

Approved

Hudson School Committee Open Session Minutes

Meeting Date: February 25, 2020

Location: 155 Aspley Street

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

Members absent: none

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

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

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

II Approval of Minutes:

Regular Meeting: February 4, 2020

A motion to approve the minutes of February 4, 2020 was made by Mr. Smith and seconded by Ms. Tousignant Dufour. On a vote of 7-0, the motion passed.

Public Participation:

None

Reports and Presentations

Report of the Superintendent: District Improvement Plan: Mid-Year Progress Report

Dr. Rodrigues presented a summary of the progress on the action steps, strategic objectives, and priorities in the District Improvement Plan. Dr. Rodrigues stated that he worked with the Leadership Team to identify and report the status of the action steps. He reported that the district is in good standing and most action steps are in progress. He presented a chart with the basic status of where we are with respect to the priorities and the action steps associated with those priorities. He went to say that most areas are in progress or completed. He stated that some of these activities would be completed over the summer with the leadership team. Additionally, some of these steps are not a one-year commitment or are ongoing and not finite and will carry over to several years.

The following areas have not been started or are a little behind:

- Advisory Boards for the college and career pathways:

The High School program of studies along with the pathways was approved by the School Committee last month. If this is not completed this year, it will be moved to next year.

- 1:1 Technology:

The technology task force will continue to meet to implement some of the action steps of this priority. The budget will support this as we have included support for the teachers with a technology specialist.

- Curriculum Maps and research based practices for diverse learners.

Dr. Rodrigues stated that work will continue this summer. We will look at action steps for year 3 of the District Improvement Plan.

Mr. Smith asked if we anticipate that the action steps we are behind on would remain untouched. Dr. Rodrigues stated that he expects to make some progress this year.

Discussion ensued about the Advisory Boards and whether it makes sense to start now and then pick it up next year. Ms. Maston suggested it might be helpful to clarify the roles of the advisory committee even if we do not form the committees.

Mr. McDowell asked about priority 3.2 and if the intention of the action step was the planning or implementation of Professional Development. Dr. Rodrigues stated the intention is to have Professional Development in place.

Subcommittee Reports

Budget Subcommittee

Mr. Maston reported that there have been a few meetings of the budget subcommittee. The Budget book will be brought forward when ready.

Policy Subcommittee

Mr. Smith stated that there had been no policy subcommittee meeting since the last full committee meeting.

Strategic Goals Subcommittee

Mr. Tracy stated that this subcommittee had met to continue discussion on school start times. A more formal action plan was developed to begin the investigation around some of the major milestone steps. The next meeting is to be determined.

Superintendent's Evaluation Subcommittee

Mr. Maston stated that this subcommittee had met and is bringing forward the superintendent's mid-year goals later in this meeting.

Buildings and Grounds Subcommittee

Mr. Maston stated that this subcommittee had not met but would be meeting soon for some updates on the Apsley Street building.

Student Report

Caitlin Reagan, Student Representative, presented the student report with the following highlights:

- ARC started today at HHS. She stated that it there was a lot of excitement and was rolled out pretty smoothly
- Community Council met with Mr. Medeiros about an activities bulletin board and is close to consensus about buying one.
- Community Council is looking to get a suggestion box placed at the high school as another way for students to voice their concerns more directly
- Hudson High School girls basketball next playoff game is February 27 in Medway
- Hudson High School Hockey playoff game is at New England Sports Center in Marlborough on February 26
- There will be a scholarship information night at Hudson High School on February 26. Seniors and their parents are encouraged to come to get info on scholarships and deadlines to apply
- Interact and trivia clubs are sponsoring a trivia night on February 28 with profits going to support Sgt. Chaulk and his family
- Juniors can sign up for the SAT prep course this week
- College panel night will be held for parents of sophomores and juniors on March 5

Matters for Discussion:

- a) Old Business
- b) New Business

1. District/Schools Report Card

Dr. Rodrigues reported that the Department of Elementary and Secondary Education released the district and schools report card last month. He said families can expect to receive the information by Friday of this week.

Ms. Kathy Provost, Assistant Superintendent, guided the committee through what the online report card looks like. She said there have not been a lot of changes but one big change is the report card has been linked to the district profile and accountability.

She stated that one can search by district, or by each of the schools, in seven categories of data. She also said that you can look at all students or by subgroups. The state has added a feature which allows you to click on a graph and this will bring you to the school and district profiles. The profile page has more help available and parents can choose multiple languages.

Mr. Tracy commented this information can be overwhelming for people and made a suggestion that when the information goes out to have commentary from the school principal and the superintendent.

Ms. Provost stated that each school will have a letter attached to the report card. This letter will contain some standard information required by the state as well as a paragraph customized by each principal.

Mr. Smith asked if this data gives the district deeper insight and if we can use it as a tool. Dr. Rodrigues stated that this is geared to families. Ms. Provost stated that there is other data that we use which allows us to go in depth.

2. Q2 Student Activity Account Report

Ms. Patricia Lange, Finance Director, gave the Student Activity Account Reports for quarter 2 ending December 31. There is one report for Hudson High School and one report for Quinn Middle School. She stated that the accounts have been reconciled to the general ledger at the town as well as to the checking and savings accounts.

Mr. Smith asked why one page had a date of November and one had a date of December. Ms. Lange responded that this was an error.

