



HUDSON PUBLIC SCHOOLS  
155 Apsley Street  
Hudson, Massachusetts 01749  
978.567.6100

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**HUDSON SCHOOL COMMITTEE MEETING**  
**September 12, 2017**  
**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: August 22, 2017
- 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:**
1. Report of the Superintendent
  2. Subcommittee Reports (if needed)
- V. Matters for Discussion:**
1. Discussion of Superintendent's Entry Plan
  2. Discussion of Opening Communication Negotiations on Contracts with the Hudson Education Association, Hudson Paraeducators Association and Hudson Cafeteria Workers Association
- VI. Matters For Action:**
1. Approval of Hudson High School Grade 9 Overnight Field Trip to Washington, D.C. April 24-28, 2018
  2. Approval of Hudson High School Drama Club Overnight Field Trip to New York City, April 10-11, 2018
  3. Approval of the Amended Agreement for the Assabet Valley Collaborative Reflecting the Addition of Auburn Public Schools as a Member



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4. Reclassifications of Funds (if needed)
5. Items of Interest to the School Committee

**VI. Executive Session/Adjournment**

- 1) to conduct strategy sessions in preparation for negotiations with union personnel (Paras) because an open session may have a detrimental effect on the legal position, of the Committee; and
- 2) to conduct strategy sessions in preparation for negotiations with union personnel (Hudson Education Association) because an open session may have a detrimental effect on the legal position, of the Committee

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

*Not Approved*

**Hudson School Committee  
Open Session Minutes**

**Meeting Date:** August 22, 2017

**Location:** Administration Building  
155 Apsley Street

**Members present:** Allyson Hay, George Luoto, Glenn Maston, Elizabeth Hallsworth and Steven Smith

**Members absent:** Michele Tousignant Dufour  
Adam Tracy  
Ben Carne, Student Representative

**Others present:** Dr. Marco C. Rodrigues, Superintendent  
Julia M. Pisegna, Recording Secretary

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

The meeting was called to order by Committee Co-Chair Allyson Hay.

**II. Approval of Minutes:**

Regular Meeting: July 11 and July 25, 2017

A motion to approve the minutes of July 11 and July 25, 2017 was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

**III. Public Participation:**

None.

**IV. Reports:**

**Student Report**

None.

**Report of the Superintendent**

Dr. Rodrigues reported on the following:

**1. School Readiness Report**

Principals submitted their School Readiness Checklist and all five schools are ready to open on August 30<sup>th</sup> to welcome students and families to the 2017-2018 school year.

2. Transportation

The bus routes have been posted on the District’s website, as well as a link on the front page under “Useful Links”. An enhanced feature this year is the estimated time the bus will arrive at each pick-up location. We ask parents/guardians to ensure students are at their bus stops at least 10 minutes prior to the estimated time for pick-up in the morning.

The closing of the bridge on Washington Street and other temporary construction sites have resulted in reconfiguration of traffic patterns and detours in many area of the Town. We have on-going communication with Town officials and North Reading Transportation Bus Company officials to evaluate and to monitor the impact of these detours on our bus routes.

The NRT Bus Company will conduct a couple of “dry-runs” in the coming days to evaluate, in real time, potential delays to any bus route. Families should expect traffic delays as schools reopen on August 30<sup>th</sup>. We ask for everyone’s patience as we roll out transportation for the new school year and maneuver around construction sites and traffic detours. We will continue to monitor the bus routes in the coming months to ensure safe and timely travel for students, to and from school.

3. Student Enrollment as of August 17, 2017

School	Grades	Enrollment
Out-of-District	Pre K-12	89
Farley Elementary School	Pre K-4	453
Forest Elementary School	K-4	348
Mulready Elementary School	Pre K-4	239
Quinn Middle School	5-7	662
Hudson High School	8-12	931
	<b>Total</b>	<b>2,722</b>

4. Recruitment Update

A comprehensive report on all personnel transactions will be provided to the School Committee on September 12<sup>th</sup>. Dr. Rodrigues announced the new hires in leadership and/or support roles for the 2017-2018 school year:

- Mr. Robert Knittle – Director of Mathematics Curriculum
- Ms. Sara Davis – Director of Science, Technology and Engineering Curriculum
- Ms. Tanya O’Connell – Assistant Director of Student Services
- Ms. Alise Wells – Coordinator of Special Education Evaluation and Services – Elementary
- Ms. Jennifer Letourneau – Instructional Coach
- Ms. Rachel Brunell – Instructional Coach

5. New Employee Orientation

Approximately 45 new employees are participating in the New Employee Orientation Program on August 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> and it includes teachers, paraprofessionals, ABA therapist and administrators. The three-day agenda covered topics such as curriculum, instruction, special education, technology, human resources, union membership, teacher mentorship program and more.

6. Summer Leadership Institute

The Summer Leadership Institute has been scheduled for August 24<sup>th</sup> and 25<sup>th</sup> with thirty-four administrators and selected support personnel participating in this year's event. We have planned a two full-day event with activities that focus on student learning and capacity building across all work disciplines.

7. General Assembly

On Tuesday, August 29<sup>th</sup>, Dr. Rodrigues will welcome the Hudson school community to the new academic year during a general assembly at the High School. Ms. Michele Dufour, Chair of the School Committee, will open the session with welcoming remarks and Dr. Rodrigues will have the opportunity to speak about his transition into Hudson, spend some time celebrating best practices and accomplishments, and introducing the expectations for the new academic year. Dr. Rodrigues invited all School Committee members to attend.

V. **Matters for Discussion:**

1. Discussion of Subcommittee Schedules for 2017-2018 and Determine Chair

Committee Co-Chair, Allyson Hay, distributed the list of subcommittee assignments to members.

Discussion ensued.

VI. **Matters for Action:**

1. Approval of Year-End Transfers and Closing of FY17

Patty Lange, Executive Director of Finance and Operations, presented the year-end transfers and encumbrances for the closing of FY17.

Discussion ensued.

**Transfer of Funds**

A motion to approve the transfer of \$141,002.62 from FY17 Personnel to FY17 Transportation was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

*Not Approved*

A motion to approve the transfer of \$74,541.95 from FY17 Food Services Revolving Fund to FY17 General Expense was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

A motion to approve the transfer of \$642,520.35 from FY17 Personnel to FY17 General Expense was made by Mr. Luoto and seconded by Ms. Hallsworth. On a vote of 5-0, the motion passed.

**Encumbrances**

A motion to approve to encumber \$245,225.82 from FY17 General Expense to FY18 funds was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

A motion to approve to encumber \$475.50 from FY17 Transportation to FY18 funds was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

A motion to approve to encumber \$28,690.59 from FY17 Personnel to FY18 funds was made by Mr. Luoto and seconded by Ms. Hallsworth. On a vote of 5-0, the motion passed.

2. Approval of November 2017 Town Warrant

Dr. Rodrigues recommended approval of the November 2017 Town Warrant which reads as follows:

“Petitioned Article: Option to enter into a five year School Department transportation contract.

To see if the Town will vote to authorize the School Committee to enter into a five-year contract for transportation services. The contract will be bid out in the Summer/Fall of 2017. The bid will include a request for pricing for a three-year contract for fiscal years 2019, 2020, and 2021 with two one-year options to renew for the additional fiscal years 2022 and 2023.”

A motion to approve the November 2017 Town Warrant was made by Mr. Smith and seconded by Mr. Luoto. On a vote of 5-0, the motion passed.

3. Approval of Revolving Account for the Special Education Parent Advisory Council

Dr. Rodrigues recommended approval for a revolving account for the Special Education Parent Advisory Council.

A motion to approve the revolving account for the Special Education Parent Advisory Council was made by Mr. Maston and seconded by Mr. Luoto. On a vote of 5-0, the motion passed.

4. Approval of Change to the 2017-2018 Quinn Middle School Student/Parent Handbook

Dr. Rodrigues recommended approval to the change to the 2017-2018 Student/Parent Handbook which reflects the last bus time as 3:15 p.m.

Discussion ensued.

A motion to approve the change to the 2017-2018 Quinn Middle School Student/Parent Handbook which reflects the time of the late bus as 3:15 p.m. was made by Ms. Hay and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

4. Approval of 2017-2018 Student/Parent Handbooks for C.A. Farley Elementary School, Forest Avenue Elementary School and J.L. Mulready Elementary School

Dr. Rodrigues recommended approval of the 2017-2018 Student/Parent Handbooks for C.A. Farley Elementary School, Forest Avenue Elementary School and J.L. Mulready Elementary School.

