

Approved

**Hudson School Committee
Open Session Minutes**

Meeting Date: May 26, 2020

Location: Remote Participation: Google Meet

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

Members absent: None

Others present participating remotely: Dr. Marco C. Rodrigues, Superintendent

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

II Approval of Minutes: Regular Meeting May 12, 2020

A motion to approve the minutes of May 12, 2020, was made by Mr. Smith and seconded by Ms. Tousignant Dufour. The vote was taken by roll call.

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes
Dr. Weksner	yes

On a vote of 7-0, the motion passed.

III. Public Participation:

Mr. Maston stated the committee did not have anyone wishing to speak to the committee.

IV. Reports and Presentations

Report of the Superintendent: Updates

Dr. Rodrigues stated he had a few areas to report on with updates.

Technology

Ms. Ellen Schuck and her team have been disseminating Chromebooks and creating wifi capability for our families. To date, 295 Chromebooks for grades 3 and 4 families have been delivered. 45 Chromebooks have been requested for English Learners in grades PK-2, and 31 Chromebooks have been delivered for students with disabilities in grades PK-2. We are working on supplying 70 families with wifi capability through August. We will reevaluate the needs at the end of the summer.

Food Distribution

We continue to provide grab and go bags for breakfast and lunch. The week ending 5/17/2020 we supplied 697 meals and the week ending 5/24/2020 we supplied 749 meals.

Task Force

A task force has been formed to look at potential scenarios for the opening of schools in the fall. The state also has a task force for the opening of schools. We do not know when we will learn anything from that group. In the meantime, our thirteen-member task force will

start to develop the framework for exploration. We will then include other stakeholders. We are trying to anticipate scenarios and currently collecting information and looking at current resources such as technology, personnel, and professional development. We will investigate what other resources we may need for different scenarios of school opening. Dr. Rodrigues stated that there is also potential for the return of the virus during the flu season. The task force will also be looking at this.

Dr. Weksner asked if we knew when DESE anticipates making a decision. Dr. Rodrigues stated we do not know and there have not been any projections.

Mr. Maston asked if we could forewarn our families as soon as possible should there be scenarios that school will not be on a normal schedule. Dr. Rodrigues stated that some things are more predictable, but others are less predictable with considerations such as child care and the return of parents and employees to work. He went on to say we will share as much concrete information as possible.

Mr. Smith asked if we will be looking at different scenarios. Dr. Rodrigues stated that we will, but we do not know what guidance we will get from DESE and whether it will be universally required or if districts will be able to do what works for them.

Dr. Weksner asked if one of the scenarios we plan for is that some parents choose to hold their kids home and how to support those families. Dr. Rodrigues stated that this is a scenario we are looking at.

Mr. Maston stated he has seen a fake summary on social media of CDC guidelines for the opening of schools and we should be aware of this and alert families of this false information. Additionally, he said that the CDC has mentioned the possibility of not having food served in a normal cafeteria scenario. He asked if this is something we are looking at. Dr. Rodrigues said we are looking at that this and things like transportation and athletics. Dr. Rodrigues said the CDC has put some guidance together based on what is known today for cafeterias and food. We have a free and reduced population of about 30% in Hudson. He went on to say some urban districts are 90% and he does not know how this will be mitigated.

Budget

Dr. Rodrigues said we know there will be an impact on the budget. We do not know what that impact and the duration of the impact will be. Mr. Tom Moses presented a document with some scenarios to the Board of Selectmen. Last week, there was a meeting of all the departments. Mr. Moses asked each department to look at the impact on services and operations of a 2%, 5%, and 8% reduction. He wants to compile this information and present this to the Board of Selectmen. A 2% reduction in the town appropriation for the school department would be about \$800K, a 5% would be 2M, and an 8% would be 3.2M. He went on to say that in the next couple of months we will be closing FY20 and doing financial projections. We will be looking at the potential impact for us now and if there are 9C cuts in January. Dr. Rodrigues said he hopes to bring some information in June. If the state cannot put a budget together by July 1 then chances are, it will be the 1/12th allocation.

Dr. Rodrigues said that at the last School Committee meeting, Ms. Lange indicated there would be some savings with the coaches' stipends. Dr. Rodrigues said we have received emails from concerned citizens. He said that currently there are negotiations with the union and there should be a resolution soon.

Subcommittee Reports

Budget Subcommittee

None

Policy Subcommittee

None

Strategic Goals Subcommittee

None

Superintendent's Evaluation Subcommittee

None

Buildings and Grounds Subcommittee

none

Student Report

None

V. **Matters for Discussion:**

a) Old Business

1. High School Graduation Update

Mr. Jason Medeiros gave the following updates on the high school graduation. He stated that Friday afternoon they were able to post the following details on the website.

Friday-Roughly 30 students every hour will be allowed into the building to check their lockers, drop off school property, and pick up their cap and gown.

Next Wednesday- We are working with the bus company to deliver some special gifts to each senior.

Baccalaureate – The class officers working on this. It will be virtual and we are working with HUD TV to create a prerecorded video to televise.

Scholarship and Awards Night- There will be a small group of adults in the auditorium with no audience to announce the winners.

