

PLEASE POST - NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural & Technical School District  
Annual School Committee Meeting

Essex North Shore Agricultural & Technical School  
565 Maple Street

Hathorne, Massachusetts 01937  
Media Center (Upper Level)

Thursday, January 10, 2019  
7:00 p.m.

Agenda (Revised)

1. *Call to Order*
2. *Salute to the Flag*
3. *Election of Officers*
  - a. Chairperson
  - b. Vice Chairperson
  - c. Secretary
4. *Appoint District Treasurer*
5. *Appoint Recording Secretary*
6. *Public Comment\**
7. *Approval of Meeting Minutes*

The School Committee will consider approval of the December 13, 2018 Regular Meeting Minutes.
8. *Communications*
  - a. Allocation of Votes Effective January 1, 2019
  - b. Nahant 2018 Annual Report, Esther A. Johnson, Nahant Representative
  - c. Notice of Retirement Received from Donald S. Gibson, Assistant Principal
  - d. MASC Day on the Hill – May 1, 2019
  - e. Guisti, Hingston and Company Audit Engagement Letter
9. Massachusetts School Building Authority Required Vote To Submit A Statement of Interest
10. *Subcommittee Reports*

Finance Subcommittee  
Next Meeting: Discussion to reschedule the February 6, 2019 due to conflict.

*District Policy*

Recommendation: To adopt the following policies:

- a. Educational Stability Programming
- b. Transgender and Gender Nonconforming Students
- c. School Emergency Operation Plan

Next Meeting: March 14, 2019 5:30 p.m.

Personnel Subcommittee

Next Meeting: Discussion to reschedule February 13, 2019 due to conflict

*11. Old Business*

*12. New Business*

Discussion to reschedule the February 13, 2019 School Committee meeting due to conflict.

*13. Warrant*

*14. Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A - Section 18-25)*

*15. Adjourn*

The listing of matters is those reasonably anticipated by the Chair, in accordance with M.G.L., Chapter 30A, Section 18-25. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

\*Public Participation at School Committee Meetings (File: BEDH)

Essex North Shore Agricultural & Technical School District  
Regular School Committee Meeting

Essex North Shore Agricultural & Technical School  
565 Maple Street  
Hathorne, Massachusetts 01937  
**Maple Street Bistro**  
(Main Level)

Thursday, December 13, 2018  
7:00 p.m.

**Tentative Minutes**

Members Present: F. DiLuna, Department of Agriculture  
J. O'Brien, Department of Agriculture  
G. Demsey, Department of Agriculture  
E. Armstrong, Beverly  
Vacant, Boxford  
W. Marquis, Danvers  
Vacant, Essex  
Vacant, Gloucester  
W. Lannon, Hamilton  
G. Hathaway, Lynnfield  
J. Delaney, Manchester By The Sea  
M. Strout, Marblehead  
A. Liteplo, Middleton  
E. Johnson, Nahant  
B. Griffin-Dunne, Peabody  
B. Perkins, Rockport  
J. Picone, Salem  
A. McDonald, Swampscott

Members Absent: Mr. Prazar, Mr. Nichols

Others Present: V. Gilman, C. Grant, M. Znamierowski, K. McMahon, S. Donnelly Dr. Riccio,  
J. Eberhardt/Student Representative/Carly Bates, Student Representative,  
T. Norris/Attorney, A. Greenleaf/Angell, L. Berube, B. Carr, R. Smith

*1. Call to Order*

Mr. Strout called the meeting to order at: 7:00

*2. Salute to the Flag*

*3. Public Comment\**

Mr. Strout introduced Val Gilman from Gloucester as the next representative effective January 1, 2019.

Chris Grant, the next representative from Essex was introduced. He graduated ENSATS in 2008.

Mr. Strout offered an opportunity for public comment. There was no public comment.

#### *4. Student Representatives Report*

The student representatives Johnathon Eberhart stated winter athletics are starting. He reviewed the activities the clubs are involved with.

Ms. Bates: discussed other events students are involved within the performing arts.

#### *5. Approval of Meeting Minutes*

Mr. Marquis made the motion to approve the November 15, 2018 Regular Meeting Minutes.

Mr. Hathaway seconded the motion. Mr. DiLuna recommended a type-o change. The motion passed.

Mr. Hathaway, Ms. Liteplo and Dr. Picone abstained.

#### *6. 2018 Cell Signaling Technology's Education in Grant Award*

Dr. Riccio introduced the Cell Signaling grant and the four students who will be presenting the information.

A slide show was presented to the group while the student reviewed the information. The slideshow is in packet form and part of these minutes.

Ms. McDonald: expressed her being excited about this program and how much the students already know.

Mr. Armstrong: asked how they found a teacher to teach this at ENSATS.

#### *7. Co-operative Education Program*

Mrs. Berube, Cooperative Education Coordinator provided an update regarding the Cooperative Education Program. There was a slideshow presentation provided for her presentation. She reviewed the number of students involved and employers that have students working with them. She reviewed the past three years and provided numbers of students who are working or worked on Co-ops. The numbers are lower in the health profession field due to a Human Resources transition at North Shore Medical Center. There is still strong interest in advance manufacturing. She reviewed ongoing partnerships and placements for these students. The construction management program was reviewed. Dental assisting students have some difficulty getting dental offices to work with them. There is a new co-op with the Essex County co-op. The Danvers inspection office is working with the plumbing, electrical and carpentry co-ops. New relationships that have begun were introduced. Biotech, culinary arts, DVC graphics, Health Assisting, IT and Vet Technology still struggle getting students out on co-ops. Mass hire has come in and given workshops and a career fair is planned for March, 2019.

