

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, December 13, 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 November 15, 2018 Regular Meeting Minutes.
6. *2018 Cell Signaling Technology's Education in Grant Award*
7. *Co-operative Education Program*  
Mrs. Berube, Cooperative Education Coordinator, will provide an update regarding the Cooperative Education Program.
8. *Articulation Agreements*  
Ms. Bonnie Carr, Director of Workforce Development and Ms. Rebecca Smith, will provide an update regarding Articulation Agreements for the District.
9. *Ann Marie Greenleaf, DVM, CACVECC, Chief of Staff, Angell Animal Medical Center*  
To review the Memorandum of Understanding and partnership with Angell Animal Medical Center presented to Finance Subcommittee
10. *Proposed Executive Session*  
To discuss strategy with respect to collective bargaining with the Hathorne Teachers Federation, Local 1269, American Federation of Teachers and to return to Open Session.
11. *Communications*  
Allocation of Votes (October 1, 2018 Student Enrollment)
12. *Superintendent-Director Report*  
Superintendent-Director Entry Plan Update, December, 2018

*13. Principal Report*

Out of State Field Trip Request

Administration Recommendation: To approve an Out of County Travel Proposal for Request for forty-five (45) grade 12 students to visit Italy, Austria and Switzerland from April 16, 2021 to April 24, 2021.

*14. Subcommittee Reports*

Finance Subcommittee

*a. Financial Statements*

Recommendation: To approve financial statements for July 31, 2018 and place on file for audit.

*b. Acceptance of Donation*

Recommendation: To accept the donation of \$1,000 from the Employee Directed Giving, Cummings Properties, to the Cosmetology Career & Technical Education Program.

Next Meeting: January 2, 2019

District Policy Subcommittee

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

Personnel Subcommittee

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

*15. Old Business*

*16. New Business*

*17. Warrant*

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

*19. 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  
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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.

**Tentative Minutes**

Members Present: F. DiLuna, Department of Agriculture  
J. O'Brien, Department of Agriculture  
G. Demsey, Department of Agriculture  
E. Armstrong, Beverly  
W. Marquis, Danvers  
W. Lannon, Hamilton  
J. Delaney, Manchester By The Sea  
M. Strout, Marblehead  
E. Johnson, Nahant  
B. Griffin-Dunne, Peabody  
B. Perkins, Rockport  
A. McDonald, Swampscott  
A. Prazar, Topsfield  
W. Nichols, Wenham  
M. Teixeira Prince, Gloucester

Members Absent: A. Craig/Essex, G. Hathaway/Lynnfield,  
A. Liteplo/Middleton, J. Picone/Salem

Others Present: M. Znamierowski, K. McMahon, S. Donnelly Dr. Riccio, Mary Ann Nay(Senator Tarr's Office), J. Eberhardt/Student Representative/Carly Bates, Student Representative, Chris Walsh and Brian Donaho (Essex Sports Center), Paul Crofts and Martha Verrington/Natural Resource Management teachers. Katherine Westbrook, Laraine Haring, Will Connolly, Tucker Adams, Jarrod Middleton, Samantha Stuto/Zero Waste student group.

1. Ms. Teixeira Prince called the meeting to order at: 7:03 p.m.
2. *Salute to the Flag*
3. *Public Comment\** Mary Ann Nay presented Melissa Teixeira Prince with citations from the Governor. She read the citation aloud to the group. A citation from the Massachusetts Senate was read aloud. Ms. Teixeira received a standing ovation from the group.

#### *4. Student Representatives Report*

Student representative Johnathon Eberhardt reported on athletics and their best season ever. There were three coaches of the year at ENSATS. There were three league champions. He also gave placings for state championships and MIAA placements. The girl's valley ball advanced to semi-finals. Carly Bates reviewed the student activities that are happening at ENSATS.

Esther Johnson complimented the students on their presentation of: "You Can't Take It with You"

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

Mark Strout made the motion to approve the October 11, 2018 Regular Meeting Minutes.

Mr. Marquis seconded the motion. All in Favor.

Ms. Teixeira Prince requested a corrected method for recording roll call votes by the Recording Secretary.

Joe Marino passed out key cards with access codes for the School Committee to access the building

#### *6. South Campus Building Assessment Report – Gienapp Design Associates*

Dale Gienapp discussed the assessment report. A presentation was given to the group. The history of the buildings was given and the process of the assessment. A hard copy of the visual presentation is part of this packet. He reviewed the limitations of the current buildings based on enrollment. The building's needs were discussed. The student activities in the Alumni gym were presented. Renovations, leasing space and missing performing arts space were reviewed. Five options were identified for the South campus renovations along with estimated costs for each building's refurbishing.

Mr. Demsey: asked how the students would access the buildings across the road.

Mr. Gienapp: explained the scenario of students accessing the buildings on South Campus.

Mr. Demsey: reminded why there were two gyms built on South Campus.

Mr. O'Brien: asked if some the improvements would fall under the State MSBA reimbursement.

The group discussed the MSBA reimbursement for performing art locations and auditoriums.

Dr. Riccio: discussed the purposes of the Performing Arts center educationally to qualify for reimbursement.

Mr. DiLuna: asked about the current gym and its capacity.

Dr. Riccio: explained how the classrooms and the rental opportunities of a Performing Arts center.

She reviewed the limits of the current gymnasium for student recognitions.

Mr. DiLuna: asked about the ability to increase student population by utilizing the South campus.

Mr. Gienapp: discussed with the group how they got to the decision that a Performing Arts Center is needed.

Mr. Marquis: reminded the group why a Performing Arts Center was not built initially.

Mr. Nichols: asked about capacity at the Alumni gym.

Mr. Strout: complimented the Gienapp group for their attention to detail and their knowledge of the South campus building's conditions. He also reminded the group of the desire to renovate the Larkin College.

Mr. Lannon: asked about using the Performing Arts center for graduation due to its being held outside currently.

Dr. Riccio: discussed the limitations currently for graduation.

Mr. Strout: brought up the Day Care Center and if it should be moved to Smith Hall and out of Gallant due to the conditions of Gallant.

Mr. Delaney: commented on the conditions of the South Campus buildings becoming a liability.

Ms. Teixeira Prince: asked about the next steps moving forward.

There has been an appropriation committee set up. They have not met yet.

Ms. Teixeira Prince: made comment about keeping the member communities informed of the intentions of the project due to the costs.

Mr. Strout: asked Mr. Gienapp which buildings needed attention first. McNamara and Gallant.

Mr. Marquis: asked about fire protection and fire alarms in those buildings.

Ms. McDonald: discussed the interest from students by building a Performing Arts Center and how they would handle increased enrollment.

Dr. Riccio: gave some scenarios of how classroom space can become available.

Mr. O'Brien: talked about tearing down some of the old buildings and creating just one Performing Arts Center.

There was discussion among the group of how to create access to South Campus. Whether it is a bridge or a tunnel.

Dr. Riccio: talked about the importance of bridging the two campuses together due to the history of those buildings.

#### *7. Essex Sports Center –*

Mr. Walsh and Mr. Donaho from Essex Sports Center updated the Committee regarding projects and opportunities at Essex Sports Center. He reviewed the ice time being made available to ENSATS students. An Eco System between the two locations was discussed. He mentioned that the Field House being made available for graduation. He would like to see a greater presence of ENSATS at the Sports Center. He reviewed different tournaments that are being held there and encouraged ENSATS to come up. There are still some areas of the building that are not finished. Using the students and Co-Op program to benefit them and Essex Sports Center. He feels there is a place for any of the 1,400 ENSATS students at the Sports Center and would like to capitalize on the partnership.

Ms. Teixeira Prince: asked how the forty hours are used by ENSATS students.

Mr. Walsh: explained how the forty hours are accessed by ENSATS in different ways.

Ms. Teixeira Prince: asked about public skating being used as a fundraiser for the school.

Mr. Nichols: asked about a sign out front with space for lease out front of the Sports Center.

Mr. Walsh: reviewed the other tenants that share the property with them.

Mr. Marquis: asked if ENSATS was up to date on their rent.

Ms. Teixeira Prince: asked about skate rental.

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

This conversation has been tabled until December. Some documents were made available too late to be discussed tonight.

Mr. DiLuna: asked about the paragraph on the first page of the presentation.

#### *9. Communications*

##### *a. Notice of School Committee Appointment*

Ms. Valerie P. Gilman, Gloucester Representative was not present tonight.

##### *b. Notice of School Committee Reappointment*

Ms. Teixeira Prince announced the reappointment of Mrs. Beverley Ann Griffin-Dunne, Peabody Representative.

##### *c. Notice of Resignation Received from Ms. Melissa J. Teixeira Prince, Chairperson*

The resignation letter from Ms. Melissa Teixeira Prince is part of this packet.

##### *d. Notice of Resignation Received from Mr. Alvin W. Craig, Essex Representative*

The resignation letter from Mr. Alvin Craig is part of this packet.

#### *10. Superintendent-Director Report*

Dr. Riccio presented her report to the group. A group of students presented a project on zero waste for ENSATS. The students explained how recycling works currently at ENSATS and the options they plan to implement for the Zero Waste program. Consumer waste and solution steps were discussed. Misuse of dumpsters and recycle bins was discussed. False recycling of water bottles was presented and options

available to reduce plastic at the school. The manure pile was explained to the group along with the benefits and hazards of it. Lastly, their solutions were presented and explained. A cost savings was reviewed and it will be achieved.

Mr. Delaney: asked if any of the composting would be on site at ENSATS.

The group reviewed the free manure exchange process.

Mr. Delaney: asked how many compost barrels would be needed.

The students explained how the compost barrels would be used.

