

HOPKINTON SCHOOL COMMITTEE

Thursday, May 28, 2015

Regular Meeting 7:00 PM

Executive Session 9:00PM

Middle School Library

AGENDA

I. Call to Order in Open Session

II. Pledge of Allegiance

III. Re-Organizational Meeting

IV. Public Comments: 7:15

V. Reports to the School Committee

- A. 7:25 – 7:30: High School Student Advisory Council Representative
- B. 7:30 – 7:35: Superintendent’s Report – Dr. MacLeod
- C. 7:35 – 7:45: ESBC Report – Mr. Graziano

VI. New Business

- A. 7:45 – 8:00: Application of School Committee Policy *IHBG* Home Education Discussion – Dr. MacLeod
- B. 8:00 – 8:10: Budget Transfer(s) – Mr. Dumas [action required]
- C. 8:10 – 8:20: Expense Transfer(s) – Mr. Dumas [action required]
- D. 8:20 – 8:25: Physician’s Contract [action required]
- E. 8:25 – 8:30: Capital Article Warrant Payment #15-062 in the amount of \$4,350.00 – Mr. Dumas [action required]
- F. 8:30 – 8:35: Goncalves and White Memorial Scholarships – Dr. MacLeod [action required]
- G. 8:35 – 8:40: Appoint School Calendar Advisory Committee [action required]

VII. Old Business

- A. 8:40 – 9:00: School Committee Policy *IMDC* Religious Holidays – Dr. MacLeod [2nd reading]
- B. 9:00 – 9:05: TEC Agreement Amendment – Dr. MacLeod [action required]

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 #15-059 in the amount of \$359,175.17.
- B. The Superintendent recommends the School Committee vote to approve the Middle School Student Activities Warrant #15-060 in the amount of \$34,279.74.
- C. The Superintendent recommends the School Committee vote to approve the Hopkins School Student Activities Warrant #15-061 in the amount of \$6,208.00.
- D. The Superintendent recommends the School Committee vote to approve \$6,075.76 from the “The Sky’s the Limit” fundraiser be placed in the Middle School Gift Account as indicated in the agenda materials.

X. Executive Session: For the purpose of conducting strategy in preparation for negotiations as it relates to collective bargaining with the HTA unit A; and with respect to a Level 3 grievance, to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; being the stated federal student record law and for the purpose of entering into discussion with the Superintendent for a successor agreement and salary.

XI. Adjournment

XII. Next Meeting(s)

Thursday, June 11, 2015 @ 7:00 PM
Thursday, June 18, 2015 @ 7:00 PM

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)*

HOPKINTON SCHOOL COMMITTEE POLICY HOME EDUCATION

The Hopkinton School Committee recognizes and respects the right of parents and guardians to educate their child(ren) at home. The Committee appreciates the personal and cultural uniqueness of each family and desires to ensure that the process by which school officials approve and review home education programs is both lawful and equitable.

Parent(s) or guardian(s) planning to undertake a home education program for their six- through sixteen-year old child(ren) shall inform the Superintendent by completing the *Notice of Intent to Pursue a Program of Home Education* (one per child) and submitting it to the Superintendent's Office. Incomplete applications will not be approved.

At the time of submission, the home educator should schedule an appointment with the Superintendent's Office. The purpose of this meeting will be to ensure that home educators and school administrators have a mutual understanding concerning the methods that will be used to assess student educational progress.

After initial approval, the parent or guardian need only provide an annual statement of intent to continue the home education program. This statement, along with the agreed-upon assessment(s) must be submitted annually, by August 31, to the Office of the Superintendent of Schools.

Home education programs will be considered in an equitable, objective, and timely manner. Factors that may be considered by the Superintendent in deciding whether or not to approve a home education proposal are:

1. The educational program including subjects and instructional materials. In order to meet the specific educational needs of their child(ren), the parent(s) or guardian(s) may adjust the material to achieve the goals of the educational program without further notification to the Superintendent's office.
2. The number of instructional hours to be provided in each subject.
3. The competency of the parent(s)/guardian(s) to teach the child(ren). Home educators need not be licensed as teachers.
4. A mutually agreeable method of assessment which corresponds to the type of educational program being followed and may include standardized testing.

Documentation must be provided to support a conclusion that the proposed instruction in all studies required by the law is equivalent in thoroughness, efficiency, and progress to the instruction provided by the Hopkinton Public Schools.

A student who is being educated in a home-based program within the Hopkinton Public School District shall have access to public school activities of an extra-curricular nature upon approval of the responsible school Principal. Home-educated students participating in extra-curricular activities are subject to the same participation fees, state and local regulations, and district policies and procedures as enrolled students.

If a student who has been educated at home under an approved program wishes to enroll in the Hopkinton Public Schools, the decisions on course credit and grade placement are to be made by the Superintendent on the basis of the home study course content and assessments of the student's academic progress. A student, with the approval of the School Committee, may be awarded a high school diploma if he or she has satisfied the Department of Education's competency requirements and has met the District's educational standards for graduation.

