

**HOPKINTON SCHOOL COMMITTEE**  
**Thursday, May 14, 2015**  
**Regular Meeting 7:00 PM**  
**Middle School Library**  
**MINUTES**

School Committee Chair Jonathan Graziano opened the regular meeting at 7:04 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. Ralph Dumas, Director of Finance

**I. Call to Order in Open Session**

**II. Pledge of Allegiance**

**III. Public Hearing: School Choice**

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to open the Public Hearing.

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

Dr. MacLeod recommended not participating in school choice, as has been the past practice. The negative effects on class sizes and Special Education costs were cited as the predominant reasons for this recommendation.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to close the Public Hearing.

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

**IV. Public Comments:**

- Concern was expressed about potential conflict between School Committee Policy *IMDC* Religious Holidays and the High School Handbook. In response to comments made, Mr. Graziano explained that the members of the Committee have not yet reviewed the policy as this is the first reading. These concerns will be addressed during the review of the policy.
- Concern was expressed about religious holiday observances and stress on students.
- Support was expressed for approval of the volleyball team field trip.
- Concern was expressed about the protection of Christian holidays and what is not written about them.
- Concern was expressed about holding school on Good Friday and the importance of observing that day for some families. The Wellness Policy identifies spiritual health of students as an important part of their overall health.

**V. Reports to the School Committee**

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

B. Superintendent's Report

- Thanks to the community for their support of the school budget and Capital Articles at Town Meeting.
- Many meetings take place in May to help students in their transition from one school to the next. Dr. MacLeod explained that this is an example of how students are supported during these transitions. This information was provided to the Massachusetts School Building Authority (MSBA) in substantiation of Hopkinton's educational model.
- MCAS exams are coming to a close, and Dr. MacLeod praised Administrators for the way these exams are administered to allow students to perform at their best.
- Calendar Advisory Group – At the School Committee's request, a group to study the 2016-2017 school calendar is being formed. Religious holidays, vacations and making up snow days are topics that will be considered. Over 50 applications from parents interested in serving on this group were received and names were randomly chosen to serve on this Group. The first meeting of the Group is scheduled for May 20, 2015 at 7 PM in the Middle School Lecture Hall. Interested persons are invited to attend meetings as they will be public meetings. A representative from the School Committee is needed and Ms. Bertschmann expressed interest in serving.

On a motion made by Ms. Nickerson, seconded by Ms. Knight, the School Committee voted to appoint Ms. Bertschmann to the Calendar Advisory Group as the School Committee representative.

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

C. School Committee Chair Report

- Appreciation was expressed to the Town for support of the School Department Budget and Warrant Articles. The Joint Safety Article caused a significant amount of conversation and questions. Mr. Graziano thanked Dr. MacLeod, Mr. Dumas and staff for preparing a presentation which explained the most important components of the Article.
- The Warrant Articles for the High School Roof and the purchase of the Irvine property require further approval by voters. The repairs needed for the High School Roof created a number of questions and conversations among voters. A history of the HS roof, starting in 2001 and running through 2015, was created and explained the timeline of the leaks and repairs that have been done to date. This information will be available for the public. Discussions are taking place around liability, the warranty and insurance. Mr. Graziano noted that the insurance claim is still outstanding. Dr. MacLeod stressed the need for roof replacement to prevent further damage to the HS structure.

D. ESBC

- OPM Update – The ESBC and the Massachusetts School Building Authority (MSBA) are actively working on the Hopkinton education plan which was submitted to the MSBA. The timeline remains intact. The educational model in Hopkinton is unique and does not fit in the standard template predominantly used by the MSBA. The MSBA is thoughtfully gathering and reviewing information to aid their understanding of how the model works in the Hopkinton School District.

**VI. New Business**

A. High School Field Trips Field Hockey and Varsity Volleyball Tournament

- Hopkinton HS Varsity Field Hockey Coach Joan Bannon reviewed the request for the Intent to Travel for an overnight field trip to Yarmouth High School for a Play Day on September 11-12, 2015.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve the Intent to Travel for the Hopkinton Field Hockey Team to Dennis Yarmouth High School Play Day on Friday, September 11 through Saturday, September 12, 2015.

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

- Athletic Director Eric Karjel reviewed the request for the Intent to Travel for the Varsity Volleyball Team. The participants will miss one day of school. In response to a question by a School Committee member, Dr. MacLeod will confirm whether this is an excused absence or not.

On a motion made by Ms. Nickerson, seconded by Ms. Knight, the School Committee voted to provide initial approval for the HS Varsity Volleyball Team trip to the KSA Events Fall Classic Volleyball Tournaments on Thursday, September 3 thru Sunday, September 6, 2015.

