

**Essex North Shore Agricultural and Technical School District**  
**Regular School Committee Meeting**  
**Thursday, September 14, 2017, 7:00 p.m.**

*Approved: October 12, 2017*

**Members Present: F. Di Luna, J. O'Brien, G. Demsey, E. Armstrong, M. Amato, W. Marquis, A. Craig, M. Teixeira, W. Lannon, G. Hathaway, J. Delaney, M. Strout, A. Liteplo, E. Johnson, B. Griffin-Dunne, B. Perkins, T. St. Pierre, A. McDonald**

**Members Absent: B. Jones and W. Nichols**

**Others Present: W. Lupini/Superintendent-Director, B. Morgan/Principal, M. Znamierowski/Business Manager, G. Montero/Student Representative, K. McMahon/Treasurer, Essex Sports**

***1. Call to Order:***

Melissa Teixeira called the meeting to order at 7:10 pm.

Attendance was taken. Beverley Ann Griffin-Dunne from Peabody was recognized as a new member. It was noted that there was a quorum.

***2. Salute to the Flag***

***3. Public Comment:*** There was no public comment.

***4. Student Representative Report:***

Gio Montero presented the student report. Student activities are off to a great start. Seventeen students and two advisors will be attending the Big E in Springfield after placing at the FFA State level competition. They are looking forward to increased participation in all CTE areas after welcoming two new advisors. Two Thirds of the Freshman class demonstrated interest in getting involved in an activity. Over forty students auditioned for the upcoming drama festival and for the Spring Musical. The cattle club is working hard in preparation for the Livestock show at the Topsfield Fair. The committee for Hawk Holiday Hope has already met to keep the tradition moving forward. A CTE school in Houston has been adopted and donations are being collected to get them back on their feet.

Melissa asked about the Holiday of Hope and Gio explained: Right before Christmas break every class is assigned a child in need. That class will go out and prepare a Christmas gifts for that child. There is a big assembly at school with big picture taken for community. Principal Morgan stated the program started two years ago. They take all gifts and donate to Salem DCF. One large truck full of gifts that Salem now depends on. It is a good thing for school and pep rally; coming together and celebrating the act of giving and grow closer.

Michelle Amato asked about the adoption of the Houston school. "Are you looking for donations?" Brad explained it was in his report. The FFA and Key Club identified the Lewis Career and Technical school in Houston. It is very similar to us. One of largest in Texas; a brand new school with several programs. The school s fine but most students lost everything. Looking for school supplies. Tablets

were lost in flooding. Michelle asked if there would be a collection point? Would something be sent out to inform of the opportunity to reach out and give back.

#### **5. *Approval of Meeting Minutes from June 15, 2017.***

There was a motion to approve the minutes and then seconded. The discussion was presented by Frank Di Luna, stating that John Lebeaux is a Commissioner not Secretary. Referring to section 18 of the minutes. Bill Lupini noted it's Agriculture resources, #18, page 5. It should read Commissioner of Agricultural Resources.

Melissa Teixeira made the motion to accept Frank DiLuna's language into the minutes. The motion was passed unanimously. Beverley Griffin-Dunne abstained.

#### **6. *Essex Sports Center – Mr. Brian DeVellis***

It is an exciting time to be a student; hockey added a JV team with prime practice slots that will allow opportunity to attract students. 3-4pm practice times are highly desirable. Allocating 2 hours for co-op team on Sunday morning. Boys and girls under same roof. All home games on rink 1 will attract bigger crowds more and a pleasurable viewing experience. Keeping Alumni in loop and planning a faculty student game. Last year this game was a smash hit. Would love to have pre or post hours to use facility, physical therapy or get on ice, turf. Would like to have people come up and tour the building that ties into what is happening here at Essex Tech. The inner workings of an ice arena provide a lot to be learned and integrate the school. Students will take a greater sense of pride. The freshly painted Essex Hawk really pops! October 7, 2017 is an open invite to a grand re-opening; extended to local community and school. Carissa Karakaedos and Nicole have arranged volunteers from key club; a great way to showcase the school to younger children and distribute literature. The hockey team will use it as community service. Essex Tech to showcase 3:00-8:30 p.m. open skate. Learn to play learn to skate starts this weekend.

Mark Strout questioned: "Is there help in parking lots on game night, lack of overflow parking, tough if there is a double booking." It was agreed to be addressed.