A motion to approve the 2017-2018 Student/Parent Handbooks for C.A. Farley Elementary School, Forest Avenue Elementary School and J.L. Mulready Elementary School was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

5. Approval of Contract with Heinemann Publishers in the Amount of \$17,490.20 for Professional Development and Classroom Materials

Dr. Rodrigues recommended approval of the contract with Heinemann Publishers in the amount of \$17,490.20 for professional development and classroom materials.

A motion to approve the contract with Heinemann Publishers in the amount of \$17,490.20 for professional development and classroom materials was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

6. Approval of Contract with Commercial Boiler Systems, Inc. for Contract Emergency On-Call Boiler Services

Dr. Rodrigues recommended approval of the contract with Commercial Boiler Systems, Inc. for contract emergency on-call boiler services.

A motion to approve the contract with Commercial Boiler Systems, Inc. for contract emergency on-call boiler services was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

**Reclassifications:**

A motion to approve the reclassifications of funds, as presented as No. 1, was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

A motion to approve the reclassifications of funds, as presented as No. 2, was made by Mr. Maston and seconded by Mr. Smith. On a vote of 5-0, the motion passed.

A motion to approve the reclassifications of funds, as presented as No. 3, was made by Mr. Smith and seconded by Mr. Luoto. On a vote of 5-0, the motion passed.

A motion to approve the reclassifications of funds, as presented as No. 4, was made by Mr. Luoto and seconded by Mr. Maston. On a vote of 5-0, the motion passed.

*Not Approved*

**Items of Interest to the School Committee:**

Mr. Luoto requested that a food service study process begin in the fall.

Discussion ensued.

Mr. Luoto inquired if the Town has an audit program, and whether they share their concerns or findings with us.

Discussion ensued.

Mr. Luoto requested reservations be made for Committee members attending the MASS/MASC Conference in November in Hyannis.

Discussion ensued.

**VII. Executive Session/Adjournment**

At 7:45 p.m., Committee Co-Chair, Allyson Hay, noted that there was no need for Executive Session.

A motion to adjourn was made by Mr. Luoto and seconded by Ms. Hallsworth. On a vote of 5-0, the motion passed.

Respectfully submitted,

Elizabeth Hallsworth, Secretary  
Hudson School Committee





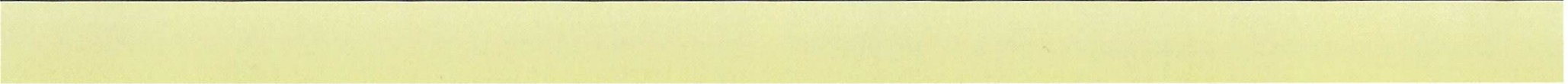
# Report of the Superintendent

## School Opening Report

September 12, 2017

Marco C. Rodrigues, Ed.D.

Standard I, Indicators I-D,E  
Standard II, Indicators II-A,B,E  
Standard III, Indicators III-A,B,C  
Standard IV, Indicators IV-A,C,D,E





# District Leadership

- Kathy Provost – Acting Assistant Superintendent for Curriculum, Instruction and Professional Learning
- Sara Davis – Curriculum Director for Science, Technology and Engineering
- Robert Knittle – Curriculum Director for Mathematics
- Tanya O’Connell – Assistant Director of Student Services
- Danica Johnston – Assistant Principal @ Hudson High School

## Staffing Changes



# District Support Personnel

- Alise Wells – Coordinator for Sped Evaluation and Services – Elementary
- Denise Hayes – Coordinator for Sped Evaluation and Services - Secondary
- Heather Fisher – Instructional Coach @ Mulready
- Jennifer Letourneau – Acting Instructional Coach @ Forest
- Rachel Brunell – Instructional Coach @ Farley

Staffing Changes



# 88 Hires Completed

Teachers	22	Assist. Principal	01
Teachers (1 Yr)	02	Superintendent	01
LTS (30+ Days)	04	Assist. Superintendent	01
Nurses	01	Curriculum Directors	02
Paraprofessionals	09	Sped Coordinators	02
ABA Therapists	06	Sped Administrator	01
Custodians	02	Summer	29
Secretaries	03	Fall Coaches	02

Human Resources & Payroll



# 459 Changes/Transfers Completed

Transfers (Building & Positions)	39
Retirements	10
Resignations/Non-Renewals	50
Degree Reclassifications	37
Starred Steps	28
Longevity	172
Salary Increases	123

Human Resources & Payroll

# 690 Total Employees\*

## Town's 2<sup>nd</sup> Largest Employer

- Intel Corp 850
- **Hudson Public Schools** **690\***
- Town of Hudson 567\*\*
- Market Basket 400
- Walmart 251
- Cabela's 165
- Precision Coating (formerly Boyd Coating) 140
- Shaw's 130
- Stop & Shop 110

● \* *Headcount not FTE*

\*\* *Source: Town of Hudson Finance Department*

Full Time Employees:	462
Part Time Employees:	28
Subs/Coaches/ADL/Summer:	<u>200</u>
	690

# Human Resources

# 130 New Students Enrolled

Grade	# Students	Grade	# Students	Grade	# Students
K	30	5	8	8	11
1	16	6	3	9	16
2	2	7	9	10	5
3	10	<b>Total</b>	<b>20</b>	11	7
4	5			12	8
<b>Total</b>	<b>63</b>			<b>Total</b>	<b>47</b>

New Enrollments through 09.07.17

## Student Enrollment

# By Grade Level\*

\*Student Enrollment as of 09.07.2017

School Name	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP	Total
Out of District	34	0	0	1	2	2	4	5	1	4	1	8	6	10	12	90
Farley Elementary	13	86	89	85	76	110										459
Forest Ave Elementary	0	82	64	76	68	64										354
Mulready Elementary	13	41	49	49	49	43										244
Quinn Middle School	0						235	215	211							661
Hudson High School	0									207	172	186	187	184		936
Total	60	209	202	211	195	219	239	220	212	211	173	194	193	194	12	2744

SP = Special Population Ages 18 - 22

## Student Enrollment



# District Trend Data

Grade Level	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY 18
K	205	180	200	207	205	216	179	197	199	209
1	218	207	204	234	228	242	228	186	209	202
2	217	225	207	197	232	221	232	229	184	211
3	220	229	230	210	206	227	229	227	220	195
4	212	233	231	235	213	215	222	231	225	219
5	241	208	231	232	239	223	231	226	229	239
6	218	234	191	227	223	236	211	209	204	220
7	204	215	235	198	230	229	243	214	205	212
8	219	213	227	249	213	230	233	229	221	211
9	221	219	172	222	227	192	205	208	197	173
10	200	193	189	207	192	214	169	196	190	194
11	188	212	185	220	206	188	206	159	189	193
12	169	184	193	207	212	193	179	190	146	194
<b>Total</b>	<b>2732</b>	<b>2752</b>	<b>2695</b>	<b>2845</b>	<b>2826</b>	<b>2826</b>	<b>2767</b>	<b>2701</b>	<b>2618</b>	<b>2672</b>

\*Based on DESE's Official October 1<sup>st</sup> Report  
 \*\*Student Enrollment as of 09.07.2017 (unofficial)

## Student Enrollment



# Grants Awarded

## FY 17

- 32 Grants awarded totaling \$3,177,385
- 8 MA Competitive Grants
- 15 Federal Allocation Grants
- 9 Grants from Private Grantors, Foundations, and Corporations

## FY 18

- 16 Grants awarded totaling \$1,781,626
- 6 MA Competitive Grants
- 8 Federal Allocation Grants
- 2 Grants from Private Grantors, Foundations, and Corporations

Grant Resources



## School Supplies & Services

- Processed more than 857 supply requisitions and purchase orders
- Processed payments in excess of \$3,373,000 in supplies, services, and building supplies to prepare for the opening of schools
- Solicited and prepared 39 procurement bids for supplies and services at \$359,025

## School Readiness



# 1:1 Technology Program

- Installed the grade 4 Chromebook lockers
- Established district Chrome management settings for students and devices
- Programmed the “centipede” USB key for easy Chromebook enrollment
- Completed district-wide mailing to all families in grades 4-12 on 1:1 Technology program
- Inventoried, enrolled, and distributed approximately 1300 Chromebooks (Grades 4, 5, 7, 8, 9, and 10)
- Conducted professional development for 75 staff members in the summer and at beginning of school
- Created documentation for teacher and student training

Technology



# Aspen SIS

- Completed all State Reporting requirements (SIMS, SCS, EPIMS, and SSCR)
- Converted 10 years of historical data from iPass
- Aspen Staff Training—Systems Fundamentals (60), Conduct Management (20), Enrollment Management (20); Daily Walk-in Scheduling (20); Attendance Management (20), Grade Management (15), Secondary Teacher Gradebook (20), Elementary Teacher Gradebook (12)
- Conducted teacher gradebook/attendance training for all teachers district-wide on 8/28/17
- Completed the customization requirements for the data exports, HHS Transcript, QMS bell schedule, Attendance Bulletin, etc.

