Holbrook Public Schools
245 South Franklin Street
Holbrook, MA 02343

MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING
Holbrook Middle-High School Auditorium
August 22, 2024
6:00pm

In Attendance: Barbara Davis, School Committee Chairperson
Renee Malvesti, School Committee Vice Chairperson
Ryan Despres, School Committee Member
Julie Hamilton, Superintendent of Schools
Christine Suckow, School Business Administrator
Stefanie DeRosa, Curriculum Director
Joshua Tarsky, HMHS Principal
Rob Compton, Special Education and Pupil Personnel Director
Rob King, Director of Technology
Michael Bolger, Facilities Director
Bridget Baker, School Committee Recording Secretary

Attachments

- FY24 Financial Report
- FY24 Schedule of Warrants Paid
- Holbrook Middle-High School Student, Parent/Guardian Handbook
- Holbrook Middle-High School Faculty Handbook
- John F. Kennedy Elementary School Student and Parent/Guardian Handbook
- John F. Kennedy Elementary School Staff Handbook
- John F. Kennedy Elementary School Substitute Handbook
- Holbrook Middle-High School Flex Block Memorandum of Agreement
- Teamsters Local Union No. 653 Memorandum of Agreement (07/01/24-06/30/26)
- Proposed 2024-2025 School Committee Meeting Schedule
- Proposed 2024-2025 School Committee Subcommittee, Liaison, Ad Hoc Committee Assignments
- Policy AC – Nondiscrimination
- Policy ACA – Nondiscrimination on the Basis of Sex
- Policy ACAB – Sexual and Sex-Based Harassment and Retaliation
- Policy ACGA – HPS Civil Rights Grievance Procedure
- Policy ACA-R – HPS Nondiscrimination on the Basis of Sex Under Title IX Including Sex-Based Harassment
- Policy AC-R – HPS Nondiscrimination Policy Including Harassment and Retaliation
- Policy ACGB – HPS Title IX Sexual Discrimination Grievance Procedure
- Policy JEB – Entrance Age
- Policy JF – School Admissions
- Policy JFABC – Admission of Transfer Students
- Policy JFABE – Educational Opportunities for Military Children
- Policy JHD – Exclusions and Exemptions from School Attendance
- Policy JH – Student Absences and Excuses

- Policy JIB – Student Involvement in Decision-Making
- Policy JICFB – Bullying Prevention
- June 13, 2024 School Committee Minutes

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

The Pledge of Allegiance was recited.

Residents' Concerns
None

Student Summer IT Help Report
Mr. King highlighted the students and their accomplishments over the summer to help the IT department get ready for the upcoming school year.

Superintendent Report
Superintendent Hamilton highlighted the events, summer programs, camps and activities that took place over the summer.

The John F. Kennedy Elementary School held a kindergarten Meet and Greets in July and August. Classroom assignments for homerooms were sent out in early August. Bulldog Academy was held for grades 1-5. Special Education summer school was held between July and August and many back to school events have started to take place.

New student orientation took place this past week in the auditorium. The Holbrook Middle-High School had Bulldog Academy for multi-lingual learners and 6th grade move up day took place.

In district-wide news the leadership team went on a retreat where they took a look at the new teacher evaluation rubric. They also had a legal update workshop with the school attorney. Our new district student opportunity act plan was approved by the department of education. The district will be implementing a tool called Talking Points to ensure that our parents and guardians feel that we are accessible beyond the email and connected.

Superintendent's Goals Update
Superintendent Hamilton presented an overview of her goals and the progress she has made towards them. These goals were developed in the late spring/summer 2024 and are aligned to the new HPS multi-year strategic plan. Formative assessment by the school committee will occur by August 2024, while a summative evaluation will be conducted by August 2026.

Goal 1: To provide resources, programming and structures to support the well-being of students and staff as a learning community which aligns with HPS Strategic Plan Goal II.

Goal 2: To work with DESE, the South Shore Early College Consortium, guidance counselors and building staff to continue expanding college and career pathways for the students of the HPS which aligns with HPS Strategic Goal I.

Goal 3: To collect data from multiple sources to inform and drive long-term facilities planning which aligns with HPS Strategic Plan Goal IV.

