

PLEASE POST - NOTICE OF PUBLIC MEETING

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

Essex North Shore Agricultural & Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

Thursday, October 11, 2018
7:00 p.m.

Agenda

1. *Call to Order*
2. *Salute to the Flag*
3. *Public Comment**
4. *Student Representatives Report*
5. *Approval of Meeting Minutes*
The School Committee will consider approval of the September 13, 2018 Regular Meeting Minutes.
6. *Communications*
 - a. Essex County Sheriff's Department National POW/MIA Recognition Day Ceremony
 - b. Perkins IV Correctional Institutions 2018-2019 Essex Sheriff's Hardscaping Career Program
 - c. Gloucester Times Article – Signing of New School and Workforce Development Partnership
7. *2018-2019 Essex North Shore Agricultural & Technical School Committee and Subcommittee Meeting Schedule.*
Recommendation: To reschedule the October 31, 2018 Finance Subcommittee meeting to November 1, 2018 at 5:30 p.m.
Recommendation: To reschedule the February 14, 2019 School Committee meeting to February 7, 2019 at 7:00 p.m.
8. *Superintendent-Director Report*
9. *MCAS Accountability – Dr. Thomas O'Toole, Director of Academic Programs*
10. *Principal Report*
Out of State Field Trip Requests
Administration Recommendation:
 - To approve an Overnight Field Trip Request for twelve (12) grade 9 -12 students to attend Skills Fall State Leadership in Marlborough, Massachusetts November 18 – 20, 2018.
 - To approve an Out of State Field Trip Request for grade 10 and 12 Animal Science students to attend the American Youth Horse Council Symposium in Moscow, Idaho March 8-10, 2019.
 - To approve an Out of State Field Trip Request for grade 11 Environmental Technology students to attend University of Maine Darling Marine Center in South Bristol, Maine May 21-24, 2019.

11. Subcommittee Reports

Finance Subcommittee

a. *Relationship with Micro Brewers*

Recommendation: To continue the ongoing relationships with three local Microbrewers – Bent Water Brewing of Lynn, Massachusetts, Notch Brewing and Deacon Giles Distillery of Salem, Massachusetts for their donation of spent grain to feed our livestock.

b. *Acceptance of Donation*

Recommendation: To accept the donation of furniture and office equipment from the Furniture Trust of Boston, Massachusetts.

c. *Establish Revolving Account*

Recommendation: To authorize the District to establish a Revolving Account for operations of the school store.

Next Meeting: November 1, 2018

District Policy Subcommittee

Recommendation: To adopt the revised By-Laws Governing the Operation of the Essex North Shore Agricultural & Technical School District.

Next Meeting: December 13, 2018 (5:30 p.m.)

Personnel Subcommittee

a. *Removal of Interim Title in Administrative Positions*

Recommendation: To remove Interim Title from the Principal and Assistant Principal positions.

b. *Personnel Proposals*

Recommendation: To approve the Director of Facilities, Farm & Grounds combined position including the proposed job description.

Recommendation: To approve Supervisor of Custodial Services & Operations and Supervisor of Farm & Grounds positions including the proposed job descriptions in the AFSCME unit.

Next Meeting: November 8, 2018 (5:30 p.m.)

12. Old Business

13. New Business

- a. To Accept Nominations for the Official Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference, November 7-10, 2018.
- b. To Accept Nominations for the Alternate Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference, November 7-10, 2018.

14. Warrant

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

16. Adjourn

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 and Technical School District
Regular School Committee Meeting

Essex North Shore Agricultural and Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

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

Tentative Minutes

Members Present: E. Armstrong, Beverly
W. Marquis, Danvers
G. Hathaway, Lynnfield
J. Delaney, Manchester by the Sea
M. Strout, Marblehead
A. Liteplo, Middleton
E. Johnson, Nahant
B. Griffin Dunne, Peabody
J. Picone, Salem
A. McDonald, Swampscott
W. Nichols, Wenham

Members Absent: F. DiLuna, J. O'Brien, Mr. Demsey, B. Perkins, A. Prazar

Others Present: Ms. Znamierowski, H. Riccio, S. Donnelly, B. Carr

1. Call to Order

Ms. Teixeira- Prince called the meeting to order at 7:08

2. Salute to the Flag

*3. Public Comment**

4. Student Representatives Report

The student representatives reported:

Johnathon Eberhardt/ Vet Science/Soccer

Lexy Paquette/ Landscaping/Drama and Vocal

They are looking for new ideas, events and club. "You Can't take it With You" auditions are tomorrow. They reviewed bulletin boards, The Big E, the Homecoming Dance, FFA at the Topsfield Fair, Skills USA selling concessions at mom ball to support activities.

Ms. Teixeira-Prince: offered the students to stay at the meeting and weigh in on topics discussed at the meeting.

5. Approval of Meeting Minutes

Mr. Strout made the motion to approve the July 12, 2018 Regular Meeting Minutes. Mr. Marquis seconded the motion. Ms. McDonald notified of spelling errors on page 2. All in favor. Mr. Nichols abstained.

6. Communications

- a. Notice of Retirement Received from Mary Etta Kroesser, Director of Human Resources
- b. Notice of Retirement Received from Tammy E. Rodolico, Director of Technology
- c. Melissa Teixeira Prince – Request for Audit of Essex Sports Center Pursuant to DCAMM Lease
- d. Executive Office for Administration and Finance – Division of Capital Asset Management and Maintenance
- e. Request from Chairperson, New Administrative Hires with Licensure
- f. Fiscal Year 2018 Certification Letter, Final Budget Summary and Community Assessments

The group reviewed the communications

Mr. Strout made the motion to accept the retirement with regret of Mary Kroesser. The group will send a letter of appreciation.

Mr. Strout made the motion to accept with regret the retirement letter of Ms. Rodolico. Ms. Rodolico will be sent a letter of appreciation.

Ms. Teixeira-Prince: reviewed the request for an Audit of Essex Sports Center.

Dr. Riccio: reviewed the items of section E and reviewed the licenses and certification letter.

Ms. Znamierowski: reminded that item F should be Fiscal Year 2019.

7. Superintendent-Director Report

- a. Superintendent-Director Entry Plan (September 2018)
- b. DRAFT SMART Goals, Revised 7/16/2018 School Year 18-2019
- c. Student Leadership Team

Dr. Riccio reviewed the packet and the copy of her entry plan. She introduced her coach Christine McGrath who is in the audience. She reviewed the purpose of the plan and where the needs are. The copy of the Entry Plan is included with these minutes.

Ms. Liteplo: had a question on page 2 and “creating students”?

Dr. Riccio: explained her interpretation of what “creating students” means to her in a real world work experience. She went on to describe when this mission statement was created.

Ms. Teixeira-Prince: complimented Dr. Riccio on her well thought out, aggressive plan.

Mr. Strout made the motion to accept the entry plan. Mr. Delaney seconded the motion. All in favor.

Dr. Riccio: went on to discuss and review her smart goals that are included in these minutes. She offered Chris Megrath an opportunity to share with the group.

Ms. Megrath described the new Superintendent’s induction program. It is a three year program to support the leadership skills of the Superintendent in the leadership capacity. She described the work ahead for herself and Dr. Riccio.

Ms. Teixeira-Prince: offered the opportunity for questions.

Dr. Riccio: went on to describe the Smart Goals. There is no timeline tonight. It will be updated and ongoing.

Mr. Strout made the motion to approve the Revised Smart Goals with an evaluation by June 2019. A mid-cycle review will be conducted in January 2019. Mr. Marquis seconded the motion. All in Favor.

Dr. Riccio: went on to discuss the first day back to school. She also discussed the leadership roles at Essex Sports Center. Boston Burger Company is going to be a tenant there. ENSATS is looking to

gain more of a presence there. The Athletic Director is working with them to use the forty hours allotted ENSATS. She advised that they are looking for positive results moving forward.

Dr. Riccio: asked the group to email Candace Levesque with landmarks from the member communities. The photographs will be showcased in the Culinary Arts program.

Dr. Picone: questioned if it was a picture to be sent or a location of the landmark.

Dr. Riccio: confirmed that it was the location or specific landmark to be sent. The students of ENSATS will go out and take pictures of the landmark. They would like the ideas prior to October first.

Dr. Riccio: introduced the three student leadership spokespersons: Sarah Bean, Jillian Miles, and Lexy Paquette. There were eight students present from the student leadership team.

Sarah Bean: introduced herself to the group and discussed being a follower or leader. She read a short speech from her cell phone. She reviewed how the team was created and the goals of the team.

Jillian Miles: introduced herself to the group. She read a short speech regarding what ENSATS means to her. She reviewed the purpose of the Student Leadership Team.

Lexy Paquette: introduced herself to the group. She reviewed what the leadership team can mean to freshman.

Cian Ganley/ Stoneham Senior, Cameron Cappachietti/ Beverly Senior, Shyanne Allen/Gloucester Junior, Anny Perez Sanchez/ Salem Junior, Steven O'Hara/ Sophomore from Peabody each introduced themselves.

Dr. Riccio: opened the floor for questions.

Mr. Strout: asked what they would say to an eighth grader?

Lexy Paquette: said it was a very loving, open happy community.

Anny Perez Sanchez: has a sister in the eighth grade and she should focus on her studies.

Cameron Cappachietti spoke to the group about the team listening to the other students.

Cian Ganley explained the diverse group of students at ENSATS and getting a leg up on the competition with job skills at graduation.

Sarah Bean: spoke that not many students know about ENSATS until the eighth grade. She explained that she tells students to apply and they are capable of getting in.

Cameron Cappachietti: spoke that he was not a great middle school student. When he heard about ENSATS he applied and the people were so open minded and comforting. Since being at ENSATS he has gotten the best grades he ever has. He has gained confidence while being at ENSATS.

Jillian Miles: said, you find yourself with such a supporting environment. Everyone will learn something about themselves each year and grow. It is a better experience and gives so many opportunities.

Sarah Bean: we should have assemblies at middle schools for eighth graders to hear their experiences.

Ms. Teixeira-Prince: asked what their role is in the school. What is your purpose and how do you promote yourself.

Jillian Miles: helping freshman find their way. They wear their shirts during freshman orientation. We want to encourage all upper classman to help the under classmen.

Mr. Strout: stated that many kids that apply to ENSATS do it based on the presentation of the students.

The group discussed the presentations made to the middle schools. The students went on to say how much they love being at ENSATS!

Ms. McDonald: asked if there is a place for people to go to see who the student leaders are?

Ms. Strout made the motion to accept the Superintendent's Report. Ms. Liteplo seconded the motion. All in Favor.

Report on Adult Education, Bonnie Carr

Bonnie Carr reported on adult education to the group. She had a presentation on the monitor.

Strengthening Partnerships: Chambers and Potential Employers. Initiatives: Summer programs,

Apprenticeship programs, Essex County Co-Op, Town of Danvers, Laborer's union/Local 22/ Gloucester High School, Hawk Award. Nighthawks Adult Education Program new logo. Media Presence on Wicked Local. Ads for the program were in local papers. Adult programs advertised on Social Media. Enrollment is very good for first semester. Dual Purpose: Industry Training with Mass hire and North Shore Community College. Community Interest and Enrichment: resource for communities, learning/hobby/fun, permission to use Farm Stand with Total Wine and More. The culinary students would be preparing the food for these tastings.

Ms. Teixeira-Prince: A vote needs to be taken to allow alcohol on School grounds.

Ms. Liteplo: questioned the certification for this tasting.

Mr. Marquis: suggested checking with Joe Collins with the Board of Selectman.

Mr. Nichols: asked what the benefit is to ENSATS for hosting this event.

Ms. Carr: stated that the food prepared by the culinary students will be bought by Total Wine and More.

Ms. Griffin-Dunne: Thanked Ms. Carr for her presentation. She asked if there is a policy prohibiting alcohol use on School property.

The motion tonight would be to approve these two specific days that are planned for the wine tasting.

8. Nighthawks Adult Education Event

Dr. Picone made the motion to approve the Nighthawks Adult Education Program community-based course in partnership with Total Wine & More scheduled for October 18, 2018 and November 15, 2018 from 6:00 p.m. - 8:00 p.m. The events will be held in the Essex North Shore Agricultural and Technical School's Farm Stand. Mr. Hathaway seconded the motion. Ms. Teixeira Prince offered that an amendment be made to approve emergency date changes. Ms. McDonald seconded the motion on the amendment of date's changes.

Dr. Picone: asked if Total Wine is going to be selling wine at the tasting.

The answer is no. It is an educational night.

Mr. Nichols: Does not feel ENSATS should associate with Total Wine and More due to putting small stores out of business and fighting with the state.

Ms. Griffin-Dunne: is also uncomfortable with it and asked if the students would be transporting the food to the event.

The answer is no. The students would not be on sight at the event.

Mr. Lannon: advised that it could model responsible use of alcohol.

Ms. Carr: reminded that it would be featuring craft beers from the North Shore. This could be a starting point to work with the smaller breweries.

Ms. Liteplo: does not see the educational value in the event.

Ms. Teixeira-Prince: stated that she would support this event.

Mr. Strout: described an event hosted by Danvers at the Danversport Yacht club. He will vote in favor of this event.

Dr. Riccio: stated that her thought process changed by thinking about the agriculture side and the use of hops and grain. Some students will be working on farms that do have wine orchards attached. Some of the animals are fed the remains of the grain used for alcohol and money is saved.

Ms. Teixeira-Prince: Feels it is okay to introduce alcohol in a responsible way. There is a benefit in partnering with Total Wine and having our culinary program food in their store. She will support to see how it goes. It will be a learning experience. Maybe other groups will want to use our gorgeous farm stand.

Mr. Strout: spoke of future money that can be raised for the PAC hosting wine tastings.

