



**HUDSON PUBLIC SCHOOLS**  
155 Apsley Street  
Hudson, Massachusetts 01749  
978.567.6100

---

**HUDSON SCHOOL COMMITTEE MEETING**  
**March 12, 2019**  
**155 Apsley Street – Administration Building**  
**7:00 p.m.**

AGENDA

**I. Call to Order**

**II. Approval of Minutes**

Regular Meeting: February 26, 2019

**III. Public Participation:**

*In order to efficiently conduct the business of the School Committee and provide for public input, please keep in mind the following:*

- *Speakers should address their issues and concerns, and avoid personal attacks;*
- *Persons addressing the Committee should refrain from reading long statements. If such statements are considered necessary for background material, then these statements should be furnished to the Committee prior to the meeting; and*
- *Persons addressing the Committee should limit their statements to approximately two minutes.*

**IV. Reports and Presentations**

- a) Report of the Superintendent: Graduation/ Drop-out Rates
- b) Subcommittee Reports
  - Budget Subcommittee
  - Policy Subcommittee
  - Strategic Goals Subcommittee
  - Superintendent's Evaluation Subcommittee
- c) Student Presentation (if any)

**V. Matters for Discussion:**

- a) Old Business
- b) New Business
  - 1. Student Activities Report period ending December 31, 2018
  - 2. Transportation: Request for Quote



**HUDSON PUBLIC SCHOOLS**  
155 Apsley Street  
Hudson, Massachusetts 01749  
978.567.6100

---

**VI. Matters for Action:**

- a) Old Business
  - 1. Second Reading and Approval of Proposed School Committee Policies-Section G
- b) New Business
  - 1. Approval of 2019-2020 School Calendar
  - 2. Approval to Sponsor School Related Town Warrant Articles: 8,9,11,17
  - 3. Approval of FY19 Innovation Education Grant in the amount of \$2000.00
  - 4. Approval of FY19 MA DOE – Hurricane Evacuees PR or VI Grant in the amount of \$3141.44
  - 5. Approval of the FY19 Thomas and Myra Ryan Memorial Scholarship in the amount of \$2000.00
  - 6. Approval of Reclassification of Funds

**VII. Items of Interest to the School Committee**

**VIII. Executive Session**

- 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.

**IX. Adjournment**

The Agenda reflects topics that the Chairperson reasonably anticipates will be discussed.

# Approval of Minutes

February 26, 2019

**Hudson School Committee  
Open Session Minutes**

**Meeting Date:** February 26, 2019

**Location:** 155 Aspley Street

Members present: Glenn Maston, Steven Smith, Elizabeth Hallsworth,, Nina Ryan, Matthew McDowell, Michele Tousignant Dufour, and Adam Tracy (7:28 p.m.)

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.

Ms. Tousignant Dufour spoke about Michelle Farley, a teacher at Farley who lost her husband unexpectedly last week. She thanked all for the support that allowed so many colleagues to attend the funeral. Ms. Tousignant Dufour asked for a moment of silence. Chairman Maston expressed the committee's condolences to the family, and gratitude to the central office for their support.

**Approval of Minutes:**

Regular Meeting: February 5, 2019

A motion to approve the minutes of February 5, 2019 was made by Mr. Smith and seconded by Mr. McDowell. On a vote of 5-0-1 with Ms. Tousignant Dufour abstaining the motion passed.

**Public Participation:**

Shanna Weston, a Forest and Quinn parent, inquired about the timeline for the results of the task force on the Quinn Middle School schedule. She inquired about when a schedule(s) would be sent out to parents. She expressed her concerns about the lack of involvement of parents.

Dr. Rodrigues stated that information was gathered from parents and staff at the listening sessions. A task force of teachers, selected by their peers, was put together to look at elements that parent and teachers identified as areas for improvement. Parents and teachers have agreed on the areas of concern. The task force is working through the process and have not yet defined what the schedule looks like. Recently, there was a meeting with the curriculum directors. The principal and task force will be reconvening to take another look at the options.

Once the schedule is formalized, parents will be able to give feedback about what they value and what they feel is appropriate at each grade level. The schedule will only be finalized after getting parent feedback.

**Reports:**

**Report of the Superintendent  
District/Schools Report Card**

Dr. Rodrigues stated that the report of the superintendent is a demonstration of what is available on the Department of Elementary and Secondary Education (DESE) website. DESE provides parents with school and district Report cards. In response to the new accountability system this year, any parent can look at report cards for any school or district on the DESE website.

Ms. Kathy Provost, Assistant Superintendent, introduced the website and gave a demonstration of getting to the report card, topics that can be viewed, and how results for different subgroups can be viewed.

Discussion ensued.

Mr. Smith noted that Hudson had a lower amount of Federal funding when compared with the state average. Dr. Rodrigues said the qualification for federal funding is directly related to the population and what type of funding we receive, for example Title 1 or Title 3.

Ms. Ryan noted that graduation rates had declined from 2016 to 2017 and asked if we know what happened. Dr. Rodrigues stated that there is a four year graduation cohort and a five year cohort. Anyone leaving the cohort is considered a dropout and we may or may not know the reason. The 2018 data is currently embargoed. Additionally, the graduation classes at Hudson High School are relatively small and a small number of students could have a big impact on the percentage of dropouts.

**Subcommittee Reports**

**Budget Subcommittee**

Chairman Maston stated that there was a budget meeting before vacation week and decisions were finalized. The district is developing the finalized budget document for presentation to the Board of Selectmen on April 8, 2019.

**Policy Subcommittee**

Mr. Smith reported the subcommittee will have another meeting prior to next full school committee meeting.

**Strategic Goals Subcommittee**

Ms Hallsworth reported that there will be a vote on the proposal for the School Committee Communication Survey action steps later in the agenda.

**Superintendent’s Evaluation Subcommittee**

Chairman Maston stated that this subcommittee had also met and that there will be a vote on the superintendent’s mid-year progress report later in this meeting.

**Student Report**

none

**Matters for Discussion:**

a) Old Business

**1. Hudson High School Principal Search Update**

Dr. Rodrigues stated there was an updated version of the timeline for the Hudson High School principal search as well as the names of people on the interview panel included in the packet. The panel will be interviewing seven candidates. The hope is that at the end of the interviews there will be three strong candidates. On Monday March 4, 2019, there will be a rotating sessions for staff, students, and administrators to meet with the top three candidates. That same day, there will be an open session in the evening for anyone to ask questions of the candidates.

b) New Business

**1. Chartwells: Mid-Year Report**

Mr. Chris Callahan, District Manager, Mr. Shane Riordan, Food Service Director, and Ms. Michelle Palladino, registered dietician presented the Chartwell’s mid-year update.

**Accomplishments:**

- Café train theme completed at Forest Avenue
- Community events
- Senior Breakfast at the High School in December
- Sports Nutrition Pilot- HHS
  - Education Series
    - Fueling for athletic performance
    - Pre and post workout nutrition
    - Electrolytes and hydration
  - Sampling Tables
    - Smoothies
    - Hummus and vegetables
    - Infused waters
- District wide whole grain waiver
- Work is ongoing for the upcoming State audit
- Goal to apply for the Fuel up to Play 60 Grant – district wide. The grant is run by the National Dairy Council and the NFL.

**Financial Results:**

- Reimbursable meal participation increased 7%
  - Breakfast participation up at every school except Farley
  - Lunch participation up at every school
- Meal counts up by 18,000
- Total revenues up 12% YTD
- Program costs managed better by 12% YTD
- Program subsidy down 65 % through January
- YTD results improved over 2018

Discussion ensued about the following:

Reimbursable meal %

Snacks and students' access to them before lunch

Ms. Patty Lange gave an explanation of the difference in the way Chartwells and the district reports financials (accrual versus revolving).

Discussion ensued about pre-paid balances, line flow data, and whether we are on track to break even this year. Mr. Callahan said we are trending in the right direction but we need to maximize the months of March and May.

**What's ahead:**

Kitchen equipment upgrade at Farley

Tasting event at Quinn Middle School

Preparation for the State Audit

HSACSAC nutrition presentation in March

Secondary school theme meals

Discussion ensued about the concerns of the snacks at the elementary level. Mr. Callahan told the committee that they could look at what is being provided. Chartwells also stated that parents can put a restriction on their child's account. Mr. Callahan stated that they would revisit this with their staff at the schools.

**2. First Reading of Proposed School Committee Policies- Section G**

Mr. Smith stated that these policies have been cleaned up based on the MASC recommendations. Some of the items being removed are covered in the collective bargaining agreements. Things that are in contracts that could change will not be included in the policy. Some of the policies are very old and conflict with things like FMLA and contracts. These will be posted on the website for feedback and brought back for the second reading and approval at the next School Committee meeting.

**3. Assabet Valley Collaborative Update**

As part of the regulations governing education collaboratives, there are four reports that are brought to the School Committees of the members of the collaborative. The annual report is provided at this meeting. Discussion ensued about the benefits of purchasing through the collaborative.

**Matters for Action:**

a) Old Business

1. **Approval of School Communication Survey Action Steps**

Mr. Maston stated that the strategic goals subcommittee has developed the following action steps in response to the results of the School Communication survey:

Newsletter  
Feedback Sessions  
School Committee email

Mr. McDowell commended the subcommittee on a very reasonable set of action steps. Mr. Maston would like to repeat the survey next year after putting the action steps in place and monitor the progress.

Discussion ensued about the logistics of completing the steps.

Ms. Hallsworth suggested that the subcommittee come up with skeleton for the newsletter to have a standard format.

Discussion ensued about the how the email account will work.

Mr. Maston suggested that the first forum be held before April 8 to give people a chance to hear about the budget.

A motion to approve the School Committee Survey action steps was made by Mr. Tracy and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

b) New Business

1. **Approval of Superintendent's Mid- Year Goals**

Mr. Maston introduced the mid - year progress report included in the packet. Dr. Rodrigues stated that he is on target to meet all of his goals for the year.

A motion to approve the Superintendent's Mid- Year Goals was made by Mr. Tracy and seconded by Ms. Tousignant Dufour. On a vote of 7-0, the motion passed.

2. **Approval of FY19-590 History and Social Studies Curriculum Frameworks Grant**

A motion to approve the FY19-590 History and Social Studies Curriculum



*Not Approved*

Frameworks Grant was made by Ms. Tsouginant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

**3. Approval of Reclassification of Funds**

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

**Items of Interest to the School Committee**

Ms. Ryan informed the committee that Mulready was having its second cultural night on March 15.

**Executive Session**

At 8:24 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.

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


**Adjournment**

At 8:24 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

# Report of the Superintendent Graduation/Drop-out Rates



MARCH 12, 2019

# Hudson Public Schools

## REPORT OF THE SUPERINTENDENT

MARCO C. RODRIGUES, ED.D.


SUPERINTENDENT EVALUATION RUBRIC

Standard I: Indicators E

Standard II: Indicators A, C

Standard III: Indicators A, B,

Standard IV: Indicators A, E



### **I. Graduation Rates Report**

This past week, the Massachusetts Department of Elementary and Secondary Education (DESE) released the high school graduation rates for Massachusetts. In the Hudson Public Schools (HPS), the data reported by the Department indicate that the percentage of students graduating in four years has increased in 2018.

The four-year graduation rate statistic represents a cohort of students from 9th grade through high school and is the percentage of the cohort that has graduated within that period.

Of the high school seniors attending the HPS in 2018, 88.8 percent graduated within four years, compared to 79.0 percent in 2017, a 9.8 percent increase. The four-year cohort graduation rate for Massachusetts public high schools is 87.8 percent.

Increases were also noted in four-year graduation rates for all sub-groups. The High Needs group increased from 59.2 percent in 2017 to 81.3 percent in 2018, a 22.1 percent increase.

Consistent with State averages, there are significant gaps in the graduation rates among sub-groups. The HPS dropout rate for the 2018 cohort was 5.3 percent compared to 4.8 percent state-wide. (see Appendix A).

