

Approved

**Hudson School Committee  
Open Session Minutes**

**Meeting Date:** August 23, 2016

**Location:** Administration Building  
155 Apsley Street

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

Members absent: Elizabeth Hallsworth

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 – July 19, 2016: A motion to approve the minutes was made by Mr. Luoto and seconded by Ms. O'Brien. On a vote of 5-0-1, with Ms. Hay abstaining, the motion passed.

**III. Public Participation:**

None.

**IV. Reports:**

**Student Representative Report:**

None.

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

**District Level Initiatives**

During the District Leadership Team retreat, the team identified two major initiatives to recruit teachers to participate in over the upcoming year and one graduate level course that all administrators will participate in which directly relates to the District Improvement Plan.

The District will be working with professional development partner, Research for Better Teaching, to provide 40 teachers with the 37.5 hour graduate class "Studying Skillful Teaching". The goal is for all Hudson Public School teachers to take this course over the

next three-year period so that every educator will have a common instructional language and expectations. The course will result in teachers studying, applying, and reflecting on practical ways to:

- Examine powerful beliefs that influence students' motivation to learn;
- Support students in developing a growth mindset;
- Design lessons that focus students on what is most important (objective) and what success criteria 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.

### **Curriculum Review Task Force**

The team will begin the process of reviewing curriculum to help the District continue to move forward and grow in this area and will measure curriculum against design standards, ensuring vertical alignment within and across content areas, and continually updating unit plans based on growing knowledge about how students learn best.

The Hudson Curriculum Review Task Force will consist of curriculum reviewers who:

- Have a track record of high quality classroom instruction;
- Are highly collaborative and thrive in the give and take of curriculum development;
- Enjoy the process of backward design and developing performance assessments;
- Understand the critical role that curriculum design and alignment play in engaging all students; and
- Can make at least a two-year commitment to this leadership work.

The standing committee will:

- Engage in professional development in UbD design standards;
- Engage in professional development in providing feedback;
- Facilitate teacher self-assessment of curriculum;
- Review Stages 1 and 2 of curriculum unit plans, including performance assessments
- Provide written and verbal feedback to teachers;
- Identify common areas for additional professional development in curriculum writing; and
- Facilitate future professional development in curriculum writing

### **Analyzing Teaching for Student Results Administrator Course**

The 42-hour course is the administrator companion course to the Studying Skillful Teaching course that teachers will be participating in. As a result of completing this course, administrators will be able to:

- Name, explain, and document what high-expertise teachers know and can do in many performance areas from classroom management to planning standards-based lessons and assessments;
- Capture salient classroom events in literal notes;
- Connect teacher behavior and decision-making with impact on student learning;
- Give teacher-evidence based feedback that builds the teachers' capacity as high-expertise educators and stimulates reflection; and
- Use multiple data sources to assess growth opportunities and facilitate effective goal-setting meetings and improvement planning.

### **Finance and Operations**

#### **Final Budget**

The District ended in a very favorable position moving into FY17, with an estimated increase of \$347,000 in school choice funding to support the FY17 budget. The District will have \$247,000, after the spending of the pre-approved \$100,000 for the clinical psychologist position, to apply to the FY17 budget.

Dr. Fortuna shared that she is very appreciative of the sacrifices that educators and students had to make to realize \$225,000 of these savings. While not painless, the District was able to realize these savings, through the ingenuity and dedication of educators and students, without compromising the quality of teaching and learning that occurs within classrooms.

### **Curriculum and Instruction Update**

#### **MCAS**

In June, the Department of Elementary and Secondary Education released a phase-in plan for Computer-Based MCAS Testing. The computer-based testing will allow ESE to offer more engaging content and a wider range of accessibility features and also reflect the reality that students are increasingly using technology in and out of the classroom.

The Department notified Superintendents that the first step will be for all students in grades 4 and 8 to take the computer-based version of the English language arts and math tests in spring 2017. For grades 3, 5, 6, and 7, schools may elect either the computer-based or the paper-based tests next spring. Superintendents were strongly encouraged to implement the computer-based version in as many additional grades as possible.

