



HUDSON PUBLIC SCHOOLS
155 Apsley Street
Hudson, Massachusetts 01749
978.567.6100

HUDSON SCHOOL COMMITTEE MEETING

December 4, 2018

155 Apsley Street – Administration Building

7:00 p.m.

AGENDA

I. Call the Meeting to Order

II. Minutes of the Following Meeting Presented for Approval:

Regular Meeting: November 13, 2018

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
- b) Subcommittee Reports (if needed)
- c) Student Presentation (if any)

V. Matters for Discussion:

- a) Old Business
- b) New Business
 1. Assabet Valley Collaborative Report

VI. Matters for Action:

- a) Old Business
 1. Second Reading and Approval of Proposed Adoptions and Revisions of School Committee Policies Section “G”
 2. Second Reading and Approval of Proposed Adoptions and Revisions of School Committee Policies EFC and EFD



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b) **New Business**

1. Approval of Student Activities Report period ending September 30, 2018
2. Approval of minimum GPA criteria for National Honor Society and National Junior Honor Society eligibility at Hudson High School
3. Approval of donated equipment from PTC to the Hudson High School Engineering/ Robotics program
4. Approval of Avidia Bank Charitable Foundation Grant FBO Hudson Maynard Adult Learning Center in the amount of \$4000.00
5. Approval of FY19 Saint Gobain Corporate Foundation Grant in the amount of \$15000.00
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 (Hudson School Secretarial Association) 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 (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.

IX. Adjournment

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

II Minutes – November 13 meeting

**Hudson School Committee
Open Session Minutes**

Meeting Date: November 13, 2018

Location: 155 Aspley Street

Members present: Glenn Maston, Steven Smith, George Luoto, Elizabeth Hallsworth, Adam Tracy, Nina Ryan and Matthew McDowell

Members absent: None

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

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

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

II. Minutes of the Following Meeting Presented for Approval:

Regular Meeting: October 23, 2018

A motion to approve the minutes of October 23, 2018 was made by Mr. Luoto and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

III. Public Participation:

Beth Langlois and Shanna Weston both parents of Hudson Public Schools students, reported on a survey the Friends of Hudson Public Schools group created and distributed.

Discussion ensued.

IV. Reports:

Report of the Superintendent

- a) Report of the Superintendent: District Improvement Plan: Action Steps and other topics.

Dr. Rodrigues reported on the Action Steps for the strategic objectives in the District Improvement Plan. The strategic objectives were developed last year. Throughout the summer, the action steps associated with the objectives were developed. Dr. Rodrigues stated that there have been several iterations of the action steps and the document would remain fluid and workable with adjustments being made to the timeline where it makes sense. The first year of implementation is a

year of discovery and self- assessment, which will allow the district to understand its assets and gaps. Members of the Delta Team presented a summary of the action steps for each Strategic Objective.

Dr. Rodrigues will provide an update on the District Improvement Plan action steps in January or February.

Dr. Rodrigues introduced Dr. Anne Beauchamp, the district's recently hired Research and Accountability Specialist. She will facilitate the collection of data in a productive and meaningful way to make decisions.

Dr. Rodrigues updated the Committee on the new absence notification system. Each day, after vetting the answering machine, automatic phone calls are sent to parents whose child is not in school. These phone calls occur at different times depending on which school it is.

Dr. Rodrigues reported on the start of the listening sessions for staff. Recently, there was a session for the staff at Forest Avenue Elementary. The sessions will continue at the other schools in the next few weeks.

Dr. Rodrigues reported that the schema for the Hudson High School principal search has been posted to the website and on social media. Dates and times are based on some assumptions, and will be monitored and adjusted if needed. There is a forum scheduled for the Hudson High School staff and another for parents and community members.

b) Subcommittee Reports

Strategic Goals Subcommittee

Ms. Hallsworth reported that the Strategic Goals Committee had met and developed a survey for parents to gather how parents got their information from the district. The survey will go out in December. The committee will try and keep a list of where committee members have been and give a report periodically.

Superintendent Evaluation Subcommittee

The Superintendent's goals had been sent back to the subcommittee review. Ms. Ryan reported that the committee reviewed the Superintendent's Goals and the committee found that no changes needed to be made. The subcommittee has decided to move the goals forward to the full Committee.

Policy Subcommittee

The next Policy Subcommittee is scheduled for December 4.

Other:

Hudson Health and Advisory Committee

Mr. Tracy reported that there was a meeting that included a presentation on recreational marijuana. There will be two additional meetings this year.

SEPAC

Mr. Davis reported that SEPAC met and discussed the priorities they are working on.

Ms. Hallsworth reported that she and Ms. Ryan had a visit to Hudson High School.

Chairman Maston reported that there had been a meeting with the selectman on the future of the Apsley Street building. There will be a Committee formed. Discussion ensued.

Chairman Maston reported on the MASC/MASS conference, He stated that he attended some great sessions and made some contacts. He attended a presentation by DESE. There will be a review the state's physical education requirements and a committee will be formed. He attended sessions on the recently passed LOOK act focusing on bilingual classrooms. He also met with Division 4 members. This division contains the districts local to Hudson. There was discussion around the changing of high school start times. Westborough and Ashland Districts have done this. Chairman Maston also attended a session on social media.

- c) Student Presentation
Emily Figuerido was introduced to the committee as the alternate.

V. **Matters for Discussion:**

- a) Old Business
- b) New Business
 - 1. **Food Service Update- Chartwells**
Shane Riordan Food Service Director, and Chris Callahan District Manager, presented an update and highlighted the following accomplishments:

Constant communication and visibility at schools
Staffing and training is in place
Upgrades
 - Hudson High School- floor, color, food presentation
 - Quinn Middle School- signage, traffic flow
 - Forest Elementary School- added cold wells, better lighting, train theme
 - J.L. Mulready School - school bus theme- added lighting

Community Engagement

- Catering opportunities in and out of district
- Smoothie sampling at Farley
- Classroom lessons- food focus of the month

Financial Update

- Meal participation up 8 %
- Meal counts up 8000
- Product Costs down 6% YTD
- Program subsidy down 50% through October
- Realized the first monthly profit of \$1200.00 in October

Future Work:

- Sports Nutrition Lessons and Samplings
- Forest Ave Upgrades
- Kitchen equipment upgrade at Farley
- Classroom lessons at Forest
- Tastings at Quinn
- Preparation for State/USDA Administrative Review Audit
- Nutrition presentation to Hudson School Health and Safety Advisory
- Secondary School themed meals

Discussion ensued regarding per unit pricing and participation rates.

2. **Update on Quarter 1 Projections and Sustainability Plan**

Patricia Lange Executive Director of Finance and Operations updated the Committee on the November revenue and expenses for FY19.

Ms. Lange also reviewed the Sustainability Plan and how this year's projections affect the plan for the FY 20 budget.

Discussion ensued regarding staff vacancy, the savings from the budget reduction, and school choice.

3. **First Reading of Proposed Adoptions and Revisions of School Committee Policies Section "G"**

The Proposed Adoptions and Revisions of School Committee Policies Section "G" will remain available for the public to review and comment. A vote will be taken at the next School Committee meeting.

4. **First Reading of Proposed Adoptions and Revisions of School Committee Policies EFC and EFD Free and Reduced and Meal Charge**

The Proposed Adoptions and Revisions of School Committee Policies EFC and EFD Free and Reduced and Meal Charge will remain available for the public to review and comment. A vote will be taken at the next School Committee meeting.

VI. **Matters for Action:**

a) Old Business

1. **Approval of Superintendent's Goals**

The Superintendent's Goals were brought to the Committee again unchanged.

A motion to approve the Superintendent's Goals was made by Mr. Luoto and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

2. **Approval of BBBE Policy**

The policy was reviewed with Board of Selectmen.

A motion to approve proposed adoption of Policy BBBE was made by Mr. Smith and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

b) New Business

1. **Approval of School Improvement Plans**

- a. Mr. Jonathan Bourn, Hudson High School Interim Principal, presented the Hudson High School Improvement Plan. Discussion ensued around Goal #4. Dr. Rodrigues suggested a switch of the short and long term goal outcomes in Goal #4.

A motion to amend Goal #4 in the Hudson High School Improvement plan to swap short and long term outcomes was made by Mr. Tracy and seconded by Ms. Hallsworth. On a vote of 7-0, the motion passed.

A motion to approve the amended Hudson High School School Improvement Plan was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

- b. Mr. Jason Webster, Quinn Middle School Principal, presented the Quinn Middle School Improvement Plan. Discussion ensued.

A motion to approve the Quinn Middle School Improvement Plan was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

- c. Dr. Rodrigues presented the Farley Elementary School Improvement Plan.
Discussion ensued.

A motion to approve the Farley Elementary School Improvement Plan was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

- d. Mr. David Champigny, principal of Forest Avenue Elementary School, presented the Forest Elementary School Improvement Plan.
Discussion ensued.

A motion to approve the Forest Avenue Elementary School Improvement Plan was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

- e. Ms. Kelly Sardella, principal of Mulready Elementary School, presented the Mulready Elementary School Improvement plan.

A motion to approve the Mulready Elementary School Improvement plan was made by Mr. Smith and seconded by Mr. Luoto. On a vote of 7-0, the motion passed.