There was discussion about future events and fund raising that could be developed after this event.

Ms. Griffin-Dunne: asked about ENSAT's liability.

Ms. Znamierowski: will check with ENSAT's insurance company to clarify liability.

A roll call vote was taken. The motion passed with a vote of 23 yes and 11 no.

Mr. Strout: asked for a count of active articulation agreements ENSATS has with NSCC.

9. Principal Report

Out of State Field Trip Request

Ms. Donnelly reviewed the field trips with the group.

Mr. Strout made the motion to approve an Out of State Field Trip Request for grades 10 and 12 Cosmetology students to Evolve Salon Systems in Manchester, New Hampshire on October 10, 2018.

Mr. Lannon seconded the motion. All in Favor.

Mr. Strout made the motion to approve an Out of State Field Trip Request for grades 10 and 12 Cosmetology students to Concord Regional High Technical High School in Concord, New Hampshire on November 26, 2018.

Mr. Lannon seconded the motion. All in Favor.

Ms. Donnelly went on to discuss the teacher mentor program and new teacher orientation the second week. This week there was a 9/11 tribute followed by a moment of silence. The students then watched a video called "The man in the red bandana" followed by a writing assignment and class discussion. Co-Op is off and running there are 53 seniors that are out on co-op. FFA has 14 students going to the big E. The Topsfield fair will have the FFA students hosting the cider stand. The National Convention will be later in October with a poultry auction at the Topsfield fair to raise funds for the Nat conv. An event was hosted in Haverhill called Cow Plop Bingo.

10. Subcommittee Reports

Finance Subcommittee

a. Financial Statements

Mr. Marquis made the motion to approve financial statements for April 30, 2018, May 31, 2018 and June 30, 2018 place on file for audit. Dr. Picone seconded. All in Favor

b. Fiscal Year 2018 End of the Year Closing

Recommendation:

Mr. Marquis made the motion to close anticipated receipts of \$1,611,822.27 and appropriation budget of \$1,775,576.30 to unreserved fund balance account #100.3.3105.

Mr. Marquis made the motion to reverse \$453,344.25 FY 2017 reserved for encumbrances account #100.3.3102 to unreserved fund balance account #1100.3.3105.

Mr. Marquis made the motion to transfer \$57,282 from unreserved fund balance, account #100.3.3105 to School Choice, account #209.3.3108 to eliminate the deficit in the School Choice revolving fund.

Mr. Marquis made the motion to close balances due of \$721,096 in the due from cities and towns to unreserved fund balance, account #100.3.3105.

Mr. Armstrong seconded all above motions. All in Favor.

c. Acceptance of Donations

Mr. Marquis made the motion to accept the donation of a 1996 Toyota Avalon from Ms. Jennifer K. Schwarz of Peabody, Massachusetts to the Automotive Collision Repair & Refinishing Program.

Mr. Marquis made the motion to accept the donation of office and lab furniture from the Furniture Trust to the Information Technology Services Program.

Mr. Hathaway seconded the above two motions. All in Favor.

d. Establishing Senior Awards and Student Related Services

Mr. Marquis made the motion to approve applying funds received from the sale of scrap metal to senior awards and student related services as needed.

Dr. Picone seconded the motion.

Mr. Nichols: questioned using the metal purchased for educational purposes and using them for particular students in particular programs.

Dr. Riccio: noted that not all metal is purchased, but some is donations. Historically this metal has been discarded and no funds were received. Now through recycling the metals there is a lot of time being spent separating the metals and they benefit.

The group went on to discuss the use of the funds and how students would benefit.

All in Favor

e. Fiscal Year 2019 Grants

Mr. Marquis made the motion to accept the following FY2019 Grants:

<u>Grant Description</u>	<u>Amount</u>
Perkins CTE Secondary Allocation	\$344,772
Clean Energy Education Center	\$160,000
Title I	\$147,607
Title IIA	\$ 31,510
Title IV	\$ 11,829

Mr. Strout seconded the motion. All in Favor.

Next Meeting: October 3, 2018 (5:30 p.m.)

District Policy Subcommittee

Next Meeting: October 11, 2018 (5:30 p.m.)

Ms. Liteplo the progress of the subcommittee and the development of the By-Laws. It is planned they will be available one week prior to the October School Committee meeting. The Lawyer will be onsite to answer questions at the meeting. If there are questions please get them to Ms. Liteplo to give to the Lawyer so he can have an answer prepared at the meeting.

Ms. Teixeira-Prince: advised the group to look for the By-Laws to go out one week prior to the meeting.

Personnel Subcommittee

Mr. Strout: spoke to the group about the approval of Principal and Assistant Principal. He explained there are leadership and building charts. The Assistant Superintendence position was not approved tonight. Joe St. Pierre will take over the facilities and grounds. This will be discussed again in January. There were two coordinator positions discussed tonight.

Ms. Teixeira-Prince: let the group know that Mark Strout is the acting chair of the Personnel subcommittee.

11. Essex North Shore Agricultural & Technical School District – School Emergency Operations Plan Update

The group discussed the School Emergency Operations Plan.

Dr. Riccio: stated the copies of the plan will be sent electronically. There still may be some changes made to the plan prior to presenting it to the School Committee. This will be presented formally to the group in October. The group was encouraged to review it and provide feedback.

12. Old Business-

Ms. Teixeira-Prince: brought up the shorter version of a name for the school. It was promised to the students that they would be included in this decision. She was hoping to have a public hearing in October for testimony and opinions of what the name should be. Is the group ready to have a public hearing? It will need to be posted prior to the October meeting.

Mr. Delaney: asked if the students had been asked?

Dr. Riccio: stated that the students will have a “do now” handwritten “what do you want to call us”? They will be tallied and the top three would be presented to the School Committee. This same survey would be presented to faculty and staff along with an online survey.

Many students have mixed emotions about this, but are open to conversation and feedback. There is a lot of time and energy being spent on this rather than teaching and learning. Expediting the process is of great importance.

Ms. Teixeira: suggested starting at 6pm prior to the School Committee meeting. Decisions will need to be made after the public hearing.

The group decided there would be a public meeting at 6pm prior to the next meeting on October 11, 2018.

13. New Business

Mr. Hathaway asked about the school ID

Ms. Teixeira-Prince: has learned that the Attorney General has come out with language around School Resource Officers. This policy will be referred to the Policy Subcommittee. This should be put on the agenda for the next meeting.

14. Warrant

Ms. Znamierowski spoke on behalf of Kathleen who is at a wake. She reviewed the warrant and the expenditures. Ms. McMahon did not have any questions for today and signed off on the warrant.

Mr. Marquis: made the motion to approve the warrant as submitted and place on file for audit. Mr. Strout seconded the motion. All in Favor.

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

16. Adjourn

Ms. Teixeira Prince made the motion to adjourn at 9:25 pm. All in Favor.

The meeting adjourned at 9:25 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 County Sheriff's Department

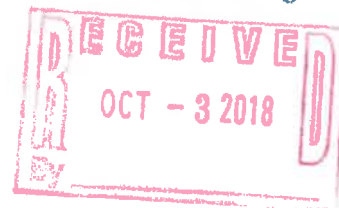
20 Manning Ave
P.O. Box 807
Middleton, MA 01949-2807



Kevin F. Coppinger
Sheriff

Telephone 978-750-1900
www.essexsheriffma.org

September 25, 2018



Ms. Tessa Amoroso,
Design and Visual Communications Instructor
Essex N.S. Agricultural and Technical School
565 Maple Street
Hathorne, MA 01937

Dear Ms. Amoroso,

On behalf of the Essex County Sheriff's Department, I would like to express to you our deepest gratitude for permitting your students to take pictures and video this year's National POW/MIA Recognition Day Ceremony.

This annual event is meant to honor those soldiers and their families for the sacrifices they have made while serving our Nation. Last year, we had a rededication of the unique memorial honoring the Vietnam War Veterans of Massachusetts. This year, we added 10 names to the monument to recognize those remains returned home prior to the monument being unveiled in 1994. These soldiers gave the ultimate sacrifice and will now forever be honored with their fellow brothers.

Our keynote speaker this year, Joyce Dalton of Wilmington, shared a story of her brother, Ensign Ronald Dow Eaton, who served bravely as a pilot for the United States Navy during the Korean War. Stories like these serve as a reminder to always remember our military families as well.

Again, my heartfelt appreciation for allowing your talented students cover this momentous event.

Very truly yours,

Kevin F. Coppinger
Sheriff

KFC:mjh

✓ cc: Superintendent-Director, Heidi T. Riccio, Ed.D.

Proudly serving the communities of Essex County

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HAMILTON • HAVERHILL • IPSWICH • LAWRENCE • LYNN • LYNNFIELD • MANCHESTER-BY-THE-SEA • MARBLEHEAD
MERRIMAC • METHUEN • MIDDLETON • NAHANT • NEWBURY • NEWBURYPORT • NORTH ANDOVER • PEABODY
ROCKPORT • ROWLEY • SALEM • SALISBURY • SAUGUS • SWAMPSCOTT • TOPSFIELD • WENHAM • WEST NEWBURY

Name of Grant Program: Perkins IV Correctional Institutions 2018-2019

Fund Code: 452

PART III – REQUIRED PROGRAM INFORMATION

Name of proposed CTE program	Existing or new program?	academic level (secondary or postsecondary)	number of students to be served	target population(s) (e.g., sentenced, youth, female)
Essex Sheriff's Hardscaping Career Program	New	Post-Secondary	40-60	Sentenced males

- 1. RATIONALE:** Describe the agency's rationale for seeking Perkins funds to establish or significantly improve the career and technical education (CTE) program listed above. This should include but is not limited to: (1) a description of local and/or regional career pathway options that exist for students upon release; (2) detailed analyses of current and local labor market informationⁱ including wage data; and (3) local area employer support for the program.

RESPONSE:

Essex County Sheriff's Department (ECSD) looks to develop and implement a Hardscaping program in coordination with the Essex North Shore Agricultural & Technical School based on the *Vocational Technical Education Frameworks*; Construction Occupational Cluster *Masonry & Tile Setting (VMASN)* and *Perkins Manual guidelines*.

ECSD took a survey of 100 inmates that were enrolled in education services to see if there would be an interest in a Hardscaping program. Out of the 100 inmates, 72 were interested in attending and committing to the program.

Absent intervention, high recidivism and poverty rates among area residents to be served by this project are inevitable for one simple reason: Upon release, most offenders return to the same poor, crime-ridden neighborhoods, education and employment deficiencies, and unstable circumstances from which they entered the correctional system. The one-year recidivism rate for inmates released from ECSD in 2015 was 40.57%.

While inmates are offered education and vocational programs during incarceration, short sentences and disciplinary problems often prevent them from completing enough programming to earn a GED/HiSET or certificate that will ready them for work. Once released, their criminal record presents yet another barrier to employment. According to the Essex County 2015 One-Year Recidivism Report (released in 2017), the unemployment rate among former inmates released in 2015 was 16%, substantially higher than the rate for the Lower Merrimack Valley WDA of 4.7%ⁱ. Those who do find work often land in part-time, poorly paid, and/or under-the-table positions that keep them mired in underemployment and poverty, and out of jobs that lead to financially secure careers. Only 54% of released ex-offenders had full-time jobs, and 58% of all former inmates earned \$500 or less per week.ⁱⁱ Inmates with no high school diploma or equivalent had the highest unemployment rate, 33%, compared to 13% of those with a diploma or equivalent.ⁱⁱⁱ Of the former inmates who were employed, 63% worked in the skilled labor field.

The Merrimack Valley WIB (MVWIB) serves Lawrence, Haverhill, Methuen, and surrounding cities, and the North Shore WIB covers the region to the east. According to these WIBs, the common labor market problems in the region include lack of foundational skills among workers that create barriers to entry-level employment; need to better develop employability skills and work ethic in workers; significant unmet demand for greater construction skills in workers; need for education and workforce development systems to increase skill levels in the training they provide; need for expanded Associate's degree programs in landscape architect that meet the needs of workers and businesses; and need to better prepare people for the most in-demand jobs.

Working in a high-demand occupation in the region can advance participants through entry-level jobs to mid-level jobs that can earn them \$40,000-\$90,000 annually, giving many the opportunity to quickly reach earnings higher than the area median income for nonfamily households of \$36,954.^{iv} In-demand jobs that pay a living wage and offer opportunity for career growth and sustainability reflect the area's identified needs for a workforce with greater construction skills. According to the Northeast Region WIOA local plan for 2018,^v construction career pathway is projected to be one of the most in demand and highest paid jobs requiring an associate degree or industry-recognized certificate, with median wages of \$54,723.00.

Students that participate in this program have options; they can become gainfully employed through the industry recognized credential provided by the (New England Concrete Manufacturer's Association) Brick Layer, Laborer, Mason Contractor, Concrete Finisher, Stone Mason, Hard Scaper, There are options for post-secondary education at University of Massachusetts Amherst within their Associates Degree program in Landscape Contracting (please see letter of support). Another post-secondary option is to take credit or non-credit classes at Northern Essex Community College (Please see letter of support) NECC has credit and non-credit classes in business skills and professional development, entrepreneurship and small business, and computer training. This industry recognized credential is also supported by a letter of support from the National Concrete Manufacturer's Association.

Along with basic education, pre-release vocational training is critical to inmates' ability to get and keep jobs after release. According to ECSD's post-release data obtained through Aftercare Questionnaires, former inmates who received some vocational training pre-release were 28% more likely to obtain and keep jobs post-release than their peers who did not participate in pre-release training. With this information, ECSD created a specialized Hardscaping career training program to increase the likelihood of employment in high-paying, high-demand jobs for its returning citizens.

