

# HOPKINTON SCHOOL COMMITTEE

Thursday, March 24, 2016

Regular Meeting 7:00 PM

Middle School Library

## AGENDA

### I. Pledge of Allegiance

### II. Recognitions:

### III. Public Comments: 7:00

### IV. Reports to the School Committee

- A. 7:10 – 7:15: Student Council
- B. 7:15 – 7:25: Liaisons Reports
- C. 7:25 – 7:30: SC Chair Report
- D. 7:30 – 7:35: Superintendent's Report
- E. 7:35 – 7:50: Athletics Report – Mr. Karjel
  - Athletics Winter Update
  - New Athletic Program Proposal
  - Update on Alpine Ski Team

### V. New Business

- A. 7:50 – 8:00: **School Committee Policy:** *JLCD* Administering Medication to Students – Dr. MacLeod (1<sup>st</sup> Reading)  
For Consideration: Request and recommendation of the Superintendent to approve Policy JLCD as amended to meet procedures established by the Department of Public Health.  
  
Recommended Motion: Move to approve Policy *JLCD* as amended.
- B. 8:00 – 8:10: **School Committee Policy:** *KHC* Distribution of Materials on District Grounds – Dr. MacLeod (1<sup>st</sup> Reading)  
For Consideration: Request and recommendation of the Superintendent to consider establishing Policy KHC to address safety concerns  
  
Recommended Motion: Move to adopt and approve Policy *KHC* as written.
- C. 8:10 – 8:20: **School Committee Policy:** *KHCB* Dissemination of Information Brochures – Dr. MacLeod (1<sup>st</sup> Reading)  
For Consideration: Request and recommendation of the Superintendent to approve Policy KHCB as amended.  
  
Recommended Motion: Move to approve Policy *KHCB* as amended
- D. 8:20 – 8:30: **School Committee Policy:** *KHB* Advertising in the Schools – Dr. MacLeod  
For Consideration: Request and recommendation of the Superintendent to decommission this policy based on current practice.  
  
Recommended Motion: Move to decommission Policy *KHB*.
- E. 8:30 – 8:35: **High School State-Side Overnight Travel Recommendations** – Dr. MacLeod  
For Consideration: Request and recommendation of the Superintendent to approve the travel request for:
  - Boston: Business Professionals of America: May 5th – May 8th, 2016  
Recommended Motion: Move to approve the travel request for:
  - Boston: Business Professionals of America: May 5th – May 8th, 2016
- F. 8:35 – 8:40: **High Club Stipends** – Dr. MacLeod  
For Consideration: Request and recommendation of the Superintendent to approve the request to reallocate \$3,300.00 in stipend monies as outlined in the agenda material.  
  
Recommended Motion: Move to approve the reallocation of \$3,300 in stipend monies as outlined in the agenda material.

*The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

G. 8:40 – 8:45: **Capital Project Article Warrant #16-050 in the amount of \$5,100.00** – Mr. Dumas  
For Consideration: Request and recommendation of the Superintendent for payment of invoice(s) for a Capital Project invoice(s) as appropriated in Article(s) 24.

Recommended Motion: Move to approve the payment of Warrant #16-050 in the amount of \$5,100.00 to the vendor(s) as outlined in the warrant.

**VI. Old Business**

**VII. Public Comment**

**VIII. Items by Consensus: 8:45**

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-049 in the amount of \$464,867.19.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #16-048 in the amount of \$23,031.40.
- C. The Superintendent recommends the School Committee vote to approve \$776.00 from the HPTA “Spirit Wear” fundraiser be placed in the Hopkins School Gift Account as indicated in the agenda materials.

**IX. Adjournment**

**X. Next Meetings**

Thursday, April 7, 2016 @ 7:00 PM  
Thursday, April 28, 2016 @ 7:00 PM

Middle School Library – Regular Meeting  
Middle School Library – Regular Meeting

## WINTER ATHLETIC REPORT

March 24, 2016

The 2015-2016 Winter Season was an outstanding season for the Hiller Athletics.

