

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, June 1, 2021**

Members Present: Alysia Butler, Chair
Lisa Alberto
Jennifer McKeon
Kristi Brytowski
Kaitlin Federico

Also Present: Karen M. Crebase, Superintendent
Lynne Davis, School Accountant
Nora Hodgens and Ashleigh Bourgeois, Student Council Representatives
Elizabeth Callahan, SEPAC President
Derek Atherton, Jr.-Sr. High School Principal
Karen Cosgrove, Pupil Personnel Services Director
Donna Hennessy, Memorial School Assistant Principal
Timothy Johnson, Jr.-Sr. High School Assistant Principal
Brian Miller, Memorial School Principal
Kristen Poisson, Bright Beginnings Center Principal

Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the open meeting law, GL chapter 30A, section 18, and the Governor's March 15 and August 7, 2020 orders imposing strict limitations on the number of people that may gather in one place, the regular business meeting of the Hopedale School Committee was conducted via remote participation. The Chair called the meeting to order at 6:00 pm under these provisions with a quorum present. She invited members of the public to monitor the meeting by using the information provided on the Town's website and announced that the meeting was being recorded and streaming live. Members of the public are welcome to email questions to schoolcommittee@hopedaleschools.org. A video of the meeting will be available on the Town website.

The Chair welcomed new member Kaitlin Federico.

1. Minutes of May 4 and 22, 2021 - Upon a motion by Mrs. Alberto and seconded by Mrs. Brytowski, the Committee unanimously approved the minutes of May 4, 2021, with Mrs. Federico abstaining since she was not present at the meeting. Upon a motion by Mrs. Alberto and seconded by Mrs. Brytowski, the Committee unanimously approved the minutes of May 22, 2021.

2. Student Representatives' Report – Jr.-Sr. High School: Nora Hodgens and Ashleigh Bourgeois reported on the recent successes of the DECA team, spring dances, elections, a car wash to benefit Make-a-Wish Foundation, meetings and conferences, *The Addams Family* which was presented in-person and virtually, and the Stuff-a-Bus collection. Upcoming events include summer E-Board meetings and planning for the back-to-school lock-in.

3. Superintendent's Comments – The Superintendent reported there have been no new cases of COVID-19 in the schools. At a recent School Committee meeting, the members updated district health guidelines to align with new state guidance. The high school is hosting a vaccination clinic for Hopedale students and families and Class of 2021 activities have begun. Ms. Crebase noted that other spring activities have included the BBC Art Show, NHS Induction, and Memorial Day programs. She extended her thanks to Senator Fattman and Representative Murray for their generous donation of hand sanitizer which will be shared with other town departments.

4. Response to Superintendent's Comments – The Chair thanked everyone who assisted in the successes of this past school year.

5. Financial Items/Budget -

- **Monthly Report of Accounts Payable Warrants:** The Committee reviewed the warrant report. Upon a motion by Mrs. Alberto and seconded by Mrs. Brytowski, the members unanimously voted to ratify the payment of three FY21 accounts payable warrants dated May 13 (two) and 27, 2021 in the amount of \$266,273.47.
- **Monthly Report of Payroll Warrants:** Upon a motion by Mrs. Alberto which was seconded by Mrs. Brytowski, the members unanimously voted to ratify the payment of two payroll warrants dated May 6 and 20, 2021 in the amount of \$933,556.26.
- **Monthly Budget Reports:** Members reviewed the monthly budget report for May 2021.
- **Warrants for Signature:** There were no warrants distributed for signature.
- **Authorization to Approve Year End Transfers:** Upon a motion by Mrs. Alberto which was seconded by Mrs. Brytowski, the Committee unanimously voted to authorize the Chair to approve year end budget transfers, subject to ratification at a subsequent meeting.
- **Transfer of Year End Deficit Balances:** Mrs. Davis reported an estimated deficit in the preschool revolving account in the amount of \$175,000 at year end. Upon a motion by Mrs. Alberto which was seconded by Mrs. Brytowski, and as recommended by Mrs. Davis, the Committee unanimously voted to transfer unfunded expenses in the amount of \$75,000 to the general fund and the remaining amount, up to \$100,000, to the school choice revolving account.
- **Acceptance of Donation:** Upon a motion by Mrs. Alberto and seconded by Mrs. Brytowski, the Committee unanimously accepted a donation in the amount of \$10,000 from the Reilly Family.
- **Acceptance of Grant:** Upon a motion by Mrs. Alberto and seconded by Mrs. Brytowski, the Committee unanimously voted to accept a grant from Friends of Bright Beginners in the amount of \$1,550 to offset the cost of an outdoor classroom pavilion at Bright Beginnings Center.

6. Committee Reports -

- **Committee on Budget:** The Superintendent reported that the FY 2022 school budget was approved as presented at the Hopedale Annual Town Meeting held on May 22, 2021.
- **Committee on Policy:** Mrs. McKeon presented the following policies for a First Reading:
KHA - Public Solicitations in the Schools
GBEBC - Gifts to and Solicitations by Staff
JJE - Student Fundraising Activities
KCD - Public Gifts to the Schools
Upon a motion by Mrs. Alberto which was seconded by Mrs. Brytowski, the Committee unanimously voted to move the policies forward for a second reading at the next meeting. It was noted that policies GBEB - Staff Conduct, GBK - Staff Complaints and Grievances, and GCQF - Suspension and Dismissal of Professional Staff Members had been reviewed with no changes recommended. There was a brief discussion regarding the meaning of 'school groups' in KHA, class gifts to individual employees under GBEBC and the potential impact of JJE on current fundraising activities. No additional action was taken.
- **Committee on Health and Safety:** It was reported that survey data regarding upcoming professional development opportunities has been reviewed and that committee participants are being sought from the staff at Memorial School.

