

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, June 4, 2019**

Members Present: Lisa Alberto, Chair
Lori Hampsch, Vice Chair
Craig Adams
Alysia Butler
Jennifer McKeon

Also Present: Karen Crebase, Superintendent
DJ Alberto, Jr.-Sr. High School Student Council Representative
Fran Hodgens, School Committee Student Representative (2019-2020)
Lynne Davis, School Accountant
Stephanie Ridolfi, Athletic Director
Derek Atherton, Jr.-Sr. High School Principal
Brian Miller, Memorial School Principal
Kristen Poisson, Bright Beginnings Center Director

At 6:00 pm, the Chair called the meeting to order in the Media Center at the Jr.-Sr. High School, 25 Adin Street, Hopedale, Massachusetts, with a quorum present.

1. Minutes of May 7 and 21, 2019 - Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the Committee unanimously approved the minutes of May 7 and May 21, 2019, with Mrs. Hampsch abstaining.

2. Student Representatives' Report – Jr.-Sr. High School: DJ Alberto reported on recent and upcoming activities, including: MCAS testing, the 5K run, NHS induction, Walk for Hunger, junior high academic awards, spring dances and concerts, Class of 2019 activities, finals, class elections, sports awards and the upcoming room dedication ceremony for the Breen Academic Center.

3. Recognition – The Superintendent congratulated Natalie Lee and Madison Sullivan for their accomplishments as graduates of the Blackstone Valley Education Foundation Leadership Program. Ms. Crebase also welcomed Class of 2020 member Fran Hodgens as next year's School Committee Student Representative.

4. Superintendent's Comments – The Superintendent reported on year-end activities, including: the senior tea, spring concerts, the seniors' march at Memorial School, the elementary school Memorial Day program, Class of 2019 senior week activities, SEPAC's fifth annual recognition ceremony, graduation, and NEASC's acceptance of the high school's five-year plan.

5. Committee Response to Superintendent's Comments – The Chair welcomed Fran Hodgens to the Committee as its newly appointed Student Representative. She also noted her disappointment in one speaker's comments made at the Class of 2019 recent baccalaureate service.

6. Financial Items/Budget -

- **Monthly Report of Accounts Payable Warrants:** The Committee reviewed the monthly warrant report for May 2019 as presented by Mrs. Davis. Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the members unanimously voted to ratify the payment of six accounts payable warrants dated May 1, 8, 9, 16 and 22 (two) totaling \$ 267,539.42.
- **Monthly Report of Payroll Warrants:** Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the members unanimously voted to ratify the payment of two payroll warrants dated May 9 and 23, 2019 totaling \$ 935,557.46.
- **Monthly Budget Report:** Mrs. Davis presented the monthly budget report for May 2019.

- **Warrants for Signature:** There were no warrants distributed for signature. Mrs. Davis will prepare a new schedule to approve warrants in the upcoming fiscal year.
- **Authorization to Approve Year End Transfers:** Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the Committee unanimously voted to authorize the Chair to approve year end budget transfers subject to ratification at a subsequent meeting.
- **Year End Balances:** The members reviewed a memo from Mrs. Davis regarding potential deficits in the food services and preschool revolving accounts. Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the Committee unanimously voted to transfer any unfunded expenses up to \$17,000 in the food services account and up to \$5,000 in the preschool account, which remain at year end, to the school choice revolving account.

7. Committee Reports -

- **Committee on Budget:** The Superintendent reported that the Board of Selectmen has scheduled the override ballot vote for August 28, 2019.
- **Committee on Policy: Policy EEAEA – Bus Driver Examination and Training** was reviewed for a final reading. A discussion followed regarding the use of the term “ensure” in paragraphs 1 and 2. Upon a motion by Mrs. Hampsch which was seconded by Mrs. Butler, the Committee unanimously approved the policy and amended the language of paragraph 1 to read, “Display and ensure courteous behavior.” After additional discussion, the Committee unanimously voted, upon a further motion by Mrs. Hampsch and seconded by Mrs. Butler, to delete the phrase “and ensure” in paragraph 1.

