Holbrook Public Schools
245 South Franklin Street
Holbrook, MA 02343

MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING
Holbrook Middle-High School Media Center
October 17, 2024
6:00pm

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

Attachments

- FY25 Financial Report
- FY25 Schedule of Warrants Paid
- 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
- September 12, 2024 School Committee Minutes

The meeting was called to order at 6:01pm by Ms. Davis.

The Pledge of Allegiance was recited.

Residents' Concerns
None.

Student Advisory
Ms. DeMarco and Ms. Ziad updated the committee on academics, upcoming activities and events which include Homecoming, the Sean Joyce 5K race as well as several field trips.

Superintendent's Report
John F. Kennedy Elementary School
Superintendent Hamilton reported on recent events and activities which included this week's Spirt week as well as last week's annual walk to school event. Implementation of Second Step curriculum, which is a research based social and emotional learning program was implemented at the JFK. This program is designed to improve students social and emotional skills focusing on 4 units which are emotional management, empathy and kindness, problem-solving and exploring outcomes and picking solutions.

Holbrook Middle-High School
Superintendent Hamilton reminded everyone of the upcoming sporting and homecoming events. This morning the Holbrook Middle-High School had a visit from the staff of the One Goal program, which is a group through our South Shore Early College consortium which provided students with additional tools for post-secondary planning, preparation and support. The Yondr Pouch information night will be on Tuesday at 6:00pm in the auditorium.

National Merit Scholarship Program Recipient
Tevin Ngo – Letter of Commendation 2025 National Merit Scholarship program.

2024 National Recognition Programs Recipients
Tevin Ngo – First generation program
Alise Medfor – African American/Hispanic program

MCAS Presentation
Ms. DeRosa presented on the MCAS results that showed that our students are still struggling to close the gaps since the pandemic. Overall statewide there was at least a 1% decline in ELA scores across all grade levels and at least 1% increase in math scores across all grade levels, except grade 10, with a decrease of at least 2%.

Action steps that will be taken district-wide include continuing to conduct walkthroughs and provide feedback to educators, to provide relevant professional development, to review and analyze assessment data, including MCAS data, to implement multi-tiered systems of support and student support teams, to implement universal screening for all students, data meetings for benchmark assessments and progress monitoring, administer the WIDA model as an interim assessment, utilize Panorama and Tier 2 and 3 interventions and participate in learning acceleration network through DESE for up to 3 years.

Action steps for John F. Kennedy Elementary School include maintaining vertically aligned curricula programs, maintain (DIBELS 8th Edition) for benchmark and progress monitoring assessment in reading, pilot Patterns of Power and Writing Rope to enhance writing instruction, expand PBIS to include Second Step for morning meeting, Zones of Regulation and Paws Corner, sensory paths.

Action steps for Holbrook Middle-High School include maintaining Flex Block to provide student support and enrichment, maintain accelerated classes in English and Math, maintain vertically aligned curricula programs in middle school for English, math and science, update PLC model and expand curriculum to conclude cross curricular units by grade level.

Superintendent's Report

Strategic Plan/Action Plan update

Superintendent Hamilton updated the committee on the year three progress the leadership team has made with the multi-year strategic/action plan. Updates/progress included:

Objective 1: To ensure that all students PK-12 are prepared for post-secondary success across a myriad of pathways

1.1 Initiative: Create and expand multiple college and career paths for graduates

- Year three added marine biology and financial literacy which are dual credits through SSEC
- One Goal comes in to work with the student's at Holbrook Middle-High School to ensure they have the supports and resources to do their post-secondary planning.

1.2 Initiative: Implement effective instructional practices (Tier 1)

- Emphasis on Tier 1 during PD (Shifting the Balance) to strengthen tier 1 supports in classrooms
- Data meetings (both schools) utilizing MCAS results and internal data

1.3 Initiative: Review and revise grade level curriculum documents to ensure they are standards aligned.

- Vertical Alignment Committee
- Implement Second Step Digital Program K-5 daily
- Continue to review and revise all scope and sequence documents for new courses

1.4 Initiative: Explore scheduling options

- Added a Flex block coordinator
- Explore moving therapy services in the B grid to support instruction and increase inclusion opportunities

1.5 Initiative: Implement and refine the PLC cycle of teaching and learning
Utilize data to ensure student success

- Continue to focus on data inquiry cycle
- Data meetings
- Utilize Panorama to collect and track student progress

1.6 Initiative: Ensure all personnel are held to high standards aligned to the evaluation system

- Revise and implement new walkthrough checklist to align to new DESE classroom teacher rubric
- Adjust indicators to align to student needs and trends

1.7 Initiative: Provide relevant professional development

- New staff trained in OG
- Reading Specialists trained in RAVE-O
- PD on evidence based instructional strategies

Objective 2: To ensure all students PK-12 receive appropriate support and services to achieve success.

