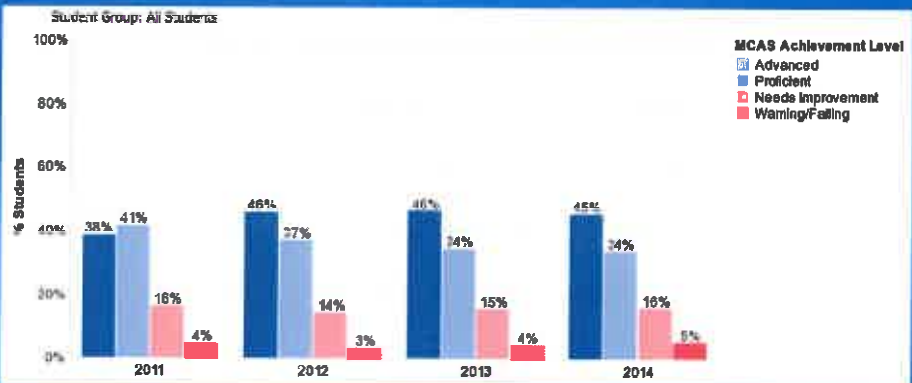
## Level 2 Requirements

- Analyze disaggregated data for all student groups
- Ensure interventions and supports align to address needs
- Review and revise district and school improvement plans
- Notify families of level 2 designation with explanations
- Prioritize fiscal supports to lowest performing students in lowest performing school(s) within district

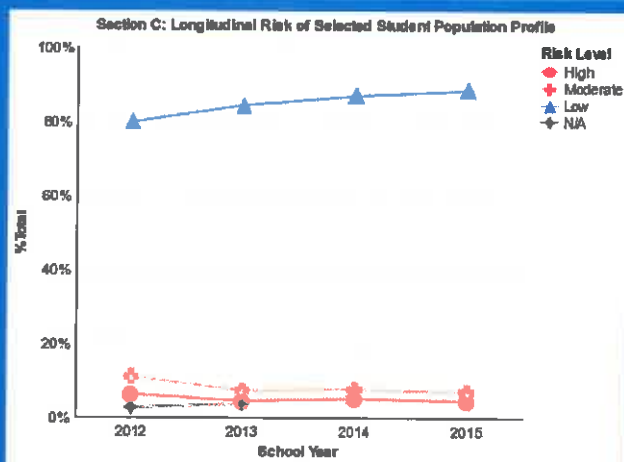
# MCAS Performance-ELA



# MCAS Performance-Math



## Progress and Projections



Department of Education's Early Warning Indicator System (EWIS)

## Strategic Plan Alignment - Curriculum

- Develop a consistently implemented and vertically aligned PreK-12 curriculum
  - Vertical alignment to the Massachusetts Curriculum Frameworks
  - Continuum of PK-12 supplemental specialized curriculum for high needs learners
- Articulate common, well-defined learning outcomes with a focus on depth of understanding and critical thinking
  - Articulate what proficiency looks like and sounds like in content areas

## Strategic Plan Alignment - Instruction

- Communicate high expectations for all students
  - Use student assessment results to establish high expectations
  - Encourage all students to engage with challenging materials
- Implement evidence-based high quality instructional practices
  - Deliver effective, evidence-based instruction to all students
  - Plan learning experiences that ensure opportunities for students to be creative, think critically, communicate, and collaborate

## Strategic Plan Alignment - Assessment

- Implement a variety of assessments that examine both short and long-term growth of students
  - Balanced system of assessments including DDMs, progress monitoring tools, and formative use of benchmarks
  - Assessment results are readily accessible to educators, administrators, and families
- Use assessment results to evaluate and adjust instructional practices
  - Use learning data to plan and adjust instruction and to evaluate student learning

## Focus on Student Learning

- Expansion of Co-Teaching Model K-8
- Sustained efforts to use student learning data to adjust instruction
  - Teacher data meetings
  - Revised Learning Support Team process
  - Match curriculum expectations with individual learning needs
- Define mastery/proficiency in every grade level and target subject areas





