

Essex North Shore Agricultural and Technical School District  
Regular School Committee Meeting

Essex Technical High School  
565 Maple Street  
Hathorne, Massachusetts 01937  
Media Center (Upper Level)  
Thursday, December 14, 2017  
7:00 p.m.

**Approved Minutes**

Members Present: F. DiLuna, Department of Agriculture Resources  
J. O'Brien, Department of Agriculture Resources  
G. Demsey, Department of Agriculture Resources  
M. Amato, Boxford  
W. Marquis, Danvers  
A. Craig, Essex  
M. Teixeira, Gloucester  
W. Lannon, Hamilton  
G. Hathaway, Lynnfield  
J. Delaney, Manchester by the Sea  
M. Strout, Marblehead  
A. Liteplo, Middleton  
E. Johnson, Nahant  
B. Perkins, Rockport  
T. St.Pierre, Salem  
A. McDonald, Swampscott  
A. Prazer, Topsfield

Members Absent:

Others Present: W. Lupini/Superintendent/Director  
B. Morgan/Principal  
T. O'Toole/Director of Academic Programs  
M. Znamierowski/Business Manager  
K. McMahan/District Treasurer  
K. Holman  
H. Riccio  
J. Eberhart/Student Representative  
G. Montero/Student Representative  
L. Coult/Recording Secretary

### **1. Call to Order**

Ms. Teixeira called the meeting to order at 7:03. There is a quorum.

### **2. Salute to Flag**

### **3. \*Public Comments**

Ms. Teixeira introduced Andrew Prazer from Topsfield.

Mr. Prazer introduced himself to the group.

### **4. Student Representative's Report**

Johnathon Eberhart: talked about drama and chorus. He also discussed the history of performing arts and the classes offered at Essex Tech. He talked about the number of students involved in the performing arts currently and in the past.

Ms. Amato: asked if the chorus is co-ed?

Geo Montero: discussed Hawk Holiday Hope and who it serves. He described the assembly that was held for Hawk Holiday. There was also games played in support for this event. The key club is knitting blankets to give to children at Boston Children's Hospital. There is also a mitten tree set up for needy children.

Ms. Teixeira asked for the words to the "Twelve days of Essex Tech".

The students left the meeting.

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

Ms Teixeira made the motion to approve the November 9, 2017 Regular School Committee meeting minutes. Mr. Marquis made the motion . Mr. Delaney seconded the motion. All in Favor

### **6. Essex Sports Center-Mr. Brian DeVellis**

Mr. DeVellis did not join the group, but will attend a future meeting.

### **7. Communications**

- a. Notice of School Committee Reappointment
  - Mr. Jeffrey Delaney, Manchester-by-the-Sea Representative
- b. Giusti, Hingston and Company Audit Engagement Letter
- c. Rockport Housing Authority
- d. Allocation of Votes (October 1, 2017 Enrollment)

e. Ms. Teixeira's appointment was an add on to the communications.

## **8. Career and Technical Education Program Presentation**

Ms. Holman and Dr. Riccio.

Dr. Lupini explained the roles of Ms. Holman and Dr. Riccio

Ms Holman and Dr. Riccio introduced themselves. They explained the need for more seats to meet the need of the students on the Northshore. They work very closely with the WIB and workforce needs. We have identified medical assisting and Engineering Technology programs as workforce needs. Some of the equipment we have in advanced manufacturing program can be used in the engineering tech program. Agriculture Mechanics is a proposed program for Essex Tech and marketing as a chapter 74 program. Marketing will also assist with the Agricultural Tourism industry and sustainable farms. Marketing alongside the agriculture programs may morph into tourism and event planning. Medical Assisting is also being considered as a new program. She discussed how all programs connect to each other with similar courses. She brought up offering a CAD class and how it can support all aspects of construction. We are looking at having a programming course next year and who might take it next year.

Ms. Holgram talked about partnerships with Essex Tech. A new initiative is the school to farm program. A student (Emily ?) presented a project supporting this initiative in Boston today.

She then went on to describe the craft laborers program. The laborers union 22 is very supportive of this program. We are working with NSCC in the vet science program. Lastly there is a furniture trust where Essex Tech gets furnishings from the trust to supply the programs.

