

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT
562 MAPLE STREET, HATHORNE, MA 01937-0346

REGULAR MEETING

MINUTES

SEPTEMBER 22, 2016

MEMBERS PRESENT: M. Teixeira, Gloucester, Chairwoman
T. St. Pierre, Salem, Vice Chair
F. DiLuna, Department of Agriculture
J. O'Brien, Department of Agriculture
A. Craig, Essex
G. Hathaway, Lynnfield
M. Strout, Marblehead
A. Liteplo, Middleton
E. Johnson, Nahant
J. Liacos, Peabody
B. Perkins, Rockport

MEMBERS ABSENT: M. Amato, Boxford, Secretary
M. Patterson, Department of Agriculture
D. Blake, Beverly
W. Marquis, Danvers
D. Ketcham, Hamilton
J. Sabella, Manchester
W. Jackson, Swampscott
S. Carroll, Topsfield
W. Nichols, Wenham

OTHERS PRESENT: B. Lupini, Superintendent-Director
M. Znamierowski, Business Manager
B. Morgan, Principal
J. Wersackas, Student Representative
G. Montero, Student Representative
T. O'Toole, Humanities Director
K. Holman, Coordinator of Career and Technical Education
C. Levesque, Recording Secretary

1. Call to Order

The Chairwoman, Ms. Teixeira, called the meeting to order at 7:03 p.m. and reported there is a quorum.

2. Student Representatives Report

Gio Montero reported that the athletic program at Essex Technical High School started the season off strong with a high participation rate. Over 400 students registered for Fall athletics and currently approximately 356 student/athletes are actively participating in the sports program. Volleyball, girls' soccer, field hockey, golf and football won their opening home games. Gio reported that girls' volleyball recently had a big win overcoming Chelsea with a score of 3 to 1. A recent home football game had a record number of fans attending which made a fun night filled with school spirit and pride.

Current team records: Girls Volleyball – 4W-2L; Golf – 1W-3L; Football – 1W-1L; Girls Soccer – 1W-3L; Boys Soccer – 1W- 3L- 2T; Field Hockey – 2W-3L -1T; and Cross Country Girls - 2W and Boys 1W- 1L.

Dr. Lupini welcomed Julia Wersackas and Gio Montero to the Committee and have found them to be two remarkable students. He asked them to speak about their experiences at Essex Technical High School.

Julia is an 11th grade student enrolled in the Plumbing program and lives in Lynnfield and. When Julia applied to Essex Tech she was interested in the equine program but after exploring other programs her first choice was plumbing. Currently she is the only female enrolled in the plumbing program. Julia added that her father is a plumber.

Gio is an 11th grade student enrolled in the Advanced Manufacturing program lives in Salem. Gio was very interested in enrolling in the Information Technology Services program but that changed after exploring the programs offered at Essex Tech.

3. Approval of Meeting Minutes

Motion made by Mr. St. Pierre, seconded by Mr. DiLuna to accept the June 9, 2016 Tentative Regular Meeting Minutes as presented. Motion carried unanimously.

Motion made by Mr. St. Pierre, seconded by Mr. DiLuna to accept the June 9, 2016 Tentative Executive Session Meeting Minutes as presented. Motion carried unanimously.

Motion made by Mr. St. Pierre, seconded by Mr. DiLuna to release the Executive Session Meeting Minutes of June 9, 2016. Motion carried unanimously.

Motion made by Mr. St. Pierre, seconded by Mr. DiLuna to accept the June 23, 2016 Tentative Special Meeting Minutes as presented. Motion carried unanimously.

Motion made by Mr. St. Pierre, seconded by Mr. DiLuna to accept the June 23, 2016 Executive Session Meeting Minutes as presented. Motion carried unanimously.

Motion made by Mr. St. Pierre, seconded by Mr. DiLuna to release the Executive Session Meeting Minutes of June 23, 2016. Motion carried unanimously.

