

PLEASE POST - NOTICE OF PUBLIC MEETING

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

Essex North Shore Agricultural and Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro

Wednesday, April 10, 2019
6:00 p.m.

Agenda

1. *Call to Order*
2. *Salute to the Flag*
3. *Student Representatives Report*
4. *Public Comment**
5. *Approval of Meeting Minutes*
The School Committee will consider approval of the March 14, 2019 Regular Meeting Minutes.
6. *Essex Sports Center*
Mr. Brian DeVellis and Mr. Chris Walsh will update the Committee regarding projects and opportunities at Essex Sports Center.
7. *Communications*
 - *MASC Charting the Course, May 18, 2019 8:00 a.m. – 4:00 p.m. at Essex North Shore Agricultural and Technical School*
 - *Essex Tech's Masta named 57th Salem News Student-Athlete Award Winner*
8. *Essex North Shore Agricultural and Technical School 2019-2020 Proposed School Calendar*
9. *Superintendent-Director Report*
10. *Principal Report*
Out of State/Overnight Field Trip Requests
 - Administrative Recommendation: To approve an Overnight Field Trip for grade 11 Natural Resource Management students to Baker's Island in Salem from May 22 – 23, 2019.
 - Administrative Recommendation: To approve an Out of State Field Trip for grades 10 and 12 Arboriculture students to Pro Bark, Inc., Plaistow, New Hampshire on April 23, 2019.
 - Administrative Recommendation: To approve an Out of State Field Trip for grades 10 and 12 HVAC students to Viega, Nashua, New Hampshire on May 17, 2019.

11. Subcommittee Reports

Finance Subcommittee

a. Financial Statements

Recommendation:

To approve the Revenue and Expenditure Reports for January 31, 2019. If approved, the statements will be placed on file for audit.

b. Request for Proposal 2020-1

Recommendation: To award a one-year lease to Peas in a Pod, Inc. of Saugus, MA the sole bidder. The contract will generate rental income to the District of \$7,040 per month. The total anticipated annual rent is \$84,480.

Next Meeting: Wednesday, May 1, 2019 (5:00 p.m.)

Personnel Subcommittee

June 13, 2019 (5:00 p.m.)

Policy Subcommittee

Recommendation: To adopt the Attendance Policy.

Next Meeting: May 9, 2019 (5:30 p.m.)

12. Old Business

13. New Business

Recommendation: To approve a request for a team of five employees to attend the Best Practices and Innovations in CTE Conference 2019, September 25 – 27, 2019 in Tucson, Arizona funded through Professional Development funds.

Recommendation: To approve a request for a team of five employees to attend the National School Safety Conference & Exposition, July 22 – 26, 2019 in Las Vegas, Nevada pending funding.

14. Warrant

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

16. Adjourn

The listing of matters includes those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Sections 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 and Technical School District
Regular School Committee Meeting

Essex North Shore Agricultural and Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro

Thursday, March 14, 2019
6:00 p.m.

Tentative Minutes

Members in Attendance: MR. DiLUNA, Department of Agriculture
MR. O'BRIEN, Department of Agriculture
MR. DEMSEY, Department of Agriculture
VACANT (Boxford)
MR. MARQUIS (Danvers)
MR. GRANT (Essex)
MS. GILMAN (Gloucester)
MR. HATHAWAY (Lynnfield)
MR. DELANEY (Manchester By The Sea)
MR. STROUT (Marblehead)
MRS. LITEPLO (Middleton)
MRS. GRIFFIN DUNNE (Peabody)
MR. PERKINS (Rockport)
DR. PICONE (Salem)
MR. PRAZAR (Topsfield)

Members Absent: Mr. Armstrong (Beverly), Mr. Lannon (Hamilton), Ms. Schena (Nahant), Ms. McDonald (Swampscott), Mr. Nichols (Wenham)

OTHERS PRESENT:

Superintendent-Director/Dr. Riccio, Principal/Ms. Donnelly, Business Manager/Ms. Znamierowski, Treasurer/Kathleen McMahon, Human Resources Director/ Kathleen Holman
Student Representatives/Jonathan Eberhardt, Lexi Paquette.

1. Mr. Strout called the meeting to order at 6:10 p.m.

2. *Salute to the Flag*

Attendance was taken. There was a quorum.

3. *The Student Representatives Reported on*

Jonathan Eberhardt started with a sports report from the ENSATS teams.

Lexi Paquette reviewed extracurricular activities happening at ENSATS. GSA and Drama Club events were highlighted. A semi-formal, black and white semi-formal is coming up. Mr. DiLuna mentioned that there is not a lot of newspaper coverage in community

newspapers.

The group discussed different newspapers that have ENSATS coverage.

Dr. Riccio advised of different contacts that have been made to get better coverage into newspapers.

Mr. Strout discussed the twitter feeds that are happening and how social media is a good venue for PR.

*Public Comment**

Mr. Strout opened the floor for public comment and advised of the twenty-minute limit.

There was no public comment.

4. Approval of Meeting Minutes

Mr. Marquis made the motion to approve the minutes of February 7, 2019, Regular Meeting Minutes.

There were two items brought up for correction.

Mr. Delaney seconded the motion. The motion passed

5. Communications

Mr. Strout reported on the upcoming MASC Charting the Course, May 18, 2019, 8:00 a.m. – 4:00 p.m. at Essex North Shore Agricultural and Technical School.

Dr. Riccio advised that there may be other dates available based on needs.

Mr. Strout asked if eight hours was too long to be away from their families on a Saturday or if four hours might be better over two sessions.

Ms. Griffin-Dunne advised that this course will be open to any school committee member who is required to do professional development.

Ms. Liteplo asked if they had already done the eight-hour course if it is required again.

Ms. Griffin Dunne admires other school committees who have all gone together to attend Charting the Course.

The group discussed the value in attending the Charting the Course seminars.

Mr. Strout asked if May 18 seems like a reasonable date to attend the Charting the Course.

Dr. Riccio reported on The Middlesex Partnerships for Youth 2018-2019 PSA & Poster Projects – “Let Your Voice Be Heard” First Place, Cassandra Kuechler, Grade 12 – Graphic Communications, from Peabody, Massachusetts.

Margie Daniels was introduced to the group. The events that she has hosted such as the recent vaping conference.

Margie Daniels gave a presentation to the group. She also introduced Tommy Pierantozzi (Nahant Superintendent). She viewed the recent vaping conference and Maura Healey as the keynote speaker. The mission of the partnership is safety and prevention for youth. She showed the poster that won the competition. “Be Bold, Be Brave, and let your voice Be Heard. Cassandra Kuechler from Peabody, was awarded a prize in front of the group. A picture was taken of the student with her poster.

7. Public Hearing for the Proposed FY 2020 Budget

Mr. Strout began the Public Hearing at 6:30 p.m.

Dr. Riccio publicly thanked the members who presented the budget at last month's meeting due to her absence while attending High School High in California.

She advised that there is a budget report as part of the packet tonight. She apologized that Ms. Donnelly's name was omitted from the Administrative page.

Dr. Riccio went on to review the budget contained in the report. The state is not responsible for the Essex Aggie retirement fund which is a significant reason for the increase in the budget.

Mr. DiLuna asked about the bond service increase.

Ms. Znamierowski explained why it had to be increased.

Dr. Picone asked if Dr. Riccio has to go to member communities to present the budget.

Dr. Riccio explained how community forums are held for member communities to attend and discuss the budget.

Mr. Strout explained that it is the School Committee member's responsibility to present the budget to their member community.

Dr. Picone went on to discuss past budget meetings he had been to and how increases around the budget were introduced.

Mr. Strout suggested partnering with towns when presenting the budget.

Mr. DiLuna asked about the advertising of the public forums on the budget.

Dr. Picone advised that Ms. Znamierowski be prepared to answer questions of member communities regarding increases compared to the past year.

The group went on to discuss the need to be prepared to answer questions around assessments.

Mr. Marquis advised that part of the increase to the budget is partly due to increased enrollment at ENSATS.

Dr. Riccio advised that more advisors are needed based on increased enrollment. In nine of the seventeen sending communities, it is cheaper to educate a student at ENSATS rather than the sending community.

The expense of vocational equipment was reviewed in conjunction with the education of a vocational student.

Dr. Picone asked if the School Committee line item includes the recording secretary salary,

Dr. Znamierowski reviewed what is included in the line item of the School Committee.

Dr. Riccio described new software "Board Docs" that is part of the line item.

Dr. Picone wondered if using Board Docs requires each committee member to be issued a computer.

Mr. Prazara asked about the increase in administrative technology. A \$380,000 increase.

Ms. Znamierowski described what is in this line item. Much of it is due to software updates. A new software program; Frontline was part of this increase.

Dr. Riccio explained that much of the software could be paid through grant funding but for only three years.

Ms. Gilman asked about a \$35,000 transfer from the heat line item and if this budget has been reduced in the future.

Ms. Znamierowski advised that the heat budget has gone down next year. There is a heating contract from year to year based on actual numbers.

Dr. Picone asked what kind of heat is used at ENSATS. It is Gas.

Ms. Gilman asked if solar energy is going to be continued to look at to reduce this budget. Yes.

Ms. Gilman also asked about the E&D budget.

Ms. Znamierowski explained how the E&D budget works and how it is carried over from year to year. E&D is based on excess revenues and assessments.

Ms. Gilman asked about \$100,000 earmarked for capital projects stabilization.

Dr. Riccio explained the need for this fund and how it might be used.

Ms. Gilman asked about the accumulation of this capital fund and if any of this fund goes back to sending communities. She shared concerns about the growth of ENSATS and the status of the buildings compared to sending communities.

Dr. Riccio explained how the process of capital improvement works at ENSATS. Any large improvements would be an MSBA project.

Ms. Gilman went on to asked about the funding of instructional salaries.

Dr. Riccio went on to explain how this funding is determined based on needs and staffing.

Ms. Gilman asked for an explanation of the difference in staffing in terms of funding.

Dr. Riccio reviewed the preventative maintenance plan that is being formed based on the age of the buildings.

Ms. Gilman asked Ms. Znamierowski to explain "Extraordinary Maintenance increase of \$208,000).

Ms. Znamierowski stated that it is part of the stabilization fund, contracted services for grounds improvement and contract negotiations.

