

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)

Monday, February 12, 2018

7:00 p.m.

APPROVED MINUTES

Members Present: G. Demsey, Department of Agriculture Resources

E. Armstrong, Beverly
M. Amato, Boxford
W. Marquis, Danvers
A. Craig, Essex
M. Teixeira, Gloucester, Chairperson
W. Lannon, Hamilton
G. Hathaway, Lynnfield
J. Delaney, Manchester by the Sea
M. Strout, Marblehead, Vice Chairperson
A. Liteplo, Middleton
B. Griffin-Dunne, Peabody
B. Perkins, Rockport
T. St.Pierre, Salem
A. McDonald, Swampscott
A. Prazer, Topsfield

Members Absent: F. DiLuna, Department of Agriculture Resources

J. O'Brien, Department of Agriculture Resources
E. Johnson, Nahant

Others Present: W. Lupini/Superintendent/Director

B. Morgan/Principal
M. Znamierowski/Business Manager
K. McMahon/District Treasurer
J. Wersackas/Student Representative
J. Eberhardt/Student Representative
L. Coult/Recording Secretary

1. Ms. Teixeira called the meeting to order at 7:00 pm. Attendance was taken. There was a quorum.

2. *Salute to Flag*

3. *Public Comment* NONE*

4. *Student Representatives Report*

Jonathan Eberhardt: Discussed sports and state finals. Personal Records,
Julia Wersackas: Stated that Genocide Studies is giving out Dove Chocolate for \$1.00 donation for Brohemia. She also gave details of FFA Week to the group.

5. *Essex Tech. Parent, Teacher, Student Organization (PTSO)*

First Annual Taste of the Essex Tech. Community

Heidi Riccio: introduced the PTSO President: Ann Marie Seroix.

Ann Marie Seroix introduced herself and the Taste of Essex Tech Committee. The PTSO was formed three years ago. The PTSO offers scholarships to seniors. Nineteen restaurants will be supporting The Taste of Essex Tech. event. She listed the participants, and partners who have taken out advertisements. Flyers will be passed out to communities for advertisement. Tickets are \$10.00. After February 22, 2018 they will be \$15.00 and \$15.00 at the door.

Mr. Marquis: asked if they would consider adding more restaurants.

Ms Seroix: replied they are trying to keep it at twenty.

Ms Liteplo: asked about set up.

Ms Seroix: described that the first one hundred people get a great plate. It is held here in the Essex Tech Gymnasium. The event is listed on social media.

6. *Approval of Meeting Minutes*

Mr. St. Pierre made the motion to approve the minutes from the January 11, 2018

Mr. Marquis seconded the motion.

Mr. Armstrong announced that he was at the January 11th meeting. Ms. Coult's corrected the attendance to reflect his presence.
All in favor.

7. *Communications*

The notice of resignation was received from Superintendent/Director, William H. Lupini Ed. D.

Notice of School Committee reappointment of Ms. Alexandra Liteplo, Middleton Representative

The Subcommittee Assignments were reviewed
Ms. Teixeira: showed the chart to the group that was sent to members with subcommittee assignments. She suggested if a committee member cannot make a meeting; please call an alternate. It is very important that we have a quorum at all meetings.

8. *Massachusetts Association of School Committees*

Superintendent search services

Michael Gilbert Field Director was introduced to the committee. He described the Search service and what is provided. "Almost everything we do is a National Search. It is two pieces: How do you involve community members and what does the School Committee have to do by law?"

The only thing the School Committee has to be careful about is you cannot act as the search committee, have executive session or have a quorum in executive session. Involving the communities can involve feedback of what they want to see in a Superintendent. Focus groups are seldom well attended. We would do a focus group for the staff and make one available to community members, students and parents." He discussed the process of giving candidates confidentiality. "It generally takes about three months to go through the process. The biggest piece is time to gather the materials. This pool of candidates is predicted to be narrower than in regular ed communities. We need to figure out what you want first from the communities. Once you have the candidate profile then compare it to criteria that is set. Interview internal candidates first."

Mr. Marquis: asked where they have conducted searches.

Mr. Gilbert gave a list of communities where they have done searches. He has been doing superintendent searches over twenty years.

Mr. Strout: stated, "This is different with seventeen district communities. How are you going to survey the communities?"

Mr. Gilbert: stated that Survey Monkey will be used. The prerequisite is that you are a member of the district. Suggested the survey be put on the Essex Tech website. He listed the options of the people that might take the survey.

Mr. Marquis: questioned using subcommittees as opposed to the whole committee.

Mr. Gilbert: replied that the search committee generally has a various group of community members not entirely School Committee members; using stakeholder groups that are active in the school community. There will be open sessions with the School Committee once the search is narrowed down to 3-5 candidates.

