

HOPKINTON SCHOOL COMMITTEE
Thursday, December 3, 2015
Regular Meeting 7:00 PM
Middle School Library
AGENDA

I. Pledge of Allegiance

II. Recognitions

III. Public Comments

IV. Reports

- A. 7:10 – 7:15: Student Council
- B. 7:15 – 7:20: ESBC – Mr. Graziano
- C. 7:20 – 7:25: Liaisons Reports
- D. 7:25 – 7:30: SC Chair Report
- E. 7:30 – 7:35: Superintendent’s Report

V. Budget Presentations:

- A. 7:35 – 7:55: Preliminary Budget Overview Related to Strategic Initiatives and Overall Costs – Dr. MacLeod and Mr. Dumas
- B. 7:55 – 8:15: Technology – Mr. Ghosh
- C. 8:15 – 8:35: Buildings and Grounds – Mr. Rogers
- D. 8:35 – 8:55: Central Office/Curriculum – Dr. MacLeod and Mr. Berlo

VI. New Business

- A. 8:55 – 9:00: **Capital Project School Department Article Warrant #16-026 in the amount of \$11,720.70 – Mr. Dumas**
For Consideration: Request and recommendation of the Superintendent for payment of invoice(s) for a Capital Project invoice(s) as appropriated in Articles 22, 24 and 28.

Recommended Motion: Move to approve the payment of Warrant #16-026 in the amount of \$11,720.70 to the vendor(s) as outlined in the warrant.

VII. Old Business – None this meeting

VIII. Items by Consensus: 9:00

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-025 in the amount of \$385,175.40.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #16-027 in the amount of \$11,033.38.
- C. The Superintendent recommends the School Committee vote to approve \$975.00 from the “The Sky’s the Limit” fundraiser be placed in the Middle School Gift Account as indicated in the agenda materials.

IX. Adjournment

X. Next Meetings

Thursday, December 10, 2015 @ 7:00 PM
Thursday, December 17, 2015 @ 7:00 PM

Middle School Library – Special Meeting/Budget
Middle School Library – Regular Meeting



Hopkinton Public Schools

89 Hayden Rowe Street Hopkinton, MA. 01748

Ralph O. Dumas, Jr.
Director of Finance

Telephone: 508-417-9385
Fax: 508-497-9833
rdumas@Hopkinton.K12.ma.us

MEMORANDUM

To: Dr. Cathy MacLeod, Superintendent
From: Ralph Dumas, Director of Finance
Date: November 30, 2015 (for meeting of December 3rd)
Subject: Capital Project Warrant – School Department

The total value of the 1 capital project warrant on tonight's Agenda is **\$11,720.70**. This warrant consists of 9 invoices as follows:

There is 2 invoices from BCM Controls Corporation for security-related services for the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #5644-6	\$ 1,136.66
Invoice #5644-7	\$ 6,131.00

and

There are 3 invoices from Pasek Corporation for security parts & labor related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #R106531	\$ 1,023.76
Invoice #R108558	\$ 69.72
Invoice #R109368	\$ 1,083.80

and

There is 2 invoices from Renaud HVAC & Controls for services related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #27177	\$ 1,149.00
Invoice #27279	\$ 240.00

and

There is 1 invoice from Staples for material used as part of the Outdoor Courts Resurfacing project as appropriated in Article 28 of the May 2015 Annual Town Meeting:

Invoice #25915	\$ 25.99
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and

There is 1 invoice from Worthington Direct for security parts related to the School Safety & Security project as appropriated in Article 22 of the May 2014 Annual Town Meeting:

Invoice #616330-HOP024	\$ 860.77
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I recommend that these invoices be approved for payment by the School Committee.



