

# HOPKINTON SCHOOL COMMITTEE

Thursday, February 25, 2016

Executive Session 7:00 PM

Regular Meeting 7:15 PM

Middle School Library

## MINUTES

School Committee Chair Ellen Scordino opened the regular meeting at 7:02 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. Ralph Dumas, Director of Finance

### Call to Order in Open Session

#### I. Pledge of Allegiance

#### II. Executive Session:

On a motion made by Jon Graziano, seconded by Kelly Knight, the School Committee voted to enter into Executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel, specific to the Assistant Superintendent.

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 Jon Graziano, seconded by Kelly Knight, the School Committee voted to exit the Executive Session and to enter into the regular portion of the School Committee meeting.

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

#### III. Recognitions:

- Congratulations to HHS senior Madeleine Francis who was selected as a candidate for the U. S. Presidential Scholars Program.

#### IV. Public Comments:

- Support was expressed for the application of the Hopkinton Center for the Arts for an alcohol license. School Committee members posed questions for clarification and voiced concerns about lighting of the shared parking lot, scheduling of events, and the time and location of alcohol sale and consumption.

*(Voted to accept 7/7/16)*

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## V. Reports to the School Committee

### A. Student Council – None at this meeting

### B. Liaisons Reports

- Ms. Bertschmann reported that the Charter Review Committee has begun to meet.
- Mr. Graziano reported the ESBC continues to address design development of the interior spaces of the building. Colantonio, Inc. of Holliston, MA was selected as construction manager for the project.

### C. SC Chair Report

- The lease agreement with the Boston Athletic Association (BAA) and the 26.2 Foundation was renewed. The renewal provision was changed to include some access to the facilities five days prior to the marathon.
- Communications received:
  - Business Professionals of America sent a thank-you.
  - The topic of sexual education was referenced in two emails. One question was received about the modified curriculum for special learners which Dr. MacLeod will address. The other dealt with the title of the books used at Hopkins School and will be addressed by Mr. Kearnan
  - A request for minutes will be addressed by Dr. MacLeod, Mr. Graziano and Ms. Scordino.

### D. Superintendent's Report

- A power outage caused a two-hour delay for Elmwood School. Since not all district schools were affected, a robo call was not made. There were some glitches in communication. During debriefing of the event changes for improvement will be identified.
- Hopkins Curriculum Expo was a wonderful experience for parents and students.
- Chris Herren will speak on Thursday, March 17, 2016 at 7 PM at the HMS auditorium.
- "Highlights from the Hill" will launch on March 22 and will air monthly. This will present an opportunity for Dr. MacLeod to host special guests, present recognitions, and provide updates to the community.
- In response to a request from parents, an All Star Reading series will begin on March 16, 2016. It will be a 3-part series and Dr. MacLeod thanked the HPTA for their help organizing the event.

### E. Whitsons Annual Financial Projection Report – Kevin Welch and Joe Armenti

District Manager Joe Armenti and Food Service Director Kevin Welch were welcomed. Mr. Armenti reviewed the operational and marketing updates, as well as the changes in food choices available to students. The DESE performs a review of school lunch programs every three years and in January Hopkinton's program was reviewed with extremely positive results. Whitsons is working toward making organic and non-GMO food available; cost is the largest consideration as ingredients are more expensive along with the need for increased labor as many of these products must be made from scratch. Mr. Armenti reviewed specific menu items which come from local farms, are made on the premises, and contain no high fructose corn syrup. Average participation remains at 35%. The program is projected to meet budget goals this year with current elementary lunch price of \$2.50 and high school price of \$2.75. A price increase may be required based on the reimbursement rate from the government. The point-of-sale hardware will require an upgrade. School Committee members asked clarifying questions.

### F. Finance Quarterly Review – Mr. Dumas

The projected balance at the end of the second quarter is \$283,000. Five additional SpEd students have been out-placed in the 2<sup>nd</sup> quarter which brings the total of unbudgeted out of district placements to seven for the current school year. Mr. Dumas reviewed the financial changes in personnel, maintenance, programs, and capital accounts. The history of the funds in the high school building account was reviewed with the conclusion that Mr. Dumas will request the Town Financial Director to close that account. The Town Manager reviewed the information and supported closing the account. The funds were held because the high school building site triggered a requirement that either a fee must be paid or land must be set aside. Legacy Farms has offered to donate this land but to date it has not been finalized. General consensus of the School Committee was to close the high school building fund account. The topic of unbudgeted SpEd placements and the challenges placed on the budget and the budget process were discussed.

## VI. New Business

### A. **Appointment of the Assistant Superintendent** – Dr. MacLeod

For Consideration: That the School Committee accept the Superintendent’s recommendation to appoint Dr. Carol Cavanaugh for the position of Assistant Superintendent of the Hopkinton Public Schools. This recommendation is made after Dr. Cavanaugh participated in three rounds of interviews, a site visit and a public forum.

Motion: Move to accept the recommendation of the Superintendent to appoint Dr. Carol Cavanaugh for the position of Assistant Superintendent, subject to an acceptable CORI/Background check, and the successful completion of a mutually agreeable employment contracts was made by Mr. Graziano, seconded by Ms. Knight.

