



HUDSON PUBLIC SCHOOLS
155 Apsley Street
Hudson, Massachusetts 01749
978.567.6100

HUDSON SCHOOL COMMITTEE MEETING
March 26, 2019
155 Apsley Street – Administration Building
7:00 p.m.

AGENDA

I. Call to Order

II. Approval of Minutes

Regular Meeting: March 12, 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:
 - i. Principal Leadership Institute Update
 - ii. New District Website Update
 - iii. Quinn Middle School Principal Search Process
 - iv. Attendance Policy Review Committee
 - v. Quinn Middle School Master Schedule Update
- 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. Assabet Valley Collaborative Audit Report
 - 2. First Reading of Proposed School Committee Policies: Section G



HUDSON PUBLIC SCHOOLS
155 Apsley Street
Hudson, Massachusetts 01749
978.567.6100

VI. Matters for Action:

- a) Old Business
 - 1. Approval of Transportation Request for Quote
- b) New Business
 - 1. Approval of FY20 Budget
 - 2. Approval of Last Day of School For Kindergarten 2018-2019 and 2019-2020
 - 3. Approval of the FY19 DOE Title 1 Grant increased allocation of \$374.00
 - 4. Approval of the FY19-140 Title II Grant increased allocation of \$466.00
 - 5. Approval of the FY19-240 SPED IDEA Grant increased allocation of \$4890.00
 - 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

March 12, 2019

**Hudson School Committee
Open Session Minutes**

Meeting Date: March 12, 2019

Location: 155 Aspley Street

Members present: Glenn Maston, Steven Smith, Elizabeth Hallsworth, Adam Tracy, Nina Ryan, Matthew McDowell, and Michele Tousignant Dufour

Members absent: none

Others present: Dr. Marco C. Rodrigues, Superintendent
Annamarie O'Donnell, Recording Secretary
Ben Carme, Student Representative
Emily Figueiredo, Student Representative

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

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

II. Approval of Minutes:

Regular Meeting: February 26, 2019

A motion to approve the minutes of February 26, 2019 was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

III. Public Participation:

Beth Langlois, a parent of students at Forest Ave. expressed the following concerns:

2019-2020 Calendar: There is no PD day on election day. She has concerns about safety issues including traffic and adults without a CORI check entering the schools while students are there.

Transportation: The recommendation of a fifteen minute later start for the elementary schools will put a burden on families.

IV. Reports:

Report of the Superintendent

Graduation /dropout rates

Dr. Rodrigues stated the DOE has released the graduation and dropout rates for 2018. The district monitors these rates as part of our accountability plan. It is important to understand that there are different cohorts of students. This year has a graduation rate of 88% for the four year cohort which is much better than the 79% last year. For this cohort, the dropout

rate is 1.5% compared to 2.6% last year. Even though the results are better than 2017, there are gaps in some subgroups that need to be monitored. One important factor in the graduation rate is the size of our graduation classes. Because of our small class sizes, a few students can make a big difference in the percentages.

Discussion ensued about the dynamic of the students dropping out. Higher number of ELL's and special education students is a component.

Mr. Tracy commented that 2017 is an anomaly when looking at the three year dropout rate. He questioned whether there have been systems put in place over the last eighteen months to contribute to this. Dr. Rodrigues stated that there is a mechanism in the District Improvement Plan to create systems to support all students.

Discussion ensued about how the dropout rate is calculated and how the different groups of students are segregated in the data.

Ms. Hallsworth stated that in the past when there was the risk of a student dropping out we knew who they were. She asked if this has changed, as a result of having an interim principal. Dr. Rodrigues stated that nothing has changed. There is a lot of infrastructure at each school, particularly at the high school to help students. The guidance department monitors this.

Dr. Rodrigues spoke about the lack of a credit recovery system. The district can improve on creating mechanisms to help students that fail a class.

Subcommittee Reports

Budget Subcommittee

Mr. Maston reported that there has not been another Budget subcommittee meeting.

Policy Subcommittee

Mr. Smith reported that the Policy subcommittee had met earlier that evening. There will be some J and G policies for review in the next packet.

Strategic Goals Subcommittee

Mr. Maston reported that the Strategic Goals subcommittee had not met again, but the committee was in the process of implementing the elements of the communication plan.

Superintendent's Evaluation Subcommittee

The Superintendent's Evaluation subcommittee has not met again.

Student Report

Emily Figueiredo, Hudson High School student, gave the following student report:

- Community Council had Green Hudson come in to the high school to speak about how the cafeteria can reduce waste through recycling, composting etc.
- There has been positive feedback on the implementation of the ARC program
- Started Crayola color cycle- a project to recycle old markers.

- Recently the high school completed its stress free weekend initiative. This was a pilot with the ultimate goal to implement it over winter break. As a pilot, it was a little tough with the snow day. The council may look at another trial day. The plan is to have a more formal set of rules. There will be a survey coming out to see if this initiative achieved the desired results.

V. **Matters for Discussion:**

- a) Old Business
- b) New Business

1. **Student Activities Report period ending December 31,2018**

Dr. Rodrigues presented the quarterly Student Activities Account update to the committee.

2. **Transportation Request for Quote**

Ms. Patricia Lange, Executive Director of Finance and Operations gave an update of the findings of the Transportation Committee and the status of the RFQ. She noted that some timelines needed to be met in order to make sure we have transportation in place for 2019-2020.

In preparation for the Request For Quote for the new transportation contract, a diverse committee was formed to look at our current transportation issues and make recommendations for the Request for Quote. The committee included Principals, district transportation coordinator, transportation secretaries, administrative staff, Hudson Department of Public Works, a School Committee Member, and a parent.

The committee looked at the following:

1. Current District Policy states that students will be eligible for transportation at more than:

Kindergarten	0.5 miles
Elementary	1.0 miles
Middle	1.5 miles
High School	1.5 miles

She stated that in practice we are providing transportation for students according to the following parameters:

- | | |
|--------------|-----------|
| Kindergarten | 0.5 miles |
| Elementary | 1.0 miles |
| Middle | 1.0 miles |
| High School | 1.0 miles |

The committee investigated the possibility of eliminating one bus. The committee found that if Kindergarten eligibility was put to 1.0 mile, and the 1.5 mile policy requirement was enforced at the middle and high school levels, the district would be able to go from 12 busses to 11.

There were the following concerns with this:

Enforcing the 1.5 mile walk zone would put a burden on our families.

The DPW would have additional sidewalks to plow. This would take longer, and could impact delays vs. closures in the event of snow. The school department could save money, but another town department would have increased costs.

Based on these factors, the recommendation is to change policy to bring Kindergarten to 1.0 mile and rewrite the policy for Quinn and the High School to reflect the 1.0 policy that is currently being followed. This would keep the number of busses at 12.

2. The second issue the committee looked at was the bell times. Currently, there are issues with the busses being late particularly to the elementary schools in the afternoon. This is requiring our teachers to stay beyond their contract times to provide supervision until the busses arrive. Ms. Lange pointed out that because we are able to drop students off at the high school at 7 a.m. we do not experience this problem in the morning. She went on to say that in the afternoon, the drivers have 32 minutes from the time they leave the high school to do their route and get to Quinn. They then have 15 minutes to run their Quinn route and get to the elementary school.

The proposal is to modify the start time of the elementary schools to 8:45 a.m. This would allow drop off at 8:30 a.m. Dismissal time would be 3:05 and this would give the drivers 30 minutes to do their Quinn run and get to the elementary schools.

Discussion ensued about how often busses were arriving to the elementary schools between 3:00 p.m and 3:05 p.m. Ms. Lange noted we have been looking at this data all year. Generally, it is the same busses arriving late due to their specific routes. About 5 or 6 of the busses arrive late consistently. Most recently, we looked at the first week of March. Quinn had two days that week with early dismissal. On those days, the busses arrived at the elementary schools earlier due to the fact there was no Quinn run.

Dr. Rodrigues pointed out that there are areas in the city that do not have sidewalks so there are kids being bussed that are in the walk zone. This results in many stops. Some busses are also required to go to the town border with Stow. This cannot be done in the time currently allowed. The new contract has a clause that holds the bus

company accountable, but we cannot enforce this unless we give them ample time to run the routes. If we keep the same routes, the same gap of time, and the same number of busses we will continue to have late busses.

Discussion ensued about the asymmetry in the times of the school days and the amount of time required in the teacher contracts.

Ms. Ryan asked if thought has been given to the before school programs that families may need. Dr. Rodrigues confirmed that Chaps would be able to accommodate families needing care. Ms. Hallsworth asked if we have thought about other creative solutions in the morning to help them with the fifteen minutes. Discussion ensued about the need to change the time but trying to come up with creative solutions to help parents that are affected negatively.

Ms. Hallsworth stated that we have talked about a later start time for the High School and a possible flip of start times with the Elementary Schools. Mr. Maston stated that this should be looked into, but could not happen in time for this contract.

Discussion ensued about the length of school day, contractual obligations with the teachers, and time on learning requirements.

Mr. Smith asked if the bus company could make the times work as is and what the cost would be. Dr. Rodrigues responded that this was not explored, because it would increase cost and the committee was looking to cut costs. Mr. Tracy shared that the cost to add busses is significant and would give us excess capacity.

Discussion ensued about the difference in supervision needed at the elementary levels and the possibility of extending the teacher day at the elementary level.

Mr. Tracy stated that the actual in practice drop off would be consistent with the proposed time shift. It was noted that the concern is with the shift in the change in the time at the beginning of the day.

Discussion ensued about the service of the current provider and the regional nature of the providers.

Dr. Rodrigues expressed concerns about the budget for transportation for the coming year. He outlined some of the challenges that transportation providers have to managing their costs. Mr. Tracy added that the committee did not recommend charging bus fees.

Discussion ensued about the work the transportation committee did with Safe Routes to Schools. Safe Routes to Schools will be supplying a comprehensive report on our walking zones. They will also do an analysis of our arrival and dismissal procedures and give suggestions if needed to improve traffic flow and safety.

Discussion ensued on how the mileage is calculated.

Mr. Smith asked for clarification on the accountability piece in the RFP.

Mr. Maston stated that a policy change to change the mileage would need to be done through the policy subcommittee and then brought to the full committee. Mr. Maston requested that the transportation committee create a report. Mr. Smith asked what happens if we wait for the report to be ready before making a decision. Dr. Rodrigues responded that the outcome would be delayed. Currently we are projecting to have a new contract the first week in May. If we delay decisions until the next School Committee meeting we will expect to have the contract at the end of May or the beginning of June. Discussion ensued about if waiting would put us in any danger. Ms. Lange responded that the danger is that if we get a new vendor they may not be able to obtain the needed busses in time for the start of the school year.

Discussion ensued about the potential problems with putting out the RFP with the current parameters or with incorrect parameters. The problems include:

Busses will continue to be late
Teachers needing to stay later than the contractually required times
and potential grievances
Not being able to put an accountability clause in

Discussion ensued about the late bus.

Dr. Rodrigues spoke to the opt out clause. He stated that the efficiency of the routes is dependent on the parameters we set. Having more information on who is actually riding the bus and where these students are transported to will help us to dictate to the bus company what our needs are.

Discussion ensued about the reality of when the busses are actually getting to the elementary schools.

Mr. Tracy suggested that there is a fork and we can either keep things the same, send out an RFP with no accountability and live

with that contract, or we can adjust, which would be an inconvenience to some families but we would get a contract with accountability.

Discussion ensued about the effect of the late busses on the parent pick up lines.

Discussion ensued about the possibility of changing the contract during the term of the contract.

Discussion ensued about the next steps. Mr. Tracy spoke to the risk of extending the process and which could reduce the selection pool of potential bidders. To get the most competitive bid, time is of the essence. There is also a risk that there is no bidder if we wait too long.

A motion to table the decision until the next full committee meeting was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 5-2, the motion passed.

Discussion ensued about sending out the RFP before the vote. Dr. Rodrigues recommended that we hold off on the RFP if the wish of the committee is to table this item.

Mr. Maston reported that the Superintendent's Listening Session on March 20, 2019 would be a School Committee Listening Session as well. The focus will be on budget and transportation issues.