Ms. Griffin-Dunn: advised the group how Peabody conducted their search. In the end Peabody decided to have Superintendent Search Services run their search. She explained how the process worked and what their goals of the search were. They used survey monkey. Advised of the size of a search committee and the logistics of scheduling. The application process acted as the screening committee using MASC.

They were advised of top candidates, presented packets to the School Committee and advised of top questions to ask. They did not charge us because we could not find the candidate we could all agree on. Timing is everything. Discussed things that they might have done differently to make the process easier. They worked really well with us and our time frame.

Ms. Amato: asked about the levels of assistance MASC can give.

Mr. Gilbert: described technical assistance; answering questions and putting on website. After that it is a contract and everything is included. "If you choose to go with an internal candidate first you will not be charged."

Mr. Lannon: asked if there is a base fee?

Mr. Gilbert: replied "Our base fee is \$9,500."

Mr. Lannon: inquired if there is a sense of any internal candidates?

Dr. Lupini: stated that there are people who are appropriately licensed. The group discussed the budget for a search. You should budget some money for travel for good candidates. Once a finalist is considered you may want to travel to their district and they might expect to have their expenses paid to travel for interviews as a finalist.

Dr. Lupini: discussed the licensure of a Superintendent/Director and the qualifications required to get both. He also reminded that making the first

round public suppresses the field. It makes it difficult for candidates to apply and remain anonymous.

Ms. Griffin-Dunne: stated that MASC advised Peabody to not make the first round public.

Ms. Teixeira: commented on MASC finding the greatness of the current Essex Tech. Superintendent/Director, Dr. Lupini. Her experience with MASC has been phenomenal. Executive session works the best. MASC can bring qualified candidates forward first.

Mr. Marquis: asked about background checks.

Mr. Gilbert: answered “We know most of the candidates applying. We can get information on candidates from other states.” He discussed background checks that are required with the application process and advised that candidates are asked to provide three references.

Ms. Liteplo: commented on transparency. She saw a comment online about wanting the whole process to be transparent. “What is the community’s reaction to that sort of process and confidentiality?”

Mr. Gilbert: described that transparency is about the communities input, skills and qualities; what is the priority? “We will come back to the group with recommendations based on community input to screen candidates. Once the candidate becomes public site visits and public interviews take place”.

Ms. Amato: asked Mr. Gilbert to give an example of how you would bring in stakeholders beyond the survey monkey?

Mr. Gilbert: suggested the School Committee will help create a search

Ms. Amato: reiterated that the last search was an interim search. This search will be very different. We got very lucky in our last search in finding Dr. Lupini. We really need to involve our stakeholders. We have a lot at stake. We are in a different place now. We want to be thoughtful in what we do.

Mr. Lannon: commented on what this school has become in the last four years. “It is essential that we find the right person to continue in an upward trend. We have to keep this rolling and it is not easy to do without the experience of consultants.”

Mr. St. Pierre: asked Ms. Griffin-Dunne what the second search committee looked like?

Ms. Griffin-Dunne: replied, we came up with five candidates second time around. There was no search committee. We did the screening.

Ms. Teixeira: asked who would want to be on the search committee? All hands raised.

Ms. Teixeira: asked Mr. Gilbert what the next step would be with a group this big? The internal candidate piece is important and should be recognized first.

Ms. Teixeira: asked, "Is the consensus of the committee to deal with internal candidates first?"

A show of hand indicated yes.

Mr. Gilbert: suggested, the first step of the process is to approve selection criteria and scheduling internal candidates. "We do not need a search committee to interview internal candidates. If the decision is to hire the contract is torn up." If the search committee moves on to external candidates the timeline was described.

Dr. Lupini: reminded, that the process involves public interviews of internal candidates. "Internal candidates are concerned about going up against other co-workers. Being an internal candidate and going up against other internal candidates can cause animosity. You will not get the applicants based on public interviews against other co-workers."

Mr. Gilbert from MASC discussed the dynamics of interviewing internal candidates.

Dr. Lupini: stated that he feels dealing with internal candidates first is right on, but there are downsides of the public aspect.

Mr. St. Pierre: suggested the Personnel subcommittee meet to decide the timeline and using MASC.

MASC will stay with Essex Tech until someone is hired.

Ms. Teixeira: asked if Ms. Amato agreed that this should go to the Personnel subcommittee?

Ms. McDonald: questioned the timeline of the survey, job posting and internal candidates.

Ms. Amato: stated, "Yes, if we want to pull together a personnel subcommittee meeting quick and come up with a quorum."

Ms. Teixeira asked the MASC representative about availability to come to the meeting.

Mr. St Pierre: made the motion to budget \$9,500 with a maximum of \$20,000 for a superintendent search using MASC.

The group discussed this motion and determined it should be brought before the Finance Subcommittee before approval.

Ms. Griffin-Dunne recused herself from this conversation as she is a member of MASC. She then returned to the group's discussion of other agenda items.

