

HOPKINTON SCHOOL COMMITTEE
Thursday, December 4, 2014
Regular Meeting 7:00 PM
Middle School Library
AGENDA

I. Pledge of Allegiance

II. Public Comments: 7:00

III. Reports to the School Committee

- A. 7:10 – 7:15: High School Student Advisory Council Representative
- B. 7:15 – 7:20: Superintendent’s Report – Dr. MacLeod
- C. 7:20 – 7:25: School Committee Chair Report
- D. 7:25 – 7:30: ESBC – Mr. Graziano

IV. Budget Presentations:

- A. 7:30 – 8:00: Student Services Budget Presentation – Mrs. Hackett
- B. 8:00 – 8:30: Center School Budget Presentation – Mrs. Dubeau
- C. 8:30 – 9:00: Elmwood School Budget Presentation – Mr. Ljungberg
- D. 9:00 – 9:30: Hopkins School Budget Presentation – Mr. Kearnan
- E. 9:30 – 10:00: Athletics Budget Presentation and Fall Update – Mr. Karjel

V. New Business

- A. 10:00 – 10:05: High School Model UN Field Trip: Final Approval – Dr. MacLeod [action required]
- B. 10:05 – 10:10: Preschool Tuition Increase and Program Change – Dr. MacLeod [action required]
- C. 10:10 – 10:15: Request for Additional Preschool ABA Tech – Dr. MacLeod [action required]

VI. Old Business – (Policies moved to December 11th)

VII. Public Comment: 10:15

VIII. Items by Consensus: 10:25

- 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.

IX. Adjournment

X. Next Meetings

Thursday, December 11, 2014 @ 7:00 PM
Thursday, December 18, 2014 @ 7:00 PM

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.

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)*

**Hopkinton Student Services
Executive Summary
FY16 Budget
December 4, 2014**

I. Budget Overview

The Preliminary FY16 Student Services Budget of \$8,360,242 reflects an increase of \$647,924 from the FY15 budget of \$7,712,318 or an increase of 8.4%. The biggest increases are due to additional staffing, creation of new positions, transportation costs, and consultant services for students. All other line items were either level funded or reduced.

II. Personnel Summary

1. **FY15 TO FY16 ADJUSTMENTS:** The FY16 Budget includes positions added after the FY15 Budget was finalized. These positions include two new learning specialists; one at Hopkins, one at the Middle School, and a 0.2 FTE position at Center School to support the Co-Teaching initiative. It also included an additional 0.1 Physical Therapist position.
2. **ADDITIONAL STAFFING:** The 2016 Budget requests a 1.0 Learning Specialist at Hopkins School for an additional Co-Taught classroom. This budget includes two additional 0.9 ABA Techs for the Pre-school based on enrollment predictions from Early Intervention. Also included is 0.4 FTE Level B paraprofessionals needed for the additional half day session at the preschool.

These positions support the Strategic Plan Initiative for Effective Instruction in alignment with Strategic Objectives 1. Communicate high expectations for all students and 2. Implement evidence based high quality instructional practices.

3. **NEW POSITIONS: The FY16 Budget requests two new positions:** 1.0 FTE ABA Coordinator and 1.0 FTE Literacy Specialist Coach.

The ABA Coordinator position has become necessary due to the rapid growth of our ABA Programs. In 2012 the ABA Program was implemented primarily in the Preschool, Center and Elmwood Schools. This year it directly services students' right through high school. Our BCBA's also develop, oversee and supervise the implementation of behavior intervention plans for students not receiving direct ABA instruction. As the program has expanded it has grown to include home services, parent training and ongoing training for staff. We now have six teachers involved in direct ABA Instruction and 24 ABA Techs servicing students from Pre-K thru age 22. Although the district has 2.0 FTE BCBA's there has been inconsistent staffing over the past two and a half years resulting in a lack of fidelity to our program implementation. The ABA Coordinator will be responsible for coordinating the development and expansion of social skills/life skills curriculum across the district as well as working with BCBA's to develop standardized district protocols and procedures for Functional Behavior Assessment, Behavior Intervention Plans, and ABA Programming.

The Literacy Specialist Coach position is to support teachers and staff by providing reading and literacy coaching for teachers. The Literacy Coach would be assigned to one school each day of the week and would work with staff consistently throughout the year to identify student learning profiles and design appropriate interventions for students. The Coach would also assist teachers in using data to drive instruction and track student progress.

These positions support the Strategic Plan Objectives of effective Instruction by Communicating high expectations for all students and Student Assessment to Use Assessment results to evaluate and adjust the curriculum and our instruction.