VI. Matters for Action:

a) Old Business

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

Dr. Rodrigues and Mr. Smith stated that there had been no feedback on these policies. A motion to approve the proposed School Committee policies Section G was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

b) New Business

1. **Approval of 2019-2020 School Calendar**

Ms. Ryan asked about election days and why those days cannot be Professional Development days.

Dr. Rodrigues stated that we have confirmed with the town clerk that there is no election in November. There is the town election in May of 2020, and historically there is very low turnout. He provided an overview of how many voters have voted in each precinct. He stated that we are looking at the possibilities for different entrances and/or locations in the schools.

Discussion ensued about traffic patterns and locations. Mr. Maston shared that he had spoken with town clerk, Joan Wordell. She informed him that the Selectmen set the polling locations and by laws state the voting locations have to be within the precinct. Additionally, the voting machines are currently stored at the schools.

Early voting can be held at one location

A motion to approve the 2019-2020 School Calendar was made by Ms. Tousignant Dufour and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

2. Approval to sponsor School related Town Warrant articles 8,9,11,17

Dr. Rodrigues stated that the Town of Hudson Executive Assistant, Mr. Moses had asked if the School Department would like to sponsor articles 8, 9,11, and 17 on the town warrant in May.

Discussion ensued about the air conditioning articles and the potential increase in cost of electricity.

A motion to approve sponsoring school related town warrant articles 8,9,11 and 17 was made by Mr. McDowell and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

3. Approval of FY19 Innovation Education Grant

A motion to approve the FY19 Innovation Grant in the amount of \$2000.00 was made by Ms. Tousignant Dufour and seconded by Ms. Hallsworth. On a vote of 7-0, the motion passed.

4. Approval of FY19 MA DOE

A motion to approve the FY19 MA DOE- Hurricane Evacuees PR or VI Grant in the amount of \$3141.44 was made by MS. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

5. Approval of Thomas and Myra Ryan Memorial Scholarship

A motion to approve the Thomas and Myra Ryan Memorial Scholarship in the amount of \$2000.00 was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

6. Approval of Reclassification of Funds

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

VII. Items of Interest to the School Committee

Not Approved

Ms. Ryan reported that she was invited to the Massachusetts Amazing Emerging Artists in Boston. Ms. Ryan stated that she was extremely impressed by the number of artists there from Quinn and the High School. The district had two middle school students win awards. One was an award for grades 5-8 for the entire state and another award for a seventh grader. She congratulated the students and their teacher.

Ms. Smith stated that he had gone to the performance of Mary Poppins and is very impressed with the level of skill in the shows put on at the High School.

VIII. Executive Session

At 9:21 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

IX. Adjournment


At 9:22 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

- Principal Leadership Institute Update
- New District Website Update
- Quinn Middle School Principal Search Process
- Attendance Policy Review Committee
- Quinn Middle School Master Schedule Update



MARCH 26, 2019

Hudson Public Schools

REPORT OF THE SUPERINTENDENT

MARCO C. RODRIGUES, ED.D.


SUPERINTENDENT EVALUATION RUBRIC

Standard I: Indicators B, C, D, E

Standard II: Indicators A, B, C

Standard III: Indicators A, B, C

Standard IV: Indicators A, C, E



I. PRINCIPAL LEADERSHIP ACADEMY UPDATE

The Principals, Superintendents, and Assistant Superintendents from Hudson, Blackstone-Millville Regional, and Hampden-Wilbraham Regional School District collaborated with Focused Schools in a Principals Leadership Academy for three days in the 2018-2019 school year. These meetings were held offsite at the Worcester Art Museum. During these day-long workshop times, principals collaborated to enhance their instructional leadership skills through a variety of activities across and within individual districts. We considered time management with the ultimate goal of moving to 50% of principal time spent as an instructional leader inside classrooms. We read multiple articles and viewed videos that supported principals to set priorities, be more visible, and delegate leadership roles. We used several protocols together that were also used in individual Instructional Leadership Team (ILT) meetings to provide leadership and support for all educators. The most powerful outcome from these meetings has been the collaboration across all three districts in job-alike groups. Another positive outcome was that our district hosted visitors from Blackstone-Millville at two recent ILT meetings at Forest Ave. and Quinn Middle School. All ILTs are working toward finalizing their instructional focus, creating and monitoring an internal accountability system that promote measurable student gains for every student, and considering how to promote their school-wide instructional focus to strengthen core instruction.

Through a recently awarded Foundation Grant from DESE, this collaborative work will continue in the 2019-2020 school year.

II. NEW DISTRICT WEBSITE UPDATE

The District has been actively engaged in the process of developing a new website. To date we have:

- Secured School Messenger as the website developer for the new website
- Identified the basic format for the website pages
- Created the levels and tiers of information for each main tab
- Started the process of alignment with the Mobile App
- Selected the dominant color pallets for the District page and Schools have chosen their color pallets
- Created a new District logo and students enrolled in the Graphics Design class are assisting with refining the logo, enhancing the color pallet, banners, and taking pictures to be prominently featured on the website
- Ellen Schuck and Annamarie O'Donnell have been meeting with each Department to update and select the content to be migrated to the new website

We will provide another update prior to the closing of this academic year.

III. QUINN MIDDLE SCHOOL PRINCIPAL SEARCH PROCESS

The District will begin the search process to select a new principal for Quinn Middle School this week. The action steps and timeline for the search process is attached and will be posted on the District’s website. The goal is to select a successful candidate by the end of May 2019.

IV. ATTENDANCE POLICY REVIEW COMMITTEE

As we continue the process of reviewing and revising the School Committee Policy Manual, the District developed a committee to review our current policies and procedures. In order to provide accurate and appropriate recommendations to the School Committee for deliberation and approval, the committee will:

1. Analyze District data on student attendance
2. Provide feedback on existing and new attendance policy
3. Review surrounding district’s policies and procedures
4. Develop new guidelines and procedures to align with the Multi-Tiered System of Supports Framework on Attendance

The committee is composed of the following individuals:

<p><u>District:</u></p> <p>Marco Rodrigues-Superintendent Kathy Provost – Assistant Superintendent Ellen Schuck-Technology Director Dr. Lucy-District Pediatrician Sandra Maiuri-Spanish Parent Liaison Tiago Duarte-Portuguese Parent Liaison Anne Beauchamp-Research and Accountability Specialist Annamarie O’Donnell – Executive Assistant</p>	<p><u>Middle School:</u></p> <p>Carrie Attaway-Special Ed Teacher Heidi Bowen-Guidance Counselor</p> <p><u>High School:</u></p> <p>Deb Lazaros-Guidance Counselor Danica Johnson-Assistant Principal Patricia Emmons-Nurse Officer Shamus Veo-Resource Officer</p>
<p><u>Elementary:</u></p> <p>Dave Champigny-Principal Rachel Scanlon – Assistant Principal Farley Annemarie Caloggero-Special Ed Mulready Sue Dicenso-Secretary Farley Sarah Mielke-Adjustment Counselor Farley Officer Chad Crogan-Resource Officer</p>	<p><u>Parents:</u></p> <p>Shawnacy Miller-Farley Liz Jackson-Quinn/Hudson High</p>

Once the committee complete its task, the District will schedule and advertise a Parent Forum event to present the committee's findings and to seek parent input prior to presenting the recommendations to the Policy Sub-Committee for review.

V. QUINN MIDDLE SCHOOL MASTER SCHEDULE UPDATE

The QMS schedule has been the focus of conversation at the Parent Forum sessions held in the fall and at a Listening Session held with the QMS staff in December. In order to address the concerns presented to us, the staff at QMS participated in small focus groups to explore the potential features they feel are necessary for a successful middle school schedule. Twenty-two priorities emerged. A report with this information was presented to the School Committee in January 2019 and it was made available to all parents. A teacher Scheduling Task Force was created with representatives from all grade levels and subject areas and they prioritized the features / options. Several versions of a schedule were created based on this feedback. Schedule features were analyzed by the team and brought back to their colleagues for discussion and continued feedback. Versions of schedules were modified to match all feedback and the team looked at the features of these new versions. Curriculum Directors were included in discussions regarding impact on core and non-core classes. The list of features can be seen below. They are ranked from highest priority to lowest according to the committee. Most of the priorities are included in the current draft schedule being worked on.

TIER 1

- Social, Unstructured, Active, and/or Outdoor Time
- Transitions (i.e., between classes and dismissal)
- Between Role Communication Time (e.g., SPED talking with RA teachers)
- Increasing PE
- Time for Student/Teacher Relationships

TIER 2

- Flexibility and Time on Team
- Designated Social/Emotional Learning Instruction Time
- Within Role Communication Time (e.g., RA teachers talking with each other)
- 5th Grade Approach
- Improved Remedial Time (i.e., homework and extra help)

TIER 3

- Reducing Required Related Arts
- Maintain/Increase Time for Organization

TIER 4

- Less Pull-Out during Classes
- Longer Core Classes
- Fewer Daily Classes/Transitions

TIER 5

- Reducing World Language
- Maintaining/Increasing Music
- Reduced Complexity and Slower Pace
- Guaranteed Staff Lunch
- Longer and/or Locked (i.e., same time every day) Lunch
- Related Arts with Grade Level Peers
- Additional Prep Time

At this point, we are working on a viable draft schedule that includes many of the features listed above which were identified at the Parent Forum and staff Listening Session. As part of the continuing QMS schedule process, we are asking parents to provide feedback, via survey, regarding the non-core classes (classes beyond the regular Science, Math, Social Studies and ELA classes) that are potential offerings for each grade level. We want to offer QMS students classes that will expose them to a variety of experiences and help to prepare them for the pathways the High School will offer beginning in 8th grade. The survey is scheduled to be sent to parents of children currently enrolled in grades 4, 5, and 6 on Wednesday, March 27th.

Once we collect the information from parents, we will provide a presentation on the master schedule to the School Committee and parents by May 2019.

QUINN MIDDLE SCHOOL – PRINCIPAL SEARCH TIMELINE 2019

EVENT	DATE	TIME	LOCATION
Job Posting – Internal and External	3/27/19 through 4/19/19		
Focus Groups to Capture Stakeholders’ Input <ul style="list-style-type: none"> • All Parents** and Community Members • Middle School Staff • Students 	Wednesday, 4/10 Wednesday, 4/10 Wednesday, 4/10	7:00pm to 8:00pm 2:45pm to 3:45pm 1:00pm to 2:00pm	QMS – Rm TBD QMS – Rm TBD QMS – Rm TBD
Notes: **Parents will receive two notifications of the focus group date via School Messenger in addition to postings on Social Media and Creating Connections.			
Survey to Capture Stakeholders’ Input <ul style="list-style-type: none"> • All Parents** • Middle School Staff 	Posted from 4/1 through 4/12		
Notes: **Parents will receive multiple notifications for completion of the survey via School Messenger in addition to postings on Social Media and Creating Connections.			
Notes: We anticipate that a pool of qualified candidates will apply within the timeline above. However, the timeline above does not preclude the District from extending the posting period.			
Candidates’ Screening and Interviews Screening Panel <ul style="list-style-type: none"> • School Administrator (1) • Middle School Teacher (2) • Director of Human Resources Interview Panel** <ul style="list-style-type: none"> • Parents (3) <ul style="list-style-type: none"> ○ Middle School Parent (2) ○ SEPAC Middle School Parent • Middle School Faculty and Support Staff (6) <ul style="list-style-type: none"> ○ Core Teacher (2) 	Tuesday, 4/23* Wednesday, 5/1*	TBD TBD	Apsley St. Apsley St.

<ul style="list-style-type: none"> ○ Special Education Teacher ○ English Learner Teacher ○ Paraeducator ○ Secretary ● Community Representative (1) ● Administrators (4) <ul style="list-style-type: none"> ○ School Administrator (2) ○ Director (2) ● School Committee member (1) ● Director of Human Resources (Facilitator) 			
---	--	--	--

Notes:
*The prospective dates and times above are subject to change.
**Interview Panel selection process:
1) The District will collect contact information of those interested in serving on the interview panel via survey and focus groups,
2) It is extremely important that panel members are able to commit to ALL the dates and be present for ALL interviews,
3) If multiple people indicate their interest to participate on the interview panel, names will be drawn by lottery,
4) Participants will be selected and notified by Monday, April 22, 2019.