- The Boys Hockey Team coached by Hopkins Elementary teacher Chris MacPherson had the best season in school history as they finished at 19-3. They advanced to the South Division 3 Semi-Finals after winning 2 State Tournament Games.
- The Girls Basketball season was much improved and had a great season under first year Coach Mike Greco, a Hopkinton High School teacher. The team finished 16-7 and defeated Ashland in the Central Division 2 State Tournament before losing in the Sectional Semi-Finals.
- The Boys Basketball team finished their season strong winning their final 4 games to qualify for the State Tournament with a 10-10 record. They lost in the Sectional Quarter-Finals. The team is coached by Elmwood Elementary teacher Tom Keane.
- The Cheerleading Team coached by Melissa Zwang had an amazing season. They returned only 3 members yet entered a new state category the Game Day Cheer Division. This new squad came together and captured the school's 1<sup>st</sup> Cheer State Championship.
- The number of girls participating in the Dover-Sherborn Hopkinton Girls Ice Hockey program continues to grow with 7 Hopkinton students on the team this year. Next year we anticipate 10 Hopkinton Student-Athletes will be participating.
- The Wrestling Team had another winning season under Coach Tim Nelson. The team placed 8 out of 12 wrestlers in the Division 2 Central Sectional Tournament. Wyatt Beach placed 4<sup>th</sup> in the Division 2 State Tournament. Lukas Kaminski was a Division 2 State Champion. Josh Sokol also took home a Division 2 State Title and then finished as runner-up in All-States and at the New England Championship.
- The Swimming and Diving Team coached by Bryan King, Hopkinton High School teacher had an excellent season. They finished 2<sup>nd</sup> in the TVL with a 5-1 record and for the 6<sup>th</sup> year in a row won the TVL Conference Meet. This season the girls had the best finish in school history as they finished as Sectional Runner-Ups. Diver Mattie Stauss was Sectional Champion and was 4<sup>th</sup> at States. Diver Alyssa Annenberg was 2<sup>nd</sup> in Sectionals and 2<sup>nd</sup> at States. The 200 free relay team of Grace Cavanaugh, Rachel Zale, Lydia Franklin and Olivia Handrahan won sectionals and set both team and league records. Lydia Franklin and Emily Schmidt were selected as Academic All-Americans.

- **The Boys Indoor Track team coached by Hopkinton High School Department Head Mike Donahue had a very successful season finishing 2<sup>nd</sup> in the TVL with a 7-1 record. The team also finished 2nd in the League Meet and 7<sup>th</sup> at the Sate Divisional meet.**
- **Last but certainly not least, our consistently excellent Girls Indoor Track Team had another incredible season as they went 8-0 and captured another TVL Title. The team placed 2<sup>nd</sup> at the State Relay Meet. Isabelle Giordano broke the school record in the 1000 meters. The 4 x400 team of Isabelle Giordano, Emily Mastroianni, Caitlyn Halloran and Taylor Velazquez finished tenth at the All- States and qualified for nationals. The team was coached by Brian Hall.**

### **Winter 2015-2016 Awards**

#### **First Team TVL All-Stars**

<b>Sport</b>	<b>Name</b>
Girls Indoor Track	Caitlyn Halloran Isabelle Giordano
Boys Indoor Track	Michael Cuthbert Nick Poillucci
Boys Swimming & Diving	Reece Donahue Sam Richardson
Girls Swimming & Diving	Lydia Franklin Olivia Handrahan Alyssa Annenberg Emily Wei Mattie Stauss Grace Cavanaugh Abigail Fischer
Cheerleading	Lisa Breton Elizabeth Karp
Wrestling	Ryan Mastroianni Lukas Kaminski Wyatt Beach Charlie Dumas Josh Sokol

**Boys Basketball**

**Nic Canal**

**Ice Hockey**

**Cam Finlayson**

**Other Awards**

**Ice Hockey**

**Billy Allen, Jr**

**Boston Bruins Sportsmanship Award**

**Wrestling**

**Josh Sokol**

**Tri-Valley League MVP**

# Hopkinton Athletic Department New Athletic Program Proposal

## January 2016

In order to have a process in place to evaluate interest and sustainability while not incurring additional expenses that would burden the school budget, a budget neutral proposal has been developed. Any new approved program would be started and run as a 2 year "Pilot Program". During this time the new program would not incur any school funding. At the end of 2 years the "piloted program" would be evaluated and would either be dropped or be adopted fully into the athletic department offerings with full school support and funding.