4. Increase ELL positions from 2.4 FTE to 3.0 FTE

In June of 2014 the district had 36 students classified as ELL. The October 1 SIMS report indicated we have 48 ELL students and another 3 students have enrolled since then for a total of 51 ELL students. Given the varied grade levels and increasing numbers of ELL students we will need to increase staffing by 0.6 FTE to provide adequate services to these students.

This increase supports the Strategic Plan Objectives of Aligned Curriculum to Develop a consistently implemented and vertically aligned Pre-K12 Curriculum; Effective Instruction by Communicating high expectations for all students; and Student Assessment to Use Assessment Results to evaluate and adjust the curriculum and our instruction.

III. Expense Summary

- 1. TUITION:** The FY16 Budget includes tuition rate increase of 1.6% at Private Schools and a 3% increase at Collaborative programs. Those increases and projected placements are included in the FY16 Budget.
- 2. TRANSPORTATION:** Transportation costs increased during the FY15 Budget due to new students and Out of District placements. Those increases are reflected in the FY16 Budget and are based on the new ACCEPT billing procedures starting FY16. We will be able to confirm the percent increase later in the budget cycle.
- 3. SPECIAL EDUCATION CONTRACTED SERVICES:** The FY15 Special Education Contracted Services is actually \$65,775 which is \$31,621 over the amount originally budgeted. The FY16 Budget request is \$83,870, which is an increase of \$49,716 over the FY15 Budget. The increase is directly related to eSped, Medicaid and specialized consultative services.
- 4. 504 ACCOMMODATIONS:** The actual FY15 504 Accommodations budget is \$14,465.70, which is \$7588 more than what was budgeted [\$6,878.]. The FY16 Budget of \$16,340 reflects the costs projected for next year.

**Center School
FY16 Budget Executive Summary
December 4, 2014**

I. Budget Overview

Center School's projected enrollment for Fiscal Year (FY) 2016 is 438 students. The Center School FY16 preliminary budget maintains 10 Full Day Kindergarten (FDK) classrooms and provides 12 grade 1 classrooms.

The following class size is projected for FY16:

- Grade 1: 250 students, averaging 21 students per class
- FDK: 188 students, averaging 19 per class

These projections are based on the NESDEC revised November 2014 enrollment report which shows a 15% increase in the grade 1 population. Important to note, NESDEC has reported that, "The two most difficult grades to forecast in all districts are Kindergarten and Grade 9."

The FY16 Preliminary budget supports Center School's efforts to support continuous improvement and aligns with Hopkinton Public School's Strategic Plan vision and values. Specifically, the budget supports progress toward meeting the following Strategic Plan objectives and priority initiatives:

II Aligned Curriculum ,1A: Develop a dynamic and clearly articulated PK-12 curriculum with a focus on vertical alignment to the 2011 Massachusetts Curriculum Frameworks

II Effective Instruction, 2A: Educators deliver effective, evidence-based instruction to all students

IV Student Assessment, 2A: Use learning data to plan and adjust instruction and evaluate student learning

II. Personnel Summary

1. The FY16 Center School budget includes a request to increase the 10-month secretary so that it is a full time position. This would provide office support throughout the school day including arrival and dismissal.
2. The FY16 Center School budget includes a request for a first grade teacher to support the projected enrollment.
3. The FY16 Center School budget includes a request for an increase in Art FTE so that kindergarten will participate in the visual arts program.
4. The FY16 Center School budget includes a shared request with the special education department for a literacy coach, which is a professional development liaison within the school to support, model, and continuously improve instructional programs to assure reading improvement for all students.

5. The FY16 Center School budget includes a request to increase the math tutor position to a math teacher position. This allows math support to be elevated to a teaching position, which increases our ability to use math data, adjust instruction and evaluate student learning.

III. Expense Summary

1. Increase Center New Equipment to replace tables and chairs in existing classroom, \$1,758
2. Materials to support additional first grade classroom including math kit and manipulatives \$1,100; tables and chairs, \$2024; easel, bookshelves, \$1,350
3. Increase art supplies by \$800 to support expansion of visual art programming to kindergarten
4. Upgrade six classroom area rugs ensuring compliance with fire code, \$2,760
5. Kindergarten transportation for the Meet and Greet transition event, \$1,000

**Elmwood School
Executive Summary
December 4, 2014**

I. Budget Overview

The Elmwood preliminary budget supports funding for Elmwood School to continue to provide a guaranteed and viable curriculum for its students. The anticipated NESDEC Enrollment Projection for the incoming second grade class is 241 (current FY '15 grade 2 enrollment is 243). This proposed budget maintains 11 second grade sections. The incoming third grade class is anticipated to be larger than the current one, (+25 students) with a proposed increase of (1) section. The preliminary recommended budget maintains average class size for incoming second graders at 22 students per section, enabling teachers to continue to differentiate for their students and to provide small group instruction, enrichment, and supports. Third grade class sizes will be maintained at 23 students per class. The total number of sections at Elmwood in the proposed budget will be an increase from 21 to 22, with a net enrollment increase of 23 students (469 to 492). The proposed budget also includes a request for 2 lunch monitors. These positions provide much needed supervision and support for students at recess and lunch, and will also enable the Assistant Principal to spend time in classrooms, rather than in the cafeteria during the school day. Lunch monitors will also maximize the amount of time that Paraprofessionals will be working with students in classrooms.

