

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



***MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING***  
***Holbrook Middle-High School Auditorium***  
***December 14, 2023***  
***6:00pm***

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

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*Attachments*

- 2nd Reading Policy DJ – Purchasing
- 2nd Reading Policy DJA – Purchasing Authority
- 2nd Reading Policy DJE – Bidding Requirements
- 2nd Reading Policy EFE – Civil Rights Complaint Policy for Child Nutrition Programs
- 2nd Reading Policy GBA – Equal Employment Opportunity
- 2nd Reading Policy GBEA – Staff Ethics/Conflict of Interest
- 2nd Reading Policy GBEB – Staff Conduct
- 2nd Reading Policy GBEBB – Gifts to and Solicitations by Staff
- 2nd Reading Policy GBEBD – Online Fundraising and Solicitations – Crowdfunding
- 2nd Reading Policy GBEC – Drug-Free Workplace Policy
- 2nd Reading Policy GBED – Tobacco Use on School Property by Staff Members Prohibited
- 2nd Reading Policy GBGB – Staff Personal Security and Safety
- 2nd Reading Policy GBI – Staff Participation in Political Activities
- 2nd Reading Policy GBJ – Personnel Records
- 2nd Reading Policy GCA – Professional Staff Positions
- 2nd Reading Policy GCBA – Professional Staff Salary Schedules
- 2nd Reading Policy GCBB – Employment of Principals
- 2nd Reading Policy GCE – Professional Staff Recruiting/Posting of Vacancies
- 2nd Reading Policy GCF – Professional Staff Hiring
- 2nd Reading Policy GCG – Substitute Professional Staff Employment
- 2nd Reading Policy GCIA – Philosophy of Staff Development
- 2nd Reading Policy GCJ – Professional Teacher Status
- 2nd Reading Policy GCK – Professional Staff Assignments and Transfers
- 2nd Reading Policy GCRD – Tutoring for Pay
- 2nd Reading Policy GDO – Evaluation of Support Staff
- 2nd Reading Policy GDA – Support Staff Positions

- 2nd Reading Policy IMG A – Service Animals in Schools
  - 2nd Reading Policy IGA/IGD – Curriculum Development and Adoption
  - 2nd Reading Policy JICFB-E-1 – Bullying, Harassment, or Intimidation Reporting Form
  - 2nd Reading Policy JICFB-E-2 – Bullying, Harassment, or Intimidation Investigation Form
  - 2nd Reading Policy JICFB-E-3 – Bullying Follow-Up Letter
  - 2nd Reading Policy LBC-E – Criteria for Approval of a Private School by a School Committee
  - November 15, 2023 School Committee Minutes
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The meeting was called to order at 6:00 pm by Ms. Alterio.

The Pledge of Allegiance was recited.

Ms. Alterio took a moment to recognize and highlight the many accomplishments of former superintendent, John Spillane, who passed away on November 21, 2023. A moment of silence was held in honor and memory.

### ***Resident's Concerns***

None

### ***Student Advisory***

Not in attendance.

### ***Superintendent Report***

#### ***JFK School***

Many events took place leading up to the holiday season including holiday gift shopping, the winter festival and the upcoming holiday concert and Crocodile river music performance workshops. Principal Stevens and Superintendent Hamilton met with the nationwide head of Kindercare and Champions to talk about how the program is going as well as the changing needs of our families. Champions will be presenting at our next school committee meeting.

#### ***Holbrook Middle-High School***

Yesterday the students, administrators and guidance counselors met with the dean of Middlesex Community College and folks from admissions to learn about opportunities available to them through concurrent classes, online and in school courses for dual credit as well as to hear about the access our enrolled students will have with admissions and career counselors through MCC. There will be a January event for this program for parents publicized by Mr. Tarksy. Yesterday was the winter concert. December 18<sup>th</sup> will kick off spirit week at the HMHS.