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

Motion: To authorize the Superintendent to enter into negotiations and execute a contract with Dr. Carol Cavanaugh based on parameters provided by the School Committee was made by Mr. Graziano, seconded by Ms. Knight.

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

### B. **Hopkinton Center for the Arts** – Dr. MacLeod

For Consideration: The review of the permitting request by the Hopkinton Center for the Arts, Inc.

Recommended Motion: To be determined at the School Committee meeting.

**Discussion:** A sample letter was provided to the School Committee to submit as abutters. The School Committee is also asked to waive the non-conformity of the notice time. Concerns identified by the School Committee are insufficient lighting in the shared parking area, the volume and timing of events, the physical areas where alcohol will be (inside and outside), and the lack of specificity of the hours for serving. These concerns were shared with the HCA representatives earlier in this meeting. Improving lighting in the parking area, limiting the location of alcohol consumption, requiring notice and/or coordination with the school department before scheduling events, and adding specificity to the hours for serving alcohol would address these concerns.

Motion: Move to authorize the School Committee Chair and Superintendent to sign the presently drafted letter to the Board of Selectmen was made by Mr. Graziano, seconded by Ms. Knight.

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

### C. **Student Handbooks** – Dr. MacLeod

For Consideration: Request and recommendation of the Superintendent to approve the High School and Middle School Student Handbooks that have been amended to be consistent with MGL. Ch.76 §1A & 1B.

Motion: Move to approve the High School and Middle School Student Handbooks that have been amended to be consistent with MGL. Ch. 76 §1A & 1B was made by Ms. Knight, seconded by Mr. Graziano.

Vote: Favor: 4

Oppose: 0

Abstain: 0

Absent: 1 (Nickerson)

**D. School Committee Policy: IHAMB and IHAMB-E1 Sex Education – Dr. MacLeod (1<sup>st</sup> Reading)**

For Consideration: Request and recommendation of the Superintendent to amend the policies to reflect current practice.

**Discussion:** In response to Mr. Graziano’s question, Dr. MacLeod explained that the communications received about this policy asked about the title of the book in use at Hopkins School, and that the curriculum be modified for special learners with communication about that modification. Modification of the curriculum for special learners takes place over all curriculum areas, and Dr. MacLeod will follow up the Special Education department to assure that notice of the modification is communicated to parents. The policy was amended to reflect current practices and to provide consistency across the district of notifications to parents. The Committee supported Mr. Bertschmann’s suggestion to delay adoption of the policy to allow time for further feedback from the community.

Recommended Motion: Move to adopt Policy *IHAMB* and *IHAMB-E1* as amended.

No motion was made.

**E. Lease agreement with the Boston Athletic Association and the 26.2 Foundation – Ms. Scordino**

For Consideration: Request and recommendation of the Superintendent to accept the renewed lease agreement between the Hopkinton Public Schools and the Boston Athletic Association (BAA) and 26.2 Foundation.

**Discussion:** Ms. Scordino reported that an addendum was requested by the BAA and will be brought to the School Committee for approval. Ms. Bertschmann suggested adding the date or time frame when the payment of fees to the school district is expected. Delaying approval until the changes are incorporated was supported by the Committee.

Recommended Motion: Move to accept the renewed lease agreement between the Hopkinton Public Schools and the Boston Athletic Association (BAA) and 26.2 Foundation.

No motion was made.

**F. Capital Project Article Warrant #16-043 in the amount of \$529.66 – Mr. Dumas**

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

Motion: Move to approve the payment of Warrant #16-043 in the amount of \$529.66 to the vendors as outlined in the warrant was made by Ms. Bertschmann, seconded by Mr. Graziano.

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:**

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-040 in the amount of \$388,844.80.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #16-042 in the amount of \$21,780.35.
- C. The Superintendent recommends the School Committee vote to approve \$121.00 from the HPTA “Spirit Wear” and \$697.90 from General Mills “Box Tops for Education” fundraisers be placed in the Center School Gift Account as indicated in the agenda materials.

- D. The Superintendent recommends the School Committee vote to approve \$2,082.81 from General Mills “Box Tops for Education” and \$112.00 from the HPTA “Spirit Wear” fundraisers be placed in the Elmwood School Gift Account as indicated in the agenda materials.
- E. The Superintendent recommends the School Committee vote to accept a gift in the amount of \$500 from the Hopkinton Running Club to be placed in the Elmwood School Gift Account for the Marathon Fitness Program as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$2,122.40 from Target’s “Take Charge of Education” fundraiser be placed in the High School Gift Account as indicated in the agenda materials.
- G. The Superintendent recommends the School Committee vote to accept a gift in the amount of \$2,500 from EMC to be placed in the High School Gift Account for High School Robotics as indicated in the agenda materials.

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

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

The meeting was adjourned at 9:30 PM.

Respectfully submitted,

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Ellen Scordino, Chair  
Jonathan Graziano, Vice Chair