

HOPKINTON SCHOOL COMMITTEE

Thursday, April 2, 2015

Executive Session 6:00 PM

Regular Meeting 7:00 PM

Middle School Library

AGENDA

I. Call to Order in Open Session

II. **Executive Session:** For the purpose of discussing strategy with respect to collective bargaining with the Hopkinton Teacher's Union and Paraprofessionals, and to review Executive Sessions minutes for release.

III. Pledge of Allegiance

IV. Public Comments: 7:00

V. Reports to the School Committee

- A. 7:10 – 7:15: High School Student Advisory Council Representative
- B. 7:15 – 7:25: Athletics Winter Sports Update – Mr. Karjel
- C. 7:25 – 7:40: Superintendent's Report – Dr. MacLeod
- D. 7:40 – 7:45: School Committee Chair Report
- E. 7:45 – 8:00: ESBC – Mr. Grazino
- F. 8:00 – 8:10: Transportation Notification and Fee Schedule – Mr. Dumas

VI. New Business

- A. 8:10 – 8:20: HCA Pump Access – Dr. MacLeod [action required]
- B. 8:20 – 8:25: Budget Transfer – Mr. Dumas [action required]
- C. 8:25 – 8:30: Expense Transfer – Mr. Dumas [action required]
- D. 8:30 – 8:35: Capital Article Payment Warrant #15-050 in the amount of \$101,122.51.
- E. 8:35 – 8:45: Appoint Designer for Middle School Fire Alarm – Mr. Dumas [action required]
- F. 8:45 – 8:50: Request to Transfer Funds: Hopkins Student Activity Account – Mr. Dumas [action required]

VII. Old Business

- A. 8:50 – 9:05: Superintendent's End-of-Cycle Progress Report

VIII. Public Comments: 9:05

IX. Items by Consensus: 9:15

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-049 in the amount of \$393,987.80.
- B. The Superintendent recommends the School Committee vote to approve the Elmwood School Student Activities Warrant #15-051 in the amount of 2,816.00.
- C. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of January 22, 2015 as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of February 12, 2015 as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to approve \$472.00 from the HPTA "Spirit Wear" fundraiser be placed in the Center School Gift Account as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to accept a gift in the amount of \$700.00 from the Hopkinton Cultural Council to be placed in the Elmwood School Gift Account for use as indicated in the agenda materials.

X. Adjournment

XI. Next Meetings

Thursday, April 16, 2015 @ 7:00 PM

Monday, May 4 – Thursday, May 7, 2015 @ 6:30 PM

Thursday, May 14, 2015 @ 7:00 PM

Thursday, May 28, 2015 @ 7:00 PM

Middle School Library – Regular Meeting

Middle School Library – Special Meeting/ATM (if needed)

Middle School Library – Regular Meeting

Middle School Library – Regular Meeting

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
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.

WINTER ATHLETIC REPORT

April 2nd, 2015

The 2015 Winter Season was a very strong season for the Hopkinton Athletic Department.

- The Girls Indoor Track Team had another tremendous season. While the team did suffer its first loss since 2007, it rallied to capture the TVL title. The team's indoor and outdoor TVL unbeaten streak had reached 144 straight and covered 9 years. The team captured its 18th straight TVL title at the league meet. The 4 x 800 relay team of Shelby Aarden, Lauren Hazzard, M.P. Monks and Izzy Giordano smashed the TVL record by 7 seconds.
- The Boys Indoor Track Team had a successful season as they finished 2nd in the TVL with a 6-1 record and 2nd at the TVL meet.
- The Winter Cheerleading Team had a fantastic season as they captured the TVL title, runners-up at both the Division 2 Sectionals as well as the Division 2 State Championship which qualified them for the New England Championships.
- The Wrestling Team kept up their winning ways as they have developed into one of the strongest programs in the state under the guidance of Coach Tim Nelson. The team finished 2nd in the TVL and 2nd at the Central Division 2 Sectionals which Hopkinton hosted. Josh Sokol, a junior was the State Division 2 Champion as well as All-State and New England runner-up. Along with Josh, Conrad Lavoie and Zach Herlihy all captured Central Division 2 Sectional Titles. Josh was selected TVL MVP, as well as a Boston Globe and Herald All- Scholastic.
- The Boys Basketball Team had a strong second half of the season as they finished 11-9 and defeated Wayland in the Central Division 2 playoffs before losing to Marlboro in the Central Sectional Semi- Finals.
- The Swimming and Diving team had an excellent season finishing in 2nd place in the TVL and then capturing the TVL Conference Meet. Both the Boys and Girls Teams were recognized by the MIAA and awarded MIAA Sportsmanship Awards.
- The Boys Hockey Team missed qualifying for the State Tournament by 1 point. Senior Captain Mike Messier was presented the TVL 2015 Boston Bruins –MIAA Sportsmanship Award. The award was presented on Tuesday March 31st at the TD garden between periods of the Boston Bruins Game
- The Girls Basketball Team finished 9-11 missing out on the state tournament by one win.
- Six Hopkinton girls participated in the 2nd year of the Dover- Sherborn- Hopkinton Co-op Girls Hockey team

TVL 1st TEAM ALL-STARS

Girls Indoor Track

Lauren Hazzard

Boys Indoor Track

**Christopher
Schenker**

**Boys Swimming &
Diving**

**Andrew Madigan
Reece Donahue
Kenny Lowell**

**Girls Swimming &
Diving**

**Bridget Coffey
Alyssa Annenberg
Mattie Stauss
Olivia Handrahan**

Cheerleading

**Lauren Cameron
Brooke Bellar**

Wrestling

**Sam Esfahani
Lukas Kaminski
Connor Patrick
Conrad Lavoie
Josh Sokol**



Hopkinton Public Schools

89 Hayden Rowe Street Hopkinton, MA. 01748

Ralph O. Dumas, Jr.
Director of Finance

Telephone: 508-417-9385
Fax: 508-497-9833
rdumas@Hopkinton.K12.ma.us

MEMORANDUM

To: Dr. MacLeod, Superintendent of Schools

From: Ralph Dumas, Director of Finance

Date: March 27, 2015

Subject: FY16 Transportation Talking Points

March 23rd

An eALert Message was sent to all parents advising them to confirm their FY16 transportation status (free or paid) on line as no busing letters are being mailed. A link to the District Transportation Website was provided.

