



HUDSON PUBLIC SCHOOLS
155 Apsley Street
Hudson, Massachusetts 01749
978.567.6100

HUDSON SCHOOL COMMITTEE MEETING
December 18, 2018
155 Apsley Street – Administration Building
7:00 p.m.

AGENDA

I. Call the Meeting to Order

II. Minutes of the Following Meeting Presented for Approval:

Regular Meeting: December 4, 2018

III. Public Participation:

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

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

IV. Reports and Presentations

- a) Report of the Superintendent
- b) Subcommittee Reports (if needed)
- c) Student Presentation (if any)

V. Matters for Discussion:

- a) Old Business
- b) New Business
 1. Forest Avenue Elementary School Playground Recognition
 2. First Reading of Proposed Adoptions and Revisions of School Committee Policies Section KF and KF-R Community Use of School Facilities

VI. Matters for Action:

- a) Old Business
- b) New Business
 1. Approval of Hudson High School Cheerleading Team attendance at the Battle of the Boardwalk National Competition February 1-5, 2019



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2. 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.

**Hudson School Committee
Open Session Minutes**

Meeting Date: December 4, 2018

Location: 155 Aspley Street

Members present: Glenn Maston, Steven Smith, George Luoto, Elizabeth Hallsworth, Adam Tracy, Nina Ryan and Matthew McDowell

Members absent: None

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

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

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

II. Minutes of the Following Meeting Presented for Approval:

Regular Meeting: November 13, 2018

Mr. Maston noted that there were two correctionu to the minutes. A motion to amend the minutes of November 13, 2018 was made by Mr. Maston and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

A motion to approve the amended minutes of November 13, 2018 was made by Mr. Tracy and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

III. Public Participation:

None

IV. Reports:

Report of the Superintendent

a) Report of the Superintendent:

Dr. Rodrigues updated the Committee on the following activities in the District;

1.) Transportation

The contract with the current transportation provider, North Reading Transportation (NRT), expires in June. The District will be looking at a new bid process in the spring. In preparation, transportation issues challenging our schools are being examined. In particular, there is not ample time between the

bells at Quinn Middle School and the Elementary Schools for the busses to do their run and arrive to school on time. Additionally, the walk zone and safety issues will be reviewed. The District has engaged with NRT to help us come up with different scenarios to bring to a committee. The data will be analyzed to discover what needs to be done to help with the transportation issues and to develop the parameters for the bid process.

School transportation has become challenging due to a shortage of bus drivers nationwide. Additionally, there are new contractual issues such as health care that are impacting the transportation companies. Dr. Rodrigues stated that we can expect a significant change in the cost of busses per day.

Discussion ensued regarding the transportation committee as well as the possibility of changes in start times at the schools.

- 2.) Dr. Rodrigues stated that one of his priorities is to have a new district website, which is much more user friendly and ADA compliant. We have received presentations from three vendors. Some of the vendors are on the state bid list. The laborious work of revising and generating content for the website will start after the vendor is secured.

- 3.) Look/Dual Language

Dr. Rodrigues reported that a new law, LOOK (Language Opportunity for Our Kids), which has been signed by Governor Baker, will affect the District's English Language Learners.

Ms. Erin Goldstein, Director of English Language Learning and Ms. Ana Pimentel, World Language Curriculum Director gave an overview of some of the features the District is planning to take advantage of with this new law.

The Look law requires the creation of an ELPAC (English Learner Parent Advisory Council). The purpose of the ELPAC is to advise on matters regarding English Language Learners. The ELPAC is open to all, but voting members must be parents of ELLS of former ELLS. The first meeting is Monday Dec 10, 2018 at 6 p.m. and will be at Hudson High School.

They shared that we are looking at the possibility of establishing a dual language program starting in the elementary schools. Dr. Rodrigues stated that in January or February the Report of the Superintendent will contain an in-depth report on LOOK and an update on the district's initiatives pertaining to the LOOK law.

- 4.) Hudson High School Principal search

Dr. Rodrigues reported that we are on track with the original timeline he presented for the search. There have been focus groups for parents, staff and students. The survey will be completed this week. The data from the survey will be tabulated and presented to the public.

5.) Parent Forum

Dr. Rodrigues reported that there had been a parent forum recently. The topic that dominated the discussion was Quinn Middle School. There was also discussion about the Hudson High School Principal Search. Additionally, the attendance policy was discussed. The forum closed with discussion about the great things that are happening in Hudson.

6.) Dr. Rodrigues reported that he had visited classrooms and observed some activities associated with the Project Lead the Way Launch. Ms. Sarah Davis, Curriculum Director for Science and Technology gave an overview of the Project Lead the Way activities recently introduced in Grades K and 3. The Grade 3 activities have the students learning about simple machines and using that knowledge to design compound machines to rescue a tiger from a moat. In Kindergarten, an integrated Science and literacy unit called Structure and Function has been launched. The students have been reading stories and using engineering concepts to build things related to the stories.

b) Subcommittee Reports

Policy Subcommittee

Mr. Smith reported that the Policy subcommittee had met. There will be policies and supporting procedure documentation related to facility usage for review at the next School Committee meeting.

Strategic Goals Subcommittee

Ms. Hallsworth reported that the Communication Survey has been updated and is ready to be translated. The survey will be open on December 10, 2018 and continue for two weeks.

Other:

Mr. Luoto reported that negotiations with the Hudson School Secretarial Association are ongoing.

Mr. Smith attended the ADHD presentation that SEPAC hosted. It was informative and well attended.

Mr. McDowell attended the Quinn Middle School council meeting.

Ms. Ryan attended the Mulready School council meeting.

Mr. Luoto attended the Hudson High School council meeting.

c) Student Presentation

Student representative Ben Carne presented the following update to the Committee.

- The Hudson High School Principal Search Survey was sent out to students and many students have participated. The Community Council has helped to spread the word.
- At the last council meeting, the council generated a list of what they see for their ideal principal. This information was forwarded to Dr. Rodrigues.
- At the last council meeting, Jason Caron was voted Educator of the Month.
- The council is working on furthering the stress free weekends initiative.
- At the next council meeting, there will be time with Chartwells to discuss the council's thoughts on food service options at Hudson High School.

V. **Matters for Discussion:**

- a) Old Business
- b) New Business

1. **Assabet Valley Collaborative Report**

Dr. Rodrigues gave the first update of the year on the Assabet Valley Collaborative. The report included the following:

- Regulations and guidelines
- Appointees for the Board
- Auburn was recently approved as an additional member for the collaborative.
- FY18 accomplishments
- Collaborative goals voted for FY19
 - Refining services and systems
 - Equity Leadership
 - Advocacy
 - Infrastructure to support excellence

VI. **Matters for Action:**

- b) Old Business

1. **Second Reading and Approval of Proposed Adoptions and Revisions of School Committee Policies Section "G"**

Mr. Maston noted that there has been no input after the first reading.

A motion to approve the proposed adoptions and revisions to School Committee Policies Section "G" was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

2. **Second Reading and Approval of Proposed Adoptions and Revisions of School Committee Policies EFC and EFD**

A motion to approve the proposed adoptions and revisions to School Committee Policies EFC and EFD was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

b) New Business

1. **Approval of Student Activities Report period ending September 30,2018**

A motion to approve the Student Activities Report, period ending September 30, 2018, was made by Mr. Smith and seconded by Mr. Luoto. On a vote of 7-0, the motion passed.

2. **Approval of minimum GPA criteria for National Honor Society and National Junior Honor Society eligibility at Hudson High School**

Mr. Jonathan Bourn, interim principal of Hudson High School, explained that in the past few years, the GPA scale for Hudson High School has changed from a 4.0 to a 5.0, but the minimum GPA to be eligible to apply to the National Honor Society and National Junior Honor Society had not been updated. Mr. Bourn stated that the recommendation had been to change the GPA to be eligible for National Honor Society and National Junior Honor Society from 3.5 to 4.0. After discussion with the school council, there was agreement that the GPA should change from a required 3.5 to 3.7 on a 5.0 scale for this year.