First Reading	November 15, 2007
Second Reading	December 6, 2007
Third Reading	December 6, 2007
Adopted	December 6, 2007
Policy Amended	
Legal References	M.G.L. 69:1D; 76:1, Care and Protection of Charles – MASS. Supreme Judicial Court 399 Mass.324 (1987)
Policy Cross Reference	HHS/HMS Program of Studies, HPS School Handbooks, HPS Athletic Handbook, MIAA Policy Manual
Procedure Reference	IHBG-E1 Notice of Intent to Pursue a Program of Home Studies

Hopkinton School Committee
Hopkinton, Massachusetts

Budget Transfer Request - School Committee Meeting of 5/28/15

Requester	ORG	OBJ	PROJ	Account Name	Original Budget	Previous Transfers	Adjusted Budget	YTD Expensed & Committed	Current Balance	Requested Budget Transfer	Requested Budget
R. Dumas	10132333	511701		SPED PK PARA SAL	\$20,429	\$0	\$20,429	\$27,668	(\$7,239)	\$7,239	\$27,668
	10133253	511704		SPED PK SUB PAY	\$3,892	\$0	\$3,892	\$10,228	(\$6,336)	\$6,846	\$10,738
	10183051	511501		K CLASS TEACHERS	\$624,899	(\$4,734)	\$620,165	\$617,948	\$2,217	(\$2,217)	\$617,948
	10183253	511704		K SUB PAY	\$4,968	\$0	\$4,968	\$7,285	(\$2,317)	\$3,592	\$8,560
	10183553	511706		K PRODEV SUB	\$0	\$0	\$0	\$1,440	(\$1,440)	\$1,440	\$1,440
	20182212	511603		CTR SECRETARY SALARY	\$75,663	(\$1,157)	\$74,506	\$68,249	\$6,257	(\$6,257)	\$68,249
	20183051	511501		CTR CLASS TEACHERS	\$1,385,929	(\$2,726)	\$1,383,203	\$1,374,963	\$8,240	(\$8,240)	\$1,374,963
	20183253	511704		CTR SUB PAY	\$16,594	\$0	\$16,594	\$16,325	\$269	\$3,046	\$19,640
	30182301	511501		ELM CLASS TEACHERS	\$2,234,860	(\$67,023)	\$2,167,837	\$2,169,549	(\$1,712)	\$1,712	\$2,169,549
	30182711	511517		ELM GUIDANCE SALARY	\$66,715	\$0	\$66,715	\$64,796	\$1,919	(\$1,919)	\$64,796
	30183253	511704		ELM SUB PAY	\$22,808	\$0	\$22,808	\$21,733	\$1,075	\$4,025	\$26,833
	30183553	530743		ELM PRODEV SUB	\$1,500	\$0	\$1,500	\$3,633	(\$2,133)	\$2,133	\$3,633
	31132311	511512		SPED ELM TEACHERS	\$537,028	(\$49,816)	\$487,212	\$485,029	\$2,183	(\$2,183)	\$485,029
	40182333	511701		HOP PARA SALARY	\$93,836	\$849	\$94,685	\$88,733	\$5,952	(\$5,952)	\$88,733
	40183051	511501		HOP CLASS TEACHERS	\$2,558,582	(\$190,753)	\$2,367,829	\$2,373,105	(\$5,276)	\$5,276	\$2,373,105
	41132333	511701		SPED HOP PARA SALARY	\$163,238	(\$24,580)	\$138,658	\$133,655	\$5,003	(\$5,003)	\$133,655
	50182711	511517		MS GUIDANCE SAL	\$345,259	(\$9,014)	\$336,245	\$343,612	(\$7,367)	\$7,367	\$343,612
	50183051	511501		MS CLASS TEACHERS	\$4,342,879	(\$131,047)	\$4,211,832	\$4,228,383	(\$16,551)	\$16,551	\$4,228,383
	50183253	511704		MS SUB PAY	\$35,348	\$0	\$35,348	\$34,909	\$439	\$9,634	\$44,982
	50183553	530743		MS PRODEV SUB	\$2,700	\$0	\$2,700	\$4,803	(\$2,103)	\$2,103	\$4,803
	51132311	511512		SPED MS TEACHERS	\$842,992	(\$29,630)	\$813,362	\$822,462	(\$9,100)	\$9,100	\$822,462
	51132333	511701		SPED MS PARA SALARY	\$61,628	\$31,294	\$92,922	\$87,564	\$5,358	(\$5,358)	\$87,564
	60183051	511501		HS CLASS TEACHERS	\$5,826,527	(\$211,231)	\$5,615,296	\$5,672,522	(\$57,226)	\$57,226	\$5,672,522
	61132311	511512		SPED HS TEACHERS	\$946,056	(\$12,027)	\$934,029	\$927,128	\$6,901	(\$6,901)	\$927,128
	70132311	511536		SPED ESL SALARY	\$380,472	(\$16,762)	\$363,710	\$355,567	\$8,143	(\$8,143)	\$355,567
	70132321	511537		SPED SPEECH SALARY	\$608,281	(\$15,011)	\$593,270	\$599,948	(\$6,678)	\$6,678	\$599,948
	70132321	511538		SPED OT/PT SALARY	\$416,941	(\$11,437)	\$405,504	\$406,507	(\$1,003)	\$1,003	\$406,507
	70132441	511525		SPED DIRECTOR SALARY	\$120,095	\$2,402	\$122,497	\$129,117	(\$6,620)	\$6,620	\$129,117
	70133203	511704		NURSE SUB PAY	\$3,984	\$0	\$3,984	\$5,518	(\$1,534)	\$3,500	\$7,484
	71132321	511544		SPEDESY THERAPY SALARY	\$27,600	(\$2,663)	\$24,937	\$26,337	(\$1,400)	\$1,400	\$26,337
	80154113	511705	CSAMIS	MS CUSTODIAN	\$165,692	(\$2,916)	\$162,776	\$165,276	(\$2,500)	\$2,500	\$165,276
	80154113	511711		B&G SUMMMER HELP	\$18,000	\$960	\$18,960	\$20,500	(\$1,540)	\$1,540	\$20,500
	80154223	513100		CUSTODIAL OVERTIME	\$20,000	\$0	\$20,000	\$30,159	(\$10,159)	\$10,159	\$30,159
	80154223	513100		MAINT OVERTIME	\$12,500	\$0	\$12,500	\$27,424	(\$14,924)	\$14,924	\$27,424
	85162253	511711		TECH SUMMER HELP	\$4,000	\$0	\$4,000	\$0	\$4,000	(\$4,000)	\$0

