



HUDSON SCHOOL COMMITTEE
September 24, 2019
155 Apsley Street – Administration Building
7:00 p.m.

AGENDA

I. Call to Order

II. Approval of Minutes

Regular Meeting: September 10, 2019

III. Public Participation:

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

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

IV. Reports and Presentations

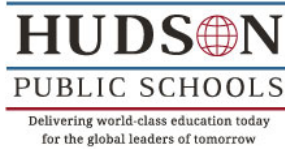
- a) Report of the Superintendent: District Improvement Plan: Action Plan 2019-2020
- b) Subcommittee Reports
 - Budget Subcommittee (if any)
 - Policy Subcommittee (if any)
 - Strategic Goals Subcommittee (if any)
 - Superintendent's Evaluation Subcommittee (if any)
- c) Student Presentation (if any)

V. Matters for Discussion:

- a) Old Business
 - 1. MASC Nomination for Life Membership for Mr. George Luoto
- b) New Business
 - 2. Discussion of FY20 Budget Stabilization Plan
 - 3. Discussion of Athletic Participation

VI. Matters for Action:

- a) Old Business
- b) New Business
 - 1. Approval of Warrant Articles #11, #12, #13 for November 2019 Town Meeting



2. Approval of 3 year maintenance contract with Automated Logic to maintain HVAC control equipment
3. Approval of contract with John Deere Company in the amount of \$35,124.81 for the purchase of tractor/snowblower
4. Approval of FY20 Fuel Up to Play Grant in the amount of \$5525.00

VII. Items of Interest to the School Committee

VIII. Executive Session

- a) To conduct strategy sessions in preparation for negotiations with union personnel (Hudson Education Association) because an open session may have a detrimental effect on the legal position of the Committee.

IX. Adjournment

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

Approval of Minutes

Regular Meeting: September 10, 2019

**Hudson School Committee
Open Session Minutes**

Meeting Date: September 10, 2019

Location: 155 Aspley Street

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

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. Approval of Minutes:

Regular Meeting: August 20, 2019

A motion to approve the minutes of August 20, 2019 was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

Buildings and Grounds Subcommittee: August 5, 2019

A motion to approve the minutes of the August 5, 2019 Buildings and Ground Subcommittee was made by Mr. Tracy and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

III. Public Participation:

none

IV. Reports and Presentations

Report of the Superintendent: School Opening

Dr. Rodrigues presented the School Opening Report with the following highlights:

- There are four new members of the District Leadership Team:
 - Hudson High School Principal Mr. Jason Medeiros
 - Quinn Middle School Principal Mr. Jeff Gaglione
 - Forest Avenue Elementary School Assistant Principal Ms. Judy Merra
 - Performing Arts Subject Matter Leader Ms. Sarah Worrest
- 88 hires completed
- 314 staff transfers/changes, resignations, retirements
- Student Enrollment by grade level
- 304 New Students enrolled
- 95 students enrolled in the school choice program grades K-12

- 46 students transferred to Assabet Valley Regional Vocational High School
- 16 transfers to the Advanced Math and Science Academy

Discussion ensued about fluctuations in enrollment numbers and reasons for attrition

Class sizes

- Elementary class sizes range from 16-24
- Quinn Middle School core content class sizes range from 15-25 in grade 5, 17-24 in grade 6, and 13-24 in grade 7.
- Quinn Middle School related arts class sizes range from 10-31.
- Hudson High School class sizes are generally 17-30 students. This master schedule does contain 30 + courses with 13 or fewer students. Dr. Rodrigues stated that there are justifications for these classes. For next year, work will begin on the high school course selection sheet this month. This will allow us to look at course selection first and then staffing.

Discussion ensued about distribution of these classes less than 13. Discussion ensued about common traits of classes of 26 and above.

School Supplies and services

- Processed more than 627 supply requisitions and purchase orders before the start of school
- Processed payments in excess of \$1.2 M for supplies and services to prepare for the opening of schools
- Addition of chromebooks for grade 3
- Electronic signing of student handbooks, student photo restriction form, and the Hudson Public Schools protocol for district issued devices
- New leased equipment
- Installed new phone system in Administration building
- Completed all state reporting requirements
- Completed Aspen rollover process

Discussion ensued about electronic signing of handbooks and the rationale of using myschoolbucks.com as opposed to something else. Dr. Rodrigues stated that myschoolbucks.com is the place where signatures are kept for all other things especially at the secondary level. Discussion ensued about options for helping parents sign up. Dr. Rodrigues stated that the plan is to guide parents through signing up as part of the registration process.

Grants

- FY19 grants totaled approximately \$ 2.5 million
- FY20 grants total approximately \$ 1.27 million year to date

Food Service

- New Equipment including Replacement ovens, warmers
- Implemented breakfast cart grab and go at Farley
- Served 124 Kindergarten lunches on the first day of school
- 133 free and reduced applications received
- District free/reduced percentage is 38%

Transportation

- New Transportation Provider: First Student
- Meet and greet held to introduce Hudson administrators and support staff to the First Student team
- Contracted for 12 large, 5 mini-buses, and 2 mini-vans
- 1867 students in the district are eligible for transportation. Bus counts will be done to identify how many and which students are actually using transportation.
- Assabet Valley Collaborative: 23 min-vans for out of district placements
- 1 McKinney Vento student needing transportation

Discussion ensued about transportation issues. Dr. Rodrigues stated that we are in constant conversation with First Student regarding issues that occur. Bus counts are being done, so soon we will have a baseline. This will allow us to make adjustments where we can with the goal being to post specific times for each stop,

Discussion ensued about drivers and whether they are new and permanent.

Dr. Rodrigues stated that there is a learning curve with the brand new buses that were ordered.

Discussion ensued about the change in dismissal time and if it would be enough to keep busses from being late. Dr. Rodrigues stated that we are gathering data to see whether the five minute change in elementary bell times is enough. Discussion ensued on the contract and how we can hold the bus company accountable

Ms. Tousignant Dufour asked about Safe Routes to Schools. Dr. Rodrigues stated that we had taken their recommendations for drop off at some schools.

Buildings and grounds

- Completed new electric service at Mulready
- Installed new fire alarm system at Farley
- Procured emergency generators for Mulready and Forest
- Completed renovations to accommodate SPED services
- Hired several student workers to help get the schools ready
- ALICE Training
 - Quinn Middle School and Hudson High School
 - Training will be completed by the staff by mid- October
 - A student safety drill scheduled for mid- October
 - Elementary Schools
 - Training will be completed by the staff by mid- October
 - *I'm not scared, I'm prepared* book will be used with students in October

Summer Leadership institute

- District Improvement Plan; Action Steps for 2019-2020 completed
- Cycle of Inquiry Process
- Multi- Tiered System of Supports Framework (MTSS)
- District Leadership Team Communication Plan

General Assembly for staff

Dr. Rodrigues stated the theme was from the Brene Brown book *Dare to Lead*
“We are the guardians of spaces to allow students to breathe, be curious, and to explore”
Brene Brown

Communication

- Creating connections- Weekly Publication
- Parent Forums will be held at Hudson High School in room F101 on October 15, December 10, February 11, April 14
 - Dr. Rodrigues stated that these may be specific to a topic at times, for example updates to the attendance policy and student discipline policy.
- Staff listening sessions will be held at each school in October, December, March and May

Dr. Rodrigues informed the committee that yesterday, a letter was sent to parents on restrictions put into place at the schools out of an abundance of caution because of the increase in the EEE risk level to high in Hudson.

The Board of Health confirmed that spraying would happen at our schools on September 11 in the evening. Additionally, there will be aerial spraying. We will evaluate when it is safe to get our students outside.

Subcommittee Reports

Budget Subcommittee

none

Policy Subcommittee

Mr. Smith reported that the policy subcommittee had met earlier that evening and started to talk about the facilities naming policy. The next meetings are October 22, December 3 and then before the first school committee meeting of each month starting in January.

Strategic Goals Subcommittee

none

Superintendent’s Evaluation Subcommittee

none

Student Report

None

V. **Matters for Discussion:**

- a) Old Business
- b) New Business
 - 1. Cherry Sheet Discussion

Ms. Patricia Lange reported on the Cherry Sheets. The Cherry sheet is a notice of state aid and assessments produced by the Department of Revenue annually. Cities and towns use these estimates to set the tax rates for the upcoming year. The sheets show receipts and assessments for the year. The governor sets a proposed budget, the house of representatives sets their proposed budget, and the senate sets their proposed budget. A conference committee then meets to come up with a final budget. The budget then goes back to the senate and the house and once approved goes to the Governor for

approval. This becomes part of the general appropriations. Chapter 70 is the amount of money slated to fund the education budget from the state. We received an additional \$30.00 per student. The Cherry sheets also include school choice and charter school tuition reimbursement.

Discussion ensued about charter school reimbursements.

2. Discussion on What's New in the Hudson Public Schools in 2019-2020

Dr. Rodrigues stated that we have created great opportunities in our schools and this is a direct result of our zero based budget process. We have been able to see what is needed to support the mission and the vision of the district and reallocate resources. He presented what is new in Hudson Public Schools for 2019-2020 highlighting the following:

- **New Programs**

- Harbor Program at Hudson High School
- Pace Program at Quinn Middle School
- Partnership with Wayside MetroWest Community Services

Discussion ensued on enrollment in these programs and continuation of services to students in the summer.

- **New Courses and Pathways**

- Hudson High School College and Career Pathways are in place.
- Several new courses introduced at Hudson High School including AP Physics C, Medical Interpretation II, Fashion Design

- Seal of Biliteracy will be applied for

- New STEM areas for Elementary schools in Grades 1, 2 and 4 (Project Lead The Way)

- **New Structures and Services**

- District Improvement Plan action steps for year 2 created
- 1:1 Technology Program expanded to Grade 3
- Electronic Student Handbooks
- The new district website is live (not for public viewing yet)
- The district has hired 2 permanent day-to-day substitute teachers for each school

Discussion ensued about utilization rate of the day-to-day subs. Down the road the committee would like to see a summary of utilization and whether this saves the district money.

- Chromebooks secured for each paraprofessional assigned to classes with students in grades 3-12
- Additional Speech and Language Pathologist for FY20

Discussion ensued on why there was the need to hire for this position. Dr. Rodrigues stated that after looking into services needed and the scheduling issues there was a need to hire an additional 1.0 FTE.

Discussion ensued about articulation services last year. Dr. Rodrigues stated that entrance and exit criteria for students were developed and showed a number of students no longer needing articulation services.

- Edmentum/Plato program for online support for the Harbor Program and Credit Recovery
- Language based services added for grade 7 at Quinn Middle School
- Funds secured for emergency generators at Mulready and Forest Avenue Elementary Schools

Mr. Smith asked if there is the plan to assess and optimize these new programs. He asked if the committee could get an in depth presentation on what is working and what is not. Dr. Rodrigues said we are incorporating a cycle of inquiry to look at data, and information and deploy resources and monitor results.

VI.

