



AMENDED MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING

Holbrook Middle-High School Library
August 15, 2019

In Attendance: School Committee:
Elizabeth Tolson, Chairperson
Nancy Alterio, Vice Chairperson
Barbara Davis, Secretary
Danielle Harer, Member
Julie Hamilton, Superintendent
Patricia Lugo, School Business Administrator
Bridget Baker, School Committee Recording Secretary

Attachments

- *FY19 School Department Total Expenditure Report*
- *FY19 School Department Other Funding Sources Summary from 07/01/2018-06/30/2019*
- *FY20 School Department Payroll Expenditure Report from 07/01/2019-06/30/2020*
- *FY20 Operational Expenditure Report from 07/01/2019 – 06/30/2020*
- *Letter to Senator Keenan, Representative Mariano, Representative Cusack requesting support of H586/S238 An Act Providing Rightful Opportunities and Meaningful Investment for Successful and Equitable Education [Promise Act]*
- *Proposed 2012-2020 Holbrook Public Schools School Committee Meeting Schedule*
- *Revised 2019-2020 School Year Calendar*
- *1:1 Chromebook Policy*
- *Cooperative Sports Memorandum of Agreement between the Avon School Committee and the Holbrook School Committee for 2019-2020 School Year*
- *June 20, 2019 School Committee minutes*
- *NEAS&C Report of the Visiting Team for Holbrook Middle-High School for November 4, 2018 – November 7, 2018*

The meeting was called to order at 7:00 pm by Ms. Tolson

The Pledge of Allegiance was recited.

Citizen's Concerns

None

Superintendent Report

Superintendent Hamilton gave a brief update on the summer activities which included the production of Frozen Junior, the Kindergarten Playgroups and meet and greets, the 2nd annual Junior Police Academy, the leadership team's annual retreat where they worked on enhancing best practices through giving meaningful feedback to our educators as well as planning the opening day activities for faculty and staff. New this year, all incoming 9th graders received a welcome video which includes an invitation to a freshman welcome barbeque on August 20th from 6:00-7:30pm. On August 20th the John F. Kennedy Elementary School will hold kindergarten registration and on August 21st as well as the 6th grade orientation. Classroom placements have been sent out from John F. Kennedy Elementary School. Holbrook Middle-

High School is going to be using the Aspen Family Portal to send out the schedules. An email will go out when they are ready to be released.

Student Enrollment

Superintendent Hamilton reviewed the trend of our current enrollment which is not slowing down. We continue to have steady increases across all grades. And to help our parents register more conveniently two night registrations are being offered. The last one is next Wednesday from 4:00pm-7:00pm.

The custodial staff has been working hard to get the building ready for opening day.

Personnel

New Hires

- Jessica Bruso, High School English Teacher, Holbrook Middle-High School, effective August 26, 2019
- Lauren Morton, Grade 3 Teacher, John F. Kennedy Elementary School, effective August 26, 2019
- Wanda Sylvia, Computer Science Teacher, Holbrook Middle-High School, effective August 26, 2019
- Shelly Johnson Burke, Special Education and Pupil Personnel Administrative Assistant, effective August 20, 2019

Resignations

- Jessica LeGrand, Administrative Assistant to Director of Special Education and Pupil Personnel, effective June 30, 2019
- Heather Martin, 0.6 Art Teacher, Holbrook Middle-High School, effective July 11, 2019

Financial Update

Ms. Lugo stated that we finally closed out the year and everything went very smoothly.

FY19 Report

School Department Total Expenditure Report

Ms. Lugo stated that the total at the end of the report shows a balance of just over \$17,000. Those are funds that we cannot spend down. They include transportation line items which are separate from our budget and cannot be spent down, encumbrances, Blue Hills and Norfolk County Agricultural School line items that are not part of our budget and need to be given back to the town.

FY19 School Department Other Funding Sources Summary

These are the balances that have ended for FY19 that will carry over as starting balances for FY20 but the Town has not completely rolled over the accounting system. This will not be done until after their audit is done and they certify it free cash which happens in October.

FY20 School Department Payroll Expenditure Report

Not too much has gone on yet. We have had the summer payrolls that have come through.

FY20 Operational Expenditure Report

Not too much going on with the FY20 budget yet. Most of them at this point are special education transportation and tuition invoices.

H586/S238 An Act Providing Rightful Opportunities and Meaningful Investment for Successful and Equitable Education (Promise Act)

As mentioned in the last school committee meeting, Ms. Davis drafted a letter from the Holbrook School Committee to our legislative delegation pointing out the discrepancies and urging them to pass a funding bill that addresses all the items earmarked in the Promise Act. Ms. Alterio made a few suggestions for improving the flow and graphics and that individual letters be sent.