## FY16 SC Budget Timeline

October 21st	<i>Board of Selectmen vote on policy statement to establish general guidelines for budget process at a joint meeting with the School Committee</i>	Town Hall
Nov 6, 7PM	School Committee Meeting (Technology, Athletics)	MS Library
Nov 13, 7PM	School Committee Special Session (Curriculum, Buildings and Grounds, Central Office)	MS Library
Nov 20, 7PM	School Committee Meeting (Secondary Schools)	MS Library
Nov 21	<i>School Department's preliminary capital budget requests submitted to Town Manager and Finance Director</i>	
December	<i>Community Preservation and Capital Improvements Committees deliberations and hearings</i>	
Dec 4, 7PM	School Committee Meeting (Elementary Schools, Special Education)	MS Library
Dec 11, 7PM	School Committee Special Session (SC Budget Discussion)	MS Library
Dec 18, 7PM	School Committee Meeting (Preliminary FY16 Budget)	MS Library
Due: Dec 31 Submit: Dec 22	<i>School Committee's capital request submitted to Town Manager</i> <i>School Department's preliminary operating budget request submitted to Town Manager and Finance Director</i>	
Jan 8, 7PM	School Committee Meeting (Public Hearing)	MS Library
Jan 12, 7PM	State of the Schools	HCAM Studio
January 13	<i>Town Manager's proposed Capital Improvements Plan presented to Board of Selectmen and Appropriations Committee</i>	Town Hall
Jan 22, 7PM	School Committee Meeting (Vote to adopt the Budget)	MS Library
Due: Jan 30 Submit: Jan 26	<i>School Committee's operating budget request submitted to Town Manager</i>	
February 17	<i>Town Manager's draft budget and draft budget message presented to Board of Selectmen at a joint meeting with the School Committee and the Appropriation Committee</i>	Town Hall
March 3	<i>Board of Selectmen's budget proposal adopted and</i>	Town Hall

	<i>submitted to Appropriations Committee</i>	
<i>April 15</i>	<i>Appropriations Committee budget hearing, voted budget recommendations published</i>	
<i>May 4</i>	<i>Annual Town Meeting</i>	<i>MS Auditorium</i>




# Hopkinton Public Schools

89 Hayden Rowe Street Hopkinton, MA. 01748

Ralph O. Dumas, Jr.  
Director of Finance

Telephone: 508-417-9385  
Fax: 508-497-9833  
rdumas@Hopkinton.K12.ma.us

## MEMORANDUM

To: Dr. Cathy MacLeod, Superintendent  
From: Ralph Dumas, Director of Finance   
Date: October 10, 2014 (for meeting of October 16, 2014)  
Subject: Capital Project Warrant

The total value of the 1 capital project warrant on tonight's Agenda is **\$59,430.82**. This warrant consists of 3 invoices as follows:

There is 1 invoice from BLW Engineers, Inc. for electrical engineering services related to the installation of an emergency generator at the Hopkins School as appropriated in Article 19 of the May 2013 Annual Town Meeting:

Invoice #14114-3 \$ 1,000.00

and

There is 1 invoice from Carousel Industries for VoIP telephone system installation services at the Center, Elmwood, and High Schools as appropriated in Article 14G of the May 2014 Annual Town Meeting:

Invoice #LAL0808141C \$ 57,709.82

and

There is 1 invoice from Suburban Glass & Mirror Co., Inc. for work at the Hopkins School related to the school safety upgrades as appropriated in Article 22 of the May 2014 Annual Town Meeting:

Invoice #43190 \$ 721.00

**I recommend that these invoices be approved for payment by the School Committee.**



**BLW Engineers, Inc.**  
 P.O. Box 1551  
 Littleton, MA 01460  
 978.486.4301

**BILL TO:**

Hopkinton, Town of  
 Hopkinton Public Schools  
 89 Hayden Rowe Street  
 Hopkinton, MA 01748

**INVOICE**

Date	Contract / P.O. #	Invoice No.
8/31/2014		14114-3
Project		
14114 Hopkins Elem - Emergency Generator		