Budget Transfer Request - School Committee Meeting of 5/28/15

Budget Transfer #	Requester	ORG	OBJ	PROJ	Account Name	Original Budget	Previous Transfers	Adjusted Budget	YTD Expensed & Committed	Current Balance	Requested Budget Transfer	Requested Budget
1		90113051	511709		HTA RETIRE INCENT	\$2,500	\$0	\$2,500	\$5,000	(\$2,500)	\$2,500	\$5,000
(cont)		90113553	530743		SYS PRODEV SUB	\$9,337	\$0	\$9,337	\$0	\$9,337	(\$9,337)	\$0
		90111211	511598		SYS SALARY RESERVE	\$146,088	\$444,233	\$590,321	\$0	\$590,321	(\$122,604)	\$467,717
										sum	\$0	

To adjust payroll account budgets to reflect updated FY16 needs based on costs of substitute labor, unpaid leaves, an approved new PK Para position, winter weather cleanup costs, and other factors. The resultant net increase is \$122,604, which is being transferred from the Salary Reserve account.

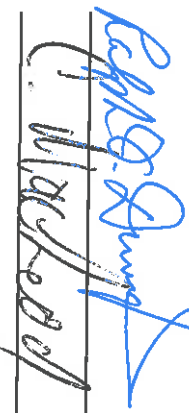

2	R.Dumas	70232324	538900		SPEED MISC CONT SVCS	\$27,104	\$0	\$27,104	\$47,243	(\$20,139)	\$28,896	\$56,000
		60282446	530749		HS DIST LEARNING	\$30,500	\$0	\$30,500	\$24,425	\$6,075	(\$6,075)	\$24,425
		70232716	552920		504 ACCOMMODATIONS	\$6,878	\$0	\$6,878	\$14,575	(\$7,697)	\$7,697	\$14,575
		70233304	533300		SPEED TRANSPORTATION	\$368,628	\$0	\$368,628	\$515,574	(\$146,946)	\$146,946	\$515,574
		70239306	532400		TUITION PRIVATES	\$518,328	\$0	\$518,328	\$744,747	(\$226,419)	\$226,419	\$744,747
		70239406	532300		TUITION COLLABS	\$151,249	\$0	\$151,249	\$219,862	(\$68,613)	\$68,613	\$219,862
		80254125	521300		HGCTR GAS HEAT CTR	\$43,896	\$0	\$43,896	\$45,000	(\$1,104)	\$1,104	\$45,000
		80254125	521300		HGELM GAS HEAT ELM	\$42,587	\$0	\$42,587	\$36,400	\$6,187	(\$6,187)	\$36,400
		80254125	521300		HGHOP GAS HEAT HOP	\$48,518	\$0	\$48,518	\$42,400	\$6,118	(\$6,118)	\$42,400
		80254125	521300		HGHS GAS HEAT HS	\$80,120	\$0	\$80,120	\$72,000	\$8,120	(\$8,120)	\$72,000
		80254125	521300		HGMS GAS HEAT MS	\$81,758	\$0	\$81,758	\$80,000	\$1,758	(\$1,758)	\$80,000
		80254125	521300		HGSSYS GAS HEAT SYS	\$3,284	\$0	\$3,284	\$4,900	(\$1,616)	\$1,616	\$4,900
		80254135	521100		ELCTR ELECTRIC CTR	\$36,605	\$0	\$36,605	\$32,000	\$4,605	(\$4,605)	\$32,000
		80254135	521100		ELELM ELECTRIC ELM	\$65,797	\$0	\$65,797	\$55,200	\$10,597	(\$10,597)	\$55,200
		80254135	521100		ELHOP ELECTRIC HOP	\$107,194	\$0	\$107,194	\$109,904	(\$2,710)	\$2,710	\$109,904
		80254135	521100		ELHS ELECTRIC HS	\$221,486	\$0	\$221,486	\$212,000	\$9,486	(\$9,486)	\$212,000
		80254135	521100		ELMS ELECTRIC MS	\$118,097	\$0	\$118,097	\$95,000	\$23,097	(\$23,097)	\$95,000
		80254135	521100		ELSYS ELECTRIC SYS	\$9,638	\$0	\$9,638	\$12,400	(\$2,762)	\$2,762	\$12,400
		80254224	529700		B&G CONTR SVCS	\$95,000	\$7,633	\$102,633	\$124,155	(\$21,522)	\$25,500	\$128,133
		80254225	543100		R&M SUPP HOP	\$7,900	\$600	\$8,500	\$10,256	(\$1,756)	\$1,756	\$10,256
		80254306	525120	EMMS	X-MAINT MS	\$26,000	\$0	\$26,000	\$21,124	\$4,876	(\$4,876)	\$21,124
		90211436	530230		SCH COMM LEGAL	\$40,000	\$0	\$40,000	\$26,306	\$13,694	\$10,000	\$50,000
		90213304	533400		HOMELESS TRANSPORT	\$0	\$0	\$0	\$5,328	(\$5,328)	\$5,328	\$5,328

Budget Transfer Request - School Committee Meeting of 5/28/15

Budget Transfer #	Requester	ORG	OBJ	PROJ	Account Name	Original Budget	Previous Transfers	Adjusted Budget	YTD Expensed & Committed	Current Balance	Requested Budget Transfer	Requested Budget
2		90213576	532700		TUITION REIMBURSE	\$76,783	\$0	\$76,783	\$97,757	(\$20,974)	\$20,974	\$97,757
(cont)		90214236	526800		SYS R&M OFF EQUIP COPIER	\$45,000	\$0	\$45,000	\$28,700	\$16,300	(\$16,300)	\$28,700
		90111211	511598		SYS SALARY RESERVE	\$146,088	\$321,629	\$467,717	\$0	\$467,717	(\$453,102)	\$14,615
					sum							\$0

To adjust expense account budgets to reflect updated FY16 needs based on recently reviewed quarterly financial report. The resultant net increase is \$453,102, which is being transferred from the Salary Reserve Account.

