



***MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING***

***Holbrook Middle-High School Auditorium***

***November 19, 2020***

***7:00pm***

**In Attendance:** Elizabeth Tolson, School Committee Chairperson  
Nancy Alterio, School Committee Vice Chairperson  
Barbara Davis, School Committee Secretary  
Ann Poppenga, School Committee Member  
Julie Hamilton, Superintendent of Schools  
Patricia Lugo, School Business Administrator  
Bridget Baker, School Committee Recording Secretary  
Laura Stevenson, Holbrook Middle-High School Principal  
Kathleen Turner, Special Education Director  
Michael Bolger, Facilities Director

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*Attachments*

- FY20 FINAL School Department Expenditure Report (07/01/19-06/30/20)
- FY21 School Department Payroll Expenditure Report (07/01/20-06/30/21)
- FY21 School Department Operational Expenditure Report (07/01/0-06/30/21)
- FY21 School Department Other Funding Sources Summary (07/01/20-06/30/21)
- FY21 Schedule of Warrants Paid by The School Department
- Memorandum of Agreement Between the Holbrook School Committee and the Holbrook Education Association to outline changes in working conditions related to the school reopening plan for the 2020-2021 school year
- Memorandum of Agreement Between the Holbrook Food Services Managers and the Holbrook School Committee
- School Committee Sub-Committee, Liaisons and Ad Hoc Committee Assignments
- Policy JLCB-Inoculations of Students (1<sup>st</sup> Reading)
- Policy ACAA-E-1 Harassment Complaint Form (2<sup>nd</sup> Reading)
- Policy IC/ICA – School Year/School Calendar (2<sup>nd</sup> Reading)
- Policy GBEC – Gifts to and Solicitations by Staff (2<sup>nd</sup> Reading)
- Policy IHB – Special Instructional Programs and Accommodations (Programs for Children with Special Needs) (2<sup>nd</sup> Reading)
- Policy IGD – Curriculum Adoption (2<sup>nd</sup> Reading)
- Policy IHBEA – English Language Learners (2<sup>nd</sup> Reading)
- Policy JEB – Entrance Age (2<sup>nd</sup> Reading)
- Policy JJA – Student Organizations (2<sup>nd</sup> Reading)
- Policy JICFA – Prohibition of Hazing (2<sup>nd</sup> Reading)
- Policy JLCC – Communicable Diseases (2<sup>nd</sup> Reading)
- Policy JJE – Student Participation in Fund-Raising Activities (2<sup>nd</sup> Reading)
- JRA – Student Records (2<sup>nd</sup> Reading)
- KHB – Advertising in Schools (2<sup>nd</sup> Reading)
- KHA – Sales and Solicitations in Schools (2<sup>nd</sup> Reading)
- ACAB – Harassment (3<sup>rd</sup> Reading)
- EBCFA – Face Coverings (3<sup>rd</sup> Reading)
- Donation of about 300 headphones from Whitney Loveday and Michael Bova (Estimated value of \$2.00/each)

- October 8, 2020 School Committee Meeting Minutes

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

The Pledge of Allegiance was recited.

Ms. Tolson asked for a moment of silence for the recent passing of Len Harding, former chair of the Holbrook School Committee and WWII Veteran as well as Kevin Smith, former Holbrook social studies teacher, assistant principal and coach.

### ***Student Advisory Report***

Isabelle O'Connor and Andrew Luarasi updated the committee on recent events with academics, student government, class activities, Student Advisory Council, upcoming events including spirit days as well as the announcement of the National Honor Society members. Junior National Honor Society members will be announced before Thanksgiving.

### ***Superintendent's Update***

Superintendent Hamilton updated the committee that although there have been some covid cases within the community there have been no person to person covid transmissions within the campus.

### ***Code Blue***

Code Blue news broadcast won the highest achievement for the New England Scholastic Press.

### ***District News***

Over 570 Chromebooks were setup and deployed. School picture retakes and Holbrook Middle-High School virtual parent teacher conferences took place.

