

Essex North Shore Agricultural and Technical School District
Regular School Committee Meeting

Essex Technical High School
565 Maple Street
Hathorne, Massachusetts 01937
Thursday, October 12, 2017
7:00 p.m.

Approved Minutes: November 9, 2017

Members Present: F. DiLuna, Department of Agriculture Resources
J. O'Brien, Department of Agriculture Resources
G. Demsey, Department of Agriculture Resources
E. Armstrong, Beverly
M. Amato, Boxford
W. Marquis, Danvers
A. Craig, Essex
M. Teixeira, Gloucester
W. Lannon, Hamilton
G. Hathaway, Lynnfield
J. Delaney, Manchester by the Sea
M. Strout, Marblehead
A. Liteplo, Middleton
E. Johnson, Nahant
B. Perkins, Rockport
T. St.Pierre, Salem
A. McDonald, Swampscott

Members Absent: B. Griffin-Dunne, Peabody
B. Jones, Topsfield (resigned)
W. Nichols, Wenham

Others Present: W. Lupini/Superintendent/Director
B. Morgan/Principal
M. Znamierowski/Business Manager
K. McMahan/District Treasurer
G. Montero/ Student Representative
J. Eberhart/Student Representative
J. Wersackas/Student Representative
L. Berube/Cooperative Education Coordinator
C. Karakaedos, Community Relations and Partnerships Coordinator
L. Coultis/Recording Secretary.

1. Call to Order

Ms. Teixeira, Chairwoman, called the meeting to order at 7:00 p.m. Attendance was taken.
Ms. Teixeira reported there is a quorum.

Dr. Lupini stated that Mr. Bruce Jones, Topsfield representative, resigned due to relocating to

another community.

2. Salute to the Flag

3. Public Comment

There was no public comment.

4. Student Representative's Report

Introduction of new Student Representative, Jonathan Eberhart, a grade 11 student enrolled in the Veterinary Technology Program; from Saugus. Mr. Morgan, Principal explained that Gio and Julia will be graduating in June appointing a junior student representative allows him to learn from the seniors.

Gio Montero reported that many athletic teams qualified for participation in the State tournaments. 100 athletes participated in the 2017 Buddy Walk. Essex Tech Athletics are hosting their first homecoming games.

Julia Wersackas: reported on homecoming and club activities.

Gio Montero: reported that students recently participated in bullying prevention programs.

Ms Teixeira asked Gio what is the Buddy Walk? Gio responded that it is a walk to celebrate Down Syndrome Awareness. The funds raised for this event are donated to the National Down Syndrome Society. All the money raised goes to Down Syndrome.

5. Approval of Meeting Minutes

Mr. Strout made the motion to approve the School Committee Minutes from September 14, 2017.

Mr. St. Pierre Seconded the motion.

All in Favor. Discussion revealed an error on page 2 section 5.

6. Communications

None

7. Superintendent-Director Report

Dr. Lupini described a pilot program and grant funds. Dr. Lupini attended Nashoba Valley yesterday and received \$500,000 advanced manufacturing grant to upgrade welding and engineering equipment. This District is one of three schools who have received funding in all three rounds. \$1 million secured in the three rounds for HVAC, Medical and Advanced Manufacturing. Dr. Lupini thanked the grant writers. The Career and Technical Directors secured a partnership with Cataldo ambulance. October 3-May 22, 2017 students can then sit for EMT certification programs. Tour was hosted on October 3, 2017. Thanked the staff and especially the students. There will be a second tour in early November. Two areas of focus: Cooperative Education and Adult Education. Last night was the pinning for CNA students. All seniors passed the first time taking the exam, 15 are on Co-Op, 12 or 13 plan to go on to college in their program.

Ms. Lisa Berube, Cooperative Education Coordinator

Ms. Berube defined Internships and Co-Op placement opportunities for students and the

expectations the student must meet. The employer rates the student on employability skills. She discussed competencies and addresses the student's progress. Discussion followed regarding employer feedback, competencies and reflection sheets (writing sample).

