

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, May 2, 2017**

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

Also Present: Karen Crebase, Superintendent
 John McCarthy, Student Representative to the School Committee
 Ben Tahmoush and Jenny Holland, JSJS Student Council Representatives
 Lynne Davis, School Accountant
 Brian Miller, Memorial School Principal
 Derek Atherton, Jr.-Sr. High School Principal
 Tim Johnson, Jr.-Sr. High School Assistant Principal

The Chair called the meeting to order at 6:02 pm in the Media Center at the Jr.-Sr. High School, 25 Adin Street, Hopedale, Massachusetts, with a quorum present.

1. Minutes of April 4, 2017 - Upon a motion by Mrs. Alberto which was seconded by Mr. Adams, the Committee unanimously approved the minutes of April 4, 2017.

2. Student Representatives' Report –Ms. Holland and Mr. Tahmoush reported on recent and upcoming events at the Jr.-Sr. High School including: DECA's national competition; diversity week; Mr. Hopedale; the start of quarter 4; Stuff-A-Bus; career fair for sophomores; AP tests, MCAS and finals; spring dances including the junior high semi-formal, the new freshman/sophomore dance and prom; the 5K road race; student leadership conferences; NHS induction; spring concerts; and Class of 2017 activities.

3. Recognition – The Chair recognized Student Representative John McCarthy and School Committee Vice Chair Craig Adams as candidates in the upcoming town election. She urged all residents to vote on May 9th.

4. Superintendent's Comments –

- **Visiting Author** - Children's author David A. Kelly met with groups of students in kindergarten through grade 6 on April 12 and 13, 2017 to discuss his path to becoming a writer and how to write stories. Mr. Kelly also met with the elementary faculty on April 13th.
- **Memorial School Science Fair** - The Memorial School held its annual science fair on April 7, 2017 with seventy entries, an all-time high number of student participants.
- **Promising Practices Teacher Recognition Breakfast** – The Superintendent congratulated staff members Lisa Hanson, Kelsey Slusarz and Barb Mangano for being recognized by the Blackstone Valley Superintendents' Consortium for their creation of the community garden at Memorial School. They will be honored at a breakfast later in the month.
- **Bike to School Day** – The annual Walk and Bike to School Day at Memorial School was held on May 3, 2017. The Superintendent also thanked the Fire Department for donating \$450 to the Memorial School cafeteria to help families pay overdue lunch balances.
- **Opioid Task Force Update** – Ms. Crebase reported that the Task Force has been working to develop its mission statement, goals and logo. Funds have been allocated to print informative materials and a monthly newspaper series is being developed.
- **Mr. Hopedale Pageant** – The annual Mr. Hopedale pageant was held on April 12, 2017.

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

6. Financial Items

- **Monthly Report of Warrants and Payroll:** The Committee reviewed the monthly warrant reports presented by Mrs. Davis. Upon a motion by Mr. Adams which was seconded by Mrs. Poisson, the members unanimously voted to ratify the payment of four warrants dated March 31 and April 7, 11, and 21, 2017 in the amount of \$265,714.07. Upon a motion by Mr. Adams which was seconded by Mrs. Pool, the members unanimously voted to ratify the payment of two payroll warrants dated April 8 and 22, 2017 in the amount of \$812,741.38.
- **Monthly Budget Report:** Mrs. Davis presented the monthly report for April 2017 and noted that the teaching substitute, professional development-tuition reimbursement, and non-public schools tuition lines are in deficit. She will continue to monitor the budget through the end of the year.
- **Budget Transfer Request:** Mrs. Davis presented a request to transfer \$13,130 from the instructional aides-tutoring account (2330) to the non-public schools tuition account (9300) due to changes in out-of-district placements. Upon a motion by Mr. Adams which was seconded by Mrs. Alberto, the Committee unanimously approved the transfer.
- **Warrants for Signature:** There were no warrants distributed for signature.
- **FY18 Budget Discussion:** The Superintendent reported that the Finance Committee has recommended a \$50,000 reduction in the school department's FY18 budget. The proposed budget now reflects a total of \$11,957,456, which is an increase of 4.63% over last year's budget.
- **Technology Purchase:** The Superintendent recommended the purchase of 224 replacement computers in the amount of \$93,700 for high school math and science laptop carts, administrative desktop stations, elementary and high school teacher desktop stations, and the high school 118 lab. A brief discussion followed regarding the cost benefit of ordering the computers at one time and ordering by mid-May to complete the installations prior to the start of school in August. Upon a motion by Mrs. Alberto which was seconded by Mr. Adams, the Committee voted unanimously to approve the purchases as recommended. The Chair noted the Committee's intent to build computer replacement costs into the operating budget in the future.

7. Committee on Policy –Members reviewed the following proposed policies for a second reading: ADDA - Background Checks; ADDA-R-DCJIS – CORI Policy; IHGB and IHGB-R – Home Schooling; and IJ – Instructional Materials. Upon a motion by Mrs. Alberto which was seconded by Mr. Adams, the Committee unanimously voted to adopt the policies as presented.

Members also reviewed the following proposed policies for a first reading: IJ-R – Reconsideration of Instructional Resources; and IJL – Library Materials Selection and Adoption. A brief discussion followed regarding the procedural aspects of IJ-R. The Committee agreed by consensus to consider both policies for approval at the next meeting.

