MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING
HCAM Studios
January 26, 2012

In Attendance: School Committee:
Barbara P. Davis, Chairperson, Ann Poppenga, Vice Chairperson,
John Flanagan, John Callahan, Louis Pransky
Lori Koffink, Recording Secretary

Joseph F. Baeta, Superintendent of Schools
Woody Conrad, Director of Technology
Christine Godino, Director of SPED
Julie Hamilton, Principal, South School
Charles Mahoney, Business Manager
Larri Mancuso, Data Specialist
Karin McDonough, Teacher, JSHS
Michelle McGlone, Principal, JSHS
Kim Richards, Principal, JFK Elementary
Guests: Mrs. Brady and her daughter Elizabeth Brady,
additional parents and citizens

The meeting was called to order at 7:00pm by the Chairperson, Mrs. Barbara Davis.

Pledge of Allegiance was recited.

Mrs. Davis expressed the committee’s condolences to Mrs. Chisholm, Administrative Assistant at the JSHS and Police Officer Glover for the loss of their daughter/sister. Thoughts are with their family at this difficult time.

Superintendent’s Report
Superintendent Baeta turned the floor over to eighth grade student Elizabeth Brady to update the committee on her recent participation in Project 351. The heart of Project 351 is the dedication and compassion of young leaders from across the Commonwealth. Ambassadors are selected by local educators for their exemplary ethic of service and their values of humility, compassion, commitment, kindness, and generosity of spirit. Miss Brady spent the day at Cradles to Crayons a community support group for families with young children. Their goal was to keep 775 children warm by providing vital items to get through the winter, by the end of the day they were able to complete 1,694 packages. She noted that this experience helped her realize how much power one person has to make a difference, imagine if this was done everyday.

Ms. McGlone shared news of receiving a letter and banner from the MIAA Sportsmanship Committee congratulating the Holbrook JSHS for achieving outstanding sportsmanship and also naming the school to the MIAA Sportsmanship Honor Roll. Superintendent Baeta also acknowledged Athletic Director Lauri Thorne and the coaches who work with our students on a daily basis.

Bridgewater State College Summer Reading Program
Ms. Cain, Teacher at the JFK and Mr. MacDonald, Director of Off-Campus Programs as BSC requested to once again, hold the Graduate Programs in Reading Summer Enrichment Program at the JFK this summer. This program is sponsored by BSC Graduate Programs in reading as a
practicum experience for licensed, experienced teachers who are candidates for the Master of Education with a specialty in reading and communication services that directly benefits children. This program will be open to all students in Holbrook from grades three to six. The session will run from July-August for five weeks for thirty to thirty-six students.

**Voted:**
(Poppenga/Flanagan) Motion to approve BSC Summer Reading Program as outlined, July through August 2012 at the JFK Elementary School
Unanimous 5-0-0

**DART Presentation**
Superintendent Baeta turned the floor over to Ms. Mancuso to present DART, an informational tool located on the Massachusetts Department of Education’s website. DART offers snapshots of our district, by individual school’s performance, allowing users to easily track select data elements over time and make comparisons to the state or to "comparable" districts in the state. The data elements in each DART tool are linked to a broader strategic framework defining the characteristics of effective educational organizations and cover a broad range of district and school interests including demographic, assessment, student support, educator, financial, and achievement gap data. Ms. Mancuso reviewed each school and navigated through the programs to show ELA, Math, SPED, and MCAS score growth comparisons. Superintendent Baeta suggested that the committee familiarize themselves with this program for future reference needs.

**Medicaid Reimbursement/Homeless Student Program**
Superintendent Baeta reviewed with Mr. Mahoney, the School Based Medicaid Cost Report Certification of Public Expenditures report. This report along with the MDESE Homeless student program data was reviewed. One hundred percent of the expenditures have been declared. Payment is received and deposited in the general town fund with the school district receiving 50%. Mrs. Davis suggested further discussions be had with the Finance Committee on current reimbursement procedure and ratios. Mr. Mahoney reviewed information on the services and how costs are determined within this program.

**Evaluation Process**
Superintendent Baeta shared an informational binder with the committee to review new administrator and teacher review processes. Information included evaluation standards for the superintendent’s annual review and details of the evaluation process, bargaining language, implementation of goals for principals, teachers and for the superintendent. Ms. McDonough, Teacher and HEA Building Representative attended a webinar regarding this topic on behalf of the HEA.

Superintendent Baeta attended a meeting today to review the process. Implementing the program for the 2012-13 school year and district training was discussed. HEA and the MTA will work with the district in establishing guidelines.

