

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: June 11, 2019

Location: 155 Aspley Street

Members present: Glenn Maston, Steven Smith, Nina Ryan, Matthew McDowell, Michele
Tousignant Dufour, and Rebecca Weksner

Members absent: Adam Tracy

Others present: Dr. Marco C. Rodrigues, Superintendent
Annamarie O'Donnell, Recording Secretary

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

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

II. Nomination of School Committee Officers

A motion to nominate Mr. Maston for chair of the 2019-2020 Hudson School Committee was made by Mr. Smith and seconded by Mr. McDowell. On a vote of 5-0-1 with Mr. Maston abstaining, the motion passed.

A motion to nominate Mr. Smith for vice chair of the 2019-2020 Hudson School Committee was made by Mr. Maston and seconded by Mr. McDowell. On a vote of 5-0-1 with Mr. Smith abstaining, the motion passed.

A motion to nominate Ms. Tousignant Dufour for secretary of the 2019-2020 Hudson School Committee was made by Mr. McDowell and seconded by Ms. Ryan. On a vote of 5-0-1 with Ms. Tousignant Dufour abstaining, the motion passed.

III. Approval of Minutes:

Regular Meeting: May 28, 2019

A motion to approve the minutes of the May 28, 2019 meeting was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 4-0-2 with Mr. Maston and Ms. Tousignant Dufour abstaining, the motion passed.

IV. Public Participation:

none

V. Reports and Presentations

Report of the Superintendent: End of Year Report

Dr. Rodrigues presented his end of year report, which included a summary of the district's accomplishments this past year. He made note of the collaborative work throughout the year.

Highlights included:

- District Leadership work to ensure cohesive teamwork through leadership institute, central office meetings, principals meeting
- Collaboration with two other districts to support the ILT Professional Development
- Hiring of principals for Hudson High and Quinn Middle Schools and in the process of hiring and assistant principal for Forest Avenue Elementary

Approved

- At a Glance document for District Improvement Plan 2018-19 showing progress made

Curriculum and Instruction

- Year at a glance document
- Career and college pathways
- Creation of Therapeutic Social Emotional program at Farley Elementary
- Expansion of Bridge program at the High School
- Addition of Coach position for the English Learners
- Dual Language Program planning
- Project Lead The Way modules in grades K and 3
- Summer Institute Curriculum writing

Professional Learning

- Focused Professional Development series
- S3 Academy participation with Boston College
- Climate and Culture survey administration
- Awards for Excellence

School safety and wellness

- Implemented ALICE training at secondary and elementary levels
- Established Social Emotional Learning (SEL) committee with representation from all schools
- Funding secured for air conditioning and generators
- Completed electrical power upgrade at Mulready Elementary School

Finance and Operations

- Developed parameters for zero based budgeting approach
- Continued work on Financial Stabilization Plan
- New Transportation Contract effective July 1, 2019
- Completed bargaining process with Hudson School Secretarial Association and the Custodians unions
- Approval of reserve fund for Special Education tuition expenses through the town meeting
- Teacher task force to look at the Quinn Middle School master schedule
- Implemented electronic report cards for Quinn Middle School and Hudson High School. Looking at how to generate these electronic report cards at the Elementary Level
- Looking at producing electronic version of student handbooks
- Monitored Food service operations and development under new vendor

Communication

- Listening sessions for parents and staff
- Forums: Vaping, principal searches, Quinn middle school master schedule

Approved

- Creating connections
- Periodic meetings with Home and School Association with all five schools together.
- Established ELPAC
- Introduced Padres Comprometidos workshop for Portuguese and Spanish parents
- Second annual open house for incoming Kindergarten students and their families
- Hosted dignitaries from the Portuguese community

Subcommittees

Policy Subcommittee

- Continued to review and revise policy handbook including large sections of G,J,K completed, expansion of School Choice in grades K-4, approval of dress code policy

Strategic Goals Subcommittee

- Developed communication plan for the School Committee
- Began feasibility study on later start for Hudson High School

Superintendents Evaluation Subcommittee

- Completed the summative evaluation for the superintendent

Budget Subcommittee

- Creation and approval of FY20 budget
- Joint meeting with Town of Hudson Finance committee on the Strategic Stabilization Plan

Dr. Rodrigues recognized the team for the work accomplished this year. He stated that the District Improvement Plan has guided the work. This next school year will be year 2 of the plan. The Leadership Team will create the action steps for year 2.

