

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: February 28, 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:

None.

III. Public Participation:

None.

IV. Reports:

Student Representative Report:

None.

Superintendent's Report – Dr. Jodi Fortuna:

While there was no formal Superintendent's Report due to February vacation week, Dr. Fortuna updated the Committee on a few items mentioned at the meeting on February 21st regarding Good Friday and School Choice numbers.

Ms. Hay inquired whether Good Friday was included in staff contracts. Dr. Fortuna shared that Good Friday is included in four collective bargaining contracts: cafeteria, custodial, secretarial and non-contractual employees.

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Dr. Fortuna also updated the Committee on the current School Choice numbers as follows:

Quinn Middle School:

Grade 5 = 4 students

Grade 6 = 3 students

Grade 7 = 8 students

Total 15 students

Hudson High School:

Grade 8 = 13 students

Grade 9 = 14 students

Grade 10 = 16 students

Grade 11 = 23 students

Grade 12 = 18 students

Total of 84 students, with the majority of students coming to the District from Marlborough and Berlin demographically.

Subcommittee Reports

None.

V. Matters for Discussion:

1. Update and Forecast from Whitsons Culinary Group:

Executive Director of Finance and Operations, Patty Lange, introduced Drew Lauer, Scott Berry and John Gersbeck from the Whitsons Culinary Group, and Central Office staff Cristy Morrison and Kelly Haley.

Ms. Lange shared that the group continues to meet, reviewing the financials, and brainstorming ideas on how to make the program profitable. In addition, the State audit for the District has been completed which audits Whitsons services, as well as a survey that was sent to neighboring districts inquiring about their food service department and whether they were self-out, out-sourced, and whether they were profitable or breaking even.

Ms. Lange and her team also visited the Maynard district, which also uses Whitsons. They have the same program, lunch lines in all grade levels, same pizza stations, Coyote grill, deli, and the same general set up. Maynard does have more participation than Hudson does, and their prices were also a little higher.

Scott Berry, District Manager and Drew Lauer, Food Service Director presented to the Committee a financial overview and statistics of the Food Services Department for the school year and noted the enrollment change from FY13 to FY17 as follows:

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Enrollment May 2013 = 2,798
Enrollment May 2014 = 2,860
Enrollment May 2015 = 2,776
Enrollment May 2016 = 2,719
Enrollment December 2016 = 2,638

This enrollment change equates to an annual revenue loss in the amount of - \$19,757.

- Mr. Berry also highlighted the expense reduction at the elementary schools resulting in a net decrease for the District from FY13-FY17 of 16.5 labor hours per day.
- Mr. Berry and Mr. Lauer also made the following recommendations:
- Quinn Middle School - An increase to lunch prices with a potential increase to revenue of \$5,322;
- Hudson High School - Elimination of a la carte entrees, encouraging students to take a full reimbursable meal, with a potential annual increase to revenue of \$14,352, as well as the introduction of a tiered pricing deli and visiting chef promotions with the potential annual increase to revenue of \$5,100;
- Price increase for select a la carte items, such as milk, juice, cookies and pop tarts with a potential annual increase to revenue of \$5,761; and
- The total of these recommendations would equate to a potential revenue increase of \$27,353.

Discussion ensued.

Mr. Lauer noted that there have been many events catered in the past with the previous cafeteria service which are no longer catered by Whitsons.

Mr. Lauer also noted that surveys will also be distributed to the high school to gather more information and thoughts on cafeteria breakfast and lunches ideas.

Committee members thanked Mr. Gersbeck, Mr. Berry and Mr. Lauer for all their hard work and efforts in improving the school nutrition program.

Discussion ensued.

2. Discussion of FY18 Budget Forecast

Director of Finance and Operations, Patty Lange, followed up with the Committee on the status of the student overdue lunch policy, and explained the process which takes place each morning where a report is generated with a list of students who have an overdue balance who will be offered an alternative lunch. Each principal then alerts the teachers who advise the students previous to them getting in the lunch line.

Ms. Lange shared that overall the charge policy is effective, noting that it does vary during different times in the year, letters go out to parents, report cards are held, alternate lunches are offered, and then some of the balance is paid down, so there is fluctuation at different times of the year.

Ms. Lange also updated the Committee with the most recent budget forecast, which includes updated information from the November and December forecasts, reflecting additional savings and expenses, personnel changes, tuitions and reported that the forecast looks more promising than the previous one.

Discussion ensued.

Dr. Fortuna noted that a Budget Subcommittee will be scheduled in April for continuing work on closing the budget gap.

3. Update on the Superintendent Search

Committee Chair, Michele Tousignant Dufour, shared that the Screening Committee is in the process of interviewing the 13 semi-finalists.

The Screening Committee will then narrow it down to 3-5 finalists to present to the School Committee.

Discussion ensued.

VI. Matters for Action:

1. Approval of the 2017-2018 School Calendar

Dr. Fortuna recommended approval of the 2017-2018 School Calendar, with one edit made from the version that Committee members received in their packet to reflect the deletion of the afternoon preschool memo.

A motion to approve the 2017 -2018 School Calendar was made by Ms. Hay and seconded by Ms. Hallsworth. On a vote of 6-0, the motion passed.

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2. Approval of the 2017-2018 School Committee Meeting Schedule

Dr. Fortuna recommended approval of the 2017-2018 School Committee meeting schedule.

Discussion ensued.

A motion to approve the 2017-2018 School Committee meeting schedule was made by Mr. Maston and seconded by Ms. Hay. On a vote of 6-0, the motion passed.

3. Approval of Closing of Hudson High School Student Activities Account

Dr. Fortuna noted that this item will be tabled for vote at a future School Committee meeting.

4. Approval of the Memorandum of Agreement with the Hudson Secretarial Association

Dr. Fortuna recommended approval of the Memorandum of Agreement with the Hudson Secretarial Association.

Discussion ensued.

A motion to approve the Memorandum of Agreement with the Hudson Secretarial Association was made by Ms. O'Brien and seconded by Mr. Smith. On a vote of 6-0, the motion passed.

Reclassifications:

A motion to approve the reclassifications of funds, as presented, was made by Mr. Maston and seconded by Ms. Hallsworth. On a vote of 6-0, the motion passed.

Items of Interest to the School Committee:

None.

VII. Executive Session/Adjournment

At 9:15 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 non-union personnel (Executive Director of Finance and Operations and Director of English Language Learning) 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 Mr. Maston.

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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