

**HOPKINTON SCHOOL COMMITTEE**

**Thursday, May 26, 2016**

**Executive Session 7:00 PM**

**Regular Meeting 7:15 PM**

**HCAM STUDIO**

**I. Call to Order in Open Session**

**II. Executive Session:** To ratify the MOU (Memorandum of Understanding) with the Hopkinton Teachers Association Unit C, Nurses and the Hopkinton Association of Cafeteria Workers

**III. Pledge of Allegiance**

**IV. Re-Organization of School Committee**

**V. Recognitions:** Devon Grilly – State and National Science Fair

**VI. Public Comments:** 7:25

**VII. Reports to the School Committee**

- A. 7:35 – 7:50: Liaisons Reports
- Reorganization of Liaison Roles
  - Summer Meeting Dates
- B. 7:50 – 8:10: Superintendent's Report
- District Performance Update

**VIII. New Business**

- A. 8:10 – 8:15: **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.  
  
Recommended Motion: Move to approve the vote to ratify the MOU with the HTA, Unit C, Nurses Association.
- B. 8:15 – 8:20: **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.  
  
Recommended Motion: Move to approve the vote to ratify the MOU with the Association of Cafeteria Workers.
- C. 8:20 – 8:35: **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.  
  
Recommended Motion: Move to adopt Policy KHB to include acceptable advertising and updated rates.
- D. 8:35 – 8:40: **School Physician's Contract**  
For Consideration: Request and recommendation of Superintendent approve the School Physician's Contract for the 2016-2017 school year, which includes a 2% increase.  
  
Recommended Motion: Move to approve the School Physician's Contract.
- E. 8:40 – 8:50: **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.

*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.*

Recommended Motion: Move to approve the recommended expenditure.

- F. 8:50 – 8:55: **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 invoice(s) for a Capital Project invoice(s) as appropriated in Article(s) 24.

Recommended Motion: Move to approve the payment of Warrant #16-069 in the amount of \$4,411.99 to the vendor(s) as outlined in the warrant.

- G. 8:55 – 9:05: **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.

Recommended Motion: Move to approve the contract award as outlined by Mr. Dumas.

- H. 9:05 – 9:10: **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.

Recommended Motion: Move to authorize payment of the Lou and Cathy White Memorial Scholarship in the amount of \$500.00.

## **IX. Old Business**

## **X. Public Comment**

## **XI. Items by Consensus: 9:10**

- 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.

## **XII. Adjournment**

## **XIII. Next Meetings**

Thursday, June 16, 2016 @ 7:00 PM  
Thursday, June 30, 2016 @ 7:00 PM

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

	A	B	C	D	E	F	G
2	School Committee Roles	Ellen	Kelly	Jean	Lori	Jon	Cathy
3							
4	Chair	X					
5	Vice Chair				X		
6	Media Spokesperson (2)	X			X		
7	ESBC (1 voting member)					X	Building project communication
8	ESBC 2		X				
9	Contract Negotiations			X	X		
10	Community Communications	X					
11	Minutes Review					X	
12	Policy Review				X		
13	Strategic Planning NA						
14	Budget Working Group					X	X
15	Budget Advisory Group	X				X	X
16	Charter			X			
17							
18	Liaison to:						
19	ADA Committee (voting member)		X				
20	Appropriations Committee (1)	X					
21	Board of Selectmen (1)	X					
22	Capital Improvements Committee (1)	X					
23	Sustainable Green Committee (voting member)		X				
24	Legislators	X					
25	Marathon Fund Committee (voting member)				X		
26	SEPAC				X		
27	TEC (voting member)					X	
28	TEC			X			update and invite SC to schedule
29	Youth Commission			X			
30	Planning Board			X			
31	Irvine-Todarato Committee (voting member)	X				X	

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	

0'-0"

DAKTRONICS

		
<b>HILLERS</b>	<b>PERIOD</b>	<b>GUEST</b>
		
<b>FOULS</b>	<b>PLAYER FOUL</b>	<b>FOULS</b>
		
<b>SCORE</b>	<b>MATCH</b>	<b>SCORE</b>

0'-0"

