

# HOPKINTON SCHOOL COMMITTEE

Thursday, May 26, 2016  
Executive Session 7:00 PM  
Regular Meeting 7:15 PM  
HCAM Studio  
MINUTES

## I. Call to Order in Open Session

School Committee Vice Chair Lori Nickerson opened the regular meeting at 7:07 PM with the following present:

Members:

Ms. Lori Nickerson, Vice Chair  
Ms. Kelly Knight, Member  
Mr. Jonathan Graziano, Member  
Ms. Jean Bertschmann, Member  
Ms. Nancy Cavanaugh, Member

Also Present:

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

## II. Executive Session

A motion was made by Ms. Knight, seconded by Ms. Bertschmann, to enter into Executive Session, with the intent to return to open session, to ratify the MOU (Memorandum of Understanding) with the Hopkinton Teachers Association Unit C, Nurses and the Hopkinton Association of Cafeteria Workers. A roll call vote was taken:

Lori Nickerson, Vice Chair	- yes
Kelly Knight, Member	- yes
Jonathan Graziano, Member	- yes
Jean Bertschmann, Member	- yes
Nancy Cavanaugh, Member	- yes

## III. Pledge of Allegiance

## IV. Re-Organization of School Committee

Ms. Nickerson welcomed newly elected member, Ms. Nancy Cavanaugh, and then turned the meeting over to Dr. MacLeod.

Dr. MacLeod sought nominations for School Committee Chair. Ms. Nickerson was nominated, no other nominations were made. A roll call vote was taken:

Lori Nickerson, Member	- yes
Kelly Knight, Member	- yes
Jonathan Graziano, Member	- yes
Jean Bertschmann, Member	- yes
Nancy Cavanaugh, Member	- yes

Ms. Nickerson sought nominations for the position of Vice Chair. Ms. Knight was nominated; no other nominations were made. A roll call vote was taken:

- Lori Nickerson, Chair - yes
- Kelly Knight, Member - yes
- Jonathan Graziano, Member - yes
- Jean Bertschmann, Member - yes
- Nancy Cavanaugh, Member - yes

**V. Recognitions** – Devon Grilly – State, National, and International Science Fairs

- HHS Science teacher Ms. Devon Grilly was welcomed to the table. Ms. Grilly introduced students who then explained their projects that received awards. Congratulations were expressed to the students and Ms. Grilly.

**VI. Public Comments:** None at this meeting.

**VII. Reports to the School Committee**

A. 7:29 – 8:03 Liaison Reports

- Mr. Graziano reported that a project update was submitted to the Massachusetts School Building Authority (MSBA). The committee continues to work on the details of the building, especially the facing for the new school. CMU was chosen primarily for the cost savings and looks very nice. Additional user meetings have been scheduled.
- Ms. Nickerson reported that at the last SEPAC meeting, Dr. MacLeod and Dr. Zaleski presented information on the Special Education program.
- Reorganization of Liaison Roles – Each role was reviewed and discussed; liaisons were assigned as needed with some assignments delayed until more information is received.

Motion: Move to appoint Dr. MacLeod as the TEC voting member for the Hopkinton School District was made by Ms. Bertschmann, seconded by Ms. Knight.

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

Motion: Move to appoint Ms. Cavanaugh as voting member and liaison to the Irvine-Todaro Properties Advisory Group was made by Ms. Bertschmann, seconded by Ms. Knight.

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

- Summer Meeting Date –A regular meeting is scheduled for June 16, 2016. Dr. MacLeod offered to determine summer meeting dates based on member availability. Final financial decisions must be made before July 15, 2016.

B. 8:03 – 8:45 Superintendents Report

- District Performance Update - Director of Elementary Curriculum Merideth Ekwall, Director of Secondary Education David Ljungberg, and Director of Student Services Dr. Karen Zaleski presented the performance update. Dr. MacLeod reviewed the Strategic Plan Initiatives: Effective Instruction which included communicating high expectations for all students and implementing evidence-based high quality instructional practices; and Student Assessment which included implementing a variety of assessments that examine both short and long-term growth of students and using assessment results to evaluate and adjust instructional practices. Ms. Ekwall, Mr. Ljungberg and Dr. Zaleski provided greater detail about the way students in need of additional help are identified, and how the approach that will be used to encourage student growth is selected. Communication and sharing progress with families is highly important. This presentation will be posted on the website as is the presentation given at the recent SEPAC meeting.

## VIII. New Business

### A. 8:45 – 8:46 **Vote to Ratify the MOU with the HTA, Unit C, Nurses Association**

For Consideration: Request and recommendation of the Superintendent that the School Committee vote to ratify the MOU with the HTA, Unit C, Nurses Association.

Motion: Move to approve the vote to ratify the MOU with the HTA, Unit C, Nurses Association was made by Mr. Graziano, seconded by Ms. Knight.

Lori Nickerson, Chair	- yes
Kelly Knight, Vice Chair	- yes
Jonathan Graziano, Member	- yes
Jean Bertschmann, Member	- yes
Nancy Cavanaugh, Member	- yes

### B. 8:46 – 8:47 **Vote to Ratify the MOU with the Association of Cafeteria Workers**

For Consideration: Request and recommendation of the Superintendent that the School Committee vote to ratify the MOU with the Association of Cafeteria Workers.

Motion: Move to approve the vote to ratify the MOU with the Association of Cafeteria Workers was made by Ms. Cavanaugh, seconded by Ms. Knight.