Mr. Marquis: asked about the department heads in Danvers and their interest in the program.

Mr. Perkins: advised of a new company moving in to Rockport that has an aerospace background.

Ms. Berube: advised the group of meetings she has scheduled with potential co-op opportunities.

#### *8. Articulation Agreements*

Ms. Bonnie Carr, Director of Workforce Development and Ms. Rebecca Smith, provided an update regarding Articulation Agreements for the District.

Dr. Riccio introduced the topic and some background on articulation agreements.

Bonnie Carr presented a slideshow and passed out a packet (included with these minutes) and reviewed Articulation Agreements with programs offered here at ENSATS.

Mr. Strout supported this program for saving the students time and money for college credits.

#### *9. Ann Marie Greenleaf, DVM, CACVECC, Chief of Staff, Angell Animal Medical Center*

Mr. Strout introduced the presentation and stated that it has been recommended by the finance committee.

Dr. Riccio introduced Attorney Tim Norris and the review he has done on this MOU.

Mr. Norris reviewed the Memorandum of Understanding (part of this packet) and partnership with Angell Animal Medical Center presented to Finance Subcommittee. He reviewed the financial positions of both parties.

Ms. Greenleaf introduced some of the other Technical schools that have programs through Angell currently. She discussed some of the employment opportunities available to students after studying in this program and working in the Angell clinic at ENSATS.

Mr. Strout advised that the local veterinarians are in support of this program.

Mr. O'Brien asked when the clinic would open.

Ms. Greenleaf stated July or August, 2019 at the latest.

Mr. Strout went on to advise the group of the vetting the Finance Committee did on this program prior to tonight.

Mr. Lannan asked where the clinic would be located on campus.

Dr. Riccio described the location of the clinic on campus and what part of the existing building can be used for the clinic.

Mr. Strout advised of the low income pricing and veterans pricing available.

Dr. Picone asked about hours of operation and emergency services.

Ms. Greenleaf said they can provide urgent care but no overnight care.

Dr. Picone asked if there were any animals that will not be seen.

Ms. Greenleaf discussed some of the animals, reptiles and fowl that would not be seen.

Mr. Perkins brought up some of the grants that can be accessed to help fund the program.

Mr. DiLuna asked about the start time and lead times. Also, if large animals can be serviced.

Ms. McDonald asked about insurance for students and the animals being serviced.

Mr. Norris advised that the insurance is in place.

Mr. Perkins made the motion to accept the MOU with Angell Medical Center.

Mr. O'Brien seconded the motion. The group was unanimously in favor.

#### *10. Proposed Executive Session*

Mr. Strout made the motion to enter into Executive Session to discuss strategy with respect to collective bargaining with the Hathorne Teachers Federation, Local 1269, American Federation of Teachers and to return to Open Session.

A unanimous roll call vote was taken to enter into Executive Session at 7:41pm.

A unanimous roll call vote was taken to return from Executive Session.

The group returned from Executive Session at: 8:05

#### *11. Communications*

The group discussed the allocation of Votes (included in packet) based on the October 1, 2018 Student Enrollment.

Mr. Strout mentioned the three communities that have increased votes.

#### *12. Superintendent-Director Report*

Dr. Riccio presented the Superintendent-Director Entry Plan Update, December, 2018. A packet was given to the committee (part of these minutes).

She went on to review her Entry plan. She reviewed her primary smart goals in relationship to culture. She discussed the Book: The Culture Code and its core values. Next they will be using the book: The Talent Code. She introduced her coach Christine McGrath who is in the audience. She reviewed Grant Applications.

Dr. Picone asked if there is a grant writer to help with writing these grants.

Dr. Riccio discussed the process of writing grants and what staff might be involved.

Dr. Riccio went on to discuss stakeholder meetings which involves students, PTO, Teachers, Leadership team, Bus Driver, Clerical Unit, Farm crew, Maintenance and Facilities, Paraprofessionals, Program advisory committee, Community Organizations, Alumni Associations, and Emergency Response Teams.

Dr. Riccio went on to discuss the statewide data review, Committee Work and subcommittees, School

Emergency Operations Plan, Budget trends, NEASC, Teacher evaluation documents, Lease Agreements, Annual Town reports, Graphics students.  
Ms. Liteplo asked when the rest of the community pictures would be completed by the graphic students.

Ms. Griffin Dunne asked that the annual reports be emailed.

She added a column to the right of her smart goals for updates.

Ms. McDonald asked about the ROTC and potentially advertising that it may be a future program.

The group applauded Dr. Riccio and the entire ENSATS team

Mr. Marquis made the motion to approve the Superintendent's report. Mr. Hathaway seconded. The motion passed.

### *13. Principal Report*

Ms. Donnolly reviewed the Out of State Field Trip Requests

Mr. Marquis made the motion to approve an Out of Country Travel Proposal for request for forty-five (45) grade 12 students to visit Italy, Austria and Switzerland from April 16, 2021 to April 24, 2021.

Mr. Delaney seconded the motion. The motion passed.

Ms. Donnelly advised the group that tomorrow is the Hawk Holiday Hope fundraiser. She went on to describe the number of gifts being given and how the money was raised per class. Representatives from DCF will be onsite to collect the gifts. There will be a door decorating competition and staff/student basketball and hockey game. She passed out a packet on the Skills USA leadership.

Mr. Demsey spoke of a call he received from a lady that wanted to talk about the Larkom cottage and potential demolition.

Mr. Hathaway spoke to the group about an architect and plans for the Larkom cottage before voting on the project.

