

Approved

**Hudson School Committee  
Open Session Minutes**

**Meeting Date:** March 15, 2017

**Location:** Administration Building  
155 Apsley Street

Members present: Michele Tousignant Dufour, Allyson Hay, Jennifer O'Brien, Glenn Maston, Elizabeth Hallsworth and Steven Smith

Members absent: George Luoto  
Ben Carne, Student Representative

Others present: Dr. Jodi Fortuna, Superintendent  
Julia M. Pisegna, Recording Secretary

**I. Call the Meeting to Order – 7:02 p.m.**

The meeting was called to order by Committee Chair, Michele Tousignant Dufour.

**II. Approval of Minutes:**

Regular Meeting – February 21, 2017 – A motion to approve the minutes was made by Mr. Maston and seconded by Ms. Hay. On a vote of 6-0, the motion passed.

**III. Public Participation:**

None.

**IV. Reports:**

**Student Representative Report:**

None.

**Superintendent's Report – Dr. Jodi Fortuna:**

District meetings included the following:

March 1, 2017 - MCAS Security Meeting with Principals discussed the newly required MCAS Security Plans for March and April testing.

March 3, 2017 – Dr. Fortuna read to classrooms at all elementary levels at the Forest Avenue and Mulready Elementary Schools.

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March 7, 2017 - Dr. Fortuna and Executive Director of Finance and Operations, Patty Lange, along with Committee support, answered the Finance Committee’s questions regarding the FY18 budget.

March 8, 2017 – The District Leadership Team met and the major topics covered were Professional Development, specifically around high quality objectives, Health and Safety Protocols and the Professional Development Time Agenda.

**Next Generation MCAS Achievement Levels and Descriptors**

*(Content taken from DESE Presentation to BOE 2/17/17)*

<i>Next Generation Levels and Descriptors</i>	<i>Legacy Levels and Descriptors (Will continue to be used on High School Tests)</i>
<p><b>Exceeding Expectations</b> A student who performed at this level on this test exceeded grade-level academic expectations and is well prepared in this subject.</p>	<p><b>Advanced</b> Students at this level demonstrate a comprehensive and in-depth understanding of challenging subject matter and provide sophisticated solutions to complex problems.</p>
<p><b>Meeting Expectations</b> A student who performed at this level on this test met grade-level academic expectations and is prepared in this subject.</p>	<p><b>Proficient</b> Students at this level demonstrate a solid understanding of challenging subject matter and solve a wide variety of problems.</p>
<p><b>Partially Meeting Expectations</b> A student who performed at this level on this test partially met grade-level academic expectations. The school and parent/guardian may wish to evaluate the need for academic assistance for this student.</p>	<p><b>Needs Improvement</b> Students at this level demonstrate a partial understanding of subject matter and solve some simple problems</p>
<p><b>Not Meeting Expectations</b> A student who performed at this level on this test did not meet grade-level academic expectations. The school and parent/guardian should evaluate the need for academic assistance for this student.</p>	<p><b>Warning (Failing at high school)</b> Students at this level demonstrate a minimal understanding of subject matter and do not solve simple problems.</p>

### **School Level Next Generation MCAS Assessment Presentations**

- The Principals will be presenting a next generation MCAS informational session to parents.
- The presentation designed for elementary families will take place on Wednesday, March 29<sup>th</sup> at 6:00 p.m. in the Forest Avenue Library. Elementary testing begins on Tuesday, April 25<sup>th</sup>.
- The Elementary Leadership Team has done a substantial amount of work on this presentation to fulfill expectations. Dr. Fortuna noted that this should be a very informative night for families.
- Developed in conjunction with the Forest Avenue Home and School, a Google form has been developed so that parents are able to submit questions prior to the event which allows for all parents' questions to be answered at the event, including those regarding scores.
- There will also be breakout sessions where parents can ask questions related to their particular school.
- If parents from an individual building have unanswered questions or issues, the Principals will host an additional night at their building.
- The elementary communication plan for families is as follows:
  - General ListServ announcement encouraging parents to save the date for the presentation sent out week of March 6<sup>th</sup>;
  - Back pack letter announcing the event to parents in grade 3 and 4 sent home week of March 20<sup>th</sup>; and
  - Google Form to parents soliciting questions for the night sent out via listserv week of March 27<sup>th</sup>
- The presentation designed for secondary parents is scheduled for Thursday, March 16<sup>th</sup> at 6:00 p.m.
- The secondary level communication plan is as follows:
  - Phone call to high school parents the evening of March 9<sup>th</sup>
  - School Messenger email on the afternoon of March 9<sup>th</sup>
  - Added to the Quinn ListServ
  - Phone call to Quinn families next week prior to the event

