

# HOPKINTON SCHOOL COMMITTEE

Thursday, July 7, 2016

Regular Meeting 7:00 PM

Middle School Library

**Call to Order in Open Session:** School Committee Chair Lori Nickerson opened the regular meeting at 7:00 PM with the following present:

Members:

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

Also Present:

Dr. Cathy MacLeod, Superintendent  
Mr. Ralph Dumas, Director of Finance  
Dr. Nancy Cavanaugh, Assistant Superintendent  
Dr. Karen Zaleski, Director of Student Services

## I. Pledge of Allegiance

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

## III. Reports to the School Committee

### A. Liaisons Reports

- Finalize Liaisons Roles – The roles that were unfilled were reviewed.

Policy Review and whether or not to have an individual from the School Committee act as liaison was discussed. The need to review existing policies for needed updates, for including community input when warranted, the importance of allowing the Assistant Superintendent to focus on areas included in her job description, and keeping abreast of the impacts of changes in the law on policies were cited during the discussion. The decision to assign a liaison was tabled until a meeting when all School Committee members are present.

Youth Commission – Ms. Cavanaugh offered to serve as liaison.

Dr. MacLeod noted the roles and expectations for the liaison on the Turf Field and 2020 committees have not been defined. Dr. MacLeod offered to gather information about the 2020 committee; the Turf Field committee has not yet been organized. Defining membership and objectives of the Turf Field committee will be discussed at the July 21, 2016 School Committee meeting.

B. SC Chair Report – No new communications have been received.

### C. Superintendent's Report

- The Planning Board meeting will be held on Monday, July 11, 2016 for the purpose of discussing the new school building. The topic of an open road vs. an access road from the EMC parking lot to the school parking lot will be addressed.
- Strategic Plan Update – Each year specific objectives and priority initiatives are identified along with prioritizing responsibility for them. This format allows for the alignment of school improvement plans and individual goals, and drives the work of the district. Dr. MacLeod reviewed the overall progress and continuing work on Strategic Plan objectives and initiatives.
- Update on Increasing Elementary Recess Time – At the kindergarten level, two recesses will be mandatory for students; at the first grade level 20 minutes will be set aside for recess. The students at Hopkins will have a 20 minute recess time apart from the lunch break. Elmwood students will also have a 20 minute recess time. Reducing or eliminating recess time as a disciplinary measure is not acceptable. Apart from recess times, other times for movement will be scheduled. These changes to recess times will be communicated to parents via the building principals' newsletters. Required time on learning and the length of the school day dictate the

amount of recess time available; adding more recess time in the day would require discussions about teacher contracts and educational time.

#### IV. New Business

A. **High School State-Side Overnight Intent to Travel Recommendation** – Dr. MacLeod

For Consideration: Request and recommendation of the Superintendent to approve the Intent to Travel request for Model UN – Hosted by BC at Copley Square Boston: March 17 – March 19, 2017.

Motion: Move to approve the Intent to Travel request for Model UN, hosted by Boston College at Copley Square Boston from March 17 – March 19, 2017 was made by Ms. Bertschmann, seconded by Ms. Knight.

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

B. **Middle School Club Stipend Funds** – Dr. MacLeod

For Consideration: Based on changing interests, Mr. Keller is requesting that the Respect Club be replaced by the GSA Club (Gay Straight Alliance).

Motion: Move to approve the reallocation of \$500.00 in stipend funds from the Respect Club to the GSA Club at the Hopkinton Middle School was made by Ms. Cavanaugh, seconded by Ms. Bertschmann.

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

C. **Reallocation of BCBA Funding** – Dr. Zaleski

For Consideration: Request and recommendation of the Superintendent for the addition of 0.5 FTE Transition Specialist position to service students with disabilities, ages 14 and up, to be funded by .5 of the budgeted BCBA position. Additionally, changing needs at the Preschool have resulted in the need for additional speech services.

Motion: Move to approve the addition of a 0.5 FTE Transition Specialist and 0.5 FTE Speech Therapist to be funded by the budgeted BCBA position, which will be unfilled, was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

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

D. **0.4 FTE Moderate Needs Teacher** – Dr. Zaleski

For Consideration: In response to the development of a 6<sup>th</sup> grade language-based program, there is a need for an additional 0.4 FTE Moderate Teacher to service students at the Middle School two periods a day in a co-taught 6<sup>th</sup> grade science class.

Motion: Move to approve the addition of a 0.4 FTE Moderate Needs Teacher to be funded by the operating budget (prepaid SpEd) was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

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

E. **School Lunch Price Increase** – Mr. Dumas (taken out of order, after IV. G.)

For Consideration: The rising costs within the school lunch program are such that a price increase is needed to keep the program from operating in the deficit.

Recommended Motion: Move to approve a 25 cent price increase.

No action was taken or discussion held based on the decision in IV. F.

F: **FY16 End-of-Year Transfers: School Lunch Negative Balances** – Mr. Dumas (taken out of order, after IV. D.)

For Consideration: this expense transfer is required to comply with Federal and State School Lunch directives, which require the district to cover the amounts owed by students to the lunch program at the end of the year.

Motion: Move to transfer \$7,259.70 from the School Lunch Revolving Account to the Operating Budget Account number 90213404-530710 was made by Ms. Cavanaugh, seconded by Ms. Knight.