The Interview Panel will a) interview the candidates, b) select the top three, c) forward names to Superintendent.	Wednesday, 5/1		
Meet and Greet Top 3 Candidates - Faculty/Administrators	Wednesday, 5/8	2:45pm to 3:15pm 3:15pm to 3:45pm 3:45pm to 4:15pm	TBD
Meet and Greet Top 3 Candidates – Televised Public Feedback	Wednesday, 5/8	6:00pm to 6:30pm 6:30pm to 7:00pm 7:00pm to 7:30pm	TBD
Top 3 Candidates – Interview with Superintendent’s Cabinet	Monday, 5/13	TBD	Apsley St.
Successful Candidate Announced	Tentative Date: Week of May 20, 2019**		

Notes: **Tentative date is subject to the completion of reference checking and HR procedures.

Matters for Discussion

New Business

1.) Assabet Valley Collaborative Audit Report

[AVC FY18 Audit Report](#)

Matters for Discussion

New Business

- 2.) First Reading 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 **bolded** and deleted language underlined and bolded and in **red**.

SECTION G – PERSONNEL

Section	Existing Policy	Proposed Change or New Policy
GCIA	none	<p><u>Philosophy of Staff Development</u></p> <p><u>All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.</u></p> <p><u>Opportunities for professional growth may be provided through such means as the following:</u></p> <ol style="list-style-type: none"> <u>1. Planned in-service programs and workshops offered within the school district from time to time; these may include participation by outside consultants.</u> <u>2. Membership on curriculum development committees drawing personnel from within and without the school district.</u>

		<p><u>3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.</u></p> <p><u>4. Leaves of absence for graduate study, research, and travel.</u></p> <p><u>5. Partial payment of tuition for approved courses.</u></p> <p><u>The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.</u></p> <p><u>SOURCE: MASC</u></p> <p><u>NOTE: Related policies in a school district's manual might include those on Fringe Benefits (if tuition refunds are included), Leaves and Absences (if these include leave for conferences and workshops, professional development, or sabbaticals). Cross references should be provided to such statements.</u></p>
GCJ	none	<p><u>Professional Teacher Status</u></p> <p><u>The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base their decisions on</u></p>

the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the school district subject to satisfactory evaluations. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the school district in another position for which they are legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which they are not legally qualified.

Established by law and Committee policy

SOURCE: MASC September 2016

LEGAL

REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

		<p style="text-align: center;"><u>NOTE: Regional school districts should cite M.G.L. 71:42B at this code.</u></p>
GCJA	<p>Seniority for Teaching Personnel</p> <p>Seniority shall be defined as the length of continuous employment under contract as a professional employee in the Hudson Public Schools, measured from the first day for which compensation was received as a professional employee.</p> <p>Prior employment within a federally funded project, or as a “permanent substitute” (as defined in policy <i>GDI</i>) shall not be credited toward establishing seniority.</p> <p>Adopted by the Hudson School Committee: January 13, 1981</p>	<p><u>Seniority for Teaching Personnel</u></p> <p><u>Seniority shall be defined as the length of continuous employment under contract as a professional employee in the Hudson Public Schools, measured from the first day for which compensation was received as a professional employee.</u></p> <p><u>Prior employment within a federally funded project, or as a “permanent substitute” (as defined in policy <i>GDI</i>) shall not be credited toward establishing seniority.</u></p> <p><u>Adopted by the Hudson School Committee: January 13, 1981</u></p>
GCJB	<p>Seniority for Administrative Personnel</p> <p>Seniority shall be defined as the length of continuous employment under contract as a professional employee in the Hudson Public Schools, measured from the first day for which compensation was received as a professional employee under contract,</p> <p>Prior employment within a federally funded project shall not be credited toward</p>	<p><u>Seniority for Administrative Personnel</u></p> <p><u>Seniority shall be defined as the length of continuous employment under contract as a professional employee in the Hudson Public Schools, measured from the first day for which compensation was received as a professional employee under contract,</u></p> <p><u>Prior employment within a federally funded project shall not be credited toward establishing seniority.</u></p>

	<p>establishing seniority.</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>
GCK	<p><u>Assignment and Transfer</u></p> <p><u>The Superintendent shall make all assignments and transfers of personnel, all assignments and transfers, however, being within the limits of state certification allowance,</u></p> <p><u>The Superintendent shall report all assignments and transfers in personnel to the School Committee.</u></p> <p><u>Adopted by the Hudson School Committee: January 13, 1981</u></p>	<p><u>Professional Staff Assignments and Transfers</u></p> <p><u>The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.</u></p> <p><u>Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school district, and the employees' expressed desires.</u></p> <p><u>Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.</u></p> <p><u>Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.</u></p> <p><u>SOURCE: MASC</u></p> <p><u>CONTRACT REF.: Teachers' Agreement</u></p>

GCO	none	<p><u>EVALUATION OF PROFESSIONAL STAFF</u></p> <p><u>In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.</u></p> <p><u>The evaluation process will include:</u></p> <ol style="list-style-type: none"> <u>1. The development and periodic review of techniques and procedures for making evaluations.</u> <u>2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.</u> <u>3. The application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.</u> <p><u>The evaluation process will include self-evaluation, supervisor initiated observations, and teacher initiated observations.</u></p> <p><u>The formal evaluations will be written and will be discussed by the supervisor and the person being evaluated. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document will be signed by both parties and incorporated into the personnel files of the teacher or administrator. In addition, the individual and his department</u></p>
-----	------	---

		<p><u>chairman (if applicable) will receive a signed copy. The signature should indicate that the evaluation has been read and discussed.</u></p> <p><u>The written evaluation should be specific in terms of the person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty that is observed.</u></p> <p><u>SOURCE: MASC</u></p> <p><u>LEGAL REF.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B</u></p> <p><u>603 CMR 35:00</u></p> <p><u>CONTRACT REF.: Teachers' Agreement</u></p>
GCQD	none	<p><u>RESIGNATION OF PROFESSIONAL STAFF MEMBERS</u></p> <p><u>Professional staff members may discontinue their service in the school district during the school year by submitting a written notice of intent to resign to the appropriate hiring authority.</u></p> <p><u>Such written notice of intent to resign will be given to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.</u></p> <p><u>When a resignation is accepted by the Superintendent the employee may be expected to continue in service at his or her assigned duties for a period of 30 days after submission of the resignation.</u></p>

		<p><u>SOURCE: MASC</u></p>
GCQE	none	<p><u>RETIREMENT OF PROFESSIONAL STAFF MEMBERS</u></p> <p><u>Annually, the Superintendent will inform the Committee of the professional staff members who have indicated their intention to retire at the end of the current school year. No further School Committee action is necessary unless approval is needed for the payment of or participation in continued local benefits.</u></p> <p><u>SOURCE: MASC</u></p> <p><u>LEGAL REF.: Age Discrimination in Employment Law, P.L. 95-256</u></p> <p><u>CONTRACT REF.: Teachers' Contract</u></p> <p><u>NOTE: Under Massachusetts law (Teachers' Retirement Act), all professional personnel participate in a teachers' retirement plan, which provides several options on time of retirement and benefits granted to those who retire. It also sets limitations on the number of days a retired employee may be re-employed annually on a temporary basis by the school district. Temporary employment up to 90 days or 720 hours per calendar year is permitted at the discretion of the employer.</u></p>

GCQF	none	<p><u>SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS</u></p> <p><u>The Superintendent will strive to assist personnel to perform their duties efficiently. However, the Superintendent may dismiss any employee in accordance with state law. Further, the Committee recognizes the constitutional rights of the District's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.</u></p> <p><u>When the Superintendent or a Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school district, he or she will:</u></p> <ol style="list-style-type: none"><u>1. Be certain that each such case is supported by defensible records.</u><u>2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.</u><u>3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit.</u><u>4. Provide the individual involved with a written statement that will:</u>
------	------	---

		<p><u>a. Indicate whether the action the Superintendent is taking is dismissal or suspension.</u></p> <p><u>b. State the reason for the suspension or dismissal.</u></p> <p><u>c. Guarantee that all procedures will be in accordance with due process of law.</u></p> <p><u>d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by counsel of their choice.</u></p> <p><u>SOURCE: MASC September 2016</u></p> <p><u>LEGAL REFS.: M.G.L. 71:42; 71:42D</u></p>
GCRA	<p>Tutors</p> <p>The Hudson Public Schools shall employ as deemed necessary, individuals who are certified as teachers by the Department of education of the Commonwealth of Massachusetts to serve as tutors in the regular public school program or in federal projects, at the specific rates of pay designated within the appropriate contract or project.</p> <p>Tutors may work independently with individual students or groups of youngsters. Tutors may report to parents concerning the students' progress in accord with school department procedures. Close coordination between the tutor and regular classroom teacher shall be encouraged.</p>	<p><u>Tutors</u></p> <p><u>The Hudson Public Schools shall employ as deemed necessary, individuals who are certified as teachers by the Department of education of the Commonwealth of Massachusetts to serve as tutors in the regular public school program or in federal projects, at the specific rates of pay designated within the appropriate contract or project.</u></p> <p><u>Tutors may work independently with individual students or groups of youngsters. Tutors may report to parents concerning the students' progress in accord with school department procedures. Close coordination between the tutor and regular classroom teacher shall be encouraged.</u></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>GCRD</p>	<p>none</p>	<p>TUTORING FOR PAY</p> <p><u>Definition:</u> "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.</p> <p>A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job.</p> <p>A teacher may not tutor students who are currently in their class. Even if the teacher does not recommend that the current student receive private tutoring, the teacher should not tutor current students.</p> <p>Teachers and other public employees may not approach a student, or the student's parents/guardians, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents/guardians or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to provide a written disclosure.</p>

		<p>A teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services. Schools cannot send home brochures for a particular tutoring service with the children.</p> <p>Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents/guardians a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.</p> <p>Tutoring for pay is not to be done in the school building.</p> <p>LEGAL REF: M. G. L. 268A Mass. Ethics Commission FAQs for Public School Teachers</p> <p>SOURCE: MASC 2013</p> <p>NOTE: A teacher cannot tutor in their own district if the district is going to pay for the tutoring unless the district has included a provision in the teachers' collective bargaining agreement providing a set amount of extra pay for tutoring by teachers that will be included in the teachers' regular paychecks.</p>
GCS	<p>Publication of Articles</p> <p>Staff members submitting articles for publication as part of their employment in which the Hudson Public Schools are mentioned shall submit manuscripts to the</p>	<p><u>Publication of Articles</u></p> <p><u>Staff members submitting articles for publication as part of their employment in which the Hudson Public Schools are mentioned shall submit manuscripts to the Superintendent of Schools prior to submission to a publication for consideration.</u></p>

	<p>Superintendent of Schools prior to submission to a publication for consideration.</p> <p>Adopted by Hudson School Committee: January 13, 1981 Amended by Hudson School Committee: October 12, 2004</p>	<p><u>Adopted by Hudson School Committee: January 13, 1981</u> <u>Amended by Hudson School Committee: October 12, 2004</u></p>
GDA		<p><u>SUPPORT STAFF POSITIONS</u></p> <p><u>Education is a cooperative enterprise in which all employees of the school district must participate intelligently and effectively for the benefit of the children. This school district will employ support staff members in positions that function to support the education program.</u></p> <p><u>All support staff positions will be established initially by the Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description or job specifications for the position.</u></p> <p><u>Although positions may remain temporarily unfilled or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Committee may abolish a position it has created.</u></p> <p><u>SOURCE: MASC</u></p>

GDB

SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

In establishing rates of pay and levels of compensation for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

Overtime

Support staff employees will be paid overtime wages for work performed in excess of 40 hours in a work week.

In counting hours for the purpose of allowing overtime work and pay, supervisors will consider sick leave, vacation time, and holidays as time worked.

