



HUDSON PUBLIC SCHOOLS
155 Apsley Street
Hudson, Massachusetts 01749
978.567.6100

HUDSON SCHOOL COMMITTEE MEETING

April 10, 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: March 27, 2017
- 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:**
 1. Report of the Superintendent
 2. Subcommittee Reports (if needed)
 3. Student Report (if any)
- V. **Matters for Discussion:**
 1. Revolving Account
 2. Online Payment Systems Update
 3. Food Service Update
- VI. **Matters For Action:**
 1. FY18 Grants Approval
 2. Second Reading and Approval of Proposed Adoptions and Revisions of School Committee Policies Section 'B'
 3. Second Reading and Approval of Proposed Adoption of School Committee Policy JFBB *School Choice*



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4. Second Reading and Approval of Proposed Revision to School Committee Policy JFBA *Intradistrict Choice* Policy
5. Second Reading and Approval of Proposed Revision to School Committee Policy ECABC *Security of School Buildings* Policy
6. Second Read and Approval of Proposed Adoption of School Committee Policy DD *Funding Proposals and Applications*
7. Reclassifications of Funds (if needed)
8. Items of Interest to the School Committee

VII. Executive Session/Adjournment

1. To conduct contract negotiations with union personnel (Hudson Education Association, Hudson Paraeducators Association and Hudson Cafeteria Workers Association) because an open session may have a detrimental effect on the legal position of the Committee.

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

Not Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: March 27, 2018

Location: Administration Building
155 Apsley Street

Members present: Michele Tousignant Dufour, Allyson Hay, Glenn Maston, Elizabeth Hallsworth and Adam Tracy

Members absent: George Luoto
Steven Smith
Julia M. Pisegna, Recording Secretary

Others present: Dr. Marco C. Rodrigues, Superintendent
Ben Carne, Student Representative

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

The meeting was called to order by Committee Chair, Michele Tousignant Dufour.

Approval of Minutes:

Regular Meeting: March 20, 2018

A motion to approve the minutes of March 20, 2018 was made by Mr. Maston and seconded by Ms. Hallsworth. On a vote of 5-0, the motion passed.

Public Participation:

None.

Reports:

Report of the Superintendent

Dr. Rodrigues updated the Committee on the following:

District News and Update

In the Entry Findings Report, Dr. Rodrigues identified communication as one of the areas for improvement in the District and continuously evaluates the ways in which the District communicates, at all levels, to ensure that the flow of communication, timely delivery, and the accuracy of the content reaches all stakeholders.

Since July of 2017, Dr. Rodrigues has instituted Listening Sessions with families and staff, published weekly *Creating Connections*, scheduled general assemblies with staff, established a

Superintendent's Student Advisory Council, delivered Report of the Superintendent presentations to the School Committee, and held monthly Principals' meetings and District Leadership Teams. All of these deliberate actions were designed to improve communication and to reach all stakeholders.

On Friday, March 23rd, Dr. Rodrigues launched the "*District News & Updates*" publication, a newsletter designed to provide news and updates to all District employees. This publication will occur periodically and will provide information, to the entire Hudson school community, regarding current events, developing work, and accomplishments made by the District.

Kindergarten Open House Event

The District will hold its first open house event on April 3, 2018 at the Quinn Middle School. This event has been designed to welcome incoming Kindergarten students (Class of 2031) and their families. The open house will be filled with fun activities for the incoming Kindergarten students while offering parents/guardians essential information to ensure a smooth transition into Hudson Public Schools.

The event will be held from 6:00 p.m. to 7:30 p.m. in the Quinn Middle School cafeteria with thematic stations assembled to engage parents and students in the areas of curriculum, nursing services, transportation, food services, and more.

A "save the date" note was sent to parents a few weeks ago and the attached invitation was sent to approximately 175 families of registered Kindergarten students.

Dr. Rodrigues encourages Kindergarten families and School Committee members to attend the open house event for an informative, fun-filled evening!

School Safety Update

The Emergency Management System Committee continues to focus their work on evaluating the District practices and ability to respond to emergency situations. Below are highlights of the work the committee has accomplished to date:

1. ALICE Training Video
 - HUD-TV is producing an in-house training video with the assistance of three certified ALICE trainers: Resource Officers Crogan and Veo and Assistant Principal Johnston. The current plan is to have the video available for teacher access by the end of April.
2. High School Entrance
 - Two additional security cameras will be installed at the High School front entrance:
 - One at the entrance to improve face recognition of those seeking entrance during school hours.
 - One in the main corridor to track visitors as they enter the school once "buzzed" through the main entrance to ensure that they stop at the receptionist's station for visitor badges and sign-in.

