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
Maple Street Bistro
(Main Level)

Thursday, November 15, 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 October 11, 2018 Regular Meeting Minutes.
- 6. South Campus Building Assessment Report Gienapp Design Associates
- Essex Sports Center Mr. Brian DeVellis
 Mr. DeVellis will update the Committee regarding projects and opportunities at Essex Sports
 Center.
- Ann Marie Greenleaf, DVM, CACVECC, Chief of Staff, Angell Animal Medical Center Review of floor plans, equipment needs, and renovations to existing small animal building.
- 9. Communications
 - a. Notice of School Committee Appointment
 Ms. Valerie P. Gilman, Gloucester Representative
 - b. Notice of School Committee Reappointment
 Mrs. Beverley Ann Griffin-Dunne, Peabody Representative
 - c. Notice of Resignation Received from Ms. Melissa J. Teixeira Prince, Chairperson
 - d. Notice of Resignation Received from Mr. Alvin W. Craig, Essex Representative
- 10. Superintendent-Director Report
- 11. Principal Report
- 12. Out of State Field Trip Requests

Administration Recommendation:

- a. To approve an Out of State Field Trip Request for twenty-five (25) grade 9 -11 Cosmetology students to Evolve Salon System, 252 Willow Street, Manchester, New Hampshire January 30, 2019.
- b. To approve an Out of State Field Trip Request for nineteen (19) grade 10 Environmental

Page 1 of 2

Technology students to Nashua National Fish Hatchery, 151 Broad Street, Nashua, New Hampshire January 11, 2019.

13. Subcommittee Reports

Finance Subcommittee

a. Removal of Trees

Recommendation: To authorize the transfer of funds in the amount of \$15,000 for removal of aging and deteriorating trees on the grounds.

b. Outstanding Travel Reimbursement FY2018

<u>Recommendation</u>: To authorize the payment of an outstanding travel reimbursement from FY2018 in the amount of \$224.45 for a consultant working in admissions.

c. Cleaning Service Bid FY2019-3

Recommendation: To award this bid to Star Building Service, Inc. of Boston, the lowest responsive bidder for an estimated three-year cost of \$86,263.20.

d. Salary for Director of Facilities, Farm & Grounds

Recommendation: To approve the prorated salary of \$113,333 for the Director of Facilities, Farm & Grounds effective November 16, 2018.

e. Massachusetts Learning Excursions Private Grant

Recommendation: To accept the Massachusetts Learning Excursions Private Grant. This grant is funded through the Next Generation Learning Challenges (NGLC) and the Farr Foundation. A team of five individuals will receive a stipend of \$1,100 (total monetary values of \$5,500) to pay for all of their travel related expenses (hotel, airfare, any non-hosted meals, etc.).

f. Chapter 74 Special Education Assessment Formula for Out of District Students
Recommendation: To approve a Chapter 74 Special Education assessment for Out of District
students with a revised formula.

Next Meeting: December 5, 2018

District Policy Subcommittee

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

Personnel Subcommittee

Personnel - New positions

Recommendation: To approve the following job descriptions: Director of Workforce Development and Data & Assessment Specialist positions.

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

- 14. Old Business
- 15. New Business
- 16. Warrant
- Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Section 18-25)
- 18. 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 & 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.

Tentative Minutes

- Members Present: J. O'Brien, Department of Agriculture Resources
 - G. Demsey, Department of Agriculture Resources
 - E. Armstrong, Beverly
 - W. Marquis, Danvers
 - A. Craig, Essex
 - M. Teixeira-Prince, Gloucester
 - M. Lannon, Hamilton
 - G. Hathaway, Lynnfield
 - J. Delaney, Manchester by the Sea
 - M. Strout, Marblehead
 - A. Liteplo, Middleton
 - E. Johnson, Nahant
 - B. Griffin Dunne, Peabody
 - B. Perkins, Rockport
 - J. Picone, Salem
 - A. McDonald, Swampscott
 - A. Prazar, Topsfield

Members Absent: F. DiLuna, W. Nichols

Others Present: Dr. Riccio, S. Donnelly, M. Znamierowski, K. McMahon

1. Call to Order

Ms. Teixeira Prince called the meeting to order at 7:00 pm.

- 2. Salute to the Flag
- 3. Public Comment*

Ms. Teixeira offered for anyone in the audience to speak for up to three minutes.

Attendance was taken. There is a quorum.

4. Student Representatives Report

Lexy Paquette gave the student representative's report. She discussed clubs and the addition of a chess club. There is a homecoming event coming up. The North Shore PTO will be here for the event. An alumni reception and football game will take place. She gave the dates for the homecoming dance. She also reviewed the season results for the fall sports. Three teams are undefeated. She went on to review the standings for the fall teams. There was walk and bake sale to support the Downes syndrome society. She reviewed upcoming sporting events.

5. Approval of Meeting Minutes

Mr. Strout made the motion to approve the September 13, 2018 Regular Meeting Minutes. Mr. Marquis seconded the motion. It was noted that the attendance needs to be corrected to reflect the attendance of Ms. Teixeira Prince and Mr. Lannon. The minutes were updated prior to approval.

6. Communications

Dr. Riccio reviewed the three communication items and their details.

- 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

Dr. Riccio discussed the targeted group from Gloucester and the training that will take place at ENSATS. She also mentioned the donation from the Burns family to support transportation for these students. This will increase access to other member communities that are not able to attend ENSATS.

Ms. Teixeira Prince thanked Dr. Riccio for her involvement with this project.

7. 2018-2019 Essex North Shore Agricultural & Technical School Committee and Subcommittee

Meeting Schedule.

<u>Recommendation</u>: 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.

Mr. Strout Made the motion to approve the rescheduling of the October 31 to Finance meeting to November 1 and February 14 School Committee meeting to February 7. Mr. Marquis seconded the motion. All in favor.

8. Discussion of testimony of the public hearing in reference to the school name

Ms. Teixeira Prince: offered the opportunity for everyone to speak on this topic by starting at one end of the table and working around the table before deliberations.

Mr. Hathaway: Felt like it was a long road to get back to the same answer. He thought there might be some other names closer in the running.

Ms. Liteplo: reviewed the survey results. She was surprised that 72% supported Essex Tech.

Ms. Johnson: Does not want to spend too much more time on this topic and move on to the topic of education.

Ms. Griffin Dunne: She was not surprised that Essex Tech came to the top of the list because

people are used to this name. She preferred Essex A & T to preserve the history of the Aggie. The Agriculture piece is distinct

Mr. Perkins: Felt strongly too about the Essex and A&T, but 75% is overwhelming.

Dr. Picone: Also liked Essex and A&T but supports the student's vote.

Ms. McDonald: Also supports the students and their surveyed votes.

Mr. Prazar: Has heard from members of his community that would have like Agriculture in the name

Lexy Paquette: brought up conversations she had with other community members about changing the name. She preferred Essex Ag and Tech. She feels like it would be hard to change from Essex Tech. The upperclassman feel even stronger about the name change

Mr. Strout: Brought up the five year strategic plan and the shortcoming was that there was no branding. Essex Tech became the branding. You cannot ignore a 75% vote.

Mr. O'Brien: Thought that Essex Tech and Essex Aggie would be taken off the table. He will not oppose the vote.

Mr. Demsey: Is thrilled with the official name and can support the shortened version.

Mr. Armstrong: Is in favor of whatever the community wants to call it. He brought up the Salem News and the different names that are used for the school. He is happy with the survey.

Mr. Marquis: Is happy with the full name of the school. The fact that there was a proper survey taken is proof that Essex Tech is preferred.

Mr. Craig: Appreciates the official name. Personally he liked Essex A & T.

Mr. Lannon: Has always known the school to be Essex Tech and the survey speaks for itself.

Mr. Hathaway: Feels the survey is overwhelming.

Ms. Teixeira Prince: Feels this is history repeating itself. This is what the school was named originally. There were other names on the table back then and some of the committee was divided. She is grateful to the students for taking the time for the survey. She is surprised that this is the name that was chosen. There needs to be a decision made tonight. She will respect the hard work the students have done, but still prefers Essex A & T. She will respect the survey results.

Ms. Liteplo: asked about the survey results and what percentage of students were in the Agriculture program.

Dr. Riccio: said it was a blind survey.

Mr. Strout made the motion to identify the official nickname of ENSATS to Essex Tech. Mr. Prazar seconded the motion.

Mr. Lannon: commented on how much it would cost to change the name. The money should

be saved and spent on programs.

Dr. Riccio: Stated the sports name will be the Hawks as that is the mascot. The former uniforms will be allowed to remain as they were and have left it up to the specific programs. The only additional costs will be for the name on the school. The long version of the school must be used formally for correspondence.

Ms. Griffin Dunne: asked if the long name will be on the diplomas

Mr. O'Brien: The name on the building should be the full name of the school.

Dr. Riccio: discussed the removal of the old name on the building and changing it to the new official name.

Ms. Teixeira Prince: bumped into senator Bruce Tarr and his preference was Essex A & T.

There was a roll call vote taken. Essex Tech was the voted upon abbreviated name for ENSATS.

9. Superintendent-Director Report

Dr. Riccio presented her report and passed out a printed copy of her report. Her report is part of these minutes.

Mr. Strout made the motion to approve the Superintendent-Director's report. Mr. Marquis seconded the motion. All in Favor.

10. MCAS Accountability – Dr. Thomas O'Toole, Director of Academic Programs
Dr. O'Toole presented the MCAS report to the group. There is a handout with the results that were presented as part of this packet.

Ms. Liteplo: asked what kind of details are given with the results for review prior to the next MCAS testing round.

Ms. Griffin Dunne: thanked Dr. O'Toole for making the results in the packet so easy to understand. She appreciated the internal examination processes.

Mr. O'Toole: reviewed the evolvement of the MCAS testing and his presence since the beginning.

Ms. Johnson: asked why going to computer based testing is going to be more difficult.

Dr. O'Toole: gave her an example of kids missing the scroll button and not getting to the bottom of the page. Familiarizing the students with the testing platforms is critical.

He needs to see the students practice the online test to feel more comfortable.

Ms. Griffin Dunne: has heard that the computerized test is going to be adaptive and asked Dr. O'Toole what "adaptive" means. The more questions the student answers correctly depends on how many questions they get.

Dr. O'Toole: said they use range finding and all of the accommodations a student might need will be in place during testing.

Ms. Teixeira Prince: Thanked Dr. O'Toole for his enthusiasm and great report.

11. Principal Report

Ms. Donnelly reviewed the three field trip requests for the group's approval.

Out of State Field Trip Requests

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.

Grade 10 and 12 Animal Science students attending the American Youth Horse Council Symposium in Moscow, Idaho March 8-10, 2019.

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.

Mr. Marquis made the motion to approve the three field trips reviewed by Ms. Donnelly.

Ms. Griffin Dunne seconded the motion. All in Favor.

Ms. Teixeira Prince asked how they would get to Idaho. Ms. Donnelly replied they would fly.

Ms. Donnelly: Brought up some resignations from PTSO leaders and the volunteering of some underclassman parents. She reviewed all of the work being done by these new parents and the PTSO.

She reviewed an award received by Dr. Cross.

September 26 was the first late start for PD training for the staff.

Danvers Police Department lead the staff in PD for Alice Training in the morning and the staff lead the students in the afternoon in the Alice training.

Ms. Teixeira Prince: asked what the drill scenarios are that are presented to the students.

Ms. Donnelly: reviewed the scenarios and situations given to the student groups with their teachers. The School Resource Officer, Mike Chase participated in the Alice Training.

There was a college fair hosted by the guidance department that was well attended with positive feedback from students and parents.

Her report is part of this minute packet

12. Subcommittee Reports

Finance Subcommittee

a. Relationship with Micro Brewers

Mr. Strout made the motion accept the 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.

Mr. Marquis seconded the motion. All in Favor.

b. Acceptance of Donation

Mr. Perkins made the motion to accept the donation of furniture and office equipment from the Furniture Trust of Boston, Massachusetts.

Mr. Lannon seconded the motion. All in favor.

c. Establish Revolving Account

Mr. Perkins made the motion to authorize the District to establish a Revolving Account for operations of the school store.

Dr. Picone seconded the motion. All in favor

Mr. Perkins brought up the storage of temporary and permanent student records. He is making the recommendation that they be digitized in regard to what was found during the tour of the South Campus

Ms. Teixeira Prince recommended that this recommendation be put on the November Finance Committee Agenda.

Ms. Griffin Dunne: asked about digitizing current records compared to historical records. Dr. Riccio: confirmed that current records are digitized, but it is the existing records that need to be digitized.

Next Meeting: November 1, 2018

District Policy Subcommittee

Ms. Liteplo reviewed the history and past processes of the subcommittee to create the new bylaws that are being presented tonight. She went on to discuss language that was changed to update more current acronyms for some processes such as "e-mail/regular mail". She also reviewed the reasoning that was discussed for some of the changes.

Mr. Strout made the motion to adopt the revised By-Laws Governing the Operation of the Essex North Shore Agricultural & Technical School District.

Mr. Delaney seconded the motion. All in Favor.

Ms. Teixeira Prince thanked Ms. Liteplo for her hard work.

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

Personnel Subcommittee

a. Removal of Interim Title in Administrative Positions

Mr. Strout made the motion to remove Interim Title from the Principal and Assistant Principal positions.

Ms. McDonald seconded the motion. All in Favor

b. Personnel Proposals

Mr. Strout made the motion to approve the Director of Facilities, Farm and Grounds combined position including the proposed job description.

He reviewed that the job description is part of this minute packet. The personnel committee is

Mr. Armstrong seconded the motion.

Ms. Liteplo asked about some of the responsibilities under the job description and some possible duplication of duties.

Mr. St. Pierre described the two different areas that they are responsible for.

Ms. Griffin Dunne asked if the department should be changed to custodial services and operations to distinguish it from the supervisor of farms and grounds for consistency. All in favor of the amended job description.

Mr. Strout made the motion to approve Supervisor of Custodial Services & Operations and Supervisor of Farm & Grounds positions including the proposed job descriptions in the AFSCME unit.

Ms. McDonald seconded the motion. All in favor.