Mr. O'Brien: asked if there would be an offset of the cost for trash to be taken away.

Mr. Prazar: explained how the tipping fees can be reduced.

The students explained how this will be publicized and made effective at the school and how to be sure recyclables are disposed of properly.

Mr. DiLuna: asked about the function of Black Earth and composting on site.

Black Earth's presence in other districts was discussed. Some of the services already being provided by Black Earth was reviewed.

Dr. Riccio: advised of the Pilot program that was sponsored by the seniors last year. The ENSATS cooking staff is supportive of this program.

The importance of recycling to the students and staff was discussed by the group. The students that will be setting up the Zero Waste program are part of the Natural Resources program. The amount of work the students have already accomplished was reviewed. There will be two co-op positions made available to ENSATS students at Black Earth.

Ms. Teixeira Prince: gave her support of this initiative.

Dr. Riccio went on to present her report; which is part of tonight's packet.

Ms. Griffin-Dunne: complimented the advertising of the open houses.

Student applicants for next year, the budget timeline, The Larkin Cottage, Senator Berry's passing, New program applications, Her entry plan, Hawk Highlights (a presentation was given). Cammy Gansenburg was introduced to the group as the Hawk Highlight award winner. The statues for this honor were presented to the group. Another presentation was given for: Robin Kelly as a Hawk Highlight winner. Dr. Riccio continued with her report by reviewing her smart goals, curriculum reviews and communication.

Mr. Marquis made the motion to accept the report.

Ms. Griffin -Dunne seconded the motion. All in favor.

### *11. Principal Report*

Ms. Donnelly reviewed the following field trips.

### *12. Out of State Field Trip Requests*

Mr. Marquis made the motion 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.

Mr. Strout Seconded the motion.

Mr. Marquis Made the motion to approve an Out of State Field Trip Request for nineteen (19) grade 10 Environmental Technology students to Nashua National Fish Hatchery, 151 Broad Street, Nashua, New Hampshire January 11, 2019.

Mr. Strout Seconded the motion. All in Favor

Ms. Donnelly went on to give the number of students (98) who received the John and Abigail Adams award. She reviewed the student awards at the National FFA conference. The students made a newsletter about the trip. It was distributed to the group and is part of this packet.

The last Professional Develop day was described. Freshman parent night was part of her report.

The Open House next week and who will be present was reviewed. The two Holiday Fundraisers were explained and order forms were passed around.

### *13. Subcommittee Reports*

#### *Finance Subcommittee*

##### *a. Removal of Trees*

Mr. Perkins made the motion to authorize the transfer of funds in the amount of \$15,000 for removal of aging and deteriorating trees on the grounds.

Mr. Marquis seconded the motion. All in Favor.

##### *b. Outstanding Travel Reimbursement FY2018*

Mr. Perkins made the motion to authorize the payment of an outstanding travel reimbursement from FY2018 in the amount of \$224.45 for a consultant working in admissions.

Mr. Delaney seconded the motion. All in Favor.

##### *c. Cleaning Service Bid FY2019-3*

Mr. Perkins made the motion 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.

Mr. Marquis seconded the motion. All in Favor.

Ms. Teixeira Prince: asked if this company had ever been used before.

##### *d. Salary for Director of Facilities, Farm & Grounds*

Mr. Perkins made the motion to approve the prorated salary of \$113,333 for the Director of Facilities, Farm & Grounds effective November 16, 2018.

Mr. Marquis seconded the motion. All in Favor.

##### *e. Massachusetts Learning Excursions Private Grant*

Mr. Perkins made the motion 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.).

Mr. Marquis seconded the motion. All in Favor.

##### *f. Chapter 74 Special Education Assessment Formula for Out of District Students*

Mr. Perkins made the motion to approve a Chapter 74 Special Education assessment for Out of District Student's with a revised formula.

Mr. Marquis seconded the motion. All in Favor.

Ms. Znamierowski: reviewed some discussion that has taken place regarding a maximum amount being charged and keeping it equitable to all member communities. There will be a percentage of the total costs assessed to each member community.

Dr. Riccio: continued to describe the revenue, caps and percentage being charged to the member communities.

Mr. O'Brien: asked about the sending communities being reimbursed for the Special Education students that are attending ENSATS. The chapter 70 funds go to the sending communities.

Ms. Teixeira Prince: asked if the sending community would have to pay more than they are being reimbursed with chapter 70 funds.

Mr. Strout: reminded that most communities only have a couple of students attending ENSATS.

Mr. DiLuna: asked if this was for in district or outside communities.

This is only being charged to outside communities.

Mr. DiLuna: asked for clarification of the charges over and above the per capita charge per student.

Dr. Riccio: described how this will be presented to the outside communities regarding these new assessments based on Special Education services.

Mr. DiLuna: asked who would participate in the appeal process.

Dr. Riccio: explained how the appeal process progresses. She also advised that services are reduced generally in high school.

Mr. Lannon: asked about the IEP data being tracked to present to these communities.

Dr. Riccio: explained how vocational goals can become part of the IEP.

Next Meeting: December 5, 2018

District Policy Subcommittee

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

Personnel Subcommittee

*Personnel- New positions*

Mr. Strout made the motion to approve the following job descriptions: Director of Workforce

Mr. Marquis seconded the motion. All in Favor

Mr. Strout made the motion to approve the Development and Data & Assessment Specialist positions.

Mr. Marquis seconded the motion. All in Favor.

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

*14. Old Business*

*15. New Business*

Mr. Perkins asked for a co-op update at the next meeting.

Mr. Strout: complimented the administration on the articles that were published in the Salem News.

Ms. Teixeira Prince: reminded Dr. Riccio that her mid-year review will be coming up very soon.

*16. Warrant*

Mr. Perkins made the motion to approve the warrant and place it on file.

Mr. Marquis seconded the motion.

Ms. Znamierowski: announced that there was a glitch with the checks, but the warrant is exactly the same.

All in Favor.

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

Ms. Teixeira Prince: advised the group that this is her last meeting. She has thoroughly enjoyed being on this School Committee over the past nine years. She feels this is one of the best schools in the state.

A cake and gifts were presented to Ms. Teixeira Prince by Dr. Riccio. She received a blanket, an umbrella, a coffee mug. The leadership team also gave her a gift of drinking glasses.

*18. Mr. Strout made the motion to Adjourn at: 9:40pm*

Mr. Lannon seconded the motion. All in Favor

The meeting adjourned at: 9:40pm

Respectfully submitted by The Recording Secretary

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



*13. Principal Report*

Out of State Field Trip Request

Administration Recommendation: To approve an Out of County Travel Proposal for Request for forty-five (45) grade 12 students to visit Italy, Austria and Switzerland from April 16, 2021 to April 24, 2021.

*14. Subcommittee Reports*

Finance Subcommittee

*a. Financial Statements*

Recommendation: To approve financial statements for July 31, 2018 and place on file for audit.

*b. Acceptance of Donation*

Recommendation: To accept the donation of \$1,000 from the Employee Directed Giving, Cummings Properties, to the Cosmetology Career & Technical Education Program.

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

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**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 Beverly, Boxford, Danvers, Essex, Manchester-by-the-Sea, Nahant, Peabody, Salem, Topsfield, Middleton, Lynnfield, Hamilton, Marblehead, Swampscott, Gloucester, Rockport, Wenham and surrounding communities 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. FURNITURE, 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. The District shall maintain insurance to cover injuries to its students. 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 begins 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 7:45 a.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 MSPCA 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 30<sup>th</sup> 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 CTE Director.

## **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**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**MSPCA ANGELL ANIMAL  
MEDICAL CENTER**

By: \_\_\_\_\_

Its: \_\_\_\_\_

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.

