

HOPKINTON SCHOOL COMMITTEE

Thursday, March 2, 2017

Regular Meeting 7:00 PM

High School Library

AGENDA

I. Pledge of Allegiance

II. Recognitions

III. Public Comments

IV. Reports

- A. 7:10 – 7:15: Student Council
- B. 7:15 – 7:25: Liaisons Reports
- C. 7:25 – 7:30: SC Chair Report
 - a. Director of Finance Timeline Update
- D. 7:30 – 7:35: Superintendent's Report
 - a. Recommendation for New Elementary School Name
- E. 7:35 – 7:45: School Lunch Report – Joe Armenti and Kevin Welch

V. Old Business

- A. 7:45 – 7:55: **FY18 Capital Project Requests** – Dr. MacLeod

For Consideration: in response to the Board of Selectmen's request for reducing the School Committee's Capital Project requests for FY18.

Motion: TBD

- B. 7:55 – 8:05: **Turf Field Design Request for Qualifications (RFQ)** – Mrs. Bertschmann

For Consideration: of the Request for Qualifications (RFQ) for the design of the turf fields.

Motion: move to recommend the Request for Qualification (RFQ) for the design of the fields.

VI. Public Comments: 8:05

VII. Items by Consensus: 8:15

Recommended Motion: Move to Approve the Items by Consensus as outlined below.

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #17-054 in the amount of \$187,359.26.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #17-056 in the amount of \$5,432.00.
- C. The Superintendent recommends that the School Committee vote to approve the minutes of the Regular School Committee meeting of January 5, 2017.

VIII. Adjournment

IX. Next Meetings

Thursday, March 14, 2016 @ 6:00 PM

High School Library – Special Meeting
Director of Finance Interviews

Thursday, March 16, 2017 @ 7:00 PM

High School Library – Regular Meeting

Thursday, April 6, 2017 @ 7:00 PM

High School Library – Regular Meeting

Thursday, April 13, 2017 @ 7:00 PM

High 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.

**INTENTIONALLY BLANK
ITEM DIVIDER**

Whitsons School Nutrition Midyear Update

At Whitsons, we take great pride in partnering with our school communities to provide a dining experience that offers high-quality and nutritious meals that students will enjoy and choose to eat. Our programs are based on strong nutritional guidelines and principles. Our menus include locally sourced items whenever available and in season, featuring wholesome, natural ingredients and minimally processed foods.

Highlights include:

- Products sourced that have zero trans-fats, unless they are naturally occurring.
- Providing products without artificial ingredients or high fructose corn syrup wherever possible.
- Serving meals made with low-fat cheeses, lean meats, and whole grain products free from MSG and hydrogenated oils.
- Fresh fruits and vegetables every day.
- Serving natural low fat dressings that are low in sodium.
- Serve tuna that is dolphin safe and Kosher.
- Whitsons is dedicated to sourcing more organic and non –GMO ingredients so that our food is the cleanest and healthiest for our customers. Not only do the meals have to be well balanced, they also have to be economically viable and feasible within the district’s budget.

Additional Products this year include:

Non - GMO

Bakewise Bagels, Endico Frozen Vegetables, Zerega Pasta, Chobani yogurts, Furmanos Bean Products (black and garbanzo) and Furmanos Tomato Products (ketchup, salsa, pizza and pasta sauces).

Organic

Tahini Free Hummus, WG pretzel, Cascadian Farms Granola and Stonyfield yogurt and grill spray.

Local Produce Year Round

We partner with a number of local vendors and farms to allow us the option to offer local flash-frozen produce year round, such as, corn, peas, green beans and spinach. Since fresh produce is seasonal, and in our region, not all produce is available year-round, students can still receive the benefits of locally grown ingredients throughout the year through flash-frozen options. We currently partner with our distributor to offer Endico’s flash-frozen produce.

Merchandising and Promotions Highlights

Fruit / Veggie of the Month – Each month, we showcase a different veggie or fruit on the menu.

Activity of the Month – Each month, we promote seasonally appropriate activity to remind children to remain physically active.

Nutrition Safari – Our award winning nutrition awareness program is designed to help walk our youngest customers down the road to lifelong healthy eating habits. Using our unique “spokesanimal” characters, each representing a different food group, we reinforce healthy eating and the importance of physical activity as part of a healthy lifestyle. At least once a year, one of the safari characters will come in costume, along with the “Safari Ranger” to speak to the children about nutrition during lunch. We have available lesson plans and activity sheets with the characters fun nutritional messages. We also have colorful posters of each character with their own unique message in the serving area.

