

# HOPKINTON SCHOOL COMMITTEE

Thursday, December 4, 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: None at this meeting

B. Superintendent's Report

- Last evening a recognition/thank you was held for those involved in the "The Sky's the Limit" fundraiser. Dr MacLeod reported that it was a wonderful event filled with energy and enthusiasm.
- The 4<sup>th</sup> Grade chorus and 5<sup>th</sup> Grade orchestra held a concert last night which was very well attended.
- Dr. MacLeod, Center School Principal Lauren Dubeau, Director of Elementary Curriculum Merideth Ekwall, and Elmwood School Principal David Ljungberg are leading a reading intervention course. The first session was held yesterday with 33 educators from kindergarten through high school in attendance.
- Officer Phil Powers and Dr. MacLeod received ALICE (Alert, Lockdown, Inform, Counter and Evacuate) training and have started to attend faculty meetings to share information and receive feedback from faculty members.

C. School Committee Chair Report (combined with III. D.)

D. ESBC: Dr. MacLeod reported that a meeting was held with the Massachusetts School Building Authority (MSBA) on Monday, December 1, 2014. The OPM and designer were in attendance and the projected timeline was discussed. The MSBA acknowledged the work that has been completed; developing the educational program and beginning site selection were identified as next steps. Mr. Graziano reported that the Elementary School Building Committee (ESBC) formed a sub-committee to determine criteria for site evaluation. School Committee approval will be required at various times in the process. Dr. MacLeod raised the topic of enrollment at the meeting with the MSBA and was able to share some of the recent information about the projected growth rate for Hopkinton.

### **IV. Budget Presentations:**

A. Student Services Budget Presentation: Dr. MacLeod welcomed Director of Student Services Marijane Hackett to the table and explained that while the Student Services Budget is presented independently, Ms. Hackett participated in budget discussions with each building principal to ensure that services were neither duplicated nor omitted.

Ms. Hackett presented an overview of the Hopkinton Student Services FY16 Budget. The increase in the FY16 budget is due to increased staffing, transportation costs, and consultant services for students. The FY16 budget includes funding for the positions which were added after the FY15 budget was finalized.

Personnel increases for FY16 were reviewed and Ms. Hackett explained that the need for Student Services has grown significantly in the last 2 years.

In response to Dr. MacLeod's suggestion, Ms. Hackett explained the rationale for the request of an additional Preschool ABA Tech for the remainder of the current school year. This request requires School Committee approval and appears as an agenda item later in this meeting. Ms. Hackett explained that notification of services needed by 3 new students was recently received by Student Services. The Individual Education Plans (IEP) for 2 of those new students, who are 4 years old, require one to one services. Ms. Hackett noted that Early Intervention's process has changed and the District is notified much later about children who will need services; additionally, Early Intervention can now only notify the District after signed consent is given by the parents.

Expenses include projected increases to: Tuition; transportation costs, Special Education Contracted Services and 504 Accommodations.

An increase in tuition for the Preschool is proposed for School Committee approval. Tuition rates at other preschools were compared and Hopkinton's tuition rate was one of the lowest. An increase in the Preschool program for four year olds from 4 half days to 5 half days is also proposed for School Committee approval. These 2 items appear on tonight's agenda under New Business.

School Committee members asked clarifying questions. Circuit Breaker and personnel positions generated the majority of questions. Dr MacLeod and Mr. Dumas stated that additional information and explanation about the Circuit Breaker Account will be provided to the Committee at the next meeting scheduled for December 11, 2014. Dr. MacLeod explained that financial benefits resulting from the changes in early intervention procedures and the co-teaching model will not be evident for several years.

- B. Center School Budget Presentation: Center School Principal Lauren Dubeau presented an overview of the Center School FY16 Budget. New England School Development Council (NESDEC) projects a 15% increase in students entering Grade 1 next year. Ms. Dubeau noted that based on experience of the past several years, kindergarten enrollment is also projected to increase. The FY16 Budget supports class sizes of 21 students per classroom in 1<sup>st</sup> grade and 19 students per classroom in the Full Day Kindergarten Program.

The personnel and expense summaries were reviewed and include requests for an increase for office support; an additional 1<sup>st</sup> Grade teacher to meet enrollment projections; adding kindergarten participation in the visual arts program; and increasing the math tutor position to a math teacher position. Also included in this budget is the shared request with Special Education for the addition of a literacy coach.

School Committee members asked clarifying questions.

- C. Elmwood School Budget Presentation: Elmwood School Principal David Ljungberg presented an overview of the Elmwood School FY16 Budget. This budget supports class sizes of 22 students per classroom in 2<sup>nd</sup> grade and 23 students per classroom in 3<sup>rd</sup> grade.