Matters for Action:

a) Old Business

1. Petition to name the Hudson High School Library to honor former teacher Susan Menanson.

A motion to name the Hudson High School Library to honor former teacher Susan Menanson was made by Mr. Smith and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

2. Petition to name the Hudson High School Auditorium to honor former teacher Paul “Skip” Johnson

A motion to name the Hudson High School Auditorium to honor former teacher Paul “Skip” Johnson was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

b) New Business

1. Approval of FY19 Budget Closure

Ms. Patricia Lange presented an update on the budget close for FY19 and its impact on FY20 and FY21.

Ms. Lange discussed the transfer sheet, which would be voted on to balance the school district’s books with the Town of Hudson’s books. There is a reclassification for school choice, and a reclassification to balance the food service revolving fund.

Ms. Lange presented the FY19 results with the following highlights:

- Savings in Personnel of \$1,821,672
- Savings in General Expense of \$727,933
- Deficit in Transportation spending of \$29,477

Personnel savings were attributed to the following:

- Hiring variances
- Grant Funding for a position
- Unfilled vacancy in technology office
- Special Education and ABA savings
 - ABA openings are remaining unfilled
- Special education assistants savings
- Substitutes
- Librarians
- Maintenance personnel savings
- Coaches and advisors savings
- Clerical sub account savings
- Unpaid leave of absences
- Unfilled positions
- Reductions due to salary scale

It was noted that the variance in substitutes was not due to a need for less substitutes, but instead due to the fact that the district could not find substitutes.

Dr. Rodrigues presented the historical personnel savings numbers. He stated that this year is very unusual for variances.

Mr. Smith asked if we build the personnel savings into the budget.

Dr. Rodrigues said that the stabilization plan includes this.

Provisions are being made to minimize the variance.

Discussion ensued on how to project these savings

General Expense Savings attributed to the following:

- Savings in Tuitions
- Utilities
- Legal Fees
- Athletics (spending diverted to revolving account)
- Finance and Admin support
- Superintendent's office
- Contracted services
- Professional Development (obtained through grant)
- Teaching services
- Computer services

Overspending in transportation

- Special needs transportation
- Some savings in athletics
- Some savings in basic transportation

Ms. Lange went on to give a FY20 budget update. She reported a

School Choice balance including expenditures and Food Service deficit. She also gave a school choice estimate for FY20.

Discussion ensued about how school choice is estimated. Ms. Lange explained she estimates using \$5000.00 per student. Additional revenue is captured for students with disabilities. Discussion ensued about timing for school choice acceptances and the way students are counted.

Ms. Lange continued with the FY20 update outlining the town appropriation, circuit breaker, school choice estimated revenue, and the school choice carryover.

Currently, it is anticipated that revenue will exceed expenses. This will allow funds to be moved forward to fund the FY21 budget. For FY20, savings of \$1.4 million in FY19 budget are needed to fund the budget. Because we had a savings of \$1.8 million, we now have a excess carryover of school choice.

Dr. Rodrigues stated that because of this excess carryover in school choice, there would be no reduction if general expenses in FY20, and FY21. He went on to say there is an additional \$251,000 we can use in FY20. Dr. Rodrigues suggested bringing the budget team together to look at what requests were not approved during the budget process, and decide how to spend the overage.

Discussion ensued about what happens in FY22, FY23 and beyond. Dr. Rodrigues stated that we will continue to look at the vacancy factor in personnel.

Discussion ensued about minimum wage and family medical leave. The district follows collective bargaining and school committee policy.

Discussion ensued about the best way to use the surplus.

A motion to approve the recommendation of transfer of \$319,727.51 from FY19 General Expense to FY19 Transportation was made by Ms. Tousignant Dufour and seconded by Mr. McDowell. On a vote of 7-0, the motion passed.

A motion to approve the recommendation to transfer \$36,999.58 from FY19 General Expense to FY19 Food Service Revolving Fund was made by Mr. Maston and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

A motion to approve the recommendation to transfer \$1,410,895.60 for FY19 Personnel Expense to FY19 General Expense, was made by Mr. Maston and seconded by Mr. Tracy. On a vote of 7-0, the

motion passed.

A motion approve the recommendation to encumber \$351,984.07 from the FY19 General Expense to FY20 funds, was made by Mr. Maston and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

A motion to approve the recommendation to encumber \$15,852.32 from FY19 Personnel to FY20 funds, was made by Ms. Maston and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

2. Approval of Contract with IXL Learning in the amount of \$11,138.00 for site license for IXL Math grades 5-12 and IXL ELA grades 5-7

A motion to approve the contract with IXL Learning in the amount of \$11,138.00 for the site license for IXL Math grades 5-12 and IXL ELA grades 5-7 was made by Mr. Smith and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

3. Approval to exclude the acceptance of Stop N Shop A+ School Rewards in the amount of \$734.38.

Dr. Rodrigues stated that this check had been written to the Hudson Public Schools but the money actually belonged to the Home and School association. The committee had previously accepted these funds. We need to now vote to exclude so we can return the funds to the Home and School Association.

A motion to approve to exclude the acceptance of Stop N Shop A+ School Rewards in the amount of \$734.38 was made by Mr. Tracy and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

4. Approval of FY19-734 Early Literacy Grant in the amount of \$18,000.00

A motion to approve the FY19-734 Early Literacy Grant in the amount of \$18,000 was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

5. Approval Federal Home Loan Bank of Boston/ on behalf of Avidia Bank gift in the amount of \$1000.00 to the Hudson Adult Learning Center

A motion to approve the Federal Home Loan Bank of Boston/ on behalf of Avidia Bank gift, in the amount of \$1000.00 to the Hudson Adult Learning Center was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

6. Approval of The Thomas Hamilton Estate gift in the amount of \$1006.50 to Hudson High School

A motion to approve the Thomas Hamilton Estate gift in the amount of \$1006.50 to Hudson High School was made by Mr. Smith and seconded by Ms. Tousignant Dufour. On a vote of 7-0, the motion passed.

7. Reclassification of Funds

A motion to approve reclassification of funds #1 in the amount of \$1,300,356.79 from Teachers to School Choice and \$ 36,999.58 from Technology to School Choice was made by Mr. Tracy and seconded by Ms. Tousignant Dufour. On a vote of 7-0, the motion passed.

A motion to approve reclassification of funds #2,3,& 4 as presented and transfers #1 and #2 was made by Mr. Tracy and seconded by Ms. Tousignant Dufour. On a vote of 7-0, the motion passed.

VII. Items of Interest to the School Committee

Mr. Tracy asked to see our athletic enrollment and what our sports are drawing in terms of numbers of students relative to past years

Mr. Smith asked if we had timing for the FY21 budget process. Dr. Rodrigues stated that he has potential dates and times to start work. He also stated he has to confirm the timing of our budget submission to the town this year.

VIII. Executive Session

At 9:26 p.m., Committee Chair Glenn Maston, noted that Executive session was not needed.

IX. Adjournment

A motion to adjourn was made by Ms. Tousignant Dufour and seconded by Ms. Ryan. On a vote of 7-0, the motion passed.

Respectfully submitted,

Michele Tousignant Dufour, Secretary
Hudson School Committee

Report of the Superintendent

- District Improvement Plan: Action Plan 2019-2020

HUDSON



PUBLIC SCHOOLS

Delivering world-class education today
for the global leaders of tomorrow

District Improvement Plan



QUINN MIDDLE SCHOOL MURAL



HUDSON PUBLIC SCHOOLS

2019-2020

HUDSON PUBLIC SCHOOLS

DISTRICT IMPROVEMENT PLAN

2018-2021

Element	Definition
Mission	Delivering World-Class Education Today for the Global Leaders of Tomorrow
Our Values	We create a culture of: <ul style="list-style-type: none"> ❖ Excellence We work with integrity and hold ourselves accountable for exemplary service, outcomes, and interactions. ❖ Strong Relationships We build a strong sense of community based on clear communication and partnerships. ❖ Educating the Whole Child We recognize students as unique individuals and frame decisions with all students in mind.
Vision	Every student feels nurtured, challenged, and confident to embrace the future.
<i>Are the foundation of the...</i>	
Theory of Action	If all Hudson Public Schools personnel work collaboratively to educate the whole child, then all students will succeed and become productive citizens.
<i>Which leads to the development of the...</i>	
Strategic Objectives	<ol style="list-style-type: none"> 1. High Quality Instructional Practices Build capacity at all District levels to ensure that every educator and administrator are utilizing high-leverage practices to support outstanding teaching and learning experiences for ALL students, every day. 2. Educating the Whole Child Provide rigorous, inclusive academic and social emotional learning experiences to ensure ALL students succeed academically. 3. Innovative Educational Practices Ensure that ALL students are exposed to and engaged in innovative and challenging academic courses and programs. 4. Climate and Culture Develop a culture that promotes equity, eliminates opportunity gaps, and empowers students and adults to build strong relationships, psychological safety, and mutual accountability.
<i>Which will be achieved by the...</i>	
Strategic Priorities	High Quality Instructional Practices <ol style="list-style-type: none"> 1.1 Build capacity through a reflective cycle of inquiry. 1.2 Build experiences that demonstrate diverse student-centered instructional practices. 1.3 Increase the effective use of data.

	<p>Educating the Whole Child 2.1 Establish a social – emotional curriculum to ensure a positive learning community at each school. 2.2 Implement the District’s MTSS Framework to support the academic success of all students.</p> <p>Innovative Educational Practices 3.1 Define and expand K-12 Pathways that ensure rigorous learning experiences for all students. 3.2 Expand availability and application of the District-wide 1:1 technology. 3.3 Engage in a cycle of curriculum refinement.</p> <p>Climate and Culture 4.1 Build a strong community among all stakeholders. 4.2 Ensure an environment where students engage in age-appropriate social emotional learning. 4.3 Strengthen the effectiveness of the district’s Leadership Team.</p>
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For which you set...

<p>Outcomes</p>	<p>High Quality Instructional Practices <i>By 2021, 100% of our students will show growth on state standardized tests with at least 75% of all students meeting or exceeding expectations.</i></p> <p>Educating the Whole Child <i>By 2021, 100% of our teaching and support personnel will be trained in age-appropriate social-emotional practices to support all students.</i></p> <p>Innovative Educational Practices <i>By 2021, 100% of our curriculum will be refined and expanded to include innovative pathways integrated with digital learning.</i></p> <p>Climate and Culture <i>By 2021, using the results of survey data, the district will increase the stakeholders’ (students, parents, staff) positive responses for school climate and culture by 20%.</i></p>
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HUDSON PUBLIC SCHOOLS

SCHOOL COMMITTEE GOALS

2018-2021

Goal 1	Achieve continuous improvement in the academic and social growth of ALL students.
Goal 2	Provide a safe and supporting environment for our students and staff.
Goal 3	Promote a collaborative relationship with the community and all stakeholders through effective communication and transparency.
Goal 4	Encourage progressive development and innovation in our professional practice at all levels within the district.
Goal 5	Develop a financially stable and fiscally responsible budget that is responsive to the needs of the district.

