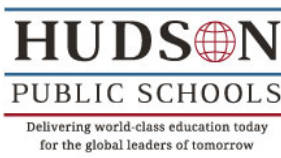


## **Please note the updated instructions below for public participation**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Hudson School Committee will be conducted via remote participation only. Committee members will participate using the online Google Meet platform, and the proceedings will still be broadcast live on the Public Cable Access Channel – Comcast Channel 8, Verizon Channel 47 and Hud TV.

For the public participation item on the agenda, the following process will be used.

- Persons wishing to make public comment will send an email to the School Committee's email address [hps\\_schoolcommittee@hudson.k12.ma.us](mailto:hps_schoolcommittee@hudson.k12.ma.us) indicating that they would like to make a public comment at the School Committee meeting. This email must be received by 3:00 pm on the day of the meeting
- The School Committee will submit the list of names and emails wishing to make public comment to HUD TV no later than 5:00 p.m. the day of the meeting.
- Hud TV will send a meeting invite to those community members on the School Committee list for Public Comment.
- Hud TV will accept them into the Google Meet and mute their microphone.
- When the School Committee Chair recognizes someone wishing to make public comment, Hud TV will unmute that person's microphone and they will have two minutes to speak.
- When public comment is finished their microphone would be muted again by Hud TV.



**HUDSON SCHOOL COMMITTEE**  
**May 12, 2020**  
**155 Apsley Street – Administration Building**  
**7:00 p.m.**  
**Virtual Meeting – Google Meet**

AGENDA

**I. Call to Order**

**II. Approval of Minutes**

Regular Meeting April 28, 2020

**III. Public Participation:**

**IV. Reports and Presentations**

a) Report of the Superintendent: School Closure Updates

b) Subcommittee Reports

- Budget Subcommittee (if any)
- Policy Subcommittee (if any)
- Strategic Goals Subcommittee (if any)
- Superintendent's Evaluation Subcommittee (if any)
- Buildings and Grounds Subcommittee (if any)

c) Student Presentation (if any)

**V. Matters for Discussion:**

a) Old Business

b) New Business

1. First Reading of Proposed Revisions and Additions to J Section Policies
2. Hudson High School Graduation Plan
3. DESE 2019-2020 Determinations of Need for Special Education  
Technical Assistance or Intervention - Hudson: Meets Requirements (MR)
4. Director of Human Resources - Search Process and Timeline

**VI. Matters for Action:**

a) Old Business

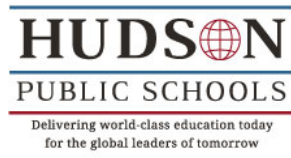
b) New Business

1. Approval of available School Choice slots for 2020-2021
2. Approval of modifications to the employee vacation carryover policy for FY20

**CONSENT AGENDA**

3. Approval of FY20 Safer Schools and Community Grant in the amount of \$24,770.00 for phase 2 of the update of security access at Hudson High School
4. Approval of gift from Benevity Causes- Intel Corporation Grant in the amount of \$10,781.66 for MA Coronavirus donation and company match to support Hudson Public Schools and continued Student Learning, Engagement during the Coronavirus pandemic.
5. Approval of Reclassification of Funds

**VII. Items of Interest to the School Committee**



**VIII. Executive Session**

**IX. Adjournment**

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

# Approval of Minutes

Regular Meeting: April 28, 2020

**Hudson School Committee  
Open Session Minutes**

**Meeting Date:** April 28, 2020

**Location:** Remote Participation  
Google Meet

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

Members absent: Rebecca Weksner

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

**I. Call the Meeting to Order: 7:01 p.m.**

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

Mr. Maston stated that this meeting will be conducted virtually pursuant to Governor Baker's March 12, 2020 order suspending the provisions of the Open Meeting Law and the March 15, 2020 order imposing strict limitations on the number of people gathering in one place. This meeting will be conducted via google meet.

Mr. Maston took a roll call of those present:

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

**II Approval of Minutes: Regular Meetings April 7, 2020 and April 22, 2020**

A motion to approve the minutes of April 7, 2020 and April 22, 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 |

On a vote of 6-0, the motioned passed.

**III. Public Participation:**

Mr. Maston stated that the committee is trying to move to where we can have live public comment. He stated that there was an error in the email address on the agenda. He went on to say he has not received any emails from people stating they would like to address the committee.

**IV. Reports and Presentations**

**Report of the Superintendent:** School Closure Updates

Dr. Rodrigues stated that his report would be an update on the closure of schools due to Covid 19. Late Friday evening, the districts received some guidance from the state about next steps to close the year in a remote learning environment.

He prefaced his remarks by saying this is a very trying time for all of us and is difficult for everyone to navigate. He stated for the past 2-3 weeks we have received emails from parents expressing concerns regarding the quantity of work and the inability to connect through google meet. Dr. Rodrigues stated the team is working diligently to enhance remote learning at Hudson Public Schools. The state's guidelines say we are not just looking at maintenance of skills that have been learned through March 16. We are to look at the power standards released by the state and see what has been addressed and what has not. This is to be used as districts move forward with the specifics of remote learning.

About 200 chromebooks for grades 3 and 4 have been distributed. Ms. Ellen Shuck and her team have done a phenomenal job in removing, sanitizing, and distributing the chromebooks. In anticipation of the google meet capability at the elementary level, email accounts have been created for all students in grades Prek to 2. Google meet is expected to be rolled out for all next week. There have been conversations with the union to discuss the best way to roll this out. The remote learning piece with the new state guidelines is being developed and will be rolled out a week from Friday.

The new guidelines from DESE build on the recommendations of the document released on March 26. There are 2 new areas outlined in the latest recommendations. The first is further defining the recommended elements of a quality remote learning program including a focus on teaching of content and standards critical to students' success at the next grade level. The second area is to encourage districts to move all students to successful engagement in remote learning.

DESE gave a set of power standards per grade level. The Curriculum Directors, coaches, and teachers will analyze what parts we have done, what parts we have to address again, and what is new.

Remote learning is a new science for us and is not for all students and teachers. The district has been working closely with HEA to support teachers and give them the tools they need. There has now been another layer of demand added with the directive on new learning. It is important that teachers work with parents and families to understand and support them in the challenges with remote learning. The state also said it is important to note that remote learning in a pandemic is very different from remote learning as a standard.

Guidelines released include:

- Remote learning protocols for all students
- Engaging core and instruction in prerequisites content standards for success in the next year
- Engagement with teacher and peers
- Offer opportunities for enrichment exercise and play
- Ensure that programming is accessible for all students
- Secure communication exists

- Zoom is not a secure environment for students
- Google meet is the only platform we will use when engaging students
- Define system to identify and engage students not participating in remote learning

Remote learning is not the best platform for students with disabilities, English Learners, and students with social-emotional needs. Equity is an important piece and leaving a student behind is never an option.

Dr. Rodrigues went on to say there is a lot of other work being done, including High School graduation and the operations of the district. There are a lot of unknowns for next year and summer programming. Later this evening, there will be a plan for grades and GPA presented to the committee. Dr. Rodrigues praised the leadership team for the work that has been and continues to be done. He expressed his confidence in what the district is doing.

Mr. McDowell stated that a common theme in the feedback received is the lack of social-emotional learning and the lack of connection. He asked what the google meet would look like at different levels and if K-2 would be involved.

Dr. Rodrigues stated that starting Monday, there would be google meetings for all classes PK-4. Every teacher will catalog the google meets and which families do not have the support system to participate. There will plans developed to reach out to these families individually. We have approximately 50-60 families we know about that do not have internet capability. We are working on a plan to find internet capacity for these families. There is a possible grant from Intel to support this initiative. Additionally, the specials teachers will work together to create a plan to interact with students. Students will likely have multiple interactions throughout the week with different teachers. Next week when teachers connect with students, there will be a focus on the social-emotional piece and the connection with students. Teachers at each grade level will work together and it may look slightly different from school to school. If there is a concern about a teacher, parents may contact the principal. Mr. Smith stated he appreciated the update and all the work. He is glad the plans are moving forward and the elementary students will have the opportunity to use google meet. He stated it might be helpful to highlight in a document the things we are doing to address and measure what we are doing to support the guidelines. He went on to say that having a schedule is a tool, which helps him to help his student. Dr. Rodrigues stated that one of the suggestions in the new guidance is to have a document to help parents navigate a week. Every Friday, parents will get the next week of work with a schedule, and a plan of how to structure days particularly at the elementary level.

