

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: November 17, 2015

Location: Hudson High School
69 Brigham 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
Alicia Sagastume, Student Representative

I. Call the Meeting to Order – 7:05 p.m.

The meeting was called to order by Committee Chair, Jennifer O'Brien.

II. Approval of Minutes:

Regular Meeting – November 3, 2015: A motion to approve the minutes was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

III. Public Participation:

None.

IV. Reports:

Student Representative Report - Alicia Sagastume

Student representative, Alicia Sagastume, updated the Committee on a variety of programs students at Hudson High School are participating in, including the following:

- Holiday Coalition
- Penny Wars
- Lunch Buddies
- Friday Night Outs

For a follow-up to a previous discussion regarding bathroom pass concerns, the procedure was not being enforced consistently throughout the school, so next year, they will make it a bigger announcement for staff and students.

Superintendent's Report – Dr. Jodi Fortuna

Board of Elementary and Secondary Education Approves Path to Next Generation MCAS

Dr. Fortuna announced that the Department of Elementary and Secondary Education voted 8-3 to transition to a next-generation MCAS that would be given for the first time in the Spring of 2017 and would use both PARCC and MCAS items, along with items developed specifically for the Massachusetts tests. This vote followed many of the recommendations that Elementary and Secondary Education Commission Mitchell D. Chester made last week.

Dr. Fortuna will continue to keep the Committee updated on further developments regarding the next-generation MCAS tests.

Leadership Team Update

Educator Evaluation

The Leadership Team met on Wednesday, November 4th to review the November 3rd Professional Development Day and to calibrate the written feedback provided to teachers after classroom visits. The team found the calibration activity, facilitated by Todd Wallingford, very beneficial. The formative assessment allowed the team to identify areas of growth and celebration in both personal and collective practice around walkthroughs. The work together in this area resulted in teachers receiving more precise feedback in a more expedient manner.

Finance and Operations

Budget

The focus of Central Office continues to be on preparing the preliminary FY17 budget. The Committee has heard from the Elementary and Secondary Instructional Leadership Teams and our Director of English Language Learning.

During the week of November 16th, the School Committee's budget hearings will focus on:

- November 17th - Transportation and personnel
- November 18th - Special Education, Technology, Facilities

Curriculum and Instruction Update

November 3rd Professional Development Day

On Tuesday, November 3rd, the District held the second and final full-day session of Professional Development. The elementary level teachers worked on high quality math

stations to be included in their “Hawk Boxes”. The incorporation of math stations into instruction will allow for teachers to individualize learning for their students. Each grade level also worked on building mathematical knowledge with a consultant from Looney Math Consulting. In addition, elementary teachers worked on interim math assessments and the growth mindset.

Secondary level teachers began the day hearing a common message about high quality assessments and cognitive complexity. Educators used Webb’s Depth of Knowledge Levels to analyze assessments and activities for degree of intellectual rigor and to create a balanced set of assessments and activities within a course.

High Expectations for Learning Task Force

The High Expectations Task Force held its first meeting on Monday, November 2nd. The goals for the meeting were to:

Introduce all people at the table and their perspective in order to develop an understanding of what each voice and perspective at the table brought to the whole;

Use a survey to gather anonymous baseline data about where we are in our journey to become a high expectations District. This data will help to inform our next steps regarding professional learning and action items; and

Break down two of the 8 Hudson Focused Indicators and Hattie’s Mind Frame 2 into their significant parts so that we can create operational definitions and all educators will have a common understanding of high expectations teaching resulting in increased student learning.

The next steps are to define the discrete elements of Element 1A4 from the educator evaluation system.

Dr. Fortuna thanked the teachers and administrators who attended as the District begins this important work.

Curriculum Review Task Force

The Curriculum Review Task Force met on Thursday, November 12th to begin its work. The goal for the meeting was to choose a rubric that the group would evaluate the standards based units being developed and define the high expectations for the units and revisions to meet those expectations.

The team looked at rubrics used by Hopkinton Public Schools and the Greece Central School District and adapted the Greece Central School District Rubric.

Dr. Fortuna invited all classroom educators to join them at their next scheduled meeting on Thursday, December 3rd.