Discussion ensued.

A motion to approve the minimum GPA criteria of 3.7 for National Honor Society and National Junior Honor Society eligibility at Hudson High School was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

3. **Approval of donated equipment from PTC to the Hudson High School Engineering/ Robotics program**

Dr. Rodrigues stated that through connections in our technology department, we were able to secure a donation of primarily hardware from PTC for the Engineering /Robotics department at Hudson High School.

A motion to approve the donated equipment from PTC to the Hudson High School Engineering /Robotics program estimated at \$10,000.00, was made by Mr. Luoto and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

4. **Approval of Avidia Bank Charitable Foundation Grant FBO Hudson Maynard Adult Learning Center in the amount of \$4000.00**

Discussion ensued with respect to the possibility of capturing the amount of donations district wide.

A motion to approve the Avidia Bank Charitable Foundation grant FBO Hudson Maynard Adult Learning Center, in the amount of \$4000.00, was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

5. **Approval of FY19 Saint Gobain Corporate Foundation Grant in the amount of \$1500.00**

A motion to approve the FY19 Saint Gobain Corporate Foundation Grant, in the amount of \$1500.00, was made by Mr. Smith and seconded by Mr. Luoto. On a vote of 7-0 the motion passed.

6. **Approval of reclassification of funds**

A motion to approve the reclassification of funds, as presented, was made by Mr. Smith and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

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

Mr. Tracy spoke about a recent article on hate speech. He stated he did not think Hudson had this problem but wanted to acknowledge that the problem was out there.

VIII. **Executive Session**

At 7:48 p.m., Committee Chair, Glenn Maston, noted that Executive Session was needed to conduct strategy sessions in preparation with union personnel (Hudson School Secretarial Association and American Federation of State, County, and Municipal Employees AFL-CIO, Local Council 93, Hudson Public Schools Custodians Local) because an open session may have a detrimental effect on the legal position of the Committee.

Vote by Roll Call:

Mr. Maston	Yes
Mr. Smith	Yes
Mr. Luoto	Yes
Ms. Hallsworth	Yes
Mr. Tracy	Yes
Ms. Ryan	Yes
Mr. McDowell	Yes

IX. **Adjournment**

At 7:48 p.m., Committee Chair, Glenn Maston, announced that the Committee would enter Executive Session and not return to Public Session.

Respectfully submitted,

Elizabeth Hallsworth, Secretary
Hudson School Committee

IV. Report of the Superintendent



Academics Relationships Community

ARC Mission Statement

Cultivate a *time on learning* program at Hudson High School focused on creating a positive change in school culture and increasing academic success where students:

- develop skills in prioritizing and goal setting
- hone self-advocacy strategies and skills
- take responsibility for their social-emotional experience
- connect in small-group settings with their teachers and peers for remediation, support, enrichment, and guidance.

Three Year Vision

In conjunction with the Hudson Public Schools' objectives, ARC reflects the values articulated in the District Improvement Plan, such as high quality instructional practices, educating the whole child, innovative educational practices, and a climate and culture that builds strong relationships between students and staff. Below is our three year vision of meeting our mission.

Year One

Semester Two 2019

Implement a semester long ARC pilot to assess how the format of ARC allows for the development of the above skills in our students as well as a shift in school climate towards a greater sense of community.

Pre Semester Two Action Steps:

- December 11, 2018 - overview of ARC implementation at staff meeting
- December 18, 2018 - Presentation to Hudson School Committee
- January 2, 2019 - ARC Information sent home to parents via School Messenger
ARC Launch Video to run on HudTV
- January 4, 2019- Student leaders' training
- January 8, 2019 - *Enriching Students* software training/ARC-tivities manual



Academics Relationships Community

- January 11, 2019- Student roll-out with HudTV and The Big Red
- January 15, 2019 - Enriching Students software training for faculty
- January 17, 2019 - Parent Information Session on ARC pilot (To be recorded by HUDTV)

Semester Two Action Steps:

- **Tuesday, February 5, 2019-** Pilot begins Term 3,
- February 2019- Troubleshooting team will be available during ARC time during the first month of ARC implementation
- February 15, 2019 - Troubleshooting survey given to staff
- April, 2019- Assess Pilot - survey parents, students, and faculty in
- May, 2019- Meet as a staff to review data to clarify and revise the plan for 2019-2020 school year.
- May 14, 2019 - HHS Staff vote at Faculty Meeting on the adoption of ARC for SY 19-20.
- May-June 2019- Based on feedback and data, ARC committee will adjust the ARC schedule for 2019-2020 to better meet the needs of students and staff
- Administration will meet with HEA to discuss ARC's impact, if any, on contract agreement.

Year Two

2019-2020

Revise and refine the ARC program in accordance with data collected and the district improvement plan, vision of the graduate, and school improvement plan. ARC will move to include social-emotional supports, SPED and ELL interventions, and opportunities for teachers to collaborate.

Action Steps:

- ARC committee meets monthly



- Form student committee to look at ARC
 - Survey faculty about ARC in January and June
 - Survey students and parents in June
 - ARC will be used to minimize disruptions of regular class time such as guidance programming and class meetings.
 - ARC will work to coordinate social-emotional programming as part of ARC time
-

Year Three

2020-2021

ARC will become institutionalized as a part of our school's culture. Based on data and feedback, ARC will be revised to better meet student and staff needs.

WHAT IS ?

ARC is time built in to the school day schedule that will provide **all students** with the opportunity: to develop skills in prioritizing and goal setting, to hone self-advocacy strategies, and to take responsibility for their academic experience at Hudson High School.

ARC is academic time for students. This is not an additional class, it is time set aside for students to focus on the classes they have and for teachers to be available to support that effort.

ARC block will meet every day for 40 minutes, 60 minute academic periods with 4 minute passing time between classes creates this time, which is considered time on learning because of its academic focus.

Ex. Day 1 Schedule

A (Includes an extra 2 for announcements)	7:30-8:32	62 minutes
B	8:36-9:36	60 minutes
ARC	9:40-10:20	40 minutes
C	10:24-11:24	60 minutes
D	11:28-1:00	62 minutes
<i>1st lunch</i>	<i>11:28-11:52</i>	<i>24 minutes</i>
Class	11:56-1:00	60 minutes
Class	11:28-11:58	30 minutes
<i>2nd lunch</i>	<i>12:02-12:26</i>	<i>24 minutes</i>
Class	12:30-1:00	30 minutes
Class	11:28-12:32	64 minutes
<i>3rd lunch</i>	<i>12:36-1:00</i>	<i>24 minutes</i>
<small>(3rd lunch class time reflects the need to provide time for the cafeteria to accommodate students)</small>		
E	1:03-2:03	60 minutes

What happens during ARC?

Mondays

The first day of the academic week is a planning day for students. Students will meet with their Monday Mentor to determine how they will spend ARC block that week.

Students will be expected to advocate for their needs as they understand them, when signing up for ARC each week. ARC provides students with the opportunity to own their learning process. Students will become more proficient at self-advocacy through meeting with Monday Mentors each week.

Teachers can “pre-schedule” students for ARC. An AP class can be blocked out for test review, a college essay writing seminar could be held for juniors etc.

If a student is pre-scheduled by a teacher he/she may not select another activity in lieu of that appointment.

The remaining days of the week are intervention, support, enrichment or extension days based on student needs.

Interventions- extra help, make-up work from absences

Enrichments- guest speakers, college presentations, career-planning, class meetings, play previews

Extensions- opportunities to explore areas of interest: meditation, basketball, pottery, acapella etc.

Supports- work with a staff member to complete an assignment, get organized

Tuesdays-Fridays

Staff will be available to students.