Mr. Tracy asked what the projected end date of school is. Dr. Rodrigues stated that June 22 is the last day of school. This will give the district the 185 days that are required including the days we are required to make up.

Ms. Ryan stated that parents are looking for information for kindergarten. She asked if there was any talk about what we might do about things like kindergarten screening. Dr. Rodrigues stated that we are looking at this and there will be more to come.

Mr. Tracy said his assumption is that all students will be moving to the next grade. He asked if there will be evaluation of students that are on cusp levels to identify if they may need to repeat. Dr. Rodrigues said this is ongoing with teachers, parents, and principals. At the high school level, we are trying to give students ample opportunity to make up work they are missing. We want to give students every opportunity to be successful and be promoted. Scenarios will be taken one at a time.

Mr. Maston commented that there is a report from UNESCO indicating that by all estimates 90% of school-aged children on the planet are not in school.

**Subcommittee Reports**

**Budget Subcommittee**

None

**Policy Subcommittee**

Dr. Rodrigues and Mr. Smith stated a meeting will be scheduled soon.

**Strategic Goals Subcommittee**

Mr. Maston and Dr. Rodrigues stated there had been a meeting in February to discuss changing the high school times. They went on to say that for now they will not be meeting again soon.

**Superintendent's Evaluation Subcommittee**

Mr. Maston stated that this subcommittee had met earlier this evening. Dr. Rodrigues submitted his evidence. The evidence will be sent to the full committee. Committee members will have until May 10 to review the evidence and write up their evaluation. The subcommittee will combine the evaluations and submit to Dr. Rodrigues by May 17 so he has the five days contractually required to review. The evaluation will be posted on May 22 in the backup material for the May 26 School Committee meeting. Committee members may ask Dr. Rodrigues for additional information. Any additional information will be shared with all committee members.

**Buildings and Grounds Subcommittee**

Mr. Maston asked about another meeting regarding the Apsley building. Dr. Rodrigues stated he would reach out to Tom Moses and get back to the subcommittee.

**Student Report**

Mr. Maston stated it was nice to see the Round Robin back at the high school this week. Dr. Rodrigues reported that Creating Connections would be back this coming Friday.

V. **Matters for Discussion:**

- a) Old Business
- b) New Business

1. **FY20 Budget Forecast**

Ms. Patricia Lange presented a review of the FY20 projection, which includes the impact of the closure of schools. The projection is for a savings of \$2.3M. This projection includes a savings of \$1.1M in personnel, a savings of \$763K in general expenses, and a savings of \$472K in transportation. Ms. Lange stated that she connected with each of the 23 budget owners and this is the best estimate of spending for the rest of the year.

Personnel savings have been achieved through less hiring, leaves of absences, and vacancies. We are not paying for spring athletic coaches and daily substitutes. There are savings in contracted services including monitors and after school tutors. We also have savings in professional development for curriculum writing. The general expense forecast has the continued assumption of no spending freeze. Buildings and grounds has a savings of \$67K. This could change. The biggest area of savings is \$701K in tuitions due to student population fluctuations. We are paying



tuitions at 100%. There are also savings in legal fees and professional development. There is some spending over budget in curriculum, technology, and athletics.

Transportation savings are \$472K. There is an assumption that a reduced amount will be paid for the rest of the year. Mr. Maston asked if the contract amendment has been settled with First Student. Ms. Lange said it has not been settled. She went on to say there is a bill in the house that could have some effect. Further discussions are needed.

Mr. Smith asked if we are looking to carry forward the savings this year to offset any potential cuts next year. Mr. Lange confirmed this is the case. Dr. Rodrigues stated we will continue to monitor and bring this forecast back in June and start to make decisions.

Ms. Tousignant Dufour made note of the town finance committee discussion that review of budgets and modifications would not be made until later.

Mr. Tracy asked if there has been discussion of moving fiscal close calendar days. Dr. Rodrigues stated that the house and senate are proposing to do one budget instead of two and then pass that to the governor. If this is not complete by July 1, they will go by the 1/12 rule.

Mr. Maston asked if we would be able to save any further money beyond what is in the school choice account. Ms. Lange stated we would not.

2. **Discussion of High School Grade Calculation and Student Transcript for 2019-2020**

Mr. Jason Medeiros presented documents outlining the high school grade calculations and student transcript for 2019-2020. He introduced the following four principles that guided the creation of the document :

- Continue to recognize achievement students have earned to date
- Give students who have struggled the opportunity to demonstrate mastery of course objectives
- Incentivize participation in remote learning
- Minimize impact for students who were doing well but can't engage due to Covid 19 issues

Mr. Medeiros went on to summarize the mechanics. Students will receive a letter grade for terms 1, 2, and 3. Term 3 will be shut off on 3/13 which is the last day school was in session. Students are able to make up any missing assignments. Teachers will prioritize assignments addressing the power standards or key pieces of term 3 work. Students will receive a pass/fail for term 4. A student will pass if they complete 70% of the remote learning assignments. Seniors will conclude on May 29. There will be no final exams given. To receive a passing grade in a remote learning assignment, students will demonstrate some level of proficiency. Flexibility is

being stressed. There is an understanding that different families need things a different times. Timelines are pacing guidelines. We will give students that were failing heading into the closure opportunities to demonstrate mastery of skills. If students do this there will be a system to pass for the year.

Students that earn pass will be awarded a 95 for the term and a fail will be 60. The reason for this is to create an incentive to participate in remote learning. Semester-long courses will only have a pass-fail option.

There was a petition to amend the advanced placement policy of requiring students to take the advanced placement exam to earn the AP designation on their transcript. We are proposing to waive the AP test requirement given discomfort in a remote model for testing and the College Board offering a full refund of the testing fee. There are other mechanics in the document around honor roll, valedictorian, and calculation of final grades.

Mr. Smith asked if this is unique to Hudson or was there higher-level guidance. Mr. Medeiros said the guidance around this is vague. Mr. Medeiros and Ms. Angie Flynn have access to different models through their networks.

Mr. Maston asked if we can expect something similar for Quinn Middle School and the elementary schools. Dr. Rodrigues stated we are working on this. We had prioritized the high school.

Mr. Smith asked if we expected any concerns on what is outlined. Mr. Medeiros stated that there could be a worry about how students will manage term 4 remote learning while they are struggling with makeup work. There could also be concerns around everyone's pass grade being the same.

VI. **Matters for Action:**

- a) Old Business
- b) New Business

1. **Approval to reschedule Grade 9 Washington D.C. overnight field trip from 4/28/2020-5/2/2020 to 9/29/2020-10/3/2020**

Mr. Jason Medeiros, Hudson High School Principal, stated that Hemispheres, our travel partner has been very understanding and flexible to deal with. The investment for the trip is protected and it is the hope that travel can occur in the fall. A final decision will be made late in the summer.

A motion to approve to reschedule the Grade 9 Washington D.C. overnight field trip from 4/28/2020-5/2/2020 to 9/29/2020-10/3/2020 was made by Mr. Tracy and seconded by Ms. Tousignant Dufour. The following roll call vote was taken:

|            |     |
|------------|-----|
| Mr. Maston | yes |
| Mr. Smith  | yes |
| Mr. Tracy  | yes |

Ms. Ryan yes  
Mr. McDowell yes  
Ms. Tousignant Dufour yes  
On a vote of 6-0, the motion passed.

2. **Approval of contract with Homans Associates in the amount of \$84,138.56 for the parts for the Mulready HVAC Project**

Mr. Tracy asked for confirmation that these funds were coming from the capital plan. Dr. Rodrigues confirmed this.

A motion to approve the contract with Homans Associates in the amount of \$84,138.56 for the parts for the Mulready HVAC project was made by Ms. Tousignant Dufour and seconded by Mr. Tracy. The following roll call vote was taken:

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

On a vote of 6-0, the motion passed.