Smart Choices Secondary Education Program – Our series of information pamphlets provides a unique insight into many health related issues and a monthly newsletter with information about eating right, exercising and staying healthy.

Chef Trek Guest Chef Program- Whitsons Guest Chef visits quarterly to create excitement with exhibition – style cooking promotions, such as food bars, taste tests, cookouts and local days. Some of the recent events in Hopkinton included Sushi day, Super Bowl Tailgate Party and International Week at the High School. At Hopkins we had a Guest Chef Safari day and the Elmwood Picnic in the Park. We also did the welcome back cookout at the Middle School.

Custom Hopkinton Nutrition Webpage

We provide and maintain a custom webpage for the Hopkinton School District, featuring our robust online menus with hyperlinked nutrition and allergen information for every menu item, downloadable nutrition education activities, links to local news, access to free and reduced applications, online pre-pay enrollment, to help communicate our menus and school nutrition events.

Food Allergens

We continue to work with school nurses, parents, guardians, and students individually to create menu plans for those students with documented food allergies and special dietary needs. We also maintain a comprehensive right-to know station at each school, which includes a detailed listing of all of our food products separate by allergen food categories.

Investing in People is Investing in the Future

Throughout the year, all Hopkinton Team Members are provided with training that meets the professional standards for school nutrition professionals set by the USDA. Additionally, all team members are in compliance with State and Local requirements regarding certifications.

Training and development highlights -Training topics are aligned to team member's role and include:

- Orientation for new team members
- Customer service
- Allergen awareness
- Workplace safety
- Compliance with regulations

Community Partnerships

- We work with the Special Education Department to provide life skills opportunities for students with disabilities.
- We provided the opportunity for a local college student, majoring in nutrition to assist us in the district promoting good nutrition. She enjoyed her time in Hopkinton and she met her internship requirement.
- Participation in the Health and Wellness Fairs.
- Member of the District Wellness Committee.

Technology and POS Hardware Upgrade

- We worked with the district's IT team to install a new hardware and software POS system in all schools. It is a web based system that added expanded reporting capabilities and increased functionality for our cashiers.

New Renovations in the Serving Areas at the High and Middle Schools

- A new salad refrigerated unit and new food display merchandiser with customized food protector glass is being installed during the February school break at the High School . We will be able to expand our offerings on the salad bar and move the current salad bar to the Middle School to expand their offerings.
- A new hot and cold serving counter will be added to the Middle School which will allow us to expand our made to order Great American Sandwich Deli Concept and add our Coyote Grill Concept.

- We will be adding a Flavor Lab to the High School and Middle School. Our new Flavor Lab Station allows students to explore adding seasonings to their favorite foods.
- Whitsons Vertical Organic Garden Program will be shared with the Science Department. This self-contained garden unit is a great way to help educate students about growing plants and the importance of eating fresh vegetables.

Board of Health Inspections

- No crucial violations reported at any school.

Personnel Changes

- Cook Managers at both the High School and Middle School retired at the end of last year.
- The Cook Manager at the High School is a new hire.
- The Cook Manager at the Middle School was an internal promotion.
- Both new Assistant Cooks at the Middle and High Schools were also internal promotions.
- We also hired and trained five new General Workers throughout the district.

Financial Information:

Average daily participation year over year

SY	2015	2016
Center	31.0%	32.0%
Elmwood	39.0%	37.0%
Hopkins	38.0%	36.0%
Middle	32.0%	32.0%
High	31.0%	22.0%

- There has been a slight increase in participation at the Center School.
- Although there was a slight decrease in participation at the start of the year at Elmwood and Hopkins, both schools have increased participation recently.
- We have seen a slight increase in meal participation at the Middle School.
- There has been a 2% decrease in breakfast meals at the High School. We believe expanding open campus privileges to the Junior class has been a considerable factor.
- We also believe lunch meals at the High School have been negatively impacted due to students already having breakfast prior to arriving to school, especially on monthly Hiller Days. Since students can also be dismissed early they have options to forgo lunch and eat off campus.
- We are on budget through January.
- We are projecting that we will meet our budgeted goal at year end, which was a loss of \$22,600.