When a cohort of students is followed over a five-year period, the district graduation rate for 2018 is 83.8 percent, a decrease of 6.7 percentage points from the previous year. This compares to a 90.1 percent graduation rate in a five-year period statewide.

### **II. Drop-Out Rates Report**

The annual dropout rate was also released at the same time. This statistic provides information about high school students and the rate at which students in grades 9-12 dropped out of school in the 2017-18 school year.

The annual dropout rate in the district for 2018 is 1.5 percent, compared to 2.6 percent in 2017. This represents a 1.1 percentage point decrease differential. HPS dropout rate outpaced the state dropout rate currently at 1.9 percent (see Appendix B).

The drop-out rate data in this report measures different cohort of students when compared to the data available in the Graduation Rates Report. For clarification purposes, an explanation for the two metrics has been included in this document as Appendix C.

# Appendix A

# HUDSON PUBLIC SCHOOLS

4-Year Graduation Rate																					
Student Group	# in Cohort			% Graduated			% Still in School			% Non-Grad Completers			% H.S. Equiv.			% Dropped Out			% Permanently Excluded		
	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016
All Students	188	167	199	88.8	79.0	88.9	4.3	9.0	5.5	0.0	1.8	0.0	1.6	3.0	1.0	5.3	7.2	4.0	0.0	0.0	0.5
Male	88	78	104	89.8	64.1	84.6	2.3	15.4	6.7	0.0	2.6	0.0	1.1	5.1	1.0	6.8	12.8	6.7	0.0	0.0	1.0
Female	100	89	95	88.0	92.1	93.7	6.0	3.4	4.2	0.0	1.1	0.0	2.0	1.1	1.1	4.0	2.2	1.1	0.0	0.0	0.0
ELL	7	12	9	57.1	33.3	55.6	0.0	25.0	11.1	0.0	0.0	0.0	14.3	8.3	0.0	28.6	33.3	22.2	0.0	0.0	11.1
Students w/disabilities	52	42	47	80.8	52.4	66.0	11.5	23.8	19.1	0.0	7.1	0.0	0.0	0.0	4.3	7.7	16.7	8.5	0.0	0.0	2.1
Low income	42	51	58	76.2	54.9	79.3	4.8	19.6	10.3	0.0	3.9	0.0	4.8	5.9	1.7	14.3	15.7	6.9	0.0	0.0	1.7
High needs	80	76	91	81.3	59.2	76.9	7.5	18.4	11.0	0.0	3.9	0.0	2.5	3.9	2.2	8.8	14.5	8.8	0.0	0.0	1.1
Afr. Amer./Black	3	6	3	-	66.7	-	-	16.7	-	-	0.0	-	-	0.0	-	-	16.7	-	-	0.0	-
Asian	4	6	2	-	100.0	-	-	0.0	-	-	0.0	-	-	0.0	-	-	0.0	-	-	0.0	-
Hispanic/Latino	8	13	11	87.5	53.8	72.7	0.0	15.4	0.0	0.0	0.0	0.0	0.0	15.4	0.0	12.5	15.4	18.2	0.0	0.0	9.1
Amer. Ind. or Alaska Nat.	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
White	169	136	179	88.8	81.6	90.5	4.7	8.8	5.6	0.0	1.5	0.0	1.8	2.2	0.6	4.7	5.9	3.4	0.0	0.0	0.0
Nat. Haw. or Pacif. Isl.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Multi-race, Non-Hisp./Lat.	3	6	4	-	66.7	-	-	0.0	-	-	16.7	-	-	0.0	-	-	16.7	-	-	0.0	-

5-Year Graduation Rate																					
Student Group	# in Cohort			% Graduated			% Still in School			% Non-Grad Completers			% H.S. Equiv.			% Dropped Out			% Permanently Excluded		
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015
All Students	167	199	196	83.8	90.5	88.8	3.6	3.0	2.0	0.0	0.0	0.0	3.0	1.5	2.0	9.6	4.5	6.1	0.0	0.5	0.0
Male	78	104	94	71.8	87.5	84.0	5.1	2.9	4.3	0.0	0.0	0.0	5.1	1.9	2.1	17.9	6.7	7.4	0.0	1.0	0.0
Female	89	95	102	94.4	93.7	93.1	2.2	3.2	0.0	0.0	0.0	0.0	1.1	1.1	2.0	2.2	2.1	4.9	0.0	0.0	0.0
ELL	12	9	7	50.0	66.7	57.1	8.3	0.0	14.3	0.0	0.0	0.0	8.3	0.0	0.0	33.3	22.2	28.6	0.0	11.1	0.0
Students w/disabilities	42	47	36	66.7	68.1	69.4	11.9	12.8	8.3	0.0	0.0	0.0	0.0	6.4	5.6	21.4	10.6	13.9	0.0	2.1	0.0
Low income	51	58	56	68.6	82.8	66.1	7.8	3.4	7.1	0.0	0.0	0.0	5.9	3.4	5.4	17.6	8.6	17.9	0.0	1.7	0.0
High needs	76	91	74	69.7	79.1	73.0	7.9	6.6	5.4	0.0	0.0	0.0	3.9	3.3	5.4	18.4	9.9	13.5	0.0	1.1	0.0
Afr. Amer./Black	6	3	1	83.3	-	-	0.0	-	-	0.0	-	-	0.0	-	-	16.7	-	-	0.0	-	-
Asian	6	2	3	100.0	-	-	0.0	-	-	0.0	-	-	0.0	-	-	0.0	-	-	0.0	-	-
Hispanic/Latino	13	11	10	61.5	72.7	50.0	7.7	0.0	10.0	0.0	0.0	0.0	15.4	0.0	0.0	15.4	18.2	40.0	0.0	9.1	0.0
Amer. Ind. or Alaska Nat.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
White	136	179	182	86.0	91.6	90.7	2.9	3.4	1.6	0.0	0.0	0.0	2.2	1.1	2.2	8.8	3.9	4.4	0.0	0.0	0.0
Nat. Haw. or Pacif. Isl.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Multi-race, Non-Hisp./Lat.	6	4	-	66.7	-	-	16.7	-	-	0.0	-	-	0.0	-	-	16.7	-	-	0.0	-	-

**Appendix B**

**HUDSON PUBLIC SCHOOLS  
DROP-OUT RATES**

Drop Out Rate Summary		Enrollment	# Students	% Students
2017-2018	All Students	724	11	1.5
2016-2017	All Students	722	19	2.6
2015-2016	All Students	753	13	1.7
2014-2015	All Students	765	15	2

2017-2018							
Student Group	# Enrolled Grades 09 through 12	# Dropout All Grades	% Dropout All Grades	% Dropout Grade 09	% Dropout Grade 10	% Dropout Grade 11	% Dropout Grade 12
All Students	724	11	1.5	1.2	1.6	1.6	1.6
High Needs	235	9	3.8	3.2	5.1	3.3	3.8
Economically Disadvantaged	136	6	4.4	5.4	2.9	5.7	3.3
LEP English language learner	44	4	9.1	10.5	6.7	0	
Students with disabilities	99	3	3	0	8.7	4.3	0
African American/Black	12	0	0				
American Indian or Alaskan Native	2						
Asian	13	1	7.7			0	
Hispanic or Latino	58	2	3.4	6.7	0	0	7.7
Multi-race, non-Hispanic or Latino	9	0	0				
White	630	8	1.3	0.7	1.8	1.9	0.6
Female	364	3	0.8	0	1	0	2.1

2016-2017							
Student Group	# Enrolled Grades 09 through 12	# Dropout All Grades	% Dropout All Grades	% Dropout Grade 09	% Dropout Grade 10	% Dropout Grade 11	% Dropout Grade 12
All Students	722	19	2.6	1.5	1.1	3.2	5.5
High Needs	227	17	7.5	4.3	3.1	9.1	18.4
Economically Disadvantaged	140	9	6.4	2.4	2.2	7.1	19.2
LEP English language learner	28	5	17.9	6.3	0		
Students with disabilities	105	9	8.6	6.1	0	10.3	21.1
African American/Black	13	1	7.7				
American Indian or Alaskan Native	1						
Asian	17	0	0		0		
Hispanic or Latino	46	6	13	7.1	8.3	27.3	11.1
Multi-race, non-Hispanic or Latino	11	1	9.1				
White	634	11	1.7	0.6	0.6	1.2	5.7
Female	376	7	1.9	0	1.1	1	5.7

2015-2016							
Student Group	# Enrolled Grades 09 through 12	# Dropout All Grades	% Dropout All Grades	% Dropout Grade 09	% Dropout Grade 10	% Dropout Grade 11	% Dropout Grade 12
All Students	753	13	1.7	1.4	1	2.5	2.1
High Needs	245	8	3.3	0	3.3	8	4.2
Economically Disadvantaged	121	4	3.3	0	3.8	4.5	9.5
LEP English language learner	39	2	5.1	0	0	25	
Students with disabilities	112	3	2.7	0	2.9	8.7	0
African American/Black	15	0	0			0	
American Indian or Alaskan Native	1						
Asian	18	0	0	0			
Hispanic or Latino	43	1	2.3	0	0	7.7	0
Multi-race, non-Hispanic or Latino	14	1	7.1			0	
White	662	11	1.7	1.6	1.1	2.3	1.7
Female	376	1	0.3	0	0	0	1
Male	377	12	3.2	2.6	2.1	5.6	3
2014-2015							
Student Group	# Enrolled Grades 09 through 12	# Dropout All Grades	% Dropout All Grades	% Dropout Grade 09	% Dropout Grade 10	% Dropout Grade 11	% Dropout Grade 12
All Students	765	15	2	1.4	1.2	1.9	3.4
High Needs	218	10	4.6	3	3.6	4.9	8.6
Economically Disadvantaged	105	5	4.8	3.6	3.3	6.7	5.9
LEP English language learner	27	1	3.7	12.5	0		
Students with disabilities	107	7	6.5	2.6	8.7	3.2	20
African American/Black	14	0	0				
American Indian or Alaskan Native	1						
Asian	17	0	0		0		
Hispanic or Latino	43	4	9.3	16.7	0	8.3	16.7
Multi-race, non-Hispanic or Latino	13	0	0		0		
White	677	11	1.6	0.5	1.4	1.6	3
Female	399	5	1.3	0	0	1.9	3
Male	366	10	2.7	3	2.5	1.9	3.8

## Appendix A

### Annual Dropout Rate vs. Cohort Graduation Rate

In Massachusetts, we strive to improve the quality of the public education system so that students are adequately prepared for higher education, rewarding employment, continued education, and responsible citizenship. Raising graduation rates is an important part of this goal. The annual dropout rate and the cohort graduation rate are two of the methods that the Massachusetts Department of Elementary and Secondary Education (MA ESE) uses to measure how the State's schools and districts are doing with respect to this important goal. One statistic is not the inverse of the other, nor are they duplicative. Each statistic provides a particular and distinct perspective on a school's success in keeping high school students in school. This overview explains each measure and the key differences between the two.

#### Annual Dropout Rate

The annual dropout rate is calculated by dividing the number of students who drop out over a one-year period by the October 1 grade 9–12 enrollment, multiplied by 100. Dropouts are those students who dropped out of school between July 1 and June 30 of a given year and who did not return to school, graduate, or receive a GED by the following October 1. This dropout measure was developed by the U.S. Department of Education and has been reported by ESE since 1993. Prior to 1993, ESE reported a dropout rate that included all students who dropped out of school regardless of whether they returned to school

**The annual dropout rate for the 2005–06 school year is calculated as follows:**

$$\begin{aligned} & \text{2005–06 Annual Dropout Rate} \\ & = \\ & \frac{(\text{Dropouts} - \text{Returned} \\ & \text{Dropouts}) = \text{Final Dropout} \\ & \text{Count}}{\text{October 1 2005} \\ & \text{Grade 9–12 Enrollment}} \\ & \times 100 \end{aligned}$$

Since the 2001–02 school year, the rate has been based on student-level data collected through the Student Information Management System. Prior to then the rates were based on aggregate counts collected from school districts.