Ms. Gilman asked about the Special Ed incremental change of revenue source of \$150,000.

Dr. Riccio described how the Special Ed assessment was determined based on sending member's student special education services. It has been started at a fifty percent fee rather than one-hundred percent of the fees. A flat rate was also considered, but it was considered a civil rights issue.

Dr. Riccio described the process used to determine what the Special Education assessment should be based on student's needs.

Mr. Delaney asked about the student services required and who determines what they are.

Dr. Riccio explained how the services are determined at a transition meeting at the end of the school year and the team members included in the decision.

Mr. DiLuna asked about the increase in contracted services under the Superintendent line item on page one.

Mr. DiLuna also asked about a consultation increase.

Dr. Riccio described what this line item included.

Mr. DiLuna commented that he was happy to see that graduation funding has increased. He did note that the agriculture programs are at a lower budget.

Dr. Riccio explained the surplus in the budget last year from the instructional supply line item. The teachers were asked for a ten percent decrease and some decreased even more based on alternative grant funds.

Mr. DiLuna asked about page eleven and a type-o. He also asked about the travel increase on page fourteen.

Dr. Riccio explained the conferences needed for new administrators to get the training needed.

Mr. DiLuna asked about page seventeen and the transportation line item

Ms. Znamierowski explained that this is for uniforms that have not been in the budget before.

Mr. Prazar asked about the PR consultant's expense.

Dr. Riccio commented on the need for experts for several projects coming up that need PR in order to get the funding to support the project.

Dr. Picone asked if cafeteria staff is contracted, staff or employees.

Dr. Znamierowski advised that they are employees.

Dr. Picone asked if the stabilization fund has been approved by the cities and towns

Ms. Znamierowski said no, but it was migrated over from Essex Aggie.

Dr. Picone asked if there is a vote taken for the use of the stabilization fund and maybe consider calling it a capital improvement fund. He also asked about the transfer of funds to pay for the new comptroller salary.

Ms. Znamierowski advised that the transfer was to help fund the salary for this year.

Mr. Strout reminded that this has been recommended for three years.

Mr. Grant asked about the funding of the new farm positions and the addition of farm staff and how many are currently employed.

Dr. Riccio explained the need to create a new position.

Dr. Picone asked about the grants funding and their current funding and what the plan is if the grants are reduced.

Dr. Riccio explained how it would be handled if the grant funds are decreased. By decreasing the instructional supply line it will allow staff to remain.

Mr. O'Brien asked about the veterinary bills that he anticipated would be in the budget.

Dr. Riccio advised that the loss has not been covered at this time, but that a grant offset will fund this.

Mr. Strout opened up the conversation to the general public.

A citizen asked about the guidance budget dropping by about \$65,000.

It was explained that there has been no reduction to the guidance staff.

Dr. Riccio explained that it could be the reallocation of grant funds to pay guidance salaries, but there is no loss to guidance staff.

The line item is guidance counseling and testing.

Dr. Riccio advised that a past private contractor has not been used as much recently that was part of this line item in the past. Dr. Riccio went on to describe the calculations were used to determine the student support staff.

The citizen asked for an explanation of the New England Accreditation Association.

Dr. Riccio explained the accreditation process and the funding involved with the new accreditation at ENSATS.

Mr. Strout explained the need for the accreditation process and the need for it for graduating students.

The citizen also asked about the drop off in the athletics department budget. She wondered if this budget is being reduced based on future user fee increases.

Dr. Riccio explained the reasons why the line item was able to be reduced based on less money being spent last year due to major projects being finalized and paid for.

Mr. Delaney made the motion to approve the budget. Mr. Hathaway seconded the motion.

Ms. Gilman made the motion to amend the budget. Mr. Marquis seconded the motion.

Ms. Gilman explained the reason behind her motion to amend the budget based on the condition of the building in Gloucester and increased Special Education budgets.

She commended Dr. Riccio for being sensitive to member district's needs. She suggested a \$200,000 reduction to be more in line with other sending district budgets as a gesture of goodwill.

Mr. Prazar commented that a similar reaction was at Topsfield in hopes of a 2.5% increase in the budget where our budgets are being cut or level funded.

Dr. Picone asked if the motion was to decrease the budget by \$200,000 bringing it to a 3.88% increase.

Dr. Picone asked how the budget could be cut by \$200,000.

Dr. Riccio explained that she has already asked for reductions in supplies and staff and is concerned about student services and the culture of the school. She defended her goals in support of school culture. She explained how to justify the increase in the budget based on

increased enrollment. It cost \$248 more to educate a Gloucester student here compared the sending community. There is a \$560,000 increase in pension budgets and an increase in insurance. Vocational education costs more than general education.

Mr. Perkins supported the increased budget based on increased student population annually.

Mr. DiLuna asked if the per capita cost includes transportation. Yes.

Dr. Picone asked about reducing the budget with the \$200,000 gap in the E&D budget.

Dr. Znamierowski explained why this theory would not work.

Mr. Marquis explained that there is no final word in revenue from the state level. This will help reduce community assessments. This should happen around May 1, 2019.

Mr. Grant gave his support of a Vocational Education and the success he has had due to his enrollment at a vocational school.

Dr. Riccio reviewed the chart that is part of this packet and the success of students who have attended ENSATS. She also reviewed expenses that are unique to vocational educations. She also reviewed awards that are currently being earned by Skills USA students and FFA students. There are 23% special education and 5% 504 students. These students all receive additional support and services. She went on to discuss the unique expenses involved with the education of a vocational student. She would have a very difficult time reducing this budget by \$200,000. There was significant work already done to reduce the budget. She advised that without the grants the budget would be significantly higher. She commended the grant writers that work extreme hours to write the grants to get additional funding for ENSATS. She feels that cutting the budget by \$200,00 would be a disservice to the competitive grant writers.

A roll call vote was taken to approve the amended budget reduction by \$200,000.

All members in attendance voted NO on the amended budget. Ms. Gilman was the only yes vote. The proposed amended budget did not pass.

FY 2020 Budget Vote

A roll call vote was taken to accept the proposed budget.

All members in attendance voted yes in support of the proposed budget, except Ms. Gilman. Ms. Gilman voted NO on the budget. Although she agrees with everything Dr. Riccio says; she has an obligation to her sending community to vote no based on their recommendation

6. Communications continued

Mr. Strout went on to read two communications from retiring staff in June 2019.

These communications are part of this packet.

Mr. Strout made the motion to write a letter to both retiring teachers.

The school committee voted to send a thank you letters to both retiring teachers.

Ms. Liteplo seconded the motion. The motion passed.

6. Superintendent-Director Report

Dr. Riccio reported on freshman exploratory Framework that was not supported by the state. This is a lottery system for the first choice of programs. ENSATS does not feel a lottery system is in the best interest of ENSATS students. There is a survey online to allow comment on this decision.

A citizen in the audience made a comment as the parent of a freshman and how clear and fair the current method is at ENSATS.

Another citizen commented on the ability of the student to speak with ENSATS staff in

consideration of their CTE programs.

It has been requested that 21 Chinese delegates be brought to ENSATS on April 5. On April 2 there is a group coming from Maine to see ENSATS. On April 4th there is a group of teachers coming from Boston to see ENSATS.

Dr. Riccio went on to review the admissions process and the interviews that have taken place thus far. Over ten percent of the accepted students would not have gotten in without the interview process.

Dr. Picone asked when the acceptance letters are going out.

Ms. Gilman asked what form of correspondence is used to notify the students.

Mr. Marquis asked how long a typical interview lasts.

Ms. Donnelly explained that is about fifteen minutes and about five questions.

Dr. Riccio explained some of the steps students take to gain acceptance to ENSATS and the ability to be accepted mid-semester.

Dr. Riccio discussed a Safety Grant that is currently being written.

There is also a grant being written for student access. Training existing staff with Mass General Hospital would be part of this grant.

Her entry plan findings and mid-cycle review will be presented at the April meeting.

7. Principal Report

Ms. Donnelly reported on the following Out of State/Overnight Field Trip Requests

Mr. DiLuna made the motion to approve an Out of State Field Trip for grade 11 Equine students to the University of New Hampshire, Durham, New Hampshire on April 30, 2019. Mr. Marquis seconded the motion. The motion passed

Mr. Marquis made the motion to approve an Overnight Field Trip for grades 11 and 12 Cattle Showing Team to the Eastern States Expo, West Springfield, Massachusetts from May 2 – 5, 2019.

Mr. Hathaway seconded the motion. The motion passed.

Mr. Marquis made the motion to approve an Out of State Field Trip for grade 10 Plumbing students to Viega, LLC in Nashua, New Hampshire on April 22, 2019.

Ms. Gilman seconded the motion. The motion passed.

Mr. Delaney made the motion to approve an Out of State Field Trip for Equine Science students to attend Equine Educational Day at the University of New Hampshire, Durham, New Hampshire on April 19, 2019.

Mr. DiLuna seconded the motion. The motion passed.

Mr. Marquis made the motion to approve an Out of State Field for grade 9 Natural Resource Management students to the Pawtuckaway State Park, Nottingham, New Hampshire on April 25, 2019.

Mr. Delaney seconded the motion. The motion passed.

Ms. Donnelly went to review staff development that took place in February that involved CTE staff working with Academic teachers. The students were delighted to see where the

Academic teachers received their CTE training.

There are 24 staff members training in High expectations and research for better education in the summer. Today was the Skills USA competition. She reviewed the schools competing. ENSATS had the largest number of awards received ever.

She went on to review the FFA competition taking place as well. There were six lambs born this week. There will be a St. Patrick's buffet tomorrow.

Mr. Marino showed the video for the Hawks Highlight recipient this month. This month's Hawk Highlight recipient is Silvio Bandeira, Facilities Supervisor.

9. Subcommittee Reports

Finance Subcommittee

a. FY2020 School Choice

Mr. Perkins made the motion to approve the recommendation that the District does not participate in School Choice for the 2019-2020 school year.

Dr. Prazar seconded the motion. The motion passed.

Ms. Griffin Dunne asked how school choice works for a non-member school.

Dr. Riccio explained how this works and the cost breakdown

b. Funding Source for Comptroller

Mr. Perkins made the motion to approve the recommendation to fund the Comptroller position in the amount of \$20,000 from the heat line item.

