

HOPKINTON SCHOOL COMMITTEE

**Thursday, April 7, 2016
Regular Meeting 7:30 PM
Middle School Library
AGENDA**

I. Pledge of Allegiance

II. Recognitions:

III. Public Comments: 7:30

IV. Reports to the School Committee

- A. 7:40 – 7:45: Student Council
- B. 7:45 – 7:55: F1 VISA Update – Mr. Bishop and Mr. Hannah
- C. 7:55 – 8:05: Liaisons Reports
- D. 8:05 – 8:10: SC Chair Report
- E. 8:10 – 8:30: Superintendent's Report
 - End of Cycle Progress Report
 - TEC Budget

V. New Business

- A. 8:30 – 8:35: **Middle School Club Stipends** – Dr. MacLeod
For Consideration: Request and recommendation of the Superintendent to approve the request to reallocate \$500.00 in stipend monies as outlined in the agenda material.

Recommended Motion: Move to approve the reallocation of \$500.00 in stipend monies as outlined in the agenda material.
- B. 8:35 – 8:45: **School Bus Contract Recommendation** – Mr. Dumas
For Consideration: Request and recommendation that the School Committee reject the new bid and then exercise one of its two option years with Michael J. Connolly and Sons, Inc. for providing school bus transportation services for the 2016-2017 school year under the existing contract.

Recommended Motion: Move to approve the recommendation of the Superintendent that the School Committee reject the new bid and then exercise one of its two option years with Michael J. Connolly and Sons, Inc. for providing school bus transportation services for the 2016-2017 school year under the existing contract.
- C. 8:45 – 8:50: **Expense Transfer(s)** – Mr. Dumas
For Consideration: Request and recommendation that the School Committee approve the expense transfers as outlined in the documentation.

Recommended Motion: Move to approve the expense transfers.
- D. 8:50 – 8:55: **Capital Project Article Warrant #16-052 in the amount of \$7,577.25** – 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 #16-052 in the amount of \$7,577.25 to the vendor(s) as outlined in the warrant.

VI. Old Business

VII. Public Comment

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.

VIII. Items by Consensus: 9:05

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-051 in the amount of \$283,955.62
- B. The Superintendent recommends the School Committee vote to approve \$295.00 from the Tri-Valley “Spirit Wear” fundraiser to be placed in the Center School Gift Account as indicated in the agenda materials.
- C. The Superintendent recommends the School Committee vote to approve \$384.00 from the HPTA “Spirit Wear” fundraiser to be placed in the Elmwood School Gift Account as indicated in the agenda materials.
- D. The Superintendent recommends the School Committee vote to approve \$500.00 from the “The Sky’s the Limit” fundraiser to be placed in the Middle School Gift Account as indicated in the agenda materials.

IX. Adjournment

X. Next Meetings

Thursday, April 28, 2016 @ 7:00 PM
Thursday, May 12, 2016 @ 7:00 PM
Thursday, May 26, 2016 @ 7:00 PM

Middle School Library – Regular Meeting
Middle School Library – Regular Meeting
HCAM Studio Main St. – Regular Meeting

Elizabeth McGonagle
Executive Director

Dan Shovak
Dir. of Finance & Operations



Dir. of Student Services

Moira Rodgers, Ed.D.
Dir. of Professional and
Online Learning

141 Mansion Drive, Suite 200
East Walpole, Massachusetts 02032
Phone: 781-326-2473 Fax: 508-660-1124
Email: tec@tec-coop.org
www-tec-coop.org

Date: March 11, 2016
To: TEC Board of Directors
From: Liz McGonagle
Re: TEC Budget Proposal for 2016 – 2017

Dear Members of the TEC Board of Directors,

For close to 50 years The Education Cooperative (TEC) has developed and coordinated innovative programs and services to support the needs of our member districts and their students in a way that complements and strengthens their local programs and expands opportunities in the most cost effective manner.

The 2016 – 2017 TEC budget proposal supports the priorities of our member districts reflected in TEC's Strategic Plan. Our budget was painstakingly developed through the collaborative efforts of TEC's administrative team and program directors and reviewed by the Budget Subcommittee.