Technology



# Maintenance

- Inventoried, enrolled, and distributed 75 staff laptops
- Imaged approximately 1,000 classroom systems district wide
- Cleaned the filters on all classroom projectors
- Created all new staff technology accounts (10 accounts per staff member)
- Updated the operating system of all wireless access points – district wide
- Assisted with the installation of eight new copy machines district wide
- Established redundancy system of our firewall

Technology



# 74% of Students Eligible for Transportation

## North Reading Transportation

- 12 Large School Buses
- 8 Mini Vans
- 2,032 Students

## Assabet Valley Collaborative

- 19 Mini Vans – Out of District Placements
- Transporting 59 Students

# Student Transportation



# Farley Elementary School

- Painted cafeteria, replaced ceiling tiles and added LED flat panel lighting
- Painted gymnasium
- Painted 4 classrooms
- Procured the replacement of the commercial domestic hot water heater
- Procured emergency replacement of compressor for walk-in cooler
- Procured and administered re-painting of standing seam roofs
- Performed periodic maintenance on all classroom Univents

## Facilities Improvements





# Forest Avenue Elementary School

- Procured and installed split unit A/C units in Rooms 15,16,17,18,19
- Procured and installed new LED flat panel lighting in cafeteria
- Procured and managed whole school fire alarm replacement project
- Procured and managed the removal of asbestos from hot water storage tank and generator muffler
- Procured and managed the removal of asbestos tile on the stage and replaced stage floor
- Painted 3 classrooms and touched up main office

## Facilities Improvements



# Mulready Elementary School

- Procured and managed whole school fire alarm replacement project
- Bid and procured condenser replacement for walk-in freezer
- Procured and managed new kitchen ceiling installation along with new LED lighting
- Painted 8 classrooms and the kitchen
- Procured and managed parking lot seal coating and re-striping project
- Performed periodic maintenance on all classroom Univents

## Facilities Improvements



# Quinn Middle School

- Replaced 40% of automatic flush valves in bathrooms
- Re-insulated A/C refrigerant line sets for “A” wing, 8 split units
- Conducted periodic maintenance on all roof top HVAC equipment
  - Change filters and belts as needed
  - Check refrigerant lines and repair leaks
  - Cleaned cooling coils on Chiller and roof top units
  - Check electrical connections
- Conducted PM on condensing boilers for neutralization tanks

## Facilities Improvements



# Hudson High School

- Procured condenser replacement for kitchen walk-in freezer
- Procured compressor replacement for RTU-2
- Conducted periodic maintenance on all roof top HVAC equipment
  - Change filters and belts as needed
  - Check refrigerant lines and repair leaks
  - Clean cooling coils
  - Check electrical connections
- Painted 7 classrooms, 3 offices and the TV studio
- Replaced GFI receptacles at all science room lab tables

## Facilities Improvements



# Summer Leadership Institute

## Main Features:

- Mapping Contributions – A critical look at current district's initiatives
- Zero-Based Budget Process
- District Improvement Plan – Review and Planning for 2017-2018
- Benefits of High Performing Teams
- Norms of Collaboration

## Expectations:

- Learning Targets and Criteria for Success
- Exit Tickets and Evaluation Tool

District  
Leadership  
Teams

#	Name / Position	Super's Cabinet	Principals	C & I Team	DELTA	Profl Learning	ELEVATE	Budget Team
1	Alise Wells							
2	Ana Pimentel							
3	Andrea Reagan				On-Call			
4	Angie Flynn							
5	Brian Reagan							
6	Catherine Kilcoyne							
7	Cindy Fensin							
8	Dan McAnespie							
9	Danica Johnston							
10	David Champigny							
11	Denise Hayes							
12	Denise Reid							
13	Ellen Schuck							
14	Erin Goldstein							
15	Heather Fisher							
16	Jason Webster							
17	Jeannie Graffeo				On-Call			
18	Jennifer Letourneau							
19	Jessica Winders				On-Call			
20	Julia Pisegna							
21	Kathy Provost							
22	Kelly Sardella							
23	Lee Waingortin							
24	Len Belli				On-Call			
25	Marco Rodrigues							
26	Matt Gaffney							
27	Melissa Provost							
28	Patty Lange							
29	Rachel Brunell							
30	Rachel Scanlon							
31	Robert Knittle							
32	Sara Davis							
33	Tanya O'Connell							
34	Todd Wallingford							
35	Visual Arts Leader				On-Call			

The composition of each District Leadership Team allows for an effective flow of communication among all stakeholders. Members of each team have the responsibility to communicate with members of their school, division, or sub-group all pertinent information generated at each Team meeting.

# District Leadership Teams



# General Assembly

- All members of the Hudson Public Schools participated in the General Assembly at the Hudson High School
- Opportunity to share:
  - My priorities
  - Transition findings and Entry Plan process
  - Organizational Structure Alignment
  - Leadership Teams
  - Communication

Communication



# Creating Connections

- Goal:
  - To share with the entire Hudson Community the great things that happen each and every day in our schools.
- Recipients:
  - Hudson Public Schools' Staff
  - Community Organizations and Partners
  - Town of Hudson Departments
  - Families were invited to subscribe
- To be published every Friday of the school year.

Communication





SEPTEMBER 12, 2017

Hudson Public Schools

**SUPERINTENDENT'S ENTRY PLAN**

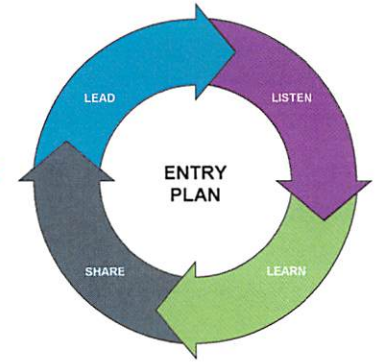
MARCO C. RODRIGUES, ED.D.



# Entry Plan

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Listen ~ Learn ~ Share ~ Lead



## I - Listening Sessions

Since my appointment to the position of Superintendent of Schools, I have been actively seeking input and feedback from a wide-range of stakeholders to gain a better view and understanding of the Hudson Public Schools through their lens. During the months of May and June of 2017, I had the opportunity to meet with members of the District’s Leadership Team, union representatives, instructional coaches, parent liaisons and other support personnel engaged in providing quality education for all students in the District. In addition, I held individual meetings with School Committee members and Town officials to also gain their perspective and views. The dialogue in these meetings was rich and insightful, and stakeholders were able to clearly articulate their priorities and share their expectations, concerns, and vision for continuous improvement.

Since July 1<sup>st</sup>, I have been fully engaged in leading and managing District business while expanding my outreach to other stakeholder groups, including the local media. Listening sessions will continue to be a priority in the coming months as I gather additional evidence of the District’s strengths and areas for potential growth and development.

My schedule for the coming months includes daily visits to schools and classrooms. These school visits will afford me the opportunity to speak with school administrators, teaching and support personnel, and to witness and experience teaching, learning and student engagement.

During the months of September and October, I will conduct family and staff listening session events at each school (see schedule below). I will also create the Superintendent’s Student Advisory Council which will meet once a month starting in October. Students representing grades 7 through 12 will participate in this monthly event. The first publication of *Creating Connections* was launched on September 1, 2017 and a new issue, depicting the great things happening within the Hudson Public Schools, will go out every Friday of the academic year.

