

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: February 23, 2016

Location: Administration Building
155 Apsley Street

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

Members absent: Brian Davis

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, Jennifer O'Brien.

II. Approval of Minutes:

Regular Meeting –January 19, 2016: A motion to approve the minutes was made by Ms. Tousignant Dufour and seconded by Mr. Maston. On a vote of 5-0-1, with Mr. Luoto abstaining, the motion passed.

III. Public Participation:

None.

IV. Reports:

Student Representative Report:

None.

Superintendent's Report – Dr. Jodi Fortuna

District Leadership Team Meeting

The District Leadership Team has not met since the last School Committee meeting on February 9th.

Principals' Team Meeting

On Friday, February 12th, Dr. Fortuna and the District Principals met and discussed the student and parent transition between grades 4 to 5 and 7 to 8. These transitions have been anxiety provoking for students and parents. In an attempt to reduce the stress during these transitions, the team reached consensus that the District would attempt to develop a transition model for students entering Quinn that is similar to the one for students entering the High School, which includes a parent night and a tour for students and details what to expect on the first day of school.

Dr. Fortuna reported that there will be more information provided to the community as plans come together.

The team also discussed new procedures in regards to residency investigations that were developed in conjunction with Chief Burks of the Hudson Police Department. The new procedures are as follows:

- The District will only use the Hudson Police Department to investigate out of town residency issues;
- The Principal will meet with families first and tell them based on X,Y,Z evidence the School believes that they are living in another town;
- The Principal then has the authority to tell the family that they have 5 days to register their student in another town and/or produce evidence that they are living in Hudson. Acceptable evidence will include any of the documents that we accept upon initial enrollment, excluding the *Landlord Affidavit*;
- If the parents do not comply with our request at the end of 5 days, the District will have the police investigate;
- The results of the police investigation will be binding. If the Hudson Police Department investigation shows a pattern of the family not sleeping at their place of claimed residence, the students will be unenrolled in the Hudson Public Schools; and
- The parents will have an opportunity to meet with the investigating officer and Superintendent.

Dr. Fortuna reported that residency issues resulting in un-enrollment of students are a concern at the elementary level. Students in grades 5 through 12 are eligible for School Choice. At these levels, the Principal will request that the family in question completes the School Choice application.

Finance and Operations

Air Quality Test at Quinn

The District will conduct an air quality tests for a classroom at Quinn Middle School. The teacher assigned to that classroom had been experiencing issues with rashes and allergy-like symptoms. Once the teacher's health concerns were brought to school administration, the teacher and students were moved to a temporary teaching location.

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The room, carpets and all ventilation ducts in and out of the room have been thoroughly cleaned by our facilities staff. The air quality tests will be conducted by Jee's Environmental from Charlton, MA. Jee's will test the affected classroom and the conference room where the teacher has been working and complete a comparison of the results.

Record Retention Procedure

The District has begun an overdue records management procedure. Records management is an administrative plan in which there are systemic procedures for ensuring records are logically categorized or arranged for easy retrieval, use, and destruction. These procedures facilitate the rapid and economic retrieval of data for the administration of the District. The objectives in managing records are to make the records serve the purpose for which they were created as cheaply and effectively as possible, and to properly dispose of them after they have served their purpose.

The District has begun the inventory process of old District records currently stored in the attic. The goal of this inventory is to have definite knowledge of the types of records in the attic, their inclusive dates, volume, the type of information they contain and the location of the records. The Hudson inventory will define by department and functional area the retention compliance requirement, and then the HPS retention period if different. Working from this inventory, we will be able to keep the inventory current through an annual update. The inventory will be used in conjunction with the applicable retention schedules mandated by law, to ensure that: (a) Departmental records are safely stored and readily available; (b) Long-term records are preserved; and (c) Obsolete records are disposed of properly.

Discussion ensued.