2. **Approval to Appoint Dr. Marco Rodrigues to Serve as Representative on the Assabet Valley Collaborative Board of Directors.**

A motion to approve Dr. Marco Rodrigues to serve as representative on the Assabet Valley Collaborative Board of Directors was made by Mr. Tracy and seconded by Mr. Luoto. On a vote of 7-0, the motion passed.

3. **Approval of School Committee Communication Survey**

Discussion ensued about how to reach the broader community with the survey. Mr. Tracy stated that the subcommittee has started discussions on a Communications Plan.

Discussion ensued about changes to questions #1 and #3.

A motion to amend the survey to correct question #1 and add other choices to question #3 was made by Mr. Maston and seconded by Mr. Luoto. On a vote of 7-0, the motion passed.

A motion to approve the amended survey was made by Mr. Maston and seconded by Mr. Smith, on a vote of 7-0 the motion passed.

4. **Approval of Grants awarded**

A motion to approve The Scotty Fund grant in the amount \$1000.00 to the Forest Avenue Elementary School for the purchase of five standing desks for classrooms was made by Mr. Smith and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

5. **Approval of Reclassifications of Funds**

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

VII. Items of Interest to the School Committee

Mr. Luoto commented on the following:

1. There are concerns with Election Day and safety and security in the school buildings. He stated the district should consider closing schools for the 2020 National Election.
2. The committee would be interested in the events which happened at the various schools for Veteran's Day.
3. There is a concern with the low number of substitutes available in the district. Substitute pay is higher in neighboring towns. Discussion ensued.

VIII Executive Session

At 10:26 p.m., Committee Chair, Glenn Maston, noted that Executive Session was needed 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.

Vote by Roll Call:

Mr. Maston	Yes
Mr. Smith	Yes
Mr. Luoto	Yes
Ms. Hallsworth	Yes
Mr. Tracy	Yes
Ms. Ryan	Yes
Mr. McDowell	Yes

IX Adjournment

Not Approved

At 10:26 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

IV. Report of the Superintendent



DECEMBER 4, 2018

Hudson Public Schools

REPORT OF THE SUPERINTENDENT

MARCO C. RODRIGUES, ED.D.


SUPERINTENDENT EVALUATION RUBRIC

Standard I: Indicators A, E

Standard II: Indicators A, B

Standard III: Indicators A, B, C

Standard IV: Indicators A, B, C



REPORT OF THE SUPERINTENDENT

The District is currently engaged in several important activities designed to promote and ensure better services for students and families. Below are highlights of the work currently in progress.

I. Transportation

Patty Lange and I are meeting with representatives from the North Reading Transportation (NRT) to discuss the evaluation of our current bus routes. The District is seeking to evaluate the current transportation services to improve our delivery of in-town transportation. Our goal is to explore alternative scenarios to improve efficiency and to reduce transportation costs while providing safe, on time, transportation services for our students.

The administration will create a committee composed of central office administrators and staff, principals from elementary and secondary levels, a parent from each level, and a school committee member. The committee's task is to provide recommendations for improved efficiency, safety and on-time travel to and from school.

The committee will analyze:

1. Hudson's bus route structure, bus stops, tiers, walk zones and bell times.
2. GPS data of arrival times for morning and afternoon at each school.
3. Bus routes for each of the three options with current riders.
4. Bus routes for each of the three options with eligible riders.

NRT will provide information of the following:

Route Analysis	Category	Kindergarten Walk Zone	Grades 1 to 4 Walk Zone	Quinn Middle School Walk Zone	Hudson High School Walk Zone
	Current Practice	.5 miles	1.0 miles	1.0 miles	1.0 miles
Option 1	Current Policy	.5 miles	1.0 miles	1.5 miles	1.5 miles
Option 2	Policy Change	1.0 miles	1.0 miles	1.5 miles	1.5 miles
Option 3	Policy Change	1.0 miles	1.0 miles	2.0 miles	2.0 miles

Based on the committee's recommendations, the Superintendent will provide a report to the School Committee delineating the conditions and parameters for the bid process for discussion and approval. Our goal is to complete this process by mid to late February 2019.

II. District Website

The District began evaluating potential providers to build a new website for the District. We are focusing on developing a District website that is ADA compliant, that possesses new and exciting features, and that will serve as a primary source of information and communication to the community. Among other items, we are looking for a site that:

- would be dynamic and informational for our families and community
- contains security levels so that pages can be assigned to site personnel for content updates
- has accessibility standards checker
- has language translation capabilities
- is user friendly
- has full connections to district social media and notification systems
- is capable of integration of multiple components
- is consistent among all six sites

Our goal is to secure a provider to develop the District's website by December 2018.

III. LOOK Act

On November 22, 2017, Governor Baker signed the Look Act (Bill H.4032 An Act relative to Language Opportunity for Our Kids) into law. The Department of Elementary and Secondary Education (DESE) recently published regulations and guidance for districts to implement the LOOK Act.

This new law presents our District with several opportunities to continue to enhance our programming for English Learners (EL). One opportunity is the law's allowance for districts to implement bilingual programs, including dual language and transitional bilingual programs. Thus, we are beginning to explore the possibility of building a dual language program that would initiate at the elementary level (Kindergarten) and continue as a pathway through secondary.

Another provision of the law is the requirement that any district with more than one hundred ELs must establish an English Learner Parent Advisory Council (ELPAC) to consult on matters regarding ELs. Our first ELPAC meeting will be held on Monday, December 10, 2018 at 6 PM in room G101 at Hudson High School. In this meeting, we will explain the purpose of ELPAC, begin to establish by-laws, discuss the election of officers, and present the District's intent to explore a dual language program. ELPAC meetings are public meetings with voting membership reserved for parents and guardians of ELs and former ELs in the Hudson Public Schools.

We will continue to update School Committee as we move forward with the exploration of a dual language program and the formation of ELPAC.

IV. High School Principal Search

The District is currently meeting its timelines relative to the High School principal search. Focus groups have been conducted for parents, faculty and staff, and students. A survey was disseminated, effective Tuesday, November 27th as follows:

- Posted on the District's website
- Sent via e-mail to district personnel
- Sent via e-mail to parents
- Sent via e-mail to students
- Posted on Social Media
- Posted on Creating Connections
- Posted flyer at the Public Library and Town Hall

The results of the focus groups and surveys will be compiled and will be posted on the District's website. The position will be officially posted on January 3, 2019 as planned.

V. Parent Forum – November 28, 2018

Participation: 13 parents/guardians/family members
Staff: 4 principals and 2 administrators
School Committee: 1 member

Main Topics of Discussions:

1. Hudson High Principal Search
 - a. Opportunity for parents to meet the finalists.
2. Quinn Middle School Schedule
 - a. Need for additional Physical Education.
 - b. Need for additional recess time.
 - c. Time allocated for World Language compared to information presented to parents in May during the 5th grade orientation event.
 - d. Plans to create a committee to discuss the schedule and more physical education.
 - e. 7-period block schedule model not age-appropriate for 5th grade.
 - f. Very difficult for 5th graders to adjust to 7 different teachers.
 - g. Schedule not developmentally appropriate for 5th graders. Could changes to the schedule be made this year?
 - h. Could time for breaks be added to the schedule? Are there movement breaks?
 - i. Could grading system be changed for 5th grade? Standards based as it is done in elementary?
 - j. Could assignments among teams be spread out so students don't have several tests and projects due in one week?

- k. Too much homework being assigned in all grades.
 - l. Lack of social, emotional learning curriculum and supports.
 - m. Team building activities no longer available.
 - n. Social Emotional Learning is part to the District Improvement Plan. Will it be part of the budget?
 - o. Can doors be unlocked at QMS prior to 7:32am so students can access the building and be sheltered from the weather?
3. Attendance Policy
- a. Will there be a parent forum to discuss the attendance policy?
 - b. Will students be penalized if they are absent? Can they make up work?
4. What are the great features of the Hudson Public Schools?
- a. The performing arts department and productions.
 - b. Coffee with the Principal.
 - c. The caliber of our teachers and administrators.
 - d. Athletics.
 - e. Home and School Associations.
 - f. Peer tutoring at QMS.
 - g. Girls On the Run program at QMS.

V. Matters for Discussion

b) New Business

1. Assabet Valley Collaborative Report

School Committee Update – 1st Report (1 of 4)

October 26, 2018

HIGHLIGHTS

Collaborative Statutes, Regulations, and Oversight

- Legislative Update: [HB2867](#) and [SB2330](#) currently in committee and expected to pass soon:
 - improve [Chapter 43 of the Acts of 2012](#)
 - remove DESE Appointee to Board
 - enable services to adults beyond age 22 if other state agency approves

DESE Guidelines

- [Duties & Responsibilities of Collaborative Board Members & Boards of Directors](#)
- [Responsibilities of School Committees as Members of a Collaborative](#)

AVC's website – www.avcollaborative.org



AVC [Amended Collaborative Agreement](#) approved and officially admits Auburn as newest member!



