

HOPKINTON SCHOOL COMMITTEE
Thursday, November 20, 2014
Regular Meeting 7:00 PM
Middle School Library
MINUTES

School Committee Chair Jonathan Graziano opened the regular meeting at 7:04 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: HHS Senior Nick Viehl reported that the Fall Jam fundraiser for beFree was successfully held; the Girls' Varsity Volleyball Team was crowned State Champions; "Singing in the Rain" will be performed today thru Sunday; and the Powder Puff Game between the Senior and Junior girls will be held tomorrow. The first de-stress week of the year will be held next week and will include a time for meditation prior to the start of school day, music played at lunchtime and between classes, games played in the gymnasium, a live performance by beFree at lunch time, a basketball game between staff and students, and an early release is scheduled for Wednesday, November 26, 2014. Work has begun on the new mural in the gymnasium of the Boston Marathon female starters which will honor Keep Smilin and Abbie Benford.
- B. Superintendent's Report: Hopkins International Night was attended by Dr. MacLeod. The event was organized by parents, was well attended and was an excellent experience.
- C. School Committee Chair Report: Mr. Graziano reported that the first forum on the elementary school building project will be held on Saturday, November 22, 2014 from 9 to 10:30 AM at the Senior Center. Children 3 years old and up are invited to attend and share their desires in a school building as well. Mr. Graziano encouraged community members to take advantage of this opportunity to share their desires and opinions. HCAM will record the forum and the recording will be available on the HCAM website.
- D. ESBC (taken with III. C.)

IV. New Business

- A. School Committee Policy: Finance Policies: Funding Proposals and Applications *DD*, Authorized Signatures *DGA*, Purchasing *DJ*, Payment Procedures *DK*, Expense Reimbursements *DKC*, and Revolving Accounts *JJD* (taken out of order, after IV. D.)

Dr. MacLeod reported that this is the first reading of these policies. School Committee members provided feedback on each of the policies.

Suggestions for clarification in Policies *DD*, *DK*, and *DKC* were noted and will be included in the next draft of the policies.

By general consensus the School Committee supported including Policy *DGA* within Policy *DK*.

The Policy Working Group will re-examine Policy *DJ* to provide greater clarification based on comments and suggestions made by School Committee members.

Committee members raised a number of questions about Policy *JJD*. The Finance Working Group will review this policy to address suggestions and comments from Committee members. By general consensus the Committee supported including further definition of Revolving Accounts overall, providing information about which expenses the funds are used to pay, and providing guidelines for the management/spending of the Revolving Account funds.

These policies will be brought back to the Committee for a second reading prior to their being posted.

- B. School Committee Policy: Transportation Policy *EEA* Amendment: Dr. MacLeod reported that this is an amendment to an existing policy and reviewed the recommended changes. These changes were generated based on feedback from staff and parents over the last year. School Committee members asked clarifying questions and suggested some additional changes. This policy will be brought for a second reading at a future School Committee meeting.
- C. High School Student Activity Account (taken out of order, after III. D.): High School Principal Evan Bishop explained the need for the request to raise the High School's Student Activity maximum amount which can be accessed from \$45,000 to \$75,000. Costs for AP exams are the largest costs associated with this account. This increase would allow bills to be paid in a timely way. Mr. Dumas explained that this account is audited yearly, and transactions in the account are reviewed by the District Finance Department each time the account is replenished.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve the request to increase the maximum limit in the High School Student Activity checking account to \$75,000.

