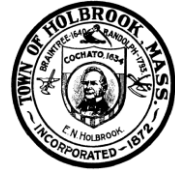


*Holbrook Public Schools*  
245 South Franklin Street  
Holbrook, MA 02343



***MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING***  
***Holbrook Middle-High School Media Center***  
***September 20, 2023***  
***6:00pm***

**In Attendance:** Nancy Alterio, School Committee Chairperson  
Barbara Davis, School Committee Vice Chairperson  
Renee Malvesti, School Committee Secretary  
Fred White, School Committee Member (Arrived at 6:13pm)  
Julie Hamilton, Superintendent of Schools  
Christine Suckow, School Business Administrator  
Stefanie DeRosa, Curriculum Director  
Mallory Stevens, Principal, John F. Kennedy Elementary School  
Josh Tarsky, Holbrook Middle-High School Principal  
Rob King, Director of Technology  
Rob Compton, Special Education Director  
Michael Bolger, Facilities Director  
Bridget Baker, School Committee Recording Secretary

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*Attachments*

- FY23 School Department Payroll Expenditure Report (07/01/2022-06/30/2023)
- FY23 School Department Operational Expenditure Report (07/01/2022-06/30/2023)
- FY23 School Department Other Funding Sources Summary (07/01/2022-06/30/2023)
- FY23 Schedule of Warrants Paid by the School Department
- School Committee Goals
- Out-of-State Field Trip Request, STN National Convention, Long Beach California, March 12, 2024 – March 17, 2024
- Backpack and school supplies donation from Fred White, estimated value \$500
- Headphones, office supplies, soap, shampoo. Toothpaste and tissue donation from Fred White, estimated value \$1,000
- Donation of motherboards for Robotics from Jennifer Baumann
- Official and Alternate voting delegation form for November 8, 2023 MASC/MASS Joint
- 2<sup>nd</sup> Reading Draft Open Meeting Law Policy
- 2<sup>nd</sup> Reading Policy DGD – Credit Card Use Policy
- 2<sup>nd</sup> Reading Policy DGD-E – Credit Card Issuance Agreement
- 2<sup>nd</sup> Reading Policy EB – Safety Program
- 2<sup>nd</sup> Reading Policy EBAB – Pest Management Policy
- 2<sup>nd</sup> Reading Policy EBB – First Aid
- 2<sup>nd</sup> Reading Policy EBC – Emergency Plans
- 2<sup>nd</sup> Reading Policy EBCD – Emergency Closings
- 2<sup>nd</sup> Reading Policy EC – Building and Grounds Management
- 2<sup>nd</sup> Reading Policy ECA – Building and Grounds Security
- 2<sup>nd</sup> Reading Policy ECAF – Security Cameras in Schools

- 2<sup>nd</sup> Reading Policy EEA – Student Transportation Services
- 2<sup>nd</sup> Reading Policy EEAA – Walkers and Riders
- 2<sup>nd</sup> Reading Policy EEAE – School Bus Safety Program
- 2<sup>nd</sup> Reading Policy EEAEA – Bus Driver Examination and Training
- 2<sup>nd</sup> Reading Policy EEAEB – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 2<sup>nd</sup> Reading Policy EEAEC (also JICC) – Student Conduct on School Bus
- 2<sup>nd</sup> Reading Policy EEAG – Student Transportation in Private Vehicles
- 2<sup>nd</sup> Reading Policy EFC – Free and Reduced-Price Food Services
- 2<sup>nd</sup> Reading Policy FF – Naming District Schools, Facilities and Grounds
- 2<sup>nd</sup> Reading Policy HA – Negotiations Goals
- 2<sup>nd</sup> Reading Policy HB – Negotiations Legal Status
- 2<sup>nd</sup> Reading Policy HF – School Committee Negotiating Agents
- 2<sup>nd</sup> Reading Policy IHBG - Home Schooling
- 2<sup>nd</sup> Reading Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education
- 2<sup>nd</sup> Reading Policy IHBG-E-2 Home School Evaluation
- 2<sup>nd</sup> Reading Policy JJF-E-1 – Student Activities Funds Management
- 2<sup>nd</sup> Reading Policy JJF-E-2 – Holbrook Public Schools Student Activities Accounts Policies and Procedures
- 2<sup>nd</sup> Reading Policy – KA – School/Community Relations Goals
- 2<sup>nd</sup> Reading Policy – KBA – School/Parent Relations Goals
- 2<sup>nd</sup> Reading Policy – KBE – Relations with Parent/Booster Organizations
- 2<sup>nd</sup> Reading Policy KDB – Public’s Right to Know
- 2<sup>nd</sup> Reading Policy KDD – News Media Relations/News Releases
- 2<sup>nd</sup> Reading Policy KE – Public Complaints
- 2<sup>nd</sup> Reading Policy LBC – Relations with Nonpublic Schools
- August 9, 2023 School Committee Minutes