Ongoing

The District Website instructs parents to use their student(s)' School ID number(s) to determine their status (free or paid). Once a student's status is determined, parents are provided with links to the appropriate information & application if needed. A link is also provided for making on-line payments.

Important Dates

Thru May 1st – Bus Fee is \$155 with a family maximum of \$310 – guaranteed a seat on a bus that serves the student's residential area with a standard bus stop.

After May 1st but by June 30th – Grace Period - Bus Fee is \$235 with a family maximum of \$470 – guaranteed a seat on a bus that serves the student's residential area with a standard bus stop .

After June 30th – Application is Late - Bus Fee is \$235 with a family maximum of \$470 – student will be wait-listed and will not be guaranteed assignment to a bus for the first two weeks of school; if space is not available on a bus that serves his/her residential area the student will be offered an alternative bus at the next closest bus stop to his/her home; and new bus stops will not be created to accommodate late applicants.

Subject Line of eAlert Message: Application for School Bus Transportation for the 2015-16
School Year is Now Open

eAlert message:

**Application for school bus transportation for the 2015-16 school year
is now open!**

**ALL parents are advised to confirm their student(s) transportation
status.**

For full information on school busing application please [click here](#) and follow the steps on the HPS Transportation website. You must access this information in order to determine if your student pays for busing or rides for free, and to obtain all busing application information.

All busing information is on-line this year. Busing letters will not be mailed.

(Incoming Kindergarten students' parents will receive busing application information in a mailing from Center School in early April.)

APPLICATION DEADLINE: May 1, 2015

Hopkinton Public Schools

89 Hayden Rowe Street | Hopkinton | MA 01748 | Phone: 508-417-9360 | Fax: 508-497-9833



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[Return to Headlines](#)

Bus Application – Deadline May 1, 2015

**Application for school bus transportation for the 2015-16 school year
is now open!**

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status.**

For full information on school busing application please click on the link below and follow the steps on the HPS Transportation website. You must access this information in order to determine if your student pays for busing or rides for free, and to obtain all busing application information.

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APPLICATION DEADLINE: May 1, 2015

<http://www.hopkinton.k12.ma.us/site/Default.aspx?PageID=602>

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Non-Discrimination Policy: The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School System is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Hopkinton Public School System requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Accessibility: All district academic and nonacademic programs and events will take place in physically accessible locations. Interested persons, including those with hearing or visual impairments, can obtain information about the location of services, activities, and facilities that are usable and accessible by disabled persons and/or to request accessibility assistance for hearing or visual impairments by contacting the Assistant Superintendent's Office at (508) 417-9360.

Hopkinton Public Schools

89 Hayden Rowe Street | Hopkinton | MA 01748 | Phone: 508-417-9360 | Fax: 508-497-9833

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Transportation Department

Welcome to the Hopkinton Public School's Transportation Department. In this section you will find important information about our transportation program including student fees, bus service and routes, policies and procedures, and application forms. The transportation office is located in the Central Administration building at 89 Hayden Rowe Street, Hopkinton, MA.

 Online Payments

To make online student bus payments, click here:

Transportation Information 2015-2016

Application Deadline: May 1, 2015

Please use the links below to find 2015-2016 busing information for your student(s)

Busing letters will **NOT** be mailed home to students for the 2015-2016 school year

Step 1)

- You will need your student's ID number
- [Click here](#) to access your student's busing fee status for the 2015-16 school year.
- Select: Bus Fee-(Look-up Bus Fee or Pay for 1 Student). You may enter only one student at a time to determine bus fee/no fee information. Do NOT choose Bus Fee-(Pay Family Cap), this selection cannot be used for determining bus fee/no fee.
- Input your student's ID number.
- Determine if your student rides for free (\$0.00) or pays to ride (\$155.00). After 5/1/15 fee for 1 student= \$235.00 with late fee.
- Proceed to Step 2 if you pay for busing. Proceed to Step 3 if you do not pay for busing.

Step 2)

- If your student pays a fee for busing for the 2015-16 school year, [click here](#) for full information: *Application, Fee-Based Busing Letter and General Information*
- You can choose to pay by submitting the Busing Application with a check or money order, or make payment online. When making a payment on-line a transaction fee applies. You can use the Bus Fee-(Pay Family Cap) selection if you are paying for 2 or more students. Family cap fee = \$310, after 5/1/15 family cap fee = \$470.00 with late fee.

Step 3)

- If your student will be bused for free for the 2015-16 school year, [click here](#) for full information: *No-fee Busing Information Letter.*

2015-2016

Transportation Information and Forms

2014-2015

Transportation Information and Forms

[General Information on Fee-Based Busing](#)

[School Bus Transportation General Information](#)

SUPPORTING DOCUMENT FOR HCA PUMP ACCESS

From: **Kenny Clark**
Date: Thu, Mar 26, 2015 at 10:07 AM
Subject: Fire Pump
To: Cathy MacLeod

I have been asked to comment to you regarding the proposal to utilize the current High School fire pump for the HCA (formerly CAA) facility. I positively endorse this concept. This is a very natural use of this resource and is a considerable cost savings to our community. I have been made aware of a testing date for the fire pump in April after the Marathon. Please let me know if you need any additional details.