- Two TV monitors will be wall mounted inside the main office to allow the secretaries to clearly see who is at the main entrance seeking access before they buzz them through and ensure that they stop at the reception desk once inside.
 - One will be placed for improved viewing from the reception desk.
 - The other will be placed for improved viewing from the secretaries' area.
 - The live streaming from these cameras will be continuously recorded.
 - The installation is scheduled for the week of March 26th.
 - Students and Parents will be notified of the front entrance new security protocol.
3. Evacuation Routes and Sanctuary Locations – All Schools
- The confirmed routes are as follows:
 - Hubert to First Steps Pre-School
 - Farley to United Methodist Church
 - Mulready to Forest Avenue
 - Forest Avenue to Mulready
 - Quinn Middle School to Farley
 - Hudson High School to ELKS Hall
 - We also have approval to utilize the Unitarian Universalist Church for any school whose destination location is inaccessible.
4. Warming Blankets
- 400 Mylar Warming Blankets have been purchased (similar to those seen at the end of the Boston Marathon to wrap the runners) for use in the event students are evacuated during inclement weather.
 - 100 blankets were distributed to each elementary school and the middle school. We are awaiting a delivery for the high school.
5. CHAPS – Enhanced Security for Before and After School Programs
- We have been working with the CHAPS team to identify how to best improve security and parent pick-up/drop-off at the schools they utilize for their programs.
 - We have identified the entrances requiring modifications; CHAPS will be purchasing cameras, which will be compatible with their new IOS software.
 - Facilities Department is working with the security company to integrate the CHAPS system capabilities into our current security operation to determine how to electronically identify the person requiring access and to allow a CHAPS employee to release the locking mechanism from their device to grant access.

Student Report

Ben Carne, Student Representative, reported that Hudson High School MCAS testing was in progress this week.

Community Council met and discussed school safety and requested a meeting with Dr. Rodrigues, principals, teachers, students and staff.

Dr. Rodrigues welcomed the opportunity to meet with students and staff to discuss the importance of school safety.

Subcommittee Reports

None.

Matters for Discussion:

1. Deutsch Williams Update:

Dr. Rodrigues shared with the Committee that Deutsch Williams, the counsel for the School Committee, is undergoing a change in partnership effective April 1, 2018, and will conduct business under the name of Valerio Dominello & Hillman, LLC, and requests the approval of the School Committee to continue with this legal counsel.

Discussion ensued.

Committee Chair, Michele Tousignant Dufour, noted that a vote was not needed, and announced that the School Committee will continue to do business with their current counsel under the new name of Valerio Domincello & Hillman, LLC.

2. First Reading of Proposed Adoptions and Revisions of School Committee Policies Section 'B'

Committee Chair, Ms. Tousignant Dufour, noted that the policies would be posted on the District website for the public to review, and that any issues or concerns raised would be discussed before the vote on April 10th.

Discussion ensued.

3. First Reading of Proposed Adoption of School Committee Policy JFBB *School Choice*

Dr. Rodrigues proposed adoption of School Committee Policy JFBB *School Choice* and noted that the policy would be posted on the District website for the public to review, and that any issues or concerns raised would be discussed before the vote on April 10th.

4. First Reading of Proposed Adoption of School Committee Policy JFBA *Intradistrict Choice Policy*

Dr. Rodrigues proposed adoption of School Committee Policy JFBA *Intradistrict Choice Policy* and noted that the policy would be posted on the District website for the public to review, and that any issues or concerns raised would be discussed before the vote on April 10th.

Discussion ensued.

Not Approved

5. First Reading of Proposed Adoption of School Committee Policy ECABC Security of School Buildings Policy

Dr. Rodrigues proposed adoption of School Committee Policy ECABC *Security of School Buildings Policy* and noted that the policy would be posted on the District website for the public to review, and that any issues or concerns raised would be discussed before the vote on April 10th.

6. First Reading of Proposed Adoption of School Committee Policy DD Funding Proposals and Applications

Dr. Rodrigues proposed adoption of School Committee Policy DD *Funding Proposals and Applications* and noted that the policy would be posted on the District website for the public to review, and that any issues or concerns raised would be discussed before the vote on April 10th.

Matters for Action:

1. Approval of School Choice for the 2018-2019 School Year

Dr. Rodrigues recommended approval of school choice for the 2018-2019 school year as follows:

Quinn Middle School Grades 5-7 = ten seats per grade
Hudson High School Grades 8-11 = based on availability

Discussion ensued.