The Elmwood FY '16 preliminary budget maintains support of Elmwood School's progress in meeting Hopkinton Public School's Strategic Plan Vision and is aligned to the following Strategic Plan objectives and priority initiatives:

II Aligned Curriculum, 1A: Develop a dynamic and clearly articulated PK-12 curriculum with a focus on vertical alignment to the 2011 Massachusetts Curriculum Frameworks

II Aligned Curriculum, 1B: Develop and clearly articulate a continuum of PK-12 supplemental specialized curriculum for high needs learners

III Effective Instruction, 1C: Educators deliver effective, evidence-based instruction to all students

IV Student Assessment, 2A: Use learning data to plan and adjust instruction and evaluate student learning

II. Personnel Summary

Second and third grade classrooms will remain at favorable class sizes with a NET increase of 1 classroom teacher due to increasing enrollment in grade 3.

- Grade 2; maintain 11 sections
- Grade 3; increase 1 section, to a total of 11 sections
- (2) Lunch Monitors
- The co-teaching model will continue to be supported with this proposed budget
- (2) advisors for the Bridges Program (\$500.00 total cost)
- (1) advisor for the Environmental Education Program (\$250.00 total cost)
- (1) advisor for Vex IQ Robotics (\$500.00)

III. Expense Summary

The expense budget has been level funded since FY '12. The proposed FY '16 will continue to reflect a level funded expense budget.

**Hopkins Elementary School
FY16 Budget Executive Summary
December 4, 2014**

1. Budget Overview

Hopkins Elementary School's projected enrollment for Fiscal Year (FY) 2016 is 505 students, a decrease of 30 students from the October 1, 2014 enrollment. The Hopkins FY16 Preliminary budget includes 11 Grade Four classrooms (FY15 is 12) and 13 Grade Five classrooms (FY15 is 12).

As a result, the budget projects the following class sizes and class size averages for FY 2016:

Grade 4: 231 total students, averaging 21 per class
Grade 5: 279 total students, averaging 21.5 per class

The FY16 Preliminary budget supports Hopkins Elementary School's efforts to further its progress in meeting Hopkinton Public School's Strategic Plan vision and values. Specifically, the budget supports progress toward meeting the following Strategic Plan objectives and priority initiatives:

- II Aligned Curriculum, 1B: Develop and clearly articulate a continuum of PK-12 supplemental specialized curriculum for high needs learners.
- III Effective Instruction, 2A: Educators deliver effective, evidence-based instruction to all students.
- III Effective Instruction, 2B: Educators plan learning experiences that ensure opportunities for students to apply critical thinking, creativity, collaboration, and communication skills.
- IV Student Assessment, 2A: Use learning data to plan and adjust instruction and evaluate student learning.
- IV Student Assessment, 3A: Educators support students in setting developmentally appropriate growth goals that encourage students to challenge their limits in a safe and supportive environment.

2. Personnel Summary

The FY16 Hopkins School Budget includes a request to increase the number of Moderate Learning Specialists from seven to eight. This additional Learning Specialist:

- Will allow Hopkins to increase the number of co-teaching classrooms at each grade level from two to three, for a total of six co-taught classrooms.
- Provides Hopkins increased flexibility to offer inclusion services in a wider range of classrooms.
- Will improve educator-to-student ratios within the classroom to promote specially designed instruction, differentiation and assessment.

The FY16 Hopkins School budget includes a request to increase the number of General Education Paraprofessionals from three to four. This additional Paraprofessional:

- Will provide support services to identified students, based on analysis of student performance and data, allowing for smaller group instruction, reduced student-to-educator ratios, and more frequent assessment of students.
- Will enhance school safety through supervisory duties.

- Improves consistency and continuity of instruction and supervision, reducing the number of disruptions caused by daily reassignments and reallocation of staff.

The FY16 Hopkins School budget includes a request to maintain the Lunch Monitor positions that were added mid-year FY15. These additional aides:

- Will enhance school safety through supervisory duties during the recess and lunch periods.
- Improve consistency and continuity of supervision, reducing the number of disruptions caused by daily reassignments and reallocation of staff.
- Allow for our paraprofessionals to spend more time in classrooms working with students.