Chief

P. Kenneth Clark

Chief of Department
Hopkinton Fire Department
Town of Hopkinton Emergency Management Director



Budget Transfer Request - School Committee Meeting of 4/2/15

Budget Transfer

| Budget # | Requester | ORG | OBJ | PROJ | Account Name | Original Budget | Previous Transfers | Adjusted Budget | YTD Expensed & Committed | Current Balance | Requested Budget | |
|----------|-----------|----------|--------|-------|----------------------------|-----------------|--------------------|-----------------|--------------------------|-----------------|------------------|-----------|
| | | | | | | | | | | | Transfer | Budget |
| 1 | A. Rogers | 80254224 | 529700 | | B&G CONTRACTED SERVICES | \$95,000 | \$0 | \$95,000 | \$94,093 | \$907 | \$10,683 | \$105,683 |
| | | 80254225 | 543100 | MSCTR | MAINTENANCE SUPPLIES - CTR | \$6,500 | \$0 | \$6,500 | \$6,276 | \$224 | \$600 | \$7,100 |
| | | 80254225 | 543100 | MSELM | MAINTENANCE SUPPLIES - ELM | \$6,300 | \$0 | \$6,300 | \$6,164 | \$136 | \$600 | \$6,900 |
| | | 80254225 | 543100 | MSHOP | MAINTENANCE SUPPLIES - HOP | \$7,900 | \$0 | \$7,900 | \$7,764 | \$136 | \$600 | \$8,500 |
| | | 80254225 | 543100 | MSMS | MAINTENANCE SUPPLIES - MS | \$9,400 | \$0 | \$9,400 | \$9,178 | \$222 | \$600 | \$10,000 |
| | | 80254225 | 543100 | MSHS | MAINTENANCE SUPPLIES - HS | \$10,100 | \$0 | \$10,100 | \$10,070 | \$30 | \$600 | \$10,700 |
| | | 80254306 | 525120 | EMCTR | EXTRAORDINARY MAINT - CTR | \$37,000 | \$0 | \$37,000 | \$29,367 | \$7,633 | (\$7,633) | \$29,367 |
| | | 80254306 | 525120 | EMHOP | EXTRAORDINARY MAINT - HOP | \$15,000 | \$0 | \$15,000 | \$8,950 | \$6,050 | (\$6,050) | \$8,950 |

To cover unexpected facilities costs associated with the winter weather. Funds available due to completion of maintenance projects at costs below budget

This Budget Transfer Request has been reviewed and approved by:


 Director of Finance

 Superintendent of Schools




Hopkinton Public Schools

89 Hayden Rowe Street Hopkinton, MA. 01748

Ralph O. Dumas, Jr.
Director of Finance

Telephone: 508-417-9385
Fax: 508-497-9833
rdumas@Hopkinton.K12.ma.us

MEMORANDUM

To: Dr. Cathy MacLeod, Superintendent
From: Ralph Dumas, Director of Finance 
Date: March 26, 2015 (for meeting of April 2, 2015)
Subject: Expense Transfer Request

In accordance with School Committee Policy DBJ (Budget and Expense Transfer Authority), we are requesting the following expense transfer between the FY15 Operating Budget and the FY15 Special Education IDEA Grant:

- From Budget #21132311-511512 Center School SPED Teachers \$3,061.00
- To SPED IDEA Grant #25702311-511512-SID15 FY15 SPED IDEA Teachers \$3,061.00

Rationale –

The SPED IDEA Grant contains funding to cover a small portion of a Center School SPED Teacher's salary. To avoid MUNIS allocation issues, the teacher's total pay has been charged to the budget, rather than being split between these two accounts on a bi-weekly basis. This requested transfer takes care of the allocation in a single action.

I recommend that these invoices be approved for payment by the School Committee.

PASEK CORPORATION

Established 1876

9 West Third Street, So. Boston, MA 02127
Tel: (617) 269-7110 | (800) 628-2822
FAX: (617) 269-0547 | (800) 262-0547

The Security Company

RECEIVED MAR 09 2015

Invoice #: R 985469

Page #: 1

| | | | |
|---|------------------------------|---|------------------------|
| B | HOPKINTON PUBLIC SCHOOLS | W | ATTN: AL ROGERS |
| I | DEPT. OF BUILDINGS & GROUNDS | O | |
| L | 89 HAYDEN ROWE STREET | R | RE: HOPKINS ELEMENTARY |
| L | HOPKINTON, MA 01748-2507 | K | SCHOOL ADDS |

243087 (09) (59)

| | | | |
|-------------|---------------------|-----------------|--------------|
| <u>Date</u> | <u>Your Order #</u> | <u>Ship Via</u> | <u>Terms</u> |
| 02/27/2015 | AL ROGERS | ROAD | NET 30 DAYS |

| <u>Quantity</u> | <u>Description</u> | | <u>Unit Price</u> | <u>Amount</u> |
|-----------------|--------------------|--|-------------------|---------------|
| 6. | SCB563B-2 | SCHLAGE SINGLE CYLINDER SFIC CLASSROOM DEADBOLT X 26D | EA 46.75 | 280.50 |
| 17. | ARR16RCR27-2 | ARROW IC RIM CYL HOUSING 6/7 PIN X US26D | EA 18.92 | 321.64 |
| 17. | ARRX1CR-UC52-2 | ARROW POINTE FLEX I/C CORE X 6 PIN X 52 KEYWAY X US26D | EA 13.82 | 234.94 |
| 17. | RTK-2P | COMBINATE INTERCH.CORE IN SHOP NO KEYS INCLUDED | EA 10.00 | 170.00 |
| 1. | M11C402-26 | MAXUM SINGLE-CYLINDER LFIC DEADBOLT LESS CORE 626 | EA 86.63 | 86.63 |

FURNISHED & INSTALLED NEW DEADBOLTS, HOUSINGS & CORES
AT HOPKINS ELEMENTARY SCHOOL ON DESIGNATED DOORS AS DIRECTED.

