

MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING
HCAM Studios
May 23, 2012

In Attendance:

School Committee:

Barbara P. Davis, Chairperson, Ann Poppenga, Vice Chairperson,
John Flanagan, John Callahan (absent), Lou Pransky
Lori Koffink, Recording Secretary

Joseph Baeta, Superintendent of Schools
Woody Conrad, Director of Technology
Susan Gleason, Director of Curriculum
Christine Godino, Director of Pupil Personnel
Julie Hamilton, Principal, South School
Charles Mahoney, Business Manager
Michelle McGlone, Principal, JSHS
Kimberly Richards, Principal, JFK

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

Citizens Concerns

No concerns expressed.

Superintendent's Report

Appointment

Superintendent Baeta introduced Ms. Lisa Crowley as the new Executive Assistant to the Superintendent. The interview process was reviewed and Ms. Crowley's resume was shared with the committee. Ms. Crowley will begin on July 2, 2012.

School Committee Calendar 2012-2013

The following dates were recommended for 2012-2013 School Committee meetings: August 29, September 25, October 25, November 29, December 20, 2012, January 24, February 28, March 28, April 25, May 30, and June 20, 2013. Subcommittee schedules: September 24, October 22, and October 29, November 5 and November 26, December 3, 10, and 17, 2012, January 17 and March 21, 2013.

Voted: (Flanagan/Pransky) Motion to approve the School Committee's 2012-2013 meeting calendar as noted.

Unanimous 4-0-0

Superintendent Baeta requested that the next school committee meeting, Thursday, June 21, be moved to Wednesday, June 20, as to attend Mr. Thomas Cummings', Superintendent of Public Works, retirement party.

Voted: (Pransky/Flanagan) Motion to move the School Committee's June meeting to Wednesday, June 20, 2012, from Thursday June 21, 2012.

Unanimous 4-0-0

Student Government Day

Student Government Day will now take place on June 4, 2012; a schedule was shared with the committee.

School Calendar Changes

Kindergarten start date will now be Wednesday, August 29, 2012. March early release day planned for March 21st will now take place on the 28th and May 3rds early release day has changed to May 10 to align with the JSHS Prom.

Voted: (Poppenga/Flanagan) Motion to approve the Kindergarten start date to August 29, 2012 and early release dates in March and May of 2013.

Unanimous 4-0-0

MASBO Conference

Superintendent Baeta updated the committee on his attendance to the MASBO conference. Information on updated CORI report procedures and changes in other major areas of school business administration was shared.

School Improvement Plans

Superintendent Baeta turned the floor over the Principal Hamilton.

South School

Mrs. Hamilton thanked her team, Assistant Principal Callinan, Teacher, Ms. McKinney, Ms. Cadigan, Community Representative and Ms. McMann and Ms. McEvoy, Parents Representatives. The South School's two year plan is geared to aligning with the districts overall strategic plan and the following goals were reviewed. Mrs. Hamilton spoke to the importance of the curriculum being aligned with the JFK and the JSHS's ELA, Math, Science and Social Studies programs. Ms. Gleason, Curriculum Director, spoke to the districts overall curriculum plan and the STAR assessment program that is being reviewed for future implementation. Professional development for staff is also a high priority. Recent Ribas training have been received well by staff. Student support requiring the addition of a part time ELL teacher to implement appropriate programs will take place to meet the increasing demand of students requiring these services. Parent involvement and increasing community support and providing a safe, clean and comfortable environment for all South School's students and faculty are also key pieces to the plan.