Terms
Net 30 Days

Description	Fee	Previous	Current	Due
50% Design Development	6,000.00	100.00%	100.00%	0.00
90% Construction Documents	4,200.00	100.00%	100.00%	0.00
100% Construction Documents	2,000.00	100.00%	100.00%	0.00
Bidding	1,000.00		100.00%	1,000.00
Construction Administration	4,800.00		0.00%	0.00
Outstanding Invoices				
14114-1 06.30.14	8,100.00			
14114-2 07.31.14	4,261.84			
<i>OK PO</i>				
<i>Capital PO #15000641</i>				
<i>RJ</i>				
<b>Current Amount Due</b>			<b>\$1,000.00</b>	

Due Date:

9/30/2014



**Invoice**

**Carousel Industries of North America, Inc.**

PO Box 842084  
 Boston, MA 02284-2084  
 Phone: (800) 401-0760

Number: **LAL0808141C**

Date: **8/8/2014**

**Bill To:**

Hopkinton Public Schools  
 Attn: Business Office  
 89 Hayden Rowe St  
 Hopkinton, MA 01748

**Ship To:**

Hopkinton Public Schools  
 Attn: Ashoke Gosh  
 89 Hayden Rowe St  
 Hopkinton, MA 01748

<u>TP Acct #</u>	<u>MAS #</u>	<u>SO #'s</u>	<u>Contract Total</u>	<u>PO #</u>	<u>Rep</u>	<u>Terms</u>
Multi	112089	756201, 756202 & 75603	\$57,851.83	15-001	Lauren Palozej	Net 30 days

<u>Part #</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Ext. Price</u>
<b><u>Elmwood Elementary School</u></b>				
700476005	1	IP500v2 Office Base Unit	\$ 341.50	\$ 341.50
271704	1	IP500v2 Office - Co-Delivery - Upgrades 5 years	\$ 1,116.00	\$ 1,116.00
700289770	1	IP Office Base Power Lead	\$ 9.50	\$ 9.50
<b><u>INTERNAL DAUGHTER CARDS</u></b>				
<b><u>IP500 Interface Cards</u></b>				
700504556	2	IP500v2 Combo Card V2 - DS 6 / Phone 2 / Atm 4v2 / VCM 10	\$ 315.50	\$ 631.00
700431778	1	IP500 Analog Station 2	\$ 131.50	\$ 131.50
700504031	1	IP500 MC VCM 32 V2 - 32 Active VCM's	\$ 92.00	\$ 92.00
<b><u>Advanced Networking</u></b>				
275642	3	IPO R9 IP500 VCE NTWK 4 ADI LIC	\$ 359.00	\$ 1,077.00
<b><u>IP Office Applications</u></b>				
700479710	1	IP500v2 System SD Card IP Office	\$ 26.50	\$ 26.50
700506051	1	IPO R9 User/Admin set DVD	\$ 10.00	\$ 10.00
275631	1	IPO R9 Essential Edition ADI LIC	\$ 255.50	\$ 255.50
<b><u>Voice Mail / Messaging</u></b>				
275671	1	IPO R9 VoiceMail PRO 2 ADI LIC	\$ 927.50	\$ 927.50
<b><u>IP Office Kits &amp; Cables</u></b>				
700429202	1	IP500 Rack Mount Kit	\$ 31.50	\$ 31.50
700213440	2	IP400 ISDN RJ45/RJ45 3M red	\$ 2.53	\$ 5.05
<b><u>VoIP Phones &amp; Licensing</u></b>				
275618	2	IPO R9 AV IP Endpoint 1 ADI LIC	\$ 46.44	\$ 92.88
275619	1	IPO R9 AV IP Endpoint 5 ADI LIC	\$ 233.41	\$ 233.41
275620	3	IPO R9 AV IP Endpoint 20 ADI LIC	\$ 934.84	\$ 2,804.53
700480585	67	IP Phone 9608	\$ 201.44	\$ 13,496.73
<b><u>Additional Discount on Phones</u></b>				
700383326	67	S Series Replacement Line Cord	\$ 7.54	\$ 505.31
<b><u>Wire Management</u></b>				
CAB-PC6-0058L	67	Patch Cords (5ft. Category 6)	\$ 2.00	\$ 134.00
ILX-MCO8110	1	Panamax Towermax 8 Co Lightning Protector With 110 Connector	\$ 89.95	\$ 89.95
<b><u>Paging Equipment</u></b>				
BOG-TAMB2PS	1	Telephone Access Module TAMB2 & Power Supply	\$ 341.00	\$ 341.00