When reporting the annual dropout rate, the ESE also reports a projected four-year dropout rate, based on the annual rate at each grade level. The projected four-year dropout rate is an estimation of the cumulative effect of four years of students dropping out of school for a given graduating class (e.g., class of 2010). The methodology assumes that (1) current annual dropout rates for grades ten, eleven, and twelve will remain constant over the next



three years, and (2) students who drop out will not return to school after October 1 of the following year.

Annual dropout reports and additional information on the methodology used to calculate dropout rates can be found at the [Dropout Rates homepage](#).

### **Cohort Graduation Rate**

The cohort graduation rate is a new statistic first reported by ESE in winter 2007. ESE calculates and reports graduation rates as part of overall efforts to improve educational outcomes for all students. In addition, reporting graduation rates is required by the federal No Child Left Behind Act (NCLB) and by a National Governors Association compact that Massachusetts has signed. The rate tracks a cohort of students from 9th grade through high school and represents the percentage of the cohort that graduates within a certain amount of time. ESE reported a four-year graduation rate for the 2006 cohort and plans to report a five-year graduation rate for that same cohort when the data become available.

**The four-year graduation rate for the 2006 cohort is calculated as follows:**

$$\frac{\text{\# of students in cohort who graduate in 4 years or less}}{[\text{\# of 1st time entering 9th graders in 2002-03}] - \text{transfers out} + \text{transfers in}}$$

As part of the reporting of the graduation rate, the ESE also reports the status of students who did not graduate in four years. Non-graduates include students still enrolled in high school, students who earned a GED or received a certificate of attainment rather than a diploma, or dropped out. The cohort dropout rate is the percentage of students in a cohort who dropped out of school at any time in grades 9–12 and did not return.

More information on the cohort graduation rates can be found at the [Graduation Rates homepage](#).

**The annual dropout rate provides information about one particular school year and all students enrolled in high school in that year. For example, in the 2005-06 school year 3.3 percent of high school students dropped out of school and did not return by October 1, 2006.**

**In comparison, the cohort graduation rate and the cohort dropout rate provide information about a particular group of students followed over the course of high school. For example, 79.9 percent of the students in the 2006 cohort (i.e. all students who started high school at the grade/year that would typically indicate a 2006 graduation date) graduated within four years. Of this same group of students, 11.7 percent dropped out and did not return or get a GED.**

## Matters for Discussion

### New Business

- 1.) Student Activities Report period ending  
December 31, 2018

---

**To:** School Committee, Principals, Advisors, Student Officers, Town Accountant and Town Treasurer  
**cc:** Dr. Marco Rodrigues, Superintendent of Schools  
**From:** Patricia Lange, Executive Director of Finance and Operations  
**Date:** 3/6/2019  
**Re:** Student Activities Reporting Period Ending December 31, 2018



---

Attached are the Student Activity Reports for the period ending December 31, 2018, for Hudson High School and Quinn Middle School. The cover page is the reconciliation of the Agency Savings account to the Town's general ledger. The bottom of the page shows that the totals of the reconciled balances of the Agency savings account and the school checking account total to the subsidiary ledger of the student fund balances. The second page shows the subsidiary ledger, listing the student fund balances.

If you have any questions, or need additional information, please do not hesitate to contact me.

Student Activity Funds Reconciliation				FY19
HHS Account 1217 - AGENCY ACCOUNT				
YTD 12/31/2018				
				Avidia #0050631701
	Town	Bank		VADAR Variance
	General Ledger	AGENCY ACCT		
Balance at June 30, 2018	90,597.23	210,338.21		
Cash Management Transfer	0.00	(119,740.98)		FY18 4th Qtr. Transfer
Bank Interest	406.02	406.02		
Receipts	124,959.34	127,973.02	(3,013.68)	
NSF & Debits Adjustments	(200.00)	(512.00)	(712.00)	
Expenditures	(108,868.61)	0.00		
<b>Ending Balance</b>	<b>106,893.98</b>	<b>218,464.27</b>	<b>(111,570.29)</b>	
<b>ACTION NEEDED BY TOWN</b>				
Record Remaining Dec Deposits	37,609.82			
Record Dec NSF	(22.00)			
<b>TOWN ADJUSTMENTS</b>				
Cash Management Xfer - Debit		(12,262.38)		Outstanding warrant 9/19/2018
Cash Management Xfer - Debit		(26,833.95)		Outstanding warrant 11/8/2018
Cash Management Xfer - Debit		(34,886.14)		Outstanding warrant 12/14/2018
<b>Total Warrants</b>		<b>(73,982.47)</b>		
<b>SCHOOL ADJUSTMENTS</b>				
Record bounced check in QB				
<b>Total Reconciled Balance</b>	<b>144,481.80</b>	<b>144,481.80</b>	0.00	

Prepared by:

*Cristy Morrison*

Date: 2/28/2019

*2/28/19*

Approved by:

*P. Lange*

Date:

*3/6/19*

	December	Outstanding		Reconciled Balance
	Bank Statement	Checks/ Transfers	deposits	
Checking Account	34,460.14	(734.42)		\$ 33,725.72
Agency Account	218,464.27	(73,982.47)		\$ 144,481.80
		<b>Total Reconciled Balance</b>		<b>\$ 178,207.52</b>
		<b>Total Subsidiary Accounts</b>		<b>\$ 178,207.52</b>
		<b>Quickbook's Variance</b>		<b>\$ -</b>

4:08 PM

02/06/19

Cash Basis

## Hudson High School Student Activity Fund

## Profit &amp; Loss

July 2010 through December 2018

	Jul '10 - Dec 18
<b>Income</b>	
Advanced Placement	6,734.76
Advanced Placement Text	365.34
All School Musical	32,990.74
<b>Athletics</b>	
Athletic General	3,504.19
Athletic Ice Hockey	167.04
Athletics -Boys' Tennis	725.95
Athletics Boys' Basketball	579.00
Athletics Boys Soccer	375.00
Athletics Football	1,023.71
Athletics Girls' Basketball	60.00
Athletics Girls' Soccer	3,027.34
Athletics Girls' Tennis	250.00
Athletics Girls Basketball	640.00
Athletics Girls JV Tennis	974.80
Athletics Gymnastics	1,882.64
Athletics Softball	1,029.01
Athletics Volleyball	775.76
Baseball	628.98
<b>Total Athletics</b>	15,643.42
<b>Band</b>	4,754.61
<b>Bank Charges and Interest</b>	4,364.10
<b>Bus Account</b>	1,656.51
<b>Chorus</b>	2,921.35
<b>Class of 2018</b>	7,344.71
<b>Class of 2019</b>	20,394.21
<b>Class of 2020</b>	11,618.09
<b>Class of 2021</b>	4,891.17
<b>Class of 2022</b>	3,208.59
<b>Class of 2023</b>	2,062.00
<b>Class/Team Fundraisers</b>	
Amazon Trip April	223.89
Athletic Training Field Trip	8.75
Macbeth Field Trip English 10	376.48
Physics Class Field Trip	259.45
Sao Tome Trip	8,393.54
<b>Total Class/Team Fundraisers</b>	9,262.11
<b>Community Council</b>	922.25
<b>CPR</b>	774.85
<b>Earth Council</b>	516.35
<b>General Fund</b>	5,123.29
<b>Germany Trip</b>	12,774.37
<b>Guidance</b>	860.43
<b>Journalism Club</b>	877.26
<b>Junior Honor Society</b>	660.22
<b>My School Bucks</b>	737.37
<b>National Art Honor Society</b>	480.64
<b>National Honor Society</b>	510.18
<b>Outdoor Club</b>	1,293.04
<b>S.A.D.D.</b>	1,785.45
<b>School Store</b>	4,544.12
<b>Senior Class Parking</b>	1,837.01
<b>Ski Club</b>	4,787.14
<b>Spain Trip</b>	353.25
<b>Spirit Committee</b>	4,133.83
<b>Strive</b>	1,061.57
<b>TV Studio</b>	1,622.55
<b>Ultimate Frisbee</b>	572.24

4:08 PM

02/06/19

Cash Basis

Hudson High School Student Activity Fund  
**Profit & Loss**  
July 2010 through December 2018

---

	Jul '10 - Dec 18
UNESCO Trip	1,556.23
Yearbook	2,212.17
<b>Total Income</b>	<b>178,207.52</b>
<b>Gross Profit</b>	<b>178,207.52</b>
<b>Net Income</b>	<b>178,207.52</b>

Student Activity Funds Reconciliation				FY19
QMS Account 2838 - AGENCY ACCOUNT				
YTD 12/31/2018				
				Avidia #0051801401
	Town	Bank	VADAR Variance	
	General Ledger	AGENCY ACCT		
Balance as of June 30, 2018	16,781.36	44,079.43		
Cash Management Transfer	0.00	(27,298.07)		FY18 4th Qtr. Transfer
Bank Interest	27.70	32.39		
Receipts	0.00	2,357.90		
NSF & Debit Adjustments	0.00	0.00		
Expenditures	(7,343.75)	(618.19)		
<b>Ending Balance</b>	<b>9,465.31</b>	<b>18,553.46</b>	<b>(9,088.15)</b>	
<b>ACTION NEEDED BY TOWN</b>				
To Record November Deposits	1,868.90			
To record December Deposits	489.00			Warrant 9/20/18
To record December Interest	4.69			
<b>TOWN ADJUSTMENTS</b>				
Void Check for Warrant- Duplicate Warrant Chk	1,312.78			
Cash Management Xfer Debit		(4,100.00)		Warrant 9/20/18
		(1,312.78)		Warrant 12/10/18
<b>Total Warrants</b>		<b>(5,412.78)</b>		
<b>SCHOOL ADJUSTMENTS</b>				
<b>Total Reconciled Balance</b>	<b>13,140.68</b>	<b>13,140.68</b>	<b>0.00</b>	

Prepared by:  
Date: 2/8/2019  
Revised: 2/22/19  
Approved by:  
Date:

*Am Harmon* *cem 2/22/19*  
\_\_\_\_\_  
*Phyllis*  
\_\_\_\_\_  
2/22/19

	December	Outstanding		Reconciled Balance
	Bank Statement	Checks/ Transfers	Deposits	
Checking Account	7,334.25	(74.00)		7,260.25
Agency Account	18,553.46	(5,412.78)		13,140.68
		Total Reconciled Balance		\$ 20,400.93
		Total Subsidiary Accounts		\$ 20,400.93
		Variance		\$ -

**HUDSON PUBLIC SCHOOLS  
David J. Quinn Middle School  
STUDENT ACTIVITIES ACCOUNT  
SUBSIDIARY ACCOUNTS RECONCILIATION**

MONTH of December 2018

Art Club	\$	275.95
Band/Chorus	\$	2,231.87
Drama	\$	8,991.24
Class Teams:		
Spruce(Amber) Team	\$	17.67
Coral Team	\$	-
Maple(Jade) Team	\$	-
Oak(Onyx) Team	\$	56.60
Bonsai Team	\$	73.06
Magnolia(Sapphire) Team	\$	-
Balsam(Topaz) Team	\$	-
General Funds	\$	5,801.91
Interest Earnings	\$	412.29
Library	\$	875.63
Ski Club	\$	27.17
Student of the Month	\$	282.28
Yearbook	\$	1,355.26
<b>Total of Student Activity Accounts</b>	<b>\$</b>	<b><u>20,400.93</u></b>



# Matters for Discussion

## New Business

### 2.) Transportation: Request for Quote

## **Transportation Committee March 8, 2019:**

### ***Final Recommendations:***

1. Shift the start and end times at the Elementary School level 15 minutes (8:45 AM- 3:05 PM). Buses are currently running late for their routes and this would allow enough time in between arrival and dismissal times for the buses to get to the schools on time.
2. Change the Transportation Policy to include all students (K-12) living more than 1 mile from their assigned school are eligible for Transportation. The current policy has K students living more than 0.5 mile, Elementary students living more than 1.0 mile, and Middle/High School students that live more than 1.5 miles from their assigned school are eligible for a bus.
3. Implement an "Opt Out" of Transportation using an online form for parents to inform us if they intend to utilize the bus. Parents of eligible students may request transportation at any time during the school year.