Mr. Marquis seconded the motion. The motion passed.

c. Acceptance of Donations

Mr. Perkins made the motion to accept the donation of a Delta Wood Lathe with an approximate value of \$500.00 from Mr. Peter DiGangi of Danvers, Massachusetts to the Carpentry Program.

Mr. O'Brien seconded the motion. The motion passed.

Mr. Perkins made the motion to accept the donation of a 2004 Hyundai Sonata from Ms. Mia Caron Riccio of Haverhill, Massachusetts to the Automotive Technology Program.

Mr. Marquis seconded the motion. The motion passed.

It was disclosed that this is her husband's cousin and the proper protocol was followed to accept this donation.

Mr. Perkins made the motion to accept the donation of a 2000 Chevy Malibu from Ms. Renee Hunter of North Reading, Massachusetts to the Automotive Technology Program.

Mr. Maquis seconded the motion. The motion passed.

Mr. Perkins made the motion to accept the donation of a 2002 GMC Yukon from Mr. Adam Sherlock of Danvers, Massachusetts to the Automotive Technology Program.

Mr. Marquis seconded the motion. The motion passed.

Dr. Picone asked if these vehicles are sold or just used for education. They are not sold.

d. Security Cameras

Mr. Perkins made the motion to approve the recommendation to replace 10 (ten) security cameras in the amount of \$14,515.89 from the heat line item.

Mr. Marquis seconded the motion. The motion passed.

e. Acts (2018) Chapter 440 – An Act Relative to Regional Schools

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 16A of chapter 71 of the General Laws, as appearing in the 2016 Official Edition, is hereby amended by striking out the second paragraph and inserting in place thereof the following paragraph:-

The regional school committee may designate any one of its members for the purpose of signing payroll warrants and accounts payable warrants to allow for the release of checks; provided, however, that the member shall make available to the board, at its next meeting, a record of such actions. This provision shall not limit the responsibility of each member of the board in the event of a noncompliance with this section. (Approved, January 10, 2019)

Mr. Perkins made the motion to appoint the Chair of the School Committee as the designee to sign the Warrant and Vice Chair as the secondary designee.

Mr. DiLuna seconded the motion. The motion passed.

Mr. DiLuna advised since this was not an emergency vote. It will not go into effect until April 10, 2019.

Next Meeting: Wednesday, April 3, 2019 (5:00 p.m.)

Personnel Subcommittee

Mr. DiLuna made the motion to approve the following job descriptions: Comptroller, Supervisor of Freshman Academy, Admissions and Student Success.

Ms. Gilman seconded the motion. The motion passed.

Next Meeting: April 11, 2019 (5:00 p.m.)

Policy Subcommittee

Ms. Liteplo reviewed the amended attendance policy that will be brought for a vote at the next meeting. The remote participation policy was also reviewed.

Mr. Demsey commented on The Larkin College and the McNamara O'Shea projects.

Dr. Riccio advised of the interest from architects that has been received around these projects. The biggest goal is that it remains to look like a cottage.

Hancock Surveyors Associates is donating all of the surveying provided he can work with ENSATS students during the surveying process. This will be a financial and educational benefit to ENSATS.

Ms. Gilman suggested a letter be signed by the School Committee and presented to the

Hawks Highlights award winner. She also commended Marie, Heidi, and Shannon on their work on the budget.

Next Meeting: May 9, 2019 (5:30 p.m.)

FY 2020 Budget Vote-moved to 6:30 pm in the minutes

10. Old Business

Mr. Demsey commented on The Larkin College and the McNamara O'Shea projects.

Dr. Riccio advised of the interest from architects that has been received around these projects. The biggest goal is that it remains to look like a cottage.

Hancock Surveyors Associates is donating all of the surveying provided he can work with ENSATS students during the surveying process. This will be a financial and educational benefit to ENSATS.

Ms. Gilman suggested a letter be signed by the School Committee and presented to the Hawks Highlights award winner. She also commended Marie, Heidi, and Shannon on their work on the budget.

11. New Business

Mr. Marquis made the motion to reschedule the April 11, 2019, School Committee meeting to Wednesday, April 10, 2019, at 6:00 p.m. due to a conflict.

Mr. Delaney seconded the motion. The motion passed.

12. Warrant

Mr. Perkins made the motion to approve the warrant.

Mr. Demsey seconded the motion. All in Favor

Dr. Riccio reviewed the pictures around the room of the member communities. Notecards were made for the School Committee members.

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

Mr. Strout has provided a statement to be included in the minutes. It is as follows:

"Before we adjourn, I just want to sincerely thank everyone on this committee for their hard work in the subcommittees, negotiations, The South Campus Assessment Committee, The Larkin Cottage Committee, The Capital Planning Committee and the entire Administration team for their diligence in preparing the FY20 budget. As well, I want to thank Val Gilman for hosting us at the Gloucester City Council meeting on Tuesday night, where Dr. Riccio and Marie Znamierowski presented the FY20 budget, and for giving me the opportunity to publicly thank Melissa Teixeira-Prince in front of her Gloucester peers for her diligence and leadership over the past years here at ENSATS.

I know that as your town's representatives on this committee; that many of us will be presenting our FY20 budget to our finance committees, town meetings, city councils and Mayors. Please be assured that Marie Znamierowski, our extremely competent Business Manager, is here to assist you if you have any questions; as is Dr. Riccio and Principal Shannon Donnelly."

14. Adjourn

Mr. Marquis made the motion to adjourn at 8:30 p.m.

Mr. DiLuna seconded the motion. The motion passed.

The meeting adjourned at: 8:30 p.m.

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, Sections 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)

Charting the Course: An Orientation Program for New and Veteran School Leaders

CHARTING THE COURSE

*An orientation program for
school committee members*

masc

The hallmark of an effective school committee is how well its members understand their roles and the issues they need to address in these challenging times.

This training program, developed and presented by the MASC Academy for School Leadership, is designed to introduce new and aspiring school committee members to the *Eight Key Components of School Leadership* as identified by the MA Legislature in the **Acts of 2002**, and also to provide veteran members with an update on ever-changing requirements and regulations school committee members should be aware of.

The Charting the Course program has been structured to meet the mandates of the new school committee training legislation requiring that all school committee members newly elected after March 24, 2003 participate in a minimum of eight hours of supervised training covering the topics listed below.

Attendance at this Charting the Course program meets the **eight hour orientation requirement for new school committee members (MGL Chapter 71 Sec 36A)**. This session also includes important changes to the Ethics and Open Meetings Laws relative to all school committee members.

Topics covered include:

- **School Finance**
- **Open Meeting Law**
- **Public Records Law**
- **Conflict of Interest Law**
- **Special Education Law**
- **Collective Bargaining**
- **School Leadership Standards & Evaluations**
- **School Committee Roles & Responsibilities**

THE FAB 14: Essex Tech's Masta named 57th Salem News Student-Athlete Award winner

Essex Tech's Masta named 57th Salem News Student-Athlete Award winner

By Matt Williams Staff writer Apr 5, 2019

DANVERS — There's a reason that the strongest and most durable parts of a ship are laid down first.



The keel holds up everything that comes after it, offering steady support and dispersing any stress that might come in bad weather.

If Essex Tech's sports program were to sail the seven seas, the Hawks wouldn't need to look far to find their keel. Senior multi-sport standout Chris Masta would volunteer for the job — and it's one he was tailor-made for.

Masta's love for his school and dedication to his craft in the classroom, on the ice and on the baseball diamond sent him to the crow's nest of an immensely impressive group of nominees when he was named the 57th winner of the prestigious Salem News Student-Athlete Award Thursday evening.

Being the first-ever recipient from Essex Tech (and second ever in the school's lineage, passed down from the former North Shore Tech) is a point of pride for the decorated native of Peabody.

"It's a big deal to me knowing that it's bigger than myself. Knowing that this means a lot to Essex Tech and helping our program grow," said Masta, who was honored with all the nominees and their families at Danversport Yacht Club.

"It's pretty awesome to think about that 10 or 20 years down the road, this was a thing that helped put our school on the map."

First awarded in 1962, the Salem News Student-Athlete award honors the North Shore's best and brightest high school seniors. The principals and athletic directors of each school in the News' coverage area nominate one student-athlete from their school.

That group of 14 — which this year included Masta, Billy Beauregard from Salem, Shelby Johnson from Danvers, Nikki Rosa from Swampscott, Cory Bright of Bishop Fenwick, Jay Theriault of Masconomet, Allie Barrett from Peabody, Ashley Foley from Beverly, Chris Gally from Marblehead, Peter Danis from St. John's Prep, Izzy DiAdamo of Pingree, Billy Whelan of Hamilton-Wenham, Isabella Pomeroy of Manchester Essex and Jessie Harrington from Ipswich — was interviewed by a panel of judges on Thursday afternoon, with the winner selected based on a number of criteria including grades, athletic prowess and community service.

"I've been judging these for over 20 years, and this was one of the toughest groups from which to choose only one winner," said Salem News executive sports editor Phil Stacey.

Masta stood out among the pack for the selflessness with which he approached building the boys hockey program at Essex Tech. Playing for the co-operative program at Salem High as a freshman because at that time North Shore Tech didn't have a full team, Masta made it his mission to put the Hawks on the map once the school got a squad of its own.

"One of the most compelling things about Chris was his real sincerity and his clear love for Essex Tech and the community he helped build there. He felt so proud to be a part of it," said The Rev. Julie Flowers, a Beverly city councilor and one of the judges. "It was an incredibly qualified group of 14 student-athletes and I was honored to meet them all."

It was mission accomplished for Masta as far as being the foundation of a strong and growing program. He helped the Hawks' hockey team reach the state tournament in both Division 2 (during his junior year) and Division 3 (as a senior), is the school's all-time leading scorer with 105 points and was Commonwealth Athletic Conference MVP this past winter.

"People look at tech schools like they're not for sports, but the programs here are great. They're on the rise and I'm proud to be part of them," said Masta, a two-sport captain who hit .333 for the Hawks' baseball team last spring and was also the squad's top pitcher. This spring, he's hoping to throw to his younger brother Dan at catcher.

In the classroom, Masta studies plumbing as a vocation and counts history and government among his most enjoyable courses.

Hockey is often one of the most competitive sports in terms of school choice. Strong players are courted by different institutions both public and private, and showing youth players that Essex Tech is a great place to play was important for Masta and his fellow seniors.

