

Essex Technical High School
562 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)
Conference Room

Thursday, November 9, 2017
5:45 p.m.

Approved April 4, 2018

Essex North Shore Agricultural and Technical School District
Personnel Subcommittee Meeting

Members present: Michelle Amato, Chair
Francis Di Luna, Vice Chair
James O'Brien
Bill Lannon
Alice McDonald
Beverley Griffin Dunne
Alan Craig
Melissa Teixeira, Ex Officio
Bill Lupini, Advisor
Mary Kroesser, Human Resource Director
Lisa Coult, Recording Secretary

1. Call to Order

Ms. Amato called the meeting to order @ 5:47

2. Approval of Meeting Minutes

Ms. Amato made the motion to approve the minutes of September 14, 2017.
Mr. Di Luna seconded the motion. Ms. Griffin-Dunne abstained.
The motion passed.

Ms. Kroesser: explained the job descriptions and what the policy manual has at the moment. Focus on the second paragraph; approval of job descriptions. This policy describes when a new position must come before the school committee.

Mr. O'Brien: asked if shouldn't this be at the same time as contract renewal? "Job description and contract can go hand in hand every three years."

Dr. Lupini: said "yes, we generally do write a job description in the contract."

Mr. Di Luna: asked, "If when creating a new job description; can we keep the former job description? I don't know what the old job description looked like."

Ms. Kroesser: stated, "I am prepared to show you a synopsis of the old job descriptions and compare them to the new job descriptions."

Dr. Lupini: explained, "Because of the reorganization these are new positions. Some regular review perhaps should be addressed in this policy to be

more proactive.”

Ms. Amato: stated “Procedural issue usually writes policy.”

Dr. Lupini: stated, “We will propose a rewrite to you and take to school committee, with the subcommittee’s blessing.”

3. Job Descriptions

The following job descriptions were recommended by the administration for approval:

- a. Assistant Principal
- b. Assistant Principal Grade 9 Transition/Admissions Coordinator
- c. Director of Guidance
- d. Director of Human Resources
- e. Director of Academic Programs- *was not voted on.*
- f. Director of Career and Technical Education
- g. Administrative Assistant to Director of Business Operations and Director of Human Resources

The following Job Descriptions were not discussed:

- h. Administrative Assistant to Career and Technical Education Directors
- i. Instructional Technology Specialist/Librarian
- j. Cooperative Education Coordinator
- k. Community Relations and Partnerships Coordinator

Ms. Kroesser reviewed the job descriptions:

Assistant Principal: formerly was Associate Principal. She described former responsibilities and compared them to new responsibilities. Traditional attendance, discipline, staff coverage, parents, crisis, probation, bullying. Student centered as opposed to oversight of teachers. Also evaluate faculty and staff as assigned. The principal is their supervisor.

Dr. Lupini: described their goal setting at the beginning of the year per Ms. Teixeira’s request. Assistant principals have more of a role in observation than goal setting.

Mr. Di Luna: questioned the qualifications of licensure per the job description.

Ms. Kroesser: stated, “The position involves having a professional license.”

Dr. Lupini: described qualifications necessary to get a principal’s license.

Ms. Teixeira: questioned the length of the contract.

Dr. Lupini: described the length of contracts.

Ms. Teixeira: questioned, Are you open to a longer contract than five years?

Dr. Lupini: responded that historically I have been willing to go up to five year contract for principals in past districts. The goal here is three years.

Grade Nine Assistant Principal: Essex Tech enrolls 360 new students each year. This is an admissions coordinator who: supervises operations and student supervisors, behavior, discipline, parents, culture, security, safety, attendance, dismissal. It is responsible for fewer students than the other two principals due to the admissions piece. Admissions, compliance, recruiting, open house, community relations, outreach, applications, committee, counselors, events, freshman exploratory, reports provided to district for enrollment.

Mr. Lannon: questioned the difference between the two job descriptions and suggested adding organization to the first job description.

Ms. McDonald: asked, "If there are their expectations of their parent involvement and interaction in the job description?"

Ms. Kroesser: agreed, "Yes, we can make it clearer." Working with close collaboration with parents was suggested.

Mr. Di Luna: questioned what happens to the responsibilities that are dropped from the old job descriptions and referenced responsibilities that were missing from the old job description compared to the new; used "grade 9" for example.

Ms. Kroesser: explained where to find these responsibilities in the new job description. She advised that the responsibilities might not be in same order.