We have successfully relocated to the TEC Campus School and have been pleased by the increase in student referrals and enrollments in our special education programs. Although we are extremely optimistic about the future, we have budgeted conservatively and responsibly. This budget supports ongoing program improvements including the expansion of our 1:1 Chromebook initiative into every classroom, a capital plan to upgrade outdated technology equipment, ongoing investments in curriculum resources, high quality professional development and the expansion of our online and blended learning initiatives.

We are proud of what we have accomplished together and as we look towards the future we remain grateful for the unwavering support and encouragement from the TEC Board of Directors, Superintendents and all of the dynamic educational leaders, educators, school committee members, students and families from our extended learning community.

Sincerely,

A handwritten signature in cursive script that reads "Liz McGonagle".

Elizabeth McGonagle

Elizabeth McGonagle
Executive Director

Dan Shovak
Dir. of Finance & Operations

the education
COOPERATIVE

141 Mansion Dr., Suite 200
East Walpole, Massachusetts 02032
Phone: 781-326-2473 Fax: 781-251-0874
Email: tec@tec-coop.org
www.tec-coop.org

Susan Donelan
Dir. of Student Services

Moira Rodgers, Ed.D.
Dir. of Professional and
Online Learning

March 18, 2016

To: Board of Directors
Re: Proposed Budget Vote Document
From: Dan Shovak, Director of Finance and Operations

**Proposed Budget
FY2017**

REVENUES and FUND SOURCES

Budgeted Students		95
Assessments	\$	270,622
Tuitions/Therapies	\$	5,208,907
Other	\$	2,159,606
Total Revenues	\$	7,639,135

PERSONAL SERVICES

Salaries & Benefits:

Instructional Salaries	\$	3,432,937
Administrative Salaries	\$	958,505
Benefits	\$	606,118

Total Salaries & Fringe \$ **4,997,560**

OPERATIONAL COSTS

Rent	\$	548,064
Instructional Expense	\$	70,144
Instructional Capital Expense	\$	22,050
Other Capital Expense	\$	2,700
Other Expense	\$	1,998,617

Total Operational Costs \$ **2,641,575**

Total Budget: \$ **7,639,135**



HOPKINTON MIDDLE SCHOOL

Item V.A. S.C. Meeting 4/7/16

ALAN M. KELLER, Principal
MARYELLEN K. GRADY, Assistant Principal
ANN M. BENBENEK, Assistant Principal

Telephone (508) 497-9830
Fax (508) 497-9803

March 17, 2016

Dear Hopkinton School Committee,

I would like to appoint Diane Norby to the position of Computer Programming Club advisor for the 2015-2016 school year. Ms. Norby has been running the club all year, after piloting it during the 2014-2015 school year. The club has 15-20 students consistently participating.

This club replaces the Video Club Advisor position. The stipend is \$500.00.

Yours truly,

A handwritten signature in blue ink, appearing to be "Alan M. Keller", with a long horizontal flourish extending to the right.

Alan M. Keller
Principal



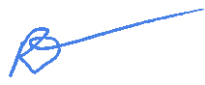
Hopkinton Public Schools

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: Hopkinton School Committee
From: Ralph Dumas, Director of Finance 
Date: March 31, 2016 (for meeting on April 7th)
Subject: School Bus Transportation Contract Recommendation

The School Committee has the option of extending the current contract with Michael J. Connolly and Sons, Inc. for an additional two years, through FY18. In an effort to determine whether it is in the Committee's best interest to do so, we conducted a sealed bid competition between Connolly and other interested pupil transportation vendors. The bid specifications were fine-tuned to suit our needs for the next three years through FY19. The hope was to end a successor contract in such a way that it would coincide with the availability of a bus parking lot in Hopkinton for the FY20 school year.

