

**HOPKINTON SCHOOL COMMITTEE**  
**Thursday, September 24, 2015**  
**Regular Meeting 7:00 PM**  
**Middle School Library**  
**AGENDA**

**I. Pledge of Allegiance**

**II. Recognitions:**

300<sup>th</sup> Anniversary Celebration

**III. Public Comments:**

**IV. Reports**

- A. 7:10 – 7:15: Student Council
- B. 7:15 – 7:20: ESBC – Mr. Graziano
  - Communications Plan
- C. 7:20 – 7:35: Liaisons Reports
- D. 7:35 – 7:40: SC Chair Report
- E. 7:40 – 7:50: Superintendent's Report
  - New Building Project Presentation
  - Recommended Budget Cycle 2015-2016

**V. New Business**

- A. 7:50 – 7:55: **Joint Capital Project with Town in the amount of \$285.00** – Mr. Dumas  
For Consideration: Payment of reimbursement for a joint Capital Project as appropriated in referenced Article 23. Due to the “joint” nature of this appropriation the Town Finance Department will be processing all payments using the REQUEST FOR PAYMENT – JOINT CAPITAL form, which requires three School Committee signatures on the upper right-hand section of the form.  
Recommended Motion: Move to approve the payment of \$285.00 to the vendor(s) as indicated on the Request for Payment-Joint Capital form.
- B. 7:55 – 8:05: **Capital Project School Department Article Warrant #16-013 in the amount of \$17,046.54** – Mr. Dumas  
For Consideration: Request and recommendation of Superintendent for payment of invoices for a Capital Project invoices as appropriated in Article 14.  
Recommended Motion: Move to approve the payment of Warrant #16-013 in the amount of \$17,046.54 to the vendor(s) as outlined in the warrant.
- C. 8:05 – 8:10: **Budget Transfer Request** – Mr. Dumas  
For Consideration: This transfers remaining funds in the Extended School salaries budget into the Extended School Contracted Services budget.  
Recommended Motion: Move to approve the budget transfer amount of \$13,610.00 as indicated in the agenda materials.

**VI. Old Business**

- A. 8:10 – 8:20: **Middle School Washington D.C. Trip** – Mr. Keller  
For Consideration: Request and recommendation of Superintendent to approve the revised D.C. venue based on the parent feedback relative to the increased cost.  
Recommended Motion: Move to vote to approve the Washington D.C. trip.

*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.*

- B. 8:20 – 8:30: **School Committee Policy: IHBG Home Education IHBG (2<sup>nd</sup> reading)**  
For Consideration: Request and recommendation of Superintendent to review the current policy and define extra-curricular. Policy IHBG was adopted in December 2007. The policy has been shared through listserv.

Recommended Motion: Move to adopt Policy IHBG as amended.

- C. 8:30 – 8:35: **School Committee Policy: JF School Admissions and Residency (3<sup>rd</sup> reading)– Dr. MacLeod**  
For Consideration: Request and recommendation of Superintendent to revise the policy to limit non-resident admissions to a 30 day period from the start of the school year.

Recommended Motion: Move to adopt Policy JF as amended.

**VII. Public Comment: 8:35**

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

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-011 in the amount of \$399,314.97.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #16-012 in the amount of \$48,595.83.
- C. The Superintendent recommends the School Committee vote to approve \$19,079.00 from the “The Sky’s the Limit” fundraiser be placed in the Middle School Gift Account as indicated in the agenda materials.

**IX. Executive Session:** To discuss contract negotiations with nonunion personnel with respect to the Superintendent’s contract and to review Executive Session minutes for release and updates with respect to collective bargaining with the HTA

**X. Adjournment**

**XI. Next Meetings**

Thursday, October 8, 2015 @ 7:00 PM  
Thursday, October 22, 2015 @ 7:00 PM  
Thursday, November 5, 2015 @ 7:00 PM  
Thursday, November 19, 2015 @ 7:00 PM

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

**Recommended Budget Cycle 2015-2016**

DATE	TASK	RESPONSIBILITY
September	Meet with Town Manager/Chairs	September 15 <sup>th</sup> October 15th
Mid-September	Budget Instructions	Director of Finance
End October	Complete budget projections	Principals, Directors, Central Office
November	Individual budget meetings	Director of Finance, Accounting Manager, Superintendent
November 19th	Preliminary Budget overview related to strategic initiatives and overall cost	SC Superintendent Director of Finance
December *invite Appropriations and BoS liaisons	Special Budget Meetings (to include what has already been taken off the table) Dec 3 CO. Technology, B&G Dec 10 Elem Principals, SPED, Technology Dec 17 Secondary, (Athletics, Arts) Technology	School Committee Director of Finance Superintendent Department Heads
January 7	Superintendent's Budget	SC Superintendent Director of Finance
February 1	Deadline to submit the budget to Town Manager	SC Chair
February-March	CIC, Appropriations, BoS reviews	
May	Town Meeting	

Preliminary budget recommendations are developed in the fall of each year and are based on ongoing priorities, new initiatives, preparation for mandates and progress monitoring. These will be fully aligned with the SC's Strategic Plan and School Improvement Plans.