Students will be engaged in interventions, supports, enrichments or extensions with staff.

Students are responsible for having all materials with them when they arrive at their scheduled ARC room.

During ARC no students may spontaneously reschedule themselves. They are to attend the room they are scheduled to that day. During ARC no staff will accept a student that is not assigned to his/her room.



Teachers/Counselors

PRIOR TO MONDAY

Pre-schedule students who need extra-help, time to make-up work or an entire class for review or enrichment.

MONDAY

Meet with mentor group (10-15 students) every Monday during ARC block. Discuss academic progress, set goals and review any pre-scheduled interventions with each student. During this time students waiting to meet with their mentor should be attending to academic responsibilities.

Schedule each student for the remainder of the week. Students will not be able to attend ARC with the same teacher more than two times a week.

Students who are absent will be scheduled by their Mentor for the remainder of the week. When a student returns he/she can request a change but if a classroom is already filled that change will not be an option.

Monday Mentors will be provided with resources that may be used to engage their group once scheduling is completed. The use of these resources is optional and once scheduling is completed the remaining time can be used as decided by the group.

Cell Phone use during this time should reflect classroom practice.

TUESDAY-FRIDAY

Teachers/Counselors will be able to see who is assigned to their rooms through the use of the www.EnrichingStudents.com software. No student should be present who is not assigned to that room. There will be no more than 12 students allowed to sign up for any one teacher/counselor unless they have pre-scheduled a larger group, such as a review session.

ARC is academic time, students will be signing up to work with staff for a specific articulated purpose. Academics does not however have to look the same in each space. Students may be in one room to get a concept clarified, or to work on an assignment. They may be practicing meditation or preparing for an overseas trip in another. Teachers will be available to students at this time as a resource, the students are responsible for determining how to use this time.

PARA-PROFESSIONALS

MONDAY

Create a rotation schedule to ensure that students with medical needs are supported during Monday Mentor meetings. Organize materials necessary to support student learning during ARC block for the remainder of the week.

TUESDAY-FRIDAY

Support students in meeting their academic goals throughout the building. Connect with Special Education Liaisons to communicate student needs.

Students

Monday

Meet with your Monday Mentor and determine how you will spend your week based on what you have to accomplish. If you are absent you will be scheduled by your mentor. Upon returning to school you may be able to adjust your schedule with your mentor, but should a teacher you wish to see already is already booked, you will not be able to see that teacher.

Tuesday-Friday

Prioritize Academics

Arrive at your ARC room on time with materials necessary to work.

Be productive and abide by that classroom's cell phone policy. For each ARC block you will be marked Present/Active, Present/Inactive, Cut or Absent.

Strengthen Relationships w/Self and Others

Determine what you need, as a student, and spend ARC time based on your needs. It may be more fun to sign up to go to the Art room but if you are failing Geometry that is not the best use of your time.

Engage with our Community

Members of the HHS community are here to support student success, you will have access to these supports during your school day. Often these were only available to you after school.

V. Matters for Discussion

b) New Business

1. Forest Avenue Elementary School Playground Recognition



THANK YOU!

The children of Hudson, along with the Forest Avenue Elementary School and Home & School Association, would like to sincerely thank all of the community members and businesses who came together to make this playground project possible. We are both humbled and proud that this playground was built for the community, by the community, and with the support of the community. We are so grateful for the contributions that everyone made to turn this plan into a reality. We look forward to years of fun and enjoyment here at this playground and we hope you will continue to stop by to enjoy what you've all helped create. Thank you all!

110 Grill
 Adrienne King
 Alderic & Diane LeBlanc
 Anne & Will Kirkpatrick
 Anonymous Donors
 Avidia Bank Charitable Foundation
 Barbara Gustafson
 Barbara & Robert Rose
 Bharat L. Mehta
 BJ's
 Bose
 Carmen Giombetti
 CHAPS, Inc.
 Courtney Hizey Photography, LLC
 Crunch Gym
 Daniel Sweeney & Jane Chertoff
 Diane Maillet
 Discovery Museum
 Dorothy Conant
 Duane & Carol Searles
 EcoTarium
 Edward Pagliuca
 Mr. & Mrs. Edward Silveira
 Emerson Urgent Care at Hudson
 The Entwistle Company
 (Robert Lloyd Corkin Charitable Foundation)
 Fitness Asylum

Giorgio's Italian Pizzeria
 Girard Overhead Doors
 Gretel Anspach
 Hudson Eagles Aerie 643
 Hudson Family Dental
 The Hulbert Family
 Ideal Video Strategies
 Intel
 Jack Sordillo
 James F. DeLuco
 Jane Woolsey
 Johanna E. Higham
 Joseph McNamara
 Juniper Farms Bolton Oil, Inc.
 Karin & Mark Ashman
 The Knudson Family
 Kristen M. Piso
 Lowe's
 Lauren Glover
 The Maillet Family
 Marci Prockett
 Market Basket
 Mary Walling
 Moura Interior Finishes
 Nathan Maillet
 Patriot Coating, Inc.
 Peggy Anderson

Per Olov & Lena Gyllstrom
 Phyllis & Robert Mitchell
 Poland Springs
 Polar Corporation
 The Prockett Family
 Richard E. Morin Family
 Robinson's Hardware
 Ronald Worth
 S&F Concrete
 Sandra Raponi
 Serendipity
 Stephen & Jane Sugarman
 Stop & Shop, Hudson
 Sudbury Cedar Fence Co Inc.
 SunteckTTS: Norm Frigon and Ryan Hizey
 Susanne & John Russo
 The Tebaldi Family
 Thomas F. McCoy
 Tighe Hamilton Funeral Home
 Tower Hill Botanic Garden
 Town of Hudson: Department of Public Works
 Town of Hudson: Division of Recreation
 United Way of Tri-County
 Village Real Estate
 Walter & Linda Vroom
 The Weksner Family
 William & Nina Smith

Family, Friends, and Businesses that supported Forest Avenue students during the February Fun Run
 Community Build Volunteers

V. Matters for Discussion

b) New Business

2. First Reading of Proposed Adoptions and Revisions of School Committee Policies
Section KF and KF-R Community Use of School Facilities

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 underlined and bolded and in **red**.

SECTION K – Community Relations

Section	Existing Policy	Proposed Change or New Policy
<p>KF</p> <p>COMMUNITY USE OF SCHOOL FACILITIES</p> <p>Adopt MASC policy and revisions.</p>	<p style="text-align: center;"><u>FACILITIES USE</u></p> <p><u>The Hudson Public School authorizes the use of its buildings by organizations and/or individuals for such educational, social, civic, philanthropic and like purposes, as it deems in the best interest of the community. The following rules and regulations have been developed to set guidelines for the usage of said facilities and setup a fee structure to cover the district’s costs of cleaning and maintaining the facilities. Until further notice, the elementary schools and middle school are not available for public use after school hours. School buildings will not be rented to outside businesses or individuals for private use, to promote said business.</u></p> <p><u>When there is no school because of snow or inclement weather, buildings will be closed and all events cancelled. If an event is cancelled due to school closing, user fees will be returned if the event is not rescheduled. In the event of a storm when school is not in session and the building and parking lot are inaccessible, the applicant will be notified by the Facilities Department or Head Custodian that their event has been cancelled. School and Town events take precedence over all other events. Should a School or Town event need to be scheduled on a specific date, an individual</u></p>	<p>COMMUNITY USE OF SCHOOL FACILITIES</p> <p>It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.</p> <p>Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.</p> <p>School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.</p> <p>Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.</p>

event might be cancelled or relocated. Applicants may either reschedule or a refund will be made for any fees paid.

There are many factors to consider regarding school usage. These factors include but are not limited to time of use, sponsoring organization affiliation, and purpose. As these differentiations can be confusing, a matrix has been developed to aid in the process, which is attached as Addendum A. Depending on the circumstances, an application with the Facilities Department may or may not be required.