The specified service routes reflect our current needs which are 25 buses for the Center/Elmwood Schools, 21 buses for the Hopkins School, and 26 buses for the Middle/High Schools. For bid-quantity purposes, this results in a bid for:

- 21 Three-Tiered Buses
- 4 Two-Tiered Buses
- 1 One-Tiered Bus

In accordance with the state bid law, Chapter 30B, sealed bids were solicited through a public process that included advertising in the Massachusetts Goods & Services Bulletin, the Metrowest Daily News, and on the HPS Website. Bid specifications were requested by and mailed to three school bus transportation vendors. By the March 30, 2016 deadline, only Connolly had submitted a bid. An analysis which compares the new bid with our existing option is attached. Pertinent details of the analysis include:

- The annual cost of the current contract is determined by the year-to-year (July to July) change in the Consumer Price Index. The FY17 budget assumed an increase of 2.0%, which is higher than the 1% increase for the most recently reported annual period (thru January 2016). In comparison, the new bid received from Connolly would result in an increase of 12.1% above our current rates.
- The existing contract, including the option years, includes a fuel adjustment clause based on a price of \$4.17 per gallon of diesel fuel. The new bid contain the same clause but is based on a price of \$2.08 per gallon, which was the published price when the bid was advertised. In both scenarios, a 5% change (up or down) results in additional costs or credits for us. As a result, the higher base fuel price in the existing contract gives the District added protection should the contractor experience diesel price increases.

Although we hoped to initiate a new contract to provide better timing, the proposed cost increase of \$166,368 for FY17 is such that we cannot ignore the financial benefits of continuing with the existing contract. Therefore, the Administration recommends that the Hopkinton School Committee reject the new bid and then exercise **one** of its two option years with Michael J. Connolly and Sons, Inc. for providing School Bus Transportation services for the 2016-17 school year under the terms and conditions of the existing contract. The Administration will then notify Connolly of the School Committee's decision and will revisit the advisability of exercising the final option year next spring.

Analysis of Transportation Contract Extension Option vs New Bid

		Current Michael J. Connolly FY16	Existing Option Michael J. Connolly FY17	New Bid Michael J. Connolly FY17
Regular Transportation				
<u># Buses</u>				
21	Three-Tier Buses	\$1,215,535.00	\$1,239,845.00	\$1,368,360.00
4	Two-Tier Buses	\$231,530.00	\$236,161.00	\$260,640.00
1	One-Tier Bus	\$55,426.00	\$56,534.00	\$60,300.00
Regular Transportation Yearly Totals		\$1,502,491.00	\$1,532,540.00	\$1,689,300.00
Field Trip & Athletic Trips				
		FY16	FY17	FY17
14,500	Miles	\$3.93	\$4.01	\$4.25
1,100	Hours	\$68.08	\$69.44	\$74.00
25	Trips	\$275.00	\$280.50	\$325.00
14,500	Miles	\$56,985.00	\$58,145.00	\$61,625.00
1,100	Hours	\$74,888.00	\$76,384.00	\$81,400.00
25	Trips	\$6,875.00	\$7,012.50	\$8,125.00
Field Trip & Athletic Yearly Totals		\$138,748.00	\$141,541.50	\$151,150.00
Annual Grand Totals		\$1,641,239.00	\$1,674,081.50	\$1,840,450.00
		Cost Increase for New Bid ----->		
		\$166,368.50		

NOTES:

- (1) Actual pricing for the existing FY17 option will be based on the CPI change for the July 2015 to July 2016 period. Calculations shown are based on estimate of 2%.
- (2) Connolly's FY17 bid is 12.1% higher than FY16 actual pricing.
- (4) The base fuel price per gallon for the FY17 option is \$4.17
- (5) The base fuel price per gallon for the new FY17 bid is \$2.08



Hopkinton Public Schools

Item V.C. S.C. Meeting 4/7/16

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 30, 2016 (for meeting on April 7th)

Subject: Expense Transfer Requests

Request #1

In accordance with School Committee Policy DBJ (Budget and Expense Transfer Authority), we are requesting the following expense transfer between the FY16 Operating Budget and the Parking Fee Revolving Account:

- | | | | |
|-------------------------|-----------------------|-------------------------|-------------|
| • Credit Budget | #80254135-521100-ELHS | High School Electricity | \$10,000.00 |
| • Credit Budget | #90115553-511712 | Crossing Guards Salary | \$13,090.00 |
| • Charge Revolving Acct | #2880006-579900-PKHS | Parking Fees | \$23,090.00 |

Rationale –

When the School Committee approved the FY16 Budget, this offset was included. To avoid MUNIS allocation issues, these expenses have been charged to the budget throughout the year, rather than being split between these accounts on an ongoing basis. This requested transfer takes care of the allocation in a single action.