A motion to approve school choice for the 2018-2019 school year with ten seats per grade in grades 5-7 at the Quinn Middle School and seats based on availability in grades 8-11 at Hudson High School was made by Ms. Tousignant Dufour and seconded by Ms. Hallsworth. On a vote of 5-0, the motion passed.

Reclassifications:

A motion to approve the reclassifications of funds, as presented, was made by Ms. Hay and seconded by Ms. Tousignant Dufour. On a vote of 5-0, the motion passed.

Items of Interest to the School Committee:

None.

Executive Session/Adjournment

At 7:39 p.m., Committee Chair, Michele Tousignant Dufour, noted that Executive Session was needed for the following reason:

Not Approved

1. To conduct contract negotiations with union personnel (Hudson Education Association, Hudson Paraeducators Association and Hudson Cafeteria Workers Association) because an open session may have a detrimental effect on the legal position of the Committee.

A motion to enter into Executive Session was made by Ms. Tousignant Dufour and seconded by Ms. Hallsworth.

Vote by roll call:

Ms. Tousignant Dufour – yes

Ms. Hay – yes

Mr. Maston – yes


Ms. Hallsworth - yes

Mr. Tracy - yes

Committee Chair, Michele Tousignant Dufour, announced that the Committee would enter Executive Session and not return to public session.

Respectfully submitted,

Elizabeth Hallsworth, Secretary
Hudson School Committee




APRIL 10, 2018

Hudson Public Schools

REPORT OF THE SUPERINTENDENT

MARCO C. RODRIGUES, ED.D.

SUPERINTENDENT EVALUATION RUBRIC
Standard III: Indicators A, B, C
Standard IV: Indicators A, B, C



KINDERGARTEN OPEN HOUSE

The first Kindergarten Open House was a tremendous success. The energy in the room was overwhelming as parents mingled with other parents and staff while the Class of 2031 was really engaged in a number of fun activities.

Ninety-nine families attended the event:

Mulready: 18 Farley: 41 Forest: 40

Upon arrival to Quinn Middle School, families were greeted by our staff and Kindergarten students received color-coded badges. These badges were designed to assist parents and students to identify other parents and students enrolled in the same school.

Babysitting for siblings in attendance was provided by High School students from the National Honor Society at the gym.

Kindergarten students and parents then entered the cafeteria and were welcomed by Dr. Rodrigues and the Principals from Farley Elementary, Forest Avenue Elementary and Mulready Elementary Schools. Each school principal gave students a t-shirt, a book, and informational handouts about their respective schools. It was a great opportunity for parents and students to meet their principals and to establish a connection before the start of the school year.

A scavenger hunt activity was planned to engage students in the pursuit of various stations filled with fun and interactive activities.

The Slime, Fishing, and Crafts stations were an immediate hit. Students were engaged in designing their own hats, create a puppet, and play with green, messy slime!!

The Food Service and Cafeteria stations were also popular. Students experienced the cafeteria line and received milk and cookies on a tray and were shown how to get their lunch and then return their tray.

The Public Library and CHAPS also participated in the event. Representatives from the Hudson Library assisted families in filling out applications for a library card and learned about the activities and events available at the Public Library. CHAPS representatives also presented information about their before and after school programs to parents.

Then Nursing Department presented information to parents and students were also entertained with physical activities such as, jumping jacks, bean bag toss and dice, and other fun activities by a Physical Education Teacher.

After receiving information about transportation, families could exit the event for students to board a school bus. North Reading Transportation staff also shared with parents, bus safety tips, explained pick up and drop off procedures; all information which was very well received by parents. Even in the rain, there was a line of parents and students waiting to get on the bus.

Detective Chad Crogan also was in attendance to introduce himself to the students and to welcome them to Kindergarten, though the real focus was on his flashing cruiser lights!

Our Parent Liaisons, Sandra Maiuri and Maria Garcia, were in attendance to greet our families and to support them with interpretation services.

The success of this event was made possible by the collaborative work of so many dedicated staff members. Kathy Provost lead this initiative and the results were outstanding.

