

HOPKINTON SCHOOL COMMITTEE

Thursday, April 28, 2016

Regular Meeting 7:00 PM

Middle School Library

AGENDA

I. Pledge of Allegiance

II. Recognitions: Wreath Ceremony

III. Public Comments: 7:00

IV. Reports to the School Committee

- A. 7:10 – 7:15: Student Council
- B. 7:15 – 7:35: Liaisons Reports
 - Town Charter Review – Mrs. Bertschmann
- C. 7:35 – 8:00: SC Chair Report
 - End-of-Cycle Evaluation Feedback
- D. 8:00 – 8:25: Superintendent's Report
 - Screening of "Screenagers" Documentary
 - Turf Field Update
 - Response to Public Inquiry Regarding Recess

V. New Business

- A. 8:25 – 8:45: **Middle School Program of Studies – Mr. Keller**
For Consideration: Request and recommendation of the Superintendent to approve the Middle School Program of Studies as outlined in the agenda materials.

Recommended Motion: Move to approve the Middle School Program of Studies.
- B. 8:45 – 8:55: **High School Program of Studies – Mr. Bishop**
For Consideration: Request and recommendation of the Superintendent to approve the High School Program of Studies as outlined in the agenda materials.

Recommended Motion: Move to approve the High School Program of Studies.
- C. 8:55 – 9:00: **Capital Project Article Warrant #16-057 in the amount of \$6,057.00 – 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 #16-057 in the amount of \$6,057.00 to the vendor(s) as outlined in the warrant.

VI. Old Business

VII. Public Comment

VIII. Items by Consensus: 9:10

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-054 in the amount of \$343,158.79.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #16-055 in the amount of \$11,579.74.
- C. The Superintendent recommends the School Committee vote to approve the Elmwood School Student Activities Warrant #16-056 in the amount of \$3,016.00.
- D. The Superintendent recommends the School Committee vote to accept a gift of \$5,000.00 from First Corporation for Robotics and \$1,000.00 from Pioneer Institute for Public Safety Research, to be placed in the High School Gift Account as indicated in the agenda materials.

IX. Adjournment

X. Next Meetings

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

Middle School Library – School Choice Public Hearing/Regular Meeting
HCAM Studio Main St. – Regular Meeting

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

To: Dr. Cathy MacLeod
From: Mr. Evan Bishop, High School Principal
Date: April 20, 2016
RE: Turf Field Update

The Committee has been working with Kathy Hervol of Gale Associates on the Feasibility Study (FS) which is funded through the athletic revolving account.

On April 7th the committee invited Mr. Herr (SC Liaison) and Amy Mick (Parks & Rec) and Dr. MacLeod to discuss the proposal.

The recommended location is fields 4 & 5, just below the stadium field. The reason why the football field is not being considered for turf is because the fields, like lacrosse and full size soccer, will not fit inside track. The area is too small. Gale Associates presented exhibit plan showing existing track with various fields outlines. If we use fields 4 & 5, we will be able to play the following sports on this multi-use field: football, soccer, field hockey, baseball, softball and lacrosse.

Kathy Hervol presented the group with an existing condition plan (aerial) of the fields, as well as an as-built by Mr. Rogers.

Kathy Hervol discussed the initial findings per site evaluation and mentioned an ADA issue associated with access from the loop road to the baseball field and that this would need to be addressed as part of the project. She also mentioned the wetlands adjacent to the fields and the need for *Notice of Intent* (NOI). Mr. Rogers indicated the school has an outstanding *Order of Condition* (OOC) associated with a previous project that requires a wetland replication area and it will need to be addressed prior to the new cross-country trail project, as well as this project. Mr. Rogers will provide a copy of the OCC, if not Gale Associates will obtain a copy from the Conservation Commission.

Mr. Karjel reviewed the schedule with the goal of obtaining funding in the Fall of 2016 and construction in the summer of 2017. The question was asked if CPC funding could be used for synthetic turf fields. Following the meeting, Kathy Hervol confirmed that CPC funding can pay for turf installation, base, curbing, etc., however, it will not pay for the actual turf.