# 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 *RD*  
Date: September 16, 2015 (for meeting of September 24th)  
Subject: Capital Project Warrant – Joint With Town

The total value of the 1 Joint capital project warrant on tonight's Agenda is **\$285.00**. This warrant consists of 1 invoice related to the Joint Information Technology project as appropriated in Article 23 of the May 2015 Annual Town Meeting. The details are as follows:

CDW-G	Invoice # XX17878	\$285.00
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**Due to the "joint" nature of this appropriation the Town Finance Department will be processing all payments using the attached REQUEST FOR PAYMENT – JOINT CAPITAL form which requires three School Committee signatures on the upper right-hand section of the form. I recommend that this invoice be approved for payment by the School Committee.**

# TOWN OF HOPKINTON REQUEST FOR PAYMENT - JOINT CAPITAL

Hopkinton School Committee  
Department

9/24/2015

Date

\* \_\_\_\_\_  
Approved

\* \_\_\_\_\_  
Approved

\* \_\_\_\_\_  
Approved

Account No.	Vendor No.	Invoice No.	Vendor Name & Address	Amount
3100 587100 1523	17878	XX17904	CDW-G 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515	285.00
				285.00

\* Certification is hereby made under penalties of perjury that the goods, materials or services were ordered; such goods and materials were delivered and that such services were actually rendered to or for the Town for the payment requests listed above.

REMIT PAYMENT TO:

**INVOICE**

**ACH INFORMATION:**

THE NORTHERN TRUST  
50 SOUTH LASALLE STREET  
CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com

ROUTING NO.: 071000152  
ACCOUNT NAME: CDW GOVERNMENT  
ACCOUNT NO.: 91057



**CDW Government**  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515



RETURN SERVICE REQUESTED

*CAPITAL*

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
XX17904	09/09/15	6501236
SUBTOTAL	SHIPPING	SALES TAX
\$285.00	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
10/09/15		\$285.00

20 1 MB 0.439 E0010X I0014 D1464460384 P28241 16 0001:0002



HOPKINTON PUBLIC SCHOOLS  
BUSINESS OFFICE  
89 HAYDEN ROWE ST  
HOPKINTON MA 01748-2507

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS				DUE DATE
09/09/15	XX17904	Net 30 Days				10/09/15
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
09/08/15	DROP SHIP-GROUND	160803-00			6501236	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
2245230	AVAYA 9600 BUTTON MODULE BM12 MOQ156 Manufacturer Part Number: 700480643 Serial No: 15N521016435 Serial No: 15N521016443 Serial No: 15N522104677	3	3	0	95.00	285.00

**GO GREEN!**

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at [paperlessbilling@cdw.com](mailto:paperlessbilling@cdw.com). Please include your Customer number or an Invoice number in your email for faster processing.

**REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!**

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email [credit@cdw.com](mailto:credit@cdw.com) with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	
GREG KNOPPING 203-851-7218 <a href="mailto:greg.knopping@cdwg.com">greg.knopping@cdwg.com</a>	HOPKINTON PUBLIC SCHOOLS TECHNOLOGY 89 HAYDEN ROWE ST HOPKINTON MA 01748-2592	\$285.00	
SALES ORDER NUMBER		SHIPPING	\$0.00
GLMJ827		SALES TAX	\$0.00
		AMOUNT DUE	\$285.00

Cage Code Number 1KH72  
DUNS Number 02-615-7235

**HAVE QUESTIONS ABOUT YOUR ACCOUNT?**  
PLEASE EMAIL US AT [credit@cdw.com](mailto:credit@cdw.com)

VISIT US ON THE INTERNET AT [www.cdwg.com](http://www.cdwg.com)

ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 36-4230110





# 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 *RD*  
Date: September 16, 2015 (for meeting of September 24th)  
Subject: Capital Project Warrant – School Department

The total value of the 1 capital project warrant on tonight’s Agenda is **\$17,046.54**. This warrant consists of 5 invoices as follows:

There is 1 invoice from Garcia, Galuska, DeSousa Consulting Engineers, Inc. for electrical engineering services for the Middle School Fire Alarm project as appropriated in Article 14 of the May 2014 Annual Town Meeting:

Invoice #0108977                      \$ 1,000.00  
and

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

Invoice #82815                      \$ 9,300.00  
and

There is 1 invoice from Renaud HVAC & Controls for construction services related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #29730                      \$ 5,065.00  
and

There is 1 invoice from Federal Glass & Mirror for construction services related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #52744                      \$ 1,450.00  
and

There is a request to reimburse Jeannine Gilmore for out-of-pocket expenses related to the School Safety & Security project as appropriated in Article 24 of the May 2015 Annual Town Meeting:

Invoice #REIMB                      \$ 231.54

**I recommend that this invoice be approved for payment by the School Committee.**

**Invoice**

**Garcia Galuska DeSousa  
Consulting Engineers Inc.  
370 Faunce Corner Rd., Dartmouth, MA 02747**

September 8, 2015  
Project No: 37700100.00  
Invoice No: 0108977

Hopkinton Pubic School  
89 Hayden Row Street  
Hopkinton MA 01748

Project: 37700100.00      Hopkinton MS Fire Alarm Upgrade  
Hopkinton, MA

*OK to Pay \$1000<sup>00</sup>  
Capital  
PO # 15002018  
ms*

Attn: Mr. Raiph Dumas, Director of Finance

Electrical Engineering and Design Services

**Professional services from August 1, 2015 to August 31, 2015**

**Fee**

Phase	Fee	Percent Complete	Earned	Previous
Construction Documents	14,500.00	100.00	14,500.00	14,500.00
Bidding	1,000.00	100.00	1,000.00	1,000.00
Construction Administration & Closeout	4,000.00	25.00	1,000.00	0.00
<b>Total Fee</b>	<b>19,500.00</b>	<b>Total Earned</b>	<b>16,500.00</b>	
		<b>Previous Fee Billing</b>	<b>15,500.00</b>	
		<b>Current Fee Billing</b>	<b>1,000.00</b>	
		<b>Total Fee</b>		<b>1,000.00</b>

**Total this invoice      \$1,000.00**

**Outstanding Invoices**

Number	Date	Balance
0108833	8/5/15	1,000.00
<b>Total</b>		<b>1,000.00</b>

Billings to date	Fee	Total now due		Total
		Current	Prior	
		1,000.00	15,500.00	16,500.00
<b>Totals</b>		<b>1,000.00</b>	<b>15,500.00</b>	<b>16,500.00</b>



RECEIVED SEP 03 2015

INVOICE- 08/28/15

FROM: EDMUND J SCHOFIELD  
P.O. BOX 404  
HOPKINTON, MA 01748

TO: HOPKINTON PUBLIC SCHOOLS  
88 HAYDEN ROWE ST.  
HOPKINTON, MA 01748

PO #160474

FOR: MIDDLE SCHOOL WINDOW OPENING/ DOOR REMOVAL

SCOPE OF WORK

- (A) REMOVE INSIDE DOORS AT MIDDLE SCHOOL ENTRANCE
- (B) PATCH IN WALLS, CEILING AND FLOOR
- (C) PAINT WALL PATCHES
- (D) CUT IN WINDOW OPENING IN MAIN LOBBY
- (E) INSTALL STEEL LENTILS
- (F) PATCH IN CONCRETE BLOCK
- (G) PATCH IN SHEETROCK AND COMPOUND
- (H) INSTALL TRIM AND PAINT BLOCK SIDE OF OPENING

TOTAL JOB COST: MATERIALS AND LABOR- \$9300.00



# Renaud

HVAC & CONTROLS, INC.

P.O. Box 26  
18 Providence Road  
Sutton, Massachusetts 01590  
(T): 508.865.2060  
(F): 508.865.9070

I N V O I C E

29730

BILL TO: Hopkinton Public Schools  
89 Hayden Rowe Street  
Attn.: Accounts Payable  
Hopkinton MA 01748

WORK DONE AT: Middle School Guidance Off AC  
supply & install  
P.O. # 160478-00  
LAA

160478 ✓

RECEIVED SEP 01 2015

JOB NO. 023783-000	CUST ORDER# 160478-00	TERMS NET 30	INVOICE NUMBER 26888	DATE 8/19/15
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QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
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HOPKINTON MIDDLE SCHOOL  
GUIDANCE OFFICE AC

TOTAL CONTRACT AMOUNT	\$ 9,994.00
PROGRESS BILLING	- 5,065.00
CONTRACT BALANCE	\$ 4,929.00

PROGRESS BILLING:  
FURNISH & INSTALL ALL REFRIGERANT PIPING,  
INSULATION & ASSOCIATED HARDWARE. MAKE CONNECTION  
TO INDOOR UNIT.  
NOTE: CONDENSING UNIT DUE IN FROM FACTORY WEEK OF  
9-7-15

TOTAL DUE THIS INVOICE  
INVOICE TOTAL

5,065.00
\$5,065.00

Telephone  
Fram. 508-872-3563  
Boston 781-235-0630  
Fax 508-879-3586

# FEDERAL GLASS & MIRROR CO.

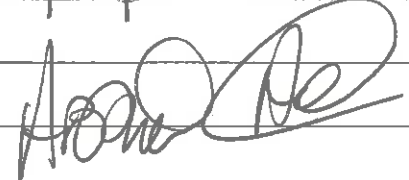
355 WORCESTER ROAD  
FRAMINGHAM, MASS. 01701