**CONSENT AGENDA**

3. **Approval of Verizon Foundation Matching Gift to David J. Quinn Middle School in the amount of \$750.00**  
4. **Approval of Reclassification of Funds**

A motion to approve the Verizon Foundation Matching Gift to the David J. Quinn Middle School in the amount of \$750.00 and the reclassification of funds as presented was made by Mr. Smith and seconded by Ms. Tousignant Dufour. The following roll call vote was taken.

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

On a vote of 6-0, the motion passed.

VII. **Items of Interest to the School Committee**

Mr. Smith wanted to express thanks to teachers for going above and beyond, doing little things that make a big difference for students.

*Not Approved*

Mr. Maston stated that at the high school teachers are putting videos together telling the high school students they are missed.

VIII. **Executive Session**

Mr. Maston stated that Executive Session was not needed.

IX. **Adjournment**

At 8:35 pm, a motion to adjourn was made by Mr. Smith and seconded by Ms. Ryan. The following roll call vote was taken.

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

On a vote of 6-0, the motion passed.

Respectfully submitted,

Michele Tousignant Dufour, Secretary  
Hudson School Committee

# Report of the Superintendent

- School Closure Updates

## Matters for Discussion

### New Business

1. First Reading of Proposed Revisions and Additions to J Section Policies

The Sub-Committee on Policy is conducting a review of the existing Policy Manual. The Sub-Committee is using the Massachusetts Association of School Committee’s (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the “Proposed Change or New Policy” column below with new language **bolded** and deleted language bolded in **red**.

## SECTION J – STUDENTS

| Section   | Existing Policy  | Proposed Policy  |
|-----------|--|--|
| <b>JE</b> | <p>JE-PUPIL ATTENDANCE</p> <p>Every pupil shall regularly attend all sessions of the school in which he is placed, except in case of:</p> <ol style="list-style-type: none"> <li>1. Personal illness.</li> <li>2. Death in family</li> <li>3. Approved religious holidays</li> <li>4. Emergency medical or dental treatment</li> <li>5. Other reasons of necessity, if approved by the principal of the school.</li> </ol> <p>A pupil may be excused early for any of the foregoing reasons upon request of the parent or guardian who shall be responsible for the pupil's transportation and safety from the time when he leaves the school door.<br/>Ref: General Laws of Massachusetts, Chapter 76, Section I.</p> | <p><b>JE-PUPIL ATTENDANCE</b></p> <p><b>Every pupil shall regularly attend all sessions of the school in which he is placed, except in case of:</b></p> <ol style="list-style-type: none"> <li><b>1. Personal illness.</b></li> <li><b>2. Death in family</b></li> <li><b>3. Approved religious holidays</b></li> <li><b>4. Emergency medical or dental treatment</b></li> <li><b>5. Other reasons of necessity, if approved by the principal of the school.</b></li> </ol> <p><b>A pupil may be excused early for any of the foregoing reasons upon request of the parent or guardian who shall be responsible for the pupil's transportation and safety from the time when he leaves the school door.</b></p> <p><b>Ref: General Laws of Massachusetts, Chapter 76, Section I.</b></p> |

|                  |   |  |
|------------------|---|--|
| <p><b>JH</b></p> | <p><b>JH - STUDENT ABSENCES AND EXCUSES (MASC Version)</b></p> <p>Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.</p> <p>Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.</p> <p>A child may also be excused for other exceptional reasons with approval of the Principal or designee.</p> <p>A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents/guardians can help their children by not allowing them to miss school needlessly.</p> <p>Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.</p> <p>In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.</p> <p><b>Student Absence Notification Program</b></p> <p>Each Principal, by whatever title they may be known, will notify a student's parent/guardian within 3 days of the</p> | <p><b>JH – STUDENT ABSENCES AND EXCUSES</b></p> <p><b>Hudson Public School District believes that excellence comes through participation/engagement, commitment, and preparedness. The District believes that consecutive daily attendance is the best way to foster all of these. Regular and punctual school attendance is essential for success in school. Emerging research shows that chronic absences at an early negatively affects performance in later grades. Attending school regularly is essential for students to gain the academic and social skills they need to succeed in life. A student's understanding of the importance of day-to-day schoolwork is also an important factor in the shaping of his/her character. Parents can help their children by not allowing them to miss school.</b></p> <p><b>Furthermore, attendance in school is required by Massachusetts General Laws (M.G.L.), specifically Chapter 76, §§ 1, 2, 4, and 19. In addition to this law, Hudson Public Schools has attendance requirements that must be followed.</b></p> <p><b>The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.</b></p> <p><b>When a child is not in school, his/her absence will be classified as “<u>excused</u>” or “<u>unexcused</u>”. Definitions of excused and unexcused are as follows:</b></p> <p><b><u>Excused Absences</u></b><br/> <b>Every absence matters, regardless of whether it is excused, unexcused, a tardy, or an early dismissal. Hudson Public Schools recognizes that students will, at times, have legitimate reasons to be absent.</b></p> <p><b>Therefore, students may be excused temporarily from school attendance for the following reasons:</b></p> |
|------------------|---|--|



student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal, by whatever title they may be known, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

### **Dropout Prevention**

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the

- **Illness or quarantine (with medical documentation)**
- **Bereavement or serious illness in family/family emergency**
- **Observance of major religious holidays**
- **College visits (documentation required)**
- **Other school-approved or dictated activities.**

**A student may also be excused for other exceptional reasons with approval of the Principal or designee.**

### **Unexcused Absences**

**An absence is considered unexcused when a student misses school for reasons that are not accepted by the school, with or without parent permission. A student with many unexcused absences is considered truant. There are many reasons for unexcused absences, including, but not limited to the following examples of unexcused absences are:**

- **Attending parental/guardian appointments (e.g. medical, dental, etc.)**
- **Attending parent/guardian court summons**
- **Family/travel vacation**
- **Staying home to take care of or visit with family members**
- **Missing the school bus**
- **Sleeping too late**
- **Undocumented illness/injury that exceeds more than three days**
- **Weather-related absences other than those when the district has canceled school**

**Students absent from school may not attend school-sponsored activities on the day or evening of the absence.**

### **Parent/Guardian Responsibilities**

**Parents/guardians are legally responsible for ensuring that a child**

Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC October 2014

LEGAL REFS.: M.G.L. [76:1](#); [76:1B](#); [76:16](#); [76:18](#); [76:20](#)

**under their care attends school daily. Accordingly, parents/guardians will provide a call, email, or written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.**

#### **Student Absence Notification Program**

**Each Principal, by whatever title they may be known, or designee will notify a student's parent/guardian within 2 days of the student's absence in the event the parent/guardian has not informed the school of the absence. As mandated by the state, beginning with 5 absences or tardies, parents/guardians will receive an attendance letter. When appropriate, the Principal or designee can request a meeting to discuss the student's attendance. Parents will continue to receive written notification of their child's attendance at every 5th absence from school. Parents and guardians will also receive attendance information on report cards and can access attendance records on the district's Student Information System through the Parent/Student Portal.**

**Each Principal, by whatever title they may be known, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has numerous absences or tardies that are deemed unexcused. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human services, housing, and nonprofit agencies.**

#### **Dropout Prevention**

**No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who**

|                    |   |  |
|--------------------|---|--|
|                    |   | <p>has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.</p> <p>The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.</p> <p>The Superintendent or designee shall offer to convene a team of school staff to participate in an exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.</p> <p>SOURCE: MASC October 2014</p> <p>LEGAL REFS.: M.G.L. <a href="#">76:1</a>; <a href="#">76:1B</a>; <a href="#">76:16</a>; <a href="#">76:18</a>; <a href="#">76:20</a></p> |
| <p><b>JHBB</b></p> | <p><b>JHBB-HIGH SCHOOL COURSE ATTENDANCE REQUIREMENTS</b></p> <p>The School Committee and School Administration believe that regular and prompt attendance at each and every class session of all courses offered at Hudson High School should be a factor in the determination of credits earned for advancement to the next grade level as well as for graduation. Therefore, the School Committee hereby directs</p> | <p><b>JHBB-HIGH SCHOOL COURSE ATTENDANCE REQUIREMENTS</b></p> <p><b>The School Committee and School Administration believe that regular and prompt attendance at each and every class session of all courses offered at Hudson High School should be a factor in the determination of credits earned for advancement to the next grade level as well as for graduation. Therefore, the School Committee hereby directs the Superintendent of Schools to</b></p>  |

the Superintendent of Schools to supervise the preparation of administrative regulations and procedures which shall:

- a. Insure that the grade earned is entered upon the student's record without regard to attendance.
- b. Establish a firm, clear, and published formula which determines, based upon specific numbers, the amount of credit which may be deducted for non-attendance and/or tardiness.
- c. Clearly identify categories of absences and/or tardiness which may be excused or unexcused.
- d. Provide a mandatory notification system to parents which is initiated by the teacher and reviewed by the High School Administration, and
- e. Allow for an appeals process to review decisions to deduct credits because of excessive absences and/or tardiness.