Proposal for adding new athletic programs:

1. All new programs would be started as "2 year Pilot Programs".
2. The Head Coach would be paid \$2,000 a year for the first 2 years.
3. The Athletic User Fee would be double for the first 2 years. Currently the fee is \$110 so the fee next year for a piloted team would be \$220.
4. Only one new team or program could be piloted at a time. During any 2-year period only one new program could be piloted.
5. After the first year, a funding proposal would be submitted to determine cost and establish if the athletic budget can sustain the program.
6. After 2 years the Piloted Program would either be discontinued if it was not sustainable or it would be fully adopted as part of the athletic program with full financial support. If adopted the coach would be paid accordingly and the athletic fee would be the same as for all other sports.

**HOPKINTON SCHOOL COMMITTEE POLICY**  
**ADMINISTERING MEDICATIONS TO STUDENTS**

This policy encourages collaboration with parents/guardians in ensuring that students who require medication will be able to attend school, and that medications required by students during the school day are properly administered. No medication is to be administered unless the procedures outlined in this policy are followed.

**Management of the Medication Administration Program**

The school nurse supervises and documents medication administration in each school, and is responsible for the safe and appropriate storage of all medications. School nurses must document and report any medication errors to the school principal and to the district Nurse Leader, who will assist the nurse in an appropriate response to the error and communication with the parents of the affected child(ren).

The Nurse Leader will consult with the District Physician to develop procedures for the administration of medication in the schools and responses to any medication emergency and will review these procedures with school nurses at the beginning of each year.

**Procedures for Medication Administration**

A. Prescribed Medications Administered by the School Nurse

All medications must be brought to the school nurse by the student's parent, guardian, or a responsible adult except those medications that are already approved by the parent/guardian and school nurse for self-administration (as referenced in Section B below).

For the medication to be administered, the parent/guardian must provide a completed, signed, and dated Authorization for Dispensing Medication Form (JLCD-R1) that includes all required information, including the licensed prescriber's order. The medication must be in an original pharmacy bottle that includes the student's name, medication name and dosage, frequency of administration, name of licensed prescriber, and the date of the prescription.

For short-term prescribed antibiotic treatments (i.e., 10 days or fewer), the pharmacy labeled container may be used in lieu of the licensed prescriber's order. The parent/guardian must complete the top section of the authorization form (JLCD-R1). If the school nurse has a question, the nurse may request a licensed prescriber's order.

B. Prescribed Medications that are Self-Administered

For self-administration, the nurse may require a licensed provider to provide a written order. The school nurse may consult with teachers, and the student and his/her parent or guardian to determine a safe place for storing medication to be self-administered.

The following conditions must be met:

- The school nurse must develop a medication administration plan pursuant to 105 CMR 210.005 (E) that contains the elements necessary to ensure safe self-administration of the medication.
- The school nurse must evaluate the student's health status and abilities in order to deem self-administration appropriate for the individual student. The school nurse must be reasonably confident that the student is able to:
  - Consume or apply the prescription medication in the manner directed by the licensed prescriber, without any additional assistance or direction,
  - Identify the appropriate medication,
  - Understand the frequency and time of day for which the medication is ordered, and

- o Follow the self-administration protocols.
- The parent/guardian, nurse, and student must sign the *Authorization for Self-Administration Form* (JLCD-R2) that specifies the conditions under which the prescription medication can be administered,
- The school nurse must document self-administration of the prescription medication and establish and follow a policy for safe storage that provides students with accessibility and a backup supply.

**Administration of Epinephrine (Epi-Pen)**

Administration of epinephrine may be delegated under the conditions listed below to unlicensed school personnel to enable administration in a life-threatening situation when a nurse is not present or available (such as when students are riding the bus, on field trips, or engaged in other out-of-school short-term activities.) Delegation of administration is provided that:

- All conditions of MA 105 CMR 210.100 are met by the school, and
- The school district has current registration with the Department of Public Health for delegating such authority.

Bus drivers will not be required to administer an Epi-Pen unless hired after March, 2010, when state law requires training in the "administration of an epinephrine auto injector." However, this law does not prevent a bus driver from voluntarily being trained. Bus drivers who are not trained will immediately call 911 if a student is having an allergic reaction.

**Administration of Over-the-Counter Medications**

The school nurse may administer over-the-counter medications without a licensed prescriber's order in compliance with the administration requirements of the Massachusetts Board of Registration and only if the following has been done:

- The top part of the JLCD-R1 form has been completed, signed, and dated by parents.
- Parents provide the medication in the original container with the student's name clearly written on it.

