

HOPKINTON SCHOOL COMMITTEE

Thursday, June 16, 2016
Executive Session 7:00 PM
Regular Meeting 7:10 PM
HCAM Studio
MINUTES

I. 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 (absent)
Mr. Jonathan Graziano, Member
Ms. Jean Bertschmann, Member
Ms. Nancy Cavanaugh, Member

Also Present:

Dr. Cathy MacLeod, Superintendent
Dr. Carol Cavanaugh, Assistant Superintendent

II. Executive Session

Motion: Move to go into Executive Session to ratify the MOU (Memorandum of Understanding) with the Custodian's Local 335 AFSCME, Council 93 AFL/CIO was made by Ms. Bertschmann, seconded by Mr. Graziano. A roll call vote was taken:

Lori Nickerson, Chair	- yes
Kelly Knight, Vice Chair	- absent
Jonathan Graziano, Member	- yes
Jean Bertschmann, Member	- yes
Nancy Cavanaugh, Member	- yes

III. Pledge of Allegiance

IV. Recognitions: Paul DiBona, Metro West Health Foundation: Middle School START Project

- Mr. Paul DiBona was welcomed and Dr. MacLeod thanked Mr. Paul for his work monitoring traffic and pedestrians at the Hopkins and Center schools. Center School students, and former students, thanked Mr. Paul for keeping them safe.
- HMS Counselor Christine Brown was welcomed and recognized for her work on the Middle School START project. The START program offers extra support for students who are reentering school after extended absences due to serious mental health problems or medical illness. The Hopkinton Middle School is one of the first middle schools in the state to offer a START program.

V. Public Comments: None at this meeting

VI. Reports to the School Committee

- A. Art Department Update: Visual Art Subject Matter Leader Colleen Gianimo presented an overview of the art programs across all the Hopkinton schools and the achievements of individual students.
- B. Music Department Update: Music Subject Matter Leader Craig Hay presented an overview of the music program in the Hopkinton schools and the achievements of music groups and individuals.
- C. Alternative Structured Learning Day Proposal – ASLD Committee – Agenda item was not taken up as the proposal was rescinded.

D. Liaisons Reports:

- Irvine-Todaro Properties Advisory Group – Ms. Cavanaugh reported that the survey which will be sent out to the community to prioritize the use of the properties was reviewed. Ms. Cavanaugh’s official appointment to the group will occur at the next Board of Selectmen’s meeting.
- ESBC – Mr. Graziano reported that the next meeting is scheduled for Tuesday, June 21, 2016. The Working Group, Dr. MacLeod and Ms. Dubeau plan to meet in the next weeks to address safety issues. The property was assigned the address of 129 Hayden Rowe.

E. School Committee Chair Report

- Emails received included a public records request which will be addressed by Ms. Nickerson and Dr. MacLeod; a request from State Representative Carolyn Dykema’s office for a response to the impact rating on teacher evaluations to which Dr. MacLeod responded; concern about the condition of the buildings and grounds to which Dr. Macleod responded; and a legal alert regarding the need for a new policy, before the start of the next school year, on prevention of drug and alcohol use in school which will be taken up during the summer sessions.
- Minutes Update – There are no minutes for the meetings held on February 24, 2015, March 4, 2015, March 17, 2015, November 3, 2015, December 1, 2015, and March 1, 2016. The decision not to take minutes for those meetings was made by the previous Chair as during those meetings no action was taken and no group discussion was held. By general consensus, the School Committee supported taking minutes for all meetings and posting them to the website to provide an efficient way for members of the public to access information.
- School Committee members were requested to check any notes they may have taken during the meetings held on July 9, 2105 and November 19, 2015 as no recording is available; also a review by committee members of the minutes of the February 4, 2016 meeting was requested. By general consensus the Committee supported dual recording of the meetings with the use of an audio recorder. Review of Executive Session minutes for release will be addressed during a summer session.

F. Superintendent’s Report: Dr. Carol Cavanaugh was welcomed to the district as the new Assistant Superintendent.

VII. New Business

A. Elementary and Middle School School Improvement Plans

- Pre-School and Center School – Center School Principal Lauren Dubeau stated that when the Pre-school and Center School are in the same building, there will be one school improvement plan; this year, two plans will be presented. Mrs. Dubeau presented an overview of the Pre-school improvement plan which includes two goals: 1) Technology Integration and 2) Social and Emotional Learning (SEL). Progress made on the 2015-2016 goals was reviewed.
- The School Improvement Plan for Center School was reviewed and includes two goals: 1) Researched-Based Practices in Instruction and 2) Social and Emotional Learning. Progress made on the 2015-2016 goals was reviewed. School Committee members asked clarifying questions.
- Elmwood School – Elmwood School Principal Anne Carver presented the overview of the Elmwood School Improvement Plan and its three goals: 1) Writing Improvement, 2) Social and Emotional Learning, and 3) Using Data to Plan Interventions with a focus on Adjustment to Practice. Progress made on the 2015-2016 goals was reviewed. School Committee members offered supportive comments.
- Hopkins School – Outgoing Hopkins School Principal Timothy Kearnan and incoming Principal Vanessa Bilello were welcomed. Ms. Bilello presented the overview of the Hopkins School Improvement Plan which includes goals in the areas of 1) Writing and 2) Social-Emotional. Ms. Bilello cited assessments and homework practices as areas that will be studied in order to ascertain any changes and adjustments that would reduce the amount of stress felt by students, teachers, and parents. Progress made on the 2015-2016 goals was reviewed. School Committee members offered supportive comments.
- Middle School – HMS Principal Alan Keller presented an overview of the four goals in the improvement plan: 1) Curriculum: What We Teach; 2) Instruction: How We Teach; 3) Assessment: Measuring and