As this year's 2<sup>nd</sup> grade class moves up to the third grade next year, one additional teacher and classroom will be required. Lunch Monitors, advisors for the Bridges Program, an advisor for the Environmental Education Program and an advisor for Vex IQ Robotics are requests included in this budget as well as a Math Specialist. The co-teaching model will continue to be supported in this budget.

Mr. Ljungberg reported that expenses at Elmwood School have been level funded since FY12, and the FY16 Budget will continue to reflect level funding.

School Committee members asked clarifying questions.

- D. Hopkins School Budget Presentation: Hopkins School Principal Timothy Kearnan presented an overview of the Hopkins Elementary School FY16 Budget. The budget supports class sizes of 21 students per classroom in Grade 4 and 21.5 students per classroom in Grade 5. While enrollment projections indicate a drop in enrollment for FY16, Mr. Kearnan explained that based on the history of enrollment at Hopkins the number of classrooms is not reduced in the FY16 budget. In past years, a significant number of students enrolled during the summer and this budget allows room should this happen again in FY16.

Personnel requests include: An increase of one Moderate Learning Specialist in order to increase co-taught classrooms to 6; an increase of one Paraprofessional; and retaining the Lunch Monitor positions which were added mid-year in FY15. A reduction of one General Music Teacher from 1.0 FTE to .8 FTE is proposed. Mr. Kearnan reported there has been a substantial increase in the number of parents requesting assessments for their children attending Hopkins School.

Expenses in curriculum and general supply accounts reflect a decrease from FY15; the Undistributed Equipment account reflects an increase for whiteboard easels and tables.

School Committee members asked clarifying questions. In response to Mr. Graziano's question, Dr. MacLeod confirmed that if there is not an increase in enrollment as projected, the number of classrooms will be re-evaluated.

- E. Athletics Budget Presentation and Fall Update: Fall Update – Athletic Director Eric Karjel reported that for the first time in school history the Girls' Volleyball Team won the Volleyball State Championship. The Golf Team and the Boys' Cross Country Team finished their seasons undefeated. Mr. Karjel congratulated the athletes and coaches for their successful seasons; the complete list of accomplishments of teams and individuals is available in the packet materials.

Athletics Budget Presentation – The HHS Athletic Department FY16 Budget reflects a reduction in athletic fees from \$120 to \$105 while maintaining current programs.

No changes are proposed in personnel and Mr. Karjel reviewed the changes in expense accounts.

School Committee members asked clarifying questions.

## V. New Business

- A. High School Model UN Field Trip: Final Approval: Dr. MacLeod recommended the School Committee grant Final Approval for the Model UN Field Trip on Feb. 6 – 8, 2015.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to grant Final Approval for the HS Model UN Field Trip to MIT on February 6 – 8, 2015.

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

- B. Preschool Tuition Increase and Program Change: Dr. MacLeod recommended the School Committee approve the tuition increase and the program change.

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve the increase in Preschool tuition and program change for the 2015-2016 school year as indicated in the agenda materials.

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

- C. Request for Additional Preschool ABA Tech: Dr. MacLeod recommended School Committee approval of this position based on the IEP's of two students new to the district. Initially Circuit Breaker funds were targeted to fund the position; however Dr. MacLeod and Mr. Dumas expressed concern with using Circuit Breaker funds at

*(Voted to accept 2/12/15)*

this point in the year. By general consensus the Committee supported funding this position for the 2014-2015 school year from the Salary Reserve Account. Dr. MacLeod stated that before the Superintendent's Preliminary Budget is presented a review of the number of ABA Techs proposed for the 2015-2016 school year will be completed.

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve the request for an additional Preschool ABA Tech as presented in the agenda materials to be funded from the Salary Reserve.

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

**VI. Old Business** (moved to December 11, 2014)

**VII. Public Comments:** None at this meeting

**VIII. Items by Consensus:**

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-027 in the amount of \$361,275.65.
- B. The Superintendent recommends the School Committee vote to approve the Hopkins Student Activities Warrant #15-025 in the amount of \$4,812.00
- C. The Superintendent recommends the School Committee vote to approve the Middle School Student Activities Warrant #15-026 in the amount of \$32,802.24.
- D. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of October 16, 2014 as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to approve the minutes of the School Committee Special Meeting of November 22, 2014 as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$2,153.13 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 – F.

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

**IX. Adjournment**

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

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

The meeting was adjourned at 9:44 PM.

Respectfully submitted,

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Jonathan Graziano, Chair  
Ellen Scordino, Vice Chair