First Reading	September 16, 2010
Second Reading	October 21, 2010
Third Reading	November 4, 2010
Adopted	Originally 1992; November 4, 2010
Policy Amended	2001, 2010
Legal References	M.G.L. c. 71 §54B M.G.L. Title XIV Public Ways and Works, c.90 §8A 105 CMR 210.005(E) 105 CMR 210.006105 105 CMR 210.100
Policy Cross Reference	
Procedure Reference	JLCD – R1 Authorization for Dispensing Medication JLCD – R2 Authorization for Self-Administration <a href="#">JLCD – R3 Self Administration Form for Students on Overnight &amp; Out of State Trips</a>

Jeannine Gilmore 3/18/16 1:43 PM  
**Deleted:** <#>The parent/guardian and the licensed prescriber authorize such in writing by completing Administration of Epinephrine Auto Injector Form (JLCD – R3),

Jeannine Gilmore 3/18/16 1:42 PM  
**Deleted:** JLCD – R3 Administration of Epinephrine Auto Injector



**Self Administration Form for Students on Overnight & Out of State Trips**

Dear Parent/Guardian:

District policy allows students to self-administer medications with school nurse and parent/guardian approval. In order for your child to carry and administer his/her own inhaler and/or epinephrine auto injector and/or insulin and/or other medication as prescribed by a licensed physician, you must complete part A of this form. Part B will be completed in the health office with your child. You may be present during the completion of part B (back) of this form if you so desire. Your child must be able to answer the questions in Part B or he/she will not be permitted to carry or administer his/her own medication. This is for the safety of your child and others. This form must be completed **IN ADDITION** to the parent and prescriber's normal authorization form for administration of medication in school.

**A. To be completed by the parent/guardian:**

I request that my child \_\_\_\_\_ be permitted to carry on his/her person the:

- Inhaler \_\_\_\_\_
  - Epinephrine auto injector \_\_\_\_\_
  - Insulin \_\_\_\_\_
  - Other prescription/OTC medication (name(s)) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

My child has been instructed in and understands the purpose, appropriate method, frequency and use of his/her medication. My child understands that he/she is responsible and accountable for carrying and using his/her medication. My child understands that if he/she self administers this medication while on an Overnight or Out of State Field Trip that he/she will inform the school nurse or closest adult immediately after administration. It is understood that if there is irresponsible behavior or safety risk, the privilege of carrying his/her medication will be rescinded. I will support my child in following the agreement in Part B.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**B. To be completed by the school nurse with student:**

Yes      No

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Student is consistently able to:   |
|       |       | <ul style="list-style-type: none"> <li>● Name the medication; Identify the correct medication;</li> <li>● Explain the purpose of the medication;</li> <li>● Knows the correct dosage;</li> <li>● Explains when and how often the medication is to be taken;</li> <li>● Describes what will happen if the medication is not taken;</li> <li>● Knows where the medication will be safely stored</li> </ul> |
| _____ | _____ | Student demonstrated the correct use/administration.   |
| _____ | _____ | Student realizes his/her responsibility in carrying his/her own medication   |
| _____ | _____ | Student knows not to share the medication(s) with others.  |
| _____ | _____ | The student agrees to notify the school nurse or closest adult immediately after self-administering his/her medication on school-sponsored trips.  |
| _____ | _____ | The student agrees to contact the nurse immediately upon taking the prescribed medication or with any questions, concerns or adverse side effects.   |

The student understands that the privilege of carrying and administering his/her own medication(s) will be rescinded if he/she does not follow the above agreement.