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World Language

Dr. Fortuna announced to the School Committee Members that World Language & ELL Family Outreach Coordinator, Ana Pimentel, will be present at the next School Committee meeting on Tuesday, December 1st.

Superintendent's School Visits

Quinn Middle School – Monday, November 9th
Forest Avenue School – Thursday, November 12th
Farley Elementary School – Monday, November 16th

Superintendent's Items of Interest

Recommendations from Quinn Traffic Study

Representatives from the District, Mass in Motion, DOT's Safe Routes to School Program, the Hudson Police Department, parents and the Health Office met on Wednesday, October 21st to identify priorities for improving vehicle and pedestrian traffic flow during student arrival and dismissal times to promote a safe environment for students to walk/bike to the Quinn Middle School.

The following recommendations were made:

1. Continued supervision of traffic and student safety by QMS Staff members on duty outside during afternoon dismissal, communicating feedback to administration regarding student safety;
2. Establish one-way route for all vehicles during certain morning arrival and afternoon dismissal hours: all vehicles should enter campus from Manning Street and exit campus onto Stratton Drive during specified hours;
3. Establish permanent, one-way route for vehicles to egress main parking lot from opening closest to Stratton Drive to prevent vehicles from turning around in the lot; and
4. Add signage, including:
 - Do Not Enter signs for certain times of day morning arrival and afternoon dismissal;
 - Post campus speed limit;
 - Pull Vehicle Forward signs in front of school to encourage parents to pull up as far as possible when lining up to pick up their students; and
 - Do Not Block bus intersection

Dr. Fortuna will continue to update the Committee with any future information.

Educator Hall of Fame

Dr. Fortuna submitted to the Committee a preliminary draft proposal for the Hudson Public Schools' Educator Hall of Fame, and thanked Mr. Davis for his thoughts behind this endeavor, and noted that it is an outstanding way to recognize the incredible contributions of former Hudson Public School teachers.

After Committee members have had a chance to thoroughly review the proposal, Dr. Fortuna recommended that the Committee move this item to a future agenda and establish a committee of School Committee members, educators and Hudson residents to make this idea a reality.

Learning Visits

At the previous School Committee meeting on November 3rd, Committee members expressed an interest in joining Dr. Fortuna on school visits.

Dr. Fortuna suggested that the most appropriate vehicle for making this happen would be the monthly learning visits where small teams of administrators visit classrooms looking for specific instructional elements.

The next scheduled week for learning visits is the week of December 14, 2015, where the focus will be on the instructional strategy of consistently defining high expectations for the quality of student work and the perseverance and effort required to produce it.

Hudson High School Math Night

On Thursday, November 12th, Math Night was held at Hudson High School. There were approximately 20 parents and teachers who attended. Curriculum Director, Secondary Math and Science, Leslie Knight, presented information about Common Core Math and the major shifts, why we have a building-based coach, performance assessments and "teaching to transfer", and how parents can support at home. The message was reinforced with demonstrations about the growth mindset and setting goals. There were also four different math problems available for parents so they could see the types of questions students are being asked to do and the type of thinking required.

Discussion ensued.

Committee members who attended commented on how helpful the session was and that they look forward to future Math Nights.

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Update on Rebuilding the Special Education Parent Advisory Council

The Special Education Parent Advisory Council met on November 5, 2015 at Forest Avenue Elementary School. Leslie Leslie, from the Federation for Children with Special Needs, provided information about how to reestablish a SEPAC group.

The Basic Rights workshop was held November 12, 2015 at Forest Avenue Elementary.

Dr. Fortuna announced that the next meeting for SEPAC will be held December 3, 2015 at 6:30 p.m. at Quinn Middle School.

Town Meeting

On Monday, November 16th, the November Special Town Meeting was held. The School Department did not bring any warrant articles before this meeting.

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:

Mrs. O'Brien reported that the Budget Subcommittee is scheduled to meet on Wednesday, November 18th.

Mr. Luoto reported that the Secretarial Negotiations Team met and had a good meeting.