The following people/organizations participated in the planning, execution, and support of the event:

Dave Champigny	Principal
Kelly Sardella	Principal
Melissa Provost	Principal
Rachel Scanlon	Assistant Principal
Jason Webster	Principal
Julia Pisegna	Executive Assistant
Annamarie O'Donnell	Secretary
Delia Tallent	Secretary
Kelly Haley	Food Service
Patty St. Laurent	Food Service (Whitsons)
Denise Reid	Communications/Development
Cathy Kilcoyne	Student Services
Sarah Davis	Science Curriculum Director
Diane Hoff	Art Curriculum Subject Matter Leader
Kathy Nugent	Kindergarten Teacher
Samantha Burnes	Kindergarten Teacher
Kim Colbert	Kindergarten Teacher
Kim Primeau	Kindergarten Teacher
Julie McGowan	Kindergarten Teacher
Laura Mullen	Kindergarten Teacher
Jillian Carignan	Kindergarten Teacher
Alicia Aniello	Kindergarten Teacher

Brian Quinn	Physical Education Teacher
Maria Garcia	Parent Liaison (Portuguese)
Sandra Maiuri	Parent Liaison (Spanish)
Rebecca Appel	Teacher – NHS Students
Mike Stacey and Custodial Staff at QMS	Custodians
Ellen Capstick	Nursing Department
Lyndsey Kilduff	Nurse
Steve Freitas	CHAPS
Jackie D’Alio	North Reading Transportation
Detective Chad Crogan	Hudson Police Department
Jillian Bennett	Hudson Public Library
Avidia Bank	Sponsor
Apple Bees Restaurant	Sponsor
99 Restaurant	Sponsor

School Committee Meeting

April 10, 2018

The School Department has a Driver's Ed Revolving Account with \$22,168.24. The last time the account had activity was in 2009. This balance falls under the Mass General Law Chapter 71:47. The recommendation is to transfer this amount to the Athletics fund which is a revolving account which also falls under CH 71:47. Zack Fentross of Melanson Heath, the Town's auditing firm recommended checking with either legal counsel or the Massachusetts Department of Revenue regarding the transfer. Don Cook, a lawyer from the Department of Revenue told us that this would be an appropriate transfer. Patricia Fay, the Town Accountant was provided with this information.

Online Payment Systems Summary

One Vendor for online Payments - Heartland

Parents will have one online portal for payments

No change to Cafeteria Payments - \$1.95 per transaction

Athletics – No change for Parents except logging into Heartland

Debit Cards, Credit Cards will be accepted online.

Personal checks will be accepted.

Fee is reduced from 4.29% to 3.95%

Other Applications to be added:

Tech Fees

Lost Books and materials HHS Student Activities

HHS Student Activities

QMS Student Activities

**Hudson Public Schools
FY18 GRANT GIFT SUMMARY**

DOE Code	Fund	TYPE	GRANT YEAR / GRANT NAME	Brief Description of Award	Grant Award	Awarding Agency
262	45	FED-OTHER	18-262 SPED EARLY CHILDHOOD	Provides a portion of Pre-School salaries for TCH and Para's.	\$ 46,613.00	EEC
290	55	STATE_ OTHER	18-290 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	DPH
345	50	STATE	18-345 COMMUNITY ADULT LEARNING CTR.	Provides 100% grant funding for our Adult Education classes at HHS including admin staff, TCH's, subs, all instructional materials, family literacy partners with EL, facility rental fee's, and other expenses.	\$ 354,168.00	DESE
391	55	STATE_ OTHER	18-391 SPED INCLUSIVE PRESCHOOL LEARNING	Provides a portion of Pre-School salaries for TCH and Para's.	\$ 39,832.00	EEC
541	55	STATE_ OTHER	18-541 ADL CAREER PATHWAYS ----- ***Sub-Recipient Grant ***	Provides administration support in transitioning Adult Learning students and testing required for QCC.	\$ 3,830.00	OTHER
734	50	STATE	18-734 Early Grades Literacy Program	Provides Professional Development for the district	\$ 22,200.00	TBD
N/A	55	STATE_ OTHER	TRE Credit For life	Provides funding to support a portion of expenses for the HHS Reality Fair.	\$ 2,000.00	TRE
N/A	45	FED-OTHER	18-YR1 NSA Startalk Portuguese Grant - 2 YEAR GRANT YR1 \$ 36,223.88 YR2 \$ 53,715.83	Provides funding to support a summer Portuguese camp for students as well as training, stipends for summer staff, supplies, and classroom support within the school year.	\$ 89,939.71	NSA
n/a	61	PRIVATE	Hudson Public Library (Adult Learning)	Provides TCH instruction to host one Adult Education class directly at the Hudson library.	\$ 3,500.00	FOUND.
n/a	61	PRIVATE	FY12 Avidia Savings Bank (Adult Learning)	Provides TCH instruction to host one Adult Education class Basic English.	\$ 3,500.00	CORP
n/a	61	PRIVATE	Mass Cultural Grants - Big Yellow Bus	Provides field trip expenses at \$200 per school per school year as applied by TCH's.	\$ 600.00	CORP
n/a	61	PRIVATE	FOREST INTEL DONATION	Corporate match for Intel employees to volunteer at Hudson Public Schools.	\$ 350.00	CORP
n/a	61	PRIVATE	17-MetroWest Health Foundation-Path Program 3-YEAR GRANT ---- FY17 YEAR 1 REV \$73,526; FY18 YEAR 2 Rev \$72,066; and FY19 YEAR 3 REV \$71,475.00	Provides 100% grant funding to launch the PATH program at QMS for 3 years. This includes salary for the clinician, consultant staff to open the program and staff training, as well as specific therapeutic supplies.	\$ 217,047.00	FOUND.
n/a	61	PRIVATE	18-Metrowest Health Foundation - HHS TAS 3-Year Grant Program FY18 Year 1 \$9650.00; FY19 Year 2 \$5950.00; and FY20 Year 3 \$2250.00	Provides for the expansion of the existing HHS TAS program including consultant training to migrate to the Bryte program and class room equipment.	\$ 17,850.00	FOUND.
n/a	61	PRIVATE	18-Hudson Board of Health - Big Brothers / Big Sisters	Provides funding to reimburse volunteers for finger print background checks so that they may volunteer at QMS through the BBBS program.	\$ 350.00	HUDSON DPH
n/a	61	PRIVATE	18-HHS The Shine Initiative Grant	Provides grant funds to establish a Student Wellenss Advisory Team at Hudson High School. Funding includes expenses for intruactional materials, contracted services, travel to attend astudent summit and a stipend for the advisor.	\$ 2,000.00	The Shine Initiative, Inc.
TOTAL:					\$ 1,022,679.71	