Next she talked about outside projects. It is a favorite of hers because the kids can see it come to life. The second home that is being worked on in Hamilton was discussed. There is also a habitat home in Danvers being worked on through the trust. The group was shown pictures of the Arbor program and kids working at the Kiley school in Peabody. There were pictures of the habitat for humanity home. There were also pictures of the students filming at the Vietnam war memorial.

This year a radio and broadcast teacher was hired and we have equipment for the kids to use. The videos are posted on the Essex County Sheriff's website. This is the first time students have gone out and done professional work. We also went to Rockport.

Ms. Riccio talked about the cooperatives and it being an authentic work based experience prior to graduation. Lisa Berube is a new addition to Essex Tech in the co-op program. Students need an authentic learning experience. There are currently eighty students placed in cooperative programs. Employers are holding jobs for juniors until they qualify. These are real jobs. There is a senior working at BMW. Many of our students are being placed in real life, authentic jobs.

There is a high schooler working alongside a veterinarian surgeon. Students should be paid for these co-ops. Fifty percent of their time is being trained in the field they are working in. Some programs deal with non-profit organizations ie: the Autobahn Society. Internships are limited to a trimester; after that it becomes a real job.

Mr. Holgram discussed the students working at the North Shore medical center. Dr. Lupini discussed past co-op numbers and what the numbers are currently. It has become a priority and it is contagious among teachers having kids get real experiences.

There were two handouts describing what is happening in the two programs. Ms. Riccio talked about branding each program area. Students created a template for graphic and design brochures of students in different programs. She discussed what information is contained in each brochure. The next section will be a graduate alumni series of each trade.

Thanks to Dr. Lupini and the technology department we now have facebook, instagram and twitter accounts.

Mr. Strout: asked for the presentation to be sent to the group.

Ms. Johnson: asked if the graduates come back and talk to students.

Ms Riccio: explained that many alumni are on the advisory council

Ms. Teixeira: asked if any former students are now employing Essex Tech students in co-op programs.

Mr. Lannan asked if there is any finance program for the co-op students.

Ms. Riccio: talked about the financial literacy program at Essex Tech and the credit for life fair. She would like to have a bank at Essex Tech .

Mr. Strout: asked the two ladies if they go to the monthly WIB meetings? Is there anyone from Essex Tech who goes? He advised of the people who attend these meetings and how they can help Essex Tech.

### ***9. Superintendent-Director Report***

Dr. Lupini added the open meeting law change and presented the document that is going out to cities and towns to satisfy the new requirement. Essex Tech will be in compliance tomorrow.

Three years ago the Presidential Scholar award was extended to Technical high schools. Two students at Essex Tech have been nominated for this award. Carolyn DeGrappo will move on for possible nomination to the National award. Other students were recognized at the leadership program and Skills USA program. Dr. Lupini described the John and Abigail Adams award and the breakfast that is held. 88 Essex Tech students achieved this distinction. An open house was held a few weeks ago there were ALOT of people here for the entire three hours. Every year the line gets longer. There were a large number of seventh grade attendees. Reminded that the attendees want to talk to the students and their programs. Students are the best sales people.

Mr. Lannan made the motion to accept the superintendent's report. Mr. St Pierre seconded. All in Favor

### ***10. Principal's Report***

Mr. Morgan described the field trips and the attendees.

Out of State Field Trip Requests

a. Administrative Recommendation: To approve an Out-of-State Field Trip for grade 12 Equine Science students to the University of New Hampshire in Durham, New Hampshire on January 24, 2018.

Mr. St Pierre made the motion to approve. Mr. Lannan seconded. All in favor.

b. Administrative Recommendation: To approve an Overnight Field Trip to attend the FFA Leadership Camp, 30 Ennis Road, North Oxford, Massachusetts from January 12 – 13, 2018.

Mr. DiLuna made the motion to approve. Mr. Delaney seconded. All in favor

c. Administrative Recommendation: To approve the Overnight Field Trip to attend the Massachusetts FFA Convention from March 13 – 16, 2018 in Sturbridge, Massachusetts.

Mr. DiLuna made the motion to approve. Mr. Lannan seconded. All in favor

d. Administrative Recommendation: To approve an Out-of-State Field Trip for the FFA Horse Judging Team to attend the 2018 American Youth Horse Symposium in Oklahoma City, Oklahoma from April 12 – 16, 2018.