## **II - Data and Record Review**

I have also been active in analyzing District data and reviewing selected documents and reports including: collective bargaining agreements, District and School Improvement Plans, educator evaluations, curriculum materials, and more. I have also reviewed the Hudson Superintendent Search Focus Group Summary document which illustrates the community's voice, needs, and interests captured during the search process. In conjunction with the listening sessions, I will continue to explore other data points and documents in anticipation of the release of the State's 2017 Assessment and Accountability Data.

## **Timeline**

The listening sessions and data/record review process will continue through the month of December 2017. This period of time will allow me to experience all activities and processes generated from the opening of schools through the closing of the first marking period for all grade levels.

## **III - Entry Plan Findings Report**

I anticipate that my Entry Plan Findings Report will be organized into five focus areas. These areas encompass all the elements inherent in the Department of Elementary and Secondary Education's District Standards and Indicators and Essential Conditions for School Effectiveness documents.

### **Areas of Focus:**

1. Organizational Effectiveness
2. District and School Climate and Culture
3. Teaching, Learning and Student Supports
4. Communication
5. Budget Development

These areas of focus will guide the District's Leadership Team and me in crafting the new District Improvement Plan (DIP) to be in effect for 2018-2019 school year, upon School Committee approval.

### **Timeline**

The Entry Plan Findings Report will be presented to the School Committee on January 9, 2018. However, I will provide periodic updates to the School Committee to ensure continued communication and transparency to this process.

### **IV - In Closing...**

The Entry Plan process is designed to provide me with the opportunity to learn more about the Hudson school community and the community at-large during my first few months as Superintendent of Schools. I value and welcome the opportunity for continued dialogue with all stakeholder groups beyond the Entry Plan period.

The evolution of my professional career has prepared me well to assume the responsibilities of the Superintendent's position in Hudson. Yet, I will not assume that I have all the knowledge necessary to lead the Hudson Public Schools effectively. I will continue to learn and to transfer my skills in support of developing the organization's capacity to provide exceptional instructional practices and learning opportunities for all students. The Listen, Learn, Share, and Lead wheel in this document is embedded in my leadership practices and it represents my expectations of the District's Leadership Team.

I look forward to working with the School Committee members and all other stakeholders to ensure a successful academic year for all students.

## **Listening Sessions for Family and Staff**

### **Hudson High School**

Families - Monday, September 18<sup>th</sup> at 6:00 p.m. – Rm F101

Staff – Wednesday, September 13<sup>th</sup> at 3:00 p.m. – Rm F101

### **Quinn Middle School**

Families – Thursday, September 21<sup>st</sup> at 6:00 p.m. – C Wing

Staff – Friday, September 22<sup>nd</sup> at 3:15 p.m. – C Wing

### **C.A. Farley Elementary School**

Families – Monday, October 16<sup>th</sup> at 6:00 p.m. – Cafeteria

Staff – Wednesday, October 11<sup>th</sup> at 3:15 p.m. - Library

### **Forest Avenue Elementary School**

Families – Monday, October 23<sup>rd</sup> at 6:00 p.m. - Library

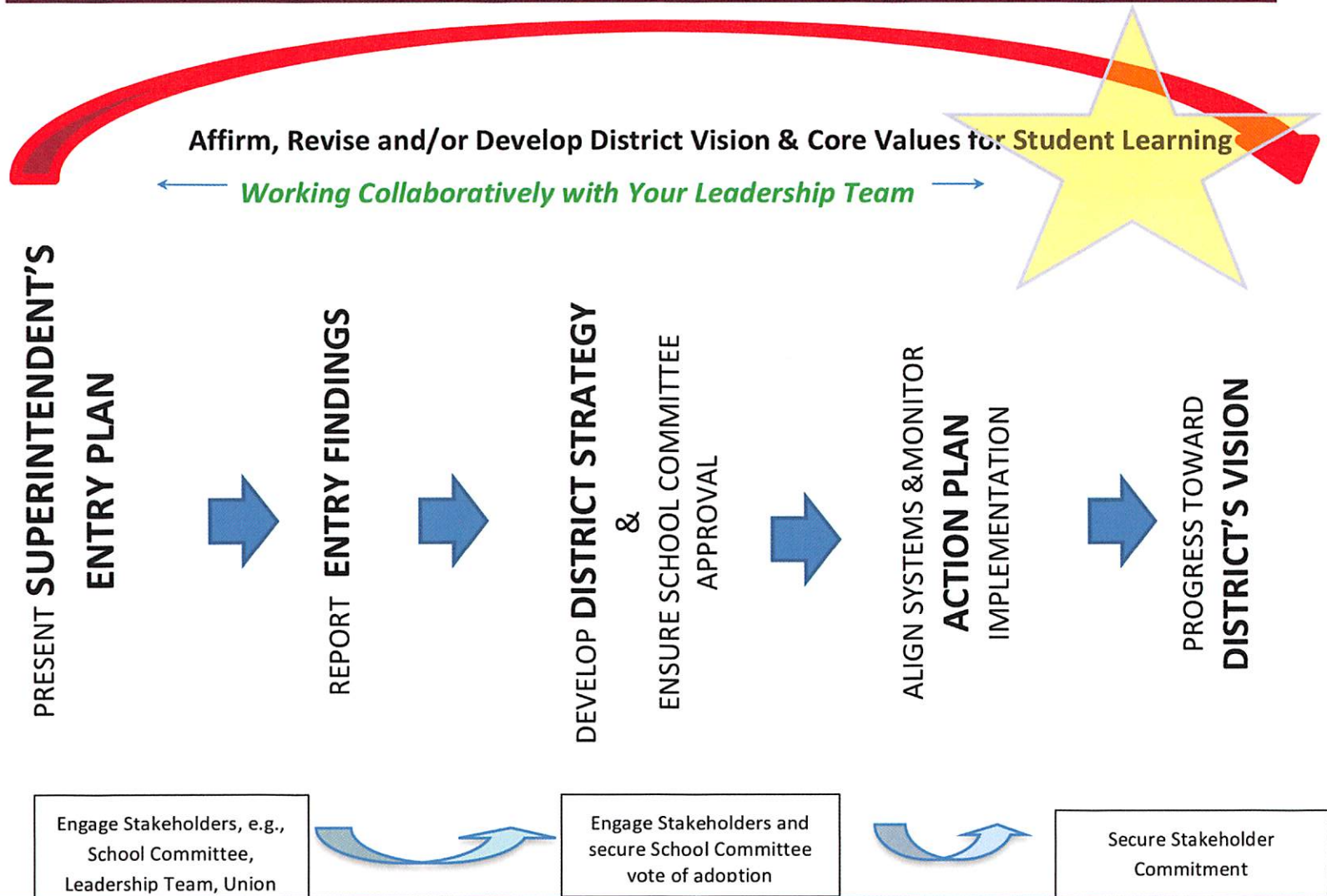
Staff – Wednesday, October 18<sup>th</sup> at 3:15 p.m. - Library

### **J.L. Mulready Elementary School**

Families – Monday, October 2<sup>nd</sup> at 6:00 p.m. - Library

Staff – Thursday, September 28<sup>th</sup> at 3:00 p.m. – Library

The New Superintendent Induction Program (NSIP) at a Glance



*Typical Timeframe:*

<b>July-August</b>	<b>September</b>	<b>January / February</b>	<b>June - September</b>	<b>September - on-going (2+ yrs)</b>
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June, 2016



# Hudson High School

69 Brigham Street · Hudson, Massachusetts 01749 · 978.567.6250  
www.hudson.k12.ma.us



Hudson Public Schools  
Achievement & Character

Brian K. Reagan, Ed.D., Principal  
Daniel R. McAnespie, Assistant Principal  
Joshua C. Otlin, Assistant Principal

## Request for Overnight Field Trip

<b>Staff Member(s) Making the Request</b>	Denise Carter		
<b>Name of Team, Organization, or Class</b>	Freshman Class		
<b>Title of Trip (be sure to include destination)</b>	Washington D.C.		
<b>Departure Date and Time</b>	Tuesday, April 24, 2018 – 8:00am		
<b>Return Date and Time</b>	Saturday, April 28, 2018 – 6:00am		
<b>Estimated Number of Student Participants</b>	120 +/-		
<b>Number and Names of Chaperones</b>	12 +/- Chaperones (based on # of participants)		
<b>Cost Per Student</b>	Tiered cost based on # of participants (\$835.00 - \$879.00)		
<b>Check One or Both</b>	<b>Curricular</b>	<input checked="" type="checkbox"/>	<b>Extra-Curricular</b>

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.