LABOR:

Start Date: 12/29/2014; Completion Date: 02/10/2015

400.00

Handwritten signature and initials in black ink, including a large 'A' and 'R'.

| | |
|------------|-----------------|
| Sub-Total: | <u>1,493.71</u> |
| Sales Tax: | <u>.00</u> |
| Shipping: | <u>.00</u> |
| TOTAL: | <u>1,493.71</u> |

1



INVOICE

BCM Controls Corporation

30 Commerce Way
Webster MA, 01801
Phone (781)933-8878
Fax (781)932-3856

Invoice No.: 5409-1
Invoice Date: 02/26/2015
Job: Hopkinton Schls Ph 1 Sec Impr
Phase:
Contract:
P/O: 15001442-00
Job Number: 5409
Customer's Job:

RECEIVED MAR 04 2015

TO Hopkinton School Admin.
88 Hayden Rowe St.
Hopkinton, MA 01749

ATTN CUSTOMER TERMS
Al Rogers HOP001

| ITEM # | CHG ORD | DESCRIPTION OF WORK | SCHEDULED VALUE | PREVIOUSLY COMPLETED | COMPLETED THIS PERIOD | TOTAL COMPLETED | % COMPL | BALANCE TO FINISH | RETENTION |
|--------------------------|---------|-------------------------------|-----------------|----------------------|-----------------------|-----------------|---------|-------------------|-----------|
| 10 | | SUBMITTALS/ENGINEERING | 4,788.00 | 0.00 | 4,291.20 | 4,291.20 | 90.00 | 476.80 | 0.00 |
| 20 | | EQUIPMENT | 45,802.11 | 0.00 | 45,602.11 | 45,602.11 | 100.00 | 0.00 | 0.00 |
| 40 | | INST SUPER/PROJECT MANAGEMENT | 5,960.00 | 0.00 | 5,364.00 | 5,364.00 | 90.00 | 596.00 | 0.00 |
| 50 | | SOFTWARE/PROGRAMMING | 6,664.00 | 0.00 | 5,997.60 | 5,997.60 | 90.00 | 666.40 | 0.00 |
| 90 | | INSTALLATION ELECTRICIAN | 38,373.89 | 0.00 | 38,373.89 | 38,373.89 | 100.00 | 0.00 | 0.00 |
| Total Original Contract: | | | 101,368.00 | 0.00 | 99,628.80 | 99,628.80 | 98.28 | 1,739.20 | 0.00 |
| Total To Date: | | | 101,368.00 | 0.00 | 99,628.80 | 99,628.80 | 98.28 | 1,739.20 | 0.00 |

Original Contract: 101,368.00
Change Orders: 0.00
Contract Sum To Date: 101,368.00
Total Completed To Date: 99,628.80
Less Retention: 0.00
99,628.80
Less Previous Billing: 0.00
Sales Tax: 0.00
Current Payment Due: 99,628.80

Hopkinton Public Schools

FY 15 Capital Accounts

Reported to School Committee on 4/2/15

| MUNIS Account # | | Project | Capital Projects | Funding Source | Prior Year Carry-over | Appropriated | Encumbered & Expended | Available Balance | Status of Balance |
|-----------------|------------------|---------|---|----------------|-----------------------|------------------|-----------------------|-------------------|-------------------|
| Fund | Obj | | | | | | | | |
| 3200 | 90572006 582100 | none | New High School | Borrowed | \$74,570 | \$0 | \$0 | \$74,570 | hold |
| 3200 | 90573006 587100 | 3611 | MS Wiring (Art 36 ATM 5/11) | Borrowed | \$567 | \$0 | \$0 | \$567 | to be used |
| 3200 | 90573006 587100 | 1913 | Hopkins Emergency Generator (Art 19 ATM 5/13) | Borrowed | \$187,000 | \$0 | \$187,000 | \$0 | to be used |
| 3200 | 80575006 587100 | 14C14 | Two Buildings & Grounds Trucks (Art 14C ATM 5/14) | PayGo | \$0 | \$90,000 | \$81,282 | \$8,718 | to be returned |
| | To Be Determined | | Hopkins Ceiling Tiles (Art 14D ATM 5/14) | PayGo | \$0 | \$203,000 | \$0 | \$203,000 | to be used |
| 3200 | 80572006 584100 | 14E14 | MS Auditorium Upgrades (Art 14E ATM 5/14) | PayGo | \$0 | \$32,000 | \$30,514 | \$1,486 | to be used |
| | To Be Determined | | MS Fire Alarm Upgrades (Art 14F ATM 5/14) | PayGo | \$0 | \$25,000 | \$0 | \$25,000 | to be used |
| 3200 | 90573006 587100 | 14G14 | Joint IT Upgrades (Art 14G ATM 5/14) | PayGo | \$0 | \$100,000 | \$99,858 | \$142 | to be used |
| 3200 | 90572006 584100 | 2114 | Evaluate Roofs @ Hopkins & HS (Art 21 ATM 5/14) | Borrowed | \$0 | \$30,000 | \$22,500 | \$7,500 | to be used |
| 3200 | 80573006 5585100 | 2214 | School Safety Upgrades (Art 22 ATM 5/14) | Borrowed | \$0 | \$152,400 | \$147,708 | \$4,692 | to be used |
| TOTAL | | | | | \$262,137 | \$632,400 | \$568,862 | \$325,675 | |



Hopkinton Public Schools


Item VI.E. S.C. Meeting 4/2/15

89 Hayden Rowe Street Hopkinton, MA. 01748

Ralph O. Dumas, Jr.
Director of Finance

Telephone: 508-417-9385
Fax: 508-497-9833
rdumas@Hopkinton.K12.ma.us

MEMORANDUM

To: Hopkinton School Committee
From: Ralph Dumas, Director of Finance 
Date: March 26, 2015 (for meeting on April 2, 2015)
Subject: Middle School Fire Alarm Upgrade - Designer Selection