V. **Matters for Discussion:**

1. Midterm Update on Superintendent's Evaluations – Dr. Jodi Fortuna:

Dr. Fortuna presented to the Committee the Superintendent's Mid-Cycle Update. The presentation highlighted the following Standards and Focus Elements:

Standard I: Instructional Leadership:

The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.

The Focus Elements:

- Provides support and assistance for administrators to learn and employ effective strategies for ensuring that educators and educator teams design standards-based units with measurable outcomes and challenging tasks requiring higher-order thinking. Frequently monitors and assesses progress, providing feedback as necessary.(1A-1)

- Provides the resources for planning time and effective support for administrator teams to review assessment data and identify appropriate interventions and adjustments to practice. Monitors administrators' efforts and successes in this area. (1-C-2)
- Supports administrators and administrator teams to develop and attain meaningful, actionable, and measurable professional practice, student learning, and where appropriate, district/school improvement goals.(1-D-1)
- Guides administrators and supports them in identifying a range of appropriate data sources and effectively analyze the data for decision-making purposes. (1-E1)
- Supports administrator teams to use a variety of formal and informal methods and assessments, including common interim assessments that are aligned across grade levels and subject areas. (1-C1).

Standard II: Management and Operations:

Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.

The Focus Elements:

- Leads the district's recruitment and hiring process and, through it, consistently identifies effective administrators and educators who share the district's mission.
- Reliably demonstrates sound judgment reflecting integrity and fairness; protects administrator, student, family, and staff confidentiality appropriately; and expects all district personnel to reflect this practice

Standard III: Family and Community Engagement:

Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district.

The Focus Element:

- Sets clear expectations for and provides support to administrators to communicate regularly with families using two-way communication channels, including careful and prompt response to communications from families. Supports administrators to maximize the number of face-to-face family/teacher interactions.

Standard IV: Professional Culture:

Promotes success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff.

The Focus Element:

- Develops, promotes, and models commitment to core values that guide the development of a succinct, results-oriented mission statement and ongoing decision making.

Dr. Fortuna then presented the Goals for the District as follows:

By January 2016, Provide 9 examples of reflective practice that has been enhanced by participation in the New Superintendent Induction Program (Professional Practice IID-2, IIB-2, III C-1).

By January 2016, The District Leadership Team will meet at least 3 times to review formative and summative data for the purposes of identifying short and long term instructional improvement goals. (Student Learning IC-2, IE-1).

By January 2016, 85% of curriculum will be developed to the unit level in all grade levels and subject areas. Each grade level and subject area will have at least 1 completed common assessment and another common assessment in development. (District Improvement 1A-1, 1C-1, 1D-1).

By January 2016, 50% of Professional Status Teachers and 100% of Non-Professional Status Teachers will have professional practice goals aligned to District and School Improvement Plans. District Improvement IVA-2).

Potential Issue with provision of completed fully achieved superintendent's goals by the December 1st deadline:

The District Improvement Plan

2015-2016 Benchmarks

- 100% of Curriculum will be completed by June 2016- On Target
- Professional Learning plan for summer District Leadership Team Retreat by May 2015 -Completed
- Core Texts ordered for our work together ordered by June 2015-Completed
- Professional Learning for Administrators July 2015-Completed
- District guidelines on the use/security of District data developed by DLT July 2015- Not completed
- Task Force and meeting schedule for curriculum review cycle -October 2015 Completed
- First draft of protocol submitted to DLT for review- March 2016- On target
- Final Review of protocol completed-May 2016-On target
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The date of completion for the final protocols will occur after both the submission of the evidence and the Committee's final evaluation. The committee will have evidence about how the District is on target but will not have evidence of my monitoring or providing feedback as the tool will not be ready until May. The District will have evidence of

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monitoring but not of feedback. The committee will have evidence of the rubric we are adapting to measure quality

By January 2016, Provide 9 examples of reflective practice that has been enhanced by participation in the New Superintendent Induction Program (Professional Practice IID-2, IIB-2, III C-1)

Evidence:

- District Improvement Plan
- Teacher's Contract & Process
- FY 16 Budget Amplification
- Introductory Letter to Parents
- September 2014 Introductory Presentation
- August 2015 Welcome back letter to staff
- District Leadership Team Restructuring
- Learning Visit Protocol
- Meeting Agendas & Follow Up