Goal 4: To work with building administrators and staff to implement effective instructional practices that will strengthen Tier 1 instruction across PK-12 which aligns with HPS Strategic Goal 1).

Special Education and Civil Rights Monitoring Final Report Presentation
Mr. Compton gave an update to the areas of the Special Education and Civil Rights Monitoring report which were corrected. The remaining items require monitoring or have been identified and are being corrected through our strategic plan.

Financial Update
Ms. Suckow reviewed the financials. No areas of concern.

Personnel
New Hires
1. Alana Sutherland, Paraprofessional, John F. Kennedy Elementary School, effective August 26, 2024
2. Mikaela Wilson, Grade 5 Teacher, (1-year appointment) John F. Kennedy Elementary School, effective August 26, 2024
3. Rebecca Rose, Registered Behavior Tech, Holbrook School District, effective August 26, 2024
4. Courtney Foley, Paraprofessional, Holbrook Middle-High School, effective August 26, 2024
5. Madison Giberson, Music Teacher, Holbrook Middle-High School, effective August 26, 2024
6. Kristina Gionfriddo, Grade 7 English Teacher, Holbrook Middle-High School, effective August 26, 2024
7. Ann O'Keeffe, 0.6 Spanish Teacher/0.4 ESL Teacher, Holbrook Middle-High School, effective August 26, 2024
8. Corinne Sherwood, Grade 6 English Teacher, Holbrook Middle-High School, effective August 26, 2024

Resignations
1. Nicole Campbell, Paraprofessional, John F. Kennedy Elementary School, effective August 9, 2024
2. Elizabeth Demaio, Paraprofessional, John F. Kennedy Elementary School, effective August 9, 2024
3. Jacquelyn Griffith, Middle School English Teacher, Holbrook Middle-High School, effective July 5, 2024
4. Kaileen Hand, ESL Teacher, Holbrook Middle-High School, effective August 1, 2024
5. Elizabeth Hebb, Special Education Teacher, Holbrook Middle-High School, effective August 6, 2024
6. Michael Sheehan, Spanish Teacher, Holbrook Middle-High School, effective June 30, 2024

Holbrook Middle-High School Parent/Guardian Handbook
Principal Tarsky reviewed the updates and changes to the Holbrook Middle-High School Parent/Guardian Handbook.

Holbrook Middle-High School Faculty Handbook
Principal Tarsky reviewed the updates and changes to the Holbrook Middle-High School Faculty Handbook.

John F. Kennedy Elementary School Parent/Guardian Handbook
Principal Stevens reviewed the updates and changes to the John F. Kennedy Elementary School

Parent/Guardian Handbook.

John F. Kennedy Elementary School Faculty Handbook

Principal Stevens reviewed the updates and changes to the John F. Kennedy Elementary School Faculty Handbook.

John F. Kennedy Elementary School Substitute Handbook

Principal Stevens presented the new John F. Kennedy Elementary School Substitute Handbook which was designed to make clarify the roles and expectations of substitute teachers at the elementary school.

HEA Flex Block Memorandum of Agreement

Superintendent Hamilton presented that this agreement is extending the pilot into year 2. They will revisit it with the union again before an adoption.

Custodial/Maintenance Unit Memorandum of Agreement

Ms. Davis presented the changes to the agreement for approval.

Yondr Pouches

Principal Tarsky presented the Yondr pouches which he is recommending being implemented at the Holbrook Middle-High School for a November 2024 rollout.

Superintendent's annual salary review

Ms. Davis proposed a 2% salary increase to stay aligned with the salary increase the teacher's received.

Revised School Committee Meeting Dates

September School Committee meeting will be moved to Thursday, September 12, 2024 at 7:00pm in the HMHS Media Center. The rest will remain as presented.

Revised School Committee Sub Committee Assignments

No updates to proposed assignments.

Official Delegate for November 2024 MASS/MASC Conference

The board nominated Ms. Davis as the official delegate.