FY18 Accomplishments

- AVC engaged staff and stakeholders in strategic planning activities that led to refinement of priorities for FY19 on the path to long-range design of AVC: A) infrastructure and systems; B) strengthening & deploying expertise in equity-centered educational leadership ; C) human-centered design thinking
- At the conclusion of FY18, AVC learned of the award of 2 projects
 - \$100,000 contract with MA DESE to provide a professional learning series for 60-100 educators in “[Developing Cultural Proficiency.](#)” Project partners include renowned equity expert [Zaretta Hammond](#) and AVC’s equity mentor, [Patti DeRosa](#)
 - \$25,000 award from Sudbury Foundation to support capacity-building in Service Design Thinking facilitated by [Design Impact](#) to train AVC consultants in [design thinking facilitation](#)
- Shannon VanderSwaagh served as a representative on DESE’s [Principal’s Advisory Committee](#)
- Evolution launched [Coffee Cart](#) @ Lord Road
- New contracts in Auburn, Needham, Mendon-Upton, Marlborough, and Hudson: psychiatric services, equity professional learning, program evaluation, and strategic planning facilitation

Major Priorities & Challenges for AVC in FY19

- AVC Board of Directors adopted [2018-2019 Goals](#)
- Deep inquiry with member district leaders regarding needs, capacity, and ideas for their collaborative
- Continued learning with Design Impact to support new service refinement & long-range design of AVC
- Hiring vital to AVC’s redesign efforts - Information Systems Specialist & Educational Equity Specialist
- Expand consulting and professional development to diversify services and to leverage use of PD space
- Stabilize and strengthen enrollment in AVC programs
- Locate community-based home for Evolution 2020



VI. Matters for Action

a) Old Business

1. Second Reading and Approval of Proposed Adoptions and Revisions of 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, bolded and in **red**.

SECTION G – PERSONNEL

Section	Existing Policy	Proposed Change or New Policy
GA	None	<p>GA - PERSONNEL POLICIES GOALS</p> <p><i>NOTE: School Committees must realize that even though they are no longer involved in the process of hiring school district employees other than those identified by the Massachusetts General Laws, they are responsible to the students and residents of the school district they represent to insure that the highest quality individuals available are hired to meet the needs of the District. They have the additional responsibility to articulate the expectations of the District relative to personnel. This must be done in the form of District Policy. The School Committee recognizes that an efficient staff dedicated to education is necessary to maintain a constantly improving educational program.</i></p> <p>The District's specific personnel goals are:</p> <ol style="list-style-type: none"> 1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program. 2. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments.

		<p>3. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.</p> <p>4. To provide for a genuine team approach to education.</p> <p>5. To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.</p> <p>SOURCE: MASC</p> <p>LEGAL REF.: M.G.L. 76:5</p> <p>603 CMR 26.00</p>
GBA	<p><u>EQUAL EMPLOYMENT</u></p> <p><u>The Hudson Public Schools fully subscribes in both spirit and intent to all federal regulations concerning Equal Employment Opportunity. We recruit, hire, train, and promote persons regardless of race, color, ancestry, religion, national origin, age, gender, gender identity, sexual orientation, handicap, disability, and marital status to ensure that all current and prospective employees are afforded equal employment opportunities on the basis of merit and ability.</u></p> <p>All administrators and supervisors are expected to fully support this program through shared participation in its implementation and in ensuring employment decisions that result in fair and equitable treatment of all applicants and employees.</p>	<p>GBA - EQUAL EMPLOYMENT OPPORTUNITY</p> <p>The Hudson School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, or disability. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.</p> <p>All administrators and supervisors are expected to fully support this program through shared participation in its implementation and in ensuring employment decisions that result in fair and equitable treatment of all applicants and employees.</p> <p>Notifications</p> <p>A copy of this policy and its accompanying regulations will be distributed to all employees of the district. All application forms and advertisements for open positions will carry a notice that the Hudson Public Schools is an equal opportunity employer.</p>

	<p>Notifications</p> <p>A copy of this policy and its accompanying regulations will be distributed to all employees of the district. All application forms and advertisements for open positions will carry a notice that the Hudson Public Schools is an equal opportunity employer.</p> <p>Adopted by the Hudson School Committee: January 13, 1981 Amended by the Hudson School Committee: November 13, 2012</p>	<p>SOURCE: MASC September 2016</p> <p>LEGAL REF.: M.G.L. 151B:4; BESE Regulations 603 CMR 26:00</p> <p>CROSS REF.: AC, Nondiscrimination</p> <p>Adopted by the Hudson School Committee: January 13, 1981 Amended by the Hudson School Committee: November 13, 2012</p>
GBC	<p><u>COMPENSATION OF PERSONNEL</u></p> <p><u>The Committee will annually review and establish salaries of all personnel not covered by bargaining agreements.</u></p> <p><u>The salaries of other staff members covered by bargaining agreements shall be in accordance with negotiated salary schedules.</u></p> <p><u>Adopted by the Hudson School Committee: January 13, 1981</u></p>	None
GBEA	<p><u>GIFTS AND CONTRIBUTIONS TO INDIVIDUAL EMPLOYEES</u></p> <p><u>Understanding the desire of parents/guardians to recognize and thank teachers and other district employees who contribute to the education of their children; and in an effort to avoid any discomfort to the recipient of a gift; and also to establish policy in regard potential</u></p>	<p>GBEA - STAFF ETHICS / CONFLICT OF INTEREST</p> <p>The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.</p> <p>No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.</p>

conflicts of interest between employees and entities conducting business with the Hudson Public Schools, the School Committee sets forth the following policy regarding gifts to individual employees of the Hudson Public Schools and other potential conflicts of interest.

All district employees must abide by the conflict of interest laws for municipal employees outlined in M.G.L. c.268A. Specifically, M.G.L. c268A Section 3 (a) prohibits anyone from giving anything of substantial value to a present or former municipal employee for or because of any official act performed by the employee. Thus, gifts to employees of the school district should be small, token gifts of appreciation and must follow these guidelines.

Note: The Massachusetts Ethics Commission has ruled that the value of a gift may not be divided by the number of contributors. The limit on the actual value of the gift may not exceed \$50.00.

A. Any gift from an individual or individual family of any kind to an employee of the Hudson Public Schools shall not exceed \$50.00 per school year.

B. Acceptance of a gift or contribution will not imply an endorsement of any business, product, service, special interest group, special advantages or influence.

C. No gift may be accepted from a business concern supplying, or with an

Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

Every 2 years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Municipal or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

	<p><u>interest in supplying goods, materials, equipment or services to the school systems. Small and clearly identifiable advertising or promotional items may be accepted.</u></p> <p><u>This policy shall be implemented by the Superintendent of Schools and the administrative staff at each school location. Notice of this policy will be distributed to the families of all students at the start of the school year.</u></p> <p><u>Adopted by the Hudson School Committee: November 10, 2009</u></p>	
GBEAB	<p><u>NEPOTISM</u></p> <p><u>In order to avoid the appearance of favoritism, bias, and/or conflict of interest, it is in the best interest of the Hudson Public Schools and its administrators that a member of the immediate family of an administrator not report directly to that administrator, except when absolutely necessary due to unavoidable circumstances.</u></p> <p><u>Central office administrators, including the Superintendent, shall not employ or cause to be assigned a member of the administrators' immediate family to a position directly reporting to the administrator.</u></p> <p><u>A building principal shall not employ, nor shall the district permit to be assigned, a member of the principal's immediate</u></p>	None

	<p><u>family at the principal's school.</u></p> <p><u>If a member of the immediate family of a central office administrator, including the Superintendent, must directly report to the administrator, prior School Committee approval must first be obtained, If a member of the immediate family of a building principal must be employed or assigned to the principal's building, prior School Committee approval must first be obtained. In either case, the condition of absolute necessity due to unavoidable circumstance must be explained in writing pursuant to. M.G.L. Ch. 71, 5. 67. Such written explanation must be submitted to the School Committee prior to a School Committee meeting held at least two weeks in advance of the proposed employment or assignment. The favorable recommendation of the Superintendent must accompany or be a part of the written explanation.</u></p> <p><u>School Committee approval will require the majority vote of the members present. For the purpose of this policy, "immediate family member" shall have the same meaning as assigned by M.G.L. Ch. 71, S.67.</u></p> <p><u>Adopted by the Hudson School Committee: September 28, 1993</u></p>	
GBEB	None	<p>GBEB - STAFF CONDUCT</p> <p>All staff members have a responsibility to familiarize themselves with</p>

		<p>and abide by the laws and regulations of the State as these affect their work, the policies of the School Committee, and the procedures designed to implement them.</p> <p>In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.</p> <p>All staff members will be expected to carry out their assigned responsibilities with conscientious concern.</p> <p>Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:</p> <ol style="list-style-type: none"> 1. Faithfulness and promptness in attendance at work. 2. Support and enforcement of policies of the Committee and their implementing procedures and school rules in regard to students. 3. Diligence in submitting required reports promptly at the times specified. 4. Care and protection of school property. 5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times. <p><u>SOURCE: MASC September 2016</u></p> <p><u>LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14</u></p>
GBEBB	<p><u>PHYSICAL CONTACT BETWEEN EMPLOYEES AND STUDENTS AT SCHOOL AND DURING SCHOOL SPONSORED FUNCTIONS</u></p>	None

The purpose of this policy statement is to provide all employees with guidance and direction with respect to physical contact between employees and students at school and during school sponsored functions. It is an area of educational policy, judgment, and law which is fraught with uncertainties and changing standards. What constitutes appropriate physical contact in one circumstance may be totally inappropriate in another. At the outset, the decision of whether or not to touch a student must be made by the employee involved. Once it occurs, its appropriateness will depend on a variety of factors, not the least of which will be the student's reaction and the responses of other adults. The School Committee believes that its employees individually and collectively possess the wisdom and expertise necessary to conduct themselves in a manner which is educationally sound and acceptable both within the professional community and the community-at-large.

