

PLEASE POST - NOTICE OF PUBLIC MEETING

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

Essex Technical High School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

Thursday, October 12, 2017
7:00 p.m.

Agenda

1. *Call to Order*
2. *Salute to the Flag*
3. *Public Comment**
4. *Student Representatives Report*
Introduction of new Student Representative, Jonathan Eberhart, a grade 11 student enrolled in the Veterinary Technology Program.
5. *Approval of Meeting Minutes*
The School Committee will consider approval of the September 14, 2017 Regular Meeting Minutes.
6. *Communications*
7. *Superintendent-Director Report*
8. *Principal Report*
Out of State Field Trip Requests
 - a. Administrative Recommendation: To approve an Out-of-State Field Trip for Natural Resource Management Forestry students to Orris Falls Conservation Area, 100 Thurrel Road, South Berwick, Maine on November 14, 2017.
 - b. Administrative Recommendation: To approve an Out-of-State Field Trip for the Class of 2018 to High Meadow, Granby, Connecticut on May 30, 2018.
 - c. Administrative Recommendation: To approve an Overnight Field Trip for Skills USA students and advisors to attend the Fall State Leadership Conference at Best Western Convention Center, Marlborough, Massachusetts from November 19 – 21, 2017.
9. *Subcommittee Reports*
 - a. *Fiscal Year 2018 Grants*
Recommendation: To accept the following FY2018 Grants:

<u>Grant Description</u>	<u>Fund Code</u>	<u>Amount</u>
Title I	305	\$163,536.00
Title IIA	140	\$ 36,313.00
Title IVA	309	\$ 3,718.00

Perkins	400	\$304,450.00
Special Education	240	\$334,217.00
NSWIB – Youth to Work	n/a	\$ 6,918.89

b. .4 FTE Admissions Counselor

Recommendation: To add a .4 FTE Admissions Counselor due to increased applications, plans for expansion of recruitment efforts to include grade 7, and parent sessions. The estimated FY2018 cost is \$25,000. Funding sources are from the Student Services budget, substitutes and postage.

c. Acceptance of Donations

Recommendation: To accept the donation of a 2007 Volvo XC70 from Ms. Susan H. Griffin of North Reading, Massachusetts to the Automotive Technology Program.

d. Adult Education Refund

Recommendation: To approve payment for an Adult Education refund from FY 2015 in the amount of \$299.00 to be charged to the Adult Education Revolving Fund.

e. Student Activity Accounts

Recommendation: To close accounts that are inactive in the amount of \$4,038.00

Recommendation: To reallocate funds from Inactive Accounts as follows:

- Events - \$1,038.00 – School Community Culture Events; i.e. 2017 funded dunk tank, ice cream social for spirit award, senior night, trivia night and Hawk Holiday Hope.
- Kelly Fund - \$1,000.00 – Student Support paid class dues for five (5) students, assisted with licensing fees for students, paid for students in need to participate in school activities, covers unfulfilled needs for students, donations.
- SkillsUSA- \$1,500.00 – Advisors last year struggled with fundraising and management of funds therefore there is a \$0.00 balance. This would provide the new advisor team with seed funds to begin this school year.
- Honor Society- \$500.00 – Minimal funds available to support induction ceremony.

f. Donation of Uniforms

Recommendation: To approve the donation of soccer uniforms that is no longer in use by the District to “Soccer Without Borders” sponsoring the annual Youth Festival in Uganda. A description of this program is included the packet.

Next Meeting: November 1, 2017 (5:30 p.m.)

District Policy Subcommittee

Recommendation: The School Committee will consider adopting the 2017 – 2018 Admissions Policy as presented.

Next Meeting: December 14, 2017 (5:30 p.m.)

Personnel Subcommittee

Recommendation:

- To approve a 1.5% Salary Increase for Paraprofessionals (FY2018) at a total cost of \$5,659
- To approve a 1.5% Salary Increase for Individually Contracted Non-Administrative Employees (FY2018) at a total cost of \$4,382

Next Meeting: November 9, 2017 (5:30 p.m.)

10. Old Business

11. *New Business*

- a. To Accept Nominations for the Official Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference, November 1-4, 2017.
- b. To Accept Nominations for the Alternate Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference, November 1-4, 2017.

12. *Warrant*

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

14. *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)

1. At the start of each regularly scheduled School Committee meeting, individuals or group representative will be invited to address the Committee.
2. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
3. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
4. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
6. All remarks will be addressed through the Chair of the meeting.
7. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
8. Written comments longer than 3 minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
9. The Chair shall have discretion to allow public comment during discussion of items appearing on the meeting agenda.

Essex North Shore Agricultural and Technical School District
Regular School Committee Meeting
Thursday, September 14, 2017, 7:00 p.m.
Tentative Minutes

Members Present: F. Di Luna, J. O'Brien, G. Demsey, E. Armstrong, M. Amato, W. Marquis, A. Craig, M. Teixeira, W. Lannon, G. Hathaway, J. Delaney, M. Strout, A. Liteplo, E. Johnson, B. Griffin-Dunne, B. Perkins, T. St. Pierre, A. McDonald

Members Absent: B. Jones and W. Nichols

Others Present: W. Lupini/Superintendent-Director, B. Morgan/Principal, M. Znamierowski/Business Manager, G. Montero/Student Representative, K. McMahan/Treasurer, C. Walsh/Director of Operations, Essex Sports Center

1. Call to Order:

Ms. Teixeira called the meeting to order at 7:10 pm.

Attendance was taken. Beverley Ann Griffin-Dunne from Peabody was recognized as a new member. It was noted that there was a quorum.

2. Salute to the Flag

3. Public Comment: There was no public comment.

4. Student Representative Report:

Gio Montero presented the student report. Student activities are off to a great start. 17 students and 2 advisors will be attending the Big E in Springfield after placing at the FFA State level competition. They are looking forward to increased participation in all CTE areas after welcoming two new advisors. Two Thirds of the freshman class demonstrated interest in getting involved in an activity. Over forty students auditioned for the upcoming drama festival and for the Spring Musical. The cattle club is working hard in preparation for the Livestock show at the Topsfield Fair. The committee for Hawk Holiday Hope has already met to keep the tradition moving forward. A CTE school in Houston has been adopted and donations are being collected to get them back on their feet.

Ms. Teixeira asked about the Holiday of Hope and Gio explained every class is assigned a child in need that is placed with Salem's Department of Children and Families (DCF). That class prepares Christmas gifts for that child. Before the winter vacation there is an assembly at school with all the gifts and pictures taken for community.

Principal Morgan stated the program started two years ago. A large truck is full of gifts that DCF now depends on. It is a good thing for the school and there is a pep rally; coming together and celebrating the act of giving and grows closer.

Ms. Amato asked about the adoption of the Houston school. "Are you looking for donations?" Principal Morgan explained it was in his report. The FFA and Key Club identified the Lewis Career and Technical school in Houston. This school is very similar to this District. One of largest in Texas; a brand new school with several programs. The school building did not sustain damage from the

hurricane, but most students lost everything. Essex Tech students and faculty are donating to help replace school supplies that the students lost in the floods.