The scope of the project includes other items discussed at a meeting with members of Parks and Recreation, School Committee, and Board of Selectmen:

- Issues related to Field No. #3 (football) and wanting it to be turfed;
- Gale will present preferred option and provide layout of potential practice fields at the request of the School Committee or Board of Selectmen;
- Lighting, bleachers and a storage building;
- Installation of football goal posts (foundation sleeves) in the event football was played;
- There will be both turf and grass fields available for all high school sports;
- Health issues associated with crumb rubber fill – Kathy Hervol indicated an alternate infill could raise the cost by \$200,000 to \$300,000, and;
- Rules that would govern the scheduling of the fields – High School events have 1st priority, then work in the other groups. Mr. Herr stated that the project needs to be presented as a Town-wide asset.

HOPKINTON MIDDLE SCHOOL*Office of the Principal***MEMORANDUM**

TO: Dr. Cathy MacLeod, Superintendent

FROM: Alan M. Keller, Principal

DATE: April 28, 2016

RE: 2016-2017 Hopkinton Middle School Program of Studies

The proposed 2016-2017 Hopkinton Middle School Program of Studies is included for review. Significant changes, limited to math, are highlighted below:

- The 2015-2016 courses *Co-Taught Math 7* and *Co-Taught Math 8* have been renamed *Math 7* and *Math 8* in 2016-2017. This is a change in name only; the content and structure of the course: two teachers, smaller class sizes, and tailored instruction for individual students, remain identical to 2015-2016.
- The 2015-2016 course *Math 7* has been renamed *Honors Math 7* in 2016-2017. *Honors Math 7* is designed to be rigorous and meet the needs of the majority of our grade 7 students.
- *Grade 7 Pre-Algebra* replaces *Honors Math 7* (pages 8-9).
 - *Grade 7 Pre-Algebra* differs from the 2015-2016 *Honors Math 7* course in that students are taught standards from the *Grade 8 Curriculum Framework for Massachusetts Incorporating the Common Core*. *Grade 7 Pre-Algebra* supports students who are ready for a math experience that delves deeper into grade level concepts and who are ready for a faster-paced class. The curriculum emphasizes a deep, authentic command of mathematical concepts. Students must meet four of the five criteria in order to be placed into *Grade 7 Pre-Algebra*:
 - Fluency Assessment
 - May 2015 Math MCAS
 - Algebra Aptitude Assessment
 - Year to date math assessment grade
 - Teacher Rubric
- *Grade 8 Algebra I* replaces *Honors Math 8* (page 9).
 - *Grade 8 Algebra I* supports students who are ready for a math experience that delves deeper into grade-level and above grade-level concepts. This class is

designed for students seeking to take higher-level Calculus in high school. Students must meet the following criteria in order to be placed into *Grade 8 Algebra I*:

- Currently enrolled in Honors Math 7 (or recommendation from Math 7 teacher)
- May 2015 Math MCAS
- Algebra Aptitude Assessment
- Year to date math grade

Finally, the tables below are included to display the proposed changes in the grades 7 and 8 math courses from 2015-2016 to 2016-2017:

2015-2016	At/Below grade level	On grade level	On/Above grade level
Grade 7	Co-taught Math 7	Math 7	Honors Math 7
Grade 8	Co-taught Math 8	Math 8	Honors Math 8

2016-2017	At/Below grade level	On/Above grade level	Significantly above grade level
Grade 7	Math 7	Honors Math 7	Grade 7 Pre-Algebra
Grade 8	Math 8	Honors Math 8	Grade 8 Algebra 1

Thank you for your time and consideration of the 2016-2017 Hopkinton Middle School Program of Studies.

To: Dr. Cathy MacLeod

From: Mr. Evan Bishop

Date: April 28, 2016

Re: High School Program of Studies New Courses 2016-2017

We have added 4 new courses to the Program of Studies for 2016-17. These classes do not have budgetary implications. Rather, they provide additional options for student selection. During scheduling we adjust sections of all departments based on demand. Sometimes this results in dropping a course based on lack of student interest

If these new courses have enough interest to run, we will not offer other existing courses that don't have the interest. For example, if we have enough interest in Fab Lab, then we probably won't have as many Studio Art II classes.

Honors Sustainable Engineering (H)

Open to: Grades 9-12

Prerequisites: None

Semester course

2.5 Credits

Students will develop solutions to real-world global problems using the engineering design process. All members of the course will collaborate to focus on the UN's Global Goals: Sustainable world, Clean and sustainable energy, Food waste management, Food supply, Ocean acidification remediation, and other global issues. Students will work in teams to identify root causes of problems, ideate solutions and fabricate functional prototypes. Students will be encouraged to design solutions that can have an immediate impact in our local community.