_____	_____	_____	_____
(Student Signature)	Date	(School Nurse Signature)	Date

DPH

## 210.006: Self Administration of Prescription Medications

- (A) Consistent with school policy, students may self administer prescription medication provided that certain conditions are met. For the purposes of 105 CMR 210.000, "self administration" shall mean that the student is able to consume or apply prescription medication in the manner directed by the licensed prescriber, without additional assistance or direction.
- (B) The school nurse may permit self medication of prescription medication by a student - provided that the following requirements are met:
- (1) the student, school nurse and parent/guardian, where appropriate, enter into an agreement which specifies the conditions under which prescription medication may be self administered;
  - (2) the school nurse, as appropriate, develops a medication administration plan (105 CMR 210.005(E) which contains only those elements necessary to ensure safe self administration of prescription medication;
  - (3) the school nurse evaluates the student's health status and abilities and deems self administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the prescription medication;
  - (4) the school nurse is reasonably assured that the student is able to identify the appropriate prescription medication, knows the frequency and time of day for which the prescription medication is ordered, and follows the school self administration protocols;
  - (5) there is written authorization from the student's parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L c. 112, § 12F or other authority permitting the student to consent to medical treatment without parental permission;
  - (6) if requested by the school nurse, the licensed prescriber provides a written order for self administration;
  - (7) the student follows a procedure for documentation of self-administration of prescription medication;
  - (8) the school nurse establishes a policy for the safe storage of self-administered prescription medication and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the prescription medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication,, whenever possible, a backup supply of the prescription medication shall be kept in the health room or a second readily available location;
  - (9) the school nurse develops and implements a plan to monitor the student's self administration, based on the student's abilities and health status. Monitoring may include teaching the student the correct way of taking the prescription medication, reminding the student to take the prescription medication, visual observation to ensure compliance, recording that the prescription medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the prescription medication;

(10) with parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a prescription medication.

## **II. Self Administration of Medications**

"Self administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.

A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

- A. the student, school nurse and parent/guardian, where appropriate, enter into an agreement, which specifies the conditions under which medication may be self administered;
- B. the school nurse, as appropriate, develops a medication administration plan, which contains only those elements necessary to ensure safe self-administration of medication;
- C. the student's health status and abilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication;
- D. the school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered;
- E. there is written authorization from the student's parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission;
- F. if requested by the school nurse, the licensed prescriber provides a written order for self-administration;
- G. the student follows a procedure for documentation of self-administration of medication;
- H. the school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location;

I. the student's self-administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication; and

J. with parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

KHC

**HOPKINTON SCHOOL COMMITTEE POLICY  
DISTRIBUTION OF MATERIALS ON DISTRICT GROUNDS**

**General:**

The distribution of written and other materials or the carrying or posting of signs are not permitted on District property or at District-sponsored events to include, but not limited to:

- a. Political Statements;
- b. Commercial or profit-making purposes; or
- c. Purposes which are inappropriate for the educational community, but not limited to, that which appears to promote violence, racism or religious views.

**Requests to Distribute or Carry and/or Post Signs on District Property:**

Any organization or person desiring to distribute written or other materials on District property or carry or post signs on District property must obtain written approval of the Superintendent or his/her designee. Applications for approval must be submitted at least seven days in advance on the District's application form along with a sample of all materials and signs for which approval is sought. All materials and signs must identify by name and address both the publisher and approved applicant. Applicants will specify on their application the number of representatives of their group who will be participating, the date(s) and times for distribution and carrying and posting signs, location(s) and event(s) for which approval is sought.

Applications approved for the distribution of written or other materials or the carrying or posting of signs must be distributed, carried or posted outside the school building only within designated areas as approved by the Superintendent.

First Reading	March 24, 2016
Second Reading	
Third Reading	
Adopted	
Policy Amended	
Legal References	
Policy Cross Reference	KHCB Dissemination of Information Brochures
Procedure Reference	

KHCB

**HOPKINTON SCHOOL COMMITTEE POLICY DISSEMINATION OF INFORMATION FROM  
NON-SCHOOL AND SCHOOL SUPPORT GROUPS**

Dissemination of information to parents and students about programs or events offered beyond the regular day by local non-school (e.g., youth athletics) or school support groups must receive the approval of the Superintendent or his/her designee. The distribution of literature by any profit/non-profit-making ventures or groups not affiliated with Hopkinton will not be approved.

The Superintendent's or his/her designee's approval of information about programs or events will be based on satisfactory responses to the following criteria:

1. Demonstrated value for Hopkinton Students;
2. Congruence with current educational offerings, mission, values, and or the district's Strategic Plan;
3. Appropriateness for the ages and grades that would be involved; and
4. Clarity about the lines of responsibility and adequacy of supervision.

Flyers may be posted on the district website with the approval of the Superintendent or his/her designee. The school district does not allow the distribution of the paper brochures or flyers to students. On rare occasions, the Superintendent or his/her designee may allow a school support organization to distribute paper flyers for grades Pre-K to five only.