No Application Required

If a space is being requested by an HPS employee for the benefit of students/staff of HPS during regular school hours, the applicant must contact and receive approval from the building principal. All ½ day or full day in-service workshops during the school week are officially during school hours. Follow the individual rules of each school for booking rooms from 8:00 a.m. to 3:00 p.m.

Application Required

If a space is being requested by an HPS employee for use after school hours or by any other entity for use during school hours (extremely limited) or after school hours (including weekends, vacation days and summer recess), the applicant must submit an application to the Facilities Department. Information on the Facilities Department application process is below.

Application

An application must be filed with the Facilities Department to request the use of a school building after school hours. The application must be completed in full and submitted at least two weeks before an event. The applications can be found on the website www.hudson.k12.ma.us, under Quick Links, HPS Facilities Use. Please note the following items:

Staff Application: If the applicant is an employee of Hudson Public Schools (HPS) or the Town of Hudson and is requesting to use a

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the School Committee, Superintendent.

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities

facility after school hours for a program or meeting run by Hudson Public Schools or the Town of Hudson, for only Hudson students, faculty, employees or residents, (i.e., a computer class for Hudson residents, or a yearbook meeting for students, faculty meetings, Town Meetings, voting), use the Staff application. Please give a brief description of the program.

Public Application: If the applicant is not affiliated with the Hudson Public Schools or Town of Hudson and is requesting to use a facility for an event or function, use the Public Application. If the applicant is a member of a private organization, group, company or individual participating in an event with Hudson Public Schools or Town of Hudson employees, submit the application using the Public Application filled out by the organization, group or company. Please give a brief description of the program.

Workshops: All after-school or vacation workshop applications must be submitted by the Curriculum Directors. If the participants are all staff members of HPS, use the Staff Application. If the participants are a mix of staff and non-staff, use the Public Application.

Tournaments: All high school sports tournaments are to be submitted on the Staff Application, along with League Meetings.

- A response will be sent by email either approving or denying the request. When the request is approved, a permit will be sent to the applicant. The permit must be presented to the custodian at the time of event. Custodians will only admit persons with permits.
- Applications will only be accepted for the current school year. Applications for the following school year may be submitted starting in mid-August.
- Once the application is submitted, all changes of time, date or rooms and cancellations must be made by the Facilities Office. Please contact the Facilities Department by email with the application number [this is located in the view section under the date]. Once the original application is deleted a new one may be submitted.

3. Parks and playgrounds

SOURCE: MASC

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

- Public Organizations, Groups or Individuals will be charged an administration fee for each requested change that is not instituted by Hudson Public Schools.
- When an application is approved, no other groups, programs or companies are authorized to share the space.
- Programs that are not directly funded by the school budget, where a fee/ admission is charged, or a profit or stipend is made by the applicant, a rental fee will be charged and Liability Insurance must be submitted. Such programs must be approved by the Director of Facilities in advance of starting a program, etc.

Liability Insurance

The Town's Insurance Carrier, along with the Board of Selectmen, requires a liability policy in the amount of \$1,000,000.00 [one million dollars]. Any organizations, individuals, or groups outside town government requesting the use of Town of Hudson property for an approved purpose, must supply the Town of Hudson School Department with a Certificate of Insurance naming the Town of Hudson an additional insured. Submit the Certificate of Liability when the application has been approved along with the Certified Bank Check for Payment. A certificate of insurance must be on file with the Facilities Department two weeks after the event is approved or the event will be cancelled. All incidents involving personal injury, damage to, or loss of property or vandalism must be reported by the applicant within 24 hours to the Facilities Department.

Fees

An invoice will be mailed to the applicant, indicating the fee for use of the building and other costs. This amount must be paid after the application is approved. Payment must be by Bank Certified Check. If payment it is not received on time, the event will be removed from our calendar and cancelled.

Approved Use

Outside organizations or groups using school buildings under an approved permit are restricted to the use of the rooms and/or spaces assigned to them that are listed on the permit. If another

space is used, other than the approved space, the program could be cancelled. If the permit is not correct, contact the Facilities Department. If room use has been approved, and it is found to be occupied, please report it to the Custodian. Do not touch or move any objects in a room that has been approved to use, especially the Auditorium or stage areas.

Special Arrangements & Technology Equipment Use

Special table and chair set-ups should be requested on the application in the box marked “special arrangements”. Start time and end time listed on the application should take into account any set-up and take down time. Depending upon the request, a custodial fee may be assessed.

All requests to use technology equipment must be approved by the Director of Technology prior to filling out the online application with the Facilities Department. Once the approval from the Director of Technology is granted, the requested equipment must also be noted on the application for use of school facilities, under special equipment request. Both approvals are required. Some examples of equipment that must be requested include:

- Internet service for Laptop
- Access to the Internet
- LCD Projector, DVD ,VCR
- Overhead Projector
- Sound Equipment, Microphone [s]
- Auditorium Lighting
- Any other special equipment

This equipment requires a Technology Technician to set it up and operate it, so a separate technology fee will be charged.

Use of Specialty Spaces

Applications to use the Auditorium, Band Room, Choral Room, or Green Room must be reviewed by the Band Director in conjunction with the Facilities Department. All rooms and dates

must be filled out on the application. Approval will be sent via email.

Use of Kitchens

Application to use the Kitchens must be reviewed and approved by the Food Services Director, in conjunction with the Facilities Department. An application for use of school buildings is also required. Both approvals are needed for use of the kitchens. The equipment that will be used must be listed under “special arrangements” on the building use application. Cleanup is the responsibility of the applicant. If the space is not cleaned, a custodial fee will be applied.

Use of Elementary Schools

Elementary School spaces, including classrooms, gymnasiums, cafeterias, etc., are not available for public use/rental.

Use of Gymnasiums

Gymnasiums are not available for public use/rental.

Use of Administration Building

The Administration Building is only available for faculty meetings, School Committee meetings, and the Superintendent of Schools. Meetings held here must be booked with a representative from the Superintendent’s Office. Applicant is responsible for their own setups and clean-up, unless otherwise arranged through Facilities Department.

Food and Beverages or Catering

Any food, catering or meals requested for an event are served in the Cafeteria, and require approval from the Food Services Director. An application for use of the Cafeteria is also required. Both approvals are needed to serve food. All food being served

must be listed on the application, under “special arrangements”. Food and beverages are allowed only in the Cafeteria and Large Group Instruction Rooms. The applicant is responsible for cleaning up the area that they use. No food or beverage other than water is allowed in the classrooms. This includes vending machine items.

Responsible Party

The person(s) named on the application must be a responsible adult over the age of 21, and must be present during the entire duration of the approved activity. This person is also responsible for the liability involved with running the program or function and will be assessed any damages or vandalism to the facility. There must be one adult chaperone per 20 minors. Specific bathrooms will be assigned for use by the Head Custodian and only those bathrooms will be accessible. The organization, group or individual(s) using this area will be responsible for monitoring these bathrooms. They are also responsible for leaving the facility clean.

Custodial Coverage

The custodians on duty will only open the doors, turn on lights, and secure the building before and after use. If it is determined that an additional custodian(s) is needed to supervise the event, a custodial fee will be assessed for each custodian needed. The fee is to supervise the area of event only. Organizations will be responsible for leaving the area clean after use. If cleaning by the custodial staff is required, an additional fee will be applied.

Police & Fire Coverage

On the application, it asks the number of people using the facility. This figure is to include all persons participating and attending the event. Depending on the number of individuals attending an activity on school property, the Facilities Department may require one or more police officers or firefighters to be employed for crowd control and to ensure public safety, at the cost of the organization or group renting the facility. It is the applicant’s responsibility to pay for and book the Police or Fire coverage when informed it is needed. If this is not done, the event will be cancelled.