Dr. Riccio assured the group that nothing will be decided without the School Committee's vote.

The November Hawk Highlight was presented to the group. Faith Penta is the recipient.

Mr. Marquis made the motion to approve the Principal's report. Mr. Hathaway seconded the motion. The motion passed.

### *14. Subcommittee Reports*

#### *a. Financial Statements*

Mr. Perkins made the motion to accept the financial statements. Mr. Marquis seconded. The motion passed.

#### *b. Acceptance of Donation*

Mr. Perkins made the motion to accept the donation of \$1,000 from the Employee Directed Giving, Cummings Properties, to the Cosmetology Career & Technical Education Program. Mr. Marquis seconded the motion. The motion passed

Next Meeting: January 2, 2019

District Policy Subcommittee

Next Meeting: March 14, 2019 (5:30 p.m.)

Personnel Subcommittee

Next Meeting: February 7, 2019 (5:30 p.m.)

Mr. Strout announced that the next January 10 meeting will be the annual dinner and reorganization meeting. A Chair, Vice Chair and secretary will be nominated.

### *15. Old Business*

### *16. New Business*

### *17. Warrant*

Mr. Perkins made the motion to approve the warrant and place on file for audit. Mr. Marquis seconded the motion. The motion passed.

Ms. Johnson announced that she will be resigning and submitting her letter in 2019. She will attend

the January 10<sup>th</sup> meeting as her last.

*18. Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Section 18-25)*

*19. Adjourn*

Mr. Strout made the motion to adjourn at: 9:03. Mr. Lannon seconded the motion. The motion passed.

The meeting adjourned at: 9:03 pm

Respectfully submitted by: *The Recording Secretary*

*The listing of matters includes those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Section 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

\*Public Participation at School Committee Meetings (File: BEDH)

**ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT**  
**562 MAPLE STREET, HATHORNE, MA 01937**

8a

**TO:** School Committee Members

**FROM:** Heidi T. Riccio, Ed.D.  
Superintendent-Director

**RE:** Allocation of Votes

**DATE:** December 10, 2018

As required by the District Agreement, the weighted votes are adjusted to reflect the student enrollment as of October 1. The District Agreement states:

*Section 2.5 Allocation of Votes*

*Each Member shall in any Committee vote or election be entitled to cast one vote. In addition, those Members representing Member Municipalities shall be entitled to cast one additional vote for each fifty students, or major portion thereof, who are residents of the Member's municipality and who are enrolled as full-time students in grades 9 through 12, inclusive, in any school operated by the District as of October 1 of the preceding calendar year.*

*By way of illustration, additional votes for Member Municipalities with enrollments greater than 25 students shall be allocated as follows:*

Enrollment	Additional Votes
26 to 75	1
76 to 125	2
126 to 175	3
176 to 225	4
226 to 275	5
276 to 325	6
326 to 375	7

Effective January 1, 2019 the breakdown of weighted votes is as follows:

COMMUNITY	ENROLLMENT	WEIGHTED VOTE
Beverly	115	4
Boxford	18	1
Danvers	150	4
Essex	17	1
Gloucester	98	3
Hamilton	12	1
Lynnfield	30	2*
Manchester-by-the-Sea	9	1
Marblehead	43	2
Middleton	47	2
Nahant	9	1
Peabody	289	7
Rockport	28	2
Salem	177	5
Swampscott	30	2*
Topsfield	18	1
Wenham	11	1

Members appointed by the Commissioner of the Massachusetts Department of Agricultural Resources shall cast one vote each as provided in the Enabling Act.

\*Weighted Vote Increase



## Essex North Shore Agricultural and Technical School

Essex North Shore Agricultural and Technical School (ENSATS) is Massachusetts' newest regional technical and agricultural high school, serving 17 member communities on the North Shore and over 35 surrounding communities. The ENSATS mission is to create a culture of academic and technical excellence.

Twenty-five career technical and agricultural programs are available to students from member communities while students from out of district communities select from 8 agricultural areas.

The school is organized into two academies. The East Academy includes-Advanced Manufacturing, Automotive Collision, Repair and Refinishing, Automotive Technology, Companion Animals, Culinary Arts, Design and Visual Communications, Engineering Technology, Equine Studies, Graphic Communications, Natural Resources, Sustainable Horticulture, and Veterinary Science. The West Academy includes- Arboriculture, Biotechnology, Environmental Technology, Carpentry, Cosmetology, Dental Assisting, Electrical, Health Assisting, HVAC-R, Masonry, Landscaping and Plumbing.

As of December, 2018, there are nine Nahant Students attending Essex North Shore Agricultural and Technical School (Grade 9-one, Grade 10-three, Grade 11-four and Grade 12-one).

On November, 7<sup>th</sup>, 2018, two instructors and twenty students from ENSATS Carpentry Program visited the Johnson Elementary School for a site visit and to listen to the JES Student Council, faculty and Principal Kevin Andrews describe JES' proposed Natural Outdoor Furniture and Play Center. After the presentation, they helped JES students clear and spread mulch in the proposed area behind the Johnson School. The carpentry students are building many of the components/furniture for the Natural Playground and will return in Spring, 2019 to install them.

In 2018 the ENSATS School Committee selected a new Superintendent-Director, Heidi T Riccio, Ed D., a dedicated educator with experience, knowledge, compassion and a great understanding of her important role interacting with member communities.