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

Ms. Teixeira Prince asked for recommendations for the school committee meeting date which has a conflict on November 8. Mr. Marquis suggested November 15 as a possible date. Ms. Teixeira responded that the Personnel meeting would need to be moved.

Mr. Marquis made the motion to move the two meetings to November 15. Mr. Strout seconded the motion. All in Favor to move the Personnel subcommittee and School Committee meetings from November 8 to November 15.

13. Old Business

Ms. Teixeira Prince asked how many planned on going to the conference in Hyannis. There was a show of three member's hands that plan to attend.

14. New Business

Mr. Marquis made the motion to Accept Mark Strout for the Official Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference, November 7-10, 2018. Mr. Perkins seconded the motion. All in Favor.

Mr. Marquis made the motion to Accept Ms. Griffin Dunne for the Alternate Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference, November 7-10, 2018.

Mr. Perkins seconded the motion. All in Favor.

15. Warrant

Mr. Perkins made the motion to approve the warrant and put it on file for audit.

Mr. Strout seconded the motion. All in Favor.

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

17. Adjourn

Made the motion to adjourn at 8:54 pm

The meeting adjourned at 8:54 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)

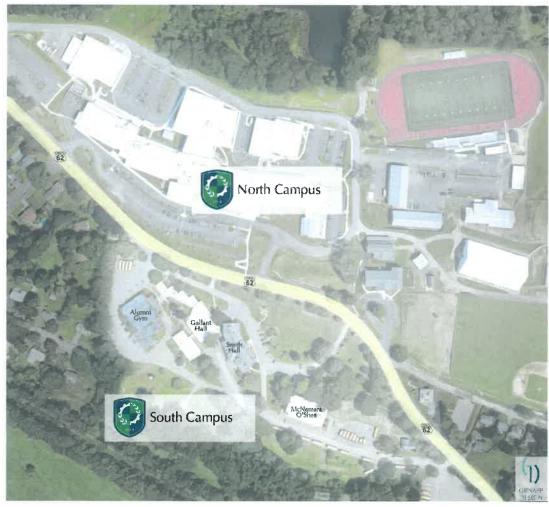
The following is an excerpt of the Executive Summary from the draft study report, which has been edited specifically for the 11/15/18 School Committee Presentation.

C. EXECUTIVE SUMMARY

The Essex North Shore Agricultural and Technical School District (Essex North Shore) engaged Gienapp Design Associates to perform a building assessment study for the School District's South Campus. The South Campus is located on the south side of Maple Street (Route 62), and currently contains four buildings: Alumni Gym, Gallant Hall, Smith Hall, and McNamara O'Shea.

C.1 PURPOSE

In 2014, the school constructed new buildings on the North Campus, which provides sufficient space to house all school functions except for the District Offices, which remain in Smith Hall on South Campus. Additionally, Smith Hall has the school's only auditorium, which at the time it was built, may have been sufficient, but is undersized for the school's current enrollment of +/- 1,440 students.



The North Campus includes a gym with associated spaces (i.e. locker rooms, weight rooms, etc.), which functions for the school's typical needs. The Alumni Gym, on South Campus, is used by the school for certain programs such as cheerleading and gymnastics, and it is also rented out to several community

functions such as the Danvers Youth Cheering and the Sheriff's Department. Although used, the Alumni Gym does not house any essential school functions.

Up until a year ago, McNamara O'Shea was only minimally used. For example, the bus drivers would use the first floor to meet. Approximately a year ago, the building was partly mothballed and the mechanical equipment turned off. Consequently, the building is currently vacated and used as an unconditioned storage building.

Gallant Hall, which has 14 classrooms and some office space is partly occupied by a daycare who rents out the front portion. Additionally, over the summer, the Sheriff's Department uses some of the classrooms near the outdoor ropes course. The basement contains both the mechanical and electrical equipment for Gallant as well as the Alumni Gym, which is connected via underground umbilical cord. Much of the building is unused.

Consequently, there is a lot of empty space on South Campus. As mentioned above, the school has found some uses for the buildings, but most of them do not appear to have long-term potential that justifies the costs of maintaining the buildings.

The primary goals for the study can be summarized as follows:

- 1. Review and understand the existing conditions of the South Campus buildings.
- 2. Review and understand the North Campus building in order to find out in what ways, if any, the North Campus buildings did not meet the school's programmatic needs.
- 3. Understand the goals of the school in regards to current and projected populations and their impact on programmatic needs.
- 4. Determine if the South Campus buildings can be modified to meet the needs not met on the North Campus.
- 5. Review the assessment findings and evaluate projected enrollment in order to develop planning options.
- 6. Determine level of work and cost required for the planning options.

C.2 METHOD

In August 2018, prior to the start of the 2018-2019 school year, Gienapp Design and our engineering consultants, R. W. Sullivan Engineering, walked through all four of the South Campus buildings. Additionally, we took drone photos and videos of the roof and other difficult-to-access areas. Our findings were used as part of the development of options.

Also, in August 2018, Gienapp Design walked through the 2014 North Campus main building and selected out buildings. This allowed use to see how specific areas were setup, both academic and CTE (Career Technical and Agricultural Education).

During that time, we met with School representatives to review the school's growth goals and how the North Campus building both satisfied and dissatisfied their needs.

C.3 OBSERVATIONS

Gienapp Design's assessment showed the following general observations and findings:

- South Campus
 - 1.1. The District offices occupy approximately 5,000 square feet of 28,000 square feet of Smith Hall. The rest of the building is mostly used as storage (i.e. Drama club, extra furniture, etc.).
 - 1.2. The Alumni Gym is actively used, but not by essential school functions.

- 1.3. Based on the MSBA standard of 225 students per square foot, the South Campus buildings' capacity are as follows:
 - 1.3.1. Alumni Gym, 14,000 SF 0 students (specialized space; therefore, not part of this calculation)
 - 1.3.2. Gallant Hall. 24.000 SF 106 students
 - 1.3.3. Smith Hall, 28,000 SF 124 students (if all areas, including current offices, are made into student spaces)
 - 1.3.4. McNamara O'Shea, 29,000 SF 128 students
- 1.4. The auditorium in Smith Hall is insufficiently sized to serve the school.

2. North Campus

- 2.1. Based on the MSBA standard of 225 students per square foot, the North Campus building's capacity exceeds both the current and projected enrollment through 2021. However, there is insufficient room if the school decides to increase the enrollment by 60 students as was recently
- 2.2. Although there are several spaces that can be used for lectures or large assemblies (i.e. the Library), the North Campus does not include an auditorium.

General Needs

- 3.1. The school would benefit from a dedicated auditorium and peripheral support space constituting a Performing Arts Center. Many comparable schools have auditoriums that can handle up to half the student population.
 - 3.1.1. Two majors, Design and Visual Communications and Graphic Communications, would directly benefit from an auditorium and performing arts educational space, especially if their CTE space were located nearby.
 - 3.1.2. If the CTE spaces for the above majors were to move to South Campus, additional space would become available in the North Campus building for repurposing.

C.4 ASSUMPTIONS

Based on our observations and working with the School representatives, the following list of assumptions were developed that were used in the development of planning options:

- 1. Moving only a single or limited number of classrooms from North Campus to South Campus is not advantageous. It is only advantageous to move multiple classrooms (six or more) in order to avoid causing students to cross Maple Street (Route 62) several times a day.
- 2. Moving teachers' offices from North Campus to South Campus without moving classrooms is not advantageous.
- 3. The existing South Campus buildings do not contain spaces that would be advantageous as CTE space.
- Smith Hall's attributes and configuration does not lend itself to make suitable classrooms for Essex Technical High School.
- 5. A Performing Arts Center building's final size will greatly depend on its program, which would not be finalized until after a programming study is done during the early design phases. Based on the feedback we received, we estimate it would be between 20,000 square feet and 30,000 square feet. Consequently, for calculation purposes, we assumed 26,000 square feet.

Renovation work will take some time and new construction will take longer. Consequently, estimates for renovation work have been escalated to 2020 and new construction escalated to 2023.

C.5 FINDINGS

Gienapp Design developed five planning options identify by symbol to avoid creating bias. They are shown below.

Alumni Gym: since the Alumni Gym is heavily used by the school and rentals, it is assumed it should remain as a long-term gym, and therefore, a major renovation should be done to address the mechanical, electrical, and plumbing items as well as fix some of the issues (i.e. the locker rooms). The building already has a stage, and it would take a limited amount of additional work to make the building work as a short-term auditorium that is larger than the Smith Hall auditorium. Unfortunately, using the building as a long-term auditorium will require so much more work that it renders it disadvantageous.

The recommended work at Alumni Gym is the same in all the planning options.

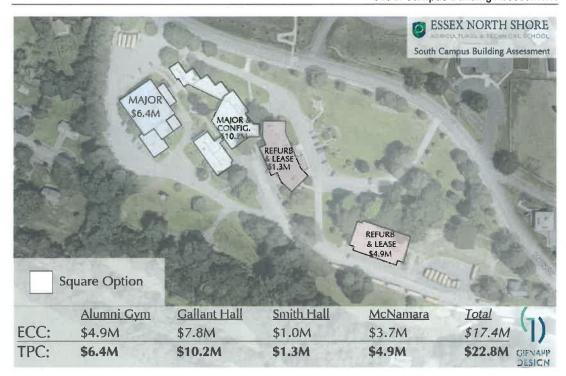
Planning Option	Gallant Hall	Smith Hall	McNamara O'Shea
Square (■)	Major renovation into Essex North Shore offices and six (6) classrooms.	Refurbish and lease.	Refurbish and lease.
Circle (●)	Major renovation and lease.	Minor renovation and occupy for offices and limited student use.	Refurbish and lease.
Diamond (♠)	Demolish (or stabilize for safety). Future Performing Arts site.	Minor renovation and occupy for offices and limited student use.	Major renovation and lease.
Triangle (A) Major renovation into Essex North Shore offices and six (6) classrooms.		Refurbish and lease.	Demolish (or stabilize fo safety). Future Performing Arts site.
Hexagon (●)	Demolish.	Minor renovation and occupy for offices and limited student use.	Demolish (or stabilize fo safety). Future Performing Arts site.

Following a preliminary review of these options with the school representatives, there appears to be a consensus that Smith Hall should be retained and used by Essex North Shore since it is an historic and iconic building for the school even though the attributes of the building make it the least advantageous for school uses. This affects both the Square Option and Triangle Option.

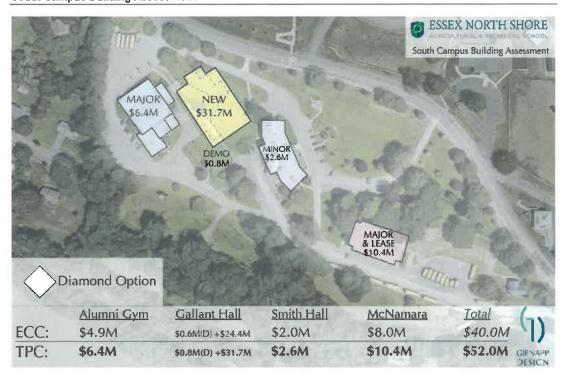
C.6 COST ESTIMATE

As part of the study, Gienapp Design and our consultant, Tortora Consulting, developed cost estimates for the options. Please note that general cost per square foot values are used as opposed to applying values to an itemized list. The estimates do not account for any savings for maintenance of buildings that are proposed to be demolished.

The following illustrate the above options on site along with correlated estimated cost information including both an Estimated Construction Cost (ECC) and a Total Project Cost (TPC). These estimates are for comparative purposes only. Updated estimates should be provided as planning options are developed.











In summary, the planning option costs are as follows:

Option	ECC	TPC
Square (=)	\$17.4 M	\$22.8 M
Circle (●)	\$17.2 M	\$22.5M
Diamond (*)	\$40.0 M	\$52.0 M

Option	ECC	TPC
Triangle (▲)	\$38.8 M	\$50.5 M
Hexagon ()	\$32.6 M	\$42.4 M

C.7 EVALUATION

Not included in DRAFT 11/9/18.

C.8 RECOMMENDATION

Not included in DRAFT 11/9/18.

The next step for the study is to get feedback from the school committee, which will inform option evaluations and recommendations.



Essex North Shore Agricultural & Technical School District

SCHOOL COMMITTEE PRESENTATION

November 15, 2018

(1)

Slide 1

Preview 11/7/18 Agenda



- Enrollment
- Capacity
- Condition
- Observation
- Programming
- Scenarios

Preview 11/7/18 Enrollment



Grade	Current	Projected
Freshmen	376	375
Sophomore	364	375
Junior	345	375
Senior	332	375
Total	1,417	1,500

Slide 3

(1)

Preview 11/7/18

Capacity - North Campus





 $346,000 \text{ gsf} \div 225 \text{ gsf/student} = 1,537 \text{ students}$

	Current	Projected
Building Capacity	1,537	1,537
Existing/Projected Enrollment	1,417	1,500
Room for Growth	Slide ²⁴	37

(1)

Preview 11/7/18 Capacity – South Campus





	Alumni Gym	Gallant Hall	Smith Hall	McNamara O'Shea
Area (gsf)	14,000	24,000	28,000	29,000
Students (225 gsf/student)	-	106	124?	128

(1)

Preview 11/7/18

Building Condition/Needs

Building	MEP/FP	Toilets	Finishes	Elevator	Reconfigure	Roof/Window
McNamara O'Shea	Yes/No	Yes	Yes	Yes	Yes/No	Yes
Smith Hall	Yes (50%)	Yes	Yes		Yes	
Gallant Hall	Yes	Yes	Yes	Yes (BSMT unused)	Yes	Yes
Alumni Gym	Yes	Yes	Yes			

Alumni Gym Usage	ary	uary						75	mber	er	nber	ecember
	Janua	ebru	Varch	April	May	June	July	August	Septe	Octob	loven	Jecen

Essex Technical HS

- Cheerleading
- Gymnastics
- BaseballSoftball

Dontol

- Danvers Youth Cheering
- Basketball
- Sheriff's Department

Preview 11/7/18 Observations

- North Campus Capacity for 1,537 students
- Administration occupies +/- 5,000sf of 28,000sf of Smith Hall
- Alumni Gym is actively used; no essential functions.
- Theoretical Student Capacity of South Campus
 - Alumni Gym 0 students
 - Gallant Hall 106 students
 - Smith Hall 124? student
 - McNamara O'Shea 128 students



Slide 7

Preview 11/7/18 Program (South Campus)



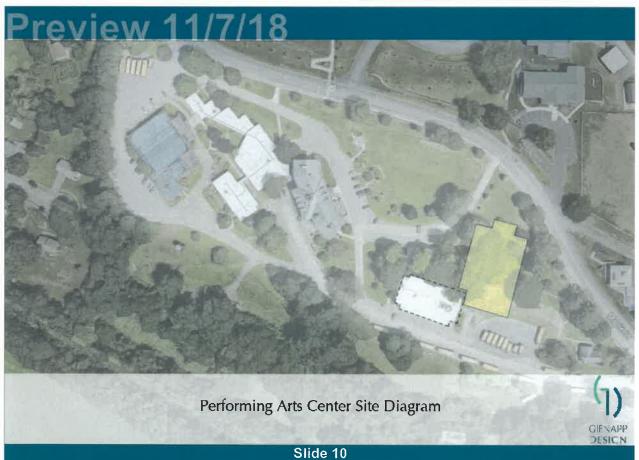
Existing

- Administration 5,000 sf
- Gymnasium 14,000 sf

Desired

- Performing Arts +/- 26,000 sf
- Other?