5. Approval of Meeting Minutes from June 15, 2017.

There was a motion to approve the Tentative Minutes of June 15, 2017 and then seconded. Discussion was presented by Mr. Di Luna, stating that John Lebeaux is a Commissioner not secretary, referring to section 18 of the Tentative Minutes. Dr. Lupini noted it should read Commissioner of Agriculture Resources, #18, page 5.

Ms. Teixeira made the motion to accept Mr. DiLuna's language into the minutes. The motion was passed unanimously. Mrs. Griffin-Dunne abstained.

6. Essex Sports Center – Mr. Chris Walsh, Director of Operations

It is an exciting time to be a student; hockey added a Junior Varsity team with prime practice slots which allows an opportunity to attract students. The 3:00 – 4:00 p.m. practice time is highly desirable. The rink is offering 2 hours of rink time for co-op teams on Sunday mornings. All home games will be played on Rink 1, which will attract larger crowds and a pleasurable viewing experience. Alumni are planning a faculty student game. Last year's alumni game was a smash hit. Would love to have pre or post hours to use facility, physical therapy or get on ice and turf. Would like to have people come up and tour the building that ties into what is happening here at Essex Tech. The inner workings of an ice arena provide a lot to be learned and could integrate the school. Students will take a greater sense of pride. The freshly painted Essex Hawk really pops! October 7, 2017 is an open invite to a grand re-opening; extended to local community and the school. Carissa Karakaedos and Nicole Grace arranged for student volunteers from the Key Club; a great way to showcase the school to younger children and distribute literature. The hockey team will use it as community service. Essex Tech to showcase 3:00-8:30 p.m. open skate. Learn to play learn to skate starts this weekend.

Mr. Strout questioned: "Is there help in parking lots on game night, lack of overflow parking, tough if there is a double booking." It was agreed to be addressed.

Ms. Amato suggested that Boxford would love to share these things happening at the Essex Sports Center on their Town Facebook page. Ms. Teixeira mentioned meeting a few months ago with a great discussion between Mr. O'Brien, Mr. St. Pierre and Ms. Amato regarding the collaboration of schools. Now we are trying to figure out how to integrate students into the facility such as Internships and Co-Operative opportunities with students enrolled in the HVAC to learn how a rink operates.

Dr. Lupini stated that Carissa Karakaedos, Community Partnerships, has made that connection with Essex Sports Center to set up opportunities; using HVAC model for students to learn from the environment.

Mrs. Griffin-Dunne: "Do students utilize the facility during day; is it connected to gym or physical education?" Mr. Morgan replied, "It is not as the 10-15 minute walk is logistically difficult."

Dr. Lupini stated that last year there was men's hockey and in spring turf time for soccer. The District has also established a relationship with Aztec Soccer in exchange for turf time.

Ms. Teixeira stated that a part of the District's agreement was forty (40) hours of free ice time for students and we haven't taken advantage of this.

Mr. Walsh stated that Mr. DeVellis will update the Committee regarding projects and opportunities at the Sports Center in the very future.

7. Superintendent-Director Evaluation

Ms. Teixeira presented a composite of the Superintendent-Director's evaluation for 2016-2017. Eleven members completed the Superintendent-Director's evaluation. The members participating were: Mr. St. Pierre, Mr. O'Brien, Mr. Marquis, Mr. Hathaway, Mr. Nichols, Mr. Strout, Ms. Johnson, Ms. Amato, Mrs. Liteplo, Mr. Liacos and Ms. Teixeira. The evaluation is a public document. Tonight's document is a composite gathering all information from the evaluation and put into one document. All comments from the eleven members were recorded. The comments are the actual words nothing was changed. No secrets. No controversy here.

Ms. Teixeira stated that Dr. Lupini was evaluated on four standards. A representative from the Massachusetts Association of School Committees (MASC) will come in to discuss the evaluation. Evaluating the Superintendent-Director is the prime responsibility of the School Committee. Not all members could participate this year. Moving forward there will be more participation in this process by School Committee members.

Curriculum and Instruction: June 2017 Dr. Lupini completed a self assessment. The chart shows 36.4 exemplary and 63.6% proficient.

The standards include Exemplary, Proficient, Needs Improvement, and Unsatisfactory. There is concern that there would be disappointment if not exemplary. Proficient is expected by MASC. Exemplary is for 20% of school's leaders. Shooting for proficient is expected, good and acceptable. Dr. Lupini's rating was exemplary.

Ms. Amato stated the goal of this discussion is to accept the document as Dr. Lupini's evaluation. Members are welcome to input discussion or areas of concern. There was an issue with the former administration regarding transparency in developing a budget. It was felt the communities were not receiving information they needed. Dr. Lupini's rating was 90.9% exemplary and he has succeeded in transparency.

Ms. Amato: "Some of things you want to be aware of next year. When I completed the evaluation I relied on Dr. Lupini's accomplishments of the year. Overlaid challenges and environment were some items that were not highlighted in the document. Hoping that through meetings next year all member can take the opportunity to understand the context of the accomplishments. We are lucky to have Dr. Lupini. It was helpful to look at all the different areas. What is it that he does well fiscal systems standout. What is the next burning area of needs? Looking for people to join in and listen to provide context on how these great things are accomplished."

Ms. Teixeira stated there was an enormous amount of work by Dr. Lupini: working with the School Committee to get a teacher's contract negotiated, working with the School Committee to develop an evaluation system for teachers, negotiating the AFSCME transition from Group Insurance Commission (GIC) saving money for the Essex Tech retirement system. There were many discussions and obstacles to fix. Dr. Lupini worked with the Inspector General's office for the childcare center, Peas in a Pod, implemented a third party beneficiary with Essex Sports Center, Human Resources to ensure all teachers are licensed appropriately, and Adult and community education programs. Adult Education was struggling; now going in the right direction and implementing the Discrimination and Harassment and Bullying policies, secured Grants for vocational and educational programs, curriculum revision project."

Dr. Lupini stated that the District has implemented a curriculum development for program areas that have not been updated for some time with written curriculum.

Mr. Marquis asked if Ms. Teixeira mentioned the transition to GIC. Ms. Teixeira replied yes.

Dr. Lupini stated that he could not meet the classroom goal as other issues prevented him at that time. Mr. Marquis stated that this goal will carry over into next year.

Second goal was Student Learning and 63.6% said he exceeded. The final goal was District Improvement 81.8 % gave an exceeded score.

Ms. Teixeira asked Mr. Strout to share his experience with evaluations.

Mr. Strout stated, "When you are evaluated under the Department of Elementary and Secondary Education standards everybody goes to the last page on a summative performance. This evaluation was spot on for Bill; final overall rating is excellent and this is why he was recognized by the National Board as a Superintendent."

Ms. Teixeira said to Dr. Lupini: "You have led us through a very difficult time and we are lucky to have you and look forward to working on other goals. Next year's goals will be discussed soon."