The FY16 Hopkins School budget includes a reduction in the General Music Teacher position. The position is being reduced from (1.0 FTE) to (0.8 FTE) to reflect changes in enrollment and scheduling.

3. Expense Summary

A number of curriculum and general supply accounts show a decrease from FY15 to FY16 due to previous ordering and budget cycles. Replacement supplies and textbooks have been ordered in recent years, and a concentrated effort to reduce our consumables has been made at Hopkins.

There is an increase of \$8,900 in the Undistributed Equipment account for the following items:

- Whiteboard easels (\$2,500)
- Kidney-shaped tables (\$2,400)
- Area rugs (\$4,000)

All three of these equipment purchases support our instructional models at Hopkins School. The portable whiteboard easels will allow for group instruction to take place in a variety of locations throughout the classroom. Additionally, the kidney-shaped tables are more conducive to small group instruction. Finally, the area rugs provide a meeting space for whole group instruction and Morning Meetings, and meet current code requirements. Currently, 10 of our classrooms do not have area rugs and students gather on tile flooring.

**Hopkinton High School Athletic Department
Executive Summary
FY 2016
December 4, 2014**

I. Budget Overview:

The Hopkinton Athletic Department Budget will continue to offer a diversity of Interscholastic Sports at the High School and Middle School levels.

The Budget reflects a reduction in athletic fees from \$120 to \$105

The Athletic Department Budget maintains the current programs with only slight increases due to contractual obligations.

II. Personnel Summary:

No Changes

III. Expense Summary:

Acct #82173511 The Athletic Coaches Account is reduced by \$1,377 due to some newer employees being lower on the salary step scale.

Acct #82273514 Athletic Contracted Services is being increased by \$9,518 to account for increases in bus costs, ice rental and official's fees.

Acct#82273515 The Athletic Supply Account is being level funded with no increase.

Acct# 82273576 The Athletic Professional Development Account is being increased by \$400 for professional training for athletic department staff including two athletic trainers and student-athlete workshop opportunities.

Acct #82173513 The Athletic Event Staff is being level funded.

Acct #82272435 The Athletic Office Supply Account is being increased \$500 to account for athletic letters, pins and certificates.

**HOPKINTON ATHLETIC DEPARTMENT
FALL ATHLETIC REPORT
DECEMBER 4, 2014**

2009-2014 Fall Athletic Participation numbers: High School and Middle School

2009-	601
2010-	599
2011-	540
2012-	540
2013-	615
2014-	574

New Staff Members

Hopkinton High School graduate and newly hired Hopkinton Middle School Social Studies Teacher Malcolm Cheney joined the Boys Soccer coaching staff as the JV Boys Soccer Coach

Dan Powers is our new JV Golf Coach

Fall Season Update

The Fall 2014 Season was highlighted by a Volleyball State Championship, along with TVL Titles in Boys Cross Country, Cheerleading, Golf and Volleyball.

Highlights

- The Volleyball Team captured the school's first ever Volleyball State Championship, Central Massachusetts and TVL Titles. Coach Margie Grabmeier was selected Boston Globe Division 2 Coach of the Year. Holly Adams and Hanna Engstrom were selected as Boston Globe All-Scholastics and to the Division 2 All-State Team. Coach Grabmeier was also inducted this fall into the Massachusetts Volleyball Hall of Fame.
- The Golf Team coached by Dick Bliss made it two years in a row of being undefeated TVL Champions. Matt Johnson qualified for the individual state championships.
- The Boys Cross Country Team won the Tri Valley Championship Meet after an undefeated regular season. Coach Jennifer Fairbanks was selected TVL Coach of the Year.
- The Girls Cross Country Team coached by Brian Hall went undefeated during the Tri Valley regular season and finished in 5th place at the State Eastern Sectionals and 12th at the State Championship Meet
- The Fall Cheerleading Team had another great season as they won the TVL Title, hosted and won their own invitational, came in 2nd place at the South Regionals and qualified for the State Championships where they placed 4th. The team is coached by Melissa Zwang.
- The Girls Soccer Team qualified for the state tournament losing in the first round to Scituate. The team is coached by Evren Gunduz.
- The Boys Soccer Team coached by Garrett Sawyer fell 1 point short of qualifying for the state tournament.
- The Field Hockey Team had a very strong second half of the season qualifying for the state tournament. The team defeated Notre Dame of Hingham 1-0 scoring in stroke play after 2 scoreless overtime sessions. The team lost to Norwood in the next round. The team is coached by Joan Bannon.

