Date: 2/1/2024

Time: 7PM

Location: Holbrook Town Hall

Members in Person: Barry, Mike, Brian,

Members on Zoom: Anne, Scott, Susan

**Meeting Minutes**

* Motion to approve meeting minutes for 1/25, Brian/Mike 6-0-0

**Reserve Fund Transfer**

* Not presented, will put on next week's agenda.

**FY 25 Budget - Holbrook Public Schools**

*Opening Presentation*

* The budget ask is similar to last year. Roughly 3% increase.
* 12-18 level credits, walk to read program and other programs.
* Building different pathways to college or other entry into the workforce
* .5 new position English Language Learner Teacher at Holbrook Middle High
* Stable enrolment
* Capped school choice
* Each year the software is reviewed. Budget is level.
* Grants
  + There are grants from ESSA.
  + Consortium to get more attention from DSE for grants.
* Agreement with community college
  + High School and Community College credit
    - Can earn up to a semester worth of credit.

*Middle High School*

* Additional ELL Teacher
* Hometown High School
  + Share some of the programming that is going on in HMHS.
* Certification programs
* Facilities are request is level funded.
  + Looking at green technology
  + If the facilities. are rented the go into a revolving fund.
  + Turf field might need to be replaced in the future.
    - Susan suggests creating a schedule and bringing that to the capital committee.

*Technology*

* Added a new program that helps with the onboarding of staff.
* Instructional software has moved it over to curriculum as well as guidance software.
* Replaced contractor for phone and security software.
  + Security costs increased; Telephone Company expenses decreased.
* Overall, the budget is level funded but Instructional Software and Guidance software is still in the budget under curriculum.
* Chromebooks are funded through a grant.
  + 5-year rotation
  + Grant is going away at some point, looking for a replacement grant.
  + Inhouse repair program that will teach students to repair Chromebooks.
* Investing in touch screens instead of projectors
  + Touch screens cost slightly more but last 10-15 years and have no maintenance.
  + On wheels so it can be moved
  + Can tilt to look like a table so multiple students can use it at the same time.
  + They are in all K-5 classes.
  + Funded by the $50k capital funding.

*Special Education*

* Almost fully included, only 3 students are not fully included.
* Reducing some of the contracted services
* Investing in assisted technology
* Reentry program for hospitalized students
* Trying transition students to the world of work
* Circuit breaker is a lagging item.
  + Submitted to the state.
  + Reimbursement of 75% of tuition, 45-50% for transportation
* 32 students who are placed out of district.

*ESSER Funds*

* 4.8M over since 2021, over the last 3 years
* Ending 9/30/24
* Anne raises that there is potentially a 1+M shortfall.
* Superintendent indicated that no positions were added, and funds were spent carefully to make sure that there wouldn't be a large impact to programing.
  + Looking for more grants to come out.
  + Has helped offset the budget since COVID.

*Overall Budget*

* Payroll increases of $362,027.
* $116,132 in Operational increases
* Increase for a new .5 ELL Teacher
* 17M budget does not include 2M in revolving funds, circuit breakers and grants.
* Last year (FY24) Chapter 70 was $10.8M, Town funded $9.6M
* Mike and Barry ask about the difference between 22M Revenue and $18M budget.
  + May be due to unexpected increase to Chapter 70.
  + School to keep Fincom posted on FY 24 results.

*School Expansion*

* Mike asks if there is a need for expansion of the school building.
  + Superintendent monitoring building projects in town, but currently not at capacity
  + Projects are changing around town.
  + Meeting before the spring of the permanent school trends

**Other Business**

* Data for elected verse appointed Treasurer/Collector (T/C) is not available.
* The average is $110k of elected T/C.
* $111k communities with a full-time elected treasurer collector
* $117k most similar in size to Holbrook
* The requested salary for the T/C is $91k at the next town meeting.
  + T/C asked what the Fincom would support.

**Next Meeting**

* Meeting in 2 weeks, Public Safety except for the Communication
* Town Clerk to be added to the budget schedule.

**Motion to Adjourn**

* Motion to Adjourn Brian/Mike 6-0-0