There was no more discussion. Motion made by Ms. Teixeira to accept Dr. Lupini's evaluation. Ms. Amato moved to accept the motion and seconded. The motion carried. Mrs. Griffin-Dunne abstained.

8. Communications:

Notice received from Peabody Mayor Bettencourt appointing Beverley Ann Griffin-Dunne to the Essex North Shore Agricultural and Technical School Committee.

9. Superintendent-Director Report:

Carissa Karakaedos, Community Relations and Partnerships Coordinator, has arranged a breakfast, informational session, and tour for new(er) School Committee members on Tuesday, October 3, 2017 from 8:00 to 9:30 a.m.

Hiring Profile for 2017-2018. Dr. Lupini stated that positions that were hired the School Committee has approved; gone through budget, he does not have the authority to hire without School Committee approval.

Lisa Berube, Cooperative Education Coordinator, expanded to 1.0 FTE position. She has already exceeded the number of students placed on Co-op from last year. Ms. Berube's emphasis is to place students in their senior year on Co-op. At this time there are one or two seniors that have not been placed, but all others are out of the building on Co-op.

Carissa Karakaedos remained as the Adult Education and has expanded a number of offerings. Beekeeping has been added with enough students enrolled to run it. Online registration was a problem, but working through it.

Heidi Riccio, was hired as the Career and Technical Education Director. Ms. Riccio was the Vocational Director Principal at Medford High in their vocational program.

Instructional changes that were made: Hired a third electrical teacher, collapsed two paraprofessionals in that program, and added a third teacher, Michael Fila. Hired Laura Gallant who is working with Seniors in Environmental Technology and Natural Resources. Ms. Gallant will replace Ann Witzig who is retiring in January 2018. Denise Smith was hired as a .5 position in Health Assisting.

Enrollment at Essex Technical High School is 1,382 students, which includes 361 freshmen.

Capacity for enrollment is 1440. Numbers may go up and down because there are no community caps. Information being shared since application process started. The target for Out of District students is 75 per class. This is the right number to balance the member District students have to access Agricultural programs. The Out of District students help to offset the budget. This year 84 Out of District students are enrolled from 92 last year. There are 56 different communities enrolled in this school. It is a lot of transportation.

"What percentage of students is accepted in first round and turn down the offer?" Ms. Johnson asked.

Dr. Lupini: "We not sure we are capturing the right students. The group that turns us down is the ones with the highest scores. This is an option for them, not because they are interested only in the Tech."

Mr. Hathaway: "Will we be talking about the admissions process next year?"

Dr. Lupini: "Yes, we are in the process of talking about the admissions process."

Mr. Strout: "The students are our most effective asset in visiting middle schools. The kids love hearing from other kids. Unsolicited comments about how the kids love the tech."

Dr. Lupini agrees and will pass this onto the guidance staff.

Mr. Diluna stated there are only three (3) Agriculture schools in the Commonwealth. Could the District increase the agricultural population to the 30% mark?

Dr. Lupini stated that those students reside too far away that is the issue. The challenge is getting those students here. The District currently runs 30 busses now.

Ms. McDonald: The open house with students running activities was powerful having kids talking to other kids.”

Dr. Lupini: “Brad gets credit for the shift in focus from teachers to kids at the open house.”

Mr. Strout: The kids talk your ears off, could see pride and wanted to be asked questions.

Mr. O’Brien: “Do we have to transport all kids?”

Mr. Morgan stated students have to get to a point within 20 miles from school.

Ms. Amato asked how constrained are we by State guidelines and acceptance?

Dr. Lupini answered that 1,200 applicants were interviewed in their communities. This process is a serious undertaking. Some K-8 schools you might be interviewing in several places in one community. The interview is most helpful to find out what the students are interested in.

Mr. Morgan added that the interview is set up to ask students why they want to come here.

Ms. Amato stated that the interview is important to find out who wants to come here. Some Special Education kids want to come here, but they don’t have the grades. Breaks her heart that grades are such a big part of it, but the hands on might make them stars.

Ms. Teixeira made the motion to accept the Superintendent-Director’s report. Mr. O’Brien seconded the motion. The motion passed unanimously and the vote carried.

10. Fiscal Year 2018 Certification Letter, Final Budget Summary and Community Assessments

Mrs. Znamierowski stated the certification letters went out to the community representatives with final budget and invoices. Additional funding was received from MSBA. That money will return to the communities. Excess funding received reduced community contribution based on the highest enrollment. Proportional based on student. The final invoice will go out in March 2018. Dr. Lupini stated that the School Committee was copied in the reduction information.

Ms. Teixeira asked if members had any questions.

Mr. Strout asked if a resource officer was in place.

Dr. Lupini answered no; there are student supervisors until a model is in place in the spring.

11. Culinary Arts – Receipts Audit Recommendation Findings

Mrs. Znamierowski stated the auditors compared all receipts to sales and there were some discrepancies, but daily reconciliation got better and culinary arts did not lose money. Making changes for reconciliation and daily reconciliation was spot on every day. Things are going smoother now. She will work with Heidi Riccio to make sure things continue in a positive way in the culinary arts program. Melissa Teixeira: This was the final debt to be audited and reviewed.

12. Principal’s Report

Mr. Morgan touched on opening day. It was successful with new teacher orientation and freshman orientation. This year we found it to be quite smooth and don’t feel there is much to address for next year. Back to school night was last night. Approximately 500 - 600 parents attended and visited their child’s classroom and teacher, extracurricular and wellness program.

a. Preliminary 2017 MCAS Scores

Mr. Morgan reported that the Preliminary MCAS results reveal we did experience significant progress. Final results will be released more specifics in November. Constantly reading and writing. It is important that students can read write and speak effectively. Mr. Morgan stated that he feels that School Committee members will be pleased to hear our results in November.

b. Fundraising for the Lewis Career & Technical High School in Houston, Texas

This was discussed during the student report.

13. Subcommittee Reports

Finance Subcommittee

a. Financial Statements

Mr. Perkins made the motion to approve financial statements for April 30, 2017, May 31, 2017 and June 30, 2017 place on file for audit. Mr. St. Pierre seconded the motion. All in Favor. The motion passed unanimously.

b. Fiscal Year 2017 End of the Year Closing

Mr. Perkins made the motion to:

- Close anticipated receipts of \$1,252,466.86 and appropriation budget of \$1,565,585.16 to unreserved fund balance account #1-3151.
- Reverse \$274,996.85 FY 2016 reserved for encumbrances account #1-3106 to unreserved fund balance account #1-3151.
- Reserve \$453,344.25 to account #1-3106, reserved for encumbrances, for outstanding purchase orders and invoices as of June 30, 2017 from unreserved fund balance account #1-3151.
- Transfer \$101,582.51 from unreserved fund balance, account #1-3151 to School Choice, account #2-09-3151 to eliminate the deficit in the school choice revolving fund.

