

**Holbrook Public Schools - School Committee Meeting**  
**Wednesday, August 9, 2023**  
**Holbrook Middle-High Auditorium**  
245 South Franklin Street, Holbrook  
**6:00 PM**  
**REVISED AGENDA**

TEAM CLERK

AUG 7 04:43 '23

This meeting is being recorded for broadcast by H-Cam.

- I. Call to Order and Pledge of Allegiance
- II. Public Participation
  - A. Citizens' concerns – Citizens wishing to make a statement are asked to confine their remarks to issues. This agenda item is not provided for airing complaints about any individual.
- III. Reports
  - A. Superintendent Report
- IV. Financial Update
  - A. Ms. Suckow, School Business Administrator
    - 1. FY23 School Department Payroll Expenditure Report
    - 2. FY23 School Department Operational Expenditure Report
    - 3. FY23 School Department Other Funding Sources Summary
    - 4. FY23 Schedule of Warrants Paid
- V. Personnel
  - 1. New Hires
    - i. Alexandria Brenon-Hodas, Computer Science Teacher, Holbrook Middle-High School, effective August 21, 2023
    - ii. Danielle Coots-Parker, Registered Behavior Tech, John F. Kennedy Elementary School, effective August 21, 2023
    - iii. Elobel Cornelio, Grade 5 Teacher, John F. Kennedy Elementary School, effective August 21, 2023
    - iv. Erin Hilow, High School Math Teacher, Holbrook Middle-High School, effective August 21, 2023
    - v. Alexis Jackman, Grade 4 Teacher, John F. Kennedy Elementary School, effective August 21, 2023
    - vi. Kaitlin Judge, Middle School Science Teacher, Holbrook Middle-High School, effective August 21, 2023
    - vii. Jesica Monahan, Moderate Special Education Teacher, John F. Kennedy Elementary School, effective August 21, 2023
    - viii. Samantha Pellegrini, Moderate Special Education Teacher, John F. Kennedy Elementary School, effective August 21, 2023
    - ix. Michael Sheehan, Spanish Teacher, Holbrook Middle-High School, effective August 21, 2023
    - x. Jillian Sousa, Grade 5 Teacher, John F. Kennedy Elementary School, effective August 21, 2023
    - xi. Katrina Tamvakologos, Middle School ELA Teacher, Holbrook Middle-High School, effective August 21, 2023
- VI. Discussion Items
  - A. Food Service Worker's Contract Ratification
  - B. Food Service Workers sick leave non-participation form
  - C. \$500 donation from Kristen and Vincent Ventosi for middle school football uniforms

