

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, August 21, 2018**

Members Present: Lisa Alberto, Chair
Lori Hampsch
Craig Adams
Alysia Butler
Jennifer McKeon

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

The School Committee members met with Ms. Crebase and Facilities Manager Tom Hammann for a tour of the Jr.-Sr. High School, Memorial School, and Bright Beginnings Center at 5:00 pm.

The Chair called the regular meeting to order at 6:22 pm in the Media Center at the Jr.-Sr. High School, 25 Adin Street, Hopedale, Massachusetts, with a quorum present.

1. **Minutes of June 5, 18, 19 and 26, 2018** - Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the minutes of June 5, 18, 19, and 26, 2018 were unanimously approved by the members in attendance at each meeting.
2. **Superintendent's Comments** – The Superintendent reported on preparations for the opening of school, the recent administrative retreat, summer professional development for teachers, the MASS executive institute for superintendents, and the MSAA summer institute for administrators.
3. **Committee Response to Superintendent's Comments** – There were no questions or 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 FY18 and FY19 as presented by Mrs. Davis. Upon a motion by Mr. Adams which was seconded by Mrs. Hampsch, the members unanimously voted to ratify the payment of eight FY18 accounts payable warrants dated: May 31, June 6, 15, 22, 28 (two), July 9 and 12, 2018 in the amount of \$618,362.34; and two FY19 warrants dated: July 12 and 27, 2018 in the amount of \$108,789.37.
 - **Monthly Report of Payroll Warrants:** Upon a motion by Mr. Adams which was seconded by Mrs. Hampsch, the members unanimously voted to ratify the payment of five FY18 payroll warrants dated: June 7, 21 (two), July 5, and 19, 2018 in the amount of \$1,981,701.76; and two July FY19 warrants dated: July 5 and 19, 2017 in the amount of \$118,444.70.
 - **Ratification of FY18 Year-End Budget Transfers:** Upon a motion by Mr. Adams which was seconded by Mrs. Hampsch, the Committee unanimously voted to ratify the FY18 year-end budget transfers previously authorized by the Chair on August 9, 2018, and reflected on the Year-End Budget Transfers FY 2017-2018 report provided by Mrs. Davis.
 - **Monthly Budget Report:** Mrs. Davis presented the monthly budget reports for June and July 2018.
 - **Approval of FY19 Beginning-of-Year Budget Transfers:** Upon a motion by Mr. Adams which was seconded by Mrs. Hampsch, the Committee unanimously voted to approve the FY19 beginning-of-

year budget transfers as reflected in the Beginning of School Year Budget Transfers Summary Fiscal Year 2018-2019 report provided by Mrs. Davis.

- **Authorization of Principals to Receive/Disburse Funds:** Upon a motion by Mr. Adams which was seconded by Mrs. Hampsch, 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 Mr. Adams which was seconded by Mrs. Hampsch, 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, uses of funds and transfers.
- **Vote for Maximum Student Activity Balances:** Upon a motion by Mr. Adams which was seconded by Mrs. Hampsch, the Committee unanimously voted to establish a maximum balance of \$15,000 for each school's student activity checking account.

5. **Committee on Policy** –There were no policies presented for consideration.