### ***Curriculum Update***

Ms. DeRosa updated the committee on the curriculum at both schools. Based on research and guidance from the Department of Health and the Secretary of Education they have looked into how do we do more with less. The priority is grade level learning and focusing on the grade level skills that will help students with mastery of the subject. They have also worked on ways to incorporate social and emotional learning and student engagement.

### ***Flu vaccine inoculation mandate by December 31, 2020***

Tuesday, November 24<sup>th</sup> the local Board of Health will run a flu clinic on this campus from 4:00pm-8:00pm and second flu clinic on Saturday, December 6<sup>th</sup> from 11:00am-3:00pm.

### ***Travel during the holiday season***

Superintendent Hamilton reminded everyone of the Massachusetts travel restrictions that indicate that if you travel to a state that is designated as high risk for covid you need to have a negative test within 72 hours of returning to Massachusetts or you need to quarantine for 14 days.

### ***Special Education Improvement Grant***

This grant is for \$12,000 which will go towards professional development and work with teachers in the special education department.

### ***Rapid Tests for Town Employees***

Chief Smith received 650 rapid tests and the school received their first box of them today for town employees.

### ***Financial Update***

Ms. Lugo reviewed the final FY20 budget which shows an unencumbered balance, which are all town run accounts which we have no control over. If you take those out the FY20 budget ended with a zero balance.

FY21 payroll and operational budgets have normal spending patterns at this point.

FY21 Other Funding Sources Summary. Ms. Lugo pointed out the Special Education Stabilization Fund which \$30, 628.10 was deposited into this year.

FY21 Schedule of Warrants paid by the school department which shows all of the payroll and accounts payable warrants that have been paid on a weekly basis.

### ***Discussion Items***

***Holbrook Education Association Memorandum of Agreement outlining changes in working conditions related to the school reopening plan for the 2020-2021 school year.***

No updates or changes.

***Holbrook Food Services Managers Memorandum of Agreement***

No updates or changes.

### ***School Committee Policy Subcommittee Assignments***

Ms. Poppenga and Ms. Davis were assigned to the School Committee Policy Subcommittee

### ***1st Reading JLCB – Inoculations of Students***

Remove the cross-reference, add McKinney Vento. Update the first sentence to include "...as specified from time to time by the Department of Public Health." and the last sentence to "...beliefs of the student or parent/guardian."

### ***2nd Reading ACAA-E-1 Harassment Complaint Form***

No additional changes from last meeting.

### ***2nd Reading IC/ICA – School Year/School Calendar***

No additional changes from last meeting.

### ***2nd Reading GBEB – Gifts to and Solicitations by Staff***

Cross reference change.

### ***2nd Reading IHB – Special Instructional Programs and Accommodations (Programs for Children with Special Needs)***

Updated language.

### ***2nd Reading IGD – Curriculum Adoption***

Updated legal references.

### ***2nd Reading IHBEA – English Language Learners***

Updated language from Department of Education to Department of Elementary and Secondary Education and updating legal references.

### ***2nd Reading JEB – Entrance Age***

Change in legal references.

***2nd Reading JJA – Student Organizations***

Changed to principal and superintendent and removed reference to a policy that was eliminated.

***2nd Reading JICFA – Prohibition of Hazing***

Reference change.

***2nd Reading JLCC – Communicable Diseases***

Additional changes to update so we can add additional language in third paragraph as recommend by the nurses.

***2nd Reading JJE – Student Participation in Fund-Raising Activities***

Removed cross reference that was removed.

***2nd Reading JRA – Student Records***

Removed date and updated language as well as updating the legal references.

***2nd Reading KHB – Advertising in Schools***

Remove of reference to policy that was eliminated.

***2nd Reading KHA – Sales and Solicitations in Schools***

Removal of reference to policy that was eliminated.

***3rd Reading ACAB - Harassment***

Added in Holbrook Public Schools and on page 3 Title IX Coordinator and where to file a complaint. Will add in cross reference.