GENERAL PRINCIPLES:

1. All physical contact between employees and students should have a valid educational purpose and objective, meeting the student's (not the staff member's) needs.

2. The use of physical contact or force in order to impose the staff members will upon a student, except in an emergency situation or pursuant to an approved restraint plan is strictly prohibited.

3. Employees who observe physical contact between students and employees which they deem to be inappropriate are expected to report said observations to the building principal and/or the Superintendent of Schools as soon as possible. If the contact is perceived to be immediately harmful by the observer, prompt intervention to prevent further harm is expected.

4. Questions of the appropriateness of physical contact are to be determined by the context of the contact on a case-by-case basis. Issues such as intent, context, location, circumstances, age, and sex are all considerations which may be relevant. Examples: Having a first grade child sit on one's lap during a group picture taking session may be perfectly appropriate while regularly having fifth grade students of either sex sit on one's lap during a movie is not appropriate. Holding and comforting a first grader who has fallen and is crying may be appropriate whereas placing a hand on a child's head to redirect his attention to the front of the room is not.

5. Touching students under clothing, in the genital areas, or on the buttocks, except in an emergency situation, is prohibited.

6. Whether or not an emergency situation exists, depends upon an objective rather than a subjective standard.

	<p><u>7. Instances of inappropriate physical contact initiated, encouraged, practiced and/or tolerated by employees, in even a single instance, may result in disciplinary action which may include dismissal.</u></p> <p><u>SUMMARY:</u> <u>Given the complexity of this issue, the School Committee recognizes that some employees may deal with it by implementing a practice of never touching students. That is not the School Committee's intent or objective. It is expected that any physical contact between an employee and a student will have a legitimate purpose consistent with the school's role as educator and caretaker of minor children.</u></p> <p><u>Adopted by the Hudson School Committee: September 9, 2003</u></p>	
GBEBC	None	<p>GBEBC - GIFTS TO AND SOLICITATIONS BY STAFF</p> <p>Gifts</p> <p>The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.</p> <p>In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written</p>

		<p>disclosure to the employee’s appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).</p> <p>In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc.), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.</p> <p>Class Gifts</p> <p>There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.</p> <p>Gifts for School Use</p> <p>Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.</p> <p>Solicitations</p> <p>In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school</p>
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		<p>employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.</p> <p>SOURCE: MASC December 2012</p> <p>Legal Ref: M.G.L. 268A:3; 268A:23; 930 CMR 5.00</p> <p>CROSS REFS.: KHA, Public Solicitations in the Schools</p> <p>JP, Student Donations and Gifts</p>
<p>GBEBD</p>	<p>None</p>	<p>GBEBD - ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING</p> <p>School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.</p> <p>The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy (KCD). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.</p> <p>Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee</p>

		<p>shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.</p> <p>Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents/guardians of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents/guardians who have shared email addresses with the teacher for purposes of communicating about their student).</p> <p>Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.</p> <p>Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.</p> <p>If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.</p> <p>If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.</p>
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		<p>Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.</p> <p>LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23;</p> <p>Ethics Commission Advisory Opinion EC-COI-12-1;</p> <p>CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;</p> <p>GBEBC, Gifts To and Solicitations by Staff;</p> <p>KCD, Public Gifts to Schools</p> <p>SOURCE: MASC February 2018</p> <p>NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.</p>
GBEC	None	<p><u>GBEC - DRUG-FREE WORKPLACE POLICY</u></p> <p><u>The School District will provide a drug-free workplace and certifies that it will:</u></p> <ol style="list-style-type: none"> <u>1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.</u> <u>2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's</u>

policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.

3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.

4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.

6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

SOURCE: MASC March 2016

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: IHAMB, Teaching about Alcohol, Tobacco and Drugs

		<u>JICH, Drug and Alcohol Use by Students</u>
GBED	None	<p><u>GBED - TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED</u></p> <p><u>Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.</u></p> <p><u>Staff members who violate this policy will be referred to their immediate supervisor.</u></p> <p><u>SOURCE: MASC September 2016</u></p> <p><u>LEGAL REF.: M.G.L. 71:37H</u></p> <p><u>CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited</u></p> <p><u>JICH, Alcohol, Tobacco and Drug Use by Students Prohibited</u></p>
GBFC	<p>DRUG-FREE WORK PLACE</p> <p>It is the policy of the Hudson Public Schools to maintain an alcohol-free and drug-free work place. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal. Alcohol consumption may be permitted at specific events pursuant to School Committee policy and M.G.L. Chapter 272, S. 40A.</p>	<p>DRUG-FREE WORK PLACE</p> <p>It is the policy of the Hudson Public Schools to maintain an alcohol-free and drug-free work place. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal. <u>Alcohol consumption may be permitted at specific events pursuant to School Committee policy and M.G.L. Chapter 272, S. 40A.</u></p> <p>It is a condition of employment that each employee abide by this policy and notify the superintendent of schools of any criminal drug statute conviction (<u>or plea of no contest</u>) for a violation occurring in the work</p>

	<p>It is a condition of employment that each employee abide by this policy and notify the superintendent of schools of any criminal drug statute conviction (or plea of no contest) for a violation occurring in the work place within five (5) days of such a conviction. The Hudson Public Schools has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days after notice of a conviction, the superintendent of schools will take disciplinary action up to and including a recommendation to the school committee that the employee be dismissed from employment.</p> <p>Each employee of the Hudson Public Schools will be given a copy of this policy and its accompanying regulations.</p> <p>Adopted by the Hudson School Committee: October 12, 1993</p>	<p>place within five (5) days of such a conviction. The Hudson Public Schools has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days after notice of a conviction, the superintendent of schools will take disciplinary action up to and including a recommendation to the school committee that the employee be dismissed from employment.</p> <p>Each employee of the Hudson Public Schools will be given a copy of this policy and its accompanying regulations.</p> <p>Adopted by the Hudson School Committee: October 12, 1993</p>
<p>GBGB</p>	<p>None</p>	<p><u>GBGB - STAFF PERSONAL SECURITY AND SAFETY</u></p> <p><u>Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.</u></p> <p><u>Employees offered a position as a custodian, maintenance worker or food service worker must successfully pass a pre-employment physical examination (provided at School Committee cost) prior to the date of employment.</u></p> <p><u>The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school district whenever that employee's health appears to be a hazard to children or others in the school</u></p>

		<p><u>district or when a doctor's certificate is legally required to verify need for sick leave.</u></p> <p><u>School employees, their families and members of their household are eligible to use the confidential services provided by the municipality's employee assistance program.</u></p> <p><u>SOURCE: MASC September 2016</u> <u>LEGAL REFS.: M.G.L. 71:54; 71:55B; 71:55C</u> <u>CROSS REFS.: EB, Safety Program</u> <u>NOTE: This category is for statements on staff physical and mental health examination requirements, the School Committee's commitment to assisting employees in maintaining good health, its concern with occupational safety, and so on.</u></p> <p><u>Observe the cross-references. Health insurance plans for employees are properly coded under Fringe Benefits for the appropriate category of staff.</u></p>
GBGE	None	<p>GBGE - DOMESTIC VIOLENCE LEAVE POLICY</p> <p>It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12-month period. In order to be eligible for said leave:</p> <ul style="list-style-type: none"> (i) the employee, or a family member of the employee must be a victim of abusive behavior; (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and

(iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists, the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

(1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;

		<p>(2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;</p> <p>(3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;</p> <p>(4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt; or has been convicted of, or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;</p> <p>(5) medical documentation of treatment as a result of the abusive behavior;</p> <p>(6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;</p> <p>(7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.</p> <p>All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:</p> <p>(i) requested or consented to, in writing, by the employee; (ii) ordered to be released by a court of competent jurisdiction; (iii) otherwise required by applicable federal or state law; (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or (v) necessary to protect the safety of the employee or others employed at the workplace.</p>
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The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that they deem appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, they shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

SOURCE: MASC October 2014

LEGAL REF.:: M.G.L. [149:52E](#); Section 10

Chapter 260 of the Acts of 2014

NOTE: The School Committee should seek the advice of counsel, deliberate, and determine whether or not to change the following language in the first paragraph as the School Committee, in consultation with the Superintendent, may choose to 1) make this type of leave paid or unpaid, and 2) make an employee exhaust other leave options or not:

"The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the

		<p>employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement."</p> <p>Additionally, the statute does not require that employers with less than 50 employees provide this leave.</p>
GBGF	None	<p><u>GBGF - FAMILY AND MEDICAL LEAVE</u></p> <p><u>The School System shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, procedures setting forth the rights and procedures granted by the Act, and shall ensure compliance with those procedures either personally or by delegation, or by some combination of personal oversight and delegation.</u></p> <p><u>SOURCE: MASC September 2016</u></p> <p><u>LEGAL REFS.: P.L. 103-3, "Family and Medical Leave Act of 1993"</u></p>

GA - PERSONNEL POLICIES GOALS

NOTE: School Committees must realize that even though they are no longer involved in the process of hiring school district employees other than those identified by the Massachusetts General Laws, they are responsible to the students and residents of the school district they represent to insure that the highest quality individuals available are hired to meet the needs of the District. They have the additional responsibility to articulate the expectations of the District relative to personnel. This must be done in the form of District Policy. The School Committee recognizes that an efficient staff dedicated to education is necessary to maintain a constantly improving educational program.

