

HOPKINTON SCHOOL COMMITTEE
Thursday, November 6, 2014
Regular Meeting 7:00 PM
Middle School Library
MINUTES

School Committee Chair Jonathan Graziano opened the regular meeting at 7:03 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 – no representative was present to give an update
- B. Superintendent’s Report: Bus Safety Report – Dr. MacLeod updated the Committee on the changes to Hopkinton’s procedures in response to OUI arrest last week. The actions taken and plan will also be directly communicated to the community, the Athletic Director, Coaches, Bus Dispatcher and Transportation Department. Reports of driver safety concerns should be communicated to the Transportation Department and CORI checks will be the Superintendent’s responsibility going forward.
- C. School Committee Chair Report – this report was given in conjunction with the ESBC Report below
- D. ESBC: Mr. Graziano reported that the Elementary School Building Committee (ESBC) along with the OPM Compass Project Management will be holding several public forums. The first of these will be on Saturday November 22. All community members including children over the age of 3 are encouraged to attend.

IV. New Business

- A. ESY Coordinator Stipend: Marijane Hackett presented and requested an increase to the Extended School Year Coordinator Stipend from \$5000 to \$7500. The program has grown in scope and the time required to coordinate has increased greatly. The stipend increase will be included in the grant proposal and funded by IDEA240 Grant. There is no budget impact.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the ESY Coordinator Stipend increase.

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

- B. School Committee Policy: Community Involvement and Communication KCB: Dr. MacLeod reviewed Policy KCB with the Committee. This policy is new to Hopkinton School District and was reviewed and recommended by the Policy Working Group. The School Committee asked questions regarding overlap between this policy and others posted and approved which also deal with communication.

The Policy Working Group will review these policies and bring the policies back at a future School Committee meeting.

- C. School Committee Policy: Public's Right to Know KDB: School Committee members offered suggestions for grammatical changes and for clarification. This policy will be brought back for a second reading by the School Committee.
- D. Use of Parking Fee Revolving Account Funds: Dr. MacLeod provided an overview of state laws governing the use of Revolving Accounts, and specifically the use of the Parking Fee Revolving Account funds. Dr. MacLeod explained that the golf cart which has been used for sanding walkways and parking areas has reached the end of its life expectancy. The purchase of a utility vehicle to perform these tasks is recommended using funds from the Parking Fee Revolving Account. Dr. MacLeod further explained the need to close an outstanding commitment to the Hopkinton Conservation Commission for work they completed during the construction of the High School and the Hopkins School. The recommendation is to use funds in the Parking Fee Revolving Account for these outstanding balances.

In response to School Committee questions, Mr. Rogers provided additional information on the ways the vehicle will be used to clear snow and sand sidewalks. Ms. Nickerson asked for the parameters of the Department of Revenue's direction for the use of Revolving Accounts; Mr. Dumas explained that the use of those funds is broadly defined. Ms. Scordino expressed her opinion that this is not an appropriate use of the Parking Fee Revolving Account funds as these funds were collected from high school students and the vehicle will be used for the Hopkins and Middle Schools, too. She stated that this expense should have been included in the general budget.

Ms. Bertschmann noted that this discussion highlights the importance of creating a policy which gives clear guidance for the use of the Revolving Account Funds. Dr. MacLeod reported that the policy addressing this topic is scheduled for discussion at the November 20, 2014 meeting of the School Committee.

On a motion made by Ms. Bertschmann, seconded by Ms. Knight, the School Committee voted to use the Parking Fee Revolving Account funds to purchase a utility vehicle, as described in the memo, in the amount of \$21,295.00 including the snow plow.

Vote: Favor: 3 Oppose: 2 (Scordino, Nickerson) Abstain: 0 Absent: 0

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to use funds from the Parking Fee Revolving Account to pay all outstanding amounts due to the Hopkinton Conservation Commission for work performed on behalf of the Hopkinton Public Schools as part of the construction of the High School and the Hopkins School, including the Loop Road, in the amount of \$2,587.50.

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

- E. Capital Article Warrant #15-019 Payment: Signet \$12,585.00, Pasek Corp., \$10,820.67, Miyares and Harrington LLP \$997.50 and Compass Project Management \$21,979.41

Dr. MacLeod reported that the one Capital Project Warrant on tonight's agenda in the amount of \$46,382.58 consists of 8 invoices. One invoice from Signet Electronics Systems, Inc. for the installation of emergency strobe lights at the Middle School and High School and four invoices from Pasek Corporation for door replacement and repairs related to the School Safety Article 22 of the May 2014 Annual Town Meeting. One invoice from Miyares and Harrington LLP for legal services and 2 invoices from Compass Project Management for project management services related to the Elementary School Feasibility Project appropriated in Article 17 of the May 2013 Annual Town Meeting.

