

HOPKINTON SCHOOL COMMITTEE
Thursday, January 8, 2015
Regular Meeting 7:00 PM
Middle School Library
AGENDA

I. Pledge of Allegiance

II. Public Comments: 7:00

III. Public Hearing: FY16 Budget [7:10]

IV. Reports to the School Committee

- A. 8:10 – 8:15: High School Student Advisory Council Representative
- B. 8:15 – 8:45: Superintendent’s Report – Dr. MacLeod
[Pre-K Relocation]
[Alice Enhanced Lockdown]
- C. 8:45 – 8:50: School Committee Chair Report
[Policy Public Review Procedures]
- D. 8:50 – 8:55: ESBC – Mr. Graziano

V. New Business

- A. 8:55 – 9:25: Revolving Accounts Balances – Dr. MacLeod [action required]

VI. Old Business – None this meeting

VII. Items by Consensus: 9:35

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-033 in the amount of \$587,058.63.
- B. The Superintendent recommends the School Committee vote to approve the Hopkins School Student Activities Warrant #15-034 in the amount of \$5,195.00.
- C. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #15-035 in the amount of \$9,678.75.
- D. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of November 6, 2014 as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to accept a gift in the amount of \$3,000.00 from Spark Capital Partners LLC be placed in the High School Gift Account to be used for Robotics as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$3,204.58 from the “The Sky’s the Limit” fundraiser be placed in the Middle School Gift Account as indicated in the agenda materials.

VIII. Adjournment

IX. Next Meetings

Thursday, January 22, 2015 @ 7:00 PM
Thursday, February 5, 2015 @ 7:00 PM
Thursday, February 12, 2015 @ 7:00 PM

Middle School Library – Regular Meeting
Middle School Library – Regular Meeting
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)*

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.

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:

Also Present:

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

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 a 1.0 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

HOPKINTON HIGH SCHOOL
Office of the Principal

MEMORANDUM

TO: Cathy MacLeod
FROM: Evan Bishop
DATE: December 18, 2014
RE: Gift account check

Please accept this check from Spark Capital Partners LLC in the amount of \$3000.00 to be deposited in our gift account (#1240) to be used for Robotics.



Evan Bishop

MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: December 23, 2014

On behalf of Hopkinton Middle School, please accept the following check listed below in the amount of \$2500.00 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

David/Ruth Ann Cote \$2,500.00
5 Wyman Lane
Hopkinton, MA 01748



0*
0*
0*
2500.00+
204.58+
125.00+
125.00+
125.00+
125.00+
=

3204.58*

MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: December 12, 2014

On behalf of Hopkinton Middle School, please accept the following check listed below in the amount of \$204.58 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Student Council Snowman Grams	\$204.58
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MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: December 12, 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.

David/Kristen Turner
89 South Mill Street
Hopkinton, MA 01748

\$125.00



MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: December 11, 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.

Arlene Casassa
271 Pond Street
Hopkinton, MA 01748

\$125.00

A handwritten signature in blue ink, appearing to be "Alan M. Keller", is located below the recipient information.

MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: December 8, 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.

T. Dawson Architecture
Thomas A Dawson, AIA
4 Jamie Lane
Hopkinton, MA 01748

\$125.00



MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: December 3, 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.

Mark/Mary Pawela
5 Teresa Road
Hopkinton, MA 01748

\$125.00

A handwritten signature in blue ink, appearing to be 'Alan M. Keller', with a long horizontal line extending to the right.