INVOICE

RECEIVED SEP 01 2015  
No. 52744

SOLD TO Hopkinton School  
89 Hayden Rowe St  
Hopkinton MA 01748-2508

JOB 1160762  
Middle School

DATE	YOUR ORDER NO.	PHONE NO.	TERMS: ON RECEIPT
	AL Rogu-		
	New opouy (masonry)		
	76 1/4 x 47 1/4		1450 <sup>00</sup>
	Bronze Frame glazed w/ 1/4" clear safety		
	Do we have paper work on this -		
Received By			
Date			\$1,450.00

www.federalglass.net

ORIGINAL

HOPKINTON PUBLIC SCHOOL  
Hopkinton, MA 01748

PAYMENT VOUCHER

DATE: 9/16/15

PAY TO: Jeannine Gilmore

<p>Description: <u>Drop boxes for Center School &amp; Central office</u></p> <p>BUDGET CODE TO BE CHARGED: <u>80573006-582100-1524</u> <u>Capital</u></p>	<p>2</p>	<p>115.77</p> <hr/> <p>231.54</p>
<p>Description:</p> <p>BUDGET CODE TO BE CHARGED: _____</p>		



**Thank you. Your order was completed successfully.  
Please print this page for your records.**

**Order Information:**

**Order Number:** 153660  
**Order Date:** 09/16/2015  
**Order Time:** 7:51:41 am  
**Account Number:** 7355

**The MailboxWorks**

1743 Quincy Avenue  
 Suite 151  
 Naperville, IL 60540  
 630-355-9989  
 Fax: 630-355-9819

**Billing Information:**

Jeannine Gilmore  
 387 Rumonoski Drive  
 Northbridge, MA 01534  
 5082340333  
 jegdfg@hotmail.com

**Shipping Information:**

Jeannine Gilmore  
 Hopkinton Public Schools  
 89 HAYDEN ROWE STREET  
 HOPKINTON, MA 01748  
 5084179360

SKU	Name	Qty	Price	Total
AMWMETRO	Metropolis Stainless Steel Locking Wall Mount Mailbox  FREE GROUND SHIPPING: SHIPS IN 1 DAY: Finish: Swirl Pattern - AMWMETRO-SW Locking Option: Standard 5 Pin Cam Lock	2	\$115.77	\$231.54

**Credit Card Information:**

**Card Type:** Visa  
**Card Number:** XXXX XXXX XXXX 8918  
**Expiration:** 03 2018  
**Name:** Jeannine Gilmore

**Ship Via:**

Shipping Total:  
 Subtotal:  
 Discounts:  
 Tax Rate:  
 Tax Total:  
 Total:

**Ground shipping**

0.00  
 231.54  
 -0.00  
 0  
 0.00  
 231.54

**The MailboxWorks  
(800) 824-9985**

Powered by: eCartsoft.com [Shopping Cart](#).

# Hopkinton Public Schools

## FY 16 Capital Accounts

Reported to School Committee on 9/24/15

Fund	MUNIS Account #			Project	Capital Projects	Funding Source	Prior Year Carry-over	Appropriated	Expended	Encumbered	Available		Status of Balance
	Org	Obj									Balance	Balance	
3200	90572006	582100	none	none	New High School	Borrowed	\$74,570	\$0	\$0	\$0	\$74,570	\$0	hold
		To Be Determined			Hopkins Ceiling Tiles (Art 14D ATM 5/14)	Free Cash	\$203,000	\$0	\$0	\$0	\$203,000	\$0	to be used
3200	90573006	587100	14G14	14G14	Joint IT Upgrades (Art 14G ATM 5/14)	Free Cash	\$142	\$0	\$0	\$0	\$142	\$0	to be used
3200	80573006	5585100	2214	2214	School Safety Upgrades (Art 22 ATM 5/14)	Free Cash	\$4,692	\$0	\$0	\$0	\$4,692	\$0	to be used
3100	3101235	587100	1523	1523	Joint IT Upgrades (Art 23 ATM 5/15)	Borrowed	\$0	\$200,000	\$1,680	\$123,905	\$74,415	\$0	to be used
3200	80573006	582100	1524	1524	School Safety & Security (Art 24 ATM 5/15)	Borrowed	\$0	\$200,000	\$0	\$87,396	\$112,604	\$0	to be used
3100	3101235	585100	1525	1525	Joint Safety & Security (Art 25 ATM 5/15)	Borrowed	\$0	\$103,471	\$0	\$103,000	\$471	\$0	to be used
3200	90573006	587100	1526	1526	MS Fire Alarm Upgrade (Art 26 ATM 5/15)	Borrowed	\$0	\$170,000	\$0	\$170,000	\$0	\$0	ongoing
3200	90572006	582100	1527	1527	Hopkins & HS Roof Repairs (Art 27 ATM 5/15)	Borrowed	\$0	\$1,114,000	\$0	\$0	\$1,114,000	\$0	to be used
3200	80571006	584100	1528	1528	Resurface Outdoor Courts (Art 28 ATM 5/15)	Borrowed	\$0	\$70,000	\$0	\$38,765	\$31,235	\$0	to be used
<b>TOTAL</b>								<b>\$282,404</b>	<b>\$1,857,471</b>	<b>\$1,680</b>	<b>\$523,066</b>	<b>\$1,615,129</b>	