Policy JEB– Entrance Age, which had been tabled at a prior meeting, was presented for a first reading. The presented language allows children who attain the age of five after August 31st and before November 1st to receive consideration for early entrance to kindergarten upon a request from the parents. The Superintendent would draft additional administrative guidelines. A lengthy discussion followed regarding the existing policy, the previously presented draft, the current draft policy, and similar policies from other districts. Mrs. McKeon and Mrs. Hampsch presented research on the benefits and disadvantages, respectively, of implementing the new language. Responding to an inquiry from the Committee, Mr. Miller reported that the kindergarten staff’s recommendation is to retain the current policy, which requires kindergarten students to attain the age of five prior to September 1st. He added that he is always open to discussions with parents about their students’ social and academic readiness. With a lack of consensus on the redrafted policy, Mrs. McKeon made a motion to withdraw its consideration. The motion was seconded by Mrs. Butler and unanimously approved by the Committee.

8. Agenda Items:

- **Teacher Evaluation Letter of Agreement 2019-2020:** The Superintendent presented a letter of agreement between the Hopedale Education Association, Inc., the Superintendent, and the School Committee directing the teacher evaluation process for the upcoming school year. Mrs. Alberto signed the agreement as Chair on behalf of the Committee.
- **Appointment to BICO Board of Directors:** Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the members unanimously appointed Superintendent Karen Crebase to serve as the Hopedale Public Schools’ representative to the Bi-County Collaborative Board of Directors for the 2019-2020 school year. Mrs. Alberto signed the appointment document as Chair.
- **End of Year Athletic Report:** Ms. Ridolfi reported on the successful year and the ongoing spring season. She has hired Leah Siefring as a new soccer coach and will be posting the positions of junior varsity volleyball coach and junior varsity field hockey coach. Accomplishments for the year include streamlining the sports banquets, celebrating athletes of the week, implementing a uniform replacement rotation, mandating all coaches to be CPR and AED certified and all second year coaches to be NFHS certified, and implementing coach evaluations. A discussion followed regarding the need for a district athletic trainer, refurbishment of the weight room, and the status of the Ad Hoc Fields Committee.
- **Bus Parking:** The Superintendent reported that buses are currently parked at Sacred Heart Church. For the upcoming school year, a permanent site will be determined.
- **Superintendent Evaluation –** The Chair reviewed the process by which each member contributed individually to the evaluation and her consolidation of responses in the final document. Mrs. Alberto

presented a summary of Ms. Crebase's summative evaluation which rated the Superintendent's overall performance during the 2018-2019 year as proficient. The report reflected Ms. Crebase's progress on professional practice, student learning, and district improvement goals. Performance on the standards of instructional leadership, management and operations, family and community engagement, and professional culture were rated as proficient. Highlights of the report include Ms. Crebase's work on obtaining grants, strong leadership skills, and her successes with regard to fiscal management, communication, collaboration, and strategic planning. The Chair announced that the School Committee has agreed to offer the Superintendent a new three-year contract. Upon a motion by Mrs. McKeon which was seconded by Mrs. Butler, the Committee unanimously voted to ratify the terms of the new contract which was presented to the Superintendent for signature and signed by the Chair on behalf of the Committee.