ACTION PLAN 2019-2020

STRATEGIC OBJECTIVE 1:
<p>High Quality Instructional Practices</p> <p>Build capacity at all District levels to ensure that every educator and administrator are utilizing high-leverage practices to support outstanding teaching and learning experiences for ALL students, every day.</p>

STRATEGIC PRIORITY 1.1:
Build capacity through a reflective cycle of inquiry.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
ELEVATE Team DELTA Team Time	Define criteria and procedures for effective cycles of inquiry.	By August 2019, ELEVATE has defined the criteria and procedures for the effective implementation of cycles of inquiry.
ELEVATE Team Time	Identify method(s) that ELEVATE members will have to implement and to promote a reflective cycle of inquiry within the district.	By June 2020, members of ELEVATE Team will be able to demonstrate quantifiable progress toward the implementation of the cycle of inquiry within their school or department.
Curriculum Directors Principals Administrators Time	Evaluate the District practices relative to: <ol style="list-style-type: none"> 1. gathering evidence of student learning and mastery of content to inform instruction. 2. how accurately our assessments are being used to drive instruction and to reflect student growth and achievement in grades K-12. 	By June 2020, the Curriculum Directors, Principals, and Administrators will have evaluated District’s practices and have created a proposed course of action to enhance the District’s capability to identify evidence of student learning.

ACTION PLAN 2019-2020

STRATEGIC PRIORITY 1.2:
Build experiences that demonstrate diverse student-centered instructional practices.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
ILT Curriculum Directors Time Data	Identify, learn, and use 3-5 instructional practices, based on research, to strengthen core instruction, and to be adopted school-wide.	By October 2019, the Instructional Leadership Teams will have identified the instructional practices to be adopted school-wide.
ILT Time Professional Training	Develop a targeted professional development plan that builds expertise in selected evidence-based practices.	By November 2019, the Instructional Leadership Teams will have created a professional development plan building expertise in selected evidence based practices.
ILT Time Data	Create an internal accountability system (inspect what we expect) to monitor the implementation of the adopted instructional practices.	By November 2019, the Instructional Leadership Teams will have created an internal accountability system to monitor the implementation of the adopted instructional practices.
ILT Time Data	Develop a targeted plan to engage families and community in supporting the school-wide instructional focus.	By December 2019, the Instructional Leadership Teams will have developed a targeted plan to engage families and community in supporting the school-wide instructional focus.

ACTION PLAN 2019-2020

STRATEGIC PRIORITY 1.3:
Increase the effective use of data.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
Curriculum Directors ELEVATE Team DELTA Team Research and Accountability Specialist	Identify data points needed for each group and establish effective use of data to inform instructional practices.	By June 2020, ELEVATE Team members will demonstrate quantifiable progress toward the use of data to inform instructional practices.
ELEVATE Team DELTA Team Data Research and Accountability Specialist	Monitor the use of data at the classroom, school, and District levels (e.g. CPT, Department Meetings, Principal’s Meetings, professional development days, ILTs, DELTA, ELEVATE.) to ensure the establishment of a positive culture of data inquiry.	By June 2020, ELEVATE team members will provide evidence (quantitative and qualitative) of progress toward building a positive culture of data inquiry.

ACTION PLAN 2019-2020

STRATEGIC OBJECTIVE 2:
Educating the Whole Child
Provide rigorous, inclusive academic and social emotional learning experiences to ensure ALL students succeed academically.

STRATEGIC PRIORITY 2.1:
Establish a social-emotional curriculum to ensure a positive learning community at each school.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
SEL Committee Principals Time	Develop a plan to support schools to implement specific changes to existing school structures to make them more comprehensive for students.	By June 2020, the S3 Academy Team will demonstrate evidence of the execution of the District-Level Systemic Student Support Plan.
SEL Committee Principals Time	Analyze and organize school and community resources across the district, and help establish and maintain community partnerships to address student strengths and needs.	By June 2020, the S3 Academy Team will demonstrate evidence of the execution of the District-Level Systemic Student Support Plan.
SEL Committee Principals Time	Develop a plan to support the school-level processes (before, during, and after meetings) for reviewing students in the selected structure.	By June 2020, the S3 Academy Team will demonstrate evidence of the execution of the District-Level Systemic Student Support Plan.

ACTION PLAN 2019-2020

STRATEGIC PRIORITY 2.2:
Implement the District’s MTSS Framework to support the academic success of all students.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
Principals, Curriculum Directors, Building Staff, Time	Complete the MTSS Implementation Tool to identify each school’s and department’s current practices related to each tier of intervention identified in the MTSS Framework.	By June 2020, the Leadership Team will be able to demonstrate quantifiable progress toward the completion of the MTSS Implementation Tool for each school and department.
DELTA Time	Monitor the implementation of the MTSS Tool to map out available and needed resources.	By June 2020, the DELTA Team will review data, on a monthly basis, the implementation of the MTSS Tool.

ACTION PLAN 2019-2020

STRATEGIC OBJECTIVE 3:
Innovative Educational Practices
Ensure that ALL students are exposed to and engaged in innovative and challenging academic courses and programs.

STRATEGIC PRIORITY 3.1:
Define and expand K-12 pathways that ensure rigorous learning experiences for all students.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
Curric. Directors, Principals, Assist. Superintendent, Time, Funding	Develop a committee to analyze and plan the establishment of a Dual Language Program for the 2020-2021 school year.	By June 2020, the Dual Language Committee has produced a plan for the establishment of a Dual Language Program to start in August of 2020.
Curric. Directors, Subject Leaders, Principals, Time	Establish Advisory Boards for each College and Career Pathway to meet twice per academic year.	By December 2019, each College and Career Pathway will have held its first Advisory Board meeting. The second board meeting should be held by May 2020.
Curric. Directors, Subject Leaders, Principals, Time	Analyze data relative to students' current level of access and participation in advanced courses.	By December 2019, the Leadership Team have analyzed student data and provided action steps to increase student access and participation in advanced courses.
Principals, Assist. Superintendent, Survey	Survey secondary students and parents about their interests and potential academic pathways in the future.	By November 2019, the administration has surveyed students and parents regarding their interest for future courses and pathways.
Curric. Directors, Subject Leaders, Principals	Evaluate District's protocol for course referral/offering and student scheduling.	By September 2019, the Leadership Team have evaluated the District's protocol and offered suggestions if necessary.
Curriculum Directors Guidance Principals, Time	Update program of studies at all levels and create a document to clearly define the pathways available for 2020-2021.	By November 2019, the Curriculum Directors and Guidance Department have updated the program of studies to include the pathways available.

ACTION PLAN 2019-2020

STRATEGIC PRIORITY 3.2:
Expand availability and application of the District-wide 1:1 technology.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
1:1 Technology Task Force Time	Implement and monitor research-based leveled modules of instruction on the appropriate use of Digital Citizenship to accommodate students, parents, and staff needs.	By June 2020, members of the Leadership Team will be able to demonstrate quantifiable progress toward the implementation of research-based leveled modules of Digital Citizenship instruction.
1:1 Technology Task Force Curriculum Directors Principals Time	Implement and monitor effective instructional practices that infuses the core elements of Digital Literacy across content areas.	By June 2020, members of the Leadership Team will be able to demonstrate quantifiable progress toward the implementation of Digital Literacy instructional practices across content areas.
1:1 Technology Task Force, Time, Professional Development	Identify staff's professional development needs to support the implementation of effective instructional practices on Digital Literacy using the 1:1 technology.	By June 2020, members of the Leadership Team will be able to demonstrate quantifiable progress toward the implementation of targeted professional development to support the implementation of Digital Literacy instructional practices.

ACTION PLAN 2019-2020

STRATEGIC PRIORITY 3.3:
Engage in a cycle of curriculum refinement.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
Curriculum Directors Assistant Superintendent Teachers Time Funding	Examine completed curriculum maps to identify existing and potential research-based practices for integration of technology.	By February 2020 (High School) and August 2020 (Elementary and Middle School) the Curriculum Directors and Assistant Superintendent will be able to demonstrate quantifiable progress toward refining the completed curriculum maps to ensure integration of technology.
Curriculum Directors Assistant Superintendent Teachers Time Funding	Examine completed curriculum maps to identify existing and potential research-based practices for diverse learners.	By August 2020, the Curriculum Directors and Assistant Superintendent will be able to demonstrate quantifiable progress toward refining the completed curriculum maps to ensure its best practices addresses the needs of our diverse learners.

ACTION PLAN 2019-2020

STRATEGIC OBJECTIVE 4:
<p>Climate and Culture Develop a culture that promotes equity, eliminates opportunity gaps, and empowers students and adults to build strong relationships, psychological safety, and mutual accountability.</p>

STRATEGIC PRIORITY 4.1:
Build a strong community among all stakeholders.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
DELTA Team ELEVATE Team Time	Implement the District Leadership Communication Plan designed to improve internal and external communication with all stakeholders.	By June 2020, members of the District Leadership Team will be able to demonstrate quantifiable progress toward the implementation of the Communication Plan.
DELTA Team ELEVATE Team Time	Build and enhance family partnerships through existing groups (SEPAC, HSA, School Councils, ELPAC).	Demonstrate yearly evidence of communication and participation in events and meeting with various stakeholder groups.
DELTA Team Time	Create partnerships with area businesses and higher education institutions for internships, service learning, sponsorships, and articulation agreement opportunities.	Demonstrate yearly evidence of growth in partnerships with businesses and higher education institutions.

ACTION PLAN 2019-2020

STRATEGIC PRIORITY 4.2:
Ensure an environment where students engage in age-appropriate social-emotional learning.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
SEL Committee Principals Time	Define and communicate the district’s vision for systemic student support with school teachers, staff, administrators, and community stakeholders.	By June 2020, the S3 Academy Team will demonstrate evidence of the execution of the District-Level Systemic Student Support Plan.
DELTA Team Time Funding	Provide education and promote awareness of Social Emotional Learning practices to key (internal and external) stakeholders.	By June 2020, the DELTA Team has created demonstrable opportunities for Social Emotional Learning education and awareness to multiple stakeholders.
DELTA Team School Counselors	Conduct Cultural Competency training for the Leadership Team and School Counselors.	By June 2020, members of the DELTA Team and School Counselors have completed a Cultural Competency training.

ACTION PLAN 2019-2020

STRATEGIC PRIORITY 4.3:
Strengthen the effectiveness of the district’s Leadership Team.

INPUTS	OUTPUTS	OUTCOMES
Resources	Action Steps	Early Evidence of Change
DELTA Team ELEVATE Team Survey	Develop a culture of mutual accountability among members of the Leadership Team by focusing on the execution of the agreed upon Norms of Collaboration and the District’s identified values.	By October 2019, the DELTA Team has developed an Action Plan, with action steps and timeline to effectively address the areas identified through the surveys.
DELTA Team	Develop an Action Plan to address the areas for growth identified through the analysis of the Parent, Student, Staff survey results.	By October 2019, the DELTA Team has developed an Action Plan, with action steps and timeline to effectively address the areas identified through the surveys.
Superintendent Assistant Superintendent	Devote time on Principals, DELTA, Curriculum, and ELEVATE agendas to seek answers to the following questions: 1. What are the key takeaways from this meeting? 2. What decisions were made? 3. What are our next steps?	For each leadership team meeting in 2019-2020 school year, the Superintendent and Assistant Superintendent have devoted time on the agenda for Team participants to respond to each question.