Mr. St. Pierre seconded the motion. All in Favor. The motion passed unanimously.

c. Captain Planet Foundation, Inc. Grant

Mr. Perkins made the motion to accept the Captain Planet Foundation, Inc. Grant in the amount of \$2,500. The purpose of this grant is to educate students about the effects that dissolved oxygen has on improving water quality. Construction and installation of a wind-powered aerator windmill will provide students with the knowledge and skills which can be used in future educational or employment opportunities. Mr. Lannon seconded the motion. All in Favor. The motion passed unanimously.

d. Career Technical Education Instructional Supplies and Equipment

Bruce Perkins made the motion to: consider approval to purchase Career and Technical Education instructional supplies and equipment beyond the FY2018 budget in the amount of \$6,600 from the shop revolving fund. Tom St. Pierre seconded the motion. All in Favor. The motion passed unanimously.

e. Acceptance of Donations

Recommendation:

Mr. Perkins made the motion to:

- To accept a donation of \$600.00 from CAPS Auto Wrecking Corporation for the disposal of six (6) vehicles. These vehicles were donated to the Automotive Technology and Collision Repair Programs for educational purposes and are no longer of value for that purpose.
- To accept a donation of a 1995 Nissan Maxima from Mr. Richard Walsh of Peabody, Massachusetts to the Automotive Technology Program.
- To accept a donation of a 2001 Hyundai Sonata from Ms. Joyce Anne Yiakas of Peabody, Massachusetts to the Automotive Technology Program.
- To accept the donation of two horses from Ms. Robin Petersen of Back Bay Farms of Ipswich, Massachusetts to the Equine Program.

Ms. McDonald seconded the motion. All in Favor. The motion passed unanimously.

Discussion: Mr. Craig mentioned that the horse donator is his neighbor and horses are show horses and in good health.

Ms. Teixeira requested to return to Item B. Mrs. Znamierowski said this basically closes out the fiscal year. Now a surplus in E+D at end of the year creates a new E+D fund. \$1.3 million in E+D which is

within what is allowed, close to maximum. Budget next year can use E+D surplus. Stabilized assessments this year with no major increases. The End of the Year ended in a positive mode. Are there any questions?

Ms. Teixeira asked Mr. St. Pierre to talk about his request for signage.

There was talk about architecture and signs. Mr. St. Pierre stated he would be in touch with architects by tomorrow; will have electronic versions of the signs. Need to identify a small funding source. Maybe we can use what we already own.

Ms. Teixeira stated that Mr. St. Pierre requested to identify money for a sign at the Finance meeting. When the school was built did not build sign in hopes that students could build it. In reducing the cost of the school the sign was deleted from the plan.

Mrs. Griffin Dunne asked if there is someone coming up to put school zone lighting on the road.

Dr. Lupini answered yes, it is in process.

Ms. Teixeira stated we are State school surrounded by State roads

Dr. Lupini replied he did not know why those markers aren't up. They are on Route 1A. A State road is not a reason to not have school zone lighting. We will dig into it.

Next Meeting: October 4, 2017 (5:30 p.m.) (Maple Street Bistro)

District Policy Subcommittee: Next Meeting: October 12, 2017 (5:30 p.m.)

Personnel Subcommittee: Next Meeting: November 9, 2017 (5:30 p.m.)

14. Outside Projects

Mr. St. Pierre made the motion for the Approval for an Application for Building Program for Habitat for Humanity North Shore for construction of a home at 270 Asbury Street, Hamilton, Massachusetts. Mr. Marquis seconded the motion. All in Favor. The motion passed unanimously.

Discussion:

Dr. Lupini stated this came out at Finance. It is an additional project outside of Habitat and requires School Committee approval.

Mr. Lannon: Doing a great job. Might suggest about more OSHA compliance. Some staging is cobbled together. The home is located on a main drag and very visible. Some things are thrown together.

Dr. Lupini: Based on the amount of instructors we have out there it is most likely this is the volunteers But he will check into it

Mr. Lannon added that Perkins funding for staging. This shouldn't happen in a Tech school.

Next Meeting: Wednesday, October 4, 2017 (5:30 p.m.)

15. Old Business

Mr. Demsey: The outside project in Danvers; did it go in a different direction?

Dr. Lupini stated that the timeline did not match up; they sought an outside resource to finish up this fall.

Mr. Strout stated that the kids built the two columns. What they students did was good.

16. New Business

Ms. Teixeira: Discussed the name of the school. Create an 8-9 member Ad Hoc Subcommittee to meet to discuss this item before next School Committee meeting.

Discussion followed as to when to have the meeting and it was decided to schedule this meeting for October 19, 2017 at 5:00 p.m. It will get posted.

Ms. Teixeira reported that the Policy Subcommittee is reviewing the District Bylaws which need to be updated and developed.

We are way beyond where they were when school was built. There are operating mechanics in the way issues are brought forward.

Dr. Lupini asked if it is a Bylaw issue or policy issue. Mr. Strout stated that this was discussed two meetings ago.

Ms. Teixeira suggested that legal counsel review the Bylaws to see if anything is missing. Not much language or substance. Make recommendations of things that should be in there. It might be helpful to get suggestions from other Districts. Are there any standards or frameworks?

Dr. Lupini answered it should not be hard to find good examples

Mr. St.Pierre stated to make sure we are complying with the law.

Ms. Teixeira stated we didn't have anyone in the room from a legal standpoint; just School Committee members. It is time to get someone involved to do that.

Ms. Teixeira asked members to raise their hand if they have not been assigned to a Subcommittee. Ms. Griffin-Dunne and Mr. Armstrong have not been assigned to a Subcommittee.

Ms. Teixeira asked if they had a preference for assignment. The Personnel and Policy Subcommittees need members.

Mr. Armstrong would prefer to not be assigned to Finance.

Mrs. Griffin Dunne was assigned to Personnel and Mr. Armstrong to Policy.

17. Warrant

Mr. Perkins made the motion to approve the Warrant. Ms. Amato seconded the motion. All in Favor. The motion passed unanimously.

Discussion: Ms. Amato questioned the large sum for iPads that was on the Warrant.

Mrs. Znamierowski answered that this was for replacement, end of year upgrade, loaners for new students. End of year loaner iPads were needed and had to increase the iPad stock. Also have to do lease for all incoming freshman.

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

There was no discussion.

19. Adjourn

Ms. Teixeira made the motion to adjourn at 8:45 p.m. Mr. O'Brien seconded the motion. All in Favor. The motion carried unanimously.

Ms. Teixeira, Chairwoman, declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 8:45 p.m.

Respectfully submitted,

Recording Secretary

All reference documents and reports are filed in the Superintendent-Director's office.

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: 10/3/17 OUT of STATE TRIP? Yes X No

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

Destination and Location of Trip: Orris Falls Conservation Area 100 Thurston Rd, S. Berwick, ME

Date(s) of Trip: Tuesday, Nov. 14, 2017 Day(s) of Schedule: 5

Departure Time: 0830 Pick-up Time from Site: 1pm Return to School Time: 2pm Number of Students: 11

Please check one in each column: Class or Group: NRM - Forestry Grade: 10

- Curricular School Day School Green Bus-you drive (14 capacity) # of buses needed 1
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 # 207-475-7623

Purpose of Trip: To observe and survey a forest ecosystem. This ecosystem is different from local ecosystems, so students can compare species present. Also to see forest conservation management in action.