NEASC Report

Principal Stevenson gave an overview of the NEASC Report results. In June we received a letter announcing our continued accreditation with the full report of findings. This report must be shared with the public and thus will be shared with the Holbrook Sun and will be made available on the school website.

Superintendent Hamilton congratulated the Holbrook Middle-High School on a very successful NEASC report. This validates what a special community we have. This outlines the trajectory of where we would like to go.

Ms. Alterio stated that this a testament to Superintendent Hamilton and the leadership team and the community.

Proposed 2019-2020 School Committee Meeting Dates

Ms. Tolson stated that after consideration she would like to propose the June School Committee date be moved to June 11th so it does not fall so close to graduation.

Holbrook Avon Football Program Memorandum of Agreement

Superintendent Hamilton stated that this agreement is signed annually. There are no changes to the agreement.

2019-2020 School Calendar Revision

Principal Stevens requested the below changes:

March Changes

3/19 - Evening Parent Teacher Conferences (**6-12**)

3/20 - Early Release (PD) (Grades PK-5)

Early Release - Parent Conferences (Grades 6-12)

April Changes

4/16 - Evening Parent Teacher Conferences (**PK-5**)

4/17 - Early Release - Parent Conferences (Grades PK-5)

Early Release (PD) (Grades 6-12)

3rd Reading of Chromebook Policy

The only change was outlined on page 5. The first bullet which previously said “Students whose Chromebook are malfunctioning or under repair with tech support may go to the Media Center to take out a loaner for the school day” has now been replaced with “Chromebook loaners will not be given to students unless they pass in their broken Chromebook to be sent out for repairs or this is their first time requesting a loaner Chromebook. Each classroom will have a classroom Chromebook, that will not be allowed to leave the room, that students can use if they were not allowed to take a loaner from the library. These devices will be clearly designated as classroom devices.”

School Committee Sub-Committee member report

Banner Subcommittee

Ms. Davis stated that the banner committee met a couple of weeks ago. They documented all the banners they had and new ones will be made and put in place by homecoming.

Brick Update

Ms. Tolson inquired about the bricks. An update will be given at the next school committee meeting.

Policy Subcommittee

Ms. Alterio updated the committee on the policy subcommittee met and are looking at reviewing, revising and purging of current policies and procedures.

School Committee members report

Norfolk County Sheriff's Office Task Force on Juvenile Substance Abuse and Mental Health

Ms. Tolson read a letter that she received from the Norfolk County Sheriff's office about convening a Sheriff's Task Force on Juvenile Substance Abuse and Mental Health. The Sheriff is asking that we appoint a member from our committee to join this task force. Ms. Alterio suggested that maybe we look into one of our leadership team members also being appointed to this as well.

Ms. Davis attended the MASC Resolution Committee meeting and went over all the resolutions that are going to be discussed at the November conference. Today is the deadline for the MASC Conference to get the early fee. She also attended the MASC Summer Institute in Marlborough and attended a Chapter 70 workshop. Also mentioned upcoming workshops that she thought the other members would be interested in. Ms. Davis also expressed interest in updating the school committee website.

Proposed 2019-2020 School Committee Meeting Dates

Ms. Alterio made a motion to approve the proposed 2019-2020 School Committee meeting dates as amended.

Voted:

(Alterio/Davis) made a motion to approve the proposed 2019-2020 School Committee meeting dates as amended.

4-0-0 (Ms. Poppenga was not in attendance)

Holbrook Avon Football Program Memorandum of Agreement

Ms. Davis made a motion to approve the Holbrook Avon Football Program Memorandum of Agreement as printed.

Voted:

(Davis/Harer) made a motion to approve the Holbrook Avon Football Program Memorandum of Agreement as printed.

4-0-0 (Ms. Poppenga was not in attendance)

2019-2020 School Calendar Revision

Ms. Alterio made a motion to approve the 2019-2020 School Calendar Revisions

Voted:

(Alterio/Davis) made a motion to approve the 2019-2020 School Calendar Revisions

4-0-0 (Ms. Poppenga was not in attendance)

3rd Reading of Chromebook Policy

Ms. Davis made a motion to approve the 3rd Reading of the Chromebook Policy as amended.

Voted:

(Davis/Alterio) made a motion to approve the 3rd Reading of the Chromebook Policy as amended.

4-0-0 (Ms. Poppenga was not in attendance)

June 20, 2019 School Committee Minutes

Ms. Alterio made a motion to accept the June 20, 2019 School Committee minutes as amended.

Voted:

(Alterio/Davis) made a motion to accept the June 20, 2019 School Committee minutes as amended.

4-0-0 (Ms. Poppenga was not in attendance)

Old Business

None

New Business

None

ADJOURN or VOTE TO CONTINUE

Voted: (Davis/Alterio) The School Committee made a motion to adjourn regular School Committee Meeting of August 15, 2019 at 7:53pm.

Respectfully submitted,

Bridget Baker

Recording Secretary