Matters for Discussion
Old Business

1. MASC Nomination for Life Membership for
Mr. George Luoto



**Massachusetts Association
of School Committees**

One McKinley Square,
Boston MA, 02109
(617)523-8454 (800)392-6023
FAX: (617)742-4125
www.masc.org

**MASC Board of Directors
January 2019**

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Glenn Koocher

August 28, 2019

George Luoto
5 Shay Road
Hudson, MA 01749

Dear Mr. Luoto:

On behalf of the MASC Board of Directors, I am writing to congratulate you on having been nominated for Life Membership in MASC. This honor recognizes your involvement in and commitment to the Massachusetts Association of School Committees, as well as your impassioned advocacy for the children of the Hudson School District through your years of service as a member of the district's School Committee.

The award will be presented at our MASC Life Member Dinner on Friday, November 8 during the MASC/MASS 2019 Joint Conference. The Dinner is being held at the Resort and Conference Center in Hyannis. The Board invites you and your designated guest to be our guests at this event.

I hope that your schedule will permit you to join us on November 8. Please return the enclosed card by October 21 to Jenifer Handy at the MASC office.

I hope to see you in Hyannis and extend the Board's congratulations on your achievement.

Sincerely,

Devin Sheehan
President, MASC 2019

cc: Marco Rodrigues, Superintendent, Hudson Public Schools

Matters for Discussion

New Business

1. Discussion of FY20 Budget Stabilization Plan

Hudson Public Schools
Budget Stabilization Plan Update 9-24-19

The District Administration is presenting the School Committee with two scenarios for discussions relative to the balance realized at the closure of the FY19 Budget.

The carry-over balance within the School Choice account is \$1,164,287. Scenario A proposes to divide the current balance in two equal parts of \$582,143.50 and to ear-mark these amounts to be transferred to the FY21 and FY22 budget forecasts and reduce the expected School Choice carry-over amounts.

Scenario B also proposes transfers to the FY21 and FY22 budget forecasts. In this scenario, FY21 budget School Choice carry-over is funded at \$912,696 thus fully balancing the FY21 revenue forecast. The remainder \$251,591 is then transferred to FY22 School Choice carry-over and it reduces the expected carry-over amount to \$378,317.

Under either scenario, FY21 and FY22 budgets will not have projected reductions in the general expenses account.

Important Facts:

1. The balance of \$1,164,287 is a result of savings realized during the Fiscal Year 2019 and it is mainly attributed to the unusual personnel account activities. These savings were associated with hiring variances, maternity and medical leave, partly unfilled positions, and some unanticipated grant funding.
2. This balance is non-sustainable and must be used for one-time expenditures.
3. In the event that unbudgeted or unexpected expenses arise during FY20, this balance will be used to offset these expenses.
4. The Budget Stabilization Plan will be updated quarterly to ensure that projections continue to reflect the needs of the District.

**HUDSON PUBLIC SCHOOLS
BUDGET STABILIZATION PLAN**

**FY 19 CLOSURE
6-30-19**

FY19 Budget Projected Savings		
Expenditure Description	Estimated Savings	Description
Personnel – Vacancy Factor	250,000	Expected savings
General Expenses Account	150,000	Efficiencies (Zero-Based)
Total	400,000	

FY19 Budget Forecast			
Expenses	Adopted Budget	Revenue	Amount
Personnel	32,053,843	Town Appropriation	38,091,026
General Expenses	7,773,729	Circuit Breaker	0
Transportation	2,084,000	School Choice FY19	500,000
Total Expenses	41,911,572	School Choice Carry-Over	3,258,518
		Total Revenue	41,849,544
	Deficit	62,028	

FY19 Budget Actuals as of June 30, 2019			
Expenses	Actual Expenses	Projected Revenue	Amount
Personnel	30,232,170	Town Appropriation	38,091,026
General Expenses	7,045,735	Circuit Breaker	0
Transportation	2,113,478	School Choice FY19	658,030
Total Expenses	39,391,383	School Choice Carry-Over	642,327
		Total Revenue	39,391,383
	Deficit	0	

FY20 Budget Projected Savings		
Expenditure Description	Estimated Savings	Description
Personnel – Vacancy Factor	250,000	Expected savings
General Expenses Account	150,000	Efficiencies (Zero-Based)
Tuition Account	424,239	Aging out students (5 students)
Total	824,239	

FY20 Budget Forecast			
Expenses	Adopted Budget	Salary Increase	Revenue
Personnel	32,559,245	755,402	Town Appropriation
General Expenses	7,199,490		Circuit Breaker
Transportation	2,300,000		School Choice FY20
Total Expenses	42,058,735		School Choice Carry-Over
			Total Revenue
	Expected Carry-Over	1,443,301	40,615,434

FY20 Budget Forecast as of June 30, 2019			
Expenses	Budget	Salary Increase	Revenue
Personnel	32,559,245	755,402	Town Appropriation
General Expenses	7,199,490		Circuit Breaker
Transportation	2,300,000		School Choice FY20
Total Expenses	42,058,735		School Choice Carry-Over
			Total Revenue
	Positive Carry-Over Balance	1,164,287	43,223,022

FY21 Budget Projected Savings		
Expenditure Description	Estimated Savings	Description
Personnel - Vacancy Factor	150,000	Expected savings
General Expenses Account	100,000	Efficiencies (Zero-Based)
Tuition Account	218,869	Aging out students (7 students)
Total	468,869	

FY21 Budget Forecast			
Expenses	Budget	Salary Increase	Revenue
Personnel	33,134,151	724,906	Town Appropriation
General Expenses	6,880,621		Circuit Breaker
Transportation	2,300,000		School Choice FY21
Total Expenses	42,314,772		School Choice Carry-Over
			Total Revenue
	Expected Carry-Over	812,696	41,502,076

FY21 Budget Forecast			
Expenses	Budget	Salary Increase	Revenue
Personnel	33,134,151	724,906	Town Appropriation
General Expenses	6,880,621		Circuit Breaker @75%
Transportation	2,300,000		School Choice FY21
Total Expenses	42,314,772		School Choice Carry-Over
			Total Revenue
	Expected Carry-Over	812,696	41,502,076

FY22 Budget Projected Savings		
Expenditure Description	Estimated Savings	Description
Personnel - Vacancy Factor	100,000	Expected savings
General Expenses Account	0	Efficiencies (Zero-Based)
Total	100,000	
Grand Total	1,793,108	

FY22 Budget Forecast			
Expenses	Budget	Salary Increase	Revenue
Personnel	33,689,505	655,354	Town Appropriation
General Expenses	6,880,621		Circuit Breaker
Transportation	2,300,000		School Choice
Total Expenses	42,870,126		School Choice Carry-Over
			Total Revenue
	Expected Carry-Over	529,908	42,340,218

FY22 Budget Forecast			
Expenses	Budget	Salary Increase	Revenue
Personnel	33,689,505	655,354	Town Appropriation
General Expenses	6,880,621		Circuit Breaker
Transportation	2,300,000		School Choice
Total Expenses	42,870,126		School Choice Carry-Over
			Total Revenue
	Expected Carry-Over	529,908	42,340,218

BUDGET STABILIZATION PLAN UPDATE 9-24-19

Budget Projected Savings

FY19 Budget Projected Savings		
Expenditure Description	Estimated Savings	Description
Personnel – Vacancy Factor	250,000	Expected savings
General Expenses Account	150,000	Efficiencies (Zero-Based)
Total	400,000	

FY20 Budget Projected Savings		
Expenditure Description	Estimated Savings	Description
Personnel – Vacancy Factor	250,000	Expected savings
General Expenses Account	150,000	Efficiencies (Zero-Based)
Tuition Account	424,239	Aging out students (5 students)
Total	824,239	

FY21 Budget Projected Savings		
Expenditure Description	Estimated Savings	Description
Personnel - Vacancy Factor	150,000	Expected savings
General Expenses Account	0	Efficiencies (Zero-Based)
Tuition Account	218,869	Aging out students (7 students)
Total	368,869	

FY22 Budget Projected Savings		
Expenditure Description	Estimated Savings	Description
Personnel - Vacancy Factor	100,000	Expected savings
General Expenses Account	0	Efficiencies (Zero-Based)
Total	100,000	

Grand Total **1,693,108**

Scenario A

FY19 Budget Actuals as of June 30, 2019				
Expenses	Actual Expenses	Projected Revenue	Amount	
Personnel	30,232,170	Town Appropriation	38,091,026	
General Expenses	7,045,735	Circuit Breaker	0	
Transportation	2,113,478	School Choice FY19	658,030	
Total Expenses	39,391,383	School Choice Carry-Over	642,327	
		Total Revenue	39,391,383	
	Deficit	0		

FY20 Budget Forecast as of June 30, 2019				
Expenses	Budget	Salary Increase	Revenue	Amount
Personnel	32,559,245	755,402	Town Appropriation	39,043,303
General Expenses	7,199,490		Circuit Breaker	1,106,446
Transportation	2,300,000		School Choice FY20	500,000
Total Expenses	42,058,735		School Choice Carry-Over	2,573,273
			Total Revenue	43,223,022
		Positive Carry-Over Balance	1,164,287	

FY21 Budget Forecast				
Expenses	Budget	Salary Increase	Revenue	Amount
Personnel	33,134,151	724,906	Town Appropriation	40,019,385
General Expenses	6,980,621		Circuit Breaker @75%	982,691
Transportation	2,300,000		School Choice FY21	500,000
Total Expenses	42,414,772		School Choice Carry-Over	582,144
			Total Revenue	42,084,220
		Expected Carry-Over	330,552	

FY22 Budget Forecast				
Expenses	Budget	Salary Increase	Revenue	Amount
Personnel	33,689,505	655,354	Town Appropriation	41,019,870
General Expenses	6,980,621		Circuit Breaker	820,348
Transportation	2,300,000		School Choice	500,000
Total Expenses	42,970,126		School Choice Carry-Over	582,144
			Total Revenue	42,922,361
		Expected Carry-Over	47,765	

Scenario B

FY19 Budget Actuals as of June 30, 2019				
Expenses	Actual Expenses	Projected Revenue	Amount	
Personnel	30,232,170	Town Appropriation	38,091,026	
General Expenses	7,045,735	Circuit Breaker	0	
Transportation	2,113,478	School Choice FY19	658,030	
Total Expenses	39,391,383	School Choice Carry-Over	642,327	
		Total Revenue	39,391,383	
	Deficit	0		

FY20 Budget Forecast as of June 30, 2019				
Expenses	Budget	Salary Increase	Revenue	Amount
Personnel	32,559,245	755,402	Town Appropriation	39,043,303
General Expenses	7,199,490		Circuit Breaker	1,106,446
Transportation	2,300,000		School Choice FY20	500,000
Total Expenses	42,058,735		School Choice Carry-Over	2,573,273
			Total Revenue	43,223,022
		Positive Carry-Over Balance	1,164,287	