Median earnings: Career tracks chosen for inclusion in the program have been selected based on ability to generate at least a living wage, in addition to local employer demand. Project staff will focus on developing jobs that meet these criteria. Living wage in Essex County for one adult is \$14.07/hour (\$29,265 annually). The minimum wage is \$11.00/hour (\$22,880).^{vi}

Measurable skill gains: Case managers will track skill acquisition and record relevant data.

Effectiveness in serving employers will be tracked by regular surveys of employers and partners.

The North Shore Blue Print states, Critical Industries and Occupations - Construction: The Construction industry has been identified as a critical industry for the Northeast region due to the significant demand pressure that is put on local systems to fill jobs when there are major

projects. The industry also offers solid career pathways and opportunities for high wages. Within the Construction industry, the following are critical occupations: o HVAC mechanics, installers, Architectural and Civil Drafters, Construction Laborers and other trades (emphasis added), Heavy Equipment Operators, Truck Drivers and Environmental Remediation.

ECSD currently has letters of support from two local employers, Belko Landscaping and A& R Construction, Inc. Both local employers have expressed they would hire an individual who successfully completed the program, CORIs would be reviewed on an individual basis and not used to eliminate a candidate. As companies engaged in the booming construction sector that faces a shortage of trained and skilled workers, they are enthusiastic about the opportunity provided through the proposed Hardscaping project.

2. OUTCOMES & PROFESSIONAL DEVELOPMENT: Provide an overview of the target student outcomes for the CTE program. This should include but is not limited to: (1) academic achievement (2) technical skill development, including attainment of at least one industry recognized credential, and (3) successful career pathway transition.

Outcomes	Performance Measure	% of students to achieve it
Academic (ELA & math)	Graduation of Hardscaping Program and receiving Industry Recognized Credential/ New England Concrete Manufacturers Association, Certificate of Completion, Hardscape Installer Curriculum Permeable Interlocking Paving Skills - Level 1 HiSet or TABE Score	95%
Technical	Graduation of Hardscaping Program and receiving Industry Recognized Credential/ New England Concrete Manufacturers Association, Certificate of Completion, Hardscape Installer Curriculum Permeable Interlocking Paving Skills - Level 1 Complete Single Success Curriculum	95% 95%
Industry-recognized credential(s)	New England Concrete Manufacturers Association, Certificate of	95%

	Completion, Hardscape Installer Curriculum Permeable Interlocking Paving Skills - Level 1	
Transition (i.e., employment postsecondary)	Placed in a hardscaping employment upon release or into postsecondary education at UMASS Amherst or Northern Essex Community College	80%
CPR Certification	CPR Class Certification	95%
OSHA 10	OSHA 10 Certification	95%

Describe the professional development that will be provided to program staff and how such professional development supports one or more the outcomes above.

RESPONSE:

The Interlocking Concrete Pavement Institute (ICPI) offers a variety of professional development for Dave Collins our Hardscaping instructor. ICPI is a resource for emerging trends, technology and education. As the voice of the industry, it works to promote and keep contractors informed on the industry interests. ICPI offers a multitude of industry recognized courses; Concrete Paver Installer (CPI) Course, Residential Specialist (RS) Course, Commercial Specialist (CS) Course, Permeable Specialist (PS) Course, Design Professional Education, Industry Sales Program, University Curriculum. Dave Collins will attend the ICPI Boot Camp for teachers and instructors, this course will be available upon funding early October. This professional development will supports the *Technical and Industry Recognized Credential Outcomes*.

The Single Success curriculum will be taught by Richard Lombardi, a Life Skills Counselor at ECSD. The training/professional development he will receive from Commonwealth Corporation to implement the Single Success curriculum will support the *Transition Outcome*.

The CPR instructor will be recertified in the First Aid/CPR/AED recertification from the American Heart Association. This will fulfil the student outcome of CPR Certification.

Dave Collins will be recertified in OSHA 10, he will teach the students the OSHA 10 standards and they will receive the OSHA 10 certification. The professional development will support the OSHA 10 student certification.

3. QUALIFICATIONS/EXPERIENCE: Submit a job description and resume for all instructional and support staff. This should include, but is not limited to: (1) academic teacher(s); (2) technical teachers, and (3) counselor(s)/advisor(s). **Job descriptions should clearly describe program duties; resumes should illustrate relevant qualifications including experience and commitment to working with the target populations above.**

RESPONSE:

Dave Collins is the Masonry Instructor at the Essex North Shore Agricultural and Technical School. He has been an instructor there for the last eighteen years teaching the masonry program to students. Dave teaches the technical side as well as the academic side of the program. Dave Collins has the students participate in a series of projects on and off campus. This will be advantageous to our population when they are able to work on hardscaping projects through the Department's work release program while incarcerated.

Dave Collins is the President of the Massachusetts Trowel Trades Association (MTTA). MTTA was started in 1998 by the masonry instructors that actively teach in Massachusetts Vocational Schools. Today they have six participating schools, Baypath Regional, Greater Lowell Tech, Monty Tech, Essex Tech, Shawsheen Valley Tech, and Whittier Tech.

The MTTA was formed to aid and help fund schools' new and existing programs. MTTA has the entire masonry curriculum that has been aligned with the DOE Frame Works. The MTTA has the support of many masonry suppliers around the state that are very generous with donations which aid in teaching students.

The MTTA is committed to the training of highly skilled students in all aspect of the trade, the MTTA programs conform to the ever-changing demands of the industry while still maintaining the highest standards of craftsmanship.

Dave Collins is also a member of the New England Concrete Manufactures Association, National Concrete Manufactures Association, and Interlocking Pavement Concrete Institute.

Larry Nicolai and the Board of Directors of NECMA is in full support of the program and is supporting it through their industry recognized credential New England Concrete Manufacturers Association, Certificate of Completion, Hardscape Installer Curriculum Permeable Interlocking Paving Skills - Level 1. NECMA also provides instructional manuals and tech sheets that provide additional worksheets for class instruction

NECMA provided an "official" letter of endorsement/support for this program which comes with unanimous support by our Board of Directors as well the industry recognized credential the students would receive upon successfully passing the courses. NEMCA in collaboration with the Interlocking Concrete Pavement Institute (ICPI) provides instructional manuals for paver and retaining wall installation at no cost to the program. These educational manuals were developed by ICPI (Interlocking Concrete Pavement Institute) and NCMA (National Concrete Manufacturer's Association) the two major organizations that represent the industry in North America. The NCMA has also submitted a letter of support for this program. (please see letters of support) Dave Collins and Larry Nicolai anticipate leveraging their industry contacts for additional supplies, materials as well as for industry mentors and guest instructors (industry experts).

Dave Collins is certified in CPR/AED training, is recertifying in OSHA 10, Mylti-Wythe Masonry Wall Construction, Certified Retaining Wall Instructor, he also was the MA Vocational Association of Vocational Administrations Coordinator for three years working on Connecting for Success, and a Gold Medal Masonry recipient in 2001.

Upon award of Perkins funding Dan Collins will attend the ECSD 40-hour new hire orientation and training. This training prepares all new hires to the ECSD on what is appropriate in the workplace and how to deal with the inmate population. The training consists of the following: Jail Orientation, Rules, Regulations and Policy, CORI, Security Procedures, working with the

Inmate Population (Downing the Duck), PREA (Prison Rape Elimination Act), Sexual Harassment, Domestic Violence, Cultural Diversity, and Report Writing. Mr. Collins has already toured our Pre-Release facility in Lawrence where he will be providing class instruction.

Please see attached resume and job description in the attachments.

CPR instructor – Will be an employee of the Essex Tech School. They will follow all guidelines and curriculum from the American Heart Association. ECSD will contract with the Essex Tech School to provide First Responder/CPR/AED training. This position is currently open at the Essex Tech School and they will be interviewing and hiring.

The stipends in the budget will be for industry experts/guest instructors in the fields of Grid, Polymeric Sand, and Compaction Equipment.

4. **PROGRAM DESIGN:** Submit a program scope and sequence chart (using the template below or one of your choosing) and/or a syllabus that provides sufficient detail re: the size, scope, and quality of the program. **NOTE:** For improvements to an existing program, clearly identify proposed modification(s) to the existing program. * identifying when occupational safety and computer literacy will be taught.

HARDSCAPING CAREER PROGRAM DESCRIPTION

Hardscaping students learn the fundamentals of masonry for construction and landscaping. Included is the art of laying brick, concrete block, glass block, and stone. Students also pour concrete. Through a series of projects, students will have hands-on experience constructing segmented retaining walls, installing concrete pavers, designing and installing brick, stone facing, decorative stone, and concrete, as well as various floors and walks using stone, slate, brick, and pavers. In theory, students learn technical theory, blueprint reading, estimating and the use of appropriate power equipment are also included. Students will also have an opportunity to participate in the outside project program working on projects in the community on commercial projects.

ECSD Hardscaping program will run for 8 hours per week, 8 weeks per session, 4 times a year. We have partnered with the Essex North Shore Agricultural & Technical School; their Hardscaping Instructor will teach the hardscaping classes. We will follow the Tech schools lead with their curriculum as well as teaching style. These classes are based off the Vocational Frameworks under the Category of Construction Cluster, Mason and Tile Setting. We will focus on the Strands 1 through 4 for our program.

STEM Crosswalk to ECSD Hardscaping Program

Strand 1: Safety & Health

Course One: OSHA 10 - Total of 10 hours for instruction	
<i>Technical</i>	
Identify, describe and apply health and safety regulations that apply to specific tasks and jobs. Students must complete a safety	

credential program, e.g., Occupational Safety and Health Administration 10, Career Safe	
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Course Two: CPR/First Aid – Total of 4 hours of instruction	
CPR will be taught to all students in a 4-hour module of class instruction.	

Strand 2: Technical Standards

Hardscape Curriculum

Course Three: Permeable Segmental Pavers – Total of 10 hours of instruction	
<i>Technical</i>	<i>Math</i>
Mason and Tile Setting and Health and Knowledge and Skills: Demonstrate use of all masonry related hand and power tools according to current industry and OSHA standards	
Building Layout: Read and interpret a basic masonry drawing. Snap chalk lines and square layout using 3-4-5 method (Pythagorean Theorem)	Use trigonometric ratios and Pythagorean Theorem to solve right triangles in applied problems.
	<i>Technology/Engineering</i>
	Interpret plans, diagrams, and working drawings in the construction of prototypes or models.

Course Four: Segmental Retaining Walls – Total of 12 hours of instruction	
<i>Technical</i>	<i>Math</i>
Read and Interpret Blue Prints: Explain the basic layout of a set of prints as well as the importance of the accompanying job specifications document.	Choose a level of accuracy appropriate to limitations on measurement when reporting quantities.
	Identify significant figures in recorded

	measures and computed values based on the context given and the precision of the tools used to measure.
	<i>Technology/Engineering</i>
	<p>Identify and explain the steps of the engineering design process: identify the problem, research the problem, develop possible solutions, select the best possible solution(s), and redesign.</p> <p>Interpret and apply scale and proportion to orthographic projections and pictorial drawings (e.g., $\frac{1}{4}'' = 1'0$, 1 cm = 1m).</p> <p>Interpret plans, diagrams, and working drawings in the construction of prototypes or models.</p> <p>Recognize the purposes of zoning laws and building codes in the design and use of structures.</p>
	<i>Math</i>
Hand Tools: Identify the mason's basic hand tools	<p>Use statistics appropriate to the shape of the data distribution to compare center (median, mean) and spread (interquartile range, standard deviation) of two or more different data sets</p> <p>Use trigonometric ratios and Pythagorean Theorem to solve right triangles in applied problems.</p>
Mixing of Various Cementitious Materials: Identify appropriate mortar for a specified application.	<p>Apply concepts of density based on area and volume in modeling situations.</p> <p>Use dimensional analysis for unit conversions to confirm that expressions and equations make sense.</p>
	<i>Physical Science (Chemistry)</i>
	<p>Solutions, Rates of Reaction, and Equilibrium; Describe the process by which solutes dissolve in solvents.</p> <p>Identify and explain the factors that affect the rate of dissolving (e.g. temperature,</p>

	<p>concentration, surface area, pressure, mixing).</p> <p>Identify the factors that affect the rate of a chemical reaction (temperature, mixing, concentration, particle size, surface area, catalyst).</p> <p>States of Matter, Kinetic Molecular Theory, and Thermochemistry; Describe the law of conservation of energy. Explain the difference between an endothermic process and an exothermic process.</p>
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Course Five: Segmental Pavers – Total of 10 hours of instruction

<i>Technical</i>	<i>Math</i>
<p>Measurements: Identify fractions on a rule. Measure and estimate materials for a specific project. Calculate the area and volume of specified project.</p>	<p>Define appropriate quantities (fractions) for the purpose of descriptive modeling with various measuring tools.</p> <p>Describe the effects of approximate error in measurement and rounding on measurements and on computed values from measurements.</p> <p>Choose a level of accuracy appropriate to limitations on measurement when reporting quantities.</p> <p>Identify significant figures in recorded measures and computed values based on the context given and the precision of the tools used to measure.</p> <p>Apply concepts of density based on area and volume in modeling situations and specific real-life projects.</p> <p>Use dimensional analysis for unit conversions to confirm that expressions and equations make sense.</p>
	<i>Physical Science (Physics)</i>
	<p>Motion Science; Compare vector quantities (e.g. displacement, velocity, acceleration force, linear momentum) and scalar quantities</p>

	(e.g. distance, speed, energy, mass, work.)
Brick Paving: Demonstrate installation of pavers according to industry standards. Identify basic brick paving tools. Prepare base for area to be paved. Install pavers using the Stretcher or Running Pattern. Install pavers using the Basket Weave Pattern. Install pavers using the Herringbone Pattern.	