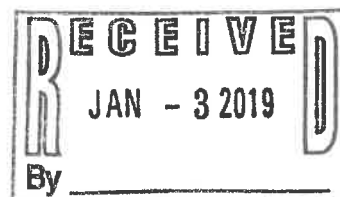
After four years of representing Nahant on the Essex North Shore Agricultural and Technical School, I will be stepping down from my appointed position. It has been an honor representing Nahant and a privilege to sit on a school board with such dedicated volunteers and also to interact with ENSTATS amazing faculty and student body.

However, I will continue to support this wonderful school and take advantage of some of the services ENSTATS provides to community residents including: The Maple Street Bistro and Café; the Salon; Pet Grooming; Automotive and Collision Repair; Automotive Technology; and Blooming Design. If you are interested in any of these services visit ENSTATS website at [essexnorthshore.org](http://essexnorthshore.org).

Respectfully Submitted

Esther A. Johnson

**Donald S. Gibson**  
**10 Roosevelt Ave**  
**Dracut, Ma 01826**



November 17, 2018

Dr, Riccio,

I am writing this letter to inform you of my intent to retire from Essex North Shore Agricultural and Technical School district effective August 19, 2019. It has been my great pleasure to be part of the team of that worked to establish this school district. This work started long before I joined the North Shore Technical School District and will continue after I am gone. It's a feeling of pride that I played some small role in it's creation. I have thoroughly enjoyed working with all members of the Essex North Shore community. We as a community have been able to overcome any challenges presented to us as well as take pleasure in the many successes we achieved as a team. I have no doubt that in our fifth year we are headed in the right direction and will no doubt become a model for all public schools in the future. Although I will no longer be a member of the staff I will always be a member of the community that we all have and will continue to establish as a district our sending communities can be proud of.

Sincerely,

Donald S. Gibson



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109

(617) 523-8454 (800) 392-6023 fax: (617) 742-4125

Carol Grazio, Operations Director

cgrazio@masc.org

December 6, 2018

Heidi Riccio, Superintendent  
Essex-North Shore Reg Agricultural  
PO Box 346  
562 Maple Street  
Hathorne, MA 01937

RE: Day on the Hill - Wednesday, May 1, 2019

Dear Superintendent Riccio:

Each year the Massachusetts Association of School Committees, Inc. holds a lobbying day (Day on the Hill) for School Committee members and Superintendents across the state. Day on the Hill is scheduled for Wednesday, May 1, 2019 at the State House in Boston.

The lunch provided by the vocational schools is the highlight of the day. It is a wonderful opportunity to showcase both the vocational schools and the students who attend. The Legislators who attend the lunch get a taste of what our students are capable of and see, firsthand, the products of vocational education.

We are fortunate to have Chef Lou Trudeau of Assabet Valley coordinating this event for us again this year. If you are interested in having your district participate again this year, please contact him by January 28, 2019

Email: [ltrudeau@assabet.org](mailto:ltrudeau@assabet.org)

Telephone: 508-485-9430 ext 2868

I hope you will take advantage of this opportunity. Please contact me if you have any questions, or want additional information.

Very truly yours,

Carol A. Grazio  
Operations Director

*Giusti, Hingston and Company*

8e

Certified Public Accountants

36 Jackman Street, Unit One

Georgetown, MA 01833

Tel: 978-352-7470 Fax: 978-352-8812

Email: [office@GiustiHingston.com](mailto:office@GiustiHingston.com)

December 14, 2018

Essex North Shore Agricultural  
and Technical School District  
562 Maple Street  
P.O. Box 362  
Hathorne, MA 01937

Dear Members of the School Committee:

Professional standards require that we communicate certain matters during our audit.

Attached please find a copy of our audit engagement letter that includes the required information. If you have any questions or would like to discuss any audit related matters please feel free to call.

Sincerely,

*James J. Giusti*

James J. Giusti  
Certified Public Accountant

# *Giusti, Hingston and Company*

Certified Public Accountants

36 Jackman Street, Unit One

Georgetown, MA 01833

Tel: 978-352-7470 Fax: 978-352-8812

Email: office@GiustiHingston.com

COPY

March 17, 2017

To the Members of the School Committee  
Essex North Shore Agricultural  
and Technical School District  
562 Maple Street  
P.O. Box 362  
Hathorne, Massachusetts 01937

We are pleased to confirm our understanding of the services we are to provide for the Essex North Shore Agricultural and Technical School District for the years ended June 30, 2018 and 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Essex North Shore Agricultural and Technical School District as of and for the years ended June 30, 2018 and 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Essex North Shore Agricultural and Technical School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Essex North Shore Agricultural and Technical School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Any references to objective, procedures or reporting related to the Single Audit Act, the Schedule of Expenditures of Federal Awards or the Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) will only be applicable when the Single Audit Act threshold is met.**

We have also been engaged to report on supplementary information other than RSI that accompanies the Essex North Shore Agricultural and Technical School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of Expenditures of Federal Awards (if applicable).

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the



fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on-

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the School Committee of the Essex North Shore Agricultural and Technical School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

### **Management Responsibilities**

Management is responsible for the financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible

for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.



Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests



will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Essex North Shore Agricultural and Technical School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Uniform Guidance Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Essex North Shore Agricultural and Technical School District's major programs. The purpose of these procedures will be to express an opinion on the Essex North Shore Agricultural and Technical School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Engagement Administration, Fees and Other**

The audit documentation for this engagement is the property of Giusti, Hingston and Company and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to your cognizant agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purpose of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Giusti, Hingston and Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the cognizant agency or oversight agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services including out-of-pocket costs (such as report reproduction, typing, postage, travel, copies, telephone, etc.) will be \$22,500 for fiscal years ended June 30, 2018 and 2019. Our invoices for these fees will be rendered as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

**In addition to the audit services described above, our fee includes performing the Agreed Upon Procedures engagement for the School Department's Pupil and Financial Report.**

Our fee is based on the assumption that the District will provide us with the following financial records:

1. A trial balance.
2. Outstanding lists for all accounts receivable (reconciled to the general ledger).
3. Reconciled bank statements for all accounts (including trust funds).
4. A reconciliation of the Treasurer's cash to the Accountant's general ledger.
5. Subsidiary revenue and expenditure ledgers that are reconciled to their respective control accounts.
6. A detailed listing of outstanding short term debt (including interest rates, issue dates and maturity dates).
7. A long term debt amortization schedule.

In order to comply with the Governmental Accounting Standards Board (GASB) Statement Number 34, the following information will need to be provided to us:

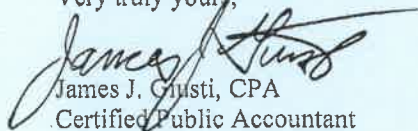
1. Fixed asset listings subtotaled by asset type (i.e. equipment) and by function (i.e. public safety).
2. Depreciation Schedules subtotaled by asset type and by function.
3. A listing of assets acquired and disposed of during the current fiscal year (including information related to "Trade-Ins").
4. Management's Discussion and Analysis (MD&A). We will provide you with guidance on the requirements of MD&A.

Marie Znameriowski has been designated as the individual responsible for overseeing our services and (including non audit services) for reviewing the related reports.

*Government Auditing Standards* require that we provide you with a copy of our most recent quality control review report. Our most recent peer review report accompanies this letter.

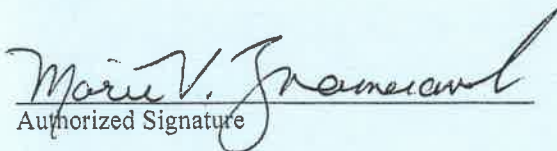
We appreciate the opportunity to be of service to the Essex North Shore Agricultural and Technical School District, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

  
James J. Giusti, CPA  
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of the Essex North Shore Agricultural and Technical School District.

  
Authorized Signature

4/12/2017  
Date

215 Pleasant St. Fl. 4 – PO Box 3634  
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020  
Fax: (508)672-4938

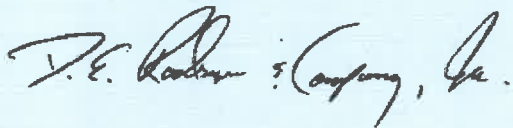
System Review Report

To Giusti, Hingston & Company and the Peer Review Committee of the  
Massachusetts Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Giusti, Hingston & Company, (the Firm) in effect for the year ended May 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of Giusti, Hingston & Company in effect for the year ended May 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)*, or *fail*. Giusti, Hingston & Company has received a peer review rating of *pass*.



October 11, 2016

*Where Your Financial Success Begins*

Member: American Institute of Certified Public Accountants - Division for Firms  
Web: [WWW.Rodriguesccounting.com](http://WWW.Rodriguesccounting.com) Email: [Doug@rodriguesaccounting.com](mailto:Doug@rodriguesaccounting.com)





# ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

Heidi T. Riccio, Ed.D.  
Superintendent-Director

## Statement of Interest

### FORM OF VOTE

Resolved: Having convened in an open meeting on January 10, 2019, prior to the SOI submission closing date, the Essex North Shore Agricultural & Technical School District Committee, of Hathorne, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent-Director to submit to the Massachusetts School Building Authority the Statement of Interest Form dated February 15, 2019 for the Essex North Shore Agricultural & Technical School District located at 562 Maple Street, Hathorne, Massachusetts which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future.

**Priority 5:** Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers heating and ventilation systems to increase energy conservation and decrease energy related costs in a school facility. Brief description of deficiencies:

- 1. Mechanical HVAC System** – Current state of Low Pressure Steamed Systems is inefficient; pumps and steam lines are deteriorating; underground steam lines are leaking.
- 2. Roof** - Approximately thirty (30) years old.
- 3. Doors and Windows** - Single pane, not energy efficient;

and hereby further specifically acknowledges that by submitting this Statement of Interest form, the Massachusetts School Building Authority in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Regional School District to filing an application for funding with the Massachusetts School Building Authority.



## Educational Stability Programming

The McKinney-Vento Homeless Assistance Act and the Elementary and the Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) of 2015, ensure educational rights and protections for children and youth experiencing homelessness. The Massachusetts Department of Elementary and Secondary Education has adopted Section 725(2) of this Act regarding the definition of homeless children and youth to include:

*Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. This definition shall include: children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and unaccompanied youth a youth not in the physical custody of a parent or guardian.*

The Essex North Shore Agricultural and Technical School District (ENSATSD hereafter) and Essex North Shore Agricultural and Technical School are committed to ensuring continued enrollment, attendance, and the opportunity to succeed in school for homeless youth, including but not limited to those youth engaged in the foster care system and unaccompanied youth consistent with ESSA (2015) excerpts related to Title 1 Part A foster care enrollment provisions. Furthermore, ENSATSD is committed to ensuring that students experiencing housing or living transitions due to a family member's military status or connection will be afforded every opportunity to experience a consistent and stable educational experience with the district.

### **Identification**

Faculty and staff will be trained at least once annually regarding the process for identifying students who may be eligible for supports and services under the McKinney-Vento Act or other above considerations. This training will be provided by the District's Homeless Education Liaison or designee. The training shall include but not be limited to ensuring faculty and staff have access to definitions regarding eligibility and an understanding of the process for referring students to proper authorities in the building in a timely and careful manner that ensures students confidentiality consistent with FERPA. Additionally, transportation staff are trained by the Transportation Manager to identify and report any concerning changes or disruptions to a student's transportation patterns as they may relate to this status.