Every effort must be made to minimize overtime by scheduling duties during the regular workday. Overtime will be authorized only by the Superintendent and only to cover emergency

		<p><u>situations. All such work will be assigned on a fair and equitable basis.</u></p> <p><u>SOURCE: MASC</u></p> <p><u>LEGAL REF.: M.G.L. 71:38</u></p> <p><u>CONTRACT REFS.: All Contracts</u></p> <p><u>NOTE: For the convenience of all concerned, it is suggested that policies relating to the support staff parallel in coding, format, and treatment of negotiated items policies relating to the professional staff.</u></p>
--	--	--

Matters for Action
Old Business

- 1.) Approval of Transportation Request for
Quote

Transportation Report

March 26, 2019

Content

- 1. Transportation Committee Meetings Agendas and Minutes**
- 2. Transportation Proposals Discussed at the Committee**
- 3. Bus Policies in other towns**
- 4. Current Policy**
- 5. History of Transition Timeline**
- 6. Problem Statement and Industry Climate**
- 7. Bus Arrival Time Data**
- 8. Sample of areas in the walk zone that get a bus for safety issues**
- 9. Crossing Guard Data**
- 10. MassDOT Student Radius Map**
- 11. Bus Schedule Proposals**

Transportation Committee February 14, 2019

Lisa Doyle - Parent	Marco Rodrigues - Superintendent
Rachel O'Donnell – D.OT.	Patty Lange – Finance Director
Emily Budzynkiewicz D.O.T.	Annamarie O'Donnell – Executive Assistant
Adam Tracy – School Committee	Melissa Harmon – Transportation Coordinator
Eric Ryder – D.P.W.	Renee Graca – Special Ed Transportation
Jason Webster - Principal	Kelly Sardella - Principal
Rachel Scanlon – Assistant Principal	

Agenda

Transportation Committee

February 14, 2019

Meeting Objective:

Examine current transportation practices to determine if our system can be more efficient and effective.

Items to Consider:

District Policy

Number of busses

Walk zones

School bell times

Parent sign up

Bus passes

Cost savings of cutting a bus

Notes from Transportation Committee Meeting #1 February 14, 2019

- Current contract with NRT is set to expire. Currently planning to complete RFB in April.
- Cost increase is expected to be 13% - due to changes in benefits required by State and federal laws.
- Review of current policy- What we adhere to currently and what we do not (no bus passes and also use 1.0 mile and farther- eligible for a bus, actual policy is 1.5 mile and farther
- Some background information was given by Patty re: Marlborough bid/our current contract
- Discussed the options of actually using policy mileage of 1.5 miles for walk zone at Quinn and HS as well as changing the bell time at the Elementary level. Some discussion regarding whether or not it would be beneficial to change the bell times on a staggered schedule at the Elementary level. It was mentioned that this was done in the past, but was not effective and is also not helpful when it comes to planning and coordinating Professional Development. Was also suggested to flip the HS/Middle School start times with the elementary start times.
- Is it worth extending the walk zone/cutting a bus to save money when the cost of labor will increase? Eric from the DPW spoke about the cost increase that will be associated with the changes to 1.5 mile walk zone due to the amount of additional sidewalks and roads that will need to be shoveled and plowed- would require more equipment and staff.
- Increase in snow days/delays may be possible because of the amount of time needed to get these roads and sidewalks cleaned up for the walking students
- Eric states the priority is roads→sidewalks→around the school perimeter→secondary parking lots in the event of snow
- Talked about bus pass options—how it was done in the past, what didn't work, what could work for the future—opt out online/applications for those that want to ride the bus vs just going by eligibility. Talked about bus fee and the option to make money for new technologies. Was mentioned that there is scanner/chip for school id that could also be used as bus pass, but would be expensive.
- Mass DOT Safe Routes discussed the implementation of a "walking school bus" which has proven effective in other communities with walk zones. This also helps to address chronic absenteeism.
- Eric (DPW) elaborated that some towns where they have implemented this have painted sidewalks and special lanes for the walk/bike zones. He would like to see where the walk zones will be if the changes were made and how they could make the necessary changes through the DPW if possible. Discussed possibility of grants to fund changes for walking school bus and for parking signs, etc.
- Traffic issues that could potentially arise were mentioned due to the increase of students becoming ineligible for the bus and therefore getting rides from parents. Concerns regarding an already congested situation at Quinn and even more so when there is snow to contend with.
- Action: Sent Quinn and High School addresses of students in the walk zones for an analysis by Safe Routes
- Action: NRT to send rolled elementary students in walk zones – will then be sent to Safe Routes.

Agenda

Transportation Committee Meeting #2

February 26, 2019

Items to Discuss:

Safe Routes to School Implementation- Timeline and Details

RFQ/Bid Timeline & Details

OPT OUT option

Walk zones

Transportation Meeting Notes 2/26/2019

- Safe Routes to School has partnered with all schools in the District at this point. Participated in a “Winter Walk” with Mulready from the fire station. It was a good experience for all involved.
- Safe Routes would like to implement pedestrian safety in curriculum for other schools in the District.
- **Action:** Municipality Webinar (How municipality can assist/help in implementing Safe Routes program) next week. *Saferoutes will reach out to Eric to see if he can listen in. Melissa registered and should be able to get the slides from the webinar.*
- May- “Walk to School Day” —could be a good day to kick off the Safe Routes program in Hudson.
- Arrival and Dismissal Assessment that SafeRoutes will conduct to help with fluidity of these times especially with the addition of the “walking school bus” for safety. Assessment report can be made available in about 3 weeks.
- Discussed Bike Safety and Helmets that could be a great option for Quinn and HS students. Possibility of collaborating with Assabet Valley Bikes on the rail trail regarding tune ups, etc.
- Annamarie brought up the question of whether or not parents will drive their students to “walk stops” so that they can walk to school with other children. Safe Routes did state that this does happen. Students sometimes like to walk with their friends or for exercise. Often times, businesses in the area will allow use of their parking lots for this. For example, churches or rec centers.
- Decisions need to be finalized about whether or not we will enforce the 1.5 mile walk zone that is set forth in the policy or if we will change the policy to 1.0 miles officially for HHS and Quinn.
- Decisions need to be finalized regarding the bell times as well before bid can be complete and submitted.
- Bid and Safe Routes analysis—timeline to present to SC should be end of April/beginning of May- Introduce to SS committee meeting in May
- Kindergarten open house was discussed—great time for Emily and Rachel to meet with families. Can have a table set up there to show the analysis, discuss the walking school bus and what it will look like for the town.
- It was mentioned that the “opt out” feature would be helpful and need to look into how best to implement this for next year.
- **Action:** Melissa can inquire to other schools that use opt out feature to see how it works for them—*2/28/18- Reached out to N. Andover regarding OPT OUT. They use an online form for Transportation and include a question about whether or not family is planning to use Transportation, if not they can OPT OUT. Not used effectively in their district.*
- Incentives for walking to school via Safe Routes mentioned. Teachers sometimes will get creative and give homework passes, etc. for participating. Could there be incentives through family health insurance for those that choose to walk with their children?
- **Action:** Find out from Jackie whether or not we are routing for 1.0 miles or 1.5 miles currently. Need to know if we decide on 1.0 mile that it is not going to mean MORE busses. 1 mile elementary adjustments made

Agenda

Transportation Committee Meeting #3 Final

March 6, 2019

Items to Discuss:

Final Recommendations

Bell Times

Policy- 1.0 mile vs 1.5 mile walk zones

Features of RFQ/Bid

Safe Routes Next Steps

Safety issues/Bus in walk zones

Transportation Committee March 6, 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 1st 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

Transportation Proposal: Cut one bus at the elementary level and also at Quinn & HS. Move the walk zones out for Kindergarten, Quinn, and the High School. Change the bell schedule at the elementary schools. Areas where buses are deemed necessary (for safety and distance) were kept.

Proposed policy changes:

Walk Zone	Policy Walk within	Current Practice Walk within	Proposed Walk Zone
Kindergarten	.50 miles	.50 miles	1.0 miles
Elementary	1.0 miles	1.0 miles	1.0 miles
Quinn	1.50 miles	1.0 miles	1.5 miles
High School	1.50 miles	1.0 miles	1.5 miles

Bell Times	Current	Current Drop Time	Proposed	Alternative
Elem	8:30 – 2:50	8:15	8:45-3:05	8:55 – 3:15
Quinn	7:55- 2:25	7:32	7:55- 2:25	7:57 – 2:35
High School	7:30 – 2:03	7:00-7:10	7:30 – 2:03	7:30 – 2:03
Late Bus	3:20		3:35	3:45
Bell Times Half Day	Current		Proposed	
Elem	11:40		TBD	
Quinn	10:48		TBD	
High School	10:29		TBD	

Late Bus	Current	Proposed
Quinn	3:20*	3:35
High School	3:20	3:35

* Quinn currently would like the bus to arrive approx. 3:10. Bus is arriving around 3:25 as of now (but later if have to stop at high school).

Labor Hours	Current Labor	Proposed Labor
	20 Hrs./Week	25 Hours/week
Hourly Rate	21.00	TBD*

*nearby towns current rates: Sudbury-\$26.00 per hour, Marlborough \$20.55 (going up next year), Northborough- \$21.65 (going up next year)

# Busses	Elem	Quinn	High School
Current	12	10	11
Proposed	11	9	10

Late runs need to be pushed out by 15 – 20 minutes because bus drivers may bid on the late runs and regular runs are bid out and seniority is a deciding factor.

Talked about pushing Quinn out. This pushes the Elementary out more than the 15 minutes proposed.

Bus Passes/OPT OUT options:

Having students sign up for transportation and get a bus pass OR OPT OUT system would provide the district with the names of students who are potentially riding the bus for safety and for accurate ridership throughout the district.

We would need to get applications out and back by beginning of June at the latest for an idea of how many kids would be riding.

Opt Out option- online All eligible families could go online and inform us whether or not they will actually utilize transportation services as currently there may be many that do choose to walk, drive, etc. Could get responses back faster this way.

Other option- send out paper applications to apply for a bus pass. Discuss options fee vs no fee/other town policies and procedures for transportation.

Additional Notes:

- 83 passenger bus would accommodate an additional 7 elementary students and approximately 4 Quinn/HS students. Cost of 83 passenger bus is more expensive than the 77 passenger buses currently used for our fleet. Not as many 83 passenger buses are easily available.
 - Other town walk zones: N/Sborough- no walk zone/all bussed, Marlborough- all students are bussed at Elementary Level/1 mile for MS/HS, Berlin- no walk zone/all bussed, Framingham- 2 miles, Sudbury- 2 miles
-

Roll Up Conclusions*:

Based on rolling up students at Quinn and HHS, next year the number of students walking will increase if we change the current allowance from eligible at 1.0 mile to eligible at 1.5 miles (which is actually what the policy states). The following shows the number of students by grade that would be considered ineligible and walking instead of being on a bus at 1.5 miles from their school:

Quinn: # Students

Grade 5 - 33

Grade 6 - 26

Grade 7 - 27

Total: 86

HHS: # Students

Grade 8 - 38

Grade 9 - 40

Grade 10 - 30

Grade 11 - 22

Grade 12 - 24

Total: 154

BUS POLICIES IN OTHER TOWNS/CITIES

DISTRICT	POLICY	FEE	REGISTRATION/ PAYMENT	COMMUNICATION
Shrewsbury (AA TRANS)	K-6 grade: 2 miles (fee if less than 2 mi); Gr 7-12 pay fee regardless of distance; all students must apply if want bus stop even if no fee applies.	\$300.00 per student; family cap of \$900.00; free or reduced lunch students have bus fee waived- this is state law	Register online for bus pass; pay by check or online payment via PowerSchool	Bus stops and times are published in the parent portal for families.
N. Reading (NRT)	K-6 grade: 2 miles (if less than 2 mi, fee applies); Gr 7-12 fee regardless of distance; all students must apply even if no fee.	\$400 per student; \$650 family max; free or reduced lunch students have bus fee waiver; early bird discounts avail and late chg after deadline	Register via fillable pdf application that gets printed and mailed in with payment to admin bldg.	Bus stops and times are published on school website and in town newspaper.
N. Andover (NRT)	K-6 grade: 2 miles or more- town funded bussing; 7-12 grade: more than 1/2 mile from school and want to ride must pay for bus	\$360 per student	Students automatically assigned to bus if in K-6 and more than 2 miles from school, otherwise must apply and pay online or bring check to Town Hall. IF CHOOSE NOT TO USE TRANSPORTATION, PARENTS OPT OUT ONLINE TO ENSURE ACCURATE NUMBERS ON BUS AND CUT COSTS.	Bus passes mailed home with bus stop and times.
Chelmsford (NRT)	K-6 grade: 2 miles (if less than 2 mi, fee applies); Gr 7-12 fee regardless of distance; all students must apply if want bus pass even if no fee applies.	\$200 per student; family max of \$500.00; early bird discount avail and late fee chg after deadline	Registration and payment online using MCC eSchool	Bus passes are mailed home in August with bus stop and times.
Salem (NRT)	Free bussing: K-2 grade: 1 mi or more from school; 3-5 grade: 1.5 mi or more; 6 grade: 2 mi or more. Fee applies and if space permits for Gr 3-5 between 1-1.5 mi, gr 6 over 1 mi but less than 2 mi, gr 7-8 over 1 mi, gr 9-12 over a mi from school; if closer than a mile, not eligible; all must apply for pass	\$250 per child; 1 way is \$150 per child; \$400 family max; if financial hardship assistance is available- must apply	Register via paper application; payment to Transportation office via check	Bus passes are mailed home with bus stops and times.
Dracut (NRT)	K-6 Grade: 2 mi or more from school bus is free; K-12 in established walk zone may not use a bus; 7-12 grade pays fee regardless of distance. Bus passes for those that pay only.	\$150 per student; \$600 family max; fee waiver for students that receive free and reduced lunch-must apply	Register and payment online only with Familyid.com	Bus passes can be picked up at school or Admin Bldg.
Framlingham (DOHERTY)	K-6 grade: 2 miles (fee if inside of 2 mi); Gr 7-12 pay fee regardless of distance; all students must apply if want bus stop even if no fee applies. Bus passes for students that pay only.	\$250.00 per student; \$500 family max; free or reduced lunch students can apply for waiver	Register Online for Bus Pass and online payment via Aspen X2; can pay by check at Parent Info Center	Families notified via email of stop and times; bus passes given out at schools.

Nashoba Valley School District- Stow, Bolton, Lancaster (DEE BUS)	K-12: all students residing and attending their district designated school will receive bussing via home stop or neighborhood stop.	NO FEE	No Bus Pass, reg. or payment	Routes posted on school website
Maynard	K-6 grade: 2 mi or more from school bus is free; all other students regardless of distance from school must pay fee.	Fee unclear. Not listed on website	Not listed on website	Routes posted on school website
Sudbury (First Student)	K-6 grade: 2 mi or more school bus is free, if less than 2 miles fee chged; grade 7-8 must pay a fee regardless of distance from school. All students must complete an application for a bus pass even if no fee applies	\$350 per student; \$650 family max per year	Pay by check to Town of Sudbury	Bus passes mailed home with bus stop and times. Also published on website
Marlborough	K-3: All students are eligible and bussed; 4-12 grades are eligible for bussing within designated areas.	NO FEE	No Bus Pass, reg. or payment	Routes posted on school website
Hudson (NRT)	K: 1/2 mi from school; Elementary: 1 mi from school; MS: 1.5 mi from school; HS 1.5 mi from school eligible for bus. No bus if not eligible; do not have to register- automatically assigned if eligible	NO FEE	No Bus Pass, reg. or payment	Currently: Parents are notified of bus stops and times via school website. Nothing is sent to families regarding the students' individual stop.

STUDENT TRANSPORTATION

Each year the Hudson Public School District reviews student enrollment and existing bus routes to ensure efficient and safe transportation for all eligible students. Hudson will provide transportation services to all students entitled to such services under the law.

Safety is a responsibility that is shared between the family and the school. While the law requires the School Department to provide a defined level of transportation, it does not relieve parents/guardians of students from the responsibility of supervision until the student boards the bus in the morning. Therefore, it is the responsibility of the parent/guardian to ensure the student safely arrives at, and departs from, the bus stop. The parent/guardian is responsible for escorting the student to and from the bus stop where there are no sidewalks, where sidewalks are only on one side, where the bus stop is on the opposite side of the street, and where there are traffic or other safety concerns.

I. Eligibility for Transportation

In addition to the mandate contained in Mass. Gen. Laws Chapter 71, Section 68 relative to the transportation of students, it is the policy of the Hudson Public Schools to transport students in grades Kindergarten through Grade 12 who reside in the town of Hudson, as follows:

1. Kindergarten students living more than ½ mile from their assigned school.
2. Elementary school students living more than 1 mile from their assigned school.
3. Middle school students living more than 1½ miles from the middle school.
4. High school students living more than 1½ miles from the high school.

Printed bus passes will be issued to eligible students and walk-zone, determined by distance from school as stated in 1-4 above, will be enforced for all students K-7.

This policy, being consistent with current state law, may require students to walk up to one mile to a bus stop.

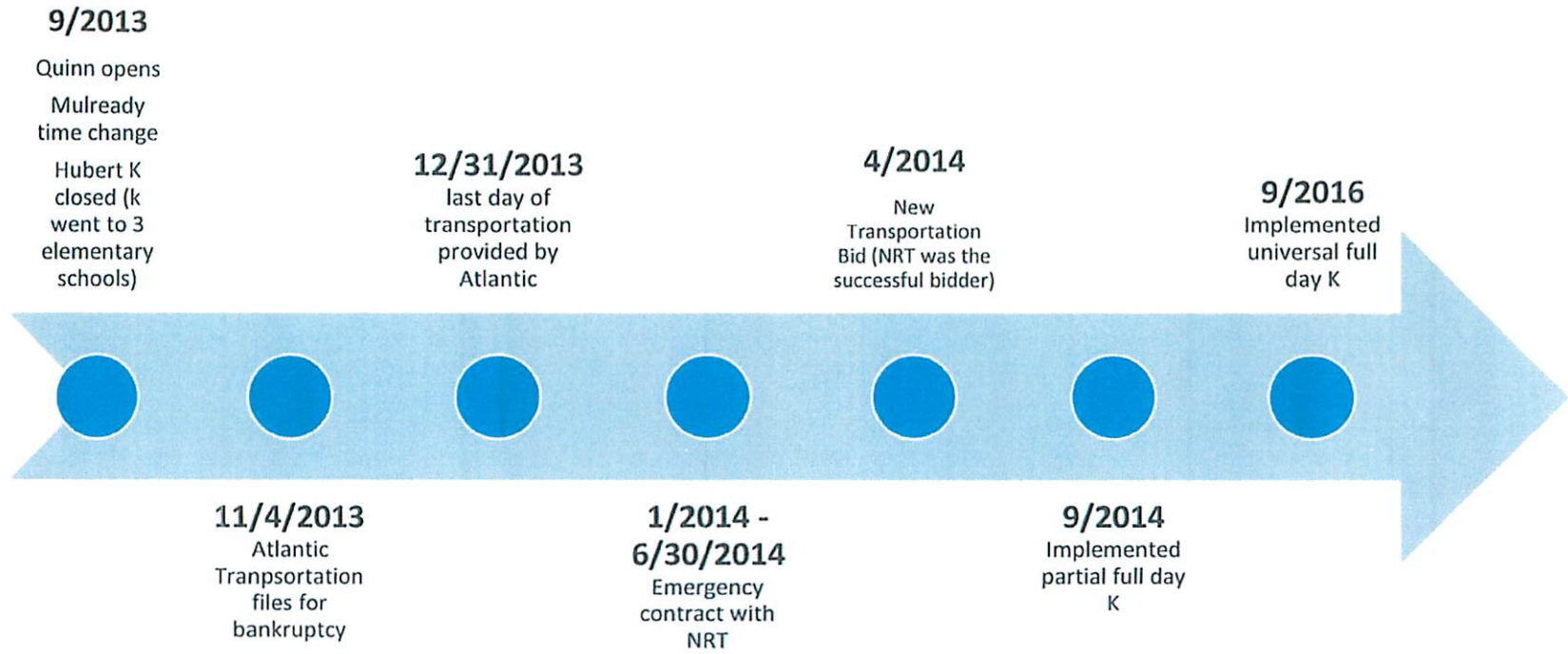
This policy is subject to change due to fiscal constraints or other circumstances.

II. Pick up and drop off

Hudson will provide transportation to and/or from an address other than the student's residence or bus stop if

1. The alternate pick up and drop off stop location is located on an existing bus route, is within the student's assigned school district, and will be the student's stop location every day.
2. Both the student's parent/guardian and the school principal or his/her designee sign a document approving this alternate transportation arrangement.

District Transition Timeline



Problem Statement:

Most busses at the middle and elementary levels are not arriving at the buildings prior to dismissal time. This problem stems from the limited amount of time available for a bus driver to complete the route and arrive at the next school on time, particularly the arrivals at the elementary schools.

Industry Climate:

The District's current contract with North Reading Transportation, which is expiring in June 2019 was bid out in April, 2014. Since the start of the contract, new regulations, have been enacted that have increased costs for bus companies. The Affordable Care Act and the new provision for sick time for all employees have significantly increased costs for transportation companies. This will mean that our costs will rise and we are estimating a 13% increase for the FY20 school year. In addition, due to the improved economy, there is a nationwide shortage of bus drivers. This shortage is a challenge for bus companies to have consistent drivers in place to transport the students in the district. As a result of these factors, more drivers are calling in sick, and substitute drivers are filling in for open permanent positions. This results in less than satisfactory service levels. This is an industry-wide-problem and not the problem of any one specific vendor.