Paper versions of all tests will always be available as an accommodation as required by a student's individualized education program (IEP). The District also anticipates setting up a process for principals to request a paper-based test accommodation for a small number of

students who do not have IEPs but who are unable to take a computer-based test for other reasons.

DESE is currently considering a transition in grades 5 and 7 to full computer-based testing in spring 2018, followed by grades 3 and 6 in the spring of 2019. They will finalize the schedule after the 2017 test administration and after plans for high school testing are finalized. Commissioner Chester is planning to recommend to the Board of Education that students through the class of 2020 will have to pass the first generation MCAS as a competency determination for graduation. Currently, the class of 2019 is the final class slated to have the first generation MCAS as the competency determination for graduation.

DESE recently awarded Measured Progress the contract to develop MCAS 2.0. The two finalists for the project were Measured Progress and Pearson. It is their intention to develop a test that is compatible with most of the devices in common use in schools, including tablets, Chromebooks, laptops, and desktop computers. At this time, DESE has not provided additional details regarding the technical specifications for networks and devices.

The District had its first planning meeting to prepare for the computerized tests. The District has sufficient devices at Hudson High School to administer the test to the 8<sup>th</sup> grade students, however, the District is unable to develop a plan for administering the 4<sup>th</sup> grade test until we know more about the technical specifications. Dr. Fortuna will keep the Committee updated as things unfold.

### **Career Counselor Hudson High School**

Scott Darlington resigned his position this past week to accept the position of assistant principal at Andover High School. Mr. Darlington's departure presents an opportunity to restructure the position and create a 1.0 FTE position of "career counselor" at Hudson High School.

The District will be able to fund the position because, despite interviewing 13 candidates, the Assistant Director of Student Services in Charge of Program Development remains unfilled. The District will begin the search for the Assistant Director of Student Services in Charge of Program Development in the winter. Dr. Mike Dubrulle returns as Out of District Coordinator until the Assistant Director of Student Services position is filled.

### **Superintendent's Items of Interest**

#### **Enrollment**

Preliminary enrollment numbers as of 8/18/16 are as follows:

- Mulready      242      (-18 from 5/20)
- Farley          473      (-25 from 5/20)
- Forest          321      (-19 from 5/20)
- Quinn          646      (-3 from 5/20)
- HHS            957      (-11 from 5/20)

District Total = 2,639

**New Employees**

The District had a very busy hiring season this year. Dr. Fortuna noted that she is very impressed with the high quality candidates and that the principals and their hiring teams have done an outstanding job selecting talented and enthusiastic employees that will positively impact student learning.

Below is a list of the new teachers as of August 18<sup>th</sup>, 2016:

<b>Name</b>	<b>Position</b>	<b>Location</b>
Kelly Albino	English Teacher	Quinn Middle School
Amy Berg	Social Studies Teacher - 1 year appointment	Hudson High School
Sytske Campbell	Grade 4 Teacher	Forest Avenue Elementary School
Jessica Caron	Library Media Specialist	Hudson High School
Kaeleigh Chartrand	Grade 3 Teacher – 1 year appointment	Forest Avenue Elementary School
Kerry Cusick	Reading Specialist	Forest Avenue Elementary School
Elaine Cyr	Special Education Teacher	Forest Avenue Elementary School
Kellie Horne	ELL Teacher	Forest Avenue Elementary School
Mark Krans	Math Teacher	Hudson High School
Alcidia Lopes	Portuguese Teacher	Hudson High School
Audra Maria	School Nurse	Farley Elementary School
Sydney Markley	Math Teacher	Quinn Middle School
Pamela McDonald	Chemistry Teacher	Hudson High School
Erika Melanson	Special Education Teacher	Farley Elementary School
Amanda Pezzote	Special Education Pre-K- K Teacher	Hubert
Ashley Power	English Teacher – 1 year appointment	Quinn Middle School
John Jairo Ruiz Pineda	Spanish Teacher	Hudson High School
Jessica Sabino	Grade 1 Teacher	Forest Avenue Elementary School
Arianna Silva	Technology Teacher – 1 year appointment	Hudson High School
Kerry Wanamaker	Kindergarten Teacher	Farley Elementary School
Carrie Attaway	Special Education Teacher	Quinn Middle School
Julie Walters	Special Education Teacher	Quinn Middle School
Rebecca Murphy	HR Assistant	Admin Office

