



AMENDED MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING

Via Zoom
April 30, 2020

In Attendance: School Committee:
Elizabeth Tolson, Chairperson
Nancy Alterio, Vice Chairperson
Barbara Davis, Secretary
Ann Poppenga, Member
Julie Hamilton, Superintendent
Patricia Lugo, School Business Administrator
Stefanie DeRosa, Curriculum Director
Kathleen Turner, Director of Special Education and Pupil Personnel Services
Mallory Stevens, Principal, John F. Kennedy Elementary School
Laura Stevenson, Principal, Holbrook Middle-High School
Bridget Baker, School Committee Recording Secretary

Attachments

- *Monthly enrollment data*
- *April 7, 2020 School Committee minutes*

The meeting was called to order at 2:00 pm by Ms. Tolson.

The Pledge of Allegiance was recited.

Superintendent Report

Superintendent Hamilton invited a few members of her leadership team to join to give updates on their departments and would like the Student Advisory to join the next meeting.

Superintendent Hamilton also wanted to acknowledge the Scholastic Challenge winners and has invited them to join the next School Committee meeting. She also congratulated Mary Clougher and the students in the Holbrook Chapter of the 84 Movement who won for outstanding chapter for the 2nd year in a row. Ms. Clougher was honored as Adult Advisor of the Year award.

The state has now named May 1st as a school lunch hero day. Superintendent Hamilton is very proud of the work that the district has done in providing the breakfast and lunch programs throughout this time.

Financial Update

Ms. Lugo will provide the general ledger balances for the next school committee meeting. At the moment Ms. Lugo is asking the Leadership team to go through their purchase orders to see what can be liquidated. As for the facilities rentals, we have not received any prepayments for events that were to take place during the school closure so no money needs to be returned.

Preschool tuitions

A decision needs to be made about whether or not the parents are going to get charged for the remaining months since remote learning is taking place or at what point they will no longer be

charged. The last day before the school closure was March 12th. At the moment families have been billed through the end of March.

Prepaid Meals

For all the students that have balances on their prepaid meal accounts Ms. Lugo would like to send out a letter giving them three choices for what they would like to do with the balance. They could either get a refund, carry the money forward to the next school year or donate the money to student prepaid meal accounts that are in a deficit.

Student Athletic Fees

Ms. Lugo would like to send out a letter with similar options. They could either get a refund, carry over the balance from when they paid for spring sports to a sport next year or donate the funds to the athletic department.

Curriculum Update

Ms. Derosa updated the committee on what has been done to set-up the remote learning at all levels as well as the student resource pages for both the John F. Kennedy Elementary School as well as the Holbrook Middle-High School. She has received a lot of positive feedback from staff.

For the English Language Learner program DESE sent service requirements for ESL teachers for providing services to our English language learners.

Ms. Derosa has also been translating documents for those students who them and continuing to meet virtually with mentees.

Special Education Update

Ms. Turner immediately reached out to staff and parents to check in with them and started Zoom meetings with DESE for resources and recommendations for them. She has also been meeting with staff in small group meetings. They have been working on strategies for engagement with students with disabilities as well as their parents to help their students be engaged. She has held Zoom meetings with staff to strategize meeting the challenges of the students with severe disabilities. They are working with students on IEP's to ensure that their needs are being met. They are holding some IEP and re-eval meetings when feasible.

John F. Kennedy Elementary School Update

Ms. Stevens is very impressed with her staff's engagement and their quick response to getting remote learning plans and google classrooms set up. A set schedule for a high level of student engagement has been established on a Monday through Thursdays schedule with Friday's being fun days. In addition, each week has a different theme. Teachers are collaborating with each other and having their own zoom meetings sharing ideas. There will be weekly emails with new information for parents. Consumables are being provided to those families that do not have internet access. Ms. Stevens also announced that all end of the year activities that would normally take place will be happening virtually.

