

**Hopedale School Committee  
Minutes of the Meeting of  
Tuesday, June 7, 2022**

Members Present: Kristi Brytowski, Vice Chair  
Jennifer McKeon  
Alysia Butler  
Kaitlin Federico  
Kate Guertin

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

The Superintendent, in the absence of the Vice Chair, called the meeting to order at 6:00 pm in the Media Center at 25 Adin Street, Hopedale, Massachusetts, with a quorum present and welcomed new member Kate Guertin.

1. **Minutes of May 3 and 24, 2022** - Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously approved the minutes of May 3, 2022, with Mrs. Guertin abstaining since she was not present at the meeting. Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously approved the minutes of May 24, 2022.

2. **Introduction of Lauren Montville:** The Superintendent announced that Ms. Montville has been selected to serve as the Committee's student representative for the upcoming school year.

3. **Superintendent's Comments** – The Superintendent reported on recent COVID-19 cases in the district and announced that the current Test-and-Stay program and COVID Dashboard will no longer be available as of the end of this school year. In addition, she highlighted recent district activities including art shows, the Senior Tea, the Senior March, the Memorial Day Program, Baccalaureate, and Graduation.

4. **Response to Superintendent's Comments** – There were no comments from the members.

5. **Financial Items/Budget -**

- **Monthly Report of Accounts Payable Warrants:** The Committee reviewed the warrant report. Upon a motion by Mrs. McKeon and seconded by Mrs. Butler, the members unanimously voted to ratify the payment of eight FY22 accounts payable warrants dated May 5 (three) and 19 (five), 2022 in the amount of \$260,420.37.
- **Monthly Report of Payroll Warrants:** Upon a motion by Mrs. McKeon which was seconded by Mrs. Butler, the members unanimously voted to ratify the payment of three payroll warrants dated May 5 (two) and 19, 2022 in the amount of \$968,168.87
- **Monthly Budget Reports:** Members reviewed the monthly budget report for May 2022.
- **Warrants for Signature:** There were no warrants distributed for signature.
- **Authorization to Approve Year End Transfers:** Upon a motion by Mrs. Butler, which was seconded by Mrs. McKeon, 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 a potential deficit in the preschool revolving account in an amount not to exceed \$5,000 at year end. Upon a motion by Mrs. Butler

which was seconded by Mrs. McKeon, and as recommended by Mrs. Davis, the Committee unanimously voted to approve the transfer of any unfunded expenses up to \$5,000 to the general fund.

- **Independent Accountant's Report for the Year Ended June 30, 2021:** Mrs. Davis reviewed specific compliance requirements in addition to findings, recommendations, and the district's response to the findings.

*The Vice Chair joined the meeting.*

- **Acceptance of Grant:** Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously accepted a grant in the amount of \$2,200 for an obstacle course at Bright Beginnings Center, as designated by a student during the Daniel J. Hollis Foundation's Express Yourself Challenge.
- **Acceptance of Donation:** Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously voted to accept a donation from Friends of Bright Beginners in the amount of \$4,268 for the purchase of playground equipment for Bright Beginnings Center.
- **Acceptance of Grant:** Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously accepted a grant from DESE in the amount of \$90,000 to support the district's summer school program.
- **Acceptance of Donation:** Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously accepted a donation in the amount of \$1679.78 from the Hopedale Friends of Music for the purchase of a guitar stand.
- **Acceptance of Cleaning Contract:** Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously accepted the three-year Dynamic Janitorial Cleaning, Inc. contract which has been awarded pursuant to appropriate bidding procedures.

#### **6. Committee Reports -**

- **Committee on Budget:** The Superintendent reported that the FY 2023 school budget was approved as presented at the Hopedale Annual Town Meeting held on May 24, 2022. In addition, she presented a summary of the proposal submitted to the Town for use of American Rescue Plan Act funds for needed capital expenditures.
- **Committee on Policy:** There were no policies submitted for review.
- **Committee on Health and Safety:** The Superintendent reported on the recent subcommittee meeting at which the successes of the newly restructured Facilities Department were highlighted.

#### **7. Agenda Items -**

- **School Committee Reorganization-**
  - a. **Election of Chair-** Upon a nomination by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously voted to elect Mrs. Brytowski as Chair.
  - b. **Election of Vice Chair-** Upon a nomination by Mrs. Butler and seconded by Mrs. Brytowski, the Committee unanimously voted to elect Mrs. McKeon as Vice Chair.

Mrs. Brytowski assumed the role of Chair.