Parking

Any group parking in school parking lots must be granted a permit by the Facilities Department. Parking is only allowed in designated parking spaces. If a large event is planned, choose PARKING LOT on the permit when choosing rooms. If there are two large events booked for the same night, this information is important.

This policy shall be implemented by the Superintendent of Schools, Director of Facilities, and School Principals.

Personnel and Contact Information

<u>Director of Facilities</u>	<u>Leonard Belli</u>	
<u>Facilities Administrator</u>	<u>Shirley Kapopoulos</u>	
<u>Director of Technology</u>	<u>Ellen Schuck</u>	
<u>Band Director</u>	<u>Jason Caron</u>	
<u>Food Services Director</u>	<u>Chris Perdue</u>	

Adopted by the Hudson School Committee: May 1, 2010

<p><u>KF-R</u></p> <p><u>COMMUNITY USE OF SCHOOL FACILITIES</u></p> <p><u>ADOPT MASC POLICY AND REVISIONS</u></p>	<p><u>HPS School Use Matrix KFAA-E1</u></p> <p><u>Event/ Organization</u></p> <table border="1" data-bbox="388 386 1043 1349"> <tr> <td><u>School sponsored event (HS sports, etc)</u> <u>Staff Professional Development</u></td> </tr> <tr> <td><u>Home & School Orgs./ HEF/ Arts Alliance/ CSL</u></td> </tr> <tr> <td><u>CHAPs</u></td> </tr> <tr> <td><u>Town departments</u></td> </tr> <tr> <td><u>Federal, state and local government agencies</u></td> </tr> <tr> <td><u>Fed, State, Local Educational Professional Organizations (w/ Hudson sponsor)</u></td> </tr> <tr> <td><u>Fed, State, Local Educational Groups Professional Organizations (w/o Hudson sponsor)</u></td> </tr> <tr> <td><u>Partnership sports organization (Parks & Rec, Hudson Youth Sports (soccer, base/softball, football/ cheerleading)</u></td> </tr> <tr> <td><u>Non-profit</u></td> </tr> <tr> <td><u>Private Individuals/ Profit Orgs. (inc. college classes)</u></td> </tr> <tr> <td><u>Significant benefactors to HPS (Intel)</u></td> </tr> <tr> <td><u>MIAA Events/ Championships</u></td> </tr> </table> <p><u>No Fee / Cost Added</u></p>	<u>School sponsored event (HS sports, etc)</u> <u>Staff Professional Development</u>	<u>Home & School Orgs./ HEF/ Arts Alliance/ CSL</u>	<u>CHAPs</u>	<u>Town departments</u>	<u>Federal, state and local government agencies</u>	<u>Fed, State, Local Educational Professional Organizations (w/ Hudson sponsor)</u>	<u>Fed, State, Local Educational Groups Professional Organizations (w/o Hudson sponsor)</u>	<u>Partnership sports organization (Parks & Rec, Hudson Youth Sports (soccer, base/softball, football/ cheerleading)</u>	<u>Non-profit</u>	<u>Private Individuals/ Profit Orgs. (inc. college classes)</u>	<u>Significant benefactors to HPS (Intel)</u>	<u>MIAA Events/ Championships</u>	<p>COMMUNITY USE OF SCHOOL FACILITIES</p> <p>The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.</p> <ol style="list-style-type: none"> 1. Requests for the use of school facilities will be made at the office of the Superintendent at least 14 days prior to the date of use. 2. School facilities may not be used for individual, private, or commercial purposes. 3. Requests for the use of school facilities must be approved by <u>cleared with the building Principal or the Superintendent. or both, should the nature of the request so justify.</u> 4. <u>School-related groups will be permitted reasonable use of school facilities without charge.</u> 5. All activities must be under competent adult supervision approved by the Superintendent and the Principal of the building involved. In all cases, an assigned <u>school</u> District administrator <u>employee</u> will be present. The group using the facilities will be responsible for any damage to the building or equipment. 6. Groups receiving permission are restricted to the dates and hours approved and to the building
<u>School sponsored event (HS sports, etc)</u> <u>Staff Professional Development</u>														
<u>Home & School Orgs./ HEF/ Arts Alliance/ CSL</u>														
<u>CHAPs</u>														
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<u>Significant benefactors to HPS (Intel)</u>														
<u>MIAA Events/ Championships</u>														

Modified Fee

Full Fee

Special Request, at the discretion of the Superintendent.

*HS Computer Lab special permission required by Director of Technology

area and facilities specified, unless requested changes are approved by the Superintendent.

7. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.

8. Smoking within the building is not permitted. Permission for the possession and sale of alcoholic beverages may be granted to a nonprofit organization, which is properly licensed, only by the School Committee.

9. Proper liability insurance will be required of all groups given permission to use school facilities

Liability Insurance

The Town's Insurance Carrier, along with the Board of Selectmen, requires a liability policy in the amount of \$1,000,000.00 [one million dollars]. Any organizations, individuals, or groups outside town government requesting the use of Town of Hudson property for an approved purpose, must supply the Town of Hudson School Department with a Certificate of Insurance naming the Town of Hudson an additional insured. Submit the Certificate of Liability when the application has been approved along with the Certified Bank Check for Payment. A certificate of insurance must be on file with the Facilities Department two weeks after the event is approved or the event will be cancelled. All incidents involving personal injury, damage to, or loss of property or vandalism must be reported by the applicant within 24 hours to the Facilities Department.

		<p>10. The Committee will approve and periodically review a fee schedule for the use of school facilities.</p> <p>11. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or <u>eliminated</u> waived by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.</p> <p>12. The School Committee reserves the right to cancel any permission granted.</p> <p>SOURCE: MASC</p>
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**Hudson Public Schools
Community Use of School Facilities
KF**

Adopted: ??/??/????
Rental Fees Effective: ??/??/????

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Rental Policy

Under Commonwealth of Massachusetts General Laws, Chapter 71, Section 71, Section 71: "Use of school property; purposes: For the purpose of promoting the usefulness of public school property the school committee of any town may conduct such educational and recreational activities in or upon school property under its control, and, subject to such regulations as it may establish, and, consistently and without interference with the use of the premises for school purposes, shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the community. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose. The use of such property as a place of assemblage for citizens to hear candidates for public office shall be considered a civic purpose within the meaning of this section. A school committee shall award concessions for food at any field under its control only to the highest responsible bidder."

Hourly fees may be changed at any time by the Superintendent, or designee, to reflect actual pay rates for Hudson Public School support staff as set by the School Committee under collective bargaining agreements, and to offset the rising cost of utilities and support services. The School Committee retains the right to empower the Superintendent or designee as its agent on matters relating to the day to day implementation of the regulations under this policy and any exemptions or separate contracts governed by this policy. The Superintendent or designee shall have the final decision in all scheduling, permit issuances, and interpretation of the Policy, unless otherwise directed by the School Committee.

The following three groups of eligible users have been established:

Group 1 – Hudson Public Schools and Town of Hudson

Group I Rates will apply to the Hudson Recreation Department or Hudson Town Department's revenue generating programs. There will be no charge for Hudson Public School Department usage, publicly posted Town business (i.e. Town Meeting, Elections, etc.), or recognized parent groups (Home & School Associations, Booster Clubs, etc.).

Group 2 – Hudson Nonprofit Community Groups, Organizations, and Activities

Group II Rates will apply to any adult and youth group, community, artistic, philanthropic, recreational activity sponsored by a nonprofit organization, whose office or official business address is located in the town of Hudson.

Group 3 – All Other Groups, Organizations, and Activities

Group III Rates will apply to all groups, organizations, and activities which do not meet the requirements of Group I or II, including individuals, private and commercial groups, societies, religious organizations, non-profits, political groups, and registered public charities.

