

# ***Haverhill Public Schools***



***School Committee Agenda  
April 28, 2016***

## Haverhill Public Schools - School Committee Agenda



**DATE:** Thursday, April 28, 2016  
**TIME:** 7:00 P.M.  
**LOCATION:** Theodore A. Pelosi, Jr. City Council Chambers, City Hall, Room 202

*This meeting is being recorded. The listings of matters are those reasonably anticipated by the Chair, 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.*

1. Call to Order – Roll Call – Pledge of Allegiance.
2. Public Participation.
3. Communication and Reports.
  - A. Student Advisory Council Report – Madeline Coady.
  - B. Superintendent Comments/Reports.
    - FY17 Budget – Workshop Schedule.
    - Class Size Information.
    - Assistant Superintendent Position.
  - C. School Committee Communications.
    - Introduction of Mrs. Kat Everett to discuss POSE – Mrs. Ryan-Ciardello.
    - Discussion on the position of Assistant Superintendent including the superintendent's recommendation – Attorney Magliocchetti.
    - Request for detailed class sizes in the middle schools, superintendent's recommendations for programs in the middle schools which can improve readiness for High School, and the projected impact of the New Hunking – Attorney Magliocchetti.
    - Exit Interview for Assistant Superintendent – Ms. Sullivan.
  - D. Subcommittee Reports.
4. New Business.
  - A. The Superintendent recommends approval of Warrant Number EV20160429 totaling \$235,885.96 and Warrant Number EV20160429B totaling \$316,384.18 as indicated in the agenda material.
  - B. The Superintendent recommends approval of Warrant Number EV20160429A totaling \$150,841.64 as indicated in the agenda material.
5. Items by Consensus.
  - A. The Superintendent recommends approval of the minutes of the Regular Meeting of April 14, 2016 as indicated in the agenda material.
  - B. The Superintendent recommends approval of the field trip request(s) as indicated in the agenda material.
  - C. The Superintendent recommends approval of the use of facilities as indicated in the agenda material.
6. Executive Session/Adjournment.

*List of Documents included as part of packet: Agenda Requests from Mrs. Ryan-Ciardello, Attorney Magliocchetti, Ms. Sullivan; Warrants; Minutes; Field Trip Request(s); Use of Facilities*

**Paul A. Magliocchetti, Esq.  
Haverhill School Committee  
70 Bailey Boulevard  
Haverhill, MA 01830**

*4/28/16*  
*PM*

James Scully  
Superintendent of Schools  
Haverhill Public Schools  
4 Summer Street, Room 104  
Haverhill, MA 01830-5877

VIA: EMAIL

April 19, 2016

RE: Request to place items on agenda for meeting to be held April 28, 2016

Dear Superintendent Scully:

Please place the following items on the agenda for the above referenced meeting and provide the requested information:

- a. Discussion on the position of Assistant Superintendent including the superintendent's recommendation; and
- b. Request for detailed class sizes in the middle schools, superintendent's recommendations for programs in the middle schools which can improve readiness for High School, and the projected impact of the New Hunking.

Very truly yours,

Paul A. Magliocchetti, Esq.

Table 1

sc 4/28/14  
(3c.)

School	Grade	Average Class size	General Education	Total Sp. Ed.	ELL
<b>Consentino</b>					
25-30 range because some students (2-3) are pulled out for sped and a few pulled for ELL	5	25-35	115	26	26
""	6	25-35	171	32	30
""	7	25-35	194	32	31
""	8	25-35	201	35	29
<b>Hunking</b>					
2-3 pulled for Math/ELA	6	26	103	30	2
2-3 pulled for math/ELA	7	26	105	27	7
2-3 pulled for math/ELA	8	26	101	30	1
<b>Nettle</b>					
3-4 pulled for ELL/ sped	5	23	76	33	17
3-4 sped/ELL	6	23	87	34	16
3-4 pulled for ELL/ sped	7	26	86	48	10
3-4 pulled for ELL/ sped	8	23	102	33	4
<b>Whittier</b>					
2-3 pulled for math/ELA	5	28	112	25	5
2-3 pulled for math/ELA	6	28	143	20	6
2-3 pulled for math/ELA	7	24	122	21	3
2-3 pulled for math/ELA	8	30	123	26	3

**From:** Sullivan, Gail gail.sullivan@haverhill-ps.org  
**Subject:** Re: FYI - Julie - Scarborough Maine  
**Date:** April 23, 2016 at 11:59 AM  
**To:** Scully, James jsully@haverhill-ps.org, School Committee SchoolCommittee@haverhill-ps.org

SG

Hi. In light of this information, I would like to have an agenda item about having the school committee do an exit interview with Julie. Thank you. Gail

**From:** Scully, James  
**Sent:** Friday, April 15, 2016 10:35:58 PM  
**To:** School Committee  
**Subject:** FYI - Julie - Scarborough Maine

## School Board Nominates New Superintendent

posted 7 hours ago by Kelly Johnston



The Scarborough Board of Education is pleased to announce the selection of Julie Kukenberger as its next superintendent pending successful completion of a negotiated contract. [Mrs.](#) Kukenberger was chosen through a rigorous search process from a highly qualified field of applicants. She currently serves as the Assistant Superintendent for the Haverhill, MA school district.

Julie Kukenberger served as a classroom teacher, principal, and Director of Curriculum and Instruction before assuming her current position. She holds a Bachelor's degree in Elementary Education from Rider University and a Master's degree in Educational Administration from Rowan University. She is currently pursuing her doctorate in Educational Leadership at Boston College and expects to complete her degree in 2018.

Donna Beeley, Chair of the Board of Education says that the board was unanimous in its decision. "Julie Kukenberger has excellent credentials and experience. She has been a teacher, Principal, Curriculum Director and Assistant Superintendent. She is an excellent choice to continue the amazing growth that has occurred under Dr. Entwistle. I am very pleased that the Board will enter into negotiating a contract with Julie Kukenberger for the position of Scarborough's next Superintendent of Schools. She will be an excellent addition to our school district and our community."

Kukenberger says that she is eager to begin working for the district and was impressed both by the district's past successes and the community's dedication to education. "I am energized by the passion and dedication of the school board and educators in Scarborough. Teachers and leaders have shared with me areas where we will need to focus in order to ensure that we continue to provide all students in Scarborough with the type of education that results in choice and opportunity. I am excited to become a member of the Scarborough leadership team and look forward to serving the students and the community."

Jo Anne Sizemore, Assistant Superintendent of Scarborough Schools, cited Kukenberger's instructional expertise and managerial style as two of the superintendent's greatest strengths. "Julie Kukenberger is collaborative, and will bring new ideas to continue the work we're engaged in. I look forward to working with her and welcoming her to Scarborough."

The next step in the process will be for the Board to negotiate a contract with Mrs. Kukenberger. The Board of Education is very happy to [welcome](#) Mrs. Kukenberger to Scarborough, and would like to thank the community members who contributed to the search through surveys, focus groups, and service on the selection committee.





