

Essex North Shore Agricultural & Technical School District  
Personnel Policy Subcommittee  
Minutes – May 11, 2017

Members Present: M. Amato, Chairwoman, F. DiLuna, A. Craig, J. Liacos, A. McDonald

Alternate: J. O'Brien

Others Present: B. Lupini, Superintendent-Director  
M. Znamierowski, Business Manager  
M. Kroesser, Human Resource Director

The meeting convened at 5:34 p.m.

*Non Union Employees Salary Adjustments*

- Paraprofessional Salary Increase (FY2017) 1.5%  
Motion made by Mr. Liacos, seconded by Mr. O'Brien to recommend the School Committee approve a Paraprofessional salary increase (FY2017) of 1.5% at a cost of \$5,733. Motion carried unanimously.
- Individually Contracted Employee Increases (FY2017) (other than administrators) 1.5%  
Motion made by Mr. Liacos, seconded by Mr. O'Brien to recommend the School Committee approve the Superintendent-Director's recommendation the Individually Contracted Employees Increases (FY2017) 1.5% for certain administrative positions at a cost of \$4,317. Motion carried unanimously.
- Proposed Salary Structure for Administrators  
Dr. Lupini reviewed the Administrative Salary Proposal. To develop an administrative salary structure, beginning in 2017-2018. A 1.5% salary increase for FY2016 will be implemented for only those administrative positions that do not exceed the range. Should an Administrator's salary exceed the salary range that Administrator would not be eligible for a salary increase.

Mrs. Kroesser conducted a salary survey of larger member districts and local vocational, technical, and agricultural school districts. Mrs. Kroesser reported the results of the schools surveyed.

Dr. Lupini stated that Mrs. Kroesser, Director of Human Resources will conduct biannual administrator salary survey. The data from these surveys will be utilized to determine adjustments to the schedules.

Ms. Amato asked for the job descriptions for administrative positions. Dr. Lupini replied that some have been revised and others are in the process of creating new ones.

Ms. Amato asked how the salary structure would be communicated to administrators. Dr. Lupini answered that he plans to meet with each administrator individually.

Mr. Liacos stated that he has reservations with the structure; there are too many steps and a criterion has not been established.

- Administrator Employee Increases (FY2017) 1.5% for certain administrative positions  
Motion made by Mr. Liacos, seconded by Mr. DiLuna to recommend the School Committee approve the FY2017 Administrative Employee Increases (FY2017) 1.5% for certain administrative positions.

*Proposed Executive Session*

Motion made by Mr. DiLuna, seconded by Mr. O'Brien to enter Executive Session to discuss strategy with respect to collective bargaining, and to reconvene in Regular Session to adjourn.

Yes – Mr. DiLuna, Mr. O'Brien, Mr. Craig, Mr. Liacos, Ms. McDonald, Ms. Amato

No – None

Motion carries unanimously.

The Personnel Subcommittee entered into Executive Session at 6:15 p.m.

The Personnel Subcommittee returned to Regular Session at 6:35 p.m.

Motion made by Mr. DiLuna, seconded by Mr. Craig to adjourn. Motion carries unanimously.

The Chairwoman declared the meeting adjourned at 6:35 p.m.