

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, August 24, 2021**

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

Also Present: Karen Crebase, Superintendent
Derek Atherton, Jr.-Sr. High School Principal
Karen Cosgrove, Pupil Personnel Services Director
Lynne Davis, School Accountant
Brian Miller, Memorial School Principal
Kristen Poisson, Bright Beginnings Center Principal

At 4:30 pm the School Committee members met with Ms. Crebase and each building's administrator for tours of Bright Beginnings Center, Memorial School and the Jr.-Sr. High School.

The Chair called the regular 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 June 1, 2021** - Upon a motion by Mrs. Butler which was seconded by Mrs. Brytowski, the minutes of June 1, 2021 were unanimously approved by the members.
2. **Superintendent's Comments** – The Superintendent reported on preparations for the opening of school, the New Teacher Orientation, the recent administrative retreat, and a \$450,000 grant to the Blackstone Valley Superintendents' Consortium from ASA.
3. **Committee Response to Superintendent's Comments** – There were no comments from the members.
4. **Financial Items**
 - **Warrants for Signature:** There were no warrants distributed for signature.
 - **Monthly Reports of Accounts Payable Warrants:** The Committee reviewed recent warrant reports for FY21 and FY22 as presented by Mrs. Davis. Upon a motion by Mrs. McKeon which was seconded by Mrs. Butler, the members unanimously voted to ratify the payment of eleven FY21 accounts payable warrants dated: June 3, 17 (two), 24, July 8 (two), 15, and 29 (four), 2021; and four FY22 warrants dated: July 15 (two) and 29 (two), in a total amount of \$881,589.90.
 - **Monthly Reports of Payroll Warrants:** Upon a motion by Mrs. McKeon which was seconded by Mrs. Butler, the members unanimously voted to ratify the payment of six FY21 payroll warrants dated: June 3, 17 (two), July 1, 15, and 29, 2021; and two FY22 warrants dated: July 15 and 29, 2021, in a total amount of \$ 2,629,697.09.
 - **FY21 Year-End Budget Transfers:** Upon a motion by Mrs. Butler which was seconded by Mrs. Brytowski, the Committee unanimously voted to ratify the FY21 year-end budget transfers previously authorized by the Chair on July 23, 2021 and reflected on the Year-End Budget Transfers FY 2020-2021 report provided by Mrs. Davis. The report includes the transfer of BBC actual expenses in the amount of \$201,880.
 - **Monthly Budget Reports:** Mrs. Davis presented the monthly budget reports for June and July 2021.

- **FY22 Beginning-of-Year Budget Transfers:** This item was passed over at Mrs. Davis' request due to continuing budget changes.
- **Authorization of Principals to Receive/Disburse Funds:** Upon a motion by Mrs. Butler and seconded by Mrs. Brytowski, the Committee unanimously voted to authorize the principals of Memorial Elementary School and the Jr.-Sr. High School, and their designees, to receive and disburse student activity funds in accordance with Committee policies.
- **Approval of Student Activity Sub-Accounts:** Upon a motion by Mrs. Butler and seconded by Mrs. Brytowski, the Committee unanimously voted to approve the student-activity sub-accounts as represented on the ledger balance summary for each school, including the stated sources and uses of funds.
- **Establish the Maximum Student Activity Balances:** Upon a motion by Mrs. Butler and seconded by Mrs. Brytowski, the Committee unanimously voted to establish a maximum balance of \$15,000 for each school's student activity checking account.

5. Committee on Budget: Mrs. Butler provided an update on the sub-committee meeting of July 19, 2021 at which the American Rescue Act and ESSER III funding were discussed. The members also reviewed a report from the Superintendent providing an overview of stakeholder input and the three-year plan for utilizing the district's \$580,000 allocation. Funds will be used to support curriculum, technology, counseling, intensive after school instruction, the adoption of a formative assessment tool, professional development and staffing.