"I heard a story from his coach (Mike Geary) about how he could've left the team, but decided to stay to set up the program to be successful. Out of every phase of what he's done, that character about Chris shined out the most," said Endicott College sports information director Shawn Medeiros, another of the judges.

"All the people were very deserving, but at the end I think Chris really encompasses the full meaning of what a student-athlete is."

Carrying a 3.97 grade point average, Masta plans to join the Air National Guard this fall. He'll then attend Fitchburg State University for the second semester next year, studying criminal justice. He'd like to be a Massachusetts state trooper some day, and if that doesn't work out he'd prefer to work as a paramedic or firefighter. In other words, anything he can do to serve others and help in his community.

"I want to be able to give back to my communities," said Masta, who feels managing stress is one of his best attributes as an athlete.

Along with Stacey, Medeiros and Flowers, the judges were former Salem News sportswriter Gianna Langis and Salem Five executive vice president Joe Riley. The judges poured over the incredible resumes and recommendation letters of the 14 candidates, then met with them individually for interviews throughout the day Thursday to select the winner.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL
SCHOOL CALENDAR 2019-2020 DRAFT

AUGUST 2019

S	M	T	W	T	F	S
		20 ^E	21	22 ^E	23	24
25	26 ^E	27 ^{BR}	28 ¹	29 ^{2R}	30	31

SEPTEMBER 2019

1	2	3 ³	4 ^{6F}	5 ⁷	6 ⁸	7
8	9 ⁹	10 ¹⁰	11 ^{1E}	12 ²	13 ³	14
15	16 ⁴	17 ⁵	18 ⁶	19 ⁷	20 ⁸	21
22	23 ⁹	24 ¹⁰	25 ^{1L}	26 ²	27 ³	28
29	30 ⁴					

OCTOBER 2019

S	M	T	W	T	F	S
		1 ⁵	2 ^{6FE}	3 ⁷	4 ⁸	5
6	7 ⁹	8 ¹⁰	9 ¹	10 ²	11 ³	12 ^E
13	14	15 ⁵	16 ⁶	17 ⁷	18 ⁸	19
20	21 ⁹	22 ¹⁰	23 ¹	24 ²	25 ³	26
27	28 ⁴	29 ⁵	30 ⁶	31 ⁷		

NOVEMBER 2019

S	M	T	W	T	F	S
					1 ^E	2
3	4 ⁹	5 ¹⁰	6 ^{1FE}	7 ²	8 ³	9
10	11	12 ⁵	13 ⁶	14 ⁷	15 ⁸	16 ^E
17	18 ⁹	19 ¹⁰	20 ¹	21 ²	22 ³	23
24	25 ⁴	26 ⁵	27 ^{6R}	28	29	30

DECEMBER 2019

S	M	T	W	T	F	S
1	2 ⁹	3 ¹⁰	4 ^{1F}	5 ²	6 ³	7
8	9 ⁴	10 ⁵	11 ⁶	12 ⁷	13 ⁸	14
15	16 ⁹	17 ¹⁰	18 ¹	19 ²	20 ^{3R}	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020

S	M	T	W	T	F	S
			1	2 ^{7E}	3 ⁸	4
5	6 ⁹	7 ¹⁰	8 ^{1F}	9 ²	10 ³	11
12	13 ⁴	14 ⁵	15 ⁶	16 ⁷	17 ⁸	18
19	20	21 ¹⁰	22 ¹	23 ²	24 ³	25
26	27 ⁴	28 ⁵	29 ^{6L}	30 ⁷	31 ⁸	

FEBRUARY 2020

S	M	T	W	T	F	S
						1
2	3 ⁹	4 ¹⁰	5 ^{1F}	6 ²	7 ³	8
9	10 ⁴	11 ⁵	12 ⁶	13 ⁷	14 ⁸	15
16	17	18	19	20	21	22
23	24 ⁹	25 ¹⁰	26 ^{1L}	27 ²	28 ³	29

MARCH 2020

S	M	T	W	T	F	S
1	2 ⁹	3 ⁵	4 ^{6FE}	5 ⁷	6 ⁸	7
8	9 ⁹	10 ¹⁰	11 ¹	12 ²	13 ³	14
15	16 ⁴	17 ⁵	18 ¹	19 ^{2E}	20 ^E	21
22	23 ⁹	24 ¹⁰	25 ⁶	26 ⁷	27 ⁸	28
29	30	31				

APRIL 2020

S	M	T	W	T	F	S
			1 ^{6F}	2 ⁷	3 ⁸	4
5	6 ⁹	7 ¹⁰	8 ¹	9 ²	10 ^E	11
12	13	14	15	16	17	18
19	27 ⁴	28 ⁵	22 ⁶	23 ^{7E}	24 ⁸	25
26	27 ⁹	28 ¹⁰	29 ¹	30 ²		

MAY 2020

S	M	T	W	T	F	S
					1 ³	2
3	4 ⁴	5 ⁵	6 ^{6F}	7 ⁷	8 ⁸	9
10	11 ⁹	12 ¹⁰	13 ¹	14 ²	15 ³	16
17	18 ⁴	19 ¹⁰	20 ^{6L}	21 ⁷	22 ⁸	23
24	25	26 ⁵	27 ¹	28 ²	29 ³	30
31						

JUNE 2020

S	M	T	W	T	F	S
	1 ⁴	2 ¹⁰	3 ⁶	4 ⁷	5 ^{8E}	6
7	8 ⁴	9 ⁵	10 ¹	11 ^{2R}	12 ³	13
14	15 ⁴	16 ⁵	17 ⁶	18	19	20
21	22	23	24	25	26	27
28	29	30				

Marking Period Ending Dates

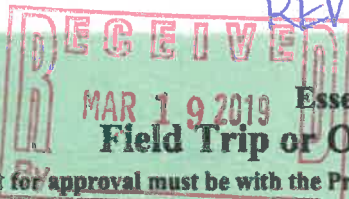
- 1st Trimester November 25
 2nd Trimester March 10
 3rd Trimester June 11

- 0¹⁻¹⁰ Superscript # indicates 10 day schedule cycle
 Professional Day - No School for Students
 No School for Students on Shaded Dates
 Event Notice See Reverse Side for Details
 Faculty Assembly 2:30 p.m.

Holidays and Events for the School Year 2019-2020 **DRAFT**

School will begin every Wednesday at 8:45 a.m. unless it is designated as a late start. Buses will be delayed by one hour.

AUGUST 2019		FEBRUARY 2020 (Black History Month)	
20	New Parent Night 6:00 PM - 8:00 PM	1	World Hijab Day
20-22	New Teacher Orientation	5	Faculty Assembly
22	Freshman Orientation 7:30 AM -1:30 PM	12	Department Meeting
26	Professional Day – No School for Students	16-23	FFA Week
27	All Students Return – Day #1 - Early Release 11:02 AM	17-21	February Vacation - No School
29	Early Release - 11:02 AM	26	Late Start Day - Blue Periods CAB - Arrive at 10:15 am
30	No School		
		TBD	School Committee Meeting: 6:00
		TBD	Mentor Meeting
SEPTEMBER 2019 (Hispanic Heritage Month Begins 9/15)		MARCH 2020	
2	Labor Day - No School	4	Faculty Meeting
4	Faculty Assembly	4	Sophomore/Junior Guidance Parent Night
4-10	Freshman Career Discovery	8	International Women's Day
11	Back to School Night 6:00 PM - 8:00 PM	11	Department Meeting
18	Freshman Exploratory Begins	19	Senior Trivia Night
18	Department Meeting	19	Career Fair
25	Late Start Day - Blue Periods CAB - Arrive at 10:15 am	20	Professional Day – No School for Students
28	Topsfield Fair Begins 9/28-10/8		
30-1	Rosh Hashanah	TBD	Grade 10 ELA MCAS Session 1 & Senior Late Start
		TBD	Grade 10 ELA MCAS Session 2 & Senior Late Start
TBD	School Committee Meeting: 6:00	TBD	Grade 10 ELA MCAS Back-Up Dates
TBD	Mentor Meeting	TBD	School Committee Meeting: 6:00
		TBD	Mentor Meeting
OCTOBER 2019 (Hispanic Heritage Month Ends 10/15)		APRIL 2020 (Celebrate Diversity Month)	
2	Faculty Assembly	1	Faculty Assembly
2	Senior Guidance Parent Night/College Fair - 5:30 PM	2	Spring General Advisory Meeting 5:00 PM
4	Topsfield Fair Begins (10/4-10/14)	2	Spring Program Advisory Meeting 6:00 PM
8	Columbus Day – No School	8	Department Meeting
9	Department Meeting	6-9	Kindness Week
9	Yom Kippur	9	Observance Day of Silence in Support of GLSEN
11-12	Homecoming Weekend	10	Good Friday – No School
12	PSAT	13-17	April Vacation - No School
12	Homecoming Dance	23	Ramadan begins
16	Financial Aid Night (MEFA)	23	NHS/NTHS Induction
17	Fall General Advisory Meeting - 5:00 PM		
17	Fall Program Advisory Meeting - 6:00 PM	TBD	School Committee Meeting: 6:00
30	FFA National Convention (10/30-11/2)	TBD	Skills USA State Competition
		TBD	Mentor Meeting
TBD	School Committee Meeting: 6:00		
TBD	Mentor Meeting		
NOVEMBER 2019		MAY 2020 (Mental Health Awareness Month)	
1	Professional Day - No School for Students	6	Faculty Meeting
6	Faculty Assembly	4-8	Senior Portfolio Presentations
6	Freshman Guidance Parent Night - CTE Process 6:00 PM	4-15	Advanced Placement Testing
11	Veteran's Day – No School	13	Department Meeting
13	Department Meeting	20	Late Start Day Blue CDE - Arrive at 10:15 am
16	Open House (Saturday)	25	Memorial Day – No School
27	Pep Rally - Early Release - 11:02 AM	29	Last day for seniors (tentative)
28-29	Thanksgiving Recess - No School		
TBD	School Committee Meeting: 6:00	TBD	Grade 10 Math MCAS Session 1 & Senior Late Start
TBD	Mentor Meeting	TBD	Grade 10 Math MCAS Session 2 & Senior Late Start
TBD	Skills USA Leadership Conference	TBD	Grade 10 Math MCAS Back-Up Dates
		TBD	School Committee Meeting - 7:00 PM
		TBD	Mentor Meeting
		TBD	FFA Annual Banquet
DECEMBER 2019		JUNE 2020 (LGBTQ Pride Month)	
4	Faculty Assembly	1-5	Senior Week
13	Hawk Holiday Hope Blue 3B	1	Graduation Rehearsal/Senior BBQ
18	Department Meeting	2	Senior Trip
20	Early Release - 11:02 AM	4	Senior Awards/Scholarship Ceremony 6:00 PM
22-30	Hanukah	5	Graduation - 6:00 PM
24-31	Winter Vacation - No School	11	Last Day of School – Early Release 11:02 AM
25	Christmas - No School	12-18	Make-Up Days for Cancellation(s)
26	Kwanza - No School		
TBD	School Committee Meeting: 6:00	TBD	Grade 10 Biology MCAS Session 1
TBD	Mentor Meeting	TBD	Grade 10 Biology MCAS Session 2
		TBD	Mentor Meeting
		TBD	Senior Prom
		TBD	School Committee Meeting - 7:00 PM
		TBD	Skills USA National Conference
JANUARY 2020			
1	New Year's Day - No School		
2	School Re-opens		
2	Freshman CTE Fair for Families		
2-3	Freshman CTE Selection Begins		
8	Faculty Assembly		
15	Freshman CTE Program Placement		
15	Department Meeting		
20	Martin Luther King Day – No School		
21	Juniors Eligible for Coop		
29	Late Start Day - Blue CDE - Arrive at 10:15 am		
TBD	School Committee Meeting & Annual Dinner 6:00		
TBD	Mentor Meeting		
TBD	FFA Winter Leadership Camp		