Total Equipment Cost	\$	21,699.12
Total Installation	\$	8,500.00
5 Year Warranty on all Avaya Parts	\$	2,179.94
<b>Elmwood Elementary Total Investment</b>	<b>\$</b>	<b>32,379.05</b>

<u>Part #</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Ext. Price</u>
<b>Center Elementary School</b>				
700476005	1	IP500v2 Office Base Unit	\$ 341.50	\$ 341.50
271704	1	IP500v2 Office - Co-Delivery - Upgrades 5 years	\$ 1,116.00	\$ 1,116.00
700289770	1	IP Office Base Power Lead	\$ 9.50	\$ 9.50
<b>INTERNAL DAUGHTER CARDS</b>				
<b>IP500 Interface Cards</b>				
700504556	2	IP500v2 Combo Card V2 - DS 6 / Phone 2 / Atm 4v2 / VCM 10	\$ 315.50	\$ 631.00
700504031	1	IP500 Analog Station 2	\$ 92.00	\$ 92.00
<b>Advanced Networking</b>				
275642	3	IPO R9 IP500 VCE NTWK 4 ADI LIC	\$ 359.00	\$ 1,077.00
<b>IP Office Applications</b>				
700479710	1	IP500v2 System SD Card IP Office	\$ 26.50	\$ 26.50
700506051	1	IPO R9 User/Admin set DVD	\$ 10.00	\$ 10.00
275631	1	IPO R9 Essential Edition ADI LIC	\$ 255.50	\$ 255.50
<b>Voice Mail / Messaging</b>				
275671	1	IPO R9 VoiceMail PRO 2 ADI LIC	\$ 927.50	\$ 927.50
<b>IP Office Kits &amp; Cables</b>				
700429202	1	IP500 Rack Mount Kit	\$ 31.50	\$ 31.50
700213440	1	IP400 ISDN RJ45/RJ45 3M red	\$ 2.53	\$ 2.53
<b>VoIP Phones &amp; Licensing</b>				
275618	2	IPO R9 AV IP Endpoint 1 ADI LIC	\$ 46.44	\$ 92.88
275620	2	IPO R9 AV IP Endpoint 20 ADI LIC	\$ 934.84	\$ 1,869.68
700480585	42	IP Phone 9608	\$ 201.44	\$ 8,460.64
Additional Discount on Phones				\$ (409.50)
700383326	42	S Series Replacement Line Cord	\$ 7.54	\$ 316.76
<b>Wire Management</b>				
CAB-PC6-005BL	42	Patch Cords (5ft. Category 6)	\$ 2.00	\$ 84.00
ILX-MCO8110	1	Panamax Towermax 8 Co Lightning Protector With 110 Connector	\$ 89.95	\$ 89.95
<b>Paging Equipment</b>				
BOG-TAMB2PS	1	Telephone Access Module TAMB2 & Power Supply	\$ 341.00	\$ 341.00
Total Equipment Cost				\$ 15,365.94
Total Installation				\$ 7,000.00
5 Year Warranty on all Avaya Parts				\$ 1,533.67
<b>Center Elementary Total Investment</b>				<b>\$ 23,899.81</b>