Fab Lab (3D Design and Fabrication)

Open to: Grades 9-12

Prerequisites: None

Semester Course

2.5 Credits

Fab Lab is an interdisciplinary course that will encourage students to learn using an art and engineering design thought process. Students will work with a variety of software options and materials in a hands on approach, as well as, learning to use various technologies such as 3-D printers, laser cutters, and computerized cutting systems. This collaborative course will begin by experimenting with a series of methods and materials and culminate in each student working with an outside "customer" to produce a design and/or prototype that assists others. This course will serve those interested in: Art, Architecture, Engineering, Sculpture, 3D Design, Fabrication.

Team Robotics (CP) (H)

Honors students required to attend at least 2 'out of' school interscholastic events

Open to: Grades 9-12

Prerequisites – None

Two Semester Course

5 Credits

Students will engage in exciting interscholastic robotics competitions (VEX VRC) as part of RoboHillers' Robotics. Students will work in small collaborative teams to design, build and program robots that are focused on the current interscholastic challenge. Students will acquire and utilize the following skills while preparing and competing: Engineering design, Leadership, Project management, CAD, Electronics, Programming, Fabrication, Failure analysis, Field preparation, Presentation and Writing. Once you enroll in this course, you will be hooked and want to do more. The programming language and robotics kits used in this class are designed to allow all skill levels (novice - expert) to learn at an appropriate level.

Art History – Special Topics in Art History (CP), (H)

Open to: Grades 10-12

Prerequisites: None

***Semester Course
2.5 credits per semester***

This seminar is designed to allow in-depth examination of selected topics from the history of art. The course may focus on a region, time period, artistic movement or a single artist, yet it may also cover the thematic study of artworks from multiple regions or periods. A different topic is chosen each time the course is offered and emphasis may be on Ancient, Medieval, Modern, American, Asian, African, or Indian Art, etc. This course is both for people who are curious about Art History as well as those already somewhat familiar with it as this is not a survey course (covering all periods/culture) but a chance to focus in on specific regions and art historical periods! The projected topics for 2016-2017 include: Classics 101 (Greek and Roman Art and Architecture) and Understanding Modern Art (late 19th/early 20th century movements in Art History). Remember: no previous knowledge of Art History is necessary to take this course!

This one-semester elective course is not a prerequisite for Advanced Placement Art History. Students interested in taking Advanced Placement Art History should not take this course.



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: April 20, 2016 (for meeting of April 28th)
Subject: Capital Project Warrant – School Department



The total value of the 1 capital project warrant on tonight's Agenda is **\$6,057.00**. This warrant consists of 5 invoices as follows:

There is 1 invoice from Gorman Richardson Lewis Architects for services related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #33684	\$ 900.00
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and

There are 2 invoices from Custom Alarm Service for materials & labor related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #54016	\$ 620.00
Invoice #54017	\$ 620.00

and

There are 2 invoices from BCM Controls Corporation for materials & labor related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #005003429	\$ 952.00
Invoice #5644-8	\$2,965.00 (partial payment)

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

Invoice

G | R | L | A

Gorman Richardson Lewis Architects
239 South Street Hopkinton, MA 01748
T - 508.544.2600 F - 508.435.0072
www.grlarchitects.com

February 29, 2016

Project No: 2015035.01

Invoice No: ✓ 33684

PO# 162078-00

Hopkinton Public Schools
Business Office
88-A-Hayden Rowe Street
Hopkinton, MA 01748-2533

Project 2015035.01 Elmwood School Lobby Security Upgrade

Professional Services from February 1, 2016 to February 29, 2016

Professional Personnel

	Hours	Rate	Amount	
Richardson, Scott	3.00	200.00	600.00	
White, Jessica	3.00	100.00	300.00	
Totals	6.00		900.00	
Total Labor				900.00
		Total this Invoice		\$900.00

Description -
Revise layout based on review with Al Rogers
Issue updated documents
Stamp and sign and provide affidavit for permit

Security
Capital 1524
2228

CUSTOM ALARM SERVICE, INC.