HPS Bus Arrival Data for Various Dates 18-19 with PROPOSED Dismissal Time

	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	4-Feb	5-Feb	6-Feb	7-Feb	8-Feb	1-Mar	5-Mar	6-Mar	7-Mar	8-Mar
H1- HHS	2:00	2:03	2:04	2:03	2:05	NO DATA	2:03	NO DATA	2:04	2:04	1:53	2:04	2:03	2:04	2:05
H1- QUINN	2:25	2:25	2:25	2:26	2:26	NO DATA	2:25	NO DATA	2:26	2:25	2:26	2:25	1/2 DAY	1/2 DAY	2:26
H1- FAR	3:02	3:02	3:00	2:58	3:03	3:00	3:03	NO DATA	3:00	2:58	3:02	3:01	2:51	2:47	3:06
H2- HHS	2:04	1:55	2:04	1:42	2:07	BUS OUT	1:51	2:00	1:49	1:56	1:45	1:30	2:04	1:43	2:04
H2- QUINN	2:34	2:35	2:35	2:34	2:35	BUS OUT	2:31	2:34	2:25	2:30	2:36	2:37	1/2 DAY	1/2 DAY	2:26
H2- FAR	3:00	3:07	3:02	3:02	3:06	BUS OUT	3:00	3:01	2:55	3:00	3:05	3:04	2:52	2:50	3:01
H3- HHS	1:48	1:55	1:49	1:51	1:58	1:51	1:43	2:03	1:51	2:04	2:04	2:03	2:04	2:04	2:03
H3-QUINN	2:25	2:25	2:25	2:29	2:30	2:26	2:25	2:26	2:25	2:32	2:26	2:25	1/2 DAY	1/2 DAY	2:26
H3- FAR	2:56	2:59	2:55	3:00	3:04	2:55	2:57	2:56	3:02	3:01	2:57	2:58	2:54	2:47	2:54
H4- HHS	1:37	1:38	1:36	1:35	1:39	1:51	1:51	1:37	1:50	1:38	1:34	1:29	1:44	1:50	1:31
H4- QUINN	2:20	2:23	2:21	2:25	2:24	2:26	2:23	2:22	2:22	2:25	2:24	2:22	1/2 DAY	1/2 DAY	2:26
H4- FAR	2:56	3:00	2:57	2:56	3:00	2:58	NO DATA	3:00	2:57	3:01	2:59	3:03	2:54	2:45	3:01
H5- HHS	1:41	1:48	1:30	1:49	1:39	1:48	1:48	1:36	1:47	1:39	1:20	1:25	1:26	BUS OUT	1:26
H5- QUINN	2:18	2:22	2:21	2:19	2:24	2:20	2:25	2:19	2:25	2:25	2:25	2:19	1/2 DAY	1/2 DAY	2:25
H5-FAR	2:53	2:49	2:53	2:52	2:48	2:53	2:47	2:53	2:54	2:52	2:49	2:49	2:51	BUS OUT	2:47
H6- HHS	1:38	1:48	1:31	1:30	1:38	1:48	1:48	1:37	1:47	1:39	1:30	1:23	1:24	1:25	1:41
H6- QUINN	2:29	2:31	2:32	2:29	2:30	2:31	2:33	2:30	2:31	2:33	2:32	2:30	1/2 DAY	1/2 DAY	2:33
H6- FOREST	2:54	2:54	2:49	2:54	2:53	2:48	2:54	2:54	2:55	2:55	2:50	2:47	2:52	2:53	2:50
H7- HHS	1:42	1:47	1:37	1:37	1:46	2:02	1:32	1:38	1:51	1:38	2:00	2:07	1:27	2:02	1:24
H7- QUINN	2:29	2:31	2:29	2:29	2:30	2:34	2:32	2:32	2:32	2:32	2:30	2:30	1/2 DAY	1/2 DAY	2:30
H7-MUL	2:54	2:54	2:52	2:55	2:54	2:57	2:55	2:53	2:55	2:55	2:53	2:52	2:46	2:51	2:53
H8- HHS	BUS OUT	BUS OUT	BUS OUT	BUS OUT	BUS OUT	1:51	1:48	1:38	1:49	1:39	1:18	1:15	NO DATA	1:16	1:26
H8- QUINN	BUS OUT	BUS OUT	BUS OUT	BUS OUT	BUS OUT	2:33	2:38	2:34	2:33	2:34	2:35	2:35	1/2 DAY	1/2 DAY	2:36
H8- MUL	BUS OUT	BUS OUT	BUS OUT	BUS OUT	BUS OUT	2:56	3:00	2:54	NO DATA	2:58	2:58	2:57	NO DATA	2:48	2:56
H9- HHS	BUS OUT	BUS OUT	BUS OUT	BUS OUT	BUS OUT	2:05	2:04	2:04	2:04	1:30	2:04	2:03	2:04	2:06	2:03
H9- QUINN	BUS OUT	BUS OUT	BUS OUT	BUS OUT	BUS OUT	2:38	2:40	2:39	2:36	2:33	2:33	2:31	1/2 DAY	1/2 DAY	2:37
H9- FOR	BUS OUT	BUS OUT	BUS OUT	BUS OUT	BUS OUT	2:52	3:01	3:00	3:01	2:59	2:57	2:58	2:59	2:51	2:59
H10- HHS	BUS OUT	BUS OUT	BUS OUT	BUS OUT	BUS OUT	1:41	1:37	1:44	1:53	1:48	2:04	2:04	2:04	2:00	2:04
H10- FOR	BUS OUT	BUS OUT	BUS OUT	BUS OUT	BUS OUT	2:47	2:54	2:52	2:53	2:50	2:52	2:52	2:53	2:56	2:53
H11- HHS	1:48	1:56	1:53	1:42	1:54	1:47	1:42	1:53	2:04	1:51	1:57	1:49	1:52	1:49	1:48
H11- FOR	2:52	NO DATA	2:51	2:50	2:45	NO DATA	NO DATA	2:53	2:53	2:54	2:53	2:53	2:53	2:49	2:53
H12- QUINN		2:25	2:18	2:16	2:18	2:20	2:26	2:26	2:25	2:26	2:21	2:25	1/2 DAY	1/2 DAY	2:26
H12- FOR		3:06	3:04	3:09	3:08	2:56	NO DATA	3:02	3:03	3:04	3:03	NO DATA	3:05	2:53	3:05
	=	LATE				Using PROPOSED Dismissal Times:									
	=	AT DISMISSAL TIME				HHS	2:03 PM								
	=	EARLY				Quinn	2:25 PM								
BUS OUT= BUS OUT FOR REPAIR						Elementary	3:05 PM								
NO DATA= NO GPS DATA AVAIL AT THIS TIME															

Sample of areas in the walk zone that get a bus for safety issues:

<u>Street</u>	<u>Reason</u>
Wilkins Rd	No sidewalks
Palmieri Dr	No sidewalks, dangerous curves
53 Church St	Homeless Shelter, students not familiar with area
River Rd	No sidewalks, dangerous curve

House Stops for safety reasons are also taken into account (i.e. Hosmer St- no sidewalks, heavily traveled road)

Crossing Guard Locations:

Forest Ave and Richardson

Cox and Parkhurst

Cox and Tower Street

Back of Quinn Middle School

Front of Quinn Middle School

Lincoln, Packard and Cox

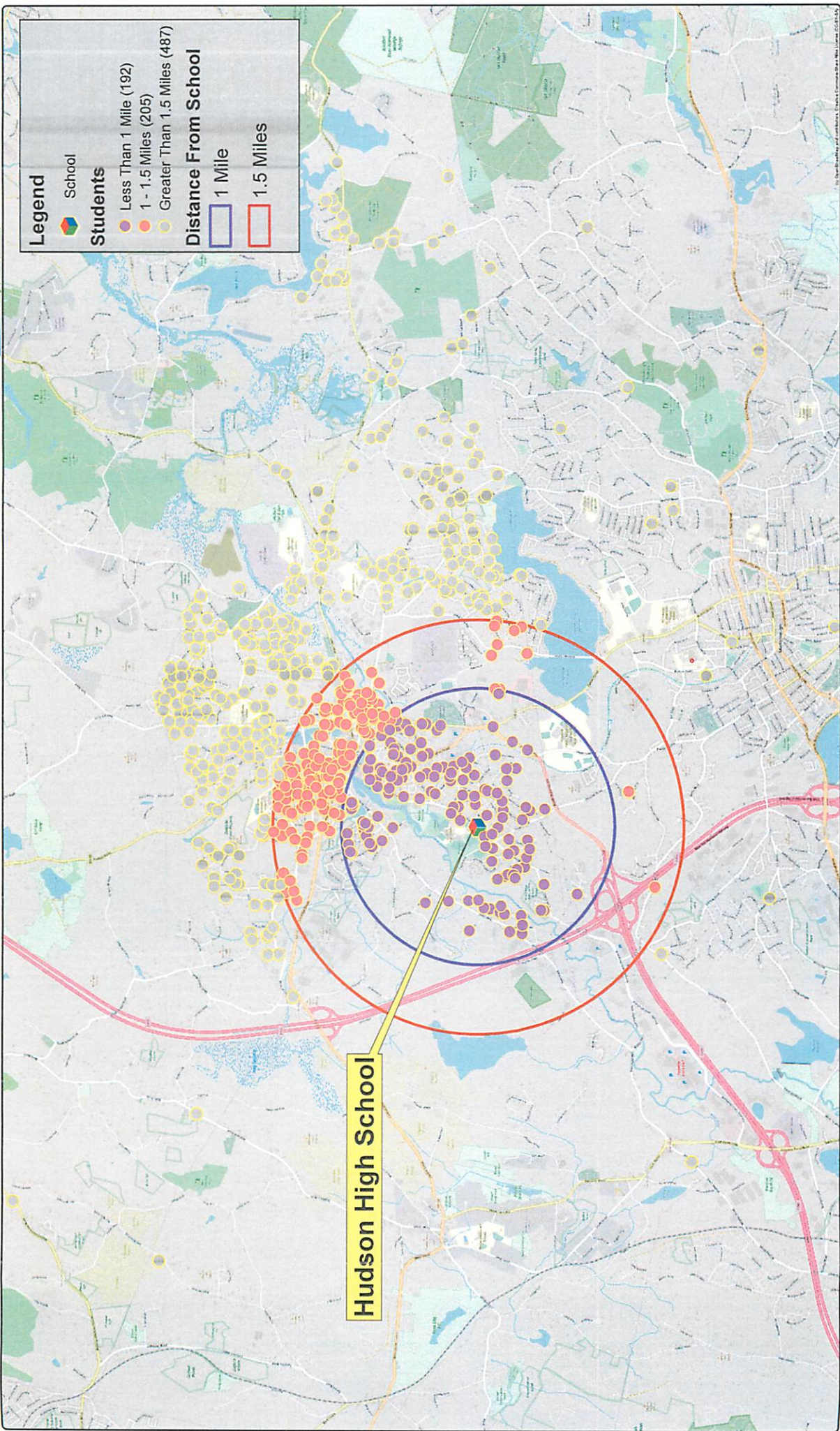
Packard and O'Neil

Packard and Cottage


Cottage and Plant




We have 8 crossing guards. One covers Cox and Tower for the Middle School then goes to Cox and Parkhurst for Mulready.



Hudson High School Student Radius Map



Legend

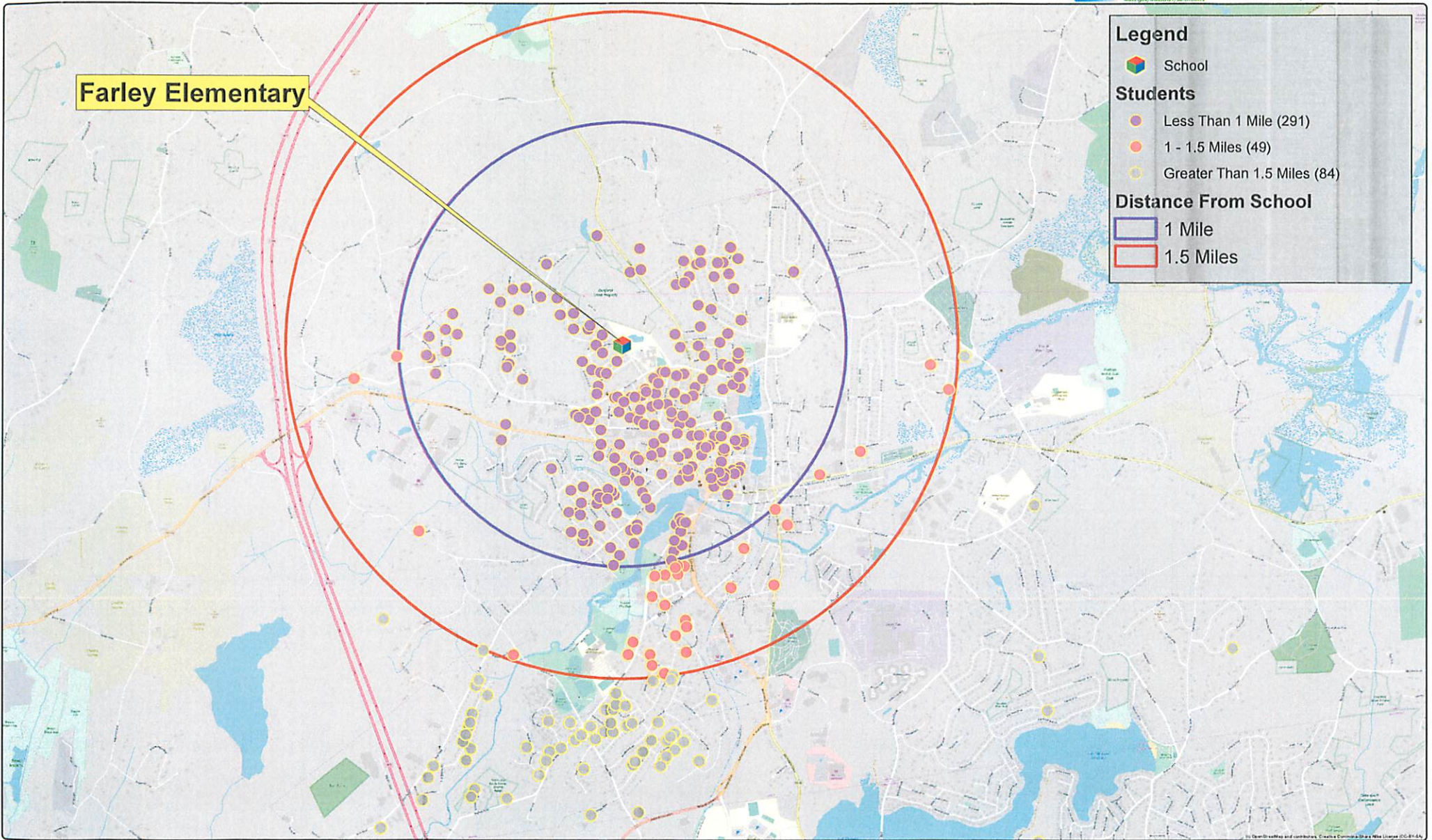
School


Students
 Less Than 1 Mile (192)
 1 - 1.5 Miles (205)
 Greater Than 1.5 Miles (487)


