

# **HAVERHILL PUBLIC SCHOOLS**



## **SCHOOL COMMITTEE AGENDA** **January 28, 2016**

## Haverhill Public Schools - School Committee Agenda



**DATE:** Thursday, January 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 – Benjamin Roy.
  - B. Superintendent Comments/Reports.
    - DESE Status Reports.
  - C. School Committee Communications.
    - Subcommittee Assignments – Mr. Wood.
    - Remediation Services in Reading and Math – Ms. Sullivan.
    - Update on new initiatives at Tilton School and targeted deficiencies and Update on anticipated progress of students at Tilton School – Attorney Magliocchetti.
  - D. Subcommittee Reports.
4. Old Business.
  - A. Draft Haverhill Residency Policy for Students (JCAC) as indicated in the agenda material – first reading – to remain on the table.
5. New Business.
  - A. The Superintendent recommends approval of Warrant Number EV20160129 totaling \$283,463.88; Warrant Number EV20160129A totaling \$346,012.58 and Warrant Number JE20160129 totaling \$16,695.30 as indicated in the agenda material.
6. Items by Consensus.
  - A. The Superintendent recommends approval of the minutes of January 14, 2016 (regular meeting) as indicated in the agenda material.
  - B. The Superintendent recommends approval of the field trip request(s) as indicated in the agenda material.
7. Executive Session/Adjournment.

*List of Documents included as part of packet: School Committee Agenda; Agenda Request – Ms. Sullivan; Agenda Request – Attorney Magliocchetti; Draft Residency Policy; Warrants; Minutes; Field Trip Requests*

From: **Sullivan, Gail** gail.sullivan@haverhill-ps.org

Subject: RTI

Date: January 15, 2016 at 2:42 PM

To: **Scully, James** jscully@haverhill-ps.org

Cc: **Wood, Scott** swood@haverhill-ps.org, **Magliocchetti, Paul** pmagliocchetti@haverhill-ps.org, **Ryan-Ciardello, Maura** mryan-ciardello@haverhill-ps.org, **Amirian, Sven** sven.amirian@haverhill-ps.org

SG

3C.

Hello. I am requesting an agenda item for our next meeting. I would like to hear what kind of remediation or help students receive in the areas of Reading and Math before they are referred to Special Education. Please include information on the Response to Intervention team and plans. Thank you. Gail

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

**SC 01.28.16**

30.

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

VIA: EMAIL

January 22, 2016

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

Dear Superintendent Scully:

Please place the following items on the agenda for the above referenced meeting:

- a. Update on new initiatives at Tilton School and targeted deficiencies; and
- b. Update on anticipated progress of students at Tilton School.

Very truly yours,

Paul A. Magliocchetti, Esq.



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# Haverhill Public Schools

## Office of the Superintendent

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**Draft**

February 2016

SC 01.28.16

Dear Parents/Guardians:

According to the newly revised Haverhill School Committee Policy, **every** student attending the Haverhill Public Schools needs to provide proof of residency for the upcoming school year (and each year after.) It is necessary for each person with legal custody of a student attending Haverhill Public Schools to certify names, addresses, and to prove their residency.

Please complete the enclosed paperwork and bring it along with the proof of residency form to the school your child is attending in September. If you reside in a rental property, the landlord's signature **must** be notarized on the Certification of Address form enclosed. Two proofs of residency will be necessary. Accepted proofs are:

**One of these:**

1. Signed Purchase and Sales Agreement of home/current Mortgage statement
2. Signed lease agreement for rental property with recent rental payment
3. Current real estate tax bill
4. Section 8 Agreement

**One of these showing a Haverhill Address:**

1. Gas, Oil, Electric or Cable Bill dated within the past 60 days
2. Home Telephone Bill (not cell phone) within the past 60 days

Please contact the appropriate school for the days and times to drop off the documents prior to the start of school.

Sincerely,

James F. Scully  
Superintendent of Schools

## **RESIDENCY POLICY FOR THE HAVERHILL PUBLIC SCHOOLS**

*To attend the Haverhill Public Schools, a student must reside in the City of Haverhill*

### **Residency Requirements for Students:**

"Residence" is the place where a person actually lives. Residency also implies that the student:

- Keeps his/her personal possessions at the Haverhill address listed on the registration document and on the Affidavit of Residency.
- Returns to the address listed on the registration document and the address on the Affidavit of Residency to spend the evening or night there.
- Receives his/her mail at the address listed on the registration document and on the Affidavit of Residency
- Is listed on the Residence List in the City of Haverhill and if not listed, the parent, guardian or responsible adult must fill out a census form at the time of registration.
- Students who are residing in Haverhill and who qualify as homeless students under the federal McKinney-Vento Act will be immediately enrolled in Haverhill Public Schools in accordance with federal law. Further information and assistance may be obtained from the Homeless Liaison for the Haverhill Public School District.

*Temporary residence in the City of Haverhill, solely for the purpose of attending a Haverhill public school is not considered "residency."*

### **Proof of City of Haverhill Residency:**

Prior to a student assignment in the Haverhill Public Schools, the student's parent, legal guardian or responsible adult must provide proof of residency in the City of Haverhill. Documents must be pre-printed with the name and address of the student's parent, guardian or responsible adult. These documents must be presented at the school site administrative office by October 1 of each new school year. Please note that legal guardianship requires additional documentation from a court or agency.

The current list of acceptable documentation that new student enrollees are required to provide will serve as the documentation for all students attending the Haverhill Public Schools.

### **Procedure for Annual City of Haverhill Proof of Residency:**

The Superintendent shall request that each Haverhill school send out a notice twice a year informing parents and guardians of the residency enforcement policy.



- The *first notice* will be sent home with the final report card in June of each year giving parents ample time to return documentation by October 1. The *second notice* will be sent home in September at the beginning of the school year with the informational packet. These notices shall provide a brief summary of the goals of the residency policy, a list of acceptable and mandatory proof-of-residency documents, highlight a deadline of October 1 every year for the submission of acceptable copies of documents and give prominent publication to the legal and financial penalties associated with violations of the policy, including the issuance of tuition billing statements and the exact dollar amount for a full school year of tuition. The acceptable documents shall reflect a recent three-month window of time to ensure that submitted documents are relevant, accurate and valid.
- All proof of residency documentation must be submitted to the school site administrative office where a student is assigned.
- Each school's administrative office shall receive, review and maintain proof-of-residency records for every assigned student. Any family failing to provide the acceptable and authorized documentation by October 1 shall be reported to the Superintendent or designee for follow-up investigations.
- The Superintendent or designee shall send out written warning letters to these families, informing them of the requirements of the residency enforcement policy and will request proof-of-residency documents to be submitted immediately or else be obligated to pay full tuition billing statements.
- Parents and guardians shall have the right to appeal to the Superintendent, but only insofar as to confirm proof-of-residency.
- In the event that parents and guardians acknowledge that their student is attending the school system as an out-of-district student, they will be given one business week to remove the student from the school system or be responsible for paying the tuition bill for the full school year.
- The Superintendent shall provide an annual written report to the School Committee at the first meeting of October that provides:
  - 1) number of students for which families failed to provide sufficient documentation, and
  - 2) overview of efforts to send out warning letters and tuition billing statements
- Lastly, the Superintendent shall send home a letter to all families that have failed to provide proof of residency informing them the last day the student(s) may attend school.

**Declaration of City of Haverhill Residency:**

Custodial parents, legal guardians or responsible adults of Haverhill Public School students as well as students age 18 and older, must sign a statement saying they are actual residents of the City of Haverhill (See Affidavit).

*They must also agree to notify the Haverhill Public Schools if they move during the school year.*

**Enforcement of the Residency Requirement:**

When the school department suspects that a family of a current Haverhill Public School student lives outside of Haverhill an investigation will take place. The Haverhill Public Schools may suspect a student is not a resident if, for example, mail is returned due to an invalid address, the proofs of address submitted by the parent are inconsistent or suspicious, or for other reasons upon the discretion of the Superintendent or designee.

**What will happen to students who violate the residency enforcement policy?**

Students found to be in violation of the residency policy may be dismissed immediately from the Haverhill Public Schools and parent(s) or guardian(s) may be liable to the Haverhill Public Schools for the student's tuition for the full academic year(s). The Haverhill Public Schools may also impose other penalties on the family such as legal fees incurred by legal action and the withholding of certain scholarships and prizes. All applicants must reside in our City (Massachusetts General Laws, Chapter 16 sec 5 provides... Every person shall have a right to attend the public schools of the City where he/she actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the City unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the City of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. Amended by st. 1971, c.622, c.1; st.1973, c.925, s.9A, st.1993, c.282; st.2004, c.352, s.33.)

**Reporting Hotline:**

The Superintendent shall establish a hotline for the purpose of allowing for confidential calls regarding out-of-district students not currently authorized to attend our public schools. This hotline shall be advertised on the school district channel and website, and shall be included in the Superintendent's notice sent home to parents and guardians. The Superintendent shall provide a monthly report to the School Committee based on the following tracking information:

- Number of calls made to the hotline providing verifiable information (vehicle identification, specific bus stop, etc.?)
- Number of calls investigated by the Superintendent or designee with verifiable information
- Number of students found to be in violation of the residency policy based on the results of the investigation



If an investigated case is found not to be in violation of the residency rules, the Superintendent or designated representative shall provide a written summary of how the investigation was conducted without identifying the complainant or compromising the privacy of any party being investigated.

Upon final approval of the residency enforcement policy, the Superintendent shall take every reasonable step to promote the policy language and goals via the school district channel and website, through notices and flyers sent home to parents and guardians, through outreach to PTOs and other school based organizations and through official press releases to area media outlets.

The main goal of the residency enforcement policy is to ensure that every parent, guardian and student is abiding by the School Committee's vote when they choose not to participate in school choice within the district. The Haverhill School Committee votes every year at a public meeting on school choice. A direct and positive result of this residency enforcement policy may be an overall cost-savings to the district and a subsequent reduction in class sizes, which should be encouraged and welcomed by all staff, faculty, parents, guardians and Haverhill taxpayers.

LEGAL REFS.: M.G.L. 16:5, McKinney-Vento Act

# HAVERHILL PUBLIC SCHOOLS

## *Certification of Address*

In order to be certain of the correct names and addresses of students and parents or guardians, it is necessary for each person with legal custody of a student attending Haverhill Public Schools to certify names and addresses. This information will be used to assure that only Haverhill residents are attending Haverhill Public Schools.

Please complete the following statement and bring it along with proof of residency to the school. If you reside in a rental property, the landlord's signature **must** be notarized on the certification of address form. Acceptable forms for proof of residency are a copy of your purchase and sales agreement, most current Haverhill real estate tax bill, or a rental agreement signed by the homeowner/landlord. In addition to providing one of these forms, a current, unpaid utility bill (gas, electric, landline phone, etc.), must also be given as proof of residency.

Please be advised that according to Massachusetts General Laws Chapter 76, Section 5, the Haverhill Public Schools is not required to enroll a student who does not actually reside in the City of Haverhill. Any person who violates or assists in the violation of this provision may be required to make full restitution to the Haverhill Public Schools for the cost of tuition.