FY21 Budget Forecast				
Expenses	Budget	Salary Increase	Revenue	Amount
Personnel	33,134,151	724,906	Town Appropriation	40,019,385
General Expenses	6,980,621		Circuit Breaker @75%	982,691
Transportation	2,300,000		School Choice FY21	500,000
Total Expenses	42,414,772		School Choice Carry-Over	912,696
			Total Revenue	42,414,772
		Expected Carry-Over	0	

FY22 Budget Forecast				
Expenses	Budget	Salary Increase	Revenue	Amount
Personnel	33,689,505	655,354	Town Appropriation	41,019,870
General Expenses	6,980,621		Circuit Breaker	820,348
Transportation	2,300,000		School Choice	500,000
Total Expenses	42,970,126		School Choice Carry-Over	251,591
			Total Revenue	42,591,809
		Expected Carry-Over	378,317	

Matters for Discussion
New Business

1. Discussion of Athletic Participation

Hudson Public Schools' Athletic Enrollment

Sport	14-15		15-16		16-17		17-18		18-19	
	# Teams	# Part	# Teams	# Part	# Teams	# Part	# Teams	# Part	# Teams	# Part
Boys Soccer	3	53	3	59	3	46	2	40	2	32
Boys Cross Country	1	18	1	16	1	20	1	20	1	19
Fall Cheerleading	1	15	1	17	1	14	1	15	1	23
Field Hockey	3	40	3	29	2	29	2	30	2	25
Football	4	78	3	88	3	55	3	43	3	39
Dance	Club	8	Club	8	Club	18	1	14	1	9
Girls Soccer	4	59	3	48	2	42	2	43	2	48
Girls Cross Country	1	13	1	13	1	21	1	21	1	25
Golf	1	21	2	37	2	31	2	17	2	15
Volleyball	3	47	3	51	3	45	3	48	3	47
Boys Basketball	4	58	4	65	4	62	4	59	4	80
Boys Indoor Track	1	28	1	27	1	25	1	27	1	46
Winter Cheerleading	0	0	1	0	1	12	1	15	1	23
Girls Basketball	3	43	3	37	3	36	3	34	3	62
Girls Indoor Track	1	56	1	45	1	30	1	22	1	28
Gymnastics	1	18	COOP	15	COOP	9	COOP	16	COOP	25
Boys Ice Hockey	2	41	3	55	3	51	3	48	3	60
Girls Ice Hockey	COOP	5	COOP	3	COOP	6	COOP	4	COOP	7
Swimming/Diving	COOP	3	COOP	3	COOP	4	COOP	5	COOP	6
Wrestling	COOP	6	COOP	5	COOP	1	COOP	1	COOP	2
Baseball	4	64	4	53	4	58	4	46	4	43
Boys Lacrosse	3	44	3	47	3	41	COOP	35	COOP	33
Girls Lacrosse	3	40	3	45	3	30	COOP	33	COOP	36
Boys Tennis	2	18	2	17	2	20	2	17	2	14
Boys Track & Field	1	37	1	33	1	27	1	26	1	32
Girls Tennis	2	21	2	27	2	24	2	32	2	18
Girls Track & Field	1	40	1	32	1	30	1	31	1	28
Softball	3	40	3	32	3	31	2	22	2	24
Unified Track & Field	1	13	1	18	1	17	1	24	1	19
Totals	57	927	58	925	56	835	48	788	44	868
Total Enrollment	1,087		1,068		943		933		894	

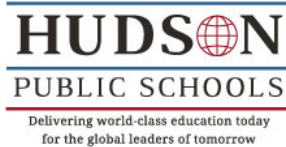
Total number of teams do not include COOP or Club when designated.

COOP - District Partners

Gymnastics – Hudson, Clinton, Maynard. Hudson is the host.
Girls Ice Hockey – Hudson, Algonquin, Nashoba, Marlboro. Algonquin is the host.
Swimming/Diving – Hudson, Nashoba, Clinton. Nashoba is the host.
Wrestling – Hudson, Keefe Tech, AMSA, Assabet. Keefe Tech is the host.
Boys Lacrosse – Hudson and Clinton. Hudson is the host.
Girls Lacrosse – Hudson and Clinton. Hudson is the host.

Matters for Action
New Business

1. Approval of Warrant Articles #11, #12, #13 for
November 2019 Town Meeting



Hudson Public Schools
Approval of Warrant Articles #11, #12, and #13 for November 2019 Town Meeting

ARTICLE 11 Foster Care Reimbursement Memorandum of Understanding

To see if the Town will vote to approve entering into a Memorandum of Understanding (MOU)- Every Student Succeeds Act Transportation Claiming under Title IV E of the Social Security Act. The agreement is between the Town of Hudson and the Executive Office of Health and Human Services, the Department of Elementary and Secondary Education, and the Department of Children and Families. This MOU enables the Town to receive federal reimbursement for the costs of transporting children eligible under the Title IV E foster care to and from their foster placement and their school of origin.

School Superintendent

ARTICLE 12 School Department Copier Leasing Contracts

To see if the Town will vote to authorize the School Department to enter into any contract for leasing copiers and computer and networking hardware for terms not to exceed four years, or to take any other action relative thereto.

School Superintendent

ARTICLE 13 School Department Student Transportation Contracts

To see if the Town will vote to authorize the School Department to enter into any contract for student transportation for terms not to exceed five years, or to take any other action relative thereto.

School Superintendent

**Memorandum of Understanding – Every Student Succeeds Act
Transportation Claiming Under Title IV-E of the Social Security Act**

This Memorandum of Understanding (MOU) has been created and entered into on _____, 2019 by and between the following parties in relation to the administration of school of origin transportation costs under the Every Student Succeeds Act (ESSA) to maximize Federal Financial Participation from the Federal Government through Title IV-E of the Social Security Act (Title IV-E):

Executive Office of Health and Human Services (EOHHS);

Department of Elementary and Secondary Education (DESE);

Department of Children and Families (DCF); and

_____**(Enter name)**
**Commonwealth City/Town/Regional School District or Local Education
Agency**

The Commonwealth of Massachusetts, Executive Office of Health and Human Services, Department of Elementary and Secondary Education, Department of Children and Families and _____ the City or Town or Regional School District of [] by and through [] (legal name and address of the Local Education Agency, hereinafter, the LEA), hereby agree to the following terms and conditions as they relate to reporting costs and receiving Title IV-E allowable federal reimbursement for said costs as they relate to transporting children eligible under Title IV-E foster care to and from their foster placement and their School of Origin, effective for dates of service on or after April 1, 2019.

RECITALS

WHEREAS, DCF is the single state agency designated to submit claims to the Administration of Children and Families (ACF) for the purposes of obtaining Title IV-E cost reimbursement; and

WHEREAS, the LEA desires to participate in the Title IV-E Claiming of Transportation Expenditures for Children in Foster Care (hereinafter, the “Program”) under the terms and conditions set forth in this Memorandum of Understanding (MOU);

WHEREAS, the scope of services and providers payable under the Program is defined by this MOU; and

NOW, THEREFORE, in consideration of the mutual obligations contained in this MOU, the parties agree as follows:

Section 1. DEFINITIONS

The following terms that appear capitalized throughout this MOU shall have the following meanings, unless the context clearly indicates otherwise.

Administration of Children and Families (ACF) – The agency responsible for the oversight and administration of services pertaining to children, youth, and families nationwide, as established under the authority of Section 6 of the Reorganization Plan No. 1 of 1953.

Certification of Qualified Expenditures or Certification of Qualifying Expenditures – For purposes of this agreement, an expenditure for Transportation that is certified, or attested to, by a contributing public agency or designated authority at a public agency that is eligible for reimbursement under Title IV-E of the Social Security Act.

Department of Children and Families (DCF) – The constituent agency within EOHHS providing services to children 0 through 22 years old who are at risk or have been victims of abuse or neglect, as well as their families, established under M.G.L. c. 18B, § 1.

Department of Elementary and Secondary Education (DESE) – The constituent agency within the Executive Office of Education responsible for the provision of a public education system of a sufficient quality to extend to all children, established under M.G.L. c. 69, § 1.

Every Student Succeeds Act (ESSA) – Federal Law passed in December 2015 governing United States K-12 public education policy (Public Law 114-95).

Executive Office of Health and Human Services (EOHHS) – The executive secretariat of the Commonwealth of Massachusetts established under M.G.L. c. 6A, § 2 that oversees DCF.

Individualized Education Program (IEP) – A written statement, developed and approved in accordance with federal special education law in a form established by the Department of Elementary and Secondary Education, that identifies a student's special education needs and describes the services a school district shall provide to meet those needs.

Local Education Agency (LEA) – See definition for Local Government Entity.

Local Government Entity – Pursuant to MGL c. 44, § 70 and for purposes of this MOU, a city or town, that by vote of its town meeting, town council or city council with the approval of the selectmen, town manager or mayor, authorizes the LEA to enter into this MOU and that is responsible, or assumes responsibility, either directly or indirectly through an agency or other political subdivision, for the non-federal share of the Program expenditures. Local Governmental Entity is also referred to as Local Educational Authority (LEA) in this MOU.

Metropolitan Council for Educational Opportunity (METCO) – a state-funded grant program run by DESE intended to expand educational opportunities, increase diversity, and reduce racial isolation by permitting students in Boston and Springfield to attend public schools in other communities that have agreed to participate, pursuant to M.G.L. c. 76, § 12A.

Reporting Tool – The mechanism, designed and agreed upon by EOHHS, DESE, and DCF, by which the LEA will report on costs associated with the Program and attest to the accuracy of said costs.

School of Origin – The school in which a child is enrolled at the time of placement in foster care. Pursuant to Elementary and Secondary Education Act, § 1111 (g)(1)(E)(i), DESE and the LEAs must ensure that a child in foster care enrolls or remains in his or her school of origin unless a determination is made that it is not in the child’s best interest.

State Fiscal Year – The 12-month period commencing July 1 and ending June 30 and designated by the calendar year in which the fiscal year ends (e.g., State Fiscal Year 2019 starts on July 1, 2018 and ends June 30, 2019).

Title IV-E – an amendment to the Social Security Act that allows states to claim federal reimbursement for the costs of administering foster, adoptive, and guardianship services based on specific eligibility criteria.

Title IV-E Allowable Transportation Claiming Activities – The process through which an LEA requests payment based on Title IV-E-allowable actual incurred costs related to Administrative Activities. Administrative Activities Claiming is further described in Section 2.3 of this MOU.

Title IV-E Claiming of Transportation Expenditures for Children in Foster Care Program – The program through which Local Government Entities participate in administrative activities claiming of Title IV-E allowable expenditures of transportation for children in foster care.

Title IV-E Eligibility – children in foster care that meet the federal eligibility requirements outlined in the Social Security Act for foster care maintenance payments claimed on their behalf.

