

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: March 26, 2019

Location: 155 Aspley Street

Members present: Glenn Maston, Steven Smith, Elizabeth Hallsworth, Adam Tracy, Nina Ryan, Matthew McDowell, and Michele Tousignant Dufour (7:42 p.m.)

Members absent: None

Others present: Dr. Marco C. Rodrigues, Superintendent
Annmarie O'Donnell, Recording Secretary

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

The meeting was called to order by Committee Chair, Glenn Maston.

II. Approval of Minutes:

Regular Meeting: March 12, 2019

A motion to approve the minutes of March 12, 2019 was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 6-0, the motion passed.

III. Public Participation:

Liz Jackson, parent of students at Quinn Middle School and Hudson High School, spoke to the committee about the cut in the athletics budget for FY20. She stated that she understood that there were funds coming from another account, but expressed a concern about getting those funds back into the athletics budget in future years. Dr. Rodrigues stated that this is simply an allocation of resources. This year the district will fund part of the athletics budget with the athletic revolving account. There will be no cuts this year.

Beth Langlois, parent of students at Forest Avenue Elementary School, asked about the respective budgets at the elementary schools and what this meant for students and per pupil expenditure. Dr. Rodrigues stated that during the budget process, the team did not use a per pupil expenditure. Through the zero based budget process, the principals at the schools determined what their greatest needs were. Ms. Hallsworth added that in previous years there have also been these types of variations, so it is possible there is a currently a surplus of some materials at the schools.

IV. Reports and Presentations

Report of the Superintendent

- a) Principal Leadership Institute Update
Dr. Rodrigues asked Ms. Kathy Provost, Assistant Superintendent and Ms. Melissa Provost, Farley Elementary School Principal to give an update on the Principal Leadership Institute. The district has been working with Focused Schools for the last year and a half. Our consultant has been working with small groups and at the ILT level. We have able to work across several districts in Massachusetts with the consultant and collaborate with other principals. We have been awarded a state grant in the amount of \$29,600 for collaboration next year. They shared how beneficial being able to collaborate with these other districts has been and noted that this is Professional Development that principals do not normally get
- b) New District Website Update
Dr. Rodrigues gave the following update on the progress on the new District Website:
 - We have secured the vendor and will be using School Messenger
 - We have created the basic format and tiers of information
 - Graphic arts students are working with the logo and will be helping with the pictures that will be put on the website
 - We are currently meeting with each department and making the determination of what existing material can be migrated
 - Each school has met with Ms. Ellen Shuck and developed colors, logos, palettes etc.
 - We are looking for the finished product to be very user friendly and have a content driven website.

Mr. Tracy asked about the search engine and what page someone would be brought to if they search Hudson Public Schools. Dr. Rodrigues responded that the search will bring up the District Webpage first.

Mr. Smith asked about the timing. Dr. Rodrigues stated that the work currently being done is the most tedious. The committee will receive another update before the end of the school year. Dr. Rodrigues expects work to continue through the summer with the hope that the new website will be ready for the fall.

- c) Quinn Middle School Principal Search Process
Dr. Rodrigues reported that the Quinn Middle School Principal Search process would be posted. He stated that a process similar to the process used for the Hudson High School Principal search will be used. Dr. Rodrigues stated he had a concern about timing and has reached out to his colleagues at Massachusetts Association of School Superintendents. There should be ample time to get quality candidates.
- d) Attendance Policy Review Committee
Dr. Rodrigues stated that we are working on reviewing and revising the J section of the policy manual, which includes the student attendance policy.

A number of district staff are looking at the attendance policy and the guidelines, which will be included in the student handbook. Part of this process includes looking at what other districts do. The committee will need to meet a few more times to finish its work. After the group completes its work, there will be a parent forum and the recommendations will be brought to the policy subcommittee.

e) **Quinn Middle School Master Schedule Update**

The parent survey will be going out to current parents of grades 4,5,6 students to get feedback about related arts programs. After the survey closes, the committee will look at the results and see how they fit with the draft of the schedule that has been developed so far. The schedule will be refined and presented to the School Committee for approval. This will most likely happen in May.

Dr. Rodrigues shared one other update. The district recently started the mechanism to deliver electronic report cards for Quinn Middle School. Parents have been notified. If a parent would like a hard copy, they may request it.

