

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: May 14, 2013

Location: Administration Building
155 Apsley Street

Members present: Susan Dunnell, Lynn Valcourt, Tammy Ducey, George Calnan,
Jennifer O'Brien, and Brian Davis

Members absent: Lorraine Nelson

Student Representative: Alex Schley

Others present: Dr. Kevin M. Lyons, Superintendent
Julia M. Pisegna, Recording Secretary

I. Call the Meeting to Order – 7:05 p.m.

The meeting was called to order by Committee Chair Susan Dunnell.

II. Reorganization of School Committee/Election of New Officers:

A motion to appoint Susan Dunnell as Committee Chair was made by Ms. Valcourt and seconded by Mrs. Ducey. On a vote of 6-0, the motion passed.

A motion to appoint Lynn Valcourt as Committee Secretary was made by Mrs. Ducey and seconded by Mr. Calnan. On a vote of 6-0, the motion passed.

A motion to appoint Tammy Ducey as Committee Member Authorized to Sign Payroll was made by Ms. Valcourt and seconded by Mr. Calnan. On a vote of 6-0, the motion passed.

Appointment of Representative to Assabet Valley Board of Directors:

A motion to appoint Kevin Lyons as representative to the Assabet Valley Collaborative Board of Directors was made by Ms. Valcourt and seconded by Mr. Calnan. On a vote of 6-0, the motion passed.

III. Approval of Minutes

1. **Regular Meeting – April 23, 2013:** A motion to approve the minutes was made by Mrs. Ducey and seconded by Mrs. O'Brien. On a vote of 6-0, the motion passed.

IV. **Superintendent's Report – Dr. Kevin Lyons**

Quinn Middle School Progress: Dr. Lyons showed the Committee recent pictures of the new Quinn Middle School. Committee members were excited to see the progress of the new building and thanked Dr. Lyons for sharing the photos.

2013 Special Olympics: The 2013 Central Massachusetts Special Olympics held at Framingham State University on April 26th was a great success. There were 18 Hudson athletes who participated. Dr. Lyons thanked all the participants, parent volunteers and Julianna Bahosh and Sue O'Keefe for their efforts and organization in putting this wonderful event together.

Budget Update: Dr. Lyons continued to update the Committee on the FY14 budget and reported that the Budget Subcommittee met and discussed the current budget status as well as its relationship to the number of full-day kindergarten sections in 2013-2014. The Budget Subcommittee will continue to develop priorities used for making budget cuts when the legislative outcomes are more certain toward the end of month. As of now, the reductions in the budget are categorical and not specific.

Dr. Lyons made it clear that there will be deep cuts in technology, projects, professional development and supplies. These cuts will impact every classroom in the District and impact infrastructure. Dr. Lyons also reported that based on the current projections at this time, we are not projecting reduction of current personnel other than those positions affected by the closing of the Hubert Kindergarten, namely .5 principal, .5 school nurse, 1.0 secretary and 1.0 custodian.

Also, Dr. Lyons reported that the Quinn Middle School will open with minimally adequate, but not optimal staffing to run a true middle school program.

Assabet Valley Collaborative Quarterly Report: Dr. Lyons reported that the Assabet Valley Collaborative Board of Directors is working on the new Collaborative Agreement required by the reform legislation. The draft agreement was submitted to the DESE in March, and will come before the School Committee for final agreement in September.

Hudson Elementary Walk and Bike to School Day: The Hudson Elementary Walk and Bike to School Day was held on Wednesday, May 1st. 549 students from Farley, Forest Avenue and Mulready Elementary schools walked, biked and rollerbladed to and from school. This state-wide event is part of the MA Safe Routes to School Program which is a federally funded program through the Massachusetts Department of Transportation dedicated to: increasing walking and biking to school to increase physical

activity, improving the environment and reducing traffic congestion.

High School Art Show: The Hudson High School Art Show was held on Thursday, May 2nd and the displays were spectacular. This year's recipients include: the Superintendent's Award to Aaron Rawley, a young artist who overcomes significant challenges to do beautiful work. His painting of a revolutionary war scene was done in Mrs. LeSage's Art 1 class; the Principal's Award to Coryn Catanzaro; and the Art Director's Awards to Emily Tucker, Micheala Savell, Steven Pena and James Trainor. Dr. Lyons thanked the teachers and students for a wonderful event.