Title IV-E Federal Financial Participation (Title IV-E FFP) – The amount of the federal share that may be available based on the Certification of Qualifying Expenditures of an LEA for administrative activities related to the provision of transportation services to IV-E eligible foster care children to their School of Origin provided pursuant to this MOU.

Section 2. TERMS AND CONDITIONS

1. Subject to (a) the City/Town/Regional School District, hereinafter, Local Education Agency’s (LEA) voluntary compliance, as determined by EOHHS, with all submission and other requirements established by EOHHS, DESE, and DCF, hereto referred to as “the Commonwealth”; (b) all other state approvals; (c) federal approval of all necessary payment and funding methods and payment limits; and (d) the availability of Title IV-E

FFP, the Commonwealth will pay the LEA an amount equal to the final Title IV-E FFP amount received by the Commonwealth for the allowable Certification of Qualifying Expenditures of the LEA for that state fiscal year, less any contingency fees and other administrative costs.

2. The LEA shall submit to the DESE no later than October 1 of each year, a cost report and Certification of Qualifying Expenditures on a form designated by the Commonwealth and completed in accordance with the Commonwealth's instructions and signed by an officer who is an authorized signatory of the unit of government providing the non-federal share of Title IV-E allowable transportation expenditures associated with transporting children to/from his/her School of Origin.

3. Said certification shall provide that the LEA's reported expenditures are allowable costs for children in foster care who are covered under ESSA and exclude the following costs:
 - a. Any Individualized Education Program (IEP) transportation costs incurred for a child who is enrolled in MassHealth where transportation services are required under the IEP;
 - b. Any costs for children and youth considered homeless as defined by the McKinney-Vento Homeless Assistance Act's, 42 USC 11434(a)(2);
 - c. Participate in METCO as set forth in M.G.L. c. 76, § 12A; or
 - d. Any other federally funded form of transportation services.
4. The LEA shall comply with all Title IV-E transportation administrative and billing requirements set forth in this MOU or incorporated by reference and applicable laws, regulations or subregulatory guidance regarding these requirements.
5. The LEA must repay to the Commonwealth any amounts resulting from any overpayment, erroneous reporting, administrative fine, or otherwise, in accordance with this MOU, DESE's rules and regulations, and all other applicable state and federal laws.
6. In the event that a review by the Commonwealth, ACF, or any other state and federal oversight entity reveals that the LEA's claim resulted in a duplicate payment under one or more state or federal programs or that LEA did not follow the requirements in accordance with the terms specified herein or applicable state or federal laws for any fiscal year the Commonwealth retains the right to recover payments from the LEA for that fiscal year(s).
7. At any point during the MOU, if the Commonwealth, in its sole judgment, identifies any deficiency in the LEA's performance under the MOU, the Commonwealth may require the LEA to develop a corrective action plan to correct such deficiency. The corrective action plan must, at a minimum:
 - a. identify each deficiency and its corresponding cause;
 - b. describe corrective measures to be taken to address each deficiency and its cause;
 - c. provide a time frame for completion of each corrective measure;

- d. describe the target outcome or goal of each corrective measure (i.e., how the action taken will be deemed successful);
- e. describe the documentation to be submitted to the Commonwealth as evidence of success with respect to each corrective measure; and
- f. identify the person responsible for each corrective measure, and any other information specified by the Commonwealth.

The LEA shall submit any such corrective action plan to the Commonwealth and shall implement such corrective action plan only as approved or modified by the Commonwealth. Under such corrective action plan, the Commonwealth may require the LEA to (1) alter the manner or method in which the LEA performs any MOU responsibilities, and (2) implement any other action that the Commonwealth may deem appropriate.

The LEA's failure to implement any corrective action plan may, in the sole discretion of the Commonwealth, be considered breach of the MOU, subject to any and all agreement remedies including, but not limited to, termination of the MOU.

8. Any costs incurred by the Commonwealth to administer the LEA's participation in the ESSA transportation claiming program, including contingency fees payable to the Commonwealth contractors, if necessary, will be offset against amounts of federal revenue payable to the LEA under an ongoing MOU or withheld in a special payment arrangement in the case of MOU termination.
9. The LEA shall immediately disclose to the Commonwealth any non-compliance by the LEA with any provision of this MOU, or any state or federal law or regulation governing this MOU.
10. In the event that the Commonwealth receives written notification of a deferral or disallowance of Title IV-E FFP claimed on behalf of the LEA's services through the Certification of Qualifying Expenditures, receives written notification of an audit finding requiring the return of any such Title IV-E FFP, or otherwise reasonably determines that any such Title IV-E FFP will be deferred or disallowed if claimed, the Commonwealth shall so notify the LEA. At any time after the Commonwealth's receipt of such notice or other information, it may require the LEA to remit to the Commonwealth the amount of payment(s) under review, pending final disposition of such review. The Commonwealth shall specify such amount in a written remittance notice to the LEA and, within 30 days of the date of such remittance notice, the LEA shall repay to the Commonwealth an amount equal to the amount specified. In the absence of such a remittance notice, the LEA may, on its own initiative remit such amount to the Commonwealth. In the event the LEA for any reason retains payment amounts subject to deferral, disallowance, or audit findings as described herein, the LEA shall be liable for such amounts plus any interest assessed by the federal government on the Commonwealth. The Commonwealth shall provide to the LEA written notification of the amount of any federal interest assessed on

payment amounts retained by the LEA. In the event that the final disposition of the deferral, disallowance, or audit described herein requires the Commonwealth to return an amount previously paid by the LEA to the Commonwealth under these provisions, no such payment due to the LEA shall constitute a late payment or otherwise obligate the Commonwealth to pay to the LEA any interest on such payment. Any remittance pursuant to the provisions of the paragraph shall be in accordance with all applicable state law.

11. The LEA must maintain records that are accurate and sufficiently detailed to substantiate the legal, financial, and statistical information reported on the Certification of Qualifying Expenditure form. ~~These records must demonstrate the necessity, reasonableness, and relationship of the costs (e.g., personnel, supplies, and services) to the provision of services and must be furnished upon request to the Commonwealth or its designees, or to any other federal and state officials and agencies authorized by law to inspect such information or their designees, including the United States Secretary of Health and Human Services, the Comptroller General of the United States, the Administration for Children and Families, the Governor of Massachusetts, the Massachusetts Secretary of Administration and Finance, the Massachusetts State Auditor, the Massachusetts Department of Elementary and Secondary Education, and the Massachusetts Department of Children and Families. These records include, but are not limited to, all relevant transportation payments, service dates related to transportation payments, and child count. The LEA must maintain documentation supporting the transportation costs: (1) associated with transporting children eligible under Title IV-E in foster care, including their names and dates of services provided; and (2) that the costs are associated with transporting these children to/from their School of Origin; and (3) that the costs are not excluded pursuant to Section 2.3 of this MOU. The LEA is required to maintain cost report work papers for a minimum period of seven years beyond the last quarter that a child's transportation costs are included on a claim or until the completion of any audit, whichever is longer, following the end of each cost reporting period.~~
12. The LEA and any of their business associates/subcontractors shall comply with the terms, conditions, and obligations relating to data privacy, security, and management of personal and other confidential information applicable to the LEA under this MOU, as well as any other laws, regulations and other legal obligations regarding the privacy and security of such information to which the LEA is subject.
13. The Terms and Conditions set forth in this MOU may be terminated by any party upon written notice to the other at the address set forth below. Notice shall be sent to:

Executive Office of Health and Human Services
Office of Federal Finance and Revenue
600 Washington Street, 7th Floor
Boston, MA 02111
Attn: Michael Berolini, Director

Local Education Agency Name

Local Education Agency Address

Local Education Agency Address

Attn: _____
Local Education Agency Contact

14. The Terms and Conditions may be amended at any time in writing, signed by all parties.
15. The Terms and Conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
16. No provision of the Terms and Conditions is or shall be construed as being for the benefit of, or enforceable by, any third party.
17. Rights and obligations, which by their nature should survive or which these Terms and Conditions expressly states will survive, will remain in full force and effect following termination or expiration of this MOU. Notwithstanding the generality of the foregoing, the rights and duties under paragraph 12 survive the termination or expiration of this MOU.

Signed by the respective duly authorized representatives of the parties hereto.

**COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE
OFFICE OF HEALTH AND HUMAN SERVICES**

By: _____
EOHHS Authorized Signatory

Name: _____ (Print)

Date: _____

By: _____
DESE Authorized Signatory

Name: _____ (Print)

Date: _____

By: _____
DCF Authorized Signatory

Name: _____ (Print)

Date: _____

(Name)

Local Education Agency Authorized Signatory

By: _____
Local Education Agency Authorized Signatory

Date: _____

Name: _____ (Print)

Position: _____

Phone Number: _____

Email Address: _____

Matters for Action

New Business

2. Approval of 3 year maintenance contract with Automated Logic to maintain HVAC control equipment

HUDSON PUBLIC SCHOOLS
Office of the Superintendent of Schools
155 Apsley Street
Hudson, Massachusetts 01749

Funding Source: General Fund

Account Number: 20.4242.15.1.079.0569.4220.4.6.99 (Service Contracts)

Contract for Goods

Company Information

Company Name: Automated Logic Corporation – New England

Address: 95 Shawmut Rd. Unit 3, Canton, MA 02021

Social Security #/ Federal Tax Identification #: 820540614

Terms of Contract:

A. The contractor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the Town.

B. The Contractor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional costs to the Town. Contractor will assume any additional costs accrued by the Town due to the defect or inferior goods.

C. The Contractor guarantees all goods for a period of one (1) year provided that if any express or implied warranties exist of a term greater than one (1) year, then such warranties will supersede the one (1) year warranty specified herein.

Description of Items Purchased and Prices

The Individual Contractor/Agency agrees to provide the following products to the Hudson Public Schools:

This contract is for a sole-source three-year service agreement with Automated Logic Corporation for scheduled maintenance on Hudson Public Schools' HVAC systems. ALC will perform six scheduled maintenance visits per year which will include PM work on the (211) ALC DDC controllers for the following buildings: Administration Building, Hudson High School, David J. Quinn Middle School, Forest Avenue Elementary School, C.A. Farley Elementary School, and the J.L. Mulready Elementary School. These visits will cover the automation equipment listed below. The following will be reviewed for proper operation as per specified. These will be coordinated with the owner on a yearly basis. This agreement takes place on TBD, and will continue for an original term of 3 years. It will automatically renew on a year-to-year basis after the original term ends unless to Customer or Automated Logic gives the other written notice at least 60 days from the renewal date that it does not want to renew. Year 1: \$10,762.00, Year 2: \$10,762.00, Year 3: \$10,762.00. Total contract amount: \$32,286.00. To be billed in quarterly payments of \$2,690.50.