## **Notice of Rights Under McKinney-Vento**

***Attendance and Success:*** Identified students and/or unaccompanied youth have the right to fully attend and participate in all school activities, classes, educational opportunities, meals, social and athletic events, clubs, teams, and other services. These students, their parents/guardians and/or caretakers will be provided information by the District Homeless Education Liaison or designee regarding their rights under McKinney-Vento as well as available services and supports.

### **Barriers to Continued Enrollment**

ENSATSD will presume that it is in the best interest<sup>1</sup> of identified students to maintain their enrollment in their school of origin, Essex North Shore Agricultural and Technical School, and furthermore, in their Career Technical Program, through the end of the school year in which the student obtains permanent housing, despite their temporary residency due to homelessness or unaccompanied youth status, except when doing so is contrary to the request of the student's parent/guardian, or in the case of an unaccompanied youth, the youth. Furthermore, the district will ensure that these students have the opportunities to meet the same challenging State academic and Career Technical Education (CTE) standards as other children and youth. In order to facilitate this, the District Homeless Education Liaison or designee will coordinate the following services and supports:

***Transportation:*** ENSATSD policies ensure that enrolled students have access to transportation up to a 20 mile radius from campus. The Homeless Education Liaison or designee will coordinate with the Transportation Manager or designee to identify bus routes and stops as necessary when a student's residence has changed due to McKinney-Vento considerations. This is done discreetly and privately to ensure that the student and family's personal circumstances are kept confidential consistent with FERPA. Should a student require transportation beyond the districts' 20 mile perimeter, the Transportation Manager will work with the district of residence and/or community based contacts to arrange for transportation. Allocations will be committed in the district budget annually to support this service in anticipation of possible need. Title I funds may also be considered as well as necessary and appropriate.

***School Based Meals:*** Students identified and deemed eligible for services, supports and protections under McKinney-Vento will be designated eligible for participation in Federal, State, or local food programs. The District Homeless Education Liaison will collaborate with Food Services personnel to ensure timely if not expedited access to participation in Federal, State, or local food programs.

***Supplies/Fees:*** Students identified under McKinney-Vento will be provided with the necessary school supplies, including but not limited to supplies needed to access their Career Technical Program (e.g.: uniforms, tools, etc.) and/or athletics/extracurricular programs (e.g.: waiver of athletic fees; support with Skills USA travel or conference fees, etc.). Furthermore, students will be advised of post-secondary planning opportunities and eligibility for fee waivers for post-secondary applications (e.g., FAFSA). Allocations will be committed in the district budget annually to support this service in anticipation of possible need. Title I funds may also be considered as well as necessary and appropriate.

***Access to School-Based Support Services:*** Collaborative efforts will be made to provide identified students with appropriate school-based supports. This will primarily be facilitated by the school based counselors and/or Assistant Principals consistent with the District Curriculum Accommodation Plan (DCAP).

## **Dispute Resolution**

In the event that ENSATSD determines that it will deny a student's continued enrollment or right to enroll in the school selected by the parent/guardian/unaccompanied minor, ENSATSD will comply with the notice and dispute resolution process established by DESE.

## **Family and Community Collaboration**

The District Homeless Education Liaison or designee will provide proper and necessary outreach to parents/guardians, caretakers and/or unaccompanied youth of identified students consistent with FERPA and McKinney-Vento guidelines. The District Homeless Education Liaison or designee will review the student and family's rights. Furthermore, the District Homeless Education Liaison or designee will remind parent/guardians, caretakers and/or the unaccompanied youth that ENSATSD will not require residency verifications from host families to meet residency requirements otherwise expected to ensure proper school and/or CTE program enrollment.

The District Homeless Education Liaison or designee will also offer the following:

***Access to Health Insurance:*** Families will be offered information to access Mass Health as needed and appropriate.

***Access to Shelter Resources:*** Families will be offered information to access Shelter resources as needed and appropriate.

***Access to Community Based Supports:*** When appropriate, the District Homeless Education Liaison or designee may help facilitate referrals to community based social service agencies.

\*\*\*\*\*

To identify a student eligible for support and intervention consistent with the McKinney-Vento Act,

contact: Sandra Goldstein, MSW, Guidance Director  
ENSATSD District Homeless Education Liaison  
[sgoldstein@essextech.net](mailto:sgoldstein@essextech.net) (978) 304-4700

Should a concerns regarding ENSATSD's implementation of this policy arise, please forward a written statement to:

The Office of the Superintendent  
Essex North Shore Agricultural and Technical School District  
562 Maple Street  
Hathorne, MA 01937

*For more information see also:*

**MA Department of Elementary and Secondary Education** <http://www.doe.mass.edu/mv/haa/>  
**-McKinney-Vento Homeless Education Assistance Act Education of Homeless Children and Youth**  
**Program**  
**-McKinney-Vento Homeless Education Assistance - Advisories**

**MA Department of Elementary and Secondary Education** <http://www.doe.mass.edu/sfs/foster/>  
**-Educational Stability for Students in Foster Care**

1. "Best interest of the child" shall be determined utilizing the guidance provided in G-2: "In determining a child or youth's best interest, an LEA must, to the extent feasible, keep a homeless child or youth in the "school of origin" unless doing so is contrary to the wishes of the child or youth's parent or guardian, or unaccompanied youth."





