

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: August 20, 2013

Location: Administration Building
155 Apsley Street

Members present: Susan Dunnell, Lynn Valcourt, Jennifer O'Brien, Lorraine Nelson and Brian Davis

Members absent: Tammy Ducey
George Calnan
Alex Schley, Student Representative

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.

Mrs. Dunnell opened the meeting with a moment of silence to honor Wendy Rich, a long-time Hudson special education teacher who passed away on August 18th after a long battle with cancer.

II. Approval of Minutes

1. Regular Meeting – June 25, 2013: A motion to approve the minutes was made by Ms. Valcourt, and seconded by Mrs. O'Brien. On a vote of 5-0, the motion passed.
2. Regular Meeting – August 6, 2013: A motion to approve the minutes was made by Ms. Valcourt, and seconded by Mrs. O'Brien. On a vote of 3-0-2, with Mrs. Dunnell and Mr. Davis abstaining, the motion passed.

III. Superintendent's Report

Preparations for School Year 2013-2014: Dr. Lyons reported that instructional staff returns on August 28th and 29th and students return on September 3rd for the first day of classes.

In September, the District will open the new Quinn Middle School, move kindergarten classes to elementary schools, offer 5 full-day sections of kindergarten, a new High School schedule, and new student transportation to include just a few of the many changes this upcoming school year.

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The Buildings and Grounds Department moved 93 classrooms during the summer, the Technology Department moved and upgraded technology for the entire District, and the number of staff moves and reassignments were unprecedented.

The staff will meet on August 21st for “Readiness Day” where health, safety and transportation issues will be discussed.

Dr. Lyons announced two administrative new hires: Leslie Knight as Director of Secondary Math and Science and Catherine Kilcoyne as Director of Pupil Services, as well as the following new teachers:

Eric Ahearn	Quinn Tech/Eng
Angela Bettinelli	Mulready Grade 1
Andrea Bigos	HHS Preschool
Katie Brunelle	Quinn SPED
Lynda Chilton	HHS Technology
Ann Cleary	Occupation Therapist
Tracy Colby	ESL Elementary Farley
Courtney Cray	Quinn Health
Laura Cronin	HHS L-T ELA Sub
Dan Fahey	Mulready PE
Sean Flaherty	HHS Grade 8 SS
Jacqueline Gottesman	Quinn WL (Spanish)
Lisa Hastings	Farley Grade 4
Jenna Johnson	HHS Art
Robin Johnson	Farley SpEd Inclusion
Anna Knight	ELS Elementary Mulready
Christine Lange	Farley Kindergarten
Caitlin Leahy	Quinn 1-year ELA
Shelly Martin	Farley Preschool
Anne McGowan	Physical Therapist
Elizabeth McNulty	Farley Grade 1 (1-year)
Whitney Nielson	HHS Social Studies
Lauren O’Brien	Mulready Grade 3
Kaitlyn O’Neil	HHS ESL
Thomas Raeke	HHS SpEd
Elizabeth Renner	Reading Specialist Forest
Sue Ropiak	Quinn Math
Sara Rouse	Mulready Kindergarten
Kristin Spadafino	Farley SpEd Inclusion
Jennifer Wallingford	HHS English

Transportation and Bus Passes:

Student transportation has been significantly impacted by grade reconfiguration and the reduction of bus tiers to start elementary schools at the same time. New routes and bus stops have been a planning project with Atlantic Express for many months. Dr. Lyons noted that there has been a large number of parent concerns to date and that is expected to continue, and offered the following instructions for any bus related issues: Parents are asked to complete a bus concern form found on the Student Transportation web page. These concerns will be triaged for safety concerns, evaluated and response given.

Dr. Lyons will continue to update the Committee on transportation progress.

Town Executive Search Input Meeting on August 1st:

Dr. Lyons attended the search input meeting held by the Executive Assistant Search Committee which highlighted the skills and knowledge needed for this position. Dr. Lyons discussed the structural budget issues the schools system will face in FY15 and the need to further discuss funding of the schools going forward as a Town and suggested that the new Executive Assistant have the ability to bring people together to solve significant problems.