Michelle Amato suggested Boxford would love to share these things happening at the Essex Sports Center on their Town facebook page. Any other questions? Melissa mentioned meeting a few months ago with great discussion between James O'Brien, Tom St. Pierre and Michelle Amato where there was great conversation about collaboration of schools. Now we are trying to figure out how to integrate students into the facility. Internships and co-ops with HVAC to see how a rink runs. A co-op would be a great opportunity for students.

Bill stated that Carissa Karakaedos has made that connection with Stacy and set up opportunities; using HVAC model for students to learn from the environment.

Beverley Griffin-Dunne: "Do students utilize the facility during day, is it connected to gym or physical education?"

Brad: "It is not connected as the 10-15 minute walk is logistically difficult."

Bill: Last year was men's hockey and in spring turf time for soccer, also established relationship with Aztec for swapping turf time.

Melissa: Part of our agreement was forty (40) hours for students and we haven't taken advantage of this.

Bill: The first year we weren't sure. This year community activities and free skates are being planned. Mr. DeVellis will update the Committee regarding projects and opportunities at the Sports Center.

### ***7. Superintendent-Director Evaluation***

Melissa Teixeira presented a composite of the Superintendent-Director's evaluation for 2016-2017. Eleven members completed the Superintendent's evaluation. The members must be present for complete cycle. The members participating were: Tom St. Pierre, James O'Brien, Wayne Marquis, Gary Hathaway, Bill, Mark, Strout, Esther Johnson, Michelle Amato, Alexander Liteplo, James O'Brien and Melissa Teixeira. The evaluation is a composite. Evaluations are public information. Tonight's document is a composite gathering all information from the evaluation and puts on one doc. All comments from eleven members were recorded. Joe Marino was a student at Essex Tech and now in charge of the document. The comments are the actual words nothing was changed. No secrets. No controversy here.

Turn to page with curriculum graph: Four standards evaluated on. MASC will come in to discuss the evaluation. Evaluating the Superintendent-Director is the prime responsibility of the School Committee. Not all members could participate this year. Moving forward there will be more participation by School Committee members.

Curriculum and Instruction: June 2017 Bill Lupini completed a self assessment. This is the document he wrote indicators in. The Pie chart shows 36.4 exemplary and 63.6 proficient. The standards are: Exemplary, Proficient, Needs Improvement, and Unsatisfactory. There is concern that there would be disappointment if not exemplary. Proficient is expected by MASC. Exemplary is for 20% of the leaders. Shooting for proficient is expected, good and acceptable. Dr. Lupini was rated as exemplary.

Michelle Amato stated the goal of the discussion is to accept the document as Dr. Lupini's evaluation. "Members are welcome to input discussion or areas of concern. The big issue at school has been about transparency on the budget. It was felt the community was not getting the information they needed. 90.9 exemplary budget. Bill Lupini has succeeded in transparency. "

Michelle: "Some of things you want to be aware of next year. When I completed the evaluation. I relied on Bill's accomplishment of the year. Overlaid challenges and environment were some items that were not highlighted in the document. Hoping that through meetings the next year everybody can take the opportunity to understand the context of the accomplishments. We are lucky to have Dr. Lupini. It was helpful to look at all the different areas. What is it that he does well: fiscal systems

stand out. What are the next burning area of needs? Looking for people to join in and listen to provide context on how these great things are accomplished.

Melissa: There was an enormous amount of work by Dr. Lupini: working with the School Committee to get a teacher's contract negotiated, working with the School Committee to develop an evaluation system for teachers, negotiating the AFSCME transition from GIC saving money for the Essex Tech retirement system. There were many discussions and obstacles to fix: worked with the inspector general's office for peas in a pod, implemented a third party beneficiary with Essex Sports Center, Human Resources to ensure all teachers are licensed appropriately, Adult and community education programs. Adult Education was struggling; now going in the right direction and implementing a discrimination and harassment and bullying policy, Grants to secure vocational and educational programs, curriculum revision project.

Bill Lupini stated: "We have implemented a curriculum development for program areas that have not been update for some time with written curriculum."

Wayne Marquis asked: "Did you mention the transition to GIC?"

Melissa: "That is what we evaluated him on."