Motion made by Mr. St. Pierre, seconded by Mr. DiLuna to accept the August 31, 2016 Special Meeting Minutes as amended: Page 3, delete ABTAIN and replace with ABSTAIN. Motion carried unanimously.

4. Communications

- a. Notice of Resignation Received from Malcolm L. Patterson, Ed.D. School Committee Representative for the Massachusetts Department of Agricultural Resources.
- b. Notice of Steve Carroll's Resignation Received from Mr. Whelan, Moderator of Topsfield.
- c. Thank You Letter Received from Commander Allan Kirker, American Legion of Manchester to the students for the work performed on the GAR Memorial Walkway at Rosedale Cemetery.
- d. Letter Received from Senator Bruce Tarr, Senate Minority Leader, Regarding Town of Middleton – Mass Works Grant Application – Maple Street (Route 62).

Motion made by Mr. St. Pierre, seconded by Ms. Johnson that the administration issue a letter to Dr. Patterson expressing the Committee's regret and appreciation of his service to the District. Motion carried unanimously.

5. *Welcome New Member*

Dr. Lupini reported that Mr. Mark B. Strout was recently appointed to the School Committee and to represent the town of Marblehead. Mr. Strout is a life-long resident of Marblehead. Mr. Strout has been involved in education for forty-four years and is an advocate for Career and Technical Education.

6. *Five Year Strategic Plan, Visioning the Future Protocol*

Dr. Lupini introduced Mr. Tom O'Toole, Humanities Director and Ms. Kathleen Holman, Coordinator of Career and Technical Education.

Mr. O'Toole presented an overview of the 5-Year Strategic Plan using the Department of Elementary and Secondary Education's "Planning for Success" model. The process will take place over the next nine months, which began June 2016 to and will end February 2017. At that time action steps for overseeing the plan's implementation will begin.

The Planning Team, comprised of representative stakeholders from all areas of the Essex North Shore Agricultural and Technical School District, created the school's 5-Year Strategic Plan with community input and feedback. The Planning Team envisions and then creates a comprehensive plan for making Essex Technical High School an innovative learning institution in agricultural and technical education.

The planning process begins with a visioning protocol where the Planning Team and all stakeholder groups have the opportunity to participate in developing a future vision for Essex Technical High School. At the same time, the Planning Team analyzes a wide range of school data and conducts root cause analysis of key data points and trends. Themes identified from the visioning protocol serve as guideposts for identifying the plan's strategic objectives, as do the results of the Planning Team's data work. Strategic initiatives to accomplish these objectives will be identified and finalized. The Planning Team's work ends with a 5-Year Strategic Plan that includes a vision statement, strategic objectives and initiatives for completing these objectives, the identification of measurable outcomes, and the creation of a Strategic Plan Team to oversee the plan's implementation.

Students, Julia Wersackas and Gio Monterio shared their experiences regarding the above process.

Ms. Holman stated that the focus for tonight's protocol visioning the Future is:

- 1.) What does Essex Tech look like, sound like; feel like (5 years in the future) today? Project into the future; imagine it is 5 years later. Use the present tense!
- 2.) How did Essex Tech become what it is today? Continue looking back from the projected present. Describe as specifically and concretely as possible. Use the past tense!

Committee members broke out into three groups (Red, Blue and Purple groups) and were told to nominate a facilitator and recorder. Julia Wersackas and Gio Montero also facilitated with the groups.

Mr. Strout reported the Red Groups responses to question 1.

- Successful school dedicated to personal and academic excellence
- Acceptance to application ratio/increased
- Students get their 1st academy choice
- Evening program increased

- Increase in Articulation Agreements with Salem State University and North Shore Community College
- More “balanced” programs male/female
- “Balanced” sense of business and trade choice
- Ongoing Assessments
- Great human resources program/licensed teachers and adherence to DESE evaluation process

Mr. Liacos reported the Blue Groups responses to question 1.