<b>High School</b>				
700476005	1	IP500v2 Office Base Unit	\$ 341.50	\$ 341.50
271704	1	IP500v2 Office - Co-Delivery - Upgrades 5 years	\$ 1,116.00	\$ 1,116.00
700289770	1	IP Office Base Power Lead	\$ 9.50	\$ 9.50
<b>INTERNAL DAUGHTER CARDS</b>				
<b>IP500 Interface Cards</b>				
700504556	1	IP500v2 Combo Card V2 - DS 6 / Phone 2 / Atm 4v2 / VCM 10	\$ 315.50	\$ 315.50
700504032	1	IP500 MC VCM 64 V2 - 64 Active VCM's	\$ 184.00	\$ 184.00
<b>Advanced Networking</b>				
275642	5	IPO R9 IP500 VCE NTWK 4 ADI LIC	\$ 359.00	\$ 1,795.00
<b>IP Office Applications</b>				
700479710	1	IP500v2 System SD Card IP Office	\$ 26.50	\$ 26.50
700506051	1	IPO R9 User/Admin set DVD	\$ 10.00	\$ 10.00
275631	1	IPO R9 Essential Edition ADI LIC	\$ 255.50	\$ 255.50
<b>IP Office Kits &amp; Cables</b>				
700429202	1	IP500 Rack Mount Kit	\$ 31.50	\$ 31.50
700213440	1	IP400 ISDN RJ45/RJ45 3M red	\$ 2.53	\$ 2.53
<b>Digital Phones</b>				
700500207	1	9508 Telset For IPO	\$ 243.66	\$ 243.66
<b>Wire Management</b>				
CAB-PC6-005BL	4	Patch Cords (5ft. Category 6)	\$ 2.00	\$ 8.00
ILX-MCO4X460	1	ITW Linx MCO4x4-60 (4CO surge protector)	\$ 72.00	\$ 72.00
ILX-MLLT1	1	ITW Linx MLLT1 High-Speed digital T1 or Leased line protector	\$ 70.00	\$ 70.00

<u>Part #</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Ext. Price</u>
<b>High School conti...</b>				
<i>PowerWare (Eaton Electrical Inc.) Avaya</i>				
551500LCD	1	Eaton Line Interactive 5110 1500VA UPS - Tower	\$ 337.00	\$ 337.00 *
3SW1Y-0750UC	1	Warranty - 3 Year Total Warranty for New Product Purchase	\$ 7.00	\$ 7.00 **
Total Equipment Cost				\$ 4,825.19
Total Installation				\$ 3,300.00
5 Year Warranty on all Avaya Parts				\$ 447.78
<b>High School Total Investment</b>				<b>\$ 8,572.97</b>
Carousel Additional Discount:				\$ (7,000.00)
<b>Project Total:</b>				<b>\$ 57,851.83</b>
<b>Product Not Needed For Project</b>				
551500LCD	1	Eaton Line Interactive 5110 1500VA UPS - Tower	\$ (337.00)	\$ (337.00) *
	1	Carousel Discount deduction	\$ 41.14	\$ 41.14 *
3SW1Y-0750UC	1	Warranty - 3 Year Total Warranty for New Product Purchase	\$ (7.00)	\$ (7.00) **
	1	Carousel Discount deduction	\$ 0.85	\$ 0.85 **
<b>Adjusted Project Total:</b>				<b>\$ 57,549.82</b>

**Please remit payment to:**

Carousel Industries  
 PO Box 842084  
 Boston, MA 02284-2084

Sub-total:	\$	57,549.82
Sales Tax:	\$	-
Freight:	\$	160.00
<b>Total:</b>	<b>\$</b>	<b>57,709.82</b>

\*\*\* If you have any questions regarding this invoice, please email [customerinvoices@carouselindustries.com](mailto:customerinvoices@carouselindustries.com) \*\*\*

**SUBURBAN GLASS & MIRROR CO. INC**  
 2 Powdermill Road  
 Maynard, MA 01754  
 www.suburbangmw.com

**Invoice**

Date	Invoice No.
09/10/2014	43190

RECEIVED SEP 15 2014

Bill To  
 HOPKINTON PUBLIC SCHOOLS  
 89 HAYDEN ROWE STREET  
 HOPKINTON, MA 01748

180-337-57 - 721

Completion Date  
 8/20/14

Description	Quantity	Rate	Amount
• ELEMENTARY SCHOOL  ADDED PULL DOWN ASSEMBLY FIRE DOOR, LUBRICATED, TESTED AND RETURNED TO SERVICE. DOOR WAS IN GOOD WORKING ORDER WHEN TECH LEFT SITE.			721.00
<b>Total</b>			<b>\$721.00</b>