Request #2

In accordance with School Committee Policy DBJ (Budget and Expense Transfer Authority), we are requesting the following expense transfer between the FY16 Operating Budget and the F-1 Visa Revolving Account:

- | | | | |
|-------------------------|-----------------------|----------------------|--------------|
| • Credit Budget | #60183051-511501 | High School Teachers | \$101,878.43 |
| • Charge Revolving Acct | #2890006-579900-TINTL | F-1 Visa | \$101,878.43 |

Rationale –

When the School Committee approved the FY16 Budget, this offset was included. To avoid MUNIS allocation issues, this payroll has been charged to the budget throughout the year, rather than being split between these accounts on an ongoing basis. This requested transfer takes care of the allocation in a single action.

Request #3

In accordance with School Committee Policy DBJ (Budget and Expense Transfer Authority), we are requesting the following expense transfer between the FY16 Operating Budget and the Circuit Breaker Revolving Account:

- | | | | |
|-------------------------|---------------------|-----------------------|--------------|
| • Credit Budget | #70239306-532400 | SPED Private Tuitions | \$560,000.00 |
| • Credit Budget | #70239406-532300 | SPED Collab Tuitions | \$140,000.00 |
| • Charge Revolving Acct | #2890006-579900-CBS | Circuit Breaker | \$700,000.00 |

Rationale –

When the School Committee approved the FY16 Budget, this offset was included. To avoid MUNIS allocation issues, these expenses have been charged to the budget throughout the year, rather than being split between these accounts on an ongoing basis. This requested transfer takes care of the allocation in a single action.

Request #4

In accordance with School Committee Policy DBJ (Budget and Expense Transfer Authority), we are requesting the following expense transfer between Operating Budget Accounts:

- Credit Budget #85161451-511523 Data Application Mgr Salary \$5,000.00
- Charge SPED IDEA Grant #25703531-511553-SID16 FY16 SPED IDEA Stipends \$5,000.00

Rationale –

When the School Committee approved the FY16 Budget, this offset was included. The SPED IDEA Grant contains funding to cover a \$5,000 stipend paid to the District’s Data Application Manager. To avoid MUNIS allocation issues, the person’s total pay has been charged to the budget, rather than being split between these two accounts on a bi-weekly basis. This requested transfer takes care of the allocation in a single action.

Request #5

In accordance with School Committee Policy DBJ (Budget and Expense Transfer Authority), we are requesting the following expense transfer between Operating Budget Accounts:

- Credit Budget #60183051-511501 HS Teachers \$18,395.00
- Charge Budget #40183051-511501 Hopkins Teachers \$18,395.00

- Credit Budget #61132311-511512 HS SPED Teachers \$44,460.50
- Charge Budget #51132311-511512 MS SPED Teachers \$44,460.50

Rationale –

To transfer a portion of two staff members who work in multiple location. To avoid MUNIS allocation issues, their pay has been charged to the High School accounts throughout the year, rather than being split between the two schools on an ongoing basis. This requested transfer takes care of the allocation in a single action.

I recommend that these expense transfers be approved for payment by the School Committee.



Hopkinton Public Schools


Item V.D. S.C. Meeting 4/7/16

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 30, 2016 (for meeting of April 7th)
Subject: Capital Project Warrant – School Department

The total value of the 1 capital project warrant on tonight's Agenda is **\$7,577.25**. This warrant consists of 1 invoice as follows:

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

Invoice #R115279	\$7,577.25
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I recommend that this invoice be approved for payment by the School Committee.

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 MAR 21 2016

Invoice #: R 115279

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 508-417-9360 / ELMWOOD SCHOOL
R 14 ELM ST., HOPKINTON, MA
K - QUOTATION #16A09A17

PO 141709-00

243087 (09) (32)