REVISED REQUEST 03.14.19

Passed along to SDIEN Both 3.14.19

10
1 of 3

MAR 19 2019

Essex Technical High School

Field Trip or Off-Campus Field Work Request

Request for approval must be with the Principal at least two weeks in advance for in-state trips and six weeks in advance for out-of-state trips and overnight trips, which must be approved by the School Committee.

Today's Date: 03/05/19OUT of STATE TRIP? Yes ☐ No ☒Teacher Name: CROFTSAcademy: (circle one) A B D EDestination and Location of Trip: BAKERS ISLAND, SALEM SOUNDDate(s) of Trip: 05/22/19 - 05/23/19 Day(s) of Schedule: 6 & 7Departure Time: 08:00 Pick-up Time from Site: 1:45 Return to School Time: 2:20 Number of Students: 11Please check one in each column: Class or Group: NRM Grade: 11

☒ Curricular ☒ School Day ☐ School Green Bus-you drive (14 capacity) # of buses needed
☐ Extracurricular ☐ After School ☐ School Van (equipment only) # of vans needed
☐ Other ☐ Evening ☒ Essex Tech School Bus
☐ Non-School Day ☐ Contracted Bus Transportation

Faculty Cell Phone # 978 882 5053

Purpose of Trip:

For Transportation/Administration use, if needed

ESSEX HERITAGE WANT NRM TO CONDUCT WATER QUALITY ANALYSIS ON A FRESHWATER POND ON BAKER'S ISLAND.
ESSEX HERITAGE WANT TO COPY THE WINDMILL ABRATOR PROJECT.

Chaperones (ALL): CROFTS - MELISSA DALPHIN (MOSS IDEAS)Driver(s): Substitute Needed? YES (Please ALSO email substitute needs to dgibson@essextech.net)
Yes/No?

When? (Class Periods/Duties, etc.)

05/22/19 BLOCKS 4 & 5Arrangements for students not attending field trip: ALT ASSIGNMENT TBAOther Considerations: SEE ATTACHED

Please note the following:

- Approval signatures in order, please
- Attach a list of students planning to attend.
- Have the school nurse review the student list and confidentially identify student(s) with pertinent medical issues.
- School Committee's approval is required on out of state field trips. (Principal to forward Request to School Com-Mtg.)
- If student will miss other classes, please publish (5 days in advance) a list of student who you anticipate will attend the field trip.

Approval Signatures:

1. Attendance & Substitute Coordinator, D. Gibson N/A Date:
2. Director: [Signature] Date: 3/5/19
3. Assistant Principal: [Signature] Date: 3/7/19
*Out of State Field Trips/Overnight require signature of Principal:
3. *If required: Principal [Signature] Date: 3/15/19
Approved: Not Approved: School Committee Approval (if out-of-state/overnight)

Distribution: Applicant/Teacher - Director - Assistant Principal - Attendance/Substitute Coord. - Daily Notices - Transportation

OVERNIGHT TRIP

Proposed Overnight Fieldtrip NRM grade 11



In partnership with Essex Heritage grade 11 students will conduct, analyze, and assess a freshwater pond to make remediation recommendations.

Baker's Island in Salem Sound is only accessible by boat and the majority of the island is privately owned. The lighthouse station is run by the US Coast Guard, but the property is cared for by Essex Heritage. The island has a freshwater pond that is in the process of eutrophication. Based on the success of the windmill aerator project on campus Essex Heritage would like our students to evaluate the pond to see if a windmill aerator is necessary for their site.

The proposed dates for the visit are 05/22/19 to 05/23/19. These dates can be moved depending on weather and sea conditions to 05/23/19 to 05/24/19. Students will stay on the island overnight in Essex Heritage properties, they have two houses on the island. The necessity for the overnight stay is because of the need to use Essex Heritage's specialized landing craft and the time it takes to visit the island. The work will take longer than the school day provides.

Logistics:

Students will prepare for their visit by provisioning food, gear, and equipment to conduct several assessments. Provisions will be donated by Whole Foods.

Assessment 1:

Conduct battery of water quality tests, wind speed assessments, pond bathymetry measurements.

Assessment 2:

Conduct botanical assessment for invasive species.

Assessment 3:

Conduct observations on seabird colonies.

Final product:

Students will make a recommendation of whether there is a need for a wind powered aerator on the island,

Deliverables:

Water Quality report

Invasive species report

Observation journal on bird colonies

Currently there is no plan for a chaperone because of the small number of students and the site is quite small. During the day we will work with Essex Heritage staff, the site will not be open to the public and is a federal facility.



- The plan has been amended to include a female academic Science teacher.

M. Dalphin

Coverge each day

Block

2, 3, & 5 both days

Grade 12 students.



- NB/IDEAS grant and CTAC integration model.

- pairing up a CTE & academic teacher

Essex Technical High School

Field Trip or Off-Campus Field Work Request

Request for approval must be with the Principal at least two weeks in advance for in-state trips and six weeks in advance for out-of-state trips and overnight trips, which must be approved by the School Committee.

Today's Date: 12/19/13 OUT of STATE TRIP? Yes ☒ No ☐

Teacher Name: Chas Wood Academy: (circle one) A B D E

Destination and Location of Trip: Dro Bark Inc. Plaistow, NH

Date(s) of Trip: April 23rd Day(s) of Schedule: _____

Departure Time: _____ Pick-up Time from Site: _____ Return to School Time: _____ Number of Students: _____

Please check one in each column: Class or Group: Sophomores and Seniors Grade: 10 + 12

<input checked="" type="checkbox"/> Curricular	<input checked="" type="checkbox"/> School Day	<input checked="" type="checkbox"/> School Green Bus-you drive (14 capacity) # of buses needed <u>2 or 2 depend</u>
<input type="checkbox"/> Extracurricular	<input type="checkbox"/> After School	<input type="checkbox"/> School Van (equipment only) # of vans needed _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Evening	<input type="checkbox"/> Essex Tech School Bus
	<input type="checkbox"/> Non-School Day	<input type="checkbox"/> Contracted Bus Transportation

Faculty Cell Phone # 978 473 2417

Purpose of Trip: To learn about wood recycling For Transportation/Administration use, if needed

Chaperones (ALL): Mr. Wood + Mr. Noble

Driver(s): Mr. Wood + Mr. Noble

Substitute Needed? NO (Please ALSO email substitute needs to dgibson@essextech.net)
Yes/No?

When? (Class Periods/Duties, etc.) _____

Arrangements for students not attending field trip: _____

Other Considerations: _____

Please note the following:

- Approval signatures in order, please
- Attach a list of students planning to attend.
- Have the school nurse review the student list and confidentially identify student(s) with pertinent medical issues.
- School Committee's approval is required on out of state field trips. (Principal to forward Request to School Com-Mtg.)
- If student will miss other classes, please publish (5 days in advance) a list of student who you anticipate will attend the field trip.

Approval Signatures:

- Attendance & Substitute Coordinator, D. Gibson _____ Date: _____
- Director: _____ Date: _____
- Assistant Principal: _____ Date: _____

*Out of State Field Trips/Overnight require signature of Principal:

- *If required: Principal _____ Date: _____

Approved: _____ Not Approved: _____ School Committee Approval (if out-of-state/overnight)

Distribution: Applicant/Teacher - Director - Assistant Principal. - Attendance/Substitute Coord. - Daily Notices - Transportation

Essex Technical High School Field Trip or Off-Campus Field Work Request

Request for approval must be with the Principal at least two weeks in advance for in-state trips and six weeks in advance for out-of-state trips and overnight trips, which must be approved by the School Committee.

Today's Date: 3/25/19 OUT of STATE TRIP? Yes ☒ No ☐
 Teacher Name: Miguel Perez + Mr. Santarola Academy: (circle one) A B D (E)
 Destination and Location of Trip: Vieja 1800 Southward Dr. Nashua, N.H. 603-882-7171
 Date(s) of Trip: 5-17-19 Day(s) of Schedule: 1
 Departure Time: 8:00 Pick-up Time from Site: 12:30 Return to School Time: 2:00 Number of Students: 21
 Please check one in each column: Class or Group: HVAC Grade: 10th - 12th

<input type="checkbox"/> Curricular	<input checked="" type="checkbox"/> School Day	<input type="checkbox"/> School Green Bus-you drive (14 capacity) # of buses needed _____
<input checked="" type="checkbox"/> Extracurricular	<input type="checkbox"/> After School	<input type="checkbox"/> School Van (equipment only) # of vans needed _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Evening	<input checked="" type="checkbox"/> Essex Tech School Bus
	<input type="checkbox"/> Non-School Day	<input type="checkbox"/> Contracted Bus Transportation

Faculty Cell Phone # 978 423-1781
 For Transportation/Administration use, if needed

Purpose of Trip: Pro Press training / New Products

Chaperones (ALL): _____

Driver(s): _____

Substitute Needed? NO (Please ALSO email substitute needs to dgibson@essextech.net)
 Yes ☐ No ☒

When? (Class Periods/Duties, etc.) _____

Arrangements for students not attending field trip: _____

Other Considerations: _____

Please note the following:

- A. Approval signatures in order, please
- B. Attach a list of students planning to attend.
- C. Have the school nurse review the student list and confidentially identify student(s) with pertinent medical issues.
- D. School Committee's approval is required on out of state field trips. (Principal to forward Request to School Com-Mtg.)
- E. If student will miss other classes, please publish (5 days in advance) a list of student who you anticipate will attend the field trip.