Graduation Week

Thursday, June 11- There will be a company coming in to set up lights on campus to shine some light in appreciation of the senior class. The lights will run through dusk on the evening of June 11. There is a sign-up genius if people want to come and take pictures.

Graduation Day- The ceremony will allow seniors to process with their immediate family. Each family will be able to bring 6 guests in addition to the graduate. The family will march into Morgan Bowl, hear Pomp and Circumstance, receive their diploma, and have a photograph taken with a professional photographer.

Mr. Medeiros said when the guidance came out Thursday afternoon we had to talk through various iterations with Kelli Calo of the Hudson Board of Health. Mr. Medeiros said there were approximately 130 student responses and 90 family responses to the survey. He went on to say the two things that rose to the top of the survey were to receive their diploma in the presence of family and hear your name called and be able to walk.

Mr. Smith asked if there had been any feedback on the plan. Mr. Medeiros stated he knew going in it was going to be polarizing. Some students want

the large in-person ceremony and asked if we could wait until July 19. Mr. Medeiros has referred them to the guidance given and the many things that have to happen for this to take place. Mr. Medeiros also said it is important to have some finality in June.

b) New Business

1. First Reading of Proposed Revisions and Additions to Policies- FF Naming and Dedicating School Facilities, MASC updates of various policies

Mr. Smith stated that some of the MASC updates are based on legal language or requirements that have been updated. The policy in the packet that the subcommittee recommends deviating from the MASC policy is with the Naming of Facilities policy. MASC avoids naming facilities but we want the option of naming. We looked at other districts' policies and this proposed policy is an aggregate of those and the MASC recommendation which puts a framework in place for requests.

Mr. Tracy asked if the town has a policy on the naming of buildings and if we have to bring the Selectmen in. Mr. Smith said we did not speak with the town and we can look into whether the town has a policy that might supersede this.

Mr. Maston asked for clarification on the backup material in the packet. Mr. Smith stated we included the MASC FF policy for reference and are recommending we approve the FFA policy: Naming of Memorials and our homegrown FF: Naming of Facilities.

Ms. Tousignant Dufour asked about the changes in the absence policy in terms of excused and unexcused in the JC policy and how that might be applied to families.

Dr. Rodrigues stated that the selection of MASC policies presented this evening has recently been looked at in the district. These updates are updates that MASC recommends since our last review of these policies. The JC policy is complementary to the other attendance policies.

Mr. Smith stated that feedback and concerns had been received on the Public Comment at School Committee meetings policy. Ms. Tousignant Dufour stated that this is putting into writing what we are doing. The big difference from the prior version is there a 15 minute limit for all public comment. One procedural difference has people wanting to make public comment sign in. This allows us to make sure everything will fit into the fifteen minutes. Additionally, we are looking to reach out to people that make comments after the meeting.

Dr. Weksner asked about the target class size number for grades K-4 in policy JCA- Assignment of Students to Schools. The policy lists the target class size for grades K-4 is 20 students per class. She

said her understanding was the number was 25 and asked about the discrepancy. Mr. Smith and Mr. Rodrigues stated that the target is 20 but there is a tipping point of 25 where we add more sections. Discussion ensued about whether the target was an average or absolute. Dr. Weksner suggested the word average be added before class size. Dr. Rodrigues agreed and said we would add this to the policy. Dr. Weksner asked about the threshold of adding additional supports and if this is captured elsewhere. Dr. Rodrigues stated that this is part of the stabilization plan. Mr. Maston stated these policies will be open for comment and feedback and would be voted on at the next meeting.

VI. **Matters for Action:**

a) Old Business

1. **Second Reading and Approval of Proposed Revisions and Additions to J Section Policies**

Mr. Smith stated that these policies are mostly around attendance and that no feedback had been received.

A motion to approve the proposed revisions and additions to J section policies was made by Mr. Smith and seconded by Ms. Tousignant Dufour. The vote was taken by roll call vote:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes
Dr. Weksner	yes

On a vote of 7-0, the motion passed.

b) New Business

1. **Approval of 2020-2021 School Committee Meeting Dates**

Mr. Smith asked if a meeting should be added in the first part of July to talk about the budget. Dr. Rodrigues stated the state budget is not out yet and may not be out by June 30. He is not sure when he will have information to share and would prefer to wait until information is available before scheduling a meeting.

A motion to approve the 2020-2021 School Committee meeting dates was made by Mr. Smith and seconded by Ms. Tousignant Dufour. The vote was taken by roll call vote:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes

Dr. Weksner yes
On a vote of 7-0, the motion passed.

2. **Approval of Superintendent's End of Year Evaluation**

Mr. Maston stated that the aggregate evaluation of Dr. Rodrigues is in the packet. He explained the process used including a self-evaluation by Dr. Rodrigues, feedback from each committee member, and an aggregate of the feedback compiled. He went on to say we are using the state-mandated form and process in which specific goals are established and agreed upon for the years and progress towards these goals assessed. The goals for this year fall into the three categories of Professional Practice, Student Learning, and District Improvement. The committee agreed that in each of these categories Dr. Rodrigues made significant progress.

