

Approved

**Hudson School Committee  
Open Session Minutes**

**Meeting Date:** August 22, 2017

**Location:** Administration Building  
155 Apsley Street

Members present: Allyson Hay, George Luoto, Glenn Maston, Elizabeth Hallsworth and Steven Smith

Members absent: Michele Tousignant Dufour  
Adam Tracy  
Ben Carne, Student Representative

Others present: Dr. Marco C. Rodrigues, Superintendent  
Julia M. Pisegna, Recording Secretary

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

The meeting was called to order by Committee Co-Chair Allyson Hay.

**II. Approval of Minutes:**

Regular Meeting: July 11 and July 25, 2017

A motion to approve the minutes of July 11 and July 25, 2017 was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

**III. Public Participation:**

None.

**IV. Reports:**

**Student Report**

None.

**Report of the Superintendent**

Dr. Rodrigues reported on the following:

1. School Readiness Report

Principals submitted their School Readiness Checklist and all five schools are ready to open on August 30<sup>th</sup> to welcome students and families to the 2017-2018 school year.

2. Transportation

The bus routes have been posted on the District’s website, as well as a link on the front page under “Useful Links”. An enhanced feature this year is the estimated time the bus will arrive at each pick-up location. We ask parents/guardians to ensure students are at their bus stops at least 10 minutes prior to the estimated time for pick-up in the morning.

The closing of the bridge on Washington Street and other temporary construction sites have resulted in reconfiguration of traffic patterns and detours in many areas of the Town. We have ongoing communication with Town officials and North Reading Transportation Bus Company officials to evaluate and to monitor the impact of these detours on our bus routes.

The NRT Bus Company will conduct a couple of “dry-runs” in the coming days to evaluate, in real time, potential delays to any bus route. Families should expect traffic delays as schools reopen on August 30<sup>th</sup>. We ask for everyone’s patience as we roll out transportation for the new school year and maneuver around construction sites and traffic detours. We will continue to monitor the bus routes in the coming months to ensure safe and timely travel for students, to and from school.

3. Student Enrollment as of August 17, 2017

School	Grades	Enrollment
Out-of-District	Pre K-12	89
Farley Elementary School	Pre K-4	453
Forest Elementary School	K-4	348
Mulready Elementary School	Pre K-4	239
Quinn Middle School	5-7	662
Hudson High School	8-12	931
	<b>Total</b>	<b>2,722</b>

4. Recruitment Update

A comprehensive report on all personnel transactions will be provided to the School Committee on September 12<sup>th</sup>. Dr. Rodrigues announced the new hires in leadership and/or support roles for the 2017-2018 school year:

- Mr. Robert Knittle – Director of Mathematics Curriculum
- Ms. Sara Davis – Director of Science, Technology and Engineering Curriculum
- Ms. Tanya O’Connell – Assistant Director of Student Services
- Ms. Alise Wells – Coordinator of Special Education Evaluation and Services – Elementary
- Ms. Jennifer Letourneau – Instructional Coach
- Ms. Rachel Brunell – Instructional Coach

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5. New Employee Orientation

Approximately 45 new employees are participating in the New Employee Orientation Program on August 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> and it includes teachers, paraprofessionals, ABA therapist and administrators. The three-day agenda covered topics such as curriculum, instruction, special education, technology, human resources, union membership, teacher mentorship program and more.

6. Summer Leadership Institute

The Summer Leadership Institute has been scheduled for August 24<sup>th</sup> and 25<sup>th</sup> with thirty-four administrators and selected support personnel participating in this year's event. We have planned a two full-day event with activities that focus on student learning and capacity building across all work disciplines.

7. General Assembly

On Tuesday, August 29<sup>th</sup>, Dr. Rodrigues will welcome the Hudson school community to the new academic year during a general assembly at the High School. Ms. Michele Dufour, Chair of the School Committee, will open the session with welcoming remarks and Dr. Rodrigues will have the opportunity to speak about his transition into Hudson, spend some time celebrating best practices and accomplishments, and introducing the expectations for the new academic year. Dr. Rodrigues invited all School Committee members to attend.

V. **Matters for Discussion:**

1. Discussion of Subcommittee Schedules for 2017-2018 and Determine Chair

Committee Co-Chair, Allyson Hay, distributed the list of subcommittee assignments to members.

Discussion ensued.

VI. **Matters for Action:**

1. Approval of Year-End Transfers and Closing of FY17

Patty Lange, Executive Director of Finance and Operations, presented the year-end transfers and encumbrances for the closing of FY17.

Discussion ensued.

