

Holbrook Public Schools - School Committee Meeting
Wednesday, November 15, 2023
Holbrook Middle-High Auditorium
245 South Franklin Street, Holbrook
6:00 PM
AGENDA

TOWN CLERK

NOV 9 4:51:33 '23

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

- I. Call to Order and Pledge of Allegiance
- II. Public Participation
 - A. Resident's 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. Student Advisory Report
 - B. Paula Casano, Food Service worker, 24 years of service, retirement recognition
 - C. MCAS Presentation
 - D. John and Abigail Adams Scholarship Awards
 - E. College Board National Recognition Awards
 - F. Superintendent Report
- IV. Financial Update
 - A. Ms. Suckow, School Business Administrator
 - 1. FY23 Financial Report
 - 2. FY23 Schedule of Warrants Paid
 - 3. FY24 Financial Report
- V. Personnel
 - A. New Hires
 - 1. Glen Allshouse, Crossing Guard, Holbrook School District, effective September 19, 2023
 - 2. Raquel Andrade, Custodian, Holbrook School District, effective September 18, 2023
 - 3. Marcus Burden, Custodian, Holbrook School District, effective August 31, 2023
 - 4. Brooke Doherty, 0.6 Holbrook Middle-High School Administrative Assistant, effective September 18, 2023
 - B. Resignations
 - 1. Candice D'Agati, Crossing Guard, Holbrook School District, effective September 15, 2023
 - 2. Keith Lenane, Custodian, Holbrook School District, effective August 11, 2023
- VI. Discussion Items
 - A. Instrument donation for the Holbrook Public Schools from Jennifer Hawes (Olds Ambassador Trumpet, Bundy Trumpet, King Cornet, Bundy Clarinet, Armstrong Clarinet, King Trombone), estimated value \$600)
 - B. Revised School Committee Goals
 - C. 1st Reading Policy DJ – Purchasing
 - D. 1st Reading Policy DJA – Purchasing Authority
 - E. 1st Reading Policy DJE – Bidding Requirements
 - F. 1st Reading Policy EFE – Civil Rights Complaint Policy for Child Nutrition Programs

HOLBROOK

- G. 1st Reading Policy GBA – Equal Employment Opportunity
- H. 1st Reading Policy GBEA – Staff Ethics/Conflict of Interest
- I. 1st Reading Policy GBEB – Staff Conduct
- J. 1st Reading Policy GBEBB – Gifts to and Solicitations by Staff
- K. 1st Reading Policy GBEBD – Online Fundraising and Solicitations-Crowdfunding
- L. 1st Reading Policy GBEC – Drug-Free Workplace Policy
- M. 1st Reading Policy GBED – Tobacco Use on School Property by Staff Members Prohibited
- N. 1st Reading Policy GBGB – Staff Personal Security and Safety
- O. 1st Reading Policy GBI – Staff Participation in Political Activities
- P. 1st Reading Policy GBJ – Personnel Records
- Q. 1st Reading Policy GCA – Professional Staff Positions
- R. 1st Reading Policy GCBA – Professional Staff Salary Schedules
- S. 1st Reading Policy GCBB – Employment of Principals
- T. 1st Reading Policy GCE – Professional Staff Recruiting/Posting of Vacancies
- U. 1st Reading Policy GCF – Professional Staff Hiring
- V. 1st Reading Policy GCG – Substitute Professional Staff Employment
- W. 1st Reading Policy GCIA – Philosophy of Staff Development
- X. 1st Reading Policy GCJ – Professional Teacher Status
- Y. 1st Reading Policy GCK – Professional Staff Assignments and Transfers
- Z. 1st Reading Policy GCRD – Tutoring for Pay
- AA. 1st Reading Policy GDO – Evaluation of Support Staff
- BB. 1st Reading Policy GDA – Support Staff Positions
- CC. 1st Reading Policy IMGA – Service Animals in Schools
- DD. 1st Reading Policy IGA/IGD – Curriculum Development and Adoption
- EE. 1st Reading Policy JICFB-E-1 – Bullying, Harassment, or Intimidation Reporting Form
- FF. 1st Reading Policy JICFB-E-2 – Bullying, Harassment, or Intimidation Investigation Form
- GG. 1st Reading Policy JICFB-E-3 – Bullying Follow-Up Letter
- HH. 3rd Reading Draft Open Meeting Law Policy
- II. 3rd Reading Policy DGD – Credit Card Use Policy
- JJ. 3rd Reading Policy DGD-E – Credit Card Issuance Agreement
- KK. 3rd Reading Policy EB – Safety Program
- LL. 3rd Reading Policy EBAB – Pest Management Policy
- MM. 3rd Reading Policy EBB – First Aid
- NN. 3rd Reading Policy EBC – Emergency Plans
- OO. 3rd Reading Policy EBCD – Emergency Closings
- PP. 3rd Reading Policy EC – Building and Grounds Management
- QQ. 3rd Reading Policy ECA – Building and Grounds Security
- RR. 3rd Reading Policy ECAF – Security Cameras in Schools
- SS. 3rd Reading Policy EEA – Student Transportation Services
- TT. 3rd Reading Policy EEAA – Walkers and Riders
- UU. 3rd Reading Policy EEAE – School Bus Safety Program
- VV. 3rd Reading Policy EEAEA – Bus Driver Examination and Training
- WW. 3rd Reading Policy EEAEB – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- XX. 3rd Reading Policy EEAE (also JICC) – Student Conduct on School Buses
- YY. 3rd Reading Policy EEAG – Student Transportation in Private Vehicles
- ZZ. 3rd Reading Policy EFC – Free and Reduced-Price Food Services
- AAA. 3rd Reading Policy FF – Naming District Schools, Facilities and Grounds
- BBB. 3rd Reading Policy HA – Negotiations Goals

