

**HOPKINTON SCHOOL COMMITTEE**  
**Thursday, August 18, 2016**  
**Special Meeting/Summer Session 4:00 PM**  
**Central Office Conference Room**  
**MINUTES**

**Call to Order in Open Session**

School Committee Chair Lori Nickerson opened the summer/special meeting at 4:05 PM with the following present:

Members:

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

Also Present:

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

**I. Pledge of Allegiance**

**II. Public Comments:**

- Request for the formation of a Recess Committee to determine if the increase in recess time for grades K – 5 meets the expectation of parents.
- Information regarding recess time was distributed. A request for additional clarification on the Superintendent's directive to discontinue the practice of reducing students' recess time as a form of punishment; include communication to parents defining how compliance with the directive will be monitored and any additional information parents should be aware of.

**III. Reports and New Business**

**A. Student Committee Chair Report**

- Norms-Changes for clarification were suggested; by general consensus the School Committee supported the Norms for Communication.
- Status of Minutes-The regular meeting minutes that are outstanding will be ready for approval at the first School Committee meeting in September. The minutes of three Executive Sessions held during the 2014-2015 school year will reviewed for release during the Executive Session scheduled for tonight. The Executive Session minutes for meetings held during the 2015-2016 school year, which have not been voted on for release, will be reviewed for release in September.

**B. Liaison Reports**

- ESBC-Mr. Graziano reported that a number of meetings have been held with the Planning Board. A pedestrian crosswalk with a blinking light will be installed at the entrance to the new school with additional traffic control at peak times. A fully functioning traffic light is not warranted based on data in the traffic study. The general traffic situation in the entire corridor was discussed at length by the Planning Board. A full road will not be installed between the EMC parking lot and the new school. Emergency vehicle access and public safety are adequately met in the designed 18' width of the roadway in the plan. A final meeting with the Planning Board is scheduled for Monday, August 22, 2016. Bid packages for site work are scheduled to be distributed next week and in September foundation permits will be sought.
- Irvine-Todaro Properties Advisory Group – Ms. Cavanaugh reported that the survey regarding the use of this property is now online and can be accessed through the town's Planning Board website. A general statement from the School Committee supporting use of this property by the school department was suggested and will be discussed during a September meeting.

- Charter Review Committee – Ms. Bertschmann reported that the schedule for dates under consideration for a Special Town Meeting are January 23 or 30 and February 6 or 13, 2017.
- Turf Field Committee – The process to form this committee was discussed. By general consensus the Committee supported giving approval to the formation of the Turf Field Committee and the structure of the committee at the first meeting in September. Dr. MacLeod, Mr. Graziano, Ms. Bertschmann, Ms. King, and Mr. Bishop will determine the roles to be represented on the committee. The presentation of the results of the feasibility studies will be given either at the second September meeting or the first meeting in October.

**C. Superintendent Report**

- Dr. Cavanaugh presented a plan for the implementation of common planning time for high school faculty. An 8:00 AM start for classes 8 times a year on the last Friday of the month is proposed. No class time will be lost as the advisory period normally scheduled from 7:20 to 8:00 AM on these days will be cut. Busses will still run, breakfast will be available, and students can come in and use various rooms with adult supervision. The purpose of the proposal is two-fold; common planning time for faculty and a pilot to understand the implications of a later start time for the high school. Concern about the number of students in the school at 7:20 on the later start days was expressed. A survey of the high school students to determine how many would not take advantage of the later start time was supported.
- 2020 Committee Representation-Mr. Tim Kilduff was contacted for more detail about the goals of this committee and whether a School Committee liaison is important. Mr. Kilduff indicated his vision of school representation on the committee is as an extension of the Superintendent’s role to the Chamber of Commerce. A School Committee liaison is not recommended at this time.
- Enrollment-The final report is not final; however, the early report puts enrollment at the Center School 20 students above NESDEC projections. The final report will be provided at the next meeting.
- Homework Committee Recommendation-Over 1,000 parents participated in the survey. The committee’s recommendation provides a clear definition of the purpose of homework and defines how much homework is given by grade level. This information will be included in the elementary handbook.
- Policy Calendar-Policies which require updating based on current practice and/or state law were identified and included on the proposed calendar.
- Hiller Time Discussion-Dr. MacLeod was notified that \$200,000 was earmarked for the Hopkinton School District in the general appropriation act, and a proposal to receive the funds was requested. Two proposals were created for submission; the first for a K – 5 reading coach and the second targets community connections and parent education.