April 2018 Freshman Class overnight trip to Washington D.C. to experience all the fun and excitement that Washington D.C. has to offer while viewing the most popular sights.

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

Freshmen at Hudson High School study the foundations of democracy and functioning of our federalist system in US and the World I, their core Social Studies course. The trip to D.C. allows students to discover the nation's capital up close, supplementing and reinforcing many of the themes explored in this course.

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

In the winter and spring, students will have learned about the foundations of our democratic system. They will have taken part in simulations on the Constitutional Convention and studied in some depth how our federalist system functions. This provides students with a common framework for understanding so many of the sites and museums on this trip.

**4. Please provide a detailed itinerary.**

Preliminary sample included

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

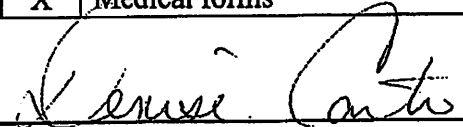
Not applicable

**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).**

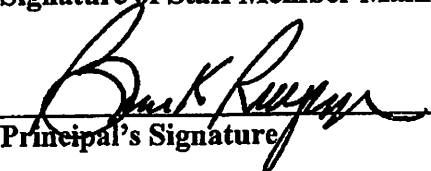
Four school days will be missed

**Please attach copies of the following if you have them:**

<input checked="" type="checkbox"/>	Permission slip
<input checked="" type="checkbox"/>	Informational letters, brochures, fliers, etc.
<input checked="" type="checkbox"/>	Medical forms

  
Signature of Staff Member Making Request

8/11/17  
Date

  
Principal's Signature

8/15/17  
Date

<b>Date of School Committee Approval:</b>	
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1375 E. Woodfield Road; Suite 530  
Schaumburg, IL 60173  
Toll Free: 800-323-6439 Fax: 847-619-0240  
[www.hemispheretravel.com](http://www.hemispheretravel.com)

**Hudson High School Washington, DC Tour Via Motorcoach**  
**Tuesday, April 24, 2018 Until Saturday, April 28, 2018**  
**5 Days and 3 Nights**

Date Prepared: 8/10/2017

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Denise Carter  
Hudson High School  
69 Brigham Street  
Hudson, MA 01749

Hello and thank you for contacting Hemisphere Educational Travel!

We appreciate the opportunity to provide you with the following tour proposal. Please keep in mind that we customize all of our tours. I will be happy to re-price the tour proposal below if you would like to include any tour upgrades or remove any existing tour components.

Upon acceptance of the tour proposal, we will discuss deposit arrangements and forward you the tour contract and participant paperwork including your customized tour itinerary. You will have the option of sending in bulk school payments or allowing individuals to send us payments directly.

We strive to build strong and lasting relationships with all of our schools and groups. If your group has specific budgetary restrictions or special needs, please let us know and we will do our best to accommodate your requests. Since we customize all of our tours, we have the flexibility to give you the tour that meets the needs of your group.

We have been showing student groups the world since 1970 and strive to provide an educational and exciting tour for your students. Should you have any questions, please call me direct at the toll free number listed above Monday through Friday.

Sincerely,

Emily Michelin - Educational Account Executive



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www.hemispheretravel.com

Hudson High School Washington, DC Tour Continued

**SAMPLE ITINERARY**

**Day 1**

- 8:00 AM Deluxe Motorcoach**  
*Deluxe motorcoach equipped with air conditioning, reclining seats, lavatory, and TVs and DVD player. Group will have exclusive use of the motorcoach for the duration of the tour. \*Please note your motorcoach may or may not be equipped with Wi-Fi, and power outlets. If you require these features, please inform your Account Executive as we will attempt to accommodate your request. There may be an additional charge.*
  
- 12:00 PM Free Time at Liberty State Park**  
**Lunch- \$10 of Meal Money Included**  
*Rest Stop En Route*
  
- 6:30 PM Dinner- Student Friendly Restaurant**  
*Bubba Gump Shrimp Company in Baltimore*
  
- 9:00 PM Approximate Arrival in Washington, DC**  
**Washington, DC Area Hotel**  
*Accommodations at a hotel similar to the Greenbelt Marriott located in the Washington, DC area. Please note that we do not hold hotel space for a group without a tour commitment; therefore, tour pricing is subject to change in the event that availability changes at the hotel.*
  
- 10:00 PM Private Overnight Hotel Security for 7 Hours**  
*Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.*

**Day 2**

- 7:00 AM Breakfast- Full Buffet Breakfast at the Hotel**  
*Hot Buffet Breakfast may include the following: eggs, pancakes, french toast, or waffles, breakfast potatoes, breakfast meats (bacon, sausage) along with fresh fruit, breakfast breads, etc. Buffet Menus may vary depending on location.*
  
- 9:00 AM Capitol Hill Tour**  
*The Capitol Hill Tour includes a Capitol Building Tour (pending availability), the outside of the US Capitol Building, Capitol Visitor Center, Supreme Court, and the Library of Congress. Groups can view the outside of the buildings on Capitol Hill. If time permits, they may enter the Supreme Court, where they will have access to the Great Hall that features marble busts of the Chief Justices. Groups may also have time to explore the Library of Congress, the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts in its collections.*
  
- 11:00 AM Lunch- \$15 of Meal Money Included**  
*Capitol Visitor's Center*
  
- 12:00 PM Library of Congress**  
*Group to explore the Library of Congress, the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts in its collections.*



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Hudson High School Washington, DC Tour Continued

**SAMPLE ITINERARY**

**1:00 PM Smithsonian Museums on the Mall**

*Visit the Smithsonian Institute Museums on the National Mall, home of over 140 million objects collected from around the world. Highlights include the Wright Brothers' biplane at the National Air and Space Museum, the Hope diamond at the Museum of Natural History, the original Star Spangled Banner at the American History Museum and the segregated rail car at the new National Museum of African American History and Culture.*

**7:00 PM Orioles Baseball Game- \$15 ticket allowance**

*Group to spend the evening at a ball game at Camden Yard pending ticket availability.*

**Dinner- \$20 of Meal Money Included**

**9:00 PM Return to the Hotel**

**10:00 PM Private Overnight Hotel Security for 7 Hours**

*Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.*

**Day 3**

**7:00 AM Breakfast- Full Buffet Breakfast at the Hotel**

*Hot Buffet Breakfast may include the following: eggs, pancakes, french toast, or waffles, breakfast potatoes, breakfast meats (bacon, sausage) along with fresh fruit, breakfast breads, etc. Buffet Menus may vary depending on location.*

**9:00 AM Newseum**

*The Newseum is the world's most interactive museum, where five centuries of news history meets up-to-the-second technology in the heart of Washington, DC. The Newseum's 14 major galleries and 15 theaters will immerse you in the world's greatest news stories — the people, the places and the times.*

**12:00 PM Lunch- \$15 of Meal Money Included**

*Newseum Cafeteria*

**1:30 PM Holocaust Museum Permanent Exhibit**

*The Museum's Permanent Exhibition presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies of the Holocaust, the world's greatest genocide.*

**\*Pending Availability\***

**3:30 PM Jefferson Memorial**

*Visit the presidential memorial dedicated to our third president on the Potomac River Tidal Basin. The memorial's design references the Roman Pantheon and Jefferson's own design for the Rotunda at the University of Virginia.*

**FDR Memorial**

*Located along the famous Cherry Tree Walk on the Western edge of the Tidal Basin, this is a memorial not only to FDR, but also to the era he represents!*

**Martin Luther King Jr. National Memorial**

*The Martin Luther King Jr. Memorial is conceived of as an engaging landscape experience. The composition of the memorial utilizes landscape elements to powerfully convey three fundamental and recurring themes of Dr. King's life: justice,*



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## Hudson High School Washington, DC Tour Continued

### SAMPLE ITINERARY

*democracy and hope. The circular geometry of the memorial, juxtaposed within the triangular configuration of the site, engages the Tidal Basin and frames views to the water.*

**5:30 PM Dinner- Student Friendly Restaurant**

**7:00 PM Lincoln Memorial**

*"In this temple, as in the hearts of the people for whom he saved the Union, the memory of Abraham Lincoln is enshrined forever." Beneath these words, the 16th President of the United States—the Great Emancipator and preserver of the nation during the Civil War—sits immortalized in marble. As an enduring symbol of freedom, the Lincoln Memorial attracts anyone who seeks inspiration and hope.*