Approval Signatures:

1. Attendance & Substitute Coordinator, D. Gibson _____ Date: _____
 2. Director: _____ Date: _____
 3. Assistant Principal: _____ Date: _____
- *Out of State Field Trips/Overnight require signature of Principal:
3. *If required: Principal _____ Date: _____
- Approved: _____ Not Approved: _____ School Committee Approval (if out-of-state/overnight)

Distribution: Applicant/Teacher - Director - Assistant Principal. - Attendance/Substitute Coord. - Daily Notices - Transportation

7.25.17

Essex North Shore Agr. and Tech. School District

Gross Budget Summary Rev & Exp Report For the Period 01/01/2019 through 01/31/2019

Fiscal Year: 2018-2019

	<u>01/01/2019 - 01/31/2019</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Community Assessments					
Community Assessments (+)	\$6,719,541.00	\$11,149,121.50	\$16,409,882.00	\$5,260,760.50	67.9%
Sub-total : Community Assessments	\$6,719,541.00	\$11,149,121.50	\$16,409,882.00	\$5,260,760.50	67.9%
Miscellaneous					
Miscellaneous (+)	\$902,432.00	\$3,648,999.97	\$5,460,340.00	\$1,811,340.03	66.8%
Sub-total : Miscellaneous	\$902,432.00	\$3,648,999.97	\$5,460,340.00	\$1,811,340.03	66.8%
Other Financing Sources					
Other Financing Sources (+)	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
Sub-total : Other Financing Sources	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
State Aid					
State Aid (+)	\$886,389.00	\$3,004,285.63	\$5,250,112.00	\$2,245,826.37	57.2%
Sub-total : State Aid	\$886,389.00	\$3,004,285.63	\$5,250,112.00	\$2,245,826.37	57.2%
Total : INCOME	\$8,508,362.00	\$17,802,407.10	\$28,329,622.00	\$10,527,214.90	62.8%
EXPENSES					
Expenditures					
Expenditures (-)	\$1,778,541.57	\$12,620,118.05	\$28,329,622.00	\$15,709,503.95	44.5%
Sub-total : Expenditures	(\$1,778,541.57)	(\$12,620,118.05)	(\$28,329,622.00)	(\$15,709,503.95)	44.5%
Total : EXPENSES	(\$1,778,541.57)	(\$12,620,118.05)	(\$28,329,622.00)	(\$15,709,503.95)	44.5%
NET ADDITION/(DEFICIT)	\$6,729,820.43	\$5,182,289.05	\$0.00	(\$5,182,289.05)	0.0%

End of Report

Operating Statement with Budget

Printed: 03/28/2019 10:12:44 AM

Report: rptGLOperatingStatementwithBudget

2019.1.10

Page:

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Essex North Shore Agr. and Tech. School District

Foundation Rev & Exp Report For the Period 01/01/2019 through 01/31/2019

Fiscal Year: 2018-2019

	<u>01/01/2019 - 01/31/2019</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Foundation Assessments					
Foundation Assessments (+)	\$5,799,759.50	\$9,606,390.25	\$14,092,877.00	\$4,486,486.75	68.2%
Sub-total : Foundation Assessments	\$5,799,759.50	\$9,606,390.25	\$14,092,877.00	\$4,486,486.75	68.2%
Mass State Aid					
Mass State Aid (+)	\$353,515.00	\$2,471,411.63	\$4,191,296.00	\$1,719,884.37	59.0%
Sub-total : Mass State Aid	\$353,515.00	\$2,471,411.63	\$4,191,296.00	\$1,719,884.37	59.0%
Miscellaneous - Miscellaneous					
Miscellaneous (+)	\$676,130.00	\$3,148,359.97	\$4,906,540.00	\$1,758,180.03	64.2%
Sub-total : Miscellaneous - Miscellaneous	\$676,130.00	\$3,148,359.97	\$4,906,540.00	\$1,758,180.03	64.2%
Foundation - OFS					
Other Financing Sources (+)	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
Sub-total : Foundation - OFS	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
Total : INCOME	\$6,829,404.50	\$15,226,161.85	\$24,400,001.00	\$9,173,839.15	62.4%
EXPENSES					
Foundation Expenditures					
Expenditures (-)	\$1,613,657.53	\$11,006,384.15	\$24,400,001.00	\$13,393,616.85	45.1%
Sub-total : Foundation Expenditures	(\$1,613,657.53)	(\$11,006,384.15)	(\$24,400,001.00)	(\$13,393,616.85)	45.1%
Total : EXPENSES	(\$1,613,657.53)	(\$11,006,384.15)	(\$24,400,001.00)	(\$13,393,616.85)	45.1%
NET ADDITION/(DEFICIT)	\$5,215,746.97	\$4,219,777.70	\$0.00	(\$4,219,777.70)	0.0%

End of Report

Operating Statement with Budget

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Essex North Shore Agr. and Tech. School District

Foundation Dept Summary Rev & Exp Report For the Period 01/01/2019 through 01/31/2019

Fiscal Year: 2018-2019

	<u>01/01/2019 - 01/31/2019</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Foundation Assessments					
Foundation Assessments (+)	\$5,799,759.50	\$9,606,390.25	\$14,092,877.00	\$4,486,486.75	68.2%
Sub-total : Foundation Assessments	\$5,799,759.50	\$9,606,390.25	\$14,092,877.00	\$4,486,486.75	68.2%
Mass State Aid					
Mass State Aid (+)	\$353,515.00	\$2,471,411.63	\$4,191,296.00	\$1,719,884.37	59.0%
Sub-total : Mass State Aid	\$353,515.00	\$2,471,411.63	\$4,191,296.00	\$1,719,884.37	59.0%
Miscellaneous - Miscellaneous					
Miscellaneous (+)	\$676,130.00	\$3,148,359.97	\$4,906,540.00	\$1,758,180.03	64.2%
Sub-total : Miscellaneous - Miscellaneous	\$676,130.00	\$3,148,359.97	\$4,906,540.00	\$1,758,180.03	64.2%
Foundation - OFS					
Other Financing Sources (+)	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
Sub-total : Foundation - OFS	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
Total : INCOME	\$6,829,404.50	\$15,226,161.85	\$24,400,001.00	\$9,173,839.15	62.4%
EXPENSES					
School Committee					
School Committee (-)	\$3,616.36	\$18,266.72	\$41,916.00	\$23,649.28	43.6%
Sub-total : School Committee	(\$3,616.36)	(\$18,266.72)	(\$41,916.00)	(\$23,649.28)	43.6%
Superintendent-Director					
Superintendent-Director (-)	\$20,695.02	\$177,100.63	\$304,707.00	\$127,606.37	58.1%
Sub-total : Superintendent-Director	(\$20,695.02)	(\$177,100.63)	(\$304,707.00)	(\$127,606.37)	58.1%
Business & Finance					
Business & Finance (-)	\$28,557.73	\$202,526.00	\$417,361.00	\$214,835.00	48.5%
Sub-total : Business & Finance	(\$28,557.73)	(\$202,526.00)	(\$417,361.00)	(\$214,835.00)	48.5%
Human Resources					
Human Resources (-)	\$23,356.72	\$135,933.50	\$159,180.00	\$23,246.50	85.4%
Sub-total : Human Resources	(\$23,356.72)	(\$135,933.50)	(\$159,180.00)	(\$23,246.50)	85.4%
Legal					
Legal (-)	\$0.00	\$31,425.50	\$50,000.00	\$18,574.50	62.9%
Sub-total : Legal	\$0.00	(\$31,425.50)	(\$50,000.00)	(\$18,574.50)	62.9%
DW Information Mgmt & Technology					
DW Information Mgmt & Technology (-)	\$7,742.37	\$77,548.23	\$230,246.00	\$152,697.77	33.7%
Sub-total : DW Information Mgmt & Technology	(\$7,742.37)	(\$77,548.23)	(\$230,246.00)	(\$152,697.77)	33.7%
Curriculum/Supervisory					
Curriculum/Supervisory (-)	\$33,694.19	\$241,223.33	\$512,089.00	\$270,865.67	47.1%
Sub-total : Curriculum/Supervisory	(\$33,694.19)	(\$241,223.33)	(\$512,089.00)	(\$270,865.67)	47.1%
Technology Director					
Technology Director (-)	\$9,440.42	\$78,941.53	\$128,156.00	\$49,214.47	61.6%
Sub-total : Technology Director	(\$9,440.42)	(\$78,941.53)	(\$128,156.00)	(\$49,214.47)	61.6%

Operating Statement with Budget

Essex North Shore Agr. and Tech. School District

Foundation Dept Summary Rev & Exp Report For the Period 01/01/2019 through 01/31/2019