Scenario - Square Option



- Alumni Gym:
 - Major Renovation: Long-Term Gym, Short-Term Auditorium
- Gallant:
 - Major Reno for Classrooms (6) and District
 Admin
- Smith:
 - Incidental Repairs (Refurbish) and Lease
- McNamara O'Shea:
 - Essential Repairs (Refurbish) and Lease



11

Preview 11/7/18

Scenario - Circle Option



- Alumni Gym:
 - Major Renovation: Long-Term Gym, Short-Term Auditorium
- Gallant:
 - Major Renovation and Lease
- Smith:
 - Major Renovation and Occupy for Offices and Limited Student Uses
- McNamara O'Shea:
 - Essential Repairs (Refurbish) and Lease



Scenario - Diamond Option



- Alumni Gym:
 - Major Renovation: Long-Term Gym, Short-Term Auditorium
- Gallant:
 - Demolish and Initiate Performing Arts Center
- Smith:
 - Major Renovation and Occupy for Offices and Limited Student Uses
- McNamara O'Shea:
 - Major Renovation and Lease
 Slide 13

(1)

13

Preview 11/7/18

Scenario - Triangle Option



- Alumni Gym:
 - Major Renovation: Long-Term Gym, Short-Term Auditorium
- Gallant:
 - Major Reno for Classrooms (6) and District
 Admin
- Smith:
 - Incidental Repairs (Refurbish) and Lease
- McNamara O'Shea:
 - Demolish and Initiate Performing Arts Center



Scenario - Hexagon Option



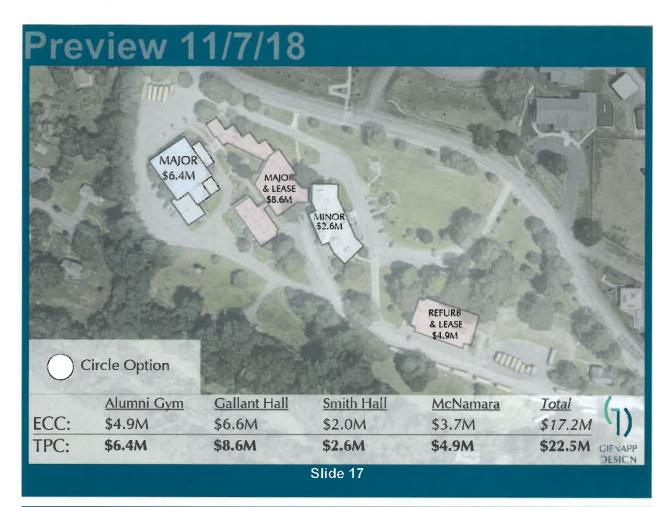
- Alumni Gym:
 - Major Renovation: Long-Term Gym, Short-Term Auditorium
- Gallant:
 - Demolish
- Smith:
 - Major Renovation and Occupy for Offices and Limited Student Uses
- McNamara O'Shea:
 - Demolish and Initiate Performing Arts Center
 Slide 15

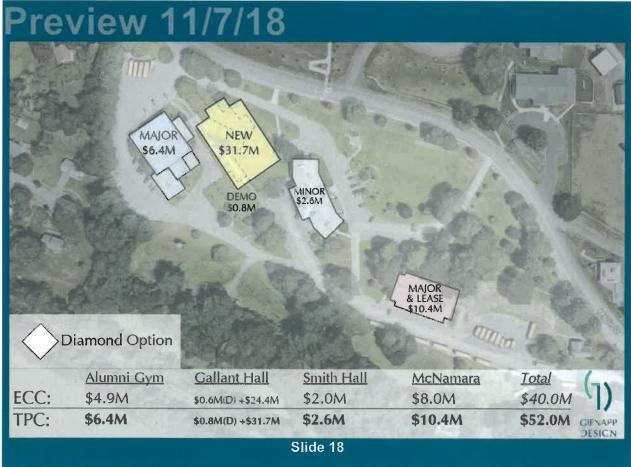
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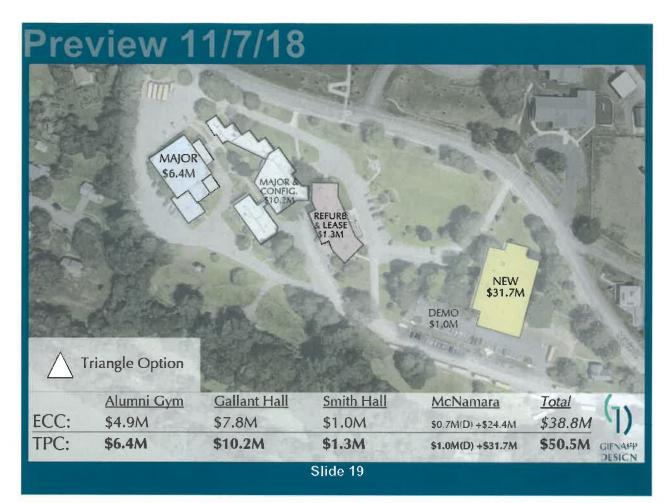
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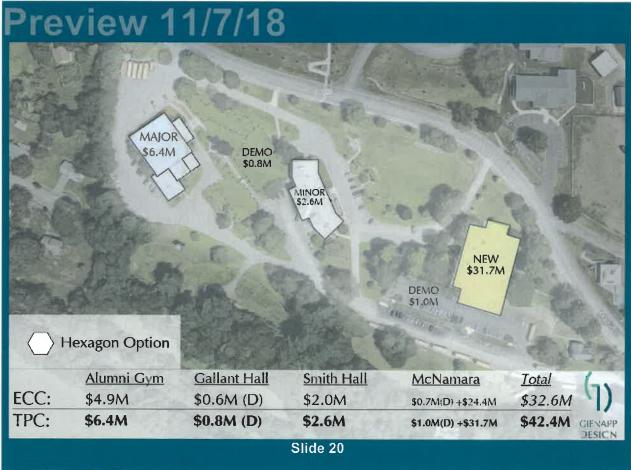
review 1 MAJOR \$6.4M REFURB \$4.9M **Square Option** Alumni Gym Gallant Hall Smith Hall McNamara Total ECC: \$4.9M \$7.8M \$1.0M \$3.7M \$17.4M TPC: \$6.4M \$10.2M \$1.3M \$4.9M \$22.8M

Slide 16









Preview 11/7/18 Options Review

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Option	Alumni Gym	Gallant Hall	Smith Hall	McNamara O'Shea
Square (■)	Major Reno, ENS	Major Reno and Config., ENS	Refurbish, Lease	Refurbish, Lease
Circle (●)	Major Reno, ENS	Major Reno, Lease	Minor Reno, ENS	Refurbish, Lease
Diamond (◆)	Major Reno, ENS	Demolish and Performing Arts, ENS	Minor Reno, ENS	Major Reno, Lease
Triangle (▲)	Major Reno, ENS	Major Reno and Config., ENS	Refurbish, Lease	Demolish and Performing Arts, ENS
Hexagon (●)	Major Reno, ENS	Demolish	Minor Reno, ENS	Demolish and performing Arts, ENS

Slide 21

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Preview 11/7/18

Questions?

Gienapp Design

OPERATIONAL AND FACILITIES AGREEMENT (the "Agreement")

This Operational and Facilities Agreement ("Agreement") is made by and between Massachusetts Society for the Prevention of Cruelty to Animals - Angell Memorial Animal Medical Center, an independent Massachusetts charitable corporation qualifying as a tax exempt public charity ("MSPCA Angell") and the Essex North Shore Agricultural and Technical School District (the "District"), a regional school district and body politic and corporate of the Commonwealth of Massachusetts within the meaning of Massachusetts General Laws, Chapter 71, Section 16, which owns and operates Essex North Shore Agricultural and Technical School ("School"). MSPCA Angell and the District shall be collectively referred to as the "Parties".

WHEREAS, MSPCA Angell has offered to establish, conduct, and operate a veterinary clinic to be located at the School (the "Clinic") and serve companion pets of individuals and families in the communities served by the School, including low income families, and provide an educational training program for students at the School that covers the basic principles and practices of a veterinary clinic including actual participation in a model organization, in accordance with the laws and regulations governing the establishment and operation of such practices or programs including M.G.L. c. 71, 74 and 76, and the Massachusetts Veterinary Regulations 256 CMR 1.00 – 10.00; and

WHEREAS, MSPCA Angell and the District have met and agreed on the Philosophy, Purpose, and Goals of this program and its educational objective, as set forth in Exhibit 1 attached hereto and made a part hereof; and

WHEREAS, MSPCA Angell and the District have jointly developed a Curriculum Plan setting forth the educational objectives and goals to be achieved through this training facility and the educational program staff; and

WHEREAS, the District considers it advantageous to the students and citizens of the communities served by the District, including the Towns of Peabody, Salem, Beverly, Danvers, Lowell, Tewksbury, Andover, Middleton, Saugus, Lynn, Hamilton, Marblehead, Swampscott, Salisbury, Gloucester, Rockport and Haverhill to obtain the benefits of such a program.

NOW, THEREFORE, in consideration of the foregoing and other valuable consideration as set forth herein, the parties agree as follows:

1. TERM OF AGREEMENT

This Agreement shall be for an initial term of five and one-half (5.5) years commencing on January 1, 2019 and ending on June 30, 2024 (the "Anniversary Date"). For purposes of this Agreement, June 30 shall be the Anniversary Date thereafter. The parties agree that this Agreement, including the use of facilities to operate the Clinic and the Revenue Sharing/Deficit

Funding provisions shall be automatically renewed annually on said Anniversary Date for successive one (1) year periods unless either party notifies the other in writing at least sixty (60) days in advance of the next forthcoming Anniversary Date, in which event this Agreement shall terminate on the Anniversary Date immediately following said notice.

Notwithstanding the foregoing provisions of this Section 1 to the contrary, at any time after one (1) year of operations at the School, MSPCA Angell shall have the right to terminate this Agreement upon six (6) months advance written notice if the Clinic is consistently operating at a loss and such losses are not being funded by the District in accordance with Section 14 below; likewise, the District shall have the right to terminate this Agreement upon six (6) months advance written notice if the Clinic is consistently operating at a loss. Should this occur, the Parties agree that the Clinic will continue its operations through the last day of the school year in session at the time the six month notice is given.

In the event that either party terminates the Agreement prior to the expiration of the initial term or any renewal term, the Parties agree that all equipment, materials and supplies purchased or supplied by the District will remain the property of the District.

2. CLINIC SPACE; FACILITIES

During the term of this Agreement, the District shall provide the space shown in Exhibit 2 to this Agreement, to be used exclusively as the Clinic. The District shall be responsible for necessary renovations of the space in accordance with plans previously prepared by BlueSky architects and approved by both MSPCA Angell and the District. The District, at its expense, shall provide: all required utilities (hot and cold running water, electric, heating and cooling); bathroom facilities; a reception area; accessibility to the Clinic; and, exclusive parking for MSPCA Angell personnel and patients proximate to the Clinic as set forth on Exhibit 3.

No rent shall be charged to MSPCA Angell for its use of the Clinic.

3. FURNTITURE, EQUIPMENT, AND SUPPLIES

The District shall provide the following: (i) telephone and communication equipment and services; (ii) computer and information technology equipment and services; (iii) internet and cable; (iv) medical equipment and supplies to be used in the operation of the Clinic, including custodial and cleaning supplies (but excluding medicines, which shall be provided by MSPCA Angell and sold at cost to the District); and (v) all office and other furniture and equipment used in the operation of the Clinic. All such items to be provided to the reasonable specifications and requirements of MSPCA Angell. MSPCA Angell agrees to exercise reasonable care when using the equipment and supplies provided by the District, and that such equipment and supplies will only be used for their intended purpose.

The Parties have prepared an initial Supply List (Exhibit 4) which outlines the types of equipment and supplies required to get the Clinic up and running. The District is already in possession of some of the necessary equipment and supplies which it agrees to provide for use in the Clinic. In addition, the District agrees to fund or seek funding for the purchase of additional

or new medical equipment or supplies which have education value or which serve an educational purpose. Once operational, it is expected that equipment and supplies necessary for the day to day operation of the Clinic will be purchased with revenues from the Clinic. (See Section 11, below).

Any medical equipment or supplies deemed outdated or inadequate for Clinic use during the term of the Agreement shall be returned to the District.

4. CUSTODIAL SERVICES; MAINTENANCE

Daily custodial services for the Clinic, including cleaning the bathrooms, reception area, and removal of trash and refuse, and all maintenance and repair work required at the Clinic shall be provided by the District at no cost to MSPCA Angell.

MSPCA Angell will be responsible for sanitizing the clinic, and the surgery area and all countertops will be cleaned by MSPCA Angell personnel only.