Strand 4: Employability Standards

CAREER PROGRAM DESCRIPTION:

ESCD Hardscaping Program will implement a portion of the Commonwealth Corporation, Single Success Curriculum to fulfill Strand Four of the Vocational Frameworks; Employability and Career Readiness. We have reached out to the Commonwealth Corporation and have initiated a meeting to discuss and implement the curriculum. This curriculum comes at no cost to the Department.

The following is the unit that the Department will implement as Strand 4. The Case Manager at the ECSD will teach the Unit.

Course Six: Employability through Signal Success Curriculum – Total of 18 hours		
UNIT	UNIT SNAPSHOT	RELEVANT FOCUS AREA
<p>Unit 1: Self- Knowledge and Occupational Wellness (18-22 hrs)</p> <p>Key Topics: Occupational Wellness (Holistic wellness model), Prior Work and Learning Experiences, Transferable Skills, Learning strengths, Values, Personality Exploration, Career Interests</p>	<p>KEY Learning Targets: • I understand how being satisfied with work is a part of my overall wellness. • I am figuring out what I have to offer, what I need, and what I want.</p> <p>Portfolio Components: Personal Wellness Wheels, Descriptions of past work and volunteering and reflection on learning, Skills Matrix, Learning Style assessment and reflection, Interest survey, I am... Presentation reflection</p>	<p>Common Core College and Career Readiness Anchor Standards: • Reading- 1. Reading for meaning and inferences; citing textual evidence • Speaking & Listening- 1. Clear expression in conversation and collaborations.</p> <p>MA Career Development Education (CDE) Benchmarks: Learners will develop and demonstrate: • W-2: An Exploratory attitude toward self, life and the world of work • PS-1: Attitudes, behaviors, and skills that promote self-knowledge, personal responsibility, and self-direction</p>

		MA Career/ Vocational Technical Education (CVTE) Frameworks: <ul style="list-style-type: none"> • Strand 4.A.1- Career exploration and Navigation-Develop a career plan and portfolio (Assess interests, skills, potential careers, research career opportunities) • Strand 4.C.3- Work Ethic and Professionalism- Accepts direction and constructive criticism. (responds to feedback, understand own learning style)
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The following are career paths that can lead to the completion and certifications provided by our program

Career Pathways:

Job Title	Occupational Code (NAICS)
Mason Brick Layer	238140
Mason Tender	238140
Mason Contractor	238140
Sales	444190
Concrete Finisher	
Tile Setter	238340
Plasterer	
Estimator	
Stone Mason	238140
Hard Scaper	23899
Masonry Foreman	238140

Industry Partnerships

Massachusetts Trowel Trades Association	
New England Concrete Manufacturers Association	
Local 3 Bricklayers	
Laborer's Union	
Allied Craftsmen Apprenticeship Program	
Skills USA	
International Concrete Pavers Institute	
Plasterers and Cement Masons Local 534	

Description of Curriculum

Strand 1: Safety: OSHA 10 hour.

Strand 2: Is the subject matter of the technical learning.

Strand 3: Is embedded academics. This is where you can look at math skills needed for the work.

Strand 4: is employability. This is career counseling, interview skills, resumes, etc. We are implementing a Signal Success curriculum through Commonwealth Corporation,

Hardscape Curriculum – Permeable Segmental Pavers – Course One

1. Permeable Pavement Overview
2. Glossary & Terminology
3. Shapes & patterns
4. Tools & Equipment
5. Safety
 - a. Personal Protection Equipment
 - b. Dig Safe – Call 811
6. Base Materials
7. Grades & Elevations
8. Excavation
9. Grading
10. Compaction
11. Geotextiles
12. Edging
 - a. Manufactured
 - i. Berm method
 - b. Stone
 - c. Existing structures
13. Bedding stone & Screeding

14. Placing Pavers
 - a. Patterns
 - b. Placement
 - c. Cutting
 - d. Compacting
15. Filling the Joints
 - a. Crushed stone
16. Finishing
17. Cleaning & sealing
18. Construction Tolerances

Advanced Course:

1. Estimating
 - a. Materials
 - b. Labor
2. Costing

Hardscape Installer Curriculum – Segmental Retaining Walls – Course Two

19. Segmental Retaining Walls Overview
20. Glossary & Terminology
21. Tools & Equipment
22. Math Skills
 - a. Whole numbers
 - b. Fractions
 - c. US/Metric
 - d. Geometry
23. Safety
 - a. Personal Protection Equipment
 - b. Dig Safe – Call 811
24. SRW Units
 - a. Types
 - b. Features
25. Geo-grids
 - a. Strengths
 - b. Sizes
26. Aggregates & Soils
 - a. Site soil types
 - b. Infill soils
 - c. Crushed stone
27. Grades & Elevations
28. Loads & surcharges
29. Layout
30. Base
 - a. Excavation
 - b. Compaction
31. Drainage
32. Laying wall units
 - a. Placement
 - b. Cutting

- 33. Leveling and back-filling
- 34. Details
 - a. Corners & step-ups
 - b. Curves
 - c. Stair construction
 - d. Fences
- 35. Capping the wall
- 36. Finishing
- 37. Construction Tolerances

Advanced Course:

- 1. Estimating
 - a. Materials
 - b. Labor
- 2. Costing

Hardscape Curriculum – Segmental Paving – Course Three

- 1. Segmental Pavement Overview
- 2. Glossary & Terminology
- 3. Shapes & patterns
- 4. Tools & Equipment
- 5. Safety
 - a. Personal Protection Equipment
 - b. Dig Safe – Call 811
- 6. Math Skills
 - a. Whole numbers
 - b. Fractions
 - c. US/Metric
 - d. Geometry
- 7. Base Materials
- 8. Grades & Elevations
- 9. Excavation
- 10. Grading
- 11. Compaction
- 12. Geotextiles
- 13. Edging
 - a. Manufactured
 - b. Stone
 - c. Existing structures
- 14. Bedding stone & Screeding
- 15. Placing Pavers
 - a. Patterns
 - b. Placement
 - c. Cutting
 - d. Compacting
- 16. Filling the Joints
 - a. Sand
 - b. Polymeric Sand
- 17. Finishing
- 18. Construction Tolerances

19. Cleaning & sealing

Advanced Course:

1. Estimating
 - a. Materials
 - b. Labor
2. Costing

Career Paths

5. **COHERENT AND RIGOROUS CONTENT:** Describe how teachers will ensure program rigor and integrate academic and technical content in order to accelerate student outcomes. Provide at least one example of a rigorous integrated lesson. The example should illustrate how the lesson supports the development of higher-order reasoning and problem-solving skills; occupation-specific skills; work attitudes and general employability skills; and/or knowledge of one or more *aspects of the industry*².

Our instructor, Mr. Collins, will focus the three classroom management tools to ensure a rigorous classroom:

1. Expected to learn at high levels.
2. Supported so they can learn at high levels.
3. Cheered on as they demonstrate learning at high levels.

Our instructor, Mr. Collins, will ensure program rigor through the integration of STEM and CVTE standards identified by MA DESE curriculum frameworks. All curriculum developed was done through the use of both academic and technical standards with performance outcomes. For example, participants will be able to interpret blueprints and install a brick paver patio according to national standards.

Lesson Plan

Laying Brick Pavers in Flexible Base	
Timeframe: 3 Hours	
Objective: Students will be able to: <ul style="list-style-type: none">• Demonstrate proper brick paver installation techniques• Lay brick level, plumb, range, square, and to height• Layout project to exact dimensions and patterns• Interpret blueprint design	
Framework Standards	
CVTE Frameworks	STEM Frameworks (Embedded Academics)

² Industry relevant occupational safety & health, technical, embedded academic, employability, management & entrepreneurship, and technological knowledge and skills. The Massachusetts Vocational Technical Education Frameworks <http://www.doe.mass.edu/cte/frameworks> are based on *all aspects of the industry*.

1.A.01.01, 2.A.01.01, 2.B.01, 2.D.01.01, 2.F.01.01, 2.G.01.01, 2.G.01.03, 2.G.01.05, 2.I.01, 2.I.01.01, 2.I.01.02, 2.I.01.03, 2.I.01.04, 2.I.01.05, 2.L.01, 2.L.01.01, 2.L.01.02,	2.B.01, 2.D.01, 2.F.01, 2.G.01, 2.I. 01, 2.L.01
Materials/Resources: blueprint, pavers, sand, edge restraints, polymeric sand, level, square, trowel, rails, PPE, screed shovels, rakes	
Strategies/Activities	
<p>As a group the drawing will be given and a discussion with the instructor and student will take place to design the finer details of the requirements of the project and questions will be answered.</p> <p>Students will begin to evaluate their work area; set up the proper tools and select materials needed to complete the project.</p> <p>The students will gather and watch the instructor properly layout and construct part of the project in a hands-on demonstration. Students will examine the project and compare ideas and draw connections for their own implementation.</p> <p>The student will then proceed to their work areas and begin to execute the project while the instructor examines the students to make remarks as needed to the student's skills.</p> <p>The student will then describe the project and identify the steps to achievement, have a picture taken of them with their finished project.</p> <p>The students will dismantle the project and clean their work area.</p> <p>The students will then go to the shop computer and complete a written reflection sheet individually stating the project and insert the photo of them into the document. Once the reflection sheet is gone over and corrected if necessary they will print a copy and put it into their student portfolio.</p>	
Assessment: Performance based rubric	

6. STUDENT ENROLLMENT/COMPLETION/TRANSITION: Describe the agency's policies and strategies for managing student enrollment and attendance, including but not limited to, how the agency will support students: (1) regular attendance (2) completion and (3) transition to further career pathway opportunities upon release.

ECSD will recruit students among inmates who are within a 6-36-month period before release. Students must already have a GED/HiSet or enrolled in HiSet, no disciplinary boards, be approved for work-release, and show interest. They must satisfactorily address collateral issues, such as substance abuse, anger management, or emotional problems, before enrolling. ECSD will identify students whose date of release coincides with or closely follows conclusion of the program to allow for a seamless transition from incarceration to employment and/or postsecondary education.

Upon intake, each inmate is assigned a Reintegration Coordinator (RC) to assist them to prepare for their release, beginning Day 1 of incarceration. The RC and inmate creates a Reentry/Release Plan (RRP) that outlines the individual's resource/treatment needs and goals that will prepare them for reintegration. Inmates meet with their RC every 60 days (more frequently closer to release date) and discusses potential barriers to RRP goal achievement. ECSD's (RC) provide aftercare to help inmates remain stable once reintegrated. The (RC) during pre-release, will begin preparing them for linkages to behavioral health, employment, and support services they need.

ECSD in partnership with Volunteers of America, (VOA) was awarded a grant from the U.S. Department of Labor, Employment and Training Administration, for Re-entry projects to enhance current vocational trade programs and assist with career pathways. Part of this grant proposal is to improve offenders' job and career prospects. Through this funding opportunity the Merrimack Valley Workforce Investment Board (MVWIB) has partnered with ECSD to provide quality service to inmates' successful reintegration to employment in their communities by implementing a One Stop Career Center at the Pre-Release Center. This grant provides funds to assist inmates with post-secondary education in certificate program and non-certificate programs or college classes upon release. This DOL grant also funds Peer Mentors in the community. These peer mentors (post release) are paired with inmates with prior experience in incarceration and substance abuse who can provide emotional support, encouragement, and accountability and help promote positive behavior changes for successful employment. ECSD's work release program has a job developer that will assist in the search for employment post-release, ECSD has Case Managers dedicated to assisting participants to achieve successful reintegration and employment and or postsecondary education. These staff will assist inmates to create Employment Individualized Plans (EIPs) that will guide them through their articulated career pathway and help them overcome any barriers to successful employment attainment and retention.

The Case Manager will implement the RRP. The vocational training, work readiness preparation, basic adult education, and opportunities for higher education/training will prepare program participants to choose and advance through the following career pathways, per their strengths, skills, and personal goals and preferences Career Pathways for students that participate in this program are; they can become gainfully employed through the industry recognized credential provided by the (New England Concrete Mason Association) Brick Layer, Laborer, Mason Contractor, Concrete Finisher, Stone Mason, Hard Scaper, There are options for post-secondary education at University of Massachusetts Amherst within their Associates Degree program in Landscape Contracting (please see letter of support). As mentioned above, another post-secondary option is to take credit or non-credit classes at Northern Essex Community College (Please see letter of support) NECC has credit and non-credit classes in business skills and professional development, entrepreneurship and small business, and computer training. As mentioned above there are funds available through the DOL grant for financial assistance for post-secondary education.

Evidence-Based Practices. ECSD will incorporate multiple evidence-based practices, as referenced in the DOL's "What Works in Job Training" report, to improve employment outcomes for its returning citizens, including but not limited to:

Post-secondary vocational training leading to an industry-recognized credential in high demand jobs in the local market that is provided onsite to inmates during incarceration.
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Flexible and innovative training approaches (i.e., modularized curricula provided in smaller increments than typical certificate/degree programs; coursework aligned with career
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pathways that will meet employers' needs; combined basic education and occupational instruction; peer learning cohorts; and a seamless progression from one educational stepping stone to another and across work-based training.

Workplace training is facilitated for inmates' pre-release, via the work release program, and post-release as participants are linked with employers who provide OJT, internships, pre-apprenticeships or registered apprenticeships as training paths to employment.

Employers/industry experts are engaged to inform program practices (i.e., updated labor market information, assessment of the workforce's skills gaps and training needs, work release and post-release work-based opportunities, and hiring offenders post-release.

Integrated employment services, job training, work readiness, education, case management, and supportive services (i.e., peer mentoring, substance abuse, mental health, recovery supports, vocational rehabilitation, medical services, veterans' services, and reentry services) to mitigate barriers to training and employment for persons who need it the most – offenders at moderate-to-high risk for recidivism.