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- D. \$1,600 donation from Bonnie McKenna for middle school football uniforms
- E. \$1,000 donation from Michael and Tracey Marcarelli for middle school football uniforms
- F. School Committee Goals
- G. 1<sup>st</sup> Reading Draft Open Meeting Law Policy
- H. 1<sup>st</sup> Reading Policy DGD – Credit Card Use Policy
- I. 1<sup>st</sup> Reading Policy DGD-E – Credit Card Issuance Agreement
- J. 1<sup>st</sup> Reading Policy EB – Safety Program
- K. 1<sup>st</sup> Reading Policy EBAB – Pest Management Policy
- L. 1<sup>st</sup> Reading Policy EBB – First Aid
- M. 1<sup>st</sup> Reading Policy EBC – Emergency Plans
- N. 1<sup>st</sup> Reading Policy EBCD – Emergency Closings
- O. 1<sup>st</sup> Reading Policy EC – Building and Grounds Management
- P. 1<sup>st</sup> Reading Policy ECA – Building and Grounds Security
- Q. 1<sup>st</sup> Reading Policy ECAF – Security Cameras in Schools
- R. 1<sup>st</sup> Reading Policy EEA – Student Transportation Services
- S. 1<sup>st</sup> Reading Policy EEAA – Walkers and Riders
- T. 1<sup>st</sup> Reading Policy EEAE – School Bus Safety Program
- U. 1<sup>st</sup> Reading Policy EEAEA – Bus Driver Examination and Training
- V. 1<sup>st</sup> Reading Policy EEAEB – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- W. 1<sup>st</sup> Reading Policy EEAEC (also JICC) – Student Conduct on School Buses
- X. 1<sup>st</sup> Reading Policy EEAG – Student Transportation in Private Vehicles
- Y. 1<sup>st</sup> Reading Policy EFC – Free and Reduced-Price Food Services
- Z. 1<sup>st</sup> Reading Policy FF – Naming District Schools, Facilities and Grounds
- AA. 1<sup>st</sup> Reading Policy HA – Negotiations Goals
- BB. 1<sup>st</sup> Reading Policy HB – Negotiations Legal Status
- CC. 1<sup>st</sup> Reading Policy HF – School Committee Negotiating Agents
- DD. 1<sup>st</sup> Reading Policy IHBG - Home Schooling
- EE. 1<sup>st</sup> Reading Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education
- FF. 1<sup>st</sup> Reading Policy IHBG-E-2 Home School Evaluation
- GG. 1<sup>st</sup> Reading Policy JJF-E-1 – Student Activities Funds Management
- HH. 1<sup>st</sup> Reading Policy JJF-E-2 – Holbrook Public Schools Student Activities Accounts Policies and Procedures
- II. 1<sup>st</sup> Reading Policy – KA – School/Community Relations Goals
- JJ. 1<sup>st</sup> Reading Policy – KBA – School/Parent Relations Goals
- KK. 1<sup>st</sup> Reading Policy – KBE – Relations with Parent/Booster Organizations
- LL. 1<sup>st</sup> Reading Policy KDB – Public’s Right to Know
- MM. 1<sup>st</sup> Reading Policy KDD – News Media Relations/News Releases
- NN. 1<sup>st</sup> Reading Policy KE – Public Complaints
- OO. 1<sup>st</sup> Reading Policy LBC – Relations with Nonpublic Schools
- PP. 3<sup>rd</sup> Reading Policy ACA – Nondiscrimination on the basis of sex
- QQ. 3<sup>rd</sup> Reading Policy AC-R Nondiscrimination policy including harassment and retaliation
- RR. 3<sup>rd</sup> Reading Policy ADC – Smoking on school premises
- SS. 3<sup>rd</sup> Reading Policy BA – School Committee operational goals
- TT. 3<sup>rd</sup> Reading Policy BB – School Committee legal status
- UU. 3<sup>rd</sup> Reading Policy BBAA – School Committee member authority
- VV. 3<sup>rd</sup> Reading Policy BBBA/BBBB – School Committee member qualification/oath of office
- WW. 3<sup>rd</sup> Reading Policy BBBC – School Committee member resignation