Curriculum Review Task Force

The Curriculum Review Task Force met on Thursday, February 11th and practiced using the review tools developed on completed work from the History department. The team came to the conclusion that one of the rubrics being used would be more useful as a checklist to guide the completion of a high quality rubric and the conversation during the revision process.

Superintendent's School Visits:

Forest Avenue Elementary School – February 10th

Superintendent's Items of Interest

Interview with Marisa Pineau of FrameWorks Institute/Carnegie Foundation for the Advancement of Teaching

Dr. Fortuna interviewed for a national research project funded by the Carnegie Foundation for the Advancement of Teaching. Dr. Fortuna was asked to participate in this study by the Dean of Boston College's Lynch School of Education, Maureen Kenney. The interview was conducted by Dr. Marisa Pineau who works for the Educational Think Tank

FrameWorks Institute. The institute has become known for its development of Strategic Frame Analysis™, which roots communications practice in the cognitive and social sciences. FrameWorks designs, conducts, and publishes multi-method, multi-disciplinary communications research to empirically identify the most effective ways of reframing social and scientific topics. FrameWorks Institute was contracted by the Carnegie Foundation for the Advancement of Teaching to explore the relationship between public policy and improvement of educational systems. The purpose of this research study is to explore a paradigm of achieving high quality educational outcomes through improvement science using networked improvement communities written about by educational expert Anthony Bryk. Bryk's improvement paradigm was recently published in the December 2015 edition of peer reviewed journal "Educational Researcher".

Dr. Fortuna noted that it was an honor to have a voice on the national stage regarding educational practices and improvement.

QMS Engineering Day

On Tuesday, February 9th, Hudson High School students, Bruno Capitaio, Henry "Sean" O'Neil, Thomas Hydro, Alex Czerwinski, John Moudarri, Melissa Farragher, Natalie Bishop, Rachel Frias, Sinead Resendes, Kiana Shebak, Ian Vickery, and four teachers, Ryan Dailey, Rebekah Whitesel, Kate Cellucci, and Troy Lefebvre represented seven engineering courses from Hudson High School at Quinn Middle School to participate in the QMS Engineering Day.

The students and staff members demonstrated various projects to all 7th grade students to help promote the engineering courses at Hudson High School. The District is excited to support these course offerings through peer to peer interactions.

Enrollment

All enrollment numbers are up to date. The Massachusetts Department of Elementary and Secondary Education collects enrollment data in October, March and June.

Subcommittee Reports:

None.

Committee Chair announced that the agenda would be taken out of order and Matters for Action will be moved forward on the Agenda.

V. Matters for Action:

1. Approval of Revision to 2015-2016 School Calendar:

Hudson High School Principal, Dr. Brian Reagan, updated the Committee on the latest updates received from DESE regarding the ELA MCAS testing format for grades 3-8 testing dates.

Dr. Reagan noted that the existing Hudson Public Schools calendar has two reverse half-days scheduled for March 23 and March 24. These days were originally scheduled to accommodate testing in grades 8 and 10 concurrently. The new format does not allow for concurrent testing in grades 8 and 10.

Dr. Reagan recommended the following options:

1. Hudson High School would maintain the two reverse half-days on March 23 and March 24 and use them to complete testing for students in grade 10 only. Students in grades 8, 9, 11, and 12 would begin their school day at 11:00 a.m. Hudson High School would add two additional reverse half-days on April 7 and 8 to complete testing for students in grade 8 only. Students in grades 9-12 would begin their day at 11:00 a.m; *or*
2. Hudson High School would maintain the two reverse half-days on March 23 and March 24 and use them to complete testing for students in grade 10 only. Students in grades 8, 9, 11, and 12 would begin their school day at 11:00 a.m. Hudson High School would not add additional reverse half-days on April 7 and 8. In this scenario, Hudson High School would be forced to test students in grade 8 while school is in session for students in grades 9-12.

Discussion ensued.