### ***Safe Routes to School:***

- Will create maps for "walking school buses" within the walk zone for students to walk or bike to school and share with DPW to prioritize sidewalk snow removal.
- Will assess the arrival and dismissal process at each school to evaluate the traffic flow of buses, parent drivers, and walking students throughout the district.
- Will coordinate the bike safety sessions for the elementary, middle and high school students.
- Plan to have in place by May 1<sup>st</sup> which is "Walk and Bike to School" Day.

### ***List of Features to be included in RFQ:***

- Access to GPS
- Cameras
- Bus counts
- Synovia Access
- Fuel Adjustment Clause

Matters for Action  
Old Business

- 1.) Second Reading and Approval of  
Proposed School Committee Policies-  
Section G

The Sub-Committee on Policy is conducting a review of the existing Policy Manual. The Sub-Committee is using the Massachusetts Association of School Committee’s (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the “Proposed Change or New Policy” column below with new language underlined and bolded and deleted language underlined and bolded and in red.

SECTION G – FOUNDATION AND BASIC COMMITMENTS

Section	Existing Policy	Proposed Change or New Policy
GBI	<p>PARTICIPATION OF EMPLOYEES IN COMMUNITY ACTIVITIES WITH CONTROVERSIAL IMPLICATIONS</p> <p><u>The Committee encourages its employees to take an active part in the life of the community, provided their activities do not violate any local ordinance, state or national law. However, political, social, and religious group activities of employees should not be inconsistent with the responsibilities they have assumed when they chose careers intimately associated with the welfare of the children of Hudson.</u></p> <p><u>The political, social, or religious activities of employees may not be brought into the classroom or any part of the school so as to unduly influence the opinions of students and destroy the academic objectivity which is necessary for a true teaching/ learning situation.</u></p> <p><u>Regardless of personal sentiments, the policies</u></p>	<p><b><u>GBI - STAFF PARTICIPATION IN POLITICAL ACTIVITIES</u></b></p> <p><b><u>The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.</u></b></p> <p><b><u>In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.</u></b></p> <p><b><u>SOURCE: MASC September 2016</u></b></p> <p><b><u>LEGAL REF.: M.G.L. 55; 71:44</u></b></p>

	<p><u>and regulations as approved by the Hudson School Committee will be followed in the classroom without comment. However, differences of opinion as to their validity may be made known to the Superintendent and through him to the School Committee.</u></p> <p><u>The right of a citizen to petition his elected representatives is in no way abrogated by this policy. However, all comments and concerns relative to these policies should be directed first to the Superintendent of Schools.</u></p> <p><u>Adopted by the Hudson School Committee: January 13, 1981</u></p>	
GBJ	None	<p><b><u>GBJ - PERSONNEL RECORDS</u></b></p> <p><b><u>Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:</u></b></p> <p><b><u>1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.</u></b></p> <p><b><u>2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.</u></b></p>

**3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.**

**4. Each employee will have the right, upon written request, to review the contents of his own personnel file.**

**5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file.**

**6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.**

**SOURCE: MASC**

**LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247**

**Title IV, as amended**

**88 Stat. 571-574 (20 U.S.C. 1232g) and regulations**

**M.G.L. 4:7; 71:42C**

**M.G.L 149:52C**

**Teachers' Agreement**

**CONTRACT REF.: All Agreements**

		<p><b><u>CROSS REF.: KDB, Public's Right to Know</u></b></p>
GBK	None	<p><b><u>GBK - STAFF COMPLAINTS AND GRIEVANCES</u></b></p> <p><b><u>The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.</u></b></p> <p><b><u>It is the Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.</u></b></p> <p><b><u>Channels established will provide for the following:</u></b></p> <ol style="list-style-type: none"> <li><b><u>1. That teachers and other school employees may appeal a ruling of a Principal or other administrator to the Superintendent.</u></b></li> <li><b><u>2. That all school employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law.</u></b></li> <li><b><u>3. That all hearings of complaints before the Superintendent or Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.</u></b></li> </ol> <p><b><u>The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.</u></b></p>

		<p><u>SOURCE: MASC September 2016</u></p> <p><u>LEGAL REFS.: M.G.L. 150E:5 and 8</u></p> <p><u>CONTRACT REFS.: All Contract Agreements</u></p> <p><u>NOTE: Grievance procedures established through negotiated agreements may be referred to, as in the policy above. Many school systems also cite specific article and section numbers with the contract references.</u></p>
GCA	<p><u>GCA-JOB DESCRIPTIONS</u></p> <p><u>Job descriptions will form section 9000 of the School Committee Policy Manual, but are not to be considered as policies of the School Committee. Job descriptions are written by the Superintendent of Schools or his/her designee. Job descriptions must be approved by a majority vote of the School Committee and must be listed on the agenda for the meeting at which the vote is taken.</u></p> <p><u>The purpose of the job description is to define the duties and qualifications of a position within the Hudson Public Schools. New and revised job descriptions should be organized as follows:</u></p> <p><u>Title</u></p> <p><u>Job Goal (optional)</u></p> <p><u>Qualifications</u></p> <p><u>Responsibilities</u></p>	<p><u>GCA - PROFESSIONAL STAFF POSITIONS</u></p> <p><u>All professional staff positions in the school system will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.</u></p> <p><u>Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.</u></p> <p><u>SOURCE: MASC</u></p> <p><u>NOTE: Job descriptions for professional staff positions are available for review in the office of the Superintendent.</u></p> <p><u>NOTE: Subcategories may be added to code GCA for filing job descriptions of professional staff positions. However, if a school system has more than 20 job descriptions, it is recommended that they be filed in a special manual (and referred to, as was done on the sample policy above) to prevent the policy manual from becoming unwieldy.</u></p>



	<p><u>Reports to (optional)</u></p> <p><u>Evaluation (optional)</u></p> <p><u>Adopted by the Hudson School Committee: April 13, 1993</u></p>	
GCBA	None	<p>GCBA - PROFESSIONAL STAFF SALARY SCHEDULES</p> <p><u>Teachers Collective Bargaining Agreements (CBA)</u></p> <p>The School Committee will adopt a salary schedule for <u>regular teaching personnel each CBA</u> as part of the contract negotiated with the <u>teachers'</u> bargaining unit. <u>The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.</u></p> <p><u>Principals Administrators</u></p> <p><u>Salaries will be reviewed annually prior to July 1.</u> The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for <u>Principals Administrators</u>. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for salary increases.</p> <p><u>Administrators</u></p> <p><u>Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.</u></p> <p>SOURCE: MASC September 2016</p> <p>LEGAL REFS.: M.G.L. <u>71:40</u>; <u>71:43</u></p>

		<p><b><u>CONTRACT REF.: Teachers' Agreement</u></b></p> <p><b><u>NOTE: If a salary schedule is established unilaterally by the School Committee, the actual schedule might be included as part of the policy or as an exhibit document coded GCBA-E. However, if it is part of a School Committee-staff agreement, it may be referred to, with the appropriate section of the agreement cited in a contract reference (as was done above). In either event, there probably will be procedures pertaining to initial placement and lateral movement on the schedule to include under code GCBA-R.</u></b></p> <p><b><u>Regional school districts should cite M.G.L. 71:42B at this code.</u></b></p>
GCBB	None	<p>GCBB - EMPLOYMENT OF PRINCIPALS</p> <p>Principals shall be employed by the School District under individual contracts of employment. <b><u>Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal.</u></b> The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.</p> <p>Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.</p> <p>The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.</p> <p>As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.</p> <p>SOURCE: MASC September 2016</p>

		LEGAL REF: MGL <u>71:41</u> ; <u>71:59B</u>
GCBC	None	<p><b><u>GCBC - PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS</u></b></p> <p><b><u>Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.</u></b></p> <p><b><u>Assignments that are to be accorded extra compensation will be designated by the Committee. Appointments to these positions will be made by the Superintendent for District-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be established by the Committee at the time the position is created.</u></b></p> <p><b><u>A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, he or she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.</u></b></p> <p><b><u>SOURCE: MASC September 2016</u></b></p> <p><b><u>LEGAL REF.: Collective Bargaining Agreement</u></b></p>
GCBDA	<p><b>BUILDING ADMINISTRATORS' BENEFITS</b></p> <p>The School Committee adopts as a policy that Building Administrators shall be entitled to the following benefits:</p> <p>A. <b>Vacation:</b> The Administrator will be entitled to twenty (20) days of vacation to be taken between July 1st and August 23rd. The Administrator may request use of vacation leave at other times when</p>	<p><b>BUILDING ADMINISTRATORS' BENEFITS</b></p> <p>The School Committee adopts as a policy that Building Administrators shall be entitled to the following benefits:</p> <p>A. Vacation: The Administrator will be entitled to <b><u>twenty (20) twenty-five (25)</u></b> days of vacation <b><u>to be taken between July 1st and August 23<sup>rd</sup> annually.</u></b> The Administrator may request use of vacation leave at other times when school is not in session. Upon written request to and approval of the Superintendent, up to five (5) days vacation time may be carried over to the following year. The use of all vacation time is subject to prior approval by the Superintendent and such approval</p>

school is not in session. Upon written request to and approval of the Superintendent, up to five (5) days vacation time may be carried over to the following year. The use of all vacation time is subject to prior approval by the Superintendent and such approval shall not be unreasonably withheld. Upon termination of employment as an administrator in the Hudson Public Schools, unpaid accrued vacation time will be pro-rated according to the number of months worked that year. For example: for six months of work, the administrator would be entitled to ten days' salary.

- B. **Sick Leave:** The administrator will be entitled to 1.5 sick days per month, which may accumulate to a maximum of 200 days (up to 10 sick leave days per year may be used for illness in the immediate family). If the Administrator has fifteen (15) years or more of service in the Hudson Public Schools, he/she shall receive sick leave buy-back of \$60 per day to which he/she is entitled upon retirement, death, or reduction in force from any employment. In the event of death, sick leave compensatory benefits shall be paid to the Administrator's estate.

However, as a result of this clause, no administrator currently employed in the Hudson Public Schools shall have the total number of his/her accumulated sick days reduced to or exceed the figure credited as of July 1, 1983. When, as a consequence of the use of sick leave the figure credited as of July 1, 1983 falls below the maximum figure of 200, the maximum figure shall apply to that administrator.

- C. **Personal Leave:** The Administrator will be entitled to five (5) days of personal leave which may not be accumulated but will be added to sick

shall not be unreasonably withheld. Upon termination of employment as an administrator in the Hudson Public Schools, unpaid accrued vacation time will be pro-rated according to the number of months worked that year. **For example: for six months of work, the administrator would be entitled to ten days' salary.**

- B. **Sick Leave:** The administrator will be entitled to 1.5 sick days per month, which may accumulate to a maximum of 200 days (up to 10 sick leave days per year may be used for illness in the immediate family). If the Administrator has fifteen (15) years or more of service in the Hudson Public Schools, he/she shall receive sick leave buy-back of \$60 per day to which he/she is entitled upon retirement, death, or reduction in force from any employment. In the event of death, sick leave compensatory benefits shall be paid to the Administrator's estate.

**However, as a result of this clause, no administrator currently employed in the Hudson Public Schools shall have the total number of his/her accumulated sick days reduced to or exceed the figure credited as of July 1, 1983. When, as a consequence of the use of sick leave the figure credited as of July 1, 1983 falls below the maximum figure of 200, the maximum figure shall apply to that administrator.**

- C. **Personal Leave:** The Administrator will be entitled to five (5) days of personal leave which may not be accumulated but will be added to sick leave if they remain unused as of June 30th of each year.

- D. **Holidays:** The Administrator will be entitled to the following paid holidays:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Patriots' Day  
**Good Friday**  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

- E. **Bereavement Leave:** The Administrator will be entitled to up to five (5) days bereavement leave in the event of death in the immediate family.