INVOICE

BCM Controls Corporation

30 Commerce Way
Woburn, MA 01801
Phone (781) 933-8878
Fax (781) 932-3856

Invoice No.: 5644-6
Invoice Date: 10/26/2015
Job: Hopkinton Pub Schls Phase 2
Phase:
Contract: prop
P/O: Prop
Job Number: 5644
Customer's Job: 5644

160485

TO Hopkinton Public School
88 Hayden Rowe St.
Hopkinton, MA 01749

ATTN AI Rogers CUSTOMER TERMS HOP001

Table with 10 columns: ITEM #, CHG ORD, DESCRIPTION OF WORK, SCHEDULED VALUE, PREVIOUSLY COMPLETED, COMPLETED THIS PERIOD, TOTAL COMPLETED, % COMPL, BALANCE TO FINISH, RETENTION. Rows include SUBMITTALS/ENGINEERING, EQUIPMENT, INST SUPER/PROJECT MANAGEMENT, and IN-HOUSE INSTALLATION.

Original Contract: 27,539.00
Change Orders: 0.00
Contract Sum To Date: 27,539.00
Total Completed To Date: 27,539.00
Less Retention: 0.00
Less Previous Billing: 26,402.34
Sales Tax: 0.00
Current Payment Due: 1,136.66

Handwritten signature



INVOICE

BCM Controls Corporation

30 Commerce Way
Woburn, MA 01801
Phone (781) 933-8878
Fax (781) 932-3856

Invoice No.: 5644-7
Invoice Date: 10/26/2015
Job: Hopkinton Pub Schls Phase 2
Phase:
Contract: email
P/O: Email
Job Number: 5644
Customer's Job: 5644

TO Hopkinton Public School
88 Hayden Rowe St.
Hopkinton, MA 01749

RECEIVED NOV 10 2015

ATTN 16137500
AI Rogers CUSTOMER TERMS
HOP001

Table with 10 columns: ITEM #, CHG ORD, DESCRIPTION OF WORK, SCHEDULED VALUE, PREVIOUSLY COMPLETED, COMPLETED THIS PERIOD, TOTAL COMPLETED, % COMPL, BALANCE TO FINISH, RETENTION. Includes summary rows for Total Original Contract, Total To Date, and a final summary of payments due.

Handwritten signatures: Approved and [Signature]

PASEK CORPORATION

Established 1876

9 West Third Street, So. Boston, MA 02127
Tel: (617) 269-7110 | (800) 628-2822
FAX: (617) 269-0547 | (800) 262-0547

The Security Company

RECEIVED OCT 20 2015

Invoice #: R 106531

Page #: 1

B HOPKINTON PUBLIC SCHOOLS
I DEPT. OF BUILDINGS & GROUNDS
L 89 HAYDEN ROWE STREET
L HOPKINTON, MA 01748-2507

W ATTN: AL ROGERS
O RE: MIDDLE SCHOOL, HOPKINS
R & HIGH SCHOOL
K

14136500

243087 (09) (78)

Date	Your Order #	Ship Via	Terms
10/14/2015	AL ROGERS	ROAD	NET 30 DAYS

Quantity	Description	Unit Price	Amount
1.	ARRGL97-SR-IC-2 ARROW HD LEVER INTRUDER LOCK SR LEVER X SFIC X US26D (WARRANTY ITEM)	EA .00	.00
4.	ARR16CR27-004-2 ARROW IC MORT CYL HOUSING 1-1/4" 6/7 PIN SGT CAM X US26D	EA 19.4636	77.85
1.	LCN4111R-RH-3 LCN PARALLEL ARM CLOSER - REG - X RH X US3 PLATED	EA 540.00	540.00
1.	DJ-FPK-161 DON-JO FILLER PLATE KIT, PRIME COAT, [BF161,EF161, FS2601	EA 5.9125	5.91

FURNISHED AND INSTALLED CLOSER ON MIDDLE SCHOOL OFFICE
DOOR. FURNISHED AND INSTALLED LOCKSET AND HOUSING AT HIGH SCHOOL.
LABOR:
Service Date: 09/17/2015

400.00

Sub-Total:	1,023.76
Sales Tax:	.00
Shipping:	.00
TOTAL:	1,023.76

PASEK CORPORATION

Established 1876

9 West Third Street, So. Boston, MA 02127
Tel: (617) 269-7110 ; (800) 628-2822
FAX: (617) 269-0547 ; (800) 262-0547

The Security Company.