## **Communication**

Dr. Fortuna compiled some resources intended as tools to clarify communication channels for families, as well as a draft survey for families scheduled to be sent out in October. This will allow the District to determine which channels families prefer and gather information on their perceptions of the District and school websites.

### **Subcommittee Reports:**

Ms. O'Brien reported that they are waiting to get the Secretarial Association and Cafeteria Association teams back on the calendar.

## **V. Matters for Discussion:**

### **1. Discussion of Moving of the Preschool Playground to Hubert Early Childhood Center:**

Dr. Fortuna shared with Committee members the following Statement of Support regarding the moving of the preschool playground to Hubert Early Childhood Center:

“ For the 2016-2017 school year, the Hudson Public Schools and CHAPS have entered into an innovative partnership to provide early childhood education to the children of Hudson. This arrangement will allow for a unified voice for our youngest learners. Play is the most important work of our young children. In order to facilitate their learning and growth, the Hudson Public School District is in full support of moving the small playground structure, designed for preschool students, to the Hubert Early Childhood Center where our joint program with CHAPS will be located.”

Discussion ensued.

Dr. Fortuna advised Committee members that the Park Commission would take this matter up for discussion at their next scheduled meeting and Dr. Fortuna would update the Committee on any new developments.

### **2. Discussion of Communication Strategy:**

Dr. Fortuna shared with Committee members the new communications systems for the District, including a chain of communication, type of information chart, communication systems form and a District survey to be sent out in October.

Discussion ensued.

Committee members offered feedback and thanked Dr. Fortuna for the great information which they feel will be very helpful in communicating to families.

Dr. Fortuna will update the forms with the ideas and suggestions made by Committee members.

**VI. Matters for Action:**

1. Approval of Restructuring of Cable TV and Career Counselor Position:

Principal Brian Reagan updated the Committee that Scott Darlington had resigned his after 18 years of service to the Hudson Public Schools. Most recently, Scott held a position that gave him part-time responsibilities in the HUD-TV studio and part-time responsibilities as a career counselor.

Dr. Reagan was pleased with the number of initiatives that Scott facilitated while working as a career counselor and would like to take this opportunity to fill this position as 1.0 career counselor.

Mr. Darlington had built a strong relationship with Quinsigamond Community College increasing the number of students taking the Accuplacer exam and collaborating to create the Early College Program, a joint effort between Hudson High School, Assabet Valley Regional Technical High School and Quinsigamond Community College, as well as planted the seeds for a senior internship program, which has served a small number of students but has the potential to be expanded to include more seniors in the future. Hudson High School's Annual Reality Fair also established relationships with several local businesses, field trips focusing on non-traditional post-secondary opportunities for students, and worked with the guidance department to develop a plan to help students identify post-high school goals in grade 9.

Given the number of initiatives that have been started and the potential impact of these initiatives on a significant portion of the school population, it is important for Hudson High School to employ a full-time career counselor. This position would fall under the guidance department and the individual filling the role would have responsibilities outside of the realm of the typical guidance counselor. The career counselor would work closely with guidance and play a critical role in delivering comprehensive guidance curriculum, which focuses on careers as much as college planning.

Discussion ensued.

Dr. Fortuna recommended approval of the restructuring of Hudson High School Cable TV and Career Counselor position.

A motion to approve the restructuring of Hudson High School Cable TV and Career Counselor position, as presented, was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

2. Approval to Close School Choice for Hudson High School Grade 12:

Principal Brian Reagan updated Committee members on the status of students enrolling in Hudson High School Grade 12 under School Choice, and noted that these students typically leave due to issues of suspension or expulsion from their previous schools and usually require many extra services from staff.