### **Potential Dates for School Committee Budget Forum**

- The School Committee asked to have a live budget forum to discuss the budget with their constituents.
- Dr. Fortuna stated that the meeting would need to occur after the March 28<sup>th</sup> School Committee meeting when a current forecast will be presented.

Approved

- A potential date discussed for this meeting would be April 4<sup>th</sup>, as it is close to the decision points and could be well publicized.

Discussion ensued.

Committee Chair, Michele Tousignant Dufour, asked members to contact her via email with their availability for an April 4<sup>th</sup> meeting at 7:00 p.m.

### Enrollment

All enrollment numbers are up to date as of the writing of this report. They are unofficial numbers. The Massachusetts Department of Elementary and Secondary Education collects snapshots of enrollment data three times per year October, March, and June. I will provide you with monthly enrollment numbers so that you can be aware of the amount of fluctuation that may or may not be occurring on a monthly basis.

	5/20/16	12/2/16	12/16/16	1/20/17	2/3/17	3/9/17
<b>HHS</b>	968	939	936	933	931	930
<b>QMS</b>	649	635	631	632	633	636
<b>Farley</b>	498	487	487	486	485	489
<b>Forest Avenue</b>	340	330	329	330	333	333
<b>Mulready</b>	260	252	250	251	252	251
<b>District Total</b>	2,715	2,643	2,633	2,632	2,634	2,639

**Subcommittee Reports**

None.

**V. Matters for Discussion:**

1. Discussion and Proposal to Increase Substitute Nurse Pay – Lee Waingortin:

Lee Waingortin, Director of Nursing, presented to the Committee a request for the proposed pay rate increase for per diem school nurses and recommended an increase to \$30 per hour.

Ms. Waingortin shared that per diem school nurses provide nursing coverage when school nurses are absent, field trips for students with chronic health conditions, assistance with mandated health screenings, as well as allowing for building nurses to attend student and parent meetings concerning acute/chronic health issues.

Ms. Waingortin highlighted that in order to provide adequate nursing coverage, the District needs to increase, as well as maintain, the number of trained, experienced per diem school nurses, and that an increase to the hourly pay would keep the District competitive and professionally aligned with a rate that reflects the nurse’s experience and responsibilities.

Ms. Waingortin also noted that the Department of Health grant funding supplements the District per diem budget for substitute school nurses through the end of FY19.

Discussion ensued.

A motion to approve to table the vote on the proposed increase in substitute nurse pay to the next scheduled School Committee meeting on March 28<sup>th</sup> was made by Ms. Tousignant Dufour and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

2. Update Regarding Implementation of Curriculum Review Toolkit and Potential of Streamlining the Review Timeline – Curriculum Directors

The District Curriculum Directors, Karen Martin, Leslie Knight and Todd Wallingford presented to Committee members the curriculum review toolkit highlighting the UbD curriculum cycle, the updated curriculum review 6-year plan, competing priorities, and the work of the curriculum review task force.

Discussion ensued.

Committee members thanked the Curriculum Directors for all their efforts and the great work being done in the District.

3. Update on Data from Interim Math Assessment – Curriculum Directors

Director of Elementary Education, Karen Martin, Curriculum Director - Secondary English Language Arts and Social Studies, Todd Wallingford, and Curriculum Director, Secondary Math and Science, Leslie Knight, presented to the Committee an update on the District elementary assessment plans and balanced system of assessments for secondary math and science and secondary humanities.

The presentation highlighted the types of assessments, elementary goals, secondary humanities goals, secondary math/science goals, continuous improvement using data and high expectations teachings happening in the District.

Discussion ensued.

Committee members thanked the team for their presentation and look forward to future updates.

4. Discussion and Follow-Up on the Walker Report and Draft Special Education Improvement Plan – Cathy Kilcoyne

Director of Student Services, Cathy Kilcoyne, presented to the Committee a follow up on the Walker Report, the draft Special Education Improvement Plan, and focused on the objectives for professional development, social emotional learning, general education supports and co-teaching supports and the timeline for the District.