These Budget Transfer Requests have 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 *RD*
Date: May 21, 2015 (for meeting of May 28, 2015)
Subject: Expense Transfer Request

Request #1

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 Parking Fee Revolving Account:

- | | | | |
|---------------------|-----------------------|-------------------------|-------------|
| • From Budget | #80254135-521100-ELHS | High School Electricity | \$10,000.00 |
| • From Budget | #90115553-511712 | Crossing Guards Salary | \$12,834.00 |
| • To Revolving Acct | #2860650-424300-PKHS | Parking Fees | \$22,834.00 |

Rationale –

The FY15 Budget included this offset. To avoid MUNIS allocation issues, these expenses have been charged to the budget throughout the year, rather than being split between these accounts on an ongoing basis. This requested transfer takes care of the allocation in a single action.

Request #2

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 Kindergarten Tuition Revolving Account:

- | | | | |
|---------------------|----------------------|-----------------------|-------------|
| • From Budget | #10183051-511501 | Kindergarten Teachers | \$83,890.20 |
| • To Revolving Acct | #2890650-434300-TFDK | Kindergarten Tuition | \$83,890.20 |

Rationale –

The FY15 Budget included an offset to close out the balance in the FDK account. To avoid MUNIS allocation issues, these expenses have been charged to the budget throughout the year, rather than being split between these accounts on an ongoing basis. This requested transfer takes care of the allocation in a single action.

Request #3

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 Foundation Reserve Grant:

- | | | | |
|---------------|------------------------|-----------------------|-------------|
| • From Budget | #10183051-511501 | Kindergarten Teachers | \$11,000.00 |
| • To Grant | #26900006-579900-FDR14 | Foundation Reserve | \$11,000.00 |

Rationale –

The FY15 Budget included this offset which closes out the balance in the grant. To avoid MUNIS allocation issues, these expenses have been charged to the budget throughout the year, rather than being split between these accounts on an ongoing basis. This requested transfer takes care of the allocation in a single action.

Request #4

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 F-1 Visa Revolving Account:

• From Budget	#60183051-511501	High School Teachers	\$107,643.40
• To Revolving Acct	#2890650-434200-TINTL	F-1 Visa	\$107,643.40

Rationale –

The FY15 Budget included this offset. To avoid MUNIS allocation issues, these expenses have been charged to the budget throughout the year, rather than being split between these accounts on an ongoing basis. This requested transfer takes care of the allocation in a single action.

Request #5

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 Circuit Breaker Revolving Account:

• From Budget	#70239306-532400	SPED Private Tuitions	\$707,352.00
• From Budget	#70239406-532300	SPED Collab Tuitions	\$116,572.00
• To Revolving Acct	#2890650-468500-CBS	Circuit Breaker	\$823,924.00

Rationale –

The FY15 Budget included this offset. To avoid MUNIS allocation issues, these expenses have been charged to the budget throughout the year, rather than being split between these accounts on an ongoing basis. This requested transfer takes care of the allocation in a single action.

Request #6

In accordance with School Committee Policy DBJ (Budget and Expense Transfer Authority), we are requesting the following expense transfer between the Building Use Revolving Account various Extra-Curricular Revolving Accounts:

• From Revolving Acct	#2880006-579900-BLDG	Building Use	\$4,686.60
• To Revolving Acct	#2882620-432700-ATHLE	Athletics	\$2,100.25
• To Revolving Acct	#2850006-579900-DRAMS	Middle School Drama	\$1,512.18
• To Revolving Acct	#2860006-579900-DRAHS	High School Drama	\$1,074.17

Rationale –

To transfer costs of custodians incurred for coverage for extra-curricular activities, such as rehearsals, performances, games, and practices. To avoid MUNIS allocation issues, these expenses have been charged to the Building Use account throughout the year, rather than being split between these accounts on an ongoing basis. This requested transfer takes care of the allocation in a single action.

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



Hopkinton Public Schools
89 Hayden Rowe St.
Hopkinton, MA 01748

Funding Source: FY 16 Operating Budget

Account Number: 90213204/530970

Contract for Services

Vendor Information

Name: Stephanie Bodor, M.D.

Address:

Social Security #/ Federal Tax Identification #:

Terms of Contract: 7/1/2015-6/30/2016

As an independent contractor you shall maintain all insurances as are necessary for purposes of liability and shall not hold the Hopkinton Public Schools responsible for any injuries stemming from performance of any duties associated with this job. The Town of Hopkinton, as required by law, will report all compensation to the Internal Revenue Service, and will provide a copy of this report to you. If provision of services is directly to students, the contractor acknowledges that commencement of services is subject to a mandatory and satisfactory criminal records check (CORI) by the Hopkinton Public Schools

Maximum Contract Dollars and/or Rate: Not to exceed \$6,482.00, unless written prior approval is received.

Payment Schedule: Quarterly payments of \$1,620.50

Description of Services

The Individual Contractor/Agency agrees to perform the following services for the Hopkinton Public Schools:

To serve the Hopkinton Public Schools as School Physician for the 2015-2016 school year, including unlimited consultation to the Superintendent's Office. Responsibilities will also include:

- Advise School Nurses on critical issues
- Advise Director of Student Services on matters related to disabled or medically fragile child services
- Serve as consulting member of School Safety Council
- Serve as consulting member of School Health Issues Committee
- Periodically reviews school policies and practices and recommends new policies or changes to existing policies
- Arrange back-up coverage for consultation only, separate fee of \$60.00 per hour paid by school system to covering physician

Termination: This contract may be terminated for non-performance at any time. In the event of termination, compensation will be adjusted to the percentage of performance completed. In addition, this contract is subject to state and federal appropriations and may be terminated immediately upon cessation of funding by the appropriate funding source. Either party reserves the right to terminate this contract upon providing thirty (30) days notice of the intent to terminate to the other.