Subcommittee Reports

Budget Subcommittee

Mr. Maston reported that there has not been another meeting of the Budget Subcommittee.

Policy Subcommittee

Mr. Smith reported that the Policy Subcommittee would be meeting again prior to the next School Committee meeting.

Strategic Goals Subcommittee

None

Superintendent's Evaluation Subcommittee

None

Student Report

None

V. **Matters for Discussion:**

- a) Old Business
- b) New Business

1. **Assabet Valley Collaborative Audit Reprt**

Dr. Rodrigues stated that the laws that govern educational collaboratives mandate the presentation of four reports to the member School Committees. This audit report is the third report to be presented. Each month, the board reviews the financials. The audit report came in with no areas of need for

change or non-compliance.

2. First Reading of Proposed School Committee Policies: Section G

Mr. Smith stated that many of these policies under review now, are either covered by collective bargaining agreements or MASC does not currently have a recommended policy. Mr. Maston stated that these proposed policies would be made publicly available for feedback.

Mr. Tracy asked where the subcommittee is with the updating of the policy manual. Dr. Rodrigues said that sections A, B, K and some singletons have been completed. Currently, there is work being done on the G and J sections, which are the largest sections. Ms. Hallsworth pointed out that updating the manual in its entirety has never been done before. Once the manual review and update is complete, updates will only be required when there are MASC updates or a policy change.

VI. Matters for Action:

a) Old Business

1. Approval of Transportation Request for Quote

Ms. Hallsworth summarized the discussion at the last School Committee meeting. She stated that after this meeting it appeared there are two paths the district could take. One path would be to submit a Request for Quote with no changes, knowing that the busses would continue to be late. The other, would be to adopt the recommended time changes. Ms. Hallsworth went on to ask of the committee might consider a third path of keeping things as is this year, giving us more time to collect more data such as how the busses impact teachers contractual times, parent pick up lines, contractually scheduled teacher meeting times, and the late bus at Quinn and the High School.

Mr. Smith noted that the analysis of busses arriving late has been done using the school end time. He asked if we should be looking at when teachers are contractually done with their responsibilities, which is fifteen minutes after dismissal. He also questioned whether it is better to have busses come in on a rolling time frame instead of having them all arrive five minutes before dismissal. He suggested that adjusting by five minutes instead of fifteen minutes would allow the busses to be gone by the time teachers are done contractually. Discussion ensued.

Discussion ensued about the snowball effect of the busses showing up at Quinn late.

Discussion ensued about the language in the contract. Mr. Tracy discouraged tinkering with the language of the contract because it may put us at a fiscal disadvantage.

Discussion ensued about how on time is defined and whether five minutes would accomplish what we want. Mr. Tracy stated on time means fully loading and leaving to allow after school meetings to occur. He stated that the committee looked at the minimum time to make the maximum impact.

Discussion ensued about the possibility of building flexibility into the contract. Mr. McDowell asked if there was a possibility of putting an arrival window into the contract and the effect of that on accountability.

Discussion ensued about accountability in the RFP and under what conditions we can build this in.

Mr. Maston noted that some of the performance issues are related to substitute drivers. Discussion ensued about whether that may possibly change.

Discussion ensued about the change in mileage for K students from 0.5 mile to 1.0 mile. It was noted that the currently K students that live between 0.5 and 1.0 mile would be eligible for a bus for 1 year only. Additionally, some of these students have siblings that are not eligible for the bus. There is a challenge in execution for families in this radius. Mr. Tracy noted that if the mileage is increased, there would still be exceptions for the areas deemed unsafe to walk.

A motion to amend the proposal of the transportation committee to a five minute elementary schedule change was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 5-2, the motion passed.

A motion to adopt the amended proposal of modifying the elementary start time by 5 minutes, using a 1.0 mile walk radius, and adopting the opt out clause was made by Mr. Smith and seconded by Mr. McDowell. On a vote of 6-1, the motion passed.

b) New Business

1. **Approval of FY20 Budget**

Mr. Smith gave an overview of the budget process to date. The District Leadership Team met to prioritize what they thought was needed for next year and brought this forward to the Budget Subcommittee.

Ms. Tousignant Dufour asked what the process is for determining what happens if the transportation bid comes in over what has been budgeted. Dr. Rodrigues responded that the district will have to look at the add ons in the budget and determine what needs to be cut.