- Rich adult education. Use buildings for enrichment for community, students, etc.
- Alumni involvement, success stories
- Well known on the North Shore, center of high quality education
- Admissions:
 - Put more weight on student interest for open seats for the traditional vocational student
 - Students are not blocked from CTE choice and trade
 - College acceptances and rates don’t drive admissions
- Evidence of trades being taught:
 - Personalized School: Work on trades
- More community projects

Mr. DiLuna reported the Purple Groups responses to question 1.

- The school is a progressive, new facility that is a break away from an old and in some ways obsolete framework.
- A totally blended and integrated facility and student body having no identification with prior affiliations.

Mr. Strout reported the Red Groups responses to question 3.

- Increased community support
- Long range plan for buildings
- Endowment funding
- Action 501c-3 organization
- Graduates! Success!!
- School Climate

Mr. Liacos reported the Blue Groups responses to question 3.

- Showcase work by dept.
- Change recruitment practices
- Change admission criteria
- Branded, Advertisement
- Vibrant PR
- Social Media Press

Mr. DiLuna reported the Purple Groups responses to question 3.

- Advancement of a philosophy promoting the creation of a state of the art integration of agricultural, technical and trade educational facility while promoting and developing skills to further academic and trade-life skills.

Mr. O’Toole thanked the members for their participation and stated that their responses will be added to the website.

Ms. Holman also thanked the Committee and hoped they enjoyed the process.

Dr. Lupini thanked Mr. O'Toole and Ms. Holman for attending tonight's meeting and expressed his appreciation for taking on the responsibility for this process.

7. Superintendent-Director Report

Facilities Manager

Dr. Lupini reported that Joseph St. Pierre assumed his new position as Facilities Manager on Tuesday, September 20, 2016. Mr. St. Pierre is a 2010 graduate of Massachusetts Maritime Academy with a Bachelor of Science degree in Marine Engineering, and a 2006 graduate of North Shore Technical High School.

Other Administrative Changes

Dr. Lupini reported that Carissa Karakaedos has assumed additional responsibilities as Interim CTE Coordinator for Academies A and B. Ms. Karakaedos has extensive experience in this role; she served as Technical Coordinator at Shawsheen Valley Technical High School for eleven (11) years.

Hiring Profile (2016-2017)

Dr. Lupini addressed the hiring Profile (2016-2017). Thirty (30) individuals left employment with the District during the 2015-2016 school year. Following is a summary of the reasons for these changes in employment:

- Retired from employment – 5
- Took position closer to residence or relocated – 5
- Licensure, nonrenewal, or position eliminated – 11
- Left teaching – 3
- Took promotional position – 3
- Left due to illness – 1
- Assumed new position (lateral move) – 2

Dr. Lupini stated that the licensure issue was inherited. Individuals were not licensed in the CTE area they were teaching and were not making progress to obtain the required license. The administration worked with these individuals, applied for waivers with the Department of Elementary and Secondary Education and some waiver requests were not approved.

Dr. Lupini stated that Mrs. Kroesser has done a great job in securing waivers for those not licensed all except for one position.

Town of Danvers Meeting

Dr. Lupini, Kathleen Holman and Carissa Karakaedoes met with Department Heads in the Town of Danvers on September 15, 2016. The session was scheduled with the Town Manager Steve Bartha to discuss our commitment to outside projects, as well as the cooperative education possibilities that might be available for Essex Technical High School student in various Town offices.

Dairy Council

The District received a \$5k grant from the United States Department of Agriculture (USDA) and National Dairy Council for the purchase of portable food warmers to be used in the satellite dining areas. Thank you to Maryellen Rancourt and Grace Clarke for their work in securing this funding.