The meeting was called to order at 6:00 pm by Ms. Alterio.

The Pledge of Allegiance was recited.

***Citizen’s Concerns***

None

***Superintendent Report***

*District Opening of School Update*

Superintendent Hamilton and Mr. Bolger addressed the recent need to add a tornado emergency response policy. Within the last 30 days there have been two tornado warning while students were on the playing fields. Mr. Bolger is working with the state, Massachusetts Facilities Administrators Association (MFAA) and other districts to create this policy.

*John F. Kennedy Elementary School Opening of School Update*

The opening of school for the John F. Kennedy Elementary School went smoothly with staff participating in two days of professional development before the students returned, kindergarten families attended a meet and greet, the bus routes have been established and are up and running, Grade 4 and grade 5 band are starting up and they are continuing with Math Olympiads as well as 5<sup>th</sup> grade robotics club. They

also had their first fire drill which went very well. Upcoming events include Back to school night, the scholastic book fair fall picture day.

### *Holbrook Middle-High School Opening of School Update*

The Holbrook Middle-High School start of school also went smoothly with a good turnout for the open house. They held assemblies around classroom expectations, athletics and clubs have started, they have expanded their steam offerings and Coffee with the principal is scheduled for tonight at 7:00pm.

### *Student Advisory Update*

PSAT's are coming up in October for sophomores and juniors, mid-terms and finals will be taking place this year and seniors have kicked off their capstone projects. For student government and other activities, *Start with Hello* week is this week, Homecoming will be in three weeks and the Sean Joyce 5K run will take place on October 14<sup>th</sup>.

### *Progress of year two of the strategic plan*

Superintendent Hamilton passed out a packet highlighting the progress on year two of the strategic plan. Also showing the accomplishments from year one and the action items for year two.

### *Financial Update*

Ms. Suckow reported on the financial status. Closeout for FY23. The return to the town was \$324. Everything going along as it should.

### *Personnel*

#### *Retirement (Table until October meeting)*

- Paula Casano, Food Service Worker, Holbrook School District, effective June 16, 2023

#### *New Hires*

- Grace Augello, 0.6 Art Teacher, Holbrook Middle-High School, effective August 21, 2023
- Kevin Hoyle, Business Teacher, Holbrook Middle-High School, effective August 21, 2023
- Jacob Hume, High School Math Teacher, Holbrook Middle-High School, effective August 21, 2023
- Kristen Lebossiere, Moderate Disabilities Special Education Teacher, John F. Kennedy Elementary School, effective August 21, 2023
- Ryan Osborn, Severe Disabilities Special Education Teacher, John F. Kennedy Elementary School, effective August 21, 2023
- Ann Poppenga, 0.6 BCBA, Holbrook School District, effective August 21, 2023

#### *Resignations*

- Sarah Kelly, 0.5 Administrative Assistant, Holbrook Middle-High School, effective August 5, 2023
- Gregory Shea, Custodian, Holbrook School District, effective July 10, 2023
- Abigail Sullivan, Special Education Teacher, John F. Kennedy Elementary School, effective August 2, 2023

### *Discussion Items*

#### *School Committee Goals*

Ms. Alterio made updates to the school committee goals which will be distributed to the other members to review and vote on at the October 18<sup>th</sup> school committee meeting.

***Video Production Out-of-State Field Trip Request for STN National Convention, Long Beach, CA from March 12, 2024-March 17, 2024***

Zack Gorman presented and the students are aware that they are responsible for all missed work while they are away.

