Holbrook Public Schools
245 South Franklin Street
Holbrook, MA 02343

MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING
Holbrook Middle-High School Media Center
September 12, 2024
7:00pm

In Attendance: Barbara Davis, School Committee Chairperson
Renee Malvesti, School Committee Vice Chairperson
Fred White, School Committee Secretary
Ryan Despres, School Committee Member
Julie Hamilton, Superintendent of Schools
Christine Suckow, School Business Administrator
Stefanie DeRosa, Curriculum Director
Mallory Stevens, JFK Principal
Joshua Tarsky, HMHS Principal
Rob Compton, Special Education and Pupil Personnel Director
Rob King, Director of Technology

Attachments

- FY25 Financial Report
- FY25 Schedule of Warrants Paid
- $700 School Supplies Donation from Fred White
- Student Television Network Convention Tampa Bay Florida Out-of-State Field Trip Request (02/28/25-03/04/25)
- Proposed School Committee Goals
- 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
- Policy JICJ-R-Cell Phones & Personal Electronic Devices
- August 22, 2024 School Committee Minutes

The meeting was called to order at 7:01 pm by Ms. Davis.

The Pledge of Allegiance was recited.

Residents' Concerns
None

Superintendent's Report
Overall the district had a very smooth opening of school. MCAS preliminary results are in however they are embargoed at this time. This data will be shared with parents and guardians as well as the public in late September. We will also be presenting our findings and action plan to the committee in October.

Superintendent Hamilton acknowledged that the Holbrook Middle-High School will be implementing Yondr pouches in November. A Yondr pouch workshop is scheduled for 6:00pm on Tuesday, October 22nd in the Holbrook Middle-High School auditorium to address and questions or concerns surrounding this implementation.

Opening of School Update
John F. Kennedy Elementary School
Prior to the opening of school the staff focused on SEL, our PBIS program and reviewed the curriculum. The opening of school went smoothly. Kindergarten started the following day and preschool will start on Monday. The bus routes are up and running. Principal Stevens played video montage of the beginning of school.

Holbrook Middle-High School
The Holbrook Middle-High School had a smooth opening and a good turn-out at tonight's open house as well as the previous orientations. Both Mr. Tarsky and Mr. Kaulbfliesch have been meeting with each grade each flex block to establish grade level expectations around code of conduct. New courses have been added and sports are up and running. Principal Tarsky spoke to his initiative to implement Yondr pouches at the Holbrook Middle-High School.

Enrollment Update
Superintendent Hamilton reviewed the current enrollment. The English Language Learner (ELL) population is growing rapidly.

Ms. Malvesti inquired about what needs to be considered for the staffing budget for next year with the increase in the ELL population. Ms. DeRosa responded that at the Holbrook Middle-High School they now have 1.6 ESL teachers and at the John F. Kennedy Elementary School they have 2.5 ESL teachers. We are anticipating having to increase at the elementary school to at least a full-time.

Financial Update
Ms. Suckow reviewed the financials. Everything is status quo with no areas of concern.

Personnel
New Hires
1. Emily Sanchez, LTS PK Teacher, John F. Kennedy Elementary School, effective August 26, 2024 through November 4, 2024
2. Ryan Shannon, Math Teacher, Holbrook Middle-High School, effective August 26, 2024
3. Kathryn Viles, Paraprofessional, John F. Kennedy Elementary School, effective August 26, 2024

Resignations

1. Kimberly Kapson, Crossing Guard, Holbrook School District, effective August 19, 2024
2. Alana Sutherland, Paraprofessional, John F. Kennedy Elementary School, effective August 29, 2024

$700 School Supplies Donation from Fred White

Very appreciative for the continued support for the schools.

School Committee Goals

Ms. Davis presented to the proposed School Committee Goals for 2024-2025.

