

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: November 13, 2018

Location: 155 Aspley Street

Members present: Glenn Maston, Steven Smith, George Luoto, Elizabeth Hallsworth, Adam Tracy, Nina Ryan and Matthew McDowell

Members absent: None

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

I. Call the Meeting to Order 7:00 p.m.

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

II. Minutes of the Following Meeting Presented for Approval:

Regular Meeting: October 23, 2018

A motion to approve the minutes of October 23, 2018 was made by Mr. Luoto and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

III. Public Participation:

Beth Langlois and Shanna Weston both parents of Hudson Public Schools students, reported on a survey the Friends of Hudson Public Schools group created and distributed.

Discussion ensued.

IV. Reports:

Report of the Superintendent

- a) Report of the Superintendent: District Improvement Plan: Action Steps and other topics.

Dr. Rodrigues reported on the Action Steps for the strategic objectives in the District Improvement Plan. The strategic objectives were developed last year. Throughout the summer, the action steps associated with the objectives were developed. Dr. Rodrigues stated that there have been several iterations of the action steps and the document would remain fluid and workable with adjustments being made to the timeline where it makes sense. The first year of implementation is a

year of discovery and self- assessment, which will allow the district to understand its assets and gaps. Members of the Delta Team presented a summary of the action steps for each Strategic Objective.

Dr. Rodrigues will provide an update on the District Improvement Plan action steps in January or February.

Dr. Rodrigues introduced Dr. Anne Beauchamp, the district's recently hired Research and Accountability Specialist. She will facilitate the collection of data in a productive and meaningful way to make decisions.

Dr. Rodrigues updated the Committee on the new absence notification system. Each day, after vetting the answering machine, automatic phone calls are sent to parents whose child is not in school. These phone calls occur at different times depending on which school it is.

Dr. Rodrigues reported on the start of the listening sessions for staff. Recently, there was a session for the staff at Forest Avenue Elementary. The sessions will continue at the other schools in the next few weeks.

Dr. Rodrigues reported that the schema for the Hudson High School principal search has been posted to the website and on social media. Dates and times are based on some assumptions, and will be monitored and adjusted if needed. There is a forum scheduled for the Hudson High School staff and another for parents and community members.

b) Subcommittee Reports

Strategic Goals Subcommittee

Ms. Hallsworth reported that the Strategic Goals Committee had met and developed a survey for parents to gather how parents got their information from the district. The survey will go out in December. The committee will try and keep a list of where committee members have been and give a report periodically.

Superintendent Evaluation Subcommittee

The Superintendent's goals had been sent back to the subcommittee review. Ms. Ryan reported that the committee reviewed the Superintendent's Goals and the committee found that no changes needed to be made. The subcommittee has decided to move the goals forward to the full Committee.

Policy Subcommittee

The next Policy Subcommittee is scheduled for December 4.

Other:

Hudson Health and Advisory Committee

Mr. Tracy reported that there was a meeting that included a presentation on recreational marijuana. There will be two additional meetings this year.

SEPAC

Mr. Smith reported that SEPAC met and discussed the priorities they are working on.

Ms. Hallsworth reported that she and Ms. Ryan had a visit to Hudson High School.

Chairman Maston reported that there had been a meeting with the selectman on the future of the Apsley Street building. There will be a Committee formed. Discussion ensued.

Chairman Maston reported on the MASC/MASS conference, He stated that he attended some great sessions and made some contacts. He attended a presentation by DESE. There will be a review the state's physical education requirements and a committee will be formed. He attended sessions on the recently passed LOOK act focusing on bilingual classrooms. He also met with Division 4 members. This division contains the districts local to Hudson. There was discussion around the changing of high school start times. Westborough and Ashland Districts have done this. Chairman Maston also attended a session on social media.

c) Student Presentation

Emily Figuerido was introduced to the committee as the alternate.

V. **Matters for Discussion:**

a) Old Business

b) New Business

1. **Food Service Update- Chartwells**

Shane Riordan Food Service Director, and Chris Callahan District Manager, presented an update and highlighted the following accomplishments:

Constant communication and visibility at schools

Staffing and training is in place

Upgrades

- Hudson High School- floor, color, food presentation
- Quinn Middle School- signage, traffic flow
- Forest Elementary School- added cold wells, better lighting, train theme
- J.L. Mulready School - school bus theme- added lighting

Community Engagement

- Catering opportunities in and out of district
- Smoothie sampling at Farley
- Classroom lessons- food focus of the month

Financial Update

- Meal participation up 8 %
- Meal counts up 8000
- Product Costs down 6% YTD
- Program subsidy down 50% through October
- Realized the first monthly profit of \$1200.00 in October
- Chartwells reported that we are on track to have a self sustaining food services program

Future Work:

- Sports Nutrition Lessons and Samplings
- Forest Ave Upgrades
- Kitchen equipment upgrade at Farley
- Classroom lessons at Forest
- Tastings at Quinn
- Preparation for State/USDA Administrative Review Audit
- Nutrition presentation to Hudson School Health and Safety Advisory
- Secondary School themed meals

Discussion ensued regarding per unit pricing and participation rates.