First Reading	April 28 2011, March 24, 2016
Second Reading	May 12, 2011
Third Reading	May 24, 2011, June 9, 2011
Adopted	Originally March 4, 1982 as #1327
Policy Amended	June 9, 2011
Legal References	
Policy Cross Reference	
Procedure Reference	E-Flyer Website Posting/Distribution Procedures E-Flyer Application for Posting Flyer

Jeannine Gilmore 3/9/16 2:30 PM  
**Deleted:** (e.g., Hopkinton Education Foundation)

Jeannine Gilmore 3/9/16 2:32 PM  
**Deleted:** Online registration, rather than paper forms, is strongly encouraged. In limited circumstances

Jeannine Gilmore 3/9/16 2:32 PM  
**Deleted:** .

Jeannine Gilmore 3/9/16 2:32 PM  
**Deleted:** On rare occasions, the Superintendent or his/her designee may allow distribution of information from the school support organizations through the district's listserv.

Jeannine Gilmore 3/9/16 2:36 PM  
**Deleted:** KHCB-R1 –

Jeannine Gilmore 3/9/16 2:36 PM  
**Deleted:** KHCB-R2 –

KHB

## Hopkinton School Committee Policy

### Advertising in the Schools

The School Committee recognizes that advertising represents an alternate source of revenue that the schools, school district, and sanctioned school-support organizations might wish to access. The School Committee requires that any advertising benefit the school district and be carried out in a responsible manner.

School property is a non-public forum. The intent of advertising is to raise funds, not to promote public discourse or a point of view.

Approval of advertisements does not constitute endorsement by the School Committee or the Hopkinton Public Schools of an advertiser's products, programs, or services.

The School Committee will allow advertising in school buildings and on school property under the following two conditions:

1. The Superintendent approves all advertising content, display and distribution.
2. An advertiser and his/her advertisements are in compliance with the district's mission, policies, and non-discrimination practices as well as with state and federal laws.

Advertisements will be restricted to common areas accessible to the public.

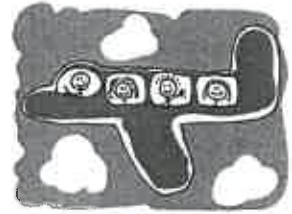
The Superintendent, in conjunction with the School Committee, will set advertising rates for school and school district advertising. Advertising revenue will be deposited into a gift account separate from other accounts. The School Committee will designate how the funds may be expended.

First Reading	March 15, 2007
Second Reading	April 5, 2007
Third Reading	April 26, 2007
Adopted	April 26, 2007
Policy Amended	September 18, 2008
Legal References	M.G.L. 272:92A.
Policy Cross Reference	AC Non-Discrimination and Civil Rights Notice to Students, Parents, and Employers, KHCB Dissemination Of Information Brochures
Procedure Reference	





Hopkinton Public Schools  
Overnight Travel  
FINAL APPROVAL FORM



**Who must complete this form?** This form must be completed by a trip group leader to obtain final School Committee approval for an overnight travel program.

**When should this form be completed?** This form should be completed after initial School Committee approval has occurred and an itinerary, accommodations, fundraising (if applicable) and other logistics for the program have been completed. This is the final step in the overnight approval process.

**Final Approval Form Deadline:** All *Final Approval* forms should be completed four months prior to the travel

School: HHS Study Tour Leader(s): Doug Scott

Grade Levels: 9-12 Course(s) or Club: BPA

Destination: BPA NLC AT COPLEY PLACE BOSTON MA

Date of Request: 3/8/16 Departure Day & Date: THURS, MAY 5 2PM

Number of Students: 10 Return Day & Date: SUN, MAY 8 11PM

Cost of Program (per student): ~\$500

Name of Travel Company Providing Tour Logistics: NA

**Names of Chaperones:** All chaperones must have a CORI check. At least one chaperone must be CPR Certified.

<u>DOUG SCOTT</u>	<u>CORI + CPR</u>

**Specialized Information** - Please provide an overview of any unique aspects of this program such as student projects, guest speakers, activities, etc. associated with this program.

ATTACHED

WAS ALSO ATTACHED TO ORIGINAL FORM SUBMITTED

**\*Overnight trips and out-of-state trips require School Committee Approval. Please allow additional time!**

Revised 10/13

**Program Itinerary** - What key activities will students be participating in during the program?  
Attach supporting documents such as itinerary, accommodations, transportation, and other logistical information.