2.1 Initiative: Establish entrance and exit criteria for all programs and services

- Continue to revise and pilot draft special educations program entrance and exit criteria

2.2 Initiative: Fully implement progress monitoring

- Implement RAVE-O as an intervention tool
- Revise assessment timelines
- Expand implementation of Panorama

2.3 Initiative: Develop district wide MTSS protocols and procedures
- Continue to align DCAP process
- Continue to align SST process

2.4 Initiative: Expand co-teaching inclusive practice and equitable access for a growing diverse population
- Implement co-teaching and inclusion for ESL

Objective 3: Improve overall district-wide climate and culture to consolidate, streamline and communicate processes and protocols.

3.1 Initiative: Establish, review, revise and create clear job descriptions/defined roles for common understanding to promote consistency and accountability
- Continue to update new stipend positions

3.2 Initiative: Promote a climate and culture of positivity
- Update PBIS process and visuals
- Implement calming corners K-5
- Continue Year 1 initiatives

3.3 Initiative: Develop consistent and transparent processes and protocols throughout the district
- Continue to implement consistent and transparent district-wide DCAP and SST process
- Continue to establish consistent district wide data inquiry

3.4 Initiative: Set clear expectations for communication
- Implement Talking Points district-wide
- Utilize Talking Points to translate documents

Objective 4: Provide all students and staff with clean, safe and secure learning environment

4.1 Initiative: Establish and coordinate an accountability system for all district-wide stakeholders
- Update and revise staff handbooks
- Create a substitute handbook

4.2 Initiative: Evaluate space for the most efficient use
- Working in collaboration to optimize use of space

4.3 Initiative: Revise and expand upon best practices for safety for all stakeholders
- Practice fire drills and lockdown drills
- Continue to collaborate with Holbrook Police and Fire to update safety protocols
- Seek grant funding for ongoing/additional ALICE training
- Yondr pouches for cell phones

4.4 Initiative: Ensure proper treatment and use of all district materials, property and grounds (including technological devices)
- Establish a Student Help desk to repair/clean Chromebooks
- Create a staff/student presentation regarding IT

Financial Update
Ms. Suckow reviewed the financials stating that everything is on track and she will continue to monitor the expenses closely.

Personnel
New Hires
- Kara Carberry, Special Education Teacher, John F. Kennedy Elementary School, effective September 12, 2024
- Afriyie Kusi, Paraprofessional, John F. Kennedy Elementary School, effective September 16, 2024

Media Center Naming
As discussed at the October 17, 2024 meeting the Holbrook Middle-High School will be named the Phyllis P. Tanner Media Center as was recommended by the naming subcommittee.

3rd Readings of policies
- 3rd Reading Policy AC-Nondiscrimination
- 3rd Reading Policy ACA-Nondiscrimination on the basis of sex
- 3rd Reading Policy ACAB-Sexual and Sex-Based Harassment and Retaliation
- 3rd Reading Policy ACGA-Civil Rights Grievance Procedure
- 3rd Reading Policy ACA-R-Nondiscrimination on the Basis of Sex Under Title IX Including Sex-Based Harassment
- 3rd Reading Policy AC-R-Nondiscrimination Policy Including Harassment and Retaliation
- 3rd Reading Policy ACGB-Title IX Sexual Discrimination Grievance Procedure
- 3rd Reading Policy JEB-Entrance Age
- 3rd Reading Policy JF-School Admissions
- 3rd Reading Policy JFABC-Admission of Transfer Students
- 3rd Reading Policy JFABE-Educational Opportunities for Military Children
- 3rd Reading Policy JHD-Exclusions and Exemptions from School Attendance
- 3rd Reading Policy JH-Student Absences and Excuses
- 3rd Reading Policy JOB-Student Involvement in Decision-Making
- 3rd Reading Policy JICFB-Bullying Prevention
- 3rd Reading Policy JICJ-R Cell Phones and Personal Electronic Devices

September 12, 2024 School Committee Meeting Minutes
Ms. Davis requested the MASC typo on page 4 be corrected.

