

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: December 20, 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: None.

Others present: Dr. Jodi Fortuna, Superintendent
Julia M. Pisegna, Recording Secretary
Ben Carne, Student Representative

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 – None.

III. Public Participation:

None.

IV. Reports:

Student Representative Report:

Student Representative, Ben Carne, reported to the Committee that the Hudson High School Community Council had just completed their holiday coalition fundraiser where teachers and students helped a child in need. Community Council has also started various subcommittees, including the research of solar panels and schedule changes. Winter sports have begun, and rehearsals for the musical have started.

Superintendent's Report – Dr. Jodi Fortuna:

Meetings

Principals' Team Meeting – December 13, 2016

- MCAS 2.0 Conference Call
- School Report Cards

Approved

- Translations
- Secretary's Lunch
- Building Issues

School Committee Budget Meeting - December 13, 2016

- Focus on Middle School

District Leadership Team – December 14, 2016

- Focus on Special Education

Budget

Dr. Fortuna sent the following message to the District on December 9, 2016.

“I cannot believe that it is December already and time to provide a first budget update. Unfortunately, the fiscal news is not great but I am committed to being open and honest about what is happening in the budget process so that rumors and uncertainty are alleviated as much as possible. It seems that every year at this stage of budget development, we are discussing cuts. This year is no different. It is still very, very early in the process. I will try to keep the facts at the forefront and communicate as clearly as possible the reality of the situation as it unfolds.

Here are the facts as they stand today:

- This early in the year, the 2017-2018 budget is dependent on assumptions and forecasts for which we do not have sufficient financial data from FY17 to back up. Therefore, we create a budget based on our 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 or if one actually exists;
- The current revenue/expenditure gap for the FY18 budget is \$1,652,797;
- We generally have an identified revenue/expenditure gap at this time of year. Last year, at this time, looking towards the 2016-2017 budget, we had a gap of \$1,274,377;
- The 2017-2018 budget with this gap will be presented to the Selectmen in January;
- The total increase from the FY17 budget is 1.59%;
- Approximately \$602,000 of reductions will need to be determined in order to have “only” the \$1,652,797 gap identified above; and
- Over the coming weeks and months, the School Committee and District Leadership Team will be meeting to determine what reductions will be made. During this time, many scenarios will be brainstormed and thought deeply about.

What we are fairly certain of at this point is:

- There is a strong possibility there will be a need for budget reductions to occur in order to balance the 2017-2018 budget;
- Rumors will begin and misinformation will circulate. Often these will seem credible;
- Your building administrator(s) and I are committed to informing those immediately affected first and the entire HPS professional community soon after that. You will hear it from us first;
- When final decisions are made, we will be transparent about what those decisions are and the impact that the decisions have on our students, valued educators, and programs;
- Everyone is committed to ensuring that the cuts have as little impact as possible on the students of the Hudson Public Schools; and
- Informational updates will be provided to District staff, parents and community members at each decision point.

I wish that I could eliminate the unsettled feeling and resultant anxiety that budget season causes. Please remember that it is still very early in this process and there are still many unknowns.”

District Leadership Team

- The District Leadership Team met on 12/6/16 and 12/14/16.
- Leadership Team agendas will continue to be included in your packets so that the Committee is aware of the work that is occurring when the administrators meet.
- The 12/6/16 meeting focused on the norming of feedback provided to teachers after classroom walkthroughs.
- The team looked at the walkthroughs through the lens of our ATSR class of making claims, supporting claims with evidence and identifying potential impact of the teacher’s instruction.
- The 12/14/16 meeting was planned and facilitated by Cathy Kilcoyne. The focus of our time together was the changes to available accommodations for the next generation MCAS tests to be administered this spring.

School and District Report Cards

- The 2016 school and District report cards and report card overviews are now available on the DESE website under Profiles.
- Districts receiving Title I funds are required to distribute report cards annually to all parents or guardians of students enrolled in all District schools, regardless of Title I status at the school level.
- The Department asked that Districts distribute report cards to families by the end of December. The Committee can see DESE’s report card website for distribution requirements and sample cover letters.

Approved

- Principals will use the template provided on the report card website for their cover letter. This is the most expeditious form to use because the Department has already provided the needed translations. Hudson families will receive this information translated if they have requested translations. The mailing will be sent from Central Office by December 30th.