1. Name of student (one only): \_\_\_\_\_

2. Address where student lives: \_\_\_\_\_

*Sleeps the majority of nights, eats morning and evening meals, where clothes are kept*

3. Name of person with legal custody: \_\_\_\_\_

PRINTED

SIGNATURE

**\*\* Signed Under Penalties of Perjury \*\***

4. Address of where this person lives: \_\_\_\_\_

5. Notarized Signature and phone number of Building Management or landlord of property where student lives:

Phone # \_\_\_\_\_

Building Mgt/Landlord Signature

**\*\*\* Signed Under Penalties of Perjury \*\*\***

Signature Witness

Commonwealth of Massachusetts County \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (or

and \_\_\_\_\_), to me known (or proven through satisfactory evidence of identification, which was/were \_\_\_\_\_) to be the person(s) whose name is signed on this, the preceding, or attached document in my presence.

SEAL

NOTARY PUBLIC

*I understand it is my obligation to inform the school administrator of the school my child attends should any of the above information change.*

*I understand that Haverhill Public Schools has a restricted residency policy, and if the above stated residence should come under question, the policy requires that additional proof be supplied.*

## **INFORMATION FROM THE SUPERINTENDENT RESIDENCY VALIDATION**

Please be advised that according to Massachusetts General Law Chapter 76, Section 5, the Haverhill Public Schools is not required to enroll a student who does not reside in one of our regional communities of Groveland, West Newbury and Merrimac. The only exception is those students legally enrolled through the state's school choice program.

If you are not a legal resident, it will be necessary for you to withdraw your child from the Haverhill Public Schools and register him/her in the school district where you reside. It is important that you do this as soon as possible so that transition to their new school will be a smooth one.

We have become aware of several potential Haverhill Public Schools incidents of students being improperly enrolled in our schools and we are working with local authorities to review these situations. Residency is not clearly established by a student simply living with a grandparent, friend, or other relative. Legal guardianship papers from a court must be in place. Residency validation may take place at any time per our procedures below.

Under Massachusetts Law Chapter 76 Section 5, only students who actually reside in Haverhill may enroll in the Haverhill Public Schools. In order to verify residence within the town, a student enrolling in the Haverhill Public Schools must provide documentation of actual residence. In addition to providing such documentation at the time of initial enrollment, the school administration may request verification at any time later if there is doubt of actual residence.

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All applicants for enrollment must submit at least one document each from Column A, B, and C and any other other documents that may be requested, including, but not limited to those from Column A, B or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

<b>Column A Evidence of Residency</b>	<b>Column B Evidence of Occupancy</b>	<b>Column C Evidence of Identification (Photo ID)</b>
Record of recent mortgage payment and/or property tax bill	Recent bill dated within the past 60 days showing a Haverhill address	Valid Driver's License Valid MA Photo ID Card Passport
Copy of Lease and record of recent rental payment and Landlord Affidavit	Gas Bill Oil Bill Electric Bill	
Section 8 Agreement	Home Telephone Bill (not cell phone) Cable Bill Excise Bill	



Best

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

EV20160129

Invoice	Vendor	Total
IH	Alexandra Comeau	\$140.00
BKG	Alison Winer	\$78.00
71656	American Commercial Appliance Inc	\$491.93
71600	American Commercial Appliance Inc	\$307.10
71602	American Commercial Appliance Inc	\$307.10
71585	American Commercial Appliance Inc	\$296.48
71586	American Commercial Appliance Inc	\$129.86
BKG	Anthony DiFraia	\$78.00
4365866137/4365 88002	Apple Education	\$79.00
4365866137/4365 88002	Apple Education	\$379.00
SW	Barbara Townsend	\$77.00
BKG	Brandon Gobbi	\$35.00
BKG	Brandon Sabina	\$78.00
IH	Brendan Blanchard	\$56.00
IH	Brenden Tague	\$78.00
WR	Brian Witts	\$291.00
BKG	Carlos Nunez	\$56.00
IH	Charles Cambria	\$156.00
IH	Charles Tryder	\$112.00
IH	Christopher Hudon	\$112.00
GYM	Corinne Carey	\$87.00
IH	Daniel Brothers	\$78.00
IH	Dano Mahoney	\$245.00
CAFE08/29/2015	Demoulas Supermarkets Inc	\$49.74

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
BKB	Denesi Torres	\$56.00
WR	Derek Warshafsky	\$291.00
BKB	Edward Slattery	\$78.00
BKG	Edward Spicer	\$78.00
IH	George Forrest	\$56.00
IH	Gregory Afarian	\$56.00
14173	J And S Development Corp	\$1,500.00
IH	James B. McAteer	\$190.00
IH	James Brown	\$78.00
IH	James Byers	\$134.00
BKB	James F Pericotti Jr	\$56.00
Alice Training Dec	JAMES F SCULLY	\$41.50
Contract Nov FY16	JAMES F SCULLY	\$200.00
Contract Oct FY16	JAMES F SCULLY	\$200.00
Contract Sept FY16	JAMES F SCULLY	\$200.00
SW	James Fyrer	\$86.00
BKB/BKG	James L Quinn	\$210.00
BKB	James Slattery	\$78.00
Cell Nov FY16	Jared Fulgoni	\$50.74
IH	Jared Waitt	\$78.00
IH	Jean M. Goodwin	\$78.00
IH	Jeffrey Roberts	\$280.00
IH	John Murray	\$78.00
IH	Joseph Miller	\$112.00
12/7 - 12/18/15	Judith Nesson	\$265.63
Urban Network	Julie Kukenberger	\$37.09

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
travel		
12/1 thru 12/22/15	Karen Burns	\$210.60
IH	Keith McMeniman	\$56.00
121615HPS	Kellie Hickey	\$110.00
FH	Kelly Jenkins	\$56.00
SW	Kendall Holbrook	\$163.00
BKG	Kenneth A. Miano	\$78.00
BKB	Kenneth Bushey	\$78.00
SW	Kenneth Galica	\$80.00
GYM	Kimberly Baxter	\$87.00
IH	Kristin Marino	\$140.00
2116041115	Lakeshore Learning Materials	\$80.49
12/14 thru 12/21/15	Laurie Lyons	\$120.00
CD Player	Linda Peters	\$59.99
FH	Lisa Giurado	\$134.00
12/14-12/23/15	London Livery	\$307.00
12/14-12/23/15	London Livery	\$1,629.00
12/14-12/23/15	London Livery	\$733.00
12/14 thru 12/22/15	London Livery	\$620.00
WR	Louis G Ferullo	\$107.00
0030	Lucos Transportation LLC	\$390.00
10/1 tru 12/16/15	Luis A Gonzalez	\$71.19
10638	Lyons & Rogers LLC	\$3,122.30
IN0542622	MacGill School Nurse Supplies	\$3.84
IN0542622	MacGill School Nurse Supplies	\$40.80



# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
IN0542622	MacGill School Nurse Supplies	\$34.80
BKB	Mark Barson	\$56.00
BKG	Mark Kazanjian	\$56.00
11/2 thru 12/21/15	Mary Fournier	\$84.42
B OConnell	Mass Assoc of School Superintendents	\$100.00
2016-090	MATSOL	\$2,765.00
9691	MAX-Ability, Inc.	\$334.06
9691	MAX-Ability, Inc.	\$999.94
0017786-IN	Melmark Inc	\$504.00
0017799-IN	Melmark Inc	\$360.00
0017555-IN	Melmark Inc	\$784.00
0017567-IN	Melmark Inc	\$360.00
0004036-IN	MIAA	\$95.00
0004043-IN	MIAA	\$95.00
0003890-IN	MIAA	\$80.00
IH	Michael Bonish	\$56.00
IH	Michael Norton	\$78.00
IH	Michael Sullivan	\$190.00
V727568	Moore Medical Corporation	\$2.88
V727568	Moore Medical Corporation	\$3.90
V727568	Moore Medical Corporation	\$12.04
V727568	Moore Medical Corporation	\$5.52
V727568	Moore Medical Corporation	\$62.76
V727568	Moore Medical Corporation	\$62.76
V727568	Moore Medical Corporation	\$28.44
V727568	Moore Medical Corporation	\$1.35

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
V727568	Moore Medical Corporation	\$12.56
V727568	Moore Medical Corporation	\$12.84
V727568	Moore Medical Corporation	\$6.49
V727568	Moore Medical Corporation	\$2.82
V727568	Moore Medical Corporation	\$2.91
V727568	Moore Medical Corporation	\$1.09
V727568	Moore Medical Corporation	\$5.76
V727568	Moore Medical Corporation	\$11.10
98874717 I	Moore Medical Corporation	\$2.36
98874717 I	Moore Medical Corporation	\$3.93
98874717 I	Moore Medical Corporation	\$4.32
98874717 I	Moore Medical Corporation	\$3.98
98874717 I	Moore Medical Corporation	\$8.64
98874717 I	Moore Medical Corporation	\$9.03
98874717 I	Moore Medical Corporation	\$13.05
98874717 I	Moore Medical Corporation	\$12.22
98874717 I	Moore Medical Corporation	\$1.80
98874717 I	Moore Medical Corporation	\$8.67
98874717 I	Moore Medical Corporation	\$2.16
98874717 I	Moore Medical Corporation	\$1.31
98874717 I	Moore Medical Corporation	\$1.74
98874717 I	Moore Medical Corporation	\$20.92
98874717 I	Moore Medical Corporation	\$10.46
98874717 I	Moore Medical Corporation	\$4.02
98874717 I	Moore Medical Corporation	\$7.50
98874717 I	Moore Medical Corporation	\$2.70

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
98874717 I	Moore Medical Corporation	\$3.14
98874717 I	Moore Medical Corporation	\$1.82
98874717 I	Moore Medical Corporation	\$3.00
98874717 I	Moore Medical Corporation	\$9.33
98874717 I	Moore Medical Corporation	\$5.28
98874717 I	Moore Medical Corporation	\$1.12
98874717 I	Moore Medical Corporation	\$5.44
98874717 I	Moore Medical Corporation	\$7.41
98874717 I	Moore Medical Corporation	\$5.88
98874717 I	Moore Medical Corporation	\$3.41
98874717 I	Moore Medical Corporation	\$21.00
98874717 I	Moore Medical Corporation	\$0.61
98874717 I	Moore Medical Corporation	\$2.22
98874717 I	Moore Medical Corporation	\$64.70
98874717 I	Moore Medical Corporation	\$2.66
98874717 I	Moore Medical Corporation	\$3.89
98874717 I	Moore Medical Corporation	\$1.56
98874717 I	Moore Medical Corporation	\$13.84
98874717 I	Moore Medical Corporation	\$11.52
98874717 I	Moore Medical Corporation	\$2.51
98874717 I	Moore Medical Corporation	\$1.44
98874717 I	Moore Medical Corporation	\$11.10
98874717 I	Moore Medical Corporation	\$4.77
98874717 I	Moore Medical Corporation	\$4.19
98874717 I	Moore Medical Corporation	\$5.38
98874717 I	Moore Medical Corporation	\$5.59

