

Essex North Shore Agricultural and Technical School District
District Policy Subcommittee

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

Thursday, March 15, 2018
5:30 p.m.

Approved Minutes

Members Present: A. Liteplo, Chairperson, G. Demsey, E. Armstrong, M. Strout, Vice Chair,
E. Johnson, J. Delaney, B. Lannon, M. Teixeira, W. Lupini
Also Present: Mr. Gilbert, MASC

1. *Call to Order:* The meeting was called to order at 5:30 Ms. Liteplo
2. *Approval of Meeting Minutes*
Mr. Strout made the motion to approve the minutes of the December 14, 2017 Meeting Minutes.
Mr. Delaney seconded the motion. All in Favor.
3. *Review By-Laws Governing the Operation of the Essex North Shore Agricultural and Technical School District.*
Ms. Liteplo went over an email that is included in the packet. She continued on to apportionment and payment by the district, section 3.1 Capital Costs, Operating Costs She asked for questions. There were none. Special Operating costs and net revenue collected by the program were discussed. She asked Dr. Lupini where operating costs fall? His reply was; Section 3. 5A: Capital and Operating costs. She discussed cross outs and explained what they were for. There was discussion among the group about the cross outs. They discussed how the first sentence should be constructed. It was decided to get rid of: "for the next fiscal year" and "there with after."
Part B: was then read by Ms. Liteplo. She discussed what the two thirds vote of the committee meant. Mr. Delaney and Mr. Lannon agreed that it was okay. The entire group was okay with section B.
Section 6: special operating costs was reviewed by Ms. Liteplo. She felt it was self explanatory and asked for questions or concerns. There were none.
Section 7: was discussed by the group. Mr. Lannon felt there were no issues with Section 7
Section 4.1: was crossed out and every section after was renumbered. The subsequent sections were reviewed.
Section 4.2: Ms. Liteplo: described what the section refers to and asked for questions.

There were none.

Ms. Johnson: questioned if 1-10 are still the same? Dr. Lupini answered yes.

Ms. Liteplo: questioned the word “mayor” in this section.

Dr. Lupini: responded as to how budgets are submitted and who receives them. He explained the budget presentation process to the member communities.

The group discussed how different towns handle the budget process.

Section 4.2, 4.3 and 4.4 were discussed. There were no questions.

Section 4.5: Ms. Liteplo read the section to the group. There was discussion about the school name and what name should be used. There was discussion about the school’s new name.

Mr. Delaney: questioned if this section was needed? There was discussion amongst the group about the school location and what words should be used in this section

There was discussion about where the school is located and the address used currently.

Ms. Teixeira: suggested using the address of the school district. 565 and 562 Maple Street.

Ms. Liteplo: questioned the group about the address being used.

Mr. Demsey: offered information on the address that was used in the past; Hathorne or Danvers?

Section 5.2 Transportation: The group determined this is typical and there were no questions or concerns.

Part 6, amendments and limitations: Ms. Liteplo read part 6 to the group and offered suggestions of what should be changed.

Ms. Teixeira: reflected on why it was written like this because email existed at the time.

It was decided that email can be used in this section and agreed on “should be emailed to each member’s district email account.”

Ms. Liteplo: confirmed that this change was okay with the group.

Ms. Liteplo: went on to read the next section. There were no questions.

Ms. Liteplo: Reviewed Section 8.1 and questioned the group about limitations and asked for questions. There were none.

Ms. Liteplo: stated that “procedures” look good. She asked if there were questions.

Mr. Demsey: questioned line 6 and offered suggestions on how it should read.

Ms. Liteplo: went on to read how the line would be changed to read.

Mr. Lannan: questioned about withdrawal from the school committee and debt that is owed by the resignee.

Ms. Teixeira: described how the debt works based on enrollment and other districts incurring that debt.

There was discussion about what it means to withdraw. Members offered their thoughts on how a withdrawal would work and past withdrawals at other districts.

Section 8.4: Ms. Liteplo discussed the difference between 8.4 and 8.1.

Dr. Lupini: offered that Section 8.5 addresses something different and how the average member assessment works.

Ms. Liteplo: felt 8.4 is fine. The members agreed.

Section 8.5: was read by Ms. Liteplo. She reviewed the section and offered insight as to what it means.

Section 8.9: was discussed by the group.

Part ten was read and discussed. There was discussion about the votes, majority and two third votes.

Ms. Teixeira: asked what the two thirds vote and majority means? She requested to go back to Mike Gilbert from the MASC and discuss permanent records. She does not feel that the secretary is responsible for keeping the records. She went on to ask about school committee weighted votes and the creation of subcommittees. She also asked about failed votes going to the subcommittee.

Mr. Gilbert: offered advice and suggested legal counsel for an interpretation.

There was discussion among the group about the changes and how they will be presented to the full subcommittee. There were ideas shared about how to share the changes and finalize the completed document for accuracy.

Ms. Liteplo: suggested a google doc to be shared. There was further discussion on how to use the original document and reflect the changes for vote.

Ms. Teixeira: questioned Mr. Gilbert about member appointment and successors.

Mr. Gilbert: responded to how the language protects the school committee from not having member representation.

Ms. Teixeira: questioned 2.5F, Treasurer job description and what was decided about the language in the bylaws? She questioned if the language is adequate? There was discussion between Ms. Liteplo and Ms. Teixeira about a treasurer job description.

Mr. Strout: felt it meets the legal obligation of what a district treasurer has to do.

It was decided that this description is fine to use for District Treasurer.

Ms. Teixeira: read part of the job description to the group and wondered if she was over thinking it?

Ms. Teixeira: asked the group if there was anything that should be added to the By Laws and Policies? She questioned if anything has happened since the formation of the school that needed to be changed in the By Laws? She questioned the group if there should be another meeting or rely on a google doc for edits ?

Ms. Teixeira: suggested how to handle the final document and approval prior going to the full School Committee.

Dr. Lupini: suggested it would be done by the end of the year.

4. *Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Section 18-25)*

There were no discussion items.

5. *Adjourn:*

Mr. Strout made the motion to adjourn at 6:15pm. Mr. Delaney seconded the motion. All in Favor. The meeting adjourned at 6:15pm.

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

Respectfully submitted by 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.