Invoice #: S 108558

Page #: 1

RECEIVED NOV 02 2015

B	HOPKINTON PUBLIC SCHOOLS	S	ATTN: AL ROGERS
I	DEPT. OF BUILDINGS & GROUNDS	H	
L	89 HAYDEN ROWE STREET	I	
L	HOPKINTON, MA 01748-2507	P	

243087 (09) (59)

<u>Date</u>	<u>Your Order #</u>	<u>Ship Via</u>	<u>Terms</u>
10/20/2015	AL ROGERS <i>10136700</i>	UPS	NET 30 DAYS

<u>Quantity</u>	<u>Description</u>		<u>Unit Price</u>	<u>Amount</u>
2.	ARRX1CR-UC52-2	ARROW POINTE FLEX I/C CORE X 6 PIN X 52 KEYWAY X US26D	EA 15.6884	31.38
2.	RTK-2P	COMBINATE INTERCH.CORE IN SHOP NO KEYS INCLUDED	EA 15.00	30.00

Sub-Total:	<u>61.38</u>
Sales Tax:	<u>.00</u>
Shipping:	<u>8.34</u>
TOTAL:	<u>69.72</u>

PASEK CORPORATION

Established 1876

9 West Third Street, So. Boston, MA 02127
Tel: (617) 269-7110 | (800) 628-2822
FAX: (617) 269-0547 | (800) 262-0547

The Security Company

RECEIVED NOV 10 2015

Invoice #: R 109368

Page #: 1

B HOPKINTON PUBLIC SCHOOLS
I DEPT. OF BUILDINGS & GROUNDS
L 89 HAYDEN ROWE STREET
L HOPKINTON, MA 01748-2507

W ATTN: LISA CARTY
O 508-497-2834
R RE: ELMWOOD SCHOOL, 114 ELM ST
K HOPKINTON, MA

16136600

243087 (09) (59)

Date 10/30/2015 Your Order # L. CARTY Ship Via ROAD Terms NET 30 DAYS

Quantity	Description	Unit Price	Amount
1.	SGR56A-F-9 SARGENT ELECTRIC LATCH RETRACTION KIT 24VDC X 320	EA 562.64	562.64

FURNISHED & INSTALLED SARGENT MOTOR CONTROL ON CUSTOMER'S MAIN ENTRANCE DOOR & TESTED BUZZER AS DIRECTED.

LABOR (FAC64):

Start Date: 10/22/2015; Completion Date: 10/23/2015

Service Technician: 6.00 Hr(s) @ \$ 86.86/Hr 521.16

Sub-Total: 1,083.80
 Sales Tax: .00
 Shipping: .00
 TOTAL: 1,083.80

Approved *Approved*

Renaud

HVAC & CONTROLS, INC.

P.O. Box 26
18 Providence Road
Sutton, Massachusetts 01590
(T): 508.865.2060
(F): 508.865.9070

I N V O I C E

29730

RECEIVED OCT 06 2015

BILL TO: Hopkinton Public Schools
89 Hayden Rowe Street
Attn.: Accounts Payable
Hopkinton MA 01748

WORK DONE AT: MS: MAIN OFFICE TOO HOT
SAS

161195-00

JOB NO.	CUST ORDER#	TERMS	INVOICE NUMBER	DATE
023884-000		NET 30	27177	9/23/15

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	HOPKINTON MIDDLE SCHOOL MAIN OFFICE TOO HOT COPIES OF TIMECARDS & CERTIFIED PAYROLL ATTACHED		
6.50	TOTAL LABOR HRS @	120.00	780.00
1.00	TRAVEL	80.00	80.00
	LOW LIMIT CONTROL & MISC ELECTRICAL		237.00
1.00	NITROGEN	20.00EA	20.00
1.00	GREEN CLEAN	32.00EA	32.00
	INVOICE TOTAL		\$1,149.00

Renaud HVAC and Controls, Inc. is entitled to recover all attorney's fees and costs if it hires counsel to collect any outstanding amounts not paid by the above customer invoiced under this contract or purchase order, plus interest at the rate of eighteen percent per annum.