## POLICY ON TRANSGENDER AND GENDER NONCONFORMING STUDENTS

This document was adapted from:

MODEL DISTRICT POLICY ON TRANSGENDER AND GENDER NONCONFORMING STUDENTS, Model Language, Commentary & Resources, Sept. 2016

***“An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011)***, which became effective on July 1, 2012, amended several Massachusetts statutes prohibiting discrimination on the basis of specified categories, to include discrimination on the basis of gender identity. Among the statutes amended is G.L. c. 76, § 5, prohibiting discrimination on the basis of gender identity against students who enroll in or attend the public schools. G.L. c. 76, §5 now reads as follows:.. “No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, *gender identity*, religion, national origin or sexual orientation.” In June 2012, the Massachusetts Board of Elementary and Secondary Education (now known as MA Department of Elementary and Secondary Education, MA DESE hereafter) adopted revised Access to Equal Education Opportunity Regulations, 603 CMR 26.00, and Charter School Regulations, 603 CMR 1.00, to reflect the broadened student anti-discrimination provision in G.L. c. 76, § 5. Subsequently, MA DESE developed guidance around this legislation to “create a culture in which transgender and gender nonconforming students feel safe, supported, and fully included, and to meet each school's obligation to provide equal educational opportunities for all students, in compliance with G.L. c. 76, § 5 and the state regulations.” Source: MA DESE *Guidance for Massachusetts Public Schools: Creating a Safe and Supportive School Environment*.

Essex North Shore Agricultural and Technical School District’s (ENSATSD, hereafter) policy is aligned to the aforementioned laws, regulations, mandates, and advisories, as well as the District’s existing policies and mission statement, in a concerted and dedicated effort to:

- (1) Foster an educational environment that is safe, welcoming and free from stigma and discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression;
- (2) Facilitate compliance with local, state and federal laws concerning bullying, harassment, privacy and discrimination and;
- (3) Ensure that all students have the opportunity to express themselves and live authentically.

**Definitions:**

These definitions are provided not for the purpose of labeling students but rather to assist in understanding this policy and the legal obligations of school and district personnel. Students may or may not use these terms to describe themselves or their experiences.

**GENDER EXPRESSION:** The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.

**GENDER IDENTITY:** “A person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose.” M.G.L. c. 4, § 7(59).

**GENDER NONCONFORMING:** A term for people whose gender expression differs from stereotypical expectations, such as “feminine” boys, “masculine” girls, and those who are perceived as androgynous. This includes people who identify outside traditional gender categories or identify as multiple genders. Other terms that can have similar meanings include gender diverse, gender expansive, gender variant, and gender atypical.

**NONBINARY/GENDERQUEER:** Terms used by those who identify with neither, both, or a combination of genders.

**SEXUAL ORIENTATION:** A person's romantic and/or physical attraction to people of the same or opposite gender or other genders. Transgender and gender nonconforming people may have any sexual orientation.

**TRANSGENDER:** An adjective describing a person whose gender identity or expression is different from that traditionally associated with an assigned gender at birth.

**TRANSITION:** The process in which a person goes from living and identifying as one gender to living and identifying as another. Transition is a process that is different for everyone, and it may or may not involve social, legal, or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected.

### **Bullying, Harassment, and Discrimination:**

Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression is prohibited by law and as such within ENSATSD. It is the responsibility of ALL staff to ensure that ALL students, including transgender and gender nonconforming students, have the opportunity to experience and benefit from a safe and nurturing school environment. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given prompt attention, including investigating the incident, taking age and developmentally appropriate action, and providing students and staff with appropriate resources and supports. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying, or harassment complaints. See also: [\*ENSATSD Bullying Policy\*](#), [\*ENSATSD Discrimination and Harassment Policy\*](#) and [\*ENSATSD Discrimination and Harassment Investigation Procedures\*](#) and/or the [\*Student Handbook\*](#).

### **Privacy/Confidentiality of Transgender and Nonconforming Gender Status:**

ENSATSD shall ensure that all personally identifiable and medical information relating to transgender and gender nonconforming students shall be kept confidential in accordance with applicable local, state, and federal privacy and student record laws. School staff shall not disclose any information that may reveal a student's transgender or nonconforming gender status to others, including parents or guardians and other school staff, unless legally required to do so or unless the student has authorized such disclosure. In rare instance that a school is legally required to disclose a student's transgender status, the school should provide the student an opportunity to make that disclosure themselves, where practicable. This would include providing the student with any support services the student would need to make the disclosure in a safe and supportive environment. Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. The fact that a student chooses to use a different name, to transition at school, or to disclose their transgender status to staff or other students does not authorize school staff to disclose a student's personally identifiable or medical information. When contacting the parent or guardian of a transgender or gender nonconforming student, school staff should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise. (See "Student Transitions" below.)

### **Names, Pronouns, and School Records:**

Every student has the right to be addressed by a name and pronoun that correspond to the student's gender identity. Regardless of whether a transgender or gender nonconforming student has legally changed their name or gender, schools will allow such students to use a chosen name and gender pronoun that reflect their identity. It is recommended that school staff privately ask transgender or gender nonconforming students how they want to be addressed in class and in the school's communication with the student's parents or guardians. Some transgender and gender nonconforming youth may feel most comfortable being addressed by gender-neutral pronouns such as "they" or just referred to by their names (without pronouns). If the student has previously been known at school by a different name, the school administration will direct school personnel to use the student's chosen name and appropriate pronouns. To ensure consistency among administrators and staff, every effort will be made to immediately update student education records (such as attendance reports, class rosters for substitutes, school IDs, transcripts, electronic records, etc.) with the student's chosen name and appropriate gender markers. Records with the student's birth name and gender will be kept in a separate, confidential file. School staff or administrators may be specifically required by law to report a student's legal name or gender.

