

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, January 2, 2018**

Members Present: Craig Adams, Chair
Grace Pool, Vice Chair
Lisa Alberto
Lori Hampsch
Kristen Poisson (arrived 6:11 pm)

Also Present: Karen Crebase, Superintendent
Ryan Coyle, Student Representative to the School Committee
Jen Holland and Ben Tahmouh, JSHS Student Council Representatives
Lynne Davis, School Accountant
Sarah Mandeville, Friends of Bright Beginners President
Susan Mulready, Bright Beginnings Center Director
Brian Miller, Memorial School Principal
Derek Atherton, Jr.-Sr. High School Principal

At 6:00 pm, the Chair called the meeting to order in the Media Center at the Jr.-Sr. High School, 25 Adin Street, Hopedale, Massachusetts, with a quorum present.

1. Minutes of December 5, 2017 - Upon a motion by Mrs. Alberto which was seconded by Mrs. Hampsch, the Committee unanimously approved the minutes of December 5, 2017.

2. Student Representatives' Report – Jr.-Sr. High School: Jen Holland and Ben Tahmouh reported on recent and upcoming activities, including: the Toys for Tots collection, winter cotillion, pep rally, FinFit Fair, winter sports season, tree lighting, mid-terms, All-State auditions, DECA district competition, kidnap-a-teacher fundraiser, Clark Tournament, and February break.

3. Superintendent's Comments –

- **FinFit Fair-** The Superintendent reported that business teacher Talitha Oliveri and her students successfully hosted this year's FinFit Fair on December 8th at the Draper Gym. The goal of the fair was to educate members of the junior and senior classes about the importance of financial literacy. The students completed prep work before the fair, were assigned an occupation with an annual salary, and engaged in activities such as selecting homes, transportation, and insurance.
- **NBC 10 Weather Warrior-** Jackie Layer of NBC 10 visited fifth grade students at Memorial School on December 12th to present information about meteorology.
- **Student Support at Town Meeting-** Prior to the December 11th town meeting, students performed, offered babysitting and gift wrapping services, opened the school store, and provided information about the warrant articles.
- **December School Events-** The elementary, junior high, and senior high bands and choral groups performed at evening concerts and other events. Students also engaged in charitable work to help families in need during the holidays.
- **January 2, 2018 Professional Development Day-** Faculty and support staff attended a keynote presentation by Jeanine Fitzgerald of the Fitzgerald Institute of Learning at the Jr.-Sr. High School followed by workshops on topics of their choice, including Cultivating a Growth Mindset for Students, Incorporating Social Emotional Teaching into Morning Meetings, Typical vs. Troubled, and Inclusive Practices: How to Make the Most of Your Resources.

4. Committee Response to Superintendent's Comments – There were no questions or comments from the Committee.

5. Financial Items/Budget -

- **Monthly Report of Accounts Payable Warrants:** The Committee reviewed the monthly warrant report for December 2017 as presented by Mrs. Davis. Upon a motion by Mrs. Alberto which was seconded by Mrs. Hampsch, the members unanimously voted to ratify the payment of five accounts payable warrants dated November 30, December 7, 8, 14, and 20, 2017 totaling \$211,437.99.
- **Monthly Report of Payroll Warrants:** Upon a motion by Mrs. Alberto which was seconded by Mrs. Hampsch, the members unanimously voted to ratify the payment of two December 2017 payroll warrants dated December 7 and 21, 2017 totaling of \$923,547.08.
- **Monthly Budget Report:** Mrs. Davis presented the monthly budget report for December 2017.
- **Warrants for Signature:** There were two warrants distributed for signature.
- **School Choice Spending Proposal:** The Superintendent presented a recommendation for school choice spending in the amount of \$52,262.50 to include the purchase of preschool and elementary school curriculum materials, elementary technology, high school facility improvements, and servers. A brief discussion followed regarding the need for the purchases and the appropriate use of school choice funds for the acquisitions. Upon a motion by Mrs. Alberto which was seconded by Mrs. Pool, the Committee unanimously voted to accept the recommendation of the Superintendent and approve the purchases in the amount of \$52,262.50 from the school choice account.

6. Committee on Policy: The Superintendent reported that the sub-committee will meet on January 22, 2018.

7. Agenda Items:

- **Friends of Bright Beginners Update** – Mrs. Mandeville, President of the Friends of Bright Beginners, presented the annual update of the organization’s activities. She reported on the welcome gathering at the beginning of the school year, plans for the annual year-end celebration, fundraisers, and the sponsoring of enrichment activities including the New England Aquarium’s traveling tide pool exhibit and Mr. Gerry’s music program.
- **BICO Collaborative Contract** – Upon a motion by Mrs. Alberto which was seconded by Mrs. Pool, the Committee unanimously voted to approve the Bi-County Collaborative contract on behalf of the school district.
- **Calendar for the 2018-2019 School Year** – A preliminary draft of the 2018-2019 district calendar was reviewed. The Superintendent reported on the benefits of scheduling the mid-year full professional day after the holiday break but noted it has been tentatively included on the Friday before the break. The calendar will be shared with the union leadership and brought forward again for further discussion.
- **Annual Review of Fees** – The Superintendent presented a review of current fees, anticipated receipts, and anticipated expenditures for the athletic, transportation, extended day, food services, and preschool programs. Based on an analysis of each program, the Superintendent recommended no change in the fees for the 2018-2019 school year. Ms. Crebase also presented a review of building use fees for the current year. Based on an analysis of the fees, she recommended no change for the 2018-2019 school year.
- **Preliminary Fiscal Year 2019 Budget** - The Committee reviewed the preliminary FY19 budget which reflects a 4.98% increase over the FY18 appropriated budget in the amount of \$592,634. The proposed increase includes contractual obligations, recommended program improvements, mandated special education costs, curriculum improvements, and general needs. The program improvements include a .5 FTE reading teacher, increasing a part-time business teacher position by .2 FTE, and funding for instructional technology. Special education increases include a medical service contract, out-of-district tuition, and transportation. Curriculum improvements include preschool and elementary math programs, and high school ELA and oceanography programs. General needs include anti-virus software, student information system upgrades, networking, HVAC preventive maintenance, and instructional technology. A brief discussion followed regarding the previous year’s percentage increase and the benefits of building curriculum needs into the operating budget. The Superintendent reported that she has sought a meeting with the Finance Committee to review the proposed budget. She also thanked the administrative team and program directors for taking into account their five-year plans when preparing their budget requests.

8. **Correspondence** – The Committee reviewed the elementary school council minutes from November 8, 2017, the elementary school calendar for January, the MASC *Legal Alert* dated December 12, 2017, and the Committee’s 2017-2018 goals and self-evaluation criteria.

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

10. **School Committee Calendar** – The next meeting is scheduled for Tuesday, February 6, 2018.

Adjournment – The Chair announced the need to enter executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, and that the Committee would not reconvene in public session. Upon a motion by Mrs. Alberto which was seconded by Mrs. Pool, the Committee unanimously voted to adjourn the meeting at 6:39 pm and to enter executive session for the stated purpose as follows: Mr. Adams – yes, Mrs. Pool – yes; Mrs. Hampsch – yes; Mrs. Poisson – yes; and Mrs. Alberto – yes.

Respectfully submitted,
Jeanne McGuane, Recording Secretary
APPROVED: February 6, 2018