TAMY Awards: The TAMY Awards, the regional high school musical theatre awards which recognizes the hard work, hours, and dedication of cast members, designers and directors, nominated 15 Hudson High School students and faculty members, including Laura Girard for her role of *Olive* in Spelling Bee; Edward Andrews and Jack Colaianni for their roles in *Rev. Shaw* and *Willard* in Footloose; and Carly Usherwood for her role as *Urleen* in Footloose. The TAMY Awards will be announced on May 19th at The Theatre at the Mount.

Farley School Benefit for House Fire Victim: Dr. Lyons shared with the Committee that the Farley staff held a Pasta Dinner benefit for the Farley employee who lost everything in a tragic house fire. The benefit was conceived by teachers Leslie Williams and Tricia Bowen. Barbara Keefe headed up the kitchen and every single Farley staff member contributed by donating food, selling raffle tickets, cooking and serving food. It was truly an incredible community event.

V. **Special Reports and Presentations**

HHS Germany Exchange Trip: Teachers Scott Darlington, Gretchen Houseman, Principal Brian Reagan and students who traveled to Germany shared stories and highlights of their trip. The student's highlighted visits to Hannover, Berlin, Hamburg, Bergen-Belsen, Wolfenbuttel, Wolfsburg and Falkenstein Castle.

Committee members thanked them for sharing their stories and pictures of their trip.

Hudson High School Dropout Rate: Principal Brian Reagan reported to the Committee on the Hudson High School drop-out and graduation rates and described the strategies and the work of staff being employed to retain at-risk students.

VI. **Community Comments**

None.

VII. **Old Business**

Approval of School Committee Proposed Policy JL – Student Welfare:

Mr. Calnan read the proposed School Committee Policy JL – *Student Welfare* into the record:

“Reporting to Authorities – Suspected Child Abuse or Neglect

Any school official or employee, who, in his professional capacity shall have cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child’s health or welfare including sexual abuse, or from neglect, including malnutrition, shall report such condition to the Department of Children and Families (Hotline 800-792-5200) or to the person in charge of the school, whereupon the person in charge shall become responsible to make the report of any suspected child abuse or neglect. LEGAL REF: M.G.L. Ch. 119.S 51A

The District shall provide the most recent *Joint Advisory on the Responsibilities of Mandated Reporters* published by the Massachusetts Department of Elementary and Secondary Education and the Department of Children and Families to all employees at the beginning of each school year.

Student Safety

Instruction in courses that utilize instructional materials or equipment that may present a safety hazard, including science, art, physical education, health, or any other instruction where materials or equipment introduce an element of risk of accident or injury, will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of industrial quality protective eye devices in appropriate activities. Each visitor to any such classroom shall also be required to wear such protective eyewear.

LEGAL REF. M.G.L.Chapter 71, section 55c

Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school’s playground and playing fields by the Principal of the school and others as may be deemed appropriate:
- Instruction of students in the proper use of equipment ;
- Supervision of both organized and unorganized activity.

Multi-Hazard Evacuation Plan

The District shall cooperate with appropriate public safety departments to formulate a school specific multi-hazard plan which shall encompass, but not be limited to, evacuations for fires, hurricanes and other hazardous storms or disasters in which bodily injury might occur, shootings and other terrorist activities and bomb threats. Students and staff may be instructed in the plan developed and may participate in drills. LEGAL REF: M.G.L. Chapter 159, section 363

Automated External Defibrillators (AEDs)

Employees of the Hudson Public Schools have access to AEDs to respond in cases of cardiac arrest. AEDs housed in the Hudson Public Schools will be accessible before, during, and after school hours. One AED is located in the lobby of each of the schools. Hudson High School has one publicly accessible AED in the lobby and two additional AEDs, used by athletics and the Nurses' Office, which are not publicly accessible. Use of an AED is intended to maximize the chance of survival based upon the steps taken during the critical minutes before emergency medical services (EMS) providers arrive and assume responsibility for care of the victim. Employees who wish to receive AED training should consult with the School Nurse.”

A motion to approve School Committee Policy JL – *Student Welfare* was made by Ms. Valcourt and seconded by Mrs. Ducey. On a vote of 6-0, the motion passed

Approval of School Committee Proposed Policy ECABA – Staff and Others Identification:

Mrs. O'Brien read School Committee Proposed Policy ECABA – *Staff and Others Identification* into the record:

“At no time during regular school hours shall any person who is not a registered school student be in school district property without being identified as an employee, visitor or contractor. The method of identification shall be an identity card as defined herein. All persons not assigned to a specific school shall log in with the front office upon entering the school.