8. Agenda Items:

- **School Improvement Plan Updates –**
 - Bright Beginnings Center:** The Superintendent presented the improvement plan update for BBC as submitted by Director Susan Mulready. The new part-time school adjustment counselor has been a valuable addition, curriculum work is ongoing, the outdoor play area is being improved, there are plans to increase parent outreach, and new before and after school programs are being offered which, based on initial enrollment figures, are likely to be financially self-sustaining.
 - Memorial Elementary School:** Mr. Miller reported on ongoing curriculum mapping, the success of the new grant-funded math coach position, the creation of a math curriculum steering committee, the full implementation of the FOSS science kits, the reorganization of special education service delivery to provide increased inclusion in later grades, continuation of PBIS and mindfulness initiatives, improved communication with families, and improved attendance rates for students.
 - Jr.-Sr. High School:** Mr. Atherton noted ongoing efforts to verify curriculum, PLC's focused on informational texts and formative assessments, improvements to the teacher evaluation process,

review of assessment data and Metrowest survey results to inform curriculum, anti-bullying efforts, mindfulness activities, and drug prevention education.

- **Parent-Student Handbooks for 2017-2018** – Minor revisions were made to the BBC Handbook, including the addition of Foundations to the list of curriculum, revising the snow policy, and revising the policy regarding lice. Changes to the Memorial School Handbook include absence policy revisions, a new video surveillance notice, and additions to the homework policy. Modifications to the Jr.-Sr. High School Handbook include a new mission statement, revised 21st century learning expectations, a new video surveillance notice, changes to the failure policy, and a statement regarding the Massachusetts law regarding opioids. Mr. Johnson reported on the CRAFFT screening interview tool which, pursuant new state guidelines, will be used by the school nurse and guidance counselors to identify substance-related risks in grades 7 and 10.
- **Superintendent's Evaluation** – The Chair thanked the members for their thorough input during the evaluation process. Mrs. Hampsch presented a report of Ms. Crebase's summative evaluation which rated the Superintendent's overall performance during the 2016-2017 year as proficient. The Committee noted Ms. Crebase's strong leadership skills especially with regard to budgeting, contract negotiations, strategic planning, curriculum, and problem resolution.
- **Approval of School Choice Seats for 2017-2018** – The Superintendent presented a chart listing next year's anticipated enrollments at each grade level and the number of school choice applications received to date. A discussion followed regarding the School Committee's policy that school choice students may be accepted in grades kindergarten through grade 2 when total enrollment per classroom is less than 20 students and in grades 3 through 6 when the enrollment is less than 22 students. Upon a motion by Mrs. Alberto which was seconded by Mrs. Pool, the members unanimously voted to approve four seats in grade 1; five seats in grade 2; one seat in grade 3 as an exception to the policy in order to accept the application of a sibling; three seats in grade 4; five seats in grade 5; and no additional seats in grade 6 because of the current enrollment. In accordance with the practice of limiting junior and senior high school acceptances based on scheduling needs, and with the recommendation of Mr. Atherton, the Committee also approved one seat for grade 7, no seats for grade 8, three for grade 9, one for grade 10, and one for grade 11. There were no applications for grade 12.
- **Senior Class Dates** – Mr. Atherton presented the calendar of events for the Class of 2017 which begins with the Senior Tea on May 16th and culminates with Graduation on June 3rd.
- **2017-2018 Bus Registration** – The Superintendent reviewed the bus registration procedures for the upcoming school year. Registrations for all grade levels will begin on May 30th and end on June 30th. Bus fees have remained the same as last year, however a late fee will be imposed on registrations that are not received by June 30th. There are plans to automate the registration process for the 2018-2019 year.
- **BICO Collaborative Update** – The Superintendent reported that the process for considering Hopedale's admission to the collaborative is ongoing. BICO has also extended an invitation for Hopedale to join its transportation collaborative which could result in cost savings. The potential benefits of joining are currently under analysis.
- **Strategic Plan** – The Superintendent presented an updated District Plan Overview for 2017-2020 which includes the initiatives to support objective #1, i.e. to enhance and align quality educational curricula, instructional resources, rigorous assessments, and social/emotional supports to improve academic performance. The initiatives include emphasizing social/emotional learning as a coordinated framework, increasing formal and informal diagnostic capacity, improving student achievement in math and ELA, and integrating STEM.
- **Distribution of School Committee Self-Evaluation** - The Chair asked all members to complete and return their individual evaluation documents to the Chair. She will consolidate all responses and present the evaluation at the June meeting.
- **Out-of-State Field Trip Request** – The Superintendent presented a request from class advisors, Christopher Chatham and Lindsay Mayotte, seeking approval to bring the Class of 2018 to Disney World from October 5 – 9, 2017. Upon a motion by Mr. Adams which was seconded by Mrs. Poisson, the members unanimously voted to approve the field trip.

· **Ratification of Unit A and Unit C Collective Bargaining Agreements** – The Superintendent presented final drafts of the collective bargaining agreements which have been ratified by the Hopedale Education Association, Inc. Upon a motion by Mrs. Alberto which was seconded by Mrs. Pool, the Committee unanimously voted to approve the Unit A agreement as presented. Upon a motion by Mrs. Alberto which was seconded by Mr. Adams, the Committee unanimously voted to approve the Unit C agreement as presented.

9. **Correspondence** – The Committee reviewed the April 2017 issue of the MASC Bulletin.

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 the annual public hearing scheduled for May 23, 2017. The next business meeting is scheduled for June 6, 2017.

Adjournment – The Chair announced the need to enter executive session to conduct a strategy session in preparation for negotiations with nonunion personnel without reconvening in open session. Upon a motion by Mrs. Alberto which was seconded by Mr. Adams, the Committee unanimously voted to adjourn the meeting at 7:50 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: June 6, 2017