**Hudson Public Schools
FY18 GRANT GIFT SUMMARY**

DOE Code	Fund	TYPE	FY18 GIFTS TO HUDSON PUBLIC SCHOOLS	Brief Description of Award	\$ Gift Amount		
n/a	61	PRIVATE	Farley Home & School	Provided funding support for Farley Literacy Kits.	\$ 100.00	HAS	
n/a	61	PRIVATE	Forest Ave Home & School	Provided funding support for Forest Literacy Kits.	\$ 100.00	HAS	
n/a	61	PRIVATE	Schwab Charitable Foundation	Individual Student family donation to support Instructional Materials at QMS.	\$ 250.00	Private	
n/a	61	PRIVATE	Hudson Benevolent Fund / Hudson Kids Fund	Town sponsored program to support Hudson Kids funds and students who made need additional support. Can be a back pack, shoes, jackets, etc.	\$ 700.00	TOWN	
n/a	61	PRIVATE	Gift from HHS Class of 2017 to HHS	Gift directly from a graduating class to HHS. Funds are currently allocated to purchase a new marquee sign.	\$ 3,815.68	HHS	
n/a	61	PRIVATE	Alliance Energy to HHS	Gift directly to HHS to use for instructional materials.	\$ 500.00	Private	
				TOTAL:	\$ 5,465.68		
DOE Code	Fund	TYPE	FY18 GIFTS FOR SCHOLARSHIPS TO HUDSON HIGH SCHOOLS	Brief Description of Award	\$ Gift Amount		
n/a	61	Scholarship	Edward Krysa Memorial Scholarship	Renewed Annually/ Awarded at Graduation	\$ 1,000.00	Family	
n/a	61	Scholarship	Hudson High School Scholarship Fund	Funded from residual Student Activity fund raising and the business club.	\$ 5,900.00	HHS	
				TOTAL:	\$ 6,900.00		
			Note: These are non-trust, non-interst bearing 'gift' scholarships.				

<p>BDA</p> <p>School Committee Organizational Meeting</p> <p>Adopt MASC policy with revisions for position</p>	<p>No current policy</p>	<p>For the purpose of organizing, the School Committee, at its first regular meeting following the District's annual elections, will elect from its membership a Chair, a Vice-Chair, and a clerk secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected.</p> <p>In the event the Chair and Vice-Chair are no longer members of the School Committee, the senior member (years served) will act as the Chair Pro-Tem.</p> <p>A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:</p> <ol style="list-style-type: none"> 1. Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened. 2. Upon election, the new Chair will preside, calling for the election of a Vice-Chair and clerk, Secretary in order. The procedure used for their election will be the same as that for electing the Chair. <p>Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.</p> <p>Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.</p>
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BBBE
Unexpired
Term
Fulfillment

Adopt MASC
policy

No existing policy

When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

In such event, the two governing bodies must ensure that an odd voting body exists to prevent a tie vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.