

# HOPKINTON SCHOOL COMMITTEE

Thursday, January 19, 2017

Regular Meeting 7:00 PM

High School Library

## MINUTES

### 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  
Mr. Jonathan Graziano, Member  
Ms. Jean Bertschmann, Member  
Ms. Nancy Cavanaugh, Member

#### Also Present:

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

### I. Pledge of Allegiance

### II. Executive Session:

Motion: To move into Executive Session to discuss strategy with respect to collective bargaining with the Hopkinton Teachers' Association (HTA) and to reconvene in open session. Motion made by Mr. Graziano seconded by Ms. Cavanaugh. A roll call vote was taken:

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

### III. Recognitions

- MLK Day - The Hopkinton Youth Commission, students who participated, and Center School teacher Dan Norton were recognized for their participation.

### IV. Public Comments:

- A suggestion for the name of the new elementary school was given in honor of a former Hopkinton teacher.

### V. Reports

- A. Student Council – Members Ryan Branch and Sarah Durr gave highlights: The Student Council participated in the MLK 'Day On' by volunteering at Project Just Because and by creating coloring books for hospitalized children; exams will begin next week; Peer Leaders annually make Exam Bags and distribute them to students; therapeutic dogs will again be available for students during exams; seniors with a 90% or above average are exempt from the final test in that class; a survey of students is being created to find out if there are issues that need to be addressed; and Student Council is contributing to the education of a child by sponsoring a student in Zimbabwe.
- B. Liaisons Reports
  - a. Athletic Fields Subcommittee – The presentation was given at the Public Forum and community feedback was received. Additional feedback can still be given to the committee.

- b. Charter Review Committee – The Special Town Meeting on January 30, 2017, will include the report and recommendation of the Review Committee along with 4 articles; one of which is a School Committee article.
- c. Irvine-Todaro Properties Advisory Group reviewed the survey results; next meeting will be after Annual Town Meeting in May 2017.
- d. Youth Commission met to formalize MLK Day activities and began planning for a cultural day in May.
- e. A budget meeting with town personnel was attended; the School Department was asked to review some line items to determine if some might be funded as capital items rather in the operating budget. Monthly meetings will continue to be held.

The School Committee entered into a joint meeting with the ESBC. A roll call vote was taken:

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

f. MSBA/ESBC Update

Mr. Graziano reviewed the meeting with the MSBA in which the revised enrollment numbers as well as the proposed solution to add four classrooms to the existing building were discussed. The MSBA cannot adjust the amount of their grant, so the cost must be funded by the Town. Mr. Graziano reviewed the proposed funding for the four classrooms and noted that adding classrooms at this phase of the project is far more cost efficient than adding them after the project is completed. An override will not be needed. Capital Improvement Committee and Appropriation Committee support the article. Communication to the public is crucial.

Mr. Markey praised town boards and committees for their flexibility in modifying the building project at this point to accommodate the increased enrollment. The advantages are substantial in making changes now as the foundation for that wing has not yet been poured and a Special Town Meeting is already scheduled.

A representative from the project planning group gave a presentation on the proposed expansion to the building project. A two story, four classroom addition is proposed. By acting now the timeline to open in the fall of 2018 can be met. Additional parking is under discussion and is included in the cost of the four classrooms.

A plan for communication was discussed. Information and explanation of the project will be shared with town committees, boards, local media, social media and school support groups. A presentation will include demonstrating the impact of the increased enrollment numbers and the cost benefit of expansion to the project now. Mr. Graziano will give the presentation at the Board of Selectmen's meeting and at the Special Town Meeting.

The joint meeting ended.

C. SC Chair Report (taken out of order, after VI. C.)

- The Planning Board requested that the School Committee review the implementation section of the Draft Master Plan for accuracy and/or missing information. Deadline is February 12, 2017, which might be tight for the School Committee. The firmness of the deadline will be checked. If the deadline cannot be changed, this topic will be included on the February 2, 2017, School Committee meeting agenda.

**D. Superintendent's Report**

- a. New Elementary School Building Naming – The names suggested to date included general names and names in honor of particular individuals. Dr. MacLeod reviewed the School Committee Policy which addresses the naming of facilities and the procedures for naming facilities after an individual. A final call for name suggestions by Wednesday, January 25, 2017, will be sent out on listserv. Notification that a survey on the suggested names and the extension of the deadline for choosing a name will also be sent out.
- b. MASC Legal Alert required designating and displaying a records officer, and creating and filing a substance abuse policy and curriculum. These items have been addressed and are included on tonight's agenda.