Existing system/protocols in place for program evaluation and dissemination of evaluation results to inform stakeholders, including participants and employers.

To improve its employment program for its inmates, ECSD engaged the North Shore and Merrimack Valley WIBs, and local employers to identify occupations in the local market, which revealed construction jobs as in the Top 10 fastest growing occupations in the region. In addition, employers helped ECSD identify specific skills sets and/or credentials the local market's high demand industries require.

7. ORGANIZATIONAL SUPPORT: Describe the agency's capacity to both support³ and sustain the CTE program after the grant ends. This should include, but is not limited to, how the agency will assist the program in fully meeting any Perkins requirement deemed to be partially in place in the Statement of Assurances.

For over 300 years, ECSD has served the public safety needs of 34 communities and 750,000+ people in Essex County. It provides correctional supervision, rehabilitation, housing, and reintegration supports to more than 1,500 inmates at any given time. At its most recent American Correctional Association (ACA) audit in October 2017, on average, its facilities scored 100/100 for mandatory standards and non-mandatory standards. ECSD has significant experience implementing programs funded through state and federal grants; currently, it manages two federal grant awards totaling nearly \$1 million, the *BJA Justice and Mental Health Collaboration Program* and the *Second Chance Tech Training grant*. This grant provides intro to telecom, fiber optics training and green works all certified through the C-Tech Corporation as an industry recognized credential. This past July we were awarded, a U.S. Department of Labor Employment and Training Re-entry grant in collaboration with Volunteers of America. This grant will sustain the C-Tech program as well as implement a One Stop Career Center in collaboration with the Merrimack Valley Workforce Investment Board, provide funds to assist inmates with post-secondary education with certificate program and non-certificate programs or college classes upon release. ECSD is also the past receipting of a successful *Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Disorders*.

ECSD will serve as the lead applicant for the program and will perform program oversight, grant compliance, participant recruitment, partnership development, fiscal management, and

³ For new programs, this may include but is not limited to an optional match budget and/or partnerships with local area C/VTE high schools or community colleges or Workforce Development Boards.

evaluation. ECSD management staff will include Leah Harrington, Assistant Superintendent; Christine Eisenhaure, Director of Programs at the Pre-Release; and Jim Petrosino, Director of Programs-Re-Entry. Ms. Harrington will serve as Grant Coordinator, and Ms. Eisenhaure and Mr. Petrosino will supervise and coordinate pre- and post-release activities. Collectively, these staff have 60+ years of experience in administering corrections, reentry, and grants programs.

ECSD has formed partnerships with the Essex North Shore Agricultural & Technical School, Northern Essex Community College and local Workforce Investment Boards. The New England Concrete Manufacturer's Association (NECMA) as well as the National Concrete Manufacturer's Association (NCMA) is in full support of this program. The NECMA and NCMA are members of the Interlocking Concrete Pavement Institute, (ICPI), which has agreed to share their training manuals and tech sheets at no cost to the program.

Essex County Sheriff, Kevin F. Coppinger has also submitted a letter of support, commitment and sustainability for the proposed Hardscaping Program.

¹ Including analysis of *Regional Workforce Skills Planning Initiative regional blueprints (if available)*

ⁱ Merrimack Valley WIB, Unemployment Trends. Retrieved from http://www.mvwib.org/documents/Unemployment04_15.pdf
Labor Force and Unemployment data March 2018, Massachusetts Department of Unemployment Assistance
Department Economic Research. Retrieved from
http://lmi2.detma.org/lmi/lmi_lur_area.asp?AT=15&A=000007&Dopt=TEXT

ⁱⁱ 2015 One Year Recidivism.

ⁱⁱⁱ 2015 One Year Recidivism.

^{iv} MA Labor and Workforce Development, Major Industry Staffing Pattern Data for Specific Occupations, 2015

^v Merrimack Valley Workforce Development Area Northeast Region WIOA Local Plan FY2018

<http://www.mass.gov/massworkforce/wioa/acls/local-plan/merrimack-valley/merrimack-valley-local-plan-package.pdf>

^{vi} Glasmeier, A. Living Wage Calculator: Essex County MA. Massachusetts Institute of Technology. Retrieved from <http://livingwage.mit.edu/counties/25009>

^{vii} <http://www.teachhub.com/22-ways-add-rigor-your-classroom>

^{viii} North Shore Blue Print

http://www.gloucestertimes.com/news/local_news/updated-students-to-get-a-leg-up-on-college-trades/article_ed934921-3a0a-5256-b52c-181e5ca4f669.html

FEATURED

UPDATED: Students to get a leg up on college, trades

By Ray Lamont Staff Writer Sep 26, 2018



RAY LAMONT/Staff photo

Gloucester Superintendent Richard Safier and Essex Tech Superintendent Heidi Riccio watch Mike Traficante, director of government affairs with New England Laborers Council, and Lou Mandarin Jr. of the Massachusetts AFL-CIO and Construc and Crafts Laborers Union, sign a new school and workforce development partnership.



For Gloucester school officials, it's a chance to provide new opportunities for high school students.

For those with the Essex North Shore Agricultural & Technical School, it's a chance to widen access to their programs.

And for workers in area construction and labor trades, it's a step toward building for the future.

Representatives of all those groups Tuesday touted a new school and workforce development partnership, and all spoke of who the real beneficiaries of the pilot partnership linking Gloucester High, Essex Tech and the trades unions will be: 12 to 20 Gloucester High juniors in the school's traditional college prep courses.

Those students will have the chance to pursue masonry, landscaping and carpentry programs Monday through Thursday afternoons at Essex Tech in Danvers and with labor educators at Gloucester High on Fridays. The program begins in January.

"We here at Gloucester High School believe in applied learning, and this is expanding on that," said Principal James Cook, speaking to more than 30 city, school, state and labor union officials during a Tuesday morning ceremony hailing the signing of agreements for the project.

The program will be geared toward students — beginning with current juniors — who are enrolled in college prep courses but who "may not yet have found their path" toward college or a career, Cook said.

"With this, these students will have an advantage in pursuing a career, and yet still have the chance to go to a two-year, or four-year college," Cook noted. "That's a great opportunity for them to be able to choose."

Heidi Riccio, superintendent of the Essex Tech school district, said the project should also benefit students who may have applied to the technical school but who were left out because of the school's waiting list. The technical school, now in its fourth year, had more than 1,200 applicants for the 375 slots in its first-year class this fall. Also, Gov. Charlie Baker is pushing the state's vo-tech schools to reach out and find new means of expanding their outreach to students, Riccio said.

"We're excited about this," Riccio said. "Our big push is to provide more access to more students, and this should allow us to do that. This is a pilot program, but we're hoping to be able to expand it to our other (North Shore) communities as well."

Finding money

The program was born in large part through talks involving state Rep. Ann-Margaret Ferrante, D-Gloucester, and Lou Mandarinini, who knew Ferrante's father as a fisherman and laborer. Mandarinini now serves as head of the Boston Labor Council and as an officer with the Massachusetts AFL-CIO.

Ferrante said she and Mandarinini discussed how the trade unions might offer programs for students, and Mandarinini recalled working with Riccio when she was director of Medford Vocational Technical High School before coming to Essex Tech for the start of this school year.

The program faced one hurdle: Money to pay to transport the students to and from Gloucester High to Essex Tech four days a week. Project backers, including Mayor Sefatia Romeo Theken, reached out to John and Mollie Byrnes for help. The Byrneses — Gloucester residents who are prior recipients of the city of Gloucester's Linzee Coolidge Philanthropy Award — agreed to supply a grant of \$30,000.

"This was a no-brainer for us," said Mollie Byrnes, noting that she and her husband have long supported education and the building trades. "This wasn't even a case of having to go into the other room to talk about it. We just said 'Yes.'"

Under the program, participating students will enter a laborers' apprentice program, and will get an 18-month head start with a higher pay grade over those who would enter the four-year apprentice program after high school.

"We realize we have an aging (workforce) population," said Michael Traficante, director of government affairs for the New England Laborers Training Trust. "We need young people to be part of our future."

Riccio and the other officials emphasized that the Gloucester program is not a one-time deal.

Ferrante and state Senate Minority Leader Bruce Tarr, R-Gloucester, both vowed to push for grant funding to extend the program into the future and to other communities, while Marandini and Traficante pledged to seek state grant dollars through workforce programs.

"We are not going to let you down," Traficante said. "We believe in this program, we believe in this school. And we believe in these kids."

Gloucester Superintendent Richard Safier chose to look at the partnership from a bit of a Hollywood history perspective.

"Those of you who know the film 'Casablanca' may remember the last line: 'I think this is the beginning of a beautiful friendship,'" he said. "That's how I feel about this."

Ray Lamont may be contacted at 978-675-2705, or rlamont@gloucestertimes.com.

Correction

The original version of this story, published online and print, incorrectly stated that John and Mollie Byrnes were associated with the Dusky Foundation. The Dusky Foundation is headed by Linzee Coolidge, and the Byrneses are prior recipients of the city of Gloucester's Linzee Coolidge Philanthropy Award.

The Gloucester Daily Times aims to be accurate. If you are aware of a factual error in a story, please call Times Editor David Olson at 978-338-2531.

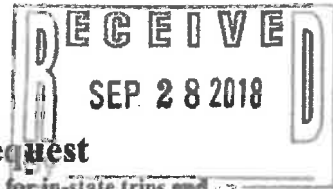
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Overnight
Essex Technical High School

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, which must be approved by the School Committee.

Today's Date: 9/21/18 OUT of STATE TRIP? Yes No

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

Destination and Location of Trip: Skills Fall State Leadership Marlborough MA

Date(s) of Trip: Nov 18-20 2018 Day(s) of Schedule: Day 9

Departure Time: 0800 Pick-up Time from Site: - Return to School Time: 2:30 Number of Students: 12

Please check one in each column: Class or Group: Skills USA Grade: 9-12

- Curricular
- School Day
- School Green Bus-you drive (14 capacity) # of buses needed _____
- Extracurricular
- After School
- School Van (equipment only) # of vans needed White Van #1 Kn.
- Other _____
- Evening
- Essex Tech School Bus
- Non-School Day
- Contracted Bus Transportation

Faculty Cell Phone # _____

Purpose of Trip: Leadership Conference for Skills USA students.
Sunday Monday overnight Return Tuesday.
For Transportation/Administration use, if needed

Chaperones (ALL): Robert Conard Kathleen Holman

Driver(s): Robert Conard

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

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

Arrangements for students not attending field trip: N/A

Other Considerations: overnight.

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. (If you wish, this list may be emailed to cmears@essextech.net for inclusion in the daily notices.

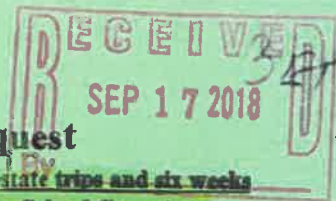
Approval Signatures:

1. Attendance & Substitute Coordinator, D. Gibson Trentline NoSub Date: _____
2. Director: [Signature] Date: 9/21/18
3. Assistant Principal: [Signature] Date: 9.24.18

*Out of State Field Trips require signature of Principal
3. *If required: Principal [Signature] Date: 9/24/18

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

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



10
2 of 3

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: 8/29/18 OUT of STATE TRIP? Yes No

Teacher Name: LINDA GERSON Academy: (circle one) (A) B D E

Destination and Location of Trip: AYHC Symposium, Moscow FOAHC

Date(s) of Trip: MARCH 7-11, 2019 Day(s) of Schedule: 7-9

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

Please check one in each column: Class or Group: ANIMAL SCIENCE Grade: 10-12
FFA HORSE JUDGING

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 # 603-498-1287

Purpose of Trip: _____
ALLOW STUDENTS TO ATTEND THE AMERICAN
YOUTH HORSE COUNCIL SYMPOSIUM
SEE DETAILS ATTACHED

For Transportation/Administration use, if needed

Chaperones (ALL): LINDA GERSON

Driver(s): _____

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

When? (Class Periods/Duties, etc.)
DAY 7-9 EQUINE SCIENCE

Arrangements for students not attending field trip: N/A

Other Considerations: APPROVAL ONLY AT THIS TIME. DETAILS TO COME.

- 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: [Signature] _____ Date: 9/7/18

3. Assistant Principal: [Signature] _____ Date: 9/7

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

3. *If required: Principal [Signature] _____ Date: _____

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

September 2018

Subject: 2019 American Youth Horse Council Symposium
To: Shannon Donnelly , Interim Principal
Heidi Riccio, Superintendent
ENSATS School Committee

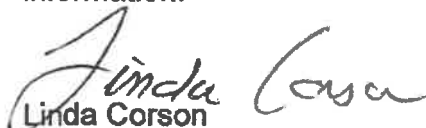
Attached please find a travel request and proposed itinerary for members of the FFA Horse Judging Team to attend the American Youth Horse Council Symposium that is being held in Moscow, Idaho from March 8-10, 2019. The symposium will give students a unique opportunity to attend demonstrations, hear speakers and participate in workshops provided by several equine youth organizations. They can also tour local equine facilities, such as equine hospitals and breeding farms that are part of Oklahoma's large equine industry.

The American Youth Horse Council is a non breed/ discipline specific organization devoted to equine education through a variety of written and hands on material. I have successfully used the AYHC Horse Industry Handbook and other materials for my classes. I have attended this symposium annually for many years. It has allowed me to meet many new friends from all areas of the equine industry with whom I can trade ideas and information. I have also been able to connect workshops with CTE frameworks and add this information to my curriculum.