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

**G. Potential Other Expense Transfers:**

For Consideration: Rationale and recommendation to be provided at the July 7<sup>th</sup> School Committee meeting based on the need for the most up-to-date end-of-year balances. Mr. Dumas explained that these recommended transfers will put the district in a stronger financial position for the next school year when unexpected expenses arise. Dr. MacLeod clarified that the positive year-end balance is a result of savings due to unexpected payroll changes. By general consensus, the School Committee supported voting on each transfer separately.

Circuit Breaker Revolving Account – Mr. Dumas explained that the balance in this account is \$82,364.70 less than allowed by law, and the recommendation is to transfer funds to bring the balance up to the maximum allowed.

Motion: Move to charge the SpEd Tuitions Private Account \$82,364.70 and credit the Circuit Breaker Revolving Account \$82,364.70 was made by Ms. Bertschmann, seconded by Ms. Knight.

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

Athletic Revolving Account – Mr. Dumas explained that this account is well below the maximum allowed.

Motion: Move to charge the Athletic Coaches Salary Account \$4,200 and credit the Athletic Revolving Account \$4,200 was made by Ms. Bertschmann, seconded by Ms. Knight.

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

Pre-School Tuition Revolving Account –

Motion: Move to charge the SpEd Pre-School Para Salary Account \$81,300 and credit the Pre-School Tuition Revolving Account \$81,300 was made by Ms. Bertschmann, seconded by Ms. Knight.

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

School Lunch Revolving Account - Mr. Dumas explained that by charging some expenses incurred by the lunch program to the Operating Budget, a shortfall and an increase in the price of a lunch can be avoided.

Motion: Move to charge the School Food Service Account \$50,000 and credit the School Lunch Revolving Account \$50,000 was made by Ms. Bertschmann, seconded by Ms. Knight.

Vote: Favor: 3                      Oppose: 1 (Nickerson)                      Abstain: 0                      Absent: 1 (Graziano)

Building Use Revolving Account – Mr. Dumas explained that these funds would be used for unexpected repairs.

Motion: Move to charge the Buildings and Grounds Contracted Services Account \$52,815.62 and credit the Building Use Revolving Account \$52,815.62 was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

Vote: Favor:                      Oppose: 0                      Abstain: 0                      Absent: 1 (Graziano)

**H. Capital Project Article Warrant #16-080 in the amount of \$50,652.50 – Mr. Dumas**

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

Motion: Move to approve the payment of Warrant #16-080 in the amount of \$50,652.50 to the vendors as outlined in the warrant was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

Vote: Favor: 4

Oppose: 0

Abstain: 0

Absent: 1 (Graziano)

## V. Old Business

### A: Revised 2016-2017 School Calendar

For Consideration: This calendar reflects a change to the early release on May 19, 2017 to May 12, 2017 and the addition of key dates for the Pre-school.

Motion: Move to approve the revised 2016-2017 school calendar as provided in the agenda materials was made by Ms. Cavanaugh, seconded by Ms. Knight.

Vote: Favor: 4

Oppose: 0

Abstain: 0

Absent: 1 (Graziano)

### B. High School State-Side Final Approval – Dr. MacLeod

For Consideration: Request and recommendation of the Superintendent to approve the Final Approval request for the Varsity Field Hockey Team – Dennis/Yarmouth HS: September 9 – September 10, 2016.

Motion: Move to approve the Final Approval request for the Varsity Field Hockey Team to travel to Dennis/Yarmouth HS from September 9 – September 10, 2016 was made by Ms. Bertschmann, seconded by Ms. Cavanaugh.

Vote: Favor: 4

Oppose: 0

Abstain: 0

Absent: 1 (Graziano)

## VI. Public Comment: None at this meeting

## VII. Items by Consensus:

Motion: Move to approve the Items by Consensus as outlined below was made by Ms. Bertschmann, seconded by Ms. Knight:

Vote: Favor: 4

Oppose: 0

Abstain: 0

Absent: 1 (Graziano)

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #16-075 in the amount to be reported at the meeting.
- B. The Superintendent recommends the School Committee vote to approve the Pre-paid Special Education Costs Warrant #16-079 in the amount of \$614,387.53.
- C. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #16-077 in the amount of \$13,367.28.
- D. The Superintendent recommends the School Committee vote to approve the Elmwood School Student Activities Warrant #16-078 in the amount of \$4,225.00.
- E. The Superintendent recommends the School Committee vote to approve the minutes of the special School Committee meeting of February 11, 2016 and of the regular School Committee meetings of February 25, 2016, May 12, 2016, and May 26, 2016, as indicated in the agenda materials.
- F. The Superintendent recommends the School Committee vote to approve \$163.50 from “Hannaford Helps Schools” 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 \$134.50 from “The Sky’s the Limit” fundraiser program to be placed in the Middle School Gift Account as indicated in the agenda materials.
- H. The Superintendent recommends the School Committee vote to accept \$1,000.00 from Alpha Omega Council to be placed in the Middle School Gift Account as indicated in the agenda materials.

## VIII. Adjournment

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

Vote: Favor: 4

Oppose: 0

Abstain: 0

Absent: 1 (Graziano)

The meeting was adjourned at [REDACTED] PM.

Respectfully submitted,

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Lori Nickerson, Chair  
Kelly Knight, Vice Chair