City of Haverhill Massachusetts

Fiscal Year: 2015-2016

LEA Warrant

Invoice	Vendor	Total	EV20160429
5013-TTL 1	A Family Cab Inc	\$258.65	
19204	All-Comm Technologies Inc	\$640.20	
4381510395	Apple Computer Inc	\$61.85	
4589231434	Apple Computer Inc	\$16.20	
4381499326	Apple Computer Inc	\$49.00	
4381486174	Apple Computer Inc	\$249.00	
4381499325	Apple Computer Inc	\$99.00	
4381322507	Apple Computer Inc	\$61.85	
4381043190	Apple Computer Inc	\$249.00	
4376073008	Apple Computer Inc	\$100.00	
4381060699	Apple Education	\$1,049.00	
4380745661	Apple Education	\$119.00	
1628967	Art Supply Whole Sale	\$39.85	
0012334798	ASCD	\$369.00	
0012332111	ASCD	\$369.00	
0012332109	ASCD	\$369.00	
0012332115	ASCD	\$369.00	
0012332107	ASCD	\$369.00	
0012332112	ASCD	\$369.00	
939246	Balfour	\$21.36	
932426	Balfour	\$22.12	
Interpreter 3/29	Baystate Interpreters Inc	\$120.00	
5874259	Blick Art Materials	\$288.47	
511087	Book Source	\$1,413.76	
503750	Book Source	\$599.00	
3/1 thru 3/31/16	Candy L Adair	\$30.79	

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
C4185	Career Resources Corporation	\$388.80
CQP7445	CDW Government Inc	\$856.00
53119584	Channing Bete Company	\$1,589.90
3/7 thru 3/30/2016	Chrisi Brown	\$45.31
28395168-A	CIT Technology Financial Services	\$128.27
208115818853	Classroom Direct	\$138.57
955356	Clean Rentals, Inc	\$108.28
77047444	Coca-Cola Bottling Co of Northn New Eng	\$161.11
42211647	Comcast Business	\$303.66
41968328	Comcast Business	\$8,568.00
41988780	Comcast Business	\$538.76
2783710	ConEdison Solutions	\$3,607.06
2783720	ConEdison Solutions	\$416.87
2783718	ConEdison Solutions	\$5,593.65
2783715	ConEdison Solutions	\$284.65
2783711	ConEdison Solutions	\$493.26
2781580	ConEdison Solutions	\$346.35
0837608	Coyne Textile Services	\$108.13
0836575	Coyne Textile Services	\$65.01
90409673	Curriculum Associates Inc	\$670.88
3/1 thru 3/31/2016	Debora W Ware	\$67.16
350945	Delta-T Group	\$682.50
288589MAR16	Devereux	\$5,131.07
303212MAR16	Devereux	\$5,131.07
14351	Eastern Garage Door	\$2,450.00
70235	EDM Zap Parts Inc.	\$44.76



## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
000043309	Educational Based Services Healthcare	\$4,225.00
Arts Conference	Elizabeth Kilday	\$50.03
Billerica NPEN	Elizabeth Kilday	\$39.10
314736	Embree Elevator	\$1,556.00
Acct#66218 Credit	FW Webb Company	(\$518.04)
50535019	FW Webb Company	\$125.03
50493852	FW Webb Company	\$123.32
50479101	FW Webb Company	\$46.96
50424389	FW Webb Company	\$594.76
48894124	FW Webb Company	\$276.47
1300756	Grimes Oil Company Inc	\$1,103.85
1299725	Grimes Oil Company Inc	\$2,177.96
1297533	Grimes Oil Company Inc	\$517.35
50230	Hastings Floor Covering Inc	\$5,310.00
M44	Haverhill Schools Food Service	\$150.00
M43	Haverhill Schools Food Service	\$389.98
i100019999	International Radio LLC	\$504.00
807667	Jackson Lumber & Millwork Co Inc	\$283.21
Travel Workshop	Kate DiBurro	\$35.19
conference	Katelyn Lamoureux	\$195.00
reimburse	Katelyn Lamoureux	\$241.80
reimburse 3/31,4/1	Kimberly Lennox Laflam	\$475.00
Cell 6 months	Kyle Riley	\$304.44
43988	Lakeside Motors	\$44.70
43987	Lakeside Motors	\$82.50

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
43974	Lakeside Motors	\$123.75
43973	Lakeside Motors	\$215.17
43965	Lakeside Motors	\$48.40
43943	Lakeside Motors	\$901.99
43901	Lakeside Motors	\$426.70
43913	Lakeside Motors	\$276.25
43932	Lakeside Motors	\$69.20
43923	Lakeside Motors	\$447.85
43926	Lakeside Motors	\$352.61
43922	Lakeside Motors	\$80.00
43911	Lakeside Motors	\$142.45
43929	Lakeside Motors	\$1,250.68
43907	Lakeside Motors	\$188.20
195	Langdon Environmental LLC	\$1,500.00
reimburse	Lisa Hunt	\$112.18
4/8/16	London Livery	\$1,420.00
0048	Lucos Transportation LLC	\$1,248.00
0046	Lucos Transportation LLC	\$1,192.00
1/4 thru 3/29/16	Luis A Gonzalez	\$70.83
N5871333	Mail Finance Inc	\$334.00
2016APR-3228	Mass Assoc of School Superintendents	\$375.00
A12963679755	Mass Labor Law Poster Service	\$132.00
VOCHAUVERHILL. MAR5	MassPAC - Federation for Children with	\$80.00
32016	MASSTRAN Corp	\$1,072.50
Travel 3/24/16	Matthew J Scanlon	\$26.85

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
4932 Nettle	May Institute	\$4,375.00
4932 Nettle A	May Institute	\$700.00
106	MCJ Transportation	\$2,250.00
M033016-IN	Melmark Inc	\$148.90
0018666-IN	Melmark Inc	\$364.00
0018687-IN	Melmark Inc	\$480.00
008	Merrimac Heights Academy	\$240.00
76856	Micrology Laboratories	\$87.27
76677	Micrology Laboratories	\$45.31
80122	Minuteman Press of Newburyport	\$192.00
79540	Minuteman Press of Newburyport	\$98.00
98968280 I	Moore Medical Corporation	\$52.20
90584846	Moore Medical Corporation	(\$51.00)
2526762	National Council of Teachers of	\$208.93
20160401	Nereida Rosario	\$2,230.00
20160325	Nereida Rosario	\$1,378.00
Beads & Food	Nicole Craven	\$51.77
Mileage 3/28-4/1/16	Nicole Williams	\$319.95
mileage 4/-/4/8/16	Nicole Williams	\$288.90
Hourly 4/-/4/8/16	Nicole Williams	\$318.75
Hourly 3/28-4/1/16	Nicole Williams	\$335.25
2262-03 3/23/16	Northeast Clinical Sevices, Inc.	\$420.00
2262-02 3/14/2016	Northeast Clinical Sevices, Inc.	\$840.00
2262-01 3/9/2016	Northeast Clinical Sevices, Inc.	\$240.00

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
S025055801.001	Northeast Electric Distributors	\$319.75
S025011235.001	Northeast Electric Distributors	\$39.71
S024455254.003	Northeast Electric Distributors	\$21.08
S025010017.001	Northeast Electric Distributors	\$125.19
S025014248.001	Northeast Electric Distributors	\$37.82
S025003854.001	Northeast Electric Distributors	\$66.43
S025005903.001	Northeast Electric Distributors	\$1,216.95
757207-1	PAR Inc	\$356.40
16-204	Parker Fence	\$2,375.00
050249	Perkins School for the Blind	\$24,153.45
467845	Pest-End Exterminators	\$45.00
776840	Por-Shun Inc	\$54.00
23-25	Psychiatric Education Services Inc	\$300.00
5479183	Really Good Stuff Inc	\$525.16
1061951341	Ricoh Supplies	\$630.00
21200314	Ricoh USA Inc	\$43.36
21200313	Ricoh USA Inc	\$343.87
21200312	Ricoh USA Inc	\$184.83
Conference	Sabrina Parisi	\$235.00
#040116JN	Sacreds Hearts School	\$1,000.00
#011216JNC	Sacreds Hearts School	\$240.00
13	Sallie Pettengill	\$180.00
IN-19605	Scenario Learning LLC	\$600.00
308102430504	School Specialty/Sax Arts &	\$466.61