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
98874717 I	Moore Medical Corporation	\$0.84
98874717 I	Moore Medical Corporation	\$1.38
98874717 I	Moore Medical Corporation	\$6.04
98874717 I	Moore Medical Corporation	\$36.90
98883755 I	Moore Medical Corporation	\$51.00
988747031	Moore Medical Corporation	\$2.10
988747031	Moore Medical Corporation	\$1.44
988747031	Moore Medical Corporation	\$3.98
988747031	Moore Medical Corporation	\$6.02
988747031	Moore Medical Corporation	\$17.46
988747031	Moore Medical Corporation	\$1.80
988747031	Moore Medical Corporation	\$5.22
988747031	Moore Medical Corporation	\$5.28
988747031	Moore Medical Corporation	\$11.84
988747031	Moore Medical Corporation	\$5.44
988747031	Moore Medical Corporation	\$15.69
988747031	Moore Medical Corporation	\$20.92
988747031	Moore Medical Corporation	\$1.35
988747031	Moore Medical Corporation	\$3.14
988747031	Moore Medical Corporation	\$3.64
988747031	Moore Medical Corporation	\$1.38
988747031	Moore Medical Corporation	\$0.75
988747031	Moore Medical Corporation	\$17.00
988747031	Moore Medical Corporation	\$7.41
988747031	Moore Medical Corporation	\$0.61
988747031	Moore Medical Corporation	\$12.94

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
988747031	Moore Medical Corporation	\$8.49
988747031	Moore Medical Corporation	\$1.68
988747031	Moore Medical Corporation	\$2.09
988747031	Moore Medical Corporation	\$18.36
ARINV27636762	Musicians Friend Inc	\$34.32
ARINV27636762	Musicians Friend Inc	\$54.75
ARINV27636762	Musicians Friend Inc	\$97.90
ARINV27636762	Musicians Friend Inc	\$15.29
ARINV27636762	Musicians Friend Inc	\$27.49
ARINV27636762	Musicians Friend Inc	\$44.90
ARINV27636762	Musicians Friend Inc	\$39.99
ARINV27636762	Musicians Friend Inc	\$89.95
ARINV27636762	Musicians Friend Inc	\$79.96
ARINV27636762	Musicians Friend Inc	\$19.98
ARINV27636762	Musicians Friend Inc	\$71.98
ARINV27636762	Musicians Friend Inc	\$47.99
ARINV27636762	Musicians Friend Inc	\$34.59
ARINV27636762	Musicians Friend Inc	\$59.95
ARINV27636762	Musicians Friend Inc	\$179.99
ARINV27636762	Musicians Friend Inc	\$21.98
ARINV27636762	Musicians Friend Inc	\$207.92
ARINV27636762	Musicians Friend Inc	\$49.99
ARINV27620779	Musicians Friend Inc	\$199.99
ARINV27620779	Musicians Friend Inc	\$399.99
ARINV27620779	Musicians Friend Inc	\$129.99
15-02811	Nally Associates Inc	\$432.98

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
648154	Nasco	\$11.18
648154	Nasco	\$35.06
648154	Nasco	\$79.23
78040-41000 Dec FY16	National Grid - Electric	\$2,896.45
40620-80008 Dec FY16	National Grid - Electric	\$231.13
15177-66005 Dec FY16	National Grid - Electric	\$8.27
27615-46009 Dec FY16	National Grid - Electric	\$8.43
28206-92002 Dec FY16	National Grid - Electric	\$3,058.51
03407-66001 Dec FY16	National Grid - Electric	\$180.42
40020-15130 Dec FY16	National Grid/Gas	\$744.78
40138-19400 Dec FY16	National Grid/Gas	\$405.11
40028-10060 Dec FY16	National Grid/Gas	\$45.32
40028-10070 Dec FY16	National Grid/Gas	\$850.00
40042-24912 Dec FY16	National Grid/Gas	\$3,342.64
40128-13340 Dec FY16	National Grid/Gas	\$455.29
40138-14650 Dec FY16	National Grid/Gas	\$1,216.70
40036-20950 DEC FY16	National Grid/Gas	\$642.24
40048-21540 Dec FY16	National Grid/Gas	\$152.20
40042-22480 Dec FY16	National Grid/Gas	\$507.67
3208189	National Science Teachers Association	\$149.00
10483555	NCS Pearson	\$232.51
10483555	NCS Pearson	\$267.33

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
10485153	NCS Pearson	\$672.00
10485153	NCS Pearson	\$672.00
10485153	NCS Pearson	\$672.00
10485153	NCS Pearson	\$672.00
10485153	NCS Pearson	\$806.40
10482396	NCS Pearson	\$45.00
10482396	NCS Pearson	\$45.00
10475219	NCS Pearson	\$40.56
10475219	NCS Pearson	\$40.56
10475219	NCS Pearson	\$40.56
10475219	NCS Pearson	\$40.56
10475219	NCS Pearson	\$1.80
10475219	NCS Pearson	\$1.80
10475219	NCS Pearson	\$78.00
10475219	NCS Pearson	\$6.44
10475219	NCS Pearson	\$336.96
10475219	NCS Pearson	\$520.00
10475219	NCS Pearson	\$26.88
10475219	NCS Pearson	\$1,253.20
10475219	NCS Pearson	\$1,950.00
10475219	NCS Pearson	\$170.98
10473254	NCS Pearson	\$45.00
10473254	NCS Pearson	\$45.00
10473254	NCS Pearson	\$45.00
10473254	NCS Pearson	\$45.00
20151225	Nereida Rosario	\$1,278.00



# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
20151218	Nereida Rosario	\$2,130.00
BKG	Nicholas Lowery	\$56.00
Walmart	Nicole Craven	\$188.37
Hourly 1/4-1/8/16	Nicole Williams	\$305.70
Hourly 12/21-12/23	Nicole Williams	\$137.25
Mileage 1/4-1/8/16	Nicole Williams	\$324.90
Mileage 12/21-12/23	Nicole Williams	\$130.50
S024014934.001	Northeast Electric Distributors	\$78.72
S024020757.001	Northeast Electric Distributors	\$100.95
S024002614.001	Northeast Electric Distributors	\$152.52
S023964796.001	Northeast Electric Distributors	\$171.94
S023984031.001	Northeast Electric Distributors	\$51.41
S023942752.001	Northeast Electric Distributors	\$58.40
S023904385.002	Northeast Electric Distributors	\$285.45
S023893438.001	Northeast Electric Distributors	\$268.25
S023878808.001	Northeast Electric Distributors	\$367.83
S023817167.001	Northeast Electric Distributors	\$269.50
S023838666.001	Northeast Electric Distributors	\$183.42
S023794347.001	Northeast Electric Distributors	\$152.88
INV00040443	NWEA	\$35,700.00
INV00040443	NWEA	\$2,875.00
9814	Opportunity Works, Inc.	\$2,384.59

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
734075-1	PAR Inc	\$1,782.00
12/1 thru 12/22	Patricia A Bombard	\$10.28
12/1 thru 12/22	Patricia A Bombard	\$10.28
FH	Patricia Rowe	\$78.00
IH	Patrick Roberts	\$280.00
5588429713	Patterson Medical	\$226.90
IH	Paul Driscoll	\$156.00
048183	Perkins School for the Blind	\$325.00
048457	Perkins School for the Blind	\$16,802.40
047911	Perkins School for the Blind	\$19,952.85
1658899-00	Perma-Bound	\$254.40
1651585-02	Perma-Bound	\$197.25
466275	Pest-End Exterminators	\$85.00
466284	Pest-End Exterminators	\$50.00
466596	Pest-End Exterminators	\$85.00
463283	Pest-End Exterminators	\$50.00
BKG	Peter Dion	\$78.00
BKB	Peter Kitsos	\$175.00
2457648-DC15	Pitney Bowes	\$134.44
6936991-JAN16	Pitney Bowes	\$134.44
2473231-NV15	Pitney Bowes	\$166.47
StampsCrowell	Postmaster-Haverhill	\$147.00
0754009415	Proforma Business Services	\$160.00
0754009415	Proforma Business Services	\$224.00
BKG	Raymond Bernier	\$56.00
05K0438358871	Ready Refresh by Nestle	\$19.03

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
BKB	Richard Emerson	\$56.00
BKG	Richard Robichaud	\$112.00
IH	Rick Johnson	\$156.00
IH	Rick Santilli	\$78.00
951988048	Riverside Publishing Co	\$1,410.20
IH	Robert Ferreira	\$78.00
IH	Robert Hawkes	\$156.00
IH	Robert Laurano	\$78.00
112253	Rooter-Man / Daigle Enterprise Inc	\$793.00
2110376	Rooter-Man / Daigle Enterprise Inc	\$395.00
16003173	Ryan Lawnmower and Small Engine	\$400.00
T15010133	Safeway Training & Trans Services Inc	\$29,070.00
T15010037	Safeway Training & Trans Services Inc	\$34,375.00
#2	Sallie Pettengill	\$180.00
12/15,17/2015	Sallie Pettengill	\$180.00
10/26 tru 12/11/15	Sally Guilmette	\$77.74
11/2 thru 12/17/15	Sandra J Basiliere	\$71.65
SW	Sandra Maczko	\$80.00
208115522781	School Specialty ED. Essentials	\$52.05
208115522781	School Specialty ED. Essentials	\$52.05
302500140019	School Specialty ED. Essentials	\$259.00
302500140019	School Specialty ED. Essentials	\$16.75
302500140019	School Specialty ED. Essentials	\$104.88

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
30810238547	School Specialty/Sax Arts & Crafts	\$6.37
30810238547	School Specialty/Sax Arts & Crafts	\$85.61
30810238547	School Specialty/Sax Arts & Crafts	\$22.75
30450064808	School Specialty/Sax Arts & Crafts	\$1,954.32
208115522780	School Specialty/Sax Arts & Crafts	\$53.98
IH	Sean Boudreau	\$78.00
IH/BKG/BKB	Shannon Pettis	\$270.00
A. Godin-Dec20	Shared Living Collaborative	\$1,147.12
8204-4	Sherwin Williams Company	\$16.48
8181-4	Sherwin Williams Company	\$56.67
7740-8	Sherwin Williams Company	\$92.53
8297-8	Sherwin Williams Company	\$19.49
H 07709	Shoe City Hardware	\$49.68
0371859-IN	Southpaw Enterprises Inc	\$232.00
181,689	St Anns Home	\$4,196.16
181,764	St Anns Home	\$4,666.16
181,776	St Anns Home	\$4,666.16
181,794	St Anns Home	\$4,666.16
BKB/BKG	Stephen D Beaudoin Sr	\$175.00
IH	Stephen L Misserville	\$56.00
459340	The Booksource	(\$1,327.03)
459340	The Booksource	(\$560.24)
455395	The Booksource	\$24.68
453206	The Booksource	\$1,295.31
453206	The Booksource	\$1,411.32