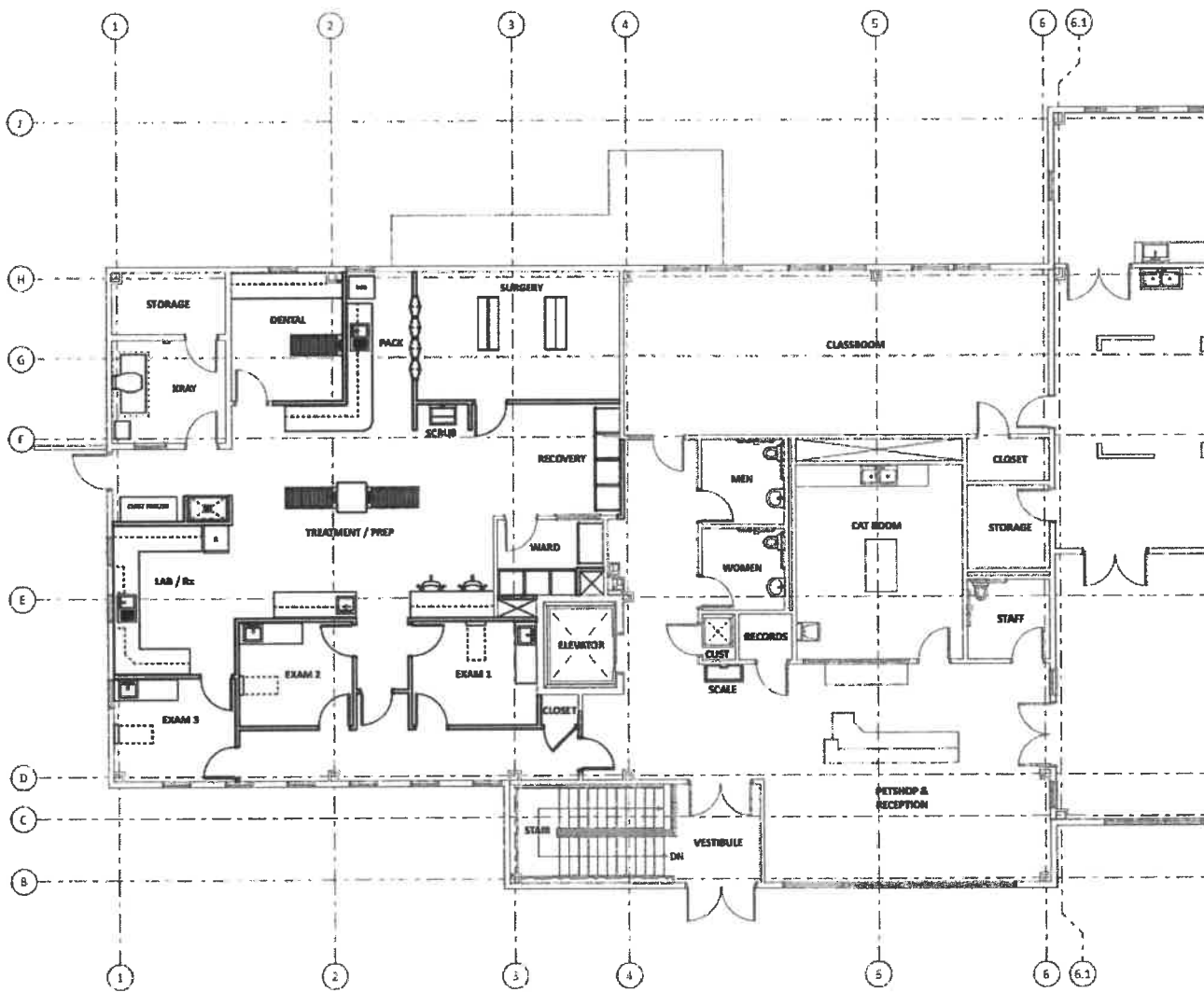
**Instructional Philosophy**

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.



**Exhibit 3**

**Parking Spaces**

**ADD: Exhibit 4: Supply List**

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

**TO:** School Committee Members

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

**RE:** Allocation of Votes

**DATE:** December 10, 2018

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

*Section 2.5 Allocation of Votes*

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

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

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

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

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

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

\*Weighted Vote Increase

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

### Superintendent-Director Entry Plan Update December, 2018

#### Introduction

The purpose of this entry plan update is to provide the District with some initial findings based on new data that we have received since the beginning of school in September. Our goal is to gain an understanding of the District as it relates to strong academic and career and technical learning. Having served as a member of this school community since 2017, there is much to learn from students, parents, faculty, staff, school committee, and the community-at-large. This entry process will take place over the year and those to follow; resulting in a strategic plan that encompasses all aspects of student learning.

Essex North Shore Agricultural and Technical School (ENSATS) is a unique district with eight agricultural and 17 technical programs. Servicing 17 sending communities and 35 additional districts, this entry plan will assist in determining the needs of each community we serve through thoughtful and ongoing conversations with stakeholders. I have reviewed our existing 5-Year Strategic Plan and Quality School Plan (QSP) to determine the connection between the two and how these inform our school's mission. At this time, the school community will continue to embed these plans into the culture and determine if they meet the needs of our shared vision to transform ENSATS into the premier agricultural and technical high school in the state.

#### Grant Applications

We continue to see success in grant applications that expand and enhance our technical and agricultural programs. To date, we have encumbered the funds from our last Governor's grant of \$253K. Working with our CTE Directors, Director of Workforce Development, and grant writer. We initiated applications to multiple competitive grant opportunities. While we are awaiting notification of the Capital Skills grant that will support our construction related programs, totalling \$125K, the maximum allowable dollar amount. Below, are applications and notifications of grant funds received as of December 1, 2018, and applications where we have collaborated with community partners.

#### **Capital Skills Equipment Grant: \$125K (pending)**

This grant is intended to support multiple programs in the construction industry including Construction & Craft Laborers, Carpentry, Landscaping, and Masonry. Equipment includes an excavator, confined space equipment, scaffolding, and a simulation lab.



# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

### **Collision Repair Education Foundation, \$1K (awarded)**

This grant is to be used to purchase tools for the Collision Repair program.

### **Cell Signaling Technology Education in Science Committee, \$4K (awarded)**

This grant will support Biotechnology in purchased equipment and supplies.

### **DESE History and Social Science Instructional Grant, \$5K, (pending)**

This grant will support the social studies department.

### **Endicott College STEM: \$20K (collaborator)**

This grant application will provide electronics equipment for ENSATS to offer adult education courses related to soldering. Students during the day programs of Advanced Manufacturing and Engineering will benefit from this equipment, if awarded.

### **Mass IDEAS Grant Application: \$133K (submitted)**

“Mass IDEAS is dedicated to helping communities across Massachusetts that are ready to learn from each other, share ideas, and turn great ideas into great schools.”

(<https://massideas.org/planning-grants/>) Invited the ENSATS team to meet with the board to review our application on December 6, 2018.

### **MA Clean Energy Center Learn and Earn, \$160K (awarded)**

This grant is in partnership with workforce, Bunker Hill Community College (BHCC), and Commonwealth Corporation. The grant will give students summer employment to renovate the third floor of Smith Hall through weatherization and sustainability techniques including electrical upgrades, LED lighting, bathroom upgrades, and employability training. It will also give students three credits at BHCC in sustainability.

### **North Shore Community Action Program (NSCAP), \$65K (collaborator)**

This grant was written by NSCAP with ENSATS as the site for training, if received. Collaborative meetings occurred in the summer and fall.

### **Perkins Workforce Development, \$55K (collaborator)**

Assisted with curriculum, instructional staff for Masonry, CPR, and First Aid. Masonry

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

Instructor, David Collins and myself acted as collaborators for the grant which was written by Essex County Sheriff's Department. This grant will provide job training for prisoners reentering society. The training will be located at Essex County Jail.

### **VWR Charitable Foundation, \$9K (pending)**

This grant will support Biotechnology supplies.

## **Stakeholder Meetings, July-December**

### **Students**

A Student Leadership Team was created in July, 2018, to give students a voice. The team has grown and regular meetings occur with them regarding school-wide events, positive school culture, and other concerns brought to them by their peers.

Through discussions, it has been decided to pursue The Red Bandanna Project to bring our school community together. This foundation is named after Welles Remy Crowther, a civilian who was credited with saving many people in the World Trade Center attack (<http://www.redbandannaproject.org/>). Students from the Leadership team will work with staff to continue the planning stages of creating a positive school culture. Working with the Director of Guidance, a school-wide program that informs students of the hazards to mixing alcohol and prescription drugs is being implemented during December and January this school year. The program, "If They Had Known," is the story of Clay Soper, a young man from Winchester, MA who passed away tragically. The district will host a parent and community presentation of "If They Had Known" on Wednesday, January 23, 2019 at 6pm. This parent and community event will be co-facilitated by the Director of Guidance and our School Resource Officer. A distracted driving presentation for grade 11 and 12 students will also occur in January, 2019. Other student led initiatives include the exploration of an ROTC program at ENSATS, World Hijab Day lessons to faculty and students, and positive messages to be displayed throughout the building.

### **Parents**

The Parent Teacher Organization (PTO) has begun the process of re-naming and branding. A meeting occurred in the summer months with the Principal. Although I have not made a PTO meeting due to other commitments, the organization communicates with us regularly to plan events and determine needs of our school. This will be on-going as we further develop our relationship with the PTO.

On-going communication occurs to parents through social media posts, email and phone messages, and meeting opportunities. Visibility at events occurs on a regular basis including community based events like "In Plain Sight." Further programs include distracted driving, financial aid nights, and "If They Had Known."

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

On December 13, 2018, we have scheduled a morning meeting with parents to introduce our new School Resource Officer, Michael Chase. This will provide a forum to get to know Officer Chase and allow parents to ask questions or voice concerns. Again, Officer Chase will be available on January 23, 2019 in the evening to co-facilitate the “If They Had Known” parent and community session and greet our family members. In addition, we plan to schedule an evening meeting later in the year, to accommodate families that cannot attend a morning meeting.

### **Teachers**

It has been determined through our strategic planning that culture was an area of concern for ENSATS. As a result, the leadership team was charged with being present in hallways in the morning, between classes, and at events. Working with the principal and the athletic director, a weekly email is sent out to list the athletic games available with the expectation of having an administrator present. During professional learning days, administrators are assisted with professional development delivery but also serving our staff. At each meeting, there has been some form of beverages and snacks which helps with building relationships.

Present at faculty, staff, and committee meetings, I have met with many teachers to engage in planning for the future. Learning walks have occurred using Dr. Curtis Bates and coach Christine McGrath as I continue to gather qualitative data related to student learning. This is done in collaboration with Dr. O’Toole and Principal Donnelly.

In spring, 2018, teachers submitted an anonymous survey detailing all aspects of the school environment. The Directors have been working on a root cause analysis to determine how to better serve our instructional and support staff. It has been determined to benchmark progress in addressing their concerns with a follow-up survey of twelve questions. This is to take place during the week of December 10th.

Teachers reported in spring 2018 that they were not included in decisions. Subcommittees were formed in Fall, 2018, to include all stakeholders in the decision making process. For example, a scheduling committee has been formed to assess our current schedule and the needs of our students in the future. Staff are working with administration to collect and review schedules from other vocational schools. A full list of subcommittees are attached to this report.

### **Staff and Other Stakeholders**

Meetings have occurred with most other staff. These meetings have helped me gain understanding of their respective needs but also to develop relationships with all stakeholders. For example, it was determined at the bus driver meeting that they did not have access cards to the building. This was a quick change that happened. The meetings will continue throughout the year. Meetings of those departments that have not happened yet will be planned prior to the holiday break.