For the Individual Contractor/Agency:

For the Hopkinton Public Schools:

 Dr. Stephanie Bodor

 Chair
 Hopkinton School Committee

Date: _____

Date: _____




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: May 21, 2015 (for meeting of May 28, 2015)
Subject: Capital Project Warrant

The total value of the 1 capital project warrant on tonight's Agenda is **\$4,350.00** This warrant consists of 1 invoice as follows:

There is 1 invoice from Garcia Galuska DeSousa Consulting Engineers, Inc. for electrical engineering for the Middle School Fire Alarm upgrade as appropriated in Article 14 of the May 2014 Annual Town Meeting:

Invoice #0108443	\$4,350.00
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I recommend that this invoice be approved for payment by the School Committee.

Invoice

**Garcia Galuska DeSousa
Consulting Engineers Inc.
370 Faunce Corner Rd., Dartmouth, MA 02747**

May 7, 2015
Project No: 37700100.00
Invoice No: 0108443

Hopkinton Pubic School
89 Hayden Row Street
Hopkinton MA 01748

*Pot# 15002018
Capital*

Project: 37700100.00 Hopkinton MS Fire Alarm Upgrade
Hopkinton, MA

Attn: Mr. Ralph Dumas, Director of Finance

Electrical Engineering and Design Services
Professional services from April 1, 2015 to April 30, 2015

Fee

Phase	Fee	Percent Complete	Earned	Previous
Construction Documents	14,500.00	30.00	4,350.00	0.00
Bidding	1,000.00	0.00	0.00	0.00
Construction Administration & Closeout	4,000.00	0.00	0.00	0.00
Total Fee	19,500.00	Total Earned	4,350.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	4,350.00	
		Total Fee		4,350.00

Billings to date	Fee	Total this invoice		
		Current	Prior	Total
	4,350.00	0.00	0.00	4,350.00
Totals	4,350.00	0.00	0.00	4,350.00

*OK to Pay
RO*

Hopkinton Public Schools

FY 15 Capital Accounts

Reported to School Committee on 5/28/15

Fund	MUNIS Account #			Capital Projects	Funding Source	Prior Year Carry-over	Appropriated	Encumbered & Expended	Available Balance	Status of Balance	
	Org	Obj	Project								
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)	Free Cash	\$0	\$90,000	\$81,282	\$8,718	to be returned	
	To Be Determined			Hopkins Ceiling Tiles (Art 14D ATM 5/14)	Free Cash	\$0	\$203,000	\$0	\$203,000	to be used	
3200	80572006	584100	14E14	MS Auditorium Upgrades (Art 14E ATM 5/14)	Free Cash	\$0	\$32,000	\$31,094	\$906	to be used	
3200	90573006	587100	14F14	MS Fire Alarm Upgrades (Art 14F ATM 5/14)	Free Cash	\$0	\$25,000	\$19,564	\$5,436	to be returned	
3200	90573006	587100	14G14	Joint IT Upgrades (Art 14G ATM 5/14)	Free Cash	\$0	\$100,000	\$99,858	\$142	to be used	
3200	90572006	584100	2114	Evaluate Roofs @ Hopkins & HS (Art 21 ATM 5/14)	Free Cash	\$0	\$30,000	\$22,500	\$7,500	to be used	
3200	80573006	5585100	2214	School Safety Upgrades (Art 22 ATM 5/14)	Free Cash	\$0	\$152,400	\$147,708	\$4,692	to be used	
TOTAL							\$262,137	\$632,400	\$589,006	\$305,531	

Memo

To: Cathy MacLeod & Hopkinton School Committee
From: Nadine Hoagland
CC: Evan Bishop
Date: May 14, 2015
Re: Scholarship Release of Funds

Cathy MacLeod & School Committee Members,

I am requesting that the school committee authorize payment from the Town Treasurer for the following scholarships so that they may be presented to the recipients at the Class of 2015 Senior Recognition Night on June 4, 2015

Lou & Cathy White Memorial Scholarship- \$500 (one award)

Sincerely,



Nadine Hoagland

HHS Counseling Support/Scholarship Coordinator

**SCHOOL CALENDAR
ADVISORY COMMITTEE**

LAST NAME	FIRST NAME
ABATE	REBECCA
BENBENEK	ANN
BERLA	KRISSY
CASSASSA	ARLENE
CAVANAUGH	NANCY
EMERSON	LANEY
HAYMAN	HOPE
KATTA	VENKAT
KEARNAN	TIM
KELLY	JENNIFER
KESSLER	ANDREW
KRAMER	MURIEL
MAGINNIS	BILL
MANNING	KIMBERLY
MINSK	SARAH
SCALORA	KATHARINE
SCHOFIELD	MARY
VERRA	KEITH
WILLIAMS	SARA
WOJCIK	ALEXANDER
WORRELL	STERLING
FATHER CANNON	
PASTOR GEORGE	
RABBI RACHEL GURVITZ	
SC MEMBER - Jean Bertschmann	
DR. CATHY MACLEOD, CHAIR	

File: IMDC

HOPKINTON PUBLIC SCHOOLS
RELIGIOUS HOLIDAY OBSERVANCE AND
RELIGIOUS EXPRESSION POLICY

The United States Constitution and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools." The Hopkinton Public Schools are committed to respecting cultural and religious diversity. The Hopkinton School Committee has issued this policy in an attempt to balance that commitment with its recognition that the observance of religious holidays is not the responsibility of the public schools.