Mr. DiLuna made the motion to approve. Mr. Hathaway seconded. All in Favor

e. Administrative Recommendation: To approve an Out-of-State Field Trip for grade 10 Environmental Technology students to the National Fish Hatchery, Nashua, New Hampshire on January 26, 2018.

Mr. DiLuna made the motion to approve. Mr. St Pierre seconded. All in favor

Ms. Teixeira: asked if one chaperone is enough?

Mr. Morgan: responded, yes, as the number of students attending was not large.

### ***11. Subcommittee Reports***

#### **Finance Subcommittee**

Recommendation: To approve the financial statements for July 31, 2017, August 31, 2017 and September 30, 2017. If approved, these statements will be placed on file for audit.

#### Recommendation:

a. To accept the donation of a horse from Ms. Nicole Bennett of Wyndamere Farm of Georgetown, Massachusetts to the Equine Program.

Mr. Perkins made the motion to approve. Mr. Marquis seconded. All in favor.

b. To accept the donation of assorted materials in the amount of \$3,483 from Ideal Concrete Block Company of Westford, Massachusetts to the Masonry Program.

Mr. Perkins made the motion to approve. Mr. Armstrong seconded. All in favor.

#### Recommendation:

To approve the purchase of a Skyjack Scissor Lift in the amount of up to \$24,000 from the facilities rental account, pricing to include the cost for annual recertification.

Mr. Perkins made the motion to accept. Mr. St. Pierre seconded. All in favor.

Recommendation:

To accept the following FY2018 Grants:

<u>Grant Description</u>	<u>Amount</u>
2018 Massachusetts Skills Capital Grant	\$500,000.00
FFA Yearlong Living to Serve Grant	\$ 3,000.00

Mr. Perkins made the motion to accept. Mr. St Pierre seconded. All in favor

Ms. Johnson: questioned what CNC means?

Ms Riccio: described the what the machines do.

FY2017 Outstanding Invoice

Recommendation: To authorize payment of an invoice dated June 9, 2017 from the FY2018 budget in the amount of \$490.00 for tutoring. Specific detail of this invoice will be provided at the meeting.

Mr. Perkins made the motion to accept. Mr. Lannon seconded.

Ms. Znamierowski: described how the invoice did not get paid.

All in favor

Next Meeting: January 3, 2018 (5:30 p.m.)

**District Policy Subcommittee**

Next Meeting: March 15, 2018 (5:30 p.m.)

Ms. Liteplo advised the group of what the subcommittee is working on.

**Personnel Subcommittee**

Recommendation: To approve the job descriptions for the following positions: Assistant Principal, Assistant Principal Grade 9 Transition & Admissions Coordinator, Director of Guidance, Director of Human Resources, Director of Career and Technical Education, Administrative Assistant to Director of Business Operations and Director of Human Resources.

Ms Amato made the motion to accept. Mr. Strout seconded the motion.

Dr. Lupini: brought Mary Kroesser forward and advised that there are no new jobs just reorganized jobs.

Mr. Marquis: asked about degree requirements?

Ms. Kroesser: advised in order to have the license the degree is required.

Mr. Marquis: asked about the minimum experience requirement for the HR Director

Mr. DiLuna: questioned the education requirement. It is not preferred.  
All in Favor

Next Meeting: February 15, 2018 (5:30 p.m.)

**12. Old Business- none**

**13. New Business-NESC was mentioned by Mr. Strout**

**14. Warrant**

Mr. Perkins made the motion to approve the warrant to be placed on file for audit.  
Mr. Marquis seconded. All in Favor.

**15. Discussion Items that were not reasonably anticipated by the  
Chairperson (MGL Chapter 30A-section 18-25)**

Ms. Teixeira reminded the group of the annual dinner meeting at the next meeting.  
Dr. Lupini mentioned the students and families that are nominated for the MASS  
award will be at the dinner along with Caroline DeGrappo.

**16. Adjourn**

Mr. Marquis made the motion to adjourn at 8:12

*\*The listing of matters includes those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Section 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

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

1. At the start of each regularly scheduled School Committee meeting, individuals or group representative will be invited to address the Committee.
2. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
3. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
4. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
6. All remarks will be addressed through the Chair of the meeting.
7. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
8. Written comments longer than 3 minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
9. The Chair shall have discretion to allow public comment during discussion of items appearing on the meeting agenda.

**\*\*All documents on file in the Superintendent's office.**

Respectfully submitted by the Recording Secretary