Advancing Learning; and 4) Collective Responsibility. Progress made on the 2015-2016 goals was reviewed. School Committee members offered supportive comments.

- High School – HHS Evan Bishop presented the overview of the improvement plan for the high school. The plan includes three goals covering the areas of Assessment, Social/Emotional Health, and Improving Outcomes for All Students. Several of the goals are multi-year goals. HHS reached level 1 as determined by the DESE (Department of Elementary and Secondary Education), and Mr. Bishop reported that maintaining that status is part of the third goal. School Committee members offered supportive comments.

B. Middle School Student and Parent Handbook – Mr. Keller

For Consideration: The changes to the Hopkinton Middle School Handbook are outlined in the packet to include Chromebook responsibility, access to grades and guidelines around socials.

Discussion: School Committee members raised several questions about responsibility for damage to the Chromebooks and the possibility of parents purchasing insurance. Mr. Ghosh joined the table to provide detail about the cost of repairs; he offered to gather more information on potential insurance availability.

Motion: Move to approve the changes to the Middle School Student Handbook as outlined in the agenda materials was made by Ms. Bertschmann, seconded by Mr. Graziano.

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

C. High School State-side Overnight Intent to Travel Recommendations – Dr. MacLeod

For Consideration: Request and recommendation of the Superintendent to approve the Intent to Travel requests for:

- Varsity Field Hockey Team – Dennis/Yarmouth HS: September 9 – September 10, 2016
- Model UN – Brown University RI: November 11 – November 13, 2016

Motion: Move to approve the Intent to Travel requests for Varsity Field Hockey Team – Dennis/Yarmouth HS: September 9 – September 10, 2016 and Model UN – Brown University RI: November 11 – November 13, 2016, was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

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

D. Capital Project Article Warrant #16-072 in the amount of \$10,235.83 – Mr. Dumas

For Consideration: Request and recommendation of the Superintendent for payment of invoices for Capital Project invoices as appropriated in Articles 24 and 26.

Motion: Move to approve the payment of Warrant #16-072 in the amount of \$10,235.83 to the vendors as outlined in the warrant was made by Mr. Graziano, seconded by Ms. Bertschmann.

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

E. Award of Contracts: High School 1:1 Lap Tops, and Other Apple Equipment – Mr. Dumas and Mr. Ghosh

For Consideration: The Superintendent recommends the School Committee approve the contract award for the lease of Apple equipment to Apple Computer for the 1:1 program in the amount of \$54,790.51 per year for three years, and Other Apple Equipment for the district in the amount of \$129,196.12 per year, for three years.

Recommended Motion: Move to approve the contract awards for the lease of Apple equipment to Apple for the 1:1 program in the amount of \$54,790.51 per year for three years, and Other Apple Equipment for the district in the amount of \$129,196.12 per year, for three years.

Discussion: Based on Mr. Dumas' suggestion, the Committee supported dividing the motion into two, and adjusting the language around the cost for the 1:1 program. The total cost for the lease of lap tops will not be available until the number of students desiring to lease is finalized.

Motion: Move to approve the bid received from Apple Inc, for MacBooks, as detailed in the agenda materials, at the unit cost of \$1,078 to be paid via a three-year lease was made by Ms. Cavanaugh, seconded by Mr. Graziano.

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

Motion: Move to approve the lease of Other Apple Equipment for the district in the amount of \$129,196.12 per year, for three years was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

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

F. **Award of Student Information Systems (SIS) Contract – Mr. Dumas**

For Consideration: The Superintendent recommends the School Committee approve the SIS contract award to PowerSchool of Folsom, CA, at a cost of \$202,462.20 to be funded by Article #13 of the May 2016 Annual Town Meeting and the System-wide Technology Contracted Services account.

Discussion: Ms. Nickerson suggested a review of the contract by legal counsel. Mr. Dumas noted that the amount of the contract on the agenda was in error. The amount was corrected in the motion.

Motion: Move to approve the SIS contract award to PowerSchool of Folsom, CA, at a cost of \$200,462.20 to be funded by Article #13 of the May 2016 Annual Town Meeting and the System-wide Technology Contracted Services account was made by Ms. Cavanaugh, seconded by Ms. Bertschmann.