- The Football Team coached by Jim Girard once again qualified for the MIAA playoffs where we were defeated in a close game by Milford. The team record is 4-6 after a win over Oliver Ames heading in to the traditional Thanksgiving Day Game with Ashland.

I would like to express my gratitude to the Hopkinton Country Club for hosting our golf program. Our outstanding golf program is very fortunate to continue to have access to this tremendous course.

On November 21st the following outstanding student –athletes attended the MIAA Sportsmanship Summit at Gillette Stadium:

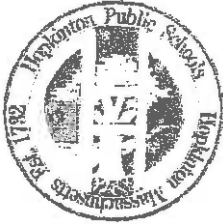
Kaitlyn West, Alissa Karjel, Mike Messier and Patrick Ryan.

The following athletes were elected as TVL 1st Team All- Stars

GOLF	Jimmy Hervol Geoff Holler Matt Johnson	TVL MVP
Girls Soccer	Maddison Gierschick	Eastern Mass All-Star Massachusetts All-Star
Volleyball	Holly Adams Renee Coopridger Hanna Engstrom Kaitlyn West	TVL MVP MGVCA Div 2 All State Team Boston Globe All- Scholastic MGVCA Div 2 All State Team Boston Globe All- Scholastic
Field Hockey	Sara Freedman	
Girls Cross Country	Shelby Aarden Molly Hawkins Lauren Hazzard	
Boys Cross Country	Brian Gao Evan Park	
Football	Andrew Donohue Jack Guelfi Patrick Ryan Josh Sokol	
Cheerleader	Rachel DeMore Michelle Horrigan	

Initial approval sent

Item V.A. S.C. Meeting 12/4/14



Hopkinton Public Schools
Overnight Travel
FINAL APPROVAL FORM



Who must complete this form? This form must be completed by a trip group leader to obtain final School Committee approval for an overnight travel program.

When should this form be completed? This form should be completed after initial School Committee approval has occurred and an itinerary, accommodations, fundraising (if applicable) and other logistics for the program have been completed. This is the final step in the overnight approval process.

Final Approval Form Deadline: All Final Approval forms should be completed four months prior to the travel

School: High School Study Tour Leader(s): Shannon Allberry

Grade Levels: 9-12 Course(s) or Club: Model United Nations Club

Destination: Massachusetts Institute of Technology, Cambridge, MA

Date of Request: 11/6/14 Departure Day & Date: Friday, 2/6/15

Number of Students: 25 Return Day & Date: Sunday, 2/8/15

Cost of Program (per student): \$150

Name of Travel Company Providing Tour Logistics: MBTA (commuter rail & subway)

Names of Chaperones: All chaperones must have a CORI check. At least one chaperone must be CPR Certified.

Brian Prescott - CPR cert.	
Shannon Allberry - CPR cert.	

Specialized Information - Please provide an overview of any unique aspects of this program such as student projects, guest speakers, activities, etc. associated with this program.

MIT provides students with a unique opportunity to debate and negotiate topics related to science and technology issues around the world. Keynote speakers include social entrepreneurs who have used skills developed in Model UN to make a difference around the world. Delegations from all over the world attend MITMUNC, and so this provides a unique

opportunity for our students to network with students from other nations.

Program Itinerary – What key activities will students be participating in during the program? Attach supporting documents such as itinerary, accommodations, transportation, and other logistical information.

Please see attached itinerary

GROUP LEADER RESPONSIBILITIES: As group leader, I understand that the following activities must be completed and confirmed at least 10 days prior to travel:

- Obtain Parent/Guardian signatures of Educational Tour, Travel, and Accommodations Form
- Obtain Physician's Signature of Travel Release Form
- Obtain Parent/Guardian signatures of Student Medical Information Form
- Obtain Parent/Guardian signatures of Consent Form, Release from Liability & Indemnity Agreement
- Conference with School Nurse regarding all participants and obtain Nurse's signature on Nurse Conference Form
- If medications are to be administered, they will be administered in a manner consistent with the district's *Distribution of Medication Policy JLCD*.
- At least one chaperone for the trip holds a current CPR certification consistent with the district's *Cardio-Pulmonary Resuscitation & First Aid Policy JLCE*.
- Chaperones must be cleared through the Massachusetts Criminal Offender Records Information (CORI) system before being approved.