The District's specific personnel goals are:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.
2. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments.
3. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.
4. To provide for a genuine team approach to education.
5. To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.

SOURCE: MASC

LEGAL REF.: M.G.L. 76:5

603 CMR 26.00

Approved by the Hudson School Committee – December 4, 2018

GBA - EQUAL EMPLOYMENT OPPORTUNITY

The Hudson School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, or disability. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

All administrators and supervisors are expected to fully support this program through shared participation in its implementation and in ensuring employment decisions that result in fair and equitable treatment of all applicants and employees.

Notifications

A copy of this policy and its accompanying regulations will be distributed to all employees of the district. All application forms and advertisements for open positions will carry a notice that the Hudson Public Schools is an equal opportunity employer.

SOURCE: MASC September 2016

LEGAL REF.: M.G.L. 151B:4; BESE Regulations 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

Adopted by the Hudson School Committee: January 13, 1981

Amended by the Hudson School Committee: November 13, 2012

Amended by the Hudson School Committee: December 4, 2018

Approved by the Hudson School Committee – December 4, 2018

GBEA - STAFF ETHICS / CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

Every 2 years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Municipal or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

Amended by the Hudson School Committee: December 4, 2018

Approved by the Hudson School Committee – December 4, 2018

GBEB - STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws and regulations of the State as these affect their work, the policies of the School Committee, and the procedures designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing procedures and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 71:37H; 264:11

Approved by the Hudson School Committee – December 4, 2018

GBEBC - GIFTS TO AND SOLICITATIONS BY STAFF**Gifts**

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc.), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the

solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

SOURCE: MASC December 2012

Legal Ref: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

CROSS REFS.: KHA, Public Solicitations in the Schools

JP, Student Donations and Gifts

Approved by the Hudson School Committee – December 4, 2018

GBEBD - ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy ([KCD](#)). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents/guardians of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents/guardians who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return

donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL [44:53A](#); [71:37A](#); [268A:3](#); [268A:23](#);

Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: [GBEA](#), Staff Ethics/Conflict of Interest;

[GBEBC](#), Gifts To and Solicitations by Staff;

[KCD](#), Public Gifts to Schools

SOURCE: MASC February 2018

NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.

Approved by the Hudson School Committee – December 4, 2018

DRUG-FREE WORK PLACE

It is the policy of the Hudson Public Schools to maintain an alcohol-free and drug-free work place. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the superintendent of schools of any criminal drug statute conviction for a violation occurring in the work place within five (5) days of such a conviction. The Hudson Public Schools has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days after notice of a conviction, the superintendent of schools will take disciplinary action up to and including a recommendation to the school committee that the employee be dismissed from employment.

Each employee of the Hudson Public Schools will be given a copy of this policy and its accompanying regulations.

Adopted by the Hudson School Committee: October 12, 1993

Amended by the Hudson School Committee: December 4, 2018

Approved by the Hudson School Committee – December 4, 2018

GBGE - DOMESTIC VIOLENCE LEAVE POLICY

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12-month period. In order to be eligible for said leave:

- (i) the employee, or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists, the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;

- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;
- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;
- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt; or has been convicted of, or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;
- (6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;
- (7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that they deem appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, they shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

SOURCE: MASC October 2014

LEGAL REF.: M.G.L. [149:52E](#); Section 10

Chapter 260 of the Acts of 2014

NOTE: The School Committee should seek the advice of counsel, deliberate, and determine whether or not to change the following language in the first paragraph as the School Committee, in consultation with the Superintendent, may choose to 1) make this type of leave paid or unpaid, and 2) make an employee exhaust other leave options or not:

"The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement."

Additionally, the statute does not require that employers with less than 50 employees provide this leave.

Approved by the Hudson School Committee – December 4, 2018

VI. Matters for Action

a) Old Business

1. Second Reading and Approval of Proposed Adoptions and Revisions of School Committee Policies EFC and EFD

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, bolded and in **red**.

SECTION E – Support Services

Section	Existing Policy	Proposed Change or New Policy
EFC	None	<p>EFC - FREE AND REDUCED PRICE FOOD SERVICES</p> <p>The school district will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.</p> <p>In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child <u>who a teacher believes is improperly nourished</u> will be denied a <u>free breakfast or lunch or other food</u> simply because proper application has not been received from their parents or guardians.</p> <p>As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility <u>for free milk, free meals, and reduced price meals.</u></p> <p>SOURCE: MASC August 2016</p> <p>LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760) Child Nutrition Act of 1966</p> <p>P.L. 89-642, 80 Stat. 885, as amended M.G.L. 15:1G; 15:1L; 69:1C; 71:72</p>

<p>EFDA</p>	<p><u>EFDA – MEAL CHARGE POLICY</u></p> <p><u>I. PURPOSE/POLICY:</u></p> <p><u>The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this policy are:</u></p> <ul style="list-style-type: none"> • <u>To establish a consistent district policy regarding charges and collection of charges.</u> • <u>To treat all students with dignity in the serving line regarding meal accounts.</u> • <u>To support positive situations with district staff, district business policies, students and parents/guardian to the maximum extent possible.</u> • <u>To establish policies that are age appropriate.</u> • <u>To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.</u> <p><u>II. SCOPE OF RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> • <u>The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service Department is also responsible for notifying the student’s parent/guardian of low or outstanding balances.</u> • <u>The School District: Responsible for supporting the Food Service Department in collection activities.</u> • <u>The Parent/Guardian: Immediate payment.</u> <p><u>III. ADMINISTRATION</u></p>	<p>EFD - MEAL CHARGE POLICY</p> <p>The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on schoolwork, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.</p> <p>The provisions of this policy pertain to regular priced all school meals only under the USDA Child Nutrition Program. The School Committee District will provide serve a regular meal breakfast or lunch to students who forget or lose their lunch money. The parent/guardian is responsible for any meal charges incurred.</p> <p>Meal Charges and Balances</p> <p>Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular) paid, reduced-price, or free) each day. Payment options will be delineated in student handbooks on the District Website and provided to parents/guardians of incoming students. After the balance reaches zero and enters the negative, students, will not be allowed to purchase ala carte items including but not limited to a second entree, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If a student’s meal status changes from paid to free or reduced, during the school year, any charges incurred prior to the status</p>
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- 1) **Free and Reduced Lunch Students**
 - a. **Free Lunch status students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal every day. A la carte items are not part of the USDA program. Students must pay cash for a la carte items.**
 - b. **Reduced Lunch Status Students will be allowed to have a negative account balance up to a maximum dollar (\$2.40) equivalent of six (6) reduced priced meals which will be known as the “account cap”. Reduced lunch status allows a child to receive reduced priced meals at a reduced amount determined by the Department of Elementary and Secondary Education, Nutrition, Health & Safety Programs. Students must pay cash for a la carte items.**
- 2) **All Other Students:**
 - a. **Elementary students: will be allowed to charge up to a maximum dollar (\$13.75) equivalent of five (5) meals which will be known as the “account cap”.**
 - i. **Only meals will be allowed to be charged. No other a la carte items will be allowed to be charged.**
 - ii. **Notices of low or deficit balances will be sent to**

change are the responsibility of the parent/guardian. If there is a financial hardship, a parent/guardian should contact the food services department directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent **directly** to parent/guardians **via email or regular postal mail** at regular intervals during the school year. **At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18.** If notices do not result in payment, the district will contact the parents/guardians responsible for the payment. If parents/guardians have issues with student purchases they should contact the food services department for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage **and in student handbooks.** Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining **funds** balance for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see **student handbooks** district website for more details) or by speaking with the school's food service **manager** department. The point of sale system is designed to prevent direct identification of a student's meal status. Parents/guardians are encouraged to set up automated low-balance email alerts through the online payment system. **Parents/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not**