## Budget Transfer Request - School Committee Meeting of 9/24/15

Budget Transfer #	Requester	ORG	OBJ	Account Name	Original Budget	Previous Transfers	Adjusted Budget	YTD Expensed & Committed	Current Balance	Requested Budget Transfer	Requested Budget
1	K. Zaleski	71132311	511512	SPED ESY SPECIALIST	\$6,300	\$0	\$6,300	\$6,462	(\$162)	\$162	\$6,462
		71132321	511544	SPED ESY THERAPISTS	\$27,600	\$0	\$27,600	\$22,947	\$4,653	(\$4,653)	\$22,947
		71133051	511501	SPED ESY TEACHERS	\$84,600	\$0	\$84,600	\$75,481	\$9,119	(\$9,119)	\$75,481
		71232324	538900	SPED ESY CONTRACTED SERVICES	\$7,800	\$0	\$7,800	\$3,820	\$3,980	\$13,610	\$21,410
									sum		
											\$0

This transfers remaining funds in the Extended School salaries budget into the Extended School Contracted Services budget where it is needed to meet student IEP's.

This Budget Transfer Request has been reviewed and approved by:

  
 Director of Finance  
 Superintendent of Schools

## HOPKINTON MIDDLE SCHOOL

*Office of the Principal*

### MEMORANDUM

**TO:** Dr. Cathy MacLeod, Superintendent

**FROM:** Alan Keller

**DATE:** September 24, 2015

**RE:** Washington, D.C. Final Approval

Attached to this memo is the *Final Approval Form* for Overnight Travel to Washington, D.C. This is a follow-up to the *Intent to Travel* which was presented and approved by School Committee on August 5, 2015. As you may recall, at that meeting, I made a recommendation to a change in the coordinating organization, shifting from Capital Tours to Close-Up Foundation. At the same time, I recommended flying into Washington instead of taking buses. On Wednesday, August 19, 2015, I sent to all Incoming Grade 8 Parents a survey to gauge their feedback on this change as well as their ability to afford the cost increase. The survey closed on September 2, 2015 and during that time, 183 parents responded to the survey.

**Question 1** asked parents to indicate whether or not they would need financial assistance to afford the estimated \$948 trip. 4.37% of respondents indicated that they would need financial assistance.

**Question 2** asked parents if they would be willing to help with fundraising efforts. 34.46% indicated that they would be willing to help.

**Question 3** asked parents if they would be willing to make a donation toward a scholarship fund. 35.5% of parents indicated a willingness to make a donation toward a general fund for reducing the overall cost of this trip.

**Question 4** was an open-ended question which asked parents for fundraising ideas.

**Question 5** was an open-ended question which asked parents for comments, questions and feedback on the recommended changes.

There are three attachments to this Memo:



1. Overnight Travel Final Approval Form
2. Overview and Itinerary of proposed Washington, D.C. trip
3. Survey results and responses to Frequently Asked Questions based on parent comments from the survey. This document was sent via listserv to parents on September 15, 2015.

If we receive final approval for the recommended Washington, D.C. trip, students would depart for Washington, D.C. on Wednesday, June 8, 2016 and return to Hopkinton on Friday, June 10, 2016.

Thank you for your time and consideration.



# 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: Middle School Study Tour Leader(s): Alan Keller

Grade Levels: 8 Course(s) or Club: all grade trip

Destination: Washington, DC

Date of Request: 9/15/15 Departure Day & Date: Wednesday, 6/8/2016

Number of Students: 270 Return Day & Date: Friday, 6/10/2016

Cost of Program (per student): \$948.00

Name of Travel Company Providing Tour Logistics: Close Up

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

School administrator	
teachers	
Parents to be determined	

**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.

See attached.

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

**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.

See attached

**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
- 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.

Group Leader Signature: \_\_\_\_\_ Date: 9/16/15

Principal Signature: \_\_\_\_\_ Date: 9/16/15

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: \_\_\_\_\_

Dear Parents of Grade 8 Students:

Thank you very much for taking the time to respond to the Grade 8 Washington, D.C. survey. 183 parents complete the survey; we are appreciative of the number of you who took the time to do so and for the feedback you provided to us.

4.4% of respondents indicated that they would need partial financial assistance in order to afford this trip. We are currently identifying opportunities for added fundraisers for our students to help offset the cost of this trip for all students. To that topic, 34% of respondents indicated a willingness to help with fundraising efforts. We will be looking for your input, expertise and assistance. Thank you for the willingness to help and the many ideas provided by many of you for fundraisers.

Below are answers to frequent and important questions from the open-ended portion of the survey.