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

B. School Committee Policy *IMDC* Religious Holidays – Dr. MacLeod noted that this is the first reading of the policy and it has been sent out for feedback from the public. All feedback received will be shared with the entire School Committee before the 2<sup>nd</sup> reading of the policy. School Committee members posed questions and offered suggestions for the policy.

C. School Choice – Dr. MacLeod recommended not participating in school choice.

On a motion made by Ms. Scordino, seconded by Ms. Knight, the School Committee voted to approve the Superintendent's recommendation to not participate in school choice.

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

D. Vote to Ratify the District Determined Measures (DDM) MOU – Mr. Graziano reported that this agenda item was not discussed during the Executive Session so no action will be taken at this meeting.

- E. Capital Article Warrant Payment #15-056 in the amount of \$125,504.96 – Mr. Dumas reviewed the 4 invoices included in the Capital Project Warrant; Dr. MacLeod recommends payment of these invoices.

On a motion made by Ms. Nickerson, seconded by Ms. Bertschmann, the School Committee voted to approve the one Capital Project Warrant on tonight’s agenda with a total of \$125,504.96; detail as indicated in the agenda materials.

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

- F. Quarterly Financial Report – Mr. Dumas reviewed the highlights of the FY15 Third Quarter Summary. A positive variance of \$245,000 is projected with most of those funds coming from the payroll account. Ms. Bertschmann suggested continuing to send the quarterly reports to the Appropriation Committee

- G. Award of Food Service Contract – Mr. Dumas explained that the current 3-year contract, which consists of a series of one-year contracts, with Whitsons Culinary Group concludes this year. A Request for Proposals process for procurement was used with only Whitsons submitting a proposal. Whitsons will guarantee the district a profit of \$30,000 and will invest nearly \$40,000 in kitchen and point-of-sale equipment designed to market the school lunch program. Dr. MacLeod recommended that the FY16 Food Service Management contract be awarded to Whitsons Culinary Group of Islandia, New York.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to award the FY16 Food Service Management Contract to Whitsons Culinary Group of Islandia, New York.

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

**VII. Old Business**

- A. Adopt Final Superintendent Evaluation Report – Mr. Graziano reviewed the process to date and explained that the report that is adopted will be sent to the Department of Elementary and Secondary Education (DESE) and will be included in Dr. MacLeod’s personnel file. Ms. Bertschmann observed there was one comment that was inadvertently duplicated.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve the Final Superintendent Evaluation Report as amended and to authorize the Chair to sign and submit it to the Department of Elementary and Secondary Education on behalf of the Committee.

The work to refine the process done by former School Committee Chair Nancy Burdick, and the collaborative work by current School Committee members was acknowledged and applauded.

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

Dr. MacLeod expressed appreciation for the process and the feedback given by the School Committee, and noted that the process will ultimately guide the Superintendent’s goal setting.

- B. Superintendent’s Contract – Postponed until a future meeting
- C. School Committee policy: *JKAA-RI* Physical Restraint of Students Report – Dr MacLeod reported that since the policy was last reviewed in 2001, there have been a number of changes in regulations and in reporting procedures. By general consensus the School Committee supported the changes and supported cross referencing the procedure in the policy grid.

**VIII. Public Comments – None at this meeting**

**IX. Items by Consensus:**

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #15-055 in the amount of \$596,844.85.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #15-057 in the amount of \$27,062.72.
- C. The Superintendent recommends the School Committee vote to approve the Elmwood School Student Activities Warrant #15-058 in the amount of \$2,850.00.
- D. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of March 5, 2015 as indicated in the agenda materials.

- E. The Superintendent recommends the School Committee vote to approve \$197.00 from the HPTA “Spirit Wear” fundraiser and \$447.20 from the “Box Tops for Education” fundraiser to be placed in the Hopkins School Gift Account as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$540.25 from the HPTA “Spirit Wear” fundraiser and \$655.70 from the “Box Tops for Education” fundraiser to be placed in the Elmwood School Gift Account as indicated in the agenda materials.
- G. The Superintendent recommends the School Committee vote to approve \$198.00 from the HPTA “Spirit Wear” Fundraiser and \$430.50 from the “Box Tops for Education” fundraiser to be placed in the Center School Gift Account as indicated in the agenda materials.
- H. The Superintendent recommends the School Committee vote to approve \$1,550.00 from the “The Sky’s the Limit” fundraiser and \$2,276.00 from the “Desire to Inspire” fundraiser to be placed in the Middle School Gift Account as indicated in the agenda materials.

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

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

**X. Adjournment**

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

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

The meeting was adjourned at 9:30 PM.

Respectfully submitted,

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Jonathan Graziano, Chair  
Ellen Scordino, Vice Chair