	<p><u>parents/guardians at regular intervals during the school year.</u></p> <p>iii. <u>When the student reaches the “account cap” they will only be offered a designated menu alternate. Sample: cheese sandwich + veggie sticks + fruit+ milk.</u></p> <p>iv. <u>This designated menu alternate will be charged to the student’s lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.</u></p> <p>v. <u>Students must pay cash for a la carte items.</u></p> <p>vi. <u>Once the student reaches the maximum meal charge, no a la carte items will be sold to the student and any cash should be applied to the account balance.</u></p> <p>vii. <u>Negative balances will be carried over to the next</u></p>	<p><u>result in payment, parents/guardians will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.</u></p> <p>Refunds</p> <p><u>Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.</u></p> <p>Positive balances of graduating students with a sibling in the district, will automatically transfer to the sibling’s account. If there is no sibling in the district, the funds will be automatically mailed to the parents/guardians. Refunds of withdrawn students require a written request (email, postal, or in person) for a refund of any money within sixty days of withdrawal.</p> <p>Delinquent Accounts/Collections</p> <p>Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.</p> <p>If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced price lunches for their child. <u>Each school handbook</u> The District website shall contain detailed instructions for family assistance.</p>
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	<p style="text-align: center;"><u>school year.</u></p> <p><u>b. Middle School: will be allowed to charge up to a maximum dollar (\$8.25) equivalent of three (3) meals which will be known as the “account cap”.</u></p> <p><u>i. Only meals will be allowed to be charged. No other a la carte items will be allowed to be charged.</u></p> <p><u>ii. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.</u></p> <p><u>iii. When the student reaches the “account cap” they will only be offered a designated menu alternate. Sample: cheese sandwich + veggie sticks + fruit+ milk.</u></p> <p><u>iv. This designated menu alternate will be charged to the student’s lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.</u></p> <p><u>v. Students must pay cash for a la carte items.</u></p>	<p>Policy Communications</p> <p>This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.</p> <p>LEGAL REFS: MOL <u>71:72</u>; USDA School Meal Program Guidelines May 2017</p> <p>CROSS REFS: JQ, Student Fees, Fines & Charges</p> <p>SOURCE: MASC July 2018</p>
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	<p><u>vi. Once the student reaches the maximum meal charge, no a la carte items will be sold to the student and any cash should be applied to the account balance.</u></p> <p><u>vii. Negative balances will be carried over to the next school year.</u></p> <p><u>c. High School: will be allowed to charge up to a maximum dollar (\$9.00) equivalent of three (3) meals which will be known as the “account cap”.</u></p> <p><u>i. Only meals will be allowed to be charged. No other a la carte items will be allowed to be charged.</u></p> <p><u>ii. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.</u></p> <p><u>iii. When the student reaches the “account cap” they will only be offered a designated menu alternate. Sample: cheese sandwich + veggie sticks + fruit+ milk.</u></p> <p><u>iv. This designated menu alternate will be charged to the student’s lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement.</u></p>	
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Parents/Guardians are responsible for payment of these meals to the food service program.

v. Students must pay cash for a la carte items.

vi. Once the student reaches the maximum meal charge, no a la carte items will be sold to the student and any cash should be applied to the account balance.

viii. Negative balances will be carried over to the next school year.

3) This will apply to any account balances above the “account cap” at any time or after May 1st, and any payments made by check that are returned to the district by the bank with notice of “insufficient funds”. Balances may be checked at any time by logging into the <https://www.myschoolbucks.com> system or by emailing the Food Service Bookkeeper. All accounts must be settled at the end of a school year. Letters will be sent home via backpack mail to elementary students and mailed home to Quinn and Hudson High students approximately four to five days before the last day of school to students whose accounts are below zero.

a. Checks returned for non-sufficient funds (NSF): When a check is returned to the Treasurer’s office for “NSF”, a letter will be sent to inform the parent(s) from the

Finance Director. Payment for the NSF check must be in the form of cash, cashier's check, or money order. Payment must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to the Town of Hudson and sent to the Food Service Office. The penalty fee and the amount of the check will be deducted from the child/children's lunch account immediately upon notice from the bank and the above mentioned rules will take effect. Second requests will follow M.G.L. Chapter 93, section 40A - <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter93/Section40a>.

- b. *Balances owed with no response by Parent/Guardian:* If the payment is not received, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:
- i. We reserve the right to transfer a positive balance from one student in the household to cover a negative balance of another student in the household.
 - ii. Unresponsive after 30 days – report cards will be held (all

schools) and iParent access will be locked.

iii. Unresponsive after 30 days - prohibit participation of student or other students in the student's household from participating in any future fee based program until or unless outstanding balances are resolved.

iv. Prohibit student participation in senior activities and/or graduation exercises.

v. Teacher assignment letters and class schedule letter will be withheld.

vi. Referral to small claims court and/or Collection Agency.

4) The school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. The Food Service Program shall inform parents annually that meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the Principal will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced price meals.

a. Blocks on Accounts: A parent may send

a note in writing or email to the Food Service Office to place a block on their child's account to prohibit the purchase of a la carte items or set dollar cap. The School Business Manager may instruct the Food Service Director to place a block on a student's account due to non-payment of district fees or other collection issues.

b. Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted within one year of withdrawal. An email request is also acceptable.

c. Graduating Students: Graduating Seniors with siblings in other grades will have any positive balance on their account moved to their siblings' account(s). Graduating Seniors with no siblings in other grades will have their positive balance mailed to their parents/guardians after graduation.

d. Unclaimed Funds: All refunds must be requested within one year of departure from school. Unclaimed funds will then become the property of the Hudson Public School Food Service Program.

NOTE: All funds collected by the Food Service Management Company are the property of the Hudson Public Schools under the authority of the School Committee. All funds are deposited into a bank account controlled by the Hudson Town Treasurer. It is from this fund that the Food Service Management Company is paid for goods and services required to operate the

program.

Legal Reference: 7CFR 210, Office of Management and Budget Circular A-87
M.G.L. Chapter 71: Section 72. Sale of lunches
M.G.L. Chapter 71: Section 37K. Business demonstration projects; disposition of proceeds.
M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty.
M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty. M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment.

Legal Reference: 7CFR 210, Office of Management and Budget Circular A-87
<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=7:4.1.1.1.1&idno=7>

M.G.L. Chapter 71: Section 72. Sale of lunches
[https://malegislature.gov/Laws/GeneralLaws/Part I/TitleXII/Chapter71/Section72](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section72)
Section 72. The school committee may prepare and sell lunches at one or more school buildings for the pupils and teachers of the public schools at such prices as it deems reasonable.

M.G.L. Chapter 71: Section 37K. Business demonstration projects; disposition of proceeds.
[https://malegislature.gov/Laws/GeneralLaws/Part I/TitleXII/Chapter71/Section37K](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37K)
Section 37K. Each school committee may authorize business demonstration projects of an educational nature, to be operated by students as an educational service. Each such

project shall be subject to all applicable health, safety and nutritional regulations. Any such project may be operated independently of any other department or program in the school in which such project is operated. The net proceeds, after all expenses have been deducted, of any sale of food by any such project shall be transferred each month to the school lunch or food service account for the school in which such project is operated. Any such project serving food to a daily average of more than ten per cent of the students in the school, in which such project is located, in any given month, shall, during the remainder of the school year, be governed by the regulations of the school lunch program.

M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty.
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section69>
Section 69. If a check in payment of a municipal or district service rendered or fee or charge imposed is not duly paid, there may, in addition to any other penalty provided by law, be imposed on the person who tendered such check, upon notice and demand by the city, town or district treasurer, a penalty in the same amount as that imposed under the provisions of section fifty-seven A of chapter sixty. Any person upon whom such penalty is imposed may, within sixty days of the imposition of such penalty, appeal in writing to the commissioner who shall abate the same if it is determined that such check was tendered in good faith with reasonable cause to believe that it would be paid.

M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty.

[https://malegislature.gov/Laws/GeneralLaws/Part I/TitleIX/Chapter60/Section57A](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIX/Chapter60/Section57A)

Section 57A. If any check in payment of any tax, interest, penalty, fee or other charge imposed under chapters fifty-nine to sixty-one A, inclusive, or chapter eighty or for any other municipal service rendered is not duly paid there may, in addition to any other penalties provided by law, be paid as a penalty by the person who tendered such check, upon notice and demand by the city or town tax collector, in the same manner as the tax or other amount to which the check relates, an amount equal to one percent of the amount of such check; provided, however, that if the amount of such check is less than two thousand five hundred dollars, the penalty under this section shall be twenty-five dollars. Any person upon whom such a penalty is imposed may appeal to the commissioner who shall abate the same if he determines that such person tendered such check in good faith and with reasonable cause to believe that it would be paid.

M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter93/Section40A>

Section 40A. Whoever makes, draws, utters or delivers any check, draft or order for the payment of money upon any bank or other depository which refuses to honor the same because the maker has no account with such bank or other depository or because the maker

has insufficient funds on deposit therein and who fails to pay the amount of such check, draft or order within thirty days following a written demand therefor by the payee in accordance with this section and delivered to such person by regular mail and also by certified mail return receipt requested shall, in addition to any criminal penalties which may be imposed in accordance with law, be liable to the payee for the face amount of such check, draft or order, and for additional damages, as determined by the court, but in no event shall the amount of such damages be less than one hundred nor more than five hundred dollars.

Adopted by Hudson School Committee: March 10, 2015

EFC - FREE AND REDUCED PRICE FOOD SERVICES

The school district will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child will be denied a breakfast or lunch simply because proper application has not been received from their parents or guardians.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for, free meals, and reduced price meals.

SOURCE: MASC August 2016

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760) Child Nutrition Act of 1966

P.L. 89-642, 80 Stat. 885, as amended
M.G.L. 15:1G; 15:1L; 69:1C; 71:72

Approved by the Hudson School Committee – December 4, 2018

EFD - MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on schoolwork, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to all school meals under the USDA Child Nutrition Program. The School District will provide a breakfast or lunch to students who forget or lose their lunch money. The parent/guardian is responsible for any meal charges incurred.