Scheduling Priorities

The use of public school facilities for school-related purposes will take precedence over all outside use. Scheduling priority will be given to groups in the following order:

Group 1 - Town Meeting and General Elections*, Hudson Public Schools, including its Community Education Programs, Recognized Parent Organizations (Home & School Associations, Booster Club, etc.), and other school-related clubs and organization recognized by the School Committee, Hudson Recreation Department, and other Town government departments, boards, and committees. These groups should submit their requests during the 1st week of school each new school year.

Group 2 – Hudson Nonprofit organizations (whose office or official business address is located in the Town of Hudson).

Group 3 - Hudson community groups, organizations, and activities. All other groups that comply with Hudson School Committee Policy.

*Town Meeting and General Elections (local, state, federal) held in school buildings will take precedence over any other activities or events. Special and unforeseen Town Meetings or Elections may supersede (or “bump”) previously scheduled permitted events.

All authorized persons or organizations must comply with the following rules and regulations for use of school buildings in the Town of Hudson.

Hudson Public Schools reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the school buildings.

Rental Rules and Regulations

- Approved Permits and Applications are required for all events, functions, and usage. The School Department reserves the right to consider all applications, reject and/or make necessary changes in the event of an emergency.
- Hudson Public Schools reserves the right to terminate any permit having given twelve (12) hours' notice. Should such termination take place, Hudson Public Schools shall not be held liable for any lost income, losses incurred, or otherwise any damages as a result of the termination.
- Hudson Public Schools has the right to stop any event going past its permitted time.
- Buildings will only be opened to authorized representatives of the organization.
- No school building will be rented to anyone under the age of 21 years old.
- No permit shall be granted for events which allow the selling, dispensing, or consuming of alcoholic beverages, or usage of controlled substances, tobacco products, etc. (see Hudson School Committee policy #ADC - Tobacco Products On School Premises Prohibited)
- No permit shall be granted for events which conduct games of chance (Casino Nights).
- Renters must be in compliance with Massachusetts General Law Chapter 271, 7A: “Raffles and bazaars; conduct by certain organizations”. Please contact the Town Clerk for more information.
- Renting organizations are responsible for proper use of the facilities, supervision of activities, payment of damages, payment of police and fire services (when required), and are responsible for any and all permits required for holding the event.

- It is the responsibility of the renter to provide appropriate levels of supervision of adults and minors for all events and programs. Adequate and responsible adults (ages 21+) shall be provided by the organization for all activities involving youth, and said supervision must be present throughout the length of the event.
- Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last attendee has safely left school property.
- If school is closed due to a Snow Day or other weather-related event, all activities and programs will be canceled and rescheduled.
- Special considerations by the School Department will be required for applications requesting occupancy beyond 11:00 p.m.
- Town or School Employee non-work related usage will be evaluated based upon purpose of the event or program. Employees are not allowed to “donate” time to the renting organization in order to circumvent this policy.
- A 30 minute interval will occur between all application/permit requests when renters are from different organizations.

Rental Hours

Listed below are the available weekday hours for school year usage, excluding holidays, weekends and school vacations. Holiday, weekend and school vacation hours will be reviewed and approved based upon available staffing.

Hudson High School	69 Brigham Street	*5:00 p.m.	11:00 p.m.
David J. Quinn Middle School	201 Manning Street	*5:00 p.m.	11:00 p.m.
Carmela A. Farley Elementary School	119 Cottage Street	*5:00 p.m.	11:00 p.m.
Forest Avenue Elementary School	136 Forest Avenue	*5:00 p.m.	11:00 p.m.
Joseph L. Mulready Elementary School	306 Cox Street	*5:00 p.m.	11:00 p.m.

**Usage prior to 5 p.m. is at the discretion, and approval, of the Superintendent.*

Rental Restrictions:

- School facilities are not available for rental during the regularly scheduled school day.
- School facilities are not available for rental on Holidays and certain eves of Holidays as follows: New Year’s Eve and Day, Martin Luther King, Jr. Day, President’s Day, Good Friday, Easter Sunday, Patriot’s Day, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Veterans’ Day, Thanksgiving Eve and Day, and Christmas Eve and Day.
- School facilities are not available for rental as back up rain sites.
- August requests are granted sparingly so that all schools can be cleaned and repaired for fall use. Exceptions are provided for: Hudson, Maynard Adult Learning Center, teacher training, workshops and/or meetings; and CHAPS, and Hudson Recreation programs.

** The Superintendent may waive the above, if he/she deems the request to be an extraordinary event.*

Room/Parking Capacities

Hudson High School	
Space	Capacity
Auditorium	700
Cafeteria (tables with 6 chairs)	300
Intel Mini Theater	190
F101/G101 Conference Room – with chairs only	125
F101/G101 Conference Room – with tables	65
Gymnasium	800 seats in bleachers
Teachers Dining Room	20
Band Room	75
Chorus Room	75
Classroom	25
Library	30
Kitchen	contact Food Services at 978-567-6100
Parking Lot	School 333 / Riverside Park 185

David J. Quinn Middle School	
Space	Capacity
Cafetorium (30 tables with 8 chairs)	240
Cafetorium (chairs)	400
Gymnasium	75 seats in bleachers
Conference Room	12
Meeting Space (3 Pods)	80
Music Room	25
Art Room	25
Classroom	25
Library	25
Kitchen	contact Food Services at 978-567-6100
Parking Lot	137

C.A. Farley Elementary School	
Space	Capacity
Cafetorium	280
Gymnasium	400 seats in bleachers
Conference Room	12
Music Room	25
Art Room	25
Classroom	25
Library	25
Kitchen	contact Food Services at 978-567-6100
Parking Lot	116

Forest Avenue Elementary School	
Space	Capacity
Cafetorium	150
Gymnasium	standing room only
Conference Room	12
Music Room	25
Art Room	25
Classroom	25
Library	25
Kitchen	contact Food Services at 978-567-6100
Parking Lot	107

Joseph L. Mulready Elementary School	
Space	Capacity
Cafetorium	150
Gymnasium	standing room only
Conference Room	12
Music Room	25
Art Room	25
Classroom	25
Library	25
Kitchen	contact Food Services at 978-567-6100
Parking Lot	74

Permit Approval Process

Please see the Facilities webpage on the Hudson Public Schools' website for rental request instructions and updated permit approval processes.

Rental Fees Policy

Please see page 12 for current facilities rental charges.

Fees for use of Hudson Public School facilities are established by the Administration.

The minimum rental period is 2 (two) hours and rentals will be made and billed in full hour increments. Portions of hours will be rounded to the next full hour for billing purposes.

All building rentals for Groups 1, 2 and 3, require custodial oversight. The custodial fee may be waived for Group 1. The regular rate for per custodian, per hour is \$50.00. Overtime rates apply for custodial services outside of the custodians regularly scheduled work week. The number of custodians assigned is determined by the Administration based upon information provided on the approved application. Invoicing will reflect actual personnel hours worked to support the rental request. Billable hours include time to open the building and all hours needed to clean and secure the building after the event. Invoicing for rental requests not requiring personnel support will be based on rental hours as requested on the application. In cases where a custodian stays beyond his/her custodial shift hours

to clean the rented area and close the facility, only actual hour/s beyond the shift will be billed at the vacation weeks/weekend rate and the actual rental hours will be billed at the posted weekday rates. In the event that the renters use of the school requires additional custodial cleaning services, additional fees will be charged to the renter to cover the costs.

Events or Programs that go beyond the permitted leaving time, as provided on the application, will be charged \$50 for each quarter hour or portion thereof in addition to any applicable custodial support fees.

All groups/organizations categorized as Group 3 will be charged according to the current schedule. In some cases, multiple day usage requests may result in a rental agreement to be negotiated with the Administration.

The Superintendent or designee may waive selected fees when he/she determines that the request to be an extraordinary event. The Superintendent may also negotiate a lease arrangement for any extended use request.