Date 03/08/2016 Your Order # A.ROGERS Ship Via ROAD Terms NET 30 DAYS

Quantity	Description	Unit Price	Amount
- MATERIAL:			
1.	HOLLOW METAL DOORS WITH FRAME	EA 1,200.00	1,200.00
3.	STFBB191-4.5N-2 STANLEY 4.5 BALL BEARING SOLID BRASS MORTISE HINGE US26D-NRP	EA 42.00	126.00
1.	VDCD99E0-3-2 VON DUPRIN RIM EXIT DEVICE 3' X US26D X CYLINDER DOGGING	EA 916.85	916.85
1.	VD996L-DT-2 VON DUPRIN LEVER DUMMY TRIM 26D FOR ALL 99 SERIES DEVICES - ABOVE TRIM INCLUDED IN ABOVE EXIT DEVICE PRICE	EA .00	.00
1.	VDKR4954-76-8 VON DUPRIN KEY REMOVABLE MULLION 7'6" SP28	EA 482.35	482.35
1.	M31-0375H-26 MEDECO YALE LFIC RIM HOUSING HORIZONTAL TAIL	EA 43.45	43.45
3.	M31-0175-26 MEDECO YALE STYLE IC MORTISE HOUSING	EA 40.43	121.29
4.	M31T0100-26-DB YALE-TYPE REMOVEABLE CORE	EA 63.53	254.12
4.	RTK-3P COMBINATE MEDECO CYL.IN SHOP NO KEYS INCLUDED	EA 19.50	78.00
1.	LCN4111R-LH-8 LCN - PARALLEL ARM CLOSER EDA LEFT HAND ALUMINUM	EA 215.05	215.05
2.	RCK8X34-9 ROCKWOOD KICK PLATE 8" X 34" US32D .050	EA 35.90	71.80
1.	MISCELLANEOUS MATERIAL	EA 150.00	150.00

CONTINUED

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 #: R 115279

Page #: 2

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

W ATTN: AL ROGERS
O 508-417-9360 / ELMWOOD SCHOOL
R 14 ELM ST., HOPKINTON, MA
K - QUOTATION #16A09A17

243087 (09) (32)

<u>Date</u>	<u>Your Order #</u>	<u>Ship Via</u>	<u>Terms</u>
03/08/2016	A. ROGERS	ROAD	NET 30 DAYS

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Amount</u>
-----------------	--------------------	-------------------	---------------

- USED CUSTOMER FURNISHED
STOCK WHERE APPLICABLE.

INTERIOR VESTIBULE: FURNISHED & INSTALLED PAIR OF DOORS,
FRAME & ASSOCIATED HARDWARE AS PER QUOTATION # 16A09A17 - 01/11/16.
LABOR:

Start Date: 02/12/2016; Completion Date: 02/18/2016

3,910.00

Sub-Total:	<u>7,568.91</u>
Sales Tax:	<u>.00</u>
Shipping:	<u>8.34</u>
TOTAL:	<u>7,577.25</u>



16A09A17

Capital

Hopkinton Public Schools

FY 16 Capital Accounts

Reported to School Committee on 4/7/16

MUNIS Account #				Capital Projects	Funding Source	Prior Year Carry-over	Appropriated	Expended	Encumbered	Available Balance	Status of Balance
Fund	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	\$136,894	\$21,467	\$41,639	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
TOTAL						\$282,404	\$1,857,471	\$583,270	\$119,858	\$1,436,747	



TO: Dr. Cathy MacLeod/School Committee
FROM: Janeen Sheelen
RE: Center School Gift Account
DATE: March 30, 2016

Dear Dr. MacLeod,

On behalf of Center School, we ask that you accept the enclosed check from Tri Valley Sports that reflects a percentage of spirit wear sales.

Sager Sports DBA Tri Valley #41573

\$ 295.00

Thank you.


Janeen Sheelen
Mgmt. Asst.

Elmwood School

To: Dr. Cathy MacLeod

From: Anne Carver

Date: March 21, 2016

Re: Gift Check from HPTA

Elmwood School received a gift check in the amount of \$384.00 from the HPTA for the sale of Elmwood "Spirit Wear". When parents, teachers, and other school supporters purchase "Spirit Wear", the profit is collected for Elmwood School's gift account. We are most appreciative of this gift from the community.

Please present this check to the School Committee so we may have the funds placed in the Elmwood School Gift Account.

cc: Jeannine Gilmore ✓
Ralph Dumas
Debbie Bartolomeo

MEMORANDUM

TO: Cathy MacLeod
Superintendent of Schools

FROM: Alan M. Keller
Principal, Middle School

DATE: March 14, 2016

On behalf of Hopkinton Middle School, please accept the following check in the amount of \$500 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Bank of America	
Charitable Foundation	\$500.00
Matching Gift	