3. Superintendent's Mid- Year Goals/Progress Report

Dr. Rodrigues stated that the Superintendent's Goals Subcommittee had met to go over his mid year range for his goals. Dr. Rodrigues provided a summary of each of the goals and where his progress is in achieving them. Additionally, he provided a chart that shows if each goal is on target, off target or not started. Dr. Rodrigues went on to say that all goals are moving forward. He reported that for goal # 4, some catch up is needed. This goal is for weekly standing meetings with 50% of these as building walkthroughs. He said he

has weekly meetings with each principal now. Walkthroughs have sometime not happened because of the priorities that come up during these meetings. He reported that one of the decisions that has been made is to hold the bi-weekly principals meetings at the schools instead of at Apsley Street. Part of these meeting will now be dedicated to the group doing walkthroughs at the school and then a debrief afterwards.

Mr. Smith commented that the approach allows all to hear the feedback and foster more consistency across the district.

Mr. Tracy asked if there are proposed dates for end of year cycle.

Mr. Maston stated that the goal is to have the evaluation prior to the next election. Ms. Ryan stated that the tentative schedule is April 6 and April 13.

4. FY20 Q2 Budget Forecast

Ms. Patricia Lange, Executive Director of Finance and Operations, gave a review of FY20 projection and its effect on the financial plan. The projection includes January actuals and projections for remaining 5 months.

We have \$1.2 M in savings of which \$601K is in personnel, \$353K is in general expenses, and \$234K is in transportation.

The personnel savings is due to vacancies and leaves of absences.

We continue to have difficulty hiring paras and ABA's. We are currently recruiting for the nurse coordinator position. The general

expense savings is a result of anticipated out of district tuition savings of \$425K. The savings is not a result of a freeze this year.

The transportation savings is \$234K of which approximately \$100 K is a result of the new First Student contract and \$137K in out of district transportation savings.

Ms. Lange provided the committee with a school choice balance and Chartwells update.

Mr. Maston asked what the school choice numbers are this year and if they have increased because of the addition of the elementary.

Ms. Lange reported that we currently have 96 school choice students which is an increase from last year.

Ms. Lange gave an update on how the school choice money will be utilized. Discussion ensued on Dual Language program transportation.

Dr. Rodrigues and Ms. Lange went on to provide the committee with an update on the budget stabilization plan. This included a discussion about pre-paid purchases and school choice carryover.

Dr. Rodrigues noted that progress is being made due to the stabilization plan.

Discussion ensued about school choice carryover.

Dr. Rodrigues also noted that we are one year behind in circuit breaker spending.

Discussion ensued about the program capacity we have created and its effect on general expenses. Ms. Lange stated that this year we will now be able to claim on circuit breaker for transportation.

Mr. Smith asked if we want to get the school choice account to zero. Dr. Rodrigues stated that we have had an over dependency on school choice in the past. Our goal is to have a dependency on what our actual revenue is. Discussion ensued about a buffer in the school choice account and what the buffer should be depending on what the needs of the district are. Discussion ensued about the intention of the school choice account. Dr. Rodrigues outlined some of the one time purchases we have been able to use the excess funds for.

Mr. Tracy voiced a concern about allowing an account like this turning into something that is always there. Discussion ensued. Discussion ensued about the Dual Language program and capacity at the elementary level. Dr. Rodrigues stated that there is no effect of the dual language program on numbers of classrooms at the elementary schools. Discussion ensued about census data and late enrollments over the summer.

5. First Reading of Proposed Revisions and Additions to J Policy Manual: Student Athletics, Fundraising, Student Activities

Mr. Smith stated that these policies have to do with fundraising, student activities accounts, and athletics. He has one comment on policy JJE which had “both the principal and/or the superintendent” wording on the first page. Dr. Rodrigues stated that the word both should be removed.

Mr. Smith stated that he received a question about policy JJE and who it applies to. Dr. Rodrigues stated that this was for student driven fundraising.

Mr. Maston noted that these policies would be posted for comment and feedback. There will be a vote at the next School Committee meeting.

Matters for Action:

- a) Old Business
- b) New Business

1. **Approval of overnight field trip for Hudson High School Varsity Baseball team 3/27/20-3/29/20 to Plymouth, Falmouth, and Marion Massachusetts**

A motion to approve the overnight field trip for the Hudson High varsity baseball team 3/27//20-3/29/20 to Plymouth, Falmouth, and Marion Massachusetts was made by Ms. Tousignant Dufour and seconded by Mr. McDowell. On a vote of 7-0, the motion passed.

CONSENT AGENDA

2. Approval of contract with Robert H. Lord Company, Inc. in the amount of \$18,298.50 for 150 Elephant Z Stools for Quinn Middle School

3. Reclassification of Funds

A motion to approve the contract with the Robert H. Lord Company, Inc in the amount of \$18,298.50 for 150 Elephant Z Stools for Quinn Middle School and the Reclassification of funds as presented was made by Mr. Smith and seconded by Mr. McDowell. On a vote of 7-0. The motion passed.

Items of Interest to the School Committee

Ms. Tousignant Dufour asked when will be discussing the changes made this year to the Quinn Middle School model. There has been some feedback from staff about the 20 minutes in grades 6 and 7 that has been used for SEL/recess. This is being looked at to see if we can pilot something this year or change something next year. Ms. Tousignant Dufour stated she would like to see more information, given the history of how the change came about. Mr. McDowell stated that he would be at the school council next week and would talk to Mr. Jeff Gaglione Quinn Middle School Principal and bring information back.

Discussion ensued about the challenges of the SEL/ recess block and the differences at each level in the schedule.

Dr. Rodrigues said we could have a discussion about this in the future.

Dr. Weksner stated the Dave Champigny, Forest Avenue Principal, came to school in a bunny suit as an agreement with the home and school association for making their fundraising goal.

Mr. Maston stated that next week is Dr. Seuss week.

Executive Session

Not needed

Adjournment

At 8:41 pm, a motion to adjourn was made by Ms. Tousignant Dufour and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

Respectfully submitted,

Michele Tousignant Dufour, Secretary
Hudson School Committee