Holbrook Public Schools
245 South Franklin Street
Holbrook, MA 02343

MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING
Holbrook Middle-High School Auditorium
August 21, 2025
6:00pm

In Attendance: Barbara Davis, School Committee Chairperson
Renee Malvesti, School Committee Vice Chair
Fred White, School Committee Secretary
Christopher White, School Committee Member
Ryan Despres, School Committee Member
Julie Hamilton, Superintendent of Schools
Stefanie DeRosa, Curriculum Director
Christine Suckow, School Business Administrator
Rob Compton, Special Education Director
Jennifer Bates, Holbrook Middle-High School Principal
Michael Bolger, Facilities Director
Bridget Baker, School Committee Recording Secretary

- FY25 School Department-Operational Expenditure Report (07/01/24-06/30/25)
- FY25 School Department-Payroll Expenditure Report (07/01/24-06/30/25)
- FY25 Schedule of Warrants Paid by the School Department
- Teacher's Unit Memorandum of Agreement (09/01/25-08/31/26)
- Paraprofessional Unit Memorandum of Agreement (07/01/25-06/30/25)
- Administrative Assistant Unit Memorandum of Agreement (07/01/25-06/30/26)
- Food Service Manager's Memorandum of Agreement (07/01/22-06/30/25)
- Policy EEAA – Walker and Riders
- Fred White Donation

The meeting was called to order at 6:03pm by Ms. Davis.

The Pledge of Allegiance was recited.

Resident's Concerns
None.

Superintendent Report
The district is busy hiring new staff, reviewing programming, planning professional development and other administrative tasks to get the district ready for opening day. Last week the administrative team had a chance to meet the new Holbrook Police Chief.

Superintendent Hamilton and the HMHS team met with Quincy College representatives to begin applying for DESE designation. The upper class will have the opportunity to take college credit courses with Quincy College this coming semester. A new assistant principal was hired at HMHS, Mr. Jonathan Winkler.

Ms. DeRosa, Curriculum director, and members of her team at the Holbrook Middle-High School met with DESE's Katie Buckley to continue the work of reviewing curriculum and best practices teaching math. Ms. Buckley will be back coaching at the high school along with Ms. DeRosa and her team.

Yesterday our leadership team met with Ms. Ruth Whitner, DESE consultant, continuing to work on the strategic plan.

Financial Update
Ms. Suckow reviewed the financial reports included in the school committee packet. They were able to close out the year with a zero balance.

Retirements
1. Marie Moriarty, Guidance Secretary, Holbrook Middle-High School, effective September 30, 2025

Resignations
1. Kristen Foley, Special Education and Pupil Personnel Administrative Assistant, effective August 1, 2025

New Hires
1. Emily Jenkins, Special Education Teacher, Moderate Disabilities, John F. Kennedy Elementary School, effective August 25, 2025
2. Michelle Ray, Special Education and Pupil Personnel Administrative Assistant, effective August 19, 2025
3. Jillian Ross, Grade 4 Teacher (1-year appointment), John F. Kennedy Elementary School, effective August 25, 2025
4. Jonathan Winkler, Assistant Principal, Holbrook Middle-High School, effective August 6, 2025

Discussion Items
Teacher's Memorandum of Agreement
This memorandum of Agreement will extend the current contract for 1 year and negotiated a 2.5% salary increase. Some of the changes included initiatives for Yondr pouches and two weeks paid parental leave coverage if they exercise FMLA and qualify.

Paraprofessional's contract
Paraprofessionals also received a 2.5% salary increase and two weeks parental leave.

Administrative Assistant contract
Administrative assistants also received a 2.5% salary increase and two weeks parental leave.

Food Service Managers July 1, 2025 to June 30, 2028 Memorandum of Agreement
Food Service Manager received 2.5% and an amendment to the sick leave buyback.

Superintendent's 2.5% salary increase which is the same as the teacher's and all units
The School Committee recommended that the Superintendent of Schools also receive the 2.5% salary increase, which is the same that all units received. Superintendent Hamilton's evaluation will take place in March. In preparation for her evaluation Superintendent Hamilton will provide all supporting documents to the school committee by the end of January or early February.

Holbrook Middle-High School Handbook Changes
Principal Bates presented a bulleted list of the updates and changes that have been made to the Holbrook Middle-High School since it was approved.

1st Reading Policy EEAA – Walkers and Riders
Mr. Compton suggested the update to better clarify and reduce any ambiguity. Mileage was not changed.