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
453206	The Booksource	\$1,459.79
453206	The Booksource	\$1,490.67
214883	The New England Center for Children, Inc	\$27,269.46
IN450383	Therapro Inc	\$29.45
216827	Therapy Shoppe Inc	\$16.46
216827	Therapy Shoppe Inc	\$17.59
216827	Therapy Shoppe Inc	\$27.49
216827	Therapy Shoppe Inc	\$27.49
216827	Therapy Shoppe Inc	\$27.49
216827	Therapy Shoppe Inc	\$28.36
216827	Therapy Shoppe Inc	\$148.49
INV001731	Think Social Publishing- Social Thinking	\$37.40
INV001731	Think Social Publishing- Social Thinking	\$94.60
BKG	Thomas Brow	\$78.00
1442746	Toshiba Business Solutions	\$144.00
1442768	Toshiba Business Solutions	\$155.00
1442768	Toshiba Business Solutions	\$155.00
1442768	Toshiba Business Solutions	\$155.00
1450384	Toshiba Business Solutions	\$300.00
1450384	Toshiba Business Solutions	\$270.00
1443432	Toshiba Business Solutions	\$132.00
1434530	Toshiba Business Solutions	(\$576.00)
1434530	Toshiba Business Solutions	(\$155.00)
1434530	Toshiba Business Solutions	(\$155.00)
1434530	Toshiba Business Solutions	(\$155.00)

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
1437910	Toshiba Business Solutions	\$540.00
1437910	Toshiba Business Solutions	\$264.00
1437910	Toshiba Business Solutions	\$310.00
1437910	Toshiba Business Solutions	\$310.00
1437910	Toshiba Business Solutions	\$310.00
1437910	Toshiba Business Solutions	\$173.40
1356764	Toshiba Business Solutions	\$264.00
BKB	Tracy Mitchell	\$78.00
150180119	TriMark United East	\$31.84
97349451	US Games	\$78.99
97349451	US Games	\$99.99
6178151951 Dec FY16	Verizon - 15124	\$4,468.94
BKB/BKG	Vicki P Murphy	\$175.00
1/12/2016	Vimarias Rampersaud	\$75.00
I30103499	WB Mason Co Inc	\$97.26
I30606956	WB Mason Co Inc	\$12.80
I30606956	WB Mason Co Inc	\$8.52
I30606956	WB Mason Co Inc	\$4.61
I30606956	WB Mason Co Inc	\$4.51
I30606956	WB Mason Co Inc	\$4.39
I30606956	WB Mason Co Inc	\$3.86
I30606956	WB Mason Co Inc	\$3.86
I30606956	WB Mason Co Inc	\$5.32
I30606956	WB Mason Co Inc	\$2.47
I30607762	WB Mason Co Inc	\$8.72
I30607762	WB Mason Co Inc	\$27.16

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
I30607762	WB Mason Co Inc	\$28.42
I30607762	WB Mason Co Inc	\$12.29
I30607762	WB Mason Co Inc	\$21.00
I30607762	WB Mason Co Inc	\$31.48
I30607762	WB Mason Co Inc	\$7.01
I30607762	WB Mason Co Inc	\$19.30
I30607762	WB Mason Co Inc	\$17.49
I30607762	WB Mason Co Inc	\$2.24
I30607762	WB Mason Co Inc	\$17.04
I30607762	WB Mason Co Inc	\$1.00
I30607762	WB Mason Co Inc	\$5.83
I30607762	WB Mason Co Inc	\$28.60
CR2714713	WB Mason Co Inc	(\$21.77)
I30435452	WB Mason Co Inc	\$21.77
I30435932	WB Mason Co Inc	\$2.55
I30435932	WB Mason Co Inc	\$76.47
CR2681315	WB Mason Co Inc	(\$2.55)
CR2681315	WB Mason Co Inc	(\$76.47)
I30089498	WB Mason Co Inc	\$48.90
I30089498	WB Mason Co Inc	\$34.95
I30871534	WB Mason Co Inc	\$38.88
I30871534	WB Mason Co Inc	\$120.33
I30871593	WB Mason Co Inc	\$52.50
I27412732	WB Mason Co Inc	\$49.99
CR2698029	WB Mason Co Inc	(\$620.75)
I27550970	WB Mason Co Inc	\$620.75



# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
I30871593	WB Mason Co Inc	\$3.80
I30871593	WB Mason Co Inc	\$2.40
I30871593	WB Mason Co Inc	\$2.00
I30871593	WB Mason Co Inc	\$2.00
I28810751	WB Mason Co Inc	\$370.16
I30748535	WB Mason Co Inc	\$147.52
I30190152	WB Mason Co Inc	\$2.18
I30190155	WB Mason Co Inc	\$23.50
I30162389	WB Mason Co Inc	\$8.19
I30162389	WB Mason Co Inc	\$1.00
I30162389	WB Mason Co Inc	\$2.40
I30162389	WB Mason Co Inc	\$1.24
I30162389	WB Mason Co Inc	\$19.44
I30162389	WB Mason Co Inc	\$1.76
I30162389	WB Mason Co Inc	\$13.38
I30162389	WB Mason Co Inc	\$2.80
I30162389	WB Mason Co Inc	\$1.51
I30162389	WB Mason Co Inc	\$20.27
I30162389	WB Mason Co Inc	\$5.28
I30162389	WB Mason Co Inc	\$0.87
I30162389	WB Mason Co Inc	\$13.08
I30162389	WB Mason Co Inc	\$4.20
I30097413	WB Mason Co Inc	\$60.90
I30097413	WB Mason Co Inc	\$9.54
I30097413	WB Mason Co Inc	\$3.07
I29786679	WB Mason Co Inc	\$3.22

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
I29786679	WB Mason Co Inc	\$1.35
I29786679	WB Mason Co Inc	\$20.98
I30190099	WB Mason Co Inc	\$26.80
I30022112	WB Mason Co Inc	\$7.96
I30022304	WB Mason Co Inc	\$37.84
I30022304	WB Mason Co Inc	\$24.60
I30022304	WB Mason Co Inc	\$227.36
I30022304	WB Mason Co Inc	\$9.84
CR2697570	WB Mason Co Inc	(\$620.75)
I27550956	WB Mason Co Inc	\$620.75
I30273836	WB Mason Co Inc	\$18.99
I30273836	WB Mason Co Inc	\$11.99
I30273836	WB Mason Co Inc	\$16.99
I30748532	WB Mason Co Inc	\$258.16
I30751429	WB Mason Co Inc	\$1,787.25
I30189985	WB Mason Co Inc	\$16.90
I30262863	WB Mason Co Inc	\$58.59
I30262863	WB Mason Co Inc	\$350.00
I30272996	WB Mason Co Inc	\$59.36
I30272996	WB Mason Co Inc	\$61.08
I30192277	WB Mason Co Inc	\$39.20
I30302250	WB Mason Co Inc	\$1,787.25
I30103781	WB Mason Co Inc	\$31.96
I30103781	WB Mason Co Inc	\$12.86
129343736/13021 9448	WB Mason Co Inc	\$900.00
129343736/13021 9448	WB Mason Co Inc	\$449.97

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
WPS-107420	Western Psychological Services	\$55.00
C45366	Whalley Computer Associates	\$177.96
1602528	Whalley Computer Associates	\$452.20
1602528	Whalley Computer Associates	\$255.35
1602528	Whalley Computer Associates	\$203.60
1602528	Whalley Computer Associates	\$30.74
C43831	Whalley Computer Associates	\$136.00
C43999	Whalley Computer Associates	\$1,494.92
1602528	Whalley Computer Associates	\$2,843.50
IH	William Nottle	\$78.00
IH	William Thomas	\$156.00
<b>Grand Total:</b>		<b>\$283,463.88</b>

End of Report

**SC 01.28.16**

5A

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>\$ 346,012.58</b>
<b>Cafeteria</b>	<b>\$ -</b>
<b>Grants</b>	<b>\$ -</b>
<b>Total</b>	<b>\$346,012.58</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

Ben

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

EV20160129A

Invoice	Vendor	Total
207457	Academic Therapy Publications	\$158.40
2469052	ACCO Brands USA LLC	\$1,945.00
01-15-0005-6126	American Arbitration Association	\$275.00
4368659228	Apple Computer Inc	\$774.95
4368540276	Apple Computer Inc	\$774.95
4367233079	Apple Computer Inc	\$61.85
4367233080	Apple Computer Inc	\$61.85
4367256411	Apple Computer Inc	\$61.85
4367270370	Apple Computer Inc	\$355.95
4589151407	Apple Computer Inc	\$100.00
4589070293	Apple Computer Inc	\$10.00
4365933470	Apple Computer Inc	\$305.95
4364487657	Apple Computer Inc	\$399.00
4364450292	Apple Computer Inc	\$6.95
4364117130	Apple Computer Inc	\$11,120.00
4364070642	Apple Computer Inc	\$158.00
4365621316	Apple Education	\$13,590.00
4364531802	Apple Education	\$4,530.00
4364672238	Apple Education	\$999.50
1800813845	Apple Store Rockingham	\$1,188.19
413	BERARD Systems	\$150.00
5234373	Blick Art Materials	\$11.00
481447	Book Source	\$28.42
480591	Book Source	\$593.58
Cell Oct FY16	Brian W Nagel	\$50.74
C4157	Career Resources	\$294.00

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
	Corporation	
49318729 RI	Carolina Biological Supply Company	\$99.74
1511032	Carroll Center For The Blind	\$3,465.50
81856	Cascade School Supplies Inc	\$374.38
BLD9403	CDW Government Inc	\$1,313.00
BHV9266	CDW Government Inc	\$738.99
BHQ1233	CDW Government Inc	\$316.71
BGB0655	CDW Government Inc	\$4,873.00
BFG8286	CDW Government Inc	\$6,998.00
BDR8611	CDW Government Inc	\$6,510.00
BDL3689	CDW Government Inc	\$2,271.00
BCV9657	CDW Government Inc	\$7,162.00
BCV0119	CDW Government Inc	\$7,599.00
3570	Childrens Hospital	\$377.00
12/1 thru 12/22/15	Chrisi Brown	\$59.08
27979551-B	CIT Technology Financial Services	\$128.27
1600051	Collaborative for Regional Ed Services	\$150.00
16-0005748	Collaborative for Regional Ed Services	\$189.12
16-0005674	Collaborative for Regional Ed Services	\$3,060.00
16-0005673	Collaborative for Regional Ed Services	\$3,468.00
16-0005675	Collaborative for Regional Ed Services	\$2,856.00
24635	Combustion Service Co of NE	\$794.00
2436	Combustion Service Co of NE	\$1,221.00
24638	Combustion Service Co of	\$774.00

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
	NE	
24639	Combustion Service Co of NE	\$1,787.00
24524	Combustion Service Co of NE	\$805.00
24525	Combustion Service Co of NE	\$795.00
24526	Combustion Service Co of NE	\$854.00
24527	Combustion Service Co of NE	\$664.00
24637	Combustion Service Co of NE	\$896.00
3760973065 Jan FY16	Comcast	\$89.90
3760013797 Jan FY16	Comcast	\$24.18
3760207381 Jan FY16	Comcast	\$451.89
3760641571 Jan FY16	Comcast	\$112.95
40053712 Jan FY16	Comcast Business	\$8,568.00
40288433 jan FY16	Comcast Business	\$539.19
1115	CommuniK-9, Inc.	\$608.00
2723381 BR FY16-12	ConEdison Solutions	\$440.26
2723380 SH FY16-12	ConEdison Solutions	\$5,884.45
2723379 CO FY16-12	ConEdison Solutions	\$3,809.59
2721267 CR FY16-12	ConEdison Solutions	\$242.32
2721263 CR FY16-12	ConEdison Solutions	\$470.61
2720210 NE FY16-12	ConEdison Solutions	\$5,485.00
2720218 WA FY16-11	ConEdison Solutions	\$306.66



# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
2720211 PL FY16-12	ConEdison Solutions	\$5,902.04
2720199 BU FY16-11	ConEdison Solutions	\$246.03
2719767 BA FY16-11	ConEdison Solutions	\$1.13
2719770 BA FY16-11	ConEdison Solutions	\$1.36
2715519 BE FY16-11	ConEdison Solutions	\$4,384.73
2714008 SJ FY16-12	ConEdison Solutions	\$1,047.90
2714007 NOV FY16-11	ConEdison Solutions	\$1,535.33
2713456 HU FY16-11	ConEdison Solutions	\$2,205.40
2713461 MD FY16-11	ConEdison Solutions	\$948.01
2713464HHS FY16-11	ConEdison Solutions	\$12,233.79
2713465 WH FY16-11	ConEdison Solutions	\$1,677.73
2713466 GH FY16-11	ConEdison Solutions	\$5,784.11
2713467 HHS FY16-11	ConEdison Solutions	\$12,239.41
2713469 BR FY16-11	ConEdison Solutions	\$63.14
2713472 GR FY16-11	ConEdison Solutions	\$798.27
2713470 TI FY16-11	ConEdison Solutions	\$1,496.88
12/5 thru 12/28/15	Coppola Bus Inc	\$7,386.35
B-Soccer Nov	Coppola Bus Inc	\$4,351.27
Field Hockey Oct	Coppola Bus Inc	\$10,963.97
12/1 thru 12/17/15	Courtney Clark	\$30.87
124929	Crotched Mtn Rehab Ctr	\$26,848.08
90394808	Curriculum Associates Inc	\$670.88

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
IN110380	Custom Computer Specialists Inc	\$10,957.50
12/14 - 12/22/15	Dawn M Caputo	\$52.27
11/2 thru 11/30/15	Debora W Ware	\$30.23
349117	Delta-T Group	\$1,137.50
348976	Delta-T Group	\$1,137.50
348826	Delta-T Group	\$1,137.50
303212DEC15	Devereux	\$3,569.44
288589DEC15	Devereux	\$3,569.44
303212NOV15	Devereux	\$3,346.35
288589NOV15	Devereux	\$3,346.35
29468699	Direct Energy Services LLC	\$1,772.84
32416941	Direct Energy Services LLC	\$571.02
87202663	Direct Energy Services LLC	\$32.47
82005836	Direct Energy Services LLC	\$698.38
68192	Direct Energy Services LLC	\$27.47
68709336	Direct Energy Services LLC	\$1,957.38
96516486	Direct Energy Services LLC	\$517.86
74157482	Direct Energy Services LLC	\$2,036.65
67556903	Direct Energy Services LLC	\$2,113.58
22486081	Direct Energy Services LLC	\$1,950.16
39152710	Direct Energy Services LLC	\$1,580.81
47890148	Direct Energy Services LLC	\$1,846.77
29528858	Direct Energy Services LLC	\$1,838.44
31907859	Direct Energy Services LLC	\$2,680.53
6899227	Direct Energy Services LLC	\$2,760.35
90206747	Direct Energy Services LLC	\$3,187.46

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
13577763	Direct Energy Services LLC	\$665.69
9398230	Direct Energy Services LLC	\$30.86
21524386	Direct Energy Services LLC	\$135.97
40287387	Direct Energy Services LLC	\$1,097.80
76310638	Direct Energy Services LLC	\$343.69
42859185	Direct Energy Services LLC	\$332.01
94389531	Direct Energy Services LLC	\$27.53
15254589	Direct Energy Services LLC	\$472.15
80496181	Direct Energy Services LLC	\$257.76
44168988	Direct Energy Services LLC	\$660.68
2588838	Direct Energy Services LLC	\$326.17
1194274	Direct Energy Services LLC	\$240.25
6330174	Direct Energy Services LLC	\$291.97
45500675	Direct Energy Services LLC	\$188.53
50153149	Direct Energy Services LLC	\$8.34
70458243	Direct Energy Services LLC	\$308.65
63479603	Direct Energy Services LLC	\$32.53
55661294	Direct Energy Services LLC	\$474.66
60013246	Direct Energy Services LLC	\$5.01
73493352	Direct Energy Services LLC	\$266.11
35657639	Direct Energy Services LLC	\$22.52
28520844	Direct Energy Services LLC	\$306.99
66858169	Direct Energy Services LLC	\$274.45
5167187	Direct Energy Services LLC	\$68.40
83573702	Direct Energy Services LLC	\$60.06
29609789	Direct Energy Services LLC	\$540.55

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
82978184	Direct Energy Services LLC	\$206.05
62868238	Direct Energy Services LLC	\$248.59
86353694	Direct Energy Services LLC	\$94.26
47046925	Direct Energy Services LLC	\$11.68
71733513	Direct Energy Services LLC	\$125.96
37206035	Direct Energy Services LLC	\$465.48
66178139	Direct Energy Services LLC	\$22.52
46460743	Direct Energy Services LLC	\$10.01
32667642	Direct Energy Services LLC	\$266.94
95102630	Direct Energy Services LLC	\$162.66
4222014	Direct Energy Services LLC	\$60.06
37545534	Direct Energy Services LLC	\$970.17
57712821	Direct Energy Services LLC	\$68.40
51117469	Direct Energy Services LLC	\$197.71
99976098	Direct Energy Services LLC	\$102.61
87348745	Direct Energy Services LLC	\$24.19
38714588	Direct Energy Services LLC	\$15.85
44084866	Direct Energy Services LLC	\$197.71
63855613	Direct Energy Services LLC	\$530.55
35039032	Direct Energy Services LLC	\$296.97
39574485	Direct Energy Services LLC	\$10.85
16796	Eagleton School Inc	\$11,975.30
10856322	Educators Publishing Service	\$281.16
36632	F L Chamberlain Center Inc	\$9,699.90
5-270-03414	Federal Express	\$20.50
5-261-98204	Federal Express	\$24.56

# City of Haverhill Massachusetts

Fiscal Year: 2015-2016

## LEA Warrant

Invoice	Vendor	Total
5-246-46531	Federal Express	\$24.56
10/7 thru 1/4/16	Felicity Johns Liebke	\$133.30
P067697001017	Flaghouse Inc	\$341.27
16Ha 1 cald2	FLLAC Educational Collaborative	\$13,828.95
1908450A	Follett School Solutions, Inc.	\$831.82
48874237	FW Webb Company	(\$75.65)
48813725-2	FW Webb Company	\$373.52
48880098	FW Webb Company	\$14.77
48716928	FW Webb Company	\$96.08
48697268-2	FW Webb Company	\$26.88
48874291	FW Webb Company	\$103.05
48858300	FW Webb Company	\$140.29
48835732	FW Webb Company	\$82.80
48773316	FW Webb Company	\$1,640.58
48758214	FW Webb Company	\$133.12
48764466	FW Webb Company	\$101.40
48747462	FW Webb Company	\$289.92
48697268	FW Webb Company	\$102.34
48667670	FW Webb Company	\$36.58
48655732	FW Webb Company	\$45.12
48497380	FW Webb Company	\$653.40
48452172	FW Webb Company	\$247.50
14419	GameSalad, Inc	\$1,199.00
18747	Grace Limousine	\$6,250.00
18676	Grace Limousine	\$3,360.00
9905240561	Grainger	\$66.74

## City of Haverhill Massachusetts

Fiscal Year: 2015-2016

### LEA Warrant

Invoice	Vendor	Total
19075	HMF Printing Inc	\$350.00
JL12/14 - 12/23/15	Hollie Littlefield	\$160.00
EL 12/14 - 12/23/15	Hollie Littlefield	\$160.00
951805119	Houghton Mifflin Harcourt	\$668.24
11238	IAT Interactive LLC	\$787.18
<b>Grand Total:</b>		<b>\$346,012.58</b>

End of Report



Fiscal Year: 2015-2016

## City of Haverhill Massachusetts

## SC Warrant Listing with Descriptive

Vendor	Total	Account	Detail Line Description
BANKCARD	\$983.04	1010000.4.1210.6560.32.310.00.10	Comcast - Office Supplies
BANKCARD	\$234.98	1010000.4.1210.6560.32.310.00.10	Staples - Office Supplies
BANKCARD	\$266.11	1010000.4.1210.6560.32.310.00.10	WB Mason - Office Supplies
BANKCARD	\$4,233.25	1010000.4.1210.6620.32.310.00.10	B&H Photo - Equipment-Admin
BANKCARD	\$27.72	1010000.4.1420.6606.32.310.00.10	GNC Boston Globe - Books & Subscriptions-HR
BANKCARD	\$523.25	1010000.4.2430.6510.73.315.00.10	WB Mason - Computer/Tech Supplies Admin
BANKCARD	\$340.00	1010000.4.2451.6611.73.315.00.10	Collobos Software - Computer/Technology Software
BANKCARD	\$10.00	1010000.4.2451.6611.73.315.00.10	Mailchimp - Computer/Technology Software
BANKCARD	\$120.24	1010000.4.4220.6640.74.185.00.10	Advance Auto Parts - Maintenance/Repair-Building
BANKCARD	\$1,366.49	1010000.4.4220.6640.74.185.00.10	Airex Filter - Maintenance/Repair-Building
BANKCARD	\$79.39	1010000.4.4220.6640.74.185.00.10	Amazon - Maintenance/Repair-Building
BANKCARD	\$340.00	1010000.4.4220.6640.74.185.00.10	AMZ Manton Cork - Maintenance/Repair-Building
BANKCARD	\$31.85	1010000.4.4220.6640.74.185.00.10	Arthurs Truevalue - Maintenance/Repair-Building
BANKCARD	\$877.93	1010000.4.4220.6640.74.185.00.10	Demers - Maintenance/Repair-Building
BANKCARD	\$1,511.84	1010000.4.4220.6640.74.185.00.10	FW Webb - Maintenance/Repair-Building

SE 20160129

Printed: 01/20/2016 10:21:03 AM Report: rptVListing SC Warrant Listing with Descriptive 2015.4.09



## City of Haverhill Massachusetts

## SC Warrant Listing with Descriptive

Vendor	Total	Account	Detail Line Description
BANKCARD	\$71.89	1010000.4.4220.6640.74.185.00.10	Hardware Chimp -
BANKCARD	\$104.95	1010000.4.4220.6640.74.185.00.10	Maintenance/Repair-Building
BANKCARD	\$411.00	1010000.4.4220.6640.74.185.00.10	Jackson Lumber -
BANKCARD	\$253.94	1010000.4.4220.6640.74.185.00.10	Maintenance/Repair-Building
BANKCARD	\$1,041.39	1010000.4.4220.6640.74.185.00.10	Kamco -
BANKCARD	\$1,555.73	1010000.4.4220.6640.74.185.00.10	Maintenance/Repair-Building
BANKCARD	\$78.00	1010000.4.4220.6640.74.185.00.10	Landscapers Depot -
BANKCARD	\$100.63	1010000.4.4220.6640.74.185.00.10	Maintenance/Repair-Building
BANKCARD	\$70.99	1010000.4.4220.6640.74.185.00.10	Lowes -
BANKCARD	\$554.00	1010000.4.4220.6640.74.185.00.10	Maintenance/Repair-Building
BANKCARD	\$1,142.53	1010000.4.4220.6640.74.185.00.10	Northeast Elec -
BANKCARD	\$7.17	4166473.4.2430.6582.33.000.06.10	Maintenance/Repair-Building
BANKCARD	\$222.51	4166473.4.2430.6582.33.000.06.10	Pleasant Valley Gardens -
<b>Grand Total:</b>	<b>\$16,695.30</b>		Maintenance/Repair-Building

Printed: 01/20/2016

10:21:03 AM

Report: rptVListing SC Warrant Listing with Descriptive

2015.4.09

**City of Haverhill Massachusetts**

**Fiscal Year: 2015-2016**

**SC Warrant Listing with Descriptive**

<b>Vendor</b>	<b>Total</b>	<b>Account</b>	<b>Detail Line Description</b>
<b>End of Report</b>			

**Haverhill School Committee Meeting of Thursday, January 14 2016**

6A.