- The Automation Network will be reviewed for proper communication, including a review and maintain on the **Operator Workstation WebCTRL Server and Global Controllers (LGR), AAR's.**
- **Air Handling Systems;** their system specialists will review and perform the needed maintenance and correction on the individual control loops per unit. They will review communication and alarm logs and actively work to correct any alarm situations found. This service will be as per the Automated Logic tasking sheet.
- **Condenser Water/Boiler Systems;** their systems specialists will review and perform the needed maintenance and correction on the individual control loops per unit. They will review communication and alarm logs and actively work to correct any alarm situations found. This service will be as per the Automated Logic tasking sheet. Field devices will be reviewed for proper operation.
- **Misc. Systems (Exhaust Fans / Misc. Fan Systems);** their system specialists will review and test the operation of system interlocks and communication for proper operation. Critical points will be manually tested for operation and alarm functions. This service will be as per the Automated Logic tasking sheet.
- **Fan Powered VAV boxes;** their system specialists will review and perform the needed maintenance and correction on the individual control loops per unit. They will review communication and alarm logs and actively work to correct any alarm situations found. Field thermostats will be reviewed for proper operation and calibration. This service will be performed through the use of the operator workstation or a BTG supplied

remote laptop workstation.

- **VAV Boxes;** their system specialists will review and perform the needed maintenance and correction on the individual control loops per box from the OWS. They will review communication and alarm logs and actively work to correct any alarm situations found. Field thermostats will be reviewed for proper operation and calibration.
- **AC Units;** their system specialists will review and perform the needed maintenance and correction on the individual control loops per unit. They will review communication and alarm logs and actively work to correct any alarm situations found. Field devices will be reviewed for proper operation.
- Automated Logic will provide emergency services, between scheduled maintenance calls, Monday –Friday from 7:00 a.m. to 3:00 p.m. at the discounted rate of \$156.00/hour. The Client and Automated Logic will determine if there is an emergency and needs a technician onsite, or if it is something they can fix via remote access. If a service tech is required, response time to emergency calls will be 4 hours on site and 2 hours dial-up through a remote workstation. 24-hour technical support is available at a billable rate after 4:00 p.m. Monday – Friday at a rate of \$234.00/hour, and on weekends and holidays at a rate of \$312.00/hour.
- Hudson Public Schools is entitled to 50% off list price on all ALC parts & 35% off list on all non-ALC parts.
- Automated Logic will provide the ability to remotely access the system using Remote Administrator software. This service will be used for emergency diagnostics only. This is not a remote monitoring contract.
- System software upgrades with 1 version per year (Hudson Public Schools must be at the latest version at time of upgrade, or pay for the other versions).
- ALC will provide free offsite training for anyone employed by the Hudson Public Schools, at various locations. Scheduling will be through service and Jeannie King at ALC.
- Clarifications: All work to be performed during normal working hours. Work other than above proposal will not be included. Payment due upon invoice. All Terms and Conditions Apply. The base contract does not include repair material. Price does not include Mass Prevailing Wage Rates.

Timeline for Shipping: Start Service by October 31, 2019

Payment Schedule: The Town agrees to faithfully pay the Contractor, when due and payable, and under the terms of all such incorporated documents and instruments to this agreement, all such contracted sums.

Termination: 1. Termination for Cause: If through any cause, one party shall fail to fulfill in timely and proper manner, its obligations under this Agreement, or if one party shall violate one of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement hereunder by giving written notice of such termination. In case of termination, all finished and unfinished documents shall become the property of the Town.

In the event of termination, the Contractor shall be compensated payment of an amount equal to the services or goods provided by the Contractor as of the date of termination.

2. Termination for Convenience: The Town may terminate this Agreement at any time for any reason, upon submitting to Contractor thirty (30) days prior written notice of its intention to terminate. Upon receipt of such notice, Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the termination notice. Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.

Vendor:

Hudson Public Schools

Signature of Vendor

School Business Manager

Date: _____

Date: _____

Superintendent of Schools

Date: _____

Hudson School Committee

Date: _____

Matters for Action

New Business

3. Approval of contract with John Deere Company in the amount of \$35,124.81 for the purchase of tractor/snowblower

HUDSON PUBLIC SCHOOLS
Office of the Superintendent of Schools
155 Apsley Street
Hudson, Massachusetts 01749

Funding Source: \$30,000 = Town Warrant Article #6, \$5,124.81 = General Fund

Account Number: 70.9999.15.2.072.3722.7300.5.6.99 (Warrant Article)

Account Number: 20.4262.15.2.079.0572.4230.5.6.99 (General Fund – Equip. Replace/Repair)

Contract for Goods

Company Information

Company Name: John Deere Company

Dealer: Padula Bros., Inc.

Address: 2000 John Deere Run, Cary, NC 27513

Address: 700 Fort Pond Rd., Lancaster, MA 01523

Social Security/Federal Tax Identification: 362382580

Fed Id: 371401858

Terms of Contract:

A. The contractor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the Town.

B. The Contractor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional costs to the Town. Contractor will assume any additional costs accrued by the Town due to the defect or inferior goods.

C. The Contractor guarantees all goods for a period of one (1) year provided that if any express or implied warranties exist of a term greater than one (1) year, then such warranties will supersede the one (1) year warranty specified herein.

Description of Items Purchased and Prices

The Individual Contractor/Agency agrees to provide the following products to the Hudson Public Schools:

- One 2443TC - John Deere 1575 TerrainCut ComfortCab Commercial Front Mower and Rear Weight Mounting Kit (see attached quote #20374406 dated 9/5/19)
- One 0380TC John Deere 60 inch Heavy-Duty Two-Stage Snow Blower and Lift Arms, Drive Shaft and Hardware (see attached quote #20374406 dated 9/5/19)

Timeline for Shipping: delivery by December 31, 2019

Payment Schedule: The Town agrees to faithfully pay the Contractor, when due and payable, and under the terms of all such incorporated documents and instruments to this agreement, all such contracted sums.

Termination: 1. **Termination for Cause:** If through any cause, one party shall fail to fulfill in timely and proper manner, its obligations under this Agreement, or if one party shall violate one of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement hereunder by giving written notice of such termination. In case of termination, all finished and unfinished documents shall become the property of the Town.

In the event of termination, the Contractor shall be compensated payment of an amount equal to the services or goods provided by the Contractor as of the date of termination.

2. **Termination for Convenience:** The Town may terminate this Agreement at any time for any reason, upon submitting to Contractor thirty (30) days prior written notice of its intention to terminate. Upon receipt of such notice, Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the termination notice. Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.

Vendor:

Signature of Vendor

Date: _____

Hudson Public Schools

School Business Manager

Date: _____

Superintendent of Schools

Date: _____

Hudson School Committee

Date: _____

SUPPLY/SERVICE PROCUREMENT FORM

RETURN TO HUDSON PUBLIC SCHOOLS ATTN: BRAD PARKER

This form must be submitted to the Executive Assistant for approval of all purchases of supplies or services with an aggregate cost of more than \$2999. Procurements over \$4999 will also require a signed contract authorized by either the Board of Selectmen or School Committee.

Department: FACILITIES	Date: 10 September 2019	Department Head Signature:
-------------------------------	--------------------------------	----------------------------

Description: Purchase: John Deere 1575 4wd tractor with 60" heavy duty two stage snow blower. Purchase is through State Contract FAC 88. Funded by Warrant Article 3722 [\$30,000] and Facilities Equipment Repair and Replace Account 4262 [\$5,124.81] See attached John Deere quote for full description and specifications.

Recommended Quote or Bid

Date Quote Received:	4 September 2019	Quote :\$35,124.81
Company Name	Padula Bros.,Inc	Written <input checked="" type="checkbox"/> Verbal <input type="checkbox"/>
Street	700 Fort Pond Road	City Lancaster MA Zip 01523
P.O. Box		E-mail davem@padbros.com
Quote Issued By:	Dave Mansfield	Title Sales
Fax:		State Bid List No.
Telephone:	978-537-3356	Cell Phone:
Special Conditions/Notes:		

Second Quote or Bid

Date Quote Received:		Quote
Company Name		Written <input type="checkbox"/> Verbal <input type="checkbox"/>
Street		City ST MA Zip 0
P.O. Box		E-mail
Quote Issued By:		Title:
Fax:		State Bid List No.
Telephone:		Cell Phone:
Special Conditions/Notes:		

Third Quote or Bid

Date Quote Received:		Quote
Company Name		Written <input type="checkbox"/> Verbal <input type="checkbox"/>
Street		City ST MA Zip 0
P.O. Box		E-mail
Quote Issued By:		Title: SALES REP
Fax:		State Bid List No.
Telephone:		Cell Phone
Special Conditions/Notes:		

Chief Procurement Officer Action

Approved:	Date: 9/11/19
Comments:	

Please attach special conditions, notes, specifications or related documentation to this form.



Quote Id: 20374406

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Padula Bros., Inc.
700 Fort Pond Road
Lancaster, MA 01523
978-537-3356

Prepared For:

Hudson Public Schools



Proposal For:

Delivering Dealer:

Dave Mansfield

Padula Bros., Inc.
700 Fort Pond Road
Lancaster, MA 01523

Quote Prepared By:

DAVE MANSFIELD
davem@padbros.com

Date: 04 September 2019

Offer Expires: 04 October 2019

Confidential



JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Padula Bros., Inc.
700 Fort Pond Road
Lancaster, MA 01523
978-537-3356

Quote Summary

Prepared For:

Hudson Public Schools
155 Apsley St
Hudson, MA 01749
Business: 978-567-6100

Delivering Dealer:

Padula Bros., Inc.
Dave Mansfield
700 Fort Pond Road
Lancaster, MA 01523
Phone: 978-537-3356
davem@padbros.com

REVISION # (9/5/19): UPDATED QUOTE.

