

HOPKINTON SCHOOL COMMITTEE
Thursday, November 17, 2016
Regular Meeting 7:00 PM
High School Library
MINUTES

Call to Order in Open Session

School Committee Chair Lori Nickerson opened the regular meeting at 7:03 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
Mr. Ralph Dumas, Director of Finance

I. Pledge of Allegiance

II. Recognitions

- Desire to Inspire hosted speaker Chris Waddell at the HMS.
- International Night was held at Hopkins School to celebrate diversity.

III. Public Comments: None at this meeting

IV. Reports

- A. Student Council – David Antaki and Young Wang presented highlights: Twelve teams participated in the beFree handball night; the volleyball team won the sectional state final and now moves on to the state finals; the drama production, “Pippin” starts tonight and runs through Sunday; the Powder Puff football game between junior and senior girls will take place tomorrow night; the second beFree jam night will be held on December 9, 2016, in the HCA; Top of the Hill induction will take place Tuesday, November 22, 2016; the Talent Show was held last Thursday; Thanksgiving weekend will be a homework free weekend; and the Thanksgiving football game will be held in Ashland.
- B. Liaisons Reports
- SEPAC met on Tuesday and a presentation on the use of paraprofessionals was given by Director of Student Services Dr. Karen Zaleski. Concerns about ACCEPT transportation were expressed over the summer and into the fall. Dr. Zaleski requested a survey be taken, which was conducted via Facebook, on experiences with ACCEPT transportation. A report was generated and distributed to the School Committee. The survey indicated concern about the level of service provided and the amount charged for the service. Further discussion is planned for a future School Committee meeting. Dr. MacLeod reported that a meeting with ACCEPT is scheduled for Tuesday, November 22, 2016.
- C. SC Chair Report
- a. Recent communications that were received were reviewed.
 - b. School Committee participation in the Director of Finance and Operations Search and Timeline -- Mr. Graziano suggested exploring the use of a consulting firm, as was used for the superintendent search. By general consensus, the Committee supported identifying and interviewing a search firm, with the goal to stay as close as possible to the timeline indicated in the agenda materials. All School Committee members will be involved in the creation of the profile. By general consensus, the

Committee supported representation on the screening committee by Mr. Graziano and Ms. Nickerson. The remaining members of the screening committee, as indicated in the agenda materials, were supported by the Committee with the addition of a member from the Appropriations Committee.

- c. Letter to the Planning Board – By general consensus, the School Committee supported sending the letter in the agenda materials with minor amendments.

D. Superintendent's Report

- a. Ongoing issues with trash – An email was received from a community member about trash in a specific area. Steps have been taken to address clear communication in delegating responsibility, procuring trash bins with lids, and emptying trash bins after football games. These steps should keep trash in its place.
- b. Enrollment – A letter was written to town departments to update them on enrollment. Enrollment has consistently been above projections. The new housing development which is set to open by June 2017 has the potential to impact enrollment and transportation.
- c. Most recent fire at the Hopkins School – The State Police and the State Fire Marshal issued a statement which indicated the fire was intentionally set by a student. The investigation is ongoing and authorities are seeking any information parents or community members may have. Obtaining help for the student is very important. It was necessary to relocate 2 classrooms as repairs are made, but Dr. MacLeod assured the Committee and the community that students in the building are safe and the impact to the educational program is minimal.

- E. Preliminary Budget overview related to strategic initiatives and overall cost – Dr. MacLeod, Mr. Herr, Mr. Khumalo, Mr. Manning, Mr. Ghosh, and Mr. Rodgers were welcomed to the meeting. Dr. MacLeod presented the overview of the budget with the following highlights: staffing to support changing demands; school facilities that support effective instruction; maintenance of current programs; text books to support new Science Standards; and Athletics (Supplies and Field Maintenance). Mr. Dumas presented the enrollment projections. Budget requests by school departments were reviewed and reduced. Further review and adjustment will take place over the next several months. School Committee members, Mr. Manning, Mr. Khumalo, and Mr. Herr asked clarifying questions and offered comments.

F. Preliminary Budget Reports

- a. Central Office – Personnel and Expense portions of the budget were reviewed. One additional bus is included in the budget. A fuel adjustment credit is due to a new fuel contract and is reflected in this budget.
School Committee members, Mr. Herr, and Mr. Khumalo asked clarifying questions.
- b. Technology – District technology priorities and the costs associated with moving toward computer testing on the state assessment tests, personnel and expenses were reviewed.
School Committee members, Mr. Manning, Mr. Khumalo, and Mr. Herr asked clarifying questions.
- c. Buildings and Grounds – Maintenance needs at each building were reviewed, no new personnel positions were requested, and under expenses the Grounds Maintenance budget was increased to support maintenance of athletic fields and irrigation. Expenses for utilities are reduced in this budget. School Committee members, Mr. Khumalo, and Mr. Herr posed questions and offered comments. Further clarification on several items will be provided at a future meeting.