***3rd Reading EBCFA – Face Coverings***

No updates since last reading.

***Donation of about 300 headphones from Whitney Loveday and Michael Bova (Estimated value of \$2.00/each)***

Very grateful for the donation.

***October 8, 2020 School Committee Meeting Minutes***

No changes or updates.

***School Committee Sub-Committee member report***

No comments or reports.

***School Committee members report***

Ms. Davis attended the virtual monthly Friday lunch with MASC was on November 6<sup>th</sup> on School Committee Superintendent relations. She took screenshots of the presentation to share the other members. There was also a Key Note event on understanding the connection between cultural proficiency and equity. Ms. Davis also gave an overview of the outcome of the votes by the Delegate Assembly.

***Action Items***

***Holbrook Education Association Memorandum of Agreement outlining changes in working conditions related to the school reopening plan for the 2020-021 school year.***

Ms. Alterio made a motion to approve the Holbrook Education Association Memorandum of Agreement outlining changes in working conditions related to the school reopening plan for the 2020-2021 school year.

**Voted:**

(Alterio/Davis) made a motion to approve the Holbrook Education Association Memorandum of Agreement outlining changes in working conditions related to the school reopening plan for the 2020-2021 school year.

4-0-0 (Mr. White was not in attendance)

***Holbrook Food Services Managers Memorandum of Agreement***

Ms. Davis made a motion to approve the Holbrook Food Services Managers Memorandum of Agreement

**Voted:**

(Davis/Poppenga) made a motion to approve the Holbrook Food Services Managers Memorandum of Agreement

4-0-0 (Mr. White was not in attendance)

***School Committee Policy Subcommittee Assignments***

Ms. Alterio made a motion to approve the assignments of Ms. Poppenga and Ms. Davis to the School Committee Subcommittee as amended.

**Voted:**

(Alterio/Davis) made a motion to approve the assignments of Ms. Poppenga and Ms. Davis to the School Committee Subcommittee as amended.

4-0-0 (Mr. White was not in attendance)

***3<sup>rd</sup> Reading of Policy ACAB-Harassment***

Ms. Alterio made a motion to approve the 3<sup>rd</sup> reading of policy ACAB-Harassment as presented.

**Voted:**

(Alterio/Poppenga) made a motion to approve the 3<sup>rd</sup> reading of policy ACAB-Harassment as presented.

4-0-0 (Mr. White was not in attendance)

***3<sup>rd</sup> Reading of Policy EBCFA-Face Coverings***

Ms. Davis made a motion to approve the 3<sup>rd</sup> reading of policy EBCFA-Face Coverings as presented.

**Voted:**

(Davis/Poppenga) made a motion to approve the 3<sup>rd</sup> reading of policy EBCFA-Face Coverings as presented.

4-0-0 (Mr. White was not in attendance)

***Donation of about 300 headphones from Whitney Loveday and Michael Bova (estimated value of \$2.00 each)***

Ms. Davis made a motion to approve the Donation of about 300 headphones from Whitney Loveday and Michael Bova (estimated value of \$2.00 each)

**Voted:**

(Davis/Poppenga) made a motion to approve the Donation of about 300 headphones from Whitney Loveday and Michael Bova (estimated value of \$2.00 each)

4-0-0 (Mr. White was not in attendance)

***October 8, 2020 School Committee Minutes***

Ms. Alterio made a motion to approve the October 8, 2020 School Committee minutes as presented.

**Voted:**

(Alterio/Davis) made a motion to approve the October 8, 2020 School Committee minutes as presented.

5-0-0

***Old Business***

None.

***New Business***

None.

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***ADJOURN or VOTE TO CONTINUE***

**Voted:** (Davis/Poppenga) The School Committee made a motion to adjourn regular School Committee Meeting of November 19, 2020 at 8:02pm.

Respectfully submitted,

*Bridget Baker*

Recording Secretary