

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, June 6, 2017**

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

Also Present: Karen Crebase, Superintendent
 Ryan Coyle, Student Representative to the School Committee (2017-18)
 Ben Tahmoush and Jenny Holland, JSHS Student Council Representatives
 Lynne Davis, School Accountant
 Brian Miller, Memorial School Principal
 Derek Atherton, Jr.-Sr. High School 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 May 2 and 23, 2017 - Upon a motion by Mrs. Pool which was seconded by Mrs. Poisson, the Committee unanimously approved the minutes of May 2 and 23, 2017.

2. Student Representatives' Report –Ms. Holland and Mr. Tahmoush reported on recent and upcoming events at the Jr.-Sr. High School including: AP tests, MCAS, spring dances, student leadership conferences, spring concerts, the college fair, Class of 2017 activities, sports awards and a sports update.

3. Recognition – The Superintendent and members of the School Committee recognized Craig Adams for being re-elected to the board and for his service to the community. They also recognized John McCarthy for his service as student representative to the committee during the 2016-2017 school year and congratulated Ryan Coyle for being selected to serve as student representative for the upcoming year.

4. Superintendent's Comments – The Superintendent reported on year-end activities, including: the National Honor Society induction ceremony, junior-senior prom, senior tea, spring concerts, the Class of 2017 senior week activities, Memorial Day program, annual SEPAC staff recognition ceremony, the kindergarten performance, elementary music adjudication, and updates on sports teams' tournament play.

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

6. Financial Items

- **Monthly Report of Accounts Payable Warrants:** The Committee reviewed the monthly warrant reports presented by Mrs. Davis. Upon a motion by Mrs. Pool which was seconded by Mrs. Alberto, the members unanimously voted to ratify the payment of six accounts payable warrants dated April 28, May 5, 11 (two), 19, and 26, 2017 in the amount of \$326,426.61.
- **Monthly Report of Payroll Warrants:** Upon a motion by Mrs. Pool which was seconded by Mrs. Alberto, the members unanimously voted to ratify the payment of two payroll warrants dated May 6 and 20, 2017 in the amount of \$880,649.70.
- **Monthly Budget Report:** Mrs. Davis presented the monthly report for May 2017.
- **Warrants for Signature:** There was one warrant distributed for signature.
- **Authorization to Approve Year-End Budget Transfers:** Upon a motion by Mrs. Pool which was seconded by Mrs. Alberto, the Committee unanimously authorized the Chair to approve year-end budget transfers, pending ratification at the next regular business meeting in August 2017.

- **Bright Beginnings Center Revolving Account Transfer:** Mrs. Davis requested approval to transfer expenses in the amount of \$67,000 from the BBC revolving account to the school choice account to cover an anticipated deficit at the end of this fiscal year. Upon a motion by Mr. Adams which was seconded by Mrs. Pool, the Committee unanimously approved a transfer of up to \$67,000 in expenses from the BBC revolving account to the school choice account to settle any deficit remaining at the end of this fiscal year.
- **ClearGov Platform:** The Superintendent presented a quote from ClearGov for a one-year subscription to their financial information service. She reported that the Town has opted not to subscribe to the related municipal service. A discussion followed regarding the cost of the subscription, the benefits of the provided information, the availability of some data from other sources, and the potential interest within the community for the service. Upon a motion by Mrs. Alberto and seconded by Mrs. Pool, the Committee voted by majority vote not to take any action on the subscription.

7. Committee on Policy –Members reviewed the following proposed policies for a second reading: IJ-R – Reconsideration of Instructional Resources; and IJL – Library Materials Selection and Adoption. Upon a motion by Mr. Adams which was seconded by Mrs. Poisson, the Committee unanimously voted to approve and adopt the policies as presented. Members also reviewed the following proposed policy for a first reading: IJNDB – Acceptable Use of Technology. By consensus, the Committee agreed to bring the policy forward for approval at their next meeting.