V. New Business

- A. **Capital Project School Department Article Warrant #17-030 in the amount of \$82,463.00** – Mr. Dumas (taken out of order, after VI. B.)
For Consideration: Request and recommendation of Superintendent for payment of invoices for Capital Projects as appropriated in Articles 13J (May 2016 Annual Town Meeting) and 13K (May 2016 Annual Town Meeting).

Recommended Motion: move to approve the payment of Warrant #17-030 in the amount of \$82,463.00 to the vendors as outlined in the agenda materials. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

Vote: Favor: 5 Oppose: 0 Abstain: 0 absent: 0

B. Traffic Calming Measures – Dr. MacLeod

For Consideration: As a follow up to the School Committee’s stated concerns about the recent accident on Hayden Rowe and the increased traffic on Hayden Rowe. Funding will be provided via a future budget transfer from the Special Education Transportation account.

Discussion: Dr. MacLeod reported on the meeting that was held to address the traffic concerns. An engineering study will be performed with the goal to hold a public forum and be ready with a project before Town Meeting. The cost of the study is approximately \$80,000 and will be spread over several town departments.

Recommended Motion: move to support the town wide efforts to conduct an engineering evaluation of the corridor by contributing \$20,000.00 towards the expense. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

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

VI. Old Business

A. School Committee Policy: *KHC Distribution of Materials* (2nd reading) – Dr. MacLeod (taken out of order, after VIII.)

For Consideration: of the updated policy *KHC* to include references and guidelines regarding distribution and/or display of materials on district property.

Discussion: An email and a response by Ms. Nickerson were read concerning the original policy. The updated policy was posted and distributed via listserv; no comments were received. A cross reference to the Advertising Policy will be added. When the Advertising Policy is reviewed, it will be checked for any conflicts with this policy.

Recommended Motion: TBD

Motion: move to approve **School Committee Policy: *KHC Distribution and/or Display of Materials on District Property*** as amended. Motion made by Mr. Graziano seconded by Ms. Cavanaugh.

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

B. Continued Discussion of Charter Review – Jean Bertschmann (taken out of order, after IV. F. c.)

For Consideration: of a potential revision and as a follow up to the School Committee’s previous discussions of the Charter Review timeline.

Discussion: The budget and fiscal procedures will be the next topic addressed by the Charter Review Committee. Under consideration is a change in the deadline for submitting warrant articles from 60 days to 90 days before the annual Town Meeting. This will allow more time for research into funding sources and tax impact. Special Town Meetings are governed by different requirements. This change would not affect

the submission date for the school department budget. By general consensus, the School Committee supported this change.

By general consensus, the School Committee supported adding slightly more flexible wording around the submission deadline of February 1 (i.e. 'not later than'), and requested the School Committee be included in the portion of the charter which addresses the setting of the budget calendar. The Review Committee is considering refining the language around the presentation of capital projects, the timing, and funding sources to the Board of Selectmen.

Recommended Motion: TBD

No motion was made.

VII. Public Comments: None at this meeting

VIII. Items by Consensus:

Recommended Motion: move to approve the Items by Consensus as outlined below, (taken out of order, after V.B.)

- A. The Superintendent recommends the School Committee vote to approve the Operating Budget & Other Funds Warrant #17-025 in the amount of \$407,692.90.
- B. The Superintendent recommends the School Committee vote to approve the High School Student Activities Warrant #17-027 in the amount of \$12,664.16.
- C. The Superintendent recommends the School Committee vote to approve the Tuition Reimbursements Warrant #17-028 in the amount of \$86,632.60.
- D. The Superintendent recommends the School Committee vote to approve the Elmwood School Student Activities Warrant #17-029 in the amount of \$3,460.56.
- E. The Superintendent recommends the School Committee vote to accept the gift in the amount of \$100.00 from the HPTA for the sales of Elmwood "Spirit Wear" to be deposited into the Elmwood School Gift Account.
- F. The Superintendent recommends the School Committee vote to accept the gift in the amount of \$1,000.00 from the College Board to be deposited into the High School Gift Account #1240 in support of the AP program coordinator.
- G. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of October 20, 2016.
- H. The Superintendent recommends the School Committee vote to approve the minutes of the regular School Committee meeting of November 3, 2016.

Motion made by Ms. Bertschmann seconded by Mr. Graziano.

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

IX. Adjournment

Motion: move to adjourn the meeting. Motion made by Ms. Bertschmann seconded by Mr. Graziano.

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

The meeting was adjourned at 11:01 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lori M. Nickerson", is written over a horizontal line.

Lori Nickerson, Chair

Kelly Knight, Vice Chair