He said that the team is proud of the budget that has been submitted. He stated that it protects the integrity of what we currently have while

continuing to grow and continuing to follow our stabilization plan.

He noted the establishment of a Special Education Stabilization account request on the town warrant in May.

Dr. Rodrigues recognized Sharon Gooch- Zebal, Denise Reid, and Cristy Morrison for their work behind the scenes on putting the budget book together.

Ms. Tousignant Dufour expressed her thanks for the budget book. She stated that she can go to the book, find what she needs and defend what is there if needed.

Mr. Tracy encouraged all to read the Executive Summary. It is a great snapshot of the district and paints a picture of where the district is and how we are going to grow.

Mr. Maston recommended that the School Committee approve the recommended FY20 School Budget personnel line of \$32,559,245.00. A motion to approve the recommended FY20 School Budget personnel line of \$32,559,245.00 was made by Ms. Tousignant Dufour and seconded by Mr. McDowell. On a vote of 7-0, the motion passed.

Mr. Maston recommended that the School Committee approve the recommended FY20 School Budget general expense line of \$7,199,490.00. A motion to approve the recommended FY20 School Budget general expense line of \$7,199,490.00 was made by Ms. Tousignant Dufour and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

Mr. Maston recommended that the School Committee approve the recommended FY20 School Budget transportation line of \$2,300,000.00. A motion to approve the recommended FY20 School Budget transportation line of \$2,300,000.00 was made by Ms. Hallsworth and seconded by Mr. Smith . On a vote of 7-0, the motion passed

2. Approval of Last Day of School for Kindergarten 2018-2019 and 2019-2020

Dr. Rodrigues stated that the elementary schools require three full days at the end of the school year for screening of the incoming elementary students. They also use the last day of school (1/2 day) for class placement. This requires a change in the published calendar for both 2018-19 and 2019-20.

A motion to approve a calendar change for the last day of school for Kindergarten for 2018-2019 and 2019-2020 was made by Ms. Tousignant Dufour and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

3. Approval of the FY19 DOE Title I Grant increased allocation of \$374.00

A motion to approve the FY19-DOE Title I Grant increased allocation in the amount of \$374.00 was made by Ms. Tousignant Dufour and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

4. Approval of the FY19-140 Title II Grant increased allocation of \$466.00

A motion to approve the FY19-140 Title II Grant increased allocation in the amount of \$466.00 was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

5. Approval of the FY19-240 SPED IDEA Grant increased allocation of \$4890.00

A motion to approve the FY19-240 SPED IDEA Grant increased allocation in the amount of \$4890.00 was made by Mr. Tracy and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

6. Approval of Reclassification of Funds

A motion to approve the reclassification of funds as presented was made by Mr. Tracy and seconded by Ms. Hallsworth. On a vote of 7-0, the motion passed.

VII. Items of Interest to the School Committee

Mr. Smith asked what is needed to formally kick off looking at the start time at Hudson High School. Dr. Rodrigues stated that this can be in the queue for next year. He stated that there are some things, which need to be considered, including athletics, jobs, and caring for younger siblings. Dr. Rodrigues also said that we will look at surrounding cities and towns that have done this. He stated that this should go to the Strategic Goals subcommittee. They can come up with a roadmap to present to the full committee.

Mr. Maston stated that MASC is holding a couple of meetings on this topic. There is one April 6 in Marlboro.

VIII. Executive Session

At 8:29 p.m. Committee Chair, Glenn Maston, noted that Executive Session was needed for the following reasons:

- a) To conduct strategy sessions in preparation with union personnel (American Federation of State, County, and Municipal Employees AFL-CIO, Local Council 93, Hudson Public Schools Custodians Local) because an open session may have a detrimental effect on the legal position of the Committee.
- b) To conduct strategy sessions in preparation with union personnel (Hudson School Secretarial Association) because an open session may have a detrimental effect on the legal position of the Committee.

Approved

Vote by roll call:

Mr. Maston	Yes
Mr. Smith	Yes
Ms. Hallsworth	Yes
Mr. Tracy	Yes
Ms. Ryan	Yes
Mr. McDowell	Yes
Ms. Tousignant Dufour	Yes

IX. **Adjournment**

At 8:29 p.m. Committee Chair, Glenn Maston, announced that the Committee would enter Executive Session and not return to Public Session.

Respectfully submitted,

Elizabeth Hallsworth, Secretary
Hudson School Committee