JSHS

Principal McGlone reviewed her handout also noting the alignment of curriculum with the new Massachusetts Common Core standards by having monthly department meetings to familiarize all teachers with common core standards. Creating curriculum maps for teaching research in grades 7-12 and finalizing a five year replacement grip for the adoption of new textbooks and other instruction materials and technology. Developing effective lesson plans and activity binders for each subject area for each departments review and opportunities for writing and analysis of students writing samples by department heads will also be incorporated. Anti-bullying awareness outreach programs and programs addressing self respect both for students and the community was touched upon. Increasing after school enrichment programs i.e., the STARS program and developing high interest activities for students are also key to their educational success. Ms. McGlone will also continue to work with Ms. Mancuso, Data Specialist, in monitoring student's growth in all areas to pin point key areas of student weakness.

JFK

Principal Richards updated the committee on her members of the subcommittee noting many new parent members, Mr. & Mrs. Rafalko and Ms. Altidor and Ms. Chamberlain, Community Representative. Key goals reviewed covered curriculum, instruction and assessment. Implementation of written curriculum for grades PK-3 in ELA, Math, Science and Social Studies will allow a consistent roll out through all elementary levels as students advance to the South. Professional development training for teachers and the paraprofessionals alike in Ribas has proved very positive. She also spoke to the implementation of the STAR assessment program being key going forward. Increased parent involvement and after school enrichment continues to be a priority and a new sign-in policy has been put in place for all visitors to ensure student and staff safety.

Superintendent Baeta concluded in thanking each Principal and each member of their subcommittees for their time and involvement. Each school will continue to work on their plans and further develop their current drafts.

FY12 Budget Update

Mr. Mahoney reviewed the April summary and expenditures to date. Grant expenditures to date were also covered. Expenditures by functional areas covering years FY09, FY10, FY11 and approved FY12 as well as FY13 requested and approved budget handouts were also discussed.

Mr. Mahoney also handed out the Town of Holbrook's annual report and requested the committee to take time to review areas pertaining to school services provided. Further discussions will need to take place to determine exact costs to the district.

Voted:

(Poppenga/Flanagan) Motion to approve corrections on town's annual report with Town Administrative offices as discussed.

4-0-0

School Choice income received from 14 previously attending students and an additional 21 enrolled after August 31, 2012 will amount to \$138,000 for the year. To date we have received 80,000, additional revenue will be forthcoming from sending districts.

Cost of lunch for the 2012-2013 will remain the same throughout the district. The implementation of a card system was discussed as a way to better track and maintain costs of the free and reduced lunch plans. Superintendent Baeta will further looking into leasing options and pricing on implementing this system as the current method is both time consuming and cumbersome.

Action Items

School Committee Minutes

Minutes from April 26, 2012 were reviewed.

Voted:

(Poppenga/Pransky) Motion to approve School Committee minutes of April 26, 2012.

4-0-0

YMCA Recommendation

Superintendent Baeta made the recommendation to implement the YMCA of Stoughton pre and aftercare programs for the Holbrook school district for the 180 days of school and vacation weeks. The agreement would extend services without the use of facility fee applicable. The YMCA will be responsible for custodial costs incurred while the buildings are in use for the program. Allowing this program to be implemented will in turn close the current PAL program running at the South School. Ms. Callinan, Assistant Principal, Teacher and Program Director of the PAL program was acknowledged as well as all the staff that has run this program over the years.

Voted:

(Poppenga/Pransky) Motion to adopt the YMCA of Stoughton's proposal to conduct a before and after school care program as discussed for the school district.

4-0-0

Voted:

(Poppenga/Pransky) Motion to waive the use of facility fee for the YMCA Program.

4-0-0

Voted:

(Poppenga/Pransky) Motion to dissolve the PAL Program and replace it with the YMCA Program.

4-0-0

Mr. Flanagan also requested to see the specific programs that will be offered to students. Superintendent Baeta will be working with the YMCA team and will follow up with Mr. Flanagan and the committee as the programs develops.

Gifts

The following gifts were received by the school district by an anonymous donor:

- 14 Desktop computers
- 2 HP printers
- 3 Flat screen monitors

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

Field Trip Request

Ms. Kyla Moran, Guidance Counselor at the JSJS requested to conduct an out of state field trip to New England Tech, Rhode Island.