Ms. Bertschmann pointed out that while the Elementary School Building Committee (ESBC) does not have authority to spend funds, in accordance with the process laid out by the Board of Selectmen, the ESBC must vote to recommend that the School Department pay invoices. The ESBC's vote on the recommendation for payment of invoices should be presented to the School Committee before authorization for payment is given. By general

consensus, the School Committee supported holding the invoices for the Elementary School Feasibility Project until next week. Mr. Graziano recommended that in the future, invoices for the Elementary School Building Project be submitted in a warrant separate from other invoices.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to authorize payment of \$23,405.67 for one invoice from Signet Electronic Systems, Inc. and four invoices from Pasek Corp. as presented.

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

- F. Budget Transfers: Dr. MacLeod reported that the budget transfer request includes transferring funds from numerous accounts to the Salary Reserve. These transfers are the result of permanent positive attrition, temporary positive attrition, positions added after the finalized FY15 Budget, and unearned lane changes. Dr. MacLeod shared the difficulty in budgeting for lane changes based on faculty intentions which historically only 40% achieve. Mr. Dumas explained that the balance in the Salary Reserve may be impacted during the remaining school year by the costs of long-term absences and teacher turnover that is unknown at this point in time. Mr. Graziano noted that the district payroll is very large and this variance equates to slightly over 1%. Dr. MacLeod and members of the School Committee expressed appreciation to Mr. Dumas for the changes in the process which provide additional information to the Committee.

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

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

V. Old Business

- A. Additional Payroll Position Update: Dr. MacLeod reviewed the difficult implementation of the new town payroll service, MUNIS. At a Special Meeting held on October 7, 2014 the School Committee approved hiring of an additional payroll position to help with this new system. Ms. Pulnik reported that the job opening will be reposted as the first posting did not elicit any candidates with a strong MUNIS background. Ms. Pulnik also reported that 2 days of additional training on MUNIS will be provided to the district at no cost.

VI. Public Comments: (none at this meeting)

VII. Special Meeting/Budget Presentations:

- A. Technology Budget Presentation: Director of Technology Ashoke Ghosh opened the Technology Budget Presentation by identifying the three initiatives which are addressed in the FY16 Budget: 1) Aligned Curriculum, 2) Effective Instruction, and 3) Student Assessment. Additional personnel requested are a1.0 Technician, a .5 Data Manager and a .4 Secretary. Mr. Ghosh reviewed the 4-year budget projections for the Technology Department.

School Committee members asked clarifying questions. The acceleration in the rollout of devices in this presentation compared to what was included in the Technology Plan, merits further explanation and discussion by the School Committee. This topic will be added to a School Committee meeting agenda before the FY16 budget is finalized.

- B. Curriculum/Professional Development Budget Presentation: Assistant Superintendent for Curriculum, Instruction and Professional Development Robert Berlo reviewed the major initiatives covered in this budget. Alignment of math and ELA to the Common Core will continue; alignment of science will begin in this budget. This budget includes expanding Spanish and continuing French in Grade 6. Dr. MacLeod stated that at a previous meeting the School Committee supported the formation of a committee to study expanding foreign language into the elementary grades, as there are many questions that must be answered prior to offering foreign language at lower grade levels.

School Committee members asked clarifying questions. In response to Ms. Scordino's question, Mr. Berlo explained that a new program adoption is reflected in the district budget; the budgets of individual schools show increases when an existing program requires resources for more students. Ms. Bertschmann requested including in the Executive Summary of each budget presentation the specific Strategic Initiatives which are supported in that budget.

VIII. Items by Consensus:

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-017 in the amount of \$793,457.00.
- B. The Superintendent recommends the School Committee vote to approve the Student Activities Warrant #15-018 in the amount of \$21,189.85.
- E. The Superintendent recommends the School Committee vote to approve \$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. Nickerson, the School Committee voted to approve items VIII. A, B, and E.

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

- C. The Superintendent recommends the School Committee vote to approve the minutes of the School Committee Special Meetings of July 10, 2014, July 14, 2014, August 18, 2014, September 8, 2014, and October 7, 2014 as indicated in the agenda materials.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve item VIII. C. as amended.

Vote: Favor: 4 Oppose: 0 Abstain: (Knight) Absent: 0

- D. The Superintendent recommends the School Committee vote to approve the minutes of the School Committee at Board of Selectmen Meeting of October 21, 2014 as indicated in the agenda materials.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve item VIII. D. as amended.

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

IX. Adjournment

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

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

The meeting was adjourned at 10:35 PM.

Respectfully submitted,

Jonathan Graziano, Chair
Ellen Scordino, Vice Chair