Discussion ensued.

Committee members thanked Ms. Kilcoyne for her presentation and look forward to future updates

5. Discussion of EDGAR Grants Manual

Dr. Fortuna shared with Committee members the Education Department General Administrative Regulations (EDGAR) Manual which highlights the administrative changes to the EDGAR rules that govern grants at the federal and State level. The manual covers the identification of awards, internal controls, financial reporting requirements, accounting records, source documentation and cash management procedures.

During a recent District audit, it was brought to the attention of the District that the manual needed to be brought before the School Committee. Dr. Fortuna noted no action was necessary, the Committee only needs to be aware of its existence.

Discussion ensued.

Dr. Fortuna also provided Committee members with information as a follow up to a previous request regarding the number of a la carte meals being purchased and a breakdown of the non-reimbursable meals.

6. Update on the Superintendent Search

Committee Chair, Michele Tousignant Dufour, shared with Committee members an updated schedule to candidate visits to the District, which includes visits to each school and the people they will be meeting with.

Discussion ensued.

Ms. Tousignant Dufour encouraged members to submit any questions they have for the candidates during the next few days.

VI. **Matters for Action:**

1. Approval of Hudson High School Overnight Trip to the UNESCO Conference for Young Scientists in January, 2018

Dr. Fortuna recommended approval of the Hudson High School Overnight Trip to the UNESCO Conference for Young Scientist in January, 2018.

A motion to approve the Hudson High School Overnight Trip to the UNESCO Conference for Young Scientists in January, 2018 was made by Ms. O'Brien and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

2. Approval of Hudson High School Baseball Team – Spring Baseball Trip to Plymouth and Marion, Massachusetts on March 31<sup>st</sup> to April 2<sup>nd</sup>, 2017

Dr. Fortuna recommended approval of the Hudson High School Baseball Team – Spring Baseball Trip to Plymouth and Marion, Massachusetts on March 31<sup>st</sup> to April 2<sup>nd</sup>, 2017.

A motion to approve the Hudson High School Baseball Team – Spring Baseball Trip to Plymouth and Marion, Massachusetts on March 31<sup>st</sup> to April 2<sup>nd</sup>, 2017 was made by Ms. Hay and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

3. First Read of School Committee Policy JLCD – Administering of Medications

Dr. Fortuna recommended approval of the School Committee Policy JLCD – Administering of Medications and noted that Ms. Waingortin is present to share updates with the Committee so that it can be voted on this evening as it has a direct impact on an upcoming field trip.

Ms. Waingortin highlighted one of the major changes that the School Committee Policy JLCD – Administering of Medications as the self-administration piece, noting that all revisions were made due to Massachusetts regulations and the old policy was not comprehensive enough. The self-administration laws have changed where students were allowed to carry some medications with the permission of the parents and school nurses and this updated Policy is more in compliance.

*Approved*

And with the upcoming trip to Washington, D.C., where there is not a nurse going, Virginia does not allow staff to delegate the administration of medications, as Massachusetts does, so that means the student would be required to self-administer medication.

Discussion ensued.

A motion to approve School Committee Policy JLCD – Administering of Medications was made by Ms. Tousignant Dufour and seconded by Ms. Hallsworth. On a vote of 6-0, the motion passed.

**Reclassifications:**

None.

**Items of Interest to the School Committee:**

None.

**Executive Session/Adjournment**

VII.

At 9:05 p.m., Committee Chair, Michele Tousignant Dufour, noted that Executive Session was needed for the following reasons:

1. To discuss strategy in preparation for contract negotiations with union personnel because an open session may have a detrimental effect on the legal position of the Committee.

A motion to enter into Executive Session was made by Ms. Hay and seconded by Mrs. O'Brien.

Vote by roll call:

Ms. Tousignant Dufour – yes

Ms. Hay - yes

Ms. O'Brien – yes

Mr. Maston – yes

Ms. Hallsworth – yes

Mr. Smith – yes

Committee Chair, Michele Tousignant Dufour, announced that the Committee would enter Executive Session and not return to public session.

Respectfully submitted,

Elizabeth Hallsworth, Secretary  
Hudson School Committee