Mr. Smith asked when the climate survey results would be available for the committee. Dr. Rodrigues stated that the leadership team would analyze the data at the August Leadership Institute and bring to the committee in September or early October.

Subcommittee Reports

Budget Subcommittee

None

Policy Subcommittee

None

Strategic Goals Subcommittee

None

Superintendent's Evaluation Subcommittee

Superintendent's Evaluation on the agenda tonight

Student Report

None

VI. **Matters for Discussion:**

- a) Old Business
- b) New Business
 1. School Improvement Plan and Instructional Leadership Team Presentation

Dr. Rodrigues informed that committee that the principals of each school would be giving updates on their School Improvement Plans and Instructional Leadership Teams.

Ms. Melissa Provost, Farley Elementary School principal presented the following School Improvement Plan updates:

Goal #1: Farley's Instructional Focus is #explainyourbrain
Will work with the Instructional Leadership Team in August to create a draft of the School Improvement plan for next year.

Goal #2: Capacity of staff to use data to inform instruction.
Completed a deep analysis of MCAS subgroups that performed below meeting expectations. All staff looked at the data to identify gaps and had planned instructional strategies to fill these gaps. Building a culture of data inquiry is in progress. Through the Instructional Leadership Team we will be looking at how we develop and identify assessments.

Goal #3: Staff engaging in high quality practices increase the likelihood of positive social emotional outcomes for every child. Current practices in Social Emotional Learning were reviewed with staff. Developed a working list of things staff can use in the moment in the classroom. Through MTSS, there will be a discussion on tiers of support

Goal #4: Providing staff and students opportunities to engage in 1:1 technology
Completed implementation of STEAM (Science, Technology, Engineering, Art, and Mathematics). This will continue this year with grade 4.
Provided Additional Professional Development for staff on the use of 1:1 technology.

Ms. Provost spoke about her experience with the Instructional Leadership Team over the course of the year.
Discussion ensued on Professional Development on trauma.

Mr. David Champigny principal at Forest Avenue Elementary presented the following School Improvement Plan updates:

Goal #1: Created a very high functioning Instructional Leadership Team. School wide instructional focus of "show what you know" was created. Professional Development for year 2 of implementation has been identified.

Goal #2: Revise and reintroduce Leaves of Citizenship so that

100% of staff participate in the program. This has been the most successful year of the program. There has been Professional Development on leaves of citizenship at every staff meeting. Currently, data is being tracked on the frequency of leaves distributed. The compilation of data is in progress.

Goal #3: Bridge the technology gap in grade 3 in preparation for 2019 MCAS testing.

Provide students with meaningful opportunities to learn how to use and practice with technology. He explained that through integration block the students worked to get students comfortable with the chromebooks. This coming year should be even better since the students will have their chromebooks.

Goal #4: Build a culture that promotes equity among staff
Homegrown survey produced baseline data. Development of school values and norms is in progress.

Discussion ensued about translating work from this year to the future years.

Ms. Kelly Sardella principal of Mulready Elementary School presented the following School Improvement Plan updates:

Goal #1: Create a High Functioning Instructional Leadership Team
The team has written their instructional focus, which will be released soon. Professional development needs have been identified for implementation. She remarked on the positive experience this has been.

Goal #2: Review and revise IST (Instructional Support Team) procedures. New format was developed which had much success with respect to results when testing students.

Goal #3: Ensure there is an environment where children feel empathetic towards others. Some of the activities to support this were :

- Disability awareness month
- Every month there is a focus on authors from different parts of the world
- Cultural night

Goal #4: Each grade level will integrate more technology into their curriculum. The full time technology teacher allows Mulready to accomplish this.

Approved

Mr. Jason Webster, principal of Quinn Middle School, presented the following School Improvement Plan updates

Goal #1: Establish a high functioning Instructional Leadership Team

Identify school wide instructional focus

Create targeted Professional Development plan and evidence based practices.