Voted:

(Poppenga/Pransky) Motion to approve the field trip to New England Institute of Technology, Warwick, Rhode Island, May 31, 2012.

Unanimous 4-0-0

Use of Facility Requests

HJSJS Music Parents, Summer Theatre Camp, July 9-27, 2012 at the JSJS, hallways, bathrooms and auditorium, for the purposes of conducting a summer theatre camp.

Voted:

(Pransky/Poppenga) Moved to approve the JSJS Music Parents Group's request for the use of the JSJS, July 9-27, 2012 as noted.

Unanimous 4-0-0

HJSHS Cheerleading Camp, 9am-1pm, June 25-29, 2012 at the JSHS, gymnasium, bathrooms, lobby and outside of gymnasium for the purposes of conducting a cheerleading camp for grade K-6.

Voted:

(Flanagan/Poppenga) Moved to approve the JSHS Cheerleading Team's request for the use of the JSHS, June 25-29, 2012 as noted.

Unanimous 4-0-0

Holbrook Emergency Management, Sundays only from 2-4pm, JSHS Softball field from June 10-September 9, 2012 for the purposes of conducting equipment set up and practices and undergoing volunteer activities.

Voted:

(Pransky/Poppenga) Holbrook Emergency Management's request for the use of the JSHS Softball field, Sundays from June 10-September 9, 2012 as noted.

Unanimous 4-0-0

Technology Consulting c/o Holbrook Board of Health at JSHS, 9am-2pm, for environmental recycling, June 23, 2012.

Voted:

(Pransky/Poppenga) Moved to approve Technology Consulting c/o Holbrook Board of Health's request for the use of the JSHS parking lot, June 23 from 9am-2pm for the purposes of collecting electronic waste.

Unanimous 4-0-0

Personnel

Eligibility for unemployment and layoff non renewals has been sent out. All Paraprofessionals received letters of reasonable assurance for September 2012. A memorandum noting staff who have received non renewal notifications was reviewed.

Voted:

(Pransky/Poppenga) Moved to approve non renewal notifications as noted in the memorandum shared.

Unanimous 4-0-0

Superintendent Baeta thanked the employees for their dedication to the students and the district of Holbrook.

Ms. Dover, Special Education Teacher at the JSHS submitted her resignation as of the finish of the school year and Ms. Ciccolo, Teacher at the South School also submitted a letter for retirement.

School Committee Report

Mrs. Davis attended the Junior Prom; great time was had by all. Participated in the annual sixth grade volleyball game last Tuesday evening and also noted the upcoming JSHS Art Show and Spring Concert next week. Graduation will be held on Saturday, June 2nd at the JSHS, 11am.

Also noted was that the next school committee meeting will take place after the schools have closed for the summer break and that they will continued to be televised on HCAM.

In closing Superintendent Baeta acknowledged the many successes both the staff and students of our district have had this year. The ongoing community support and positive communication with our town government has allowed us to move forward in many ways. Superintendent Baeta also thanked the teachers and administrative staff for their support and wished the staff and students a safe summer.

ADJOURN or VOTE TO CONTINUE

Voted: (Flanagan/Pransky) On a roll call vote, the Committee moved to go into Executive Session for the purpose of reviewing the Executive Session minutes of the last meeting, negotiations and personnel matters and not to conduct any further business in open session.

Roll Call Vote:

Mr. Flanagan	Yes
Mrs. Poppenga	Yes
Mrs. Davis	Yes
Mr. Callahan	Absent
Mr. Pransky	Yes

The Committee went into Executive Session at 9:11pm after a brief recess.

The Committee returned to open session at 9:32pm

Voted:

(Pransky/Poppenga) Motion to adjourn regular School Committee Meeting of May 23, 2012
Unanimous 4-0-0

Respectfully submitted,

Lori A. Koffink,
School Committee Secretary