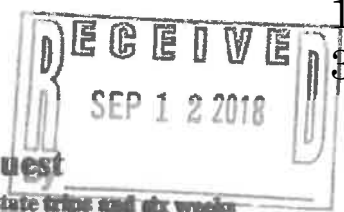
For the past years members of the Essex Chapter FFA Horses Evaluation Team have attended with me. So far students have traveled to Storrs Connecticut, Minneapolis Minnesota and Redmond Oregon, Lexington Kentucky and Oklahoma City, OK. In 2017 members assisted with planning and took part in symposium activities held here on the North Shore. Each year they have toured a new part of the country, met horse oriented youth like themselves, toured local breeding farms and state universities. They have learned information about topics such as equine health, nutrition, training, breeding as well as personal growth and leadership skills from industry professionals.

Fundraising will be ongoing. I have provided a proposed travel itinerary for your review. Cost estimates will come later, as at this time flight costs, symposium registration and tours costs have not yet been established.

Thank you so much for your time and consideration. We look forward to your response. Please feel free to contact me should you have questions or require any additional information.


Linda Corson

Animal Science Instructor and Horse Evaluation CDE coach.



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: 11 SEP 2018
Teacher Name: ANTHONY WILBUR Academy: (circle one) A B D E
Destination and Location of Trip: UNIV. OF MAINE DARLING MARINE CENTER, SOUTH BRISTOL, ME
Date(s) of Trip: 21-24 MAY 2019 Day(s) of Schedule: 5, 6, 7, 8
Departure Time: 2:30 ^{21 MAY} Pick-up Time from Site: _____ Return to School Time: 1:30 Number of Students: 13
Please check one in each column: Class or Group: ENV TECH COASTAL ECOLOGY 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 2 KIA (white)
- Other _____ Evening Essex Tech School Bus
- _____ Non-School Day Contracted Bus Transportation

Faculty Cell Phone # 978-826-0879

Purpose of Trip: TO EXPLORE + DESCRIBE COASTAL ENVIRONMENT IN MAINE + TO DESCRIBE RESEARCH + MANAGEMENT ACTIVITIES AT UNIV. OF MAINE
For Transportation/Administration use, if needed

Chaperones (ALL): ANTHONY WILBUR / LAURA GALLANT
Driver(s): WILBUR / GALLANT

Substitute Needed? YES (Please ALSO email substitute needs to doiboom@essextech.org) will need 2 subs

When? (Class Periods/Dates, etc.) ALL DAY, 22-24 MAY 2019 - ENV TECH FRESHMEN

Arrangements for students not attending field trip: _____
Other Considerations: May 21 Academic day plan to leave after school.

- 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: R. Holman _____ Date: 9/12/18
3. Assistant Principal: [Signature] _____ Date: 9/12/18

*Out of State Field Trips/Overnight require signature of Principal:
3. *If required: Principal [Signature] _____ Date: 9/12/18

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



ESSEX NORTH SHORE
 AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

Memorandum

To: Heidi Riccio *HR*
From: Joseph St. Pierre
Date: September 5, 2018
Subject: Relationship with Micro Brewers – Spent Grain

Good Morning Heidi,

We have a relationship with three local Micro Brewers - Bentwater Brewing, Notch Brewing and Deacon Giles Distillery. On about a weekly basis we collect the brewers spent grain so that we can feed it to our live stock animals as supplementation in combination with their normal hay diet. The only thing that they ask for in return is that we transport the grain from their facility to ours. This is extremely helpful and cost effective for the district. If we did not have this source we would have to purchase "All Stock" in significant volume. Having the large volume of brewers grain on hand also adds a great factor of safety for us in the winter months when hay may be more difficult to come by. This is a common practice with in the livestock farming community.

Monthly savings are as follows:

Brewers Grain Consumption - 6000 lbs / week @ zero cost to District.
 All Stock Grain - (\$10.00 / 50 lbs bag) (2 bags/day)(31 days) = \$620 / Month

Summed up this relationship saves the school district \$620 / month. It is beneficial to the brewers because if we did not take it from them they would have to pay for removal. It also closes a link in the sustainability cycle. We are using something normal be considered waste in a productive manner.

It had come to my attention that these relationships were not public knowledge and seemed to me like they should, at the very least, have your blessing. I am requesting that we are allowed to continue with the relationships in an effort to save the District money.

Thank you for your time!

BR,
 Joe

BY-LAWS GOVERNING THE OPERATION

of the

ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

These bylaws are adopted pursuant to Chapter 463 of the Acts of 2004, as amended by Chapter 9 of the Acts of 2006, Chapter 304 of the Acts of 2008 and by Chapter 130 of the Acts of 2010 (collectively, the "Enabling Act") by the representatives of the cities of Beverly, Gloucester, Peabody and Salem, the towns of Boxford, Danvers, Essex, Hamilton, Lynnfield, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Rockport, Swampscott, Topsfield and Wenham (each a "Member Municipality") and also by representatives appointed by the Commissioner of Agriculture of The Commonwealth of Massachusetts (the "Commissioner of Agriculture"), as members of the Essex North Shore Agricultural and Technical School District School Committee.

PART I

THE DISTRICT

Section 1.1 Name

The name of the District shall be "Essex North Shore Agricultural and Technical School District" (hereinafter sometimes referred to as the "District").

Section 1.2 Seal

The seal of the District shall bear the name of the District and shall otherwise be in such form as shall be approved by vote of the Committee

PART II

THE REGIONAL DISTRICT SCHOOL COMMITTEE

Section 2.1 Composition of Committee

The powers and duties of the District shall be vested in and exercised by the Essex North Shore Agricultural and Technical School District School Committee (hereinafter sometimes referred to as the "Committee"). The Committee shall consist of **twenty (20)** members as follows: three (3) members to be appointed by the Commissioner of Agriculture, with the approval of the Governor and one (1) member from each other Member Municipality (each, a "Member"). Members shall be chosen as provided in Sections 2.2, ~~and 2.3 or 2.4~~ and shall be entitled to vote as provided in Sections 2.4, 2.5 and 2.6, and shall serve until their respective successors are appointed and qualified. Upon the effective date of the withdrawal of any Member Municipality, the term of office of the Member representing such Member Municipality shall thereupon terminate.

Adopted January 6, 2011

Section 2.2 Initial Committee

The initial Committee shall be established in accordance with the Enabling Act.

In accordance with the Enabling Act, the Commissioner of Education of The Commonwealth of Massachusetts, or his or her designee (the "Commissioner"), shall fix the time and location of the initial meeting of the Committee and shall preside at such meeting until the election of a chairperson.

Section 2.2.3 Appointments and Terms

The initial representatives from each of the Member Municipalities shall have terms that expire as follows: (i) the terms of the representatives from the City of Peabody, the Towns of Rockport, Nahant, Boxford, Lynnfield and Essex shall expire on December 31, 2012; (ii) the terms of the representatives from the City of Beverly, the Towns of Topsfield, Hamilton, Swampscott, Wenham, and Marblehead and of Agricultural Representative 1 shall expire on December 31, 2013, and (iii) the terms of the representatives from the Cities of Gloucester and Salem, the Towns of Danvers, Manchester-by-the-Sea, and Middleton and of Agricultural Representatives 2 and 3 shall expire on December 31, 2014. Members serve on a rotational basis to ensure institutional history, based on the terms laid out in initial bylaws adopted 1/6/11.

Within the sixty-day period prior to the expiration of the term of any Member, as determined above, the Commissioner of Agriculture, the Mayor of the City of Peabody, and the Mayor of the City or the Moderator of the Town which such Member represents shall with the consent of the School Committee of such city or town other than Peabody, reappoint such Member, or appoint a successor, for a term of three years beginning on the first day of January next following such appointment; and shall likewise make such appointment or reappointment every third year thereafter. The Committee shall be responsible for notifying in writing, the Mayor or Moderator and the school committee of a city or town at least sixty days prior to the expiration of the term of a Member representing such city or town; and the mayor or moderator shall be responsible for notifying the Committee in writing of the appointment or reappointment of any Member representing such city or town. The time of appointment and the term of a Member representing a municipality subsequently admitted to the District under Part VI of these by-laws shall be specified in the Amendment authorizing such admission. ▼

For the purposes of this section, the consent of the School Committee of a Member Municipality shall mean, in the case of a Member Municipality which is part of a regional high school district, the consent of those members of the regional high school district committee who are residents of such Member Municipality.

Section 2.3 Vacancies

If a Member of the Committee dies, or resigns, or ceases to be a resident of the city or town which he or she represents, such office shall be deemed vacant; and the Committee shall notify the Commissioner of Agriculture, or the mayor or moderator represented by such Member, as appropriate, in writing of such vacancy. A vacancy shall be filled in the same manner as provided in Section 2.3.2 for regular appointments; and the term of a person appointed to fill a vacancy shall begin on receipt by the Committee of a written notification of his or her

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appointment from the Commissioner of Agriculture, the mayor or moderator concerned and shall expire on the same date as the term of his predecessor. If any Member fails to attend three successive regularly scheduled meetings of the Committee, the Committee shall so notify the Commissioner of Agriculture or the Mayor or Moderator of the Member Municipality concerned, as appropriate.

Section 2.4. Allocation of Votes

~~A. Each Member serving on a Subcommittee or Ad Hoc Subcommittee shall be entitled to cast one vote. Only affirmative votes will move forward for consideration to the full Committee.~~

~~B. Each Member shall in any in a full 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

~~During the initial year of operation, the additional votes shall be based on enrollment at the Essex Agricultural and Technical High School, the North Shore Vocational Technical School District and the vocational programs at Peabody School District. The Members appointed by the Commissioner of Agriculture shall cast one vote each as provided in the Enabling Act.~~

Section 2.5 Organization: Transaction of Business

~~A. At the first meeting of the Committee, the Committee shall organize and elect from its own membership a Chairpersonman, a Vice Chairpersonman and a Secretary to serve until January 12, 2012.~~

The annual meeting of the Committee shall be held on the second Thursday in January of each year, or on another mutually agreed upon date, at which time the Committee shall elect from its own membership a Chairpersonman, Vice Chairpersonman and a sSecretary to serve until the next annual meeting. The Superintendent-Director shall serve as the acting Chairperson at the annual meeting until these votes have been concluded. At the first meeting of the Committee or at any subsequent meeting, the Committee shall appoint a **District Treasurer** who shall not be a member of the Committee and who shall serve until the next annual meeting or until a successor is duly appointed and qualified for such office; may provide for the election, appointment, removal and terms of such other officers and

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Alexandra Liteplo 8/28/18 7:19 PM
Comment: move this addition to make clear weighted vote only in full committee

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committees as it deems advisable, and prescribe their powers and duties; and shall adopt an initial budget pursuant to Section 4.1. Minutes of all meetings shall be **made available on the District's website.** ~~transmitted to the mayors, and the chairmen of the city council and school committees of a city which is a member of the District and to the moderators, and the chairmen of the boards of selectmen and of the school committees of each Member Municipality (including where applicable both regional and local school committees).~~ The bylaws of the District shall be adopted or amended by a two-thirds vote of the Committee.

- B. At ~~any~~ Committee ~~or subcommittee~~ meeting, a majority of the **duly-appointed and currently serving** Members shall constitute a quorum for the transaction of business, but a lesser number shall be sufficient to adjourn and to call a special meeting. At **the full school**, Committee meeting, a majority vote shall mean the vote of a majority of the total number of allocated votes which all the Members present are entitled to cast; a two-thirds majority vote shall mean the votes of two-thirds of the total number of allocated votes which all the Members present are entitled to cast.
- C. The Chairperson~~man~~ shall preside at all meetings of the **full** Committee, shall appoint and serve as **a** member of all **Ad Hoc** committees and standing sub-committees, and shall perform such other duties as may be delegated to him/her by the Committee or required by law. He/she shall, in the name and on behalf of the District, sign all contracts and other instruments, the execution of which shall have been authorized by the Committee. The Chairperson~~man~~ shall be entitled to vote on all matters.
- D. If **both** the Chairperson~~man~~, Vice-Chairperson~~man~~ and **Secretary** are absent or unable to perform their duties, the Committee shall appoint a temporary Chairperson~~man~~ to preside and to perform such other duties of the Chairperson~~man~~ as may specifically be delegated to him/her by the Committee. The Superintendent-**Director** or his/her designee will preside over the election of the temporary Chairperson~~man~~.
- E. The Secretary shall keep the minutes of all meetings and maintain permanent records of the proceedings of the Committee. He/she shall be custodian of the District seal, all records of the District, and the Treasurer's bond. If the office of Secretary is vacant or if the Secretary is absent or unable to perform his/her duties because of disability, the Committee may appoint a temporary Secretary to hold such office and exercise the powers and perform the duties thereof until a Secretary is duly appointed or the Secretary who was disabled or absent resumes his/her duties.
- F. The **District** Treasurer shall receive all monies paid to the District or the Committee, and shall deposit the same in such banks as authorized by the Committee. He/she shall also pay out money in such amounts as have been approved by the Committee, provided that he/she shall pay no money from the treasury, other than court judgments, bonds, or notes which may become due and interest thereon, except upon an order or warrant signed by ~~at least~~ a majority of the Committee. He/she shall render reports of all receipts and disbursements monthly unless otherwise directed by the Committee and shall perform such other duties as the Committee may determine. The Treasurer shall give bond for the faithful performance of his/her duties in accordance with the law which shall be in such amount as may be required

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by law and in any additional amount, if any, as the Committee shall direct, the premium of such bond to be paid as an operating expense of the District. The Committee may appoint an Assistant Treasurer who need not be a member of the Committee and who shall, in the absence of the Treasurer, perform his/her duties and shall be subject to the requirements and penalties applicable to him/her.