Bill Lupini informed he could not meet the classroom goal. Other issues prevented him at that time. Wayne Marquis stated this goal will carry over into next year.

Second goal was student learning goal and 63.6 said he exceeded. The final goal was district improvement 81.8 % gave an exceeded score.

Melissa stated: "Mark you have experience with evaluations?"

Mark commented: "when you are evaluated under DESE standards everybody goes to the last page on a summative performance. This evaluation was spot on for Bill; final overall rating is excellent and this is why he was recognized by the National Board as a Superintendent."

Melissa said to Dr. Lupini: " You have led us through a very difficult time and we are lucky to have you and look forward to working on other goals. Next years goals will be talked about soon."

There was no more discussion. Motion made by Melissa Teixeira to accept Dr. Lupini's evaluation. Michelle Amato moved to accept the motion and Wayne Marquis seconded. The motion carried. Beverley Griffin-Dunne from Peabody abstained.

#### **8. Communications:**

Letter from Peabody Mayor Bettencourt appointing Beverley Ann Griffin-Dunne to the Essex Tech School Committee.

## **9. Superintendent-Director Report:**

This month there is an enrollment breakfast and tour for new members.

Hiring profile. First make sure everyone understands any position that is hired the School Committee has approved; gone through budget, no authority to hire without School Committee.

Lisa Berube's job is the placement of students in jobs. We already exceed number of student on co-ops from last year. Emphasizing on seniors. One or two seniors in building because all others out on co-op. Carissa Karakaedos stayed on for adult education and expanded number of offerings. Beekeeping has been added with enough students to run it. Add programs online reg. Was a problem, but working through it. Heidi Riccio was the Vocational Director Principal at Medford High in their vocational program.

Changes that were made: Third electrical teacher, collapsed two paras and added third teacher, Michael Fila. Laura Gallant working with Senior technology and Natural resources, replacing Ann when she retires. Denise Smith assisting Megan Holt, asking for a .5 position. 1382 students enrolled with 361 freshman.

1440 is school's slated enrollment. Numbers may go up and down because there are no community caps. Info being shared since application process started. Our target for out of district is 75 per class. This is the right number to balance the right member district kids have to access ag programs. Out of district students help to offset the budget. Accepted 84 out of district students. From 92 last year. 56 different communities in this school. It is a lot of transportation.

"What percentage of students are accepted in first round and turn down the offer?" Esther Johnson asked this question.

Bill Lupini: "We not sure we are capturing the right students. The group that turns us down are the ones with the highest scores. This is an option for them, not because they are interested only in the Tech." Something wrong when kids can't get in who have an interest. Esther Johnson brought this question up.

Gary: "Will we be talking about admissions process next year?"

Bill Lupini: "Yes, we are in the process of talking about the admissions process."

Mark: The students are our most effective assets in visiting middle schools. The kids love hearing from other kids. Unsolicited comments about how the kids love the tech.

Bill: I agree and passed this onto our guidance staff.

Diluna stated there are only 3 Agriculture schools in the Commonwealth. Can we increase the agricultural population to the 30% mark?

Bill Lupini: kids come from too far away that is the issue. Challenge is getting here. We run 30 busses now

Alice: "The open house with kids running activities was powerful having kids talking to other kids."

Bill: "Brad gets credit for the shift in focus from teachers to kids at the open house."

Mark: Kids talk your ears off, could see pride and wanted to be asked questions

JO: "Do we have to transport all kids?"

Brad: They have to get to a point within 20 miles from school

Michelle: how constrained are we by state guidelines and acceptance.

Bill: they are open to crazy ideas and valuing different things. We interview 1200 kids in their communities. Serious undertaking. Some K-8 schools you might be interviewing in several places in one community. The interview is most helpful to find out what the students are interested in.

Brad: the interview is set up to ask students why they want to come here.

Michelle: the interview is important to find out who wants to come here. Some Special Education kids want to come here, but they don't have the grades. Breaks her heart that grades are such a big part of it, but the hands on might make them stars.

Bill: add creative elements that don't add to the time it takes.

Bill: New member morning to tour facility....date?

Melissa made the motion to accept the Superintendent-Director's report. Tom St. Pierre and James O'Brien seconded the motion. The motion passed unanimously and the vote carried.