Lunch Price Equity Requirement

The school year 16/17 weighted average price has to be equal to above \$2.86 to be compliant in school year 17/18. Hopkinton is currently at \$2.84 . Federal guidelines require a price increase when the difference between the two numbers exceeds 5 cents. Although a price increase in 17/18 will not be mandated, the School Lunch Revolving account will not likely be able to absorb another year of operating at a loss. The School Director of Finance will make a recommendation to the School Committee at a later date.

**INTENTIONALLY BLANK
ITEM DIVIDER**

REQUEST FOR QUALIFICATIONS (RFQ)

HOPKINTON PUBLIC SCHOOLS

It is the intention of the Town of Hopkinton, acting through the Hopkinton Public School Department, to retain the services of a Designer Firm for the following project which will be bid in accordance with Massachusetts General Law Chapter 30, Section 39M:

**Project: Designer Services for Installation of Artificial Turf Fields
Hopkinton Public Schools**

Estimated Construction Cost: Not Yet Determined

**Locations: Hopkinton Middle & High School Campus
Hayden Rowe Street, Hopkinton, MA**

Applications Due: 12:00 Noon, Friday, March 17, 2017

Background Information:

The existing playing fields at the Hopkinton High School/ Middle School complex on Hayden Rowe Street were installed as part of the original construction of the High School in approximately 2000. In the fall of 2015 and 2016 the School Department hired Gale Associates, and Warner Larsen to conduct simultaneous feasibility studies to determine the possibility of installing artificial surface playing fields. The results of those studies are included in this RFQ package and should be relied upon for purposes of submitting financial proposals for design. It should be noted that only Gale Associates and Warner Larsen will be invited as applicants for this project.

Scope of Services:

The Designer selected will be responsible for providing full design, bidding and consultative construction period services.

A. Design Phase

A detailed review of all available pertinent project-related information including all available architectural/structural drawings and specifications, shop drawings and as-built drawings shall be performed.

1. Perform all necessary on site field work.
2. Perform all necessary calculations and reviews to ensure all newly-installed playing fields are designed and installed to industry standards and in compliance with all state and local codes, including the Hopkinton Conservation Commission.
3. Attend meetings with School Department representatives to review design and to develop a construction schedule that is in conformance with the requirements of the School Department.
4. Prepare complete construction documents for bid including Bid Form, Contract Form, and General Conditions of the Contract for Construction and Supplementary General Conditions, technical specifications and detailed drawings. Plans and specifications are to be

produced and supplied to the Hopkinton School Department on AutoCAD or its equivalent.

B. Bidding Phase

1. Prepare public bid advertisements, Central register, and COMM-Buys notifications.
2. Schedule, attend and document a pre-bid meeting with representatives of the School Department and prospective bidders to review the proposed project and answer questions from bidders.
3. Provide clarifications to contractors during the bid process including preparing, issuing and distributing addenda as required.
4. Attend bid opening and prepare a careful review of the low bidder's experience, qualifications, application documentation and bid amounts. Prepare a written recommendation for the award of a contract.

C. Construction Administration Phase

1. *Project Start-Up* - Convene pre-construction meeting to introduce all parties named in the contract application to the scope of work; answer all questions relative to the plans and specifications and clarify all relevant procedural issues. Assist in the preparation of the Contract between the Owner and Contractor.
2. *Project Administration* - Issue all clarifications relative to plans and specifications; review and approve/disapprove all requests for change orders prior to submission to School Department; review all payment requisitions and lien waiver forms prior to submission to School Department; and review and approve/disapprove all shop drawings and submittals.
3. *Project Close-Out* - Review all work and project correspondence to assess contract compliance; review all final lien waiver forms to ensure completeness and approve final project close-out, and ascertain that all warranties are obtained.
4. The Architect/Engineer's Project Manager shall make a minimum of one (1) weekly site visit during construction to observe job progress and shall conduct a weekly progress meeting with the School and Contractor.
5. Provide engineering observation services to monitor construction. Responsibilities shall include acting as a liaison between the School Department and the Contractor in support of the School Department's Director of Buildings & Grounds who will serve as the Owner's Project Representative. The School Department's Director of Buildings & Grounds shall observe work progress and prepare weekly reports for review, such reports shall include photographs and progress charts detailing the progress through each week. Any/all items failing to comply with the technical specifications and/or drawings shall be identified by the Architect/Engineer who will also provide a punch-list and ensure that all work outlined in the technical specifications is completed.