Chaperones (ALL): Jill Rasmus, Laura Gallant

Driver(s): Jill Rasmus

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

When? (Class Periods/Duties, etc.)

Arrangements for students not attending field trip: alternate assignment

Other Considerations:

Please note the following:

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

Approval Signatures:

- 1. Attendance & Substitute Coordinator, D. Gibson Date:
2. Director: Date:
3. Assistant Principal: Date:

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

3. *If required: Principal Date: 10-3-17

Approved: Not Approved: School Committee Approval (if out-of-state/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 and overnight trips, which must be approved by the School Committee.

Today's Date: 8-31-17
OUT of STATE TRIP? Yes [checked] No
Teacher Name: Nicole Grace
Academy: (circle one) A B D E
Destination and Location of Trip: High Meadow - Granby, CT
Date(s) of Trip: Wednesday, May 30, 2018 Day(s) of Schedule: 1
Departure Time: 7:45 Pick-up Time from Site: 4:00 pm Return to School Time: 6:30 - 7:50 pm Number of Students: 100-300

Please check one in each column:
Class or Group: Class of 2018 Grade: 12
Curricular [] School Day [checked] School Green Bus-you drive (14 capacity) # of buses needed
Extracurricular [checked] After School [] School Van (equipment only) # of vans needed
Other [] Evening [] Essex Tech School Bus [checked]
Non-School Day [] Contracted Bus Transportation []

Purpose of Trip: Senior Class Trip
Faculty Cell Phone #: 401-474-1597
For Transportation/Administration use, if needed

Chaperones (ALL): Nicole Grace, Kevin Strob, TBD
Driver(s):

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

When? (Class Periods/Duties, etc.)

Arrangements for students not attending field trip: they will stay home
Other Considerations:

Please note the following:

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

Approval Signatures:

1. Attendance & Substitute Coordinator, D. Gibson [Signature] Date: 8/31/17
2. Director: [Signature] Date: 8/31/17
3. Assistant Principal: [Signature] Date: 8/31/17
*Out of State Field Trips/Overnight require signature of Principal:
3. *If required: Principal [Signature] Date: 9/1/17
Approved: Not Approved: School Committee Approval (if out-of-state/overnight)

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 and overnight trips, which must be approved by the School Committee.

Today's Date: 10/3/2017 OUT of STATE TRIP? Yes No

Teacher Name: Robert Conard, Stephanie Gargiulo Academy: (circle one) A B D E

Destination and Location of Trip: Best Western Convention Center, Marlborough, MA

Date(s) of Trip: November 19, 20, 21, 2017 Day(s) of Schedule: _____

Departure Time: 12:00pm Pick-up Time from Site: _____ Return to School Time: 3pm Number of Students: 4-6

Please check one in each column: Class or Group: SkillsUSA Grade: _____

- 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

Purpose of Trip: Fall State Leadership for SkillsUSA Faculty Cell Phone # _____
For Transportation/Administration use, if needed

Chaperones (ALL): Robert Conard, Stephanie Gargiulo

Driver(s): Robert Conard

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

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

Arrangements for students not attending field trip: N/A

Other Considerations: _____

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

Approval Signatures:

1. Attendance & Substitute Coordinator, D. Gibson [Signature] Date: 10/5/17

2. Director: Audie Riccio / Kathleen Holman (c11) Date: 10/5/17

3. Assistant Principal: [Signature] Date: 10/5/17

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

3. *If required: Principal B. V. 10/8 Date: 10/5/17

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

MEMORANDUM



Office of the Grants Administrator

To: William H. Lupini, Ed.D.
Marie Znamerowski

From: Maryellen D. Rancourt, Ed.D.

Date: September 28, 2017

RE: FY18 Entitlement Grant Allocations and Purpose – Titles I, IIA, IVA, and Perkins

The following details the amounts and purpose of the FY18 Titles I, IIA, IVA, and Perkins Entitlement Grants. Entitlement grants are funded by the US Department of Education through the Massachusetts Department of Elementary and Secondary Education. Allocations are determined through a formula developed by MADESE with guidance from USDOE. Titles I, IIA and IVA allocations are based upon numbers of low-income students and Perkins is based on number of CTE programs and students.

Title I - \$163,536.00

These funds provide services for students who are struggling to meet grade level expectations with reading and other language arts skills and in mathematics. Students are selected for this program based upon test scores and teacher recommendation. Title I classes become a part of the student's schedule. The funds pay for two teachers, one for reading and one for mathematics, a program assistant, supplies and materials for the Title I classroom, conference and membership fees for the Title I teachers, substitutes and a speaker for a mandatory parent workshop.

Title IIA - \$36,313.00

The purpose of Title IIA is to provide high-quality professional development for teachers to assist them with building their repertoire of skills to become more effective with their instructional and assessment strategies. These funds support the mentor program, a program required by MADESE. The mentor program provides significant and specific support to teachers in their first three years of teaching to help them understand the climate and culture of the school, expectations for teachers, the evaluation process, and instructional and assessment techniques

and strategies. Funds have also been allocated to allow teachers to attend conferences and workshops offered by experts in the field. There are also funds to allow the district to join area organizations that provide professional development opportunities for teachers.

Title IVA - \$3,718

This is a flexible block grant known as the Student Support and Academic Enrichment grant. The three areas of focus for these funds are to provide students with a well-rounded education, support safe and healthy students, and support the effective use of technology. The funds this year will be used to pay career and technical education teachers a stipend to attend out-of-school time workshops to learn how to integrate the Writing with Colors program that is being successfully used in all academic classes into their curricula.

Perkins - \$301,450.00

These funds are solely used to support the career and technical education programs in the school. Funds have been allocated to allow CTE teachers to further develop curriculum and assessments through the use of a literacy coach and mathematics coach, for advisors for students in non-traditional career programs, to allow CTE teachers to attend conferences and workshops offered by experts in the field, to have CTE teachers trained as OSHA trainers, to provide design and visual communication students with certification in all aspects of Adobe Suite, and to purchase curriculum, equipment and supplies for CTE programs including vans to transport students to outside placements helping to reduce bus transportation costs.

Please feel free to contact me with any questions.

THE COMMONWEALTH OF MASSACHUSETTS

9c

TITLE NUMBER BE290199		VEHICLE IDENTIFICATION NUMBER TV4S7592X71268068 TV4S7592X71268068		DATE OF ISSUE 03/30/2007	
MFSS MODEL YEAR 2007	MAKE VOLV	MODEL NAME XC70	MODEL NO. XC70AW	BODY STYLE TYPE UTPL	NEW/USED USED
CYL. PASS. OPS. 05 07 4	PURCHASE DATE 03/11/2007	ODOMETER READING 432 432 ACTUAL MILEAGE	PREV. TITLE NO. BE100748		PREV. TITLE STATE MA

IF PREVIOUS STATE WAS TITLE EXEMPT, REGISTRATION NUMBER IS DISPLAYED.