Mayor James Fiorentini called the Regular Meeting to order at 7:00 p.m. Present were Mr. Joseph Bevilacqua, Mr. Sven Amirian, Attorney Paul Magliocchetti, Mr. Scott Wood, Mrs. Maura Ryan-Ciardello, Ms. Gail Sullivan, Mrs. Julie R. Kukenberger, Assistant Superintendent and Mr. James F. Scully, Superintendent of Schools.

The Pledge of Allegiance was recited.

**Public Participation**

Councilor Colin LePage reviewed his past meetings with the committee and city council relative to the hiring of an additional health teacher for the lower grades. He indicated that they are working collaboratively to complete the process of hiring this staff member. Mr. Scully stated he is working with the business manager to identify funds to bring this to a reality.

**Mr. Bevilacqua - Comments**

Mr. Bevilacqua offered his farewell comments due to this being his last meeting prior to stepping down tomorrow. He said a few words on his being a committee member and the good things that have happened with the education in the district. He thanked the teachers, administrators, students, parents, taxpayers, and colleagues for their support. He thanked Representative Dempsey for his efforts in bringing monies to the district and finally the Mayor and the office staff to making his job easier.

**The election of the President and Vice President for 2016 – Members**

Moved by Mr. Bevilacqua and seconded by Attorney Magliocchetti to TABLE this item until the school committee meeting when a replacement is selected and continue the current officers to that time period. A roll call vote was held with the following results.

Mr. Amirian	Yes	Mrs. Sullivan	Yes
Attorney Magliocchetti	Yes	Mr. Bevilacqua	Yes
Mrs. Ryan-Ciardello	Yes	Mr. Wood	Yes
Mayor Fiorentini	Yes		

Motion passes.

**Communication and Reports****Student Advisory Council Report – Benjamin Roy**

Ben was not in attendance.

Attorney Magliocchetti asked to call up the item on the memorandum of agreement. Mr. Wood objected procedurally according to Robert Rules of Order. Mayor Fiorentini asked for a point of order and ruled it out of order. The item was called forward.

**Old Business****Memorandum of Agreement between the Haverhill School Committee and Haverhill Administrative & Supervisory Group – Attorney Magliocchetti**

Attorney Magliocchetti questioned Attorney Cox as to if this matter can be discussed publically due to a pending unfair labor practice charge. Attorney Cox indicated that the contract was discussed in a prior public meeting and there is no prohibition to discussing it at this time. Attorney Magliocchetti referenced the unfair labor practice charge filed by the Administrators' union, which was sent by email by Attorney Cox to members. Attorney Cox stated the basis of the complaint is that the contract was approved in executive session by a 5- 2 vote and that in a follow up confirmatory vote in open session at a subsequent meeting rather than vote to ratify the members voted it down. The action taken was opposite of what happened in executive session. Attorney Cox notified the union attorney of the affirmative executive session vote and the union then held a meeting and ratified the contract. Attorney Cox stated the matter is scheduled for an in person investigation where an investigator from labor relations will hear from both sides and will determine whether or not to issue a formal complaint and present a formal charge. Attorney Magliocchetti questioned if a member is allowed to change a vote in public session. Discussion ensued as to the changing of a vote from to open session and if it is legal. Attorney Cox indicated that the better procedure going forward would be to go back into open session to confirm an approval of a contract immediately after it is approved in executive session. The committee can take action on a collective bargaining agreement at any time provided it is in compliance with the open meeting law.

*Moved by Attorney Magliocchetti and seconded by Mr. Amirian to confirm the approval of the contract previously ratified in executive session.*

*Attorney Cox stated the legal process and what relief the union has requested if this is not ratified tonight. If ratified tonight, no further actions will be taken.*

*A roll call vote was held with the following results.*

<i>Mr. Amirian</i>	<i>Yes</i>	<i>Mrs. Sullivan</i>	<i>Yes</i>
<i>Attorney Magliocchetti</i>	<i>Yes</i>	<i>Mr. Bevilacqua</i>	<i>Yes</i>
<i>Mrs. Ryan-Ciardello</i>	<i>Yes</i>	<i>Mr. Wood</i>	<i>No</i>
<i>Mayor Fiorentini</i>	<i>Yes</i>		

*Motion passes.*

*Mr. Wood asked to move up Item C.*

**School Committee Communications**

**Vacant School Committee Seat – Mr. Wood**

*Mr. Wood indicated a joint meeting of council and school committee on Tuesday relative to the open position. Attorney Magliocchetti questioned if Mr. Wood would need to recuse himself due to a personal financial interest being in business with Mr. Toohey. Mayor Fiorentini called this point of order out of order. Mr. Wood stated there is no financial gain or conflict with Mr. Toohey. Mr. Wood has researched the previous times when such a vacancy occurred and who was appointed. He stated the fourth candidate filled three of four vacancies whereas one had a special election. Ms. Sullivan asked to have the process done correctly as opposed to being done quickly. Attorney Magliocchetti asked Mrs. Danehy to speak on Mrs. Francescone's seat remaining vacant for nearly a year. Different committees have handled this different times and Attorney Magliocchetti felt Tuesday's meeting should be a workshop to discuss the process. A policy needs to be developed so if it comes up in the future they will know how to proceed. Mr. Amirian expressed the need to slow the process and have an adequate time period and not to lead people on. Mayor Fiorentini asked to get this over quickly and not drag this on. This should not be treated differently as in the past. It is the voters' job and does not agree to opening it up and having interviews. He believes it should go to the runner up and that is what the voters decided. The public assumption is the runner up should be appointed. They will be voting on the procedures on Tuesday.*

**Superintendent Comments/Reports**

*Substance Use and the Adolescent Brain Series – Mr. Thomas O'Brien, Director of Athletics and Wellness and Ms. Katherine Vozeolas, BSN RN NCSN, Supervisor of Nursing and School Health Services.*

*The Superintendent stated a letter was sent out to the school community and passed out a flier relative to substance abuse. Many children go home to challenges and he has been asked how to deal with it. The committee has met including principals to have chats with families throughout the district. The first meeting is January 27<sup>th</sup> at Whittier Middle School from 6:00 – 7:00 p.m. in the cafeteria with subsequent meetings at the other schools. Members expressed their support in combating this epidemic in the city and the nation.*

**Health Advisory Group Representative (formerly Wellness Committee) from School Committee**

*Moved by Mr. Bevilacqua and seconded by Attorney Magliocchetti to appoint Sven Amirian as the Health Advisory Group Representative. A verbal vote indicated all in favor.*

*Motion passes.*

**Human Resources Documents: CORI; On-line Ethics Training; State Ethics Acknowledgement and Fingerprinting Acknowledgement.**

*The Superintendent asked members to complete the new forms that can be obtained in his office.*

*Attorney Magliocchetti informed members that Ben Roy has been accepted to Harvard University. The Superintendent will provide a list of student acceptances to top schools to members when available.*

Subcommittee Reports

There were no reports at this time.

**New Business**

Moved by Mr. Wood and seconded by Attorney Magliocchetti to approve the Physical Restraint for Students' Policy (JKAA) as indicated in the agenda material – first reading is waived. A roll call vote was held and the results were the following:

Mr. Amirian	Yes	Mrs. Sullivan	Yes
Attorney Magliocchetti	Yes	Mr. Bevilacqua	Yes
Mrs. Ryan-Ciardello	Yes	Mr. Wood	Yes
Mayor Fiorentini	Yes		

Moved by Mr. Wood and seconded by Attorney Magliocchetti to approve Warrant Number EV20160115B totaling \$88,611.87; Warrant Number WV20151224 totaling \$20,546.70; Warrant Number JE20160115 totaling \$15,344.37; Warrant Number WV20151218 totaling \$51,261.37; Warrant Number EV20160115 totaling \$202,043.48 and Warrant Number EV20160115A totaling \$4,539,557.97.

Attorney Magliocchetti asked to amend the motion to remove EV20160115B and EV20160115A due to a conflict. A roll call vote was held on the amended motion and the results were the following:

Mr. Amirian	Yes	Mrs. Sullivan	Yes
Attorney Magliocchetti	Yes	Mr. Bevilacqua	Abstained
Mrs. Ryan-Ciardello	Yes	Mr. Wood	Yes
Mayor Fiorentini	Yes		

Motion passes.

Moved by Mr. Wood and seconded by Mr. Amirian to approve Warrant Number EV20160115B totaling \$88,611.87 and Warrant Number EV20160115A totaling \$4,539,557.97. A roll call vote was held and the results were the following:

Mr. Amirian	Yes	Mrs. Sullivan	Yes
Attorney Magliocchetti	Abstained	Mr. Bevilacqua	Abstained
Mrs. Ryan-Ciardello	Yes	Mr. Wood	Yes
Mayor Fiorentini	Yes		

Motion passes.

Moved by Mr. Wood and seconded by Attorney Magliocchetti to approve the invoice from Kopelman and Paige, P.C. in the amount of \$192.50. A roll call vote was held and the results were the following:

Mr. Amirian	Yes	Mrs. Sullivan	Yes
Attorney Magliocchetti	Yes	Mr. Bevilacqua	Abstained
Mrs. Ryan-Ciardello	Yes	Mr. Wood	Yes
Mayor Fiorentini	Yes		

Motion passes.

Mayor Fiorentini left the meeting at 8:19 p.m. Mr. Wood took over as Chair.

Moved by Attorney Magliocchetti and seconded by Mr. Amirian to approve the donations. A roll call vote was held and the results were the following:

Mr. Amirian	Yes	Mrs. Sullivan	Yes
Attorney Magliocchetti	Yes	Mr. Bevilacqua	Yes
Mrs. Ryan-Ciardello	Yes	Mr. Wood	Yes

Motion passes.