#### ***10. Fiscal Year 2018 Certification Letter, Final Budget Summary and Community Assessments***

Marie Znamierowski stated the certification letter went out to the community reps with final budget and invoices. We received additional funding from MSBA. The money is going back to the communities. Excess funding received reduced community contribution based on the highest enrollment. Proportional based on student. Final bill will go out in March.

Bill Lupini: The School Committee was copied in this reduction information.

Melissa: any questions?

Mark Strout: Is there a resource officer in plac?

Bill: No, there are student supervisors until a model is in place in the spring.

#### ***11. Culinary Arts – Receipts Audit Recommendation Findings***

Marie Znamierowski stated the auditors compared all receipts to sales and there were some discrepancies, but daily reconciliation got better and culinary arts did not lose money. Making changes for reconciliation and daily reconciliation was spot on every day. Things are going smoother now. Will work with Heidi to make sure things continue in a positive way in the culinary arts program.

Melissa Teixeira: This was the final debt to be audited and reviewed.

#### ***12. Principal's Report***

Brad touched on opening day. It was successful with new teacher orientation and freshman orientation. This year we found it to be quite smooth and don't feel there is much to address for next year. Back to school night was last night. 5-6 hundred parents attended. Visit child's classroom and teacher, extracurricular and wellness program. Advantages of co-op.

##### ***a. Preliminary 2017 MCAS Scores***

Brad: Preliminary MCAS results reveal we did experience significant progress. Final results 01/24, more specifics in November. Constantly reading and writing. It is important that students can read write and speak effectively. You will be pleased to hear our results in November.

##### ***b. Fundraising for the Lewis Career & Technical High School in Houston, Texas***

This was discussed during the student report.

### **13. Subcommittee Reports**

#### **Finance Subcommittee**

##### **a. Financial Statements**

Bruce Perkins made the motion to approve financial statements for April 30, 2017, May 31, 2017 and June 30, 2017 place on file for audit. Tom St. Pierre seconded the motion. All in Favor.

##### **b. Fiscal Year 2017 End of the Year Closing**

Bruce Perkins made the motion to:

- Close anticipated receipts of \$1,252,466.86 and appropriation budget of \$1,565,585.16 to unreserved fund balance account #1-3151.
- Reverse \$274,996.85 FY 2016 reserved for encumbrances account #1-3106 to unreserved fund balance account #1-3151.
- Reserve \$453,344.25 to account #1-3106, reserved for encumbrances, for outstanding purchase orders and invoices as of June 30, 2017 from unreserved fund balance account #1-3151.
- Transfer \$101,582.51 from unreserved fund balance, account #1-3151 to School Choice, account #2-09-3151 to eliminate the deficit in the school choice revolving fund.

Tom St. Pierre seconded the motion. All in Favor. The motion passed unanimously.

##### **c. Captain Planet Foundation, Inc. Grant**

Bruce Perkins made the motion to: accept the Captain Planet Foundation, Inc. Grant in the amount of \$2,500. The purpose of this grant is to educate students about the effects that dissolved oxygen has on improving water quality. Construction and installation of a wind-powered aerator windmill will provide students with the knowledge and skills which can be used in future educational or employment opportunities. William Lannon seconded the motion. All in Favor.

##### **d. Career Technical Education Instructional Supplies and Equipment**

Bruce Perkins made the motion to: consider approval to purchase Career and Technical Education instructional supplies and equipment beyond the FY2018 budget in the amount of \$6,600 from the shop revolving fund. Tom St. Pierre seconded the motion. All in Favor.

##### **e. Acceptance of Donations**

###### **Recommendation:**

Bruce Perkins made the motion to:

- To accept a donation of \$600.00 from CAPS Auto Wrecking Corporation for the disposal of six (6) 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.
- To accept a donation of a 1995 Nissan Maxima from Mr. Richard Walsh of Peabody, Massachusetts to the Automotive Technology Program.
- To accept a donation of a 2001 Hyundai Sonata from Ms. Joyce Anne Yiakas of Peabody, Massachusetts to the Automotive Technology Program.
- To accept the donation of two horses from Ms. Robin Petersen of Back Bay Farms of Ipswich, Massachusetts to the Equine Program.

Alice McDonald seconded the motion. All in Favor.

Discussion: Alvin Craig says horse donator is his neighbor and horses are show horses and in good health.