Fred White Donations (4 55" tv's, estimated value $1,200, 4 tv mounts, estimated value $800, copy paper, estimated value $600 and binders, estimated value $200)
Very appreciative of his generosity.

June 12, 2025 School Committee Meeting Minutes
Table until next meeting.

School Committee Sub Committee Member Report
The August MASC policy handbook just came out and there are a handful of policies that the policy subcommittee will be meeting to review and will be adding to the September school committee meeting agenda.

The naming committee will be starting back up again soon. They have received a couple of requests that they will be reviewing.

School Committee Member Report
Ms. Davis gave her monthly MASC report. The annual conference is November 12th-14th in Hyannis. Ms. Davis attended the annual summer institute in Springfield on Collective Bargaining. Next Monday is a virtual roundtable discussion on "You've taken Charting the Course, Now what?" The September Learning Lunch is Friday, September 5th at noon on MASC services.

Ms. Davis suggested changing the upcoming September 18th meeting to September 25th due to the JFK back to school night. No objections to the date and time change.

Action Items
Teacher's Memorandum of Agreement
Mr. F. White made a motion to approve the Teacher's Unit Memorandum of Agreement for the period 09/01/25-08/31/26 as presented.

(F. White/Malvesti) made a motion to approve the Teacher's Unit Memorandum of Agreement for the period 09/01/25-08/31/26 as presented.
5-0-0

Paraprofessional's contract
Mr. F. White made a motion to approve the Paraprofessional's Unit Memorandum of Agreement for the period 07/01/25-06/30/26 as presented.

(F. White/Malvesti) made a motion to approve the Paraprofessional's Unit Memorandum of Agreement for the period 07/01/25-06/30/26 as presented.
5-0-0

Administrative Assistant contract
Mr. F. White made a motion to approve the Administrative Assistant's Unit Memorandum of Agreement for the period 07/01/25-06/30/26 as presented.

(F. White/Malvesti) made a motion to approve the Administrative Assistant's Unit Memorandum of Agreement for the period 07/01/25-06/30/26 as presented.
5-0-0

Food Service Managers July 1, 2025 to June 30, 2028 Memorandum of Agreement
Mr. F. White made a motion to approve the Food Service Manager's Unit Memorandum of Agreement for the period 07/01/25-06/30/26 as presented.

(F. White/Despres) made a motion to approve the Food Service Manager's Unit Memorandum of Agreement for the period 07/01/25-06/30/26 as presented.
5-0-0

Superintendent's 2.5% salary increase which is the same as the teacher's and all units
Mr. F. White made a motion to approve the Superintendent's 2.5% salary increase which is the same as the teachers and all other units.

(F. White/Malvesti) made a motion to approve the Superintendent's 2.5% salary increase which is the same as the teachers and all other units.
5-0-0

Holbrook Middle-High School Handbook Changes
Mr. F. White made a motion to approve the Holbrook Middle-High School Handbook Changes as presented.

(F. White/Malvesti) made a motion to approve the Holbrook Middle-High School Handbook Changes as presented.
5-0-0

Fred White Donations (4 55" tv's, estimated value $1,200, 4 tv mounts, estimated value $800, copy paper, estimated value $600 and binders, estimated value $200)
Ms. Malvesti made a motion to approve Fred White's Donations of (4) 55" tv's, estimated value $1,200, (4) tv mounts, estimated value $800, copy paper, estimated value $600 and binders, estimated value $200).

(Malvesti/C. White) made motion to approve Fred White's Donations of (4) 55" tv's, estimated value $1,200, (4) tv mounts, estimated value $800, copy paper, estimated value $600 and binders, estimated value $200).
5-0-0

Vote to change the September 18, 2025 School Committee meeting to September 25, 2025 at 6:00pm in the auditorium
Mr. F. White made a motion to approve moving the September 18, 2025 School Committee meeting to September 25, 2025 at 6:00pm.

(F. White/Despres) made a motion to approve moving the September 18, 2025 School Committee meeting to September 25, 2025 at 6:00pm.
3-0-0

Table until next meeting.

Old Business
None.

New Business
None.

ADJOURN or VOTE TO CONTINUE

Voted: (White/Despres) The School Committee made a motion to adjourn the regular School Committee Meeting of August 21, 2025 at 6:48pm.

5-0-0

Respectfully submitted,

Bridget Baker

Recording Secretary