

Essex North Shore Agricultural and Technical School District  
Personnel Subcommittee Meeting  
Thursday, September 14, 2017  
6:15 p.m.

**Minutes Accepted: November 9, 2017**

Members Present: A. Craig, M. Amato, Chairwoman, M. Teixeira, Ex Officio,  
W. Lannon, J. O'Brien, F. DiLuna, A. McDonald, W. Lupini, Superintendent-Director

**1. Call to Order**

Ms. Amato called the meeting to order at 6:15 p.m.

**2. Approval of Meeting Minutes**

Ms. Teixeira made the motion to approve the Personnel Subcommittee Tentative Minutes from May 11, 2017. Ms. McDonald seconded the motion. The motion carried unanimously.

**3. Superintendent -Director Evaluation**

Ms. Teixeira presented the 2016-2017 Composite of the Superintendent-Director's evaluation. Ms. Teixeira described the full cycle for evaluation. It was developed in 2012 by the Massachusetts Association of School Committees. The School Committee's primary responsibility is to evaluate the Superintendent-Director. Ms. Teixeira stated, "we are lucky to have a good Superintendent-Director." The Open Meeting Law causes evaluations to be public information. The evaluation system takes all responses and puts into a chart. This gives a complete and full understanding.

There are four standards of evaluation. The standards are broken down into Indicators, Elements, Instructional Leadership and Management Operations.

Dr. Lupini submitted a self-evaluation and he chose the indicators to be evaluated. There are different categories. Exemplary, Proficient, Satisfactory and Needs Improvement. Proficient is the goal, proficient is good. Only twenty percent (20%) or less should be exemplary.

The one category that Dr. Lupini felt he did not meet was that he was unable to get into classroom as expected. He is hoping to obtain that goal next year.

Ms. Teixeira commented that Dr. Lupini's time was well managed and goals were met and exceeded with significant progress. Ms. Amato stated she is hoping members have a better understanding of the evaluation tool and a better perspective on how to do the evaluation.

Ms. Amato noted it is great having the evaluation tool available electronically and asked if any members were trained in the evaluation process by MASC? You could make the evaluation process more complicated. Mr. Lannon stated that teacher evaluations are more complicated. The expectations for 2018-2019 are to look at student learning. Eleven (11) members completed the Superintendent-Director's evaluation and their comments have been recorded.

Ms. McDonald posed the question, "How do I judge when I don't have an expectation? Without knowing what other Superintendents have done?" Ms. Teixeira responded that this Committee is not comparing Dr. Lupini to other Superintendents." Dr. Lupini reported on several indicators of work he had done to complete the goals. You can use minutes from meetings, and discussions to gather evidence to show what areas were complete or continue towards. The School Committee will make adjustments if necessary. Once members are familiar with the process it is a good tool. Mr. DiLuna mentioned that comments from the evaluation are part of the Personnel Subcommittee packet.

Ms. Teixeira discussed some of the areas of assessment and how the Superintendent-Director was rated. Dr. Lupini scored Exemplary based on comments. Human Resource management and scheduling, law ethics, policies and fiscal systems. Fiscal systems is a huge improvement for the District. Commitment to high standards, communication and continuous learning, shared vision, managing conflicts. Overall: combining all indicators he scored 63.6 Exemplary and 36.4 Proficient. Mr. Joseph Marino created the final evaluation document which the graphs made it understandable. Ms. Teixeira asked if anyone had any questions and asked Dr. Lupini to comment.

Dr. Lupini began with: "Thank you." Feedback is important, important to know what you're doing well and where you could improve. It is very helpful. There are goal areas to continue to work on. The first years were about credibility and systems. Now we are working on the career and technical education programs. Most programs that are offered are very good and some need curriculum and evaluation.

Mr. O'Brien asked if a student graduated with a Master's electrician license? Mr. O'Brien was told the student would work toward that license after graduation. Mr. O'Brien asked where are they professionally when they graduate? Mr. Lannon explained they have to accumulate between 300-400 hours to attain a Journeyman with a Master Electrician license.

Mr. O'Brien stated that improving on Co-Operative Education placement helps the students. Mr. Lannon stated all juniors have their HVAC license and are working on certification and programs.

Ms. Teixeira stated that it is a pleasure to work on this without so many past issues. Ms. Amato stated that Dr. Lupini accomplished the merger. Not having collective bargaining was not good for culture. Dr. Lupini commented that when he first came to the District staff were leaving due to school culture. Personnel still leave but for different reasons.

Ms. Teixeira made the motion to accept and recommend the 2016-2017 Superintendent-Director's evaluation to the full School Committee. She asked if anyone wanted to add to or make changes and reminded that this document is verbatim of the eleven (11) Committee members. Ms. Teixeira made the motion that the Personnel Subcommittee recommend it be brought to full School Committee. Mr. O'Brien seconded. The motion was carried unanimously. No discussion.

Ms. Teixeira recommended that now is the time to start discussion for Dr. Lupini's goals for next year. The Superintendent-Director will come forward with suggestions for goals. The Subcommittee will decide if it is a good direction to go. Mr. DiLuna asked if there was a guidance document? Mr. Lannon said there is one for goal setting. Mr. DiLuna asked if MASC has suggestions? Ms. Amato asked if anyone was going to the MASC/MASS joint conference? Ms. Amato will attend this year and return with documents regarding the evaluation process and will put together materials for the group. Ms. Amato projected that it will help to be prepared for the discussion on the Superintendent-Director's evaluation for next year.

#### ***4. Non-Union Employee's Salaries Adjustments:***

##### ***Administrative Recommendation***

Dr. Lupini reported that most employees received their salary increase for 2017-2018 except paraprofessionals; they are not in a bargaining unit, individually contracted and non-administrative staff. It is recommended that these employees receive the 1.5% salary increase that others received. The salary increases will be placed on the October 12, 2017 School Committee agenda. If this item is passed those employees will receive increases retroactive to July 1, 2017. Mr. O'Brien asked if there is a way to roll them in so you don't have to do it separately; so it becomes part of similar bargaining units.

Mr. Lannon made the motion to approve the Paraprofessional Salary Increase (FY2018) 1.5% (\$5,659) and Individually Contracted Employees Increases (FY2018)

(other than administrators) 1.5% (\$4,382). Ms. McDonald seconded the motion. The motion carried unanimously.

***5. Discussion items that were not reasonably anticipated by the chairperson (MGL Chapter 30A-Sections 18-25)***

***6. Adjourn***

Ms. Amato made the motion to adjourn at 6:50 p.m.

Mr. O'Brien seconded the motion.

The motion was carried unanimously.

The meeting adjourned at 6:50 p.m.

*All referenced documents are filed in the Superintendent-Director's office*

*Minutes Accepted and Respectfully submitted by Recording Secretary November 9, 2017*