REMIT TO:  
 SUBURBAN GLASS & MIRROR CO., INC.  
 2 POWDERMILL ROAD  
 MAYNARD, MA 01754

1-1/2% will be added monthly to balances over 30 days (18% per Annum)

Phone Number: (978) 867-6900

Fax Number: (978) 867-5912 Please contact Cathy with any questions about your account



# Hopkinton Public Schools

## FY 15 Capital Accounts

Reported to School Committee on 10/16/14

Fund	MUNIS Account #			Capital Projects	Funding Source	Prior Year Carry-over	Appropriated	Encumbered & Expended	Available Balance	Status of Balance	
	Org	Obj	Project								
3200	90572006	582100	none	New High School	Borrowed	\$74,570	\$0	\$0	\$74,570	hold	
3200	90573006	587100	3611	MS Wiring (Art 36 ATM 5/11)	Borrowed	\$567	\$0	\$0	\$567	to be used	
3200	90573006	587100	1913	Hopkins Emergency Generator (Art 19 ATM 5/13)	Borrowed	\$187,000	\$0	\$187,000	\$0	to be used	
3200	90572006	582100	1714	Elementary Feasibility Study (Art 17 ATM 5/13)	Borrowed	\$597,647	\$0	\$134,286	\$463,361	to be used	
3200	80575006	587100	14C14	Two Buildings & Grounds Trucks (Art 14C ATM 5/14)	PayGo	\$0	\$90,000	\$80,518	\$9,482	to be returned	
	To Be Determined			Hopkins Ceiling Tiles (Art 14D ATM 5/14)	PayGo	\$0	\$203,000	\$0	\$203,000	to be used	
3200	80572006	584100	14E14	MS Auditorium Upgrades (Art 14E ATM 5/14)	PayGo	\$0	\$32,000	\$30,514	\$1,486	to be used	
	To Be Determined			MS Fire Alarm Upgrades (Art 14F ATM 5/14)	PayGo	\$0	\$25,000	\$0	\$25,000	to be used	
3200	90573006	587100	14G14	Joint IT Upgrades (Art 14G ATM 5/14)	PayGo	\$0	\$100,000	\$99,858	\$142	to be used	
	To Be Determined			Evaluate Roofs @ Hopkins & HS (Art 21 ATM 5/14)	Borrowed	\$0	\$30,000	\$0	\$30,000	to be used	
3200	80573006	5585100	2214	School Safety Upgrades (Art 22 ATM 5/14)	Borrowed	\$0	\$152,400	\$45,855	\$106,545	to be used	
<b>TOTAL</b>							<b>\$859,784</b>	<b>\$632,400</b>	<b>\$578,031</b>	<b>\$914,153</b>	

**Budget Transfer Request - School Committee Meeting of 10/16/14**



Budget Transfer #	Requester	ORG	OBJ	Account Name	Original Budget	Previous Transfers	Adjusted Budget	YTD Expensed & Committed	Current Balance	Requested Budget Transfer	Requested Budget
1	R.Dumas	20287306	552200	CENTER SCHOOL NEW EQUIPMENT	\$0	\$0	\$0	\$1,564	(\$1,564)	\$1,564	\$1,564
		30287306	552200	ELMWOOD SCHOOL NEW EQUIPMENT	\$0	\$0	\$0	\$4,245	(\$4,245)	\$4,245	\$4,245
		40287306	552200	HOPKINS SCHOOL NEW EQUIPMENT	\$0	\$0	\$0	\$8,207	(\$8,207)	\$8,207	\$8,207
		50287306	524800	MIDDLE SCHOOL NEW EQUIPMENT	\$20,396	\$0	\$20,396	\$33,452	(\$13,056)	\$13,789	\$34,185
		60827306	552200	HIGH SCHOOL NEW EQUIPMENT	\$0	\$0	\$0	\$11,174	(\$11,174)	\$11,174	\$11,174
		90217306	585100	SYSTEMWIDE NEW EQUIPMENT	\$45,500	\$0	\$45,500	\$5,295	\$40,205	(\$38,979)	\$6,521
							sum			\$0	

The cost of copy leases has been budgeted in the Systemwide account. This request transfers budget funding to the particular schools in which the leased copiers are deployed.