6. **Agenda Items:**

- **Facilities Update:** The Superintendent reported on improvements throughout the district, as well as the general maintenance that was completed during the summer. Ms. Crebase highlighted the new high school entrance and computer science classroom, the elementary playground, and district-wide technology installations.
- **Coaching Appointments:** The Superintendent reported the following fall coaching assignments: Girls Cross Country- Tim Maguire, Boys Cross Country- Joe Drugan, Varsity Field Hockey– Lauren Bouchard, JV Field Hockey– Carrie Wernig, Golf- Jim McCallum, Boys Varsity Soccer- Greg LaBossiere, Boys JV Soccer- Mike Emus, Girls Varsity Soccer– Jeff Bruno, Varsity Volleyball- Andrew Mainini, and JV Volleyball- Lauren Chase. The position of Girls JV Soccer is yet to be filled.
- **Sub Committee Assignments** – By consensus, the members agreed to the following committee assignments:
 - **Athletic Fields:** Lori Hampsch and Jennifer McKeon. It was noted that this subcommittee will establish the school department's priorities and needs to be communicated to the Town Athletic Fields Committee. It is anticipated that one member of this subcommittee will serve on the Town Committee.
 - **Budget and Capital Planning:** Craig Adams and Lori Hampsch
 - **Facilities and Operation:** Craig Adams
 - **Health and Safety:** Craig Adams and Alysia Butler
 - **Negotiations:** Lisa Alberto and Lori Hampsch
 - **Policy:** Lisa Alberto and Jennifer McKeon
 - **Sick Leave Bank:** Craig Adams, Alysia Butler, and Jennifer McKeon
 - **Public Relations:** Alysia Butler
- **Summer Curriculum Update:** The Superintendent summarized the summer projects completed by staff at Memorial School and the Jr.-Sr. High School. Elementary projects included work on inclusive special education service delivery, the development of an online math support resource aligned with the Eureka math curriculum, grade level curriculum work, integration of social emotional learning objectives into the health curriculum, the creation of check-in/check-out program, and the development of narrative writing organizers and assessments for grades 2 through 5. Work at the Jr.-Sr. High School included curriculum work in robotics, English, Physics, Project Lead the Way, school-to-career, AP Biology, AP Statistics and AP World History, as well as development of an instrumental techniques music flipped classroom unit, the alignment of architectural math and art curriculum, a 504 transition project, and work on the 21st century learning skills for electives. A discussion followed regarding the administration's plans to communicate the structure of inclusive model classrooms to parents.

- **Personnel Update:** The Superintendent announced the appointment of the following new staff members: Rebecca DeMello- adjustment counselor, Jeanne McGrath- special education teacher, Mariah Scott- special education teacher, Jennifer Connelly- math teacher, Amy Cowen- preschool teacher, Kata Frassa- special education teacher, Meghan MacMannis- kindergarten teacher, Leah Siefiring- fifth grade teacher, Katie Bresciani – fourth grade teacher, and Sarah Wadehul, computer science teacher. Gina Keniry and Sarah Ruscitti have been hired as longterm substitutes for History and Spanish, respectively. Positions for an occupational therapist and reading specialist remain open.
 - **New Teacher Orientation Update:** Ms. Crebase reported that before the start of school, new teachers will have attended a two-day orientation program to include technology-based trainings, professional discussions on growth mindset, an overview of special education programs, and a review of policies and procedures.
 - **Out-of-State Field Trip:** Upon a motion by Mr. Adams which was seconded by Mrs. Hampsch, the Committee unanimously approved an out-of-state field trip for eleventh and twelfth grade English students to attend the Trinity Repertory Theater in Providence, Rhode Island on February 26, 2019 to attend a performance of *Macbeth*.
 - **Acceptance of Grants:** The Superintendent presented a review of three grants that have recently been awarded to the Hopedale Public Schools. The Project Lead the Way Grant, in the amount of \$ 20,000 will support the development and implementation of a high school computer science program over three years. The American Student Assistance Middle School STEAM Grant, in the amount of \$125,000 will support the development and implementation of a middle school computer science program over a three year period. The MetroWest Grant, in the amount of \$210,000, will support the development and implementation of the BRIDGE Program located in the Jr-Sr High School building to support the needs of students in transition. Upon a motion by Mr. Adams which was seconded by Mrs. Hampsch, the Committee unanimously voted to accept the three grants.
 - **BICO Board of Directors Appointment:** Upon a motion by Mr. Adams which was seconded by Mrs. Hampsch the Committee unanimously voted to appoint Superintendent Karen M. Crebase to serve as Hopedale’s representative on the Board of Directors of Bi-County Collaborative for the 2018-2019 school year.
7. **Correspondence** – The Committee reviewed the July issue of the *MASC Bulletin*, a note from Janet Page, MASC/MASS registration confirmation, and the BRIDGE program brochure.
 8. **Audience to Citizens** – There were no citizens present who wished to address the Committee.
 9. **School Committee Calendar** – The next meeting of the Committee will be September 4, 2018.
- Adjournment** – The Chair declared the meeting at 7:22 pm.

Respectfully submitted,
 Jeanne McGuane, Recording Secretary
 APPROVED: September 4, 2018