Ms. Amato: asked if the name of this position is "Grade 9/Transition Assistant Principal"?

Mr. Craig: questioned the length of the position. "Is it year round at eleven months or school year?"

Dr. Lupini: explained the days that are worked and how they are coordinated throughout the year.

Director of Guidance: Maintains oversight of the whole admission process, supervises counselors, i.e.: adjustment, admissions, health and wellness, nurses. Focuses on healthy living, guidance counseling curricula, parent sessions for each grade level, awards and scholarships, career and counseling, budget, assist with supervision and evaluation, hiring for the department, civil rights Title 6 and Title 9, discrimination and harassment, bullying, graduation requirements, 504 and student support team meeting, professional development, postsecondary education, student cumulative files, MCAS administration.

Ms. Teixeira: questioned the "developing budgets" responsibility and stated the qualifications do not list budgeting.

Ms. Kroesser: explained how the budgeting process would happen within the position.

Dr. Lupini: described the other staff members who are involved in the budget process.

Dr. Lupini and Ms. Teixeira: agreed that "budget experience preferred" should be added to the job description.

Ms. Amato: spoke to inference in the job description language.

Dr. Lupini: explained the difference of what is preferred and what is more important in a job description.

Ms. Amato: questioned the licensure of the current staff member in this position.

Director of Human Resources: Oversees human resources matters, job descriptions, compliance with regulations and laws, staff licensures, committees, application screening, staffing, evaluations, disciplinary process for personnel, Title Nine, evaluate and supervise administrative assistants, unions, contracts, assist the business manager with staffing matters.

Ms. Teixeira asked if this position is responsible as the contact person for sexual harassment.

Dr. Lupini: answered, "Yes, this position is responsible for Title 9 and Title 7."

Ms. Kroesser: responded, "Yes it is in our policies. We have new policy and procedures for staff and reporting sexual harassment. Staff members can go to any administrator to report sexual harassment."

Dr. Lupini: reminded that sexual harassment reporting is in the policy the school committee adopted last year.

Ms. Amato: asked if this position is also responsible for updating the faculty handbook?

Ms. Kroesser: explained why the faculty handbook needs to be updated and more streamlined. "The current contracts have language that super cedes the handbook."

Mr. Di Luna: asked when the faculty handbook is handed out and if staff members sign for it. He also questioned the qualifications for this position, the license requirements and education requirements. Does it require a master's degree? What is an advanced degree requirement?

Dr. Lupini: explained there is no DESE license for this position.

Ms. Kroesser: agreed that the language "advanced degree" is redundant and will be removed.

Mr. Di Luna: stated that licensure is also redundant since there is no license for this position.

Ms. McDonald: asked if professional development for the teachers is part of the Director of Human Resources role?

Director of Academic Programs: This position combined STEM and humanities, math, english, science world language and title one, submits budgets, supervise and evaluate, assess student's performance, data analysis, goals for evaluation, curriculum is mapped and aligned to frame works, school wide portfolio initiative, advanced placement, revise program of study, placement test for grade 9 students, orient new staff, help in the hiring of new teachers, MCAS appeals.

Ms. Amato: asked, "What role do they have in coaching and mentoring teachers?"

Ms. Kroesser: described how involved they are in this process; explained they are an instructional leader of this school.

Dr. Lupini: reported, "We also have a position that is devoted to mentoring new teachers", and explained it is hard to be an evaluator and a coach.

**It was discovered that the committee did not have the most updated job description for this position. The subcommittee will hold on recommending this job description to the school committee until the updated job description is presented.

Director of Career and Technical Education: The staff members previously were coordinators and did not work year round. It became obvious these people need to work year round and this has been changed. There are currently two career directors. They each have twelve programs divided by academy. They hire, orient, mentor staff, and supervise the cooperative Ed coordinator and administrative assistants. They have twelve budgets coming to them, issues with faculty, staff or students, articulation agreements, Skills USA, FFA, schedules teachers, professional development, mentoring and induction of new teachers, Perkins Grant. There was no additional discussion on this job description.

Administrative Assistant to Business Manager and Human Resources Director:

Business Manager responsibilities include: administrative tasks, scheduling appointments, reports, financial data, spread sheets, unemployment claims, budgets, employee assistance and 403B.

Human Resources responsibilities include: similar administrative tasks, job postings, organizing applications, letters of appointment, CORI's and SAFIS fingerprints, personnel files, licensure, staffing lists, taking minutes for hearings, protocols and procedures for hiring and exiting.