Group Leader Signature: *[Signature]* Date: 11/6/14

Principal Signature: *[Signature]* Date: 11/6/14

Recommended for FINAL Approval by SC Not Recommended More Information Required

Superintendent Signature: _____ Date: _____

Initial Approval by SC Initial Approval Denied by SC More Information Required

SC Chair Signature: _____ Date: _____

Hopkinton Public Schools

FIELD TRIP APPROVAL REQUEST FORM

Date of Request: 11 / 6 / 2014

1. Staff Member Submitting Request: Shannon Allberry
Print Name


Signature

2. Name and purpose of the trip including educational value: The Model UN club will attend a Model United Nations conference at the Massachusetts Institute of Technology in Boston, MA. MITMUNC establishes committees for students to discuss and debate issues relating to science and technology. This is an opportunity for students to develop a passion for negotiation and an interest in international diplomacy.
3. Proposed date(s): February 6-8, 2015
4. Proposed itinerary: We will leave Hopkinton High school at 2pm on Friday, February 6, 2015 and return to Southborough commuter rail station on Sunday, February 8, 2014. Please see methods of transportation to and from Boston below. For conference itinerary, please see attached.
5. Number of students expected to attend: 25
6. Cost per student (if applicable) : \$150
7. Number of chaperones/teachers : 2; Shannon Allberry and Brian Prescott
8. Detail on expected modes of transportation and insurance (if required): Students need their own transportation from the school on Friday afternoon to the Southborough commuter rail station for the 2:35 train. We will take the MBTA commuter rail to South Station. From South Station we will take the "T" red line to the Kendall/MIT T-station. The Cambridge Marriott is immediately outside of this stop. Once at the conference, we will be walking from the hotel to the conference at MIT (approximately one block) and to nearby restaurants for meals. On Sunday, we will take the red line from the Kendall/MIT stop to South Station. We will then take the commuter rail train back to the Southborough commuter rail station. Parents will pick up their students from the Southborough station.
9. Arrangements for meals and lodging (if applicable): We will be checking in to the Boston Marriott Cambridge Hotel in Cambridge MA on Friday, February 6, 2015 and staying through Saturday night, February 7, 2015. We will check out on Sunday, February 8 at which time we will return to Hopkinton. Students will be required to pay for each of their meals with their own funds. We will be eating at the Marriott hotel restaurant and at restaurants in the vicinity of the Marriott Hotel in Kendall Square in Cambridge.
10. Means of financing: Club fundraiser, HPTA grant and students contributions.

Attach copy of any contract associated with the trip

Building Principal
Signature Required for All Field Trips

Superintendent of Schools
Signature Required for Overnight Trips



Hopkinton Public Schools

Item V.B. S.C. Meeting 12/4/14

Marijane Hackett
Director of Student Services

Telephone: 508-497-9850
Fax: 508-435-0320
mhackett@Hopkinton.K12.ma.us

To: Dr. Cathy MacLeod, Superintendent of Schools

From: Marijane Hackett, Director of Student Services
Lauren Dubeau, Center School Principal

Date: November 24, 2014

Re: **Increase in Preschool Tuition and Program for Four Year Olds**

We are recommending an increase in Preschool tuition for FY16. We are also recommending that the Four Year Old program run for five half-day sessions instead of four days.

The Preschool tuition has not been raised for several years despite the increased expense of maintaining the program. Staff salaries have increased through contractual agreements, we have gained NAEYC Accreditation which carries annual fees, and we have adopted the new OWL Curriculum which requires ongoing staff training.

We are also recommending the program for our four year olds run five half day sessions. In a recent survey of surrounding communities we found that many of them run three or four half day sessions for their three year olds and five half day sessions for their four year olds. The Preschool Teachers currently work five days per week so the additional costs would only be for 0.1 FTE for four (4) scale B Paraprofessionals (actual annual cost \$10,029).

The following tuition increase proposal would cover the costs of staffing for another half day session and some of the rising expenses associated with the Preschool. The current Preschool rate of \$320 per month brings in \$102,400 per year. We recommend the following increases:

3 yr. old 4 days/week \$320/month to \$360/month for 16 students = \$57,000/year

4 yr. old 5 days/week \$320/month to \$450/month for 16 students = \$72,000/year

This would increase revenue to \$129,600 per year with a net revenue increase of \$27,200. These increases will still keep our tuition rate in line with surrounding communities and cover the cost of the additional session for our four year old students.



Hopkinton Public Schools

Item V.C. S.C. Meeting 12/4/14

Marijane Hackett
Director of Student Services

Telephone: 508-497-9850
Fax: 508-435-0320
mhackett@Hopkinton.K12.ma.us

To: Dr. Cathy MacLeod, Superintendent of Schools
Ralph Dumas, Director of Finance

From: Marijane Hackett

Date: November 24, 2014

Re: **Request for Additional ABA Technicians**

I want to make you aware of unanticipated recent registrations in the Preschool that will require additional staffing to meet these students' needs.

