

# Holbrook Public Schools - School Committee Meeting

Wednesday, November 15, 2023

Holbrook Middle-High Auditorium

245 South Franklin Street, Holbrook

6:00 PM

AGENDA

TOWN CLERK

NOV 9 4:51:33 '23

This meeting is being recorded for broadcast by H-Cam.

- I. Call to Order and Pledge of Allegiance
- II. Public Participation
  - A. Resident's concerns – Citizens wishing to make a statement are asked to confine their remarks to issues. This agenda item is not provided for airing complaints about any individual.
- III. Reports
  - A. Student Advisory Report
  - B. Paula Casano, Food Service worker, 24 years of service, retirement recognition
  - C. MCAS Presentation
  - D. John and Abigail Adams Scholarship Awards
  - E. College Board National Recognition Awards
  - F. Superintendent Report
- IV. Financial Update
  - A. Ms. Suckow, School Business Administrator
    - 1. FY23 Financial Report
    - 2. FY23 Schedule of Warrants Paid
    - 3. FY24 Financial Report
- V. Personnel
  - A. New Hires
    - 1. Glen Allshouse, Crossing Guard, Holbrook School District, effective September 19, 2023
    - 2. Raquel Andrade, Custodian, Holbrook School District, effective September 18, 2023
    - 3. Marcus Burden, Custodian, Holbrook School District, effective August 31, 2023
    - 4. Brooke Doherty, 0.6 Holbrook Middle-High School Administrative Assistant, effective September 18, 2023
  - B. Resignations
    - 1. Candice D'Agati, Crossing Guard, Holbrook School District, effective September 15, 2023
    - 2. Keith Lenane, Custodian, Holbrook School District, effective August 11, 2023
- VI. Discussion Items
  - A. Instrument donation for the Holbrook Public Schools from Jennifer Hawes (Olds Ambassador Trumpet, Bundy Trumpet, King Cornet, Bundy Clarinet, Armstrong Clarinet, King Trombone), estimated value \$600)
  - B. Revised School Committee Goals
  - C. 1<sup>st</sup> Reading Policy DJ – Purchasing
  - D. 1<sup>st</sup> Reading Policy DJA – Purchasing Authority
  - E. 1<sup>st</sup> Reading Policy DJE – Bidding Requirements
  - F. 1<sup>st</sup> Reading Policy EFE – Civil Rights Complaint Policy for Child Nutrition Programs

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- G. 1<sup>st</sup> Reading Policy GBA – Equal Employment Opportunity
- H. 1<sup>st</sup> Reading Policy GBEA – Staff Ethics/Conflict of Interest
- I. 1<sup>st</sup> Reading Policy GBEB – Staff Conduct
- J. 1<sup>st</sup> Reading Policy GBEBB – Gifts to and Solicitations by Staff
- K. 1<sup>st</sup> Reading Policy GBEBD – Online Fundraising and Solicitations-Crowdfunding
- L. 1<sup>st</sup> Reading Policy GBEC – Drug-Free Workplace Policy
- M. 1<sup>st</sup> Reading Policy GBED – Tobacco Use on School Property by Staff Members Prohibited
- N. 1<sup>st</sup> Reading Policy GBGB – Staff Personal Security and Safety
- O. 1<sup>st</sup> Reading Policy GBI – Staff Participation in Political Activities
- P. 1<sup>st</sup> Reading Policy GBJ – Personnel Records
- Q. 1<sup>st</sup> Reading Policy GCA – Professional Staff Positions
- R. 1<sup>st</sup> Reading Policy GCBA – Professional Staff Salary Schedules
- S. 1<sup>st</sup> Reading Policy GCBB – Employment of Principals
- T. 1<sup>st</sup> Reading Policy GCE – Professional Staff Recruiting/Posting of Vacancies
- U. 1<sup>st</sup> Reading Policy GCF – Professional Staff Hiring
- V. 1<sup>st</sup> Reading Policy GCG – Substitute Professional Staff Employment
- W. 1<sup>st</sup> Reading Policy GCIA – Philosophy of Staff Development
- X. 1<sup>st</sup> Reading Policy GCJ – Professional Teacher Status
- Y. 1<sup>st</sup> Reading Policy GCK – Professional Staff Assignments and Transfers
- Z. 1<sup>st</sup> Reading Policy GCRD – Tutoring for Pay
- AA. 1<sup>st</sup> Reading Policy GDO – Evaluation of Support Staff
- BB. 1<sup>st</sup> Reading Policy GDA – Support Staff Positions
- CC. 1<sup>st</sup> Reading Policy IMGA – Service Animals in Schools
- DD. 1<sup>st</sup> Reading Policy IGA/IGD – Curriculum Development and Adoption
- EE. 1<sup>st</sup> Reading Policy JICFB-E-1 – Bullying, Harassment, or Intimidation Reporting Form
- FF. 1<sup>st</sup> Reading Policy JICFB-E-2 – Bullying, Harassment, or Intimidation Investigation Form
- GG. 1<sup>st</sup> Reading Policy JICFB-E-3 – Bullying Follow-Up Letter
- HH. 3<sup>rd</sup> Reading Draft Open Meeting Law Policy
- II. 3<sup>rd</sup> Reading Policy DGD – Credit Card Use Policy
- JJ. 3<sup>rd</sup> Reading Policy DGD-E – Credit Card Issuance Agreement
- KK. 3<sup>rd</sup> Reading Policy EB – Safety Program
- LL. 3<sup>rd</sup> Reading Policy EBAB – Pest Management Policy
- MM. 3<sup>rd</sup> Reading Policy EBB – First Aid
- NN. 3<sup>rd</sup> Reading Policy EBC – Emergency Plans
- OO. 3<sup>rd</sup> Reading Policy EBCD – Emergency Closings
- PP. 3<sup>rd</sup> Reading Policy EC – Building and Grounds Management
- QQ. 3<sup>rd</sup> Reading Policy ECA – Building and Grounds Security
- RR. 3<sup>rd</sup> Reading Policy ECAF – Security Cameras in Schools
- SS. 3<sup>rd</sup> Reading Policy EEA – Student Transportation Services
- TT. 3<sup>rd</sup> Reading Policy EEAA – Walkers and Riders
- UU. 3<sup>rd</sup> Reading Policy EEAE – School Bus Safety Program
- VV. 3<sup>rd</sup> Reading Policy EEAEA – Bus Driver Examination and Training
- WW. 3<sup>rd</sup> Reading Policy EEAEB – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- XX. 3<sup>rd</sup> Reading Policy EEAE (also JICC) – Student Conduct on School Buses
- YY. 3<sup>rd</sup> Reading Policy EEAG – Student Transportation in Private Vehicles
- ZZ. 3<sup>rd</sup> Reading Policy EFC – Free and Reduced-Price Food Services
- AAA. 3<sup>rd</sup> Reading Policy FF – Naming District Schools, Facilities and Grounds
- BBB. 3<sup>rd</sup> Reading Policy HA – Negotiations Goals