8. Agenda Items:

- **Facilities Update – Summer Projects:** The Superintendent reported on the projects that Mr. Hammann and his staff will be addressing during the summer. These include:
 - a. At all buildings, appropriate inspections will be completed, including chair lifts, elevators, fire alarms, and sprinklers.
 - b. At Bright Beginnings Center, regular maintenance will be completed in addition to painting the stairs and parking lot.
 - c. At Memorial Elementary School, regular maintenance and waxing will be completed. In addition, LED lighting will be installed, tree work will be scheduled, mulching will be done, and the replacement of door locks will be reviewed.
 - d. At the Junior-Senior High School, broken lockers will be fixed, heavy cleaning will be performed, and several areas will be painted.
- **Staff Vacancy Update:** The Superintendent reported the following vacancies for the upcoming year which are due to the creation of new positions, resignations and retirements: English teacher, Spanish teacher, elementary special education teacher, elementary nurse, high school special education team chair, educational technology coach, and several part-time positions, i.e. math teacher, elementary music teacher, adjustment counselor, BCBA, and out-of-district coordinator.
- **2017-2018 School Calendar:** The Superintendent sought the Committee’s approval to change the date for the Jr.-Sr. High School Back to School Night to Thursday, September 28th to avoid a holiday conflict. Upon a motion by Mr. Adams which was seconded by Mrs. Pool, the Committee unanimously approved the calendar revision.
- **Update on Bus Registration:** The Superintendent reported that the registration process is going smoothly.
- **Strategic Plan – Strategic Objective #3 and #4 with District Initiatives:** The Superintendent presented an updated District Plan Overview for 2017-2020 which includes the initiatives to support objective #3, i.e. to improve and develop programming to ensure all students have access to high quality appropriate education and opportunity. The initiatives include assessing, reviewing, and revamping BBC school year and summer programming; developing a continuum of support and service for students with intensive disabilities from preschool through high school; designing and implementing supports for accelerated learners; and increasing capacity to assist students with behavioral needs. The initiatives to support objective #4, i.e. to build relationships with the community

so that parents and community members are more involved and engaged in the schools, include improving content and format of parent communication; building community and parent relationships within our schools, and aligning work within the schools with the opioid task force. The Superintendent noted that next year's school improvement plans will align with the strategic plan. Upon a motion by Mr. Adams which was seconded by Mrs. Poisson, the Committee unanimously approved and adopted the strategic plan.

- **School Committee Self Evaluation** - Mrs. Hampsch presented the Committee's 2016-2017 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. She reported that the members successfully met all their goals for the 2016-2017 year, with the lowest rating being in the area of community relations and the highest in the conduct of meetings and superintendent relations. Mrs. Hampsch suggested that the Committee should add a mid-year review of their progress to their schedule of routine matters and consider minor revisions to the evaluation tool.

- **School Committee Goal Discussion** - The Committee reviewed their current goals and determined that Goals # 1 through # 5, which address the members' professional development, maintaining the member orientation manual, updating the policy manual, strengthening community relations, and creating a responsible budget, remain appropriate for the 2017-2018 year. A brief discussion followed regarding the addition of language to improve collaboration with the Town during the next budget season. No action was taken at this time.

- **Reorganization of the School Committee:**

a. Election of Chair- Upon a motion by Mrs. Alberto which was seconded by Mrs. Pool, the Committee unanimously voted to elect Mr. Adams as Chair.

b. Election of Vice Chair- Upon a motion by Mrs. Alberto which was seconded by Mrs. Hampsch, the Committee unanimously voted to elect Mrs. Pool as Vice Chair.

c. Election of Secretary- Upon a motion by Mrs. Hampsch which was seconded by Mrs. Pool, the Committee unanimously voted to elect Ms. Crebase as Secretary.

d. Upon a motion by Mrs. Hampsch which was seconded by Mrs. Pool, 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 Mrs. Hampsch which was seconded by Mrs. Pool, 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. Hampsch which was seconded by Mrs. Pool, 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 – The Chair stated that he would vote on all matters.

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

Athletic Fields: Kristen Poisson and Lori Hampsch

Budget and Capital Planning: Craig Adams and Lori Hampsch

Facilities and Operation: Craig Adams

Health and Safety: Craig Adams and Kristen Poisson

MASC Liaison: Grace Pool

Negotiations: Lisa Alberto and Lori Hampsch

Policy: Lisa Alberto and Grace Pool

Sick Leave Bank: Grace Pool and Kristen Poisson

- **School Committee Meeting Calendar for 2017-2018** - The Committee reviewed the proposed meeting schedule for 2017-2018. Upon a motion by Mrs. Pool which was seconded by Mrs. Poisson, the members unanimously voted to approve the meeting calendar and to change the first meeting to August 23rd.

9. **Correspondence** – The Committee reviewed the MASC Summer Institute flyer and a memo from Tech Director Nick Toupin regarding items to be recycled.

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 will be August 23, 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 Mrs. Poisson, the Committee unanimously voted to adjourn the meeting at 7:07 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: August 23, 2017