5. OPERATIONS.

MSPCA Angell shall have overall supervisory responsibility for the operation of the Clinic and the provision of veterinary care to pets visiting the Clinic. In connection with the operations of the Clinic, MSPCA Angell shall be responsible for the following: (i) preparation and reporting of annual budget for the Clinic; (ii) hiring, disciplining and terminating Clinic employees; (iii) determination of staffing levels; (iv) negotiating contracts, pricing, etc. with vendors for the Clinic; and (v) determining need for equipment used in Clinic operations and the acquisition of same. MSPCA Angell shall determine the client/patient mix between full pay and discounted services at the Clinic, provided however, that MSPCA Angell shall not maintain a mix that consistently results in the Clinic continuing to operate at a deficit. As referenced in Section 14 below, MSPCA Angell shall report to the District on a quarterly basis regarding the operations and financial performance of the Clinic.

Twice annually at times reasonably agreeable to all parties, representatives of both MSPCA Angell and the District shall meet to review all aspects of the operations of the Clinic, including matters related to staffing, mix of patients, and financial matters. MSPCA Angell will consider in good faith any suggestions made by the District but retains sole and exclusive discretion regarding the operations of the Clinic, subject to compliance with applicable laws and regulations, including the laws pertaining to education and vocational education within the commonwealth, such as, M.G.L. Chapters 71, 74 and 76 and the laws and regulations promulgated and enforced by the Massachusetts Department of Elementary and Secondary Education.

6. SECURITY: SAFETY PROTOCOLS.

MSPCA Angell will be responsible for security of the Clinic and the securing of all medical

equipment, medications, and instruments located in the Clinic. The District will install and maintain appropriate security/surveillance equipment that is mutually agreed upon by the District and MSPCA Angell.

The District shall be responsible in general for the security of the School premises, including parking areas. MSPCA personnel shall be notified of and participate in all safety and security programs conducted by the District for its faculty and students, including any active shooter training programs conducted by the District.

All Clinic staff and volunteers, including employees of MSPCA Angell must undergo criminal background checks consistent with M.G.L. c. 71, s. 38R.

7. INDEMNIFICATION; INSURANCE

MSPCA Angell, on the one hand, and the District, on the other hand, shall indemnify, defend and hold each other, and their respective trustees, directors, officers, employees, agents, representatives and students harmless from any losses, damages, expenses and other liabilities caused by the negligent acts or omissions or willful misconduct of the indemnifying party or its respective trustees, directors, officers, employees, agents, representatives or students that result in personal injuries to any person or persons and for losses to personal property of the indemnified party during any term of this Agreement or any extension hereof. Each party shall carry, at its own expense and, in each case, naming the other party as an additional insured: (i) Comprehensive General Liability Insurance, including property damage, with limits of not less than \$1,000,000 per claim/\$2,000,000 in the aggregate with respect to personal injury or death; (ii) \$1,000,000 of property/casualty insurance; and (iii) so called umbrella insurance with additional limits of liability. Both parties shall also maintain statutorily required workers compensation coverage for their respective employees and staff involved with the Clinic. All such insurance policies shall be maintained with reputable and fiscally sound insurance companies licensed to provide insurance in the Commonwealth of Massachusetts and shall not be cancellable or reduced in coverage amounts without thirty (30) days advance notice to the additional insured party. All such insurance shall be primary and non-contributory to the additional insured party. All policies of insurance shall include a waiver of subrogation clause or endorsement denying to the insurer rights of subrogation against the additional insured. Each party shall provide a certificate of insurance to the other party evidencing such policies with the execution of this agreement, and shall provide updated certificates of insurance from time to time during the term of this Agreement as reasonably requested by the other party.

Each party to this Agreement retains the right, at its own expense, to obtain and maintain additional insurance as it deems necessary in connection with the operation of the Clinic.

8. ASSIGNMENT

Neither party shall assign any of its rights, duties, or obligations hereunder without the express written consent of the other party, which consent shall not be unreasonably withheld.

9. REMOVAL OF GOODS

Upon the termination of this Agreement for any reason, all furniture, equipment and goods located at the Clinic or purchased by the District remain the property of the District notwithstanding the use of these items by MSPCA Angell, and may not be removed from the Clinic without the express written permission of the District. The District shall likewise retain ownership and possession of all improvements, alterations and additions made to or upon Clinic.

MSPCA Angell shall retain ownership and possession of any medicines and medical supplies not previously paid for or reimbursed by the District, and shall buy back from the District any medicine prepaid or purchased by the District.

10. ACCESS TO FACILITY

MSPCA Angell, its vendors and designees, shall have access to the Clinic at all times during the term of this Agreement in order to operate the Clinic, receive supplies, and prepare and maintain the Clinic area for day to day operations. Such access shall include making the Clinic available to MSPCA employees, vendors and other invitees on weekends, school holidays, snow days and other days when the School facilities are not generally open to students. Students and representatives of the District shall not be required to be present on days when the School is closed, however, nothing in this agreement shall preclude the Superintendent and/or the Facilities Manager, or public safety officials from entry into the Clinic area at all reasonable times. The District shall use commercially reasonable good faith efforts to make plowing for access to and parking for the Clinic a priority.

11. SUPPLY OF MATERIALS

It is expected that once the clinic begin its regular operations, medical and other supplies outlined in Exhibit 4 and necessary for the day to day operation of the Clinic will be purchased with revenues from the Clinic, at the discretion of MSPCA Angell. MSPCA Angell, its vendors and its designees involved in the operation of the Clinic shall have the right to access the Clinic area at all reasonable times to supply all materials and services required for the functioning of the Clinic, as MSPCA Angell shall determine in its reasonable discretion.

12. HOURS OF OPERATION

The Clinic will be available to the public Monday through Friday between 7:45a.m. and 4:00 p.m., including during school holidays, breaks, and summer vacation. The Clinic will be available to Clinic personnel beginning at 7 am and until as late as needed. Perimeter security will be set at 6:00 pm at night unless the custodian/facilities manager is notified otherwise.

The District will allow MSCPA Angell access to the clinic for normal operations during school holidays, summer vacation, weekends and snow days, and the District shall make parking available for Clinic operations on those days.

13. CLINIC SERVICES: PATIENT SELECTION.

The Clinic will offer to the pets of owners who are part of the School community or who live in surrounding communities spay/neuter services, vaccinations, and basic veterinary care. The Clinic will provide out-patient veterinary services only, and will not provide overnight care, specialty service care, or 24/7 emergency service, such as is provided by MSPCA Angell's Boston and Waltham facilities. Where such other services are required, MSPCA Angell will refer cases, as appropriate, to specialty veterinary referral hospital(s) in the area surrounding the School.

MSPCA Angell contemplates that approximately seventy percent (70%) of veterinary patients will be seen and treated on a regular pay as you go basis at full pricing for such services, and that approximately thirty percent (30%) of patients will receive some level of discount for veterinary services performed for their pets based on their level of income and other circumstances. The actual mix of full paying to discounted patients, and the level of discount provided, shall in all cases be determined in the discretion of MSPCA Angell, provided however, that MSPCA shall not maintain a mix that consistently results in the Clinic continuing to operate at a deficit if it can be avoided.

14. REVENUE SHARING; DEFICIT FUNDING.

All revenues from the performance of veterinary services shall be administered by and the property of MSPCA Angell. Revenues from the Clinic shall first be used to defray the expenses incurred by MSPCA in operating the Clinic.

On a quarterly basis, MSPCA Angell shall determine the net revenues or losses generated by the Clinic and submit a written financial report to the District regarding such quarterly operations. Net revenues or losses for each fiscal quarter shall be calculated on an accrual basis, subtracting all direct expenses related to the operation of the Clinic (including the salaries and allocated payroll taxes and fringe benefits of MSPCA Angell employees working at the Clinic) and a general overhead/administrative factor of ten percent (10%) of Clinic revenues for the period, from gross revenues earned by the Clinic during that quarter. Each quarterly report shall be provided to the District within thirty (30) days following the end of each fiscal quarter during the term of this Agreement, except that the report for the quarter ending June 30th of each year during the term shall be provided within sixty (60) days following the end of that quarter.

During the first year of this agreement, revenue/loss reporting as described above shall be made to the District's finance subcommittee on a bi-monthly basis.

To the extent that net revenues are generated by the Clinic for the reported quarter, such amount shall be paid to the District by MSPCA Angell within thirty (30) days following the submission of the report. To the extent that a net loss is generated by the clinic for the reported quarter, such amount shall be paid to MSPCA Angell by the District within thirty (30) days following the submission of the report. Any and all charitable contributions made to MSPCA Angell shall at all times be and remain the property of MSPCA Angell, and MSPCA Angell shall not be required to use such contributions in connection with the operations of the Clinic unless so specified by the donor.

The District shall, from time to time upon reasonable advance request, be entitled to review the business books and records of MSPCA Angell relevant to the operation of the Clinic in order to verify the calculations of quarterly net revenues or losses from operations of the Clinic. The parties shall cooperate in good faith to resolve any discrepancies related to reported quarterly net revenues or losses.

15. STAFF/SALARY/RESPONSIBILITIES

MSPCA Angell shall provide the Clinic with a minimum of two (2) veterinarians and three (3) veterinary technicians, all of whom shall be employees of MSPCA Angell. MSPCA Angell may, from time to time, revise such staffing as it determines to be appropriate based on activity levels at the Clinic as it reasonably determines in its discretion. Such personnel shall be present at the Clinic during all operational hours. The District shall provide an appropriate number of instructors, based upon the number of students in the Clinic program, all of whom shall be employees of the District. MSPCA Angell personnel shall cooperate in good faith to assist the District personnel in fulfilling the educational programs conducted at the Clinic. All services provided by the Clinic will be administered by both enrolled students in the Veterinary Assisting program and MSPCA Angell employees. Students working at the Clinic during school hours will not be compensated. MSPCA Angell shall have supervisory authority for the students with respect to the operations of the Clinic. The District shall have disciplinary authority with respect to students participating at the Clinic.

MSPCA Angell may, at its discretion, elect to employ students at the Clinic who have reached a certain level of proficiency to work after school hours or over the summer. MSPCA Angell shall be responsible for compensating such students at agreed upon rates of compensation. All persons employed at the Clinic shall be subject to and shall comply with all local and state health, safety and /or security bylaws or regulations. MSPCA shall comply with all applicable federal and state wage/hour, labor and employment laws in connection with employing students of the District.

Any concerns by MSPCA staff regarding students or District personnel should be brought to the attention of the Veterinary Science Faculty or the School's Director of Career Technical Education – East Academy Program.

Any concerns by District staff regarding MSPCA personnel, vendors or volunteers should be brought to the attention of INSERT.

16. STUDENT TRAINING

The Clinic will provide training to enrolled students in the Veterinary Assisting education program. Training is designed to take place after satisfactory completion of curriculum as established by the District.

17. REGULATORY NOTICE

The parties acknowledge that the Clinic is subject to state and federal statutory requirements

governing veterinary hospitals and out-patient clinics, including the posting of all consumer protections and notices required by law. MSPCA Angell will apply for required state or local permits, licenses and approvals and shall complete and comply with all the regulations applicable to the operation of a veterinary hospital or clinic. The Parties' agreement is conditioned on MSPCA Angell's ability to obtain or secure the necessary permits, licenses or approvals. Failure to do so will render the agreement null and void.

18. COMPLIANCE; COOPERATION

The District agrees that it will provide full cooperation to MSPCA Angell to allow the Clinic to perform all of its duties, responsibilities, and functions as defined in any federal, state, or local laws or regulations.

MSPCA Angell agrees that it will provide full cooperation to the District to allow the School to perform all of its duties, responsibilities, and functions as defined in any federal, state, or local laws or regulations.

The Parties agree to fully cooperate in the marketing and promotion of the Clinic, and to work together to help ensure the Clinic's success.

19. WAIVER

If either party to this Agreement temporarily waives any provisions herein, such temporary waiver is not to be construed as denying the party the right to subsequently demand compliance.

20. VALIDITY OF AGREEMENT

If any provision of this Agreement or portion of such provision or the application thereof to any person or circumstance is for any reason held invalid or unenforceable, the remainder of this Agreement (or the remainder of such provision) and the application thereof to other persons or circumstances shall not be affected thereby.

21. COUNTERPARTS

This Agreement may be executed in any number of counterparts, and by the different parties hereto in separate counterparts, each of which when executed shall be deemed to be an original, and all of which, taken together, shall be deemed to constitute one and the same instrument.

22. GOVERNING LAW

This Agreement is to be governed and construed under the laws of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the undersigned, acting through their duly authorized officials and agents, have caused this Agreement to be signed and sealed.

ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL HIGH SCHOOL DISTRICT	MSPCA ANGELL ANIMAL MEDICAL CENTER		
Ву:	By:		
Its:	Its:		
Date:	Date:		

Exhibit 1

EDUCATIONAL OBJECTIVES

Veterinary Assisting

Program Mission

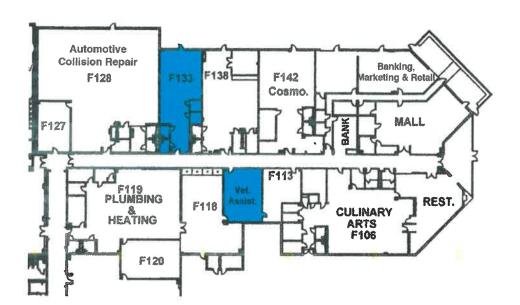
There is a growing need for trained veterinary assistants and technicians. According to the Bureau of Labor Statistics there is well above average growth and a need for high quality care of companion animals. Additionally, Massachusetts is among the top paying states for veterinary assistants and technicians in the country. Students in the Veterinary Science program will learn valuable skills, knowledge of applied animal science, and specialized training in animal health, care, and management. They will then be able to further their training or find employment in a variety of related industries such as veterinary offices, research and academic institutions, laboratories, public health organizations, and zoos.