SAT Retreat July 23-25:

The annual SAT retreat was held at the High School on July 23-25 and focused on vision and values and how these must permeate our work and professional development and educator goals. There was also a presentation by the Hudson Police Department and Jenny Gormley on A.L.I.C.E, the new method of doing school lockdowns very differently to save lives.

Mulready Principal Presents at State Conference on Leadership:

Dr. Mary McCarthy presented with the principal from Acton-Boxborough High School, Dr. JoAnn Campbell, at the MSSA Summer Institute 2013: *Leadership Makes the Difference* in Falmouth on July 25th. The workshop was titled "It's Time to Bridge the Global Divide: The Role of District and School Leaders in Providing Equitable Access to Global Education for All Students."

Farley Library-Media Specialist Receives Target Grant for Books:

Dorothy Kramer wrote a grant proposal to Target requesting \$2,000 to purchase books for kindergarten students. The full amount was granted due to the great initiative on the part of a teacher and Dr. Lyons thanked Dorothy for her efforts.

Dr. Lyons also announced that the District has received notice that the SOI for the repair to the Mulready roof was not approved for funding. Dr. Lyons noted that the District will reapply and that the SOI remains on the Town capital plan.

IV. **New Business**

Approval of Year-End Transfers and Closing of FY13:

Patty Lange, Finance Director, presented the year-end transfers and encumbrances for the closing of FY13.

Dr. Lyons noted that the FY15 forecast is very bleak if increases in education aid repeat the FY14 scenario and due to the fact that in meeting the FY14 budget, significant School Choice reserves were being expended.

Transfer of Funds

A motion to approve the transfer of \$142,809.64 from Personnel to FY13 Transportation was made by Ms. Valcourt and seconded by Mrs. Nelson . On a vote of 4-1-0, with Mr. Davis opposing, the motion passed.

A motion to approve the transfer of \$345,350.23 from FY13 Personnel to FY13 General Expense was made by Ms. Valcourt and seconded by Mrs. Nelson. On a vote of 4-1-0, with Mr. Davis opposing, the motion passed.

A motion to approve the transfer of \$355,234.04 from School Choice to FY13 General Expense was made by Ms. Valcourt and seconded by Mrs. Nelson. On a vote of 4-1-0, with Mr. Davis opposing, the motion passed.

A motion to approve the transfer of \$163,117.31 from School Choice to FY13 Food Services Revolving Fund was made by Ms. Valcourt and seconded by Mrs. Dunnell. On a vote of 4-1-0, with Mr. Davis opposing, the motion passed.

Encumbrances

A motion to approve to encumber \$153,215.94 from FY13 General Expense to FY14 funds was made by Ms. Valcourt and seconded by Mrs. Nelson. On a vote of 4-1-0, with Mr. Davis opposing, the motion passed.

A motion to approve to encumber \$375,612.78 from FY13 Personnel to FY14 funds was made by Ms. Valcourt and seconded by Mrs. Nelson. On a vote of 4-1-0, with Mr. Davis opposing, the motion passed.

Committee Chair Susan Dunnell noted that the Budget Subcommittee continues to work very hard and that difficult decisions were made.

Committee Chair Susan Dunnell suggested that the Committee move the agenda item for reclasses to vote at this time.

Reclassifications

A motion to approve the reclassification of funds, noted as Reclass No. 1 Prior Year Encumbered Payroll, as presented, was made by Ms. Valcourt and seconded by Mrs. Nelson. On a vote of 4-1-0, with Mr. Davis opposing, the motion passed.

A motion to approve the reclassification of funds, noted as Reclass No. 2, as presented, was made by Ms. Valcourt and seconded by Mrs. Nelson. On a vote of 5-0, the motion passed.

Dr. Lyons thanked Patty Lange and her staff for a wonderful job and for their hard work during the year.

Discussion of Vacancy for the Vocational Regional School District School Committee:

Dr. Lyons opened the Committee discussion on how to proceed in filling the vacancy at AVRTHS and noted that it is customary for the School Committee to make a recommendation to a joint meeting of the School Committee and Board of Selectman where the appointment is made.