Fiscal Year: 2018-2019

	<u>01/01/2019 - 01/31/2019</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
School Leadership/Admin Tech					
School Leadership/Admin Tech (-)	\$99,620.52	\$756,550.44	\$1,416,561.00	\$660,010.56	53.4%
Sub-total : School Leadership/Admin Tech	(\$99,620.52)	(\$756,550.44)	(\$1,416,561.00)	(\$660,010.56)	53.4%
Teacher's Salaries					
Teacher's Salaries (-)	\$669,611.23	\$3,684,282.04	\$8,564,020.00	\$4,879,737.96	43.0%
Sub-total : Teacher's Salaries	(\$669,611.23)	(\$3,684,282.04)	(\$8,564,020.00)	(\$4,879,737.96)	43.0%
Teacher's Salaries - Special Education					
Teacher's Salaries - Special Education (-)	\$85,265.88	\$468,962.49	\$1,165,069.00	\$696,106.51	40.3%
Sub-total : Teacher's Salaries - Special Education	(\$85,265.88)	(\$468,962.49)	(\$1,165,069.00)	(\$696,106.51)	40.3%
Substitutes and Other Salaries					
Substitutes and Other Salaries (-)	\$18,857.50	\$97,062.81	\$207,649.00	\$110,586.19	46.7%
Sub-total : Substitutes and Other Salaries	(\$18,857.50)	(\$97,062.81)	(\$207,649.00)	(\$110,586.19)	46.7%
Paraprofessionals					
Paraprofessionals (-)	(\$3,487.45)	\$45,644.02	\$135,044.00	\$89,399.98	33.8%
Sub-total : Paraprofessionals	\$3,487.45	(\$45,644.02)	(\$135,044.00)	(\$89,399.98)	33.8%
Professional Development					
Professional Development (-)	\$7,625.75	\$70,192.65	\$197,547.00	\$127,354.35	35.5%
Sub-total : Professional Development	(\$7,625.75)	(\$70,192.65)	(\$197,547.00)	(\$127,354.35)	35.5%
Instructional Mat, Equipment and Technology					
Instructional Mat, Equipment & Technology (-)	\$46,588.36	\$587,424.01	\$1,229,141.00	\$641,716.99	47.8%
Sub-total : Instructional Mat, Equipment and Technology	(\$46,588.36)	(\$587,424.01)	(\$1,229,141.00)	(\$641,716.99)	47.8%
Guidance, Counseling and Testing					
Guidance, Counseling and Testing (-)	\$87,522.72	\$502,425.55	\$1,097,087.00	\$594,661.45	45.8%
Sub-total : Guidance, Counseling and Testing	(\$87,522.72)	(\$502,425.55)	(\$1,097,087.00)	(\$594,661.45)	45.8%
Psychological Services					
Psychological Services (-)	\$11,455.84	\$57,421.17	\$155,340.00	\$97,918.83	37.0%
Sub-total : Psychological Services	(\$11,455.84)	(\$57,421.17)	(\$155,340.00)	(\$97,918.83)	37.0%
Attendance					
Attendance (-)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
Sub-total : Attendance	\$0.00	\$0.00	(\$2,500.00)	(\$2,500.00)	0.0%
Medical/Health Services					
Medical/Health Services (-)	\$14,316.90	\$81,852.81	\$203,374.00	\$121,521.19	40.2%
Sub-total : Medical/Health Services	(\$14,316.90)	(\$81,852.81)	(\$203,374.00)	(\$121,521.19)	40.2%
Food Service					
Food Services (-)	\$10,316.08	\$77,912.28	\$140,050.00	\$62,137.72	55.6%
Sub-total : Food Service	(\$10,316.08)	(\$77,912.28)	(\$140,050.00)	(\$62,137.72)	55.6%

Operating Statement with Budget

Essex North Shore Agr. and Tech. School District

Foundation Dept Summary Rev & Exp Report For the Period 01/01/2019 through 01/31/2019

Fiscal Year: 2018-2019

	<u>01/01/2019 - 01/31/2019</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Athletics					
Athletics (-)	\$42,929.76	\$250,212.36	\$574,051.00	\$323,838.64	43.6%
Sub-total : Athletics	(\$42,929.76)	(\$250,212.36)	(\$574,051.00)	(\$323,838.64)	43.6%
Other Student Activities					
Other Student Activities (-)	\$5,828.12	\$55,510.06	\$176,492.00	\$120,981.94	31.5%
Sub-total : Other Student Activities	(\$5,828.12)	(\$55,510.06)	(\$176,492.00)	(\$120,981.94)	31.5%
School Security					
School Security (-)	\$55,023.65	\$163,989.06	\$288,644.00	\$124,654.94	56.8%
Sub-total : School Security	(\$55,023.65)	(\$163,989.06)	(\$288,644.00)	(\$124,654.94)	56.8%
Custodial Services					
Custodial Services (-)	\$64,017.09	\$443,175.41	\$972,304.00	\$529,128.59	45.6%
Sub-total : Custodial Services	(\$64,017.09)	(\$443,175.41)	(\$972,304.00)	(\$529,128.59)	45.6%
Heat					
Heat (-)	\$22,069.12	\$76,096.25	\$297,630.00	\$221,533.75	25.6%
Sub-total : Heat	(\$22,069.12)	(\$76,096.25)	(\$297,630.00)	(\$221,533.75)	25.6%
Utilities					
Utilities (-)	\$42,710.25	\$279,992.41	\$705,622.00	\$425,629.59	39.7%
Sub-total : Utilities	(\$42,710.25)	(\$279,992.41)	(\$705,622.00)	(\$425,629.59)	39.7%
Maintenance of Grounds					
Maintenance of Grounds (-)	\$52,457.20	\$341,836.62	\$701,282.00	\$359,445.38	48.7%
Sub-total : Maintenance of Grounds	(\$52,457.20)	(\$341,836.62)	(\$701,282.00)	(\$359,445.38)	48.7%
Maintenance of Buildings					
Maintenance of Buildings (-)	\$22,549.13	\$181,913.37	\$346,070.00	\$164,156.63	52.6%
Sub-total : Maintenance of Buildings	(\$22,549.13)	(\$181,913.37)	(\$346,070.00)	(\$164,156.63)	52.6%
Extraordinary Maintenance					
Extraordinary Maintenance (-)	\$4.85	\$29,723.67	\$180,000.00	\$150,276.33	16.5%
Sub-total : Extraordinary Maintenance	(\$4.85)	(\$29,723.67)	(\$180,000.00)	(\$150,276.33)	16.5%
Networking and Telecommunications					
Networking and Telecommunications (-)	\$16,429.18	\$124,907.71	\$227,991.00	\$103,083.29	54.8%
Sub-total : Networking and Telecommunications	(\$16,429.18)	(\$124,907.71)	(\$227,991.00)	(\$103,083.29)	54.8%
Employee Retirement/Separation Costs					
Employee Retirement/Separation Costs (-)	\$14,731.20	\$642,190.40	\$628,104.00	(\$14,086.40)	102.2%
Sub-total : Employee Retirement/Separation Costs	(\$14,731.20)	(\$642,190.40)	(\$628,104.00)	\$14,086.40	102.2%
Insurance					
Insurance (-)	\$87,035.85	\$952,045.29	\$2,820,181.00	\$1,868,135.71	33.8%
Sub-total : Insurance	(\$87,035.85)	(\$952,045.29)	(\$2,820,181.00)	(\$1,868,135.71)	33.8%
Rental/Lease of Equipment					
Rental/Lease of Equipment (-)	\$2,509.27	\$13,978.88	\$31,338.00	\$17,359.12	44.6%

Operating Statement with Budget

Essex North Shore Agr. and Tech. School District

Foundation Dept Summary Rev & Exp Report For the Period 01/01/2019 through 01/31/2019

Fiscal Year: 2018-2019

	<u>01/01/2019 - 01/31/2019</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : Rental/Lease of Equipment	(\$2,509.27)	(\$13,978.88)	(\$31,338.00)	(\$17,359.12)	44.6%
Interest on Revenue Loans					
Interest on Revenue Loans (-)	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
Sub-total : Interest on Revenue Loans	\$0.00	\$0.00	(\$4,000.00)	(\$4,000.00)	0.0%
Librarian/Media Center					
Librarian/Media Center (-)	\$10,566.72	\$58,116.95	\$89,255.00	\$31,138.05	65.1%
Sub-total : Librarian/Media Center	(\$10,566.72)	(\$58,116.95)	(\$89,255.00)	(\$31,138.05)	65.1%
Total : EXPENSES	(\$1,613,657.53)	(\$11,006,384.15)	(\$24,400,001.00)	(\$13,393,616.85)	45.1%
NET ADDITION/(DEFICIT)	\$5,215,746.97	\$4,219,777.70	\$0.00	(\$4,219,777.70)	0.0%

End of Report

Operating Statement with Budget

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Essex North Shore Agr. and Tech. School District

Transportation Rev & Exp Report For the Period 01/01/2019 through 01/31/2019

Fiscal Year: 2018-2019

	<u>01/01/2019 - 01/31/2019</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Transportation Assessments					
Transportation Assessments (+)	\$76,305.00	\$127,985.00	\$192,220.00	\$64,235.00	66.6%
Sub-total : Transportation Assessments	\$76,305.00	\$127,985.00	\$192,220.00	\$64,235.00	66.6%
Transportation Reimbursement					
Transportation Reimbursement (+)	\$532,874.00	\$532,874.00	\$1,058,816.00	\$525,942.00	50.3%
Sub-total : Transportation Reimbursement	\$532,874.00	\$532,874.00	\$1,058,816.00	\$525,942.00	50.3%
Transportation - Miscellaneous					
Miscellaneous (+)	\$226,302.00	\$500,640.00	\$553,800.00	\$53,160.00	90.4%
Sub-total : Transportation - Miscellaneous	\$226,302.00	\$500,640.00	\$553,800.00	\$53,160.00	90.4%
Total : INCOME	\$835,481.00	\$1,161,499.00	\$1,804,836.00	\$643,337.00	64.4%
EXPENSES					
Transportation Expenditures					
Expenditures (-)	\$113,332.92	\$823,563.31	\$1,804,836.00	\$981,272.69	45.6%
Sub-total : Transportation Expenditures	(\$113,332.92)	(\$823,563.31)	(\$1,804,836.00)	(\$981,272.69)	45.6%
Total : EXPENSES	(\$113,332.92)	(\$823,563.31)	(\$1,804,836.00)	(\$981,272.69)	45.6%
NET ADDITION/(DEFICIT)	\$722,148.08	\$337,935.69	\$0.00	(\$337,935.69)	0.0%

End of Report

Operating Statement with Budget

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Essex North Shore Agr. and Tech. School District

Capital Improvement Rev & Exp Report For the Period 01/01/2019 through 01/31/2019