**Abrahams Report/MSBA Update**
Last Friday, Superintendent Baeta received a call from the MSBA noting that Holbrook was on the next MSBA meeting’s agenda in regards to reclassifying the status of the JSHS building project. MSBA reviewed an updated process for those towns currently in “queue” for a potential project reimbursement. A formal letter is anticipated from the MSBA that will note due dates
Abrahams Report/MSBA Update (continued)
and tasks. Mrs. Poppenga also commented on the meeting in which the MSBA spoke to the
towns of Massachusetts being innovative and reviewed other states’ projects and ideas. The
organization is open to working with all districts to achieve their overall goals.

Voted:
(Flanagan/Poppenga) Motion to accept the Abrahams Report as a working draft to be referenced
through the building process.
Unanimous 5-0-0

2012-2012 School Calendar
Superintendent Baeta shared three options for the committee to consider for the school year of
2012-2013. These options have also been shared with the HEA for reference and their
recommendations. A fourth option was discussed with a start date of August 28 for teachers and
students returning the 30th and using November 6, election day, as a professional development
day for the teachers and a day off for students. The committee will vote at a later meeting after
further consideration.

Contract Negotiations
Contract negotiations for the Paraprofessional and Administrative Assistant units will need to
take place in the coming month. Dates of February 27, 28, March 12, 13, 14 were discussed.
Superintendent Baeta asked the committee to get back to him regarding availability.

Capital Improvements
Superintendent Baeta spoke to the meeting he attended the previous evening of the Capital
Improvement Committee. Town Administrator Mr. Phelan, discussed the need of upgrading the
town’s computer systems and collaboratively working with the schools to streamline systems.
Both the schools and town have consistent server problems and together the departments may be
able to resolve the problem. Superintendent Baeta spoke to the fire alarms at the three schools
noting that they are not compliant and would take $548,400 (estimate) to complete an update for
the district. Our current alarm company, Atlas Alarm will be called to evaluate. The South
School floors were also discussed. Tiles are lifting and creating a safety hazard in many of the
common areas of the school. Estimated cost to repair, $480,000. The superintendent noted that
these would be upgrades and not a renovation process. He thanked the Capital Improvement
Committee for their input and positive feedback on the needs of the schools. Ms. Poppenga
agreed preventative maintenance is key for each building.

FY12 Budget Update
Mr. Mahoney reviewed the December summary and expenditures to date. At this time
$1,914,801.02 has been encumbered. Utility costs, revolving accounts and food service
expenses were discussed. Grant expenditures to date were also reviewed

This month’s topic for review was in regards to the district’s transportation costs. Mr. Mahoney
reviewed the district’s policies as well as state guidelines. The SPED budget was reviewed and
the discussion of the district running its own transpiration fleet was discussed. The committee
has had previous discussions in regards to this and may revisit based on updated costs.
**Action Items**

**School Committee Minutes**
Minutes from October 27, November 22, November 29 and December 14, 2011 were reviewed.

**Voted:**
(Poppenga/Flanagan) Motion to approve School Committee minutes of October 27, 2011. Unanimous 4-0-1 (Mr. Callahan abstained)

**Voted:**
(Poppenga/Flanagan) Motion to approve School Committee minutes of November 22, 2011. Unanimous 5-0-0

**Voted:**
(Poppenga/Flanagan) Motion to approve School Committee minutes of November 29, 2011. 4-0-1 (Mr. Callahan abstained)

**Voted:**
(Pransky/Callahan) Motion to approve School Committee minutes of December 14, 2011. Unanimous 5-0-0

**Gifts**
Mr. and Mrs. Lane of Lane Printing, Holbrook, donated MLA and APA instructional posters for each classroom in the school district valued at $500. Mr. Newman of US Markerboard, Holbrook donated office chairs to the JSHS valued at $1,000. Mr. Flanagan received a donation of supplies for his classroom through the Donors Choice website valued at $150.

**Voted:**
(Flanagan/Callahan) 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 3-0-2 (Mr. Flanagan and Ms. Poppenga abstained)

**Full Day Kindergarten Program**
Superintendent Baeta handed out information pertaining to the full day Kindergarten program proposed to begin fall of 2012. The application process, payment information and guidelines were reviewed. Budgets for the program will need to be established and approved by the committee. Tuitions monies received will go back to the programs costs. The program will accommodate a maximum of 44 seats in two separate classrooms. Children will be chosen by a lottery system, seats will be held for those who are required placement due to IEP’s. Tuition cost per child will be set at $4,000 for the year, $250 due by May 1. Families with twins would pay $7,000 and triplets $10,000. Payment options of a 10 month payment plan and a 3 month plan was discussed. Transportation will be provided by our regular bus company and children will attend lunch in the lunch room.

Along with applications, a W-2 form will need to be turned in for price reduction consideration. There will be a $50.00 withdrawal fee incorporated for forfeiture of a seat. Mr. Flanagan discussed with the committee needs of updating policies prior to implementation.