- c. **Appointment of Secretary-** The Committee, by consensus, appointed Ms. Crebase as Secretary.
- d. Upon a motion by Mrs. Butler, which was seconded by Mrs. McKeon, 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. McKeon, 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. McKeon, 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. Brytowski stated that as Chair she will vote on all matters.
- h. **Sub-Committees** – Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the members unanimously approved the following committee assignments:

<b>Athletic Fields:</b>	Jennifer McKeon
<b>Budget:</b>	Kristi Brytowski and Alysia Butler
<b>Health and Safety:</b>	Kristi Brytowski and Alysia Butler
<b>Negotiations:</b>	Jennifer McKeon and Kaitlin Federico
<b>Policy:</b>	Kate Guertin and Jennifer McKeon
<b>Public Relations:</b>	Kate Guertin and Alysia Butler
<b>Sick Leave Bank:</b>	Alysia Butler, Kaitlin Federico and Kate Guertin
<b>Facilities:</b>	Alysia Butler and Kaitlin Federico

- **New District Website Presentation:** The Superintendent previewed the new district website for the members. The new site will be ADA compliant and allow the posting of documents, news, social media, and other information that had been missing from our current site. Ms. Crebase extended her thanks to Technology Director Nicholas Toupin and the administrators for their efforts with this accomplishment.
- **Blackstone Valley Education Foundation Student Recognition:** The Committee welcomed Laura Ingemi and her students who participated in WPI’s Women in STEM Program. Rose Deering, Megan Alley and Cassie Doyle reported on their experience including projects, workshops, collaborations with other students and an introduction to STEM careers. Ms. Ingemi also noted that student Sarah Hunt recently participated in the Blackstone Valley Education Foundation’s Youth Leadership Academy. The Committee and Superintendent congratulated the students for their successes.
- **School Choice Available Seats for 2022-2023:** The School Committee revisited outstanding school choice applications for Kindergarten and Grades 1, 4, 8 and 9. Based on current enrollments, the Superintendent recommended that the students with priority as siblings or the children of staff members be accepted into Kindergarten. Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously voted to approve the applications with priority for admission to Kindergarten. After a discussion regarding the enrollments for Grades 1 and 4 and upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously voted that there was no available space in Grades 1 and 4. Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously voted to only approve the applications with priority for Grade 8 due to class size. With regard to Grade 9, the administration will continue to monitor enrollments as students withdraw for other educational opportunities at that grade level over the summer. Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously voted to approve at least 10 seats when space is available due to withdrawals.
- **School Choice Spending:** The Superintendent recommended the expenditure of \$50,000 for painting and carpeting floors at Bright Beginnings Center and \$15,000 for security cameras from school choice funds. Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously voted to adopt the recommendations. The Superintendent added that these funds are available since they will not be needed to fund deficits in revolving accounts as had been required in prior years.
- **iReady Report:** Pupil Personnel Services Director Karen Cosgrove reported on student iReady participation at Memorial Elementary School and the Jr.-Sr. High School which was used to identify learning gaps and inform interventions in ELA and Math. She noted that 702 of 798 eligible students used the assessment three times during the year in Grades 1 through 9. The data provided class and individual student results. Ms. Cosgrove also discussed pertinent professional development, student performance and growth percentiles, and goals for the upcoming school year. A discussion followed

regarding potential distribution of results to parents, whether an analysis would reflect the impact of Bootcamp attendance, and the success of the program as a whole.

- **Summer Program:** Ms. Cosgrove reported on the district's upcoming summer program, including the DESE expansion grant, support and staffing, student enrollments, SEL collaboration, ELL support, reading support and leisure activities. At the present time, there are 65 students enrolled and the program is fully staffed.
- **Roof Project Update and Timeline:** The Superintendent presented a plan for the future repair of the roof of the Jr.-Sr. High School which will be supported by the Massachusetts School Building Authority.
- **Approval of Out-of-State Field Trips:** Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously approved a field trip to Canobie Lake Park in New Hampshire on June 16, 2022 for students in Ms. Asselin's class. In addition, upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee unanimously approved out-of-state field trips for students enrolled in the Summer Kids Club to Canobie Lake Park in New Hampshire on July 11, Mystic Aquarium in Connecticut on July 29, and Spring Lake Beach in Rhode Island on July 6, 13, 20 and August 3, 2022.
- **Confirmation of Routine Matters:** The members reviewed the proposed schedule of routine matters for 2022-2023 and accepted it by consensus.
- **Approval of School Committee Meeting Schedule:** The members reviewed the proposed calendar of meetings for the 2022-2023 year. Upon a motion by Mrs. McKeon and seconded by Mrs. Butler, the members unanimously approved the schedule.

**8. Correspondence** – The Superintendent presented the 2022-2023 Teacher Evaluation Letter of Agreement for signature by the Chair, and a thank you letter from the Student Council Officers of Memorial School.

**9. Audience to Citizens** - No members of the audience wished to address the Committee.

The next regular meeting will be held on August 23, 2022 in the Media Center at the high school.

The Chair noted the need to enter executive session to discuss strategy with respect to collective bargaining with the HEA since an open meeting would have a detrimental effect on the Committee's bargaining position and stated that the Committee would not be returning to open session. Upon a motion by Mrs. Butler and seconded by Mrs. McKeon, the Committee voted unanimously by roll call to adjourn the meeting at 7:31 pm as follows: Mrs. Butler - yes; Mrs. McKeon - yes; Mrs. Brytowski - yes; Mrs. Federico - yes; and Mrs. Guertin- yes.

Respectfully submitted,  
Jeanne McGuane,  
Recording Secretary  
APPROVED: August 23, 2022