9. Superintendent Director Report

Dr. Lupini reviewed the report in the School Committee packet that is attached. He stated that the interview process is time consuming, but very valuable. Dr. Lupini complimented Lisa Berube in maximizing students out on co-op. The link to an episode of “This Old House” is included where our students were interviewed.

NASC visiting team is April 9, 2018.

Mr. Marquis made the motion to accept the Superintendent’s report. Mr. St. Pierre seconded the motion. All in favor.

10. Principal Report

Out of State Field Trip Requests

Mr. Morgan described the following field trips to the group and they were voted on.

Mr. Marquis made the motion to approve an out-of-State field trip for **fall cheering to Myrtle Beach South Carolina from April 26-April 29, 2018.**

Mr. Perkins seconded the motion. All in favor

Mr. St. Pierre made the motion to approve an overnight field trip for **Grade 11 Environmental students to the Darling Marine Center at the University of Maine in Walpole.** Ms. Griffin-Dunne seconded the motion. All in favor.

Mr. Delaney made the motion to approve the overnight field trip for **Grades 11-12 Cattle Club students to attend the Big East Youth Cattle and Jackpot Cattle Show in West Springfield, MA from May 3-May 5, 2018.** Mr. Strout seconded the motion. All in favor.

Mr. Strout made the motion to approve an out of state field trip for **Grade 9 Natural Resources Management students to Pawtuckaway State Park in Nottingham, NH on May 14, 2018.** Ms. McDonald seconded the motion. All in favor.

Mr. Delaney made the motion to approve an out of state field trip for **Grades 9-12 FFA Horse Judging members to Ancora Imparo Equine Center in Northfield, NH on April 29, 2018.** Mr. Strout seconded the motion. All

in favor.

11. Subcommittee Reports.

Finance Subcommittee

Mr. Perkins made the motion to accept the financial statements for October 31, 2017. Mr. Marquis seconded the motion. All in favor

The following donations were brought up for discussion.

Mr. Perkins made the motion made to accept the donation of a 2001 Toyota Prius from Mr. Michael J. Smith and Ms. Patrice J. Smith of Arlington, Massachusetts to the Automotive Technology Program. Mr. Lannon seconded the motion. All in favor.

Mr. Perkins made the motion to accept the donation of a 2004 Toyota Camry from Mr. Gregory T. Hayes of Chelsea, Massachusetts to the Collision Repair and Refinishing Program. Mr. Lannon seconded the motion. All in favor.

Mr. Perkins made the motion to accept the donation of a six year old mare from Ms. Robin Peterson of Back Bay Farm, Ipswich, Massachusetts to the Equine Program. Mr. Armstrong seconded the motion. All in favor.

Mr. Perkins made the motion to accept the donation of 13S Comfort GE Rooftop Unit with a value of \$3,250 from Distributor Corporation of New England, Malden, Massachusetts to use as a teaching tool for the HVAC Program. Mr. Delaney seconded the motion. All in favor.

Mr. Perkins made the motion to accept the donation of an Optical Comparator with a value of \$10,000 from ABIOMED of Danvers, Massachusetts to use as a teaching tool for the Advanced Manufacturing Program. Mr. Marquis seconded the motion. All in favor.

Mr. Perkins made the motion to accept the donation of a Max MIII 400, a 5 axis milling machine with a value of \$250,000 from EMCO Corporation of Novi, Michigan for the Advanced Manufacturing Program. Ms. Teixeira seconded the motion.

Ms. Amato: commented, "This is a tremendous donation." She thanked the staff members for procurement.

All in favor.

Mr. Perkins made the motion to accept the donation of furniture and desks with a value of \$27,000 from The Furniture Trust of Boston, Massachusetts to the Engineering Technology Program. Mr. Perkins seconded the motion. All in favor.

Fiscal Year 2018 Grant

Mr. Perkins made the motion to accept the grant for Fuel up to Play 60. Mr. Hathaway seconded the motion. All in favor.

Blue Sky Animal Care Architecture Proposal

Mr. Perkins made the motion to accept the proposal for preliminary planning of the renovations for the Vet Tech Program in the amount of \$9,150. Mr. Demsey seconded the motion. All in favor

Heidi Riccio: discussed how this program came to be over the last two years. They will be partnering with Angel Hospital. There is work that needs to be done in our reception area and office areas. Blue Sky would be contracted with to conduct preliminary drawings and engineering designs to bring a vet clinic to Essex Tech. It will benefit our students to train alongside the vets. Ms. Znamierowski: Recommended that the Blue Sky proposal be charged to the shop revolving fund

FY2019 Budget

Dr. Lupini: discussed the budget that is attached to this packet and the timeline to approve. It is a \$1.3 million or 4.82 percent increase. It is mostly about personnel and various people related increases. He discussed the use of the Perkins Grant. He discussed the engineering program proposal, two new English teachers, a math teacher, school adjustment counselor dedicated to at risk students from hospital and other out of district situations. This can be 40-60 kids at any given time. Two CTE teaching assistant positions to support carpentry and plumbing; which is now a flourishing program. He explained the need for a Resource Officer in conjunction with the Danvers police department. This proposal would reduce one of our student supervisors. There are some increases for technology. The IPAD is not going to support our students. Forty additional hours of ice team, FFA and Skills USA support, these are not extracurricular activities.

