

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, January 3, 2017**

Members Present: Lori Hampsch, Chair
 Craig Adams, Vice Chair
 Grace Pool
 Lisa Alberto
 Kristen Poisson

Also Present: Karen Crebase, Superintendent
 Lynne Davis, School Accountant
 Margo Austein, Out-of-District Coordinator
 Elizabeth Callahan, SEPAC Co-Chair
 Sarah Mandeville, Friends of Bright Beginners President
 Derek Atherton, Jr.-Sr. High School Principal
 Linda Gross, Director of Pupil Personnel Services
 Susan Mulready, Bright Beginnings Center Director
 Nick Toupin, Technology Director

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

1. Minutes of December 6, 2016 - Upon a motion by Mrs. Pool which was seconded by Mr. Adams, the Committee unanimously approved the minutes of December 6, 2016.

2. Student Representatives' Report – This item was passed over.

3. Recognition – Superintendent Crebase recognized the Millis-Hopedale Football Team for their successful season.

4. Superintendent's Comments –

- **FinFit:** The Superintendent reported that business teacher Talitha Oliveri and her students successfully hosted this year's FinFit Fair on December 15th at the Draper Gym. The goal of the fair was to educate members of the junior and senior classes about the importance of financial literacy. The students completed prep work before the fair, were assigned an occupation with an annual salary, and engaged in activities such as selecting homes, jobs, transportation, and insurance.
- **Freedom Street Bridge Opening:** The Freedom Street Bridge reopened during the month of December. Transportation Coordinator Deb Brackett had worked to assist families by temporarily transporting students to school while the bridge was closed. With the return to school after the holiday break, students will return to walking to and from school over the Freedom Street Bridge.
- **December School Events:** The elementary, junior high, and senior high bands and choral groups performed at evening concerts and other events, including the Hopedale tree lighting ceremony, the Santa Parade, and at performances for the Council on Aging. The Superintendent commended Tony Beaudry, Amy Carroll, and Christopher Chatham for their consistent dedication to the music program and to teaching our students. Also, seventh grade students transformed their classrooms into scenes from *The Christmas Carol*. On December 9th, during early release, all staff members met in the auditorium for a presentation by the Safe Schools Program and addressed gender issues that impact our schools. At the full professional day, teachers at the Jr.-Sr. High School participated in workshops regarding the Google Classroom, Twitter in the Classroom, SmartBoards, Preparing for Computer Based Assessments, and information regarding the Bring Your Own Device initiative.

At Memorial School, faculty participated in a workshop entitled High Leverage Questioning Strategies That Improve Instruction, which was presented by Superintendent Crebase, and worked in PLCs with follow-up work on analyzing questioning techniques. At Bright Beginnings Center, staff participated in a workshop series entitled Positive Family Solutions.

5. Committee Response to Superintendent's Comments – There were no questions from the members.

6. Financial Items

- **Warrants for Signature:** There were two warrants distributed for signature.
- **Monthly Report:** Mrs. Davis presented the monthly report for December 2016.

7. Committee on Policy –Members reviewed the following proposed policies for a final reading: IGD-Curriculum Adoption and IHA-Basic Instructional Program. After review, the Committee unanimously approved both policies upon a motion by Mr. Adams which was seconded by Mrs. Alberto.

The Committee also reviewed the following recommended policies for a first reading: IHAM-Health Education and IHAMA-Parental Notification Relative to Sex Education. By consensus, the policies were moved forward for a final reading at the next meeting.

8. Agenda Items:

- **Update on Possible Collaborative Opportunity with BICO** – The Superintendent reported that she has submitted a letter of application for membership to BICO.
- **Introduction of Out-of-District Coordinator, Margo Austein** – The Committee welcomed Mrs. Austein who reported on her work on behalf of our out-of-district students and those who reside at Seven Hills Pediatric Center.
- **SEPAC Update, Elizabeth Callahan** – Mrs. Callahan, Co-Chair of Hopedale's Special Education Parents' Advisory Council (SEPAC) presented the annual update of the organization's activities. She reported on sponsoring Jessica Minahan, author of *The Behavior Code*, for a staff professional day; hosting the annual educator recognition event; providing scholarships for graduating seniors; offering the annual basic rights seminar; and collaborating with area SEPACs. Goals for the upcoming year include establishing a grant program for faculty, supporting families by providing opportunities for informal gatherings, continuing partnerships with area SEPACs, expanding the organization's relationship with district administration, and using Twitter to communicate with families and the community.
- **Friends of Bright Beginners Update, Sarah Mandeville** – Mrs. Mandeville, President of the Friends of Bright Beginners, presented the annual update of the organization's activities. She reported on the welcome gathering at the beginning of the school year, recently completed landscaping on the school grounds, Parents Night, fundraisers, sponsorship of this year's visit by the Animal Ambassador, parenting workshops, the art show, and teacher appreciation events.
- **Vision Statement Review** – The Superintendent presented and briefly discussed the draft vision statement which will be presented as part of the strategic plan.
- **2017-2018 Calendar Review** – A preliminary draft of the 2017-2018 district calendar was reviewed. Ms. Crebase noted that dates for elementary parent conferences and the observation of Veterans Day have not yet been included. She reported that October 6, 2017 is being considered as an area-wide professional development day and that the calendar has been shared with the HEA. A discussion followed regarding the benefits and disadvantages of scheduling a full professional development day on the first day back from holiday break, as was done this year. The calendar will be brought forward again for further discussion.
- **Preliminary FY 18 Budget** – The Committee reviewed the preliminary FY 18 budget which reflects a 6.42% increase over the FY 17 appropriated budget. The increases include contractual obligations which are currently under negotiation, recommended program improvements, mandated and additional special education costs, increased expenses, and restoration of funds from