ALL DIMENSIONS ARE APPROXIMATE

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

**MEMORANDUM**

**TO: Cathy MacLeod**  
**FROM: Evan Bishop**  
**DATE: May 20, 2016**  
**RE: F1 Account**

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Dear School Committee & Dr. MacLeod,

As discussed at the Match 7<sup>th</sup> School Committee meeting, the High School will be accepting 3 additional students as part of the F1 International Student Program for the 2016-17 school year. As a result of the increase in enrollment, we will receive an additional \$42,000 towards our F1 budget account (\$14,000 per student).

Below is a breakdown of how we would like to utilize some of the additional funds from the increase in enrollment:

\$25,000 (approximate teacher salaries for .2 Mandarin and .2 French)  
\$2,500 - Student Ambassador Stipend  
\$10,000 - Funds to be used for the Student Ambassador Program such as trips (i.e., Boston Duck Tours, hiking up Mt. Attatash, Six Flags, rock climbing, etc.), as well as 3 – 5 social events throughout the school year.

This would leave approximately \$4,500 in the F1 account to be used, as needed, at the discretion of the School Committee and Superintendent.

Sincerely,

Evan Bishop  
Principal



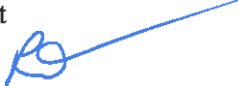
# Hopkinton Public Schools

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: Dr. Cathy MacLeod, Superintendent  
From: Ralph Dumas, Director of Finance   
Date: May 20, 2016 (for meeting of May 26<sup>th</sup>)  
Subject: Capital Project Warrant – School Department

The total value of the 1 capital project warrant on tonight's Agenda is **\$4,411.99**. This warrant consists of 4 invoices as follows:

There is 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 #5816-1	\$ 4,071.80
Invoice #5816-2	\$ 101.20

and

There are 2 requests to reimburse Bruce Elliot for materials related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Reimbursement #051816	\$ 69.99
Reimbursement #51716	\$ 169.00

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



# INVOICE

## BCM Controls Corporation

30 Commerce Way  
Woburn, MA 01801  
Phone: (781) 933-5875  
Fax: (781) 933-3855

Invoice No.: 5816-1  
Invoice Date: 02/26/2016  
Job: Hopkinton Schls VoIP Intercom  
Phase:  
Contract:  
P/O: 161717-00  
Job Number: 5816  
Customer's Job:

RECEIVED MAY 06 2016

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
10		SUBMITTALS/ENGINEERING	149.00	0.00	149.00	149.00	100.00	0.00	0.00
20		EQUIPMENT	2,026.34	0.00	2,026.34	2,026.34	100.00	0.00	0.00
40		INST SUPER/PROJECT MANAGEMENT	298.00	0.00	268.20	268.20	90.00	29.80	0.00
50		SOFTWARE/PROGRAMMING	714.00	0.00	642.60	642.60	90.00	71.40	0.00
90		TECHNICIAN	985.66	0.00	985.66	985.66	100.00	0.00	0.00
<b>Total Original Contract:</b>			<b>4,173.00</b>	<b>0.00</b>	<b>4,071.80</b>	<b>4,071.80</b>	<b>97.57</b>	<b>101.20</b>	<b>0.00</b>
<b>Total To Date:</b>			<b>4,173.00</b>	<b>0.00</b>	<b>4,071.80</b>	<b>4,071.80</b>	<b>97.57</b>	<b>101.20</b>	<b>0.00</b>

Original Contract: 4,173.00  
Change Orders: 0.00  
Contract Sum To Date: 4,173.00  
Total Completed To Date: 4,071.80  
Less Retention: 0.00  
4,071.80  
Less Previous Billing: 0.00  
Sales Tax: 0.00  
**Current Payment Due: 4,071.80**



