

Approved

**Hudson School Committee  
Open Session Minutes**

**Meeting Date:** December 6, 2016

**Location:** Administration Building  
155 Apsley Street

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

Members absent: Ben Carme, Student Representative

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

**I. Call the Meeting to Order – 7:03 p.m.**

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

**II. Approval of Minutes:**

Regular Meeting – November 15, 2016: A motion to approve the minutes was made by Mr. Maston and seconded by Ms. Hallsworth. On a vote of 7-0, the motion passed.

**III. Public Participation:**

None.

**IV. Reports:**

**Student Representative Report:**

None.

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

**Budget**

Dr. Fortuna updated Committee members on the following budget items:

- Much of the work occurring at this time of year continues to be the development of the FY18 budget.
- This early in the year, the FY18 budget is dependent on assumptions and forecasts for which there is not sufficient financial data from FY17 to back up. Therefore, a budget is created based on the knowledge of what has happened in FY16 and FY15.

- Each subsequent forecast provides us with better data regarding spending in areas, such as utilities, special education, and personnel.
- The increased accuracy of this information will allow the District to better forecast what the actual revenue/expenditure gap is.
- There will almost certainly be the need for budget cuts to occur in order to balance the FY18 budget.
- The current revenue/expenditure gap for the FY18 budget is \$1,577,180.54.
- The total increase from the FY17 budget is 1.59%
- Over the coming weeks, the School Committee and District Leadership Team will be meeting to determine what cuts will be made.
- The District is committed to ensuring that the cuts have as little impact as possible on the students of the Hudson Public Schools.
- Informational updates will be provided to District staff, parents and community members at each decision point.

### **Educator Evaluation**

- With the permission of Chairperson Dufour, Todd Wallingford, Dr. Fortuna and Ellen Schuck began the process of impact bargaining some changes to educator evaluation forms and the formative evaluation process.
- The Hudson Education Association has sent the proposal to the MTA for review.
- Dr. Fortuna will keep the Committee updated with any additional information as it becomes available.

### **District Leadership Team**

- The District Leadership Team met on November 29, 2016.
- Leadership Team agendas will continue to be included in School Committee packets so that the Committee is aware of the work that is occurring when the administrators meet.
- The greatest portion of the leadership meeting time was spent discussing potential budget options for closing the revenue gap.
- The team also further discussed proposed changes to the educator evaluation forms and the formative assessment procedures.
- The next leadership team meeting will focus on the implications of computerized testing for instruction and the norming of feedback provided to teachers after classroom visits.

### **Studying Skillful Teaching**

- The District is excited to offer a new learning opportunity, the newly revised “Studying Skillful Teaching” course, to teachers free of charge, with full-reimbursement for graduate credits.
- This course is a key step in reaching our strategic objectives to:
  - Establish a common framework for curriculum and instruction to bring coherence to academic language, instructional practices and professional learning so that learning is rigorous for ALL students PreK-12; and

- Establish and maintain a learning environment based on a common understanding of high expectations among staff, students, and families.
- Participants in the course will have the opportunity to study, apply, and reflect on practical ways to:
  - Examine powerful beliefs and expectations that influence students’ motivations to learn;
  - Support students in developing a growth mindset;
  - Design lessons that focus students on what learning is most important (objective) and what success looks like (criteria for success);
  - Apply research-based instructional strategies;
  - Collect, analyze, and use formative assessment data to inform timely decisions about what happens next for students’ learning; and
  - Strengthen cultural proficiency in instruction, curriculum, class climate, and school environment
- Finding time to take graduate classes can be difficult for our teachers. The District is offering this course over three weekend sessions.
- Dr. Fortuna is happy to report that there is currently a waiting list for this course with 40 confirmed participants.
- Dr. Fortuna extended her sincere appreciation to those individuals who took time to apply to be a part of this exciting learning opportunity.

**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. Dr. Fortuna will provide monthly enrollment numbers so that the Committee can be aware of the amount of fluctuation that may or may not be occurring on a monthly basis.

	<b>5/20/16</b>	<b>9/9/16</b>	<b>9/22/16</b>	<b>10/7/16</b>	<b>10/19/16</b>	<b>11/10/16</b>	<b>12/2/16</b>
<b>HHS</b>	968	941	943	946	945	948	939
<b>QMS</b>	649	648	642	636	636	637	635
<b>Farley</b>	498	485	488	487	488	485	487
<b>Forest</b>	340	325	325	324	324	327	330

<b>Mulready</b>	260	248	249	250	250	250	252	
<b>District Total</b>	2,715	2,647	2,647	2,643	2,643	2,647	2,643	

**Superintendent’s Items of Interest**

None.

**Subcommittee Reports:**

None.

**V. Matters for Discussion:**

1. Discussion of the Superintendent Hiring Process

Committee Chair, Michele Tousignant Dufour, updated Committee members that the Superintendent Search Committee met on Wednesday, November 30<sup>th</sup>. The Committee consisted of Ms. Dufour, Ms. Hay and Mr. Smith. Other members present were Ms. Hallsworth and Mr. Maston.