- 1. Will teachers from Hopkinton still be active and present when we work with Close Up?** Absolutely. In fact, because Close Up staff will share responsibilities such as coordinating transportation and logistics, monitoring student participation, and supervising behavior, Hopkinton teachers will have more opportunities to engage with all students and can focus on learning and having fun with students.
- 2. What role will Close Up's staff play on the Washington, D.C. trip?** Unlike tour guides (who traditionally lead about 50 students and focus on general historical facts), Close Up's program instructors will work with students in small groups of about 20 students and help them figure out the relevance of everything they explore in DC. A variety of interactive discussion and debates at monuments, memorials and museums will give students key context and an opportunity to develop a personal connection to American history and government. All instructors are college-educated and receive over 120 hours of training in cooperative learning techniques and a hands-on, experiential curriculum.

In addition to the Close Up instructors, a Close Up program leader will manage the overall logistics and organization of the program, making sure that the Hopkinton teachers and Close Up instructors can stay focused on students.

Close Up employs internal night monitors (rather than contracted security guards) to supervise all hotel hallways from 10pm-6am each night.

All Close Up staff receive background checks and are trained in CPR and First Aid.

3. **Why have we moved to a three day trip instead of four?** By shortening the trip to three days and adding a flight, we are actually increasing the total amount of time students are on the ground in Washington (while removing the cost of a third night in the hotel and the 16-22 hours previously spent on the bus). In the past, the first and fourth day were mainly travel days where students were exhausted from long bus trips in both directions -- now students will arrive in Washington first thing on Wednesday morning and have a full day of programming on Friday.
4. **Will the trip still be fun? Will students have time to hang out with their friends and bond as a class?** Definitely. We are still including the traditional dinner and dance as celebration of your child(ren)'s hard work and accomplishments at HMS. Students will also have periods of "downtime" over the course of each day when they will be free to explore sites and museums with friends.
5. **Can we pay in installments throughout the year?** Yes. Close Up will provide each family with a unique username to access an online portal where they can view information on the trip and submit payments. There will be three major payment deadlines falling around 6, 4, and 2 months prior to the trip, but within those deadlines families can make payments at any time as it best fits their needs. In addition, Close Up will work with families to establish alternative payment plans as needed.
6. **Why are all of these changes happening to the class of 2020? Nature's Classroom was shortened on them to four days and now this trip is changing.** It is our intent to constantly improve our school and our offerings through regular examination and reflection, as opposed to maintaining status quo because that's "how we've always done it." Each year, we look at our curricular and extra-curricular offerings to ensure that we are best meeting our students' needs. When we made the move to a four-day trip to Nature's Classroom (instead of five-day as we had done for many years), it was based on our belief that the core curriculum and experience at Nature's Classroom could be met in four days. Further, our experience over the years--leading what for many students is their first overnight experience--indicated that students could much more easily handle a four-day, three-night trip. Our change to the Washington, D.C. trip has nothing to do with the class of 2020, but has everything to do with what we believe makes the best educational sense for a trip of this magnitude. Ultimately, we believe this change will improve the experience for all of our students beginning with the class of 2020.

7. **What is the price breakdown?** Of the estimated \$948 cost, \$298 will cover round-trip airfare. The remaining \$650 of Close Up tuition covers:
- Hotel accommodations
  - Two instructors per bus, a program director, curriculum coordinator, and night monitors
  - A dedicated representative to support pre-trip preparation and academic integration
  - Coach bus transportation for the duration of the program
  - All program logistics and planning
  - Booking speakers and Congressional meetings
  - Three meals per day beginning with lunch on day one, including hot breakfast buffets
  - All educational workshop materials
  - Liability insurance
  - All entrance fees, tips, and gratuities
  - 24/7 supervision and instruction
  - Medical access to Georgetown Pediatric Center
8. **Will bus transportation be provided to the airport?** This is a work in progress. We are looking to minimize the risk that a few late families could delay full buses of students enroute to the airport. If, instead, everyone meets at the airport, this allows one chaperone to stay behind for any latecomers. We will have more details at our parent meeting in October about travel arrangements.
9. **How will this year's proposed itinerary compare to last year's?** Please see a comparison of schedules below -- we will continue to visit the important sites that we have explored in prior years and include some new activities with Close Up.

2015 Capital Tours (Class of 2019) Itinerary	2016 Proposed Close Up (Class of 2020) Itinerary
<p><b>Day 1</b> 6:15 AM</p> <ul style="list-style-type: none"> <li>● Departure from School (Lunch enroute - personal expense)</li> </ul> <p>3:00 PM Arrive in Arlington, VA</p> <ul style="list-style-type: none"> <li>● Meet with guides at Arlington National Cemetery</li> <li>● Dinner at Pentagon City Mall</li> </ul>	<p><b>Day 1</b> 9:00 AM</p> <ul style="list-style-type: none"> <li>● Approximate flight departure</li> </ul> <p>11:00 AM</p> <ul style="list-style-type: none"> <li>● Approximate arrival in Washington, DC: Greeting and pick-up at the airport by Close Up, transfer to hotel</li> </ul>

- Air Force Memorial
- Pentagon 911 Memorial
- Check in at Arlington Court Suites Hotel

**Day 2**

7:30 AM

- Breakfast
- FDR Memorial
- Jefferson Memorial
- Martin Luther King Jr. Memorial
- White House for photo taking
- Lunch at the Ronald Reagan Building
- Lincoln Memorial
- Vietnam Memorial
- Korean War Memorial
- World War II Memorial
- Twilight Tattoo
- Iwo Jima Memorial

**Day 3**

7:30 AM

- Breakfast
- Group photo at Capitol Building
- National Air & Space Museum
- Museum of Natural History
- Museum of American History

on charter bus.

