

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: November 27, 2012

Location: Hudson High School
69 Brigham 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 – 7:04 p.m.

The meeting was called to order by Mrs. Dunnell.

II. Approval of Minutes

1. Regular Meeting – November 13, 2012: A motion to approve the minutes was made by Mrs. Ducey and seconded by Mr. Calnan. On a vote of 6-0, the motion passed.

III. New Business

1. Elementary Transition

- ◆ Continued Discussion of Transition Plan for the Quinn Middle School – Brian Daniels: Brian Daniels presented a slide show on the JFK transition, which included pictures of the construction progress of the new Quinn Middle School. Mr. Daniels updated the Committee on the status and reported that the building is on schedule and within budget. The furniture and equipment orders are in process. The technology order is on target and expected to go to bid in early spring. The delivery and installation of furniture and technology is anticipated for July, and by August, Quinn Middle School will be ready for staff and students.

Teachers, paraeducators and special education staffing is underway. Additional positions for Quinn are under consideration as part of the budget process.

Grade 5 teachers, joining the Quinn staff in 2013-2014, will begin regular professional development with grade 6 and grade 7 teachers in January.

Plans for the move are well underway including packing and distribution of materials. A few days of additional clerical and guidance support have been requested to facilitate the move and scheduling.

Transition nights will be held in March and April for grade 4 and grade 5 parents. A new student/parent handbook is currently being prepared, and a new bus pass system will be presented to parents.

Ms. Valcourt pointed out the financial hardship of opening a new school and the extraordinary impact on the 2013-2014 budget.

Committee Chair Mrs. Dunnell thanked Mr. Daniels and his staff for their efforts and noted that the Committee shared in the excitement for the opening of the new Quinn Middle School.

- ◆ Elementary – Kindergarten Tuition: Finance Director Patty Lange shared with the Committee an article published in the MetroWest Daily News citing that Framingham is prepared to offer free full-day kindergarten to their residents enabled by projected increases in Chapter 70 funds. Ms. Lange’s slide show illustrated how Chapter 70 funds are provided according to full-time status of students. Increasing students from half-day to full-day kindergarten brings in additional Chapter 70 funds if a district does not charge any tuition. The formula works, however, Chapter 70 funds are always a year behind and districts have trouble funding a first year.

Ms. Valcourt pointed out that this would be the most difficult years for Hudson to cover first year expenses, but we should look at this in future years.

Committee members noted how helpful this information was and thanked Ms. Lange.

2. Introduction of School Lunch Point-of-Sale System – Patty Lange:

Ms. Lange announced to the Committee that on December 4th, 2012, the Food Service Department will implement a computerized point of sale register system for all meals purchased in District’s cafeterias. This feature will be presented in two phases: in the first phase, parents can send cash or a check. The second phase, which will be implemented in early 2013, provides the option of pre-paying online with a credit or debit card.

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

Town Meeting Increases Appropriation for Schools: The special town meeting was held on November 19th. An additional appropriation for the Hudson Public Schools in the amount of \$618,196.00 was approved. This figure was accounted for in our FY13 budget.

Hudson Community Adolescent Substance Abuse Coalition: Dr. Lyons announced that the next meeting is scheduled for Thursday, November 29th from 9:00 a.m. to 10:30 a.m. and invited all to attend.

Ms. Valcourt expressed the importance of being involved in this group, however noted that the timeframe of 9:00 a.m. – 10:30 a.m. is difficult for many people to attend. Dr. Lyons added that the possibility of a rotating schedule had been discussed.

Jodi Fortuna Presenting at Two National Conferences: Dr. Fortuna, along with program graduates from Boston College and Indiana University presented “Developing the Scholar in the Scholarly Practitioner: Building Research Capacity in Ed.D. Programs” at the 2012 Convention of the University Council for Educational Administration in Denver, Colorado.

Also, Dr. Fortuna will be presenting at the *Learning Forward* Annual Conference in Boston in December which will showcase the literacy work we are doing in Hudson to a national audience. Dr. Lyons thanked Dr. Fortuna for her work and representing Hudson to a national audience.

Home and School Officers Meeting: Dr. Lyons reported that the second Home and School Officers meeting was held on November 20th. Drew Lauer, Food Service Manager, presented an overview of the program and highlighted some of the changes in nutrition regulations and how the program is adapting. Mr. Lauer received praise for his responsiveness from parents.

The Officers remain very interested in the transition. The three 2013-2014 elementary principals will be guests at the January Home and School Officers meeting.

V. **Old Business**

1. Superintendent's Evaluation:

- ◆ Draft Evaluation Process – The new Massachusetts education evaluation process is underway. Hudson had adopted the Massachusetts Model System for evaluation of the Superintendent. The draft description of the Superintendent

evaluation process will be used as a guide in this initial year and it will be incorporated into policy of the School Committee after being reviewed with the benefit of this year's experience to make it better and more complete for future use.

- ◆ Superintendent's Goals for 2012-2013 (Draft) – Dr. Lyons presented a slide show which detailed the Superintendent's Evaluation Process and highlighted his proposed goals. The proposed goals, including process and outcome benchmarks, and including the District's improvement goals, will be proposed as the Superintendent's Annual Plan, for approval on the agenda of December 11, 2012.

VI. Communications

Student representative Alex Schley reported to the Committee that the Community Council have formed subcommittees and is looking into having more recycle bins placed in the cafeteria and on the sports field. They are also interested in bulletin boards highlighting a student of the month and teacher of the month. They are also looking into fundraising, which will be another way to get Community Council awareness out to the student body.

VII. Reclassifications

None.

VIII. Subcommittee and Building Committee Liaison Reports

None.

IX. Executive Session/Adjournment

At 8:53 p.m., Mrs. Dunnell noted that there was no need for Executive Session.

A motion to adjourn was made by Ms. Valcourt and seconded by Mrs. O'Brien. On a vote of 6-0, the motion passed.

Respectfully submitted,

Lynn Valcourt, Secretary
Hudson School Committee

List of Documents Source and Location

DOC NAME	SOURCE	LOCATION
School Committee Minutes of October 23, 2012	School Committee	Superintendent's Office
Superintendent's Report	Superintendent	Superintendent's Office
Elementary Transition Update	Superintendent	Superintendent's Office
Elementary Transition Decisions 2012-2013	Superintendent	Superintendent's Office
PowerPoint Presentation – JFK to Quinn Transition	Principal Brian Daniels	Superintendent's Office
News Article – Free Full Day Kindergarten in Framingham	Scott O'Connell, Reporter MetroWest Daily News	Superintendent's Office
Correspondence to Parents dated November 25, 2012	Finance Director Patricia Lange	Superintendent's Office
PowerPoint Presentation – District Funded Full-Day Kindergarten	Finance Director Patricia Lange	Superintendent's Office
Guidelines for Evaluation of the Superintendent	Superintendent	Superintendent's Office
District Goals and Improvement Plan	Superintendent	Superintendent's Office
PowerPoint – Superintendent's Goals Draft	Superintendent	Superintendent's Office
Superintendent's Proposed Goals	Superintendent	Superintendent's Office