**Voted:**
(Poppenga/Callahan) Motion to accept the implementation process and procedures for a full day Kindergarten program as discussed. 4-0-1 (Ms. Poppenga abstained)
School Committee Meeting – February – April 2012

Mr. Flanagan proposed the idea to the school committee of taking their meetings “on the road.” The committee will now hold their meeting of February 29 at the South School, March 22 at the JFK Elementary and the JSHS on April 26, 2012. Meetings will be posted to reflect accordingly.

Voted:
(Poppenga/Flanagan) Motion to change the locations of the School Committee meetings for the months of February, March and April, 2012 as discussed.
Unanimous 5-0-0

School Committee Goals 2012-2014

Information regarding goals established by the committee was reviewed. Five measurements including, resolution to the significant facility issues in the district, increasing accessibility and support of a comprehensive and complete PreK-12 curriculum that includes tiered interventions, increasing and supporting the quality and quantity of the inclusion process, effectively working and advocating a school budget that maximizes student potential and increasing the districts collaboration by emphasizing the need for parent and community involvement was discussed.

Voted:
(Poppenga/Flanagan) Motion to accept the School Committee’s goals and assessment process as discussed.
Unanimous 5-0-0

Vocational Technical Education Resolution

A proposal created by MASC to the DESE regarding vocational and technical school exploratory visits was shared with the committee. The resolution proposes students be provided with information in the form of a one hour, on-site assembly by a vocational/technical institute and also a proposal of having students sent during school time to visit a vocation/technical school. The committee and Ms. McGlone were not opposed to a vocational/technical school presenting on-site however, felt opposed to pulling students out during learning hours to visit outside programs. Mr. Pransky spoke to the opportunities students currently have during evening open houses.

Voted:
(Poppenga/Flanagan) Motion to approve the interest by Blue Hills Regional Technical High School to conduct a one hour, on-site presentation to the eighth grade students.
Unanimous 5-0-0

Policies

Policy JJIF, interim policy to address suspected sports related head injury/concussions was reviewed and discussed for a first reading. The policy was drafted by legal counsel, Stoneman, Chandler, Miller. A discussion pertaining to the need of an athletic trainer was discussed along with the current usage of the Holbrook Fire Department for emergency purposes during sports seasons. Mr. Flanagan further reviewed terminology in regards to intramural activities.

Voted:
(Pransky/Poppenga) Motion to approve the first reading of policy JJIF Interim Policy to Address Suspected Sports Related Head Injury/Concussion.
Unanimous 5-0-0
**Personnel**
Superintendent Baeta updated the committee on the following appointments: fall basketball and cheerleading coaches, student council advisors, club and class advisors, Ms. Russo, ELA Teacher at the JSHS, Ms. Tucker-Geoghegan, .6 SPED Teacher at the JFK, Ms. Kitt, .2 ELA Teacher and Substitute at the JSHS, Ms. Manos, Math Teacher at the JSHS

**Use of Facilities**
Holbrook Music Parents request, to have a kick off dance party for the Beauty and the Beast production, March 2, set up at 2:30pm, event from 4-8pm. Request Café, hallway outside of Café and bathrooms of the JSHS.

**Voted:**
(Callahan/Poppenga) Moved to approve the JSHS Music Parent Group’s request to host a kick off dance party as noted above.
Unanimous 5-0-0

HEPG request JSHS auditorium, gym restrooms, café and hallway for the purpose of holding their annual Variety Show, Thursday, April 26 for rehearsals and Friday, April 27 from 4:30pm-10:30pm. Ms. Koffink was asked to follow up with HEPG to see if they could end the event at 9:30pm to avoid the cost of a custodian to stay on site.

**Voted:**
(Flanagan/Poppenga) Moved to approve the HEPG’s request to host their annual variety show.
Unanimous 5-0-0

Holbrook Board of Selectmen requests the use of the JSHS’s gymnasium for the purposes of conducting the annual town meeting, May 1, 2012.

**Voted:**
(Callahan/Poppenga) Moved to approve the Board of Selectmen’s request to use the JSHS’s gymnasium as noted above.
Unanimous 5-0-0

**School Committee Report**
Mrs. Davis recently conducted her annual building tour at each school and noted great participation on behalf of students and great teacher interactions. The National School Board meeting will be held for the first time in Boston, April 21-23, 2012. Special rate of $625 per person is available until January 31, 2012.

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

The Committee went into Executive Session at 9:51pm after a brief recess.

The Committee returned to open session at 10:26pm

**Voted:**
(Pransky/Flanagan) Motion to adjourn regular School Committee Meeting of January 26, 2012
Unanimous 5-0-0

Respectfully submitted,

Lori A. Koffink
School Committee Secretary