

HOPKINTON SCHOOL COMMITTEE

Thursday, October 15, 2015

Executive Session 7:00 PM

Regular Meeting 7:30 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 (absent)
Ms. Kelly Knight, Member
Mr. Jonathan Graziano, Member
Ms. Jean Bertschmann, Member

Also Present:

Dr. Cathy MacLeod, Superintendent
Mr. Robert Berlo, Assistant Superintendent

Meeting was opened in Public Session at 7:00 PM

I. Executive Session

On a motion made by Mr. Graziano seconded by Ms. Bertschmann the School Committee voted to enter into an Executive Session to discuss strategy with respect to collective bargaining with respect to the Hopkinton Teachers' Association. A roll call vote was taken:

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

On a motion made by Mr. Graziano seconded by Ms. Knight the School Committee voted to exit of Executive Session for the purpose of entering into the regular session. A roll call vote was taken:

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

II. Pledge of Allegiance

III. Recognitions

- The HHS earned a place on the 2014-2015 MIAA Sportsmanship Honor Roll.
- HHS teacher Michael Sullivan was one of five PreK-12 teachers recognized in "Monitor on Psychology" magazine.

IV. Public Comments: None at this meeting

V. Reports

A. ESBC – Special Town Meeting is less than two weeks away; scheduled for October 26, 2015. Mr. Graziano reported that the ESBC has given multiple presentations about the project to many groups throughout Hopkinton. Documents explaining the project are updated as questions are received. On October 19, 2015 the next ESBC meeting will be held and will include time for public comments at the beginning of the meeting. Office Hours are scheduled for October 21, 2015 from 4:40 – 6:30PM at Water Fresh Farms. A link to the presentation recorded by HCAM will be made available on the ESBC website.

B. Liaisons Reports – None at this meeting

C. SC Chair Report –

- Ms. Scordino and Dr. MacLeod met with the Chair of the Board of Selectmen to talk about budget drivers, the Strategic Plan and implications for 2015-2016 budget cycle. Capital items were also reviewed. The revised list of capital items will be reviewed by the Committee during their next scheduled meeting.
- Moving the start time of School Committee meetings to 7:30 PM from 7:00 PM was discussed. There are occasions when an Executive Session is needed before the start of a regular meeting; for instance when a contract must be ratified in open session. By general consensus the Committee supported a consistent start time for the regular meetings at 7:00 PM, and holding Executive Sessions at either 6:30 PM or following the regular meeting.
- Five emails were received about Policy JH and the content of those communications will be shared when the Committee discusses that policy later in the meeting. Ms. Scordino noted that this will be the process she will follow when communications from community members are received.

D. Superintendent's Report

- Twelve presentations of the school project were attended. The Special Town Meeting will be held at the High School rather than the Middle School. New voting procedures will be used at the November 9, 2015 ballot vote in the Brown Gym.
- The Superintendent spent the day at Center School participating in a number of activities. The Superintendent plans to spend one day at each of the Hopkinton Schools during the month of October.

VI. New Business

A. **Joint Capital Project with Town in the amount of \$113,118.65** – (taken out of order, after VI. C)

For Consideration: Request and recommendation of the Superintendent for payment of a joint Capital Project as appropriated in referenced Article 23.

Discussion: Mr. Graziano questioned the need to approve payment of Capital Projects individually rather than including them in the Items by Consensus. By general consensus the Committee supported continuing to address payments for Capital Projects under New Business to highlight the importance of higher scrutiny of Capital Projects; Mr. Graziano dissented.

Recommended Motion: Move to approve the payment of \$113,118.65 to the vendor as indicated in the Request for Payment-Joint Capital form was made by Mr. Graziano, seconded by Ms. Knight.

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

B. **Capital Project School Department Article Warrant #16-015 in the amount of \$110,576.41**

For Consideration: Request and recommendation of the Superintendent for payment of invoices for a Capital Project as appropriated in Article 24 and 28.

Recommended Motion: Move to approve the payment of Warrant #16-015 in the amount of \$110,576.41 as outlined in the agenda materials.

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

C. **Solar Panels Donation to Courtyard Project** – Mr. Keller and Dan Greenwood of Solar Flair (taken out of order, after V. D.)

For Consideration: Report and recommendation of the Superintendent to accept a private donation from Mr. Greenwood and Solar Flair of a self-standing solar panel for the Courtyard Project. The donated panel will generate the electricity to operate the lighting and other electrical needs within the courtyard.

Discussion: Mr. Dan Greenwood explained the process leading to the donation of solar panels for the courtyard project. The gift includes 14 panels which will be mounted on the MS roof. The panels will power the equivalent of activities in the Courtyard. The gift includes a workmanship warranty, a 25-year manufacturer's warranty, and is estimated at \$7,500. The installation of the panels will not puncture the roof, but will use the same racking system that is used by existing solar panels on the MS roof. The solar panels will also provide an educational component as the impact of these solar panels will be accessible on electronic devices. Since the solar panels will be on the roof, Mr. Greenwood explained that one non-working solar panel will be installed at ground level to give students an opportunity to see it up close.