***Backpack and school supplies donation from Fred White, estimated value \$500***

Very appreciative of the generous donation.

***Headphones, office supplies. Soap, shampoo, toothpaste and tissue donation from Fred White, estimated value \$1,000***

Very appreciative of the generous donation.

***Donation of motherboards for Robotics from Jennifer Baumann***

Very appreciative of the generous donation.

***Nominate official and alternate voting delegates for November 8m 2023 MASC/MASS Joint Conference***

The committee elected Barbara Davis to be the official delegate and Fred White to be the Alternate delegate for November 8, 2023 MASC/MASS Joint Conference.

***2<sup>nd</sup> Readings***

- 2<sup>nd</sup> Reading Draft Open Meeting Law Policy
  - Change the word to residents where it occurs in the
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***August 9, 2023 School Committee Minutes***

None

***School Committee subcommittee member reports***

Policy subcommittee is meeting in early October.

***School Committee member reports***

Ms. Davis has put in for Division III chair for MASC. The Joint conference has a Friday only registration is anyone wants to come down for the day. The Opioid Settlement Advisory Committee had their first meeting last week where they had their elections and talked about potential use of the money. They are meeting again next week.

***Action items***

***School Committee Goals (Table until October meeting)***

***Video Production Out-of-State Field Trip Request for STN National Convention, Long Beach, CA from March 12, 2024-March 17, 2024***

Mr. White made a motion to approve the Video Production Out-of-State Field Trip Request for STN National Convention, Long Beach, CA from March 12, 2024-March 17, 2024.

**Voted:**

(White/Malvesti) made a motion to approve the Video Production Out-of-State Field Trip Request for STN National Convention, Long Beach, CA from March 12, 2024-March 17, 2024.

4-0-0

***Backpack and school supplies donation from Fred White, estimated value \$500***

Ms. Davis made a motion to approve the Backpack and school supplies donation from Fred White, estimated value \$500.

**Voted:**

(Davis/Malvesti) made a motion to approve the Backpack and school supplies donation from Fred White, estimated value \$500.

4-0-0

***Headphones, office supplies. Soap, shampoo, toothpaste and tissue donation from Fred White, estimated value \$1,000***

Ms. Davis made a motion to approve the Headphones, office supplies. Soap, shampoo, toothpaste and tissue donation from Fred White, estimated value \$1,000.

**Voted:**

(Davis/Malvesti) made a motion to approve the Headphones, office supplies. Soap, shampoo, toothpaste and tissue donation from Fred White, estimated value \$1,000.

4-0-0

***Donation of motherboards for robotics from Jennifer Baumann***

Mr. White made a motion to approve the donation of motherboards for robotics from Jennifer Baumann.

**Voted:**

(White/Malvesti) made a motion to approve the donation of motherboards for robotics from Jennifer Baumann.

4-0-0

***Official and Alternate Voting Delegates Nominations for the November 8, 2023 MASC/MASS Joint Conference.***

Mr. White made a motion to approve Barbara Davis as the Official and Fred White as the Alternate Voting Delegates for the November 8, 2023 MASC/MASS Joint Conference.

**Voted:**

(Malvesti/White) made a motion to approve Barbara Davis as the Official and Fred White as the Alternate Voting Delegates for the November 8, 2023 MASC/MASS Joint Conference.

4-0-0

***August 9, 2023 School Committee Minutes***

Mr. White made a motion to approve the August 9, 2023 School Committee Minutes as presented.

**Voted:**

(White/Malvesti) made a motion to approve the August 9, 2023 School Committee Minutes as presented.

4-0-0

***Old Business***

None.

***New Business***

None.

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***ADJOURN or VOTE TO CONTINUE***

**Voted:** (Davis/White) The School Committee made a motion to adjourn regular School Committee Meeting of September 20, 2023 at 7:32pm and go into executive for the purposes of approving minutes and contract negotiations and other personnel issues and not to conduct any further business in open session.

**Roll call:**

Fred White – Yes, Renee Malvesti – Yes, Barbara Davis – Yes, Nancy Alterio - Yes

4-0-0

Respectfully submitted,

*Bridget Baker*

Recording Secretary