

HOPKINTON SCHOOL COMMITTEE

Thursday, June 18, 2015
Executive Session 6:00 PM
Regular Meeting 7:00 PM
Middle School Library
MINUTES

School Committee Chair Ellen Scordino opened the regular meeting at 7:00 PM with the following present:

Members:

Ms. Ellen Scordino, Chair
Ms. Lori Nickerson, Vice Chair
Ms. Kelly Knight, Member (absent)
Mr. Jonathan Graziano, Member
Ms. Jean Bertschmann, Member

Also Present:

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

I. Call to Order in Open Session

II. Executive Session

On a motion made by Mr. Graziano, seconded by Ms. Nickerson, the School Committee voted to enter into an Executive Session for the purpose of conducting strategy in preparation for negotiations as it relates to collective bargaining with the HTA unit A, review and vote response to a Level 3 Grievance, review Executive Session Minutes and supporting materials to be considered for release, and contract negotiations with non-union personnel being the Superintendent. A roll call vote was taken:

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

On a motion made by Mr. Graziano, seconded by Ms. Nickerson, the School Committee voted to go out of Executive Session and enter in the regular meeting at 7:04 PM. A roll call vote was taken:

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

III. Pledge of Allegiance

IV. Public Comments: None at this meeting

V. Reports to the School Committee

- A. HPTA End of Year Report – Ms. Willadsen presented the HPTA report and provided details on fundraising events that were held, and on the fulfillment of requests for classrooms and learning environments. The total amount raised this year was just over \$80,000.00. Dr. MacLeod expressed appreciation for the HPTA’s support of Hopkinton Schools.
- B. Spring Athletic Report - Athletic Director Eric Karjel reported on the accomplishments of the spring athletic teams, and noted that the Girls Tennis Team, Spring Track Team and the Softball Team all won TriValley League titles. Ms. Nancy Clark, coach of the Girls Tennis Team, is retiring after 25 years. Mr. Karjel thanked the maintenance department and custodial staff for their work on the athletic fields and indoor facilities. Mr. Karjel also expressed appreciation to the Hopkinton Booster Club for their monetary contribution which allowed Hopkinton teams the use of Fruit Street fields and provided indoor tennis time.

C. Superintendent's Report

- Dr. MacLeod introduced and congratulated Hopkinton Psychology teacher Michael Sullivan who was named a winner of the 2015 APA TOPSS Charles T. Blair-Broeker Excellence in Teaching Award by the American Psychological Association's Committee of Teachers in Psychology in Secondary Schools.
- Dr. MacLeod read the names of those teachers who are retiring this year. Retiring Director of Student Services Marijane Hackett was welcomed to the table and Dr. MacLeod expressed appreciation to Ms. Hackett for her dedication and work in the district.
- The Trustees of the School Fund awarded a grant of \$7,340.00 to Middle School Principal Alan Keller for equipment to make use of the flexible space being vacated by the preschool. Dr. MacLeod thanked the Trustees for this grant.
- Dr. MacLeod recognized Ms. Amanda Dings for her work behind the camera during School Committee meetings.

D. School Committee Chair Report

- Mr. Graziano attended an election in the second grade at Elmwood School organized by the Town Clerk's Office. Second grade students voted on the shape of the new dog tags and the style of the Buddy Bench. The realistic voting experience included ballots, ballot boxes and monitors.
- Ms. Bertschmann noted that the celebration of Flag Day at Center School was held with the retiring kindergarten teacher, Karen McCaw, leading the parade.

E. ESBC Report

- A community forum was held on Monday, June 15, 2015. Presentations were given on the initial space and concepts plan by Jim Barrett of DRA Architects and on the education plan for the school by Dr. MacLeod and Center School Principal Lauren Dubeau. The forum was recorded by HCAM, is also available at HopkintonSchoolProject.com, and on the district website.
- A study on the impact of traffic from the new school was completed. The draft of the study results indicate that the new elementary school will not have a great impact on traffic due to the staggered start and end times of the day. The engineer conducting the study noted that addressing the High School traffic would benefit the traffic flow on Hayden Rowe. This information and the final report will be shared with the Town.
- The timeline is aggressive and the next steps will move quickly. The ESBC will meet twice a week until the end of July. The final schematic design package must be submitted to the MSBA by August 6, 2015 and will include a budget for the project. A sub-committee is working on community engagement. A joint meeting of the Board of Selectmen and School Committee with the ESBC is tentatively targeted for August 5, 2015.