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
	Crafts	
208115522780-A	School Specialty/Sax Arts & Crafts	\$91.28
Books Conference	Shannon Nolan	\$93.84
1270-2	Sherwin Williams Company	\$72.03
319789	Spark Energy Gas, LLC	\$7,530.26
319788	Spark Energy Gas, LLC	\$3,336.06
319787	Spark Energy Gas, LLC	\$6,150.09
319784	Spark Energy Gas, LLC	\$8,644.36
318850	Spark Energy Gas, LLC	\$45.12
318848	Spark Energy Gas, LLC	\$265.30
82,707	St Anns Home	\$5,764.08
82734	St Anns Home	\$5,764.08
82,694	St Anns Home	\$5,764.08
182,618	St Anns Home	\$406.08
May 2016	St James Parish - RCAB	\$24,212.70
1006419693	Stericycle	\$210.34
363101619	Supply Works	\$283.40
363101601	Supply Works	\$103.44
216177	The New England Center for Children, Inc	\$27,269.46
Mileage & parking	Tiffany A Bonanno	\$297.48
1501283	Toshiba Business Solutions	\$198.00
IR042788	Triumph Learning	\$761.59
6178151951 Mar FY16	Verizon - 15124	\$4,211.93
9763319959 Mar FY16	Verizon Wireless - 15062	\$2,815.86
I33526553	WB Mason Co Inc	\$248.30

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
I33521781	WB Mason Co Inc	\$1,191.50
I33476650	WB Mason Co Inc	\$110.95
I33437322	WB Mason Co Inc	\$744.90
I33404570	WB Mason Co Inc	\$284.97
I33374173	WB Mason Co Inc	\$44.34
I3312127647	WB Mason Co Inc	\$14.97
I32994607	WB Mason Co Inc	\$74.30
CR2958469	WB Mason Co Inc	(\$319.99)
I32916559	WB Mason Co Inc	\$319.99
CR2945295	WB Mason Co Inc	(\$56.84)
CR2945133	WB Mason Co Inc	(\$19.30)
CR2945001	WB Mason Co Inc	(\$10.80)
I32732607	WB Mason Co Inc	\$3.69
I32732588	WB Mason Co Inc	\$739.98
I31979189	WB Mason Co Inc	\$13.75
I32702706	WB Mason Co Inc	\$91.47
I32702860	WB Mason Co Inc	\$114.81
I32505059	WB Mason Co Inc	\$650.29
I32444827	WB Mason Co Inc	\$144.38
CR2903216	WB Mason Co Inc	(\$211.73)
I31825245	WB Mason Co Inc	\$77.97
I31712419	WB Mason Co Inc	\$96.25
I31567799	WB Mason Co Inc	\$219.44
I31502712	WB Mason Co Inc	\$89.99
I26940023	WB Mason Co Inc	\$614.71
111437	WestEd	\$708.57



## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

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Invoice	Vendor	Total
ARB3058	YMCA	\$400.00
Grand Total:		\$235,885.96
End of Report		

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SC 4/28/14

4A.

To the City Auditor: The following names, bills and payrolls have been approved by the School Administration. We are requesting them to be placed on a warrant for payment. I hereby certify under penalty of perjury, and to the best of my ability, that the amounts as scheduled are true and correct and the services and/or materials herein represented have been received as required in accordance with contracts, and that all names, contracts and payrolls in the amounts as scheduled are school department charges.

<b>LEA</b>	<b>\$ 304,142.53</b>
<b>Cafeteria</b>	<b>\$ -</b>
<b>Grants</b>	<b>\$ 12,241.65</b>
<b>Total</b>	<b>\$316,384.18</b>

Brian A. O'Connell

**I hereby certify under penalty of perjury that the amounts as scheduled are true and correct and the services and/or materials herein represented have been received as required in accordance with contracts.**

	Date
	Date
	Date
	Date
	Date
	Date

City of Haverhill Massachusetts

Fiscal Year: 2015-2016

LEA Warrant

Invoice	Vendor	Total	EV 20160429B
1630392	Art Supply Whole Sale	\$19.20	
13	Austin Preparatory School	\$200.00	
5898877	Blick Art Materials	\$17.76	
reimbursement	Bonnie L Antkowiak	\$144.96	
reimbursement	Brian Nagel	\$90.54	
97795297	BSN Sports Inc.	\$3,460.16	
28446820	CIT Technology Financial Services	\$17,760.84	
959573	Clean Rentals, Inc	\$108.28	
957461	Clean Rentals, Inc	\$108.28	
2792773	ConEdison Solutions	\$1,521.47	
2792774	ConEdison Solutions	\$828.26	
2790919	ConEdison Solutions	\$935.96	
2790914	ConEdison Solutions	\$2,177.60	
2790921	ConEdison Solutions	\$1,641.09	
2790922	ConEdison Solutions	\$6,154.09	
2790924	ConEdison Solutions	\$117.22	
2790927	ConEdison Solutions	\$906.21	
2790925	ConEdison Solutions	\$1,432.69	
Cell March FY16	Cory Cooper	\$50.74	
411	Davco Excavators	\$2,500.00	
351075	Delta-T Group	\$1,137.50	
RT88938	Demers Plate Glass Company	\$118.00	
RT88995	Demers Plate Glass Company	\$104.50	
Statement 4/2/2016	Demoulas Supermarkets Inc	\$4,879.65	
2016-167	Design Partnerships Architects Inc	\$1,500.00	

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
3/18/16 HHS Boosters	Diburros Function Facilities	\$3,965.00
17143	Eagleton School Inc	\$11,975.30
14250	East Coast Security Services Inc	\$480.00
517180	Easter Seals NH	\$8,901.65
517500	Easter Seals NH	\$28,586.03
OM20204454	Educational Testing Services	\$55.00
315516	Embree Elevator	\$415.00
315481	Embree Elevator	\$625.00
1021415	Evergreen Center Inc	\$13,933.88
50630572	FW Webb Company	\$57.31
50613397	FW Webb Company	\$15.94
50594187	FW Webb Company	\$469.88
50587555	FW Webb Company	\$23.40
0185587-IN	Gander Publishing	\$441.05
62352	Grimes Oil Company Inc	\$1,436.91
M39	Haverhill Schools Food Service	\$72.36
EL 3/21 thru 4/1/161	Hollie Littlefield	\$180.00
JL 3/21 thru 4/1/16	Hollie Littlefield	\$180.00
EL 4/4 thru 4/12/16	Hollie Littlefield	\$140.00
JL 4/4 thru 4/12/161	Hollie Littlefield	\$140.00
104021	Home for Little Wanderers	\$7,472.74
808091	Jackson Lumber & Millwork Co Inc	\$74.16
LLI Day 1	Julie Kukenberger	\$32.65
12450916HAV	Justice Resource Institute	\$5,632.24

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
2969185	Kamco Supply Corporation of Boston	\$1,468.80
2955765	Kamco Supply Corporation of Boston	\$283.12
reimburse 3-19-16	Katherine Vozeolas	\$80.00
044559	Lahey Health Behavioral Services	\$4,411.44
044554	Lahey Health Behavioral Services	\$4,411.44
0007870-IN	Mass Secondary School Admin Assoc Inc	\$55.00
2194290-00	M-F Athletic Company Inc	\$410.75
reimburse rental car	Michael Jarvis	\$217.54
2526764	National Council of Teachers of	\$132.00
39522-39005 Mar FY16	National Grid - Electric	\$695.91
27060-16008 Apr FY16	National Grid - Electric	\$861.52
39155-79004 Mar FY16	National Grid - Electric	\$5,710.21
26733-86011 Mar FY16	National Grid - Electric	\$5,115.76
14022-62007 Mar FY16	National Grid - Electric	\$1,162.86
14022-64001 Mar FY16	National Grid - Electric	\$959.75
88820-20008 Mar FY16	National Grid - Electric	\$1,220.35
63897-99004 Mar FY16	National Grid - Electric	\$3,265.48
51428-60003 Mar FY16	National Grid - Electric	\$788.44
26472-98004 Mar FY16	National Grid - Electric	\$93.50
26472-97007 Mar FY16	National Grid - Electric	\$762.56
40128-13330 Mar FY16	National Grid/Gas	\$2,894.30