- XX. 3<sup>rd</sup> Reading Policy BBBE – Unexpired Term Fulfillment
- YY. 3<sup>rd</sup> Reading Policy BDFA – School Councils
- ZZ. 3<sup>rd</sup> Reading Policy BDFA-E School Improvement Plans
- AAA. 3<sup>rd</sup> Reading Policy BE – School Committee meetings
- BBB. 3<sup>rd</sup> Reading Policy BEDA – Notification of School Committee Meetings
- CCC. 3<sup>rd</sup> Reading Policy BEDF – Voting method
- DDD. 3<sup>rd</sup> Reading Policy BG – School Committee policy development
- EEE. 3<sup>rd</sup> Reading Policy BGC – Policy revision and review
- FFF. 3<sup>rd</sup> Reading Policy BGD – School Committee review of procedures
- GGG. 3<sup>rd</sup> Reading Policy BHE – Use of electronic messaging by school committee members
- HHH. 3<sup>rd</sup> Reading Policy BIBA – School Committee conferences, conventions and workshops
- III. 3<sup>rd</sup> Reading Policy BID – School Committee member compensation and expenses
- JJJ. 3<sup>rd</sup> Reading Policy CA – Administration Goals
- KKK. 3<sup>rd</sup> Reading Policy CB – School Superintendent
- LLL. 3<sup>rd</sup> Reading Policy CBD - Superintendent’s contract
- MMM. 3<sup>rd</sup> Reading CBI – Evaluation of the superintendent
- NNN. 3<sup>rd</sup> Reading CCB – Staff relations
- OOO. 3<sup>rd</sup> Reading CH – Policy implementation
- PPP. 3<sup>rd</sup> Reading CHA/CHC – Development and dissemination of procedures
- QQQ. 3<sup>rd</sup> Reading Policy CHCA – Approval of handbooks and directives
- RRR. Policies to be deleted:
  - a. Policy EB-E – Teacher’s Safety Rules and Responsibilities
  - b. Policy EBCC – Bomb Threats
  - c. Policy IHBG – Home Schooling
  - d. Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education
  - e. Policy IHBGA Home Schooling: Evaluation and Monitoring of Home Education
  - f. Policy IHBGB Home Schooling: Continuation of Home Education
  - g. Policy IHBGC - Home Schooling Co-Curricular Activities
  - h. Policy IKBA Homework Policy
  - i. Policy KA – School Committee Relations Goals
  - j. Policy KDE Holbrook Crisis Intervention Plan
  - k. Policy KJA Relations with Booster Organizations
  - l. Policy KLG-R – Memorandum of Understanding between the Holbrook Public Schools, Holbrook Police Department and the Norfolk County District Attorney’s Office regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within the HPS facility or at any school related activities.
- SSS. June 14, 2023 School Committee Meeting Minutes
- TTT. School Committee Sub-Committee member report
- UUU. School Committee member report

VII. Action Items

- A. Food Service Worker’s Contract Ratification
- B. Food Service Worker’s sick leave non-participation form
- C. \$500 donation from Kristen and Vincent Ventosi for middle school football uniforms
- D. \$1,600 donation from Bonnie McKenna for middle school football uniforms
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- F. School Committee Goals
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- II. June 14, 2023 School Committee Meeting Minutes

- IX. School Committee Sub-Committee Member Report
- X. School Committee Member Report
- XI. Old Business
- XII. New Business
- XIII. Vote to go into executive session for the purposes of approving minutes and contract negotiations and other personnel issues and not to conduct any further business in open session.

The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

**DISTRIBUTION OF AGENDA TO:** Media; Student Advisory Committee; All School Offices School Committee, All Principals, Business Manager, Principals, Director of Curriculum, Director of Technology, Director of Special Education, H.E.A. President, and Building representatives

**MEETING PROCEDURES - Public Participation**

All meetings of the School Committee are open to the public. The law allows certain matters of business to be discussed in executive session from which the public may be excluded. However, no final action can be taken in closed session. The School Committee welcomes citizens to be present at all meetings. It wishes to be responsive to the public's need to address the Committee on matters before the Committee. In order that this may be accomplished in the most orderly manner possible, the School Committee has established the following procedures:

- 1) Time shall be provided at each meeting for individuals or groups to address the Committee.
- 2) The first item on every School Committee agenda is "Citizens Concerns". Time is provided for citizens to make a statement concerning matters before the School Committee. The members will listen to concerns, but this is not seen as a time for questioning a member concerning a course of action, nor a time for debate.
- 3) Any speaker shall give his/her name; address the group he/she represents, if any.
- 4) Presentation should be brief. Five minutes should be maximum unless an extension is given the speaker by the Chairperson.
- 5) Speakers are welcome to offer objective criticism of the school district. The Committee will not hear personal complaints of school personnel in open session. Citizens are reminded that this agenda item allows citizens to state or make comment on substantive issues. It cannot permit unsubstantiated charges to be leveled against employees.