7. Agenda Items -

- **SEPAC Update:** Mrs. Callahan reported that this year's meetings and annual Basic Rights Workshop were held virtually. Fundraising activities included the distribution of carnations for Teacher Appreciation Week and the sale of face masks with PACE. Five scholarships will be awarded to graduating seniors, a \$500 grant has been awarded to support the Abbe Lawrence memorial gardens, and the annual staff recognition event will be held virtually. The Superintendent expressed her gratitude for SEPAC's support.
- **School Choice Expense:** The Superintendent recommended the use of school choice funds to replace the existing fire panel at the Jr.-Sr. High School. Upon a motion by Mrs. Alberto which was seconded by Mrs. Brytowski, the Committee unanimously approved the use of school choice funds for the expense.

- **Facilities Update:** The Superintendent reported that summer facilities projects include upgrading building grounds, installing carpet in the high school office, parking lot repairs, painting, and the placement of new furniture and materials. Additional projects may include assisting with the new fire panel and planning for the old high school cupola to be returned to school grounds. A discussion followed regarding the prioritization of repairs to the high school auditorium ceiling and the availability of grant funding to offset the cost.
- **Plan for JSHS Cupola:** The Superintendent reported that she has had initial discussions with Tim Watson of the Water Department to move the cupola, which was previously on the roof of the high school building and is presently in storage, to the grounds of the high school. Upon a motion by Mrs. Alberto and seconded by Mrs. Brytowski, the Committee voted unanimously to authorize the Superintendent to move forward planning with the Town to relocate and restore the cupola.
- **School Choice Available Seats for 2021-2022:** The School Committee revisited outstanding school choice applications. There were no outstanding applications for Grades 3, 11 and 12. Current enrollment numbers preclude the acceptance of additional students in Grades 1, 4, 5, 8 and 10. The Superintendent offered recommendations regarding the numbers of seats available at each remaining grade level. Based on those recommendations, Mrs. Alberto made separate motions per grade, seconded by Mrs. Brytowski and unanimously approved by the Committee, to accept the following: 8 applications in kindergarten; 1 at Grade 2; 5 at Grade 6; 2 at Grade 7; and 3 at Grade 9.
- **District Strategic Plan-Objective #3:** The Superintendent presented the third objective for the 2021-2024 district strategic plan: to embrace and advance a culture and climate that supports diversity, equity and inclusive practices that lead to knowledge, appreciation, and respect within the Hopedale Community and beyond. Initiatives will include collaboration, celebration, the development of lessons and activities, creating systems to increase understanding, implementation of a growth mindset, engaging in constructive dialogue, and providing training.
- **Tiered Focused Monitoring:** Ms. Cosgrove reported that the district's self-evaluation has been completed. DESE will schedule a complete review of standards during the next school year.
- **Confirmation of Routine Matters:** The members reviewed the proposed schedule of routine matters for 2021-2022 and accepted it by consensus.
- **Approval of School Committee Meeting Schedule:** The members reviewed the proposed calendar of meetings for the 2021-2022 year. Upon a motion by Mrs. Alberto and seconded by Mrs. Brytowski, the members unanimously approved the schedule.
- **School Committee Reorganization-**
 - a. **Election of Chair-** Upon a nomination by Mrs. Brytowski and seconded by Mrs. McKeon, the Committee unanimously voted to elect Mrs. Alberto as Chair.
 - b. **Election of Vice Chair-** Upon a nomination by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously voted to elect Mrs. Brytowski as Vice Chair.

Mrs. Alberto assumed the role of Chair.

- c. **Appointment of Secretary-** The Chair appointed Ms. Crebase as Secretary.
- d. Upon a motion by Mrs. Butler which was seconded by Mrs. Brytowski, 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. Butler which was seconded by Mrs. Brytowski, 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. Butler which was seconded by Mrs. Brytowski, 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. Alberto stated as Chair she would vote on all matters.

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

Athletic Fields: Jennifer McKeon

Budget: Kristi Brytowski and Alysia Butler

Health and Safety: Kristi Brytowski and Alysia Butler

Negotiations: Jennifer McKeon and Kaitlin Federico

Policy: Lisa Alberto and Jennifer McKeon

Public Relations: Lisa Alberto and Alysia Butler

Sick Leave Bank: Alysia Butler and Kaitlin Federico

8. **Correspondence** – No correspondence was presented for review.

9. **Audience to Citizens** - There were no public comments or questions submitted via the School Committee's email account.

The next regular meeting will be held on August 24, 2021 in the Media Center at the high school.

Upon a motion by Mrs. Butler and seconded by Mrs. Brytowski, the Committee voted unanimously by roll call vote to adjourn the meeting at 7:16 pm as follows: Mrs. Butler - yes; Mrs. McKeon - yes; Mrs. Brytowski - yes; Mrs. Federico - yes; and Mrs. Alberto - yes.

Respectfully submitted,
Jeanne McGuane, Recording Secretary
APPROVED: August 24, 2021