Dr. Reagan and Dr. Fortuna recommended approval of maintaining the two reverse half-days on March 23 and March 24 and use them to complete testing for students in grade 10 only. On March 23, students in grades 8, 9, 11, and 12 would begin their school day at 11:00 a.m, and on March 24, students would begin their day at 10:00 a.m. The District would add two additional reverse half-days on April 7 and 8 to complete testing for students in grade 8 only. On April 7, students in grades 9-12 would begin their day at 10:00 a.m, and on April 8, students would begin their day at the earliest possible start time between 9:00 a.m. and 10:00 a.m. as outlined below:

Option 1: Four Reverse-Half Days				
	1st Reverse Half-Day (March 23)	2nd Reverse Half-Day (March 24)	3rd Reverse Half-Day (April 7)	4th Reverse Half-Day (April 8)
Start Time for Non-Tested Students	11:00	10:00	10:00	Earliest possible start time between 9:00-10:00

A motion to approve maintaining the two reverse half-days on March 23 and March 24 and use them to complete testing for students in grade 10 only. On March 23, students in grades 8, 9, 11, and 12 would begin their school day at 11:00 a.m, and on March 24, students would begin their day at 10:00 a.m. The District would add two additional reverse half-days on April 7 and 8 to complete testing for students in grade 8 only. On April 7, students in grades 9-12 would begin their day at 10:00 a.m, and on April 8, students would begin their day at

Approved

the earliest possible start time between 9:00 a.m. and 10:00 a.m. was made by Ms. Tousignant Dufour and seconded by Ms. Hay. On a vote of 6-0, the motion passed.

2. Approval of the School Calendar for 2016-2017

Dr. Fortuna advised the Committee of two updates to the previous draft calendar:

- 1) Due to the January 1st being on a Sunday, there will be no school on Monday, January 2nd; and
- 2) No official dates have been received for MCAS testing to date.

Discussion ensued.

Dr. Fortuna recommended approval of the School Calendar for 2016-2017 school year.

A motion to approve the School Calendar for 2016-2017 was made by Ms. Hay and seconded by Ms. Tousignant Dufour. On a vote of 6-0, the motion passed.

3. Approval of the School Committee Meeting Schedule for 2016-2017

Dr. Fortuna recommended approval School Committee Meeting Schedule for 2016-2017.

A motion to approve the School Committee meeting schedule for 2016-2017 was made by Ms. Hay and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

Reclassifications:

A motion to approve the reclassifications of funds, as presented, was made by Mr. Luoto and seconded by Ms. Tousignant Dufour. On a vote of 6-0, the motion passed.

VI. Matters for Discussion:

Update to District Improvement Plan – Dr. Jodi Fortuna

Dr. Fortuna presented to the Committee an update to the District Improvement Plans which reflects the adaptation of the living document and revised No. 4 to read as follows:

“Create and implement a balanced and rigorous assessment system to measure student progress and determine any needed adjustments to instructional practices.”

Discussion ensued.

A motion to approve the update to the District Improvement Plan, as presented, was made by Ms. Tousignant Dufour and seconded by Ms. Hallsworth. On a vote of 6-0, the motion passed.

Approved

VII. Items of Interest to the School Committee:

Mr. Luoto revisited the idea of purchasing a van for the High School and would like to see this item on a future Town warrant.

Dr. Fortuna advised the Committee that Ms. Lange is looking into the process and will update the Committee.

Ms. Tousignant Dufour asked Dr. Fortuna why the Honor Roll is not published in the newspaper.

Dr. Fortuna shared that it was a long-standing tradition in Hudson that the Honor Roll was not publically published.

Discussion ensued.

VIII. Executive Session/Adjournment

At 7:53 p.m., Committee Chair, Jennifer O'Brien, noted that there was need for an Executive Session to discuss strategy with respect to preparation for contract negotiations with non-union personnel 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 Ms. Hay and seconded by Ms. Tousignant Dufour.

Vote by roll call:

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

Committee Chair Jennifer O'Brien announced that the Committee would enter Executive Session and not return to public session.

Respectfully submitted,

Elizabeth Hallsworth, Secretary
Hudson School Committee