#### **Vietnam Memorial**

*The Vietnam Wall honors members of the U.S. armed forces who fought in the Vietnam War and who died in service or are still unaccounted for. The Memorial Wall, designed by Maya Ying Lin, is made up of two black granite walls. The memorial also includes the Three Soldiers Memorial and the Vietnam Women's Memorial.*

#### **World War II Memorial**

*The World War II Memorial honors the 16 million who served in the armed forces of the U.S., the more than 400,000 who died, and all who supported the war effort from home.*

#### **Korean Memorial**

*Here, one finds the expression of American gratitude to those who restored freedom to South Korea. Nineteen stainless steel sculptures stand silently under the watchful eye of a sea of faces upon a granite wall—reminders of the human cost of defending freedom. These elements all bear witness to the patriotism, devotion to duty, and courage of Korean War veterans.*

#### **Einstein Statue**

*Located in a grove of trees near the southwest corner on the grounds of the National Academy of Sciences, the Albert Einstein Memorial honors one of the greatest minds in history. Students may climb on the statue making it an ideal group photo opportunity.*

**9:00 PM Return to the Hotel**

**10:00 PM Private Overnight Hotel Security for 7 Hours**

*Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.*

### **Day 4**

**7:00 AM Breakfast- Full Buffet Breakfast at the Hotel**

*Hot Buffet Breakfast may include the following: eggs, pancakes, french toast, or waffles, breakfast potatoes, breakfast meats (bacon, sausage) along with fresh fruit, breakfast breads, etc. Buffet Menus may vary depending on location.*

**9:00 AM Arlington National Cemetery**

*Walk among the headstones that chronicle American History and honor our nation's war heroes. View or participate in a Wreath Ceremony at the Tomb of the Unknown Soldier and witness the Changing of the Guards. Make sure to also visit the Kennedy Grave Sites and the Challenger Memorial.*



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Hudson High School Washington, DC Tour Continued

**SAMPLE ITINERARY**

**11:00 AM Iwo Jima Memorial**

*One of the first objectives of the Battle of Iwo Jima in the attack was capturing Mount Suribachi, the highest point on the island. On February 23, a flag was raised by five Marines and a Navy corpsman. The raising was witnessed by news photographer Joe Rosenthal whose Pulitzer prize winning picture of the flag raising would become a symbol of the war in the Pacific. This event is immortalized through the Iwo Jima Memorial.*

**11:30 AM Pentagon Memorial**

*The Pentagon Memorial park consists of 184 memorial units, each of which are dedicated to an individual victim by its unique placement within the collective field. The field is organized as a timeline of the victims' ages, spanning from the youngest to the oldest. This memorial provides a place for future generations to remember and reflect on September 11, and its significance for us and our nation.*

**12:30 PM Lunch- Food Coupons Included**

*L'Enfant Plaza Food Court*

**2:00 PM White House- Photo Stop Only**

*The White House is the official residence and principal workplace of the President of the United States. Group to stop for photos in front of the most famous house in America. Make sure to look for secret service men on the roof!*

**3:00 PM National Museum of the American Indian**

*The National Museum of the American Indian houses one of the world's largest and most diverse collections of its kind. The museum's sweeping curvilinear architecture, its indigenous landscaping, and its exhibitions, all designed in collaboration with tribes and communities from across the hemisphere, combine to give visitors from around the world the sense and spirit of Native America.*

**7:30 PM Medieval Times Dinner and Tournament**

*Inside the stone walls of an 11th century-style castle, Medieval Spain comes to life as six knights, donning authentic armor, clash in a jousting tournament for the title of King's Champion.*

**9:30 PM Motorcoach Departs for School**

**Day 5**

**6:00 AM Approximate Arrival at School**



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Hudson High School Washington, DC Tour Continued

**SAMPLE ITINERARY**

**Included In Your Proposed Tour (based on availability at time of booking):**

- All transportation, sites, meals, attractions and inclusions as indicated on the sample itinerary.
- 1 free chaperone package for every 10 paid participants, based on sharing double occupancy rooms (Example - 38 paid participants equals 3 free chaperones) plus 2 additional free chaperones (Tour Leader and Nurse) based on single rooms.
- \$200 of on tour cash to be given to Tour Leader (receipts required)
- Travel Cancellation and Travel Insurance provided by Travel Insured International
- Night security guard at the hotel hired specifically for your group (7 hours per night)
- Professional Tour Guide to lecture to your group (hours based on itinerary)
- All taxes and gratuities included
- Comprehensive Accident/Illness Medical Coverage, Professional Tour Operator's Liability Insurance and Consumer Protection Policies for the duration of the tour
- Each participant will receive a luggage tag and a lanyard containing 24 hour emergency contact information
- Each participant will receive a Hemisphere drawstring backpack
- All tour planning and coordinating
- Free online registration and Group Leader section available for most tours. Ask your Account Executive for details.
- Hemisphere has active memberships in SYTA (Student and Youth Travel Association), ABA (American Bus Association) and NTA (National Tour Association), requiring a standard for financial stability and industry ethics.

**Price Per Person\*:**

(For overnight groups: Quad and Triple Rooms Contain 2 Double Beds)

	Quad*	Triple*	Double*	Single*
120-145 Paid Participants Per 3 Coaches:	\$835.00	\$879.00	\$965.00	\$1,215.00
115-119 Paid Participants Per 3 Coaches:	\$849.00	\$895.00	\$975.00	\$1,235.00
110-114 Paid Participants Per 3 Coaches:	\$865.00	\$909.00	\$995.00	\$1,249.00
105-109 Paid Participants Per 3 Coaches:	\$879.00	\$925.00	\$1,009.00	\$1,265.00

\* Prices are based on current taxes and fuel prices and are subject to change up until your departure date.

\* Price is subject to change if actual number of paid participants is less than what is shown above.

• Tour components are based on availability until signed contract and/or deposit is received.

• The above tour is customizable. If you would like to make any changes, please consult your Account Executive for an updated proposal.

**Optional Tour Upgrades - Ask Your Account Executive For More Details:**

- Tour Director to meet and accompany group 24 hrs/day for the duration of the tour.
- A memory keepsake DVD from the tour. Visit [www.hemispheretravel.com](http://www.hemispheretravel.com) and click on the sample video button.
- Mount Vernon
- Washington National Cathedral
- Comedy Sportz show- Clean comedy show for all ages
- Shear Madness Comedy WhoDunnit at Kennedy Center
- Student Dinner Cruise with a D.J. on the Potomac River
- Dinner Theatre (several options in the area)
- Pizza Party/ Dance Party at the hotel with a D.J. (Based on hotel availability.)



# Hudson High School

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Hudson Public Schools  
Achievement & Character

Brian K. Reagan, Ed.D., Principal  
Daniel R. McAnespie, Assistant Principal  
Joshua C. Otlín, Assistant Principal

## Request for Overnight Field Trip

<b>Staff Member(s) Making the Request</b>	Kathleen McKenzie		
<b>Name of Team, Organization, or Class</b>	Drama Society		
<b>Title of Trip (be sure to include destination)</b>	Annual NYC Trip		
<b>Departure Date and Time</b>	April 10, 2018 at approximately 6:30 am		
<b>Return Date and Time</b>	April 11, 2018 at approximately 10:00 pm		
<b>Estimated Number of Student Participants</b>	30-40		
<b>Number and Names of Chaperones</b>	Kathleen McKenzie Deb Martin-Hardy Sarah Worrest Melissa Cherry (If needed)		
<b>Cost Per Student</b>	\$475.00		
<b>Check One or Both</b>	<input type="checkbox"/> Curricular	<input type="checkbox"/>	<input checked="" type="checkbox"/> Extra-Curricular

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 trip will depart Hudson High School via Motor Coach, provided by Suburban Tours, on the morning of the 10<sup>th</sup> and return late in the evening on the 11<sup>th</sup>. While in NYC, students will tour the city, watch two Broadway Shows, and attend a Master Class taught by an Acting Professional.