The Superintendent shall forward a list of the current donations to members.

**Items by Consensus**

approval of the minutes of December 10, 2015 (regular meeting)

*approval of the field trip request(s):*

- William Kaste, HHS, Grades 9-12, 8.31.16-9.3.16, Haverhill Girls' Volleyball, Disney World, Orlando Florida,
- Antoinetta Diskin, HHS, Grades 9-12, April vacation, April 13, 2017 to April 22, 2017, Rome, Florence and Venice Italy, \$2,998.00
- Andrea Laws and Caitlyn Jenkinson, HHS, Grade 11, 3.24.16-3.6.16, Early College., \$3,000.00 New York, \$500.00
- Jeff Paszko, HHS, Grade 12, AP Ari History, April 14, 2016 to April 25, 2016, Rome, Florence, Venice It

*Ms. Sullivan asked to take the items separately since there are two new members that were not involved in the previous meeting.*

*Moved by Attorney Magliocchetti and seconded by Mr. Amirian to approve Item B, field trips. A roll call vote was held and the results were the following:*

<i>Mr. Amirian</i>	<i>Yes</i>	<i>Mrs. Sullivan</i>	<i>Yes</i>
<i>Attorney Magliocchetti</i>	<i>Yes</i>	<i>Mr. Bevilacqua</i>	<i>Yes</i>
<i>Mrs. Ryan-Ciardello</i>	<i>Yes</i>	<i>Mr. Wood</i>	<i>Yes</i>

*Motion passes.*

*Moved by Attorney Magliocchetti and seconded by Mr. Amirian to approve Item A, minutes. A roll call vote was held and the results were the following:*

<i>Mr. Amirian</i>	<i>Abstained</i>	<i>Mrs. Sullivan</i>	<i>Abstained</i>
<i>Attorney Magliocchetti</i>	<i>Yes</i>	<i>Mr. Bevilacqua</i>	<i>Yes</i>
<i>Mrs. Ryan-Ciardello</i>	<i>Yes</i>	<i>Mr. Wood</i>	<i>Yes</i>

*Motion passes.*

***Executive Session/Adjournment***

*Moved by Mr. Bevilacqua and seconded by Attorney Magliocchetti to adjourn the meeting. A verbal vote indicated all in favor.*

*Meeting adjourned at 8:22 p.m.*

*List of Documents included as part of packet: School Committee Agenda; Substance Abuse Series Flyer; Human Resources Documents; Administrators' MOA; Physical Restraint Policy; Warrants; Kopelman and Paige Invoice; Minutes; Field Trip Requests*



# Haverhill Public Schools

## REQUEST FOR FIELD TRIP APPROVAL

60.

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:

Today's Date: 1/14/16

Staff Member Name: Zachary Simmons School: Haverhill High School

Grade: 10-12 Course or Class of Students Attending: Model UN Club

Date of Field Trip: From 3/2/16 To 3/5/16 Time: From 6:45 AM To 9:30 PM on 3/5/16

Number of Students: 20 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>New York Hilton Midtown</u>	1. <u>1335 Avenue of the Americas</u>	1. <u>212-586-7000</u>
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____

## Direct curriculum relevance of Field Trip:

1. Unit/Topic: International Relations, and current events, and historical events

2. Standard(s): USG.4.7, USG.4.1, USG.4.10

3. Additional Information: teaches consensus building, public speaking, groupwork, research skills, and debate skills

Describe in-class preparation before the field trip: 6-8 page research paper and debate practice

Describe follow-up work in class and/or homework: NA

\* 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: \$ 350

Source of additional funds to support the field trip: \$ Still fundraising From: \_\_\_\_\_

Estimated number of students to be denied attendance for behavior reasons or other reasons within the student's ability to control: # 0

	Signature	Date	
Supervisor/Director	<u>[Signature]</u>	<u>1/20/16</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Principal	<u>[Signature]</u>	<u>1/19/16</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Assistant Superintendent	<u>[Signature]</u>	<u>1/25/16</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined

Ashley  
1-19-16





# Haverhill Public Schools

## REQUEST FOR FIELD TRIP APPROVAL

SC 01.28.16

60.

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:

Today's Date: 1-20-2016

Staff Member Name: F. DANIEL Hickey School: HHS

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

Date of Field Trip: From 4-8-2016 To 4-10-2016 Time: From 12PM 4/8 To 5PM 4/10

Number of Students: 6-8 Number of School Staff: 1 Number of Parent/Guardian Chaperones: 0

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>Marriott Hotel</u>	1. <u>Springfield, MA</u>	1. <u>413 781-7111</u>
2. _____	2. <u>2 Boland way</u>	2. _____
3. _____	3. _____	3. _____

Direct curriculum relevance of Field Trip:

1. Unit/Topic: Leadership / Community Service

2. Standard(s): \_\_\_\_\_

3. Additional Information: \_\_\_\_\_

Describe in-class preparation before the field trip: Election of 2016-2017 officers

Describe follow-up work in class and/or homework: Report weekend back to club.

\* 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:

\$ 160.00 ← Les's Kiwanis Donation

Source of additional funds to support the field trip:

\$ TBD From: Haverhill Kiwanis

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

# 0

	Signature	Date	
Supervisor/Director			[ ] Approved [ ] Declined
Principal	<u>Beth Hickey</u>	<u>1/21/16</u>	[ ] Approved [ ] Declined
Assistant Superintendent	<u>Freddie K. K...</u>	<u>1/25/16</u>	[ ] Approved [ ] Declined





School Committee

# Haverhill Public Schools

## REQUEST FOR FIELD TRIP APPROVAL

SC 01.28.16

b.p.

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:

Today's Date: 01/07/2016

Staff Member Name: Anthony J. Parolisi School: Consentino

Grade: 8 Course or Class of Students Attending: US History - Grade 8 (based on registration)

Date of Field Trip: From 05/31/16 To 06/03/16 Time: From \_\_\_\_\_ To \_\_\_\_\_

Number of Students: 70-80 Number of School Staff: 7-8 Number of Parent/Guardian Chaperones: 0  
All chaperones must have an approved CORI on file with the HPS.

Is a School Nurse Required on this Field Trip? No

Dispatch/School cost dependent on medical need - will advise based on registration  
(should not take it from student account to compensate)

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

Destination	Address	Telephone Number of Site Location
1. <u>Washington, D.C./Arlington, VA</u>	1. <u>Best Western Pentagon</u>	1. <u>(703) 979-4400</u>
2. _____	2. <u>2480 S. Glebe Rd., Arlington, VA 22206</u>	2. _____
3. _____	3. _____	3. _____

Direct curriculum relevance of Field Trip:

1. Unit/Topic: US History 1: Revolution to Reconstruction (and beyond)

2. Standard(s): All

3. Additional Information: Relevant to 8<sup>th</sup> gr. US History Curriculum - Tour of D.C. & surrounding areas (museums, Capitol, Nat'l Parks)

Describe in-class preparation before the field trip: Study US history & government

Describe follow-up work in class and/or homework: \_\_\_\_\_

\* 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:

\$ \$672.00

Source of additional funds to support the field trip:

\$ various From: individual, school-based fundraising

# 30-40 (grades/behavior)

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

	Signature	Date	
Supervisor/Director	<u>[Signature]</u>	<u>1/7/15</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Principal	<u>[Signature]</u>	<u>1/8/15</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Assistant Superintendent	<u>[Signature]</u>	<u>1/13/16</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined

# CAPITAL TOURS, INC.

200 Merrimack Street, Suite 401 • Haverhill, Massachusetts 01830 • Tel. (978) 373-9140

Dear Parents:

[www.capitaltours.net](http://www.capitaltours.net)

Capital Tours, Inc., in conjunction with A. B. Consentino School, is pleased to announce our 2016 tour to Washington, DC. Students and chaperones will be picked up at the school on Tuesday, May 31, 2016 at 6:00 AM and will return to the school on Friday, June 3, 2016 at 10:00 PM. While in Washington, DC, their tour will be conducted by an experienced tour escort. Nine meals, as well as transportation, lodging, admissions, guide fees, escort services, complete insurance (see below), evening activities, restaurant taxes and tips are included in the tour rate. In addition, security officers will be hired to provide extra security for the group each of the nights they are at the hotel. Below are listed some of the highlights as well as the features offered by the contract with Capital Tours, Inc.:

- \* Fully escorted tour from arrival the first day through departure the last.
- \* Accommodations at the Best Western - Arlington, VA with private bath, air conditioned on a **quadruple occupancy basis for students, double occupancy basis for adults.**
- \* Deluxe motor coach service, air conditioned with lavatory facilities.
- \* Nine full meals from a variety of restaurants.
- \* Capital Tours, Inc. maintains liability Insurance as required by N.T.A. Each member of your group is covered for up to \$5,000.00 for accidental medical, \$2,000.00 for medical and hospital expense due to illness, up to \$3,000.00 accidental death and dismemberment and \$1,000.00 for accidental dental.

The cost for this tour, including transportation, will be **\$672.00** per student and is based on the capacity of the motor coach. The registration date has been established for **December 2, 2015.**

**To Register:** Please complete the attached registration card and mail it in the attached envelope with a **\$125.00 deposit (which is non-refundable)** by **December 2, 2015 OR you can go to [www.capitaltours.net](http://www.capitaltours.net) and register on-line.** Please make all checks payable to **Capital Tours, Inc.** and mail to:

Capital Tours, Inc.  
200 Merrimack Street, Suite 401  
Haverhill, MA 01830

Parents wishing to pay by credit card or via their Pay Pal account must first register their child using the attached registration card. You will be then receive an e-mail confirming your child is registered. Once you receive the e-mail, you will then be able to pay on-line by logging onto [www.mycapitaltours.com](http://www.mycapitaltours.com).

**PLEASE NOTE: If the deposit amount is not received - the registration will not be considered complete.**

**Optional trip cancellation insurance is provided by Travel Insured International for an additional fee of \$37.50. Please contact Capital Tours at 978-373-9140 if you choose this option or check the box on the registration card.**

The following payment plan has been established:

Payment 1	\$125.00 (non-refundable)	Due: December 2, 2015
Payment 2	\$250.00	Due: February 19, 2016
Final Payment	\$297.00	Due: April 18, 2016

**PLEASE NOTE - the following cancellation policy will be strictly adhered to:**

**Cancellations postmarked prior to April 18, 2016 - full refund, less \$125.00**

**After April 18, 2016 - refunds will be subject to additional expenses incurred.**

**THERE WILL BE NO REFUNDS FOR INDIVIDUAL CANCELLATIONS WITHIN TWO WEEKS OF THE TRIP DEPARTURE DATE.**

**SPECIAL NOTE:** There will be a \$13.00 fee for checks returned for any reason. Capital Tours is not responsible for items left at the hotel or on the motor coaches.