2	M.Hackett	31234555	552402	SPED ELMWOOD SOFTWARE	\$1,110	\$0	\$1,110	\$1,447	(\$337)	\$350	\$1,460
		31232415	551707	SPED ELMWOOD TEXTBOOKS	\$1,415	\$0	\$1,415	\$0	\$1,415	(\$350)	\$1,065
							sum			\$0	

Funding is need for the purchase of Learning A-Z software for teachers.

These Budget Transfer Requests have been reviewed and approved by:

  
 Director of Finance  
  
 Superintendent of Schools

Code: JLCCB

## HOPKINTON SCHOOL COMMITTEE POLICY LIFE THREATENING ALLERGIES

### Statement of Purpose

The Hopkinton Public School district is committed to setting age-appropriate guidelines for students and schools that minimize the risk for children with life threatening allergies (LTA) to be exposed to offending allergens that may trigger a life threatening reaction. Such guidelines shall include: building-based general medical emergency plans, Emergency Action Plans (EAP) or Allergy Action Plan (AAP), and Individualized Health Care Plans (IHCP) for all students diagnosed with a LTA, appropriate training of staff, availability of on-site medical equipment for quick response to life threatening allergic reactions, and other such guidelines to ensure students with LTA can fully participate in school activities without undue fear of harm from exposure to life threatening allergens.

### Scope

This policy applies to all members of the Hopkinton Public School community. The Hopkinton Public School community includes, but is not limited to staff such as educators, administrators, school nurses, paraprofessionals, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to school-sponsored extracurricular activities, and/or contract workers. In addition, it includes students, while attending school and all school-sponsored extra-curricular activities and events, both on school property and at off-site locations.

Hopkinton Public Schools, with guidance from the Massachusetts Department of Elementary & Secondary Education (DESE), the school nurse leader and the individual school nurses, will develop and implement school-wide procedures for instances when a nurse is not immediately available, to minimize the risk of exposure to allergens for students with LTA. Hopkinton Public Schools will provide education and training for school personnel on the management of students with LTA.

The Hopkinton Public School district assumes no responsibility for managing the risks associated with the attendance of participants with known or unknown LTA at non-school-sponsored activities and/or events.

These procedures and protocols will include a district-wide plan for addressing life threatening allergic reactions. Hopkinton Public Schools will register with the MA Department of Public Health for the limited purpose of permitting properly trained school personnel to administer epinephrine by auto injector in a life-threatening situation during

the school day when a school nurse is not immediately available, including field trips, and during extra-curricular and other school-sponsored activities. In consultation with the school physician, the designated school nurse leader or responsible school nurse will manage, and has final decision-making authority about the program. This person, or school nurses designated by this person, shall select the individuals authorized to administer epinephrine by auto injector. Persons authorized to administer epinephrine shall meet the requirements of section 105 CMR 210.004(B)(2).

It is the School Committee's expectation that specific building-based guidelines and protocols will take into account the health needs and well-being of all children, without discrimination or isolation of any particular child. It is the School Committee's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. It is the policy of the School Committee that the guidelines shift as children advance through the primary grades and through secondary school, in order to assist children with LTA to assume more individual responsibility for maintaining their safety as they grow.

Successful allergy management is a partnership among the parent/guardian(s), the student, the prescribing physician and the Hopkinton Public Schools. It is the responsibility of the parent to notify their child's school of their child's allergies at the beginning of each school year. The student's physician must be involved in the diagnosis and treatment plan that the school is to follow. The plan must be reviewed annually, and revised as needed. No student will be excluded from school activities based solely on his/her allergies.