Discussion ensued.

Committee members agreed to invite all three candidates to the September 10th School Committee meeting to introduce themselves and offer a brief presentation regarding their interest in the position.

Superintendent's Evaluation Progress Report:

Dr. Lyons presented his End-of-Cycle Progress Report and provided documentation for the Committee's consideration in the evaluation of his performance and noted that this is not the meeting for the evaluation, but rather a discussion on the process and forms that the School Committee could use to create a Summative Evaluation Report for the Superintendent.

Discussion ensued.

Committee Chair Susan Dunnell thanked Dr. Lyons for his presentation and noted that it was good to get the goals out there and recognizes the many different things going on in the District and that it has been a very busy year.

School Committee Process to Complete Superintendent's Evaluation:

The Evaluation of the Superintendent forms developed by Committee Chair Susan Dunnell and Dr. Lyons outline the process for use by the School Committee in evaluation of the Superintendent.

Discussion on the process of evaluation ensued.

Committee Chair Susan Dunnell and members agreed that the forms will be submitted by each individual member and a numerical average will be utilized.

Approval of Lease Agreement with CIT Finance, L.L.C. for Konica Minolta Copiers in the Amount of \$153,343.68 for Four Years:

Dr. Lyons recommended approval of the lease agreement with CIT Finance, L.L.C. for Konica Minolta Copiers in the amount of \$154,343.68. A motion to approve the lease agreement with CIT Finance, L.L.C for Konica Minolta Copiers in the amount of \$153,343.68 as presented, was made by Ms. Valcourt and seconded by Mrs. Nelson. On a vote of 5-0, the motion passed.

Approval of Contract with Pearson Education for Investigations Common Core Workbooks for Grades 1-4 in the Amount of \$18,161.62:

Dr. Lyons recommended approval of the contract with Pearson Education for Investigations Common Core Workbooks for Grades 1-4 in the amount of \$18,161.62. A motion to approve the contract with Pearson Education for Investigations Common Core Workbooks for Grades 1-4 in the amount of \$18,161.62, as presented, was made by Ms. Valcourt and seconded by Mrs. Nelson. On a vote of 5-0, the motion passed.

Not Approved

V. **Community Comments**

None.

VI. **Subcommittee and Building Committee Liaison Reports**

None.

VII. **Executive Session/Adjournment**

At 8:45 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 individual contracts, 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. O'Brien – yes

Mrs. Nelson - yes

Mr. Davis – yes

Motion to adjourn the regular meeting and enter into Executive Session was made by Mrs. Nelson and seconded by Mrs. O'Brien. On a vote of 5-0, 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 June 25, 2013	School Committee	Superintendent's Office
School Committee Minutes of August 6, 2013	School Committee	Superintendent's Office
Superintendent's Report	Superintendent	Superintendent's Office
New Hire List	Superintendent	Superintendent's Office
Reassignment List	Superintendent	Superintendent's Office
Readiness Day 2013 Agenda	Superintendent	Superintendent's Office
Resume – Leslie Knight	Superintendent	Superintendent's Office
SAT Summer Retreat Agenda	Superintendent	Superintendent's Office
Student Transportation Notice and Correspondence to Parents dated July 12, 2013	Superintendent	Superintendent's Office
Financial End-of-Year Transfers and Encumbrances Documents (3)	Patty Lange	Superintendent's Office
FY13 Financial Report Voting Sheet	Patty Lange	
Assabet Valley Regional Technical High School Applications	Joan Wordell, Town Clerk	Superintendent's Office
End-of-Cycle Summative Evaluation Report: Superintendent	Superintendent	Superintendent's Office
Evaluation of Superintendent Purpose/Cycles	Superintendent	Superintendent's Office
PowerPoint – Superintendent Evaluation Process	Superintendent	Superintendent's Office
Massachusetts Model System for Educator Evaluation	DESE	Superintendent's Office
Lease Agreement – Konica Minolta Copiers	Len Belli	Superintendent's Office
Contract – Pearson Education	Dr. Jodi Fortuna	Superintendent's Office
Reclassifications (2)	Finance Department	Superintendent's Office