P.O. Box 58
 MENDON, MA 01756
 MA Lic. #1455C • RI Lic. #1355
 RI Lic. #AF-09108

(508) 473-1028
 Fax (508) 478-2779

INVOICE

DATE 3/8/2016 INVOICE # 54016

BILL TO:

HOPKINTON PUBLIC SCHOOLS ADMIN.
 89 HAYDEN ROWE STREET
 HOPKINTON, MA 01748

RECEIVED MAR 21 2016

P.O. NUMBER	TERMS	PROJECT
161402-00	Net 15	4/7/2016

QUANTITY	DESCRIPTION	RATE	AMOUNT
	LABOR TO ADD EMERGENCY BUTTON TO THE BURGLAR ALARM SYSTEM AT THE SUPERINTENDENT'S OFFICE PER PROPOSAL#15195		510.00
	BURGLAR ALARM PARTS		110.00
	SLIP #65046		
<p><i>Capital 1524</i></p> <p>IMPORTANT: THE DUE DATE IS LISTED IN THE THE "PROJECT" BOX ON THIS INVOICE.</p> <p>WE ACCEPT VISA, MASTER CARD & DISCOVER. TO PROTECT THE CONFIDENTIALITY OF YOUR CARD INFORMATION, PLEASE CALL THE OFFICE BETWEEN THE HOURS OF 9AM AND 4PM AND WE WILL PROCESS THE CREDIT CARD PAYMENT OVER THE PHONE. CALL TOLL FREE: 1-800-698-8800</p> <p><i>[Signatures]</i></p>			
TOTAL			\$620.00

CUSTOM ALARM SERVICE, INC.

P.O. Box 58
 MENDON, MA 01756
 MA Lic. #1455C • RI Lic. #1355
 RI Lic. #AF-09108

(508) 473-1028
 Fax (508) 478-2779

INVOICE

DATE 3/8/2016 INVOICE # 54017

BILL TO:

HOPKINTON PUBLIC SCHOOLS ADMIN.
 89 HAYDEN ROWE STREET
 HOPKINTON, MA 01748

RECEIVED MAR 21 2016

P.O. NUMBER	TERMS	PROJECT
161402-00	Net 15	4/7/2016

QUANTITY	DESCRIPTION	RATE	AMOUNT
	LABOR TO ADD EMERGENCY BUTTON TO THE BURGLAR ALARM SYSTEM AT THE ADMIN. BLDG., 88A HAYDEN ROWE ST., PER PROPOSAL #15194		510.00
	BURGLAR ALARM PARTS SLIP #65046		110.00
<p>IMPORTANT: THE DUE DATE IS LISTED IN THE THE "PROJECT" BOX ON THIS INVOICE.</p> <p>WE ACCEPT VISA, MASTER CARD & DISCOVER. TO PROTECT THE CONFIDENTIALITY OF YOUR CARD INFORMATION, PLEASE CALL THE OFFICE BETWEEN THE HOURS OF 9AM AND 4PM AND WE WILL PROCESS THE CREDIT CARD PAYMENT OVER THE PHONE.</p> <p>CALL TOLL FREE: 1-800-698-8800</p> <p><i>Capital</i> <i>1524</i></p> <p><i>[Signature]</i></p>			
TOTAL			\$620.00



INVOICE

BCM Controls Corporation

30 Commerce Way
Woburn, MA 01801
Phone (781) 933-8878
Fax (781) 932-3856

INVOICE #: [✓] 005003429
INVOICE DATE: 02/29/16
CUSTOMER NUMBER: HOP001

RECEIVED MAR 03 2016 162148-00

Hopkinton Public School
88 Hayden Rowe St.
Hopkinton MA 01749

RE: SERVICE PERFORMED AT
Elmwood School
14 Elm St
Hopkinton MA 01749

ATTN: Accounts Payable

RECEIVED MAR 21 2016

CREDIT TERMS: NET 30

SITE CODE: F001

WORK ORDER # 37511 P.O. NUMBER:
Work Request: Elmwood school vestibule renovation

Work Performed: Please refer to the attached field report for the work performed.

LABOR

John Rezendes	02/16	3.00	REG HRS	@ 119.00	357.00
John Rezendes	02/16	3.00	REG HRS	@ 119.00	357.00
JT Touchette	02/25	2.00	REG HRS	@ 119.00	238.00
Net Labor:					<u>952.00</u>
Work Order Total:					<u>952.00</u>

Please contact JR Rezendes at 781-933-8878 x150 or email Rezendesj@bcmcontrols.com if you have any questions regarding this invoice.

THANK YOU!