Mr. Maston went through the specific goals

- To strengthen the District Leadership Team's ability to communicate effectively and to develop a culture of mutual accountability by focusing on the agreed upon norms of collaboration and decision making process. Significant Progress
- By June 2020, the Actions Steps for each Strategic Priority identified within the District Improvement Plan for the 2019-2020 year will be implemented. Significant Progress
- By March 2020, the Budget Leadership Team, in conjunction with the School Committee Members, will develop a balanced budget for the FY21 school year. Met
- By June of 2020, I will have completed weekly standing meetings with each building principal, with at least 50% of the meetings dedicated to walkthroughs followed by debriefing sessions. Some Progress
 - This goal was discussed in detail at the midyear progress report and Dr. Rodrigues had a plan to work implement a solution and then the school closure happened.

The other area the evaluation looks at are specific standards. Mr. Maston presented the following ratings for the standards:

- Instructional Leadership: Proficient
- Management and Operations: Proficient
- Family and Community Engagement: Split between Proficient and Needs Improvement
- Professional Culture: Proficient

Additionally, Mr. Maston read some of the comments committee members supplied with their ratings.

Mr. Maston went on to say the committee members gave Dr. Rodrigues and overall rating of proficient. This year there is also a rate impact on student learning and Dr. Rodrigues was given the

rating of high impact.

Dr. Rodrigues thanked the committee for their feedback, ratings, and comments. He stated that he is thankful for the leadership team and all that has been accomplished.

A motion to approve the Superintendent's End of Year evaluation was made by Mr. Maston and seconded by Mr. Smith. The vote was taken by roll call vote:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes
Dr. Weksner	yes

On a vote of 7-0, the motion passed.

3. **Approval of a one-year amendment to Food Service Contract with Chartwells**

Ms. Patricia Lange stated that this is the second and final amendment. To create the projections for next year, the YTD numbers through February were looked at. These numbers show that we were on a trajectory to make a profit in Chartwells terms. The projections are based on holding sales and enrollment flat and an increase in some costs. The approval tonight is to approve the amendment pending state approval.

Mr. Maston asked what happens if we do not make the enrollment number. Ms. Lange stated that this is a low risk to us. Discussion ensued about the management fee.

A motion to approve the one-year amendment to the Food Service Contract with Chartwells was made by Mr. Smith and seconded by MS. Tousignant Dufour. The vote was taken by roll call vote:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes
Dr. Weksner	yes

On a vote of 7-0, the motion passed.

4. **Approval of contract with Central Restaurant Products in the amount of \$19,411.00 for three convection ovens for Hudson High School (2) and Farley Elementary School (1).**

Mr. Maston noted the corrections to the agenda item on the amount of the contract and the placement of one oven at Farley, not Mulready.

A motion to approve the contract with Central Restaurant Products in the amount of \$19,411.00 for three convection ovens for Hudson High School (2) and Farley Elementary School (1) was made by Mr. Smith and seconded by Ms. Tousignant Dufour. The vote was taken by roll call vote:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes
Dr. Weksner	yes

On a vote of 7-0, the motion passed.

5. **Approval of the contract with American Reading Company in the amount of \$22,550.00 for the assessment and instructional materials and software to support the Dual Language classroom**

A motion to approve the contract with American Reading Company in the amount of \$22,550.00 for the assessment and instructional materials and software to support the Dual Language classroom was made by Mr. Smith and seconded by Ms.

Tousignant Dufour. The vote was taken by roll call vote:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes
Dr. Weksner	yes

On a vote of 7-0, the motion passed

CONSENT AGENDA

6. **Approval of FY21-345 Adult Community Learning Center Grant in the amount of \$402,721 for Hudson's Adult Evening Classes for the 2020-2021 year**

7. **Approval of Reclassification of Funds**

A motion to approve the FY21-345 Adult Community Learning Center Grant in the amount of \$402,721 for Hudson's Adult Evening Classes for the 2020-2021 year and the Reclassification of Funds as presented by consent agenda, was made by Mr. Maston and seconded by Mr. Tracy. The following roll call vote was taken:

Mr. Maston	yes
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Approved

Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes
Dr. Weksner	yes

On a vote of 7-0, the motion passed

VII. Items of Interest to the School Committee

Dr. Weksner asked for an update on the technology piece and ongoing updates of the website. Dr. Rodrigues stated that this has slowed due to remote learning. There was also a glitch with the provider. Discussion ensued about resource allocation and the updates of the website.

VIII. Executive Session

At 8:37 p.m. Chairman Chair Glenn Maston stated that Executive Session was needed for the following reason:

To conduct a strategy session in preparation for discussions pursuant to section 2.a (annual compensation) of the Employment Agreement between the Hudson School Committee and Marco Rodrigues ("the Superintendent"), whereby an open session may have a detrimental effect on the legal position of the School Committee.

The following roll call vote to enter into executive session was taken

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes
Dr. Weksner	yes

IX. Adjournment

At 8:38 pm, Committee Chair Glenn Maston announced that the Committee would enter Executive Session and not return to public session.

Respectfully submitted,

Michele Tousignant Dufour, Secretary
Hudson School Committee