Holbrook Middle-High School Update

Ms. Stevenson stated that the staff and students are adjusting to the virtual learning. There has been a tremendous amount of collaboration that is taking place. They held a virtual spirit week which all culminated in the release of Holbrook's Got Talent. Last Friday signs were placed at the homes of every senior to acknowledge and honor these students. The save the date for graduation has gone out. Over 70% of staff are using Zoom or Google Hangouts. Code Blue

News students have continued to make segments. Ms. Stevenson also received news about the Scholastic Students and their accomplishments as well as the 84 Movement who won for outstanding chapter for the 2nd year in a row and Ms. Clougher was honored as Adult Advisor of the Year award.

The Holbrook Middle-High School has many virtual events planned in the future such as course selections being converted on on-line forms, the guidance staff has planned for the Junior Parent Night to happen virtually, faculty and PLC meetings have been held virtually. The Chromebooks have very helpful with the virtual learning.

Electronic Signatures

Superintendent Hamilton wanted to mention the potential for the need for electronic signatures in the future. Just wanted to put on their radar for the future.

School Choice

Due to the current enrollment, the real estate volatility, all the uncertainty surrounding the coronavirus and the unknowns with our budget process there unfortunately does not appear to be seats available to be able to offer the School Choice Program for next year.

School Committee Sub-Committee Member Report

None.

School Committee members report

Ms. Davis reminded everyone that there is a School Committee member network event next Tuesday at 7:00pm on Zoom. Ms. Davis also went to Monday night's Finance Committee meeting since they were discussing the budget book. They are looking into options to pay for all the unexpected expenses. They are hoping to finalize the budget the third week in May.

Ms. Alterio stated that the policy subcommittee is anticipating COVID related policies that will be created and need to be incorporated into the policy manual.

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No changes.

Student Athletic Fees

Ms. Alterio made a motion to approve Ms. Lugo sending out a letter to parents/guardians giving them the option to either get a refund from the Spring athletic fee they paid, apply the fee to the upcoming sport season or donate the money to the athletic department.

Voted:

(Alterio/Poppenga) made a motion to approve Ms. Lugo sending out a letter to parents/guardians giving them the option to either get a refund from the Spring athletic fee they paid, apply the fee to the upcoming sport season or donate the money to the athletic department.

4-0-0

Preschool Tuition

Ms. Poppenga made a motion to approve refunding preschool tuition from March 13, 2020 on to the end of the school year.

Voted:

(Poppenga/Alterio) made a motion to approve refunding preschool tuition from March 13, 2020 on to the end of the school year.

4-0-0

Prepaid Meals

Ms. Poppenga made a motion to approve Ms. Lugo sending out a letter to parents/guardians giving them the option to get a refund, carry the money forward to the next school year or donate the money to student prepaid meal accounts that are in a deficit.

Voted:

(Poppenga/Davis) made a motion to approve Ms. Lugo sending out a letter to parents/guardians giving them the option to get a refund, carry the money forward to the next school year or donate the money to student prepaid meal accounts that are in a deficit.

4-0-0

School Choice

Ms. Davis made a motion not participate in the School Choice program for the upcoming 2020-2021 school year due to current enrollment and the uncertainty surrounding the pandemic.

Voted:

(Davis/Poppenga) made a motion not participate in the School Choice program for the upcoming 2020-2021 school year due to current enrollment and the uncertainty surrounding the pandemic.

4-0-0

April 7, 2020 School Committee Minutes

Ms. Davis made a motion to approve the April 7, 2020 School Committee minutes as printed.

Voted:

(Davis/Poppenga) made a motion to approve the April 7, 2020 School Committee minutes as printed.

4-0-0

Old Business

None.

New Business

Ms. Tolson suggested that the committee set a date for the next School Committee meeting. May 14th at 2:00pm via Zoom will be the next meeting.

ADJOURN or VOTE TO CONTINUE

Voted: (Davis/Poppenga) On a roll call vote, the School Committee made a motion to adjourn the regular School Committee Meeting of April 30, 2020 at 3:48pm.

Roll Call Vote: Ms. Tolson Yes
Ms. Alterio Yes
Ms. Davis Yes
Ms. Poppenga Yes

Respectfully submitted,

Bridget Baker

Recording Secretary