We have several new students who have recently enrolled or will enroll in the Preschool between December 1st and March 2015. We have four students who will start on December 1st. One of those students will require 1-1 ABA services and an additional scale B Paraprofessional will be needed to support the other three students. In January we will have two more students, one who will require 1-1 ABA services. This means we have an immediate need to add one ABA Technician (scale C) position and one Paraprofessional (scale B) in December and another ABA Technician (scale C) in January.

While it is not unusual to gain new students throughout the year as they turn three, this year the number is exceptionally high. In the past we have been able to shift staffing to meet student needs as they enrolled. Due to the high number of new students and their significant needs, we are unable to accommodate these students with existing staff.

HOPKINTON SCHOOL COM
Thursday, October 16, 2014
Regular Meeting 7:00 PM
Middle School Library
MINUTES

School Committee Chair Jonathan Graziano opened the regular meeting at 7:00 PM with the following present:

Members:

Mr. Jonathan Graziano, Chair
 Ms. Ellen Scordino, Vice Chair (absent)
 Ms. Jean Bertschmann, Member
 Ms. Kelly Knight, Member
 Ms. Lori Nickerson, Member

Also Present:

Dr. Cathy MacLeod, Superintendent
 Mr. Robert Berlo, Assistant Superintendent

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. Accountability Report: Mr. Berlo gave a brief overview of the way student comparisons are made and how districts are assigned to numeric levels. All the Hopkinton Schools which participate in the Massachusetts Comprehensive Assessment System (MCAS), which are the HHS, HMS, Hopkins and Elmwood, have been designated as Level 2. The report identified the at-risk student population as the group needing improvement; Dr. MacLeod explained that moving Proficient students to Advanced was identified by the Administration as an area that also needs improvement. She noted that changes in instructional practices will benefit all Hopkinton students.

Mr. Berlo explained that improvements will be made by revising the School Improvement Plans to target the work and budget funds will be designated for this work. Strategic Plan Alignments include Curriculum, Instruction, and Assessment. A letter will be sent out to parents notifying them that the District was rated as Level 2.

School Committee members asked clarifying questions and expressed appreciation for the focus of the presentation on the actions that are being taken. Communicating these actions to parents was supported.

- C. Superintendent's Report:
- Budget Process – A budget timeline is included in the meeting packet and Dr. MacLeod noted that there are several changes in the timeline for this year's budget process. The individual school department budget presentations previously scheduled in January will be heard in November before the Superintendent's Preliminary Budget presentation. Also, an additional meeting is scheduled after the Public Hearing which will allow community members another opportunity to ask questions about the budget. All meetings will take place in the Middle School Library and will be recorded by HCAM. The first presentation will be on November 6, 2014 and will cover Technology and Athletics. Community members are encouraged to look at the timeline and make plans to attend the budget presentations. Ms. Bertschmann proposed continuing the practice of making the Executive Budget Summaries easily available on the website.

Mr. Graziano reported that the Board of Selectmen will meet on October 21, 2014 to discuss the budget message. As in the past, that section of the meeting will be a joint meeting with the BOS, School Committee and Appropriation Committee. On December 18, 2014, the Superintendent's Preliminary Budget will be presented. The State of the Schools will be presented on January 12, 2014, which is four days after the Public Hearing, and allows the public another opportunity to ask questions.

- Enrollment Projections – The projected and actual enrollments were reviewed at the previous School Committee meeting. Dr. MacLeod reported that all the Hopkinton schools are close to or at capacity. The HHS and HMS have no empty classrooms, Hopkins School has one classroom available, Elmwood has 2 classrooms free and Center School has neither classrooms nor common space available. The computer and language labs were converted into classrooms in the High School. Some space in the Middle School will become available after the solution for Center School is determined and the pre-school relocates in the future.

The New England School Development Council (NESDEC) was contacted and asked to take another look at enrollment projections soon. Since Ms. Judy Barrett has connections with the Town of Hopkinton, she will be asked to provide additional comments and information about the enrollment projections.

- D. School Committee Chair Report: Mr. Graziano explained that this year recognitions will be scheduled prior to the start of the second School Committee meeting of the month. Recognitions were held this evening and Mr. Graziano highlighted the recognitions of Hopkinton School Principals by students, and of students for their National Merit achievements. The community is encouraged to check out the presentations on the HCAM website.

The Golf Team recently finished another undefeated season and the Cheerleaders' competition season has begun.