Distance From School
 1 Mile
 1.5 Miles

Hudson High School




Farley Elementary Student Radius Map





Legend

-  School

Students

-  Less Than 1 Mile (291)
-  1 - 1.5 Miles (49)
-  Greater Than 1.5 Miles (84)

Distance From School

-  1 Mile
-  1.5 Miles









Data Sources:
Roads: 1:5,000 Massachusetts Road Inventory Contributor File Year used 2012. Note: 1:5,000 Massachusetts Road Inventory Contributor File Year used 2012. Transportation events: Planning-maintained. Note:
Boundary layers: MassGIS 1:5,000 maintained. Note: Parks, lakes and other environmental layers: MassGIS 1:5,000 maintained. Note:
Note:
This map was produced by the Office of Transportation Planning, The Federal Highway Administration as credit funding for the production of this map through the State Planning and Research Program.
The location of the boundaries and features shown on this map are approximate and are intended for planning purposes only. This map is not intended to be used for zoning, engineering or legal purposes.
For more information call: (617) 763-1900

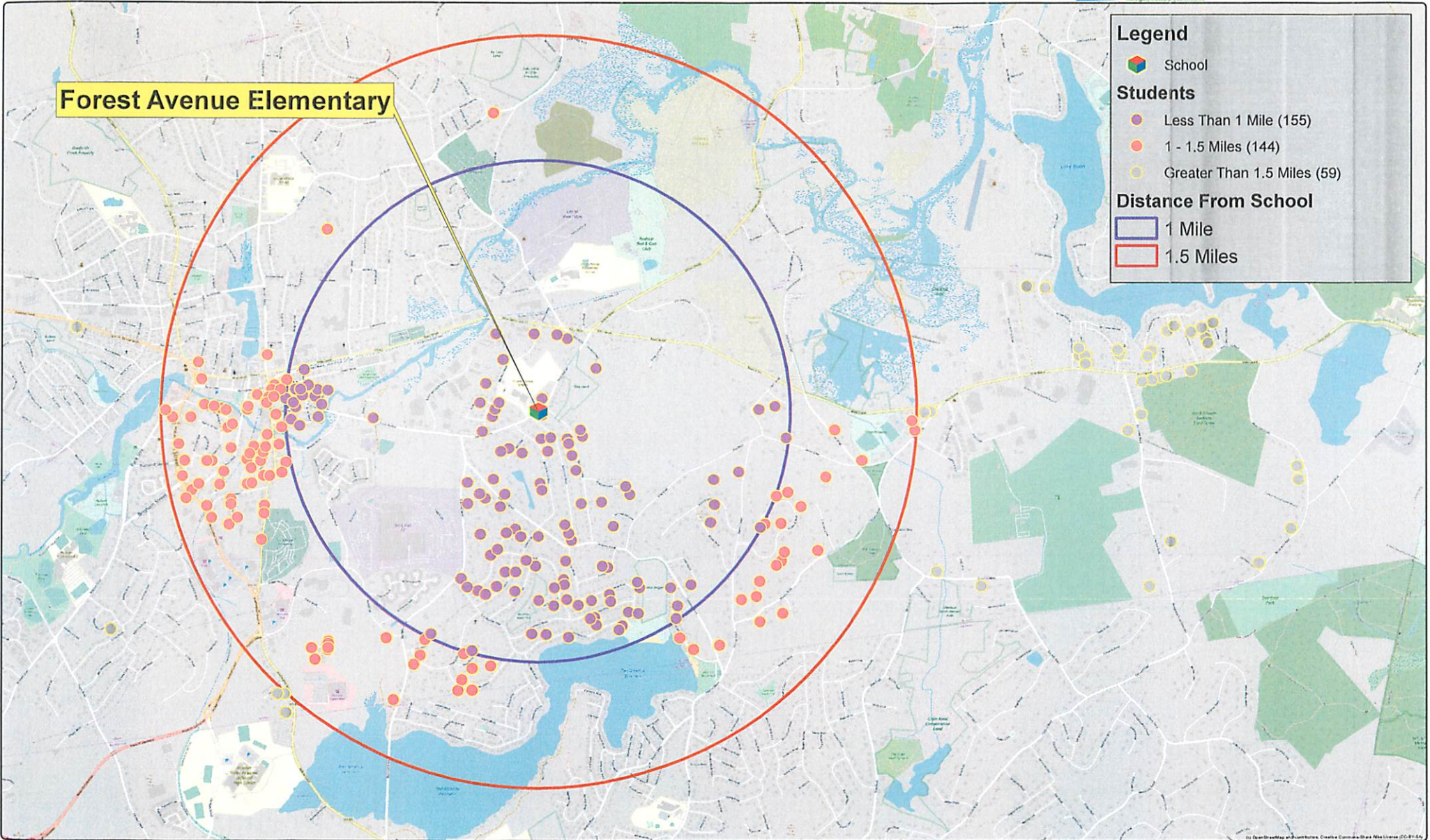


Forest Avenue Elementary Student Radius Map

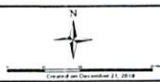
Forest Avenue Elementary

Legend

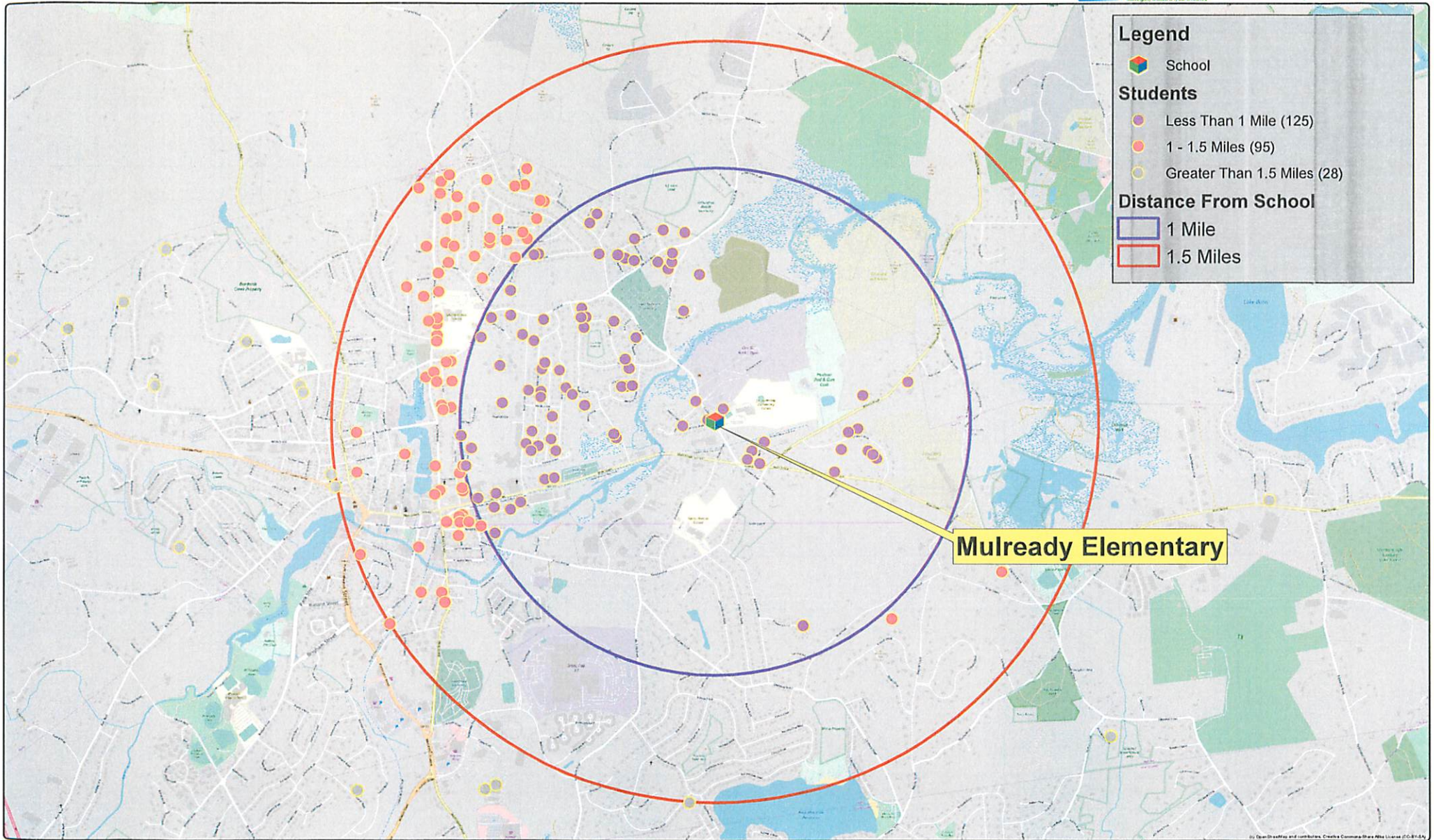
-  School
- Students**
-  Less Than 1 Mile (155)
-  1 - 1.5 Miles (144)
-  Greater Than 1.5 Miles (59)
- Distance From School**
-  1 Mile
-  1.5 Miles



Data Sources:
Roads: 1:5,000 Massachusetts Road Inventory Collection File Year-end 2012; Rail: 1:5,000 Massachusetts Rail Inventory Collection File Year-end 2012; Transportation events: Planning maintained files;
Boundary layers: MassGIS 1:5,000 watershed files; Parks, 100 acres and other environmental layers: MassGIS 1:5,000 watershed files.
Note:
This map was produced by the Office of Transportation Planning, The Federal Highway Administration provided funding for the production of this map through the State Planning and Research Program.
The location of the boundaries and features shown on this map are approximate and are intended for planning purposes only. This map is not intended to be used for engineering or legal purposes.
For more information call: (617) 763-1900



Mulready Elementary Student Radius Map



Current School Year Bussing Schedule FY19

	School Start Time	Earliest Student Drop Off	Minutes between earliest drop off at each School	Scheduled School Dismissal Time	Scheduled time between dismissals	Actual Bus Arrivals at schools	Deviation of actual bus arrivals to scheduled school dismissal
High School	7:30	7:00		2:03		2:03	0 minutes
Quinn	7:55	7:32	32 minutes	2:25	22 minutes	2:25-2:35	0-10 minutes
Elementary	8:30	8:15	43 minutes	2:50	25 minutes	2:50-3:06*	0-16 minutes

*Most representative times based on data- there could be single occurrences outside of this window

Proposed School Year Bussing Schedule FY20

	School Start Time	Earliest Student Drop Off	Minutes between earliest drop off at each School	Proposed School Dismissal Time	Proposed Scheduled time between dismissals
High School	7:30	7:00		2:03	
Quinn	7:55	7:32	32 minutes	2:25	22 minutes
Elementary	8:45	8:30	58 minutes	3:05	40 minutes

Matters for Action
New Business

1.) Approval of FY20 Budget

[Hudson Public Schools - Annual Budget Fiscal Year 2020](#)

Matters for Action

New Business

- 2.) Approval of Last Day of School for Kindergarten for 2018-2019 and 2019-2020