Drafts of MA Curriculum Frameworks for ELA & Literacy and Math

- The Board of Elementary and Secondary Education met November 29, 2016 and sent out for public comment new drafts of the Massachusetts Curriculum Frameworks for English Language Arts and Literacy and Mathematics.
- Comments may be made through February 17, 2017 through an online survey.
- Educators interested in learning more about the proposed changes are encouraged to check out the English Language Arts and Literacy and Math standards review page on ESE's website or sign up for one of ESE's Office Hours sessions during the comment period.

Proposed Amendments to Educator Evaluations

- The Board also voted to send out for comment proposed amendments to educator evaluations.
- Public comment on the proposed amendments to educator evaluations will be open through January 27, 2017 and can be sent to edevalcomments@doe.mass.edu.
- The Board will most likely vote on the final draft of the educator evaluation amendments on February 28.

Next Generation MCAS

- The English Language Arts and Mathematics test designs are now available online.
- The Department has published a schedule of training opportunities related to the next-generation MCAS.
- The District intends to take advantage of all available training opportunities that apply to specific roles and responsibilities in test administration.
- The transition plan to adapt the Science and Technology/Engineering (STE) tests to the new STE standards and to the next-generation MCAS format is online.

Subcommittee Reports:

None.

V. Matters for Discussion:

1. Superintendent Search –
Review of Survey Results
Development of Advertising Material

Committee Chair, Michele Tousignant Dufour, introduced MASC Field Representative, Dorothy Presser, who will report to the Committee on survey results and the development of advertising materials.

Ms. Presser shared with the Committee a draft for the Education Week ad and a draft of the brochure which included bullets from the survey results and focus groups.

Committee Chair, Michele Tousignant Dufour, stated that the survey resulted in 150 responses which included a lot of feedback and thanked all those who participated.

Ms. Presser and Committee members began with the Education Week ad and asked Committee members for any additions/edits regarding the qualifications and salary section.

Discussion ensued relative to the salary range.

Ms. Presser edited the salary information to read \$160,000 – 185,000 for the Education Week ad.

Discussion ensued relative to the number of years of education experience.

Ms. Presser edited the ad to reflect a minimum of 10 years of education experience.

Ms. Presser moved on to the sections which include the description of the position and description of the qualifications and asked Committee members to review same.

Discussion ensued relative to the description of the position and the description of the qualifications.

Ms. Presser edited the ad to reflect a minimum of 10 years of education, including classroom, administrative and/or central office experience.

Ms. Hay noted that in the survey results, she read the need for mentoring and fostering leadership and asked that that be added to the description of qualifications.

Discussion ensued.

Ms. Presser edited the ad to reflect the addition of proven experience in mentoring staff and fostering leadership growth.

(Ms. O'Brien entered the room at 7:23 p.m.)

Approved

Ms. Presser noted that a final draft will be sent to Committee Chair, Michele Tousignant Dufour, for final approval.

Ms. Presser thanked Committee members for their assistance.

VI. Matters for Action:

1. Approval of Hudson High School Field Trip to the Columbia Scholastic Press Association Conference at Columbia University March 14-17, 2017

Dr. Fortuna recommended approval of the Hudson High School Field Trip to the Columbia Scholastic Press Association Conference at Columbia University March 14-17, 2017.

Discussion ensued.

Hudson High School Principal Brian Reagan shared with Committee members the cost of the trip is a main component to the low number of students attending.

A motion to approve the Hudson High School Field Trip to the Columbia Scholastic Press Association Conference at Columbia University March 14-17, 2017, as presented, was made by Mr. Luoto 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 Ms. Hay and seconded by Mr. Maston. On a vote of 7-0, the motion passed.

Items of Interest to the School Committee:

None.

VII. Executive Session/Adjournment

At 7:28 p.m., Committee Chair, Michele Tousignant Dufour, noted that Executive Session was needed to discuss strategy in preparation for negotiations with nonunion personnel, Superintendent.

A motion to enter into Executive Session was made by Ms. Tousignant Dufour and seconded by Ms. Hay.

Vote by roll call:

Ms. Tousignant Dufour – yes

Ms. Hay - yes

Ms. O'Brien – yes

Mr. Luoto

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