

**Hopedale School Committee
Minutes of the Meeting of
Tuesday, June 5, 2018**

Members Present: Craig Adams, Chair
Lisa Alberto
Alysia Butler

Members Absent: Lori Hampsch

Also Present: Karen Crebase, Superintendent
Mikayla Evans and Matt Costanza, JSHS Student Council Representatives (2018-2019)
Jackson Tahmoush, School Committee Student Representative (2018-2019)
Emily Hagan, Friends of Adin Ballou Essay Award
Lynne Davis, School Accountant
Stephanie Ridolfi, Athletic Director
Derek Atherton, Jr.-Sr. High School Principal
Brian Miller, Memorial School Principal

At 6:02 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 May 1 and 22, 2018** - Upon a motion by Mrs. Alberto which was seconded by Mrs. Butler, the Committee unanimously approved the minutes of May 1, 2018 and May 22, 2018.

2. **Student Representatives' Report – Jr.-Sr. High School**: Mikayla Evans and Matt Costanza reported on recent and upcoming activities, including: AP tests, MCAS, the 5K run, NHS induction, Walk for Hunger, junior high academic awards, spring dances, student leadership conference, spring concerts, Class of 2018 activities, finals, sports awards and a sports update.

3. **Recognition** – The Superintendent recognized and welcomed Alysia Butler as the newly elected member of the School Committee. In addition she recognized student Jackson Tahmoush for his appointment as School Committee Student Representative for the 2018-2019 school year, and student Emily Hagan as the winner of the Friends of Adin Ballou annual essay contest.

4. **Superintendent's Comments** – The Superintendent reported on year-end activities, including: the National Honor Society induction, prom, senior tea, spring concerts, the art show, the Eco-Carpentry Challenge, FinFit event at the elementary school, the seniors' march at Memorial School, the Memorial Day program, Class of 2018 senior week activities, Promising Practices' recognition of Susan Mulready, receipt of a Metrowest grant, SEPAC's recognition ceremony, graduation, and a sports tournament update. In addition, Ms. Crebase announced the resignation of Mrs. Poisson from her seat on the School Committee. Mrs. Crebase reported that a successor will be appointed jointly by the School Committee and Board of Selectmen after a review of letters of application from interested citizens which are due by June 20, 2018.

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

6. **Financial Items/Budget** -

- **Monthly Report of Accounts Payable Warrants:** The Committee reviewed the monthly warrant report for May 2018 as presented by Mrs. Davis. Upon a motion by Mrs. Alberto which was seconded by Mrs. Butler, the members unanimously voted to ratify the payment of five accounts payable warrants dated April 26, May 2, 10, 16, and 24, 2018 totaling \$ 310,419.24.
- **Monthly Report of Payroll Warrants:** Upon a motion by Mrs. Alberto which was seconded by Mrs. Butler, the members unanimously voted to ratify the payment of two payroll warrants dated May 10 and May 24, 2018 totaling \$ 888,704.52.

- **Monthly Budget Report:** Mrs. Davis presented the monthly budget report for May 2018.
- **Warrants for Signature:** There were no warrants distributed for signature.
- **Authorization to Approve Year End Transfers:** Upon a motion by Mrs. Alberto which was seconded by Mrs. Butler, the Committee unanimously voted to authorize the Chair to approve year end budget transfers subject to ratification at a subsequent meeting.
- **Possible Summer Project Recommendations:** The Superintendent reported that summer projects are not being presented for approval at this time due to the uncertainty of the FY 2019 budget. After the Special Town Meeting on June 19, 2018, a School Committee meeting may be posted for June 26, 2018.

7. **Committee on Policy:** The following policies were reviewed for a final reading and unanimously adopted upon a motion by Mrs. Alberto which was seconded by Mrs. Butler:

- **IMB – Teaching about Controversial Issues/Controversial Speakers**
- **JICH – Alcohol, Tobacco, and Drug Use by Students Prohibited**