Qualifications:

All Firms must possess the following minimum qualifications:

1. Massachusetts registration and licensing in all applicable disciplines.
2. Thorough knowledge of the Massachusetts State Building Code.
3. Sufficient levels of qualified staff to complete the project. **Note: A portion of this project needs immediate attention in order to provide cost estimates in time for the town's May XX, 2017 Town Meeting, at which construction funding will be requested.** The bid documents must be completed in sufficient time so as to accommodate a construction schedule of July 1, 2018 to August 26, 2018 .
4. Must be willing to work for a fixed fee.
5. Must have previous designer experience with the replacing existing grass fields with artificial turf.
6. Must identify all key personnel, specialists and individual consultants that will be utilized on this project.
7. Previous experience and knowledge of Massachusetts public construction laws, bid specifications and bidding procedures, as they relates to this type of project.
8. Preferred qualifications: Designer firm with sufficient level of qualified staff that specialize in artificial turf field construction replacement.

Submission Requirements:

Sealed applications with 6 (six) copies must be received no later than Friday, March 17, 2017, at 12:00 Noon at the Office of the Superintendent, 89 Hayden Rowe Street, Hopkinton, MA 01748. Applications will be accepted only if sent by certified mail (return receipt requested), Federal Express (or similar), or delivered by hand between the hours of 8:00 am and 4:00 pm, Monday through Friday, and in either case must be sealed and marked:

RFQ: **Designer Services for Installation of Artificial Turf Fields**

Due: 12:00 Noon, March 17, 2017

Applications shall consist of the following items and shall be submitted by each firm desiring consideration:

1. Fully completed Commonwealth of Massachusetts Cities and Towns Standard Designer Application Form shall be submitted (*forms follow end of RFP*).
2. Name and professional certification/license of all personnel to be directly involved with this project, identifying each individual's role for the project.

3. Resumes of all personnel assigned to the project. This is also required of each sub-consultant, if applicable.
4. Proof that the applicant is an engineer/architect and is a registered roof consultant.
5. A listing of all completed artificial turf installation projects undertaken in the past 3 years. Highlight all projects of comparable size and complexity and those which were publicly bid. Include references for each project.
6. List of all current on-going projects under the direct management of the applicant.
7. Signed Conflict of Interest Statement, Certificate of Non-Collusion and Certificate of Compliance (all included below).
8. A Fixed Price Proposal for the entire project.
9. Interested Firms shall submit an original and 6 (six) copies of the firm's application to:

Mr. Ralph Dumas
Director of Finance
Hopkinton Public Schools
89 Hayden Rowe Street
Hopkinton, MA 01748

Deadline for submission of applications is Friday, March 17, 2017, at 12:00 Noon.

Evaluation and Selection Criteria:

The applications will be reviewed by appropriate personnel within the Hopkinton Public School Department, and others so designated. Each application will be evaluated on selection criteria in the RFQ.

Applications, which include all documentation specified under submission requirements and meets the submission deadline, shall be deemed to be responsive. All such applications shall be further evaluated of the basis of the following Comparative Evaluation criteria:

1. Related Experience:

Successful experience in similar projects is considered responsive.

- Experience – Must have previous designer experience with the replacing existing grass fields with artificial turf.
- Quality of work – Previous work projects may be viewed and/or customers interviewed to determine the quality of work provided.
- Public Sector Knowledge – Previous experience and knowledge of Massachusetts public construction laws, bid specifications and bidding procedures for similar work.

2. Team:

Qualifications and involvement of key personnel including sub-Consultants assigned to the project; and the experience of such Personnel in relation to successfully completing any similar projects while occupied.

3. Work Plan:

Firms shall submit a scope of services to include start date and time frame for completion of design work, bidding phase and construction phase.

Award:

The Town of Hopkinton through the School Department shall award a contract for the scope of services contained herein with the firm that submits the most advantageous application, including Price Proposal.

The fee for designer services shall include any cost associated for telephone, electronic communications, fax, postage, courier/special handling and delivery fees, photographs, cost estimators, renderings, models and mock-ups, testing, expense of additional insurance including professional liability insurance (minimum \$1,000,000), travel/mileage or photocopying or reproduction.

Upon notice of award and acceptance of contract the Contractor shall submit to the Hopkinton Public School Department a copy of its Professional Liability Insurance and a Certificate of Insurance naming the Town as an additional insured.