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

### **Program Advisory Committees**

I attended the program advisory committee meetings in the fall of 2018. Each program presented members with workforce data, curriculum needs, and was expected to review the budget for planning purposes. Members were engaged in the meetings and we were pleased to have Secretary Rosalin Acosta, Massachusetts Secretary of Labor and Workforce Development in attendance.

### **Community Organizations and Governmental Officials**

Site visits with town administrators occurred during the fall months with the Director of Workforce Development. All but two (Essex and Manchester-by-the-Sea) have been visited. A Legislative breakfast occurred in the fall. While attendance was low, it began the conversation of how ENSATS can be used as a resource. Multiple meetings with State Representative Speliotis occurred to discuss some concerns the District has; including safety of our students crossing Route 62, changing the guidelines for lease agreements so we can extend beyond the three year maximum (i.e., solar project), and the possibility of a regionalization of services grant.

Meetings have been held with the ENSATS Education Foundation and the Agricultural Alumni Association to create a plan for the Larkin Cottage. This is ongoing as we develop conceptual drawings of a agricultural museum that our students will build and benefit from during the day and the community uses in the evenings and weekends. A fundraising campaign will occur once presented to District committee and approved. The intention is to have the building built by the winter of 2020.

The Emergency Response Team met with Danvers Police and Fire to review the emergency planning process. During the fall, students and staff were trained in emergency protocols, conducted an ALICE drill, a fire drill, and an evacuation drill to the Essex Sports Center. Future drills will occur throughout the year, including a stay in place, lockdown, and Northeastern Massachusetts Law Enforcement Council (NEMLEC) safety drill.

### **Online Survey**

We are currently conducting a review of the online survey administered through the union last spring 2018. In order to use these findings to better understand how to serve the needs of all our students, we intend to follow up with the following:

- District Directors are completing a root cause analysis based on the data presented.
- Using the Spring 2018, survey, a shorter survey is being created to target the questions that directly relate to student learning and teacher professional learning.

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

### Review of Existing Statewide Data

#### Assessment and Accountability:

With the September 2018 release of the MCAS results along with DESE's new District Accountability System rating, we have been using this as the basis for our ongoing analysis of student learning trends and adjustments to teaching that need to be made as we prepare for our first computer-based, Next-Generation MCAS Tests in English Language Arts and Mathematics this coming spring..

Regarding MCAS achievement, our results declined in *Advanced* plus *Proficient*, ranging from 2% in English Language Arts, 3% in Mathematics, and 7% in Biology. Based on ENSATS 2018 MCAS results under DESE's new accountability system, it has been determined that our special education students have seen the largest decline in meeting state accountability targets. On a positive note, last year's tenth graders scored their highest Advanced percentage over the past four years with 70% of students achieving *Advanced* in English Language Arts.

Below is the Essex North Shore Agricultural and Technical School MCAS performance over the past four years.

#### MCAS Annual Comparisons

GRADE 10 - ENGLISH LANGUAGE ARTS				
ACHIEVEMENT LEVEL	2015	2016	2017	2018
ADVANCED	46	55	67	70
PROFICIENT	49	43	32	27
NEEDS IMPROVEMENT	4	2	1	2
FAILING	0	0	0	0

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

<b>GRADE 10 - MATHEMATICS</b>				
<b>ACHIEVEMENT LEVEL</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>ADVANCED</b>	42	41	51	44
<b>PROFICIENT</b>	34	32	35	39
<b>NEEDS IMPROVEMENT</b>	18	23	11	13
<b>FAILING</b>	5	5	2	4

<b>GRADE 10 - SCIENCE AND TECH/ENG</b>				
<b>ACHIEVEMENT LEVEL</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>ADVANCED</b>	29	24	34	23
<b>PROFICIENT</b>	52	58	54	58
<b>NEEDS IMPROVEMENT</b>	16	16	11	17
<b>FAILING</b>	3	2	1	2

### **Tiered Focus Monitoring and CVTE Program Review (formerly Coordinated Program Review)**

All documents have been collected and uploaded to the MA DESE portal. These data collection was a team effort among special education, guidance, and the CTE program areas. Further, admissions policy and educational stability desk review copies have been submitted and awaiting feedback. MA DESE will come in on January 28th for three days to review the CTE report and in May for the remaining areas.

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

### **Strategic Plan (District) and Quality School Plan**

The Strategic Plan and Quality School Plan (QSP) have been reviewed extensively with the District Leadership Team. Further, these plans have been embedded into each department meeting, framed SMART goals, and are adorned on the backs of shirts given on the opening day.

### **Committee Work**

Working subcommittees have been initiated and a member from each stakeholder group will be an active participant in at least one committee. During the first faculty meeting of the year, subcommittees were introduced and staff were asked to sign up. Subcommittees are chaired by an administrator and a staff member. This work is currently in progress and continues to bring engaging conversations to the forefront. There are 18 subcommittees currently working. A list of subcommittees and members are included in this report.

### **Admissions Policy**

A revised admissions policy has been sent to MA DESE. There continues to be discussions related to the change being requested. At this time, there are no changes to the policy.

### **Union Contracts and Administrative Contracts (teacher, custodial, clerical, transportation)**

Working with administrators and members of each union, contracts have been reviewed. Ongoing conversations occur based on the needs of the contract and the district. For example, an evaluation tool for the American Federation of State, County, and Municipal Employees (AFSCME) maintenance department employees will occur in the near future. This is a change to the existing contract and will assist the District with ensuring the quality of service delivered meets the standard of expectation.

The District has worked to keep all administrative contracts on the same year of review. As staff are hired, contracts are to be aligned with those existing contracts. Most administrative contracts will end in June, 2019. Further, a review of phone reimbursements has been initiated to determine the most cost effective ways to address this expense and create equity among administrators.

### **School Emergency Operations Plan (SEOP)**

The plan was reviewed and approved by Danvers Police and Fire Department using the recommended template from the Department of Justice. This plan is being presented for final approval by the District Policy Subcommittee on December 13, 2018.

The SEOP team meets monthly and enhanced safety protocols and training have occurred. For example, schoolwide epipen training and emergency response training occurred

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

with staff members at various department meetings. This will continue until all departments have been trained. With the increase use of social media sites and the need for schools to be involved in monitoring ways that support student learning and safety, the school is using Social Sentinel, a service that monitors and alerts school officials of public social media posts for potential safety and security threats. Further, a new camera has been installed at Smith Hall, along with keyless entry system, and additional lighting. Additional cameras and keyless entry points will be installed as the budget allows.

### **Budget Trends**

Working with the School Business Administrator and other stakeholders, the budget has been looked at on a regular basis to ensure funds are being encumbered properly. New protocols are being implemented for staff. For example, Directors are asked to review the requisition prior to approving to the next level to ensure funds requested are in proper accounts, appropriate quotes are being attached, and state contracts are being listed.

It has been determined that ENSATS was not charging special education assessments to surrounding communities as allowed by MA regulations. As special education costs rise, the need for these funds increases. Letters were sent to surrounding communities Superintendents and Towns to inform them of this shift in SY 2019-2020. This may bring over \$250K in revenues to the district.

Contracts are being reviewed for those that rent space and have lease agreements. Working with the School Business Administrator, Workforce Development Director, and Director of Facilities, Grounds, and Farms, updated contracts are being initiated and clarified. Further, a meeting will be held with State Representative Speliotis to determine the availability of changing legislation to allow ENSATS to enter into a long-term agreement for solar energy. This has been a concern in the past as the current legislation allows for a maximum of three year contract.

### **NEASC Reports**

The District reviewed preliminary findings from the New England Association of Schools and Colleges (NEASC) in October, 2018. In November, 2018, the District received notification that we have been awarded accreditation. The full report will be reviewed by the Leadership Team and staff throughout the year to align with existing Professional Learning plans and implement the recommendations from NEASC.



# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

### **Teacher Evaluation Documents (Self-Assessments, SMART Goals, Evaluations)**

The Leadership team worked with staff to create SMART goals that are aligned to our strategic plan, QSP, and mission which is to **create** a culture of academic and technical excellence, **encourage** continuous intellectual growth, and **promote** professionalism, determination, and citizenship for all students, as they **develop** into architects, artisans, and authors of the 21st century community.

### **Professional Learning Plans**

The professional development subcommittee, working from a draft plan, is engaged in creating a three year plan that includes all staff. As the new Director of Human Resources assumes the position, it will include professional learning in her job function. The intention is to fully use Frontline software for professional learning opportunities and recording of hours.

An example of this work includes a high expectations six day workshop by Research for Better Teaching (RBT) where grade 9 and 10 teachers will work with RBT on developing instructional strategies to meet the demands of today's learner. Subsequently, it is anticipated that the Skillful Teacher will be offered at ENSATS in the summer.

### **Lease Agreements**

A review of lease agreements and rentals is taking place with the SBA and Director of Facilities. We will be requesting a one year lease of the day care on South Campus. This will allow for the District to create a 3-5 year plan for South Campus and its intended purpose.

### **Annual Town Reports**

Each town will receive a one pager that includes student enrollment, program enhancements, and other relevant data reflective of our school. This is a collaboration with DVC, Bonnie Carr, Candy Levesque, and myself.



# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

### **Next Steps**

#### **Analysis of Data**

*January - April, 2019*

The completion of conversations and data collection will take place in mid-January. At that time, I will begin to analyze and share with the district, building, teacher, and student leadership to conduct a SWOT Analysis of ENSAT.