Renaud

HVAC & CONTROLS, INC.

P.O. Box 26
18 Providence Road
Sutton, Massachusetts 01590
(T): 508.865.2060
(F): 508.865.9070

I N V O I C E

RECEIVED OCT 06 2015

29730

BILL TO: Hopkinton Public Schools
89 Hayden Rowe Street
Attn.: Accounts Payable
Hopkinton MA 01748

WORK DONE AT: MS: OFFICE UNIVENT MAKING NOISE
SAS

161195-0

JOB NO. 024145-000	CUST ORDER#	TERMS NET 30	INVOICE NUMBER 27279	DATE 10/01/15
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QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2.00	HOPKINTON MIDDLE SCHOOL OFFICE UNIVENT MAKING NOISE COPY OF TIMECARD & CERTIFIED PAYROLL ATTACHED	120.00	240.00
	TOTAL LABOR HRS @ FOAM STRIPS PROVIDED BY CUSTOMER		
	INVOICE TOTAL		\$240.00

Renaud HVAC and Controls, Inc. is entitled to recover all attorney's fees and costs if it hires counsel to collect any outstanding amounts not paid by the above customer invoiced under this contract or purchase order, plus interest at the rate of eighteen percent per annum.



moreACCOUNT

Remit payment and make checks payable to:
STAPLES CREDIT PLAN
DEPT. 51 - 7820267002
PO BOX 78004
PHOENIX, AZ 85062-8004

INVOICE DETAIL

BILL TO:
Acct: 6035 5178 2026 7002

SHIP TO:
TOWN OF HOPKINTON SCHL
89 HAYDEN ROWE ST
HOPKINTON, MA 01748-2507

Amount Due:	Trans Date:	Invoice #:
\$25.99	08/27/15	25915
PO:		Store: 100017591, MILFORD, MA

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
1 INST BAN SM OUTDOOR+GRO	423716	1.0000 EA	\$25.99	\$25.99
SUBTOTAL				\$25.99
TAX				\$0.00
SHIPPING				\$0.00
TOTAL				\$25.99

700204



Account Statement

Commercial Account
TOWN OF HOPKINTON SCHL



Customer Service:
staples.accountonline.com
Account Inquiries:
1-800-767-1291 Fax 1-801-779-7425

Account Number: 6035 5178 2026 7002

moreACCOUNT

Summary of Account Activity

Previous Balance	\$0.00
Payments	-\$0.00
Credits	-\$0.00
Purchases	+\$25.99
Debits	+\$0.00
FINANCE CHARGES	+\$0.00
Late Fees	+\$0.00
New Balance	\$25.99

Payment Information

Current Due	\$25.00	
Past Due Amount	+	\$0.00
Minimum Payment Due	=	\$25.00
Payment Due Date	10/10/15	

Credit Line	\$500
Credit Available	\$474
Closing Date	09/15/15
Next Closing Date	10/16/15
Days in Billing Period	30

Send Notice of Billing Errors and Customer Service Inquiries to:
STAPLES CREDIT PLAN
PO Box 790449, St. Louis, MO 63179-0449

Please note that if we received your pay by phone or online payment between 5 p.m. ET and midnight ET on the last day of your billing period, your payment will not be reflected until your next statement.

TRANSACTIONS

Trans Date	Location/Description	Reference #	Amount
08/27	OFFICE SUPPLIES MILFORD MA		\$ 25.99

FINANCE CHARGE SUMMARY

Type of Balance	Annual Percentage Rate (APR)	Daily Periodic Rate	Balance Subject to Finance Charge	Finance Charge
PURCHASES				
REGULAR REVOLVING CREDIT PLAN	0.00%	0.00000%	\$0.00	\$0.00

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Page 1 of 8

This Account is Issued by Citibank, N.A.

