Date: 3/23/2022

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Scott, Brian, Barry, PJ, Mike

Members on Zoom: Peter, Nakeya, Anne

**Reserve Fund Transfer**

* Accounting Office File Cabinet
  + Needed for storage of 2 years of records
  + Reserve Fund balance will be 64k
  + Amount $1,200
  + Motion to Approve Brian/Mike 8-0-0

**Department Heads**

* No Department Heads

**Holbrook Public Schools**

* Introduced by Superintendent Hamilton
* Holbrook Schools, moving forward in a sustainable way
* Joined 9 districts in a consortium
* Early College Admissions, 12 college credits by 12 Grade.
* Enhancing School Experience
  + STEM Nights
  + Robotics Clubs
  + Broad range of other clubs
  + Bringing back marching bands
* Aspen Portal opened for grades
* Capping School Choice because our own kids are moving forward
* Increased need for additional services
  + ESL
  + Home/Medical
  + Mental Health
* Need to add 1 FTE Severe Special Education Teacher, 1 FTE Behavioral Tech
* 2.9% Increase in budget over last year
* Each year software is evaluated
  + Some software was previously paid for by an ESSER grant which is ending, may need to increase the curriculum in future years.
* Aspen and Google Classroom help keep parents updated
* **JFK**
  + Need add Severe Special Education Teacher to keep class size from 6-8.
* **HHMS**
  + Behavior services
    - Resources go where they are needed between HHMS and JFK
    - Train teachers
    - Previously outsource, but inhouse resources are more effective because of real time support
* Utilities are under contract till 2025 and 2026.
  + Looking to install a solar panel
* School not at capacity yet
  + Town development might impact this in the future.
  + JFK is closer to capacity
  + Seeing more retention as kids move up through the grades
  + Building built to accommodate expansion using blow out walls.
  + Would need to do analysis to determine the max capacity
    - Permeant school committee requested to meet for an update
    - Chair asks for estimate from the Superintendent
* Maintenance Plan
  + No major issues
  + Early HVAC Issues, which has been resolved
* Added software related do Student Data Privacy
* Instructional software moved to the curriculum budget
* New Phone & Security systems, keeping the cost the same
* Chromebooks are coming out of the ESSER III grant.
  + Need to build a line item for replacement program.
  + Rotation Program is ongoing. 3 rounds since the IT director has joined.
* Technology is aging after 7 years
* Capital Improvement Committee provides money for school technology
  + 50k per year is funded for Technology for the schools
    - This year is being used for Projectors, being replaced with flat screens which last longer
    - Might need to increase if there is not a grant to fund chrome book replacement (estimate 60-70k)
* Special Education
  + Every year contracted services are reviewed to see if Holbrook can strengthen services and take some services in house.
  + Circuit Breaker funds are pay 75% of the state average tuition
    - This year they will add transportation back in so the number will go up
    - Funding lags a year
  + Transportation has remained stable
    - Trying to get the number to go down by building capacity in Holbrook
* Overall
  + Payroll increases 356k
  + Operational increase due to transportation
  + Funding is split between Chapter 70 and the state

**Other Business**

* 10 Applications to Norfolk Agricultural School
  + Approx. 3k per year
  + Town Account to find out acceptance rate for last year
* Accountant to provide free cash summary
  + Holdback of 525 close out
  + 100 general stabilization
  + 100 capital stabilization fund
  + 100 to OPEB
* Adjusted public safety budget
* Capital Planning meeting 3/29
  + Phase 2 of the road plan
  + 1887 tower, might require borrowing 2.4 million
  + Ladder Truck
  + EMT Salaries budget
* Town Accountant working on warrant articles
  + 197k for solid waste
  + Other deficits 3-4k to address
* Warrants close 3/31
  + MBTA overlay
  + Zoning

**Next Meeting**

* No meeting next week.
* Next meeting 4/6

**Motion to Adjourn**

* Brian/Mike 8-0-0