

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

REGULAR MEETING

MINUTESMAY 11, 2017

MEMBERS PRESENT: T. St. Pierre, Salem, Vice Chairman  
M. Amato, Boxford, Secretary  
E. Armstrong, Beverly (Arrived 7:07 p.m.)  
F. Di Luna, Department of Agriculture  
J. O'Brien, Department of Agriculture  
G. Demsey, Department of Agriculture  
A. Craig, Essex  
G. Hathaway, Lynnfield  
J. Delaney, Manchester  
M. Strout, Marblehead  
A. Liteplo, Middleton  
J. Liacos, Peabody  
B. Perkins, Rockport  
A. McDonald, Swampscott  
B. Jones, Topsfield  
W. Nichols, Wenham

MEMBERS ABSENT: M. Teixeira, Gloucester, Chairwoman  
W. Marquis, Danvers  
W. Lannon, Hamilton  
E. Johnson, Nahant

OTHERS PRESENT: B. Lupini, Superintendent-Director  
B. Morgan, Principal  
M. Znamierowski, Business Manager  
K. McMahan, District Treasurer  
G. Montero, Student Representative  
J. Wersackas, Student Representative  
K. Holman, Coordinator of Career & Technical Education  
T. O'Toole, Director of Academic Programs

1. *Call to Order*

Mr. St. Pierre, Vice Chairman, called the meeting to order at 7:00 p.m. and reported there is a quorum.

2. *Salute to the Flag*

3. *Public Comment\**

There was no public comment.

4. *Student Representatives Report*

Mr. Montero and Ms. Wersackas will assist with the presentation of the Five Year Strategic Action Plan with Mr. O'Toole and Ms. Holman.

5. *Parent Advisory Group – Ms. Anne Marie Sirois, President, Ms. Jennifer Tapper, Vice President, Ms. Laurie Johnson, Secretary and Ms. Patricia Saltzman, Treasurer*

Mr. Morgan introduced Ms. Sirois, President of the Parent Advisory Group.

Ms. Sirois stated that Parent Advisory Group was established in 2015. The mission of the Parent Advisory Group (PAG) is to support educational, social and enrichment programs that benefit all students, faculty and staff.

The PAG supports the Year of Graduation Fundraiser; Spirit Wear Fundraiser, "Hawk Holiday Hope." They award scholarships to graduating seniors, fund the Teacher Appreciation Breakfast.

The PAG goals moving forward are to continue to grow membership through parent/teacher events i.e. Kickboxing and Zumba Social and a High Rolling Hawks Casino Night. The PAG plans to rebrand as the Essex Tech Parent Teacher Student Organization.

6. *Five Year Strategic Action Plan – Mr. Thomas O’Toole, Director of Academic Programs and Ms. Kathleen Holman, Coordinator of Career & Technical Education*

Ms. Holman introduced Mr. Christos Xerras, Electrical Instructor, and a member of the Planning Team.

Ms. Holman reviewed the Vision Statement

Essex Technical High School will provide students with a variety of life choices through career technical pathways. Cultivating these choices through a community of learners that include dedicated staff, intrinsically motivated students, and supportive caregivers to create a dynamic learning environment.

Mr. O’Toole reported that there are three strategic objectives to the Strategic Plan.

Strategic Objective 1. Pathways – Ensure that the educational experience provides opportunities for meaningful career and academic initiatives.

Mr. Montero and Ms. Wersackas reviewed Strategic Objective 2. Culture – Promote a positive and inclusive school culture for all staff and students.

Mr. Xerras reviewed Strategic Objective 3. Community – Build and foster community relationships.

Mr. O’Toole stated that the Strategic Planning will be replaced with a Strategic Action Plan.

Mr. Strout complimented the staff, faculty and students for their great work to produce this product.

7. *Approval of Meeting Minutes*

Motion made by Mr. Strout, seconded by Ms. Amato to approve the April 11, 2017 Regular Meeting Minutes as amended. Motion carried. Abstentions: Mr. Craig, Mrs. Liteplo, and Mr. Nichols

8. *Communications*

There were no communications presented.

9. *Superintendent-Director Report  
Vocational Director*

Heidi Ricco has been hired as Director of Career and Technical Education, replacing Carissa Karakaedos, effective on July 1, 2017.

In 1997 Dr. Riccio was hired to teach hospitality at Greater Lawrence Technical School and over the years, was given the opportunity to be in a variety of leadership roles. In 2013, she became the Principal/Director of Medford Vocational Technical High School. Heidi opened nine (9) new Chapter 74 programs, wrote over \$1M in successful competitive grant funding applications, and worked collaboratively with the comprehensive high school students to bring rigorous academic courses to vocational school students. Dr. Riccio has been involved in community based projects, brought back adult education programming, doubled enrollment for incoming 9<sup>th</sup> grade students, and strengthened a partnership with Everett to provide vocational opportunities to their high school students.

*Cooperative Education Coordinator*

Eight (8) candidates for the Cooperative Education Coordinator role have been interviewed and Dr. Lupini expects to name one of them to this position on or before May 12, 2017.

