

**MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING**  
**JFK Elementary School Café**  
**March 22, 2012**

**In Attendance:**

School Committee:

Barbara P. Davis, Chairperson, Ann Poppenga, Vice Chairperson,  
John Flanagan, John Callahan (not present), Lou Pransky  
Lori Koffink, Recording Secretary

Joseph Baeta, Superintendent of Schools  
Susan Gleason, Director of Curriculum  
Christine Godino, Director of Pupil Personnel  
Julie Hamilton, Principal, South School  
Andrea Levins, 2<sup>nd</sup> Grade Teacher, JFK  
Charles Mahoney, Business Manager  
Larri Mancuso, Data Specialist  
Karin McDonough, Teacher, HEA Representative  
Kimberly Richards, Principal, JFK  
Parents and Students of the JFK's School's 2<sup>nd</sup> grade class

The meeting was called to order at 7:00pm by Chairperson, Mrs. Barbara Davis and the pledge of allegiance was recited.

Mrs. Davis extended condolences on behalf of the School Committee to Ms. & Mrs. Sprague, both employees of the JFK on the passing of Ms. Sprague's mother, to Ms. LaPonte also of the JFK for the passing of her son and to Selectman Sheehan on the passing of his mother.

**Citizens Concerns**

No concerns expressed.

**Student Presentations**

Ms. Richards, introduced teachers Ms. Levins, Ms. Crosby and Ms. Mincks' second grade teachers at the JFK and their student. Students brought in presentations to share with the committee from a project involving life sciences. Project engaged the students in learning about living and nonliving objects, habitats also included a power point presentation and oral presentation. A representative from each class presented. Students Dallas Rodriguez from Ms. Laffers' class gave presentation on tigers, Briana Graziano from Ms. Crosby's class presentation featured the wolf, Arianna Messier from Ms. Levin's class presentation featured the cheetah and Olivia Roberts of Ms. Minks' class made a presentation on the giant panda. Each student shared information on habitats, eating habits and how they made their diorama.

Ms. Richards thanked each student and their families for attending and invited the committee and parents to look at each presentation by the students while on display.

**Superintendent's Report**

**MSBA Update**

Superintendent Baeta updated the committee on the current timeline and tasks completed. MSBA has received our letter and we have completed the certification process. Second task is currently in a delay mode due to alignment requirements with our building committee. An article will need to be filed at town meeting for consideration. Superintendent Baeta spoke to the

requirements of the position needed and Mrs. Davis further shared information on the roles of each member and their voting rights. Realignment of the committee can once again happen after project completion. Another point of discussion was shared regarding initial funding originally voted in at town meeting for \$450,000. MSBA feels we will need \$700-900,000 dollars to conduct feasibility studies, leaving and additional \$375,000 needed for approval by town meeting. These monies will be eligible for reimbursement further into the project by the state.

### ***FY13 Town Meeting Articles***

Superintendent Baeta distributed an updated draft of prioritized projects for consideration at the next town meeting. Priorities include in order of importance – the fire alarm system at the JFK at \$125,000, classroom unit ventilators at the JSHS, JFK and South at \$107,000 and tile floor replacement at the South and JFK at \$65,000.

Superintendent Baeta noted that a vote is not needed at this time. Mr. Flanagan and Superintendent Baeta discussed the capital improvement fund as a source of funding and the option of borrowing monies through debt exclusions.

### ***AASA Conference***

Superintendent Baeta updated the committee and shared information regarding his recent meeting at the AASA Conference. The Holbrook Public Schools was chosen to be part of a regional grouping with other districts from around the country with similar demographics to share in their accomplishments and plans for using formative data to inform classroom instruction and standards-based content and learn from each other's work.

Our regional partners are: Cherry Creek School District, Centennial, Colorado, Hernando County School District, Brooksville Florida, Collinsville Community School District, Collinsville, Illinois, Boulder Valley School District, Boulder, Colorado, Santa Ana Unified School District, Santa Ana, California, and Wellsville Central School District, Wellsville, New York.