School Committee Sub Committee Member Report
Mr. F. White attended the last SEPAC meeting which was very well organized and attended.

The policy subcommittee will meet on Monday to continue updating the policies.

School Committee Member Report
Ms. Davis mentioned that MASC recently held a workshop on the resolutions that will be coming before the delegate assembly at next months school committee conference and reminded the committee to check for upcoming workshops that MASC offers.

Action Items

Media Center Naming

Mr. White made a motion to name the Holbrook Middle-High School the Phyllis P. Tanner Media Center.

Voted:

(White/Malvesti) made a motion to name the Holbrook Middle-High School the Phyllis Tanner Media Center.
5-0-0

3rd Readings of policies AC-Nondiscrimination, ACA-Nondiscrimination on the basis of sex, ACAB-Sexual and Sex-Based Harassment and Retaliation, ACGA-Civil Rights Grievance Procedure, ACA-R-Nondiscrimination on the Basis of Sex Under Title IX Including Sex-Based Harassment, AC-R-Nondiscrimination Policy Including Harassment and Retaliation, ACGB-Title IX Sexual Discrimination Grievance Procedure, JEB-Entrance Age, JF-School Admissions, JFABC-Admission of Transfer Students, JFABE-Educational Opportunities for Military Children, JHD-Exclusions and Exemptions from School Attendance, JH-Student Absences and Excuses, JOB-Student Involvement in Decision-Making, JICFB-Bullying Prevention and JICJ-R Cell Phones and Personal Electronic Devices

Mr. F. White made a motion to approve the third readings of policies AC-Nondiscrimination, ACA-Nondiscrimination on the basis of sex, ACAB-Sexual and Sex-Based Harassment and Retaliation, ACGA-Civil Rights Grievance Procedure, ACA-R-Nondiscrimination on the Basis of Sex Under Title IX Including Sex-Based Harassment, AC-R-Nondiscrimination Policy Including Harassment and Retaliation, ACGB-Title IX Sexual Discrimination Grievance Procedure, JEB-Entrance Age, JF-School Admissions, JFABC-Admission of Transfer Students, JFABE-Educational Opportunities for Military Children, JHD-Exclusions and Exemptions from School Attendance, JH-Student Absences and Excuses, JOB-Student Involvement in Decision-Making, JICFB-Bullying Prevention and JICJ-R Cell Phones and Personal Electronic Devices as presented.

Voted:

(F. White/Malvesti) made a motion to approve the third readings of policies AC-Nondiscrimination, ACA-Nondiscrimination on the basis of sex, ACAB-Sexual and Sex-Based Harassment and Retaliation, ACGA-Civil Rights Grievance Procedure, ACA-R-Nondiscrimination on the Basis of Sex Under Title IX Including Sex-Based Harassment, AC-R-Nondiscrimination Policy Including Harassment and Retaliation, ACGB-Title IX Sexual Discrimination Grievance Procedure, JEB-Entrance Age, JF-School Admissions, JFABC-Admission of Transfer Students, JFABE-Educational Opportunities for Military Children, JHD-Exclusions and Exemptions from School Attendance, JH-Student Absences and Excuses, JOB-Student Involvement in Decision-Making, JICFB-Bullying Prevention and JICJ-R Cell Phones and Personal Electronic Devices as presented.
5-0-0

September 12, 2024 School Committee Meeting Minutes

Mr. White made a motion to approve the September 12, 2024 School Committee Meeting Minutes as amended.

Voted:
(White/Despres) made a motion to approve the September 12, 2024 School Committee Meeting Minutes as amended.
5-0-0

Old Business
None.

New Business
None.

ADJOURN or VOTE TO CONTINUE

Voted: (F. White/Despres) The School Committee made a motion to adjourn the regular School Committee Meeting of October 17, 2024 at 7:20pm.
5-0-0

Respectfully submitted,

Bridget Baker
Recording Secretary