Recommended Motion: Move to approve the donation of solar panels from Solar Flair and the Clark Greenwood family to the Middle School Courtyard Project was made by Mr. Graziano, seconded by Ms. Knight.

Vote: Favor: 4 Oppose: 0 Abstain: 0 Absent: (Nickerson)

D. ELL Teacher (1.0 FTE) District – Mr. Berlo

For Consideration: Report and recommendation of the Superintendent for hire of a full-time ELL teacher to meet the mandated requirements for instruction based on (1) the new structure to the ELL department, which has resulted in a review of student needs and an increased awareness as to the instructional needs of our students and (2) additional students needing ELL instruction who have moved into the district since July 2015.

Discussion: Mr. Berlo explained the number of students needing assistance increased this year and the district is no longer able to meet the state requirements. In response to Committee members' questions, Mr. Berlo explained that a person with K-12 certification will be sought; and because a variety of languages are spoken by students in the Hopkinton District proficiency in a language in addition to English will not be a requirement.

Recommended Motion: Move to approve the addition of a 1.0 FTE ELL teacher to be funded through the Operational Budget was made by Mr. Graziano, seconded by Ms. Knight.

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

E. Paraprofessional (1.5 FTE) Pre-K – Dr. MacLeod

For Consideration: Report and recommendation of the Superintendent for an additional 1.5 FTE paraprofessional service for the pre-school based on the review and report of Dr. Zaleski regarding the needs of the preschool program and paraprofessional requirements across the district.

Discussion: Dr. MacLeod explained that the need for an additional paraprofessional is based on Individual Education Plans (IEP) and that Dr. Zaleski observed individual students and classes to determine that this addition is necessary. The funding source has not been identified yet.

The Committee supported including the funding source in "For Consideration" when it is known; it is not necessary to include the funding source in the motion as the transfer of funds will be approved by the Committee. Ms. Knight noted that the discrepancy between the agenda, which calls for a 1.5 FTE, and the memo from Dr. Zaleski, which requests 1.3 FTE.

Recommended Motion: Move to approve the addition of 1.3 FTE paraprofessionals was made by Ms. Bertschmann, seconded by Mr. Graziano.

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

F. School District Owned Vehicles – Dr. MacLeod

For Consideration: The School Department does not currently have a policy to govern District Owned Vehicles.

Discussion: Dr. MacLeod recommended that the School Committee review the Town's policy and then create a district policy. School Committee members suggested that Mr. Rogers and Mr. Dumas review the policy as there are a significant number of areas in the policy that do not fit the school district. The Committee requested that the next draft of the policy track the changes that are made.

G. School Committee Policy: JH Student Attendance – Dr. MacLeod

For Consideration: Request of the Superintendent to revise the current policy to clarify steps to be taken in notifying parents of attendance concerns. Current policy JH was adopted in December, 2010. The policy has been discussed with the Principals and shared through listserv.

Discussion: Five emails from community members were received by Ms. Scordino. The policy includes requirements of Massachusetts General Law. Parents expressed concern with the abruptness of receiving a letter about a child's absence without receiving a phone call first. Dr. MacLeod met with the Admin Council and Principals to establish procedures that are consistent and support parents and families. Ms. Scordino shared the content of the emails she received. Cross referencing the school handbooks in the policy and confirming consistency between handbooks were endorsed by the Committee. No changes to the substance of the policy were identified so no vote to approve the policy is necessary.

H. Irvine-Todaro Properties Advisory Group – Dr. MacLeod

For Consideration: Request and recommendation of the Superintendent to appoint a member to the Board of Selectmen Irvine-Todaro Properties Advisory Group to represent the school department.

Discussion: This Advisory Group will consider long range plans for the property and a school department representative for district input is requested.

Recommended Motion: Move to appoint Ellen Scordino to the Irvine-Todaro Properties Advisory Group was made by Mr. Graziano, seconded by Ms. Knight.

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

VII. Old Business: None at this meeting

VIII. Public Comments: None at this meeting

IX. Items by Consensus: 9:15

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-014 in the amount of \$560,088.68.
- B. The Superintendent recommends the School Committee vote to approve \$12,440.25 from the “The Sky’s the Limit” fundraiser be placed in the Middle School Gift Account as indicated in the agenda materials.

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

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

X. Adjournment

Motion: Move to adjourn the meeting was made by Mr. Graziano, seconded by Ms. Knight.

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

The meeting was adjourned at 9:17 PM.

Respectfully submitted,

Ellen Scordino, Chair
Lori Nickerson, Vice Chair