**\*\*Capital Tours reserves the right to modify the final trip cost in the unlikely event that motor coach fuel prices increase sufficiently to cause a fuel adjustment to the motor coach portion of the trip. The total increase to the trip cost would not exceed \$10.00 per student.**

# CAPITAL TOURS, INC.

200 Merrimack Street, Suite 401 • Haverhill, Massachusetts 01830 • Tel. (978) 373-2140

[www.capitaltours.net](http://www.capitaltours.net)

September 11, 2015

## A. B. CONSENTINO SCHOOL "PROPOSED" WASHINGTON, DC ITINERARY

Day 1	6:00 AM	Departure from school
Tuesday	10:00 AM	Breakfast enroute (group's expense)
May 31, 2016		Lunch enroute (group's expense)
	4:00 PM	Dinner at Baltimore's Inner Harbor (stipend to be provided) and meet with escort
	5:30 PM	Depart for Washington, DC
	6:30 PM	Lincoln Memorial, Vietnam Memorial, Korean War Veterans Memorial, Jefferson Memorial
	8:15 PM	Check in at the Best Western - Pentagon*
Day 2	7:00 AM	Breakfast at the hotel
Wednesday	8:15 AM	Arlington National Cemetery, Iwo Jima Memorial
June 1, 2016	11:00 AM	Sightseeing on the Smithsonian Mall until 5:30 PM. Lunch at the group's convenience at the National Air & Space Museum. Museum of American History, Museum of Natural History
	5:30 PM	Return to the hotel
	7:00 PM	Student Moonlight Dance Cruise on the Potomac with dinner on board
Day 3	7:00 AM	Breakfast at the hotel
Thursday	8:00 AM	FDR Memorial, Martin Luther King, Jr. Memorial, World War II Memorial, Law Enforcement Memorial
June 2, 2016	9:45 AM	Group picture at the Capitol Building U.S. Capitol Building (exterior tour)
	10:45 AM	U.S. Holocaust Museum - Permanent Exhibit (if available)
	12:45 PM	National Zoological Park with boxed lunch
	3:00 PM	Newseum
	5:00 PM	White House for picture taking (exterior)
	6:00 PM	Dinner at National Place
	8:00 PM	Ghost Tour of Alexandria
Day 4	7:00 AM	Breakfast at the hotel and check out
Friday	10:00 AM	Fort McHenry (self-guided tour)
June 3, 2016	1:00 PM	Lunch enroute (\$10.00 stipend will be provided)
	10:00 PM	Estimated time of arrival in Haverhill

\* Best Western - Pentagon  
2480 South Glebe Road  
Arlington, VA 22206  
Tel. (703) 979-4400

# STUDENT DELUXE

## GROUP TRAVEL PROTECTION PLAN

### SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

Trip Cancellation (not applicable if \$0 trip cost)	Trip Cost*
Trip Interruption ((\$500 return air only if \$0 trip cost))	150% of Trip Cost*
Trip Delay - 6 hours	\$750 (\$150/day)
Missed Connection - 3 hours	\$500
Baggage/Personal Effects ((\$250 limit per article, \$500 combined limit for valuables))	\$1,500
Baggage Delay - 24 hours	\$300
Accident & Sickness Medical Expense	\$25,000
Emergency Evacuation & Repatriation	\$100,000
Cancel for Any Reason (CFAR)	Optional
Trip Cancellation coverage up to 48 hours prior to departure; for up to 75% refund. Must be purchased at the time of plan purchase and prior to final trip payment to be eligible for Cancel for Any Reason coverage. If after your final trip payment, this coverage is not available. <b>This benefit is not available to residents of New York State.</b>	
Non-Insurance Worldwide	Included
Emergency Assistance Services	

\*Up to the lesser of the Trip Cost paid or the limit of Coverage for which  
benefits are requested and the appropriate plan cost has been paid.  
Maximum limit of \$10,000

### PLAN COST PER PERSON\*

Cost of Trip	Rates w/ CFAR
\$1-\$200	\$18.75
\$201-\$400	\$25
\$401-\$600	\$31.25
\$601-\$800	\$37.50
\$801-\$1,000	\$45.83
\$1,001-\$1,500	\$62.50
\$1,501-\$2,000	\$81.25
\$2,001-\$2,500	\$102.08
\$2,501-\$3,000	\$122.91

\*CFAR - Cancel For Any Reason Benefit is not available to  
residents of New York State.

+ The Plan Cost includes insurance and non-insurance services

T-11047

TRAVEL  INSURED  
INTERNATIONAL®  
A Customer Controlled Company

CAPITAL  TOURS, INC.

### PAYMENT INFO:

To purchase the Travel Insured Student  
Deluxe Protection Plan with or without the  
Cancel For Any Reason option, please email  
this form with a check to:

Capital Tours, Inc.  
200 Merrimack Street, Suite 401  
Haverhill, Massachusetts 01830  
(978) 378-9140

### APPLICATION:

Applicant Name(s): \_\_\_\_\_

Trip Name: \_\_\_\_\_

Trip Dates: \_\_\_\_\_

Hom. Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Trip Cost: \_\_\_\_\_

Optional CFAR: Yes No (please circle)

Premium Amount: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Travel Insured International®  
P: 800-243-3174 F: 860-526-8005  
www.travelinsured.com

## GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for the following: resulting from suicide, attempted suicide or any intentionally self-inflicted injury while sane or insane (states may vary); due to a mental or nervous condition, unless hospitalized; resulting from an act of declared or undeclared war; while participating in maneuvers or training exercises of an armed service; while riding, driving or participating in races, or speed or endurance contests; while mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); while participating as a member of a team in an organized sporting competition; while participating in skydiving, hang gliding, bungee cord jumping, scuba diving or deep sea diving; while piloting or learning to pilot or acting as a member of the crew of any aircraft; received as a result or consequence of being intoxicated, as specifically defined in the Certificate, or under the influence of any controlled substance unless administered on the advice of a Legally Qualified Physician; to which a contributory cause was the commission of or attempt to commit a felony or being engaged in an illegal occupation; due to normal childbirth, normal pregnancy through the first 9 months of pregnancy or voluntarily induced abortion; for dental treatment (except as coverage is otherwise specifically provided herein); which exceed the Maximum Benefit Amount for each attached coverage as shown in the Schedule of Coverage and Services; or; due to a Pre-existing Condition, as defined in the Certificate. The Pre-existing Condition Limitation does not apply to: (a) Emergency Medical Evacuation, Medical Repatriation and Return of Remains coverage; or (b) to coverage purchased prior to Your final Trip payment.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

This document contains highlights of the plan. The Plan contains insurance benefits *underwritten by the United States Fire Insurance Company*. Fairmont Specialty and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2015. The Plan also contains non insurance Travel Assistance Services that are provided by an independent organization, OnCall International and not by United States Fire Insurance Company or Travel Insured International. Review the Plan Document for complete terms, including benefits, conditions, limitations and exclusions that apply. The Plan Document will be provided to you by your travel supplier upon purchase of the plan. Coverages may vary and not all coverage is available in all jurisdictions.



## Details of Coverage

Restrictions apply - see Plan Document for complete coverage details.

### Travel Protection

#### Trip Cancellation/Trip Interruption

Provides reimbursement up to your full, prepaid, non-refundable trip cost when you are forced to cancel or interrupt due to:

- Unforeseen sickness, accidental injury, or death. (Certain exclusions apply.)
- Strike that causes complete cessation of services.
- Weather causing delay or cancellation of travel.
- Insured is hijacked, quarantined, required to serve on a jury, required to appear as a witness in a legal action, principal place of residence made uninhabitable by fire, flood, or other Natural Disaster; or burglary.
- Bankruptcy or Default of Your Travel Supplier. Coverage is not provided for the Bankruptcy or Default of the agency from whom purchased Your Land/Sea Arrangements.
- Terrorist incident that occurs within the territorial limits of the City listed on Your itinerary;
- You are military personnel, and are called to emergency duty for a disaster other than war.
- Being involved in a traffic accident substantiated by a police report, while en route to departure.
- The death or hospitalization of Your Host at Destination;
- Natural disaster at the site of Your destination which renders accommodations uninhabitable.

#### Trip Delay

Reimburses up to \$150 per day when you are delayed en route to or from the covered Trip for 6 or more hours. Covered expenses include:

- Prepaid, unused, non-refundable land and water accommodations
- Additional transportation to join the Trip or return home
- Reasonable additional expenses incurred for meals and lodging.

#### Missed Connection

Reimburses up to \$500 in unplanned expenses to rejoin your trip when a 3-hour common carrier delay causes you to miss a cruise or trip departure. Expenses include reasonable accommodations, meal expenses, and non-refundable payments for the unused portion of Your Cruise or Trip. Coverage will not be provided to individuals who are able to meet their scheduled departure but cancel their Trip due to Inclement Weather.

## Baggage Protection

### Baggage/Personal Effects:

Reimburses for loss, theft, or damage to Baggage and Personal Effects up to the maximum benefit. Receipts are required for reimbursement.

### Baggage Delay (Outward Journey Only):

Reimburses for expenses of necessary Personal Effects, if Your checked Baggage is delayed or misdirected for more than 24 hours from the time You arrive at the destination stated on the ticket, except travel to final destination or Your place of residence.

### Emergency Accident and Sickness Medical Expense:

Up to \$25,000 to cover treatment costs when accident or illness strikes during the trip.

Covered Medical Expenses are necessary services and supplies which are recommended by the attending Physician. They include, but are not limited to:

- Services of a Physician;
- Charges for Hospital confinement and use of operating rooms; charges for anesthetics (including administration);
- X-ray examinations or treatments, laboratory tests; ambulance service; and drugs, medicines, prosthetic and therapeutic services and supplies.

### Emergency Medical Evacuation/Repatriation:

Up to \$100,000 to transport you to nearest treatment by U.S. standards and return you home when able to fly. All transportation must be authorized and arranged by the Assistance Company.

### Non-Insurance Emergency Assistance Services

The Travel Assistance feature provides a variety of travel related services. Some of the services offered include:

- Medical or legal referral
- Hospital admission guarantee
- Translation service
- Lost Baggage retrieval
- Inoculation information
- Passport / visa information
- Emergency cash advance
- Prescription drug / eyeglass replacement
- Bail bond

### Pre-Existing Condition Exclusion Waiver

Available up to final trip payment.

Pre-Existing Conditions are excluded unless the Certificate is purchased up to or before final Trip payment; the booking for the covered Trip must be the first and only booking for this travel period and destination; You purchase the coverage for the full non-refundable cost of Your Trip, and You are not disabled from travel at the time You pay the premium

# REGISTRATION FORM

Name of Student \_\_\_\_\_ School \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Parent \_\_\_\_\_ Parent Signature \_\_\_\_\_  
Day Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**(PLEASE PRINT EMAIL CLEARLY, THIS WILL BE YOUR USER ID)**

\_\_\_\_ Payment Enclosed

\_\_\_\_ Payment will be made via credit card / PayPal account

Registration will not be considered complete without payment of the initial deposit.

\_\_\_\_ Please add trip cancellation insurance coverage at a cost of \$ 37.50 and add this amount to my total trip cost.

Please make all checks payable to:

**CAPITAL TOURS, INC.**

200 Merrimack Street, Suite 401

Haverhill, MA 01830

2016 JUN 11 AM 11 46

RECEIVED  
HAVERHILL  
PUBLIC SCHOOLS