Quote ID: 20374406
Created On: 04 September 2019
Last Modified On: 05 September 2019
Expiration Date: 04 October 2019

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 1575 TerrainCut with ComfortCab Commercial Front Mower (Less Mower Deck) Contract: MA Lawn & Grounds Equipment FAC88 (PG 3X CG 22) Price Effective Date: December 17, 2018	\$ 31,043.04 X	1 =	\$ 31,043.04
JOHN DEERE 60 In. Heavy-Duty Two-Stage Snow Blower Contract: MA Lawn & Grounds Equipment FAC88 (PG 3X CG 22) Price Effective Date: December 17, 2018	\$ 4,081.77 X	1 =	\$ 4,081.77
Equipment Total			\$ 35,124.81

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 35,124.81
Trade In	
SubTotal	\$ 35,124.81
Est. Service Agreement Tax	\$ 0.00
Total	\$ 35,124.81
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 35,124.81

Salesperson : X _____

Accepted By : X _____



Selling Equipment

Quote Id: 20374406 Customer Name: HUDSON PUBLIC SCHOOLS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Padula Bros., Inc.
 700 Fort Pond Road
 Lancaster, MA 01523
 978-537-3356

JOHN DEERE 1575 TerrainCut with ComfortCab Commercial Front Mower

Hours:

Stock Number:

Contract: MA Lawn & Grounds Equipment FAC88 (PG 3X CG 22) Selling Price *
 \$ 31,043.04

Price Effective Date: December 17, 2018

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2443TC	1575 TerrainCut with ComfortCab Commercial Front Mower (Less Mower Deck)	1	\$ 40,199.00	23.00	\$ 9,245.77	\$ 30,953.23	\$ 30,953.23
Standard Options - Per Unit							
001A	United States and Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							
TCB10303	Rear Weight Mounting Kit	1	\$ 116.63	23.00	\$ 26.82	\$ 89.81	\$ 89.81
Dealer Attachments Total			\$ 116.63		\$ 26.82	\$ 89.81	\$ 89.81
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Suggested Price						\$ 31,043.04	
Total Selling Price			\$ 40,315.63		\$ 9,272.59	\$ 31,043.04	\$ 31,043.04

JOHN DEERE 60 In. Heavy-Duty Two-Stage Snow Blower

Equipment Notes:

Hours:

Stock Number: Selling Price *
 Contract: MA Lawn & Grounds Equipment FAC88 (PG 3X CG 22) \$ 4,081.77

Price Effective Date: December 17, 2018

* Price per item - includes Fees and Non-contract items



JOHN DEERE

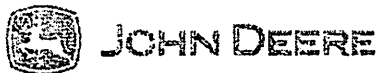
Selling Equipment

Quote Id: 20374406 Customer Name: HUDSON PUBLIC SCHOOLS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Padula Bros., Inc.
700 Fort Pond Road
Lancaster, MA 01523
978-537-3356

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0380TC	60 In. Heavy-Duty Two-Stage Snow Blower	1	\$ 4,839.00	23.00	\$ 1,112.97	\$ 3,726.03	\$ 3,726.03
Standard Options - Per Unit							
1000	Lift Arms, Drive Shaft and Hardware	1	\$ 462.00	23.00	\$ 106.26	\$ 355.74	\$ 355.74
	Standard Options Total		\$ 462.00		\$ 106.26	\$ 355.74	\$ 355.74
Suggested Price							\$ 4,081.77
Total Selling Price			\$ 5,301.00		\$ 1,219.23	\$ 4,081.77	\$ 4,081.77



**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Padula Bros., Inc.
700 Fort Pond Road
Lancaster, MA 01523
978-537-3356

Salesperson : X _____

Accepted By : X _____

Confidential



Contract User Guide for FAC88

FAC88: Lawns & Grounds, Equipment, Parts and Services Statewide Contract

UPDATED: May 22, 2019

Contract #:	FAC88
MMARS MA #:	FAC88*, FAC88LEASE*
Initial Contract Term:	12/01/2014-11/30/2016
Maximum End Date:	Three (2) year extensions to 11/30/2020
Current Contract Term:	12/01/2018-11/30/2020
Contract Manager:	Gustav Pearson, 617-720-3101, Gustav.Pearson@mass.gov
UNSPSC Codes:	21-10-00 Agricultural and forestry and landscape machinery and equipment 30-12-00 Roads and landscape

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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- [Who Can Use This Contract](#)
- [Sub-Contractors](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
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- [Strategic Sourcing,Team Members](#)
- [Vendor List and Information](#)

TIP: To return to the first page throughout this document, use the CTL + Home command.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: May 22, 2019

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Master Blanket Purchase Order PO-14-1080-OSD01-OSD10-0000002949

Header Information

Purchase Order Number:	PO-14-1080-OSD01-OSD10-0000002949	Release Number:	0	Short Description:	FAC88 - Lawns and Grounds Equipment, Parts and Services
Status:	3PS - Sent	Purchaser:	Gustav Pearson	Receipt Method:	Quantity
Fiscal Year:	2014	PO Type:	Blanket	Minor Status:	
Organization:	Operational Services Division	Location:	OSD10 - Ashburton RM1017	Type Code:	Statewide Contract
Department:	OSD01 - Operational Services Division	Entered Date:	12/02/2014 12:52:29 PM	Control Code:	
Alternate ID:	FAC88	Retainage %:	0.00%	Discount %:	0.00%
Days ARO:	0	Release Type:	Direct Release	Pcard Enabled:	No
Print Dest Detail:	If Different	Tax Rate:		Actual Cost:	\$0.00
Catalog ID:		Contact Instructions: Gustav Pearson, Strategic Sourcing Lead Address: One Ashburton Place Room 1017 Boston, MA 02108 Phone: 617-720-3101 Email: gustav.pearson@mass.gov			
Special Instructions:					
Agency Attachments:	Padula FAC88 Award December 2016 through November 2018 Padula Bros Inc. Standard Contract Form Renewal Padula_FAC88RFR Award.doc PadulaBrosInc_FAC88.pdf				
Vendor Attachments:					

Primary Vendor Information & PO Terms

Vendor:	213342 - Padula Bros., Inc. Bryan Mansfield 700 Fort Pond Road Lancaster, MA 01523 Email: michelles@padbros.com Phone: 9785373356 FAX: 9785344715 Website: www.padulabrothers.com	Payment Terms:	Shipping Method:
PO Acknowledgements:	Document	Notifications	Acknowledged Date/Time
	Purchase Order	Emailed to michelles@padbros.com at 12/08/2014 04:40:29 PM	

FY20

ARTICLE 6 Capital Plan

To see if the Town will vote to authorize the sums needed to purchase items of equipment, and make capital Improvements requested by the various departments, taking from Free Cash the sum of \$1,260,841 to carry into effect the provisions of this article as described below; or take any other action relative thereto

Department:	Project:	Amount:	Source of Funds:	Vote:
Public Works	Roadway Resurface	\$300,000	Free Cash	6-0
	Waste Water Pump Upgrade	\$48,200	Free Cash	6-0
	Ford F350 #28	\$42,859	Free Cash	6-0
Fire	Phone System	\$30,000	Free Cash	6-0
	Fire NFPA Certified Turn Out Gear	\$135,500	Free Cash	6-0
Community Development	TH – Replacement Air Handler (Basement)	\$39,000	Free Cash	6-0
Information Tech	Triple CAT 6A to VoIP	\$62,487	Free Cash	6-0
	Desktop (Win7 End of Life Jan 2020)	\$30,445	Free Cash	6-0
	GIS Plotter	\$15,500	Free Cash	6-0
Assessors	Upgrade Vision Software	\$27,000	Free Cash	6-0
Police	Police Cruisers (3)	\$119,850	Free Cash	6-0
Recreation	Recreation Master Plan	\$50,000	Free Cash	6-0
School Department	Mulready–Replace Boilers (2)	\$120,000	Free Cash	6-0
	HHS-Replace Boilers (2)	\$210,000	Free Cash	6-0
	HHS – Snow Blower	\$30,000	Free Cash	6-0
Total Capital:		\$1,260,841		

Executive Assistant, Director of Public Works, Fire Chief, Community Development Director, IT Director, Board of Assessors, Police Chief, Finance Director, Park Commission/Director of Recreation, School Department, Board of Selectmen

Article 6: The Finance Committee unanimously recommends the adoption of this subject matter and that the sum of \$1,260,841 be taken from Free Cash.

Matters for Action

New Business

4. Approval of FY20 Fuel up to Play Grant in the amount of \$5525.00

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:	FY20 Fuel Up To Play Grant
Purpose:	This grant has been awarded to provide Food Service and Athletic breakfast and exercise equipment at Quinn and Farley.
Type of Funder:	Corporate
Type of Grant:	Private - Competitive
Awarded Amount:	\$5525 – Food Services \$ 4000; Athletics \$ 1525
Start Date	6/13/2019
End Date	5/30/2020
Status	Active
Grantor	New England Dairy & Food Council
PROGRAM Admin	Shane Riordan & Jessica Winders
PROGRAM Notes:	<p>Private Corporate Grant</p> <p>General Fund use: Food Services – Professional Blenders at FAR & QMS School Athletics – Indoor cycling Bikes, Various Soccer and Volley Balls</p> <p>Grantor Name / Address: New England Dairy & Food Council 1034 Commonwealth Avenue, Boston, MA 02215</p> <p>Grantor Contact Name / Number / Email: Erin Wholey, RD, LDN Director, Youth Wellness Programs Massachusetts 617-734-6750 x23 617-232-0229 (fax) ewholey@newenglanddairy.com</p>
Program Location:	Quinn and Farley

School Committee Date: _____

Vote: _____

**Hudson Public Schools
FY20 Grant and Gift Presentation Summary**

AGENT	Awarding Agency	TYPE	FY20 GRANT YEAR / GRANT NAME	BRIEF DESCRIPTION OF AWARD	TOTAL AWARD
Federal	MA DOE	Entitlement	20-305 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.	\$ 310,461.00
Federal	MA DOE	Entitlement	20-140 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.	\$ 61,539.00
Federal	MA DOE	Entitlement	20-180 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.	\$ 35,412.00
Federal	MA DOE	Entitlement	20-309 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 and help ensure that all students have equitable access to high quality educational experiences.	\$ 17,353.00
State	MA Office of Public Safety & Research	Competitive	20-Safer Schools and Communities	Hudson has been awarded this grant to update and / or replace the security access, locks, keypads, and software technology at Hudson High School.	\$ 60,000.00
Federal	MA DOE	Entitlement	20-240 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.	\$ 719,820.00
Federal	MA DOE	Entitlement	20-262 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).	\$ 47,616.00
State	MA DOE	Competitive	20-734 Early Grade Literacy	This state grant continues to support the development of the Early Literacy and Curriculum Frameworks programs at Farley, Forest and Mulready elementary schools.	\$ 18,000.00
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
Corporate	Grant	Competitive	New England Dairy & Food Council -- Fuel Up to Play 60	This grant is a joint grant with Food Services and Athletics supporting Breakfast / Exercise programs at Farley and QMS.	\$ 5,525.00
TOTAL GRANTS:					\$ 1,279,726.00

**Hudson Public Schools
FY20 Grant and Gift Presentation Summary**

			FY20 GIFTS TO HUDSON PUBLIC SCHOOLS	DISTRICT OR PER SCHOOL ALLOCATION	\$ Gift Amount
Corporate	Sponsor	Corporate	Alliance Energy, LLC	Local Gas Station Rewards Program - Donation to be used within Hudson High School Science Program	\$ 500.00
Corporate	Sponsor	Corporate	Stop N Shop - A+ School Rewards	Hudson High School Donation from local Stop N Shop Customer Rewards program. Funding is allocated to general HHS student instructional needs. Update: 9/10/2019 -- The proceeds from this program will be distributed to HHS Home and School. The item will be removed from the FY20 Gift list.	\$ 734.38
Corporate	Corporate	Recognition	FHL Bank - Boston / New England Partnerships on Behalf of Avidia Bank.	Recommend by Avidia Bank, Hudson is presented to Hudson Adult Learning Center in recognition of the important work in the Hudson community.	\$ 1,000.00
TOTAL GIFTS :					\$ 2,234.38
			FY20 GIFTS FOR HHS SCHOLARSHIPS	HUDSON HIGH SCHOOLS	\$ Gift Amount
Estate	Corporate		The Thomas Hamilton Estate	Additional proceeds from The Thomas Hamilton Estate.	\$ 1,006.50
TOTAL SCHOLARSHIPS:					\$ 1,006.50
SCHOOL COMMITTEE PRESENTATIONS GRAND TOTAL:					\$ 1,282,966.88