

HOPKINTON SCHOOL COMMITTEE
Thursday, July 21, 2016
Special Meeting/Summer Session 4:00 PM
Middle School Library
MINUTES

School Committee Chair Lori Nickerson opened the regular meeting at 4:00 PM with the following present:

Members:

Also Present:

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

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

I. Pledge of Allegiance

II. Reports and New Business

A. School Committee Chair Report

- A School Committee meeting will be scheduled and posted for Tuesday, July 26, 2016. The purpose of the meeting will be to award the contract for the upgrade to lighting, rigging and curtains in the Middle School auditorium.
- 2016-2017 SC Meeting Dates (taken out of order, after II. G.) – Dr. MacLeod offered to check if the meetings in September could be pushed back a week due to conflicts with School Committee members' availability.
- Schedule Executive Session Minutes Review – Executive Session minutes will be reviewed at the August 18, 2016 School Committee meeting.
- Policy Calendar 2016-2017 – The calendar will be revised as policies which need updates or changes are identified.
- Policy Review and 2020 Committee Discussion – By general consensus the Committee supported a point person to monitor MSCA alerts about required policy changes, to review district policies that may need updating, and to draft some policy changes. Ms. Cavanaugh offered to accept the role. Dr. MacLeod will meet with Mr. Tim Kilduff next week to discuss the 2020 Committee.
- Liaison Update – Mr. Graziano reported that the ESBC participated in a preliminary hearing at the Planning Board meeting. A second hearing will be held on Monday, July 25, 2016. The road vs. driveway from EMC to the new school was one point of disagreement. Mr. Graziano encouraged attendance at the second hearing on Monday as the disagreements may impact the timeline and budget for the new school.
- Turf Field Committee – (taken as first bullet under II. A.)
HHS Principal Evan Bishop introduced new Athletic Director Deirdre King. An update on the turf field project was given with the goal to obtain approval and funding at the May 2017 Annual Town Meeting. The current committee will be expanded to include representatives from a variety of town boards and committees and will include School Committee members. Two companies will complete feasibility studies on three field locations to determine the most beneficial location for the turf field. The projected cost of the studies is \$20,000; the Athletic Revolving Account was identified as the potential funding source. Ms. King reviewed the projected timeline which will include public forums and may require a Special Town Meeting. A feasibility study was completed last year for fields #4 and #5 and will also be used to compare recommendations and cost estimates.

Discussion: The School Committee highlighted the importance and questions around: Gaining community support, the aggressive timeline, the potential for fundraising, and a clear definition of field ownership and use. The Open Meeting laws will apply to the Turf Committee going forward. Mr. Graziano and Ms. Bertschmann expressed interest in acting as liaisons. Members to serve on the Turf Committee will be sought and the committee will be formalized at the August School Committee meeting. Mr. Dumas noted that an RFP process will not be required for this project.

B. Superintendent Report

- Draft of 2016-2017 Goals – Dr. MacLeod provided an overview of the goals and requested School Committee feedback.
- Dr. MacLeod outlined District responsibilities and coverage during her extended leave which will occur from 10/24/16-11/16/16. Dr. Cavanaugh will be the “in-district” person covering during Dr. MacLeod’s leave, with other personnel supporting and Dr. MacLeod available if needed by telephone.
- Policy Calendar 2016-2017 was discussed and Ms. Cavanaugh was appointed as the Committee Member to work with Dr. MacLeod to ensure policy is reviewed by the Committee as appropriate.

C. School Committee Policy: *KF* Community Use of School Facilities

For Consideration: and review of community use of school facilities to include user fees. Policy *KF* was adopted in July 2012. This policy was discussed with particular interest on the applicability of MGL and Conflict of Interest rules relating to private tutoring in schools. Ms. Bertschmann requested that Dr. MacLeod consult with the school’s attorney.

D. School Committee Policy: *KHB* Advertising in the Schools

For Consideration: of the need to establish advertising rates. Policy *KHB* was last amended in September 2008. This item was moved for discussion until Dr. MacLeod and Ms. Cavanaugh have met to discuss policy calendar.

E. School Committee Policy: *FF* Naming of Facilities or Events

For Consideration: and anticipation of the new school facility, Policy *FF* was adopted in July 2013. This item was moved for discussion until Dr. MacLeod and Ms. Cavanaugh have met to discuss policy calendar.

F. School Committee Policy: *JICFB* Bullying Prevention

For Consideration: to comply with updated requirements as a result of the Coordinated Program Review and required changes to the Employee Handbook. Policy *JICFB* was amended in September 2014. This item was moved for discussion until Dr. MacLeod and Ms. Cavanaugh have met to discuss policy calendar.

G. Additional .5FTE Preschool Teacher – Dr. MacLeod (taken out of order, after II. I.)

For Consideration: based on increased enrollment in the preschool program and special education regulations related to student/teacher ratio.

Motion: Move to approve an additional .5 FTE preschool teacher to be funded by the operating budget (prepaid SpEd) via a future budget transfer was made by Mr. Graziano, seconded by Ms. Cavanaugh.

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

H. Capital Project Article Warrant #17-005 in the amount of \$5,181.02 – 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 #17-005 in the amount of \$5,181.02 to the vendors as outlined in the warrant was made by Ms. Cavanaugh, seconded by Mr. Graziano.

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

I. Hopkins Office Support Allocation Change Request

For Consideration: Request and recommendation of the Superintendent to reallocate funding for secretarial support to provide additional supervision during lunch. Hopkins School Principal Vanessa Bilello explained the need for this reallocation to cover arrival, dismissal, and lunch times.

Motion: Move to approve the reallocation of \$7,832.00 to fund lunch aides at the Hopkins School was made by Mr. Graziano, seconded by Ms. Cavanaugh.

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

III. Items by Consensus:

Recommended Motion: Move 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 #17-002 in the amount of \$286,611.27.
- B. The Superintendent recommends the School Committee vote to approve the Tuition Reimbursements Warrant #17-001 in the amount of \$24,636.20.
- C. The Superintendent recommends the School Committee vote to approve the Middle School Student Activities Warrant #17-003 in the of \$33,872.92.
- D. The Superintendent recommends the School Committee vote to approve the Hopkins School Student Activities Warrant #17-004 in the amount of \$5,191.00.

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

IV. Adjournment

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

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

The meeting was adjourned at 8:25 PM.

Respectfully submitted,

Lori Nickerson, Chair
Kelly Knight, Vice Chair