This year there is common planning time so teachers can meet as teams and/or departments.

Goal #2: Research and identify social emotional curricular

Build and foster positive relationships between staff and students.

There has been work with S3 and a curriculum (Kindness in the Classroom)

Goal #3: Cycle of refinement for the new STEM and humanities courses. This was examined with the development of the new schedule at Quinn.

Goal #4: To begin the process of developing a culture that promotes equity

Mr. Jonathan Bourn, interim principal of Hudson High School, provided the following School Improvement Plan updates:

Goal #1: Establish a high functioning building level Instructional Leadership Team

Basic meeting norms were established early on and include minutes, newsletters, and a school wide instructional focus of perseverance

Goal #2: create a working draft of Vision of the Graduate

Internal version has been accomplished. Draft has been reviewed at the school level and needs to be shared at the district level.

Goal #3: Create a professional and community learning culture that embraces differences.

Goal #4: Revise and optimize the Master schedule for the 2019-2020 school year. The schedule met most goals for class size numbers.

Mr. Bourn commended the staff at the High School for their work.

Mr. Smith asked when the committee would be able to see the Vision of the Graduate. Discussion ensued

2. Receipt of petition to name the Hudson High School Library to honor former teacher Susan Menanson

Ms. Jen Wallingford presented the request to rename the Hudson High School Library. She explained that they have submitted the petition with 160 signatures and several testimonies.

Mr. Maston explained there would be a buildings and ground subcommittee to evaluate this request. Mr. Smith, Ms. Weksner, and Mr. Maston will serve on this subcommittee. He informed Ms. Wallingford that there would be a time scheduled for the public hearing with the subcommittee.

VII. Matters for Action:

a) Old Business

1. Second Reading and Approval of Proposed Adoption of School Committee Policies: Section G

A motion to approve the proposed adoption of School Committee policies Section G was made by Mr. McDowell and seconded by Ms. Tousignant Dufour. On a vote of 6-0, the motion passed.

2. Second Reading and Approval of Proposed Adoption of School Committee Policies: JLCB

A motion to approve proposed adoption of School Committee Policy JLCB was made by Mr. Smith and seconded by Ms. Weksner. On a vote of 6-0, the motion passed/

3. Second Reading and Approval of Proposed Adoption of School Committee Policies: Section E: Transportation

Dr. Rodrigues noted that the policy EEAA had been adjusted based on feedback. Discussion ensued about including this information in the student handbook.

A motion to approve the proposed adoption of School Committee policies section E: Transportation was made by Mr. Smith and seconded by Mr. McDowell. On a vote of 6-0, the motion passed.

b) New Business

1. Approval of Superintendent's End of Year Evaluation

Mr. Maston provided some background on the process for the Superintendent's evaluation. He stated that the Committee is mandated to follow and use the state rubric. Using the state provided rubric, each member of the committee was given the opportunity to provide feedback. The document presented is the aggregate as compiled by the superintendent's evaluation subcommittee.

Mr. Maston went through each of the goals and both Dr. Rodrigues' self evaluation and the committee's rating for each of them. Mr. Maston read the committee comments.

He then went through the standards on the evaluation and gave a rating for each of the standards. He then read some of the committee members' comments.

An overall rating of a summative performance rating of proficient was given.

Discussion ensued on the opportunities for improvement identified and how progress on these could be monitored in the next evaluation.

A motion to approve the Superintendent's end of year evaluation was made by Ms. Tousignant Dufour and seconded by Mr. McDowell. On a vote of 5-0-1, with Ms. Weksner abstaining, the motion passed.

Discussion ensued about moving the timing of the evaluation cycle and trying to get the evaluation done before the election in May so all members have a chance to have a voice.

2. Approval of Superintendent's FY20 Salary Adjustment
Chairman Maston noted that in the process of reviewing the superintendent's performance, the committee recommended a 1% increase in salary for FY20. A motion to increase the superintendent's salary by 1% for FY20 was made by Mr. Smith and seconded by Ms. Michele Tousignant. On a vote of 6-0 the motion passed.