6. Committee on Policy: The Committee reviewed a timeline for the review and revision of policies for the 2021-2022 year. Mrs. McKeon noted the September meeting of the policy sub-committee has been changed to September 7, 2021. In addition, the members reviewed the following policies for a Second Reading:

KHA - Public Solicitations in the Schools
 GBEB - Gifts to and Solicitations by Staff
 JJE - Student Fundraising Activities
 KCD - Public Gifts to the Schools

Upon a motion by Mrs. Butler and seconded by Mrs. Brytowski, the Committee unanimously approved and adopted the policies. The Committee also reviewed the following policies for a First Reading and, by consensus, moved them forward for a Second Reading at the next meeting:

GBA - Equal Employment Opportunity
 GBEA - Staff Ethics/Conflict of Interest

7. Health and Safety Committee: At the recent meeting, members discussed vaccination rates and new guidance regarding close contacts and distancing in schools.

8. Agenda Items:

- **Strategic Plan- School Committee Comments and Input:** The Superintendent shared the District Plan Overview for 2021-2024 which includes a revised Strategic Objective # 1 to "Implement the 'Acceleration Roadmap: Pathway to Equitable Recovery' Plan from the Department of Education." The initiatives are 1) fostering a sense of belonging and partnership among students and families, 2) continuously monitoring students' understanding, and 3) ensuring strong grade-appropriate instruction with just-in-time scaffolds when needed.
- **Fall Coaching Appointments:** The Superintendent reported the following fall coaching assignments:
 Girls Varsity Field Hockey - Shelley Hynes
 Girls JV Field Hockey - Lauren Silbor
 Girls Varsity Soccer Coach - Brent Oldfield
 Girls JV Soccer Coach - Tony Cordani
 Girls Cross Country Coach - Tim Maguire
 Boys Cross Country Coach - Joe Drugan
 Head Golf Coach - Jim McCallum
 Boys Varsity Soccer Coach - Greg Labossiere
 Boys JV Soccer Coach - Kevin Lynch

Girls Varsity Volleyball Coach - Chris Ridolfi

Girls JV Volleyball Coach - Kristen Nordquist

· **Personnel Update:** The Superintendent announced the appointment of the following new professional staff members: Elisabeth Flumere and Elizabeth Leblanc at Bright Beginnings Center; Kathleen Bielak, Brian Cardoso, Alexandra Brearley, James Dotzler, Katilyn Drew, Leslie Favreau, Yvonne Gilbert, Sara Guerra and Kristen Nordquist at Memorial School; Hannah Cairney, Leslie Derochers, Brian Lawrence, Kathryn O’Sullivan, Jean Robison, Diane Romano and Josephine Ronnquist at the Jr.-Sr. High School; and Gina Iadorola, occupational therapist; Amanda Smith, physical therapist; Elizabeth Burch, BCBA; and Paige Standen, speech and language pathologist.

A complete staffing report will be provided to the members and added to their Member Manuals.

· **Summer Curriculum Update:** The Superintendent presented a summary of the curriculum projects undertaken by staff this summer.

· **Summer School Update:** Ms. Cosgrove presented a review of this summer’s successful SHAPE program which had eighty students enrolled for academic support, social skill development and credit recovery. The directors, Katie Atchue and Val Marcotte, provided themed sessions over twenty-nine days with activities which included reading, math, critical thinking, problem solving, cooking, crafts, sewing, and social activities.

· **School Reopening Plan:** The Superintendent presented the Reopening Plans for each building. The district will follow state guidelines which require masks for all staff and students while inside the schools. All instruction will be in-person, sanitizing will continue, masks will be worn while on buses with windows open 4 inches, and there will be an expectation for distancing by at least three feet. Technology upgrades will support the district's 1:1 program and new platforms. Mental health and academic supports will be available. The presented plans were unanimously approved by the Committee upon a motion by Mrs. Brytowski which was seconded by Mrs. Butler.

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

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

The next meeting of the Committee will be September 7, 2021 at 6:00 pm.

Prior to adjourning the meeting and in response to members’ questions, the Superintendent noted that she will include updates to the reopening plans at each upcoming meeting and will include a discussion on testing at the September meeting.

Adjournment – The Chair declared the meeting at 6:50 pm.

Respectfully submitted,
Jeanne McGuane, Recording Secretary
APPROVED: September 7, 2021