By January 2016, The District Leadership Team will meet at least 3 times to review formative and summative data for the purposes of identifying short and long term instructional improvement goals. (Student Learning IC-2, IE-1)

Evidence:

- Samples of Data Analyzed
- 2014 Letter to Families about Plans to improve student performance*
- Summer Retreat Workbook
- Presentation of District data analysis protocol
- Schedule of Superintendent's MCAS Analysis Meetings with building leaders
- District Leadership Team Goals
- District Leadership Team Professional Learning Plan
- Department Professional Learning Plans
- Aggregate Data Presentation to School Committee
- Accountability and Subgroup Data Presentation to the School Committee (*delayed because of release of data by State*)
- College Board Data Presentation to the School Committee (*will occur after submission of "evidence" but prior to final evaluation by school committee*)

By January 2016, 85% of curriculum will be developed to the unit level in all grade levels and subject areas. Each grade level and subject area will have at least 1 completed common assessment and another common assessment in development. (District Improvement 1A-1, 1C-1, 1D-1).

Evidence:

- Curriculum outlines with 3 point completion scale submitted by Directors
- Sample Units
- Sample Assessments
- Meeting agenda and materials for inaugural meeting of High Expectations Task Force
- Professional learning presentations about cognitively rigorous assessments
- Meeting agenda and materials for inaugural meeting of Curriculum Task Force

By January 2016, 50% of Professional Status Teachers and 100% of Non-Professional Status Teachers will have professional practice goals aligned to District and School Improvement Plans. District Improvement IVA-2).

Evidence:

- District Improvement Plan
- Schedule of District Improvement benchmarks being met
- School Improvement Plan
- Educator Goals

Discussion ensued.

2. Assabet Valley Collaborative Quarterly Update:

In compliance with the laws and regulations concerning education collaboratives, members received a copy of the highlights of the AVC 1st Quarterly Report. Dr. Fortuna noted that the Collaborative is currently in positive financial position.

3. Update on MASS/MASC Annual Conference

Committee members who attended the MASS/MASC Joint Conference held in Hyannis last week updated the Committee on the Resolutions and shared their thoughts on the conference.

Discussion ensued.

VI. **Matters for Action:**

1. Approval of Contract with Looney Math Consulting in the Amount of \$15,000.00:

Dr. Fortuna recommended approval of the Contract with Looney Math Consulting in the amount of \$15,000.00.

A motion to approve the Contract with Looney Math Consulting in the amount of \$15,000.00 was made by Ms. Hay and seconded by Ms. Tousignant Dufour. On a vote of 6-0, the motion passed.

2. Approval for Hudson High School Domestic Hot Water Heater Replacement

Dr. Fortuna advised the Committee that this item will be tabled to a future School Committee meeting.

VII. Reclassifications

A motion to approve the reclassifications of funds, No. 1, as presented, was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

A motion to approve the reclassifications of funds, No. 2, as presented, was made by Mr. Luoto and seconded by Ms. Tousignant Dufour. On a vote of 6-0, the motion passed.

A motion to approve the reclassifications of funds, No. 3, as presented, was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

A motion to approve the reclassifications of funds, No. 4, as presented, was made by Mr. Luoto and seconded by Ms. Hay. On a vote of 6-0, the motion passed.

VII. Items of Interest to the School Committee

Ms. O'Brien shared that she will be going before the Internal Traffic Board on Friday, November 20th regarding the speed limit change on Brigham Street, an item brought before the Committee by Mr. Davis.

Discussion ensued.

VIII. Executive Session/Adjournment

At 8:15 p.m., Committee Chair, Jennifer O'Brien, noted that there was need for an Executive Session to discuss strategy with respect to preparation for pending litigation, 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. Tousignant Dufour and seconded by Mr. Luoto.

Vote by roll call:

Ms. O'Brien – yes

Ms. Tousignant Dufour – yes

Mr. Luoto - yes

Ms. Hay – yes

Mr. Maston – yes

Ms. Hallsworth – yes

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

Respectfully submitted,

Michele Tousignant Dufour, Secretary
Hudson School Committee