2. **Update on Quarter 1 Projections and Sustainability Plan**

Patricia Lange Executive Director of Finance and Operations updated the Committee on the November revenue and expenses for FY19.

Ms. Lange also reviewed the Sustainability Plan and how this year's projections affect the plan for the FY 20 budget.

Discussion ensued regarding staff vacancy, the savings from the budget reduction, and school choice.

3. **First Reading of Proposed Adoptions and Revisions of School Committee Policies Section "G"**

The Proposed Adoptions and Revisions of School Committee Policies Section "G" will remain available for the public to review and comment. A vote will be taken at the next School Committee meeting.

4. **First Reading of Proposed Adoptions and Revisions of School Committee Policies EFC and EFD Free and Reduced and Meal Charge**

The Proposed Adoptions and Revisions of School Committee Policies EFC and EFD Free and Reduced and Meal Charge will remain available for the public to review and comment. A vote will be taken at the next School Committee meeting.

VI.

Matters for Action:

a) Old Business

1. **Approval of Superintendent's Goals**

The Superintendent's Goals were brought to the Committee again unchanged.

A motion to approve the Superintendent's Goals was made by Mr. Luoto and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

2. **Approval of BBBE Policy**

The policy was reviewed with Board of Selectmen.

A motion to approve proposed adoption of Policy BBBE was made by Mr. Smith and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

b) New Business

1. **Approval of School Improvement Plans**

- a. Mr. Jonathan Bourn, Hudson High School Interim Principal, presented the Hudson High School Improvement Plan. Discussion ensued around Goal #4. Dr. Rodrigues suggested a switch of the short and long term goal outcomes in Goal #4.

A motion to amend Goal #4 in the Hudson High School Improvement plan to swap short and long term outcomes was made by Mr. Tracy and seconded by Ms. Hallsworth. On a vote of 7-0, the motion passed.

A motion to approve the amended Hudson High School School Improvement Plan was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

- b. Mr. Jason Webster, Quinn Middle School Principal, presented the Quinn Middle School Improvement Plan. Discussion ensued.

A motion to approve the Quinn Middle School Improvement Plan was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

- c. Dr. Rodrigues presented the Farley Elementary School Improvement Plan. Discussion ensued.

A motion to approve the Farley Elementary School Improvement Plan was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

- d. Mr. David Champigny, principal of Forest Avenue Elementary School, presented the Forest Elementary School Improvement Plan. Discussion ensued.

A motion to approve the Forest Avenue Elementary School Improvement Plan was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

- e. Ms. Kelly Sardella, principal of Mulready Elementary School, presented the Mulready Elementary School Improvement plan.

A motion to approve the Mulready Elementary School Improvement plan was made by Mr. Smith and seconded by Mr. Luoto. On a vote of 7-0, the motion passed.

2. **Approval to Appoint Dr. Marco Rodrigues to Serve as Representative on the Assabet Valley Collaborative Board of Directors.**

A motion to approve Dr. Marco Rodrigues to serve as representative on the Assabet Valley Collaborative Board of Directors was made by Mr. Tracy and seconded by Mr. Luoto. On a vote of 7-0, the motion passed.

3. **Approval of School Committee Communication Survey**

Discussion ensued about how to reach the broader community with the survey. Mr. Tracy stated that the subcommittee has started discussions on a Communications Plan.

Discussion ensued about changes to questions #1 and #3.

A motion to amend the survey to correct question #1 and add other choices to question #3 was made by Mr. Maston and seconded by Mr. Luoto. On a vote of 7-0, the motion passed.

Approved

A motion to approve the amended survey was made by Mr. Maston and seconded by Mr. Smith, on a vote of 7-0 the motion passed.

4. **Approval of Grants awarded**

A motion to approve The Scotty Fund grant in the amount \$1000.00 to the Forest Avenue Elementary School for the purchase of five standing desks for classrooms was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

VII.

5. **Approval of Reclassifications of Funds**

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

Items of Interest to the School Committee

Mr. Luoto commented on the following:

VIII

1. There are concerns with Election Day and safety and security in the school buildings.. He stated the district should consider closing schools for the 2020 National Election.
2. The committee would be interested in the events which happened at the various schools for Veteran's Day.
3. There is a concern with the low number of substitutes available in the district. Substitute pay is higher in neighboring towns. Discussion ensued.

Executive Session

At 10:26 p.m., Committee Chair, Glenn Maston, noted that Executive Session was needed 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.

Vote by Roll Call:

Mr. Maston	Yes
Mr. Smith	Yes
Mr. Luoto	Yes
Ms. Hallsworth	Yes
Mr. Tracy	Yes
Ms. Ryan	Yes
Mr. McDowell	Yes

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Approved

Adjournment

At 10:26 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