### **Access to Restrooms, Locker Rooms, and Changing Facilities:**

With respect to all restrooms, locker rooms or changing facilities, students shall have access to facilities that correspond to their gender identity. Students, including non-binary students, should determine which facilities are consistent with their gender identity. ENSATSD has also designated a number of student and faculty restrooms as gender neutral facilities and designated one additional locker room as a gender neutral locker room. Should a student still be uncomfortable using a shared gender-specific facility or the gender neutral facilities, regardless of the reason, every effort will be made, upon the student's request, to offer the student a safe and non-stigmatizing alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, *requiring* a transgender or gender nonconforming student to use a separate space threatens to publicly identify and stigmatize the student as transgender and is prohibited by law. Under no circumstances may students be *required* to use gender specific facilities that are inconsistent with their gender identity.

### **Physical Education Classes and Intramural and Interscholastic Athletics:**

All students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. Furthermore, all students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity, under the guidelines established by the Massachusetts Interscholastic Athletic Association (MIAA). The MIAA states the following:

“In this regard, the school district shall determine a student’s eligibility to participate in a MIAA gender specific sports team. Accordingly, when a school district submits a roster to the MIAA, it is verifying that it has determined that the students listed on a gender specific sports team are entitled to participate on that team due to their gender identity and that the school district has determined that the expression of the student’s gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics. Students who wish to participate on a MIAA gender specific sports team that is different from the gender identity listed on the student’s current school records are advised to address the gender identification issue with the local school district well in advance of the deadline for athletic eligibility determinations for a current sports season. Students are not permitted to try out simultaneously for MIAA sports.”

*Source: [MIAA Gender Identity Policy Clarification 11/13/14](#).*

#### **Other Gender-Based Activities, Rules, Policies and Practices:**

As a general matter, schools should evaluate all gender-based activities, rules, policies, and practices — including classroom activities, school ceremonies, and school photos — and maintain only those that serve an important educational purpose. Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

#### **Dress Code:**

Students shall have the right to dress in accordance with their gender identity and expression, including maintaining a gender neutral appearance within the constraints of the dress codes, uniform and/or personal protective equipment expectations adopted by ENSATSD. School staff shall not enforce a school’s dress code more strictly against transgender and gender nonconforming students than other students.

#### **Student Transitions:**

The school shall accept the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred programs, activities, and facilities consistent with their gender identity. Each student has a unique process for transitioning. The school shall customize support to optimize each student’s equal access to the District’s educational programs and activities.



**Training and Professional Development:**

ENSATSD shall conduct training for staff members on their responsibilities under applicable laws and this policy, including teachers, administrators, counselors, social workers, and health staff. Information regarding this policy shall be incorporated into training for new school employees. The content of such professional development shall include, but not be limited to: (i) terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents; (ii) developmentally appropriate strategies for communication with students and parents about issues related to gender identity and gender expression that protect student privacy; (iii) developmentally appropriate strategies for preventing and intervening in bullying incidents, including cyberbullying; (iv) classroom-management practices, curriculum, and resources that educators can integrate into their classrooms to help foster a gender-inclusive environment for all students; (v) school and District policies regarding bullying, harassment, discrimination, and suicide prevention and responsibilities of staff.

**Publications: (\*upon ENSATSD School Committee Approval).**

This policy is available to students, parents/guardians, and staff on our website at [www.EssexNorthShore.org](http://www.EssexNorthShore.org) (in the District, Staff and Families sections) and in the Student Handbook. This policy is also available in print upon request to the Principal. To request the policy in a language other than English, written requests can also be forwarded to the Principal or by email [translations@essextech.net](mailto:translations@essextech.net)

**School Based Contact and Support Information:**

Students and families, faculty, staff, and administration are encouraged to contact a student's guidance counselor and/or the Director of Guidance to seek information or support with addressing any requests, issues, or concerns related to this policy. Specific Guidance Counselor contact information can be found at [EssexNorthShore.org/student-services/guidance/](http://EssexNorthShore.org/student-services/guidance/)

**For additional information:**

[Student Handbook](#)

[ENSATSD Harassment and Discrimination Policy](#)

[ENSATSD Harassment and Discrimination Reporting and Investigation Procedures](#)

[ENSATSD Bullying Policy](#)

**References:**

-[MODEL DISTRICT POLICY ON TRANSGENDER AND GENDER NONCONFORMING STUDENTS Revised February 2016 GLSEN & National Center for Transgender Equality](https://www.glsen.org/article/transgender-model-district-policy)  
<https://www.glsen.org/article/transgender-model-district-policy>

-[MA DESE Safe Schools Program for LGBTQ Students; Guidance for Massachusetts Public Schools Creating a Safe and Supportive School Environment Nondiscrimination on the Basis of Gender Identity](http://www.doe.mass.edu/sfs/lgbtq/GenderIdentity.html)  
<http://www.doe.mass.edu/sfs/lgbtq/GenderIdentity.html>

-[MIAA Gender Identity Policy Clarification](http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/GenderIdentityIcon.pdf)  
[http://www.miaa.net/gen/miaa\\_generated\\_bin/documents/basic\\_module/GenderIdentityIcon.pdf](http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/GenderIdentityIcon.pdf)

APPROVED & ADOPTED: ENSATSD SCHOOL COMMITTEE \_\_\_\_\_