At the May 2014 Annual Town Meeting, funding in the amount of \$25,000 was approved for the purpose of acquiring engineering designs, cost estimates, and bid documents for the future acquisition of a contemporary fire alarm system at the Middle School. To begin that process (on March 5, 2015), the School Committee appointed a Designer Selection Committee (DSC) to undertake the steps required by the Massachusetts Designer Selection Law, Chapter 7c, sections 44-57, to arrive at a recommended designer for the project. The advertisement for this procurement was published in the Central Register and the Metrowest Daily News. When the submission deadline passed, we had received proposals from two engineering firms. The proposers were:

- BLW Engineers of Littleton, MA
- Garcia, Galuska, & DeSousa, Inc. of Dartmouth, MA

After careful consideration, the DSC unanimously selected Garcia, Galuska, & DeSousa, Inc. as our top-ranked proposer because they have significant experience with fire alarm system installations for the public sector, provided a detailed work schedule that mirrors our needs, and the project team is comprised of individuals with the type of experience needed for our job. If approved at the May 2015 Annual Town Meeting, the entire construction project will be completed before school starts in the fall.

Garcia, Galuska, & DeSousa was informed of the DSC's decision and was asked to submit a fee proposal for our consideration. Garcia, Galuska, & DeSousa submitted a fee proposal in the amount of \$19,500 which is below the amount of the approved appropriation. It should be noted that the proposal is layered in such a way that the contract will be capped at \$14,000 if funds for the actual construction are not approved in May.

For all of these reasons, the Designer Selection Committee recommends that the Hopkinton School Committee award a contract to Garcia, Galuska, & DeSousa, Inc. of Dartmouth, MA in the amount of \$19,500 to provide engineering, design, and potential construction oversight services related to installing an updated fire alarm system at the Middle School. It is further recommended that the School Committee authorize the Administration to take appropriate steps to sign the contract with Garcia, Galuska, & DeSousa, Inc.



Hopkinton Public Schools

89 Hayden Rowe Street Hopkinton, MA. 01748

Ralph O. Dumas, Jr.
Director of Finance

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Fax: 508-497-9833
rdumas@Hopkinton.K12.ma.us

MEMORANDUM

To: Dr. MacLeod, Superintendent of Schools

From: Ralph Dumas, Director of Finance 

Date: March 27, 2015

Subject: Request to Transfer Funds – Hopkins Student Activity Account

The District has in place certain procedures related to the dissolution of inactive student activity accounts. An inactive account is one which has had no transactions in the past 12 months. Among these procedures are the following:

- If the account should be closed out and has a balance of funds, the balance and suggested uses for the funds should be presented to the School Committee for a vote as to the disposition of funds.
- The School Committee should vote an appropriate use of the funds.
- The vote of the School Committee should be forwarded to the principal's office so that the funds can be transferred and used consistent with the will of the School Committee.

In accordance with these procedures, Hopkins Principal, Mr. Kearnan, is requesting that the School Committee authorize the transfer of \$1,134.77 from two inactive accounts to the Hopkins General Fund Raising account. The inactive accounts are:

| | |
|---------------------|----------|
| Memory Book Account | \$897.47 |
| T-Shirt Account | \$237.30 |

We recommend that the School Committee approve these transfers within the Hopkins Student Activity Account.

HOPKINTON SCHOOL COM

Thursday, January 22, 2015

Executive Session 6:45 PM

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 (absent)
- Ms. Lori Nickerson, Member

Also Present:

- Dr. Cathy MacLeod, Superintendent
- Mr. Robert Berlo, Assistant Superintendent
- Mr. Ralph Dumas, Director of Finance

I. Executive Session

On a motion made by Ms. Scordino seconded by Ms. Nickerson, the School Committee voted to enter into an Executive Session to discuss strategy with respect to collective bargaining with the Hopkinton Teacher's Association. A roll call vote was taken:

- Jonathan Graziano, Chair - yes
- Ellen Scordino, Vice Chair - yes
- Jean Bertschmann, Member - yes
- Kelly Knight, Member - absent
- Lori Nickerson, Member - yes

The School Committee discussed strategy with respect to collective bargaining with the Hopkinton Teacher's Association.

On a motion made by Ms. Scordino seconded by Ms. Nickerson, the School Committee voted to go out of Executive Session at 6:58 PM. A roll call vote was taken:

- Jonathan Graziano, Chair - yes
- Ellen Scordino, Vice Chair - yes
- Jean Bertschmann, Member - yes
- Kelly Knight, Member - absent
- Lori Nickerson, Member - yes

II. Pledge of Allegiance

III. Public Comments: None at this meeting

IV. Reports to the School Committee

A. High School Student Advisory Council Representative: HHS students Margaret Reynolds and Collete Fritsbe reported: MLK Day of Giving Back was held on January 19 with students participating in a variety of activities; "Marijuana & the Teen Brain" was presented on January 21 with over 50 in attendance; selection of courses for next year has begun; the winner of the 2014 Boston Marathon, Mebrahtom Keflezighi, will speak on January 28; a Winter Sports Athletic presentation, "I Got Lucky" will be given by Scott Maloney on January 29; and midterm exams start on January 27 with the second semester beginning on Feb. 2

B. Superintendent's Report:

- A Public Forum on ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) training will be held on Wednesday, February 25, 2015 in the HS auditorium at 7 pm. Information will be shared, after which feedback and questions will be taken from community members.