12:00 PM

- Orientation & lunch at hotel
- Opening Workshop
- Faces of Democracy Study Visit: Examine and debate the proper role of government at the following sites:
  - Jefferson Memorial
  - FDR Memorial
  - MLK Memorial
- Dinner at Pentagon City Mall
- Domestic Issues Debate: Interactive, student-generated debate between professional DC policymakers

**Day 2**

7:30 AM

- Breakfast
- War Memorials Study Visit: Discuss how memorials shape the way we think about war
  - WWII Memorial
  - Lincoln Memorial
  - Korean War Memorial
  - Vietnam Veterans Memorial
- Community Action On-site
  - Visit a service organization and learn how citizens can help their communities.
- Smithsonian Museums and Lunch
- Newseum
- Arlington National Cemetery Study Visit: Consider how we recognize and honor service
- Dinner and Dance

**Day 3**

7:30 AM

- Breakfast
- Mock Congress: Role-play simulation of the legislative process
- Tour the U.S. Capitol Building
  - Meet your members of

<ul style="list-style-type: none"> <li>● Dinner and DJ Dance</li> </ul> <p><b>Day 4</b></p> <p><b>7:30 AM</b></p> <ul style="list-style-type: none"> <li>● Hotel Checkout</li> <li>● Load buses</li> <li>● Breakfast</li> <li>● Newseum</li> </ul> <p><b>11:00 AM</b></p> <ul style="list-style-type: none"> <li>● Depart Washington, DC</li> <li>● Lunch enroute (personal expense)</li> </ul> <p><b>9:00 PM</b></p> <p>Estimated time of arrival in Hopkinton</p>	<p style="text-align: center;">Congress or their staffs</p> <ul style="list-style-type: none"> <li>○ Lunch</li> <li>○ Supreme Court</li> <li>○ Library of Congress</li> </ul> <ul style="list-style-type: none"> <li>● Group Photo at White House</li> </ul> <p><b>5:00 PM</b></p> <ul style="list-style-type: none"> <li>● Approximate arrival at the airport for flights home</li> </ul>
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Thank you again for your time, attention and thoughtful responses. Please feel free to contact me with your additional questions, thoughts or feedback.

Alan M. Keller  
HMS Principal





## IHBG

HOPKINTON SCHOOL COMMITTEE POLICY  
HOME EDUCATION

The Hopkinton School Committee recognizes and respects the right of parents and or guardians to educate their child(ren) at home. The Committee appreciates the personal and cultural uniqueness of each family and desires to ensure that the process by which school officials approve and review home education programs is both lawful and equitable.

Parent(s) or guardian(s) planning to undertake a home education program for their six- through sixteen- year old child(ren) shall inform the Superintendent by completing the *Notice of Intent to Pursue a Program of Home Education* (one per child) and submitting it to the Superintendent's Office. Incomplete applications will not be approved.

At the time of submission, the home educator should schedule an appointment with the Superintendent's Office. The purpose of this meeting will be to ensure that home educators and school administrators have a mutual understanding concerning the methods that will be used to assess student educational progress.

After initial approval, the parent or guardian need only provide an annual statement of intent to continue the home education program. This statement, along with the agreed- upon assessment(s) must be submitted annually, by August 31, to the Office of the Superintendent of Schools.

Home education programs will be considered in an equitable, objective, and timely manner. Factors that may be considered by the Superintendent in deciding whether or not to approve a home education proposal are:

1. The educational program including subjects and instructional materials. In order to meet the specific educational needs of their child(ren), the parent(s) or guardian(s) may adjust the material to achieve the goals of the educational program without further notification to the Superintendent's office.
2. The number of instructional hours to be provided in each subject.
3. The competency of the parent(s)/guardian(s) to teach the child(ren). Home educators need not be licensed as teachers.
4. A mutually agreeable method of assessment which corresponds to the type of educational program being followed and may include standardized testing.

A student who is being educated in a home-based program within the Hopkinton Public School District shall have access to public school activities of an extra-curricular nature. Home-educated students participating in extra-curricular activities are subject to the same participation fees, state and local regulations, and district policies and procedures as enrolled students. Extra-

Jeannine Gilmore 9/15/15 1:28 PM

**Deleted:** Documentation must be provided to support a conclusion that the proposed instruction in all studies required by the law is equivalent in thoroughness, efficiency, and progress to the instruction provided by the Hopkinton Public Schools

Jeannine Gilmore 9/15/15 1:28 PM

**Deleted:** upon approval of the responsible school Principal

curricular is defined as programs and activities that take place outside of the regular school hours.