1. ID Card

An identification card (ID) shall be furnished by the school district for staff, visitors, and contractors. Children, who are not registered school

students, being accompanied by an adult, shall not require the wearing of an ID.

2. Employee Requirement

Each employee of the school district, including administrators, faculty, staff, and part-time employees, must wear the ID while on school district property. The ID must be visible at all times during school hours and when entering the school at the beginning of the day. The ID shall be displayed on the assigned lanyard hanging from the neck. Exceptions for wearing of the ID from a lanyard may be granted by the Superintendent in extenuating circumstances. The ID shall not be altered or defaced with stickers, pins, tape, etc. Both the ID and lanyard are the property of the Hudson Public Schools. In the event that an official ID is unavailable for any employee, the front office of each facility shall issue a temporary identification badge.

3. Safety Situations

With permission from a Principal or Director, an ID may be removed and set aside while anyone is engaged in a situation where the wearing of an ID may pose a risk or hazard. The ID must be put back on when leaving that classroom or work area to access other parts of the building.

4. Visitors and Contractor Requirement

Each visitor or contractor to a school facility must be issued a temporary ID (non-photo) by the front office. The ID must be visible and readable at all times when the visitor or contractor is on school grounds.

5. Town Personnel

Uniformed Town employees and emergency medical personnel in the course of their official duties are exempt from this policy. Non-uniformed city public safety employees are exempt from this policy only if they exhibit and wear an official ID issued by their respective departments or the Town of Hudson.

6. Temporary Identification

Each temporary ID shall be returned to the front office, or administrator upon exiting from the school facility.

7. Staff Responsibility

All school personnel shall question persons without an ID during school hours and escort them to the school front office, or school personnel shall immediately report the person to the proper authority.

8. Administrator Responsibility

Administrators must stop and question persons without an ID during school hours, and escort them to the school front office, or summon assistance.

9. Loss of an ID Card

Loss of an ID card will require immediate replacement. A temporary ID card shall be used daily until a permanent ID is obtained.

10. Return of ID Cards

Each employee shall return his/her ID and lanyard to the Principal, or if not school-based, to the Office of the Superintendent, upon termination of employment status.”

(Mrs. O'Brien left the meeting.)

Committee members discussed various issues relative to School Committee Proposed Policy ECABA – *Staff and Others Identification*. Mr. Calnan asked Committee members to forward their suggestions to the Policy Subcommittee for further review on June 3rd, when the Policy Subcommittee will meet. This item was tabled for action at the June 11th School Committee meeting.

VIII. **New Business**

1. Recommendation for Number of Kindergarten Full-Day and Half-Day Sessions for 2013-2014:

The Budget Subcommittee recommended the original plan proposed in May, 2013 for five full-day kindergarten sections and a needed two additional half-day sections at the Farley Elementary School.

A motion to approve the recommendation of the Budget Subcommittee to fund the original plan as proposed in May, 2013 for five sessions of full-day kindergarten and six half-day sessions in 2013-2014 plus an additional two half-day sessions at Farley Elementary to meet our enrollment needs was made by Ms. Valcourt and seconded by Mr. Calnan. On a vote of 5-0, the motion passed.