The Life Threatening Allergies policy will be posted on the Hopkinton Public Schools' website.

First Reading	September 18, 2014
Second Reading	<a href="#">October 2, 2014</a>
<a href="#">Third Reading</a>	<a href="#">October 16, 2014</a>
Adopted	
Policy Amended	
Legal References	MGL 71:37 105 CMR 210.000
Adapted References	MASC Model Policies
Policy Cross References	JLA Wellness Policy JLCD Administering Medications to Students



**draft school policies**

1 message

*Public Comment on Allergy Policy*

Fri, Sep 26, 2014 at 1:31 AM

W S <jwm1a2h3@yahoo.com>

Reply-To: W S <jwm1a2h3@yahoo.com>

To: "policycomments@hopkinton.k12.ma.us" <policycomments@hopkinton.k12.ma.us>

1. Regarding allergies, something to ponder... what about children who have potential allergies which have not yet been identified? For example you are putting children who are the most vulnerable at a table of potential allergies. So for example, my youngest son has 18 food allergies, are you going to eliminate all of those food allergies at the "allergy table"? Likely not I am guessing. We need to be thinking children have life threatening allergies other than just peanuts. For example my son's is sesame and egg. He also has a peanut allergy however not as "high" on his list of allergy.

2. Still on allergies, we have created an environment which is very "exclusive" for kids with allergy. There is an allergy table in the cafeteria. Public schools are required to provide an environment of inclusive vs. exclusive. You have labeled these children in a very negative light, taken them from their friends and labeled them and the table they have to eat at. Please refer to the the following website  Resources For Schools - Cafeteria - Food Allergy Research & Education



Resources For Schools - Cafeteria - Food Allergy Researc...

FARE works on behalf of the 15 million Americans with food allergies, including all those at risk for life-threatening anaphylaxis.

View on www.foodallergy.org Preview by Yahoo

## MEMORANDUM

**TO:** Cathy MacLeod  
Superintendent of Schools

**FROM:** Alan M. Keller  
Principal, Middle School

**DATE:** October 8, 2014

On behalf of Hopkinton Middle School, please accept the following checks listed below in the amount of \$4075.00 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

The Bank of America Charitable Foundation	\$3,500.00
Jennifer/Edward Blake 12 Jackson Street, Hopkinton, MA	\$125.00
Michael/Allison Cofone 22 West Elm Street Hopkinton, MA	\$125.00
Crossfit Prototype 50 East Main Street Westborough, MA	\$200.00
Webster Bank 271 Greenwood Street PO Box 70505 Worcester, MA 01607	\$125.00



3500.00+
125.00+
125.00+
200.00+
125.00+
125.00+
=
4200.*

# MEMORANDUM

**TO:** Cathy MacLeod  
Superintendent of Schools

**FROM:** Alan M. Keller  
Principal, Middle School

**DATE:** September 29, 2014

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On behalf of Hopkinton Middle School, please accept the following check listed below in the amount of \$125 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Jonathan/Carrie White	\$125.00
16 Wild Road	
Hopkinton, MA	



**HOPKINTON HIGH SCHOOL**  
*Office of the Principal*

**MEMORANDUM**

**TO:** Cathy MacLeod  
**FROM:** Evan Bishop  
**DATE:** October 1, 2014  
**RE:** Gift account check

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Please accept this check from Bose in the amount of \$500.00 to be deposited in our gift account (#1240) specifically for Robotics.



Evan Bishop



**HOPKINTON HIGH SCHOOL**  
*Office of the Principal*

**MEMORANDUM**

**TO: Cathy MacLeod**  
**FROM: Evan Bishop**  
**DATE: October 1, 2014**  
**RE: Susan Esper Gift Check**

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Please accept this personal donation from Susan Esper (parent of Victoria, grade 12 and Olivia grade 9) to Dr. Cathy MacLeod in the amount of \$900.00 to help support 7 of our female student leaders to attend the Massachusetts Conference for Women on December 4<sup>th</sup> in Boston.



Evan Bishop