

Holyoke School Committee
Policy Subcommittee Agenda
5/8/2023
Fifield Room

Policy Subcommittee Chair Ellie Wilson called the meeting to order at 6:00 p.m.

Roll Call:

Present: Ellie Wilson, Gustavo Romero, Rosalee Tensley-Williams, Yadilette Rivera Colón

School Committee Members Present: Anthony Soto, William Collamore, Jay Whelihan

1. Proposed Yondr procedure

- It was discussed that procedure was created in February 2023
- This policy is part of the Student Handbook and part of the cell phone use procedure
- In 1st paragraph and 9th bullet, it was suggested that the policy be written for longevity and remove the references to Springfield and Chicopee as well as other local area school
- In the first paragraph, it is recommended that positive outcomes be listed first
- In the 5th and 9th bullet, the terms he or she should be replaced with they
- Motion made by Mr. Romero to send to School Committee for review. 2nd by Mrs. Tensley-Williams. Motion passed unanimously

2. DA: FISCAL MANAGEMENT GOALS

- It was suggested that language including regardless of race, sex, etc be added to bullet 3. It was stated that this language is included in the introduction and does not need to be included in each policy.
- It was suggested that 'and families' be added to bullet 5. As the community includes families the language will not change.
- Motion made by Mrs. Tensley-Williams to send to School Committee for review. 2nd by Mr. Romero. Motion passed unanimously

3. DB: ANNUAL BUDGET

- This policy speaks to the Net School Spending Law
- In the 8th paragraph, there was discussion as to if 'School Council' accurately reflects what is occurring.
- It was determined that the language will be updated to include 'School

Council and school principal’.

- Motion made by Mr. Romero to send to School Committee for review. 2nd by Mrs. Tensley-Williams. Motion passed unanimously

4. DBC: BUDGET DEADLINES AND SCHEDULES

- There is currently no HPS policy
- This policy ensures that the annual budget be prepared and observe statutory requirements such as holding a public hearing and publish meeting notice in local newspaper.
- There was some discussion as to if the local paper is the correct place to publish such notice. State law requires publishing in a local newspaper. ● Motion made by Mrs. Tensley-Williams to send to School Committee for review. 2nd by Mr. Romero. Motion passed unanimously

5. DBD: BUDGET PLANNING

- The current HPS policy begins with ‘The Holyoke School Committee will attempt to protect the valid interest of the taxpayers’.
- The language update included ‘The Committee also hold in balance the valid interest of the taxpayers.’
- As in DB - Annual Budget, the last paragraph will read ‘...School Councils and school principals...’.
- Motion made by Mr. Romero to send to School Committee for review. 2nd by Mrs. Tensley-Williams. Motion passed unanimously

6. DBF: PUBLIC BUDGET HEARING

- This policy is no longer necessary as its contents are included DBD. ● Motion made by Mrs. Tensley-Williams to send to School Committee for review. 2nd by Mr. Romero. Motion passed unanimously

7. DBG: BUDGET ADOPTION PROCEDURES (NEW)

- There is currently no HPS policy.
- Discussion included language in the 2nd paragraph. Should it read ‘The budget is adopted by a simple majority’ or ‘The budget is adopted by a simple majority of those present. It was decided to send both options for the School Committee to consider.
- The third paragraph was changed to “Authority for adoption of the final school budget bottom line lies with the City Council. The school budget is presented as part of the total city budget for action at the City Council’s budget meeting..’
- Motion made by Mrs. Tensley-Williams to table this policy for further review. 2nd by Mr. Romero. Motion passed unanimously

8. DBJ: BUDGET TRANSFER AUTHORITY

- 3rd paragraph, 'quarterly reports at the Finance Sub-Committee Meeting' instead at business meetings of the School Committee.
- There was discussion around if funds get returned to the city if unused. Mr. Soto clarified that only funds not eligible for net school spending (such as transportation) would be returned. Language in the 4th paragraph was updated to 'All funds in the general account not expended by the close of the fiscal year will be carried over to the next fiscal year except for items not eligible for next school spending.'
- Motion made by Mr. Romero to send to School Committee for review. 2nd by Mrs. Tensley-Williams. Motion passed unanimously

9. DD: GRANTS, PROPOSALS, AND SPECIAL REPORTS

- The updates language to include in accordance with state law and that the Superintendent is responsible for a written set of procedures that align with state and federal laws and regulations.
- Motion made by Mr. Romero to send to School Committee for review. 2nd by Mrs. Tensley-Williams. Motion passed unanimously

10. DEC: FEDERAL FUNDS SUPPLEMENT NOT SUPPLANT POLICY ●

This is a proposed new policy.

- There was question as to if this policy is necessary as HPS already follows the legal requirements. It was noted that this policy should be included to ensure our community knows we are aware of the legal requirements and follow them.
- Motion made by Mrs. Tensley-Williams to table this policy for further review. 2nd by Mr. Romero. Motion passed unanimously

11. DGA: AUTHORIZED SIGNATURES

- This is a proposed new policy.
- It was noted that our mayor and School Committee Chair signs all warrants as part of the procurement process.
- To ensure that bills can be paid in a timely manner, the following language updates were made in the first paragraph 'The School Committee designates members of the Finance Sub-Committee or Vice Chair to be responsible for the review and approval...'
- Motion made by Mr. Romero to send to School Committee for review. 2nd by Mrs. Tensley-Williams. Motion passed unanimously

12. DH: BONDED EMPLOYEES AND OFFICERS

- This included simple language change.

- Motion made by Mrs. Tensley-Williams to table this policy for further review. 2nd by Mr. Romero. Motion passed unanimously

13. Review November 2022 Meeting Minutes

- Motion made by Mrs. Tensley-Williams to accept and approve minutes. 2nd by Mr. Romero. Motion passed unanimously

Mr. Romero made a motion to adjourn, seconded by Miss Tensley-Williams. Motion to pass unanimously

7:30 meeting adjourned