FULL CONFERENCE PROGRAM PREVIOUSLY ATTACHED TO  
INITIAL DOCUMENT SUBMITTED (72 PAGES)

**GROUP LEADER RESPONSIBILITIES:** As group leader, I understand that the following activities must be completed and confirmed at least 10 days prior to travel:

Obtain Parent/Guardian signatures of Educational Tour, Travel, and Accommodations Form

Obtain Physician's Signature of Travel Release Form

Obtain Parent/Guardian signatures of Student Medical Information Form

Obtain Parent/Guardian signatures of Consent Form, Release from Liability & Indemnity Agreement

Conference with School Nurse regarding all participants and obtain Nurse's signature on Nurse Conference Form  
previously ok'd by nurse

If medications are to be administered, they will be administered in a manner consistent with the district's Distribution of Medication Policy JLCD.

At least one chaperone for the trip holds a current CPR certification consistent with the district's Cardio-Pulmonary Resuscitation & First Aid Policy JLCE.

Chaperones must be cleared through the Massachusetts Criminal Offender Records Information (CORI) system before being approved.

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Group Leader Signature:  Date: 3/14/16

Principal Signature:  Date: 3/14/16

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Recommended for FINAL Approval by SC     Not Recommended     More Information Required

Superintendent Signature:  Date: \_\_\_\_\_

Final Approval by SC     Final Approval Denied by SC     More Information Required

SC Chair Signature:  Date: \_\_\_\_\_

Purpose of Study Tour:

Students will attend the BPA National Leadership Conference to develop technical, communications and leadership skills. They will be a select group of students representing Massachusetts amongst 6,000 competitive students from all over the United States.

Hopkinton High School students attending will enhance their developing skillsets by competing in events that relate to their classroom curriculum such as: Video production, Graphic design, Presentation skills, Speech, Business, Economics.

Students will utilize technology while collaborating with other students to develop 21st century skills while learning to cooperate in a team environment.

When students are not competing there are numerous leadership workshops available for them to attend at the conference.

The "fun" event scheduled at Fenway Park is linked to one of BPA's charities. Students will participate in a large scale walk for Special Olympics as they proceed to the event from Copley Place.

This year the BPA NLC is in Boston MA, which provides our district with a unique opportunity to acclimate students to a National Conference in our backyard before venturing out further in the future.

\*I was especially proud of our students at the state conference where they presented 5 bags of donated toiletries to homeless veterans.

Thank you for allowing our students to attend the state conference where they represented Hopkinton Schools well.

Thank you for your time and consideration.

Doug Scott

**HOPKINTON HIGH SCHOOL**  
*Office of the Principal*

**MEMORANDUM**

**TO: School Committee & Dr. MacLeod**

**FROM: Evan Bishop**

**DATE: March 7, 2016**

**RE: Stipends**

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The purpose of this memo is to get School committee approval to reallocate the \$3300 in the stipend account that is currently not being used. The clubs along with descriptions are below. Thank you for your consideration.

**Make A Wish (\$500)** – This club has been running for 2 years. The Make-A-Wish club at HHS donates their time and creativity to the Make-A-Wish foundation, an organization that grants special wishes for children diagnosed with life-threatening illnesses. The group facilitated several in-school fundraisers to this end. They meet every Tuesday and have 25 regular members.

**Fitness Club (\$500)** - The Fitness Club runs once a week for students who want to participate in High-intensity interval training. The benefits include increased aerobic and anaerobic fitness, and better sleep patterns.

**Business Professionals of America (\$800)** – This is a professional business club that holds competitions and promotes leadership. They compete in Business, IT, Media, Presentation and Speech and attend leadership workshops. We currently have 17 students are competing.

**Investment club (\$500)** – The club meets every Thursday and they compete in a stock market simulator. They talk about various concepts and investment strategies. Recently, they entered a nationwide competition against other investors in attempts to make the highest profit in the market. There are currently over 50 students.

**Diversity Club (\$500)** – The Diversity Club is a gathering of students interested in exploring the people, issues, and events that affect us as individuals living in a diverse America. Diversity Club will provide you with a broader perspective of the world. They meet in Room 204 on Thursdays after school.

**Sailing Club (\$500)** - The Hopkinton High School Sailing Club is open to all HHS students. The club focuses on recreational sailing and competitive racing spring semester each year. Club members can participate in both racing and non-racing activities. The club is hosted by the Boating In Boston (BIB) facility at Hopkinton State Park. For Spring 2016, the club plans to sail on Tuesday and Friday, 2:30-4:30pm.