**E. Quarterly Financial Report – Mr. Dumas**

Positive projected variance for the second quarter is \$410,703. The changes in expenses and payroll were reviewed.

**VI. New Business**

**A. Vote to Ratify the MOUs with the Hopkinton Teachers' Association (HTA) - Dr. MacLeod**

For Consideration: Request and recommendation of the Superintendent to have the School Committee vote to ratify the MOUs with the HTA as outlined in the agenda materials.

Motion: to ratify the Memorandum of Agreement which amends the Agreement between the Hopkinton School Committee and the Hopkinton Teachers' Association as it pertains to in-district professional development as described in the agenda materials. Motion made by Mr. Graziano seconded by Ms. Knight. A roll call vote was taken:

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

Motion: to ratify the Memorandum of Agreement which amends the Agreement between the Hopkinton School Committee and the Hopkinton Teachers' Association as it pertains to the Hopkinton Educator Evaluation Process and Procedures as described in the agenda materials. Motion made by Mr. Graziano seconded by Ms. Knight. A roll call vote was taken:

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

**B. High School Banners – Mr. Bishop and Dr. MacLeod (taken out of order, after V.B.f.)**

For Consideration: of the installation of banners as indicated in the agenda materials. We are requesting that the banners be attached to the light poles along the High School driveway. Mike Shepard of the Town's Design Review Board has confirmed that given that the School Committee is elected by the citizens of Hopkinton and the salaries of school personnel are furnished by the taxpayers, it is his determination that the public schools constitute a government body and are therefore exempt from the requirements of the sign bylaw. Furthermore, since no building permit is required from his office, no permit is required and the schools would be exempt from the requirements of Article XXI (Design Review).

Motion: move to approve the installation of banners along the entryway to the high school as indicated in the agenda materials. Motion made by Ms. Bertschmann seconded by Mr. Graziano.

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

**C. International Travel Recommendations (Intent to Travel) – Mr. Bishop and Dr. MacLeod**

For Consideration: of the requests for international travel to take place in 2017-2018.

- a. Dominican Republic (February 17 – February 24, 2018)
- b. France (April 13 – April 22, 2018)
- c. Scotland & England (April 14 – April 22, 2018)
- d. Iceland (April 15 – April 20, 2018)

Motion: Move to approve the International Travel Recommendations (Intent to Travel) as follows:

- a. Dominican Republic (February 17 – February 24, 2018)
- b. France (April 13 – April 22, 2018)
- c. Scotland & England (April 14 – April 22, 2018)
- d. Iceland (April 15 – April 20, 2018)

as outlined in the agenda materials. Motion was made by Ms. Bertschmann seconded by Ms. Cavanaugh.

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

**D. Hopkins Personnel Request – Addition of Moderate Learning Specialist – Dr. MacLeod (taken out of order, after VI. A.)**

For Consideration: of a request for an additional Full-Time Moderate Learning Specialist for the remainder of FY17 to support a student on an IEP who requires additional support due to the nature of their disability and current placement needs.

Motion: Move to approve the addition of a Full-Time Moderate Learning Specialist to be funded by the operating budget (prepaid SPED). Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

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

**E. High School Personnel Request – addition of C (Special Education) Paraprofessional – Dr. MacLeod**

For Consideration: Of a request for an additional C (Special Education) Paraprofessional to meet the unexpected service delivery needs at the High School for a student's medical needs.

Motion: Move to approve the addition of a C (Special Education) Paraprofessional to be funded by the operating budget (prepaid SPED). Motion made by Ms. Cavanaugh seconded by Mr. Graziano.

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

**F. School District Records Access Officers – Dr. MacLeod**

For Consideration: As required by the Town Manager in response to new regulations regarding Public Records Requests. At its meeting on Tuesday, January 10, 2017, the Board of Selectmen approved the following Records Access Officers subject to the approval of the School Committee:

- a. Kim Pulnik RAO for Personnel Records
- b. Dr. Karen Zaleski RAO for Student Records
- c. Dr. Cathy McLeod RAO for General Information

**Discussion:** The value of assigning RAO to positions as opposed to individuals was discussed. In the event an individual changes job position, a re-designation would not be needed.

**Motion:** Move to name as Public Records Access Officers for the school district the Human Resource Director for personnel records, the Director of Pupil Services for student records, and the Superintendent of Schools for general information. Motion made by Mr. Graziano seconded by Ms. Bertschmann.

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

**G. 2017-2018 School Year Calendar – Dr. MacLeod**

**For Consideration:** of the 2017-2018 School Year Calendar as outlined in the agenda materials. The Calendar has been reviewed by the Superintendent and the Administrative Council and we are seeking School Committee approval.