Melissa requested to return to item B. Marie Znamierowski said this basically closes out the fiscal year. Now a surplus in E+D at end of the year creates a new E+D fund. 1.3 million in E+D which is within

what is allowed, close to maximum. Budget next year can use E+D surplus. Stabilized assessments this year with no major increases. Ended up in a positive mode. Any questions?

Melissa asked Tom to talk about his request for signs.

There was talk about architecture and signs. Tom St. Pierre stated he would be in touch with architects by tomorrow; will have electronic versions of the signs. Identify small funding source. Maybe we can use what we already own.

Melissa: Tom requested to identify money for sign at finance meeting. When school was built did not build sign in hopes that kids could build it. In reducing the cost of the school we took the sign off the plan.

Beverley: Is there someone coming up to put school zone lighting on the road.

Bill: Yes, it is in process.

Melissa: We are state school surrounded by state roads

Bill: I don't know why those markers aren't up. They are on 1A. State road is not a reason to not have school zone lighting. We will dig into it.

Next Meeting: October 4, 2017 (5:30 p.m.) (Maple Street Bistro)

District Policy Subcommittee: Next Meeting: October 12, 2017 (5:30 p.m.)

Personnel Subcommittee: Next Meeting: November 9, 2017 (5:30 p.m.)

#### ***14. Outside Projects***

Tom St. Pierre made the motion for the Approval for an Application for Building Program for Habitat for Humanity North Shore for construction of a home at 270 Asbury Street, Hamilton, Massachusetts.

Wayne Marquis seconded the motion. All in Favor.

Discussion:

Bill Lupini: This came out at Finance. It is an additional project outside of Habitat and requires School Committee approval.

William Lannon: Doing a great job. Might suggest about more OSHA compliance. Some staging is cobbled together. On a main drag. Very visible. Some things are thrown together.

Bill Lupini: Based on the amount of instructors we have out there it is most likely this is the volunteers

Bill Lupini: We will check into it

William Lannon: Perkins funding for staging. This shouldn't happen in a Tech school.

Next Meeting: Wednesday, October 4, 2017 (5:30 p.m.)

#### ***15. Old Business***

Gene Dempsey: The outside project in Danvers; did it go in a different direction?

Bill: Timeline did not match up, they sought an outside resource to finish up this fall.

Mark: The kids built the 2 columns. What they did was good.

#### ***16. New Business***

Melissa: Discuss the name of the school. Create an 8-9 member Ad Hoc Subcommittee. Looking to schedule a meeting. First meeting to discuss before next School Committee meeting.

Discussion of when to have the meeting for school name committee. October 19 at 5:00 p.m. works.

Will get posted.

Melissa: Policy Subcommittee is reviewing Bylaws. They need to be updated and developed. We are way beyond where they were when school was built. There are operating mechanics in the way issues are brought forward.

Bill: Is it a Bylaw issue or policy issue?

Mark: We discussed this two meetings ago.

Melissa: Have legal counsel review our Bylaws to see if anything is missing. Not much language or substance. Make recommendations of things that should be in there.

Might be helpful to get suggestions from other Districts.

.....Are there any standards or frameworks?

Bill: Shouldn't be hard to find good examples

Tom StPierre: Make sure we are complying with the law.

Melissa: We didn't have anyone in room from a legal standpoint. Just School Committee. It is time to get someone involved to do that.

Melissa: Raise your hand if you are not on subcommittee. Beverley and Ed are not.

Melissa: Do you have a preference? Policy personnel and finance?

Personnel and policy need members.

Ed will do either one but not finance.

Beverly would like personnel.

Ed will be on policy. Ed stated that was fine.

#### ***17. Warrant***

Bruce Perkins made the motion to approve the warrant. Michelle Amato seconded the motion. All in Favor. Discussion:

Michelle had a question about the large sum for iPads.

Marie Znamierowski: For replacement and end of year upgrade. Loaners for new students. End of year needed loaner iPads. Had to up our Ipad stock. Also have to do lease for all incoming freshman.

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

There was no discussion.

#### ***19. Adjourn***

Melissa Teixeira made the motion to adjourn at 8:45 p.m. James O'Brien seconded the motion. All in Favor. The motion carried unanimously.

Ms. Teixeira, Chairwoman, declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 9:14 p.m.

Respectfully submitted,  
Recording Secretary

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