3. Approval of School Committee Assignments
Dr. Rodrigues made note of the need for a School Committee member on the ELPAC and that there is no longer need for a School Committee member to be a representative on Chaps as a board member.

Policy- Mr. Smith, Mr. McDowell

Strategic Goals: Ms. Tousignant Dufour, Mr. Tracy, Mr. Maston

Superintendent's Evaluation: Mr. Maston, Ms. Ryan, Mr. Tracy

Teachers: Mr. Tracy, Mr. Smith, Ms. Tousignant Dufour

Paraprofessionals- Mr. Maston, Ms. Ryan, Ms. Weksner

Secretaries- Mr. McDowell, Mr. Smith, Ms. Tousignant Dufour

Custodians Mr. Tracy, Ms. Ryan, Mr. Smith

School Councils

Discussion ensued about the dates and times of the school council meetings. Dr. Rodrigues stated that he would get these and bring to the committee

Sick Banks: Ms. Ryan, Ms. Tousignant Dufour, Mr. Maston

SEPAC: Mr. Smith

ELPAC: Mr. Maston

Mr. Maston stated that there would be adjustments and a vote at the next meeting.

4. Approval of contract with MABE in the amount of \$11,000 for Professional Development Services
A motion to approve the contract with MABE in the amount of \$11,000 for Professional Development services was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 6-0. The motion passed.
5. Approval of contract with Project Lead The Way in the amount of \$16,021.50 for supplies for the Project Lead the Way program
A motion to approve the contract with Project Lead The Way in the amount of \$16,021.50 for supplies for the Project Lead the Way program was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 6-0, the motion passed.
6. Approval of purchase of athletic equipment in the amount of \$23,069.00 from M-F Athletics as covered by the procurement
A motion to approve the purchase of athletic equipment in the amount of \$23,069.00 from M-F Athletics as covered by the procurement was made by Mr. Smith and seconded by Ms. Weksner. On a vote of 6-0, the motion passed.
7. Approval of purchase of food service equipment from Heartland School Solutions in the amount of \$18,280.00 as covered by the procurement
A motion to approve the purchase of food service equipment from Heartland School Solutions in the amount of \$18,280.00 was made by Mr. Smith and seconded by Ms. Tousignant Dufour. On a vote of 6-0, the motion passed.
8. Approval of the purchase of food service equipment from Denver Equipment Co. in the amount of \$17,763.00 as covered by the procurement
A motion to approve the purchase of food service equipment from Denver Equipment Co. in the amount of \$17,763.00 as covered by the procurement was made by Mr. Smith and seconded by Ms. Tousignant Dufour. On a vote of 6-0, the motion passed.
9. Approval of FY20-345 Hudson- Maynard Adult Community Learning Center Grant in the amount of \$365,595.00
A motion to approve the FY20-345 Hudson- Maynard Adult Community Learning Center Grant in the amount of \$365,595.00 was made by Ms. Tousignant Dufour and seconded by Mr. Smith. On a vote of 6-0, the motion passed.
10. Approval of Class of 2019 Student Activity Gift in the amount of \$3950.00
A motion to approve the Class of 2019 Student Activity Gift in the amount of \$3950.00 was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 6-0, the motion passed.

Approved

11. Approval of Gifts to the Hudson High School Library in memory of Susan Menanson in the amount of \$440.00
A motion to approve gifts to the Hudson High School Library in memory of Susan Menanson in the amount of \$440.00 was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 6-0, the motion passed.
12. Approval of Reclassification of Funds
A motion to approve the reclassification of funds as presented was made by Mr. Smith and seconded by Ms. Tousignant Dufour. On a vote of 6-0, the motion passed.

VIII. Items of Interest to the School Committee

Ms. Ryan reported that she had attended the last wellness meeting and there was an open conversation about nutrition.

IX. Executive Session

Not needed

X. Adjournment

At 8:48 p.m., Committee Chair Glenn Maston, noted that Executive Session was not needed.

A motion to adjourn was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 6-0, the motion passed.

Respectfully submitted,

Michele Tousignant Dufour
Secretary, Hudson School Committee