When the SWOT Analysis has been completed, it will be shared with the School Committee through a presentation model. This model will be duplicated in various locations to inform the broader school community of our findings.

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# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

SMART Goals

SY2018-2019

Heidi T. Riccio, Ed.D.

### Mission Statement

The mission of Essex North Shore Agricultural and Technical School is to *create* a culture of academic and technical excellence, *encourage* continuous intellectual growth, and *promote* professionalism, determination, and citizenship for all students, as they *develop* into architects, artisans, and authors of the 21st century community.

### Leadership Team Values

*Established July, 2018*

- **Committed**

- I have a strong commitment to ENSATS as I believe we possess the resources (human, facilities, financial) to be the best agricultural and technical school in the Commonwealth.

- **Loyal**

- I am loyal to the school and its community. ENSATS is where I would like to grow as a leader and shape my skills to better prepare our students for the ever-changing workforce.

- **Reliable**

- I am dependable and you can trust I will work toward excellence in everything I do. I am present and visible and appreciate the uniqueness of our district including school and facilities.

- **Passionate**

- I am excited to bridge the connection between the academic learning and technical skills through connections and relationships built with students, parents, staff, and our community partners.

- **Hardworking**

- I will work toward achieving our mission of *creating, encouraging, promoting, and developing* our students. We must never become complacent in our approach to learning whether it be academic, agricultural, technical, social emotional, or preparing our students to be the best they can be.

### Professional Practice Goal

I will enroll and participate in the New Superintendent Induction program sponsored by MASS.  
 ([http://www.massupt.org/wp-content/uploads/2017/12/NSIP\\_Spotlight\\_New\\_Superintendent\\_FINAL.pdf](http://www.massupt.org/wp-content/uploads/2017/12/NSIP_Spotlight_New_Superintendent_FINAL.pdf))

MA DESE Standard Alignment	Action Item	Timeline	Evidence	Update
	<ol style="list-style-type: none"> <li>1. Develop relationship with mentor assigned.</li> <li>2. Create meetings with mentor that are consistent with recommended plan.</li> <li>3. Meet with mentor regularly via phone and in-person.</li> <li>4. Attend meetings as identified by MASS.</li> </ol>	7/1/2018-7/1/2020	<ul style="list-style-type: none"> <li>• Register for Superintendent Induction Program</li> <li>• Register for MASS Summer Content Institute</li> <li>• Review of meeting logs and action items</li> </ul>	<ul style="list-style-type: none"> <li>• Attended content days July 10, August 10, October 3, November 14</li> <li>• Completed all assignments.</li> <li>• Coach meetings with Chris McGrath, MASS.</li> </ul>

### Alignment to the Superintendent Standards

*This professional practice goal will provide the mentorship needed as I enter into my first superintendency.*

**Based on Strategic Plan, adopted 6/2018**

Student Improvement Goal	District Improvement Goal	District Improvement Goal
I will work collaboratively with the Building Leadership Team to develop and implement a school improvement plan that focuses on student achievement in both academic and technical education.	I will work with the District Leadership Team to develop and implement action items related to the strategic plan approved in SY 2017-2018.	I will work with the CTE Directors, Community Relations Coordinator, Cooperative, Education Coordinator, Director of Guidance to build and foster community relations.

Student Improvement Goal
I will work collaboratively with the Building Leadership Team to develop and implement a school improvement plan that focuses on student achievement in both academic and technical education.

Strategic Objective	Action Item	Evidence	Update: 12/13/2018
<b># 1 Pathways:</b> Ensure that the educational experience provides opportunities for meaningful career and academic pathways.	<ol style="list-style-type: none"> <li>1. Expand program opportunities and access for students.</li> <li>2. Ensure program quality and relevance through a regular program evaluation process.</li> <li>3. Implement project-based learning (PBL), integrating Career Technical Education and Academic programs, including curriculum work,</li> </ol>	<ul style="list-style-type: none"> <li>• Increase number of acceptances by 10% with the incoming class of 2023.</li> <li>• Conduct a space assessment (classrooms, shops, etc.)</li> <li>• Double enrollment in Adult Education</li> <li>• Offer After School/Summer Career Technical Education</li> <li>• PAC will assess program quality through the DESE quality assessment tool. QAT completed. Sections completed by PAC at Spring</li> </ul>	<ul style="list-style-type: none"> <li>• In progress. We are currently receiving applications. Expanding access through partnerships.</li> <li>• In progress. Leadership walked the building in summer, 2018. Further discussions and plan to be complete by 4/1 for notification of staff.</li> <li>• WINGS program implemented.</li> <li>• Review of POS and schedule.</li> </ul>

	<p>professional learning, and planning time.</p> <p>4. Establish a professional learning plan, including the sharing of best practices</p>	<p>18 and Fall 18 meetings and Instructors completed the remaining portions.(co-op, internships, certifications, college credit, enrollment, etc.)</p> <ul style="list-style-type: none"> <li>• Establish a comprehensive district-wide professional development plan that aligns to the Strategic Action Plan.</li> <li>• Create a FAFSA Day for parents/students inviting MEFA to attend and assist with applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Adult education numbers are at 139 participants Fall 2018 and new courses have been developed and added for the Winter/Spring/Summer 2019.</li> <li>• Gloucester partnership beginning 1/2019 and summer programming to occur in Summer 2019.</li> <li>• MASSIdeas grant for PBL and rethinking high school application.</li> <li>• PD plan to be complete in June, 2019 through subcommittee work.</li> <li>• PAC quality assessment tool given at Fall meeting.</li> <li>• High expectation workshop from Research for Better Teaching in spring, 2019 for grade 10 ELA and math teachers.</li> <li>• Ongoing academic/CTE visits to monitor instructional practice and calibrate with leadership team.</li> <li>• MEFA and FAFSA events. SY 18-19 -College Fair &amp; Senior Parent Sessions Oct 3, 2018 -MEFA Info Session Oct 17, 2018 -Parent &amp; Student Emails re: MEFA, FAFSA on the SPOT events (e.g.: Northeast Dec 5), Scholarships ONGOING -Sophomore &amp; Junior Parent Night Mar 6, 2019 Guidance has been planning for FAFSA on the SPOT for</li> </ul>
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			FY19-20 to follow Senior events: <b>SY19-20</b> -College Fair & Senior Parent Sessions Early Oct -MEFA Info Session Mid Oct -NEW: SY FAFSA on the SPOT Early Dec (for ENSATS & Community)
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Alignment to the Superintendent Standards (MA DESE)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Indicator I-A. Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.</li> <li><input type="checkbox"/> Indicator I-E. Data-Informed Decision Making: Uses multiple sources of evidence related to student learning, including state, district, and school assessment results and growth data, to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.</li> <li><input type="checkbox"/> Indicator II-B. Human Resources Management and Development: Implements a cohesive approach to recruitment, hiring, induction, development, and career growth that promotes high-quality and effective practice.</li> <li><input type="checkbox"/> Indicator III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district and community.</li> </ul>

## District Improvement Goal

I will work with the District Leadership Team to develop and implement a plan related to positive school culture for staff and students.

Strategic Objective	Action Item	Evidence	Update 12/13/2018
<p><b>#2 Culture:</b> Promote a positive and inclusive school culture for all staff and students.</p>	<ol style="list-style-type: none"> <li>1. Create a School Culture Steering Committee comprised of students, teachers, parents, and administrators to coordinate school culture planning, events, and school traditions.</li> <li>2. Increase student engagement through student activities and/or programming, including the performing arts.</li> <li>3. Continue to develop a variety of school-wide assemblies, including technical experts and motivational speakers.</li> <li>4. Develop a school branding and communication plan.</li> </ol>	<ul style="list-style-type: none"> <li>• Create a School Culture Steering Committee to gauge interest through survey, email, and personal contact</li> <li>• Identify students not being “serviced” by athletics and activities</li> <li>• Create a marketing plan for announcements to ensure that all students know about school events (sport games and activities)</li> <li>• Incentivize student attendance at activities (e.g. Hawk Points)</li> <li>• Increase engagement with those students outside the core</li> <li>• Create a school-wide assembly plan               <ul style="list-style-type: none"> <li>◦ Trimester pep rally (October, February, May) for athletics, FFA, and SkillsUSA</li> <li>◦ Schedule a monthly speaker series</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 18 subcommittees with all stakeholders. An administrator is responsible for the meetings and progress. All committees have met.</li> <li>• Social media presence increase (Twitter: 795/1269, Facebook, 71/1031, Instagram 296/1430)</li> <li>• Culture subcommittee is being overseen by Dr. O’Toole.</li> <li>• Leadership group read of Culture Code.</li> <li>• Principal Donnelly sends out weekly emails to parents and students related to activities occurring. Social media has had a presence on events as well.</li> <li>• Hawk Pride pins were purchased to catch students doing something good. A program will begin in January where if they collect 10 pins, they turn 9 of them in to the store for a shirt.</li> <li>• Assemblies have occurred including “If They Had Known,” pep rally.</li> </ul>