Ms. Teixeira: questioned when this person was hired and if they are currently doing this job?

Dr. Lupini: explained that this is a reconfigured role. "The Business Manager is working

on a part time to full time, cross training development plan to have people train in other areas.”

Ms. Teixeira: asked, “If there will be backups for this position? Who is the back up to this position?”

Ms. Kroesser: explained that the Director of Human Resources and Business Manager is the backup for this position.

Mr. Di Luna: asked, “What does the Associate’s degree have to do with this position?” Explaining, that a good high school or business background should be sufficient. “Can this qualification be preferred rather than required?”

Ms. Kroesser: agreed that the Associate’s degree can be preferred.

Mr. Craig: asked how the staff data base is developed?

Ms. Kroesser explained how the staff data goes into Aspen software to create the staff data base.

Ms. Amato: suggested the subcommittee table the remaining four job descriptions. If we finish with the superintendent’s goals we can go back. She recommended moving on to Superintendent goals.

4. Superintendent-Director Goals for 2017-2018 (Proposed)

Dr. Lupini explained that these are the areas I spoke to at the end of my evaluation and carry over from last year. They are a natural continuation of the strategic planning process, action plans and implementation.

Ms. Teixeira: stated, “There are a lot of new members on the committee tonight” and requested that Dr. Lupini describe the goals for them; explaining there might be some questions tonight.

Dr. Lupini reviewed his goals with the subcommittee members:

Professional Practice Goal

- I will seek to enhance my visibility with teachers, administrators, and students by spending at least six (6) hours per month in Essex Technical High School classrooms. A log of these observations will be provided as evidence of successful completion of this goal area.

Student Learning Goal

- The District will implement our Program Review and Evaluation model across our twenty-four (24) vocational, technical, and agricultural program areas. A written summary of progress made will be provided as evidence of successful completion of this goal area.

District Improvement Goal

- We will continue to use the “Planning for Success” process to develop Action Plans for implementation of our five (5) year strategic plan for the District. The completion of these Action Plans, culminating in the sharing of documents with the School Committee, will serve as evidence of completion of this goal area.

Ms. Amato: recommended, "You may want to reiterate your goals to the School Committee tonight."

Ms. Amato proposed the motion to approve the Superintendent-Director goals for 2017-2018.

Mr. Di Luna: made the motion to accept the goals. Ms. Teixeira seconded the motion. The motion was passed unanimously. All in favor.

3A. Job Description Follow up:

Ms. Amato: recommended the last four job descriptions and Director of Academic Programs can be revisited at our next meeting.

Ms. Teixeira: stated, "There is a lot of information here. Can you do an administrative flow chart for our next meeting?"

Dr. Lupini: said, "Yes we have that and it was part of our budget last year. There is nothing new here; this is what we budget for last year."

Mr. Lannan: asked, if all of these positions are filled.

Dr. Lupini: reminded, "There is nothing new here. They are all on the organizational chart and part of the FY18 budget."

Ms. Amato: said, "The sub-committee would like synopses of prior job descriptions compared to new job descriptions."

Dr. Lupini: added that some of these positions did not have job descriptions, but the Assistant Principal positions did. We can do prepare a synopsis of old job descriptions compared to new job descriptions.

Ms. Amato: asked if a vote needed to be taken?

Dr. Lupini: recommended voting on the job descriptions that were reviewed tonight. "The subcommittee can bring the remaining positions to the December School Committee meeting. This is a good stopping point."

Mr. O'Brien: asked, "If the sub-committee can get this information sooner, because this was a large packet to review prior to the meeting?"

Mr. Di Luna: recommended the sub-committee take a motion approve the job descriptions as amended: 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 the Director of Business Operations and Director of Human Resources.

Ms. Amato: asked if there was any further discussion.

Mr. Di Luna: verified the job description for Director of Academic Programs was not included in the vote.

Ms. Amato: made the motion approve the job descriptions as amended, Mr. Di Luna seconded the motion. All in favor. The motion passed.

5. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)

There was no discussion.

6. Adjourn:

Ms. Teixeira made the motion to adjourn; Mr. Di Luna seconded the motion. All in favor. The Personnel sub-committee meeting adjourned at 6:52 pm.

***All Documents on File in the Superintendent/Director's office.**

Respectfully Submitted by: The Recording Secretary