Once formulated, the regulations and procedures prepared in compliance with the provisions of this policy shall be submitted to the School Committee for review and action. Copies of said regulations and procedures shall be posted at Hudson High School, distributed to all students following School Committee action, published in subsequent Student Handbooks, and placed on file as required under the provisions of Chapter 467.

Adopted by the Hudson School Committee: September 13, 1983

**supervise the preparation of administrative regulations and procedures which shall:**

- a. Insure that the grade earned is entered upon the student's record without regard to attendance.**
- b. Establish a firm, clear, and published formula which determines, based upon specific numbers, the amount of credit which may be deducted for non-attendance and/or tardiness.**
- c. Clearly identify categories of absences and/or tardiness which may be excused or unexcused.**
- d. Provide a mandatory notification system to parents which is initiated by the teacher and reviewed by the High School Administration, and**
- e. Allow for an appeals process to review decisions to deduct credits because of excessive absences and/or tardiness.**

**Once formulated, the regulations and procedures prepared in compliance with the provisions of this policy shall be submitted to the School Committee for review and action. Copies of said regulations and procedures shall be posted at Hudson High School, distributed to all students following School Committee action, published in subsequent Student Handbooks, and placed on file as required under the provisions of Chapter 467.**

**Adopted by the Hudson School Committee: September 13, 1983**

|                    |  |   |
|--------------------|--|---|
| <p><b>JHCA</b></p> | <p><b>JHCA- DISMISSAL OF STUDENTS BY SCHOOL PERSONNEL</b></p> <p>In the event a child should be sent home during the school day due to illness, he must be accompanied by a parent or guardian, or a designated person. A child must never be left at home by the accompanying person unless an adult responsible for the child is present at the house.</p> <p>In the event a child is to be sent home for disciplinary reasons, the parent must be contacted and the reasons why the child is being dismissed explained. A parent or guardian, or a designated person must accompany the child home. He must be kept in school until the end of the session if a parent cannot be reached.</p> <p>School children are not to be sent on errands outside the school building.</p> <p>Requests to call children from classrooms during the school day may be honored at the discretion of the principal when he is satisfied that the circumstances warrant such an interruption.</p> <p>Use of private vehicles to transport students by staff is prohibited.</p> <p>Adopted by the Hudson School Committee: January 13, 1981</p> | <p><b>JHCA-DISMISSAL OF STUDENTS BY SCHOOL PERSONNEL</b></p> <p><b>In the event a child should be sent home during the school day due to illness, he must be accompanied by a parent or guardian, or a designated person. A child must never be left at home by the accompanying person unless an adult responsible for the child is present at the house.</b></p> <p><b>In the event a child is to be sent home for disciplinary reasons, the parent must be contacted and the reasons why the child is being dismissed explained. A parent or guardian, or a designated person must accompany the child home. He must be kept in school until the end of the session if a parent cannot be reached.</b></p> <p><b>School children are not to be sent on errands outside the school building.</b></p> <p><b>Requests to call children from classrooms during the school day may be honored at the discretion of the principal when he is satisfied that the circumstances warrant such an interruption.</b></p> <p><b>Use of private vehicles to transport students by staff is prohibited.</b></p> <p><b>Adopted by the Hudson School Committee: January 13, 1981</b></p> |
| <p><b>JHD</b></p>  |  | <p><b>JHD - EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE</b></p> <p><b><u>Denial of Admission</u></b></p> <p><b>Denial of admission means the withholding of the privilege of enrolling in a school of the District.</b></p>  |

|                    |  |   |
|--------------------|--|---|
|                    |  | <p><b>The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:</b></p> <p><b>Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;</b></p> <p><b>Failure to meet the requirements of age by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;</b></p> <p><b>Not being a resident of the District and the District has opted not to participate in the School Choice Law;</b></p> <p><b>Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.</b></p> <p><b>SOURCE: MASC October 2016</b></p> <p><b>LEGAL REFS.: M.G.L. <a href="#">71:37H</a>; <a href="#">76:12</a>; <a href="#">76:12A</a>; <a href="#">76:12B</a></b></p> <p><b>603 CMR <a href="#">26:00</a></b></p> |
| <p><b>JHDA</b></p> | <p><b>JHDA-DISMISSAL AT PARENTAL REQUEST</b></p> <p>A child may be dismissed from the elementary schools only to a parent, guardian, or designated representative in person.</p> <p>At the middle school and high school levels, students may be dismissed at the discretion of the principal, providing that a written, dated request, signed by a parent or guardian, is presented in advance. The principal shall verify by telephone the request for dismissal, if the written request is not presented by the parent or guardian in person.</p> | <p><b>JHDA-DISMISSAL AT PARENTAL REQUEST</b></p> <p><b>A child may be dismissed from the elementary schools only to a parent, guardian, or designated representative in person.</b></p> <p><b>At the middle school and high school levels, students may be dismissed at the discretion of the principal, providing that a written, dated request, signed by a parent or guardian, is presented in advance. The principal shall verify by telephone the request for dismissal, if the written request is not presented by the parent or guardian in person.</b></p>  |

|  |   |   |
|--|---|---|
|  | <p>Children may be dismissed from school during the school day only on the request of the parent or guardian. Requests must be approved by the principal or his representative.</p> <p>Adopted by the Hudson School Committee: January 13, 1981</p> | <p><b>Children may be dismissed from school during the school day only on the request of the parent or guardian. Requests must be approved by the principal or his representative.</b></p> <p><b>Adopted by the Hudson School Committee: January 13, 1981</b></p> |
|--|---|---|

Matters for Discussion  
New Business

2. Hudson High School Graduation Plan



## Matters for Discussion

### New Business

3. DESE 2019-2020 Determinations of Need for Special Education Technical Assistance or Intervention - Hudson: Meets Requirements (MR)



Jeffrey C. Riley  
Commissioner

# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

## MEMORANDUM

**TO:** Administrators of Special Education, Superintendents, School Leaders, and Other Interested Parties  
**FROM:** Russell D. Johnston, Senior Associate Commissioner  
**DATE:** April 7, 2020  
**RE:** 2019-2020 Determinations of Need for Special Education Technical Assistance or Intervention

Under the federal Individuals with Disabilities Education Act (IDEA),<sup>1</sup> the Massachusetts Department of Elementary and Secondary Education (DESE) must make annual determinations regarding Local Education Agencies' (LEA) specific needs for technical assistance or intervention in the area of special education.<sup>2</sup> Massachusetts does so based on four categories:

- **Meets Requirements (MR)**
- **Needs Assistance (NA)**
- **Needs Intervention (NI)**
- **Needs Substantial Intervention (NSI)**

In making special education determinations, DESE assessed LEAs' performance and compliance data<sup>3</sup>, inclusive of accountability classifications and related reasons for classification. DESE also reviewed special education compliance data available from multiple sources for each LEA, including data from the Tiered Focused Monitoring process, State complaints, State Performance Plan/Annual Performance Reports, and DESE financial audits.

Final 2019-2020 special education determinations reflect decisions by DESE to require that certain LEAs receive support and/or intervention from DESE this year. Assistance and intervention are available from the Statewide System of Support, the Special Education Planning and Policy office, the Problem Resolution System, or the Audit & Compliance office, or as part of Tiered Focused Monitoring (TFM)<sup>4</sup>

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<sup>1</sup> As required by the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1416(a).

<sup>2</sup> The term local education agency (LEA) includes school districts composed of single schools such as charter or regional vocational high schools.