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

- D. High School Club Change Request: High School Principal Evan Bishop requested approval to re-allocate \$500 currently used for the Chess Club to the new Science Olympiad Club. Mr. Bishop noted that the Chess Club is not running this year due to low interest. The Science Olympiad Club encourages students to solve real world problems and offers the opportunity to participate in events as a team.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve the High School club change request as presented in the agenda materials

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

V. Old Business

- A. School Committee Policy: Public's Right to Know *KDB* (taken out of order, after IV. B.): Dr. MacLeod reported that this draft of the policy includes changes identified at the first reading. The policy was posted and no comments have been received. Confirmation that a listserv announcement was sent out to alert the community to the posting was requested as this policy addresses a topic which is of high interest to the community.
- B. Spring Board Before and After-School Program (moved to a future School Committee meeting)

VI. Public Comments: None at this meeting

VII. Special Meeting/Budget Presentations:

- A. Middle School Budget Presentation: Middle School Principal Alan Keller provided an overview of the HMS FY16 Preliminary Budget. This budget supports progress in the areas of Aligned Curriculum, Effective Instruction and Student Assessment in the Strategic Plan, and projects class sizes of 22 to 23 students.

Personnel additions include adding a .3 FTE Project Lead the Way teacher, a 1.0 FTE Technology/Engineering Subject Matter Leader, 2.4 FTE so Spanish and French can be offered to students in grade 6, and a 1.0 Campus Aide for substitute coverage and school security entry protocol. Mr. Bishop noted that adding foreign language at the 6 Grade level will put those students on the same daily schedule as the rest of the Middle School. Additional explanation of the school security entry protocol will be provided to the Committee in a future School Committee Executive Session.

The Expense Summary includes adding a vocabulary online assessment for grades 6 – 8, outfitting 2 science classrooms, purchasing heart rate monitors for Physical Education, and leasing larger musical instruments for Music classes.

School Committee members asked clarifying questions.

- B. High School Budget Presentation: High School Principal Evan Bishop presented an overview of the HHS FY16 Preliminary Budget.

The requested additions to personnel are a 1.6 FTE to increase Subject Matter Leaders from 0.4 to 0.6 FTE, a 1.0 General Education Teaching position to lead the tutoring center, and funding for a Campus Aide.

Expenses include funding for desks in science classrooms which are remodeled World Language labs, for conversion of software in the World Language supplies, and for support of the Robotics course in Technology Education Supplies.

Dr. MacLeod reported that the new Teacher Evaluation model requires a significant amount of time from administrators and Subject Matter Leaders in order to perform evaluations and to provide feedback to teachers.

School Committee members asked clarifying questions.

- C. Capital Budget Presentation: Dr. MacLeod reported that a prioritized list of capital improvements was created and shared based on the School Committee's request during discussions of the FY15 budget. Director of Buildings and Grounds Al Rogers joined the table to assist in answering School Committee questions.

School Committee members asked clarifying questions. Mr. Graziano explained that funding requests over \$25,000 must be submitted as Capital Warrant Articles and are due to the Town by December 31, 2014. At the School Committee meeting scheduled for December 18, 2014 the School Committee will review and vote on the Capital Articles to be submitted to the Town. Follow-up discussion is needed on the Loop Road. School Committee members raised a number of questions about this topic including: What is the process to petition to change its designation to a public road; and what are the ramifications to the district concerning safety and limiting accessibility if it is no longer considered a driveway.

VIII. Items by Consensus:

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-023 in the amount of \$125,801.07.
- B. The Superintendent recommends the School Committee vote to approve the Elmwood Student Activities Warrant #15-022 in the amount of \$1,848.00.
- C. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #15-021 in the amount of \$11,118.57.
- D. The Superintendent recommends the School Committee vote to approve the Tuition Reimbursement Warrant #15-020 in the amount of \$57,682.40.

- E. The Superintendent recommends the School Committee vote to approve \$1,150.00 from the “The Sky’s the Limit” fundraiser be placed in the Middle School Gift Account as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$284.50 from the HPTA wrapping paper fundraiser be placed in the Hopkins 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 – F.

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

IX. Adjournment

On a motion made by Ms. Bertschmann, 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 10:39 PM.

Respectfully submitted,

Jonathan Graziano, Chair
Ellen Scordino, Vice Chair