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
40028-22090 Mar FY16	National Grid/Gas	\$2,396.43
40024-19050 Mar FY16	National Grid/Gas	\$1,935.91
40024-19780 Mar FY16	National Grid/Gas	\$2,233.17
40042-12280 Mar FY16	National Grid/Gas	\$3,188.60
40060-10860 Mar FY16	National Grid/Gas	\$3,908.34
4012-21700 Mar FY16	National Grid/Gas	\$1,719.05
40128-13270 Mar FY16	National Grid/Gas	\$4,316.63
SO0407620	New England Coffee	\$215.86
S025075031.001	Northeast Electric Distributors	\$303.10
S025068468.002	Northeast Electric Distributors	\$24.20
S025076306.001	Northeast Electric Distributors	\$326.39
S025068468.001	Northeast Electric Distributors	\$145.61
S025044868.001	Northeast Electric Distributors	\$323.00
S025044868.002	Northeast Electric Distributors	\$61.00
15795	NRT Bus Inc	\$16,374.60
15749	NRT Bus Inc	\$11,790.20
10039	Opportunity Works, Inc.	\$3,668.50
3/1 thru 4/1/2016	Patricia A Bombard	\$37.70
06C0438358871	Ready Refresh by Nestle	\$49.54
901	Renee Lecain	\$6,000.00
900	Renee Lecain	\$3,450.00
899	Renee Lecain	\$5,400.00
898	Renee Lecain	\$4,500.00



## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
883	Renee Lecain	\$4,500.00
882	Renee Lecain	\$6,150.00
881	Renee Lecain	\$6,675.00
16236-3-4	Research for Better Teaching	\$3,000.00
16-03-67-N	Scherbon Consolidated Inc	\$671.25
3124364-00	School Health	\$26.60
reimbursement	Shannon Nolan	\$333.94
AG March 2016	Shared Living Collaborative	\$661.80
1474-0	Sherwin Williams Company	\$169.95
1426-0	Sherwin Williams Company	\$42.52
1346-0	Sherwin Williams Company	\$66.09
1347-8	Sherwin Williams Company	\$6.44
1214-0	Sherwin Williams Company	\$9.94
1099-5	Sherwin Williams Company	\$46.48
TK054-8404 3/1/2016	Shriver Nursing Services	\$2,810.61
320142	Spark Energy Gas, LLC	\$3,751.52
320141	Spark Energy Gas, LLC	\$5,587.60
320138	Spark Energy Gas, LLC	\$3,503.34
320140	Spark Energy Gas, LLC	\$4,633.76
363761321	Supply Works	\$110.80
363761305	Supply Works	\$489.70
363761339	Supply Works	\$306.45
363761313	Supply Works	\$531.92
363614314	Supply Works	\$34.48
363340282	Supply Works	\$234.32

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
363101593	Supply Works	\$799.40
13592163	Sweetwater	\$537.42
35122	Tel-Net	\$125.26
35101	Tel-Net	\$125.26
35116	Tel-Net	\$187.50
reimbursement	Timothy Corkery	\$296.30
218328-00	Toledo Physical Education Supply	\$68.98
1608336	Valley Collaborative	\$4,756.50
1608332	Valley Collaborative	\$4,756.50
1608330	Valley Collaborative	\$4,756.50
1608334	Valley Collaborative	\$5,701.50
360019 3/1/16	VNA Care Network	\$600.00
I33770393	WB Mason Co Inc	\$620.75
I33699201	WB Mason Co Inc	\$1,906.40
I33699085	WB Mason Co Inc	\$1,191.50
I33695615	WB Mason Co Inc	\$2,185.17
I33671838	WB Mason Co Inc	\$496.60
I33669738	WB Mason Co Inc	\$372.45
I32466335	WB Mason Co Inc	\$29.12
498	Weather Shield Inc	\$1,527.50
ARB3140	YMCA	\$400.00
<b>Grand Total:</b>		<b>\$316,384.18</b>

End of Report

Sc 4/28/14 4 D

4 D

**PAYABLE DATE :** 4/29/2016  
**TODAY'S DATE:** 4/21/2016

<b>LEA</b>	<b>\$ 149,351.05</b>
<b>Cafeteria</b>	<b>\$ -</b>
<b>Grants</b>	<b>\$ 1,490.59</b>
<b>Total</b>	<b>\$150,841.64</b>

Brian A. O'Connell

**I hereby certify under penalty of perjury that the amounts as scheduled are true and correct and the services and/or materials herein represented have been received as required in accordance with contracts.**

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Date
Date
Date
Date
Date
Date

BEV

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total	EV20160429A
1950	Coppola Bus Inc	\$140,388.54	
2-2016	Coppola Bus Inc	\$7,708.91	
2007	Coppola Bus Inc	\$1,262.24	
1762	Coppola Bus Inc	\$863.36	
1926	Coppola Bus Inc	\$390.24	
Y201157	Fantini Baking Company Inc	\$32.67	
Y200476	Fantini Baking Company Inc	\$37.35	
Y199765	Fantini Baking Company Inc	\$27.49	
Y198892	Fantini Baking Company Inc	\$26.41	
Y198433	Fantini Baking Company Inc	\$23.42	
Y197758	Fantini Baking Company Inc	\$54.12	
Y197059	Fantini Baking Company Inc	\$26.89	
<b>Grand Total:</b>		<b>\$150,841.64</b>	
End of Report			



*Mrs. Maura Ryan-Ciardello, President called the Regular Meeting to order at 7:00 p.m. Present were: Mr. Sven Amirian; Attorney Paul Magliocchetti; Mr. Shaun Toohey; Mr. Scott Wood; Ms. Gail Sullivan, Vice President; Mrs. Julie Kukenberger, Assistant Superintendent and Mr. James Scully, Superintendent of Schools. Mayor James Fiorentini, Chairperson arrived at 7:20 p.m. and left the meeting at 8:30 p.m.*

*Mr. Wood announced a point of information that Attorney Magliocchetti was participating remotely according to Chapter 66-5.*

*Mrs. Ryan-Ciardello noted that a condition was both the members and Attorney Magliocchetti could hear each other and all votes would be held by roll call.*

*The Pledge of Allegiance was recited.*

**Public Comment**

*There was no one present for public comment.*

**Communication and Reports**

**Student Advisory Council Report – Madeline Coady**

*Ms. Coady provided the following update about Haverhill High School:*

- *Haverhill High School is very proud to announce that our student, Senior Jangel “Jay” Pereyra was named the Youth of the Year at the Greater Haverhill Boys & Girls Club. Club officials are quoted as saying” Jay is an example of an extraordinary young man whom they recognized for his leadership, service to his community, academic excellence and dedication to live a healthy lifestyle. Jay will now compete against other members for the Massachusetts regional and national titles. Jay is another example of the many wonderful students that attend HHS and make all of our school community proud!*
- *Job Shadowing Day was held recently;*
- *YMCA Teen Job Fair will be hosted at HHS on April 26<sup>th</sup>;*
- *A Car Wash to benefit the HHS Girls’ Softball Team on April 16 at the Water Street Fire Station 9:00 a.m. to 1:00 p.m. cost is \$5.00;*
- *On April 15 is the National Day of Silence raising awareness of bullying against those in the LGBT community;*
- *Scholarship Portal will close on April 29, 2016; HEA Scholarship closes tomorrow*
- *AP Testing will be conducted from May 2-13, 2016;*
- *Juniors finished scheduling last week and Sophomores will be next week; scheduling was conducted by class and worked better and faster;*
- *English teacher Tim Gregg teaches an elective entitled “Sports Writing and Literature”. This year several of the students in the class entered the annual Will McDonough Writing Contest, sponsored by the Boston Globe, which is named in honor of the legendary Boston Globe sportswriter. This year, over 1,200 students from across New England entered. Globe Sports Editor, Joe Sullivan, chose the winners and HHS is proud to announce that five of his students received an honorable mention. They all finished top 10 in for their grade level.*
  - *Brian Haley – Grade 12*
  - *Savannah Peters – Grade 12*
  - *Keith Cronin – Grade 11*
  - *Megan Sullivan – Grade 11*
  - *Alexa Richard – Grade 9*

*Ms. Coady wished everyone a good school vacation.*

*The Superintendent introduced Mrs. Liz Kilday who displayed students’ artworks and invited the committee to attend “Arts Alive: Animals Animals Everywhere” an exhibition by Haverhill’s Art & Music students opening on Monday 23, 2016 and extending through Thursday, May 26, 2016 at Haverhill High School.*





## **Haverhill School Committee – Regular Meeting of April 14, 2016**

### **Superintendent Comments/Reports**

Mr. Scully introduced Mr. Gene Zylkuski, Chairperson of the Silver Hill Horace Mann Charter School Board of Trustees to present a Quarterly Report.