<sup>3</sup> An LEA must meet State and federal special education requirements and, if any specific areas of non-compliance with special education requirements are identified, the LEA must engage in corrective action(s), regardless of the accountability or special education determination levels.

<sup>4</sup> The TFM tiers and activities are described [here](#) and in the Tiered Focused Monitoring Toolkit [here](#).

activities with the office of Public School Monitoring. Assistance will be tailored to meet an LEA’s needs, depending on the reasons for which and LEA was identified as needing technical assistance or intervention. **DESE will communicate directly with LEAs about this assistance and intervention. In most cases, LEAs are already engaged in such activities with DESE this year; therefore, additional activities will not be required unless directed by DESE.**

As described in the table below, final special education determinations reflect both performance and compliance in the area of special education.

| <b>2019-2020 Special Education Determinations</b>                                |  |
|--|--|
| <i>Determination</i>   | <i>Criterion(a)</i>  |
| <b>Meets Requirements (MR)</b>   | <p>All LEAs must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Overall accountability classification = “Not requiring assistance or intervention” and reason for classification = “Meeting or exceeding targets,” “Substantial progress toward targets,” or “Moderate progress toward targets”</li> <li>• Overall classification = “Insufficient data”</li> <li>• No outstanding concerns about compliance with State and federal obligations for special education</li> <li>• Tier 1 for Tiered Focused Monitoring activities in 2019-2020, if applicable</li> </ul>  |
| <p><b>Needs Assistance (NA)</b><br/>DESE will provide assistance and support</p> | <p>LEAs meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>• Overall accountability classification = “Requiring assistance or intervention”</li> <li>• Overall accountability classification = “Requiring assistance or intervention” on the basis of low participation by students with IEPs</li> <li>• Significant disproportionality identified in 2019-2020, irrespective of overall accountability classification</li> <li>• Noncompliance identified in 2019-2020 for State Performance Plan/Annual Performance Report Indicators 11, 12, or 13, irrespective of overall accountability classification</li> <li>• Failure to correct noncompliance or inability to sustain compliance identified in Tiered Focused Monitoring, or through the State complaint system or an IDEA Part B financial audit, irrespective of overall accountability classification</li> </ul> |

| 2019-2020 Special Education Determinations  |   |
|---|---|
| <i>Determination</i>  | <i>Criterion(a)</i>   |
|   | <ul style="list-style-type: none"> <li>Tier 2 for Tiered Focused Monitoring activities in 2019-2020 irrespective of overall accountability classification, if applicable</li> </ul>   |
| <b>Needs Intervention (NI)</b><br>DESE will provide intervention and support                          | LEAs meet the following criteria: <ul style="list-style-type: none"> <li>Irrespective of overall accountability classification, Tier 3 for Tiered Focused Monitoring activities in 2019-2020</li> </ul>   |
| <b>Needs Substantial Intervention (NSI)</b><br>DESE will provide substantial intervention and support | LEAs meet one or more of the following criteria: <ul style="list-style-type: none"> <li>Overall accountability classification = “Requiring assistance or intervention” and reason for classification = “In need of broad/comprehensive support”</li> <li>Tier 4 for Tiered Focused Monitoring activities in 2019-2020, if applicable</li> </ul> |

### Targeted Assistance and Intervention Activities

DESE will provide assistance and intervention in school year 2019-2020 consistent with each special education determination level. As described below, LEAs may be engaging in activities through the Statewide System of Support; with the Office of Public School Monitoring to address outstanding noncompliance through the TFM activities; or with the Problem Resolution System, Special Education Planning & Policy, or the Audit & Compliance offices, depending on the factors that were identified in making the determination. In each instance, DESE will determine the required assistance and interventions to address both improved outcomes for students with IEPs and compliance with State and federal requirements for special education. Please note that DESE will contact LEAs directly with information about the specific assistance and interventions if they are ordered and are not otherwise in process.

#### Meets Requirements (MR)

DESE will not be providing targeted technical assistance or intervention to these LEAs based on the special education determination.

#### Needs Assistance (NA)

DESE will provide targeted technical assistance or intervention to these LEAs based on this annual special education determination. Targeted assistance related to identified areas of need may include:

- Directing the use of IDEA Part B special education Fund Code 240 and/or Fund Code 262 on the area(s) in which the LEA needs assistance; and/or
- Requiring engagement with the Statewide System of Support; and/or

- Requiring engagement with the Office of Public School Monitoring to address identified noncompliance or as part of Tiered Focused Monitoring activities; and/or
- Requiring engagement with other DESE offices to address other special education compliance and performance issues; and/or
- Requiring participation in specified technical assistance activities.

In addition, all LEAs with a special education determination of NA are prohibited from using the flexibility available under the Maintenance of Effort<sup>5</sup> provisions of IDEA and are required to budget for special education in 2019-2020 at least as much State and/or local funds in the aggregate or per pupil as it budgeted in 2018-2019.

### **Needs Intervention (NI)**

DESE will provide targeted intervention to these LEAs based on this annual special education determination. Targeted interventions related to identified areas of need *may* include those interventions for LEAs with a Needs Assistance determination as well as:

- Withholding a percentage of the LEA's special education grant funds until the LEA has fully addressed the areas in which the LEA needs intervention; and/or
- Conducting an unscheduled monitoring visit; and/or,
- Requiring specific policies, procedures, or curriculum improvement activities.

In addition, all LEAs with a special education determination of NI are prohibited from using the flexibility available under the Maintenance of Effort provisions of IDEA and will be required to budget for special education in 2019-2020 at least as much State and/or local funds in the aggregate or per pupil as it budgeted in 2018-2019.

### **Needs Substantial Intervention (NSI)**

The three LEAs currently designated as chronically underperforming are assigned a special education determination of NSI. DESE *may* take any other enforcement activity determined to be required, including all activities identified for other determination levels as well as:

- Recovering State or federal special education funds, as appropriate; and/or
- Conducting a review of the LEA's fiscal effort according to the maintenance of effort requirements of the law; and/or
- Denying the LEA's participation in discretionary grant programs until improvements are completed; and/or
- Requiring specific personnel assignment under DESE's direction.

In addition, all LEAs identified with a special education determination of NSI are prohibited from using the flexibility available under the Maintenance of Effort provisions of IDEA and will be required to

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<sup>5</sup> 34 CFR §§ 300.203-300.208 and Appendix E

budget for special education in 2019-2020 at least as much State and/or local funds in the aggregate or per pupil as it budgeted in 2018-2019.

A list of LEAs by 2019-2020 accountability and assistance level is available on DESE's [website](#). Please contact Teri Williams Valentine, Director of Special Education Planning & Policy, at [Teri.W.Valentine@mass.gov](mailto:Teri.W.Valentine@mass.gov) or 781-338-6202, with questions.

## Matters for Discussion

### New Business

4. DESE Director of Human Resources - Search Process and Timeline

## HUMAN RESOURCES DIRECTOR – SEARCH

**Job Posting – Internal and External**

From 5/11/20 through 6/5/20

Notes: We anticipate that a pool of qualified candidates will apply within the timeline above. However, the timeline above does not preclude the District from extending the posting period.

|  |                |     |                             |
|--|----------------|-----|-----------------------------|
| <p><b>Candidates’ Screening and Interviews</b></p> <p><b>Screening Panel</b></p> <ul style="list-style-type: none"> <li>• Curriculum Director</li> <li>• Assistant Superintendent</li> <li>• Assistant Principal</li> </ul> <p><b>Interview Panel**</b></p> <ul style="list-style-type: none"> <li>• Administrators           <ul style="list-style-type: none"> <li>○ Assistant Superintendent</li> <li>○ Director of Student Services</li> <li>○ Curriculum Director</li> <li>○ Principal</li> <li>○ Director of Finance and Operations (Incoming)</li> <li>○ Town of Hudson – HR Administrator</li> </ul> </li> <li>• School Committee member</li> <li>• Facilitator (TBD)</li> </ul> | Tuesday, 6/9*  | TBD | Apsley St.                  |
| <p><b>Interview Panel**</b></p> <ul style="list-style-type: none"> <li>• Administrators           <ul style="list-style-type: none"> <li>○ Assistant Superintendent</li> <li>○ Director of Student Services</li> <li>○ Curriculum Director</li> <li>○ Principal</li> <li>○ Director of Finance and Operations (Incoming)</li> <li>○ Town of Hudson – HR Administrator</li> </ul> </li> <li>• School Committee member</li> <li>• Facilitator (TBD)</li> </ul>   | Tuesday, 6/16* | TBD | Apsley St. or remote option |

**Notes:**  
 \*The prospective dates and times above are subject to change. \*\*Interview Panel selection process:  
 1) It is extremely important that panel members are able to commit to ALL the dates and be present for ALL interviews.  
 2) Panel Participants will be selected in early-June 2020.

|  |  |     |                             |
|--|--|-----|-----------------------------|
| The Interview Panel will a) interview the candidates, b) select the top three, c) forward names to Superintendent. | Tuesday, 6/16                                    |     |                             |
| Top 3 Candidates – Interview with Superintendent’s Cabinet   | Monday, 6/22                                     | TBD | Apsley St. or remote option |
| Successful Candidate Announced   | Tentative Date: Week of June 29 <sup>th</sup> ** |     |                             |

Notes: \*\*Tentative date is subject to the completion of reference checking and HR procedures.