*Plant Something Day*

The Department of Agricultural Resources has asked us to host “Plant Something Day” activities on Monday, May 15, 2017.

*Discrimination and Harassment*

All Essex North Shore Agricultural and Technical School District employees will complete the Discrimination and Harassment policy and procedures training in May. Mary Kroesser (Director of Human Resources) and Sandra Goldstein (Director of Guidance) have been appointed as the Title(s) VI and IX Coordinators.

*Class of 20121*

As of May 8, 2017, 338 8<sup>th</sup> grade students (262 from member cities and towns; 76 from non-member communities) had accepted to enroll at Essex Technical High School for the 2017-2018 school year. Approximately 320 students and their parents took part in placement testing and workshops on May 6, 2017.

Enrollment for a limited number of upperclassmen in specific programs where we currently have seats will be addressed in late May and early June.

Motion made by Mr. Strout, seconded by Mr. O'Brien to accept the May 11, 2017 Superintendent-Director's Report. Motion carried unanimously.

10. *Superintendent-Director Evaluation Process*

Dr. Lupini presented his Proposed Goals for 2016-2017 and Part III: Guide to Rubrics and Model Rubrics for Superintendent, Administrator, and Teacher.

Dr. Lupini reported that he will provide the Committee with the self-assessment in June. Ms. Teixeira will prepare a composite evaluation based on the School Committee member's submissions. A vote by the School Committee is required to accept the composite.

Dr. Lupini reminded members that the individual evaluation is a public document.

11. *Principal's Report*

Out of State Field Trip Requests

- Motion made by Mr. Strout, seconded by Mr. O'Brien to approve an Out-of-State Field Trip for Skills/USA students and chaperones to attend the Skills USA National Conference in Louisville, Kentucky from June 19 – 24, 2017. Motion carried unanimously.

12. *Subcommittee Reports*

*Finance Subcommittee*

- a. Motion made by Mr. Perkins, seconded by Mr. O'Brien to approve the February 28, 2017 Financial Statements and place on file for audit. Motion carried unanimously.
  - b. Motion made by Mr. Perkins, seconded by Ms. Amato to accept the donation of \$150 from CAPS Auto Wrecking Corporation for the disposal of three (3) vehicles. These vehicles were donated to the Automotive Technology and Collision Repair Programs for educational purposes and are no longer of value for that purpose. Motion carried unanimously.
  - c. Motion made by Mr. Perkins, seconded by Mr. Hathaway to the donation of a 2005 Nissan Sentra from Ms. Elizabeth A. Joens of Beverly to the Automotive Technology Program. Motion carried unanimously.
  - d. Motion made by Mr. Perkins, seconded by Mr. Delaney to accept the donation of a 2010 Chevrolet Express Van from Instant Signal and Alarm Company, Inc. of Salem to the Automotive Technology Program. Motion carried unanimously.
  - e. Motion made by Mr. Perkins, seconded by Ms. Amato to accept the Agreed Upon Procedures On The End Of The Year Financial Report received from Giusti, Hingston and Company. Motion carried unanimously.
  - f. Motion made by Mr. Perkins, seconded by Mr. Delaney to accept the MassBioEd Foundation Bio Teach SOW for SPOT Grant in the amount of \$4,500. Motion carried unanimously.
- Next Meeting: June 7, 2017 (5:30 p.m.)

*Policy Subcommittee*

- a. Motion made by Mr. Strout, seconded by Ms. Amato to accept the second reading of the Community Use of School Facilities (File: KF). Motion carried unanimously.
- Next Meeting: To be determined

*Personnel Subcommittee*

Mrs. Amato reported that members of the Personnel Subcommittee met earlier this evening. Items discussed were Non Union Salary Adjustments, a proposed Salary Structure for Administrators, retroactive salary increase for paraprofessionals,  
Next Meeting: To be determined.

13. *Old Business*

There was no report.

14. *New Business*

There was no report.

15. *Warrant*

Mrs. Znamierowski reported the Notes for A/P for Warrant #2017-35 dated May 11, 2017:

- FirstSouthwest – Financial services for bond issue - \$7,600
- Group Insurance Commission – Quarterly health insurance payment - \$481,034
- Leardal Sales – Health Technology equipment (grant funded) - \$83,465
- Locke Lord, LLP – Bond counsel - \$4,300

- STEM Solar Lab (grant funded) - \$4,000

Motion made by Mr. Perkins, seconded by Mr. Hathaway to approve the Warrant of May 11, 2017 and place on file for audit. Motion carried unanimously.

16. *Discussion Items That Were Not Reasonably Anticipated by the Chairperson, in accordance with M.G.L., Chapter 30A, Section 180-25*

There was no discussion.

17. *Adjourn*

Motion made by Mr. Jones, seconded by Mr. Strout to adjourn. Motion carried unanimously.

Mr. St. Pierre, Vice Chairman, declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 7:57 p.m.

Respectfully submitted,

Secretary

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