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

This trip teaches students on many levels and follows the National Standards for Advanced 9-12 Theatre Education:

- Content Standard 2- Acting...in...informal productions
- Content Standard 4- Directing...in...informal productions
- Content Standard 6- Comparing...and analyzing...various art forms
- Content Stand 7- Critiquing and constructing meaning from informal and formal...productions
- Content Standard 8- Analyzing...the role...of theatre

**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.**

Our exact itinerary has not been planned yet, but the itinerary from the 2017 is attached.

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

n/a

**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).**

Students will miss two days of school as the program only operates on Tuesdays and Wednesdays.

**Please attach copies of the following if you have them:**

✓	Permission slip
✓	Informational letters, brochures, fliers, etc.
✓	Medical forms <i>Emergency Contact</i>

*Kmekin*  
Signature of Staff Member Making Request

8-31-17  
Date

*Bank Raper*  
Principal's Signature

9/5/17  
Date

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**SUBURBAN TOURS**  
THE STUDENT TRAVEL & TOUR SPECIALISTS

**HUDSON HIGH SCHOOL  
NEW YORK CITY THEATRE  
APRIL 11 - 12, 2017  
TWO DAYS/ONE NIGHT**

**Itinerary:**

**April 11  
Tuesday**

- 6:30 a.m. Depart Hudson High School, 69 Brigham Street, Hudson, MA for New York City.  
**Note:** Brief rest stop en route.
- 11:00 a.m. Anticipated time of arrival in New York City area. Proceed to Museum of the Moving Image, 36-01 35<sup>th</sup> Avenue, New York 718-777-6800
- Arrival until 12:45 p.m. At Museum of the Moving Image (confirmation pending)
- 12:45 p.m. Board coach. Depart for Times Square
- Upon arrival Independent lunch in Times Square
- 2:30 p.m. Proceed to Madame Tussaud's, 234 W 42<sup>nd</sup> St., New York
- 2:30 - 4:30 p.m. At Madame Tussaud's
- 4:30 p.m. Proceed to Cucina & Co., Rockefeller Center 201-832-7802
- 5:15 - 6:15 p.m. Dinner at Cucina & Co.
- After dinner Proceed to the Imperial Theatre, 249 West 45<sup>th</sup> St. (Between 7<sup>th</sup> and 8<sup>th</sup> Ave).
- 7:00 - 9:30 p.m. At Broadway performance of "Natasha, Pierre, and the Great Comet of 1812" (confirmation pending)
- After performance Board coach. Depart for hotel
- Upon arrival Check into hotel.

**Continued on page two**

[www.suburbantours.com](http://www.suburbantours.com)

1250 Mineral Spring Ave., North Providence, RI 02904  
ph: 800.431.3004 · 401.723.6770 · fax: 401.723.0696 · e-mail: [travel@suburbantours.com](mailto:travel@suburbantours.com)



  
**SUBURBAN TOURS**  
THE STUDENT TRAVEL & TOUR SPECIALISTS

- 2 -

**April 12**  
**Wednesday**

- 7:15 a.m. Buffet breakfast at hotel
- 8:15 – 8:45 a.m. Hotel check out. At this time, chaperones are requested to check all student rooms and to collect all room keys and return them to the front desk. Load baggage on coaches.
- 8:45 a.m. Board coach. Depart for Ripley Grier Studios, 520 8<sup>th</sup> Avenue, 16<sup>th</sup> Floor
- 10:00 – 11:30 a.m. At “Broadway Rehearsal” workshop
- After workshop Proceed to Times Square
- 11:45 – 1:00 p.m. Independent lunch in area
- 1:00 p.m. Proceed to Brooks Atkinson Theatre, 256 West 47<sup>th</sup> St. (Between Broadway and 8<sup>th</sup> Ave.
- 2:00 – 4:30 p.m. At Broadway performance of “Waitress”
- After performance Board coach. Depart for home.  
Note: Rest and independent meal stop en route.
- 9:30 – 10:00 p.m. Anticipated time of arrival in Massachusetts area.

**Note:** All times and features on itinerary subject to change based on local conditions and requirements of group.

**Note:** Suburban Travel & Tours is not responsible for any lost, damaged or stolen articles of a personal nature. It is the responsibility of each person to take care of his or her possessions. Please DO NOT leave cash or valuables in your room.

10.10.16

[www.suburbantours.com](http://www.suburbantours.com)

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ph: 800.431.3004 · 401.723.6770 · fax: 401.723.0696 · e-mail: [travel@suburbantours.com](mailto:travel@suburbantours.com)



Hudson High School  
69 Brigham Street  
Hudson, MA 01749  
(978) 567-6250 x0131

Attention families of Hudson High Students:

As in past years, the Drama Society at Hudson High School is offering the opportunity for students to visit the sights and sounds of New York City. Subject to school committee approval, students will leave Hudson High School on **April 10, 2018 and return on April 11, 2018**. While in the city, students will have the opportunity to attend two (2) Broadway shows, a workshop led by professionals in the theatre industry, and visit up to two (2) of New York City's most famous sites. In past years we were able to see Rockefeller Center, NBC Studios, the Guggenheim, and Radio City Music Hall.

This trip will last two days and one night. Last year that trip cost \*\$475 per student. Included in this price is the following:

- Round Trip Transportation
- One Night's Accommodations in the New York City Area
- One Breakfast
- One Dinner
- Two Tickets to a Broadway Show (Ticket allocation of \$110.00 per person, actual show and seat location may impact the final cost.)
- Participate in a Broadway Classroom Workshop
- Admission to the Site Seeing Tours

Payment and updates for the trip will be as follows:

\$175.00 nonrefundable deposit due:	November 8, 2017
\$150.00 nonrefundable payment due:	December 13, 2017
Final nonrefundable payment of \$150.00 due:	January 10, 2018
New Parent Meeting:	April 3, 2018 at 6:30 PM

Please note, only students that are academically eligible will be allowed to attend the trip.

If your student is interested in visiting NYC on **April 10-11, 2018**, please sign the form at the bottom of the page and return it to Ms. McKenzie, along with your \$175.00 deposit at the October 13, 2009 Drama Society Meeting.

If you have any questions please do not hesitate to e-mail Ms. McKenzie at [kmckenzie@hudson.k12.ma.us](mailto:kmckenzie@hudson.k12.ma.us)

\*Price is for 42-49 students rooming 4 to a room.

.....  
\_\_\_\_\_ is interested in attending the NYC trip on \_\_\_\_\_, 2018.

\_\_\_\_\_  
Parent Signature      Date

**Student's Name** \_\_\_\_\_

**Hudson High School's Drama Society  
Emergency Form**

**RETURN WITH YOUR INITIAL PAYMENT**

**Please Print**

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parents'/Guardians' Names (#1) \_\_\_\_\_

(#2) \_\_\_\_\_

Primary Address \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone (Student) \_\_\_\_\_

(Parent #1) \_\_\_\_\_

(Parent #2) \_\_\_\_\_

E-Mail (Student) \_\_\_\_\_

(Parent #1) \_\_\_\_\_

(Parent #2) \_\_\_\_\_

Emergency Contact (Other Than Parents)

Name and Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Parent/Guardian's Signature:**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**OVERNIGHT SCHOOL FIELDTRIP NOTICE**

Student's Name: \_\_\_\_\_

Trip to: New York CityTrip Dates and Times: DEPART HHS AT 6:30 AM ON TUESDAY, APRIL 10, 2018 AND ARRIVE BACK AT HHS AT APX 9:30 PM ON WEDNESDAY APRIL 11, 2018Group Contact Person: KATHLEEN McKENZIE     Kmckenzie@hudson.k12.ma.us

**STUDENTS:** You must have each of your teachers and your parent/guardian sign this fieldtrip notice. Completed form must be returned to Ms. McKenzie in room C110 no later than Friday, April 6, 2018. **IT IS YOUR RESPONSIBILITY TO MAKE ARRANGEMENTS WITH EACH OF YOUR TEACHERS TO MAKE UP ANY WORK YOU WILL MISS AS A RESULT OF THIS TRIP.**

➔ **TEACHERS:** Please sign below to indicate that this student has made, or will be making arrangements with you to make up all assignments that will be missed while he/she is on the trip. **STUDENTS WILL MISS CLASSES ON TUESDAY APRIL 10 AND Wednesday APRIL 11.**

BLOCK	CLASS	TEACHER'S NAME	TEACHER'S SIGNATURE
A			
B			
C			
D			
E			
F			
G			

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## NYC 2017...What to Bring

### Money:

- Meals...\$50.00
  - MacDonald's Twice
  - Lunch on both days
- Souvenirs:
  - T-shirts...apx. \$30-\$35
  - Hoodies...\$55
  - Posters...apx. \$20
  - Pins...apx. \$10
  - Hats...\$25
  - Mugs...\$20
  - CDs...\$30

This is Equity Fights Aides time so there will be several special souvenirs that will be offered. However, these may be quite expensive so please plan accordingly.