Ms. Tousignant Dufour shared the following timeline approved by the committee:

- Monday, November 28** Planning meeting to discuss: focus groups, advertising, timeline, interview process, Search Committee composition and recruitment
- Monday, December 5- Friday, December 16** Focus groups and on-line survey
- Tuesday, Dec 20** School Committee confirms qualifications and key responsibilities for advertising, information for brochure
- Friday, Dec 30** Deadline for materials for Education Week ad  
Target date for brochure printing and mailing, online advertising
- Wednesday, Jan 11** Date of Education Week ad
- Wednesday, February 8** Search Committee orientation
- Friday, February 10** Application deadline
- Wednesday, February 15** Screening Committee meets to select semi-finalists

*Approved*

<b>Monday, February 27</b>	Semi-finalists interviews
<b>Tuesday, February 28</b>	
<b>Wednesday, March 1</b>	
<b>Thursday, March 2</b>	
<b>Tuesday, March 7</b>	Finalists announced
<b>Week of March 13</b>	School Committee site visits to candidates' districts
<b>Monday, March 20-</b>	Finalists site visits and interviews in Hudson
<b>Wednesday, March 22</b>	
<b>Wednesday, March 29</b>	
<b>Thursday, March 30</b>	
<b>Thursday, March 30</b>	Vote to appoint
<b>July 1, 2017</b>	Start date

MASC Field Representative, Dorothy Presser, will attend a future meeting to lead the Committee through a discussion and decision making process regarding advertising and publications.

MASC will run the focus groups and surveys and will respond back to the Committee with survey results. Ms. Tousignant Dufour invited the public to attend the forums being held.

The subcommittee voted to advertise in the national publication of Education Week.

Ms. Presser will complete a comparison study of salaries for like-Districts to make certain that the District is properly aligned and will report back to the subcommittee for the Committee to determine a salary range.

The School Committee will begin building a Search Committee and will solicit Letters of Intention in December and January for those interested in participating.

Screening of semi-finalists and finalists will take place in February and March, with a final recommendation to the Committee by the end of March.

Discussion ensued.

## 2. End of Year Report – Patty Lange

Executive Director of Finance and Operations Patty Lange's presentation to the Committee highlighted the comparison of selected data items reported in FY14 through FY16 which is based on information reported and audited by the State ensuring that all Districts record the information accurately and consistently in accordance to their guidelines.

Discussion ensued.

*Approved*

Ms. Lange presented to Committee members a copy of the budget book, with the addition of exhibits, that will be presented to the Board of Selectmen next week.

Mr. Luoto reminded the public that the key item to know is that the District is currently facing a \$1.6 million deficit and that additional cuts may need to be made.

Ms. Lange noted that the District is still waiting on information regarding FY17 spending to come in so that the District can understand where that spending is, where the utilities are, how many people are out on leaves, where the District does incur savings, and the District is able to bring those savings forward to FY18 in the form of the School Choice revolving account.

Dr. Fortuna also mentioned that it is important to note that the budget is also reflective of the \$602,762.70 cuts that the School Committee had authorized at a previous meeting.

**VI. Matters for Action:**

1. Approval of FY18 Budget:

Dr. Fortuna recommended approval of the following FY18 Budget line items:

Personnel Line:

A motion to approve the FY18 School Budget Personnel line, as presented, in the amount of \$31,811,556.83 was made by Mr. Luoto and seconded by Ms. Hallsworth. On a vote of 7-0, the motion passed.

General Expense Line:

A motion to approve the FY18 School Budget General Expense line, as presented, in the amount of \$7,669,282.53 was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 7-0, the motion passed.

Transportation Line:

A motion to approve the FY18 School Budget Transportation line, as presented, in the amount of \$2,014,759.00 was made by Ms. Tousignant Dufour and seconded by Mr. Luoto. On a vote of 7-0, the motion passed.

Discussion ensued.

2. Approval of Contract with MASC for an Amount Not to Exceed \$12,000.00 for Consultation Services and Search for the Next Superintendent of Schools

Discussion ensued.

*Approved*

A motion to approve the Contract with MASC for an amount not to exceed \$12,000.00 for consultation services and search for the next Superintendent of Schools, as presented, was made by Ms. Hay and seconded by Mr. Maston. On a vote of 7-0, the motion passed.

**Reclassifications:**

A motion to approve the reclassifications of funds, as presented, was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 7-0, the motion passed.

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

Committee Chair, Michele Tousignant Dufour, updated Committee members that a budget meeting is scheduled for Tuesday, December 13<sup>th</sup> at 6:00 p.m.

Discussion ensued relative to the possibility of an additional meeting with administrators on January 4<sup>th</sup> and discussion of possible details for that meeting and attendees.

Ms. Hay noted that the Secondary Math Night is scheduled for Thursday, December 8<sup>th</sup> at Hudson High School.

Ms. Tousignant Dufour thanked the Hudson Elks Club for their donation of dictionaries to 3<sup>rd</sup> grade students.

Committee members also commented on the Hudson High School presentation of Joseph and the Amazing Technicolor Dreamcoat and shared that alumni night was a big success.

**VII. Executive Session/Adjournment**

At 8:08 p.m., Committee Chair, Michele Tousignant Dufour, noted that there was a need for Executive Session to discuss strategy with respect to preparation for contract negotiations with union personnel and a pending litigation matter 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 Mr. Luoto and seconded by Ms. Hay.

Vote by roll call:

- Ms. Tousignant Dufour – yes
- Ms. Hay - Yes
- Ms. O'Brien – yes
- Mr. Luoto - yes
- Mr. Maston – yes
- Ms. Hallsworth – yes
- Mr. Smith – yes

*Approved*

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