**D. Application for Net Metering of Solar Panels**

For Consideration: to authorize Mr. Keller to sign affirming the application with the Massachusetts Department of Public Utilities for Net Metering.

Recommended Motion: Move to authorize Mr. Keller to sign the application with the Massachusetts Department of Public Utilities for Net Metering.

**Discussion:** The entity responsible for the application is the Hopkinton School District and by general consensus the committee supported authorizing the Superintendent to sign the application.

Motion: Move to authorize Dr. MacLeod to sign the application with the Massachusetts Department of Public Utilities for Net Metering. Motion made by Mr. Graziano seconded by Ms. Knight.

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

**E. Summer Project Update – Mr. Ghosh**

- Roof replacement at Hopkins School is 95% complete with completion targeted for August 30, 2016.
- Hopkins boiler project is out for bid with bidding to close on August 24, 2016. Completion date is projected as October 15, 2016.

- Roof replacement at the high school is also 95% complete with completion targeted for August 26, 2016.
- The equipment for the tractor and accessories has been ordered with delivery in 5 to 8 weeks.
- School security upgrades to the high school will be completed on Monday, August 22, 2016 and completion of upgrades at Elmwood School is projected for September 5, 2016.
- The scoreboard was ordered and should be installed by September 1, 2016.
- High school and middle school bleacher upgrades were completed on August 12, 2016.
- Domestic water heater for the middle school will go out for bid on September 15, 2016. Installation must take place during a vacation time as the water must be shut off. The old boiler is still supplying hot water.
- Middle school auditorium upgrades are projected for completion by November 4, 2016. The uncompleted upgrades should not interfere with use at the start of school; the curtains will be added last.
- The feasibility study for the middle school auditorium air conditioning and HVAC should be received tomorrow. Estimated completion of the work is December 2016.

F. **FY16 Final Quarterly Report** – Mr. Dumas

The projected variance is \$0 due to the prepayments authorized by the School Committee. The differences between the projected spending and actual funds spent were reviewed. Capital Accounts were reviewed; the funds in the new high school account were zeroed out.

G. **Personnel FTE Summary** – Mr. Dumas

For Consideration: of FY17 Budget vs. Actual FTE differences.

Recommended Motion: Move to approve a net addition of 2.4 FTE's not previously approved or budgeted.

Motion: Move to approve a net addition of 2.5 FTE's not previously approved or budgeted. Motion made by Ms. Cavanaugh seconded by Mr. Graziano.

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

H. **High School New Student Activities Account** - Mr. Dumas (taken out of order, after III. L.)

For Consideration: Request and recommendation of the Superintendent to approve a new high school Student Activities Account – Athletic Clubs Fundraising.

Recommended Motion: Move to approve the request for a new high school Student Activities Account – Athletic Clubs Fundraising. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

Motion: Move to approve the authorization to transfer the remaining balance in the Athletic Club Revolving Account to the new Student Activities Account – Athletic Clubs Fundraising. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

Motion: Move to approve the closing of the Athletic Club Revolving Account. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

I. **Athletic Department Golf Cart Replacement** - Dee King (taken out of order, after III. J.)

For Consideration: Request and recommendation of the Superintendent to approve the replacement of an electric golf cart at the high school given that it no longer meets necessary safety requirements for transporting injured students.

Recommended Motion: Move to approve the purchase of an electric golf cart at a cost of \$11,074.70 to be funded from the athletic revolving account. Motion made by Ms. Bertschmann seconded by Ms. Cavanaugh.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

- J. **Capital Project Article Warrant #17-008 in the amount of \$588,287.40** – Mr. Dumas (taken out of order, after III. H.)