- CCC. 3rd Reading Policy HB – Negotiations Legal Status
- DDD. 3rd Reading Policy HF – School Committee Negotiating Agents
- EEE. 3rd Reading Policy IHBG - Home Schooling
- FFF. 3rd Reading Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education
- GGG. 3rd Reading Policy IHBG-E-2 Home School Evaluation
- HHH. 3rd Reading Policy JJF-E-1 – Student Activities Funds Management
- III. 3rd Reading Policy JJF-E-2 – Holbrook Public Schools Student Activities Accounts Policies and Procedures
- JJJ. 3rd Reading Policy – KA – School/Community Relations Goals
- KKK. 3rd Reading Policy – KBA – School/Parent Relations Goals
- LLL. 3rd Reading Policy – KBE – Relations with Parent/Booster Organizations
- MMM. 3rd Reading Policy KDB – Public’s Right to Know
- NNN. 3rd Reading Policy KDD – News Media Relations/News Releases
- OOO. 3rd Reading Policy KE – Public Complaints
- PPP. 3rd Reading Policy LBC – Relations with Nonpublic Schools
- A. 3rd Reading Policy LBC-E Criteria for Approval of Private School by a School Committee
- QQQ. Policies to be deleted
 - a. Policy IE – Organization of Instruction
 - b. Policy IGD – Curriculum Adoption
 - c. Policy IL – Evaluation of Instructional Programs
 - d. Policy IMA – Teaching Activities/Presentations
- RRR. September 20, 2023 School Committee Meeting Minutes
- SSS. School Committee Sub-Committee member report
- TTT. School Committee member report

VII. Action Items

- A. Instrument donation for the Holbrook Public Schools from Jennifer Hawes (Olds Ambassador Trumpet, Bundy Trumpet, King Cornet, Bundy Clarinet, Armstrong Clarinet, King Trombone), estimated value \$600)
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- KK. 3rd Reading Policy LBC – Relations with Nonpublic Schools
- LL. 3rd Reading Policy LBC-E – Criteria for Approval of Private School by a School Committee
- MM. September 20, 2023 School Committee Meeting Minutes
- VII. School Committee Sub-Committee Member Report
- VIII. School Committee Member Report
- IX. Old Business
- X. New Business

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.