8. **Agenda Items:**

- **Introduction of Athletic Director-** Stephanie Ridolfi was welcomed as the district's new athletic director. Ms. Ridolfi provided a brief summary of her background and experience and thanked the interview committee for selecting her to lead the athletic department.
- **Out-of-State Field Trips-** The Superintendent presented three requests for out-of-state field trips. Upon a motion by Mrs. Alberto which was seconded by Mrs. Butler, the Committee unanimously voted to approve requests from 1) Heather Griffin and Lauren Chase, co-advisors of the International Club, to travel to Costa Rica on February 14 to 23, 2019 with students in grades 8 through 12; 2) Anthony Beaudry and Amy Carroll, of the music department, to travel with elementary music students to the Great East Music Festival and Canobie Lake Park in Salem, New Hampshire in May or June 2019; and 3) Karen Daige for the extended day program to travel to Canobie Lake Park in New Hampshire on June 29 and August 6, 2018, Wide World of Indoor Sports in Rhode Island on July 10, 2018, and Nature's Art in Connecticut on August 3, 2018.
- **Teacher Evaluation Letter of Agreement 2018-2019-** The Superintendent presented a letter of agreement between the Hopedale Education Association, Inc., the Superintendent, and the School Committee directing the teacher evaluation process for the upcoming school year. Mr. Adams signed the agreement as Chair on behalf of the Committee.
- **Proposed Midterm and Final Exam Changes-** Mr. Atherton provided a summary of ongoing discussions with his faculty regarding changes to midterm exam requirements. Under consideration is making midterm exams optional. Additionally, no early release days would be scheduled to accommodate exams at midyear. A principal benefit to students would be the consistent delivery of curriculum. A discussion followed regarding the impact on term grade calculations, the current procedure of waiving exams for students who attain a specific class average, and the appropriateness of midterm exams for junior high students or finals for graduating seniors. Mr. Atherton noted that discussions among his staff would be continuing and that he would keep the Committee informed.
- **Superintendent Evaluation –** The Chair reviewed the process by which the members contributed individually to this year's evaluation process and his consolidation of responses in the final document. Mr. Adams then presented a summary of Ms. Crebase's summative evaluation which rated the Superintendent's overall performance during the 2017-2018 year as exemplary. The summative evaluation report reflected progress on professional practice, student learning and district improvement goals, all of which were met or exceeded. In addition, it reflected performance on the standards of instructional leadership, management and operations, family and community engagement, and professional culture, all of which were rated proficient or exemplary. Highlights of the report include Ms. Crebase's strong leadership skills with regard to budgeting and financial management, professional development, curriculum, personnel management, and strategic planning.
- **Staff Vacancy Update-** The Superintendent presented a chart reflecting currently posted positions to be filled for the 2018-2019 school year. The positions of athletic director, BBC director, and computer science teacher have been filled. Teaching positions at the preschool, elementary and high school levels remain to be filled and interviews are currently being scheduled.

- **School Committee Self-Evaluation** – The Chair presented the Committee’s 2017-2018 self-evaluation which rated the members’ performance in the areas of governance, operations, member relations, committee/superintendent relations, strategic planning and fiscal management, community relations, and conduct of meetings. Mr. Adams reported that the members successfully met all their goals and would work to improve in the area of community relations.
- **School Committee Goals** – The School Committee reviewed their goals for 2017-2018 and determined that they would discuss their 2018-2019 goals at a future meeting.
- **School Committee Re-organization-** With one member absent and a vacant position on the Committee, the members proceeded with the re-organization but, by consensus, passed over the committee assignments until a later meeting:
 - a. **Election of Chair-** Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the Committee unanimously voted to elect Mrs. Alberto as Chair.
 - b. **Election of Vice Chair-** Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the Committee unanimously voted to elect Mrs. Hampsch as Vice Chair.
 - c. **Election of Secretary-** Upon a motion by Mr. Adams which was seconded by Mrs. Alberto, the Committee unanimously voted to elect Ms. Crebase as Secretary.
 - d. Upon a motion by Mr. Adams which was seconded by Mrs. Alberto, 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 Mr. Adams which was seconded by Mrs. Alberto, 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 Mr. Adams which was seconded by Mrs. Alberto, 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. Alberto stated as Chair she would vote on all matters.

Mrs. Alberto assumed the role of Chair.

- **School Committee Calendar for 2018-2019** – Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the Committee unanimously voted to approve the proposed School Committee Meeting Calendar for 2018-2019.

9. Correspondence – The Committee reviewed the *Legislative Bulletin* dated May 14, 2018, the May 2018 issue of the *MASC Bulletin*, the *Blackstone Valley Education Foundation Newsletter*, a memo from Technology Director Nicholas Toupin regarding surplus technology hardware, and a memo from Accountant Lynne Davis regarding surplus music equipment. Upon a motion by Mr. Adams which was seconded by Mrs. Butler, the Committee unanimously voted to declare the listed technology and music equipment as surplus.

10. Audience to Citizens – There were no citizens present who wished to address the Committee. The Chair encouraged interested residents to attend a joint meeting of the Board of Selectmen and Finance Committee on June 11, 2018 to discuss the FY 2019 town budget.

11. School Committee Calendar – The next meeting for the members is the Special Town Meeting on June 19, 2018, with a possible business meeting scheduled for Tuesday, June 26, 2018.

Adjournment – The Chair declared the meeting adjourned at 7 pm.

Respectfully submitted,
Jeanne McGuane, Recording Secretary
APPROVED: August 21, 2018