#### ***District***

School and district staff are working on a multi-media project called *Hometown High School* which is aimed at showcasing our middle-high school in efforts to students staying in district after grade 8. A comprehensive online program will allow folks to click on various modules of interest to learn why Holbrook is the top choice for your student's secondary education

### ***Open Proposed FY25 Budget Public Hearing***

At 6:14pm Ms. Davis made a motion to open the budget hearing for the proposed FY25 school budget.

#### **Voted:**

(Davis/White) made a motion to open the budget hearing for the proposed FY25 school budget.

3-0-0 (Ms. Malvesti was not in attendance)

Superintendent Hamilton presented the proposed FY25 budget which is a 2.983% increase from last year's FY24 budget which will bring the total request to \$17,383,896. This budget includes a new 0.5 ESL teacher at the HMHS. The main goal when preparing the budget is to be able to sustain our academically rigorous programs, maintain supports and resources within the district, and to provide each school with the appropriate tools to support teaching and learning and mental health and wellness.

Each of the members of leadership presented their departments. Ms. Alterio asked if any members of the community had any questions or suggestions they would like to voice. There were none.

### ***Close Proposed FY25 Budget Public Hearing***

At 7:09pm Ms. Davis made a motion to close the budget hearing for the proposed FY25 school budget.

### **Voted:**

(Davis/White) made a motion to close the budget hearing for the proposed FY25 school budget.

3-0-0 (Ms. Malvesti was not in attendance)

### ***Personnel***

#### ***New Hires***

- Jennifer Caseley, Special Education Teacher, Holbrook Middle-High School, effective December 4, 2023
- Elizabeth Demaio, Paraprofessional, John F. Kennedy Elementary School, effective November 13, 2023

#### ***Resignations***

- Joseph Madden, Crossing Guard, Holbrook School District, effective November 17, 2023

### ***Discussion Items***

#### ***2nd Readings***

- 2nd Reading Policy DJ – Purchasing
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There have been no changes or requests for changes since the last meeting.

***November 15, 2023 School Committee Minutes***

No changes or updates.

***School Committee subcommittee member reports***

Ms. Davis mentioned the policies that are in the most recent MASC policy newsletter that need to be reviewed. The policy subcommittee will be scheduling a meeting to review the policies and will add them to the agenda of the next school committee following their meeting as first readings.

***School Committee member reports***

Ms. Davis the Opioid Advisory Settlement survey is still active and can be found on all the local social media pages and hard copies are available at the town library. Looking at getting 400 responses. Once the responses are compiled the advisory committee will make their recommendations to the select board as to where the money should be allocated.

MASC has released dates for the 2024 *Charting the course* training sessions.

Ms. Davis requested changing the dates of the upcoming school committee meeting schedule. She suggested moving the meetings back to the second Thursday of the month. The committee will discuss and finalize at the next school committee meeting.

***Action items***

***November 15, 2023 School Committee Minutes***

Mr. White made a motion to approve the November 15, 2023 School Committee Minutes as presented.

**Voted:**

(White/Davis) made a motion to approve the November 15, 2023 School Committee Minutes as presented.

3-0-0 (Ms. Malvesti was not in attendance)

***Vote on FY25 Proposed Budget***

Mr. White made a motion to approve the FY25 school budget as presented.

**Voted:**

(White/Davis) made a motion to approve the FY25 school budget as presented.

3-0-0 (Ms. Malvesti was not in attendance)

***Old Business***

None.

***New Business***

None.

Ms. Alterio wanted to share her appreciation for Mr. John Spillane for his incredible commitment to the Holbrook Public Schools and the Town of Holbrook. He set quite the stage for everyone when it comes to volunteering and giving. He has changed the course of lives of so many for the better.

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***ADJOURN or VOTE TO CONTINUE***

**Voted:** (Davis/White) The School Committee made a motion to adjourn the regular School Committee Meeting of December 14, 2023 at 7:23pm.

3-0-0 (Ms. Malvesti was not in attendance)

Respectfully submitted,

*Bridget Baker*

Recording Secretary