	<p>leave if they remain unused as of June 30th of each year.</p> <p>D. <b>Holidays:</b> The Administrator will be entitled to the following paid holidays:  New Year's Day  Columbus Day  Martin Luther King Day  Independence Day  Presidents' Day  Veterans' Day  Labor Day  Thanksgiving Day  Patriots' Day  Day After Thanksgiving  Memorial Day  Christmas Day</p> <p>E. <b>Bereavement Leave:</b> The Administrator will be entitled to up to five (5) days bereavement leave in the event of death in the immediate family.</p> <p>F. <b>Retirement Benefit:</b> A retirement benefit of \$5,000 shall be paid to the Administrator when he/she has completed at least fifteen (15) years of service and is at least 55 years of age as of June 30th immediately following the completion of the school year in which the Administrator intends to be his/her last year of service in the Hudson Public Schools. To qualify for this benefit, the Administrator shall submit his/her written intention to retire, via certified mail, to the Office of the Superintendent of Schools by November first of the school year in which the Administrator intends to be his/her last year of service in the Hudson Public Schools.</p> <p>G. <b>Other:</b> The Administrator will be entitled to any other form of insurance protection, retirement program, choice of tax-sheltered annuities, and</p>	<p>F. <b>Retirement Benefit:</b> A retirement benefit of \$5,000 shall be paid to the Administrator when he/she has completed at least fifteen (15) years of service and is at least 55 years of age as of June 30th immediately following the completion of the school year in which the Administrator intends to be his/her last year of service in the Hudson Public Schools. To qualify for this benefit, the Administrator shall submit his/her written intention to retire, <u>via certified mail</u>, to the Office of the Superintendent of Schools by November first of the school year in which the Administrator intends to be his/her last year of service in the Hudson Public Schools.</p> <p>G. <b>Other:</b> The Administrator will be entitled to any other form of insurance protection, retirement program, choice of tax-sheltered annuities, and other administrative employee benefits as offered by the Town of Hudson to School Department employees.</p> <p>Adopted by the Hudson School Committee:      December 12, 1995</p> <p>Revised by the Hudson School Committee:      January 28, 1997</p>
--	---	--

	<p>other administrative employee benefits as offered by the Town of Hudson to School Department employees.</p> <p>Adopted by the Hudson School Committee: December 12, 1995</p> <p>Revised by the Hudson School Committee: January 28, 1997</p>	
GCCAD	<p><b>OUT-OF-STATE TRAVEL</b></p> <p>Authorization for personnel to undertake out-of-state travel in connection with their employment must be voted by the School Committee upon recommendation of the Superintendent of Schools.</p> <p>Unless out-of-state travel is required as a consequence of an assignment made by the Superintendent of Schools, reimbursement shall not exceed a total of \$500 per individual annually.</p> <p>Requests for out-of-state travel must be submitted at least one month prior to the date of the conference.</p> <p>Adopted by the Hudson School Committee: January 13, 1981</p>	<p><b><u>OUT-OF-STATE TRAVEL</u></b></p> <p><b><u>Authorization for personnel to undertake out-of-state travel in connection with their employment must be voted by the School Committee upon recommendation of the Superintendent of Schools.</u></b></p> <p><b><u>Unless out-of-state travel is required as a consequence of an assignment made by the Superintendent of Schools, reimbursement shall not exceed a total of \$500 per individual annually.</u></b></p> <p><b><u>Requests for out-of-state travel must be submitted at least one month prior to the date of the conference.</u></b></p> <p><b><u>Adopted by the Hudson School Committee: January 13, 1981</u></b></p>
GCCAE	<p><b>INTRA-STATE TRAVEL</b></p> <p>Requests for reimbursement for intra-state travel must be made in advance and in writing.</p> <p>Authorization for personnel to undertake intra-state travel in connection with their employment must be approved by the Superintendent of Schools or his designee.</p> <p>Reimbursement for intra-state travel will be made according to the terms of negotiated contracts for those</p>	<p><b><u>INTRA-STATE TRAVEL</u></b></p> <p><b><u>Requests for reimbursement for intra-state travel must be made in advance and in writing.</u></b></p> <p><b><u>Authorization for personnel to undertake intra-state travel in connection with their employment must be approved by the Superintendent of Schools or his designee.</u></b></p> <p><b><u>Reimbursement for intra-state travel will be made according to the terms of negotiated contracts for those covered by the agreement. For individuals not covered by a negotiated contract, the School Committee shall reimburse the employees at a rate to be evaluated and established annually.</u></b></p>

	<p>covered by the agreement. For individuals not covered by a negotiated contract, the School Committee shall reimburse the employees at a rate to be evaluated and established annually.</p> <p>Adopted by the Hudson School Committee: January 13, 1981</p>	<p><u>Adopted by the Hudson School Committee: January 13, 1981</u></p>
<p>GCCBA</p>	<p><b>EXTENDED LEAVE FOR ADMINISTRATORS</b></p> <p>Extended leaves of absence must be requested in writing to the superintendent of schools. Leaves may be granted only when the applicant has served five (5) years in the system. If a leave extends more than eight (8) weeks, the superintendent may require an administrator to return on September first.</p> <p>Leaves will be granted for:</p> <ol style="list-style-type: none"> <li>1. Service as an officer in a professional organization at local, state, or national levels for up to two (2) years without pay.</li> <li>2. Service in the peace corps, vista, or national teacher corps for up to two (2) years without pay.</li> <li>3. Care of a sick member of the administrator's family for up to one (1) year without pay.</li> <li>4. Campaigning for, or serving in, public office for not less than one (1) year, nor more than three (3) years without pay.</li> <li>5. Family medical leave consistent with applicable state and federal laws.</li> </ol>	<p><b><u>EXTENDED LEAVE FOR ADMINISTRATORS</u></b></p> <p><b><u>Extended leaves of absence must be requested in writing to the superintendent of schools. Leaves may be granted only when the applicant has served five (5) years in the system. If a leave extends more than eight (8) weeks, the superintendent may require an administrator to return on September first.</u></b></p> <p><b><u>Leaves will be granted for:</u></b></p> <ol style="list-style-type: none"> <li><b><u>1. Service as an officer in a professional organization at local, state, or national levels for up to two (2) years without pay.</u></b></li> <li><b><u>2. Service in the peace corps, vista, or national teacher corps for up to two (2) years without pay.</u></b></li> <li><b><u>3. Care of a sick member of the administrator's family for up to one (1) year without pay.</u></b></li> <li><b><u>4. Campaigning for, or serving in, public office for not less than one (1) year, nor more than three (3) years without pay.</u></b></li> <li><b><u>5. Family medical leave consistent with applicable state and federal laws. To request a leave of absence, an administrator shall notify the superintendent, in writing, of his/her desire to take such a leave, and except in cases of emergency, shall give such notice at least four months prior to the date on which the leave is to begin.</u></b></li> </ol> <p><b><u>All administrators returning from a leave of absence shall be restored to</u></b></p>

	<p>To request a leave of absence, an administrator shall notify the superintendent, in writing, of his/her desire to take such a leave, and except in cases of emergency, shall give such notice at least four months prior to the date on which the leave is to begin.</p> <p>All administrators returning from a leave of absence shall be restored to their previous, or similar position, with the same status, pay, length of service, credit, and seniority as of the date of their leave.</p> <p>Adopted by the Hudson School Committee: December 12, 1995</p>	<p><b><u>their previous, or similar position, with the same status, pay, length of service, credit, and seniority as of the date of their leave.</u></b></p> <p><b><u>Adopted by the Hudson School Committee: December 12, 1995</u></b></p>
GCCBB	<p><b>SPECIAL LEAVES OF ABSENCE</b></p> <p>Professional employees may request a special leave of absence for one school year to investigate other fields of employment, providing the request is filed with the Superintendent of Schools by July fifteenth of the year for which the leave is requested. In no event shall such leaves be for less than or exceed one school year.</p> <p>An individual requesting a special leave of absence shall be required to notify the Superintendent of Schools in writing, by April first of the school year in which the leave is taken, of his/her intent to return to the professional position. Failure to do so shall constitute a resignation from the Hudson Public School system. A written agreement, including the above terms, shall be executed between the professional employee and the Superintendent of Schools prior to the commencement of the leave.</p> <p>The School Committee may limit the number of leaves</p>	<p><b><u>SPECIAL LEAVES OF ABSENCE</u></b></p> <p><b><u>Professional employees may request a special leave of absence for one school year to investigate other fields of employment, providing the request is filed with the Superintendent of Schools by July fifteenth of the year for which the leave is requested. In no event shall such leaves be for less than or exceed one school year.</u></b></p> <p><b><u>An individual requesting a special leave of absence shall be required to notify the Superintendent of Schools in writing, by April first of the school year in which the leave is taken, of his/her intent to return to the professional position. Failure to do so shall constitute a resignation from the Hudson Public School system. A written agreement, including the above terms, shall be executed between the professional employee and the Superintendent of Schools prior to the commencement of the leave.</u></b></p> <p><b><u>The School Committee may limit the number of leaves under this policy granted each year, and no employee is guaranteed that a special leave of absence will be granted.</u></b></p> <p><b><u>Under this policy, only one special leave may be taken during the employee's employment in the Hudson Public School system.</u></b></p>



	<p>under this policy granted each year, and no employee is guaranteed that a special leave of absence will be granted.</p> <p>Under this policy, only one special leave may be taken during the employee's employment in the Hudson Public School system.</p> <p>Adopted by the Hudson School Committee: January 13, 1981</p> <p>Revised by the Hudson School Committee: April 12, 1983</p> <p>Revised by the Hudson School Committee: January 22, 1985</p>	<p><b><u>Adopted by the Hudson School Committee: January 13, 1981</u></b> <b><u>Revised by the Hudson School Committee: April 12, 1983</u></b></p> <p><b><u>Revised by the Hudson School Committee: January 22, 1985</u></b></p>
GCE	None	<p><b><u>GCE - PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES</u></b></p> <p><b><u>It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school.</u></b> Any recommendations for the creation or elimination of a position must be approved by the School Committee.</p> <p><b><u>The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the town and the need for a heterogeneous staff from various cultural backgrounds.</u></b></p> <p><b><u>Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.</u></b></p> <p><b><u>Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.</u></b></p>

		<p><u>SOURCE: MASC September 2016</u></p> <p><u>LEGAL REFS.: Collective Bargaining Agreements</u></p>
GCF	<p><b><u>PROFESSIONAL HIRING</u></b></p> <p><b><u>Through its employment policies, the district will strive to attract, secure, and retain the highest qualified personnel for all professional positions.</u></b></p> <p><b><u>It is the responsibility of the superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the school committee. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.</u></b></p> <p><b><u>It will be the duty of the superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the committee for the type of position for which the nomination is made.</u></b></p> <p><b><u>The following guidelines will be used in the selection of personnel:</u></b></p> <ol style="list-style-type: none"> <li><b><u>1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, sexual orientation, gender identity, or place of residence.</u></b></li> <li><b><u>2. The quality of instruction is enhanced by a staff with a wide variation in</u></b></li> </ol>	<p><b><u>GCF - PROFESSIONAL STAFF HIRING</u></b></p> <p><b><u>Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.</u></b></p> <p><b><u>It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children</u></b></p> <p><b><u>It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.</u></b></p> <p><b><u>The following guidelines will be used in the selection of personnel:</u></b></p> <ol style="list-style-type: none"> <li><b><u>1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, or disability.</u></b></li> <li><b><u>2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.</u></b></li> <li><b><u>3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has</u></b></li> </ol>