Opening of School (2016-2017)

It was a very successful opening to the 2016-2017 school year on Monday, August 29th (teachers) and Tuesday, August 30th (students). Many people deserve praise for their terrific work in making certain that this opening was a successful one. However the following individual and groups in particular deserve thanks for their efforts:

- Silvio Banderia and Wes Leavitt for their efforts in August (during vacation time for both Cliff Taylor and Dick Levesque in ensuring that the buildings and grounds were ready for the arrival of students and staff;
- Joel Spruance for his efforts in organizing and implementing the three-day orientation program for all new teachers;
- Sandy Goldstein and the guidance staff for planning a terrific freshman orientation program for the new 9th grade students;
- Brad Morgan, along with the Associate Principals and Directors, for organizing a great freshman parent orientation program; and
- Mary Kroesser for her tireless work in ensuring that the hiring process (including pursuit of appropriate licensure for many teaches) resulted in outstanding educators for all of our classrooms and programs.

Enrollment

Dr. Lupini will provide a detailed report on the 2016-2017 student enrollment, including community-by-community numbers, freshman application and enrollment figures, and non-member community numbers at the October School Committee meeting.

Mr. O'Brien asked when students are on Co-op does that open space in the school.

Dr. Lupini responded that administrators are looking at backfilling seats when studentd are out of school on Co-op.

Motion made by Mr. St. Pierre, seconded by Mr. O'Brien to accept the September 22, 2016 Superintendent Report. Motion carried unanimously.

8. *Principal Report*

Mr. Morgan addressed this year's changed process for student pick-up procedures for both district bussing and parent's pickup. All busses park in the front of Essex Technical High School and parent pick-up has been moved to the rear of the building. To support this change and to help ensure student safety, we are implementing the following:

All student pick-ups after school must be in the rear of the building by the gymnasium. Due to the significant safety concerns, students found being picked up in other campus locations or on route 62 will also be subject to the consequences for a Level 2 infraction.

Mr. Morgan reported that due to continued complaints from residents on Prentiss, Sunset, and Preston Streets he and Dr. Lupini met with representatives from Danvers, Chief Ambrose and Karen Nelson, Danvers Traffic Advisory Committee to address the complaints. The outcome of that meeting has resulted in implementing the following:

Due to safety concerns, effective Monday, September 19, 2016, student parking on any side street adjacent to Essex Technical High School will be considered a level 2 disciplinary infraction. This may result in detention and up to a possible suspension for repeat offenders.

Out of State Field Trip Requests

Motion made by Mr. O'Brien, seconded by Mr. DiLuna to approve a Out of State Field Trip Request for the grade 12 Sustainable Horticulture students to Donabedian Brothers, Inc., 475 S. Broadway in Salem, New Hampshire on October 18, 2016. Motion carried unanimously.

Motion made by Mr. O'Brien, Seconded by Mr. DiLuna to approve a Out of State Field Trip Request for the grade 10 Sustainable Horticulture students to Donabedian Brothers, Inc., 475 S. Broadway in Salem, New Hampshire on October 19, 2016. Motion carried unanimously.

9. Subcommittee Reports

Finance Subcommittee

- a. Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve financial statements for April 30, 2016, May 31, 2016 and June 30, 2016 and place on file for audit.

Mr. Liacos asked Mrs. Znamierowski to explain which page she used to close out, would E&D be utilized for next year's budget to reduce assessments, and are unreserved funds similar to free cash? Mr. Liacos also asked if funds were encumbered to cover \$1.5 million in unreserved funds.

Mrs. Znamierowski stated that she expects to have \$1.4 million encumbered and anticipates after the Department of Revenue certifies closing FY 2016 approximately \$150,000 will be utilized to reduce member communities' assessments.

Mr. Liacos asked if there are any other categories with unreserved funds. Mrs. Znamierowski answered there is a small contingency fund in the amount of \$200,000 incorporated in the FY2017 budget.

Mr. Liacos asked if the District has a stabilization fund and was told yes, but for capital projects only. The stabilization fund is not used for bonds.

Mr. Liacos asked Mrs. Znamierowski to develop a cover page for the Financial Statements.