We will need to begin to put money in a stabilization program for: paving parking lot, softball field and school district sign. The sign is \$36,000. Last year's class donated \$15,500 to be used towards sign. Prepaid retirement contributions are part of the budget proposal. We added four new vehicles and a rack truck for B and G. We may need increase athletic and parking fees and work on the structure of that. \$1 million budgeted from E&D can only be used to refund assessments next year. Four different programs were explored at the past finance meeting. This plan only has one. Communities could not support the addition of four programs and the assessments involved. Lastly, we have not budgeted \$1 for a name change. While we have a good idea of what the name change will cost, we are not comfortable spending more of the E&D on that. It needs to be planned thoughtfully. We should be looking at the non-financial pieces this year and budget for it next year. The number with assumptions is \$400,000. Students are asking about the clothing they have already purchased and the name change. We will be discussing this with the communities. The public hearing is March 15, 2018.

Mr. Marquis: commented on the two iterations of the budget. He publicly commended Dr. Lupini and Ms Znamierowski for their efforts. We are a success story. More people want to come here and that costs money. Danvers will pay the highest price of any of the seventeen member communities.

Dr. Lupini: replied, "We do pay a lot of attention to the assessment sheet. All communities are affected differently by the increased assessments."

Ms. Teixeira: asked if there were any questions or comments and reminded that the public hearing will be March 15 at 7pm.

The following meetings were reviewed for dates and times:

Finance Policy Subcommittee
Next Meeting March 7, 2018 (5:30pm)

District Policy Subcommittee
Next Meeting: March 15, 2018 (5:30pm)

Personnel Subcommittee:
Next Meeting: To be Determined

12. Excess & Deficiency Certification (E & D)

The District has received E & D certification from the Department of Revenue for July 1, 2017 of \$1,330,320.

Ms. Znamierowski: stated that, this year our E&D was certified at the above rate. I have concern about using all of the E&D. There may be a large gap next year to reduce assessments. We are almost at our maximum.

13. *Old Business none*

14. *New Business*

Mr. Perkins: stated that he received a phone call from a community member wanting to know why the pledge against drinking and driving is no longer in the handbook? Mr. Perkins read the pledge that was in the former handbook to the group. "It should be in the handbook and I need to respond to this community member."

Ms. Teixeira: explained how the pledge was incorporated into classrooms

Dr.Lupini: stated, "We were asked this question by a former member of this committee. It has been intermittently in the handbook over past years. The school council was going to talk about this pledge." It was later determined that is in the current handbook on page two.

There was discussion about signing the pledge and signing for the handbook.

Ms. Amato: questioned the statistics in the pledge

Alternative method to post meeting notices-

The district is required to notify the Attorney General's office of the districts use of the "alternate posting method" and include the URL of website and pate where posting will be done.

Dr.Lupini: stated that Candace asked for this to be put on the agenda. We chose to be able to post to our website instead of with individual communities. The last piece that the Attorney General needs is for the School Committee to sign off that is how we do it. Mr. Marquis made the motion to accept the alternative posting method. Mr. Nichols seconded the motion. All in Favor.

Ms. Teixeira: brought up open turf time and using it for fundraisers.

Dr. Lupini: referenced that this is year one and asked Brad Morgan to speak about turf time. He explained what Brad Morgan has done regarding turf time and will report on it at next meeting.

There was further discussion about what the open ice/turf time meant and opening it up to the public.

Ms. Teixeira: expressed concern about losing potential revenue

Ms. Griffin-Dunn: asked, "Is there an MOA that explains turf/ice time?"

Mr. Strout: asked, "Is the rink available?"

Mr. Morgan: stated, "It is available, but not great hours. Public skates have not been well attended due to not optimal times."

There was discussion about the forty hours available and times available.

Ms. Teixeira: questioned, does the \$20,000 motion have to go to finance?

It will be identified at the next meeting

15. Warrant

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

16. Discussion Items that were not reasonably anticipated by the Chairperson (M>G>L> Chapter 30A-Section 18-25).

17. Adjourn

Ms. Teixeira made the motion to adjourn. Mr. Lannon seconded the motion. All in favor.

The meeting adjourned at 8:50pm.

*All Documents and Handouts are on file in the Superintendent's Office.
Respectfully submitted, The Recording Secretary.*

**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