	<p><u>background, educational preparation, and previous experience.</u></p> <p><b>3. <u>The administrator responsible for the hiring of a staff member, (for district-wide positions and the position of principal it is the superintendent) (for building-based personnel it is the principal), is directed to establish a representative screening committee. In the case of district-wide administrative positions and the position of principal, the superintendent will inform the school committee that a screening committee is being established and invite their representation. The administrator has the final say in determining who will be hired. Exceptions exist to this per M.G.L. Chp. 71, Sec. 59 when the School Committee is the appointing authority, but it is expected that the screening committee's input will be a factor in the decision.</u></b></p> <p><b><u>Adopted January 8, 2013</u></b></p>	<p><b><u>the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.</u></b></p> <p><b><u>SOURCE: MASC September 2016</u></b></p> <p><b><u>UPDATED: June 2012</u></b></p> <p><b><u>LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45</u></b></p> <p><b><u>Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994</u></b></p> <p><b><u>BESE Regulations 603 CMR 7:00, 26:00, and 44:00</u></b></p> <p><b><u>NOTE: School Committees may determine the size and composition of the screening committee.</u></b></p>
GCFC	<p><b>EDUCATIONAL QUALIFICATIONS</b></p> <p>1. To be eligible for appointment to a teaching position in the Hudson Public School system, the applicant must have earned a degree at a four-year institution of higher learning accredited by at least one of the following agencies:</p> <ul style="list-style-type: none"> <li>• New England Association of Colleges and Secondary Schools.</li> <li>• National Council of Accreditation of Teacher Education.</li> </ul>	<p><b><u>EDUCATIONAL QUALIFICATIONS</u></b></p> <p><b><u>1. To be eligible for appointment to a teaching position in the Hudson Public School system, the applicant must have earned a degree at a four-year institution of higher learning accredited by at least one of the following agencies:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>New England Association of Colleges and Secondary Schools.</u></b></li> <li>• <b><u>National Council of Accreditation of Teacher Education.</u></b></li> <li>• <b><u>One of the six Regional Accrediting Agencies of Higher Educational Institutions.</u></b></li> </ul> <p><b><u>2. The applicant must present evidence of meeting or holding Massachusetts State Teacher Certification or the equivalent of such certification, by having taught in a</u></b></p>

	<ul style="list-style-type: none"> <li>• One of the six Regional Accrediting Agencies of Higher Educational Institutions.</li> </ul> <p>2. The applicant must present evidence of meeting or holding Massachusetts State Teacher Certification or the equivalent of such certification, by having taught in a public school system in Massachusetts prior to July 26, 1951.</p> <p>3. If an emergency exists whereby it is impossible to fill a specific vacancy with a certified teacher, a non-certified teacher may be employed for one year, provided the teacher is willing to make every reasonable effort to become certified within the year. Emergency waivers of the Teacher Certification Law (Chapter 71, Section 38G, as amended) are limited to one academic year. However, in extraordinary cases, and under certain conditions, an emergency waiver may be extended for a second or a third year.</p> <p>Adopted by the Hudson School Committee: January 13, 1981</p>	<p><u>public school system in Massachusetts prior to July 26, 1951.</u></p> <p><u>3. If an emergency exists whereby it is impossible to fill a specific vacancy with a certified teacher, a non-certified teacher may be employed for one year, provided the teacher is willing to make every reasonable effort to become certified within the year. Emergency waivers of the Teacher Certification Law (Chapter 71, Section 38G, as amended) are limited to one academic year. However, in extraordinary cases, and under certain conditions, an emergency waiver may be extended for a second or a third year.</u></p> <p><u>Adopted by the Hudson School Committee: January 13, 1981</u></p>
GCFD	<p><b><u>DEFINITION OF NON-CONTRACTUAL EMPLOYEES</u></b></p> <p>The term “Non-Contractual Employees” shall be defined to include only those individuals employed by the Hudson Public Schools who are not covered by either a personal individual contract or an agreement negotiated between an employee’s union or group and the Hudson School Committee, Employees who work a regular schedule, whether full or part-time but not temporary or per diem schedules, shall be entitled to those employee benefits outlined in policies relative to “non-contractual employees”. The term does not apply to individuals who work as school year employees and</p>	<p><b><u>DEFINITION OF NON-CONTRACTUAL EMPLOYEES</u></b></p> <p><u>The term “Non-Contractual Employees” shall be defined to include only those individuals employed by the Hudson Public Schools who are not covered by either a personal individual contract or an agreement negotiated between an employee’s union or group and the Hudson School Committee, Employees who work a regular schedule, whether full or part-time but not temporary or per diem schedules, shall be entitled to those employee benefits outlined in policies relative to “non-contractual employees”. The term does not apply to individuals who work as school year employees and individuals employed under a federal, state, or private foundation grant or program. In addition, those positions subsequently defined or created as “non-contractual” by vote of the School Committee shall thereafter be included in this definition. The minutes of the School Committee shall be the determining factor should a question ever arise as to whether a position has been classified as “non-contractual”</u></p>

	<p>individuals employed under a federal, state, or private foundation grant or program. In addition, those positions subsequently defined or created as “non-contractual” by vote of the School Committee shall thereafter be included in this definition. The minutes of the School Committee shall be the determining factor should a question ever arise as to whether a position has been classified as “non-contractual”</p> <p>Adopted by the Hudson School Committee: August 9, 1983  Amended by the Hudson School Committee June 26, 2012</p>	<p><u><b>Adopted by the Hudson School Committee: August 9, 1983</b></u>  <u><b>Amended by the Hudson School Committee June 26, 2012</b></u></p>
GCFDA	<p><b>PERSONNEL FILES FOR NON-CONTRACTUAL EMPLOYEES</b></p> <p>A central personnel file for all non-contractual employees shall be maintained at the Central Administration Office, Access to the files shall be restricted to those authorized Central Administrative personnel designated by the Superintendent of Schools,</p> <p>Each personnel folder shall contain a completed application form, copies of appropriate medical records, evaluation reports, copies of School Committee appointment, assignment, or transfer actions, copies of appropriate valid licenses or certificates which are job related, and other correspondence or reports of a personnel nature relative to the individual.</p> <p>Individuals will receive a copy of any material, other than items provided by the employee him/herself, which are to be placed in a personnel folder. Should an individual wish to file a response to an item in the folder, he/she may do so by forwarding the item he/she</p>	<p><u><b>PERSONNEL FILES FOR NON-CONTRACTUAL EMPLOYEES</b></u></p> <p><u><b>A central personnel file for all non-contractual employees shall be maintained at the Central Administration Office, Access to the files shall be restricted to those authorized Central Administrative personnel designated by the Superintendent of Schools,</b></u></p> <p><u><b>Each personnel folder shall contain a completed application form, copies of appropriate medical records, evaluation reports, copies of School Committee appointment, assignment, or transfer actions, copies of appropriate valid licenses or certificates which are job related, and other correspondence or reports of a personnel nature relative to the individual.</b></u></p> <p><u><b>Individuals will receive a copy of any material, other than items provided by the employee him/herself, which are to be placed in a personnel folder. Should an individual wish to file a response to an item in the folder, he/she may do so by forwarding the item he/she wishes placed in the file to the Superintendent of Schools or his designee.</b></u></p> <p><u><b>An individual may review his/her own personnel file upon written request at virtually any time during which the Central Administration Office is open, provided that the request does not disrupt office procedures adversely. If immediate access is not a possibility, an opportunity to review one’s personnel</b></u></p>

	<p>wishes placed in the file to the Superintendent of Schools or his designee.</p> <p>An individual may review his/her own personnel file upon written request at virtually any time during which the Central Administration Office is open, provided that the request does not disrupt office procedures adversely. If immediate access is not a possibility, an opportunity to review one's personnel folder will be scheduled within two (2) working days of the initial request.</p> <p>A single copy of any item within an individual's folder will be provided at no charge. Additional copies of an item will be as allowed by School Committee policy. Requests for copies of items will be honored as office procedures and personnel allow. However, in no event shall the time between the request for copies and their availability at the Central Administration Office exceed five (5) working days.</p> <p style="text-align: center;">Adopted by the Hudson School Committee: August 9, 1983</p>	<p><u>folder will be scheduled within two (2) working days of the initial request.</u></p> <p><u>A single copy of any item within an individual's folder will be provided at no charge. Additional copies of an item will be as allowed by School Committee policy. Requests for copies of items will be honored as office procedures and personnel allow. However, in no event shall the time between the request for copies and their availability at the Central Administration Office exceed five (5) working days.</u></p> <p style="text-align: center;"><u>Adopted by the Hudson School Committee: August 9, 1983</u></p>
GCFDC	<p style="text-align: center;"><b>WORKING SCHEDULES FOR NON-CONTRACTUAL EMPLOYEES</b></p> <p>The normal work week for NON-CONTRACTUAL employees shall be thirty-seven and one-half (37.5) hours. To be classified as a regular part-time employee, an individual must be scheduled to work at least one-half of the number of hours for full-time status.</p> <p>On days when school has been cancelled for inclement weather, or due to other unforeseen circumstances, the non-contractual staff is expected to report to their regular assignment as scheduled, unless notified to the</p>	<p style="text-align: center;"><b><u>WORKING SCHEDULES FOR NON-CONTRACTUAL EMPLOYEES</u></b></p> <p><u>The normal work week for NON-CONTRACTUAL employees shall be thirty-seven and one-half (37.5) hours. To be classified as a regular part-time employee, an individual must be scheduled to work at least one-half of the number of hours for full-time status.</u></p> <p><u>On days when school has been cancelled for inclement weather, or due to other unforeseen circumstances, the non-contractual staff is expected to report to their regular assignment as scheduled, unless notified to the contrary by the Superintendent of Schools or his designee.</u></p> <p><u>All attendance records for non-contractual employees shall be reported to and maintained by the Central</u></p>

	<p>contrary by the Superintendent of Schools or his designee.</p> <p>All attendance records for non-contractual employees shall be reported to and maintained by the Central Administration Office.</p> <p>Adopted by the Hudson School Committee: August 9, 1983 Amended by the Hudson School Committee: June 26, 2012</p>	<p><u>Administration Office.</u></p> <p><u>Adopted by the Hudson School Committee: August 9, 1983</u></p> <p><u>Amended by the Hudson School Committee: June 26, 2012</u></p>
GCG	None	<p>GCG - SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT</p> <p><u>The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.</u></p> <p><u>The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.</u></p> <p>SOURCE: MASC</p>
GCGD	<p>PERMANENT SUBSTITUTES</p> <p>After the ninetieth (90th) day of the school year has elapsed, individuals appointed to complete the school year shall be hired as “Permanent Substitute Teachers”.</p> <p>The per diem rate for Permanent Substitutes</p>	<p><u>PERMANENT SUBSTITUTES</u></p> <p><u>After the ninetieth (90th) day of the school year has elapsed, individuals appointed to complete the school year shall be hired as “Permanent Substitute Teachers”.</u></p> <p><u>The per diem rate for Permanent Substitutes shall be set by the Hudson School Committee upon recommendation of the</u></p>



	<p>shall be set by the Hudson School Committee upon recommendation of the Superintendent of Schools.</p> <p>Permanent Substitute Teachers shall be entitled to one personal day leave during their employment period. Sick leave shall be allocated on the basis of one day per month left in the school year.</p> <p>Adopted by Hudson School Committee: January 13, 1981 Amended by Hudson School Committee: September 14, 2004</p>	<p><b><u>Superintendent of Schools.</u></b></p> <p><b><u>Permanent Substitute Teachers shall be entitled to one personal day leave during their employment period. Sick leave shall be allocated on the basis of one day per month left in the school year.</u></b></p> <p><b><u>Adopted by Hudson School Committee: January 13, 1981</u></b></p> <p><b><u>Amended by Hudson School Committee: September 14, 2004</u></b></p>
GCGE	<p><b>SUBSTITUTE TEACHER SALARIES</b></p> <p>Upon recommendation of the Superintendent of Schools, the School Committee shall establish a per diem rate for individuals employed as per diem substitute teachers.</p> <p>Individual substitute teachers employed on a per diem basis for an extended assignment of consecutive schools days shall receive a higher per diem rate established by the School Committee upon recommendation of the Superintendent of Schools for the duration of that assignment.</p> <p>Per diem substitutes are not entitled to any benefits other than the per diem rate of pay.</p> <p>Adopted by Hudson School Committee: January 13, 1981 Amended by Hudson School Committee: September 14, 2004 Amended by Hudson School Committee:</p>	<p><b><u>SUBSTITUTE TEACHER SALARIES</u></b></p> <p><b><u>Upon recommendation of the Superintendent of Schools, the School Committee shall establish a per diem rate for individuals employed as per diem substitute teachers.</u></b></p> <p><b><u>Individual substitute teachers employed on a per diem basis for an extended assignment of consecutive schools days shall receive a higher per diem rate established by the School Committee upon recommendation of the Superintendent of Schools for the duration of that assignment.</u></b></p> <p><b><u>Per diem substitutes are not entitled to any benefits other than the per diem rate of pay.</u></b></p> <p><b><u>Adopted by Hudson School Committee: January 13, 1981</u></b> <b><u>Amended by Hudson School Committee: September 14, 2004</u></b> <b><u>Amended by Hudson School Committee: July 12, 2005</u></b></p>



	July 12, 2005	
--	---------------	--

**GBI – STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

SOURCE: MASC September 2016

LEGAL REF.: M.G.L. 55; 71:44

*Approved by the Hudson School Committee – March 12, 2019*

**GBJ – PERSONNEL RECORDS**

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

SOURCE: MASC

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247

Title IV, as amended

88 Stat. 571-574 (20 U.S.C. 1232g) and regulations

M.G.L. 4:7; 71:42C

M.G.L 149:52C

Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: KDB, Public's Right to Know

*Approved by the Hudson School Committee – March 12, 2019*

PROPOSED

**GCBA – PROFESSIONAL STAFF SALARY SCHEDULES**

## Collective Bargaining Agreements (CBA)

The School Committee will adopt a salary schedule for each CBA as part of the contract negotiated with the bargaining unit.