Total Invoice: 952.00

*Security
Capital 1524
2372*

BCM Controls Corporation

30 Commerce Way
 Woburn, MA 01801
 Phone (781) 933-8878
 Fax (781) 933-3856

Invoice No.: 5644-8
 Invoice Date: 02/26/2016
 Job: Hopkinton Pub Schls Phase 2
 Phase:
 Contract: 161293
 P/O: 161293-00
 Job Number: 5644
 Customer's Job: 5644

TO Hopkinton Public School
 88 Hayden Rowe St.
 Hopkinton, MA 01749

ATTN: Al Rogers
 CUSTOMER: HOP001
 TERMS:

ITEM #	CHG ORD	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUSLY COMPLETED	COMPLETED THIS PERIOD	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH	RETENTION
01		Inner Vestibule Intercom Door Station	3,436.00	0.00	3,436.00	3,436.00	100.00	0.00	0.00
Total Original Contract:			3,436.00	0.00	3,436.00	3,436.00	100.00	0.00	0.00
Total To Date:			3,436.00	0.00	3,436.00	3,436.00	100.00	0.00	0.00

Original Contract:	3,436.00
Change Orders:	0.00
Contract Sum To Date:	3,436.00
Total Completed To Date:	3,436.00
Less Retention:	0.00
	<u>3,436.00</u>
Less Previous Billing:	0.00
Sales Tax:	0.00
Current Payment Due:	3,436.00

*Laura
 Part of this
 is Capital
 PO is attached*

Approved

*OK to Pay \$2,965.00
 Balance To Be Paid on
 5/12/16*

2214

Purchase Order

Fiscal Year 2016 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS

Purchase Order # **161293-01**

BILL TO

390
 SCHOOL ADMINISTRATION
 89 HAYDEN ROWE STREET
 HOPKINTON MA 01748
 (508) 417-9360
 Federal Tax ID # 04-6001186

VENDOR

BCM CONTROLS CORPORATION
 30 COMMERCE WAY
 WOBURN MA 01801

SHIP TO

BUILDINGS AND GROUNDS
 HOPKINTON PUBLIC SCHOOLS
 88A HAYDEN ROWE STREET
 HOPKINTON MA 01748

Vendor Email Address		Vendor Fax Number	Requisition Number	Delivery Reference	
		781-932-3856			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location
11/03/2015	30994				BUILDINGS AND GROUNDS
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price
	SECURITY ADDS PHASE 2 & MANTRA				
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	SECURITY ADDS PHASE 2 & MANTRAP SET UP - INNER VESTIBULE INTERCOM DOOR STATION - BCM JOB#5644 - SEE ATTACHED	1.0	EA	\$3,436.000	\$3,436.00
	3100-1-120-123-5-0-0000-000-585100-1525	\$471.00			
	3200-3-300-380-5-0-7300-006-585100-2214	\$2,965.00			
			SCHOOL SAFETY		

Job# 5644

By *Ralph D. Amos*
 Director of Finance

PO Total **\$3,436.00**

Hopkinton Public Schools

FY 16 Capital Accounts

Reported to School Committee on 4/28/16

MUNIS Account #		Project		Capital Projects		Funding Source	Prior Year	Appropriated	Expended	Encumbered	Available Balance	Status of Balance
Fund	Org	Obj	Project	Capital Projects		Source	Carry-over	Appropriated	Expended	Encumbered	Available Balance	Status of Balance
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	\$4,692	\$0	\$0	ongoing
3100	3101235	587100	1523	Joint IT Upgrades (Art 23 ATM 5/15)		Borrowed	\$0	\$200,000	\$138,611	\$1,161	\$60,228	ongoing
3200	80573006	582100	1524	School Safety & Security (Art 24 ATM 5/15)		Borrowed	\$0	\$200,000	\$139,986	\$23,758	\$36,256	ongoing
3100	3101235	585100	1525	Joint Safety & Security (Art 25 ATM 5/15)		Borrowed	\$0	\$103,471	\$103,000	\$65	\$406	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	\$590,402	\$118,778	\$1,430,695	

HOPKINTON HIGH SCHOOL
Office of the Principal

MEMORANDUM

TO: Cathy MacLeod
FROM: Evan Bishop
DATE: April 7, 2016
RE: Gift account check

Please accept this check from First Corporation in the amount of \$5000.00 to be deposited in our gift account for robotics. (#1240).

Please accept this check from the Pioneer Institute for Public Policy Research in the amount of \$1000.00 to be deposited in our gift account for general student use. (#1240)
2960006



Evan Bishop