- Director of Student Services Marijane Hackett has submitted a letter of resignation, effective at the end of June. The search for a new Director of Student Services will begin soon.
- 2014 Boston Marathon winner, Mebrahtom Keflezighi, will visit the Middle School and then meet with the track teams at the High School on January 28.
- Kindergarten registration forms have been sent out and the information has been shared widely, including through the Mom's Club and preschools. Two forms of proof of residency are required to register.
- The review of the Superintendent's mid-cycle goals is one step in the Superintendent's Evaluation. Dr. MacLeod provided evidence of progress on the goals to the School Committee. Mr. Graziano explained that School Committee review of the Superintendent must be done during a public meeting and tonight is an opportunity for the School Committee members to provide feedback to the Superintendent. School Committee members offered suggestions for additional evidence and for clarification.

C. School Committee Chair Report

- Numerous community events are taking place; the HPTA Chili Cook-off will be held Saturday night, several events are scheduled this weekend to celebrate the 120th birthday of the Library, and the celebration of the Town of Hopkinton's 300th anniversary will kick off this weekend.
- Before negotiations began with the teachers' union, Ms. Bertschmann discovered that a close personal friend was serving on the negotiating team. Ms. Bertschmann contacted the state ethics committee and was advised to file a Conflict of Interest form with the Town Clerk and to read a statement during a public meeting of the School Committee, which she then read.

D. ESBC

- On Saturday, January 25, 2015 the second Public Forum on the elementary school building will be held. This forum will provide information on the 4 geographic sites and 11 site options which are currently under consideration. Mr. Graziano encouraged community members to attend, ask questions, and give feedback. Narrowing the site options down to 2 or 3 is the next step in the process.
- The Site Selection Sub-Committee of the ESBC completed site selection criteria and crafted a document which details how each site meets those criteria. This information will be available at the Public Forum.
- The Owner's Project Manager (OPM), Compass Project Management, provided a calendar for the project ending with final approval by the Massachusetts School Building Authority (MSBA). The ESBC will narrow the site options from 11 to a short list of 2 or 3 options and then these options will undergo a more detailed feasibility analysis. A Public Forum will be held on Saturday, March 7, 2015 for community input on the short list of options. The Board of Selectmen will be invited to a School Committee meeting to give their feedback. The preferred option will be presented at a joint meeting on March 17, 2015.
- A placeholder for the potential purchase of land is on the list of Warrant Articles.

V. New Business

- A. Changes to 2015-2016 HS Program of Studies (taken out of order, after IV. A.): High School Principal Evan Bishop and Assistant Superintendent for Curriculum, Instruction and Professional Development Robert Berlo were welcomed. Mr. Bishop noted that the changes to the 2015-2016 HS Program of Studies are fairly minor and those changes are based on student and teacher interest. No additional staffing is necessary for these changes.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the changes to the 2015-2016 HS Program of Studies as included in the agenda materials.

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

- B. High School Stipend: Mr. Bishop requested approval for the \$500 stipend currently set up for the Magic Club be reallocated to the new Men's Chorus. The Magic Club is not currently running due to low student interest.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the reallocation of the \$500 stipend currently set up for the Magic Club at the High School to be used for the Men's Chorus.

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

- C. High School Field Trip: England/Scotland Date Change of Previously Approved Trip: Dr. MacLeod reported that this trip was previously approved by the School Committee; however a change in the date of the trip was requested. Mr. Bishop explained that the trip will be pushed out to 2016; one chaperone was unable to attend on the date originally approved. The delay allows time for fundraising and ensures that a sufficient ratio of chaperones to students will be available.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve the amended Intent to Travel for the HS Drama Field Trip to London and Edinburgh, traveling August 2 – August 16, 2016.

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

- D. High School Field Trips: China-April Vacation 2016, Peru-April Vacation 2016, and Belize-February Vacation 2016: Dr. MacLeod reported that per the School Committee's request, the process for approval of field trips abroad was changed, so that all trips are presented at the same time. This allows students and their families to make an informed choice about which experience is selected by their student. Ms. Scordino and Ms. Nickerson suggested encouraging faculty and students to seek field trips that focus on service. Ms. Bertschmann encouraged identifying trips that will take place in the next year or even two; she also praised HHS faculty for the time they spend chaperoning trips, during their vacation, so that students can have these experiences. Mr. Graziano commended the new process and expressed appreciation for the opportunities given to students.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve the Intent to Travel for the HS trip to China over April vacation 2016.

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

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve the Intent to Travel for the HS trip to Peru over April vacation 2016.

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

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve the Intent to Travel for the HS trip to Belize during February vacation 2016.

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

- E. FY16 Budget (taken out of order, after IV. D.): The preliminary financial picture from the town is not yet available. The current understanding is that it will not be available before the end of January. The Town Charter requires the School Department to submit their budget before February 1. The school budget can be adjusted after the School Committee approves it. Dr. MacLeod presented three options for the School Committee to consider. Dr. MacLeod expressed thanks to Mr. Dumas for the detail provided on each of the options. The School Committee asked clarifying questions about each option presented. Ms. Nickerson noted there has been a lack of input from the community about the budget.

On a motion made by Ms. Bertschmann, seconded Ms. Nickerson, the School Committee voted to recommend a budget of \$39,143,441 for FY16, which represents a 4.85% increase over FY15.

Vote: Favor: 3 Oppose: 1 (Scordino) Abstain: 0 Absent: 1 (Knight)

- F. Draft of Early Childhood Center Educational Program: Mr. Graziano explained that the Early Childhood Center Educational Program describes the program that will be delivered in the building being considered by the Massachusetts School Building Authority (MSBA). The configuration of a kindergarten/first grade school is a unique configuration to the MSBA and does not readily fit into MSBA formulas. Dr. MacLeod and Center School Principal Lauren Dubeau created the educational program and performed extra work to provide greater clarity for the MSBA.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to endorse the draft of the Early Childhood Center Educational Program as provided in the agenda materials.