### ***Employee Evaluation Process***

Information was distributed to the committee in regards to the proposed evaluation process that will be implemented by September 2012. Superintendent Baeta noted that this document is still a work in progress and covered key language points and major themes throughout. The district is currently working with the HEA and will be working cooperatively to implement. April 12, 2012 will be the start off point of implementation, presentations will begin to teachers to update them on the changes and professional development time will be established for administrators. Third party training may need to take place to ensure model teachers are not pulled from their classroom time to implement new practices. Ms. Poppenga also spoke to how student's progression correlates with a teacher's proficiency. Mr. Flanagan inquired of potential costs to the district for trainings and potential funding sources to implement.

### ***Strategic Plan Update (H.E.A.R.T.)***

Superintendent Baeta shared the updated strategic plan from the Holbrook Educational Achievement Results Team. Mission statements, student goals, professional development training, and reading evaluations were discussed. South School has received \$31,000 in grant monies in recognition of being in the top 127 school recognized for MCAS improvement. Ms. Hamilton feels the schools improvements were attributed to many of the goals and training applied from these programs. Monies will go toward updating the technology at the South School. Teacher has also been asked to be modeling their success in classrooms in the Avon and Halifax school districts.

### ***Executive Assistant to the Superintendent***

Superintendent Baeta distributed a timeline and job description for the Executive Assistant for the Superintendent position. Mr. Mahoney and Ms. Poppenga will assist in the screening and selection. This position will also act as an assistant to the School Committee. Start date will be July 1, 2012.

**Voted:** (Poppenga/Flanagan) Motion to approve the posting of Executive Assistant for the Superintendent as discussed.

Unanimous 4-0-0

The committee discussed dates for a public hearing for the FY13 school budget. The date of April 12, 2012. The meeting will be posted in the Holbrook Sun under legal notices.

**Voted:** (Poppenga/Flanagan) Motion to hold a public hearing to discuss the FY13 Holbrook Public Schools budget at 7pm, HCAM Studios

### ***Mid Year Report***

Leadership Team Mid-Year Report was handed out. Each school gave a brief synopsis of what has taken place to date from an academic, professional development and building condition standpoint. Superintendent Baeta would like to see the end of year reports posted and have reports like this completed on a more frequent basis going forward.

### ***Air Quality***

Superintendent Baeta spoke to the recent findings at the JSHS of mold. Random testing of 10 classrooms found airborne mold spores in the air in one classroom. This classroom has been closed and will be cleaned over April vacation week. Physical evaluations of each room, office, gymnasium and hallways will be completed. MTA will also conduct an independent evaluation.

### ***JFK Parking Lot***

Pavement needs to be completed as well as “no parking” and side walk signage. Quotes have been received and are currently estimated at \$4,100. Monies will come out of fiscal year 2012

### ***FY12 Budget Update***

Mr. Mahoney reviewed the February summary and expenditures to date noting that we are half way through the budget year. At this time \$1,263,542.41 has been encumbered. Utility costs, revolving accounts and food service expenses were discussed. Grant expenditures to date were also reviewed. Mr. Mahoney reviewed requested line item transfers.

**Voted:** (Flanagan/Poppenga) Motion to approve line items as requested.

Unanimous 4-0-0

### **Action Items**

#### ***School Committee Minutes***

Minutes from February 29, 2012 were reviewed.

#### **Voted:**

(Poppenga/Flanagan) Motion to approve School Committee minutes of February 29, 2012.

Unanimous 4-0-0

### ***2012-2013 School Calendar***

Superintendent Baeta handed out an updated calendar to the committee and further discussed school start date prior to or after the Labor Day holiday as well as the day before Thanksgiving being a half day. After further discussion the calendar was approved with a full day before the Thanksgiving break.

**Voted:**

(Poppenga/Pransky) Motion to approve the 2012-2013 calendar with the change of Wednesday, November 21, 2012 as a full day of school.

Unanimous 4-0-0

Further discussion of having a parent survey next year prior to establishing the calendar was discussed.

### ***Gifts***

The following gifts were received by the school district:

- Reverend John Currie, St. Joseph's Parish of Holbrook donation of \$250.00
- Holbrook Elementary Parent Group donated \$3,860 toward the JFK after school program and \$600 for woodchips for the playgrounds at the JFK and South schools
- Ms. Cathy Lindley donated toys to the JFK schools, valued at \$200
- Ms. Marlena Slade for a \$200 gift card for supplies at the JFK
- Mr. Leo McCue for a television valued at \$100 the school district.