TOWN OF HOPKINTON, MASSACHUSETTS
CONFLICT OF INTEREST STATEMENT

The applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services.
2. No Consultant to, or subcontractor for the applicant has given, offered, or agreed to any gift, contribution, or offer of employment to the applicant, or to any other person(s), corporation, or entity as an inducement for, or in connection with, the award of the consultant or subcontractor of a contract by the applicant.
3. That no person(s), corporation, or other entity, other than a bona-fide full-time employee of the applicant has been retained or hired to solicit for/or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person(s), corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

Name of Applicant:

Address:

By: _____
(Name and Title)

Date: _____

TOWN OF HOPKINTON, MASSACHUSETTS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Authorized Signature _____ Title _____

Company Name _____

Company Address _____

_____ Zip Code _____

Telephone # _____

Date _____

TOWN OF HOPKINTON, MASSACHUSETTS

CERTIFICATE OF COMPLIANCE

Pursuant to Section 49A of Chapter 62C of the Massachusetts General Laws I,

_____ (name & title) authorized signatory for
_____ (contracting party), whose principle place of
business is at _____ (address), do hereby certify under the
penalties of perjury that _____ (contracting party) has complied
with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employee(s)
and/or contractor(s), and withholding and remitting child support.

Authorized Signature

Date

INTENTIONALLY BLANK
ITEM DIVIDER

HOPKINTON SCHOOL COMMITTEE

Thursday, January 5, 2017

Regular Meeting 7:00 PM

High School Library

MINUTES

Call to Order in Open Session

School Committee Chair Lori Nickerson opened the regular meeting at 7:02 PM with the following present:

Members:

Ms. Lori Nickerson, Chair
Ms. Kelly Knight, Vice Chair
Mr. Jonathan Graziano, Member
Ms. Jean Bertschmann, Member
Ms. Nancy Cavanaugh, Member

Also Present:

Dr. Cathy MacLeod, Superintendent
Mr. Ralph Dumas, Director of Finance

I. Pledge of Allegiance

II. Recognitions: None at this meeting

III. Public Comments:

IV. Reports

- A. Student Council Student Council – Student representatives Ryan Branch and Sarah Durr shared highlights at HHS: The HCA will be used for a guest speaker for the Creative Writing Class; addressing the field issues is appreciated by student athletes; two parent forums for the switch to Power School are planned; a second robotics tournament will be hosted at the high school on January 14, 2017; student council is preparing for a community-wide service event for MLK Day; the junior and senior boys will compete in the Hiller Pageant; and the winter sports teams are doing very well.
- B. Athletic Field Sub-Committee Public Forum Overview – Kathy Hervol
An overview of the presentation, which will be given at the Public Forum on Tuesday, January 10, 2017, was given. The presentation included the project history, process to date, preliminary recommendations, and maintenance and life cycle costs. The project consists of 3 phases: Phase I – Turf Fields 4 and 5; Phase II – Turf Field 3 with Track Expansion; and Phase III – Amenities Building. The purpose of this presentation is to share information and solicit community input.
- C. New Building Enrollment Projections and MSBA Update – Dr. MacLeod and Jeff D’Amico
NESDEC’s Don Kennedy presented an overview of the revised enrollment projections and the drivers, which contributed to the revision. Mr. Kennedy exited the meeting.

Jeff D’Amico, from Compass joined the table. Dr. MacLeod noted that the change in enrollment, from flat to an increase, was received in November 2016. The importance of class size in K – 1st grade was reviewed. The flex space provided in the new building is meant for bubble years, not as a long-term solution. The projected enrollment will cause class sizes to be larger than desired. Mr. D’Amico explained that the proposed solution is a two story, four-classroom addition. The foundation in that wing has not yet been poured and adding space now would be more cost efficient than adding it at a later date. It may be possible to fund the additional classroom space without a levy override as the project has come in \$2 million under budget to date. If the addition is approved now, the project can be completed within the current timeline; however, discussions with the Town Manager and Board of Selectmen are

needed for approval. A meeting will be scheduled with the MSBA to discuss the increased enrollment projections and to seek approval for the addition. Mr. D'Amico projected the cost of the classroom addition is \$4 million.

D. Liaisons Reports – None at this meeting

C. SC Chair Report

a. Open Meeting Law Meeting – Changes and updates that affect the School Committee's procedures were reviewed.

b. Naming Facility Timeline – School Committee FF guides the timeline. News releases will be sent out announcing the Committee's intent to begin the process of naming the building and seeking community suggestions. The proposed name will be presented at the School Committee meeting scheduled for February 2, 2017. A form, which follows the policy requirements will be created and sent out.

c. Budget Public Hearing – On Monday, January 9, 2017, the Public Hearing on the budget will be held in the high school library. The Committee will vote on the final budget at that time.