MAILING ADDRESS ONLY:

GRIFFIN, SUSAN H.
[REDACTED]
N READING, MA 01864

OWNER(S) NAME AND ADDRESS:

GRIFFIN, SUSAN H.
[REDACTED]
N READING, MA 01864

TITLE TYPE AND BRANDS

TITLE TYPE

BRAND
BRAND
BRAND
BRAND

TITLE MESSAGE(S)

FIRST LIENHOLDER:

SECOND LIENHOLDER:

RELEASE OF FIRST LIEN:
THE FIRST LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED

NAME:

AUTHORIZED SIGNATURE:
X

DATE RELEASED:

RELEASE OF SECOND LIEN:
THE SECOND LIENHOLDER'S INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED

NAME:

AUTHORIZED SIGNATURE:
X

DATE RELEASED:

THE REGISTRAR OF MOTOR VEHICLES HEREBY CERTIFIES THAT AN APPLICATION FOR A CERTIFICATE OF TITLE FOR THE MOTOR VEHICLE DESCRIBED HEREIN HAS BEEN DULY FILED, PURSUANT TO THE PROVISIONS OF THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS, BASED ON THE STATEMENTS OF THE APPLICANT AND THE RECORDS ON FILE WITH THIS AGENCY, THE APPLICANT NAMED IS THE OWNER OF SAID VEHICLE.

THE REGISTRAR OF MOTOR VEHICLES FURTHER CERTIFIES THAT THE VEHICLE IS SUBJECT TO ANY SECURITY INTERESTS SHOWN HEREIN.

Anne L. Collins
Anne L. Collins
Registrar

CONTROL NO. **F3025631**
NOT THE TITLE NUMBER

ALTERATION OR ERASURE VOIDS THIS TITLE.

KEEP IN SAFE PLACE

REGISTRY OF MOTOR VEHICLES

HOLD TO LIGHT TO VIEW

VERIFY PRESENCE OF WATERMARK

VERIFY

VERIFY PRESENCE OF WATERMARK

Essex Technical High School
Student Activity Agency Account

Inactive Accounts:

Hall of Fame	\$2,000.00
Rachel's Challenge	\$ 315.00
Research	<u>\$1,723.00</u>
Total	<u>\$4,038.00</u>

Recommendations:

Move funds to -

- Events; \$1,038.00 - School Community & Culture events; i.e. 2017 funded dunk tank, ice cream social for spirit award, sr. night, trivia night, Hawk Holiday Hope
- Kelly Fund; \$1,000.00 - Student Support – paid class dues for five students, assisted with licensing fees for students, paid for students in need to participate in school activities, covers unfulfilled needs for students, donations
- SkillsUSA - \$ 1,500.00 - Advisors last year struggled with Fundraising and management of funds therefore there is a \$0.00 balance. This would provide the new advisor team with seed funds to begin this school year.
- Honor Society; \$500.00 Minimal funds available to support induction ceremony

FOLLOW SWB KAMPALA

PROGRAM DESCRIPTION:

The annual Youth Festival at SWB Uganda is a week-long community event and soccer camp for the youth of the Nsambya and Kirombe neighborhoods of Kampala. SWB's program in Kampala provides opportunities for newcomer and refugee youth on and off the field through soccer, English language instruction, life skills classes, team-building activities, and access to educational support and supplies as well as athletic clothing and equipment. SWB participants come from Democratic Republic of the Congo, South Sudan, Somalia, Burundi, and Rwanda. Through our year-round program and annual events, newcomer and refugee youth, ages 6-23, develop key skills and a sense of belonging that supports their pursuit of growth, inclusion, and personal success. In a place where safety nets, support systems, and inclusivity are rare, particularly for newcomers, SWB has become a safe and welcoming space for the kids. The Youth Festival is an exciting event that celebrates the new year and builds community amongst the diverse residents of the Nsambya and Kirombe neighborhoods. Youth who attend the festival include both regular SWB participants and kids who are new to SWB.

The Festival takes place during the first week of January when Ugandan schools are out of session, and many of the youth in the neighborhood are idle. Volunteers 18 and older help our local coaches and staff manage the large number of participants that will take part in the Festival, while also immersing themselves in Ugandan and Congolese culture. Camp curriculum maintains a balance between basic soccer instruction and incorporating the overall theme of the week, with activities designed to help youth work collaboratively and appreciate each other. The in country Volunteer Orientation will include a much more extensive description of the year-round program and themes, but please check out the program webpage for a deeper understanding of our year-round work.

CONTEXT:

Uganda is home to one of the largest populations of refugees and internally displaced peoples in Africa. Because of the relatively hospitable policies toward victims of forced migration, refugees from all over the Great Lakes and Horn of Africa region come to Uganda to seek security and peace within its borders. Despite the fact that Uganda gives refugees a good deal of freedom and protection, as compared to other states around the world, refugees here are by no means living without great challenges. Most refugees are brought to one of the many refugee settlements in the area, where they are given a small piece of land, basic non-food items and basic food rations from the UN/World Food Programme. But, there are also an estimated 10,000 refugees who opt out of the rural life of the settlement to remain in the capital. They are free to do so, but choosing a life in the city means foregoing all support, financial or otherwise, from the United Nations.

The life of refugees in Kampala and the surrounding areas is very difficult, at best. While they remain in Kampala in search of better social services including education, healthcare, communication, development, and opportunities for their futures, they face great obstacles. Language barriers, xenophobia, lack of local recognition of scholastic and professional diplomas, lack of financial resources, and absence of institutional support all inhibit refugees from starting their lives anew while in exile—indeinitely, sometimes permanently—from their home country. Among all of these barriers, refugees in the urban settings often say that the biggest barrier they face in Uganda is a lack of access, for adults and children alike, to educational opportunities. As a result, there is a huge need for youth-centered programs to provide positive learning opportunities and create support networks to ensure that students progress academically, stay healthy, and reach their full potential.



ESSEX TECHNICAL HIGH SCHOOL

ADMISSION POLICY

I. INTRODUCTION

An admission process is necessary in career and technical schools where space is a limiting factor. Agricultural and technical laboratories are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the potential needs and/or interests of all applicants. Therefore, a selection process is necessary. All applicants to grades nine (9) through twelve (12) at Essex Technical High School will be evaluated using the criteria contained in this Admission Policy. The Essex North Shore Agricultural and Technical School Committee approved this policy on **DATE TBD January 12, 2017.**

II. EQUAL EDUCATIONAL OPPORTUNITY

Essex Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or home status.

If there is a student with limited English proficiency, a qualified representative from Essex Technical High School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disabilities submitted voluntarily by the applicant, for the purpose of receiving assistance and/or accommodations during the entire application and admission process, will not affect the applicant's admission to the school.

III. ELIGIBILITY

RESIDENT

Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Essex North Shore Agricultural and Technical School District (Beverly, Boxford, Danvers, Essex, Gloucester, Hamilton, Lynnfield, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, and Wenham), and who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to Essex Technical High School. Resident students will be evaluated using the criteria contained in this Admission Policy.