Lori Nickerson, Chair	- yes
Kelly Knight, Vice Chair	- yes
Jonathan Graziano, Member	- yes
Jean Bertschmann, Member	- yes
Nancy Cavanaugh, Member	- yes

### C. 8:47 – 9:00 **School Committee Policy *KHB* Advertising in the Schools**

For Consideration: In response to a request to the Superintendent to review the current policy, define acceptable advertising and set rates. Policy *KHB* was adopted in April 2007. The policy has been shared through listserv.

**Discussion:** Additional information on rates charged by other districts, a contract with the advertiser, and allowing notices about community events to be displayed at no charge were supported by the Committee. An email was received in regard to fundraising with the involvement of students. The Committee supported having a broader discussion about fundraising at a future meeting.

Recommended Motion: Move to adopt Policy *KHB* to include acceptable advertising and updated rates.

No motion was made.

### D. 9:00 – 9:02 **School Physician's Contract**

For Consideration: Request and recommendation of the Superintendent to approve the School Physician's Contract for the 2016-2017 school year, which includes a 2% increase.

Motion: Move to approve the School Physician's Contract as indicated in the agenda materials was made by Mr. Graziano, seconded by Ms. Knight.

Vote: Favor: 5

Oppose: 0

Abstain: 0

Absent: 0

(Voted to accept 7/7/16)

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E. 9:02 – 9:04 **F1 Visa Enrollment Update and Approval of Funding Allocation** – Dr. MacLeod  
For Consideration: As a follow-up to our recent discussion regarding increasing the number of F1 Visa students, we have confirmed enrollment of an additional three students for the 2016-2017 school year. Mr. Bishop has prepared a proposal for expending the additional tuition funds.

Motion: Move to approve the recommended expenditure of the F1 Visa Account funds as indicated in the agenda materials was made by Ms. Bertschmann, seconded by Ms. Knight.

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

F. 9:05 – 9:05 **Capital Project Article Warrant #16-069 in the amount of \$4,411.99** – Mr. Dumas  
For Consideration: Request and recommendation of the Superintendent for payment of invoices for a Capital Project invoice as appropriated in Article 24.

Motion: Move to approve the payment of Warrant #16-069 in the amount of \$4,411.99 to the vendors as outlined in the warrant was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

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

G. 9:06 – 9:43 **Roof Replacement Contract Award** – Mr. Dumas  
For Consideration: Bids for the roof contract closed yesterday, May 25<sup>th</sup>, and the Superintendent is recommending the awarding of the contract. Additionally, we have been in discussion with the Town's Legal Council related to on-going concerns with our ability to install a new roof at the High School with the solar panels intact.

Mr. Dumas reviewed the history of the solar panels and the need for roof repair and/or replacement. The bid was structured to divide the work into a base bid and 4 alternates. This bid covers the base bid, and Greenwood Roofing came in with the lowest bid of \$824,000. The recommendation is to postpone work on the high school gymnasium roof until negotiations with BCC have concluded.

**Discussion:** Committee members discussed the process used for this bid and the priority of the alternates. Because Greenwood was the low bidder with all alternate bids, a change order may be used to allow repairs to be made on the high school roof without a separate bid process. Clear documentation was supported by the Committee for future reference as the issue of the solar panel damage may not be resolved quickly.

Motion: Move to approve the contract award which includes the base bid as outlined by Mr. Dumas was made by Ms. Knight, seconded by Mr. Graziano.

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

H. 9:43 – 9:45 **Lou and Cathy White Memorial Scholarship** – Dr. MacLeod  
For Consideration: The Superintendent recommends the School Committee authorize payment from the Town Treasurer for the Lou and Cathy White Memorial Scholarship in the amount of \$500.00.

Motion: Move to authorize payment of the Lou and Cathy White Memorial Scholarship in the amount of \$500.00 was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

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

## IX. Old Business

**X. Public Comments:** None at this meeting

**XI. Items by Consensus:** 9:45

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-065 in the amount of \$336,373.25.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #16-066 in the amount of \$8,652.75.
- C. The Superintendent recommends the School Committee vote to approve the Hopkins School Student Activities Warrant #16-067 in the amount of \$900.00.
- D. The Superintendent recommends the School Committee vote to approve the Elmwood School Student Activities Warrant #16-068 in the amount of \$1,893.66.
- E. The Superintendent recommends the School Committee vote to approve \$500.00 from Target’s “Take Charge of Education” and \$403.60 from “Box Tops for Education” fundraiser programs to be placed in the Center School Gift Account as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$1,000.00 from Target’s “Take Charge of Education” fundraiser program to be placed in the Elmwood School Gift Account as indicated in the agenda materials.
- G. The Superintendent recommends the School Committee vote to approve \$1,100.00 from Target’s “Take Charge of Education” fundraiser program to be placed in the High School Gift Account as indicated in the agenda materials.
- H. The Superintendent recommends the School Committee vote to approve \$700.00 from Target’s “Take Charge of Education” fundraiser program to be placed in the Middle School Gift Account as indicated in the agenda materials.

Motion: Move to approve items VIII. A. – H. was made by Ms. Bertschmann, seconded by Ms. Knight.

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

**XII. Adjournment**

Motion: Move to adjourn the meeting was made by Ms. Bertschmann, seconded by Ms. Knight.

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

The meeting was adjourned at 9:48 PM.

Respectfully submitted,

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Lori Nickerson, Chair  
Kelly Knight, Vice Chair