Matters for Action  
New Business

1. Approval of available School Choice slots for 2020-2021

## School Choice Program 2020-2021

The Hudson Public Schools participates in the Massachusetts School Choice program and the School Committee approves student enrollment under the Inter-District School Choice program annually. The Inter-District School Choice program allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

For the 2020-2021 school year, the Administration recommends the following guidelines:

- Parent/guardian is responsible for transportation to the District school.
- Student enrollment in the Inter-District School Choice program is based on availability.
- Dual Language Program is not included in the School Choice program in 2020-2021.
- Grades K through 11 students are eligible to participate in the program as follows:

○ Farley Elementary School

| Kindergarten | Grade 1 | Grade 2 | Grader 3 | Grade 4 |
|--------------|---------|---------|----------|---------|
| 0            | 0       | 0       | 0        | 0       |

○ Forest Ave Elementary School

| Kindergarten | Grade 1 | Grade 2 | Grader 3 | Grade 4 |
|--------------|---------|---------|----------|---------|
| 5            | 0       | 0       | 0        | 0       |

○ Mulready Elementary School

| Kindergarten | Grade 1 | Grade 2 | Grader 3 | Grade 4 |
|--------------|---------|---------|----------|---------|
| 5            | 9       | 5       | 0        | 6       |

○ Quinn Middle School

|   |   |   |
|---|---|---|
| 5 | 6 | 7 |
| 0 | 0 | 0 |

○ Hudson High School

|                       |   |    |    |
|-----------------------|---|----|----|
| 8                     | 9 | 10 | 11 |
| Based on availability |   |    |    |

- Students accepted into the Inter-District School Choice program may apply for schools on the same basis as resident students. However, the Intra-District Choice program may give preference to Hudson resident students when assigning students to schools.

## Matters for Action

### New Business

2. Approval of modifications to the employee vacation carryover policy for FY20

**Vacation Time Benefit Policy**  
**FY20 School Closure Protocol**

The District understands that many employees cancelled vacation plans due to COVID-19. As a result, we are requesting that the School Committee temporarily modifies the current policy which only allows selected employees to carry-over five days of earned, unused vacation to the following fiscal year. We request that any remaining vacation balance, as of June 30, 2020, will automatically carry-over to FY21 under the following conditions:

1. All vacation days rolled over from FY20 must be used through December 2020.
2. Each employee with carry-over vacation balance will coordinate, and receive permission from their immediate supervisor, on the dates the carry-over vacation days will be utilized. Employees must submit a request to utilize their vacation benefit two weeks before the date the employee's vacation commences. Not more than two weeks' vacation may be taken at any one time unless written approval is obtained from the Superintendent or designee. This step will ensure continuity of services and minimum impact on the school/department work and operations.
3. Preferable periods of time:
  - a) From June 23, 2020 to August 14, 2020
  - b) December 2020 Break – December 24<sup>th</sup> through December 31<sup>st</sup>
  - c) Other agreed upon dates through December 31, 2020
4. This change applies to administrators, non-contractual employees, secretarial, and custodial employees. This is a one-time modification to the policy. FY21 earned vacation must be utilized according to School Committee policy and Collective Bargaining Agreements. Any FY20 vacation roll over not used during the preferable periods of time as stated above will be forfeited.

Current range of carry-over balance:

| <b>Number of Employees with Vacation Balances</b> | <b>FY 20 Available Vacation Days</b> |
|---|--------------------------------------|
| 14  | 20-25                                |
| 15  | 15-19                                |
| 14  | 10-14                                |
| 18  | 5-9                                  |
| 7   | 2-4                                  |
| 3   | 0                                    |

May 8, 2020

## Matters for Action

### New Business

#### CONSENT AGENDA

2. Approval of FY20 Safer Schools and Community Grant in the amount of \$24,770.00 for phase 2 of the update of security access at Hudson High School
3. Approval of gift from Benevity Causes- Intel Corporation Grant in the amount of \$10,781.66 for MA Coronavirus donation and company match to support Hudson Public Schools and continued Student Learning, Engagement during the Coronavirus pandemic.
4. Approval of Reclassification of Funds

## GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

| GRANT                    | Grant Information  |
|--------------------------|--|
| <b>Description:</b>      | <b>FY20 Safer Schools and Communities Grant</b><br><b>"Local Equipment and Technology" grant --- Phase 2 of HHS Upgrade</b>  |
| <b>Purpose:</b>          | This grant has been awarded to update the security access at Hudson High School by replacing key pads, locks, and security software.   |
| <b>Type of Funder:</b>   | MA Executive Office of Public Safety & Security  |
| <b>Type of Grant:</b>    | ** Competitive Grant **  |
| <b>Awarded Amount:</b>   | \$ 24,770  |
| <b>Start Date</b>        | Pending - start date equals dated OGR has signed contract  |
| <b>End Date</b>          | 9/30/2020  |
| <b>Status</b>            | Active   |
| <b>Grantor</b>           | MA Public Safety   |
| <b>PROGRAM Admin</b>     | Len Belli  |
| <b>PROGRAM Notes:</b>    | <p><b>MA STATE Grant</b></p> <p><b>*Reimbursement Grant* Phase 2 of Project</b></p> <p><b>General Fund use:</b><br/>To purchase new building security management hardware and technology to close gaps and weaknesses in building safety. This includes door entry control locks/readers, software, video cameras, technology, etc.</p> <p><b>Grantor Name / Address:</b><br/>The Commonwealth of Massachusetts<br/>Executive Office Public Safety &amp; Security<br/>Office of Grants &amp; Research<br/>Ten Park Plaza, Suite 3720-A<br/>Boston, MA 02116</p> <p><b>Grantor Contact Name / Number / Email:</b><br/>Emily Fontaine, Program Coordinator<br/><a href="mailto:emily.fontaine@mass.gov">emily.fontaine@mass.gov</a><br/>617-725-3313</p> |
| <b>Program Location:</b> | <b>Hudson High School</b>  |

School Committee Date: \_\_\_\_\_

Vote: \_\_\_\_\_

## GIFT TO HUDSON PUBLIC SCHOOLS - APPROVAL FORM

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

| Gift or Scholarship                | GIFT to Hudson Public Schools Information   |
|------------------------------------|---|
| <b>Description:</b>                | <b>Benevity Causes – Intel Foundation</b>   |
| <b>Purpose:</b>                    | Gift to Hudson Public Schools   |
| <b>Date received:</b>              | Pending   |
| <b>Type of Gift:</b>               | Corporate   |
| <b>Donation Amount:</b>            | \$10,781.66   |
| <b>Fiscal Admin:</b>               | Ellen Schuck  |
| <b>Gift Designation / Purpose:</b> | Giving Campaign:<br>MA Coronavirus Donation Campaign<br>Intel Foundation Employee Donation & Company Match<br><br>Purpose:<br>To support Hudson Public Schools in providing continued Student On-line Education and Engagement during the Coronavirus pandemic. |
| <b>School Designation:</b>         | <b>DISTRICT</b>   |