### **Voted:**

(Poppenga/Pransky) Motion to approve the above noted gift in accordance with M.G.L., Chapter 44, Section 53A, and School Committee Policy that all gifts to schools must be received by a vote of the School Committee

Unanimous 4-0-0

### ***Resignations***

Letters of resignation were received from Ms. Whitney of Food Services as of January 24, 2012 and Mrs. Muller, Business/Computer Teacher at the JSHS effective September 29, 2012.

### ***Use of Facility Requests***

Brookville Baptist Church's Boys Club requested use of the South School's Gymnasium, on Wednesday evenings from March 7- May 29, 2012 for the purposes of playing basketball and kickball.

### **Voted:**

(Flanagan/Poppenga) Moved to approve Brookville Baptist's Boy's Club request for the use of the South School as noted.

Unanimous 4-0-0

Studio One Academy of Dance and Drama requested use of the JSHS's auditorium, hallways, boy's locker room for the purpose of changing and bathrooms, Friday, June 22, Saturday, June 3 and Sunday, June 24, 2012, for the purposes of holding a school dance recital.

### **Voted:**

(Flanagan/Poppenga) Moved to approve Studio One Academy of Dance and Drama for the use of the JSHS as noted.

Unanimous 4-0-0

***Use of Facilities (continued)***

JSHS Art Department, Mrs. Simms, requested the JSHS's Gymnasium, hallway outside of Gymnasium and bathrooms, May 24 and 25, 2012 from 6am to 5pm for the annual school art show.

**Voted:**

(Flanagan/Poppenga) Moved to approve Mrs. Simms, JSHS Art Department request for the use of the JSHS as noted.

Unanimous 4-0-0

Old Colony Women's Soccer League requested the soccer field and football field at the JSHS for the purposes of holding soccer games every Tuesday and Thursday from 6:15pm – 8:30pm, May 29-August 7, 2012.

Due to the soccer field condition at this time the request for that field was denied and only the football field will be granted. A call will be made by the school committee secretary to follow up with the contact.

**Voted:**

(Flanagan/Poppenga) Moved to approve the OCWSL' request for the use of the JSHS football field as noted. Soccer field was not approved due to condition.

Unanimous 4-0-0

***Policies***

The second reading of policy JFAAB, Full Day Kindergarten Program was reviewed and discussed for a second reading.

**Voted:**

(Flanagan/Pransky) Moved to approve the second reading of Policy JFAAB, Full Day Kindergarten Program.

Unanimous 3-0-1 (Ms. Poppenga abstained)

The following policies were discussed and reviewed for a first reading:

- AC Non Discrimination
- GBA Equal Employment Opportunity
- IHA-E Basic Instructional Program
- JA-E Student Policies Goals
- JB Equal Educational Opportunities
- JIC Student Conduct
- JJ-E Co-Curricular and Extracurricular Activities
- JLD Guidance Program
- JLD-E Guidance Program

**Voted:**

(Flanagan/Poppenga) Moved to approve the first reading of the above noted policies.

Unanimous 4-0-0

***School Committee Report***

Mrs. Davis congratulated the winter sports teams on a successful season. The annual JSHS musical, Beauty and the Beast will be taking place on Friday, March 30 and Saturday, March 31 with three shows, Friday at 7 and Saturday at 7pm.

Mr. Flanagan and Ms. Poppenga discussed a community award program the district participates in and how the selection process is proceeding. One will be selected for presentation for graduation for their contribution to the schools and one for MASC, Massachusetts Association of School Committees, they will be nominating Mrs. Davis for her 10 years on the board, all the members congratulated and thanked Mrs. Davis for her continued commitment and service.

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***ADJOURN or VOTE TO CONTINUE***

**Voted:**

(Poppenga/Flanagan) Motion to adjourn regular School Committee Meeting of March 22, 2012 at 9:21pm

Unanimous 4-0-0

Respectfully submitted,

Lori A. Koffink  
School Committee Secretary