**Transfer of Funds**

A motion to approve the transfer of \$141,002.62 from FY17 Personnel to FY17 Transportation was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

*Approved*

A motion to approve the transfer of \$74,541.95 from FY17 Food Services Revolving Fund to FY17 General Expense was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

A motion to approve the transfer of \$642,520.35 from FY17 Personnel to FY17 General Expense was made by Mr. Luoto and seconded by Ms. Hallsworth. On a vote of 5-0, the motion passed.

**Encumbrances**

A motion to approve to encumber \$245,225.82 from FY17 General Expense to FY18 funds was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

A motion to approve to encumber \$475.50 from FY17 Transportation to FY18 funds was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

A motion to approve to encumber \$28,690.59 from FY17 Personnel to FY18 funds was made by Mr. Luoto and seconded by Ms. Hallsworth. On a vote of 5-0, the motion passed.

2. Approval of November 2017 Town Warrant

Dr. Rodrigues recommended approval of the November 2017 Town Warrant which reads as follows:

“Petitioned Article: Option to enter into a five year School Department transportation contract.

To see if the Town will vote to authorize the School Committee to enter into a five-year contract for transportation services. The contract will be bid out in the Summer/Fall of 2017. The bid will include a request for pricing for a three-year contract for fiscal years 2019, 2020, and 2021 with two one-year options to renew for the additional fiscal years 2022 and 2023.”

A motion to approve the November 2017 Town Warrant was made by Mr. Smith and seconded by Mr. Luoto. On a vote of 5-0, the motion passed.

3. Approval of Revolving Account for the Special Education Parent Advisory Council

Dr. Rodrigues recommended approval for a revolving account for the Special Education Parent Advisory Council.

A motion to approve the revolving account for the Special Education Parent Advisory Council was made by Mr. Maston and seconded by Mr. Luoto. On a vote of 5-0, the motion passed.

4. Approval of Change to the 2017-2018 Quinn Middle School Student/Parent Handbook

Dr. Rodrigues recommended approval to the change to the 2017-2018 Student/Parent Handbook which reflects the last bus time as 3:15 p.m.

Discussion ensued.

*Approved*

A motion to approve the change to the 2017-2018 Quinn Middle School Student/Parent Handbook which reflects the time of the late bus as 3:15 p.m. was made by Ms. Hay and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

4. Approval of 2017-2018 Student/Parent Handbooks for C.A. Farley Elementary School, Forest Avenue Elementary School and J.L. Mulready Elementary School

Dr. Rodrigues recommended approval of the 2017-2018 Student/Parent Handbooks for C.A. Farley Elementary School, Forest Avenue Elementary School and J.L. Mulready Elementary School.

A motion to approve the 2017-2018 Student/Parent Handbooks for C.A. Farley Elementary School, Forest Avenue Elementary School and J.L. Mulready Elementary School was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

5. Approval of Contract with Heinemann Publishers in the Amount of \$17,490.20 for Professional Development and Classroom Materials

Dr. Rodrigues recommended approval of the contract with Heinemann Publishers in the amount of \$17,490.20 for professional development and classroom materials.

A motion to approve the contract with Heinemann Publishers in the amount of \$17,490.20 for professional development and classroom materials was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

6. Approval of Contract with Commercial Boiler Systems, Inc. for Contract Emergency On-Call Boiler Services

Dr. Rodrigues recommended approval of the contract with Commercial Boiler Systems, Inc. for contract emergency on-call boiler services.

A motion to approve the contract with Commercial Boiler Systems, Inc. for contract emergency on-call boiler services was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

**Reclassifications:**

A motion to approve the reclassifications of funds, as presented as No. 1, was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

A motion to approve the reclassifications of funds, as presented as No. 2, was made by Mr. Maston and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

A motion to approve the reclassifications of funds, as presented as No. 3, was made by Mr. Smith and seconded by Mr. Luoto. On a vote of 5-0, the motion passed.

A motion to approve the reclassifications of funds, as presented as No. 4, was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

*Approved*

**Items of Interest to the School Committee:**

Mr. Luoto requested that a food service study process begin in the fall.

Discussion ensued.

Mr. Luoto inquired if the Town has an audit program, and whether they share their concerns or findings with us.

Discussion ensued.

Mr. Luoto requested reservations be made for Committee members attending the MASS/MASC Conference in November in Hyannis.

Discussion ensued.

**VII. Executive Session/Adjournment**

At 7:45 p.m., Committee Co-Chair, Allyson Hay, noted that there was no need for Executive Session.

A motion to adjourn was made by Mr. Luoto and seconded by Ms. Hallsworth. On a vote of 5-0, the motion passed.

Respectfully submitted,

Elizabeth Hallsworth, Secretary  
Hudson School Committee