Instructional Philosophy

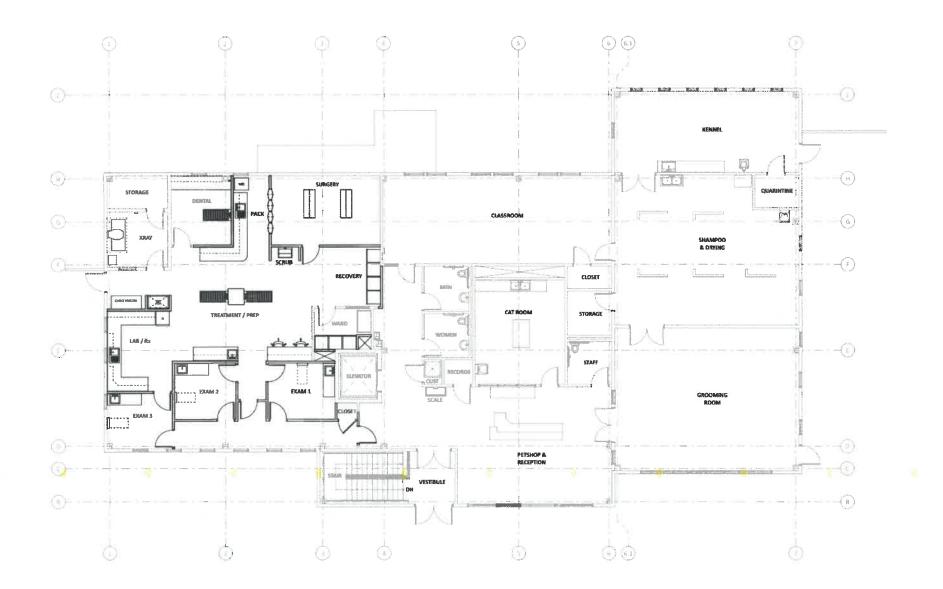
Students are expected to become proficient in the select competencies as outlined in the Vocational Technical Education Framework: Animal Science. A variety of resources will enable the students to learn about the world of veterinary medicine. The students will have the opportunity to do hands-on work with live animals in class and off-site at approved locations. Throughout this course students will become independent learners capable of employment in the veterinary field upon completion of the program.

Course Goals

- 1. Demonstrate the select competencies as stated in the Framework for Animal Science. Including but not limited to:
 - a. Advanced Cleaning Techniques
 - b. Basic Animal Restraint
 - c. Basic Pet Health
 - d. Basic Pet Grooming
 - e. Pet First Aid and CPR
 - f. Basic Nursing Skills (In-patient and exam room)
- 2. The student will also cover (per AVMA requirements and NAVTA) including but not limited to:
 - a. Principles of Disease
 - b. Hospital Procedures
 - c. Large Animal Medicine
- 3. Gain an appreciation for Veterinary Science and its importance in our society.
- 4. Read and understand veterinary medical terminology, and be able to recognize the differences and similarities between Human and Animal medicine.
- 5. Learn basic CPR and first aid for animals.
- 6. Apply the knowledge learned to the workplace.
- 7. Demonstrate and display professionalism in the workplace.
- 8. Value and uphold confidentiality in the Veterinary field.



Ex hib it 2



The MSPCA-Angell is a private non-profit organization that has been providing shelter and care to animals since 1868. We do not receive any government funding nor are we funded or operated by a national humane organization. We provide the following services and programs to improve the lives of animals in Massachusetts and New England; advocacy, animal care and adoption, hospital services, humane education, law enforcement and cruelty prevention, legislative leadership and change, spay and neuter programs, volunteer and foster programs and financial assistance to low income clients.

The MSPCA-Angell provides hands on care for thousands of animals each year through our animal care and adoption centers and hospitals. Nearly 20,000 animals are cared for by the adoption centers each year and approximately 60,000 animals are cared for by our hospitals each year. We have three hospitals located in Boston, Waltham and Westford.

The mission of the MSPCA-Angell is to protect animals, relieve their suffering, advance their health and welfare, prevent cruelty and work for a just and compassionate society. The hospital has a long history of education incorporated into its mission as well. Angell offered the very first veterinary internship in the world beginning in 1941, running continuously to present day and was instrumental in establishing specialty veterinary medicine. Angell has a long history of providing training not only to veterinary interns and residents but also to veterinary students and the veterinary community at large.

In 2015, Angell partnered with Nashoba Valley Technical High School at their request to offer a Veterinary Assisting program within the school. To that end, a clinic was built in the school and is staffed by a senior veterinarian, a community practice veterinary intern and three technicians. The students receive hands on instruction in the clinic so that upon graduation, they can immediately transition into a veterinary clinic as a veterinary assistant, receptionist, or attendant or continue their education to become a veterinary technician. The clinic also provides paid job opportunities for select students after school and during vacations and holidays and can function as a preceptor site.

Veterinary assistants and technicians are in high demand. There are more open positions than there are qualified applicants. A successful student should have no difficulty securing a job upon graduation. Angell is excited to partner with Essex Tech to establish a program similar to that at Nashoba and Tufts at Tech. Providing a clinical teaching environment is a great investment in the future of the students as it gives them an in-school program to receive valuable experience in a growing field. Angell has a long teaching history and a strong brand to attract clients so the students see an adequate volume of patients from which to gain experience. The hospital benefits from the close alignment with its mission of education and providing care to animals in need. Appointments will be geared towards both regular pay and low-income clients that cannot afford care at area veterinary practices. The mix of regular-pay and low-income clients (versus low-income only) will help to ensure the financial stability of the clinic.

Outreach to local veterinary practices will ensure their understanding of the program as well the benefits of the program in their community –a source of trained veterinary assistants in a competitive market.

Budget summary for Angell at Essex For profit model -all regular pay clients					Jul 1st -June		
Staff		-	Calenda			l Years	i
Doctor salary (senior)		+	2019		2019-2020	2020-2021	
Doctor Benefits		\$	50,000	\$120,000	\$110,000	\$120,000	-
Doctor salary (intern)		\$	15,000	\$37,200	\$33,600	\$37,200	-
Doctor benefits		\$	15,000	\$30,000	\$30,000	\$30,000	-
tablet x 2		\$	4,650	\$9,300	\$9,300	\$9,300	-
AVMA dues x 2		\$	4,000	\$0	\$4,000	\$0	1
MaCSR x 2		\$	660	\$660	\$990	\$660	
DEA license x 2		\$	300	\$0	\$300		every 3 ye
		\$	1,462	\$0	\$1,462	\$0	every 3 ye
MVMA dues x2		\$	1.20	\$420	\$210	\$420	1
MA License x2		\$	196	\$254	\$127	\$254	
Taskatta a sala a na		+-					1
Technician salary #1		\$	16,667	\$40,000	\$36,667	\$40,000	
Technician benefits		\$	5,000	\$12,000	\$11,000	\$12,000	
tablet		\$	2,000	\$0	\$2,000	\$0	
CVT license		\$		\$50	\$25	\$50	
Technician salary #2		\$	16,667	\$40,000	\$36,667	\$40,000	
benefits		\$	5,000	\$12,000	\$11,000	\$12,000	
tablet		\$	2,000	\$0	\$2,000	\$0	
CVT license		\$		\$50	\$25	\$50	
Tecnhnician salary #3		\$	16,667	\$40,000	\$36,667	\$40,000	
benefits		\$	5,000	\$12,000	\$11,000	\$12,000	
tablet		\$	2,000	\$0	\$2,000	\$0	
CVT license		\vdash		50	\$25	\$50	
Student pay for late day 2:30p-4:30p							
\$11/hr	10 hours per week x 52 weeks	\$	2,200	\$8,580	\$6,490	\$8,580	
Student pay school vacation weeks/summer		Τ					
\$11/hr 90 days (summer) 8:30a-4:30p		\$		\$7,920	\$3,960	\$7,920	
\$11/hr 6 weeks vacation 8:30a-4:30p		\$	660	\$2,640	\$1,980	\$2,640	
Non Capital Equipment		\$	180,000	\$1,000	\$180,500	\$1,000	
Medical Supplies and Medicines		\$	59,993	\$61,500	\$90,743	\$61,500	
Other expenses		\$	27,602	\$24,842	\$40,023	\$24,842	6

Surplus/Deficit

 Total Expense
 \$ 432,528
 \$460,466
 \$662,761
 \$460,466

 Total Revenue
 \$ 238,773
 \$573,055
 \$573,055
 70% booking capacity selected for revenue (regular pay only)

(\$89,706) \$ 112,589

\$ (193,755) \$112,589

Essex Budget Summary -100% For Profit Model

Appointment capacity	100%	90%	80%	70%	60%	50%	40%
Per year revenue with regular paying client	416,138	374,524	332,910	291,130	249,683	208,069	166,455
Per year surgery revenue with avg sx cost of \$700	329,000	296,100	263,200	230,300	197,400	164,500	131,600
Urgent appts@\$250 each	58,750	52,875	47,000	41,125	35,250	29,375	23,500
Food sales	15,000	13,500	12,000	10,500	9,000	7,500	6,000
Potential total revenue	818,888	736,999	655,110	573,055	491,333	409,444	327,555

Assumptions:

- Average OP visit for regular paying client is \$221
- Average cost of surgery for regular paying client is \$700
- Senior vet can offer 19 appts and 6 surgeries per week
- Intern can offer 19 appts and 4 surgeries per week
- 5 appts per week are ER/urgent only

38 appointments per week at \$233 each x 47 weeks =\$416,138

5 urgent appointments per week at \$250 each x 47 weeks =\$58,750

10 surgeries per week at \$700 x 47 weeks =\$329,000

Food sales of ~\$15,000/year

Total revenue at 100% capacity and this fee level =\$818,888

Must book at 60% capacity to break even

Updated 10/23/18

Essex Budget Summary -Low income only model

Appointment capacity	100%	90%	80%	70%	60%
Per year revenue with low income client	117,876	106,088	94,301	82,513	70,726
Per year surgery revenue with avg sx cost of \$200	94,000	84,600	75,200	65,800	56,400
Urgent appts@\$80 each	18,800	16,920	15,040	13,160	11,280
Food sales	15,000	13,500	12,000	10,500	9,000
Potential total revenue	245,676	221,108	196,541	171,973	147,406

Assumptions:

- Average OP visit for low income client is \$66
- Average cost of surgery for low income client is \$200
- Senior vet can offer 19 appts and 6 surgeries per week
- Intern can offer 19 appts and 4 surgeries per week
- 5 appts per week are ER/urgent only @ \$80 each

38 appointments per week at \$66 each x 47 weeks =\$117,876

5 urgent appointments per week at \$80 each x 47 weeks =\$18,800

10 surgeries per week at \$200 each x 47 weeks =\$94,000

Food sales of ~\$15,000/year

Total revenue at 100% capacity and this fee level =\$245,676

This model runs at a deficit.

Pharmaceuticals

	cc	st per iten	total	addn 2016 expense	
Controlled Substances					
euthanasia solution	1	\$52.40	\$52.40	\$314.40	
Diazepam inj	3	\$21.12	\$63.36	\$18.00	
Butorphanol inj	1	\$218.05	\$218.05	\$218.0	
Butorphanol tablets	1	\$129.68	\$129.68	\$129.68	
Buprenorphone	2	\$93.36	\$186.72	\$560.16	
Tramadol	1	\$14.57	\$14.57	\$43.71	
Telazol	1	\$38.06	\$38.06	\$114.18	
Phenobarbital	1	\$345.47	\$345.47	\$345.47	
Fentanyl	1	\$6.41	\$6.41	\$76.92	
NSAIDS		- 341	U.S. PALS		
Carprofen 100mg #180 (Putn	1	\$68.50	\$68.50	\$4,692.25	
Carprofen 75mg #180 (Putner	1	\$55.50	\$55.50	\$3,080.25	
Carprofen 25mg #180 (Putne	1	\$44.50	\$44.50	\$1,980.25	
Metacam 1.5mg/ml 10ml	2	\$15.90	\$31.80	\$190.80	
Metacam injectable 5mg/ml :	1	\$70.65	\$70.65	\$70.65	
Sedatives/Anesthetics		- 100			
Acepromazine 10mg/ml 50m	1	\$14.93	\$14.93	\$89.58	
Midazolam 10ml	1	\$5.73	\$5.73	\$34.38	
Dexdomitor 10ml	1	\$101.08	\$101.08	\$303.24	
Xylazine 100mg/ml 50ml	1	\$25.32	\$25.32	\$151.92	
Yohimbine 20ml	1	\$58.52	\$58.52	\$58.52	
Lidocaine 100ml	1	\$2.31	\$2.31	\$13.86	
Ketamine 10ml	1	\$5.68	\$5.68	\$34.08	
Propofol 20ml	1	\$10.35	\$10.35	\$62.10	
Naloxone 10ml	1	\$152.94	\$152.94	\$458.82	
Flumazenil	1	\$32.70	\$32.70	\$196.20	
Anti-inflammatory					
Dexamethasone SP 4mg/ml 1	1	\$14.63	\$14.63	\$58.52	
Prednisone 5mg #1000	1	\$17.80	\$17.80	\$0.00	
Prednisone 20mg #500	1	\$58.61	\$58.61	\$0.00	
Depo-Medrol 20mg/ml 20ml	1	\$30.00	\$30.00	\$120.00	
Antibiotics					
Enrofloxacin 22.7mg #500	1	\$152.56	\$152.56	\$0.00	
Enrofloxacin 68mg #250	1	\$196.14	\$196.14	\$196.14	
Amoxi-tabs 50mg #500	1	\$43.78	\$43.78	\$0.00	
Amoxi-tabs 100mg #500	1	\$63.18	\$63.18	\$0.00	
Amoxicillin 500mg #500	1	\$28.65	\$28.65	\$0.00	
Clavamox 62.5mg #210	1	\$51.68	\$51.68	\$155.04	
Clavamox 125mg #210	1	\$95.75	\$95.75	\$133.04	
Clavamox 250mg #210	1	\$157.66	\$157.66	\$472.98	