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.<br>REVISED March 24, 2020 : 20-305 --- Increased award \$381   | \$ 310,842.00 |
| 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.<br>REVISED March 24, 2020 : --- Increased award \$506  | \$ 62,045.00  |
| 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. This is Phase 1   | \$ 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.<br>REVISED March 24, 2020 : --- Increased award \$ 2855  | \$ 722,675.00 |
| 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).<br>REVISED March 24, 2020 : --- Increased award \$35 | \$ 47,651.00  |
| 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 | Charitable Foundation                 | 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 | Charitable Foundation                 | 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   |
| Corporate | Charitable Foundation                 | Competitive | Mass Cultural Council - Big Yellow Bus Grants          | We have received three grants, QMS, FAR and FOR, to date for FY20. Each \$250 grant is given to offset transportation field trip costs. Each individual Hudson school can apply per year. Update: Jan.07, 2020 - Additional \$250.00 Grant awarded.   | \$ 750.00     |
| State     | MA DOE                                | Competitive | MA Adult Learning Center (ADL)                         | The FY20 ADL grant was previously presented to the School Committee this past spring for \$365,595. Earlier this month, we received an additional allocation of \$17,968 for the FY20 grant. Funds will be used to increase teaching and PD hours.  | \$ 383,563.00 |



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

|                      |                       |             |   |   |                        |
|----------------------|-----------------------|-------------|---|---|------------------------|
| State                | MA TRE                | Competitive | MA Treasury Financial Innovation Grant              | Now in its 4th year, the Financial Innovation Grant is used to host the Annual Financial Career Fair at Hudson High School.   | \$ 2,000.00            |
| Corporate            | Charitable Foundation | Competitive | Hudson Cultural Council                             | The HCC continues to support Hudson Public Schools and this years allocation is dedication to sponsoring a portion of start-up costs for the Dual Language Program at Farley. | \$ 500.00              |
| Corporate            | Charitable Foundation | Foundation  | Community Foundation of North Central Massachusetts | The foundation has awarded HHS an additional \$1500 to be dedicated to the Shine Initiative to continue sponsoring a student wellness team at HHS.                            | \$ 1,500.00            |
| Corporate            | Charitable Foundation | Foundation  | Project Bread, Inc.                                 | The foundation has awarded HHS a grant to support the "Breakfast After The Bell" program and to purchase a Grab n Go Kiosk.   | \$ 2,500.00            |
| State                | MA DOE                | Competitive | Financial Literacy Planning & Implementation        | To expand the HHS Personal finances courses at HHS with added technology, expanded curriculum, instructor training, and student simulation.                                   | \$ 6,124.00            |
| State                | MA DOE                | Trust       | Civics Teaching and Learning Grant                  | This grant will expand the Civics Education platform across the district with specific curriculum additions at HHs, QMS and Elementary levels.                                | \$ 25,333.00           |
| State                | MA DPS                | Competitive | MA Department of Public Safety and Security         | Hudson has been awarded this grant to update and / or replace the security access, locks, keypads, and software technology at Hudson High School. This is Phase2 of project.  | \$ 24,770.00           |
| <b>TOTAL GRANTS:</b> |                       |             |   |   | <b>\$ 1,730,543.00</b> |

|                      |                 |             | 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            | 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         |
| Corporate            | Foundation      | Foundation  | Best Buddies / Quinn Home & School                                     | Gift to SEPAC Hudson to support stipend and program costs for Best Buddies program at Quinn Middle School.   | \$ 2,000.00         |
| Corporate            | Foundation      | Corporate   | Verizon Foundation   | Verizon employee's can designate a non-profit to participate in their Employee Engagement program. The proceeds for this check are designated directly to Quinn Middle School.   | \$ 750.00           |
| Corporate            | Benevity Causes | Foundation  | Intel Foundation - Employee Donations and Corporate Match              | Gift to Hudson Public Schools in support of Massachusetts Coronavirus Donation Campaign. Funding will be allocated across the district to support Student digital learning and engagement during the Coronavirus pandemic. | \$ 10,781.66        |
| <b>TOTAL GIFTS :</b> |                 |             |  |  | <b>\$ 15,031.66</b> |

|                            |           |             | FY20 GIFTS FOR HHS SCHOLARSHIPS | HUDSON HIGH SCHOOLS                                  | \$ Gift Amount     |
|----------------------------|-----------|-------------|---------------------------------|--|--------------------|
| Estate                     | Corporate | Scholarship | The Thomas Hamilton Estate      | Additional proceeds from The Thomas Hamilton Estate. | \$ 1,006.50        |
| Memorial                   | Private   | Scholarship | Edward Krysa                    | Annual memorial scholarship proceeds                 | \$ 1,000.00        |
| Memorial                   | Private   | Scholarship | Thomas & Myra Ryan Scholarship  | Annual memorial scholarship proceeds                 | \$ 2,000.00        |
| <b>TOTAL SCHOLARSHIPS:</b> |           |             |                                 |  | <b>\$ 4,006.50</b> |

|  |  |  |  |  |                        |
|--|--|--|--|--|------------------------|
| <b>SCHOOL COMMITTEE PRESENTATIONS GRAND TOTAL:</b> |  |  |  |  | <b>\$ 1,749,581.16</b> |
|--|--|--|--|--|------------------------|

File: Adjustment Forms (white)  
Posting Date:  
Batch/Block :

|      |
|------|
| FY20 |
|------|

PAYMENT Adjustment Request

Date: Tuesday, May 12, 2020  
 To: Ruifan Zhang, Assistant Finance Director  
 From: School Department

Please record the following payment adjustment (s):

|                                    |              |                        |  |               |                      |
|------------------------------------|--------------|------------------------|--|---------------|----------------------|
| <i>Payment Adjustment Number 1</i> | <b>From:</b> | Account Number<br>577  | Account Description<br>Private School Tuitions | \$ (3,740.00) | Amount<br>(3,740.00) |
|                                    | <b>To:</b>   | Account Number<br>3701 | Account Description<br>FY20 SPED IDEA          | \$            | 3,740.00             |
| <i>Payment Adjustment Number 2</i> | <b>From:</b> | Account Number         | Account Description                            | \$ 0.00       |                      |
|                                    | <b>To:</b>   | Account Number         | Account Description                            | \$            |                      |
| <i>Payment Adjustment Number 3</i> | <b>From:</b> | Account Number         | Account Description                            | \$ 0.00       |                      |
|                                    | <b>To:</b>   | Account Number         | Account Description                            | \$            |                      |
| <i>Payment Adjustment Number 4</i> | <b>From:</b> | Account Number         | Account Description                            | \$ 0.00       |                      |
|                                    | <b>To:</b>   | Account Number         | Account Description                            | \$            |                      |
| <b>Page Total :</b>                |              |                        |  | \$ (3,740.00) | \$ 3,740.00          |

\_\_\_\_\_  
 Authorized Signature

Prepared by: *Sharon J. Gooch-Zebal*

Authorized Signature(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for reclassification:  
 To reclass a portion of PO #200400 to FY20 SPED IDEA Grant

- Please note:
- 1 Post date subject to final determination by Town Accountants Office.
  - 2 Reclassifications and transfers must net out to zero.
  - 3 Supporting documentation must accompany request.
  - 4 If authorized signatures are not needed, please explain.

