

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, October 5, 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
Nora Hodgens, School Committee Representative/Student Council Co-Representative
Gage Pavia, Student Council Co-Representative

The Chair called the meeting to order at approximately 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 September 7, 2021** - Upon a motion by Mrs. Butler and seconded by Mrs. Brytowski, the minutes of September 7, 2021 were unanimously approved by the members.

The student representative's report was temporarily passed over.

2. **Superintendent's Comments** – The Superintendent reported that the state mask mandate has been extended until November 1, 2021. Schools with an 80% vaccination rate for staff and students can request a suspension of the mandate. Ms. Crebase further reported no current positive cases of COVID-19 at the schools. The Superintendent reviewed the recent Back to School Nights at Bright Beginnings Center, Memorial School and the Jr.-Sr. High School, the interview process for hiring Facilities Director Paul Flaherty, and the upcoming professional development day for instructional staff on October 8, 2021.

The Chair welcomed the student representatives for their report.

3. **Student Representatives' Report** - Nora Hodgens and Gage Pavia reported on recent and upcoming events, including STUCO meetings, conferences and bonding events, Day in the Park, Back to School Night, Homecoming, New Staff Tea, Grade 7 elections, induction ceremonies for honor societies, clothing and toy drives, the annual coffeehouse and preparations for the Thanksgiving turkey run, community dinner, FAST and pep rally.
4. **Committee Response to Superintendent's Comments** - Mrs. Butler noted her appreciation for the community's efforts to follow health and safety guidance.

5. **Financial Items**

· **Monthly Reports of Accounts Payable Warrants:** The Committee reviewed recent warrant reports for 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 six accounts payable warrants dated: September 9 (three) and 23 (three), 2021 in the amount of \$181,961.95.

- **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 two FY22 payroll warrants dated: September 9 and 23, 2021, in a total amount of \$ 909,633.97.
 - **Monthly Budget Reports:** Mrs. Davis presented the monthly budget report.
 - **Warrants for Signature:** There were no warrants distributed for signature.
 - **Beginning of Year Budget Transfers:** Mrs. Davis presented the recommended budget transfers for FY22. A brief discussion followed regarding the notations for COLA and Attrition and the decreases in tuition amounts which were due to reclassifications. Upon a motion by Mrs. Butler and seconded by Mrs. Brytowski, the members unanimously approved the budget transfers as recommended.
6. **Committee on Policy:** The members agreed by consensus to revise the title of Policy GBGF-Family and Medical Leave, as recommended by MASC.

7. **Agenda Items:**

- **Transportation Update:** The Superintendent presented the annual report from Transportation Director Deb Brackett. There are 268 elementary students and 116 junior/senior high students being transported this year on eight bus routes and all safety protocols are being followed. The number of vehicles in the fleet and current staffing were reviewed. Two goals for future planning are adding a minibus to the fleet and investigating a replacement and expansion of the radio communication system. The Superintendent will share the number of students transported during the 2019-2020 school year. Ms. Hodgins noted that the student athletes appreciate the efforts of the drivers this sports season.
- **Review of Student Enrollment:** The Superintendent shared enrollment numbers at each grade level districtwide. The Superintendent will follow up with the Committee regarding the number of school choice students enrolled in Grade 12.
- **Facilities Update and Sub-Committee Discussion:** The Superintendent reported that Paul Flaherty has started as the district's Facilities Manager. She shared his entry plan and a template administrators followed in prioritizing projects and introducing Mr. Flaherty to their buildings. The members expressed support for re-establishing the Facilities Sub-Committee. The Chair and Mrs. Butler volunteered to serve and will share the Committee's interests with Mr. Flaherty.
- **School Committee Goals:** The Committee reviewed the goal statement developed at the previous meeting. Upon a motion by Mrs. Butler and seconded by Mrs. Brytowski, the Committee unanimously adopted the goals as presented.
- **Washington DC Out-of-State Field Trip:** Mr. Atherton reviewed details of the junior high field trip to Washington DC being planned for April 2023. A brief discussion followed regarding the availability of trip insurance and that questions can be directed to Mr. Cafarelli, the advisor for this trip. Upon a motion by Mrs. McKeon and seconded by Mrs. Brytowski, the members unanimously approved the out-of-state field trip.
- **Memorandum of Understanding with Hopedale Police Department:** The Committee reviewed the draft memorandum which includes the same provisions as previous agreements. Upon a motion by Mrs. Butler and seconded by Mrs. Brytowski, the Committee unanimously voted to approve the Memorandum of Understanding.
- **Test and Stay Program:** The Superintendent revisited DESE's Test and Stay program which has a primary goal of keeping students in school if they are symptomatic or identified as close contacts. She reported that of the 430 families that responded to her survey, 84% support Hopedale participating in the program. Also, of the 104 staff members that responded to her survey, 95% support participating. Ms. Crebase is awaiting a response from CIC Health on guidance for implementation. A discussion followed regarding staffing needs, next steps, obtaining parental consent, updating the website COVID chart, and initiating the reporting portal. Upon a motion by Mrs. Brytowski and seconded by

Mrs. Butler, the Committee unanimously voted to approve that the Test and Stay program be implemented in the Hopedale Schools.

School Action Plans: The Superintendent reviewed Strategic Objective #1, implementing DESE's Acceleration Roadmap, for all schools. The goals are fostering a sense of community, monitoring students' understanding, and ensuring strong instruction. Action steps include the use of formative assessment tools, setting social emotional learning priorities, providing after school programs and in-school supports, and reviewing and updating curriculum.

Bright Beginnings Center: Principal Kristen Poisson reviewed the initiatives for Strategic Objectives #2-4 and reported on action steps for each, including developing social skills, providing common planning time, providing enrichment opportunities, continuing Pyramid Model practices, promoting self care for staff and students, beginning the use of TPOT, introducing the Grand Friends program, and offering professional development opportunities. A brief discussion followed regarding ELL at the preschool level.

Memorial Elementary School: Principal Brian Miller highlighted action steps for Strategic Objectives #2-4 which include the use of iReady formative assessments to determine academic growth and learning gaps, establishing enrichment and intervention programs, building relationships with families, reintroducing STUCO, focusing on social emotional learning, providing supports for math and reading, the continued development of the computer science curriculum, and promoting growth mindset and diversity.

Jr.-Sr. High School: Principal Derek Atherton discussed action steps for Strategic Objectives #2-4 to include data analysis, the use of formative assessments, supporting social emotional learning, providing new learning opportunities, celebrating students, supporting diverse learning and assessments, implementing the "World of Difference" curriculum, and promoting career and college readiness.

Student Support Services: Director Karen Cosgrove reported on her department's focus on developing students' independence, providing targeted interventions, data analysis, increasing time on learning, providing access to academic and extracurricular programs, measuring growth, creating professional development opportunities, family outreach, and targeted instruction.

8. **Correspondence** – The members reviewed the Special Progress Letter from NEASC, a letter from MASC advising of Lori Hampsch's Lifetime Achievement Award, and a letter from the Massachusetts Nurses Association.
9. **Audience to Citizens** – No members of the audience requested to address the Committee.

The next meeting of the Committee will be November 2, 2021 at 6:00 pm.

The Chair declared the meeting adjourned at 7:45 pm.

Respectfully submitted,
Jeanne McGuane, Recording Secretary
APPROVED: November 2, 2021