Clavamox 375mg #210	1	\$225.29	\$225.29	\$675.87
Clavamox suspension 15ml	6	\$8.52	\$51.12	\$153.36
Cephalexin 250mg #500	1	\$59.79	\$59.79	\$59.79
Enrofloxacin inj 20ml	1	\$21.14	\$21.14	\$42.28
Metronidazole 250mg #500	1	\$134.45	\$134.45	\$0.00
Doxycycline 100mg #50	1	\$14.13	\$14.13	\$84.78
Convenia 10ml	1	\$169.26	\$169.26	\$338.52
Metronidazole injectable 5mg	1	\$26.46	\$26.46	\$26.46
Unasyn 1.5gm #10	1	\$17.58	\$17.58	\$52.74
I				VIII
Paracitisides		4000.00	4000.00	4000.00
Frontline (assorted)	1	\$300.00	\$300.00	\$300.00
Capstar over 25 #60	1	\$200.00	\$200.00	\$200.00
Capstar under 25 #60	1	\$204.50	\$204.50	\$204.50
Praziquantel canine	1	\$305.71	\$305.71	0
Praziquantel feline	1	\$276.33	\$276.33	0
Praziquantel inj 10ml	1	\$54.73	\$54.73	54.73
Ivermectin	1	\$15.79	\$15.79	15.79
Triheart Plus 0-25lb 10x6	1	\$149.40	\$149.40	\$149.40
Triheart Plus 26-50 10x6	1	\$200.40	\$200.40	\$200.40
Triheart Plus 51-100 10x6	1	\$261.00	\$261.00	\$261.00
Pyrantel pamoate	1	\$24.38	\$24.38	24.38
Panacur powder	1	\$270.32	\$270.32	0
Panacur liquid	1	\$107.23	\$107.23	0
Miscellaneous Drugs				
Furosemide inj 50mg/ml 100r	1	\$13.58	\$13.58	\$27.16
Furosemide 12.5mg #500	1	\$48.91	\$48.91	\$48.91
Furosemide 20mg #1000	1	\$8.22	\$8.22	\$0.00
Furosemide oral syrup 10mg/	2	\$5.39	\$10.78	\$64.68
Sucralfate 1gm #100	1	\$16.38	\$16.38	\$65.52
Famotidine 10mg #30	2	\$4.92	\$9.84	\$118.08
Metoclopramide 10mg #1000	1	\$31.98	\$31.98	\$0.00
Vitamin K inj 100ml	1	\$8.50	\$8.50	\$34.00
Vitamin K caps #50	1	\$7.34	\$7.34	\$29.36
Aminophylline inj	1	\$1.74	\$1.74	\$5.22
Atenolol 25mg #1000	1	\$32.18	\$32.18	\$0.00
Cerenia 10mg/ml 20ml	1	\$77.74	\$77.74	\$466.44
Vaccines		6440.00	64.40.00	4004 ==
Rabies	1	\$142.29	\$142.29	\$284.58
FVRCP	1	\$74.75	\$74.75	\$149.50
FeLV	1	\$349.25	\$349.25	\$698.50
DHLPP	1	\$118.69	\$118.69	\$237.38
Bordatella	1	\$214.50	\$214.50	\$429.00
Corona	1	\$62.50	\$62.50	\$125.00

Emergency Drugs				
Calcium gluconate	1	\$4.27	\$4.27	\$51.24
Oxytocin	1	\$4.56	\$4.56	\$54.72
Epinephrine 30ml	1	\$24.83	\$24.83	\$148.98
Atropine 20ml	1	\$30.23	\$30.23	\$181.38
Dextrose 50ml	1	\$1.94	\$1.94	\$23.28
Hetastarch	1	\$145.11	\$145.11	\$435.33
LRS 1 Liter	1	\$108.40	\$108.40	\$325.20
NaCL 1 liter	1	\$114.00	\$114.00	\$342.00
Potassium additive	1	\$2.30	\$2.30	\$55.20

Shampoos/Skin care				
Malaseb Shampoo 8oz	2	\$7.32	\$14.64	\$43.92
Relief HC Shampoo 8oz	2	\$13.90	\$27.80	\$83.40
Oti-Soothe 4oz	2	\$3.21	\$6.42	\$19.26
Malacetic 4oz	2	\$7.37	\$14.74	\$44.22
Acarexx /12	1	\$133.29	\$133.29	\$0.00
Otomax 15gm	2	\$12.09	\$24.18	\$290.16
Domeboro	1	\$7.06	\$7.06	\$7.06
Tresaderm	2	\$15.35	\$30.70	\$184.20

Supply List	123	Price p	er item	total		14 7 - 1 17357	Vendor
Radiology	Had			Miles	4000	15 to the second of the second	
Economy Apron - Velcro	2	\$	450.00	\$	900.00		Bar Ray
Lead Gloves	2	\$	250.00	\$	500.00		Source One
Thyroid Collar	2	\$	70.00	\$	140.00		Bar Ray
L/R Markers	2	\$	30.00	\$	60.00		Source One
Dosimeter badges per person per quarter	4	\$	12.60	\$	50.40		Lamdauer
SANDBAGS 3Irg, 2small	5	\$	30.00	\$	150.00	foam if needed	Source One
Foam wedges	6	\$	10.00	\$	60.00		Source One
Trough Irg/small	2	\$	100.00	\$	200.00	get vinyl covered	Patterson?
x-ray machine on capital list	1	\$	64,890.00				Have already
Measuring caliper	1	\$	60.00	\$	60.00		Patterson?
monitor for viewing x-rays 27"	1	\$	249.00	\$	249.00		IT
Sandsocks vinyl covered bags 4 large	4	\$	40.00	\$	160.00		Source One
Sandsocks vinyl covered bags 4 small	4	\$	25.00	\$	100.00		Source One
Dentistry				g (22 III .			Sweet franker - 100 - 1
Dental Unit	1	\$	6,500.00	\$	6,500.00		IM3
IM3 digital operating system + one							
computer	1		\$33,190		\$33,190		IM3
Ultrasonic scaler	1	\$	826.00	\$	826.00		IM3
Safety basket for M150	1	\$	156.00	\$	156.00	\$ 156.00	Patterson
Soap for ultrasonic cleaner 16oz	1	\$20/g	allon	\$	20.00	\$ 17.50	Patterson
Instrumentation (see comprehensive list)	1	\$	1,300.00	\$	1,300.00		3 straight elevators tota
Dentistry disposables	10	1		130			
dental burs kit	5		\$10	\$	50.00		
Ultrasonic inserts Dog 68	1	\$	175.00	\$	175.00		Summitt Hill
Ultrasonic Insert Feline 69	1	\$	175.00	\$	175.00		Summitt Hill
Face shields				\$	62.41		
prophy cups screw type	3	2,59		\$	7.78		Henry Schine
prophy paste	1			\$	9.92		
Chlorhex rinse	1			\$	11.99		
CET paste/chews/toothbrushes				\$	55.77		

Capital

Oravet chews								
Nitrogen K tank	1	\$ 5.79	\$	5.79	\$	-	Airgas	
O2 concentrator	2						Pureline	E
stool								-
Laboratory		The state of the s		- Y 16				
Nikon	1	\$ 1,610.00	\$	1,610.00	\$	1,610.00	Patterson	_
Microhematocrit Centrifuge	1	\$ 1,080.00	\$	1,080.00	\$	1,125.00	Patterson	
PowerSpin LX Brushless Centrifuge	1	\$ 541.00	\$	541.00	\$	375.00	Patterson	
Misco Palm Abbe digital refractometer	1	\$ 535.00	\$	535.00				
Computer and software	1	\$ 1,200.00	\$	1,200.00			IT	
Abaxis Vspro (PT/PTT)	1	\$ 3,700.00	\$	3,700.00	\$	3,235.95	Patterson	
Chemistry Analyzer	1	\$ 10,100.00	\$	-	\$	-	Idexx	
Hematology analyzer	1	\$ 14,100.00	\$	-	\$	-	Idexx	
VetScan Station	1	\$1,900	\$	-			Idexx	
Urine multi stix Dipstick	10	\$ 25.00	\$	250.00	\$	25.00	Patterson	
Azo Sticks	2	\$ 37.40	\$	74.80	\$	74.80	Patterson	
Coplin jar staining station	2	\$ 13.80	\$	41.40	\$	41.40		
Lab supplies -reagents, medicines, supplies(see attachment)		\$ 118,218.00	\$	118,218.00				
Leadcare II Analyzer kit	1						eliminate	
Leadcare II Blood lead test	1				box		eliminate	
SNAP reader	1	\$ 4,995.00	\$	4,995.00			Idexx	
Abaxis rotors							Abaxis/Patterson-	
I-stat	1	\$ 7,750.00	\$	7,750.00			donated	
Glucometer	1							
Treatment area	-167		S. Carlot	Mary Mary			The state of the s	
Anesthesia machine	1	\$ 5,000.00	\$	5,000.00			Patterson	
iso vaporizer	1							
Breathing bags 1L, 2L, 3L	3	\$ 3.06	\$	9.18				
anesthesia breathing circuits			\$	85.48				
Non-rebreathing anesthesia system	1		\$	28.50				
Wet Table	1	 3,052.00	\$	3,052.00			ordered	
IV pole	2	\$ 136.00	\$	136.00	\$	272.00	Patterson	

Essex has 1

send out
send out
FeLV/FIV, tick 4dx, HW dog only, parvo
prep profile, comprehensive
pheno, fruct once per month options -NOT NEEDED

look for donation possibilities

Mayo stand	2	\$ 115.00	\$ 115.00	\$	230.00	Patterson
fecal loops adult(10) and puppy(10)	20	\$ 3.00	\$ 60.00	\$	60.00	Patterson
Bandage/casting material	1	\$ 250.00	\$ 250.00			see spreadsheet
Nail clippers Irg dog orange	3	\$ 14.44	\$ 43.32	\$	43.32	Patterson
Nail clippers cat	2	\$ 8.54	\$ 17.08	\$	17.08	Patterson
various restraints, collars and leashes	1	\$ 45.00	\$ 45.00			
Electric clippers -Oster	2	\$ 115.00	\$ 230.00	\$	230.00	Patterson
Doppler + 2 cuffs	1	\$ 1,090.00	\$ 1,090.00	\$	1,090.00	Patterson
Wood's lamp	1	\$ 360.00	\$ 360.00	\$	360.00	Patterson
clear cuff pressure infusor (MILA)	2					?
Sharps container	4					vendor?
Tonopen	1	\$ 3,500.00	\$ 3,500.00			
Cast Cutter	1					eliminate
stretcher .	1	\$ 124.00	\$ 124.00	\$	124.00	Patterson
kennel pad -Covidien	1	\$ 51.50	\$ 51.50	\$	51.50	Patterson
Refrigerator (vaccines, blood, etc)	1	\$ 1,200.00	\$ 1,200.00			
pill counter	1	\$ 13.80	\$ 13.80	\$	13.80	Patterson
pill splitter	1					
Bair Hugger	2	\$ 1,295.00	\$ 2,590.00	\$	2,590.00	Patterson
grooming supplies	1					
elizabethan collars various sizes	1	\$ 26.90	\$ 26.90	\$	26.90	Patterson
Freezer for cadavers	1	\$10,538.00	\$10,538.00			
Gaymar circulating heating pads	2					eliminate
Hot dog	1			get quot	e	
Pulse oximeter	1					
ECG machine	1					
Fluid pump	3	\$ 1,165.00	\$ 3,495.00	\$	3,495.00	Patterson
IV set for Qcore pump		\$ 67.50				Patterson
otoscope specula - various sizes	1	\$22	\$22		\$22	Patterson
microchip scanner .	1					
Washer	1	\$ 1,800.00	\$ 1,800.00			
Dryer	1	\$ 600.00	\$ 600.00			
Narcotics cabinet -active use supply	2	\$ 374.95	\$ 374.95	\$	374.95	Global

donation possible?

Key Lock box		\$ 22.50	\$	22.50	\$ 22.50	Amazon
computer	1					IT
label printer	1					IT
medfusion CRI pumps	2					
Lockable mobile cart	1					
Treatment and pharmacy area Disposables						
pee pads						
litter pans - 250 per case	1					
*Bandaging/casting material	1					
thermometer probe covers	13	\$ 250.00	\$	250.00		ordered
Dram vials						
Rx bottles						
Dropper bottles						
Rx labels						
Flourescein stain						
Schirmer tear test						
Proparacaine						
Artificial tears/eye lube						
Eye wash			_			
Terramycin						
BNP						
BNP w/HC						
Atropine						
Ear cleaning solution						
Ear flush						
Suralon						elim
Flea combs						
sterile specimen cups for clients						
Pharmaceuticals						
see separate spread sheet for details						
Surgery						
Surgery Light	1	\$ 11,452.00	\$	11,452.00		Have at Essex

Surgery table	1		\$	3,300.00	\$2,878	Have at Essex
Anesthesia machine	1	\$ 5,000.00	\$	-		Patterson
Multiparameter monitor	1	\$11,000	\$	11,000.00		
Breathing bags 1L, 2L, 3L	3	\$ 3.06	\$	12.24		
Circuit, Adult Breathing 40" Std Elbow 3.0Ltr	1	\$ 35.52	\$	35.52		
Circuit. Breathing Circuit Pediatric 20/case. w	/ba	\$ 49.96	\$	49.96		
Charcoal scavenging system	2	\$ 5.50	\$	11.00		
anesthesia masks - multiple sizes	4		\$	60.18		
Endotracheal Tubes (multiple sizes)	1	\$ 630.00	\$	630.00		
Trach tube storage rack	1	\$ 80.00	\$	80.00		
Suction machine	1	\$ 500.00	\$	500.00		Patterson
Oxygen concentrator						
Laryngoscope set	2	\$ 795.00	\$	1,590.00		
muzzles - canine and feline sets	1	\$ 68.00	\$	68.00	\$ 68.00	Patterson
Pen lights	6		Γ			elim
Clippers	1	\$ 129.00	\$	129.00		Patterson
Clipper blades	1	\$ 9.76	\$	9.76		
ambu bag	1		Г			
esophageal stethoscope	1					small and large
table mats	2	\$ 75.00	\$	150.00		
Gaymar circulating heating pad	1					elim
Pet map plus blood pressure monitor # 7144	2					eliminate
tourniquet	1					
Cautery Unit	1	\$ 3,500.00	\$	3,500.00		
Fluid Warmer	1	\$ 500.00	\$	500.00		Patterson
IV pole	1	\$ 177.00	\$	177.00		Patterson
fluid pump	1	\$3,000		\$3,000		Patterson
Instrument tray	5	\$ 155.00	\$	155.00		
Basic set of instruments				_	see list	
Instrument wraps			\$	546.26		
surgery gowns, masks, gloves	3	\$287.50 per 25	\$	862.50	sizes	large, size 7
Drapes	2		\$	793.75		_
Huck towels	12		\$	8.99		
Stainless steel kick bucket	1	\$ 188.00	\$	188.00	\$ 188.00	Patterson

one box of each size

gowns Irg and xtra Irg

Stainless steel bowls	1	\$ 20.00	\$ 20.00		
Hemoclips					
Rolling instrument stand					
Surgery -Disposables					
scrub brushes	2	\$28.53/box	57.06		
Soda Lime	1		\$ 70.79		•
Assorted suture/needles			\$ 2,812.99	See list	No.
Autoclave tape	1	\$ 5.21	\$ 5.21		
Sterile indicator strips		\$ 10.66	\$ 10.66		
Autoclave pouches	3		\$ 42.53		
Instrument milk					
Instrument disinfectant					
Penrose drains	1	1.02	51.04		
Skin stapler	1	9.05	108.6		
Staple remover	1	6.09	79.13		
Skin glue	1		12.03		
Surgical scrub and solution	1		22.45	chlorhex and betadine	
alcohol	1	\$ 5.00	\$ 5.00		
Gauze sponges	4		\$ 471.12		
Lap sponges	1	<u> </u>	\$ 65.07		
Iso anesthetic	1		\$ 21.90		
feeding tubes (red rubber)	2	\$ 180.00	\$ 360.00		
bandage materials			\$ 370.89		
catheters - various sizes			\$ 558.40		
surgery cassette holder ?					
biopsy jars					
Sterilium					
Exam Rooms					
Exam tables	2	\$ 900.00	\$ 1,800.00		ordered
Wall transformer	2		\$ 966.00		Patterson
Ophthalmoscope head	2		\$ 432.00	\$ 432.00	Patterson