- F. Strategic Plan Update (taken out of order, after VI.B.) – Dr. MacLeod explained the grid that was created to plot the priority initiatives and the responsible parties, and the color coding of the changes in this draft of the Strategic Plan. School Committee members asked clarifying questions and offered comments.

VI. New Business

A. Secondary School Improvement Plans (taken out of order, after V. E.)

- Dr. MacLeod welcomed teachers Jane Gomes and Kirsten Gleason and congratulated them for receiving a grant award from MetroWest Health Foundation. The grant of \$216,433 was awarded for the design and implementation of the Student Therapeutic Academic Resource Team (START). Funds will be available over a 3 year period.
- High School - High School Principal Evan Bishop reported on the progress made on last year's goals. He reviewed the three goals in the Hopkinton High School School Improvement Plan: 1) Assessment: Measuring and Advancing Learning, 2) Improving Outcomes for All Students and 3) Social/Emotional Health.
- Middle School – Middle School Principal Alan Keller also reported on the progress that was made on the previous year's goals. He reviewed the goals included in the 2015-2016 School Improvement Plan: 1) Curriculum: What We Teach, 2) Instruction: How We Teach, 3) Assessment: Measuring and Advancing Learning, and 4) Collective Responsibility: Why Are We Here?.

- B. Middle School Student & Parent Handbook - Middle School Principal Alan Keller highlighted several changes in the Handbook. Dr. MacLeod noted that additional changes will be forthcoming before the fall and at that time the Handbook will be brought back to the School Committee.

On a motion made by Ms. Nickerson, seconded by Mr. Graziano, the School Committee voted to approve the Middle School Student & Parent Handbook as indicated in the agenda materials.

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

- C. High School Field Trips: Model UN – February and March of 2016 (taken out or order, after V. F.)

Dr. MacLeod reviewed the 2 proposed plans for trips by the Model UN. These are annual trips and Dr. MacLeod recommended School Committee approval for both trips.

On a motion made by Ms. Bertschmann, seconded by Mr. Graziano, the School Committee voted to approve the Intent to Travel for the High School Model UN from Friday, February 5 to Sunday, February 7, 2016.

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

On a motion made by Ms. Bertschmann, seconded by Mr. Graziano, the School Committee voted to approve the Intent to Travel for the High School Model UN from Friday, March 11 to Sunday, March 13, 2016.

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

- D. Request to Expend Year-End Balances – Mr. Dumas reported that the year-end balance is projected to be approximately \$250,000. Since the 2016 budget was finalized, three changes which impact the budget have occurred: 1) 2 Special Education students have been outplaced, 2) an additional 3 students will attend Norfolk County Agricultural High School, and 3) an additional 1.0 Preschool teacher is needed. Mr. Dumas and Dr. MacLeod recommend that approximately \$235,000 be used to prepay FY16 Special Education tuitions, and \$15,000 be used to purchase new upholstery for conference chairs in the Hopkins School. The current fabric on the chairs has been identified by the Hopkinton Fire Department as lacking fire-rating certification. Dr. MacLeod offered to follow-up and provide additional information about the chairs; the recommendation was amended to prepay \$250,000 of FY16 Special Education tuitions.

On a motion made by Mr. Graziano, seconded by Ms. Bertschmann, the School Committee voted to expend Year-End Balances up to \$250,000 for prepayment of FY16 Special Education tuitions.

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

- E. Budget Transfers – Dr. MacLeod recommends School Committee approval of the budget transfers.