1. Supporting student learning and engagement
    a. Continuing to improve the culture and climate of the Holbrook Public Schools
    b. Providing resources to support the well-being of students and staff
    c. Improving engagement between teachers, support staff, and students

2. Aligning financial resources
    a. Develop, adopt, and ensure implementation of a fiscally responsible public school budget that supports the District's strategic plan to
    b. Demonstrate growth and improvement in curriculum
    c. Ensure necessary curricular materials and technology

3. Updating and monitoring policies and procedures
    a. Continue to update the HPS Policy manual, ensure policies align with handbooks, union contracts, and align with district procedures.

4. Long-term facilities planning
    a. Studying the effects on enrollment on building projects in town, especially the MBTA overlay district in conjunction with PSBC.
    b. Provide PSBC with regular updates on building maintenance as well as facilities needs
    c. Receive reports on annual space audits and NESDEC report

2nd Readings of policies

- 2nd Reading Policy AC-Nondiscrimination
- 2nd Reading Policy ACA-Nondiscrimination on the basis of sex
- 2nd Reading Policy ACAB-Sexual and Sex-Based Harassment and Retaliation
- 2nd Reading Policy ACGA-Civil Rights Grievance Procedure
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- 2nd Reading Policy JHD-Exclusions and Exemptions from School Attendance

- 2nd Reading Policy JH-Student Absences and Excuses
- 2nd Reading Policy JOB-Student Involvement in Decision-Making
- 2nd Reading Policy JICFB-Bullying Prevention
- 2nd Reading Policy JICJ-R Cell Phones and Personal Electronic Devices

School Committee Sub Committee Member Report
The naming subcommittee met and are putting forth naming the Holbrook Middle-High School Media Center after Phyllis P. Tanner.

School Committee Member Report
Ms. Davis attended a MASC learning lunch last Friday on updates to public comment. Ms. Davis and the policy subcommittee will be revising the public comment policy to reflect the updates.

The next learning lunch will be a discussion of the resolutions being brought up at the November MASC/MASS Conference Delegate Assembly.

MASC Division III is holding a resolution clinic in the Quincy Administrative offices on Tuesday, September 24, 2024 at 6:00pm.

Network Convention Out-of-State Field Trip Request, February 28, 2025-March 4, 2025, Tampa Bay, FL
Mr. Gorman presented the field trip which unfortunately takes place after the Holbrook Middle-High School February break.

August 22, 2024 School Committee Meeting Minutes
No updates or changes.

Action Items
$700 School Supplies Donation from Fred White
Ms, Malvesti made a motion to approve the $700 school supplies donation from Fred White.

Voted:
(Malvesti/White) made a motion to approve the Superintendent goals as presented.
5-0-0

Student Television Network Convention Out-of-State Field Trip Request, February 28, 2025-March 4, 2025, Tampa Bay, FL
Mr. F. White made a motion to approve the Student Television Network Convention Out-of-State Field Trip Request, February 28, 2025-March 4, 2025, Tampa Bay, FL as presented.

Voted:
(F. White/Malvesti) made a motion to approve the Student Television Network Convention Out-of-State Field Trip Request, February 28, 2025-March 4, 2025, Tampa Bay, FL as presented.
5-0-0

2024-2025 School Committee Goals
Mr. F. White made a motion to approve the 2024-2025 School Committee goals as presented.

Voted:
(F. White/Malvesti) made a motion to approve the 2024-2025 School Committee goals as presented.
5-0-0

August 22, 2024 School Committee Meeting Minutes
Ms. Malvesti made a motion to approve the August 22, 2024 School Committee Meeting Minutes as presented.

Voted:
(Malvesti/Despres) made a motion to approve the August 22, 2024 School Committee Meeting Minutes as presented.
5-0-0

Old Business
None.

New Business
None.

ADJOURN or VOTE TO CONTINUE

Voted: (F. White/Malvesti) The School Committee made a motion to adjourn the regular School Committee Meeting of September 12, 2024 at 7:57pm.
5-0-0

Respectfully submitted,

Bridget Baker
Recording Secretary