## BCM Controls Corporation

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

Invoice No.: 5816-2  
 Invoice Date: 03/26/2016  
 Job: Hopkinton Schls VoIP Intercom  
 Phase:  
 Contract:  
 P/O: 161717-00  
 Job Number: 5816  
 Customer's Job:

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
10		SUBMITTALS/ENGINEERING	149.00	149.00	0.00	149.00	100.00	0.00	0.00
20		EQUIPMENT	2,026.34	2,026.34	0.00	2,026.34	100.00	0.00	0.00
40		INST SUPER/PROJECT MANAGEMENT	298.00	268.20	29.80	298.00	100.00	0.00	0.00
50		SOFTWARE/PROGRAMMING	714.00	642.80	71.40	714.00	100.00	0.00	0.00
90		TECHNICIAN	985.66	985.66	0.00	985.66	100.00	0.00	0.00
<b>Total Original Contract:</b>			4,173.00	4,071.80	101.20	4,173.00	100.00	0.00	0.00
<b>Total To Date:</b>			4,173.00	4,071.80	101.20	4,173.00	100.00	0.00	0.00

Original Contract: 4,173.00  
 Change Orders: 0.00  
 Contract Sum To Date: 4,173.00  
 Total Completed To Date: 4,173.00  
 Less Retention: 0.00  
 -----  
 4,173.00  
 Less Previous Billing: 4,071.80  
 Sales Tax: 0.00  
**Current Payment Due: 101.20**

**Subject:** AED Superstore - New Order #230352  
**From:** help@aedsuperstore.com (help@aedsuperstore.com)  
**To:** b\_elliott@verizon.net;  
**Date:** Thursday, May 5, 2016 9:04 AM



800-544-0048  
help@aedsuperstore.com

**Order Confirmation**

Bruce Elliott,

Thank you for ordering from AED Superstore. Your order is currently being processed and you will receive an additional confirmation upon shipment. Please review the order confirmation below and notify us if there are any errors. We appreciate your business and please feel free to contact us if you need additional assistance.

**Order Information**

**Order number:** 230352  
**Order Date:** 5/5/2016

**Billing Address**

Bruce Elliott  
Unknown  
b\_elliott@verizon.net  
5082598307  
12 POND ST  
HOPKINTON, MA 01748-1664 US

**Additional Information**

**Account Info:**  
**Login:**  
b\_elliott@verizon.net

**Payment Information**

**Payment Method**  
Online Credit Card

**Order Summary**

**Shipping To:** Bruce Elliott Unknown  
12 POND ST HOPKINTON, MA 01748-1664 US

**Shipping Method**  
Free Shipping



AMP0102 AED Superstore  
Responder® Keychain

\$0.00 x 1

\$0.00



M5070A Philips FRx/OnSite/HS1  
AED Replacement 4-Year Battery

\$169.00 x 1

\$169.00

---

**Subtotal: \$169.00**

**Discount: \$0.00**

**Shipping: \$0.00**

**Sales Tax: \$0.00**

**Total: \$169.00**

**Discounts / Promotions / Gift Certificates**

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Free Gift! - \$0.00

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AED Superstore

1800 US Hwy 51 N Woodruff, WI 54568

Phone: 800-544-0048

**Subject:** AED Superstore - New Order #231119  
**From:** help@aedsuperstore.com (help@aedsuperstore.com)  
**To:** b\_elliott@verizon.net;  
**Date:** Thursday, May 12, 2016 9:08 AM



800-544-0048  
help@aedsuperstore.com

---

## Order Confirmation

Bruce Elliott,

Thank you for ordering from AED Superstore. Your order is currently being processed and you will receive an additional confirmation upon shipment. Please review the order confirmation below and notify us if there are any errors. We appreciate your business and please feel free to contact us if you need additional assistance.