Motion made by Mr. Liacos, seconded by Mr. O'Brien for Mrs. Znamierowski to develop a cover page to include with the financial statements. Motion carried unanimously.

- b. The Fiscal Year 2017 Final Certified Letter, Final Budget Summary and Final Assessments were included in the packet as informational documents.

- c. Fiscal Year 2016 End of the year closing:

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to close anticipated receipts of \$2,248,088.66 and appropriation budget of \$1,518,641.34 to unreserved fund balance account #1-3151. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to reverse \$1,150,479.37 FY 2015 reserved for encumbrances account #1-3106 to unreserved fund balance account #1-3151. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to reserved \$274,996.85 to account #1-3106, reserved for encumbrances, for outstanding purchase orders and invoices as of June 30, 2016 from unreserved fund balance account #1-3151. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to transfer \$39,587.84 from unreserved fund balance, account #1-3151 to School Choice account #2-09-3151 to eliminate the deficient in the School Choice Revolving Account. Motion carried unanimously.

d. Acceptance of Donations

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to accept the following donations:

- Seventy-two (72) Xenith X2E Varsity Football Helmets from Northeast Hospital Corporation
- A 1999 Oldsmobile Cutlass from Mr. John R. Lucier of Lynn to the Automotive Technology program
- A 1998 Volkswagon Passat from Mr. Derk F. Smid of Burlington to the Automotive Technology program
- A 1993 Chevrolet Camero from Mr. Derek S. Delaney of Peabody to the Automotive Technology program.

The above donated vehicles will be used for educational purposes only.

- To accept the donation of \$250 from Caps Auto Wrecking Corporation of West Lynn to dispose of five (5) vehicles that were donated to the Automotive Technology program for education purpose and are no longer of value for that purpose.

Motions carried unanimously.

e. Outside Projects

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve the Application for Building Project for Habitat for Humanity North Shore for construction of a two (2) bedroom home in Hamilton, Massachusetts with an estimated cost of \$130,000. Motion carried unanimously.

Mr. O'Brien stated that this approval is contingent upon Habitat for Humanity to complete the project after the school year has ended.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve the Application for a Building Project to provide vegetative screening on the softball field at Lynnfield High School, Lynnfield, Massachusetts with an estimated cost of \$5,000 to \$10,000. Motion carried unanimously.

Policy Subcommittee

Ms. Teixeira reported that Mrs. Liteplo has accepted the position of Chair for this Subcommittee. Mrs. Liteplo stated that she is planning for the subcommittee to meet late in October or early November.

Personnel Subcommittee

No meeting – no report.

10. *Old Business*

There was no Old Business to come before the Committee.

11. *New Business*

Motion made by Mr. Liacos, seconded by Mr. St. Pierre to nominate Mr. Perkins as the Official Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference. Motion carried unanimously.

Motion made by Mr. Liacos, seconded by Ms. Johnson to nominate Ms. Teixeira as the Alternate Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference. Motion carried unanimously.

12. Warrant

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to accept the Warrant of September 22, 2016 and place on file for audit. Motion carried unanimously.

Mrs. Znamierowski reported that Mrs. McMahon, District Treasurer, reviewed the Warrant and made the following notes:

Accounts Payable Warrant 2017-10

GIC – Quarterly employer share of health insurance \$458,072.43.

Payroll Warrant 2017-9

- 1st teacher's payroll of the school year
- Sick buyback for retirees Paul Worth and Carol Sullivan per contracts - \$26,470.80

Motion made by Mr. Marquis, seconded by Mr. St. Pierre and voted unanimously to place the warrant of August 31, 2016 on file for audit. Motion carried unanimously.

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

There was no discussion.

Motion made by Mr. St. Pierre, seconded by Mr. DiLuna to adjourn. Motion carried unanimously.

Ms. Teixeira, Chairwoman declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 8:47 p.m.

Respectfully submitted,

Secretary

All reference documents and reports are filed in the Superintendent-Director's office.