Otoscope head	2	\$ 172.00	\$ 344.00	\$ 344.00	Patterson
Wall mounted thermometer	2	 317.00	\$ 634.00	\$ 634.00	Patterson
Baby scale	1	\$ 240.00	\$ 240.00	\$ 240.00	Patterson
Stools	2	\$ 600.00	\$ 1,200.00		
Trash cans	2	\$ 7.00	\$ 14.00		
cat gloves Irg	1	\$ 103.00	\$ 103.00	\$ 103.00	Patterson
rabies pole	1	\$ 95.00	\$ 95.00	\$ 95.00	Patterson
Lights	2				ordered Jensen
chairs	2				ordered Jensen
Sundry jars	6				
Nail scissors (heavy duty dog, cat)	4				Patterson
Stifle model					
teeth model					
models of joints, ears etc.					
mineral oil for ear swabs					
microscope slides					
Scrubs	5				
Lab coats	5				
Fleece	3				
Quick stop powder					
Exam room Disposables					
exam gloves non-sterile					Nitrile
paper towels					
KY lube					
Tongue depressors					
Cotton tip applicators					
Silver nitrate sticks					
Cotton balls					
Applicator stix					
temp probe covers	1	\$ 12.83	\$ 12.83	\$ 12.83	Patterson
Reception Desk					
Computer	1	\$ 1,500.00	\$ 1,500.00		IT
Printer	1	\$ 350.00	\$ 350.00		IT
Signature pad	1	\$ 600.00	\$ 600.00		

Chair	2	\$	300.00	\$	600.00	
Office Supplies		\$	100.00	\$	100.00	
Animal Handling		\$	100.00	\$	100.00	
Copier/Fax/scanner	1			\$	2,286.00	
Trash can	1					
Axxiom 500 stainless steel walk-on scale						
with rubber mat	+_	_		_		IT.
Telephone	5					IT
Waiting area furniture?						
Reminder cards						
Sympathy cards						
Dispensing bags						
Brochure racks						
clip boards	4					
Staff Office						
Desks for doctor and tech	2	\$	600.00	\$	1,200.00	



TEL 978-281-9700 FAX 978-281-9738 9a stheken@gloucester-ma.gov

October 31, 2018

Heidi T. Riccio Superintendent/Director Essex North Shore Agricultural & Technical School 565 Maple Street Hathorne, MA 01937

Dear Ms. Riccio:

I hereby appoint Ms. Valerie H. Gilman, 75 Revere Street, Gloucester, MA to serve as Gloucester's representative to the Essex North Shore Agriculture & Technical School Committee for a three year term effective January 2019.

Ms. Gilman's appointment is effective until December 31, 2022.

Sincerely

Sefatia Romeo Theken,

Mayor

CITY OF PEABODY

9b
OCT 2 9 2018
P. 978-538-5700
F. 978-538-5980

24 Lowell Street Peabody, Massachusetts 01960



OFFICE OF THE MAYOR EDWARD A. BETTENCOURT, JR.

October 24, 2018

Heidi T. Riccio, Superintendent Essex North Shore Agricultural & Technical School District 562 Maple Street P.O. Box 346 Hathorne, MA 01937

Dear Superintendent Riccio:

Pursuant to Section 2.3 Appointments and Terms of the Essex North Shore Agricultural and Technical School District By-Laws, I am hereby notifying you that I am re-appointing Beverley Ann Griffin-Dunne, who resides at 10 Colfax Street, Peabody, Massachusetts, to the Board of the Essex North Shore Agricultural and Technical School District to serve as our Peabody representative for a three-year term commencing January 1, 2019.

Thank you for your attention to this matter. If you have any questions or require any further information, please do not hesitate to contact me at 978-538-5700.

Very truly yours,

Edward A. Bettencourt, Jr. Mayor, City of Peabody

EAB:dm

cc: Beverley Ann Griffin-Dunne

MELISSA JOY TEIXEIRA PRINCE

467 Western Avenue, MA 01930 · 978.281.1101, mjtex@comcast.net

November 12, 2018

Essex North Shore
Agricultural & Technical School Committee
565 Maple Street
Hathorne, Massachusetts 01937

Dear School Committee Members,

I am writing to notify you that I am resigning from my position as the Gloucester Representative to the Essex North Shore Agricultural & Technical School Committee. The meeting scheduled for Thursday, November 15, 2018 will be my last.

This was not an easy decision to make as I have found the past nine years to be very rewarding. I have truly enjoyed my tenure as a team member to this School Committee and the prior North Shore Vocational School Committee and will be forever grateful for the ability to work alongside the most excellent colleagues. Despite having to leave, I deeply appreciate the opportunity to get to know each and every one of you and the unique strengths you each bring, making our Committee strong and dedicated to providing educational excellence to our kids.

I wish you all the best of success in the future. If there is ever a time you have questions or need information, please feel free to reach out to me. I will miss you all very much.

Sincerely.

Melissa Teixeira Prince

City Hall Nine Dale Avenue Gloucester, MA 01930



TEL 978-281-9700 FAX 978-281-9738 stheken@gloucester-ma.gov

October 31, 2018

Heidi T. Riccio Superintendent/Director Essex North Shore Agricultural & Technical School 565 Maple Street Hathorne, MA 01937

Dear Ms. Riccio:

I hereby appoint Ms. Valerie H. Gilman, 75 Revere Street, Gloucester, MA to serve as Gloucester's representative to the Essex North Shore Agriculture & Technical School Committee for a three year term effective January 2019.

Ms. Gilman's appointment is effective until December 31, 2022.

 $\langle / Q \rangle$

Sincerely

Sefatia Romeo Theken,

Mayor



Essex North Shore Agricultural & Technical School District 562 Maple Street Hathorne, Massachusetts 01937

FY 2020 Budget Timeline

Monday, November 5, 2018

Share budget documents and timeline with staff

Monday, November 19, 2018

• CTE and Academic budget requests complete for review by Coordinators and Directors

Monday, December 3, 2018

- Coordinators and Directors review complete for the Principal's review
- All department budgets complete for review by the Principal

Thursday, December 15, 2018

Update School Committee on budget development issues and concerns

Monday, December 17, 2018

· All budget requests finalized for review by Superintendent and Business Manager

December 2018

- · Budget review and final adjustments
- Develop preliminary FY2020 budget proposal
- Share FY2020 preliminary budget recommendations with staff, including individual budget documents

Wednesday, January 2, 2019

• Presentation of FY2020 preliminary budget recommendation to the Finance Committee

Thursday, January 10, 2019

Update School Committee on preliminary budget recommendations

January 2019

• Monthly meeting with member community representatives (Date to be determined)

Wednesday, February 6, 2019

• Presentation of FY 2020 budget recommendation to the Finance Subcommittee

Thursday, February 14, 2019

• Present FY 2020 budget recommendations to School Committee

February 2019

- Monthly meeting with member community representatives (Date to be determined)
- Presentations to member community finance committees, boards of selectmen, city councils, school committees, and other elected/appointed officials (Dates to be determined)
- Presentation of FY2020 budget recommendations to staff (on or before Thursday, February 15, 2019)

Thursday, March 14, 2019

- Public Hearing
- Anticipated vote on FY2020 budget proposal (School Committee)

March 2019

- Monthly meeting with member community representatives (Date to be determined)
- Presentations to member community finance committees, boards of selectmen, city councils, school committees, town meetings, and other elected/appointed officials (Dates to be determined)

April 2019

• Presentations to member community finance committees, boards of selectmen, city councils, school committees, town meetings, and other elected/appointed officials (Dates to be determined)

May 2019

• Presentations to member community finance committees, boards of selectmen, city councils, school committees, town meetings, and other elected/appointed officials (Dates to be determined)

June 2019

• Release final department budgets upon approval of 2/3 district communities and release of final Chapter 70 figures (state budget approval).





Essex North Shore Agricultural and Technical School Christmas Tree Fundraiser

SkillsUSA is accepting pre-orders for Balsam Fir trees for pick up at the Roadside Stand November 29th and 30the from 2:00pm-5:00pm. Please use the order form below to reserve your 6' - 9' tree for \$55. All proceeds go toward District and State SkillsUSA competitions. Checks should be made out to ENSATS: SkillsUSA. Order by November 20th.

Name:	
Phone:	Number of trees:
Described	nt to Robert Conard or Elaine Batzer SkillsUSA Advisors
Received:	Payment:



What is Hawk Holiday Hope?

Hawk Holiday Hope is a school-wide community service learning project led by the students at Essex North Shore Agricultural and Technical School and supported by parents and school staff. The annual event provides holiday gifts to North Shore children in need, ages 10 and under, who are within the Department of Children and Families care network. Each teachers works with their A Block class to raise 8 gifts for an assigned child in need. Hawk Holiday Hope supports over 100 children and provides over 1000 gifts each year and represents an opportunity for the Essex Tech community to make a difference in the lives of others.

When is the roll out day? What do I need to do?

The rollout day is Thursday, November 8th. You will need to choose one student to send down to the cafeteria, during A Block, to act as your student representative. In the cafeteria, an ornament will be given to your student representative to bring back to class. Now you can begin brainstorming strategies to collect gifts for your classes child.

How can I participate if I do not have an A block class?

If you do not have an A Block class, then you have some options. One option is to join another class, or you can check in with any Hawk Holiday Hope representative, there are a lot of odds and ends we could use support with. If you are a CTE teacher without an A Block class you also have choices, you can join with your class in Wellness, or see if the students want to sponsor a second child. You can choose how involved you would like to be.

What if I teach an Academic Skills class during A Block?

Each Academic Skills A Block class will be assigned a child that will remain with the same group of students throughout Hawk Holiday Hope preparation. When the time comes to switch Academic Skills classes, a Hawk Holiday Hope teacher representative will come to your classroom and collect any gifts, money, or information that need to be transferred to their new A Block Academic Skills class. Students should NOT be responsible for handling any gifts or money collected.

How many gifts should my class collect for our assigned child? 8 Gifts per child.

What do we do if we are struggling to collect gifts?

Communicate with any Hawk Holiday Hope Representative. They will provide advice or connect you with a class who has exceeded their gift limit.

What do we do if we can get more gifts?

Communicate with Connie Dawes. You can adopt another child, or help out another class.

How should we get gifts?

- Collect money as a class and the teacher can go to a store to purchases gifts (see reconciliation form details).
- Collect money as a class and together go to Amazon.com and shop. The teacher will need to put the purchase on their credit card. Make sure all the gifts will be delivered prior to the assembly (see reconciliation form details).
- Have students and their families purchase gifts and you can keep them in your classroom in a secure location until the Hawk Holiday Hope Assembly.

What is the Hawk Holiday Hope Reconciliation Form?

The Hawk Holiday Hope Reconciliation Form must be completed by a teacher, if any student in your class brings in cash to use for gift buying. As students bring in donations, you must record each donation on the Hawk Holiday Hope Reconciliation Form. If you buy gifts in a store or on Amazon, you must staple each receipt to the Hawk Holiday Hope Reconciliation Form. The amount students donate must equal the amount spent on gifts. After your class has completed fundraising and gift buying, you must submit your Hawk Holiday Hope Reconciliation Form to Jen Skane in the East Academy Office.

What is the ornament?

The ornament has information regarding your assigned child, including their first name, age, gender, and code. This code is important to have on each gift along with the child's name. It is the way to correctly identify each child.

Do I have to buy wrapping materials for my class' assigned child?

A Block teachers are NOT required to purchase wrapping materials for collected gifts. All wrapping materials will be provided to classes from the collections raised during Nightmare Before Hawk Holiday Hope. These materials will be distributed prior to the assembly day.

What do I do with all of these labels?

Each classroom will be provided eight labels that should be attached to each gift. These labels are extremely important as they provide the identification code necessary to ensure that each gift is sorted into the correct bag and delivered to the correct child.

When is Hawk Holiday Hope Day?

Hawk Holiday Hope day is December 14th. This day will be filled with events and celebration! All gifts must be in by this day. More information regarding the schedule of activities will be distributed prior to December 14th.

If you have any questions please reach out to anyone on the Hawk Holiday Hope Committee.

Who is on the Hawk Holiday Hope Committee?