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

G. **Request to Expend Year-End Balances – Mr. Dumas (taken out of order, after VII. J.)**

For Consideration: Request and recommendation of the Superintendent that the School Committee authorize the expenditures of year-end balance of approximately \$550,000.00.

Recommended Motion: Move to authorize the expenditures of year-end balances of \$260,000.00 to prepay FY17 Special Education tuitions and up to \$357,482.00 to prepay FY17 ACCEPT Collaborative Special Education transportation.

Discussion: By general consensus the Committee supported amending the motion to include references to MGL and to remove specific dollar amounts as the maximum or percentage of prepayments is governed by MGL.

Motion: Move to authorize the district to expend year-end balances to prepay FY17 Special Education Tuitions as allowed by MGL Chapter 71, 71D and Chapter 40, 40E and expend any remaining year-end balances to prepay FY17 ACCEPT Collaborative Special Education transportation costs as allowed by MGL Chapter 40, 40E was made by Mr. Graziano, seconded by Ms. Bertschmann.

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

H. **Award of High/Middle School Telescopic Bleachers Contract – Mr. Ghosh and Mr. Dumas (taken out of order, after VII. F.)**

For Consideration: The Superintendent recommends the School Committee approve the contract award for the telescopic bleachers to Hussey Seating Co. in the amount of \$66,560.00.

Discussion: Dr. MacLeod explained that Mr. Ghosh is overseeing Building and Grounds projects to provide increased efficiency and cohesiveness.

Motion: Move to approve the contract award for the telescopic bleachers to Hussey Seating Co in the amount of \$66,560.00 was made by Mr. Graziano, seconded by Ms. Cavanaugh.

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

I. **Award of Asphalt Patch & Berm Repairs Contract – Mr. Ghosh and Mr. Dumas**

(Not yet voted to accept)

For Consideration: The Superintendent recommends the School Committee approve the contract award for asphalt patch and berm repair to various parking lots within the district to Ellingwood Construction in the amount of \$14,500.00.

Motion: Move to approve the contract award for asphalt patch and berm repair to various parking lots within the district to Ellingwood Construction in the amount of \$14,500.00 was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

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

J. Vote to ratify the MOU with the Custodians

For Consideration: Request and recommendation of the Superintendent that the School Committee vote to ratify the MOU with the Custodian’s Local 335 AFSCME, Council 93 AFL/CIO.

Motion: Move to approve the vote to ratify the MOU with the Custodian’s Local 335 AFSCME, Council 93 AFL/CIO was made by Mr. Graziano, seconded by Ms. Cavanaugh.

A roll call vote was taken:

Lori Nickerson, Chair	- yes
Kelly Knight, Vice Chair	- absent
Jonathan Graziano, Member	- yes
Jean Bertschmann, Member	- yes
Nancy Cavanaugh, Member	- yes

VIII. Old Business

IX. Public Comments: None at this meeting

X. Items by Consensus:

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-070 in the amount of \$707,093.40.
- B. The Superintendent recommends the School Committee vote to approve the Elmwood School Student Activities Warrant #16-073 in the amount of \$4,048.00.
- C. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #16-074 in the amount of \$60,800.02.
- D. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meetings of March 10, 2016, April 7, 2016, and April 28, 2016, as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to approve the minutes of the special School Committee meetings of February 3, 2016 and June 2, 2016 as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$600.00 from MSSAA to be placed in the High School Gift Account as indicated in the agenda materials.
- G. The Superintendent recommends the School Committee vote to approve \$592.10 from Target’s “Take Charge of Education” fundraiser program to be placed in the Elmwood School Gift Account as indicated in the agenda materials.
- H. The Superintendent recommends the School Committee vote to approve \$332.31 from Target’s “Take Charge of Education” fundraiser program to be placed in the Middle School Gift Account as indicated in the agenda materials.
- I. The Superintendent recommends the School Committee vote to approve \$551.60 from “Box Tops for Education”, and \$400.00 and \$227.49 from Target’s “Take Charge of Education” fundraiser programs to be placed in the Hopkins School Gift Account as indicated in the agenda materials.
- J. The Superintendent recommends the School Committee vote to accept a gift from the Senior Class presentation of 4 high-top tables and 16 chairs valued at \$3,400.00 for use outside the library entrance.

Motion: Move to approve items X. A. – J. was made by Ms. Bertschmann, seconded by Mr. Graziano.

Vote: Favor: 4

Oppose: 0

Abstain: 0

Absent: 1 (Knight)

XI. Adjournment

Motion: Move to adjourn the meeting was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

Vote: Favor: 4

Oppose: 0

Abstain: 0

Absent: 1 (Knight)

The meeting was adjourned at 10:33 PM.

Respectfully submitted,

Lori Nickerson, Chair
Kelly Knight, Vice Chair