Religious traditions, including holidays, provide an excellent opportunity for learning about different cultures and allow for fostering understanding and tolerance of diversity for our students who live in a pluralistic society. In schools it is permissible to teach about religion in the context of history, literature, art, music, or other core subjects. The tone and spirit of school activities must respect all religious differences in the school population, neither promoting any particular religion nor inhibiting a student's right to his or her own religion. Students of all religious backgrounds (or of no religion) should feel that the schools respect their beliefs.

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious freedoms, the following guidelines have been established:

Guidelines:

1. **Excused Absences** - The Hopkinton Public Schools will allow excused absences to celebrate religious holidays. These excused absences will not count towards the seven (7) days allowable per semester.
2. **Notification of Absence** - You are expected to notify your teacher(s) that you will miss class in order to observe a religious holiday by submitting the attached Religious Observation Notification Form no later than one (1) week prior to the observed holiday.
3. **Homework/Assignments** – A student's observance of a religious holiday may have an impact on work that is due. The student is expected to complete work assigned around a religious holiday, including any tests or quizzes that were scheduled on days missed within one (1) week of the observed religious holiday.

Nickerson, Lori 5/21/15 10:06 PM

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HPS 5/19/15 9:59 AM

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Nickerson, Lori 5/21/15 10:03 PM

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Jeannine Gilmore 5/21/15 1:19 PM

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4. **Sports and Extra-curricular Activities** – Students shall not be penalized because they are unable to participate in a sporting event, practice, try-out or any other extra-curricular activity due to their observance of a religious holiday. Students who were absent due to a religious holiday observance will be permitted to participate in athletic competitions and practices even if they have not attended school on that day.

HPS 5/19/15 10:23 AM
Deleted: <#>because of religious holiday observance, at a mutually agreed-upon date.

5. **Religious Symbols** – As part of their teaching about religious holidays and the role religion plays in history, literature, culture, and the arts, teachers may display religious symbols and displays associated with religious holidays as teaching aids or resources only during the period of instruction. These religious symbols or religious holiday displays are not permitted in public spaces such as hallways, cafeteria, or common space and no such symbol or display may be visible from outside the school facility. No religious symbols, including those related to holidays, should be represented on teacher generated papers and materials, unless these materials directly relate to curricular study about the religion or culture.

HPS 5/19/15 10:31 AM
Deleted: <#>**Celebrating** – Teachers must be alert to the **distinction between teaching** about religious holidays, which is permissible within the context of curriculum, and celebrating religious holidays, which is not. Recognition of and information about holidays can focus on how and when they are celebrated, their origins, histories, and traditions. During the course of each school year, it is important that a balance be maintained in teaching about the holidays of ... [6]

6. **Freedom of Expression** – Students' personal expression of religious beliefs, protected by the First Amendment, are appropriate and encouraged. In completing an assignment, a student may chose to include religious statements or symbols and these works may be displayed in ways consistent with any other student generated work. Homework, art work, and written and oral assignments that express a student's religious beliefs should be judged by ordinary academic standards and relevance.

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Nickerson, Lori 5/21/15 10:31 PM
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In addition, despite everyone's best efforts, there may be times when a student or his or her parent(s) feel the need for the student to be excused from a particular activity that is objectionable on the basis of religion or personal belief or practice. The teacher will excuse such student without causing embarrassment or penalty to the student.

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7. **Music** – Student music performances may contain pieces chosen for their musical content and representing a variety of religious and cultural traditions. Religious music may be part of, but not dominate, such concerts. Decisions about musical selections are curricular decisions to be made by the Music Department, subject to approval of the building principal.

Nickerson, Lori 5/21/15 10:33 PM
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 The Superintendent is responsible ... [7]

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... [8]

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First Reading	5/14/2015
Second Reading	

File: IMDC

Third Reading	
Adopted	5/17/2001
Amended	
Legal References	MGL c.76,s.1
Policy Cross Reference	



Elizabeth McGonagle
Executive Director

Dan Shovak
Dir. of Finance & Operations

141 Mansion Drive, Suite 200
East Walpole, Massachusetts 02032
Phone: 781-326-2473 Fax: 508-660-1124
Email: tec@tec-coop.org
www.tec-coop.org

Joanne Delaney
Dir. of Student Services

Moira Rodgers, Ed.D.
Dir. of Professional and
Online Learning

Date: May 8, 2015
To: TEC Superintendents and Member School Committees
From: Liz McGonagle, Executive Director
Re: Proposed Amendments to the TEC Collaborative Agreement

There are 3 proposed Amendments to the current TEC Collaborative Agreement that require approval by each Member District School Committee by a local vote and the submission of a new signature page by the chair.

Proposed Amendment #1:

In order to adopt the restructured annual Membership Dues as presented in the TEC FY 2016 Budget approved by the TEC Board of Directors on March 20, 2015, we must make the following amendment to the TEC Collaborative Agreement.

Current Collaborative Agreement Language Regarding the Membership Fee:

Article III – Budgets - A.9

Membership dues, if assessed, shall be assessed to each Member District on July 1st of each year. The amount will be assessed based on a pro rata population basis based on the number of students in each Member District as of the most recent Oct 1st SIMS (student information management system) report, and as determined annually by a majority vote of the Board. The membership dues, in addition to the Non-Member District surcharge, will offset the total administrative cost of TEC.

DESE Approved Proposed Amendment to Restructure the Membership Fee:

Article III – Budgets - A.9

Membership dues, if assessed, shall be assessed to each Member District on July 1st of each year. The amount will be assessed based on a set amount shared equally amongst all member districts as determined by the Board. This set amount will be reduced based on the pro rata population of the total number of TEC Member District special education students in TEC programs on December 1st of the previous year and as determined annually by a majority vote of the Board. The membership dues, in addition to the Non-Member District surcharge, will offset the total administrative cost of TEC.