### Ledger History - Detail - Expenditure Ledger

| Tran. Name                           | Comment                   | Payee                     | Beginning | Debit        | Credit     | Ending      |
|--------------------------------------|---------------------------|---------------------------|-----------|--------------|------------|-------------|
| Account: 0577-101-3058-5426-101      | DAY SCHOOL                | <b>Summary:</b>           | 0.00      | 1,131,484.49 | 962,677.00 | -168,807.49 |
|                                      | <b>Block/Batch:</b>       | <b>Posted:</b> 07/01/2019 |           | 0.00         | 942,841.00 | 942,841.00  |
| <b>Tran. Type:</b> Beginning Balance |                           | <b>By:</b> rzhang         |           |              |            |             |
| Post FY20 School                     |                           |                           |           | 0.00         | 942,841.00 | 942,841.00  |
| <b>Warrant:</b> 2020-04              | <b>Block/Batch:</b> 15/04 | <b>Posted:</b> 07/23/2019 |           | 90,880.06    | 0.00       | 851,960.94  |
| <b>Tran. Type:</b> Payable           |                           | <b>By:</b> rrocki         |           |              |            |             |
| JC08312020                           |                           | RCS LEARNING CENTER       |           | 9,907.26     | 0.00       | 932,933.74  |
| S3096                                |                           | GIFFORD SCHOOL & DAY      |           | 5,925.76     | 0.00       | 927,007.98  |
| S3143                                |                           | GIFFORD SCHOOL & DAY      |           | 5,925.76     | 0.00       | 921,082.22  |
| 54161                                |                           | LEARNING PREP SCHOOL      |           | 3,175.00     | 0.00       | 917,907.22  |
| CT07312019                           |                           | RCS LEARNING CENTER       |           | 9,291.04     | 0.00       | 908,616.18  |
| JC073120190                          |                           | RCS LEARNING CENTER       |           | 12,821.16    | 0.00       | 895,795.02  |
| 016908                               |                           | NASHOBA LEARNING GRO      |           | 9,270.00     | 0.00       | 886,525.02  |
| 15411                                |                           | CROSSROADS SCHOOL IN      |           | 12,652.20    | 0.00       | 873,872.82  |
| 15484                                |                           | CROSSROADS SCHOOL IN      |           | 8,806.68     | 0.00       | 865,066.14  |
| S3087                                |                           | GIFFORD SCHOOL & DAY      |           | 5,925.76     | 0.00       | 859,140.38  |
| CT08312019                           |                           | RCS LEARNING CENTER       |           | 7,179.44     | 0.00       | 851,960.94  |
| <b>Warrant:</b> 2020-06              | <b>Block/Batch:</b> 16/06 | <b>Posted:</b> 08/06/2019 |           | 8,240.00     | 0.00       | 843,720.94  |
| <b>Tran. Type:</b> Payable           |                           | <b>By:</b> rrocki         |           |              |            |             |
| 017090                               |                           | NASHOBA LEARNING GRO      |           | 8,240.00     | 0.00       | 843,720.94  |
| <b>Warrant:</b> 2020-10              | <b>Block/Batch:</b> 21/10 | <b>Posted:</b> 09/03/2019 |           | 11,362.52    | 0.00       | 832,358.42  |
| <b>Tran. Type:</b> Payable           |                           | <b>By:</b> rrocki         |           |              |            |             |
| 15484-2                              |                           | CROSSROADS SCHOOL IN      |           | 3,142.62     | 0.00       | 840,578.32  |
| 15718                                |                           | CROSSROADS SCHOOL IN      |           | 3,419.90     | 0.00       | 837,158.42  |
| JM082019                             |                           | THE CHILDRENS STUDY H     |           | 1,200.00     | 0.00       | 835,958.42  |
| JM072019                             |                           | THE CHILDRENS STUDY H     |           | 3,600.00     | 0.00       | 832,358.42  |
| <b>Warrant:</b> 2020-11              | <b>Block/Batch:</b> 25/11 | <b>Posted:</b> 09/10/2019 |           | 32,804.40    | 0.00       | 799,554.02  |
| <b>Tran. Type:</b> Payable           |                           | <b>By:</b> rrocki         |           |              |            |             |
| CT09302019                           |                           | RCS LEARNING CENTER       |           | 8,446.40     | 0.00       | 823,912.02  |
| 017235                               |                           | NASHOBA LEARNING GRO      |           | 10,300.00    | 0.00       | 813,612.02  |
| 15559                                |                           | CROSSROADS SCHOOL IN      |           | 14,058.00    | 0.00       | 799,554.02  |
| <b>Warrant:</b> 2020-11              | <b>Block/Batch:</b> 28/11 | <b>Posted:</b> 09/10/2019 |           | 74,868.69    | 0.00       | 724,685.33  |
| <b>Tran. Type:</b> Payable           |                           | <b>By:</b> rrocki         |           |              |            |             |
| HD-0719                              |                           | MCAULEY NAZARETH HO       |           | 2,977.24     | 0.00       | 796,576.78  |
| IVC072410                            |                           | DOCTOR FRANKLIN PERKI     |           | 5,054.24     | 0.00       | 791,522.54  |
| IVC072409                            |                           | DOCTOR FRANKLIN PERKI     |           | 5,054.24     | 0.00       | 786,468.30  |
| 2450120HUD                           |                           | JUSTICE RESOURCE INST     |           | 4,784.94     | 0.00       | 781,683.36  |

*Reduce by \$ 3740.00*



Posting Date: \_\_\_\_\_

Batch/Block : \_\_\_\_\_

**PAYMENT Adjustment Request TOWN ONLY**

Date: Tuesday, May 12, 2020

To: Ruifan Zhang, Assistant Finance Director

From: School Department

Please record the following payment adjustment (s):

|                                    |              |                              |   |                                |                              |
|------------------------------------|--------------|------------------------------|---|--------------------------------|------------------------------|
| <i>Payment Adjustment Number 1</i> | <b>From:</b> | Account Number<br><u>531</u> | Account Description<br><u>Admin Support Coll/Bargaini</u> | Amount<br><u>\$ (1,121.50)</u> |                              |
|                                    | <b>To:</b>   | Account Number<br><u>537</u> | Account Description<br><u>Supr. General Supplies</u>      |                                | Amount<br><u>\$ 1,121.50</u> |

|                                    |              |                         |                              |                           |                           |
|------------------------------------|--------------|-------------------------|------------------------------|---------------------------|---------------------------|
| <i>Payment Adjustment Number 2</i> | <b>From:</b> | Account Number<br>_____ | Account Description<br>_____ | Amount<br><u>\$ _____</u> |                           |
|                                    | <b>To:</b>   | Account Number<br>_____ | Account Description<br>_____ |                           | Amount<br><u>\$ _____</u> |

|                                    |              |                         |                              |                               |                           |
|------------------------------------|--------------|-------------------------|------------------------------|-------------------------------|---------------------------|
| <i>Payment Adjustment Number 3</i> | <b>From:</b> | Account Number<br>_____ | Account Description<br>_____ | Amount<br><u>\$ ( _____ )</u> |                           |
|                                    | <b>To:</b>   | Account Number<br>_____ | Account Description<br>_____ |                               | Amount<br><u>\$ _____</u> |

|                                    |              |                         |                              |                               |                           |
|------------------------------------|--------------|-------------------------|------------------------------|-------------------------------|---------------------------|
| <i>Payment Adjustment Number 4</i> | <b>From:</b> | Account Number<br>_____ | Account Description<br>_____ | Amount<br><u>\$ ( _____ )</u> |                           |
|                                    | <b>To:</b>   | Account Number<br>_____ | Account Description<br>_____ |                               | Amount<br><u>\$ _____</u> |

Page Total : \$ (1,121.50)      \$ 1,121.50

\_\_\_\_\_  
Authorized Signature

Prepared by: *Sharon J Gooch-Zelal*

Authorized Signature(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for reclassification:  
Voucher processing error @ Town, should be #0537.

Please note:

- 1 Post date subject to final determination by Town Accountants Office.
- 2 Reclassifications and transfers must net out to zero.
- 3 Supporting documentation must accompany request.
- 4 If authorized signatures are not needed, please explain.

### Ledger History - Detail - Expenditure Ledger

| Tran. Name                      | Comment                       | Payee              | Beginning | Debit    | Credit | Ending    |
|---------------------------------|-------------------------------|--------------------|-----------|----------|--------|-----------|
| Account: 0531-101-3058-5307-086 | ADMIN SUPPORT COLL/BARGAINING | Summary:           | 0.00      | 1,121.50 | 0.00   | -1,121.50 |
| Warrant: 2020-32                | Block/Batch: 20/32            | Posted: 02/04/2020 |           | 1,121.50 | 0.00   | -1,121.50 |
| Tran. Type: Payable             |                               | By: rrocki         |           |          |        |           |
| 206886197                       |                               | WB MASON           |           | 1,121.50 | 0.00   | -1,121.50 |
| 1 Account(s) totaling:          |                               |                    | 0.00      | 1,121.50 | 0.00   | -1,121.50 |

S/B #0537  