Meal Charges and Balances

Students will pay for meals at the rate approved by the School Committee and for their meal status (paid, reduced-price, or free) each day. Payment options will be delineated on the District Website and provided to parents/guardians of incoming students. After the balance reaches zero and enters the negative, students, will not be allowed to purchase ala carte items including but not limited to a second entree, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If a student's meal status changes from paid to free or reduced, during the school year, any charges incurred prior to the status change are the responsibility of the parent/guardian. If there is a financial hardship, a parent/guardian should contact the food service department directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent to parent/guardians at regular intervals during the school year. If notices do not result in payment, the district will contact the parents/guardians responsible for the payment. If parents/guardians have issues with student purchases they should contact the food service department for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining balance for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see district website for more details) or by

speaking with the school's food service department. The point of sale system is designed to prevent direct identification of a student's meal status. Parents/guardians are encouraged to set up automated low-balance email alerts through the online payment system.

Refunds

Positive balances of graduating students with a sibling in the district, will automatically transfer to the sibling's account. If there is no sibling in the district, the funds will be automatically mailed to the parents/guardians. Refunds of withdrawn students require a written request (email, postal, or in person) for a refund of any money within sixty days of withdrawal.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced price lunches for their child. The District website shall contain detailed instructions for family assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MOL [71:72](#); USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC July 2018

Approved by the Hudson School Committee – December 4, 2018

VI. Matters for Action

b) New Business

1. Approval of Student Activities Report period ending September 30,2018

To: School Committee, Principals, Advisors, Student Officers, Town Accountant and Town Treasurer
cc: Dr. Marco Rodrigues, Superintendent of Schools
From: Patricia Lange, Executive Director of Finance and Operations
Date: 11/6/2018
Re: Student Activities Reporting Period Ending September 30, 2018



Attached are the Student Activity Reports for the period ending September 30, 2018, for Hudson High School and Quinn Middle School. The cover page is the reconciliation of the Agency Savings account to the Town's general ledger. The bottom of the page shows that the totals of the reconciled balances of the Agency savings account and the school checking account total to the subsidiary ledger of the student fund balances. The second page shows the subsidiary ledger, listing the student fund balances.

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

Student Activity Funds Reconciliation				FY19
HHS Account 1217 - AGENCY ACCOUNT				
YTD 9/30/2018				
				Avidia #0050631701
	Town	Bank	VADAR Variance	
	General Ledger	AGENCY ACCT		
Balance at June 30, 2018	90,597.23	210,338.21		
Cash Management Transfer	0.00	(119,740.98)		FY18 4th Qtr. Transfer
Bank Interest	117.30	165.73		
Receipts	2,296.00	28,079.79	(25,783.79)	
NSF & Debits Adjustments	0.00	(400.00)	400.00	
Expenditures	0.00	0.00		
Ending Balance	93,010.53	118,442.75	(25,432.22)	
ACTION NEEDED BY TOWN				
Record 8/31/18 deposit	65.00			
Warrant 9/19/2018	(12,262.38)			
Record Sept NSF	(200.00)			
Record Sept Bank Interest	48.43			
Record Sept Deposits	25,518.79			
TOWN ADJUSTMENTS				ACTION NEEDED
Cash Management Xfer - Debit		(12,262.38)		Outstanding warrant 9/19/2018
Total Warrants		(12,262.38)		
SCHOOL ADJUSTMENTS				
Total Reconciled Balance	106,180.37	106,180.37		

Prepared by:

Cindy Morrison 11/6/18

Date: 11/6/2018

Approved by:

Batman Zyl
11/6/18

Date:

	September	Outstanding		Reconciled Balance
	Bank Statement	Checks/ Transfers	deposits	
Checking Account	27,141.73	(3,948.00)	12,262.38	\$ 35,456.11
Agency Account	118,442.75	(12,262.38)		\$ 106,180.37
		Total Reconciled Balance		\$ 141,636.48
		Total Subsidiary Accounts		\$ 141,636.48
		Quickbook's Variance		\$ -

7:57 AM

Hudson High School Student Activity Fund

Profit & Loss

11/05/18

July 2010 through September 2018

Cash Basis

	Jul '10 - Sep 18
Income	
Advanced Placement	6,734.76
Advanced Placement Text	365.34
All School Musical	19,973.23
Athletics	
Athletic General	2,819.19
Athletic Ice Hockey	13.78
Athletics -Boys' Tennis	725.95
Athletics Boys' Basketball	183.00
Athletics Boys Soccer	375.00
Athletics Football	97.90
Athletics Girls' Soccer	2,037.34
Athletics Girls' Tennis	250.00
Athletics Girls Basketball	640.00
Athletics Girls JV Tennis	974.80
Athletics Gymnastics	122.64
Athletics Softball	1,029.01
Athletics Volleyball	563.75
Baseball	92.85
Total Athletics	9,925.21
Band	3,187.66
Bank Charges and Interest	4,123.81
Bus Account	1,646.26
Chorus	2,921.35
Class of 2018	7,344.71
Class of 2019	22,745.14
Class of 2020	9,922.79
Class of 2021	3,656.83
Class of 2022	551.49
Class/Team Fundraisers	
Amazon Trip April	223.89
Athletic Training Field Trip	8.75
Macbeth Field Trip English 10	376.48
Physics Class Field Trip	259.45
Sao Tome Trip	933.83
Total Class/Team Fundraisers	1,802.40
Community Council	922.25
CPR	686.85
Earth Council	516.35
General Fund	4,997.35
Germany Trip	15,942.37
Guidance	860.43
Journalism Club	877.26
Junior Honor Society	660.22
My School Bucks	737.37
National Art Honor Society	480.64
National Honor Society	510.18
Outdoor Club	93.04
S.A.D.D.	1,785.45
School Store	4,544.12
Senior Class Parking	1,837.01
Ski Club	187.14
Spain Trip	353.25
Spirit Committee	4,100.96
Strive	1,061.57
TV Studio	1,661.05
Ultimate Frisbee	552.24
UNESCO Trip	1,156.23
Yearbook	2,212.17
Total Income	141,636.48
Gross Profit	141,636.48

7:57 AM

Hudson High School Student Activity Fund

11/05/18

Profit & Loss

Cash Basis

July 2010 through September 2018

	<u>Jul '10 - Sep 18</u>
Net Income	<u>141,636.48</u>

Student Activity Funds Reconciliation			FY19
QMS Account 2838 - AGENCY ACCOUNT			
YTD 9/30/2018			
			Avidia #0051801401
	Town	Bank	VADAR Variance
	General Ledger	AGENCY ACCT	
Balance at June 30, 2018	16,781.36	44,079.43	
Cash Management Transfer	0.00	(27,298.07)	FY18 4th Qtr. Transfer
Bank Interest	15.06	19.20	
Receipts	0.00	0.00	
NSF & Debit Adjustments	0.00	0.00	
Expenditures	(618.19)	0.00	
Ending Balance	16,178.23	16,800.56	(622.33)
ACTION NEEDED BY TOWN			
Cash Management Xfer Debit	(4,100.00)		Warrant 9/20/18
Tor record September Interest	4.14		
TOWN ADJUSTMENTS			ACTION NEEDED
Cash Management Xfer Debit		(618.19)	Warrant 9/10/18
Cash Management Xfer Debit		(4,100.00)	Warrant 9/20/18
Total Warrants	12,082.37	(4,718.19)	
SCHOOL ADJUSTMENTS			
Total Reconciled Balance	12,082.37	12,082.37	0.00

Prepared by:
Date: 10/19/2018

Christy Harrison
10/19/18
P. Lang
11/7/18

Approved by:
Date:

	September	Outstanding		Reconciled Balance
	Bank Statement	Checks/ Transfers	Deposits	
Checking Account	4,423.17	(40.00)	4,100.00	8,483.17
Agency Account	16,800.56	(4,718.19)		12,082.37
		Total Reconciled Balance		\$ 20,565.54
		Total Subsidiary Accounts		\$ 20,565.54
		Variance		\$ -

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

MONTH of SEPTEMBER 2018

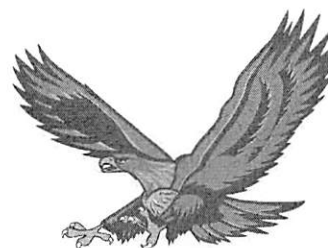
Art Club	\$	275.95
Band/Chorus	\$	2,129.97
Drama	\$	8,991.24
Class Teams:		
Amber Team	\$	17.67
Coral Team	\$	-
Emerald Team	\$	-
Jade Team	\$	-
Onyx Team	\$	56.60
Pearl Team	\$	-
Ruby Team	\$	-
Sapphire Team	\$	-
Topaz Team	\$	-
General Funds	\$	6,296.89
Interest Earnings	\$	399.10
Library	\$	875.63
Ski Club	\$	27.17
Student of the Month	\$	140.06
Yearbook	\$	1,355.26
Total of Student Activity Accounts	\$	<u>20,565.54</u>

VI. Matters for Action

b) New Business

2. Approval of minimum GPA criteria for National Honor Society and National Junior Honor Society eligibility at Hudson High School