the school choice account. The program improvements include a .4 FTE increase in music positions, an additional .4 FTE math position, a .2 FTE increase in the athletic director position, and funding to support the district's Bring Your Own Device (BYOD) initiative. Special education increases include an additional .2 FTE in the director's position, a .4 FTE adjustment counselor increase, and an additional .5 FTE BCBA position. Potential cost savings or revenue increases in the areas of transportation, special education tuition, athletic offerings and preschool program expansion were also discussed. Under consideration for inclusion in the budget are several technology improvements, including replacement computers and printers, new document cameras, mobile devices to support state testing, software purchases, infrastructure upgrades and the completion of the security surveillance project. A discussion followed regarding the type of devices being considered for state testing and the upcoming BYOD pilot program.

- **Annual Review of Fees** - The Superintendent presented a fee proposal chart reflecting current fees, anticipated receipts, anticipated expenditures, and proposed fees for 2017-2018 for the athletic, transportation, daycare, food services, and pre-school programs. Based on an analysis of fees in neighboring districts and meetings with program managers, Ms. Crebase recommended fee increases for preschool and some daycare programs. She also recommended a new late fee for transportation applications that are filed beyond June 30th to encourage timely filing of applications and finalization of the following year's bus routes.

After discussion and upon a motion by Mrs. Pool which was seconded by Mrs. Alberto, the Committee unanimously voted to approve the proposed transportation fee increase to \$300 per year with a family cap of \$600 for those applications that are received after June 30th.

With regard to daycare fees, the Superintendent reported that fees have not increased for six years despite increasing program expenses. After discussion and upon a motion by Mrs. Pool which was seconded by Mr. Adams, the Committee voted unanimously to increase the daily fee for After School Club to \$22.05, for Summer Kids Club to \$66.00 and, to more accurately reflect program hours, to adjust the fee for early release days to \$38.85.

The Superintendent reported that preschool fees have not increased for five years and that program expenses have continued to rise. After discussion and upon a motion by Mr. Adams which was seconded by Mrs. Poisson, the Committee voted unanimously to increase the daily fee for half-day programs to \$23 for residents and \$26.75 for nonresidents; to increase half-day plus programs to \$33.00 for residents and \$37.00 for nonresidents; and to increase the full day program to \$41 for residents and \$46.25 for nonresidents.

No changes were recommended for athletics, timely filed transportation applications, Breakfast Club, Vacation Club, and food services.

In addition, the Superintendent presented a proposal regarding building use fees which have remained static since FY 2010. Upon a motion by Mr. Adams which was seconded by Mrs. Poisson, the Committee unanimously voted to: increase high school building fees for the auditorium and stage to \$125 for residents and \$160 for nonresidents; for the cafeteria to \$75 for residents and \$100 for nonresidents; for the media center to \$70 for residents and \$90 for nonresidents; for the faculty lounge to \$50 for residents and \$60 for nonresidents; 2) for the elementary building to increase fees for the media center to \$70 for residents and \$90 for nonresidents; and for the gymnasium to \$125 for residents and \$160 for nonresidents; 3) to increase the 4 hour minimum cost for custodians to \$120 for residents and \$140 for nonresidents, and additional custodial hours to \$30 for residents and \$35 for nonresidents; and 4) to increase the 4-hour minimum cost for cafeteria workers to \$80 for residents and \$100 for nonresidents, and additional cafeteria hours to \$20 for residents and \$25 for nonresidents. Fees for the high school kitchen and classrooms, and the elementary cafeteria, kitchen, and classrooms remained the same.

9. **Correspondence** – The Committee reviewed a letter from NEASC’s Commission on Public Schools dated November 22, 2016 regarding the Jr.-Sr. High School’s Two-Year Progress Report and an MASC Legal Alert dated December 12, 2016 regarding recent changes to laws impacting school districts. Mr. Atherton addressed the findings of the Commission and reported that a special progress report will be filed by June 2017. With regard to the new law for approving warrants, Mrs. Davis will provide the members with a schedule for signing warrants in the accounting office.

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

11. **School Committee Calendar** – The next meeting of the Committee is scheduled for February 7, 2017.

Adjournment – The Chair announced the need to enter executive session to conduct a strategy session in preparation for collective bargaining with the HEA- Unit A since an open meeting would have a detrimental effect on the Committee’s position, without reconvening in open session. Upon a motion by Mrs. Alberto which was seconded by Mrs. Pool, the Committee unanimously voted to adjourn the meeting at 7:21 pm and to enter executive session for the stated purpose as follows: Mr. Adams – yes, Mrs. Pool – yes; Mrs. Hampsch – yes; Mrs. Poisson – yes; and Mrs. Alberto – yes.

Respectfully submitted,
Jeanne McGuane, Recording Secretary
APPROVED: February 7, 2017