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

(Not yet voted to accept)

- G. Capital Article Warrant #15-037 in the amount of \$57,064.60: Mr. Dumas reported that the one capital project warrant consists of one invoice from Richard T. Losordo Electrical Services, Inc. in the amount of \$57,064.60 for electrical services related to the installation of an emergency generator at Hopkins School. These funds were appropriated in Article 19 of the May 2013 Annual Town Meeting.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve payment of the one capital project warrant consisting of one invoice from Richard T. Losordo Electrical Services, Inc. in the amount of \$57,064.60 for electrical services.

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

- H. Budget Transfer: Dr. MacLeod reviewed the requests for budget transfers. The first is for the transfer of \$1,000 from Hopkins Social Studies Texts to Hopkins Pro Development. The second is a transfer of \$400 from High School Pupil Testing to High School Principal's Pro Development.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve the 2 budget transfers as presented.

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

VI. Old Business

- A. School Committee Policies: Funding Proposals *DD*, Payment Procedures and Authorized Signatures *DK/DGA*, Purchasing *DJ*, and Expense Reimbursements *DKC*

- Funding Proposals *DD* was sent out via listserv and no comments were received.

On a motion made by Ms. Bertschmann, seconded by Ms. Scordino, the School Committee voted to approve Policy *DD* Funding Proposals as presented.

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

- Payment Procedures and Authorized Signatures *DK/DGA* was also sent out via listserv and no comments were received.

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve Policy *DK/DGA* Payment Procedures and Authorized Signatures as presented.

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

- Purchasing *DJ* was sent out via listserv and no comments were received; however, the Working Group requested School Committee feedback on one paragraph in the policy.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve Policy *DJ* Purchasing as amended.

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

- Expense Reimbursements *DKC* was sent out via listserv and no comments were received.

On a motion made by Ms. Scordino, seconded by Ms. Nickerson, the School Committee voted to approve Policy *DKC* Expense Reimbursements as presented.

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

- B. School Committee Policy: Finance Policy Revolving Accounts, *JJD* – Dr. MacLeod reported that this policy includes the recommendations from the Superintendent and Director of Finance and the suggestions made at the last reading. The policy was sent out via listserv. This policy will be discussed at the next School Committee meeting.

- C. End-of-Year Revolving Account Offsets: Earlier in the budget process, the School Committee endorsed adding their approval of spending offsets as part of the annual budget process. The Committee discussed the projected end-of-year Revolving Account balances and asked clarifying questions.

On a motion made by Ms. Nickerson, seconded by Ms. Scordino, the School Committee voted to approve the end-of-year Revolving Account offsets.

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

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 #15-036 in the amount of \$290,251.40.
- B. The Superintendent recommends the School Committee vote to approve the Middle School Student Activities Warrant #15-038 in the amount of \$30,868.68.
- C. The Superintendent recommends the School Committee vote to approve \$937.10 from Target's "Take Charge of Education" program be placed in the Elmwood School Gift Account as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve \$833.60 from Target's "Take Charge of Education" program be placed in the Center School Gift Account as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to accept a gift in the amount of \$5,000.00 from an anonymous donor be placed in the Elmwood School Gift Account to be used for the after-school robotics program 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 – E.

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

IX. Adjournment

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

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

The meeting was adjourned at 9:46 PM.

Respectfully submitted,

Jonathan Graziano, Chair
Ellen Scordino, Vice Chair

HOPKINTON SCHOOL COMMITTEE
Thursday, February 12, 2015
Regular Meeting 7:00 PM
Middle School Library
MINUTES

School Committee Chair Jonathan Graziano opened the regular meeting at 7:01 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:

- Concern was expressed about introducing the 1:1 computer experience to lower grades and using different hardware. Concern was expressed about the FY16 budget increase and Revolving Account balances. Mr. Graziano responded to the comments offered and noted that a significant amount of information and explanation about Revolving Accounts and the budget are available by watching School Committee meetings held October - December of 2014.
- Confirmation was requested about the purchase of a vehicle to clear snow from sidewalks. Equipment was purchased to handle the snow as the school department is responsible for these walkways. Concern was expressed that students would be penalized for late arrival in snowy weather. Dr. MacLeod responded to the comments and stated that students are not penalized for arriving late when there is inclement weather.

III. Reports to the School Committee

A. High School Student Advisory Council Representative – None at this meeting

B. Superintendent's Report:

- Both the Boys' and Girls' Swimming and Diving Teams were awarded the MIAA Sportsmanship Award. Recognition of this achievement along with a number of other recognitions will take place next month.
- The upcoming ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) forum will take place in the HHS auditorium on Wednesday, February 25, 2015 at 7 PM. The forum will center on recommendations being made in the event of a violent intruder.

C. School Committee Chair Report:

- Mr. Graziano thanked the Hopkinton DPW and the Hopkinton Public Schools Building and Grounds Department for the significant hours that were put in to clear the roads and sidewalks after the unprecedented snowfall amounts.
- Mr. Graziano noted that the Chair of the Board of Selectmen indicated that the plan remains to have a joint meeting on February 24, 2015 during which the Town Budget for FY16 will be presented. At the present time, Town Department requests are still being considered. Mr. Graziano stated that if any information becomes available from the Town, it will be forwarded to School Committee members.

D. ESBC

- The next Public Forum is scheduled for Saturday, March 7, 2015. During this forum, the narrowed list of site options will be shared and feedback from the community will be received. Representatives from the ESBC plan to attend the School Committee meeting scheduled for March 5, 2015 to give this presentation after which School Committee members will have an opportunity to ask questions and provide feedback. The

timeline includes a joint meeting with the Board of Selectmen to present the ESBC recommendation for the site option, followed by providing the recommendation to the Massachusetts School Building Authority (MSBA) before March 16, 2015.