Proposed Amendment #2:

This amendment was proposed by the Natick School Committee to address confusion in the language contained in the **Article VI - Method of Termination of TEC** in the current TEC Collaborative Agreement. The proposal is to delete the words "current fiscal" and replace them with "intended final".

ARTICLE VI – DURATION, TERMINATION, WITHDRAWAL AND NEW PARTICIPATION

B. Method of Termination of TEC

1. A Member District may request that the Board initiate proceedings to terminate this Agreement by giving notice to all other Member Districts and the Executive Director at least twelve (12) months before the end of the ~~current fiscal~~ intended final year.

Elizabeth McGonagle
Executive Director

Dan Shovak
Dir. of Finance & Operations



Joanne Delaney
Dir. of Student Services

Moira Rodgers, Ed.D.
Dir. of Professional and
Online Learning

141 Mansion Drive, Suite 200
East Walpole, Massachusetts 02032
Phone: 781-326-2473 Fax: 508-660-1124
Email: tec@tec-coop.org
www.tec-coop.org

Proposed Amendment #3:

This amendment seeks to reiterate that financial obligations and commitments to TEC include obligations for post-employment benefits. To promote complete transparency this amendment will reiterate the phrase "**including obligations for post-employment benefits**" stated in **Article VI – Section B. 10. f.** in **Article VI - Section C** as stated below:

Current Collaborative Agreement Language in Article VI.B.10.f:

Article VI - DURATION, TERMINATION, WITHDRAWAL AND NEW PARTICIPATION

Article VI – Section B. 10. f. states that prior to termination of TEC the Board “will determine the means of meeting all liabilities (debts and obligations) of TEC, including obligations for post-employment benefits.”

Proposed Amendment to Article VI.C:

Article VI - DURATION, TERMINATION, WITHDRAWAL AND NEW PARTICIPATION

C. Withdrawal From this Agreement

The withdrawing school committee or charter school board must fulfill all of its financial obligations and commitments to TEC. A school committee or charter school board that has withdrawn from TEC will continue to be liable to TEC for its pro-rata share of any debts, claims, demands, or judgments against TEC, **including obligations for post-employment benefits**, incurred during the period of said school committee's or charter school board's membership, based on the number of students enrolled in the district during the last full fiscal year of membership.

ARTICLE III – BUDGETS

A. Annual Budget Preparation and Assessment of Costs

1. The Board shall annually determine the collaborative budget consistent with the timelines, terms, and requirements in M.G.L. c. 40, § 4E, regulations promulgated by BESE, and this Agreement.
2. By March 31 of each year, the Board shall propose a budget for the upcoming fiscal year. The budget shall identify all of the programs or services to be offered by TEC in the upcoming fiscal year and the corresponding costs.
3. The budget shall contain all planned financial activity for the upcoming fiscal year and support TEC's mission statement, and long and short range goals.
4. Expenditures from grant funds, trust funds and other funds not designated as general funds that, by law, may be expended by the Board without further appropriation shall be segregated in the budget.
5. The general fund budget shall segregate all operating expenditures, capital expenditures, debt service payments, and deposits to capital reserve.
6. The budget shall be classified into such line items as the Board shall determine, but shall, at a minimum, delineate amounts for operating expenditures, including, administration, instructional and rental expenses and capital expenditures, including debt service payments and deposits to capital reserve.
7. The budget shall include the methodology used to determine tuition prices for students from Member and Non-Member Districts as well as the methodology to determine fees for services and membership dues. Non-Member District tuitions will be set at no more than 30% above the Member District tuitions as determined by the Board annually during the budget process. This surcharge will be used, in addition to the Member District assessment, to offset the total administrative cost of TEC. All tuitions and fees will be based on the total cost of providing TEC's programs, including administration, divided by the number of students or users expected to enroll in each program or service.
8. As applicable, capital costs shall be included in the budget and built into the total costs of the programs. Capital costs will be built into the tuition(s) and/or fee(s) of the program(s) and/or service(s) that will benefit from the capital expenditure.
9. Membership dues, if assessed, shall be assessed to each Member District on July 1st of each year. The amount will be assessed based on a set amount shared equally amongst all member districts as determined by the Board. This set amount will be reduced based on the pro rata population of the total number of TEC Member District special education students in TEC programs on December 1st of the previous year and as determined annually by a majority vote of the Board. The membership dues, in addition to the Non-Member District surcharge, will offset the total administrative cost of TEC.

B. Presentation to Board

ARTICLE VI – DURATION, TERMINATION, WITHDRAWAL AND NEW PARTICIPATION

A. Effective Date of this Agreement

This Agreement shall become effective upon the approval of the Member Districts' School Committees, Member charter school boards and the Massachusetts BESE. This Agreement shall be effective following all requisite approvals and shall continue thereafter until such time as it is amended. No agreement or subsequent amendment shall take effect unless and until approved by the Member Districts and by the BESE, upon the recommendation of the Commissioner.