Karen Alden <kalden@essextech.net>
Molly Almeida <malmeida@essextech.net>
Connie Dawes <cdawes@essextech.net>
Cammy Gansenberg <cgansenberg@essextech.net>
Lauren Minigan <lminigan@essextech.net>
Thomas O'Toole <totoole@essextech.net>
Jennifer Skane <jskane@essextech.net>
Alyssa Gibbs <agibbs@essextech.net>
Joel Spruance <jspruance@essextech.net>
Filenis MacArthur <fmacarthur@essextech.net>
Matthew Huskey <mhuskey@essextech.net>
MaryElyse Sullivan <msullivan@essextech.net>
Wendy Fajardo <wfajardo@essextech.net>
Richard Noonan <rnoonan@essextech.net>

Deb

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 ovemight trips, which must be approved by the School Committee.

Today's Date: 10/25/18 OUT of STATE TRIP? (Yes) No.
Teacher Name: M - Low 5 / Mrs. 61 VOL Academy: (circle one) A B D (E)
Destination and Location of Trip: Evolve Salor System, 252 Willow St. Marchester, NH 0310.
Date(s) of Trip: <u>Nav. 30, 2019</u> Day(s) of Schedule:
Departure Time: Pick-up Time from Site: 100 Return to School Time: 1.45 Number of Students: 25
Please check one in each column: Class or Group: Auniors/ Freshwer Grade: 11/9
Curricular School Green Bus-you drive (14 capacity) # of buses needed
Extracurricular After School School Van (equipment only) # of vans needed
Other EveningEssex Tech School Bus
Non-School Day Contracted Bus Transportation
Faculty Cell Phone # Mr. Lawis 617771 9070 Wrs. 61 104
CT :
Furpose of Trip: For Transportation/Administration use, if needed
aubrned Terningues. A curring verno will be
Chaperones (ALL):
Driver(s):
Substitute Needed? NO (Please ALSO email substitute needs to dgibson@essextech.net)
Yes/No? When? (Class Periods/Duties, etc.)
- Club Torious Success ecciy
Arrangements for students not attending field trip:
Other Considerations:
Please note the following:
A. Approval signatures in order, please
B. Attach a list of students planning to attend.
C. Have the school nurse review the student list and confidentially identify student(s) with pertinent medical issues. D. School Committee's approval is required on out of state field trips. (Principal to forward Request to School Com-Mtg.)
E. If student will miss other classes, please publish (5 days in advance) a list of student who you anticipate will attend the
field trip.
Approval Signatures:
1. Attendance & Substitute Goordinator, D. Gibson Date:
1. Attendance & Substitute Goordinator, D. Gibson Date:
I do no no a della alico
2. Director: Date: (0/29/18)
2. Director: Date: (C/29/18) 3. Assistant Principal: Date: D

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: 7 No	VENBEL 2019	OUT of STATE TRIP? Yes No
Teacher Name: ANT		
		NATIONALTISH HATCHERY, ISI BROAD ST, NASHU
11-		7 /20/
Date(s) of Trip:	JAN 2019	Day(s) of Schedule:
Departure Time: 9:30		Return to School Time: 1:30 Number of Students: 19
Please check one in each	column: Class or	r Group: ENV TECH, FISHELLS+HORA Grade: 10
Curricular Curricular	School Day	School Green Bus- <u>you drive</u> (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 # 478-826-0879
Purpose of Trip:		For Transportation/Administration use, if needed
TO OBSCENE.	+ DESCRIBE SAI	LMON AQUACULTURE IN A PATEURY SYSTEM+
To BBSELVE		HAD AQUACIDITURE IN L RECIPCULATING SYSTE
Chaperones (ALL):	WILBUR	
Driver(s): ESSA	L TECH BUS Y	SLIVER
Substitute Needed?	(Please ALSO emai	il substitute needs to dgibson@essextech.net)
Yes/N	lo?	STANDARD REVIEW TO GET DISORNE COSCATCE II. III.
When? (Class Periods/Duti	ies, etc.)	
Arrangements for students	not attending field trin-	· .
Other Considerations:	not seemand word to be	
Other Considerations.		
Please note the following:		
A. Approval signatures in B. Attach a list of studer	* .	
		and confidentially identify student(s) with pertinent medical issues.
		out of state field trips. (Principal to forward Request to School Com-Mtg.)
E. If student will miss of field trip.	her classes, please publis	sh (5 days in advance) a list of student who you anticipate will attend the
Approval Signatures:		
1. Attendance & Substitu	ate Coordinator, D. Gibs	on Date:
2. Director:	KHORNING	Date:
3. Assistant Principal:	Male Win	Date: 1/7/16
*Out of State Field Trips	/Oversight require signs	ature of Principal:
3. *If required: Princip	pal Dunelly	Date:
Approved:	Not Approved:	School Committee Approval (if out-of-state/overnight)



Memorandum

To:

Marie Znamierowski

From:

Joseph St. Pierre

Date:

October 25, 2018

Subject:

2018 Campus Tree Work Funding

Good Morning Marie,

There are several trees around both North and South Campus that are aging and have deteriorated to the point of being a safety concern. The Arbor students are doing a fantastic job dealing with the ones that they can but many of the trees are too large for them to handle safely. In addition many are too close to the road for our students to safely trim. I would recommend dealing with these trees before winter when the weight of the snow puts additional stress on them and increases the likeliness of them falling.

I am requesting to use the \$15,000 in budget line #7300-503. This was to be used for a new rack body truck that was purchased out-right from last year's budget surplus.

Attached are three quotes put together by Chris Wood and his arbor students. Moving forward in next year's budget I will request \$5000 for general tree work. Thanks for your help.

BR, Joe



562 MAPLE STREET, P.O. BOX 346 HATHORNE, MA 01937

To: Finance Committee Members

From: Marie Znamierowski

Business Manager

RE: Bid 2019 – 3, Cleaning Services

Date: October 26, 2018

The following bid was advertised and publicly opened on Wednesday, August 28, 2018.

Bid 2019 – 3, Cleaning Services

Bids were received from Express Janitorial Services, M & M Cleaning, Rafael B Cleaners, S.J. Services, Inc. and Star Building Services, Inc. It is recommended that Bid 2019 – 3, Cleaning Services be awarded to Star Building Services, Inc. of Boston, the lowest responsive bidder for total estimated 3 year cost of \$86,263.20.

Please see the attached bid results.

Essex North Shore Agriculatural Technical School District Bid 2019 - 3 Cleaning Services

	2018-2019 Daily Rate	2018-2019 Weekly Rate	Estimated Annual Cost (based on 36 weeks)	2019-2020 Daily Rate	2019-2020 Weekly Rate	Estimated Annual Cost (based on 36 weeks)	2020-2021 Daily Rate	2020-2021 Weekly Rate	Estimated Annual Cost (based on 36	Hourly
Express Janitorial Service	884.00	4,420.00	159,120.00	884.00	4,420.00	159,120.00	884.00		weeks)	Rate
M&M Cleaning, Inc.	139.50	697.50	25,110.00	139.50	697.50	•		4,420.00	159,120.00	39.00
Rafael B. Cleaners	334.00	1,670.00	60,120.00			25,110.00	149.50	747.50	26,910.00	35.00
S.J. Services, Inc.		•	•	334.00	1,670.00	60,120.00	334.00	1,670.00	60,120.00	30.00
	212.65	1,063.25	38,277.00	212.65	1,063.25	38,277.00	212.65	1,063.25	38,277.00	22.00
Star Building Services, Inc.	154.24	771.20	27,763.20	160.00	800.00	28,800.00	165.00	825.00	29,700.00	25.00

Part I

ADMINISTRATION OF THE GOVERNMENT

Title XII

EDUCATION

Chapter 74

VOCATIONAL EDUCATION

Section 7C

PERSONS ADMITTED TO SCHOOL IN TOWN OTHER THAN

RESIDENT TOWN; PAYMENT OF TUITION

Section 7C. Notwithstanding the provisions of section twenty-seven C of chapter twenty-nine, or of any other general or special law to the contrary, a town where a person resides who is admitted to the school of another town under section seven shall pay a tuition fee to be fixed by the commissioner under the direction of the state board, and in default of payment shall be liable therefor in contract to such other town. If an approved vocational school established by a regional school district or a public independent vocational school accepts a student who resides in a town, other than a member town of said district, which does not maintain such a vocational school, the town in which such student resides shall pay a tuition fee to be fixed by the regional district school committee or by the board of trustees of a public independent vocational school and approved by the commissioner under the direction of the state board; provided, however, that a town shall not be required to pay any portion of the tuition of any student residing therein who is enrolled in a postsecondary vocational program.

Tuition shall be paid in two equal installments in each school year of attendance, one in January and one in June, or on a pro-rated monthly basis if a nonresident student fails to apply for his first year of admission on or before April first of the preceding school year. The commissioner may direct that the resident community's tuition payment for said first year be paid in full in July of the fiscal year after the student completes his first year of nonresident attendance including the penalties that the commissioner may determine.

No tuition shall be payable under this section with respect to a student who has satisfactorily complete the twelfth grade or courses equivalent thereto and whose personal income exceeds eighteen thousand dollars, said amount to be adjusted periodically as recommended by the commissioner of education.

Drafted: October 1, 2018 1 of 2

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

DIRECTOR OF WORKFORCE DEVELOPMENT

QUALIFICATIONS:

- Must hold Chapter 74 Educator License with Department of Elementary and Secondary Education
- Supervisor/Director Licensure required
- Experience working with Massachusetts Department of Elementary and Secondary Education for Program Development
- Demonstrates strong verbal and written communication skills
- Possesses superior interpersonal skills

REPORTS TO:

Superintendent-Director

RESPONSIBILITIES:

- 1. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; work jointly with the administrative team to ensure that effective strategies for improving instruction and student outcomes are implemented.
- 2. Collaborate with Career & Technical Education Directors to coordinate program development.
- 3. Collaborate with Career & Technical Education Instructors in partnership with workforce development.
- 4. Collaborate with the Cooperative Education Coordinator in partnership with employers for student opportunities.
- 5. Direct and Administer the Adult Education Program consistent with the District's philosophy, mission and goals.
- 6. Supervise the administration of Adult Education, including personnel working within these instructional programs.
- 7. Oversee the distribution of all promotional materials for Adult Education.
- 8. Oversee the preparation of facilities and class schedules for Adult Education.

- 9. Recommend personnel for employment within the instructional programs; evaluate staff and personnel; participate in employer and employee dispute resolution on behalf of the employer, as appropriate.
- 10. Manage course registration, payment and program budgets.
- 11. Develop and promote special events, seminars and workshops for Adult Education.
- 12. Represent the District at community meetings.
- 13. Increase awareness of District programs among students, parents, employers, business and industry professionals, organizations, community leaders and citizens, sending school districts and public officials/agencies.
- 14. Oversee and develop partnership programs with higher education and other post-secondary institutions.
- 15. Work with appropriate administrators to increase the number of articulation agreements with higher education institutions.
- 16. Serve as Liaison between Essex North Shore Agricultural & Technical School and area colleges for adult programs.
- 17. Seek to identify other types of partnerships, including those with business and industry, member districts, governmental agencies, etc.
- 18. Foster community relations between the District and the communities it serves (both member and non-member) by developing and implementing a strategic communications and identity plan to include community outreach focused on the school's unique identity and value.
- 19. Cultivate contacts with media, local newspaper and cable television personnel and social media platforms.
- 20. Integrate publicity and communications activities in Career and Technical Education areas to increase career/technical awareness in the public domain.
- 21. Work with potential partnership (higher education, employers, member districts) to design creative approaches to programming, promoting courses, etc.
- 22. Assist in the design of promotional materials for the annual Open House in collaboration with the Admissions Coordinator.
- 23. Investigate opportunities for the development of post-secondary programs in the District.
- 24. Assume any additional job responsibilities not inconsistent with the role when assigned by the Superintendent-Director or the Principal.

TERMS AND CONDITIONS OF EMPLOYMENT

- 1. This is a twelve-month administrative position.
- 2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
- 3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.

Drafted: 10-10-2018

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION DATA & ASSESSMENT SPECIALIST

QUALIFICATIONS:

- Bachelor's degree required
- Minimum 3 years experience in data, assessment and statewide testing
- Superior verbal and written communication skills
- Demonstrated experience in working with teachers, students and parents

REPORTS TO:

Director of Academic Programs

RESPONSIBILITIES:

- 1. Responsible for the administration of all next-generation MCAS testing, as well as organizing additional standardized assessments in the District.
- 2. Order all state assessments; process and maintain security of all materials upon receipt.
- 3. Maintain tracking system for secure materials.
- 4. Monitor test day activity; report security breaches and violations to the Principal; serve as the contact to the Department of Elementary and Secondary Education, as delegated.
- 5. Responsible for communication of testing information to parents, students and other stakeholders.
- 6. Respond to questions and inquiries regarding testing and assist with troubleshooting.
- 7. Coordinate planning, meet with planning groups; coordinate staff training for test events; meet with student groups.
- 8. Compile test data that teachers can utilize to support instruction.
- 9. Prepare and conduct data transfers to and from EDWIN Analytics, test vendors and Student Information System. Generate school-wide specific data reports and charts using this data.
- 10. Prepare data mined from EDWIN Analytics and other test vendors for upload into the Student Information System.
- 11. Conduct regular data validation and cleaning within the Student Information System; query data to address specific information requests.
- 12. Process and coordinate the distribution of MCAS results to all stakeholders.

- 13. Maintain and support the maintenance of academic support files and records as required to support grant requirements and the needs of the Business Office.
- 14. Maintain annual assessment calendar and assist in planning logistics of testing and assessment needs.
- 15. Maintain lists of students and post-graduates who need to meet test requirements; prepare appeals for qualified candidates.
- 16. Maintain confidentiality of school records and follow district and state protocols for distributing data.
- 17. Develop Educational Proficiency Plans (EPP), updating student information as needed.
- 18. Assist in the creation of test preparation programs and communicate with stakeholders.
- 19. Assist in the management of the Student Information System.
- 20. Provide data to support the development of the Master Schedule; assist in inputting data for the Master Schedule.
- 21. Assume any other duties not inconsistent with the position, as assigned by the Principal or Director of Academic Programs.

TERMS AND CONDITIONS OF EMPLOYMENT

- 1. This is a 210-day position.
- 2. The recommended salary range is \$60,000 \$75,000.
- 3. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
- 4. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.