Mr. Zylkuski went through a PowerPoint slide presentation which included the following categories (*complete presentation attached to minutes*):

- School Details
- Enrolled Student Geographic Distribution
- Student Applications Geographic Distribution
- Important Happenings
- Memorandum of Understanding
- Current Memorandum of Understanding
- Per Pupil Spending (a.k.a. Level Funding)
- Year Over Year Budget Comparison
- Year Over Year Per Pupil Spending Comparison
- Budget Discussion

Mr. Zylkuski stated that good things were going on at the Silver Hill School and during his tenure he had worked collaboratively with Superintendent Scully.

### **Comments and Questions from the Committee**

Mr. Wood commented that he had review the district and SHHMCS numbers and does not believe a shortfall exists between the two districts. He also notes that the school does not mirror the district as a whole and cited specific populations and the neighborhood. Mr. Wood remained concerned that the public school has become privatized and does not replicate the neighborhood and would not support an increased in funding. He stated that the students in the area have paid a huge price and was not representative of the area. Mr. Wood would not support a renewal of the charter and discriminating against children in the neighborhood.

Mr. Zylkuski responded the demographics had changed since the charter was originally approved. He related that recruitment efforts were implemented to get additional applications from the Washington Street area.

Mayor Fiorentini mentioned the possibility of a district charter school. He also concurred with Mr. Wood's concern about the demographics of the school and district.

Mr. Zylkuski stated that a meeting with the Mayor and Commissioner Chester along with himself was still in the process of being brokered.

The Mayor was supportive of a longer school day, which was typical of charter schools. He indicated that he was not a charter school supporter.

Mr. Wood requested the number of students who had applied to SHHMCS that didn't get into the school and then choiced out to other communities.

The Superintendent replied he would obtain this information.

Mr. Wood stated he would submit the data for inclusion in the minutes.

Mr. Fulgoni stated that SHHMCS was a type 2 charter school because it came into existence from a public school and the other two types were brand new schools.





## **Haverhill School Committee – Regular Meeting of April 14, 2016**

*Mr. Scully reported that Mr. O'Connell the recently hired Business Manager had worked with Mrs. Smith on the FY17 budget. The superintendent noted that this was the first view of the budget.*

*Mr. Brian O'Connell presented an overview of the Proposed FY17 Budget (the budget was distributed for the first time tonight).*

*The Business Manager's presentation included:*

- *\$74,396,33 total appropriation requested;*
- *No material increases;*
- *Allocate resources as in the past;*
- *Review of previous years' expenditures;*
- *Most of increases based on salaries;*
- *Increase in utilities;*
- *Hunking School transition;*
- *Additional staffing in transportation office;*
- *GPS and transportation vehicle replacement for aging fleet;*
- *Monitor developments at the state level;*
- *Health insurance costs will increase over 12%;*
- *Individual meetings with principals and department heads;*
- *Prioritize budget requests;*
- *Discussion with administrative team;*
- *Waiting on Chapter 70 assistance;*
- *Work closely with the school committee;*
- *Budget is a blend of need and zero based budget;*
- *Emerging and historic needs;*
- *Careful review and justification of budget amounts;*
- *Fluctuation in certain accounts;*
- *Enrollment has increased – projecting a modest increase this year;*
- *Community has strongly supported education;*
- *School and city charges have increased dramatically due to health insurance increases – which is a major budget driver;*
- *Cost per student varies and we are the lowest in comparable districts;*
- *Teacher salaries offered does effect recruitment;*
- *Resource allocation: salaries, utilities, transportation;*
- *Initial discussion to be scheduled;*
- *Formal Hearing and Adoption of Budget;*
- *Circuit Breaker amounts are still not determined – most challenged special needs students;*
- *Three years of budget history along with a summary*

*Mr. O'Connell welcomed questions regarding the budget and offered to meet with members.*

### **Comments from Committee**

- *Mayor indicated that he could not support this budget which included a 6% increase;*
- *Mr. Wood recommended scheduling budget workshops; some items are wished based and not reality based; salary increases that have not been approved by the Committee; workshops will allow for trimming to a realistic budget amount;*
- *Mayor Fiorentini stated a 4% increase was more realistic;*
- *Mr. Scully indicated that in previous years - meetings in April and then a workshop and the public hearing;*
- *Mr. Wood noted that workshops were more productive and that is what he suggested to the President;*
- *Ms. Sullivan asked about the tuitions' line items encompassed;*



## **Haverhill School Committee – Regular Meeting of April 14, 2016**

- Mr. O'Connell responded on page 6-7 – day placements – residential placements – collaborative are key areas of expenditures;
- Ms. Sullivan asked about timeframe for health insurance costs being finalized;
- Mayor Fiorentini stated that the 12-13% was the figure we were “stuck” with for this fiscal year;
- Ms. Sullivan asked about federal funding;
- Mr. O'Connell related that some positions were federal funded and monitor expenditures closely;
- Mrs. Ryan-Ciardello supported budget workshops and was working with the Superintendent and Mr. Wood as Chairperson of the Finance Subcommittee;
- Attorney Magliocchetti communicated his concerns regarding the middle school program funding and thanked Mr. O'Connell for his expertise and knowledge;
- Attorney Magliocchetti clarified with the Mayor that 4% was a realistic increase;
- Mayor Fiorentini noted that Methuen paid only 68% of the health care costs for staff members;

Mayor Fiorentini relinquished the chair to Mrs. Ryan-Ciardello so that he could attend another meeting.

### **School Committee Communications**

Mrs. Ryan-Ciardello communicated that the HEA Education Support Personnel Unit had ratified the MOA.

Moved by Attorney Magliocchetti and seconded by Mr. Toohey to approve the Memorandum of Agreement between the Haverhill School Committee and the Haverhill Education Association (Education Support Personnel Unit).

A roll call vote was held and the results were the following:

Mr. Amirian	Yes	Ms. Sullivan	Yes
Attorney Magliocchetti	Yes	Mr. Toohey	Yes
Mrs. Ryan-Ciardello	Yes	Mr. Wood	Abstained*

\*Mr. Wood's mother is a member of the unit and therefore, he has a conflict

A 6-0 vote; motion was approved

Ms. Sullivan extended her thanks to Mr. O'Connell for an excellent job of explaining the budget process and noted that the item had been requested prior to the agenda being finalized

### **Subcommittee Reports**

Mr. Amirian asked for an update on the search for Special Education Director. Mr. Scully indicated that other communities were having difficulty hiring special education directors. Mr. Amirian questioned whether the position would be re-posted. The Superintendent was waiting until after spring recess and would re-evaluate because Mr. Riley was doing a good job.

Mr. Amirian queried if the district was marketing itself to make working in the city an advantageous career opportunity.

Attorney Magliocchetti ended his remote participation at 8:40 p.m.

Mr. Scully noted that qualified candidates were found through other superintendents.