NON-RESIDENT

Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Commonwealth of Massachusetts and resides outside the Essex North Shore Agricultural and Technical School District and who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to Essex Technical High School's **specialized agricultural and natural resources programs**. Students seeking admission to the Essex Technical High School's specialized agricultural and natural resources programs are not required to file a Chapter 74 Vocational Technical Nonresident Student Tuition Application with their district of residence.

Essex Technical High School is required to provide transportation to the cities and towns within a twenty-mile radius of the school. Only students within this twenty-mile radius are eligible for transportation services by Essex Technical High School. Students who reside in cities and towns located outside the 20-mile transportation radius are eligible to apply for fall admission or admission during the school year subject to the availability of openings at Essex Technical High School provided they expect to be promoted to the grade they seek to enter by their local district. These students will be evaluated using the criteria contained in this Admission Policy; however, these students are not eligible for transportation services by Essex Technical High School. These students are eligible for transportation services through their sending district consistent with M.G.L. c. 74 s. 8A (please see the "guidelines for Vocational Technical Education Program Nonresident Student Tuition Process" Pursuant to M.G.L. c. 74 located at www.doe.mass.edu/cte/admissions/nonres_guidelines).

Students who reside outside the Essex North Shore Agricultural and Technical School District and are seeking admission to programs **other than the eight (8) specialized agricultural and natural resources programs** must file a Chapter 74 Vocational Technical Nonresident Student Tuition Application (located at: www.doe.mass.edu/cte/admissions) in addition to the Essex Technical High School application for admission. **The Chapter 74 Vocational Technical Nonresident Student Tuition application must be submitted to the Superintendent of the student's district of residence no later than April 1 of the preceding school year in accordance with 603 CMR 4.03 Vocational Technical Education Regulations and as referenced in the MA Department of Elementary and Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process pursuant to M.G.L., c. 74.* www.doe.mass.edu/cte/admissions/nonres_guidelines.** It is important to note, however, that resident students who meet the minimum requirements for admission to programs **other than the eight (8) agricultural programs** shall be admitted prior to acceptance of any non-resident students seeking admission to the same course of study. Also, ninth grade students who reside in cities and towns that offer an approved exploratory program shall attend the exploratory program provided by the district of residence (**CMR 603 Section 4.03(6)(b) 1**).

TRANSFER STUDENTS

Transfer students from other M.G.L. c. 74 state approved Career Technical Education Programs are eligible to apply for fall admission or admission during the school year to grades 9-12 at Essex Technical High School provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

MCKINNEY-VENTO

Students who are homeless will be accepted to Essex Technical High School according to the selection criteria contained in this Admission Policy.

HOME SCHOOLED

Students who are formally being home schooled may apply for admission to Essex Technical High School, including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent with the application.

Home schooled students will be ranked on their grades in English, Math, Science, and Social Studies for the previous school year and first semester of the current school year (45%), a recommendation rating (5%), and an interview (50%). If grades are not available, a representative sample or portfolio of the student's body of work in English, Math, Science, and Social Studies is required.

IV. ORGANIZATIONAL STRUCTURE

Essex Technical High School is a public career and technical high school located on a 166-acre scenic campus in the historic Hathorne section of Danvers, Massachusetts. Essex Technical High School is a member of the Essex North Shore Agricultural and Technical School District. Essex Technical High School is committed to providing quality career and technical education programs. It is the responsibility of the Essex Technical High School Superintendent/Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Essex Technical High School has an Admission Committee appointed by the Superintendent-Director. The committee is chaired by the Admissions Coordinator and consists of a member of the Administration, Guidance, Special Education, Student Services, Agricultural, Technical, and Academic Departments. Responsibilities of the Admissions Committee include oversight of the:

- a. Determination of standards for admission;
- b. Development and implementation of admission procedures;
- c. Processing of completed applications;
- d. Ranking of students;
- e. Acceptance of students according to the procedure and criteria in the admission policy;
- f. Establishment and maintenance of a waiting list of acceptable candidates.

The Essex Technical High School's Admissions Coordinator is responsible for disseminating information about Essex Technical High School through local school assemblies and press releases, and for collecting applications from the local schools.

V. RECRUITMENT PROCESS

Essex Technical High School disseminates information about the school through a variety of methods:

- a. Informational presentations to 8th grade classes in local schools by the Essex Technical High School Admissions ~~Coordinator/Guidance Director~~ or designee from ~~September October~~ to ~~December January~~.
- b. An Open House will be scheduled each fall. Prospective students and their parent(s)/guardian(s) may visit all academic, agricultural, and career technical programs and speak with faculty, as well as view a presentation about all offerings at Essex Technical High School. This event is advertised on the school website (www.essextech.net) and in several local newspapers and media outlets. Posters of the event are distributed to sending school districts.
- c. Parent(s)/guardian(s) may schedule visits at a mutually convenient time.

- d. Information describing the career technical and agricultural programs, academic programs, cooperative education, student services, special education resources, and athletics, is available on the school website (www.essextech.net). Informational literature (i.e.: brochures, pamphlets) is also available upon request by contacting the Admissions Office at admissions@essextech.net or (978) 304-4705.

VI. APPLICATION PROCESS FOR FALL ADMISSION

(Students will apply for admission during the winter and spring to begin classes the following fall)

1. Students interested in applying to Essex Technical High School for fall admission to the ninth, tenth, eleventh or twelfth grade may
 - Apply online/electronically at www.essextech.net/admissions
 - Download an “Application for Admission” at www.essextech.net/admissions, or
 - Obtain an “Application for Admission” from their local school Guidance Counselor. Note: Applicants completing a paper application must submit the completed application form to the local school Guidance Counselor by the deadline set by the Guidance Counselor.

 2. It is the responsibility of the local school Guidance Counselor (or Principal’s designee) to:
 - a. Complete the designated Guidance Counselor signature portion of the application form. Complete and submit a recommendation rating.
 - b. Complete applications include:
 - (i) Completed application form (including required parent/guardian, student and Guidance Counselor signatures)
 - (ii) For applications to grade 9 (fall admission):
 - Grade 7 and **semester 1 (term 1 and term 2)** or **Trimester 1-term 1 and 2** grade 8 marks in English language arts or the equivalent, social studies, math and science from the local school report card are required.
 - The sum of grade 7 and **semester 1 (term 1 and term 2)** grade 8 unexcused absences from the local school report card or attendance record are required.
 - The local school discipline records are required from all Grade 7 and **semester 1 (term 1 and term 2)** of Grade 8.
- All applications and supporting documents must be forwarded from the Guidance Counselor to the Admissions Office ~~Director~~ at Essex Technical High School by the **second Friday in January** ~~first Friday in February~~.