		<ul style="list-style-type: none"> <li>○ Schedule periodic class meetings (possibly by CTE area with career-specific speakers)</li> <li>○ Identify alumni speakers to honor/showcase where they are now in their careers</li> <li>● Create a School Branding Group or Committee</li> <li>● Make school social media “click worthy” (read... not just follow)</li> <li>● Promote content through social media</li> <li>● Communicate school pride through a positive branding identity</li> <li>● Promote a high level of staff/student awareness and respect around cultural diversity</li> <li>● Form student group to promote cultural respect campaign - student driven (e.g. GSA)</li> <li>● Schedule monthly diversity celebrations</li> <li>● Increase diversity of applicants</li> <li>● Improve community outreach to ELL student populations</li> </ul>	<ul style="list-style-type: none"> <li>● Class meetings and monthly speaker series is in development.</li> <li>● Alumni speakers have occurred in several programs but will work toward a definitive schedule.</li> <li>● Alumni spotlight banners have been created to showcase a student from each program. These are currently hung in the lower East and West entrances.</li> <li>● A school store was created to occupy and assist with the Horticulture program. A marketing teacher was hired to assist with branding and teaching entrepreneurship, ag tourism, marketing, and employability skills.</li> <li>● All staff were given ENSATS branded t-shirts with core values on the back. These are seen throughout the building on a regular basis. Admissions staff and counselors were also provided with a branded piece of clothing to ensure that are represented accordingly during community-based recruitment visits and interview sessions.</li> <li>● Cultural proficiency student-led committee is expanding and students will be presenting at the January PD day.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Improve comfort level for incoming freshmen about cultural diversity</li> <li>• Establish and implement protocols for classroom discussions</li> <li>• Determine a review process for textbooks</li> <li>• Representation matters: role models/assemblies of outside experts</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly diversity celebrations are being created by the student leadership team and the cultural proficiency team.</li> <li>• Admissions materials (Apply Now) cards are now available in 6 languages and translation support was made available at Open House by our Student Ambassadors</li> <li>• Admissions Counselors are working to expand our Student Ambassador Program and Admissions work in languages other than English as part of their SY18-19. Educator Evaluation Goals.</li> <li>• A curriculum bias form was implemented for the CTE programs and will be implemented in the academic programs to ensure all students are represented in curriculum materials.</li> <li>• Hawk Highlight showcasing a staff member each month with video presentation.</li> <li>• Creation of the student leadership team.</li> </ul>
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#### Alignment to the Superintendent Standards

- ❑ Indicator IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected
- ❑ Indicator IV-C. Communications: Demonstrates strong interpersonal, written and verbal communication skills.
- ❑ Indicator IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices and theory to continuously adapt practice and achieve improved results. Models these behaviors in the administrator's own practice.

## District Improvement Goal

I will work with the CTE Directors, Community Relations Coordinator, Cooperative, Education Coordinator, Director of Guidance to build and foster community relations.

Strategic Objective	Action Item	Evidence	Update
<b># 3 Community:</b> Build and foster community relationships.	<ol style="list-style-type: none"> <li>1. Expand recruitment activities to develop greater awareness of ENSATS</li> <li>2. Enhance community outreach and communication to promote community partnerships with ENSATS</li> <li>3. Build a sense of community.</li> <li>4. Expand adult education through certificate and licensure programs, including partnerships with community organizations.</li> <li>5. Begin to review data through the development of a data team and making data more readily available to all stakeholders.</li> </ol>	<ul style="list-style-type: none"> <li>• Create a yearly rotation of events that become school traditions (shop wars, fundraisers, rallies, etc.)</li> <li>• You feel like you are walking into ENSATS (a cohesive, blended representations)</li> <li>• Create a physical school store that is affordable, accessible, and promotes school pride</li> <li>• It's okay to have fun</li> <li>• Increase student volunteers in the community</li> <li>• Schedule an evening Open House</li> <li>• Access to academic classrooms (Quality? Levels? A.P.?)</li> <li>• Create videos for each CTE program with website links               <ul style="list-style-type: none"> <li>○ Certifications</li> <li>○ Career opportunities</li> <li>○ "A Day in the Life"</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Visits to each sending community (missing two towns as of December 4, 2018). The intended purpose was to demonstrate our commitment to each community we serve and to offer ourselves for community work programs with their municipality.</li> <li>• See also #2 re: Admissions and Recruitment efforts to improve families access to information in languages other than English.</li> <li>• Updated materials to include the full school name for all recruitment, and signage. This will continue as the budget allows.</li> <li>• The store has opened and has had great success at the Open House where over 4K worth of branded product was purchased.</li> <li>• Gloucester partnership for Laborers program</li> </ul>

		<ul style="list-style-type: none"> <li>• Conduct targeted interviews</li> <li>• Increase alumni involvement through call back and outreach</li> <li>• Offer Adult Education Open House</li> <li>• Offer to host licensing and trade meetings (e.g pesticides, CDL, hoisting)</li> <li>• Conduct a targeted invite of people from the field to Open House</li> <li>• Showcase alumni student successes</li> <li>• Hold Homecoming activities <ul style="list-style-type: none"> <li>○ Welcome back alumni with an event</li> <li>○ Promote</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Engaging in conversations with Peabody and Salem for increasing access to CTE.</li> <li>• Rotations of events are in progress. An increased presence of student representation on committees has evolved.</li> <li>• Adult education was rebranded as NightHawks and now registered with the local career centers as a provider. Partnering with local organizations for grant opportunities to fund extensive programs.</li> <li>• Alumni event occurred during Homecoming. Although it was marginally attended, continued work will occur to increase participation.</li> <li>• Ag Alumni Association will assist in the planning of the Larkin Cottage renovation.</li> <li>• An alumni subcommittee has been initiated to create a formal Alumni Association.</li> <li>• Learning walks with Leadership team occurred and will continue throughout the school year with Dr. Bates.</li> <li>• Community-based learning project with photos of each community that will be showcased in dining room.</li> <li>• Efforts to increase positive news through press releases and inviting media to events.</li> <li>• Meeting with Danvers</li> </ul>
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			<p>Superintendent and Administration to discuss internships and coop opportunities. NightHawks Program will be a feature of their Career Fair with Cape Ann Chamber</p> <ul style="list-style-type: none"> <li>• Hosting community events (Rotary Club of Beverly, Chambers of Commerce DPS assistant luncheon)</li> </ul>
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### Alignment to the Superintendent Standards

- ❑ Indicator IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching and learning with high expectations for achievement for all.
- ❑ Indicator IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices and theory to continuously adapt practice and achieve improved results. Models these behaviors in the administrator's own practice.
- ❑ Indicator IV-E. Shared Vision: Continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.

# 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: October 4, 2018

OUT of STATE TRIP? Yes ☒ No ☐

Teacher Name: Nicole Grace

Academy: (circle one) A B D E

Destination and Location of Trip: Europe Trip - Italy, Austria, Switzerland

Date(s) of Trip: Thursday, April 16- Saturday, April 24, 2021

Day(s) of Schedule: \_\_\_\_\_

Departure Time: TBD Pick-up Time from Site: \_\_\_\_\_ Return to School Time: \_\_\_\_\_ Number of Students: 45

Please check one in each column: Class or Group: \_\_\_\_\_ Grade: 12

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

Faculty Cell Phone # \_\_\_\_\_

Purpose of Trip:

For Transportation/Administration use, if needed

Yearly Europe trip for members of the Class of 2021. Students will apply for the trip and be chosen based on a system set forth by the administration.

Students will be responsible for all costs associated with the trip.

Chaperones (ALL): Nicole Grace, one female and two male TBD

Driver(s): \_\_\_\_\_

Substitute Needed? yes (Please **ALSO** email substitute needs to [dgibson@essextech.net](mailto:dgibson@essextech.net))  
Yes/No?

When? (Class Periods/Duties, etc.)

TBD - by departure time on Thursday and all day Friday

Arrangements for students not attending field trip: \_\_\_\_\_

Other Considerations: \_\_\_\_\_

Please note the following:

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

Approval Signatures:

1. Attendance & Substitute Coordinator, D. Gibson \_\_\_\_\_ Date: \_\_\_\_\_

2. Director: \_\_\_\_\_ Date: \_\_\_\_\_

3. Assistant Principal: [Signature] Date: 10/5/18

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

3. \*If required: Principal [Signature] Date: 10/5/18

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

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

copy



## Italy, Innsbruck & Lucerne

[explorica.com/Grace-5861](http://explorica.com/Grace-5861)

April 15 - April 24, 2021

**Day 1 Start tour**

**Day 2 Ciao Florence**

Travel to Florence  
Traditional Italian pizza dinner

**Day 3 Florence landmarks**

Florence guided walking sightseeing tour with Whisper headsets:  
Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa Croce, Ponte  
Vecchio, Duomo visit, leather workshop, Gates of Paradise, Giotto's  
Bell Tower, Dante's House

**Day 4 Florence**

Assisi full-day excursion  
St. Francis of Assisi Basilica visit  
"Only Made in Italy" Pottery factory visit

**Day 5 Florence—Venice**

Travel to Venice via Verona  
Verona tour director-led sightseeing: Romeo and Juliet balcony, Verona  
Arena

**Day 6 Venice landmarks**

Venice guided walking sightseeing tour with Whisper headsets: St.  
Mark's Square, St. Mark's Basilica, Doge's Palace visit, Glass-blowing  
demonstration

**Day 7 Venice—Innsbruck**

Travel to Innsbruck  
Innsbruck city walk: Golden Roof, Triumphbogen, Olympic site

**Day 8 Innsbruck—Lucerne**

Travel to Lucerne via Neuschwanstein & Oberammergau  
Neuschwanstein Castle visit

**Day 9 Lucerne landmarks**

Lucerne tour director-led sightseeing: Löwendenkmal (Lion  
Monument), River Reuss, Kapellbrücke  
Mt. Pilatus excursion  
Swiss folklore evening with dinner (pending availability)

**Day 10 End tour**

Travel to Zurich



# Reserve your Spot!



Tour Center ID: Grace-5861

Registration deadline: December 20, 2018

## What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 8 overnight stays in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Guided sightseeing tours with high-tech headset as per itinerary
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

## Tour investment

Students (travelers under the age of 23): \$3,203

Adults (age 23 and over): \$3,688

Price reflects savings of \$200 scholarship. Sign up by 11/15/2018 and enter code 2021earlybird in order to take advantage of this limited-time offer!

### Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of October 04, 2018, your monthly payment would be just \$108.72.

Manual plan also available; learn more on [explorica.com/paymentplans](http://explorica.com/paymentplans).

## Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$12 per day. To learn more, visit [explorica.com/cfar](http://explorica.com/cfar).

Enroll online,  
by phone, or by mail



[explorica.com/Grace-5861](http://explorica.com/Grace-5861)



1.888.310.7121



Download and complete  
a paper application on  
[explorica.com/resources](http://explorica.com/resources)



145 Tremont Street  
Boston, MA 02111



# Essex North Shore Agr. and Tech. School District

## Gross Budget Summary Rev & Exp Report For the Period 07/01/2018 through 07/31/2018

Fiscal Year: 2018-2019

	<u>07/01/2018 - 07/31/2018</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>INCOME</b>					
Community Assessments					
Community Assessments (+)	\$0.00	\$0.00	\$20,601,178.00	\$20,601,178.00	0.0%
Sub-total : Community Assessments	\$0.00	\$0.00	\$20,601,178.00	\$20,601,178.00	0.0%
Miscellaneous					
Miscellaneous (+)	\$30,449.45	\$30,449.45	\$5,460,340.00	\$5,429,890.55	0.6%
Sub-total : Miscellaneous	\$30,449.45	\$30,449.45	\$5,460,340.00	\$5,429,890.55	0.6%
Other Financing Sources					
Other Financing Sources (+)	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
Sub-total : Other Financing Sources	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
State Aid					
State Aid (+)	\$0.00	\$0.00	\$1,058,816.00	\$1,058,816.00	0.0%
Sub-total : State Aid	\$0.00	\$0.00	\$1,058,816.00	\$1,058,816.00	0.0%
<b>Total : INCOME</b>	<b>\$30,449.45</b>	<b>\$30,449.45</b>	<b>\$28,329,622.00</b>	<b>\$28,299,172.55</b>	<b>0.1%</b>
<b>EXPENSES</b>					
Expenditures					
Expenditures (-)	\$865,040.18	\$865,040.18	\$28,329,622.00	\$27,464,581.82	3.1%
Sub-total : Expenditures	(\$865,040.18)	(\$865,040.18)	(\$28,329,622.00)	(\$27,464,581.82)	3.1%
<b>Total : EXPENSES</b>	<b>(\$865,040.18)</b>	<b>(\$865,040.18)</b>	<b>(\$28,329,622.00)</b>	<b>(\$27,464,581.82)</b>	<b>3.1%</b>
<b>NET ADDITION/(DEFICIT)</b>	<b>(\$834,590.73)</b>	<b>(\$834,590.73)</b>	<b>\$0.00</b>	<b>\$834,590.73</b>	<b>0.0%</b>

End of Report

Operating Statement with Budget

Printed: 11/28/2018 3:33:16 PM

Report: rptGLOperatingStatementwithBudget

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# Essex North Shore Agr. and Tech. School District

## Foundation Rev & Exp Report For the Period 07/01/2018 through 07/31/2018

Fiscal Year: 2018-2019

	<u>07/01/2018 - 07/31/2018</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>INCOME</b>					
Foundation Assessments					
Foundation Assessments (+)	\$0.00	\$0.00	\$14,092,877.00	\$14,092,877.00	0.0%
Sub-total : Foundation Assessments	\$0.00	\$0.00	\$14,092,877.00	\$14,092,877.00	0.0%
Mass State Aid					
Mass State Aid (+)	\$0.00	\$0.00	\$4,191,296.00	\$4,191,296.00	0.0%
Sub-total : Mass State Aid	\$0.00	\$0.00	\$4,191,296.00	\$4,191,296.00	0.0%
Miscellaneous - Miscellaneous					
Miscellaneous (+)	\$30,449.45	\$30,449.45	\$4,906,540.00	\$4,876,090.55	0.6%
Sub-total : Miscellaneous - Miscellaneous	\$30,449.45	\$30,449.45	\$4,906,540.00	\$4,876,090.55	0.6%
Foundation - OFS					
Other Financing Sources (+)	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
Sub-total : Foundation - OFS	\$0.00	\$0.00	\$1,209,288.00	\$1,209,288.00	0.0%
<b>Total : INCOME</b>	<b>\$30,449.45</b>	<b>\$30,449.45</b>	<b>\$24,400,001.00</b>	<b>\$24,369,551.55</b>	<b>0.1%</b>
<b>EXPENSES</b>					
Foundation Expenditures					
Expenditures (-)	\$837,150.62	\$837,150.62	\$24,400,001.00	\$23,562,850.38	3.4%
Sub-total : Foundation Expenditures	(\$837,150.62)	(\$837,150.62)	(\$24,400,001.00)	(\$23,562,850.38)	3.4%
<b>Total : EXPENSES</b>	<b>(\$837,150.62)</b>	<b>(\$837,150.62)</b>	<b>(\$24,400,001.00)</b>	<b>(\$23,562,850.38)</b>	<b>3.4%</b>
<b>NET ADDITION/(DEFICIT)</b>	<b>(\$806,701.17)</b>	<b>(\$806,701.17)</b>	<b>\$0.00</b>	<b>\$806,701.17</b>	<b>0.0%</b>

End of Report

Operating Statement with Budget

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Report: rptGLOperatingStatementwithBudget

2018.4.10

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# Essex North Shore Agr. and Tech. School District

## Transportation Rev & Exp Report For the Period 07/01/2018 through 07/31/2018

Fiscal Year: 2018-2019

	<u>07/01/2018 - 07/31/2018</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>INCOME</b>					
Transportation Assessments					
Transportation Assessments (+)	\$0.00	\$0.00	\$192,220.00	\$192,220.00	0.0%
Sub-total : Transportation Assessments	\$0.00	\$0.00	\$192,220.00	\$192,220.00	0.0%
Transportation Reimbursement					
Transportation Reimbursement (+)	\$0.00	\$0.00	\$1,058,816.00	\$1,058,816.00	0.0%
Sub-total : Transportation Reimbursement	\$0.00	\$0.00	\$1,058,816.00	\$1,058,816.00	0.0%
Transportation - Miscellaneous					
Miscellaneous (+)	\$0.00	\$0.00	\$553,800.00	\$553,800.00	0.0%
Sub-total : Transportation - Miscellaneous	\$0.00	\$0.00	\$553,800.00	\$553,800.00	0.0%
<b>Total : INCOME</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,804,836.00</b>	<b>\$1,804,836.00</b>	<b>0.0%</b>
<b>EXPENSES</b>					
Transportation Expenditures					
Expenditures (-)	\$27,889.56	\$27,889.56	\$1,804,836.00	\$1,776,946.44	1.5%
Sub-total : Transportation Expenditures	(\$27,889.56)	(\$27,889.56)	(\$1,804,836.00)	(\$1,776,946.44)	1.5%
<b>Total : EXPENSES</b>	<b>(\$27,889.56)</b>	<b>(\$27,889.56)</b>	<b>(\$1,804,836.00)</b>	<b>(\$1,776,946.44)</b>	<b>1.5%</b>
<b>NET ADDITION/(DEFICIT)</b>	<b>(\$27,889.56)</b>	<b>(\$27,889.56)</b>	<b>\$0.00</b>	<b>\$27,889.56</b>	<b>0.0%</b>

End of Report

Operating Statement with Budget

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Report: rptGLOperatingStatementwithBudget

2018.4.10

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# Essex North Shore Agr. and Tech. School District

## Debt Service Rev & Exp Report For the Period 07/01/2018 through 07/31/2018

Fiscal Year: 2018-2019

	<u>07/01/2018 - 07/31/2018</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>INCOME</b>					
Debt Service Assessments					
Debt Service Assessments (+)	\$0.00	\$0.00	\$1,829,192.00	\$1,829,192.00	0.0%
Sub-total : Debt Service Assessments	\$0.00	\$0.00	\$1,829,192.00	\$1,829,192.00	0.0%
<b>Total : INCOME</b>	\$0.00	\$0.00	\$1,829,192.00	\$1,829,192.00	0.0%
<b>EXPENSES</b>					
Debt Service Expenditures					
Expenditures (-)	\$0.00	\$0.00	\$1,829,192.00	\$1,829,192.00	0.0%
Sub-total : Debt Service Expenditures	\$0.00	\$0.00	(\$1,829,192.00)	(\$1,829,192.00)	0.0%
<b>Total : EXPENSES</b>	\$0.00	\$0.00	(\$1,829,192.00)	(\$1,829,192.00)	0.0%
<b>NET ADDITION/(DEFICIT)</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.0%

End of Report

Operating Statement with Budget

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2018.4.10

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# Essex North Shore Agr. and Tech. School District

## Capital Improvement Rev & Exp Report For the Period 07/01/2018 through 07/31/2018

Fiscal Year: 2018-2019

	<u>07/01/2018 - 07/31/2018</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>INCOME</b>					
Capital Improvment Assessments					
Capital Improvement Assessments (+)	\$0.00	\$0.00	\$295,593.00	\$295,593.00	0.0%
Sub-total : Capital Improvment Assessments	\$0.00	\$0.00	\$295,593.00	\$295,593.00	0.0%
<b>Total : INCOME</b>	\$0.00	\$0.00	\$295,593.00	\$295,593.00	0.0%
<b>EXPENSES</b>					
Capital Improvement Expenditures					
Expenditures (-)	\$0.00	\$0.00	\$295,593.00	\$295,593.00	0.0%
Sub-total : Capital Improvement Expenditures	\$0.00	\$0.00	(\$295,593.00)	(\$295,593.00)	0.0%
<b>Total : EXPENSES</b>	\$0.00	\$0.00	(\$295,593.00)	(\$295,593.00)	0.0%
<b>NET ADDITION/(DEFICIT)</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.0%