- CCC. 3<sup>rd</sup> Reading Policy HB – Negotiations Legal Status
- DDD. 3<sup>rd</sup> Reading Policy HF – School Committee Negotiating Agents
- EEE. 3<sup>rd</sup> Reading Policy IHBG - Home Schooling
- FFF. 3<sup>rd</sup> Reading Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education
- GGG. 3<sup>rd</sup> Reading Policy IHBG-E-2 Home School Evaluation
- HHH. 3<sup>rd</sup> Reading Policy JJF-E-1 – Student Activities Funds Management
- III. 3<sup>rd</sup> Reading Policy JJF-E-2 – Holbrook Public Schools Student Activities Accounts Policies and Procedures
- JJJ. 3<sup>rd</sup> Reading Policy – KA – School/Community Relations Goals
- KKK. 3<sup>rd</sup> Reading Policy – KBA – School/Parent Relations Goals
- LLL. 3<sup>rd</sup> Reading Policy – KBE – Relations with Parent/Booster Organizations
- MMM. 3<sup>rd</sup> Reading Policy KDB – Public’s Right to Know
- NNN. 3<sup>rd</sup> Reading Policy KDD – News Media Relations/News Releases
- OOO. 3<sup>rd</sup> Reading Policy KE – Public Complaints
- PPP. 3<sup>rd</sup> Reading Policy LBC – Relations with Nonpublic Schools
- A. 3<sup>rd</sup> Reading Policy LBC-E Criteria for Approval of Private School by a School Committee
- QQQ. Policies to be deleted
  - a. Policy IE – Organization of Instruction
  - b. Policy IGD – Curriculum Adoption
  - c. Policy IL – Evaluation of Instructional Programs
  - d. Policy IMA – Teaching Activities/Presentations
- RRR. September 20, 2023 School Committee Meeting Minutes
- SSS. School Committee Sub-Committee member report
- TTT. School Committee member report

VII. Action Items

- A. Instrument donation for the Holbrook Public Schools from Jennifer Hawes (Olds Ambassador Trumpet, Bundy Trumpet, King Cornet, Bundy Clarinet, Armstrong Clarinet, King Trombone), estimated value \$600)
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- C. 3<sup>rd</sup> Reading Draft Open Meeting Law Policy
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- JJ. 3rd Reading Policy KE – Public Complaints
- KK. 3<sup>rd</sup> Reading Policy LBC – Relations with Nonpublic Schools
- LL. 3<sup>rd</sup> Reading Policy LBC-E – Criteria for Approval of Private School by a School Committee
- MM. September 20, 2023 School Committee Meeting Minutes
- VII. School Committee Sub-Committee Member Report
- VIII. School Committee Member Report
- IX. Old Business
- X. New Business

The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

**DISTRIBUTION OF AGENDA TO:** Media; Student Advisory Committee; All School Offices School Committee, All Principals, Business Manager, Principals, Director of Curriculum, Director of Technology, Director of Special Education, H.E.A. President, and Building representatives

**MEETING PROCEDURES - Public Participation**

All meetings of the School Committee are open to the public. **The law allows certain matters of business to be discussed in executive session from which the public may be excluded.** However, no final action can be taken in closed session. The School Committee welcomes citizens to be present at all meetings. It wishes to be responsive to the public’s need to address the Committee on matters before the Committee. In order that this may be accomplished in the most orderly manner possible, the School Committee has established the following procedures:

- 1) Time shall be provided at each meeting for individuals or groups to address the Committee.
- 2) The first item on every School Committee agenda is “Citizens Concerns”. Time is provided for citizens to make a statement concerning matters before the School Committee. The members will listen to concerns, but this is not seen as a time for questioning a member concerning a course of action, nor a time for debate.
- 3) Any speaker shall give his/her name; address the group he/she represents, if any.
- 4) Presentation should be brief. Five minutes should be maximum unless an extension is given the speaker by the Chairperson.
- 5) Speakers are welcome to offer objective criticism of the school district. The Committee will not hear personal complaints of school personnel in open session. Citizens are reminded that this agenda item allows citizens to state or make comment on substantive issues. It cannot permit unsubstantiated charges to be leveled against employees.