1st Readings of policies

- 1st Reading Policy AC-Nondiscrimination
- 1st Reading Policy ACA-Nondiscrimination on the basis of sex
- 1st Reading Policy ACAB-Sexual and Sex-Based Harassment and Retaliation
- 1st Reading Policy ACGA-Civil Rights Grievance Procedure
- 1st Reading Policy ACA-R-Nondiscrimination on the Basis of Sex Under Title IX Including Sex-Based Harassment
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- 1st Reading Policy ACGB-Title IX Sexual Discrimination Grievance Procedure
- 1st Reading Policy JEB-Entrance Age
- 1st Reading Policy JF-School Admissions
- 1st Reading Policy JFABC-Admission of Transfer Students
- 1st Reading Policy JFABE-Educational Opportunities for Military Children
- 1st Reading Policy JHD-Exclusions and Exemptions from School Attendance
- 1st Reading Policy JH-Student Absences and Excuses

- 1st Reading Policy JOB-Student Involvement in Decision-Making
- 1st Reading Policy JICFB-Bullying Prevention

June 13, 2024 School Committee Meeting Minutes
No updates or changes.

School Committee Sub Committee Member Report
The naming committee will be meeting to discuss naming request proposals.

School Committee Member Report
Ms. Davis gave an update to reconstituting the permanent building committee and reminded the members that they need to establish school committee goals for the next meeting.

Action Items
Superintendent Goals
Ms, Malvesti made a motion to approve the Superintendent goals as presented.

Voted:
(Malvesti/Despres) made a motion to approve the Superintendent goals as presented.
3-0-0

Holbrook Middle-High School and John F. Kennedy Elementary School Handbooks as presented
Ms. Malvesti made a motion to approve the Holbrook Middle-High School and John F. Kennedy Elementary School Handbooks as presented.

Voted:
(Malvesti/Despres) made a motion to approve the Holbrook Middle-High School and John F. Kennedy Elementary School Handbooks as presented.
3-0-0

HEA Flex Block Memorandum of Agreement
Ms. Malvesti made a motion to approve the HEA Flex Block Memorandum of Agreement as presented.

Voted:
(Malvesti/Despres) made a motion to approve the HEA Flex Block Memorandum of Agreement as presented.
3-0-0

Custodial/Maintenance Unit Memorandum of Agreement
Ms. Malvesti made a motion to approve the Custodial/Maintenance Unit Memorandum of Agreement as presented.

Voted:
(Malvesti/Despres) made a motion to approve the Custodial/Maintenance Unit Memorandum of Agreement as presented.
3-0-0

Yondr Pouches
Ms. Malvesti made a motion to proceed with the Yondr Pouches.

Voted:
(Malvesti/Despres) made a motion to proceed with the Yondr Pouches.
3-0-0

Superintendent's annual salary review
Ms, Malvesti made a motion to approve the superintendent's 2% salary increase.

Voted:
(Malvesti/Despres) made a motion to approve the superintendent's 2% salary increase.
3-0-0

Revised School Committee Meeting Dates
Ms. Malvesti made a motion to approve the Revised School Committee Meeting Dates as amended.

Voted:
(Malvesti/Despres) made a motion to approve the Revised School Committee Meeting Dates as amended.
3-0-0

Revised School Committee Subcommittee Assignments
Ms. Malvesti made a motion to approve the Revised School Committee Subcommittee assignments as presented.

Voted:
(Malvesti/Despres) made a motion to approve the Revised School Committee Subcommittee assignments as presented.
3-0-0

Official Delegate for November 2024 MASS/MASC Conference
Ms. Malvesti made a motion to nominate Ms. Davis as the official delegate for the November 2024 MASC/MASS Conference and Mr. F. White as the alternate official delegate.

Voted:
(Malvesti/Despres) made a motion to nominate Ms. Davis as the official delegate for the November 2024 MASC/MASS Conference and Mr. F. White as the alternate official delegate.
3-0-0

June 13, 2024 School Committee Meeting Minutes
Ms. Malvesti made a motion to approve the June 13, 2024 School Committee Meeting Minutes as presented.

Voted:
(Malvesti/Despres) made a motion to approve the June 13, 2024 School Committee Meeting Minutes as presented.
3-0-0

Old Business
None.

New Business
None.

ADJOURN or VOTE TO CONTINUE

Voted: (Malvesti/Despres) The School Committee made a motion to adjourn the regular School Committee Meeting of August 22, 2024 at 7:53pm.
3-0-0

Respectfully submitted,

Bridget Baker
Recording Secretary