G. The Committee shall employ a Superintendent-**Director** of schools and fix his/her compensation. The Superintendent-**Director** shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the Massachusetts Department of Elementary and Secondary Education, or any successor thereto, and shall submit materials for the Committee's annual report to the Mayors and Boards of Selectmen of the District's Member Municipalities in sufficient time for printing in the Annual Reports of the Member Municipalities.

H. Regular meetings of the Committee **are generally shall be** held on the ~~fourth~~**second** Thursday of each month at 7:00 p.m. or at such other times as the Committee shall determine. All meetings shall be posted and advertised according to M.G.L. Chapter 30A, §§ 18-25; or any successor provision of the General Laws, as the same shall be amended from time to time. Meetings of the Committee shall conclude no later than 10:30 p.m. unless a quorum is present and votes by a two-thirds majority to continue beyond such time.

I. Special meetings of the Committee may be held at the call of the Chairperson~~man~~, if he/she shall deem it expedient, ~~or,~~ shall be held upon the written request of ~~three~~**three** Members of the Committee. Notice of a special meeting shall be in writing, shall state the time, place and purpose of the meeting, and shall be **given emailed** to each Member of the Committee, ~~either by delivering a copy thereof to each Member in hand, or by leaving the same at the Member's home address at least 48 hours before the time of the special meeting, or by sending such notice by first class mail, postage prepaid, or via an electronic communication,~~ not later than 48 hours, exclusive of Saturdays and Sundays and legal holidays, preceding the day on which such special meeting is to be held. At such special meeting, no business shall be considered other than that designated in the notice except by two-thirds vote as defined in Section 2.5 **(A)** of these By-Laws. Any member of the Committee may waive his/her notice of the time, place and/or purposes of any meeting of the Committee. Any such waiver shall be in writing and shall be filed with the records of the special meeting to which it relates.

J. The order of business at regular meetings shall be generally as follows:

- ~~A. Call to Order~~
- ~~B. Secretary's report and approval of minutes of previous meeting~~
- ~~C. Student Representative Report~~
- ~~D. Business Manager and Treasurer's report and approval of bills and payrolls~~
- ~~E. Communications (by the Committee members and by members of the public who are present)~~
- ~~F. Reports and recommendations~~
- ~~G. Principal Report of the Superintendent Director~~
- ~~H. Old Business~~
- ~~I. Reports of Subcommittees listed on Agenda~~

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- _____ J. New Business
- _____ K. Adjournment

1. Call to Order
2. Salute to the Flag
3. Public Comment*
4. Student Representatives Report
5. Approval of Meeting Minutes
6. Communications
7. Superintendent-Director Report
8. Principal Report
9. Subcommittee Reports
(Finance, District, Personnel)
10. Old Business
11. New Business
12. Warrant
13. Discussion Items That Were Not Reasonably Anticipated by
the Chairperson (M.G.L. , Chapter 30A-Section 18-25)
14. Adjourn

The most recently published edition of Robert's Rules of Order shall govern the conduct of the proceedings of the Committee except when those rules are in conflict with any policies and regulations approved by the Committee. Executive sessions of the Committee may be held for any purpose permitted by the General Laws, but only by a majority vote as such term is defined in Section 2.5(B) of these By-Laws. Otherwise, all meetings shall be open to the public.

K The official bulletin board of the District for purposes of General Laws, Chapter 30A, Section 20, shall be the website of the District, and notices of all meetings shall be posted in accordance with Chapter 30A, §20 of the General Laws (the Open Meeting Law) and 940 CMR 29.03 or any successor statute that may be in effect from time to time.

L The Committee may from time to time make policies, rules and regulations consistent with the laws of the Commonwealth or these ~~b~~Bylaws for the operation and conduct of the District, its schools and programs.

Section 2.6 Powers and Duties

The Committee shall have all the powers and duties conferred and imposed upon it by these by-laws and such other additional powers and duties as are specified in the Enabling Act and any amendments thereto now or hereafter enacted or as may be specified in any other applicable general or special law.

Section 2.7 Process for Filling Vacant Offices

The following procedure will be employed for each office open, whether at the Committee's annual meeting or on the occasion that an office should be vacated during the course of the year.

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1. The school committee designee acting as temporary Chairperson, shall entertain nominations for each office, beginning with the Chairperson~~man~~, from the membership. Nominations shall not require a second.
2. A motion to close nominations shall require a second, and must be voted on, as any other motion.
3. Should only one nomination for an office be submitted, the Chairperson~~man~~ may instruct the secretary to cast one ballot for the nominee.
4. If two or more nominees are submitted for any office, the election of an officer shall be conducted by a roll call vote, with all allocated votes recorded. The Chairperson~~man~~ need not vote unless his/her vote shall affect the outcome of the election.
5. The nominee receiving a majority of the allocated votes cast by those present and voting shall be declared the winner. Upon a majority vote of the Members, the vote may be taken by signed paper ballot which is recorded and read by the Secretary.

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PART III

APPORTIONMENT AND PAYMENT OF COSTS INCURRED BY THE DISTRICT

Section 3.1 Classification of Costs

For the purpose of apportioning assessments levied by the District against the Member Municipalities, costs shall be divided into three categories capital costs, operating costs and special operating costs.

Section 3.2 Capital Costs

Capital costs shall include all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, reconstructing, and adding to buildings, and the cost of remodeling or making extraordinary repairs to a school building or buildings, including without limitation the cost of the original equipment and furnishings for such buildings or additions, plans, architects' and consultants' fees, grading and related structures and premises in operating condition, sewage disposal and any other items for which a school district may borrow money. Capital costs shall also include payment of principal of and interest on bonds, notes or other obligations issued by the District to finance capital costs.

Section 3.3 Operating Costs

Operating costs shall include all costs for daytime courses in grades 9-12 operated by the District and not included in capital costs as defined in Section 3.2 or Special Operating Costs as defined in Section 3.4 but including interest on temporary notes issued by the District in anticipation of

revenue.

Section 3.4 Special Operating Costs

Special Operating Costs shall include, the net cost of evening, graduate and extension courses or any other types of courses which are offered by the District to persons other than pupils attending a regular District vocational school program in any of grades 9-12, net of any revenues collected by the District on account of such programs.

Section 3.5 Apportionment of Capital and Operating Costs

A. Capital and operating costs for every fiscal year shall be apportioned to the Member Municipalities on the basis of their respective pupil enrollment in the District schools; provided that, for the purpose of such apportionment each member municipality shall be deemed to have at least five students enrolled full time in grades 9-12 in the District schools each year. Each Member Municipality's share of capital and operating costs for each fiscal year shall be determined by computing the ratio which the enrollment of full time students in grades 9 through 12 from such Member Municipality at such Member Municipality's expense in any school or schools operated by the District bears to the total number of full time students in grades 9-12 from all member municipalities at municipality expense in any school or schools operated by the District on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined.

B. In the event that full time student enrollment in any of grades 9-12, inclusive, in the District school system has not been accomplished by October 1 of any such year, capital and operating costs shall be apportioned on the basis of enrollment in grades nine through twelve of pupils residing in each Member Municipality and receiving education at such Member Municipality's expense on October 1 of such year. The Committee by two-thirds vote (as defined in Section 2.5(B) of these By-Laws) may make adjustments in the apportionment formula set forth in this subparagraph B in the event the Committee determines that such formula does not apportion the initial operating costs consistently with the anticipated use of District school system. The fiscal year shall commence July 1 and end on June 30, or shall be such other fiscal year as may be established by statute for municipal corporations and regional school districts.

Section 3.6 Apportionment of Special Operating Costs

Special Operating Costs shall be apportioned to the Member Municipalities on the basis of the ratio which the enrollment of pupil hours of residents of each Member Municipality in courses described in Section 3.4 on November 1 and March 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total enrollment of pupil hours in courses described in Section 3.4 from residents of all member municipalities on such dates.

Section 3.7 Times of Payment of Apportioned Costs

Each Member Municipality shall pay to the District in each fiscal year its proportionate share, certified as provided in Section 4.3 of the capital, operating and special operating costs of the District. Except as otherwise provided in Section 4.1 the annual share of each member

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municipality shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

End of the first fiscal quarter	25%
End of the second fiscal quarter	75%
End of the third fiscal quarter	100%

PART IV

BUDGET

Section 4.1 Initial Budget

~~The District's annual budget shall be prepared and approved pursuant to section 16B of chapter 71 of the General Laws. District operating and capital expenses in excess of the required local contributions as established under chapter 70 of the General Laws shall be apportioned to the Member Municipalities on the basis of their respective pupil enrollment in the District; but, for the purpose of the apportionment each Member Municipality shall be considered to have at least 5 full-time students. During the initial year of operation, any budgets and assessments approved before the July 1 preceding the opening of the District, pursuant to the North Shore Vocational Regional School District agreement or chapter 74A of the General Laws, shall have full force and effect. The District shall make appropriate provisions for the initial year of operation with regard to vocational programs transferred from the Peabody school district. In the District's initial fiscal year of operations as a combined entity on the present campus of the Essex Agricultural and Technical High School, the annual budget shall be allocated on the basis of the projected enrollments set forth in Exhibit A to these by-laws.~~

~~Prior to the commencement of operations as a combined entity, all Capital and Operating Costs related to the design and construction of a new combined District High School on the present campus of the Essex Agricultural and Technical High School, net of any grants received by the District on account of such project, shall be allocated on the basis of the projected enrollments set forth in Exhibit A to these by-laws.~~

Section 4.1 Tentative Operating and Maintenance Budget

~~The~~ Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to become due in such year on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the Member Municipalities. The Committee shall submit to the mayor of each member city and to the Chairperson of the finance or advisory committee of each member town a copy of such tentative operating and maintenance budget on or before February 15 which shall be itemized as follows or be in such further detail as the Committee may deem advisable:

1. Administration
2. Instructional Leadership
3. Classroom and Specialist Teachers

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Adopted January 6, 2011

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4. Other Teaching Services
5. Professional Development
6. Instructional Materials, Equipment and Technology
7. Guidance Counseling and Testing
8. Pupil Services
9. Operations and Maintenance
10. Insurance, Retirement and Other

Section 4.2 Final Operating and Maintenance Budget

The Committee shall adopt an annual operating and maintenance budget, including debt and interest charges and any other current capital costs as separate items, not later than April 30 before the ensuing fiscal year, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Part II. The amounts so apportioned to each Member Municipality shall be certified by the District Treasurer to the Treasurer of each Member Municipality, prior to April 30, of each year.

Section 4.3 Incurring of Debt

Whenever the Committee authorizes the incurring of debt, except for temporary debt in anticipation of revenue to be received from any source in accordance with Chapter 71, Section 16(g) of the General Laws, such debt may be incurred if two-thirds of the Member Municipalities do not vote disapproval within sixty days following the date on which such debt was authorized by the Committee, provided that said Member Municipalities which have not voted disapproval agree, within ninety days of the date on which such debt was authorized, to pay the total bond indebtedness authorized by the Committee without contribution by the Member Municipalities which voted disapproval of the amount of said debt. The Member Municipalities which have voted disapproval of such indebtedness shall have the right to retain their membership in the District as provided herein, except that they shall not be allowed to any added enrollment that might result solely from the expansion of facilities that occurs on account of such new indebtedness. Within seven days following the authorization of indebtedness by the Committee, the Committee shall cause written notice of the date that such indebtedness was authorized by the Committee, the amount of the indebtedness and of the general purposes for which it was authorized and of the procedure for approval to be followed, to the city council of each member city and the board of selectmen of each member town.

Section 4.4 Establishment of Surplus Account. Limitation of Operating Surplus

As required by the Enabling Act, there is hereby established on the books and accounts of the District, a capital reserve fund for the purpose of financing necessary facility maintenance and capital improvements. The capital reserve fund shall be subject to the limits on stabilization funds in section 16G 1/2 of chapter 71 of the General Laws.

PART V

LOCATION AND TRANSPORTATION

Section 5.1 School Location

The District school shall be located on the property occupied as of July 1, 2009 by the Essex North Shore Agricultural and Technical School in Danvers, Massachusetts, at the address 562 and 565 Maple Street, Hathorne, MA 01937.

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Section 5.2 Transportation

The District shall be responsible for the transportation of its students in accordance with Sections 7A and 16C of the Chapter 71 of the General Laws. Transportation for non-resident students enrolled in the agricultural vocational programs shall be limited to students residing in municipalities within a 20 mile radius of the District, as determined by the Commissioner of the Department of Elementary and Secondary Education. The unreimbursed cost of transporting students, if any, shall be apportioned to the Member Municipalities as an operating cost, and shall otherwise be subject to the terms of the Enabling Act.

PART VI

AMENDMENTS

Section 6.1 Limitation

These by-laws may be amended by two-thirds vote of the Committee (as defined in Section 2.6(B) of these By-Laws), but no amendment shall be made which shall substantially impair the rights of the holders of any bonds, notes or other obligations of the District then outstanding, or the rights of the District to procure the means for payment thereof, provided that nothing in this Section shall prevent the admission of a new municipality or municipalities to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon. Any vote to amend these bylaws may be taken at a regular or special meeting of the Committee, provided a copy of the proposed amendment has been emailed, to each Member at their assigned school email account at least five days prior to the regular or special meeting at which the proposed amendment is to be acted upon, provided further that the requirement for providing a written copy of the proposed amendment shall not apply if all Members of the Committee are present and vote in favor of the proposed amendment.

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PART VII

ADMISSION OF ADDITIONAL MUNICIPALITIES TO THE DISTRICT

Any other municipality or municipalities may be admitted to the District upon adoption of an amendment to these bylaws after following the procedure outlined in this Part. Upon request by

such municipality or municipalities, the Committee may by two-thirds vote seek an amendment of the enabling legislation to permit the admittance of a new member on such terms as outlined in the legislation as amended and, in the bylaw, as amended. Prior to seeking such an amendment to the legislation, the Committee shall notify the Commissioner of Elementary and Secondary Education and request a Reorganization needs conference pursuant to 603 CMR 41.02.