Discussion ensued.

Dr. Fortuna recommended approval of the closing of School Choice for Hudson High School Grade 12.

A motion to approve the closing of School Choice for Hudson High School Grade 12, as presented, was made by Mr. Luoto and seconded by Ms. Hay. On a vote of 6-0, the motion passed.

3. Approval of Year-End Transfers and Closing of FY16:

Patty Lange, Executive Director of Finance and Operations, presented the year-end transfers and encumbrances for the closing of FY16.

Discussion ensued.

**Transfer of Funds**

A motion to approve the transfer of \$245,480.30 from FY16 Personnel to FY16 Transportation was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

A motion to approve the transfer of \$123,240.81 from FY16 Food Services Revolving Fund to FY16 General Expense was made by Mr. Maston and seconded by Mr. Smith. On a vote of 6-0, the motion passed.

A motion to approve the transfer of \$695,775.89 from FY16 Personnel to FY16 General Expense was made by Mr. Smith and seconded by Ms. O'Brien. On a vote of 6-0, the motion passed.

**Encumbrances**

A motion to approve to encumber \$157,668.89 from FY16 General Expense to FY17 funds was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

A motion to approve to encumber \$111,284.38 from FY16 Personnel to FY17 funds was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

**Reclassifications:**

A motion to approve the reclassifications of funds to reclass District expenses to school choice expenses, as presented, was made by Ms. O'Brien and seconded by Mr. Luoto. On a vote of 6-0, the motion passed.

A motion to approve the reclassifications of funds to charge tuition expenses to circuit breaker account, as presented, was made by Ms. Hay and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

A motion to approve the reclassifications of funds to charge encumbered payroll for FY16, as presented, was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 6-0, the motion passed.

A motion to approve the reclassifications of funds to reclassify professional development contract services from #3067/274 grant to SPED allocation 3065/240 grant, as presented, was made by Ms. Hay and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

A motion to approve the reclassifications of funds to reclassify extended school year salaries from payroll directly to the 16-240 grant and ESY programs, as presented, was made by Mr. Maston and seconded by Mr. Smith. On a vote of 6-0, the motion passed.

4. Approval of Memorandum of Agreement with AFSCME, Council 93, Local 3625

Dr. Fortuna recommended approval of the Memorandum of Agreement with AFSCME, Council 93, Local 3625, Hudson Public Schools Custodians.

A motion to approve the Memorandum of Agreement with the AFSCME, Council 93, Local 3625, Hudson Public School Custodians was made by Mr. Luoto and seconded by Ms. Hay. On a vote of 6-0, the motion passed.

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

Ms. O'Brien inquired about doing the school year kick-off gathering with administrators this year.

Dr. Fortuna shared that the event will take place to coincide with the book club.

Dr. Fortuna updated the Committee on the completion of the new Mulready roof and District landscaping work.

5. Approval of the Superintendent's Salary

Committee Chair, Michele Tousignant Dufour, updated Committee members on the outcome of the Subcommittee's decision to offer Dr. Fortuna a three percent salary increase for the year 2015-2016, for an annual salary of \$169,950, and a three percent salary increase for the year 2016-2017, for an annual salary of \$175,048.50.

Discussion ensued.

A motion to approve the three percent salary increase for Dr. Fortuna for the year 2015-2016, for an annual salary of \$169,950, and a three percent salary increase for the year 2016-2017, for an annual salary of \$175,048.50, was made by Ms. O'Brien and seconded by Mr. Maston. On a vote of 4-1-1, with Ms. Hay objecting and Mr. Smith abstaining, the motion passed.

*Approved*

**VII. Executive Session/Adjournment**

At 9:13 p.m., Committee Chair, Michele Tousignant Dufour, noted that there was no need for Executive Session.

A motion to adjourn was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

Respectfully submitted,

Elizabeth Hallsworth, Secretary  
Hudson School Committee