Mr. Wood had hoped to bring back three candidates for the committee's consideration; but he did not feel that they could bring forward two candidates. In discussions with Glenn Koocher from MASC, he related that the posting was attracting retired superintendents and special education directors or younger administrators who want to advance to the superintendent level. Mr. Wood also stated that the vacancies were becoming a





## **Haverhill School Committee – Regular Meeting of April 14, 2016**

*national concern and fewer candidates who were attracted to the position; money was not an issue in Haverhill. In conclusion, because of the skill base required for special education directors made them very attractive for superintendent roles.*

*Mr. Scully commented that other districts were having trouble attracting principals.*

*Mr. Toohey conveyed his disappointment with the candidate pool; he asked if an addition of an assistant director would more effectively manage the district and therefore, attract qualified candidates.*

*Mr. Scully stated a compliance officer was included in the FY17 Proposed Budget to assist with the special education director's job demands. He also stated a parent liaison might also be added to provide support for the special education director.*

*Mr. Toohey asked if the Compliance Officer would be a district-wide position or at the high school, middle school or elementary levels.*

*The Superintendent remarked that was a good way to look at the situation.*

*Mr. Toohey noted that priorities would be established during the budget process and maybe there would be multiple compliance officers.*

*Ms. Sullivan asked for the subcommittee's recommendation on the position.*

*Both Mr. Wood and Mr. Toohey recommended re-posting.*

*Mr. Toohey asked if we joined the special education organization he had recommended; it was confirmed that we were members.*

*Mr. Amirian related that the Wellness Committee was updating its policies. He noted that Mr. O'Brien had applied for a \$500,000 grant to expand our health/wellness programs. Mr. Amirian reported that the attendance policy (strict policy) could impact the mental health of some of our students; this information was obtained by the testimony of a student. He also commented that the Substance Abuse workshops were attendance had dropped off in subsequent sessions.*

*Mr. Scully responded that Dr. Maddox had some ideas for the next session on May 3 at Hunking School.*

### **New Business**

*Moved by Mr. Amirian and seconded by Ms. Sullivan to approve Warrant Number EV20160415 totaling \$145,053.99; Warrant Number EV20160415B totaling \$599,505.35 and Warrant Number EV20160415C totaling \$376,671.53.*

*A roll call vote was held and the results were the following:*

<i>Mr. Amirian</i>	<i>Yes</i>	<i>Ms. Sullivan</i>	<i>Yes</i>
<i>Mr. Toohey</i>	<i>Yes</i>	<i>Mr. Wood</i>	<i>Yes</i>
<i>Mrs. Ryan-Ciardiello</i>	<i>Yes</i>		

*A 5-0 Vote; motion passes*

*Mr. Wood asked that the two warrants be separated out because he was fundamentally opposed to bankcards. He asked for clarification regarding the usage of bankcards (procurement cards).*



## **Haverhill School Committee – Regular Meeting of April 14, 2016**

Moved by Mr. Toohey and seconded by Mr. Amirian to approve Warrant Number JE20160415 totaling \$2,676.76; Warrant Number JE20160415A \$6,826.19 as indicated in the agenda material.

A roll call vote was held and the results were the following:

Mr. Amirian	Yes	Ms. Sullivan	Yes
Mr. Toohey	Yes	Mr. Wood	No
Mrs. Ryan-Ciardello	Yes		

A 4-1 vote; motion passes

Moved by Mr. Wood and seconded by Mr. Toohey to approve Warrant Number EV20160415A totaling \$289.54 as indicated in the agenda material.

A roll call vote was held and the results were the following:

Mr. Amirian	Yes	Ms. Sullivan	Yes
Mr. Toohey	Yes	Mr. Wood	Yes
Mrs. Ryan-Ciardello	Yes		

A 5-0 Vote; motion passes

### **Items by Consensus**

Moved by Mr. Wood and seconded by Mr. Amirian to approve:

*The minutes of the Regular Meeting of March 24, 2016;*

*The conference day requests of Rebecca Killingsworth and Toni Ciaccia to attend the Reading Institute at Columbia University from August 8-12, 2016 at a cost of \$2,455 and \$2,955 respectively;*

*The field trip request of Whittier Middle School, Grade 8 (Jeffrey Blaustein) to go to Washington DC from May 24-28, 2016 at a cost of \$669.00 and HHS Varsity Girls' Basketball Team (Melissa Tarpy) to go to Disney Resort - Orlando, FL from December 26, 2016-January 1, 2017 at a cost of \$2,000*

*The use of facilities:*

*Requested by Gwen Miner from HHS Girls Volleyball for the use of Pentucket Lake School on Sunday, May 15, 2016 from 12:30-5:30pm for Bingo -Process Fee: \$10.00*

*Utility Fee: Waived*

*Custodial Fee: \$45.00/Hour weekend*

*Rental Fee: \$100.00 per event*

*Cafeteria Fee: \$50.00 per event*

*The Superintendent informed the committee that the Congresswoman Tsongas and State Department had been notified of the two groups of students who were traveling to Europe during Spring Recess*

Moved by Mr. Wood and seconded by Mr. Toohey to adjourn the meeting at 9:10 p.m.

A roll call vote was held and the results were the following:

Mr. Amirian	Yes	Ms. Sullivan	Yes
Mr. Toohey	Yes	Mr. Wood	Yes
Mrs. Ryan-Ciardello	Yes		

List of Documents included as part of packet: Message from Liz Kilday; SHHMCS Quarterly Report; Warrants; Minutes; Conference Request(s); Field Trip Request(s); Use of Facilities



## ***Haverhill School Committee – Regular Meeting of April 14, 2016***

*Handouts at Meeting: FY17 Proposed Budget; PowerPoint Budget Presentation; Enrollment Material*