If a student who has been educated at home under an approved program wishes to enroll in the Hopkinton Public Schools, the decisions on course credit and grade placement are to be made by the Superintendent on the basis of the home study course content and assessments of the student's academic progress. A student, with the approval of the School Committee, may be awarded a high school diploma if he or she has satisfied the Department of Education's competency requirements and has met the District's educational standards for graduation.

First Reading	November 15, 2007, <a href="#">September 10, 2015</a>
Second Reading	December 6, 2007, September 24, 2015
Third Reading	December 6, 2007
Adopted	<a href="#">December 6, 2007</a>
Policy Amended	
Legal References	M.G.L. 69:1D; 76:1, Care and Protection of Charles – MASS. Supreme Judicial Court 399 Mass.324 (1987)
Policy Cross Reference	HHS/HMS Program of Studies, HPS School Handbooks, HPS Athletic Handbook, MIAA Policy Manual
Procedure Reference	IHBG-E1 Notice of Intent to Pursue a Program of Home Studies

Hopkinton School Committee  
Hopkinton, Massachusetts

JF

### School Admissions and Residency Requirements

A person is eligible to attend the Hopkinton Public Schools if he or she is of school age and is:

- Living with the parent(s) or legal guardian(s) who have physical custody and are residents of Hopkinton, or
- Intending to be a resident within 30 calendar days from the start of the school year (requires proof of Purchase & Sale with closing date or lease), and approved by the Superintendent or designee, or
- At least eighteen (18) years of age, having established residency, or
- An approved tuition-paying student, (i.e., F1 Visa Program) or
- Homeless, which is defined as a person living in Hopkinton who lacks a fixed, regular and adequate nighttime residence such as a shelter or a place not designed to be a sleeping accommodation.

HPS 9/11/15 10:33 AM

**Deleted:** requested date of eligibility

HPS 9/11/15 10:33 AM

**Deleted:** or intending to be a resident within 59 days from the start of the school year (also requires proof of Purchase & Sale with closing date),

An eligible student will be admitted regardless of national citizenship, race, color, sex, religion, national origin or sexual orientation.

A student registering for the first time must present a birth certificate or equivalent proof of age as well as proof of vaccination and immunizations as required by the Massachusetts Department of Public Health. A child whose parent(s) or guardian(s) state religious objections to vaccinations or immunizations or who are homeless may register without vaccination or immunization records.

Proof of legal guardianship may be required.

Proof of residency will be required at the time of registration, or at any time that school officials have reason to question a student's residency, which is defined as the place where a person resides permanently, not temporarily or sporadically, and is the center of his or her domestic, social, and civic life.

HPS 9/11/15 10:34 AM

**Deleted:** , for a student intending to be a resident,

The superintendent may request three or more of the following as proof of residency: copy of deed, record of most recent mortgage payment, copy of lease with record of most recent rent payment, notarized attestation of residency from landlord, Section 8 agreement, energy (gas, oil, or electric) bill, or cable bill.

HPS 9/11/15 10:34 AM

**Deleted:** home (not cellular) telephone bill,

The superintendent reserves the right to investigate at any time if a student's residency is in question. If an investigation establishes that a student is not a resident, the student will be dismissed from the Hopkinton Public Schools. Parents or guardians of a non-resident student may be required to submit restitution for the period of time that the student was improperly attending school in Hopkinton. Anyone who assists in the violation of the residency law may be required to submit restitution in the event that the parents or guardians cannot pay the full amount.

The superintendent may allow high school seniors whose parents or guardians have moved out of town to complete their education on the following two conditions:

1. The family moves January 1 or later in the school year
2. The student has remained in good standing with his or her discipline and academic records

First Reading	May 17, 2007, <a href="#">August 5, 2015</a>
Second Reading	June 21, 2007, <a href="#">September 10, 2015</a>
Third Reading	October 18, 2007 <a href="#">September 24, 2015</a>
Adopted	<a href="#">October 18, 2007</a>
Policy Amended	
Legal References	MGL 76:1, 76:5; 76:6; 76:15. 603 CMR 26.02 McKinney Vento Homeless Education Assistance Improvements Act of 2001
Policy Cross Reference	JEB Requirements for School Entrance
Procedure Reference	

## MEMORANDUM

**TO:** Cathy MacLeod  
Superintendent of Schools

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

**DATE:** August 18, 2015

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On behalf of Hopkinton Middle School, please accept the following check in the amount of \$19,079.00 to be deposited into the Middle School Gift Account #1239 for "The Sky's the Limit" Courtyard Project.

Fundraising Brick LLC  
105 Industrial Drive  
Hermann, MO 65041

\$19,079.00

A handwritten signature in blue ink, appearing to be 'A', with a long horizontal line extending to the right.