- **School Committee Self-Evaluation** – The Chair presented the Committee's 2018-2019 self-evaluation which rated the members' performance in the areas of governance, operations, member relations, committee/superintendent relations, strategic planning and fiscal management, community relations, and conduct of meetings. Mrs. Alberto reported that the members successfully met their goals. During the upcoming year, members will work towards evaluating their progress throughout the year. In addition, new members will meet with the Chair and Superintendent to receive training and develop a better understanding of their roles. A new draft evaluative tool has been developed and will be discussed at a future meeting.
- **School Committee Goals** – The School Committee reviewed their goal statement for 2018-2019. For 2019-2020, the current goals will be continued. A goal will be added to review the School Committee and Superintendent evaluation timelines and procedures. In addition, training for new members will be improved and the goal regarding the public relations committee (#4) will be redrafted to reflect the ongoing work of the committee. The proposed 2019-2020 goals statement will be revised and presented at a future meeting for approval.
- **School Committee Re-organization-**
 - a. **Election of Chair-** Upon a motion by Mrs. Butler which was seconded by Mrs. McKeon, the Committee unanimously voted to elect Mrs. Hampsch as Chair.
 - b. **Election of Vice Chair-** Upon a motion by Mrs. McKeon which was seconded by Mr. Adams, the Committee unanimously voted to elect Mrs. Butler as Vice Chair.
 - c. **Election of Secretary-** Upon a motion by Mr. Adams which was seconded by Mrs. Alberto, the Committee unanimously voted to elect Ms. Crebase as Secretary.
 - d. Upon a motion by Mr. Adams which was seconded by Mrs. Alberto, the Committee unanimously authorized the Chair and Vice Chair to sign bills, dated materials, grant applications, receipts, and other documents on behalf of the whole Committee pending ratification at the next regular meeting.
 - e. Upon a motion by Mr. Adams which was seconded by Mrs. Alberto, the Committee unanimously designated the Superintendent of Schools as the Committee's agent for the application, receipt, and expenditure of monies under all state and federal grants as may be appropriate, subject to the ratification and approval of the whole Committee.
 - f. Upon a motion by Mrs. Alberto which was seconded by Mrs. Butler, the Committee unanimously authorized the Committee Chair and the Superintendent of Schools to act jointly on personnel matters and other emergency business matters occurring during vacation periods or between School Committee meetings when such action would be required before the next regular meeting of the whole Committee, such action to be subject to ratification at said next meeting.
 - g. **Chairman Vote** – Mrs. Hampsch stated as Chair she would vote on all matters.

Mrs. Hampsch assumed the role of Chair.

h. Sub-Committees – By consensus, the members agreed to the following committee assignments:

Athletic Fields: Lori Hampsch and Jennifer McKeon

Budget and Capital Planning: Craig Adams and Lori Hampsch

Facilities and Operation: Craig Adams

Health and Safety: Craig Adams and Alysia Butler

Negotiations: Lisa Alberto and Lori Hampsch

Policy: Lisa Alberto and Jennifer McKeon

Public Relations: Lisa Alberto and Alysia Butler

Sick Leave Bank: Alysia Butler and Jennifer McKeon

Mrs. Alberto proposed establishing a new Evaluation Committee to review the School Committee evaluation tool and the Superintendent evaluation process. Mrs. Butler volunteered to serve on the sub-committee which will begin its work next school year.

- **School Committee Calendar for 2019-2020** – Upon a motion by Mr. Adams which was seconded by Mrs. Alberto, the Committee unanimously voted to approve the proposed School Committee Meeting Calendar for 2019-2020. It was noted that the traditional building walkthrough at the August meeting will begin at 4:30 pm and the New Teacher Reception held before the meeting in September will begin at 5:00 pm.

9. Correspondence – The Committee reviewed a memo from Technology Director Nicholas Toupin regarding surplus technology hardware and a memo from music teacher Christopher Chatham regarding surplus audio visual equipment and risers. Upon a motion by Mr. Adams which was seconded by Mrs. Alberto, the Committee unanimously voted to declare the listed technology, audio-visual equipment and risers as surplus.

10. Audience to Citizens – There were no citizens present who wished to address the Committee.

11. School Committee Calendar – The next meeting is scheduled for August 20, 2019. A walkthrough of the buildings will begin at 4:30 pm and the regular meeting will begin at 6:00 pm.

Adjournment – Upon a motion by Mrs. Alberto which was seconded by Mr. Adams, the Committee unanimously voted to adjourn the meeting at 8:05 pm.

Respectfully submitted,
Jeanne McGuane, Recording Secretary
APPROVED: August 20, 2019