PART VIII

WITHDRAWAL

Section 8.1 Limitations and Procedure

The withdrawal of a Member Municipality from the District may be effected by an amendment to these by-laws in the manner hereinafter provided by this section. Any Member Municipality seeking to withdraw shall, by vote at an annual or special town meeting in the case of a town or by vote of the city council in the case of a city, request the Committee to draw up an amendment to these by-laws setting forth the terms by which such Member Municipality may withdraw from the District, provided (1) that the Member Municipality seeking to withdraw shall remain liable for any unpaid operating costs which have been certified by the Treasurer of the District to the Treasurer of the withdrawing Member Municipality including the full amount so certified for the year in which such withdrawal takes effect and, (2) that the said Member Municipality shall remain liable to the District for its share of the indebtedness of the District outstanding at the time of such withdrawal, and for interest thereon, to the extent and in the same manner as though the Member Municipality had not withdrawn from the District. Prior to making such an amendment to the bylaws, the Committee shall notify the Commissioner of Elementary and Secondary Education and request a Reorganization needs conference pursuant to 603 CMR 41.02. Once the requisite procedures under 603 CMR 41.02 and 41.03 have been followed, the Committee shall seek any necessary amendments of the enabling legislation prior to amending these bylaws as set forth above.

Section 8.2 Cessation of Term of Office

Upon the effective date of withdrawal the term of office of the Member serving on the Committee from the withdrawing Member Municipality shall terminate and the total membership of the Committee shall be decreased accordingly.

Section 8.3 Payments of Certain Capital Costs Made By a Withdrawing Municipality

Money received by the District from the withdrawing Member Municipality for payment of funded indebtedness or interest thereon shall be used only for such purpose and until so used shall be deposited in trust in the name of the District with a Massachusetts bank or trust company

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having a combined capital and surplus of not less than \$50,000,000.

Section 8.4 Apportionment of Costs After Withdrawal

The withdrawing Member Municipality's annual share of any future installment of principal and interest on obligations outstanding on the effective date of its withdrawal shall be fixed at the average percentage prevailing for such Member Municipality at the last three annual apportionments made next prior to the effective date of the withdrawal. The remainder of any such installment, after subtracting the shares of any Member Municipality or Municipalities that have withdrawn, shall be apportioned to the remaining Member Municipalities in the manner provided in Section 3.5 or as may be otherwise provided in the amendment providing for such withdrawal. Tuitions for students from a city or town that has withdrawn from the District, shall be determined in accordance with Chapter 74 of the General Laws.

PART IX

ADVISORY COMMITTEES

The Committee may, to assist it in the construction of any regional school building, appoint a building committee to advise it with respect to plans, specifications, appointment of architects, engineers, the letting of contracts, the supervision of construction, and any other assistance which the Committee may desire, and may appoint such other advisory committees as in its judgment may be necessary or as are required by law.

PART X

APPROVAL

These by-laws shall be effective by two-thirds vote of the Committee (as defined in Section 2.6(B) of these By-Laws) in accordance with the Enabling Act duly adopted on the, 6th day of October, 2011, and amended on this 11th day of October, 2018,

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PROPOSED

Drafted: August 8, 2018

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION DIRECTOR OF FACILITIES, FARM & GROUNDS

QUALIFICATIONS:

- Must have at least 5 years experience in an educational or industrial environment
- Associate's degree or Bachelor's degree in agriculture, farm management, facilities management, business administration, engineering or a related field preferred
- Contractor License or professional trade license preferred
- Working knowledge of building codes and laws, especially safety codes as they relate to schools
- Ability to read and understand blueprints, schematics and technical manuals associated with operational systems of a large and complex facility
- Knowledge of plant facility operation, preventive maintenance, fiscal and personnel management, and purchasing of supplies and materials

REPORTS TO: Superintendent-Director

RESPONSIBILITIES:

1. Responsible and accountable for assuring that the physical facilities, including farm buildings and grounds and all of the systems wherein on the campus of Essex North Shore Agricultural & Technical School District are in optimum condition.
2. Plan, organize, coordinate and oversee day-to-day activities in the operation, maintenance, and management of custodial, maintenance, farm and grounds personnel, service providers and construction firms including HVAC, plumbing, electrical, carpentry, painting, building and grounds, and fire protection to ensure the proper and efficient management of the school.
3. Manage the building automation and energy management programs, preventive maintenance and associated service contracts, utility systems and school assets to determine needed maintenance and repairs. Review work in progress and assure completion of work orders, contracts and new capital construction projects.
4. Analyze technical and operational problems and devise solutions or processes to address issues as they arise.
5. Provide supervision to the Supervisor of Farm & Grounds, the Supervisor of Custodial Services & Operations, the Plant Electrician and the Farm Mechanic.
6. Oversee the maintenance, improvement and harvesting of agricultural lands to obtain proper crop production; oversee the management, care and health of all livestock and small animals.

7. Oversee the overall landscape operations throughout the campus, including all athletic fields, in collaboration with the Director of Athletics.
8. Facilitate the coordination of large projects, including deferred maintenance, preventive maintenance, energy conservation, and capital projects; assist in the development and implementation of a detailed five (5) year Capital Improvement Plan
9. Responsible for all facilities, farm and grounds matters, both during the normal school day and year, as well as after hours and throughout the summer; on call at all times to respond to emergencies and to assign appropriate personnel.
10. Administer the day-to-day physical operation and maintenance of all buildings and facilities, including the mechanical and technological systems wherein, as well as outside lighting throughout the campus, and other auxiliary systems.
11. Responsible for directing snow plowing and snow removal on school property.
12. Possess knowledge of the building codes and regulations, environmental laws, ADA compliance and other regulations for the operation of buildings and facilities
13. Negotiate and administer contracts for out-sourced services in collaboration with the Director of Business Operations
14. Obtain proposals and quotes, which go out to bid, on major maintenance and capital improvement projects, in collaboration with the Director of Business Operations; know and understand state bid laws and procurement regulations.
15. Supervise and/or provide for the supervision of contractors making sure that assigned work and projects are performed and completed to school department's satisfaction
16. Determine the necessity for maintenance work or structural alterations and prepare plans and specifications for such work, including mechanical equipment and materials to be purchased
17. Develop, schedule and implement short and long range programs of repair and maintenance for all facilities
18. Assist in the hiring of maintenance, custodial, farm and grounds staff, as needed, in collaboration with the Director of Human Resources.
19. Develop and implement training for new employees; conduct continuing staff training, including but not limited to OSHA, EPA compliance, asbestos removal and MSDS.
20. Supervise and evaluate the job performance of all maintenance, custodial, farm and grounds staff, in accordance with union contracts
21. Prepare, submit and administer budgets for the facilities, farm and grounds departments; prepare and approve timesheets for all staff; manage overtime payments.

22. Purchase supplies, equipment and contracted services utilizing local, state and federal procurement procedures.
23. Establish and maintain an efficient and effective work order process.
24. Serve as a member of the Safety and Security Team; enforce safety regulations at all times.
25. Ensure that all facilities are secure and exit doors are locked at the end of the day.
26. Meet regularly with the Superintendent-Director to discuss work progress, as well as financial matters, inclusive of cost analysis.
27. Meet weekly with the Principal to discuss building issues and review work projects.
28. Accept additional responsibilities not inconsistent with the position, when requested by the Superintendent-Director

TERMS AND CONDITIONS OF EMPLOYMENT:

1. This is a twelve month position
2. The nature of this position may require time beyond the regular workday, and it is expected that the individual filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits are annually established by the Superintendent-Director, in accordance with the policies established by the School Committee.

PROPOSED

Revised: August 10, 2018

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION SUPERVISOR OF CUSTODIAL SERVICES & OPERATIONS

QUALIFICATIONS:

- Minimum 5 years experience in a facility maintenance position
- Demonstrated leadership ability and management skills
- Knowledge of methods, materials and practices in building custodial work, including proper use and care of custodial equipment
- Experience in one or more of the following areas preferred: basic electrical, carpentry, plumbing, equipment repair, painting, cleaning and/or other related maintenance areas.
- Excellent communication skills
- Ability to effectively use and communicate with email
- Manage and navigate computer-based maintenance system
- Ability to solve problems with minimal supervision
- Massachusetts Hoisting Engineer License and Commercial Driver's License preferred

REPORTS TO:

Director of Facilities, Farm & Grounds

RESPONSIBILITIES:

1. Considered to be in charge of the department upon Director's absence.
2. Supervise the maintenance workers, custodial workers, second shift custodial supervisor and summer work crew.
3. Serve as the foreman for the first shift custodial and maintenance staff who are responsible for tending to the needs of District during business hours.
4. Responsible to manage the setting up and breaking down of facilities for special events and ensuring that the school is ready for the upcoming day.
5. Manage maintenance ticket system; delegate crew to address maintenance tickets.
6. Participate in a rotational "on call" program with the Second Shift Supervisor, the Farm and Grounds Supervisor, the Plant Electrician and the Farm Mechanic for the District responding to building and other emergencies outside of normal operations.
7. Prepare daily assignments for members of the custodial team and adjust assignments due to team member(s) absence for illness or vacation.
8. Manage custodial supplies and present supply orders to Director for approval.

9. Perform general maintenance for the facility under the direction of the Director of Facilities, Farm & Grounds and make cleaning and maintenance recommendations.
10. Responsible for checking the District Master Calendar for and coordinating with Second Shift Supervisor to ensure that the facility requirements are met.
11. Refer discipline or poor job performance issues to the Director.
12. Direct repair of District assets and facilities for the purposes of ensuring that items and facilities are in safe working condition.
13. Assist the Director in maintaining heating/cooling system, clock system, alarm system, repair requests, records of repair, estimates time/materials and work records.
14. Ensure that all district buildings are open at the beginning of the day.
15. Approve timesheets of custodial personnel; forward them to the Director for approval.
16. When assigned by the Director, provide building supervision for community use.
17. Meet with the Building Principal on a regular basis.
18. Assist with snow removal in collaboration with the Supervisor of Farm & Grounds under the direction of the Director.
19. Perform any other duties, not inconsistent with the position, when assigned by the Director of Facilities, Farm and Grounds.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. This position is a twelve-month position at 40 hours per week.
2. The nature of this position may require time beyond the regular workday, and it is expected that the individual filling this position will be available as necessary.
3. This position is part of the Collective Bargaining Agreement between the American Federation of State County and Municipal Employees, Council 93, Local 245 and the School District.

PROPOSED

Drafted: August 10, 2018

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION SUPERVISOR OF FARM & GROUNDS

QUALIFICATIONS:

- Minimum 5 years experience in a farm and grounds-keeping position
- Demonstrated leadership ability and management skills
- Knowledge of methods, materials and practices in landscaping, including proper use and care of heavy equipment; superior mechanical skills
- Experience working with animals and using farm machinery
- Excellent communication skills
- Able to manage and navigate computer-based maintenance system
- Ability to solve problems with minimal supervision.
- Must maintain Massachusetts Hoisting Engineer License, Class B Commercial Driver's License and Massachusetts Pesticide Commercial Applicator License.

REPORTS TO:

Director of Facilities, Farm & Grounds

RESPONSIBILITIES:

1. Considered to be in charge of farm and grounds upon Director's absence.
2. Supervise the farm workers, grounds workers, and part-time student workers.
3. Serve as the foreman for the farm and grounds crew.
4. Supervise the planting of trees, shrubs, flowers and sod, as required.
5. Supervise the installation of walls, fences, irrigation systems and related landscape features.
6. Responsible for facilitating the daily requirements of the farm.
7. Manage maintenance ticket system; delegate crew to address maintenance tickets.
8. Participate in a rotational "on call" program with the Supervisor of Custodial Services & Operations, the Second Shift Supervisor, the Plant Electrician and the Farm Mechanic responding to emergencies outside of normal operations.
9. Prepare daily assignments for members of the Farm and Grounds team and adjust assignments due to team member absence for illness or vacation.
10. Manage supplies and present supply orders to Director for approval.
11. Perform general maintenance and repair of the farm buildings and the surrounding grounds under the direction of the Director, and make maintenance recommendations to him.

12. Responsible for checking the District Master Calendar and coordinating with Second Shift Supervisor and Supervisor of Custodial Services & Operations to ensure that the facility requirements are met.
13. Refer discipline or poor job performance issues to the Director.
14. Direct repair of farm and grounds machinery for the purposes of ensuring that items and facilities are in safe working condition.
15. Ensure the livestock and small animals receive proper care; ensure animal record books are updated.
16. Recommend acquisition of new animals and equipment, as appropriate.
17. Schedule visits from the veterinarian; transport animals to the vet when necessary; notify teachers in advance of scheduled vet visits, so that students may observe/participate.
18. When possible, involve students in vaccinations, deworming, and medications.
19. Schedule the farm workers and students to provide coverage on the farm seven (7) days per week.
20. Approve timesheets of farm and grounds personnel; forward them to the Director for approval.
21. When assigned by the Director, provide supervision for community use of District grounds and fields.
22. Assist with snow removal, in collaboration with the Supervisor of Custodial & Operations under the direction of the Director.
23. Assume any other duties not inconsistent with the position when assigned by the Director of Facilities, Farm and Grounds.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. This position is a twelve-month position at 40 hours per week.
2. The nature of this position may require time beyond the regular workday, and it is expected that the individual filling this position will be available as necessary.
3. This position is part of the Collective Bargaining Agreement between the American Federation of State County and Municipal Employees, Council 93, Local 245 and the School District.