D. Superintendent's Report

- Director of Finance & Operations Timeline Update – The timeline was amended on the recommendation of NESDEC. The new timeline calls for finalist interviews on Thursday, March 16, 2017, with announcement and contract negotiations on Friday, March 17, 2017.

V. New Business

A. **Special Town Meeting Warrant Article** – Dr. MacLeod

For Consideration: Request and recommendation of the Superintendent to request a placeholder for the Special Town Meeting appropriating up to \$3 million to include a four (4) classroom addition to the current building project and associated redesign.

Motion: Move to approve a Special Town Meeting Warrant Article for up to \$3 million to include a four (4) classroom addition to the current building project and associated redesign.

Amended motion: Move to approve the amended Special Town Meeting Warrant Article not to exceed \$2 million to include a four (4) classroom addition to the current building project and associated redesign. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

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

B. **Budget Transfer** – Mr. Dumas – This topic was not taken up at tonight's meeting

For Consideration: Request and recommendation that the School Committee approve the budget transfers as outlined in the agenda materials.

Motion: Move to approve the budget transfers as outlined in the agenda materials.

C. **Capital Project School Department Article Warrant #17-042 in the amount of \$70,294.92** – Mr. Dumas

For Consideration: Request and recommendation of Superintendent for payment of invoices for Capital Projects as appropriated in Articles 24 (May 2016 Annual Town Meeting) and 13E (May 2016 Annual Town Meeting).

Motion: Move to approve the payment of Warrant #17-042 in the amount of \$70,294.92 to the vendors as outlined in the agenda materials. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

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

D. Request for Endorsement of Town Charter - Jean Bertschmann

For Consideration: of the proposed Charter, the Charter Review Committee is seeking the School Committee's endorsement of the revisions.

Discussion: Charter Review Committee Chair, Pam Waxlax, joined the table. The process undertaken by the committee was explained and the changes, which relate to the school department, were reviewed for School Committee feedback.

Motion: Move to vote to endorse the revisions to the Town of Hopkinton's Home Rule Charter proposed by the Charter Review Committee to the extent that such revisions relate to the School Committee and School Department and as set forth in the draft proposed Charter provided by the Charter Review Committee. Motion made by Ms. Bertschmann seconded by Ms. Cavanaugh.

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

E. School Committee Policy: KE School-Related Problems and Concerns (1st reading) – Dr. MacLeod
For Consideration: of changes to roles and responsibilities within Central Office. Policy KE was adopted in January 2005, and has been shared through listerv.

Discussion: Suggestions for changes in wording were made for consistency and accuracy. The policy will be brought back for a 2nd reading at a future School Committee meeting.

Motion: TBD

F. Intent to Travel Field Trip Request – Dr. MacLeod

For Consideration: Request and recommendation of the Superintendent to approve the Initial Overnight Travel request for the Girls Varsity Lacrosse team to travel to Martha's Vineyard on April 28, 2017, returning on April 29, 2017.

Motion: Move to approve the Initial Overnight Travel request for the Girls Varsity Lacrosse team to travel to Martha's Vineyard on April 28, 2017, returning on April 29, 2017. Motion made by Ms. Cavanaugh seconded by Mr. Graziano.

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

VI. Old Business

A. Community Access to the Athletic Center Before School – Dr. MacLeod

For Consideration: of the recently amended Policy KF, and in light of increased security measures, the School Committee is asked to consider and approve new procedures.

Discussion: A liability waiver is in use and was reviewed by town counsel who suggested changes. The waiver will be included in the procedures.

Motion: TBD

VII. Public Comments: None at this meeting

VIII. Items by Consensus:

Not yet voted to accept

The Superintendent recommends the School Committee move to approve the Items by Consensus as outlined below,

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #17-040 in the amount of \$345,828.57.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #17-041 in the amount of \$21,836.45.
- C. The Superintendent recommends the School Committee vote to accept the gift in the amount of \$500.00 for “The Sky’s the Limit” Courtyard Project to be deposited into the Middle School Gift Account #1239.

Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

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

IX. Adjournment

Motion: Move to adjourn the meeting. Motion made by Mr. Graziano seconded by Ms. Bertschmann.

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

The meeting was adjourned at 9:36 PM.

Respectfully submitted,

Lori Nickerson, Chair
Kelly Knight, Vice Chair