Turf/Field Use

School turfs and fields are the property of the Town of Hudson. Please contact the Hudson Recreation Department at 978-568-9642 for information regarding scheduling and rates.

Piano Fees:

All Groups - \$50 per use. A piano tuning fee of \$120 may be charged if piano movement causes out of tune or if a renter requests a piano tuning prior to their event. See Specific Area Requirements for Auditorium usage for additional information.

Administrative Fees – Groups II and III:

A \$25 administrative fee will be assessed to the applicant for each date and/or space that the renter adds, cancels or changes on an approved permit exclusive of weather related cancellations or school usage needs. This fee will not apply during the first seven (7) business days following approval of the application.

Cancellation of and Changes to Approved Permits

A **written notice** requesting cancellation of, or changes to, an approved permit must be received at the Facilities Office no later than 9 a.m., per the table below. Email notification is acceptable. Applicant should call the office at 978-567-6104 for email information. It is the responsibility of the applicant to verify receipt of written or email notification by calling 978-567-6104. The \$25 administrative fee will be assessed for each date cancelled/changed. *Failure to provide or receive written notice using the timeline below will require **full payment** for all hours requested on the approved application.* This includes “no shows”.

Day To Be Changed/Cancelled - Written notice must be received by 9 a.m. on:
Saturday, Sunday, or Monday usage = Wednesday prior

Tuesday usage = Thursday prior
Wednesday usage = Friday prior
Thursday usage = Monday prior
Friday usage = Tuesday prior

Support Services

Technology

The Director of Technology will oversee all usage of technology in all Hudson Public Schools. A member of the Technology Department shall be present for the entire duration of a rental period as deemed necessary. The technology rate is \$75.00 Billable hours will include any time before or after the rental for setup and close out procedures.

Auditorium Light Board & Sound Systems

A qualified member of the Hudson Public Schools' staff will be hired for all functions requesting usage of the light board and/or sound systems in the High School Auditorium. If pre-approved by Administration, and under the supervision of our staff, renters will be allowed to bring in their own operators provided they are qualified to operate the equipment. The light & sound rate is \$75.00.

Custodial

- School custodian(s) must be on duty at all times when buildings are in use. Custodians shall not be asked to grant special privileges which are not specifically designated on the permit.
- Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity.
- The responsibility of a regularly scheduled custodian will be limited to opening/closing the facility, maintaining secure entrances, and caring for bathroom facilities. A custodian on regular duty will not be available for service during the time of the rental, except in cases of emergency. The custodian rate is \$50.00 per hour.
- For events that require the services of a custodian, the number of custodians assigned shall be determined from the information provided by the organization on the application form.

Kitchens

School kitchens are under the supervision of the Director of Food Services. Please contact the Director of Food Services at 978-567-6100 for information regarding scheduling and rates

Specific Area Requirements

Gyms:

- **Food and beverages are never permitted in gymnasiums.** Water is permitted. All renters are required to appoint a designee from their organization to insure enforcement of this regulation. Failure to assign appropriate coverage to insure enforcement of this regulation will result in denial of any future rental requests.
- Hardball sports are not permitted in gymnasiums, for the protection of walls, lighting fixtures, and floor surfaces.
- No tape may be added to the gymnasium floors or walls without the approval of the Director of Facility Services.
- Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain “street or dress shoes” and spiked heels can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.

Auditoriums

- **Food and beverages are not permitted in the auditoriums.** Water is the only beverage permitted in school auditoriums.
- All renters are required to appoint a designee from their organization to insure enforcement of this regulation. Failure to assign appropriate coverage to insure enforcement of this regulation will result in denial of any future rental requests.
- **No confetti, streamers, or other loose materials may be used in auditoriums.** All other decorations must be approved by Hudson Public Schools prior to usage.
- Usage of school equipment located in the auditorium, including piano usage, must be requested when completing the Application for Use of School Facilities.
- Usage of the High School Auditorium requires hiring of a qualified member of the Hudson Public Schools’ staff to oversee usage of the auditorium and any use of technology, or the light and/or sound boards.
- ***No tape may be applied to the auditorium stage floor without prior approval of the Director of Facilities.*** Only gaffer or spike tape is approved for usage on stage floors (no duct tape or painters tape allowed). It is the responsibility of the renter to remove any tape they have applied at the conclusion of their event. The cost to repair any damage to the stage floor by use of non-approved tape will be billed to the renter.
- Only console tape or sticky notes are approved for use on the audio or light board consoles.
- Organizations wishing to bring equipment into buildings must make arrangements with the Director of Facilities during the initial application. Equipment brought into schools must be removed immediately

after the event. Hudson Public Schools are not responsible for any property left on premises, either after the completion of an event, or during the period of an extended rental of the facilities. Those groups bringing in equipment that require additional electrical services must have any and all wiring done by a licensed electrician. Hudson Public Schools reserves the right to have it's own electrical contractor examine or install any such equipment, at the cost of the organization, and, reserves the right to refuse an organization's privilege to use any equipment that it deems may pose an unnecessary distraction, health and safety hazard, or cause damage or loss to either, equipment and/or wiring must meet the current National Electric Code.

- Piano tunings are performed only by authorized dealers who maintain pianos for the Hudson Public Schools.

Classrooms

- Renters are not allowed to rearrange classroom space for their usage. Only authorized Hudson Public School Custodial staff will move classroom materials, desks, chairs, etc. to a safe location within the rooms being rented and seal off the area.
- No costumes with glitter are allowed in any room at any time. Bobby pins are not permitted in classrooms that have carpeting.
- Food and make-up is only permitted in pre-approved/designated areas agreed upon by Hudson Public Schools.

Other Rules/Regulations/Requirements

Board of Health Regulations:

Smoking and vaping are not permitted in any school building or on any school grounds, in accordance with MGL Chapter 71; Section 37H of the Education Reform Act of 1993.

If your event involves the distribution of, or sale of food, please contact the Hudson Health Department to determine if you need a food permit at 978-562-2020.

Town Clerk Regulations

A request for a permit must be submitted to the Hudson Town Clerk's Office in order to hold a raffle or bazaar according to MGL, Chapter 271:7a. A raffle is defined as an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance or one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed \$250 dollars each. There is a permit fee charged at the time of application. Please call the Town Clerk's office for additional information at 978-568-9615.

Accidents and Damage to Building Spaces/Equipment:

1. Decorations, posters, etc. will not be affixed to any part of a building unless specific approval is authorized on the permit. Said decorations must be affixed in such a way as to not cause permanent damage, alteration, or loss to the building.
2. The permit holder is responsible for the cost of repairs or replacement needed for damage occurring during his/her use including damage resulting from authorized or unauthorized usage of Hudson Public School equipment. Failure to pay will lead to denial of future permits for that individual or organization and may require the District to take legal action.
3. Any need to report issues (by classroom teacher, custodian, or otherwise), relating to the condition of the classrooms or rented spaces after a rental, will be sent to Administration and will then be forwarded to the Hudson Public School's Business Department and the Hudson Facilities Department to be reviewed.

Liability Insurance:

The Town's insurance carrier, along with the Board of Selectmen, requires a liability policy in the amount of \$1,000,000.00 (one million dollars) minimum, naming the Town of Hudson – Hudson Public Schools as an additional insured. Any organizations, individuals, or groups outside town government requesting the use of Town of Hudson property for an approved purpose, must supply the Town of Hudson School Department with a Certificate of Insurance naming the Town of Hudson an additional insured. Submit the Certificate of Liability when the application has been approved along with the Certified Bank Check for Payment. A certificate of insurance must be on file with the Facilities Department two weeks after the event is approved or the event will be cancelled. All incidents involving personal injury, damage to, or loss of property or vandalism must be reported by the applicant within 24 hours to the Facilities Department.