Año Escolar 2018-2019

27 de agosto — REGRESA EL PERSONAL

Agosto 27	Regresan los profesores
Agosto 27	Orientación 5 ^{to} Grado
Agosto 27	Orientación 8 ^{vo} Grado
Agosto 28	Primer día de escuela
Agosto 31 - Sept. 3	No hay escuela - Día del Trabajo
Sept. 10	No hay escuela - Día Profesional
Sept. 13	Reunión Informativa -Quinn
Sept. 20	Reunión Informativa- Primaria
Sept. 27	Reunión Informativa -HHS

Agosto/Septiembre 2018						
S	M	T	W	T	F	S
26	27	28	29	30	X	1
2	X	4	5	6	7	8
9	X	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Octubre 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	X	X	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21/42 días

Oct. 8	No hay escuela—Día de la Raza
Oct. 9	No hay escuela—Día Profesional
Oct. 11	Conferencias HHS
Oct. 17	Medio Día— Conferencias Pre escolar - 4 ^{to} grado
Oct. 18	Medio Día—Conferencias Pre escolar - 4 ^{to} grado €

Nov. 5	Medio Día- Conferencias Quinn (E)
Nov. 6	Medio Día- Conferencias Quinn
Nov. 12	No hay escuela —Día de los Veteranos de Guerra
Nov. 14	Medio Día- Día Profesional
Nov. 21-23	No hay escuela—Día —Acción de Gracias

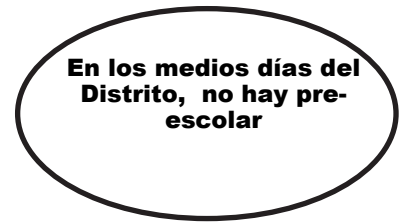
Noviembre 2018							
S	M	T	W	T	F	S	
					1	2	3
4	5	6	7	8	9	10	
11	X	13	14	15	16	17	
18	19	20	X	X	X	24	
25	26	27	28	29	30		

18/60 días

Diciembre 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30	X					

15/75 días

Dic. 12	Medio Día - Día Profesional
Dic. 24-31	No hay escuela— Descanso de diciembre



Enero 1	No hay escuela—Año Nuevo
Enero 9	Medio Día- Día Profesional
Enero 21	No hay escuela—Día de Martin Luther King
Enero 18-23	Medio Día—Exámenes Escuela Secundaria

Enero 2019							
S	M	T	W	T	F	S	
			X	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	X	22	23	24	25	26	
27	28	29	30	31			

21/96 días

Febrero 2019							
S	M	T	W	T	F	S	
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	X	X	X	X	X	23	
24	25	26	27	28			

15/111 días

Feb.	MCAS—Biología 9
Feb. 13	Medio Día- Día Profesional
Feb. 18-22	No hay escuela-Vacaciones de Febrero

Marzo 6	Medio Día- Conferencias Quinn
Marzo 7	Medio Día- Conferencias Quinn (E)
Marzo 13	Medio Día - Día Profesional
Marzo 14	Conferencias HHS
Marzo	MCAS-ELA Comp. 10—medio día REVERSO para el HHS
Marzo	MCAS-ELA Lectura 10— medio día REVERSO para el HHS

Marzo 2019							
S	M	T	W	T	F	S	
						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							

21/132 días

Abril 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	X	X	X	X	X	20
21	22	23	24	25	26	27
28	29	30				

17/149 días

Abril	MCAS (posibles días de examen) Grados 3-8
Mayo	MCAS-ELA Lectura 8 - medio día REVERSO para el HHS
Abril	Medio Día— Conferencias PreK- 4 (E)
Abril 10	Medio Día— Conferencias PreK- 4
Abril 11	Medio Día— Conferencias PreK- 4
Abril 15-19	No hay escuela - Vacaciones de Abril
Abril. 24	Medio Día - Día Profesional

Mayo	MCAS-Matemáticas 8 and 10 medio día REVERSO para el HHS
Mayo 27	No hay escuela— Día de los Mártires de Guerra

Mayo 2019									
S	M	T	W	T	F	S			
						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	X	28	29	30	31				

22/171 días

Junio 2019						
S	M	T	W	T	F	S
						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						

9/180 días

Junio 2	Graduación Hudson High School
Junio	MCAS— STE 9
Junio 11-13	Medio Día –Exámenes de Secundaria
	Ultimo día de pre escolar—con 0 días de nieve
	Ultimo día de Kindergarten con 0 días de nieve
Junio 13	Ultimo día de Escuela con 0 días de nieve
	Ultimo día posible del Pre escolar
Junio 30	Ultimo día posible de escuela

muestra 1/2 día

X—muestra no hay escuela

Aprobado por el Comité Escolar de Hudson — 20 de marzo, 2018

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

2019-2020 SCHOOL YEAR

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
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

Matters for Action

New Business

- 3.) Approval of FY19 DOE Title 1 Grant increased allocation in the amount of \$374.00

GRANT ACCEPTANCE FORM

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

GRANT	Grant Information
Description:	FY19 DOE Title I Grant
Purpose:	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.
Type of Funder:	FEDERAL – MA DOE
Awarded Amount:	Original Award: \$ 257,220.00 3/12/2019 Increased Allocation: \$374 Total Award: \$257,594.00
Start Date	7/1/2018
End Date	6/30/2019
Status	Active
Grantor	MA DOE
PROGRAM Admin	Kathy Provost
PROGRAM Notes:	<p>FEDERAL Grant CFDA: 84.010 The priorities of Title I, Part A are to:</p> <ol style="list-style-type: none"> 1. Strengthen the core program in schools and provide academic and/or support services to low-achieving students at the preschool, elementary, middle, and high school levels; 2. Provide evidence-based¹ programs that enable participating students to achieve the learning standards of the state curriculum frameworks; 3. Elevate the quality of instruction by providing eligible staff with substantial opportunities for professional development; and, 4. Involve parents/guardians of participating public and private school children as active partners in their children's education at school through open, meaningful communication, training, and, as appropriate, inclusion in decision-making processes <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Email: federalgrantprograms@doe.mass.edu Federal Grants Coordinator for Hudson: Ellie Rounds-Bloom Direct: (781) 338-3128</p>
Program Location:	FARLEY, FOREST, and MULREADY ELEM

School Committee Date: _____

Vote: _____

Matters for Action

New Business

- 4.) Approval of FY19-140 Title II Grant increased allocation in the amount of \$466.00

GRANT ACCEPTANCE FORM

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

GRANT	Grant Information
Description:	FY19-140 Title II
Purpose:	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.
Type of Funder:	Federal Funds
Awarded Amount:	Original Award: \$ 61,012.00 3/12/19 Increased Allocation \$ 466. Total Award: \$61,478.00
Start Date	7/1/2018
End Date	6/30/2019
Status	Active
Grantor	MA DOE
PROGRAM Admin	Kathy Provost
PROGRAM Notes:	<p>Federal Grant CFDA: 84.010</p> <p>General Fund use: The priorities of Title II, Part A are to: (1) increase student achievement consistent with challenging State academic standards; (2) improve the quality and effectiveness of teachers, principals, and other school leaders; (3) increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and (4) provide low-income and minority students equitable access to effective teachers, principals, and other school leaders.</p> <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Email: federalgrantprograms@doe.mass.edu Federal Grants Coordinator for Hudson: Ellie Rounds-Bloom Direct: (781) 338-3128</p>
Program Location:	FARLEY, FOREST, and MULREADY ELEM

School Committee Date: _____

Vote: _____

Matters for Action

New Business

- 5.) Approval of FY19-240 SPED IDEA Grant increased allocation in the amount of \$4890.00

GRANT ACCEPTANCE FORM

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

GRANT	Grant Information
Description:	FY19-240 SPED IDEA Allocation Grant Individuals with Disabilities Education Act
Purpose:	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.
Type of Funder:	Federal Funds
Awarded Amount:	Original Award: \$ 726,965.00 Increased Allocation: \$ 4890.00 Total Award: \$731,855.00
Start Date	7/1/2018
End Date	6/30/2019
Status	Active-SPED
Grantor	MA DOE
PROGRAM Admin	Cathy Kilcoyne
PROGRAM Notes:	<p>Federal Grant</p> <p>The priorities of the Individuals with Disabilities Education Act - 2004 (IDEA-2004) are to:</p> <ol style="list-style-type: none"> a. ensure that all children with disabilities have available to them a free and appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living; b. ensure that the rights of children with disabilities and their parents are protected; c. assist States, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities; d. assess and ensure the effectiveness of efforts to education children with disabilities. <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Email: federalgrantprograms@doe.mass.edu Federal Grants Coordinator for Hudson: Ellie Rounds-Bloom Direct: (781) 338-3128</p>
Program Location:	DISTRICT Schools

School Committee Date: _____

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. Update 3.26.2019: Increased DOE Allocation \$466.00	\$ 61,478.00
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. Update 3.26.2019: Increased DOE Allocation \$ 4890.00	\$ 731,855.00
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. Update 3.26.2019: Increased DOE Allocation \$374	\$ 257,594.00
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

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

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
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
TOTAL:					\$ 1,885,512.44
FY19 GIFTS TO HUDSON PUBLIC SCHOOLS					
			FY19 GIFTS TO HUDSON PUBLIC SCHOOLS	School	\$ Gift Amount
Corporate	Sponsor	Corporate	Umass Memorial @ Marlborough Hospital	Farley Elementary - Event Sponsor	\$ 300.00
Corporate	Sponsor	Corporate	PTC - Needham	Hudson High School	\$ 10,000.00
TOTAL:					\$ 10,300.00
FY19 GIFTS FOR HHS SCHOLARSHIPS					
			FY19 GIFTS FOR HHS SCHOLARSHIPS	HUDSON HIGH SCHOOLS	\$ Gift Amount
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
Total:					\$ 6,750.00
Grant Total:					\$ 1,902,562.44

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 26, 2019
To: Rulfan 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>1277</u>	<u>Professional Development</u>	\$ <u>(2,365.36)</u>	
	To:	<u>3279</u>	<u>18-StarTalk Grant</u>		\$ <u>2,365.36</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>(2,365.36)</u> <u>2,365.36</u>

B. Lange 3/20/19
Authorized Signature

Prepared by: Sharon J. Gooch-Zebal

Authorized Signature(s):

Reason for reclassification:
To reclassify a portion of PO191735 ACTFL Conf from Gen to FY18-19 Startalk grant.

- 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 26, 2019
To: Rulfan 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>1277</u>	<u>Professional Development</u>	\$ <u>(90.00)</u>	
	To:	<u>3310</u>	<u>19-290 ESH Grant</u>		\$ <u>90.00</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>(90.00)</u> <u>90.00</u>

Sharon J. Gosch-Zelal 3/21/19
Authorized Signature

Prepared by: Sharon J. Gosch-Zelal

Authorized Signature(s):

Reason for reclassification:
To reclassify a PO 190682 from Nursing general fund to #3310 19-290 ESH Grant.

- 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 26, 2019

To: Rulfan 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>3310</u>	<u>19-290 ESH Grant</u>	\$ <u>(1,380.00)</u>	
	To:	<u>515</u>	<u>Nurse Substitutes</u>		\$ <u>1,380.00</u>

Payment Adjustment Number 2	From:	<u>Account Number</u>	<u>Account Description</u>	\$ <u> </u>	
	To:	<u>Account Number</u>	<u>Account Description</u>		\$ <u> </u>

Payment Adjustment Number 3	From:	<u>Account Number</u>	<u>Account Description</u>	\$ <u> </u>	
	To:	<u>Account Number</u>	<u>Account Description</u>		\$ <u> </u>

Payment Adjustment Number 4	From:	<u>Account Number</u>	<u>Account Description</u>	\$ <u> </u>	
	To:	<u>Account Number</u>	<u>Account Description</u>		\$ <u> </u>

Page total : \$ (1,380.00) 1,380.00

 3/21/19
Authorized Signature

Prepared by: Sharon J. Gooch-Zebal

Authorized Signature(s):

Reason for reclassification:
To reclassify nurse substitutes charged from the grant to the PR Nurse Subtitute account #515.

- 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.