## Administrators

The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Administrators. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for salary increases.

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 71:40; 71:43

*Approved by the Hudson School Committee – March 12, 2019*

**GCBB – EMPLOYMENT OF PRINCIPALS**

Principals shall be employed by the School District under individual contracts of employment. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

SOURCE: MASC September 2016

LEGAL REF: MGL 71:41; 71:59B

*Approved by the Hudson School Committee – March 12, 2019*

**GCBDA – BUILDING ADMINISTRATORS BENEFITS**

The School Committee adopts as a policy that Building Administrators shall be entitled to the following benefits:

- A. **Vacation:** The Administrator will be entitled to twenty-five (25) days of vacation annually. The Administrator may request use of vacation leave at other times when school is not in session. Upon written request to and approval of the Superintendent, up to five (5) days vacation time may be carried over to the following year. The use of all vacation time is subject to prior approval by the Superintendent and such approval shall not be unreasonably withheld. Upon termination of employment as an administrator in the Hudson Public Schools, unpaid accrued vacation time will be pro-rated according to the number of months worked that year.
- B. **Sick Leave:** The administrator will be entitled to 1.5 sick days per month, which may accumulate to a maximum of 200 days (up to 10 sick leave days per year may be used for illness in the immediate family). If the Administrator has fifteen (15) years or more of service in the Hudson Public Schools, he/she shall receive sick leave buy-back of \$60 per day to which he/she is entitled upon retirement, death, or reduction in force from any employment. In the event of death, sick leave compensatory benefits shall be paid to the Administrator's estate.
- C. **Personal Leave:** The Administrator will be entitled to five (5) days of personal leave which may not be accumulated but will be added to sick leave if they remain unused as of June 30th of each year.
- D. **Holidays:** The Administrator will be entitled to the following paid holidays:  
New Year's Day  
Martin Luther King Day  
Presidents' Day  
Patriots' Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day
- E. **Bereavement Leave:** The Administrator will be entitled to up to five (5) days bereavement leave in the event of death in the immediate family.
- F. **Retirement Benefit:** A retirement benefit of \$5,000 shall be paid to the Administrator when he/she has completed at least fifteen (15) years of service and is at least 55 years of age as of June 30th immediately following the completion of the school year in which the Administrator intends to be his/her last year of service in the Hudson Public Schools. To qualify for this benefit, the Administrator shall submit his/her written intention to retire to the Office of the Superintendent of Schools by November first of the school year in which the Administrator intends to be his/her last year of service in the Hudson Public Schools.
- G. **Other:** The Administrator will be entitled to any other form of insurance protection, retirement

program, choice of tax-sheltered annuities, and other administrative employee benefits as offered by the Town of Hudson to School Department employees.

Adopted by the Hudson School Committee: December 12, 1995

Revised by the Hudson School Committee: January 28, 1997

*Revised by the Hudson School Committee – March 12, 2019*

PROPOSED



**GCE – PROFESSIONAL STAFF RECRUITING/POSTING OF POSITIONS**

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. Any recommendations for the creation or elimination of a position must be approved by the School Committee.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

SOURCE: MASC September 2016

LEGAL REFS.: Collective Bargaining Agreements

*Approved by the Hudson School Committee – March 12, 2019*

### GCF – PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, or disability.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.

SOURCE: MASC September 2016

UPDATED: June 2012

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

BESE Regulations 603 CMR 7:00, 26:00, and 44:00 NOTE: School Committees may determine the size and composition of the screening committee.

*Approved by the Hudson School Committee – March 12, 2019*

**GCG – SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes.

SOURCE: MASC

*Approved by the Hudson School Committee – March 12, 2019*

Matters for Action  
New Business

- 1.) Approval of 2019-2020 School Calendar

Hudson High School 978-567-6250  
 Quinn Middle School 978-567-6210  
 Farley Elementary School 978-567-6153  
 Forest Elementary School 978-567-6190  
 Mulready Elementary School 978-567-6170

Hudson Public Schools  
 155 Aspley Street  
 Hudson, MA 01749  
 978-567-6100  
[www.hudson.k12.ma.us](http://www.hudson.k12.ma.us)

# Hudson Public Schools 2019-2020 Calendar

August/ September 23 days						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Aug. 26 Teachers Report  
 Aug. 26 Grade 5 Orientation  
 Aug. 26 Grade 8 Orientation  
 Aug. 27 Students Report  
 Aug. 30- Sep 2 No School - Labor Day  
 Sep. 12 Quinn Open House  
 Sep. 17 Elementary Open House  
 Sep. 18 Half Day-Professional Day  
 Sep. 19 Hudson High Open House

October 21/44 days						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 11 No School- Professional Day  
 Oct. 14 No School-Columbus Day  
 Oct. 17 Hudson High Evening Conferences

November 17/61 days						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 6 Half Day- Professional Day  
 Nov. 11 No School- Veteran's Day  
 Nov. 13 Half Day- Quinn Conferences  
 Nov. 14 Half Day- Quinn Conferences Evening  
 Nov. 18 Half Day- PreK-4 Conferences  
 Farley evening conferences  
 Nov. 19 Half Day- PreK-4 Conferences  
 Forest and Mulready Evening Conferences  
 Nov. 27-29 No School Thanksgiving Break

December 15/76 days						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 4 Half Day Professional Day  
 Dec. 23-31 No School- December Break

January 21/97 days						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 1 No School- New Year's Day  
 Jan. 15 Half Day- Professional Day  
 Jan. 20 No School- Martin Luther King Jr. Day  
 Jan. 23, 24, 27 Half Day- High School Exams

February 15/112 days						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb. MCAS Biology  
 Feb. 12 Half Day Professional Day  
 Feb. 17-21 No School- February Break

March 21/133 days						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar. 9 No School- Professional Day  
 Mar. 10 Half Day- PreK-4 Conferences  
 Farley Evening conferences  
 Mar. 11 Half Day- PreK-4 Conferences  
 Forest and Mulready Evening Conferences  
 Mar. 12 Hudson High Evening Conferences  
 Mar. 18 Half Day- Quinn Conferences  
 Mar. 19 Half Day- Quinn Conferences Evening  
 MCAS- ELA Comp 10 REVERSE 1/2 Day for HHS  
 MCAS- ELA Read 10 REVERSE 1/2 Day for HHS

April 16/149 days						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


Apr. 1 Half Day Professional Development  
 Apr/May MCAS Testing Window Grades 3-8  
 Apr. MCAS-ELA Read. 8 REVERSE 1/2 Day for HHS  
 April 10 No School Good Friday  
 April 20-24 No School April Break


May 20/169 days						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MCAS- Math 8 and 10 Reverse 1/2 Day for HHS  
 May 25 No School- Memorial Day

June 11/180 days						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jun. MCAS- STE 9  
 Jun. 7 Hudson High School Graduation  
 Jun. 10 Last Day of KN with 0 snow days  
 Jun. 11,12,15 Half Day- High School Exams  
 Jun. 15 Last Day of School with 0 snow days  
 Jun. 30 Last Possible Day of School

 denotes no school

 denotes district wide half day

Approved by Hudson School Committee-

## Matters for Action

### New Business

#### 2.) Approval of Town Warrant Articles

***ARTICLE 8 High School-Air Conditioning***

To see if the Town will vote to borrow and appropriate pursuant to M.G.L. Chapter 44, Section 7 clause (1) as amended or any other enabling authority the sum of \$375,000 for the purpose of design and construction of air conditioning at Hudson High School, and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes necessary thereto; and to authorize the Board of Selectmen to apply for and accept any state and/or federal aid that may be available therefore, including Massachusetts School Building Authority assistance; further, any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of costs of issuance of such bonds or notes, may be applied to the payment of costs approved by the vote in accordance with M.G.L. Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or to take any action relative thereto.

***ARTICLE 9 Mulready School- Air Conditioning***

To see if the Town will vote to borrow and appropriate pursuant to M.G.L. Chapter 44, Section 7 clause (1) as amended or any other enabling authority the sum of \$395,000 for the purpose of design and construction of air conditioning at Mulready School, and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes necessary thereto; and to authorize the Board of Selectmen to apply for and accept any state and/or federal aid that may be available therefore, including Massachusetts School Building Authority assistance; further, any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of costs of issuance of such bonds or notes, may be applied to the payment of costs approved by the vote in accordance with M.G.L. Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or to take any action relative thereto.

***ARTICLE 11 Five Year Contract for School Department Transportation***

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 2019. The bid will include a request for pricing for a three year contract for fiscal years 2020, 2021, and 2022 with two one year options to renew for the additional fiscal years 2023 and 2024.

***ARTICLE 17 Establish Special Education Stabilization Fund***

To see if the Town will vote to accept the provisions of Chapter 40, Section 13E of the General Laws to create a Special Education Stabilization Fund, consistent with the vote of the Hudson School Committee, for future payments of unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation, provided, however, that the monies reserved in such fund shall be expended only with majority approval of the School Committee and the Board of Selectmen, or take any other action relative thereto.