- E. ESBC: Mr. Graziano reported that the Designer Selection process is underway. The 15-member Designer Selection Panel of the Massachusetts School Building Authority (MSBA) includes 3 members from Hopkinton. The Panel narrowed down the 6 applications for designer of the project to three firms. The three candidate firms will be interviewed on Tuesday, October 21, 2014. Mr. Graziano expressed appreciation for the MSBA's genuine interest and concern for the desires of the Hopkinton community. The Elementary School Building Committee has scheduled a meeting for Monday, October 27, 2014 with the intention of meeting the designer. A 'charette' for community input will be scheduled in November.
- F. Planning Board: Town of Hopkinton Planning Board Chair Ken Weismantel presented information on the work of the Planning Board and explained how government regulations determine the number of affordable housing units built in the Town. The Planning Board is projecting a 27% increase in dwelling units over the next ten years. Awareness of the potential growth in Hopkinton is important to help the District be prepared for the resulting rise in enrollment. Mr. Weismantel offered to confirm that the Superintendent is on the distribution list of the 'request-for-comment' when new housing is considered by the Planning Board.

Mr. Weismantel reviewed the Legacy Farms project and noted that 72 students live in this development to date and attend Hopkinton Schools. The model used to project the number of students in housing units is reviewed regularly so projected enrollments can be as accurate as possible.

IV. New Business

- A. Capital Article Warrant #15-015 Payment: BLW \$1,000.00, Carousel Ind. \$57,709.82 and Suburban Glass and Mirror Co. \$721.00: Dr. MacLeod explained that the Warrant consists of three invoices. The first invoice is from BLW Engineers, Inc. in the amount of \$1,000 for electrical engineering services related to the installation of an emergency generator at the Hopkins School appropriated in Article 19 of the May 2013 Annual Town Meeting. The second invoice from Carousel Industries in the amount of \$57,709.82 is for the VoIP telephone system installation as appropriated in Article 14G of the May 2014 Annual Town Meeting. The final invoice from Suburban Glass & Mirror Co., Inc. in the amount of \$721.00 covers work at Hopkins School related to the school safety upgrades appropriated in Article 22 of the May 2014 Annual Town Meeting. Dr. MacLeod recommends the School Committee approve payment for these invoices.

On a motion made by Ms. Nickerson, seconded by Ms. Knight, the School Committee voted to approve the Capital Article Warrant on tonight's agenda in the amount of \$59,430.82

Vote: Favor: 4

Oppose: 0

Abstain: 0

Absent: 1 (Scordino)

- B. Budget Transfers: Dr. MacLeod explained the need for two budget transfers. The first is for the cost of copies from the system-wide account to the schools where the copies are being used. The second transfer is from the Special Education Department's textbook account to the SPED software account.

On a motion made by Ms. Nickerson, seconded by Ms. Knight, the School Committee voted to approve the two budget transfer requests as presented in the agenda materials.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Scordino)

V. Old Business

- A. School Committee Policy: Allergy Policy *JLCCB*: Dr. MacLeod reviewed the changes that were made in this draft. Public comment was received after this policy was posted. By general consensus the School Committee agreed that the comments related to procedures rather than the policy.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve Allergy Policy *JLCCB* as presented.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Scordino)

VI. Public Comment: None at this meeting

VII. Items by Consensus

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget and 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 of \$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 to approve a gift in the amount of \$900.00 to Dr. MacLeod to be used as indicated in the agenda materials.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve items VII. A – E.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Scordino)

Dr. MacLeod explained that item VII. E. was a reimbursement for an expense incurred by the district. The appropriate forms were completed and notifications made.

VIII. Adjournment

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

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: 1 (Scordino)

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Jonathan Graziano, Chair
Ellen Scordino, Vice Chair

HOPKINTON SCHOOL COMMITTEE
Saturday, November 22, 2014
Special Meeting/Community Forum 9:00 AM
MINUTES

Members Present:

Members:

Mr. Jonathan Graziano, Chair
Ms. Ellen Scordino, Vice Chair (absent)
Ms. Jean Bertschmann, Member
Ms. Kelly Knight, Member (absent)
Ms. Lori Nickerson, Member (left the meeting at 9:45 am)

Also Present:

Dr. Cathy MacLeod, Superintendent
Mrs. Lauren Dubeau, Center School Principal

Three members of the School Committee attended the Community Forum for the Elementary School Building Project. No discussion or deliberation was held.

III. Adjournment

The meeting was adjourned at 10:30 AM.

Respectfully submitted,

Jonathan Graziano, Chair
Ellen Scordino, Vice Chair

MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: November 18, 2014

On behalf of Hopkinton Middle School, please accept the following check listed below in the amount of \$2,028.13 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

MS Student Council (dance proceeds)	\$2,028.13
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MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: November 13, 2014

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.

Hopkinton Women's Club Hopkinton, MA	\$125.00
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