End of Report

Operating Statement with Budget

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2018.4.10

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Essex North Shore Agricultural & Technical School District  
Revolving Fund Balance Sheet  
As of July 31, 2018

**ASSETS**

Due From General Fund	\$1,122,188.28
Accounts Receivable	0.00
Inventory	<u>5,399.00</u>
 Total Assets	 \$1,127,587.28

**LIABILITIES**

Due To General Fund	\$14,522.62
Security Deposit	<u>14,048.00</u>
 Total Liabilities	 <u>28,570.62</u>

**FUND EQUITY**

		Reserved for Encumbrances <u>07/31/18</u>	Balance Available <u>07/31/18</u>
Fund Balance - Night School	\$74,829.08	25,000.00	49,829.08
Fund Balance - Culinary Art	147,176.17	0.00	147,176.17
Fund Balance - Career Areas	223,370.06	0.00	223,370.06
Fund Balance - Rental Fund	155,152.85	184,288.00	(29,135.15)
Fund Balance - School Lunch	216,118.11	0.00	216,118.11
Fund Balance - Insurance Claims	41,867.08	0.00	41,867.08
Fund Balance - Awards and Scholarships	84,418.52	0.00	84,418.52
Fund Balance - Tuition	87,607.35	0.00	87,607.35
Fund Balance - School Choice	5,936.00	0.00	5,936.00
Fund Balance - Regional Trans Reimb Fund	0.00	0.00	0.00
Fund Balance - Athletics	<u>62,541.44</u>	<u>0.00</u>	<u>62,541.44</u>
 Total Fund Equity	 <u>1,099,016.66</u>	 <u>209,288.00</u>	 <u>889,728.66</u>
 Total Liabilities and Fund Equity	 <u><u>\$1,127,587.28</u></u>		

Unaudited

Essex North Shore Agricultural and Technical School District  
Revolving Fund Summary  
July 31, 2018

					YTD
					Excess
					Revenues
Description	Current	YTD	Current	YTD	Over(Under)
	Revenues	Revenues	Expenditures	Expenditures	Expenditures
Night School	0.00	0.00	0.00	0.00	0.00
Culinary Art	250.00	250.00	5.31	5.31	244.69
Career Areas	424.00	424.00	523.50	523.50	(99.50)
Rental fund	34,836.50	34,836.50	8,259.00	8,259.00	26,577.50
School Lunch	8,716.87	8,716.87	(3.72)	(3.72)	8,720.59
Insurance Claims	0.00	0.00	0.00	0.00	0.00
Awards and Scholarships	1,180.00	1,180.00	1,000.00	1,000.00	180.00
Tuition	0.00	0.00	0.00	0.00	0.00
School Choice	0.00	0.00	0.00	0.00	0.00
Regional Trans Reimb Fund	0.00	0.00	0.00	0.00	0.00
Athletics	876.00	876.00	0.00	0.00	876.00
Total Revolving Funds	46,283.37	46,283.37	9,784.09	9,784.09	36,499.28

Unaudited

Essex North Shore Agricultural & Technical Schools District  
Grant Fund Statement of Revenues  
and Expenditures  
Period Ended July 31, 2018

<u>Grant #</u>	<u>Fund</u>	<u>Description</u>	<u>Project Code</u>	<u>Grant Amount</u>	<u>Current Revenues</u>	<u>YTD (Cumulative) Revenues</u>	<u>Current Expenditures</u>	<u>YTD (Cumulative) Expenditures</u>	<u>YTD Excess Revenues Over(Under) Expenditures</u>
<u>FY 2017 Grants</u>									
2017 - 1	401	Entitlement 94-142	240	321,453.00	0.00	321,453.00	0.00	321,409.00	44.00
2017 - 10	410	MA Capital Skills - Health and Dental	n/a	244,292.00	0.00	244,292.00	0.00	223,378.31	20,913.69
<b>Total</b>				<b>565,745.00</b>	<b>0.00</b>	<b>565,745.00</b>	<b>0.00</b>	<b>544,787.31</b>	<b>20,957.69</b>

<u>FY 2018 Grants</u>									
2018 - 1	301	Perkins	400	301,450.00	12,544.00	273,910.00	3,996.30	276,522.28	(2,612.28)
2018 - 3	303	Title IVA	309	3,718.00	3,346.00	3,718.00	3,600.00	3,718.00	0.00
2018 - 4	304	Title IIA	140	36,313.00	6,063.00	26,103.00	0.00	26,103.01	(0.01)
2018 - 5	305	IDEA 94-142	240	334,217.00	35,816.00	266,030.00	2,509.39	322,086.71	(36,056.71)
2018 - 7	307	Title I	305	163,536.00	38,027.00	152,160.00	0.00	152,113.46	46.54
2018 - 10	310	Lowe's Toolbox for Education	n/a	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
2018 - 13	313	MassBio Ed	n/a	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
2018 - 14	314	Year Long Living to Serve	n/a	3,000.00	0.00	3,000.00	0.00	2,775.99	224.01
2018 - 15	315	NSCC Adv Manufacturing	n/a	49,500.00	3,500.00	3,500.00	12,240.00	18,005.12	(14,505.12)
2018 - 17	317	Skills Capital Grant (Adv. Man.)	n/a	495,210.00	0.00	494,897.62	0.00	495,210.00	(312.38)
<b>Total</b>				<b>1,396,944.00</b>	<b>99,296.00</b>	<b>1,253,318.62</b>	<b>22,345.69</b>	<b>1,296,534.57</b>	<b>(43,215.95)</b>





November 19, 2018

Cassia Gilroy  
Essex North Shore Agricultural Technical Foundation  
565 Maple Street  
Hathorne, MA 01937

Congratulations! We are delighted to present **Essex North Shore Agricultural Technical Foundation** with the enclosed \$1,000 donation to be used for Cosmetology Department. Along with this gift, please accept our heartfelt appreciation for your valuable work, as well as our very best wishes for your organization's continued success.

This gift is in honor of, and is being made at the recommendation of:  
**Raeann Evitts, 8 Maryvale Lane, Peabody, MA 01960-2045**

Through Employee Directed Giving, Cummings Properties is recognizing colleagues in its real estate division and at the affiliated New Horizons retirement communities in Marlborough and Woburn. Annually, the Company invites each valued team member to select a local charitable organization to receive a \$1,000 donation.

Since 2012, Employee Directed Giving has resulted in nearly \$2.25 million in donations to nonprofits like yours that are making a meaningful difference in the communities where our staff and their families live.

Please contact Communications Admin Cindy Carey at 781-569-2335 or [cxm@cummings.com](mailto:cxm@cummings.com) with questions. More information about Employee Directed Giving is available at [www.cummings.com/charity](http://www.cummings.com/charity).

Sincerely,

CUMMINGS PROPERTIES, LLC

A handwritten signature in cursive script that reads 'Dennis Clarke'.

Dennis A. Clarke, Chairman and CEO



**Share the good news!** Draw attention to your cause by snapping a photo with the mini-poster on the back of this letter and posting it on social media, using **#CummingsEDG**.

*PS. To save your time and funding, please do not add our organization to any mailing lists. Although we are interested in the good work so many local nonprofits are doing, we are unable to read the vast amount of correspondence we receive. Thank you.*


Essex North Shore Agricultural & Technical School District

Cosmetology Sales Summary

Date: 11/20/18

Patrons: 2-03-4-06

cash: \_\_\_\_\_

checks: \$1000.00 (Donation   
Mothers Company)

Kit Sales: 2-03-4-05

~~cash: \_\_\_\_\_~~

~~checks: \_\_\_\_\_~~

Student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cash: \_\_\_\_\_

Total Checks: \$1000.-

Total Deposit: \$1000.00

  
\_\_\_\_\_  
Program Director

Received by Business Office: \_\_\_\_\_

Date: \_\_\_\_\_

Ent	Name	Acct No	Invoice	Date	P.O. Num	Reference	Amount	Discount	Net
PM	Cummings Properties	9800-300	111318-145	11/13/2018		Staff Giving	1,000.00	0.00	1,000.00

<b>Payor:</b> Cummings Properties, LLC	<b>Date</b>	<b>Check No.</b>	<b>Check Amount</b>
<b>Payee:</b> ESSEX NORTH SHORE AGRICULTURAL	11/9/2018	1179530	1,000.00

Retain this statement for your records

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

**Cummings Properties, LLC**  
**Woburn Cash Mgmt LLC, Escrow Agent**  
**200 West Cummings Park**  
**Woburn, MA 01801**

People's United Bank  
 One Conant Street  
 Danvers, MA 01923

53-7118  
 2113

**Date**  
 11/9/2018

**Check No.**  
 1179530

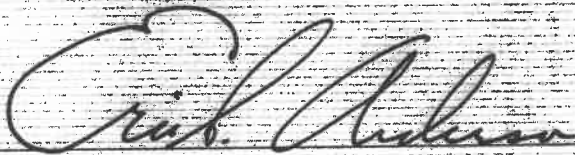
**Check Amount**  
 1,000.00

**One Thousand AND 00/100 Dollars**

Pay to the order of:

**ESSEX NORTH SHORE AGRICULTURAL**  
**TECHNICAL FOUNDATION INC.**  
**PO BOX 305**  
**BEVERLY, MA 01915-0005**

VOID IF NOT CASHED WITHIN 120 DAYS WITHIN DATE OF ISSUE



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