For Consideration: Request and recommendation of the Superintendent for payment of invoices for Capital Project invoices as appropriated in Articles 27, 13K, and 131.

Recommended Motion: Move to approve the payment of Warrant #17-008 in the amount of \$588,287.40 to the vendors as outlined in the warrant

Motion: Move to approve the payment of Warrant #17-008 in the amount of \$588,297.40 to the vendors as outlined in the warrant and agenda materials. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

- K. **ACCEPT Board of Directors** (taken out of order, after III. I)

For Consideration: Request and recommendation that the School Committee vote to appoint Dr. MacLeod to serve on the Board of Directors for the ACCEPT collaborative.

Recommended Motion: Move to appoint Dr. MacLeod to the ACCEPT Board of Directors. Motion made by Ms. Cavanaugh seconded by Mr. Graziano.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

- L. **Superintendent's 2016-2018 Goals** (taken out of order, after III. G.)

For Consideration: following change made to her DRAFT goals based on School Committee feedback.

Recommended Motion: Move to approve the Superintendent's FY16-18 Educator Goals.

Motion: Move to approve the Superintendent's 2016-2018 Educator Goals. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

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

- M. **School Committee Policy: JICFB Bullying Prevention and Intervention** (1<sup>st</sup> reading)

For Consideration: to update the policy to be consistent with the changes to the Student Handbooks. Policy *JICFB* was adopted in September 2014.

Recommended Motion: Move to approve the amended *JICFB* Bullying Prevention and Intervention Policy to be consistent with the changes to the Student Handbooks. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

- N. **School Committee Policy: IHAMA Drug, Alcohol and Tobacco Prevention** (1<sup>st</sup> reading)

For Consideration: to meet the recent MGL C.71 sec. 96 requirements that each public school have a policy regarding substance use prevention and the education of its students about the dangers of substance abuse. Policy *IHAMA* is a new policy.

Recommended Motion: Move to approve policy *IHAMA* Drug, Alcohol and Tobacco Prevention.

Motion: Move to approve policy *IHAMA* Drug, Alcohol and Tobacco Prevention as amended. Motion made by Mr. Graziano seconded by Ms. Bertschmann.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

O. **School Committee Policy:** *KF* Community Use of School Facilities policy as amended.

For Consideration: to update the policy to meet the maintenance requirements that result from the community use of school facilities and current demands.

**Discussion:** The changes were reviewed; School Committee members suggested further changes. Defining groups of users and rates for use generated vigorous discussion with additional information requested to determine phrasing that meets state law and ethical standards. The policy will be brought back for consideration in October.

Recommended Motion: Move to approve policy *KF* Community Use of School Facilities policy as amended.

No motion was made.

**IV. Items by Consensus:**

Recommended Motion: The Superintendent recommends the School Committee vote to approve the Items by Consensus as outlined below:

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #17-006 in the amount of \$981,066.02.
- B. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of June 16, 2016 as indicated in the agenda materials.
- C. The Superintendent recommends the School Committee vote to approve the minutes of the special School Committee meeting of July 26, 2016 as indicated in the agenda materials.

Motion made by Ms. Bertschmann seconded by Ms. Cavanaugh.

Vote: Favor: 4                  Oppose: 0                  Abstain: 0                  Absent: 1 (Knight)

**V. Executive Session**

Recommended Motion: To comply with, or act under the authority of, MGL specific to the review of Executive Session minutes for release and to reconvene in open session for the purpose of adjournment. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

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

## **VI. Adjournment**

Motion: Move to adjourn the meeting was made by Mr. Graziano, seconded by Ms. Cavanaugh.

Vote: Favor: 4                      Oppose: 0                      Abstain: 0                      Absent: 1 (Knight)

The meeting was adjourned at 7:51 PM.

Respectfully submitted,

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Lori Nickerson, Chair  
Kelly Knight, Vice Chair