I appreciate your consideration. Please let me know if you have questions.

Thank you,  
Evan Bishop




## 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: March 18, 2016 (for meeting of March 24<sup>th</sup>)  
Subject: Capital Project Warrant – School Department

The total value of the 1 capital project warrant on tonight's Agenda is **\$5,100.00**. This warrant consists of 1 invoice as follows:

There is 1 invoice from Edmund Schofield for materials & labor related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #2-29-16	\$5,100.00
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**I recommend that this invoice be approved for payment by the School Committee.**

# Edmund Schofield


# INVOICE

P.O. Box 404  
Hopkinton, MA 01748  
508-962-4658 ejconst@ymail.com

DATE: ✓ February 29, 2016

160881-00 - \$1800  
161810-00 - \$3,300

**Bill To:**  
Hopkinton Public Schools  
88 Hayden Rowe St  
Hopkinton, MA 01748

DESCRIPTION	AMOUNT
<b>Elmwood School security vestibule extension</b>	
1) Pull building permit	
2) Remove door in vestibule	
3) Remove wall in vestibule	
4) Extend vestibule with metal stud wall with 5/8 fire code sheet rock, both sides and insulated in between	
5) Tape, compound and paint walls	
6) Cove base new wall	
<b>Materials &amp; labor</b>	\$ 5,100.00
	
<b>TOTAL</b>	<b>\$ 5,100.00</b>

Make all checks payable to **Edmund J Schofield**

**THANK YOU FOR YOUR BUSINESS!**



# Hopkinton Public Schools

## FY 16 Capital Accounts

Reported to School Committee on 3/24/16

Fund	MUNIS Account #			Capital Projects	Funding Source	Prior Year Carry-over	Appropriated	Expended	Encumbered	Available Balance	Status of Balance	
	Org	Obj	Project									
3200	90572006	582100	none	New High School	Borrowed	\$74,570	\$0	\$0	\$0	\$74,570	to be returned	
	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	Joint IT Upgrades (Art 14G ATM 5/14)	Free Cash	\$142	\$0	\$0	\$142	\$0	ongoing	
3200	80573006	585100	2214	School Safety Upgrades (Art 22 ATM 5/14)	Free Cash	\$4,692	\$0	\$1,727	\$2,965	\$0	ongoing	
3100	3101235	587100	1523	Joint IT Upgrades (Art 23 ATM 5/15)	Borrowed	\$0	\$200,000	\$137,536	\$1,161	\$61,303	ongoing	
3200	80573006	582100	1524	School Safety & Security (Art 24 ATM 5/15)	Borrowed	\$0	\$200,000	\$129,316	\$20,369	\$50,315	ongoing	
3100	3101235	585100	1525	Joint Safety & Security (Art 25 ATM 5/15)	Borrowed	\$0	\$103,471	\$103,000	\$471	\$0	ongoing	
3200	90573006	587100	1526	MS Fire Alarm Upgrade (Art 26 ATM 5/15)	Borrowed	\$0	\$170,000	\$163,348	\$6,652	\$0	ongoing	
3200	90572006	582100	1527	Hopkins & HS Roof Repairs (Art 27 ATM 5/15)	Borrowed	\$0	\$1,114,000	\$0	\$87,000	\$1,027,000	ongoing	
3200	80571006	584100	1528	Resurface Outdoor Courts (Art 28 ATM 5/15)	Borrowed	\$0	\$70,000	\$40,765	\$0	\$29,235	to be returned	
<b>TOTAL</b>							<b>\$282,404</b>	<b>\$1,857,471</b>	<b>\$575,692</b>	<b>\$118,760</b>	<b>\$1,445,423</b>	

# Memo

**To:** Dr. Cathy MacLeod  
**From:** Tim Keaman  
**CC:** School Committee; Debbie Bartolomeo  
**Date:** 3/8/2016  
**Re:** Gift Account Deposit

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Edward Hopkins School would like to ask the School Committee to please accept this check from Sager Sports Corp, d/b/a Tri-Valley Sports, in the amount of \$776.00. This money represents money earned through the HPTA's Spiritwear fundraiser.

Please deposit this check into the Hopkins School Gift Account.

Thank you.

A handwritten signature in black ink, appearing to read 'Tim Keaman', with a long horizontal line extending to the right.