### Order Information

---

**Order number:** 231119  
**Order Date:** 5/12/2016

### Billing Address

---

Bruce Elliott  
Unknown  
b\_elliott@verizon.net  
5084979820  
12 POND ST  
HOPKINTON, MA 01748-1664 US

### Additional Information

---

#### Account Info:

Login:  
b\_elliott@verizon.net

### Payment Information

---

#### Payment Method

Online Credit Card

---

## Order Summary

**Shipping To:** Bruce Elliott Unknown  
12 POND ST HOPKINTON, MA 01748-1664 US

#### Shipping Method

UPS - Ground



AMP0102 AED Superstore  
Responder® Keychain

\$0.00 x 1

**\$0.00**



M5071A Philips OnSite Adult  
Replacement Cartridge Electrode  
Pads

\$67.00 x 1

\$67.00

---

**Subtotal:** \$67.00

**Discount:** \$0.00

**Shipping:** \$2.99

**Sales Tax:** \$0.00

**Total:** \$69.99

**Discounts / Promotions / Gift Certificates**

---

Free Gift! - \$0.00

---

AED Superstore

1800 US Hwy 51 N Woodruff, WI 54568

Phone: 800-544-0048

# Hopkinton Public Schools

## FY 16 Capital Accounts

Reported to School Committee on 5/26/16

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	\$142	\$0	\$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	\$153,853	\$4,353	\$41,794	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	\$21,875	\$70,125	\$1,022,000	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>\$626,286</b>	<b>\$82,356</b>	<b>\$1,431,233</b>	



**TO: Dr. Cathy MacLeod**  
**FROM: Janeen Sheelen**  
**RE: Center School Gift Account**  
**DATE: May 18, 2016**


**Dear Dr. MacLeod,**

**On behalf of Center School, we ask that you accept the enclosed check from Target and deposit it in the Center School gift account.**

**Target Take Charge of Education**

**#2771624 \$ 500.00**

**Thank you.**

  
**Janeen Sheelen**  
**Mgmt. Asst.**



**TO: Dr. Cathy MacLeod**  
**FROM: Janeen Sheelen**  
**RE: Center School Gift Account**  
**DATE: May 12, 2016**


**Dear Dr. MacLeod,**

**On behalf of Center School, we ask that you accept the enclosed check from General Mills which reflects our participation in the Box Tops for Education program and deposit it in our Center School gift account.**

**Check # 1070340**

**\$ 403.60**

**Thank you.**

  
**Janeen Sheelen**  
**Mgmt. Asst.**



# Elmwood School

✓ To: Dr. Cathy MacLeod

From: Anne Carver

Date: May 16, 2016

Re: Gift Check from Target's "Take Charge of Education" Program

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Elmwood School was given a "Take Charge of Education" gift check in the amount of \$1,000. When parents, teachers and other school supporters use the "REDcard," Target donates up to 1% of their purchases to Elmwood School. We are most appreciative of this partnership program check donation.

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

cc: Ralph Dumas  
Debbie Bartolomeo

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

**MEMORANDUM**

**TO: Cathy MacLeod**  
**FROM: Evan Bishop**  
**DATE: May 16, 2016**  
**RE: Gift account check**

---

Please accept this check from Target Corporation in the amount of \$1100.00 to be deposited in our gift account. (#1240).

Thank you.

  
Evan Bishop

## MEMORANDUM

**TO:** Cathy MacLeod  
Superintendent of Schools

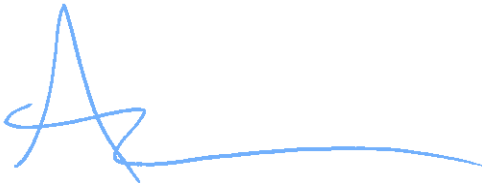
**FROM:** Alan M. Keller  
Principal, Middle School

**DATE:** May 19, 2016

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On behalf of Hopkinton Middle School, I am requesting that the Hopkinton School Committee please accept a donation from the Target Take Charge of Education program in the form of a check in the amount of \$700 to be deposited into the Middle School Gift Account #1239.

Thank you.

A handwritten signature in blue ink, consisting of a large, stylized capital letter 'A' followed by a long, horizontal, slightly wavy line extending to the right.