# Silver Hill Horace Mann Charter School

Quarterly Update

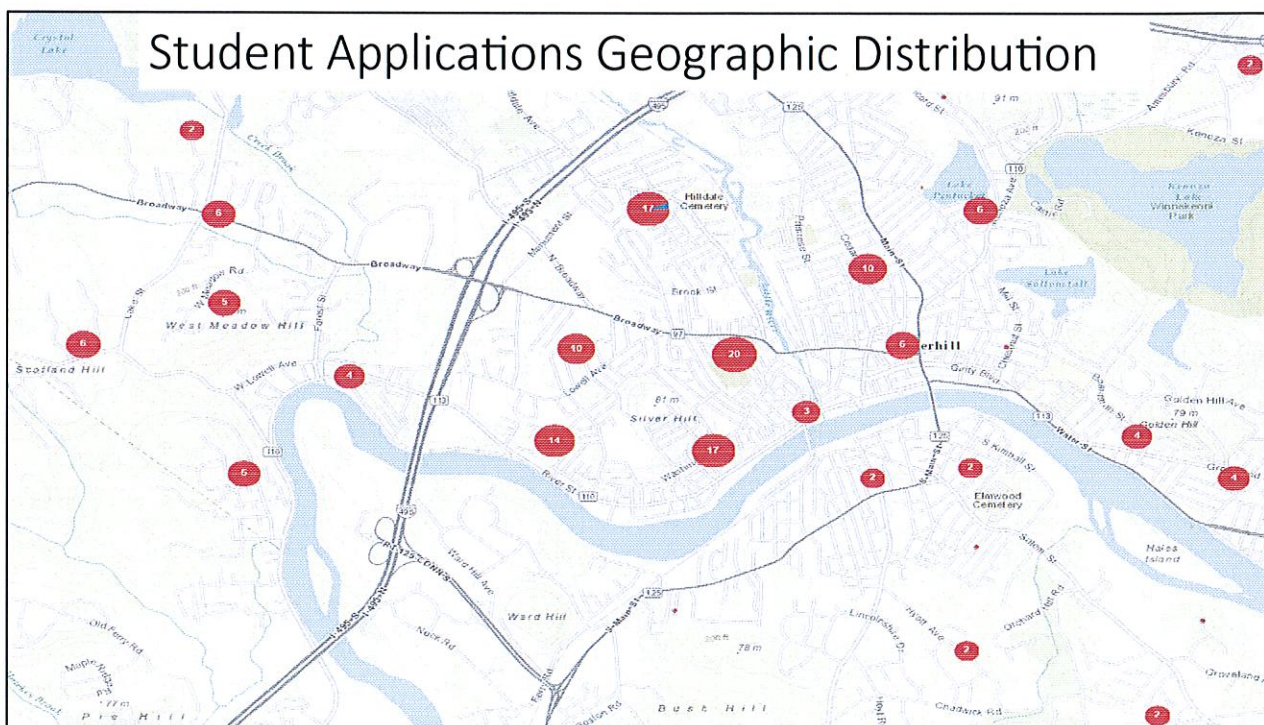
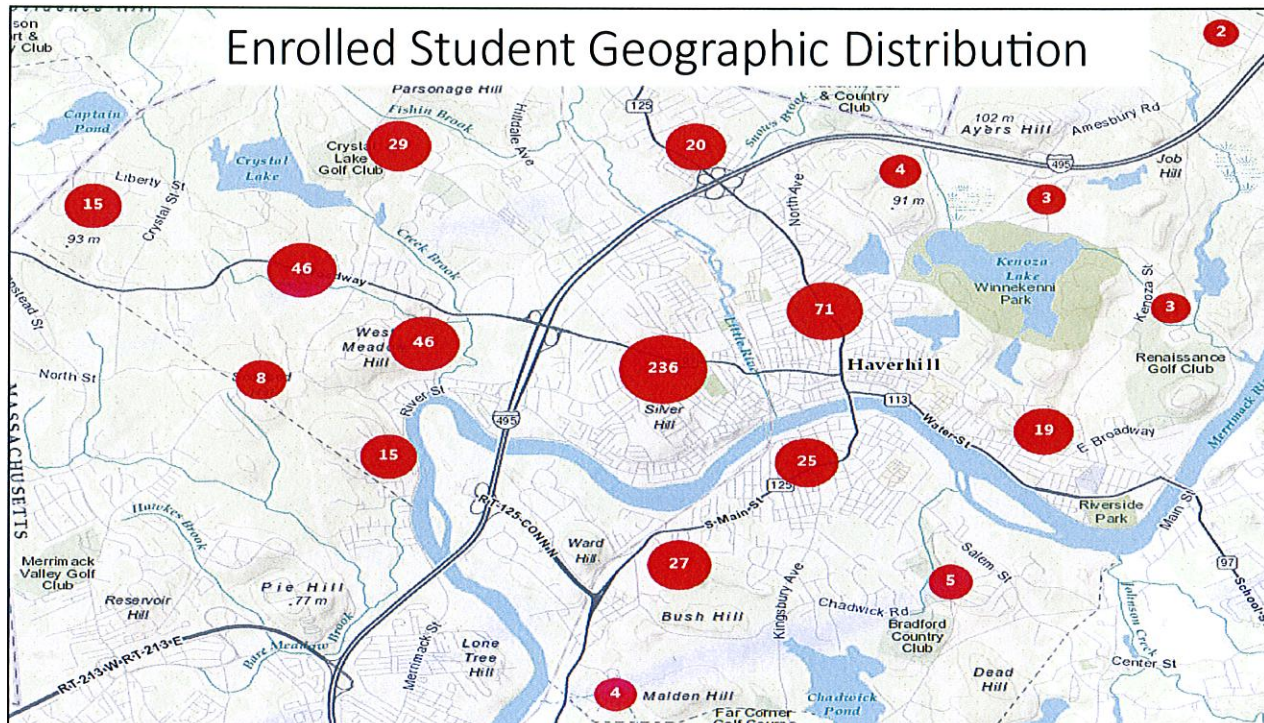
April 2016

## School Details

- Current Enrollment
  - 580 State Authorized Cap
  - 589 Current enrollment
  - 9 students in substantially separate programs (authorized by DESE and School Committee)
- Waitlist
  - 113 students -- 2.5% decrease over 2015

	Number of Students	Percentage of Student Body
African American	14	2.4%
Asian	11	1.9%
Hispanic	95	16.4%
Native American	1	0.2%
White	455	78.4%
Native Hawaiian, Pacific Islander	1	0.2%
Multi-race, non-Hispanic	3	16%
Special education	90	16%
Limited English proficient	25	4%
Economically Disadvantaged	230	39.7%





## Important Happenings

- Successful completion of 8 Year Full Site Visit with 4 findings
  - Full implementation of the approved recruitment plan was not completed due to shift in neighborhood recruiting
  - Inadequate staffing model in place for students needing substantially separate programs
  - Staffing constraints are limiting Special Education staff from their full professional development
  - Shortfall in equitable funding by approximately \$650,000 in comparison to HPS district funding
- Listed as Level 1 school but ONLY due to state's "hold no harm"
  - Would be Level 2 due to decline in our Special Education scores not meeting the growth requirements
- > 85% parent-teacher conference attendance

## Memorandum of Understanding

- **What is it?**
  - Legal document developed so that the charter school, the school committee, and the collective bargaining unit understand and agree to the relevant portions of the charter application.
  - It provides the procedural guidelines for
    - Communication between school and district
    - Budgetary procedures such as who pays for what, timelines for budget submissions, school allocations, and grant moneys
  - Required for ALL Horace Mann Charter schools
- Last updated – January 2014
- Next scheduled review – January 2019
- Renews year-to-year

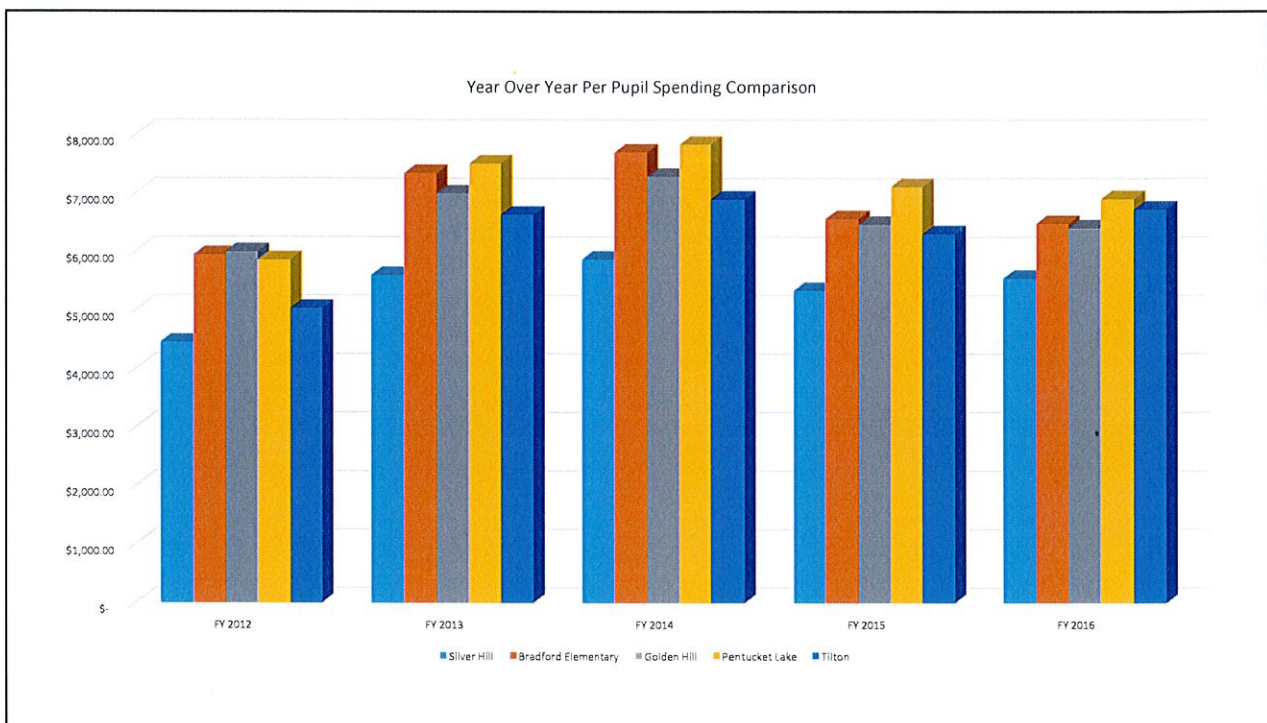
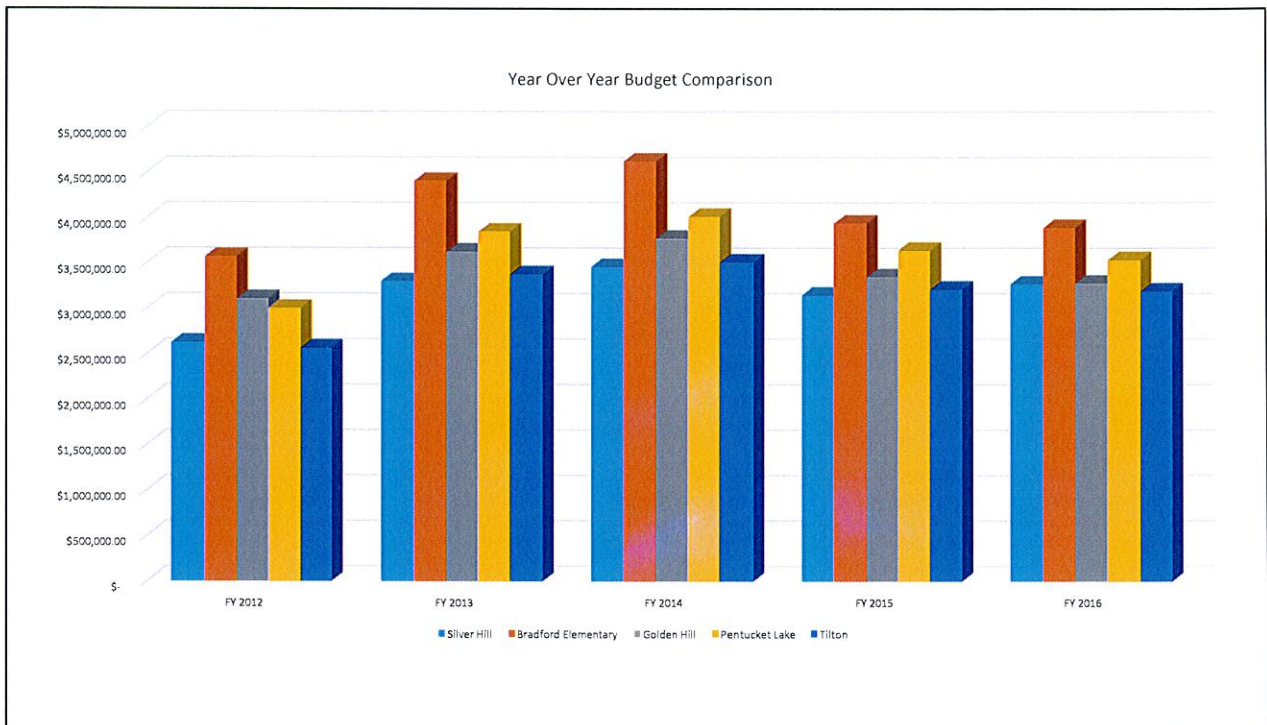
## Current Memorandum of Understanding