On a motion made by Mr. Graziano, seconded by Ms. Nickerson, the School Committee voted to approve the budget transfer requests from unused supply budgets totaling \$3,837.00 into the General Supply Account.

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

- F. Expense Transfers – Mr. Dumas reviewed the rationale for the Expense Transfer Request, and Dr. MacLeod recommends approval of the same.

On a motion made by Ms. Nickerson, seconded by Mr. Graziano, the School Committee voted to approve the Expense Transfer Request from Budget: Data Application Mgr Salary of \$5,000.00 to the SPED IDEA Grant.

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

- G. Capital Article Warrant Payment #15-070 in the amount of \$12,060.00 – Mr. Dumas reviewed the four invoices included in the Warrant. Dr. MacLeod recommends this payment.

On a motion made by Ms. Bertschmann, seconded by Ms. Nickerson, the School Committee voted to approve the Capital Warrant Payment of invoice #0108540 from Garcia DeSousa Consulting Engineers, Inc. for \$10,150; invoice #1504300 from Gale Associates, Inc. in the amount of \$710.00; and 2 invoices from BLW Engineers #14114-7 and #14114-8 in the amounts of \$960.00 of \$240.00 respectively.

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

- H. Award of Contracts: High School 1:1 Lap Tops and Other Apple Equipment – Mr. Dumas reported that this contract covers laptops for next year's 9th grade students with the final number dependent on the number participating. The cost of the MacBooks is \$1,123 per unit and the cost will be paid with a three-year lease. Mr. Graziano noted that the type of device used for the 1:1 Laptop program should be reassessed to in light of the changing device landscape. Dr. MacLeod offered to review the topic with Mr. Ghosh and report back to the Committee.

On a motion made by Ms. Bertschmann, seconded by Mr. Graziano, the School Committee voted to award the contract for the lease of Apple computer equipment for the 1:1 Laptop Initiative.

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

(Voted to accept 3/10/16)

Mr. Dumas reviewed the request for the lease of Apple computer equipment. Ms. Scordino suggested a review of the process which determines the life of computers to see if the use of devices can be extended. Dr. MacLeod offered to meet with Mr. Ghosh and report back to the Committee.

On a motion made by Mr. Graziano, seconded by Ms. Nickerson, the School Committee voted to award the contract for the lease of Apple computer equipment as presented in the agenda materials.

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

- I. School Committee Summer Meeting Dates Discussion – Tentative dates for Working Sessions were identified as Thursday, July 9 and Wednesday, August 5, 2015. The meeting on July 9 will take place in the Superintendent’s Conference Room and will begin at 6 PM. On August 5, the meeting will be a joint meeting with the Board of Selectmen and the ESBC with start time and location to be determined.

VII. Old Business

- A. TEC Voting Member Participant – Dr. MacLeod is currently a voting member in TEC this year and expressed the desire to continue to serve in that role.

On a motion made by seconded by the School Committee voted to approve Dr. MacLeod as the TEC Voting Member Participant.

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

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 #15-067 in the amount of \$268,651.31.
- B. The Superintendent recommends the School Committee vote to approve the Middle School Student Activities Warrant #15-065 in the amount of \$33,841.81.
- C. The Superintendent recommends the School Committee vote to approve the Elmwood School Student Activities Warrant #15-066 in the amount of \$2,850.00
- D. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #15-068 in the amount of \$8,942.79.
- E. The Superintendent recommends the School Committee vote to approve the Hopkins School Student Activities Warrant #15-069 in the amount of \$2,850.00.
- F. The Superintendent recommends the School Committee vote to approve \$4,855.10 from the “The Sky’s the Limit” fundraiser be placed in the Middle School Gift Account as indicated in the agenda materials.
- G. The Superintendent recommends the School Committee vote to approve \$103.11 from the “Stop & Shop A+ School Rewards” program be placed in the Elmwood 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 – G.

X. Adjournment

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

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

The meeting was adjourned at 10:26 PM.

Respectfully submitted,

Ellen Scordino, Chair
Lori Nickerson, Vice Chair