- Dr. MacLeod reported that the educational program was submitted to the MSBA. Additional enrollment information was also submitted.
- Compass Project Management submitted their report and noted that the project is moving along as projected. The desired configuration of the building, which supports the educational program, consists of 24 classrooms. Dr. MacLeod noted that this allows flexibility for changes in enrollment.

IV. New Business

- A. 2015-2016 School Calendar: Dr. MacLeod reviewed two drafts of the school calendar. One version starts school on August 31 instead of September 1. This is allowable under the current contract and provides time for professional development before the start of school.

Several options for completing the school year earlier than the end of June were reviewed. Holding school on three religious holidays, Rosh Hashanah, Yom Kippur and Good Friday, is one suggestion. Dr. MacLeod shared her conversation with a Jewish Rabbi about the importance of Rosh Hashanah and Yom Kippur, which are considered High Holy days in the Jewish faith. A second option is to combine the winter and spring vacation weeks into one week in March. This change would be problematic for teachers with students in different school districts. Obtaining community input on this suggestion was strongly supported, and it was noted that it would require an announcement well in advance of the change.

Mr. Berlo explained the number of hours and days that are required by law, and that instructional days at the end of the year are the least productive educationally. The recommendation of the Admin Council is the version which starts on August 31 and holds school on the 3 religious holidays mentioned earlier. Approval of the 2015-2016 school calendar will take place during the March 5, 2015 School Committee meeting.

- B. Snow Day Make-up Discussion: Dr. MacLeod read a notice from the Commissioner of Elementary and Secondary Education which laid out the requirements for making up snow days. Missed days beyond five must be made up with full school days. To date, 6 school days have been missed. Dr. MacLeod recommended making up the one needed on Good Friday. In the event additional missed days occur, Dr. MacLeod proposed options of using June 29 and 30, taking days from April vacation (starting with Friday and working backwards), and Saturdays. Using April vacation or Saturdays as makeup days will require negotiation with the teachers' association.

Community feedback has been received with most supporting the use of Good Friday, but split between using April vacation or days at the end of June. Using Saturdays as makeup days was not supported. By general consensus the School Committee supported the use of Good Friday as a makeup day; confirming with the Commissioner's office whether or not lengthening regular school days and/or early dismissal days would be acceptable; and not scheduling tests or quizzes on the makeup days.

V. Old Business

- A. School Committee Policy: Community Involvement *KCB* – School Committee members suggested changes and additions to the policy. A notice alerting the community that the policy is under review by the School Committee was sent out.
- B. School Committee Policy: Finance Policy Revolving Accounts *JJD* – One minor change was suggested in the policy. This is the final financial policy and thanks were expressed to everyone who worked on the policies. These financial policies provide a higher degree of transparency in School Committee operations. Mr. Graziano noted that all school fees are not handled as Revolving Accounts.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve Policy *JJD* Finance Policy Revolving Accounts as edited.

Vote: Favor: 5

Oppose: 0

Abstain: 0

Absent: 0

- C. **Public Comments Purpose and Procedures** – The School Committee reviewed, discussed and reassessed the public comment agenda item of the meeting held on February 5, 2015. Discussion included a discussion of School Committee Policy BEDH, what a ‘comment’ includes, encouragement of community feedback while running a business meeting in an efficient manner, and to review the way agenda items are made known to the community. The Policy Working Group will review Policy BEDH.

VI. Public Comments: 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 #15-043 in the amount of \$80,132.56.
- B. The Superintendent recommends the School Committee vote to approve the Hopkins School Student Activities Warrant #15-044 in the amount of \$2,550.03.
- C. The Superintendent recommends the School Committee vote to approve the minutes of the School Committee Special Meeting of November 13, 2014 as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of November 20, 2014 as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of December 4, 2014 as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of December 18, 2014 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 – F.

Vote: Favor: 5

Oppose: 0

Abstain: 0

Absent: 0

VIII. Adjournment

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

Vote: Favor: 5

Oppose: 0

Abstain: 0

Absent: 0

The meeting was adjourned at 9:23 PM.

Respectfully submitted,

Jonathan Graziano, Chair
Ellen Scordino, Vice Chair



TO: Cathy MacLeod
FROM: Janeen Sheelen
RE: Center School Gift Account
DATE: March 20, 2015

Dear Dr. MacLeod,

On behalf of Center School, we ask that you accept the enclosed check from the Hopkinton Parent Teacher Association for deposit to our Center School gift account. This check reflects the proceeds from the Center School spirit wear sales.

HPTA check #11351

\$472.00

Thank you.

A handwritten signature in cursive script that reads "Janeen Sheelen".

Janeen Sheelen
Mgmt. Asst.

cc: Lauren Dubeau

ELMWOOD SCHOOL

To: Dr. Cathy MacLeod
From: David Ljungberg

Date: March 13, 2015

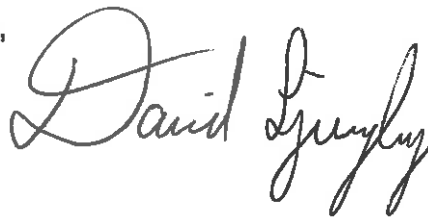
Re: Grant Award Check from Hopkinton Cultural Council

Please accept the enclosed gift check in the amount of \$700.00 to Elmwood School's Gift Account.

I would like to acknowledge the generous contribution of the Hopkinton Cultural Council. The Hopkinton Cultural Council's grant award of \$700.00 was utilized to help defray the costs of our Field Trip, and subsidized the total cost for students who are part of our free/reduced lunch program. I would like to recognize the generosity of the Hopkinton Cultural Council for supporting our student's education and "Introduction to Chamber Music."

Respectfully Submitted,

David Ljungberg



cc: Jeannine Gilmore
Ralph Dumas
Debbie Bartolomeo
Pat Diamond