The Renter/User agrees to take all necessary precautions to prevent injury to any persons or damage to property during the term of their Rental Agreement and shall indemnify, save, and hold harmless the Town of Hudson, the Hudson School Department, their employees and officers against all losses and expenses resulting in any way, from any negligent or willful act or omission on the part of the Renter, its agents, employees or attendees or resulting directly or indirectly from Renter's performance under the Agreement.

Hazing Laws:

Under Commonwealth of Massachusetts General Laws Section 19 of Chapter 269 (see below) Hudson Public Schools is required to provide any group or organization using its schools or property with a copy of the law. It is your responsibility to distribute the law to each member of your organization and to collect acknowledgements of receipt of the law.

Chapter 269: CRIMES AGAINST PUBLIC PEACE

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Rental Fee Schedule – Effective ??/??/????

All rentals shall be made and billed in full hour increments. MINIMUM RENTAL IS TWO HOURS.

Hudson High School	Group 1	Group 2	Group 3
Auditorium	\$0.00	\$75/hour	\$150/hour
Cafeteria	\$0.00	\$15/hour	\$50/hour
Mini-Theater	\$0.00	\$50/hour	\$100/hour
Conference Room (F101/G101)	\$0.00	\$15/hour	\$50/hour
Gymnasium	\$0.00	\$15/hour	\$80/hour
Teachers' Dining Room	\$0.00	\$15/hour	\$25/hour
Band Room	\$0.00	\$15/hour	\$25/hour
Chorus Room	\$0.00	\$15/hour	\$25/hour
Classroom	\$0.00	\$15/hour	\$25/hour
Library	\$0.00	\$15/hour	\$30/hour
Kitchen	\$0.00	\$15/hour	\$75/hour
Parking Lot	\$0.00	\$15/hour	\$100/hour

David J. Quinn Middle School	Group 1	Group 2	Group 3
Gymnasium	\$0.00	\$15/hour	\$80/hour
Cafetorium	\$0.00	\$35/hour	\$65/hour
Conference Area (Pod)	\$0.00	\$15/hour	\$30/hour
Library	\$0.00	\$15/hour	\$30/hour
Classroom	\$0.00	\$15/hour	\$25/hour
Kitchen	\$0.00	\$15/hour	\$75/hour
Parking Lot	\$0.00	\$15/hour	\$80/hour

Elementary School (Farley, Forest, Mulready)	Group 1	Group 2	Group 3
Gymnasium	\$0.00	\$15/hour	\$80/hour
Cafetorium	\$0.00	\$35/hour	\$65/hour
Conference Room	\$0.00	\$15/hour	\$30/hour
Library	\$0.00	\$15/hour	\$30/hour
Classroom	\$0.00	\$15/hour	\$25/hour
Kitchen	\$0.00	\$15/hour	\$75/hour
Parking Lot	\$0.00	\$15/hour	\$50/hour

Additional Fees

Note: All Group 3 hourly rates and vacation week/weekend hourly rates for Groups 1 and 2 will be billed based on the total actual employee hours worked to support the event.

*If a Monday through Friday rental requires custodial oversight during the event or if a custodian is required

to open/close or clean up beyond the regularly scheduled shift, then vacation week/weekend rates will apply and will be billed based upon the actual number of custodial hours worked.

Note: In cases where a custodian is not required to support the event but stays beyond his/her custodial shift hours to clean or close the facility, only actual hour/s beyond the shift will be billed at the vacation rate.

Contact Info:

Facilities Specialist (renting & billing)

Denise Reid

978-567-6104

dareid@hudson.k12.ma.us

Hudson Public Schools

155 Apsley Street

Hudson, MA 01749

Director of Facilities

Leonard P. Belli

978-567-6104

lpbelli@hudson.k21.ma.us

155 Apsley Street

Hudson, MA 01749

Director of Technology

Ellen Schuck

978-567-6250

eschuck@hudson.k12.ma.us

69 Brigham Street

Hudson, MA 01749

VI. Matters for Action

b) New Business

1. Approval of Hudson High School Cheerleading Team attendance at the Battle of the Boardwalk National Competition February 1-5, 2019

Request for Overnight Field Trip

Staff Member(s) Making the Request	Ashley Cinquegrana Erin Peckham		
Name of Team, Organization, or Class	Hudson Varsity Cheerleading		
Title of Trip (be sure to include destination)	Battle At The Boardwalk Nationals Atlantic City New Jersey		
Departure Date and Time	Friday Feb 1,2019 6AM		
Return Date and Time	Sunday Feb 3,2019 8PM		
Estimated Number of Student Participants	8		
Number and Names of Chaperones	Ashley Cinquegrana 401-378-4856 Erin Peckham 508-400-6725		
Cost Per Student	\$525.00		
Check One or Both	Curricular	<input type="checkbox"/>	Extra-Curricular <input checked="" type="checkbox"/>

Please answer the questions below. If a question does not pertain to your trip, please indicate that the question is "not applicable."

1. Please describe the trip.

The cheerleading team won a bid to Nationals to represent Hudson this past Fall. They will compete against high school teams from across the country for a national championship title.

2. Please describe how the trip connects to the curriculum or to the purpose of your club or organization.

It is a cheerleading Nationals competition, the next level of competition after the State level.

3. What classroom activities will you employ in preparation for and immediately following the trip that will strengthen the connection to the curriculum? N/A

4. Please provide a detailed itinerary.

Friday- 6AM Depart Hudson HS

1PM Check in to House

3PM tour and practice at Atlantic City Convention Center

6PM Team Dinner and Acitivity

8PM Back to house for meeting for next day

10PM Lights out

Saturday- 9AM Compeition Day 1

1PM Team Lunch

3PM Practice

5PM Team Acitivity

7PM Team Dinner

10PM Lights our

Sunday- 8AM Check Out

9AM Compeition Finals

12PM Awards and Release to parents

5. If fundraising activities will be included, please list and describe such activities.

Can drive, 50/50 raffle tickets at other school events, babysitting night

6. If school days must be missed to accommodate this trip, please indicate the number of days missed and the reason why the request includes missed school days (i.e. conference or program only occurs during the specified date range).

1 Day; Friday February 1, 2019

Please attach copies of the following if you have them:

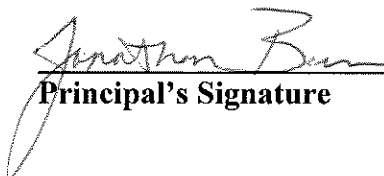
	Permission slip
	Informational letters, brochures, fliers, etc.
	Medical forms



Signature of Staff Member Making Request

12/14/18

Date



Principal's Signature

Date

12/14/18

Date

Date of School Committee Approval: _____

VI. Matters for Action

b) New Business

2. Approval of reclassification of funds

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


FY19

PAYMENT Adjustment Request

Date: Tuesday, December 18, 2018
To: Ruifan Zhang, Assistant Finance Director
From: School Department

Please record the following payment adjustment (s):

				Amount	Amount
Payment Adjustment Number 1	From:	Account Number <u>496</u>	Account Description <u>Curr. Coordinator</u>	\$ <u>(53,141.52)</u>	
	To:	Account Number <u>112</u>	Account Description <u>Administrators</u>		\$ <u>53,141.52</u>
Payment Adjustment Number 2	From:	Account Number _____	Account Description _____	\$ _____	
	To:	Account Number _____	Account Description _____		\$ _____
Payment Adjustment Number 3	From:	Account Number _____	Account Description _____	\$ _____	
	To:	Account Number _____	Account Description _____		\$ _____
Payment Adjustment Number 4	From:	Account Number _____	Account Description _____	\$ _____	
	To:	Account Number _____	Account Description _____		\$ _____
				Page total :	\$ <u>(53,141.52)</u> <u>53,141.52</u>

 12/5/18
Authorized Signature

Prepared by: Cristy L. Morrison

Authorized Signature(s):

Reason for reclassification:
To reclassify employee K. Provost to correct salary account

- 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.