For applications to grade 10, 11, or 12 (fall admission)

- The previous school year and **semester 1 (term 1 and term 2)** of the current school year marks in English language arts or the equivalent, social studies, math and science from the local school report card required.
 - The sum of the previous school year and term 1 and 2 of the current school year unexcused absences from the local school report card or attendance record are required
 - The local school discipline records are required from all of the previous school year and term 1 and 2 (or the equivalent) of the current school year.
- All applications and supporting documents must be forwarded from the Guidance Counselor to the Admissions Office ~~Director~~ at Essex Technical High School by the **April 15** ~~first Friday in February~~.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Admissions Office at Essex Technical High School will notify the local school Guidance Counselor responsible for submitting the application is incomplete and will request the necessary documents/information to complete the application.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Essex Tech Admissions Office in the event that the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS

Applications for fall admission received after **the deadlines noted above first Friday of February deadline** will be accepted; they will be evaluated using the same criteria as other applications and the composite score will be computed. They will be placed in rank order on the established waiting list.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) career and technical high school program in another school (transfer students) will be considered for admission to grade 9 – 12 (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Essex Technical High School. All transfer applicants must attend an informational meeting at Essex Technical High School. If the applicant or parent/guardian cannot provide transportation, an official from Essex will go to the local school to meet with the applicant. Such applications will be evaluated according to the provisions of this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from Essex and who are attending or not attending another high school may reapply to Essex Technical High School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

VII. SELECTION CRITERIA

The Admissions Committee, using weighted admissions criteria, processes completed applications. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

- A. Scholastic Achievement: Maximum 32 points
(Previous year's and current year's averages in: English language arts or its equivalent, math, science, and social studies).

Academic Grade	Points
A (90-100)	8
B (80-89)	6
C (70-79)	4
D (60-69%)	2
59% and below	0

For applications to grade 9 (fall admission), the average of grade 7 and **semester 1 (term 1 and term 2) or Trimester 1-term 1 and 2** of grade 8 marks in English language arts or its equivalent, social studies, mathematics and science from the local school report card/transcript are used. For applications to

grades 10 - 12 (fall admission) the average of the previous school year and term 1 and 2 of the current school year marks in English language arts or its equivalent, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9 – 12 (admission during the school year), the previous school year and the current school year to the date of the application marks in English language arts or its equivalent, social studies, mathematics and science from the local school report card are used.

- B. Attendance: Maximum 8 points (unexcused absences)
Absences for excused/medical reasons will not be counted.

Number of Unexcused Absences	Points
0-4 absences	8
5-8 absences	6
9-12 absences	4
12 plus absences	0

For applications to grade 9 (fall admission), the total of all of grade 7 and **semester 1 (term 1 and term 2)** of grade 8 unexcused absences from the local school report card or attendance record are used. For applications to grades 10 - 12 (fall admission), the total of all of the previous school year and **semester 1 (term 1 and term 2)** of the current school year unexcused absences from the local school report card/transcript are used. For applications to grades 9-12 (admission during the school year), the total of all previous school year and current school year to the date of the application, unexcused absences from the local school report card or attendance record are used.

- C. School Discipline/Conduct: Maximum 20 points

Discipline/Conduct	Points
No Incidents	20
1-2 Minor Incidents	15
4-6 Minor Incidents and/or 1 Suspension	5
7+ Incidents or More than 1 Suspension	0

For applications to grade 9 (fall admission), the grade 7 and **semester 1 (term 1 and term 2)** of grade 8 assessments from the local school discipline record are used. For applications to grades 10 - 12 (fall admission), the previous school year and term 1 and 2 of the current school year assessments from the local school discipline record are used. For applications to grades 9-12 (admission during the school year), the previous school year and the current school year to the date of the application assessments from the local school report card/transcript or from the local school discipline record are used.

- D. Recommendation form: Maximum 10 points

For all applicants, a recommendation rating is to be completed and submitted by the applicant's guidance counselor (or Principal's designee in the absence of a counselor). The recommendation rating consists of five statements relating to the applicant and career technical education. Each statement receives a rating: 10 points (Excellent) or 8 points (Above Average) or 6 points (Average) or 2 points (Below Average) or 0 points (Poor).

Recommendation	Points
Excellent	10
Above Average	8
Average	6
Below Average	2
Interest	
Poor	0

E. Interview: Maximum 40 points

An interview is comprised of five (5) questions using a scoring rubric for each question (0 – 8 points per question).

Rating	Points
Strong Interest	8
Above Average Interest	6
Average Interest	4
Below Average Interest	2
Poor/No Interest	0

After points are given in each area, the points are totaled for each applicant. A maximum 110 points can be earned.

VIII. SELECTION PROCESS

The Admissions Committee at Essex Technical High School will examine, discuss and make recommendations for action on the applicants.

The Admissions Committee considers scholastic achievement, attendance, school behavior, local counselor's recommendation rating and interview results. Applications are reviewed, processed, and assigned points by grade level.

After a point total has been determined, all applicants are placed in order of their point total. Applicants are then accepted in order of the point total they have achieved. The applicant with the highest point total is accepted first, the applicant with the second highest point total is accepted second, and so on until all seats are filled. All applicants are accepted or placed on a waiting list. If openings occur, accepting applicants from the waiting list fills the seats. These applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria.

Applications received after the first Friday in February may be accepted and will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

All grade 9 applicants whose applications are received by Essex Technical High School by the **second Friday in January** ~~first Friday in February~~ are notified of their status by a letter to their parents/guardians and an electronic communication to their local school Guidance Counselor mid-April. Applicants seeking admission to grades 10-12 will be notified during the summer months as admission is dependent upon capacity and availability in existing classes and career technical programs.

IX. ENROLLMENT

In order to enroll at Essex Technical High School for the fall, applicants must have been promoted to the grade they seek to enter by their local school district. In addition, they must have passed courses in English language arts (or the equivalent) and mathematics for the school year immediately preceding their enrollment at Essex Technical High School.

Discipline/conduct/behavior infractions occurring any time during the school year preceding enrollment resulting in suspension or expulsion **may be** ~~will also be~~ grounds to rescind acceptance.

Acceptance and enrollment at Essex Technical High School is conditioned upon the accuracy and completeness of a student's application. Essex Technical High School reserves the right to revoke its acceptance of any student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information in any of the areas of admission criteria during the application process and through final acceptance.

X. FRESHMEN EXPLORATORY & TECHNICAL SELECTION

All ninth grade students enrolled at Essex Technical High School participate in a vocational-technical Career Discovery & Exploratory Program from September through January designed to introduce each student to several career pathways, including non-traditional careers, while helping them discover their talents and interests. At the beginning of grade 9, all students participate in a brief, (typically 5 days) Career Discovery Program where they visit all twenty four (24) career technical programs. Students then choose three (3) career technical programs to explore and Essex Tech assigns the remaining five (5) programs to complete their Exploratory Program schedule. During the exploratory experience, career technical instructors evaluate each student based upon a common rubric/scoring guide **including the following:** ~~in the following areas:~~

40%	Weekly Assessment in Workmanship/Production, Safety, Career Awareness, and Professionalism/Employability
20%	Performance Based Assessment
20%	Written Assessment
20%	Reflection/Journal Entry

- ~~1. Competency in Technical Area~~
- ~~2. Follows Instruction~~
- ~~3. Quality of Work~~
- ~~4. Safety~~
- ~~5. Student Behavior~~