Hudson High School
Hudson, Massachusetts 01749



Jonathan Bourn - present	Rebecca Appel - present	Carla Pavao - present	Anna Terra-Salomao - present	Carey Napoleone - present
Angela Banks-Mitchell - absent	George Luoto - present	Erin Jameson - present	Emily Figueirido '21 - present	Emily Genova '21 - present
Julia Stukonis '21 - present				

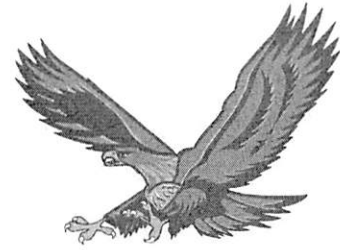
AGENDA

- Welcome and Introductions
- Review minutes from October 2nd meeting
 - Moved to approve by Rebecca Appel, seconded by Carey Napoleone
 - Approved unanimous
- National Honor Society and National Junior Honor Society - Recommend to change GPA eligibility criteria for 2018-2019 School Year. School Council vote needed.
 - Recommending increase of GPA to 4.0 from 3.5 (out of weighted 5.0) to be eligible to apply.
 - 3.5 GPA is a holdover from when Hudson HS had a 4.0 GPA. Had not been updated when HHS moved to a weighted 5.0 GPA.
 - Using cumulative GPA at the quarter 1 marking period as opposed to end of year grades to calculate eligibility to apply.
 - Recommendation modified - **VOTED** to change GPA to be invited to apply to NHS and NJHS from 3.5 to 3.7 for 2018-2019 School Year. (C. Napoleone, R. Appel). **VOTED** to use Cumulative GPA after quarter 1 of the academic year to determine eligibility to receive an invitation (C. Napoleone, R. Appel).
 - Ms. Appel provided background to reason for change
 - Two handouts provided to School Council with general class rank and weighted GPA tables
 - Moved by Carey Napoleone to approve the recommendation, seconded by Anna Terra - Salamone. Approved unanimously.

In a changing world, Hudson High School provides a safe and supportive environment in which each person is challenged to fulfill his or her academic, intellectual, creative, and social potential. Guided by a commitment to ethical considerations we engage in real world challenges while preparing students for higher level academics, workforce success, active citizenship, and life-long learning.

Hudson High School

Hudson, Massachusetts 01749



- NHS/NJHS to bring any updated changes for SY 2019-2020 back to School Council
- Review 2018-2019 School Improvement Plan - Approval by School Council
 - Instructional Leadership Team (ILT)
 - What are the terms/selection process for ILT?
 - Working draft of Vision of the Graduate - NEASC
 - Academics, Relationships, Community (ARC) Pilot
 - Seeking measurable data to determine if it is worth the loss of instructional time.
 - Revising Master Schedule for the 2019-2020 School Year
 - Move by Carla Pavao, Seconded by Carey Napoleone APPROVED unanimously

Addenda

Student Handbook - unexcused absence

VI. Matters for Action

b) New Business

3. Approval of donated equipment from PTC to the Hudson High School Engineering/
Robotics program

GIFT TO HUDSON PUBLIC SCHOOLS - APPROVAL FORM

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

Gift	GIFT Information
Description:	PTC (Needham, MA)
Purpose:	Donation of equipment to the Hudson High School Engineering/Robotics program
Date received:	10/30/2018
Type of Gift:	Corporate
Donation Amount:	\$10,000.00 (estimated dollar value of equipment received)
Fiscal Admin:	Ellen Schuck
Gift Designation / Purpose:	Donation of equipment and supplies: <ul style="list-style-type: none"> • 1 - Dimension uPrint Plus 3-D printer plus chemical bath • 45 – build plates for uPrint • 27- spools of plastic and support material • 4 – Tetrax Robotics Kits • 2 – Tetrax Resource Kits • 1 – bin miscellaneous microcontrollers • 1 – bin miscellaneous sensors/LED's • 2 – bins miscellaneous electronics parts • 9 – multi-meters • 2 – Coding Games
School Designation:	HHS – Hudson High School

School Committee Date: _____

Vote: _____

VI. Matters for Action

b) New Business

4. Approval of Avidia Bank Charitable Foundation Grant FBO Hudson Maynard Adult Learning Center in the amount of \$4000.00

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:	Avidia Bank Charitable Foundation FBO Hudson Maynard Adult Learning Center
Purpose:	This grant is allocated to fund one advanced level HMALC ESOL class at Hudson high school beginning in January and run for 35 Classes. This grant is a renewable Grant since 2012 funding a semester class each year.
Type of Funder:	Charitable Foundation
Awarded Amount:	\$4000.00
Start Date	11/01/2018
End Date	6/30/2018
Status	Active
Grantor	Avidia Bank
PROGRAM Admin	Karl Baldrate
PROGRAM Notes:	<p>Private Foundation Grant</p> <p>General Fund use:</p> <ul style="list-style-type: none"> Assist eligible individuals to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency; 2. Assist eligible individuals who are parents or family members to obtain the education and skills that- 3. Assist eligible individuals in attaining a secondary school credential and in the transition to postsecondary education and training, including through career pathways; and 4. Assist immigrants and other individuals who are English language learners <p>Grantor Name / Address: Avidia Charitable Foundation 42 Main Street Hudson, MA 01749 ☎: (978) 567-3673</p> <p>Grantor Contact Name / Email: Hanna Sanders h.sanders@avidiabank.com</p>
Program Location:	ADL @ Hudson High School

School Committee Date: _____ School Committee Chairperson: _____

Vote: _____

VI. Matters for Action

b) New Business

5. Approval of FY19 Saint Gobain Corporate Foundation Grant in the amount of \$15000.00

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 SAINT-GOBAIN Corporate Foundation
Purpose:	This grant may be used purchase STEM Instructional Materials specifically for the Green Architecture Program launched this year to 5 th – 7 th grade students. This is a Renewal grant from Saint-Gobain now in its 3 rd year as a district sponsor.
Type of Funder:	Private - Corporation
Awarded Amount:	\$15,000.00
Start Date	10/01/2018
End Date	6/30/2018
Status	Active
Grantor	SAINT-GOBAIN Corporate Foundation.
PROGRAM Admin	Sarah Davis
PROGRAM Notes:	Private Foundation Grant General Fund use: STEM instructional Materials tools, kits etc. @ QMS. Full kits for Launch grade-level Modules Grantor Name / Address: SAINT-GOBAIN CORPORATION FOUNDATION 20 Moores Road Malvern, PA 19355 Grantor Contact Name / Number / Email: Wijesooriya, Sidath S. Email: Sidath.S.Wijesooriya@saint-gobain.com Malvina Kowalik Email: Malvina.Kowalik@saint-gobain.com
Program Location:	Quinn Middle School

School Committee Date: _____ School Committee Chairperson: _____

Vote: _____

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

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

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

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
				TOTAL:	\$ 1,778,015.00
			FY19 GIFTS TO HUDSON PUBLIC SCHOOLS	School	\$ Gift Amount
Corporate	Sponsor	Corporate	Umass Memorial @ Marlborough Hospital	Farley Elementary - Event Sponsor	\$ 300.00
				TOTAL:	\$ 300.00
			FY19 GIFTS FOR HHS SCHOLARSHIPS	HUDSON HIGH SCHOOLS	\$ Gift Amount
				Total:	\$ -
				Grant Total:	\$ 1,778,315.00

VI. Matters for Action

b) New Business

6. Approval of Reclassification of Funds

Posting Date:

Batch/Block :

FY19

PAYMENT Adjustment Request

Date: Tuesday, December 4, 2018

To: Ruifan Zhang, Assistant Finance Director

From: School Department

Please record the following payment adjustment (s):

		Account Number	Account Description	Amount	Amount
<i>Payment Adjustment Number 1</i>	From:	<u>572</u>	<u>EQUIPMENT</u>	\$ <u>(1,323.70)</u>	
	To:	<u>570</u>	<u>BUILDINGS</u>		\$ <u>\$1,323.70</u>
<i>Payment Adjustment Number 2</i>	From:	<u>572</u>	<u>EQUIPMENT</u>	\$ <u>(150.00)</u>	
	To:	<u>569</u>	<u>SERVICE CONTRACTS</u>		\$ <u>\$150.00</u>
<i>Payment Adjustment Number 3</i>	From:	<u>568</u>	<u>RUBBISH COLLECTION</u>	\$ <u>(475.00)</u>	
	To:	<u>561</u>	<u>RENTAL OF EQUIPMENT</u>		\$ <u>\$475.00</u>
<i>Payment Adjustment Number 4</i>	From:	<u>570</u>	<u>BUILDINGS</u>	\$ <u>(585.00)</u>	
	To:	<u>569</u>	<u>SERVICE CONTRACTS</u>		\$ <u>\$585.00</u>
				Page total :	\$ <u><u>(2,533.70)</u></u> <u><u>\$2,533.70</u></u>

Orange 11/29/18

Authorized Signature

Prepared by: *Sharon J. Gooch-Zebal*

Authorized Signature(s):

Reason for reclassification:
To reclass PO 191211, 191249, and 190486 to correct Buildings and Grounds accounts.

- 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.