Fiscal Year: 2018-2019

	<u>01/01/2019 - 01/31/2019</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Capital Improvement Assessments					
Capital Improvement Assessments (+)	\$117,341.50	\$196,814.25	\$295,593.00	\$98,778.75	66.6%
Sub-total : Capital Improvement Assessments	\$117,341.50	\$196,814.25	\$295,593.00	\$98,778.75	66.6%
Total : INCOME	\$117,341.50	\$196,814.25	\$295,593.00	\$98,778.75	66.6%
EXPENSES					
Capital Improvement Expenditures					
Expenditures (-)	\$51,551.12	\$225,574.96	\$295,593.00	\$70,018.04	76.3%
Sub-total : Capital Improvement Expenditures	(\$51,551.12)	(\$225,574.96)	(\$295,593.00)	(\$70,018.04)	76.3%
Total : EXPENSES	(\$51,551.12)	(\$225,574.96)	(\$295,593.00)	(\$70,018.04)	76.3%
NET ADDITION/(DEFICIT)	\$65,790.38	(\$28,760.71)	\$0.00	\$28,760.71	0.0%

End of Report

Operating Statement with Budget

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Essex North Shore Agr. and Tech. School District

Debt Service Rev & Exp Report For the Period 01/01/2019 through 01/31/2019

Fiscal Year: 2018-2019

	<u>01/01/2019 - 01/31/2019</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Debt Service Assessments					
Debt Service Assessments (+)	\$726,135.00	\$1,217,932.00	\$1,829,192.00	\$611,260.00	66.6%
Sub-total : Debt Service Assessments	\$726,135.00	\$1,217,932.00	\$1,829,192.00	\$611,260.00	66.6%
Total : INCOME	\$726,135.00	\$1,217,932.00	\$1,829,192.00	\$611,260.00	66.6%
EXPENSES					
Debt Service Expenditures					
Expenditures (-)	\$0.00	\$564,595.63	\$1,829,192.00	\$1,264,596.37	30.9%
Sub-total : Debt Service Expenditures	\$0.00	(\$564,595.63)	(\$1,829,192.00)	(\$1,264,596.37)	30.9%
Total : EXPENSES	\$0.00	(\$564,595.63)	(\$1,829,192.00)	(\$1,264,596.37)	30.9%
NET ADDITION/(DEFICIT)	\$726,135.00	\$653,336.37	\$0.00	(\$653,336.37)	0.0%

End of Report

Essex North Shore Agricultural & Technical School District
Revolving Fund Balance Sheet
As of January 31, 2019

ASSETS

Due From General Fund	\$1,326,579.01
Accounts Receivable	0.00
Inventory	5,399.00
	<hr/>
Total Assets	\$1,331,978.01

LIABILITIES

Due To General Fund	\$63,349.87
Security Deposit	14,048.00
	<hr/>
Total Liabilities	77,397.87

FUND EQUITY

		Reserved for Encumbrances <u>01/31/19</u>	Balance Available <u>01/31/19</u>
Fund Balance - Night School	\$120,985.91	25,000.00	95,985.91
Fund Balance - Culinary Art	130,426.50	0.00	130,426.50
Fund Balance - Career Areas	215,651.80	0.00	215,651.80
Fund Balance - Rental Fund	215,908.17	201,923.00	13,985.17
Fund Balance - School Lunch	292,176.41	0.00	292,176.41
Fund Balance - Insurance Claims	38,022.14	0.00	38,022.14
Fund Balance - Awards and Scholarships	92,114.57	0.00	92,114.57
Fund Balance - Tuition	87,607.35	0.00	87,607.35
Fund Balance - School Choice	(21,991.00)	0.00	(21,991.00)
Fund Balance - Regional Trans Reimb Fund	0.00	0.00	0.00
Fund Balance - Athletics	83,118.43	0.00	83,118.43
Fund Balance - School Store	559.86	0.00	559.86
	<hr/>	<hr/>	<hr/>
Total Fund Equity	1,254,580.14	226,923.00	1,027,657.14
	<hr/>		
Total Liabilities and Fund Equity	\$1,331,978.01		
	<hr/>		

Unaudited

Essex North Shore Agricultural and Technical School District
Revolving Fund Summary
January 31, 2019

					YTD
					Excess
					Revenues
Description	Current Revenues	YTD Revenues	Current Expenditures	YTD Expenditures	Over(Under) Expenditures
Night School	33,307.93	85,533.43	4,988.00	39,376.60	46,156.83
Culinary Art	18,255.35	97,436.00	25,327.91	113,940.98	(16,504.98)
Career Areas	7,588.75	88,321.12	9,126.78	96,138.88	(7,817.76)
Rental fund	18,470.00	119,083.00	991.62	31,750.18	87,332.82
School Lunch	51,180.52	303,073.89	31,805.86	218,295.00	84,778.89
Insurance Claims	23,763.00	23,763.00	1,344.94	27,607.94	(3,844.94)
Awards and Scholarships	300.00	25,353.05	15,500.00	17,477.00	7,876.05
Tuition	0.00	0.00	0.00	0.00	0.00
School Choice	(7,177.00)	(27,927.00)	0.00	0.00	(27,927.00)
Regional Trans Reimb Fund	0.00	0.00	0.00	0.00	0.00
Athletics	3,464.00	22,169.00	250.00	716.01	21,452.99
School Store	0.00	21,736.10	2,572.55	21,176.24	559.86
Total Revolving Funds	149,152.55	758,541.59	91,907.66	566,478.83	192,062.76

Unaudited

Essex North Shore Agricultural & Technical School District

**Grant Fund Statement of Revenues
and Expenditures**

Period Ended January 31, 2019

								YTD
								Excess
					YTD		YTD	Revenues
Fund	Description	Project Code	Grant Amount	Current Revenues	(Cumulative) Revenues	Current Expenditures	(Cumulative) Expenditures	Over(Under) Expenditures
	FY 2019 Grants							
401	IDEA 94-142	240	351,985.00	53,596.00	123,523.00	28,886.37	140,213.71	(16,690.71)
402	VWR Charitable Foundation	n/a	9,318.00	9,318.00	9,318.00	0.00	0.00	9,318.00
404	Title I	305	147,786.00	26,826.00	56,447.00	11,215.72	62,056.39	(5,609.39)
405	Title IV	309	11,829.00	0.00	1,182.00	0.00	0.00	1,182.00
406	Title IIA	140	31,750.00	0.00	3,151.00	0.00	18,000.00	(14,849.00)
407	Perkins	400	344,772.00	55,435.00	124,389.00	27,356.38	137,712.23	(13,323.23)
408	Youth to Work	n/a	725.37	0.00	725.37	0.00	725.37	0.00
410	Capital Skills (ITS & Hlth Asst)	n/a	253,000.00	0.00	0.00	89,180.57	242,881.28	(242,881.28)
411	Clean Energy	n/a	160,000.00	0.00	0.00	0.00	0.00	0.00
414	Next Generation Learning Challenge	n/a	5,500.00	0.00	0.00	0.00	1,810.10	(1,810.10)
415	Mass IDEAS	n/a	133,900.00	133,900.00	133,900.00	0.00	0.00	133,900.00
416	Capital Skills (Craft Laborers Program)	n/a	125,000.00	0.00	0.00	0.00	0.00	0.00
417	Athletics	n/a	500.00	0.00	0.00	0.00	0.00	0.00
418	Educational Alliance	n/a	500.00	0.00	0.00	0.00	0.00	0.00
	Total		1,576,565.37	279,075.00	452,635.37	156,639.04	603,399.08	(150,763.71)

ATTENDANCE POLICY

Essex North Shore Agricultural & Technical School believes in the experiential learning process, which has an in-person “seat” requirement, therefore consistent attendance is necessary for successful attainment of a high school diploma and a vocational-technical certificate.

The Essex North Shore Agricultural & Technical School attendance policy is:

- If a student is going to be absent for any reason, parent or guardian must contact the school between 7:30 - 8:15 a.m. at 1-978-304-4700 at the prompt enter #5.
- ***Excused*** absences include absences such as illness or hospitalization documented by **doctor’s note**; family emergencies, death in the family, funerals, religious holidays, college visits, court attendance, external suspensions, and other absences approved by the Assistant Principal/Principal. All other absences will be recorded as ***Unexcused***.
- Skipping school is defined as truancy. Students who are truant will not be allowed to make up work. In addition, disciplinary consequences will follow.
- Students may not miss more than 10 days per year (3 days in trimester one, 3 days in trimester two, and 4 days in trimester three.)
- Students who have more than 3 unexcused absences in trimester one or two, or 4 unexcused absences in trimester three will not receive credit for classes during that trimester. However, they may make up time and correlating assignments after school or during Saturday sessions to reinstate the credit.
- Students who have received no credit for two trimesters and have not made up the time will be required to repeat a course(s) or may not be promotable.
- Students who have missed 3 consecutive days must provide a note from a doctor.
- When a student is in danger of exceeding the maximum number of absences, parents will be informed. If the trend continues, parents will be required to attend a meeting with the student’s Assistant Principal and Guidance Counselor to develop a plan.
- Any student who for medical reasons will be absent for 14 or more days should contact the student’s guidance counselor to request a tutoring form. The tutoring form must be completed

by a physician. Upon receipt of this completed form, tutoring will be provided at no cost to the student.

- Students who are logged as being absent from school are not permitted to be on school grounds on that given day unless special arrangements have been made through the Assistant Principal or Principal. (See School Attendance Hours for further clarification.)
- A student will not be allowed to participate in any extracurricular activities if absent from school on the day of an event. If the absence occurs on a Friday, the student will be ineligible to participate in any extracurricular activities during the weekend.
- **Please keep in mind that Mass General Laws have attendance requirements for students that could result in a student with excessive absences not obtaining credit and being retained regardless of passing grades.**
- NOTE: The McKinney Vento Act includes the federal Education for Homeless Children and Youth (EHCY) Program (reauthorized in December of 2015 by Title IX, Part A, of the Every Student Succeeds Act (ESSA)). In addition to McKinney Vento, MA Department of Elementary and Secondary Education (DESE) regulations provide programs and supports for students experiencing homelessness and/or housing transitions due to foster care placement and/or military status that may be adversely impacting their attendance. For more information visit: essextech.net/student-services/mckinney-vento-homeless-assistance/ or contact Sandra Goldstein, MSW, Director of Guidance (Essex North Shore Agricultural and Technical School District Homeless Liaison) at sgoldstein@essextech.net or x3110.