### The Bus:

- Sealed snacks
- Sealed water
- Book/Magazine
- MP3 Player
- CELL PHONE
- Carry-on bag

### Toiletries:

- Toothbrush
- Toothpaste
- Eyewear
- Deodorant
- Hair Products  
(Shampoo/Conditioner will be provided by the Hotel)

### Clothing- Ms. McKenzie's list:

- Good walking shoes
- Business casual clothing  
(Can be worn all day and still be appropriate for the theater)
- PJs! : )

### Clothing- Students' list:

- Good walking shoes
- Comfy clothing
- 2 dressy outfits  
(Students somehow find time to change...I have no idea how they do this!)
- Dress shoes
- PJs! : )

### Medication:

- EpiPen
- Inhalers
- Scheduled Medications

Students may only bring the amount of medication that they will need for the trip. The only exception to this is for medication that is in a blister pack. All medication must be stored in the original prescription bottle.

**No "AS NEEDED" medication will be allowed on the bus. This includes, but is not limited to, Tylenol, Advil, and Motrin.**

Students will NOT be able to access their luggage once it is stowed on the bus, so bring what you need in your carry-on bag.

**NYC  
Chaperone Groups  
2017**

**Ms. McKenzie**

- Stratton Lussier
- Lauren Lattanzi
- Ghianna Deveney
- Julia Stukonis
- Aly Maki
- Bailey Bourgeois
- Jake Marrazzo
- Morgan Hill
- Dylan Andrade
- Pricilla Fonseca
- Adam Eliber
- Jacob Elibero

**Ms. Worrest**

- Emma Locke
- Emily Chaves
- Kendall Cooper
- Jack Snow
- Ahlea Tucker
- Will McLaughlin
- Rebekah Allan
- Casey Carlino
- Lindsey Spuria
- Ben Carme
- Cam Burke

**Deb Martin-Hardy**

- Ashley Wall
- Pat Fortuna
- Chaia Leibowitz
- Heahter Alzapiedi
- Amanda Lattanzi
- Emily McLaughlin
- Katie Moran
- Paige Mega
- Trevor Sawyer
- Jacob DiLauro
- Alicia Sagastume

**Hudson High School**

April 11 – 12, 2017

**ROOM 1 – Director**

Kathleen McKenzie  
Adam Elibero (son)  
Jacob Eliber (son)

**ROOM 2**

Ben Carme  
Cam Burke  
William McLaughlin

**ROOM 3**

Dylan Andrade  
Pat Fortuna  
Trevor Sawyer

**ROOM 4**

Jack Snow  
Jacob DiLauro  
Stratton Lussier

**ROOM 5 – Handicap/wheelchair accessible**

Jake Marrazzo  
Tim Leary (aide)

**ROOM 6 – NURSE**

Pat Emmons

**ROOM 7**

Paige Mega  
Kaite Moran  
Chaia Leibowitz  
Ashley Wall

**ROOM 8**

Kendall Cooper  
Emily Chaves  
Emma Locki  
Ahlea Toker

**ROOM 9**

Gianna Deveney  
Ally Maki  
Lauren Lattanzi  
Bailey Burgess

**ROOM 10 – Chaperone**

Deb Martin-Hardy

**ROOM 11**

Casey Carlino  
Pricilla Fonseca  
Morgan Hill  
Lindsey Spuria

**ROOM 12**

Emily McLaughlin  
Alicia Sagastume  
Julia Stukonis

**ROOM 13**

Heather Alzapiedi  
Rebeckah Allan  
Amanda Lattanzi

**ROOM 14 – Chaperone**

Sarah Worrest

**Please separate from group:**

**ROOM 15 – Tour Manager**

Sharon Sullivan

**ROOM 16**

Bus driver



Dr. Maryellen Brunelle, Superintendent of Auburn Public Schools, met with the Assabet Valley Collaborative Board of Directors on March 24, 2017 and expressed her district's interest in seeking membership to AVC.

Board members described what they valued about being members of AVC and highlighted the transportation, programs, FSP's wrap around services, AVC's efforts to start and complete new initiatives, job alike, professional development offerings at AVC, in-district networking with other superintendents, leadership representation at the State and national levels and a multi-faceted collaborative. Dr. Brunelle explained her district's interest and stated that AVC had a reputation for quality programs, and that the district has been pleased with placements of two students so far, as well as the comprehensive multi-district collaboration opportunities and professional development.

Dr. Cummins, Executive Director of Assabet Valley Collaborative, stated that AVC membership would be effective in FY19, however in FY18, Auburn would be considered a non-voting member and be eligible for all responsibilities and benefits, once the Board and all 16 School Committees approve the amended Collaborative Agreement.

Dr. Cummins also reported that the attorney for Assabet Valley Collaborative and DESE have stated that they do not foresee any issues or delays in the process.

Included in your packet is the letter dated April 6, 2017 from Dr. Brunelle to Dr. Cummins.



AUBURN PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT  
5 WEST STREET  
AUBURN, MA 01501  
508-832-7755 (phone)  
508-832-7757 (fax)

**Superintendent**  
Maryellen Brunelle, Ed.D.  
[mbrunelle@auburn.k12.ma.us](mailto:mbrunelle@auburn.k12.ma.us)

**Assistant Superintendent**  
Kathleen Lauzé, Ed.D.  
[klauze@auburn.k12.ma.us](mailto:klauze@auburn.k12.ma.us)

**Business Manager**  
Cecelia Wirzbicki  
[cwirzbicki@auburn.k12.ma.us](mailto:cwirzbicki@auburn.k12.ma.us)

**Director of Pupil Services**  
Rosemary Reidy  
[rreidy@auburn.k12.ma.us](mailto:rreidy@auburn.k12.ma.us)

**Director of Facilities & Maintenance**  
Joseph Fahey  
[jfahey@auburn.k12.ma.us](mailto:jfahey@auburn.k12.ma.us)

**Director of Technology**  
Eric Bouvier  
[ebouvier@auburn.k12.ma.us](mailto:ebouvier@auburn.k12.ma.us)

**Food Services Director**  
Janice King  
[jking@auburn.k12.ma.us](mailto:jking@auburn.k12.ma.us)

**Auburn High School**  
Casey Handfield  
Principal  
Eileen Donahue  
Assistant Principal

**Auburn Middle School**  
Joseph Gagnon  
Principal  
Matt Carlson  
Assistant Principal

**Swanson Road Intermediate School**  
Susan Lopez, Ed.D.  
Principal  
Michael Lavelle  
Assistant Principal

**Bryn Mawr School**  
Elizabeth Chamberland, Ed.D.  
Principal

**Pakachoag School**  
Jennifer Stanick  
Principal

**School Committee**  
George Scobie  
Chairperson

Wayne Page  
Vice Chairman

**Members:**  
Jessie Harrington  
Gail Holloway  
Dorothy Kauffman

April 6, 2017

Cathy Cummins, Ed.D.  
Executive Director  
Assabet Valley Educational Collaborative  
57 Orchard Street  
Marlborough, MA 01752

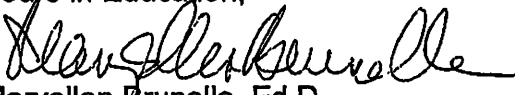
Dear Dr. Cummins,

Thank you to you, the Board and your staff for welcoming me to the March 24<sup>th</sup> Board meeting of the Assabet Valley Educational Collaborative.

At the School Committee meeting of April 5<sup>th</sup>, the School Committee voted unanimously in support of the Auburn Public School District joining the Assabet Valley Collaborative, recognizing that there are other steps that must be taken.

Please know that I look forward to joining this collegial board and in working with all of you as we support each other in educating our students.

Yours in Education,

  
Maryellen Brunelle, Ed.D.  
Superintendent of Schools

cc: Kathy Lauzé  
Rosemary Reidy  
Cecelia Wirzbicki