- **Whereas**, the Board of Trustees of the School shall determine the school's curriculum and develop the school's annual budget, which budget must be submitted for action by the School Committee in conjunction with its actions on the Haverhill School District's overall budget
- **Whereas**, in accordance with the provisions M.G.L. Chapter 71, Section 89, which provides that each Horace Mann charter school shall receive in response to the budget request not less than it would have under the district's budgetary allocation rules, with the Board of Trustees having the ability to appeal any disproportional budgetary allocation to the Commissioner of the Department of Elementary and Secondary Education
- **Specific Budget Provisions**
  - 3.5 - The District will maintain funding proportionate to the funding for other schools in the District for the School from one year to the next.
  - 3.6 - The District will provide the School with the budgetary basis used to determine the funding level for other schools in the District.
  - 3.7 - The School's budget shall not be reduced because of the School's receipt of additional funds from sources independent of the District or because of savings resulting from the School's utilization of cost-saving measures.

## Per Pupil Spending (a.k.a. Level funding)

- **State Reports**
  - Haverhill District - \$12,294.61/pupil
  - Silver Hill Horace Mann - \$7,073/pupil
  - This is incorrect due to fact that they measure full district expenditures
- **More accurate comparison is**
  - Compare line item budgets for other similarly sized Haverhill elementary schools
  - Divide by school enrollment





## Budget Discussion

- Per Student Shortfall
  - ~ \$1500 in 2013, ~ \$1300 in 2014, ~ \$ 1150 in 2015
  - ~ \$1080 in 2015
- 2013 discussion between Mr. Zylkuski & Mr. Scully
  - Recognition of shortfall
  - Commitment to close the gap
- FY 2017 expectation is to add critical staff positions to help alleviate Special Education strain
- Working with Superintendent Scully, Mr. Fulgoni, Mr. O'Connell, and Mr. Riley throughout the budget cycle



# Haverhill Public Schools

## REQUEST FOR FIELD TRIP APPROVAL

SC 4/28/16  
JD.

Please complete this form and submit to the Curriculum Supervisor or Department Director **and** your Building Principal for approval. When you have received the required signatures, please forward to the Assistant Superintendent of Schools for review and the final approval. **Please note the Assistant Superintendent must receive all forms a minimum of 14 days prior to the field trip.** In addition, if the field trip involves an overnight stay, is beyond a 120 mile radius of Haverhill or requires unconventional travel such as by air or on water, the approval of the Haverhill School Committee will be required. Please allow up to 30 days for processing.

Please Print:

4/20/16 OVER 120 MILES - NEED SC APPROVAL

Today's Date: 04/14/16

Staff Member Name: Cody Kucker School: Haverhill High School

Grade: 9-12 Course or Class of Students Attending: Creative Writing Club

Date of Field Trip: From 05/27 To 05/29 Time: From 5AM 5/27 To 5PM 5/29

Number of Students: 8 Number of School Staff: 1 Number of Parent/Guardian Chaperones: 1

Is a School Nurse Required on this Field Trip? No

All chaperones must have an approved CORI on file with the HPS.

Method of Travel (Please circle): WALKING BUS TRAIN AIRPLANE PRIVATE VEHICLE OTHER: \_\_\_\_\_

Destination	Address	Telephone Number of Site Location
1. <u>Champlain College</u>	1. <u>Champlain College</u>	1. <u>(802) 860-2727</u>
2. <u>Young Writers' Conference</u>	2. <u>251 S. Willard St.</u>	2. _____
3. _____	3. <u>Burlington, VT 05402</u>	3. _____

Direct curriculum relevance of Field Trip:

1. Unit/Topic: Poetry, Fiction, and Non-Fiction Writing

2. Standard(s): MA.3.A, WS, SL 1

3. Additional Information: Keynote Speaker: Ellen Bryant Voigt

Describe in-class preparation before the field trip: Weekly Meetings for Reading, Writing, Revising

Describe follow-up work in class and/or homework: Submit works for publication

\* If you would like to share additional information, please attach supporting documents and/or comments to this request form.

Cost assessed for individual student who is deemed able to pay: \$ 125

Source of additional funds to support the field trip: \$ 2,000<sup>+</sup> From: Fundraising

Estimated number of students to be denied attendance for behavior reasons or other reasons within the student's ability to control: # 1

	Signature	Date	
Supervisor/Director	<u>Beth Kuckers</u>	<u>4/14/16</u>	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Principal	<u>John Kuckers</u>	<u>4-20-16</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Assistant Superintendent			<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined

**REQUEST FOR USE OF FACILITIES  
SCHOOL COMMITTEE MEETING**

- 1. Requested by Lisa Begley from Massachusetts Teachers Association for the use of Haverhill High School Library on Thursday, May 5, 2016 from 4:00pm-6:00pm.**

**Process Fee: \$10.00  
Utility Fee: \$20.00 per hour  
Custodial Fee: \$30.00 per hour  
Rental Fee: \$35.00 per hour**

- 2. Requested by Richard Comeau from 5 Dragons Martial Arts for the use of Haverhill High School Gym on Sunday, May 15, 2016 from 8:30am-12:30 pm for a karate tournament.**

**Process Fee: \$10.00  
Utility Fee: \$20.00 per hour  
Custodial Fee: \$45.00 per hour / weekend  
Rental Fee: \$50.00 per hour**