B. Method of Termination of TEC

1. A Member District may request that the Board initiate proceedings to terminate this Agreement by giving notice to all other Member Districts and the Executive Director at least twelve (12) months before the end of the intended final year.
2. Within thirty (30) days of a request that the Board initiate termination proceedings, the Board shall discuss the request to terminate TEC and determine next steps.
3. A unanimous vote of the Board is required in order to initiate termination proceedings. Should the Board vote to initiate termination proceedings, notice must be provided to all Member Districts within ten (10) working days of such vote.
4. The Agreement shall be terminated at the end of any fiscal year following a unanimous vote in favor of termination by the school committees and/or charter school boards of the Member Districts.
5. The Agreement shall only be terminated at the end of a fiscal year.
6. Any vote to terminate TEC must be taken no less than one hundred eighty (180) days prior to its intended effective date.
7. The Executive Director shall notify the Member Districts, the Commissioner and DESE in writing at least two hundred twenty (220) days before the intended effective date of termination.
8. Following the affirmative votes of the Member Districts to terminate the Agreement, a final independent audit will take place and will be provided to all appointed representatives and Member Districts as well as to the Commissioner, including an accounting of assets and liabilities (debts and obligations) of TEC and the proposed disposition of same.
9. Following the affirmative vote of the Member Districts to terminate the Agreement, the Board shall notify the Commissioner of the official termination date of TEC, and shall submit the documentation required by 603 CMR 50.11 to the Commissioner.
10. Prior to termination, the Board shall:

any surplus funds that may have been carried over from prior years and any capital reserve fund that may have been established by the Board.

The withdrawing school committee or charter school board must fulfill all of its financial obligations and commitments to TEC. A school committee or charter school board that has withdrawn from TEC will continue to be liable to TEC for its pro-rata share of any debts, claims, demands, or judgments against TEC, including obligations for post-employment benefits, incurred during the period of said school committee's or charter school board's membership, based on the number of students enrolled in the district during the last full fiscal year of membership.

Upon withdrawal, the withdrawing district will be reimbursed any funds prepaid to TEC by the Member District for tuition or services under M.G.L. c. 40, § 4E. The withdrawing district will not be reimbursed any surplus funds, if available.

The withdrawal of any Member District(s) at any time shall not affect the status of the Agreement and the same shall remain in full force and effect until specifically changed or amended by the Board, and approved by the Member Districts and the BESE.

If, after the withdrawal of a Member District(s), less than two Member Districts remain, the Board will initiate termination proceedings as provided in this Article.

D. New Member Districts

A school district, through its school committee, or charter school board, may become a member of TEC consistent with the following terms:

1. At least 180 days prior to the beginning of a new fiscal year, the prospective Member District shall submit to the Chair of the Board and the Executive Director of TEC notification of intent to join TEC and a copy of the school committee/charter school board minutes that indicates an affirmative vote of the committee/charter school board to seek membership in TEC.
2. Upon receipt of the prospective Member District's notification of intent to join TEC and the minutes, the Board will consider the request.
3. Upon a majority vote of the Board, the Agreement may be amended to add the new Member District.
4. The Agreement shall be amended consistent with Article XI.
5. The authorizing votes of the Member Districts' school committees may provide for the deferral of the admission of a new Member District until July 1 of the subsequent fiscal year.

MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: May 8, 2015

On behalf of Hopkinton Middle School, please accept the following checks listed below totaling the amount of \$500 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Christopher/Mary Alice O'Conner \$500.00
54 Connelly Hill Road
Hopkinton, MA 01748

Diana Pardo, DMD \$250.00
290 Eliot Street
Ashland, MA 01721

William/Kara Dion \$125.00
21 Rocky Woods Road
Hopkinton, MA



0-
 500.00+ ✓
 250.00+ ✓
 125.00+ ✓
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MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

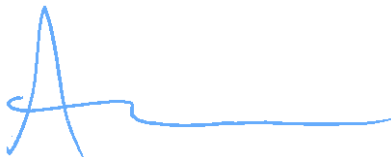
FROM: Alan M. Keller
Principal, Middle School

DATE: May 11, 2015

On behalf of Hopkinton Middle School, please accept the following checks listed below totaling the amount of \$375 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

John/Maureen Belger 14 Colella Farm Road Hopkinton, MA 01748	\$250.00
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HPTA on behalf of the Class of 2022 PO Box 608 Hopkinton, MA	\$125.00
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MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: May 20, 2015

On behalf of Hopkinton Middle School, please accept the following checks totaling \$3200.76 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

The Maruska Family Fund	\$1,000.00
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Dedicating Dollars Maryellen Grady Fundraiser 29 Pine Hill Road Hollis, NH 03049	\$2,075.76
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Elizabeth/Gerald Spar 28 Maple Street Hopkinton, MA	\$125.00
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MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: May 18, 2015

On behalf of Hopkinton Middle School, please accept the following checks listed below totaling \$1,250 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Joan T. Moore 37 Glen Road Hopkinton, MA	\$125.00
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Kevin/Jennifer Kennedy 23 Grove Street Hopkinton, MA	\$125.00
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John Martire/Katharine Hesse 57 Grove Street Hopkinton, MA	\$125.00
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Jeffrey/Mary Walsh 48 Huckleberry Road, Hopkinton, MA	\$125.00
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Keith/Mary Verra 423 Pollard Rd. Northbridge, MA 01534	\$250.00
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Kathryn Seariac/Maryellen Grady 10 Della Street Milford, MA 01757	\$250.00
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Donna/Robert Berlo 91 Oakman Road Barre, MA 01005	\$125.00
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MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: May 14, 2015

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.

The Hunter Family
1 Gassett Road
Hopkinton, MA 01748

\$125.00

A handwritten signature in black ink, appearing to be 'A. Keller', with a long horizontal flourish extending to the right.

MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

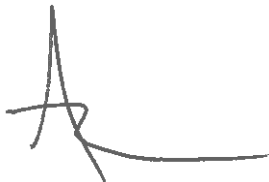
FROM: Alan M. Keller
Principal, Middle School

DATE: May 14, 2015

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.

The Lesica Family
36 Connelly Hill Road
Hopkinton, MA 01748

\$125.00



MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: May 15, 2015

On behalf of Hopkinton Middle School, please accept the following check listed below in the amount of \$250 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

The Cote Family
5 Wyman Lane
Hopkinton, MA 01748

\$250

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