Please detach and return lower portion with your payment to insure proper credit. Retain upper portion for your records.

Your Account Number is 6035 5178 2026 7002



moreACCOUNT

PO BOX 790439
ST. LOUIS, MO 63179

Statement Enclosed

For proper credit, please write
6035 5178 2026 7002
on your check and enclose
with this payment coupon.

Payment Due Date	October 10, 2015
New Balance	\$25.99
Past Due Amount	\$0.00
Minimum Payment Due	\$25.00
Amount Enclosed:	\$

ZN00005556 2 AV 0.391 RB103764 TMN 005559 0023



TOWN OF HOPKINTON SCHL
LAURA CARR
89 HAYDEN ROWE ST
HOPKINTON, MA 01748-2507

Print address changes on the reverse side.
Make Checks Payable to ▼

STAPLES CREDIT PLAN
DEPT. 51 - 7820267002
PO BOX 78004
PHOENIX, AZ 85062-8004



04400 0002500 0002599 0019999 06035517820267002 0903

702002





Invoice 616330 - HOP024

Invoice Date 10/06/15

Worthington Direct

6301 Gaston Ave. Suite #670
 P.O. Box 140038
 Dallas, TX 75214-0038 USA
 Telephone: 800/599-6636

Bill To:

HOPKINTON PUBLIC SCHOOLS
 BUSINESS OFFICE
 89 HAYDEN ROWE ST
 HOPKINTON, MA 01748

Ship To:

HOPKINTON HIGH SCHOOL
 90 HEYDEN ROWE ST
 HOPKINTON, MA 01748

Customer	Ship Via	F.O.B.		Terms		
HOP024				Net 30 Days		
Purchase Order Number		Salesperson	Order Date	Our Order Number		
160817-00		HS	09/10/15	350550		
Quantity Ordered	Quantity Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
		Item Description (Customer Part No.)		Discount %	Tax	
1	1	70023-G-H	EA	118.95		118.95
		-W MDFRE3060-2140 30"WX60"L RECTANGLE, 22"-30"H, GRAY NEBULA				
1	1	49118	EA	463.95		463.95
		-W 0441JC 48"WX29"DX29-1/2"H, MOBILE STORAGE ISLAND WITHOUT				
1	1	FREIGHT	EA	277.87		277.87
		FREIGHT CHARGES				
Nontaxable Subtotal						860.77
Taxable Subtotal						0.00
Tax						0.00
Total Invoice						860.77

Visit us at www.worthingtondirect.com

Hopkinton Public Schools

FY 16 Capital Accounts

Reported to School Committee on 12/3/15

MUNIS Account #		Fund	Obj	Project	Capital Projects	Funding Source	Prior Year Carry-over	Appropriated	Expended	Encumbered	Available Balance	Status of Balance
Org	Proj											
3200	90572006	582100	none	none	New High School	Borrowed	\$74,570	\$0	\$0	\$0	\$74,570	hold
	To Be Determined				Hopkins Ceiling Tiles (Art. 14D ATM 5/14)	Free Cash	\$203,000	\$0	\$0	\$0	\$203,000	to be used
3200	90573006	587100	14G14	14G14	Joint IT Upgrades (Art. 14G ATM 5/14)	Free Cash	\$142	\$0	\$0	\$0	\$142	to be used
3200	80573006	5585100	2214	2214	School Safety Upgrades (Art. 22 ATM 5/14)	Free Cash	\$4,692	\$0	\$861	\$2,965	\$866	to be used
3100	3101235	587100	1523	1523	Joint IT Upgrades (Art. 23 ATM 5/15)	Borrowed	\$0	\$200,000	\$124,313	\$16,700	\$58,987	to be used
3200	80573006	582100	1524	1524	School Safety & Security (Art. 24 ATM 5/15)	Borrowed	\$0	\$200,000	\$108,695	\$6,351	\$84,954	to be used
3100	3101235	585100	1525	1525	Joint Safety & Security (Art. 25 ATM 5/15)	Borrowed	\$0	\$103,471	\$99,955	\$3,516	\$0	to be used
3200	90573006	587100	1526	1526	MS Fire Alarm Upgrade (Art. 26 ATM 5/15)	Borrowed	\$0	\$170,000	\$18,148	\$151,852	\$0	ongoing
3200	90572006	582100	1527	1527	Hopkins & HS Roof Repairs (Art. 27 ATM 5/15)	Borrowed	\$0	\$1,114,000	\$0	\$0	\$1,114,000	to be used
3200	80571006	584100	1528	1528	Resurface Outdoor Courts (Art. 28 ATM 5/15)	Borrowed	\$0	\$70,000	\$40,765	\$0	\$29,235	to be returned
TOTAL							\$282,404	\$1,857,471	\$392,737	\$181,384	\$1,565,754	

MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: November 16, 2015

On behalf of Hopkinton Middle School, please accept the following check in the amount of \$350.00 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Kimberly/Michael Pucci	\$250.00
2 Clydesdale Lane	
Hopkinton, MA 01748	

Marion/Elliot Goodman	\$100.00
98 Union Street	
Natick, MA 01760	

250.00+
100.00+
125.00+
125.00+
125.00+
125.00+
125.00+
125.00+
=
975.*

O.M

MEMORANDUM

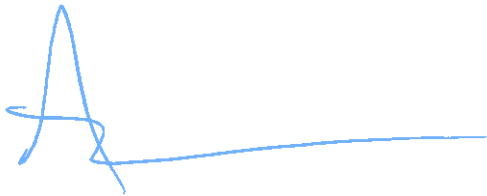
TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: November 10, 2015

On behalf of Hopkinton Middle School, please accept the following check in the amount of \$125.00 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Sandra Mauro \$125.00
11 Bridgeton Way
Hopkinton, MA 01748

A handwritten signature in blue ink, appearing to be the initials 'A.M.K.', followed by a long horizontal line extending to the right.

MEMORANDUM

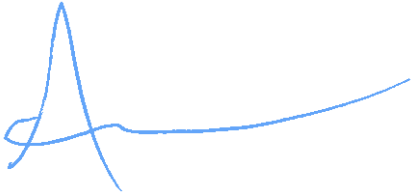
TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: November 12, 2015

On behalf of Hopkinton Middle School, please accept the following check in the amount of \$125.00 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Andrew Wailgum \$125.00
5 Thayer Heights Road
Hopkinton, MA 01748



MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: November 4, 2015

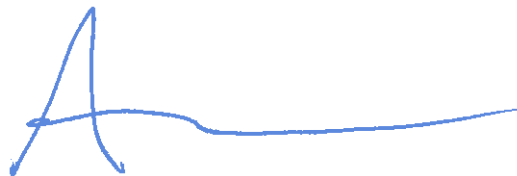
On behalf of Hopkinton Middle School, please accept the following check in the amount of \$250.00 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Melinda/Michael Rottas
22 East Street
Hopkinton, MA 01748

\$125.00

Susan/David Wheeler
37 Blueberry Lane
Hopkinton, MA 01748

\$125.00

A handwritten signature in blue ink, appearing to be the name 'Alan M. Keller', written in a cursive style.

MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

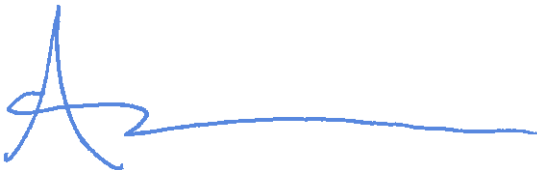
FROM: Alan M. Keller
Principal, Middle School

DATE: November 6, 2015

On behalf of Hopkinton Middle School, please accept the following check in the amount of \$125.00 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Jennifer Dadagian
15 Maple Street
Hopkinton, MA 01748

\$125.00

A handwritten signature in blue ink, consisting of a stylized initial 'A' followed by a long horizontal line.