

HOPKINTON SCHOOL COMMITTEE
Thursday, January 21, 2016
Regular Meeting 7:00 PM
Middle School Library
MINUTES

School Committee Chair Ellen Scordino opened the regular meeting at 7:03 PM with the following present:

Members:

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

Also Present:

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

I. Pledge of Allegiance

II. Recognitions:

- Dr. MacLeod announced that Assistant Superintendent Robert Berlo, accepted a position in the Wachusett School District. Dr. MacLeod expressed appreciation for Mr. Berlo and his work on curriculum alignment and his close work with the teachers.
- Hopkinton Parent Teacher Association (HPTA) President Erin Graziano and Vice-President Tara Sanda were welcomed to the table. Dr. MacLeod thanked the HPTA for the enrichment and support that is given to students throughout the district. Much of this support is done in the background and is often not observable by the community. Dr. MacLeod reviewed the projects financed by the HPTA this year. Ms. Graziano thanked HPTA members and those who participated in the HPTA events which provided the funding for these projects.

III. Public Comments: None at this meeting

IV. Reports

- A. Student Council – None at this meeting
- B. Cross-Country Course – Dr. MacLeod welcomed Mr. Tim Kilduff from the 26.2 Foundation, Mr. Peter LaGoy, and Mr. Ryan Davenport to the table. The proposed cross country course would be developed behind the middle and high schools and would join the existing Center Trail. The course would provide a variety of terrains for runners which are not available in the current course. The plan for the course and the timeline were explained. Private funding will be used for the construction of the course. The School Committee approval for the project is requested as the course is on school property.

Discussion: Funding for initial maintenance will be covered with private funds. HHS Athletic Director and coaches were included in the discussions about the course layout.

Motion: Move to endorse the cross country course project and ask that the Superintendent work with Mr. Kilduff, Mr. LaGoy, and Mr. Davenport to proceed with the building of the cross country course on Town of Hopkinton property, which is under School Committee jurisdiction was made by Ms. Bertschmann, seconded by Mr. Graziano.

Vote: Favor: 5

Oppose: 0

Abstain: 0

Absent: 0

C. Liaisons Reports

- Ms. Knight reported on the presentations given to the Elementary School Building Committee (ESBC) which included site placement, layout of rooms, the playground and the exterior of the building. Interviews for the construction manager firm will take place tomorrow, Friday, January 22, 2016.
- Ms. Bertschmann reported that the Youth Commission's MLK Day was held with a great turnout. Hopkinton's Director of Youth and Family Services, Denise Hildreth, will host a screening of *Anonymous People* with a panel discussion following the film. Mr. Chris Herren will speak in Hopkinton about his struggle with drugs on March 17, 2016.

The Charter Review Committee met and will hold a Public Forum in February. The Charter Review Committee is planning to discuss moving the school budget deadline up to December 31st and Ms. Bertschmann sought feedback from School Committee members. General consensus supported no change in the deadline as the timeline would be very tight, and financial information from the state and town would not be available.

- Ms. Nickerson attended the most recent SEPAC meeting and reported that the group has grown, and there is a much better dialogue taking place. There are some communication issues between the Special Education Department and parents of SpEd students which could be improved. Ms. Nickerson encouraged adding an agenda item to an upcoming School Committee meeting for Dr. Zaleski to present her findings when she first came into the district, where we are now, and her plan for the upcoming years. A special presentation on anxiety in children is being planned as the issue of anxiety is applicable to all students.

D. SC Chair Report (taken out of order, after V. B.)

- School Committee meetings in June were discussed and by general consensus meeting dates of June 16 and 30, 2016 were supported.

E. Superintendent's Report

- Professional Development Report – January 15, 2016 was an early release day and a number of activities took place. At the high school focus was on the school improvement goal to develop quality formative assessments; at the middle school a variety of departments participated in different activities; at Hopkins School the focus was on helping students apply their knowledge when answering different types of questions; and Elmwood School focused on individual grades for common planning time. The entire district has an ongoing focus examining student data. New de-escalation training for teachers was given and will also be given to the administration.
- Coordinated Program Review Update – Every six years the Department of Elementary and Secondary Education (DESE) conducts a review of all public schools. A visit by DESE staff to the Hopkinton School District will take place on March 14 – 18, 2016. Special education, English learner education and civil rights were identified specifically; other general education is also reviewed. An exit interview will take place on March 17, 2016 and if any corrective actions are needed they will be identified along with a timeline for corrections. Any member of the public may request to be interviewed by the visiting team. Those desiring to be interviewed should call the Superintendent's office by January 30, 2016 or the DESE.
- Pre-school applications are due February 1, 2016. The lottery for the three-year-old program and waiting list for the four-year-old program will be held on February 25, 2016 at 6:30 PM and will be televised.
- Superintendent's Mid-Cycle Goals Review – Dr. MacLeod provided evidence of progress for the Superintendent's Annual Plan, 2015-2016. Ms. Scordino explained this is the point in the review process for School Committee members to offer feedback to Dr. MacLeod before the Superintendent's annual review. School Committee members asked questions for clarification, commended Dr. MacLeod for progress made, and identified areas where additional evidence would be beneficial.