**Discussion:** June 15, 2018, should be marked as an early release day. Pre-school professional development days have not been set. By general consensus, the School Committee supported moving the 2018-2019 calendar approval up to the fall in order to help families with plans for summer childcare.

**Motion:** Move to approve the 2017-2018 School Year Calendar as outlined in the agenda materials and amended as to June 15, 2017. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

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

**H. Elmwood SOI – Dr. MacLeod**

**For Consideration:** in response to an invitation from the MSBA to submit considerations for Statements of Interest and as it relates to the Elmwood School. (Deadlines for Accelerated Repair: February 17<sup>th</sup>; Core Program: April 7<sup>th</sup>).

**Discussion:** The Elmwood building needs significant upgrading and enrollment increases will impact those grades in the near future. The SOI requires support by the Board of Selectmen. The number of projects currently underway or under consideration throughout the town is a concern. The MSBA process takes several years and there is no guarantee that Elmwood will be approved. By general consensus, the School Committee expressed a desire for obtaining information from Compass on running concurrent projects, and for the Superintendent's projections of enrollment, class size and capacity over the next five years. Further discussion will take place during the February 2, 2017, School Committee meeting.

**Motion:** TBD

No motion was made.

**I. School Committee Policy: IHAMA Drug, Alcohol and Tobacco Prevention (1<sup>st</sup> reading) – Dr. MacLeod**

**For Consideration:** Policy IHAMA was adopted in August 2016, and has been shared through Listserv. In response to recent legislation that each district submit their Substance Use Education Curriculum, the Policy will be updated to reference the Curriculum under procedures. This document has been submitted to DESE as required.

**Motion:** Move to accept the Procedure reference IHAMA-1 under Policy IHAMA, Drug, Alcohol and Tobacco Prevention as indicated in the agenda materials.

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

## VII. Old Business

### A. 2017 Final International Travel Approval – Dr. MacLeod

For Consideration: of the final request for overnight international travel. These requests were all approved by the School Committee in January 2016 as Intent to Travel. They are placed on the agenda for final approval.

- a. Cuba (Feb. 17 – Feb. 25, 2017)
- b. Amsterdam, Brussels, and Paris, France (April 15 – April 22, 2017)
- c. Germany & Italy (July 1 – July 10, 2017)

Motion: Move to approve the International Travel applications as follows:

- a. Cuba (Feb. 17 – Feb. 25, 2017)
- b. Amsterdam, Brussels, and Paris, France (April 15 – April 22, 2017)
- c. Germany & Italy (July 1 – July 10, 2017)

Motion made by Ms. Cavanaugh seconded by Mr. Graziano.

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

### B. School Committee Policy: *KE School-Related Problems and Concerns* (2<sup>nd</sup> reading) – Dr. MacLeod

For Consideration: of recommendations made at the January 5th, 2017, School Committee meeting related to Policy KE.

**Discussion:** One correction was received from school personnel and School Committee members suggested several changes for clarity. The policy will be brought back for a 3<sup>rd</sup> reading.

No motion was made.

## VIII. Public Comments: None at this meeting

## IX. Items by Consensus:

The Superintendent recommends the School Committee approve the Items by Consensus as outlined below,

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #17-043 in the amount of \$453,909.17.
- B. The Superintendent recommends the School Committee vote to approve the Hopkins Student Activities Warrant #17-044 in the amount of \$6,150.00.
- C. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #17-045 in the amount of \$11,136.28.
- D. The Superintendent recommends the School Committee vote to accept the gift in the amount of \$1,000.00 from Allan Brookes to be deposited into the High School Gift Account #1240 for general use.
- E. The Superintendent recommends the School Committee vote to accept the gift in the amount of \$925.90 from Elmwood Box Tops for Education to be deposited into the Elmwood School Gift Account.
- F. The Superintendent recommends the School Committee vote to approve the minutes of the Regular School Committee meetings of November 17, 2016, December 1, 2016, and December 15, 2016.
- G. The Superintendent recommends the School Committee vote to approve the minutes of the Special School Committee meeting of December 8, 2016.

Motion: Move to approve the Items by Consensus as outlined by the Superintendent and in the agenda materials. Motion was made by Ms. Cavanaugh seconded by Ms. Knight.

Vote: Favor: 5

Oppose: 0

Abstain: 0

Absent: 0

**X. Adjournment**

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

Vote: Favor: 5

Oppose: 0

Abstain: 0

Absent: 0

The meeting was adjourned at 10:05 PM.

Respectfully submitted,



Lori Nickerson, Chair

Kelly Knight, Vice Chair