## Matters for Action

### New Business

- 3.) Approval of FY19 Innovation Education Grant in the amount of \$2000.00



# GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

<b>GRANT</b>	<b>Grant Information</b>
<b>Description:</b>	<b>FY19 Innovation Education Grant</b>
<b>Purpose:</b>	This grant has been awarded by the MA Treasurer to continue to support the HHS Credit for Life / Reality Fair.
<b>Type of Funder:</b>	State - MA Treasury
<b>Awarded Amount:</b>	\$2000.00
<b>Start Date</b>	Pending Award letter
<b>End Date</b>	Pending Award letter
<b>Status</b>	Active
<b>Grantor</b>	Commonwealth of Massachusetts - Treasurer
<b>PROGRAM Admin</b>	Denise Reid / Kerry Bartlett
<b>PROGRAM Notes:</b>	<p><b>MA STATE-TRE Grant</b></p> <p><b>General Fund use:</b> Grant will be used to support promotional and material costs for this year's HHS Reality Fair.</p> <p><b>Grantor Name / Address:</b> Commonwealth of Massachusetts Office of the Treasurer and Receiver General One Ashburton Place – 12 Floor Boston, MA 02180</p> <p><b>Grantor Contact Name / Number / Email:</b> Pam Tobey – Business Manager Email: ptobey@tre.state.ma.us Direct: (617) 367-9333 x.615</p>
<b>Program Location:</b>	<b>Hudson High School</b>

School Committee Date: \_\_\_\_\_ School Committee Chairperson: \_\_\_\_\_

Vote: \_\_\_\_\_

## Matters for Action

### New Business

- 4.) Approval of FY19 MA DOE- Hurricane Evacuees PR or VI Grant in the amount of \$3141.44

# GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

<b>GRANT</b>	<b>Grant Information</b>
<b>Description:</b>	<b>FY19 MA DOE – Hurricane Evacuees PR or VI</b>
<b>Purpose:</b>	This MA state grant has been awarded to offset MA school district costs for incoming Hurricane Evacuees from Puerto Rico or The Virgin Islands.
<b>Type of Funder:</b>	MA DOE
<b>Awarded Amount:</b>	\$ 3,141.44 - This is first of two payments and the final award \$Amount is expected to change once all funding awarded.
<b>Start Date</b>	4/26/2019 *Estimated pending information from DOE
<b>End Date</b>	6/30/2020 *Estimated
<b>Status</b>	Active
<b>Grantor</b>	MA DOE
<b>PROGRAM Admin</b>	Superintendent Office
<b>PROGRAM Notes:</b>	<p><b>MA Department of Education</b> To offset district expenses incurred by supporting our evacuee students from Puerto Rico.</p> <p><b>Grantor Name / Address:</b> MA DOE 75 Pleasant Street Malden, MA 02148</p> <p><b>Grantor Contact Name / Number / Email:</b>   <b>Robert F. O'Donnell, Director of School Finance</b>            Massachusetts Department of Elementary and Secondary Education            75 Pleasant Street, Malden, MA 02148            781-338-6512   <a href="mailto:rodonnell@doe.mass.edu">rodonnell@doe.mass.edu</a>   <a href="http://www.doe.mass.edu">www.doe.mass.edu</a></p>
<b>Program Location:</b>	<b>Hudson District Schools</b>

School Committee Date: \_\_\_\_\_

Vote: \_\_\_\_\_

## Matters for Action

### New Business

- 5.) Approval of the Thomas and Myra Ryan Memorial Scholarship in the amount of \$2000.00

## GIFT TO HUDSON PUBLIC SCHOOLS - APPROVAL FORM

The following gift has been donated to Hudson Public Schools and presented to the School Committee for Approval and Acknowledgement:

Gift or Scholarship	GIFT to Hudson Public Schools Information
<b>Description:</b>	<b>FY19 Thomas and Myra Ryan Memorial Scholarship</b>
<b>Purpose:</b>	Family memorial scholarship presented to HHS Graduating seniors
<b>Date received:</b>	January 21, 2019
<b>Type of Gift:</b>	Scholarship
<b>Donation Amount:</b>	\$2000.00
<b>Fiscal Admin:</b>	HHS Melisa DiFonzo – Guidance
<b>Gift Designation / Purpose:</b>	This annual scholarship is presented as a memorial scholarship to two HHS students at graduation.
<b>School Designation:</b>	<b>Hudson High School</b>

School Committee Date: \_\_\_\_\_ School Committee Approval: \_\_\_\_\_

Vote: \_\_\_\_\_

**Hudson Public Schools  
FY19 Grant and Gift Presentation Summary**

AGENT	Awarding Agency	TYPE	GRANT YEAR / GRANT NAME	Brief Description of Award	Grant Award
Federal	MA DOE	Entitlement	19-140 Title II	Title II, Part A of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to school districts to improve high quality systems of support for excellent teaching and leading.	\$ 61,012.00
Federal	MA DOE	Entitlement	19-180 Title III	Title III of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help ensure that English learners (ELs) and immigrant children and youth attain English proficiency and develop high levels of academic achievement in English.	\$ 35,939.00
Federal	MA DOE	Entitlement	19-240 SPED IDEA	The purpose of this federal special education entitlement grant program is to provide funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs.	\$ 726,965.00
Federal	MA DOE	Entitlement	19-262 SPED Early Childhood Education	The purpose of this federal special education entitlement grant program is to provide funds to ensure that eligible 3, 4, and 5 year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment (LRE).	\$ 47,179.00
State	MA DPH	Competitive	19-290 Essential School Health	Supports a portion of salaries for a HHS Nurse, a Regional coordinator, and Inter-agency consultant as well as reimburses the district for Nurse Subs and specific equipment needed across each Nursing office.	\$ 218,900.00
Federal	MA DOE	Entitlement	19-305 Title I	Title I, Part A of the Federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.	\$ 257,220.00
Federal	MA DOE	Entitlement	19-309 Title IV	Title IV, Part A of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to build capacity to help ensure that all students have equitable access to high quality educational experiences.	\$ 17,050.00
State	MA DOE	Competitive	19-345 COMMUNITY ADULT LEARNING CTR.	This grant funds Hudson's Adult evening education classes for the 2018-2019 academic year with a focus on Adult Basic Education and English as a Second Language Classes. 14 Classes are held each year at HHS supporting Hudson and surrounding communities.	\$ 356,400.00
Federal	MA DOE	Continuation	19-312 Emergency Impact Aid for Displaced Students	The federal emergency impact aid grant has been approved and must be used to offset direct expenses from the FY18 school year.	\$ 26,235.00
State	MA DOE	Competitive	19-734 Early Literacy Grant	This state grant continues to support the development of the Early Literacy and Curriculum Frameworks programs at Farley, Forest and Mulready elementary schools.	\$ 24,615.00
Corporate	Grant	Charitable	The Scotty Fund	This grant has been presented on behalf of The Scotty fund to Forest Ave to purchase standing desks to be used in classrooms.	\$ 1,000.00
Corporate	Grant	Competitive	Avidia Bank Charitable Foundation	This grant, renewable since 2012, funds an advanced ESOL class each year running from January - June @ Hudson High School as part of their Community Partnerships program.	\$ 4,000.00

**Hudson Public Schools  
FY19 Grant and Gift Presentation Summary**

AGENT	Awarding Agency	TYPE	GRANT YEAR / GRANT NAME	Brief Description of Award	Grant Award
Corporate	Grant	Competitive	Saint-Gobain Corporate Foundation	This grant will fund STEM instructional kits for the new Green Architecture Program at Quinn Middle School.	\$ 1,500.00
Community	Grant	Competitive	Hudson Cultural Council	The community grant will sponsor a portion of costs to present "A Mid-Summer's Night Dream" at Quinn Middle School.	\$ 350.00
Federal	NSA	Competitive	FY19-20 StarTalk Grant	Now in its third season, this grant funds the development of our Portuguese Language and Summer Culture Program.	\$ 88,902.00
State	DOE	Competitive	FY19-590 History and Social Studies Curriculum Frameworks Grant	This grant will support a comprehensive review and realignment of Hudson History and Social Studies Curriculum.	\$ 7,374.00
State	TRE	Competitive	FY19 Financial Education Innovation Fund	The Commonwealth of Massachusetts, Office of Treasurer has award Hudson a grant to continue to support the HHS Reality Fair and Credit of Life program.	\$ 2,000.00
State	DOE	Entitlement	FY19 MA Displaced Students Grant	This grant program is an extension of the FY18 grants allocated specifically to support displaced students from Puerto Ricco and the Virgin Islands. The first payment is targeted for March 20th. Please note this award amount may increase as MA state funds are disbursed.	\$ 3,141.44
<b>TOTAL:</b>					<b>\$ 1,879,782.44</b>
<b>FY19 GIFTS TO HUDSON PUBLIC SCHOOLS</b>					
			<b>School</b>		<b>\$ Gift Amount</b>
Corporate	Sponsor	Corporate	Umass Memorial @ Marlborough Hospital	Farley Elementary - Event Sponsor	\$ 300.00
Corporate	Sponsor	Corporate	PTC - Needham	Hudson High School	\$ 10,000.00
<b>TOTAL:</b>					<b>\$ 10,300.00</b>
<b>FY19 GIFTS FOR HHS SCHOLARSHIPS</b>					
			<b>HUDSON HIGH SCHOOLS</b>		<b>\$ Gift Amount</b>
n/a	76	Scholarship	FY18 Student Activities	Paul Johnson Performing Arts Scholarship - Funded from residual Student Activity fund raising.	\$ 1,000.00
n/a	76	Scholarship	FY18 Student Activities	Choral Scholarship - Funded from residual Student Activity fund raising	\$ 500.00
n/a	76	Scholarship	FY18 Student Activities	Class of 2018 Scholarship - Funded from residual Student Activity fund raising	\$ 1,250.00
n/a	76	Scholarship	FY18 Student Activities	Class of 2018 Yearbook - Funded from residual Student Activity fund raising	\$ 2,000.00
n/a	76	Scholarship	FY19 Thomas and Myra Ryan Scholarship	Annual memorial scholarship from the Ryan family.	\$ 2,000.00
<b>Total:</b>					<b>\$ 6,750.00</b>
<b>Grant Total:</b>					<b>\$ 1,896,832.44</b>

## Matters for Action

### New Business

#### 6.) Approval of Reclassification of Funds



File: Adjustment Forms (white)  
Posting Date:  
Batch/Block :

**FY19**

PAYMENT Adjustment Request

Date: Tuesday, March 12, 2019  
To: Ruifan Zhang, Assistant Finance Director  
From: School Department

Please record the following payment adjustment (s):

			Amount	Amount
Payment Adjustment Number 1	<u>From:</u>	Account Number <u>533</u>	Account Description <u>Legal Fees</u>	\$ <u>(1,237.50)</u>
	<u>To:</u>	Account Number <u>531</u>	Account Description <u>Collective Bargaining</u>	\$ <u>1,237.50</u>
Payment Adjustment Number 2	<u>From:</u>	Account Number _____	Account Description _____	\$ _____
	<u>To:</u>	Account Number _____	Account Description _____	\$ _____
Payment Adjustment Number 3	<u>From:</u>	Account Number _____	Account Description _____	\$ _____
	<u>To:</u>	Account Number _____	Account Description _____	\$ _____
Payment Adjustment Number 4	<u>From:</u>	Account Number _____	Account Description _____	\$ _____
	<u>To:</u>	Account Number _____	Account Description _____	\$ _____
			Page total :	\$ <u>(1,237.50)</u> <u>1,237.50</u>

 3/6/19  
Authorized Signature

Prepared by: Sharon J. Gooch-Zebal

Authorized Signature(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for reclassification:

To Reclass PO 190474 from Legal Fess to Collective Bargaining - Town and School.

Please note:

- 1 Post date subject to final determination by Town Accountants Office.
- 2 Reclassifications and transfers must net out to zero.
- 3 Supporting documentation must accompany request.
- 4 If authorized signatures are not needed, please explain.

File: Adjustment Forms (white)  
Posting Date:  
Batch/Block:

**FY19**

PAYMENT Adjustment Request

Date: Tuesday, March 12, 2019  
To: Ruifan Zhang, Assistant Finance Director  
From: School Department

Please record the following payment adjustment (s):

		Account Number	Account Description	Amount	Amount
Payment Adjustment Number 1	From:	<u>1592</u>	<u>Supt Support Printing</u>	\$ <u>(5,337.60)</u>	
	To:	<u>537</u>	<u>Supt General Supplies</u>		\$ <u>5,337.60</u>
Payment Adjustment Number 2	From:	<u>          </u>	<u>          </u>	\$ <u>          </u>	
	To:	<u>          </u>	<u>          </u>		\$ <u>          </u>
Payment Adjustment Number 3	From:	<u>          </u>	<u>          </u>	\$ <u>          </u>	
	To:	<u>          </u>	<u>          </u>		\$ <u>          </u>
Payment Adjustment Number 4	From:	<u>          </u>	<u>          </u>	\$ <u>          </u>	
	To:	<u>          </u>	<u>          </u>		\$ <u>          </u>
				Page total :	\$ <u><u>(5,337.60)</u></u> <u><u>5,337.60</u></u>

 3/6/19  
Authorized Signature

Prepared by: Sharon J. Gouch-Zebal

Authorized Signature(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for reclassification:  
To reclassify PO 191177 from Copy Center printing Supplies to Copy Center Paper

- Please note:
- 1 Post date subject to final determination by Town Accountants Office.
  - 2 Reclassifications and transfers must net out to zero.
  - 3 Supporting documentation must accompany request.
  - 4 If authorized signatures are not needed, please explain.