V. New Business

- A. **2017 Intent to Travel Recommendations:** Mr. Bishop and Dr. MacLeod (taken out of order, after IV. C.)
For Consideration: Request and recommendation of the Superintendent to approve the Intent to Travel requests for:
- Germany/Italy: July 1st – July 10th, 2017

- Amsterdam/Paris: April 15th – April 22nd, 2017

Discussion: Dr. MacLeod reported that one additional international trip to Cuba will be brought for initial Committee approval at the February 4, 2016 meeting. In response to Ms. Nickerson’s question about security and travel alerts, Mr. Bishop explained that discussions with Education First about security have taken place, and EF assured the district that appropriate precautions are taken. EF will meet with parents and teachers if desired, and if an event causes concern, EF will allow parents to change plans. Mr. Bishop explained that safety is a topic which is covered in meetings prior to the trips. In response to Mr. Graziano’s question, Mr. Bishop explained that an EF representative will accompany the group in Brussels; Mr. Bishop will confirm that understanding.

Motion: Move to approve the Intent to Travel requests for was made by Mr. Graziano, seconded by Ms. Bertschmann:

- Germany/Italy: July 1st – July 10th, 2017m
- Brussels/Amsterdam/Paris: April 15th – April 22nd, 2017

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

B. High School Spartan Club Stipend – Mr. Bishop

For Consideration: Request and recommendation of the Superintendent to approve the request to reallocate stipend money towards supporting the Spartan Club.

Motion: Move to approve the reallocation of \$500.00 from the High School Fashion Club to the High School Spartan Club was made by Ms. Bertschmann, seconded by Mr. Graziano.

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

C. 2.4 FTE Paraprofessional Needs – Dr. MacLeod (taken out of order, after IV. E.)

For Consideration: Request and recommendation of the Superintendent to approve the appointment of additional 2.4 FTE Paraprofessionals as outlined in the agenda materials.

Discussion: Dr. MacLeod explained that these positions will be needed only in FY16. The expectation is that after the annual review of IEP’s some students will require less assistance, and it will be possible to reduce the number of paraprofessionals for 2016-2017.

Motion: Move to approve the appointment of additional 2.4 FTE Paraprofessionals to be funded through Circuit Breaker for the remainder of the current academic year was made by Mr. Graziano, seconded by Ms. Nickerson.

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

D. Awarding of High School Diplomas:

For Consideration: The procedure for awarding of the High School diplomas.

Discussion: Currently the School Committee Chair hands out high school diplomas at graduation. A request was received for the high school principal to hand out a diploma to a student who has a special connection to Mr. Bishop. Many students have a special relationship with Mr. Bishop and handing the diploma to one student would not be right. In general, high school students have a greater connection with the high school principal than with the School Committee members. Ceremony and tradition are important parts of graduation, and the School Committee sets graduation requirements and oversees students’ entire education. A listserv will be sent out alerting parents that this topic is under consideration by the School Committee.

E. Superintendent’s Budget Recommendation:

For Consideration: Request and recommendation following individual budget reviews, and Public Hearing of the Superintendent’s FY17 budget.

Discussion: The K – 6 bus fee was eliminated in this recommendation.

Motion: Move to approve the FY17 budget recommendation of the Superintendent in the amount of \$40,902,901.00 representing a 4.495% increase over the FY16 budget was made by Mr. Graziano, seconded by Ms. Nickerson.

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

F. School Committee Policy: School Owned Vehicle Policy (1st reading)

For Consideration: Request and recommendation of the Superintendent to review the newly developed school owned vehicle policy. This policy has been adapted with reference to the Town of Hopkinton Vehicle Policy. The policy has been shared through listserv.

Discussion: Changes made to the policy were reviewed by Dr. MacLeod. School Committee members raised the question of who owns the vehicles used by the district, the school department or the town and whether there was a need to adopt the School's own policy or have the vehicle in question listed in the Town's existing policy. Confirmation of ownership will be pursued as the town's policy may cover the school vehicles.

Recommended Motion: Move to adopt School Owned Vehicle Policy.

No motion was made.

G. Capital Project School Department Article Warrant #16-035 in the amount of \$35,455.85 – Mr. Dumas

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

Motion: Move to approve the payment of Warrant #16-035 in the amount of \$38,455.85 to the vendors as outlined in the warrant was by Mr. Graziano, seconded by Ms. Knight.

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

H. Superintendent's Contract

For Consideration: Request and recommendation of the School Committee Chair to ratify the Successor Agreement to the Superintendent's contract. The agreement was approved in Executive Session and the vote must be repeated in open session.

Motion: Move to approve a three-year contract 2016-2019 as outlined in the Superintendent's contract was made by Ms. Bertschmann, seconded by Mr. Graziano.

A roll call vote was taken:

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

VI. Old Business – None at this meeting

VII. Public Comments: None at this meeting

VIII. Items by Consensus:

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-033 in the amount of \$373,762.31.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #16-034 in the amount of \$14,682.13.

- C. The Superintendent recommends the School Committee vote to approve the minutes of the special School Committee meeting of April 29, 2015 as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of May 14, 2015 as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of September 10, 2015 as indicated in the agenda materials.

Motion: Move to approve items VIII. A. – E. was made by Mr. Graziano, seconded by Ms. Nickerson.

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

IX. Adjournment

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

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

The meeting was adjourned at 9:45 PM.

Respectfully submitted,

Ellen Scordino, Chair
Lori Nickerson, Vice Chair