2. Recommendation of Buildings and Grounds Subcommittee to Name the Farley Library the James C. Boyd Library: This item was discussed and tabled for a vote at the School Committee meeting scheduled for May 28, 2013.
3. Approval for Out-of-State Travel: Dr. Lyons recommended approval for the out-of-state travel for Jenny Gormley, Director of Health, Nursing & Safety to attend the National Association of School Nurses Conference in Orlando, Florida - June 26-28, 2013. A motion to approve the out-of-state travel for Jenny Gormley, Director of Health, Nursing & Safety to attend the National Association of School Nurses Conference in Orlando, Florida - June 26-28, 2013 was made by Ms. Valcourt and seconded by Mrs. Ducey. On a vote of 5-0, the motion passed.
4. Approval of Contract with MODSPACE, Inc.: Dr. Lyons recommended approval of the contract with MODSPACE, Inc. in the amount of \$38,910.00 to relocate the JFK modular building to Mulready Elementary School. A motion to approve the contract with MODSPACE, Inc. in the amount of \$38,910.00 to relocate the JFK modular building to Mulready Elementary School was made by Mrs. Ducey and seconded by Mr. Calnan. On a vote of 5-0, the motion passed.
5. Approval of Quinn Middle School Easement for Verizon Cables to Cross Town of Hudson Land: Dr. Lyons recommended approval of the Quinn Middle School easement for Verizon cables to cross Town of Hudson land. A motion to approve the Quinn Middle School easement for Verizon cables to cross Town of Hudson land was made by Mrs. Ducey and seconded by Ms. Valcourt. On a vote of 5-0, the motion passed.
6. Approval of Contract with Teachers for Teachers in the Amount of \$31,400.00 for Professional Development Systems Supporting Literacy Instruction: Dr. Lyons recommended approval of the contract with Teachers for Teachers in the amount of \$31,400.00 for Professional Development Systems supporting literacy instruction. A motion to approve the contract with Teachers for Teachers in the amount of \$31,400.00 for Professional Development Systems supporting literacy instruction was made by Mrs. Dunnell and seconded by Mrs. Ducey. On a vote of 5-0, the motion passed.

IX. **Reclassifications**

A motion to approve the reclassification funds, as presented, was made by Ms. Valcourt and seconded by Mrs. Ducey. On a vote of 5-0, the motion passed.

X. Subcommittee and Building Committee Liaison Reports

Mrs. Ducey thanked Dr. Lyons for the great pictures of Quinn Middle School and noted that the construction continues to progress and is right on target.

XI. Executive Session/Adjournment

At 9:14 p.m., Committee Chair Susan Dunnell noted that there was need for Executive Session to discuss strategy with respect to or in preparation for collective bargaining with the Hudson Education Association and with the Hudson Custodians Association, and with Hudson Paraeducator Association, because an open session may have a detrimental effect on the bargaining position of the Committee, and that the Committee would not return to public session.

Dr. Lyons called the roll:

Mrs. Dunnell - yes
Ms. Valcourt – yes
Mrs. Ducey – yes
Mr. Calnan - yes
Mr. Davis – yes

Motion to adjourn the regular meeting and enter into Executive Session was made by Ms. Valcourt and seconded by Mrs. Ducey. On a vote of 5-0, the motion passed.

Respectfully submitted,

Lynn Valcourt, Secretary
Hudson School Committee

Approved

List of Documents Source and Location

DOC NAME	SOURCE	LOCATION
School Committee Minutes of April 23, 2013	School Committee	Superintendent's Office
Superintendent's Report	Superintendent	Superintendent's Office
Quinn Middle School Photos	Superintendent	Superintendent's Office
2013 Special Olympics Photos	Superintendent	Superintendent's Office
Assabet Valley Collaborative Quarterly Report	Assabet Valley Collaborative	Superintendent's Office
Hudson Elementary Walk and Bike to School Day	Jenny Gormley	Superintendent's Office
Hudson High School Art Show Entry – Winner, Aaron Rawley	Aaron Rawley	Superintendent's Office
TAMY Awards Press Release	Hudson High School	Superintendent's Office
Exploring Hudson High School's Dropout Rate	Brian K. Reagan	Superintendent's Office
School Committee Proposed Policy JL – <i>Student Welfare</i>	School Committee	Superintendent's Office
School Committee Proposed Policy ECABA – <i>Staff and Others Identification</i>	School Committee	Superintendent's Office
FY14 May 8 Budget Subcommittee Sheets	Budget Subcommittee	Superintendent's Office
Full-Day and Half-Day Sections Information Sheet	Dr. Jodi Fortuna	Superintendent's Office
Correspondence by Sue Goyette	Sue Goyette	Superintendent's Office
James C. Boyd Obituary	MetroWest Daily News	Superintendent's Office
Contract with MODSPACE, Inc.	Leonard Belli	Superintendent's Office
License for Verizon Cables	Town of Hudson	Superintendent's Office
Contract with Teachers for Teachers	Dr. Jodi Fortuna	Superintendent's Office
Hudson High School Senior Event Calendar 2013	Brian K. Reagan	Superintendent's Office
School Committee Members' Summary and Guide: Public Policy Priorities 2013	MASC	Superintendent's Office
Reclassifications (4)	Finance Department	Superintendent's Office