Ms. Amato asked if the student is responsible for a presentation when they complete Co-Op? Ms. Berube replied, there is a showcase portfolio and a Co-Op reflection is included with the portfolio.

Dr. Lupini asked Ms. Berube to discuss students out on Co-Op and how it frees up their instruction. Ms. Berube stated that the instructors both go out to meet with employers to build a relationship with the employer and establish students career paths.

Discussion followed regarding worksite visits, supervisory visits and skills the students are working on.

Ms. Berube described the guidelines for placement. Discussion followed regarding CORI's and unsupervised contact with the student.

Ms. Carissa Karakaedos, Community Relations and Partnerships, reported that the 2016-2017 Adult Education Program began this fall with new offerings and new partnerships.

The Fall 2017 offering saw increased enrollment. Ms. Karakaedos described who takes the courses and why. Two new courses that are being offered are HVAC and Beekeeping. Ms. Karakaedos described the 2018 course offerings and what they involve i.e. Auto Tech, Advanced CMC Manufacturing, Farming and Farm Management Course. Courses in process for 2018 are Vet Assistant, Medical Assisting, Medical Administration, EMT, CPR/First Aid for pets, Floral Design and many more.

Outlook on adult education and accredited courses via post secondary certifying agencies. How do we offer to parents with children at home in the evening? They are considering offering continuing education courses for teachers, nurses and mechanics to keep their license.

Ms. Karakaedos reported that the administration is considering offering programs for 6th and 7th grade students. The intent of this program is to introduce vocational education at a younger age and to be better informed as to what a vocational education can offer.

Dr. Lupini stated he had a visit from Representative Brad Hill regarding the naming of the school. Representative Hill was prepared to offer an amendment that would name the school. A discussion that took place in the Spring was shared with Representative Hill on whether the School Committee owns the authority to name the school. Representative Hill and other elected officials will attend the Ad Hoc Subcommittee next week..

Mr. St. Pierre made the motion to accept the Superintendent-Director Report.

Ms. Amato seconded the motion.

All in Favor. The motion passed with no further discussion.

8. *Principal's Report:*

Mr. Morgan, Principal, described three out of state student field trips.

Mr. Marquis made the motion to approve an Out-of-State Field Trip for Natural Resource Management Forestry students to Orris Falls Conservation Area, 100 Thurrel Road, South Berwick, Maine on November 14, 2017.

Ms. Amato seconded the motion.
All in Favor.

Mr. St. Pierre made the motion to approve an Out-of-State Field Trip for the Class of 2018 to High Meadow, Granby, Connecticut on May 30, 2018.

Mr. O'Brien seconded the motion.
All in Favor.

Mr. Marquis made the motion to approve an Overnight Field Trip for Skills USA students and advisors to attend the Fall State Leadership Conference at Best Western Convention Center, Marlborough, Massachusetts from November 19 – 21, 2017.

Mr. St. Pierre seconded the motion.
All in Favor.

9. Subcommittee Reports **Finance Subcommittee**

Mr. Perkins made the motion to accept the following Fiscal Year 2018 Grants.

<u>Grant Description</u>	<u>Fund Code</u>	<u>Amount</u>
Title I	305	\$163,536.00
Title IIA	140	\$ 36,313.00
Title IVA	309	\$ 3,718.00
Perkins	400	\$304,450.00
Special Education	240	\$334,217.00
NSWIB – Youth to Work	n/a	\$ 6,918.89

Mr. St. Pierre seconded the motion.
All in Favor. The vote carried.

Mr. Perkins made the motion to: Add a .4 FTE Admissions Counselor due to increased applications, plans for expansion of recruitment efforts to include grade 7, and parent sessions. The estimated FY2018 cost is \$25,000. Funding sources are from the Student Services budget, substitutes and postage.

Mr. St. Pierre seconded the motion.
Discussion: Dr. Lupini described the reason for this appointment due to a maternity leave.
All in Favor, the vote carries.

Mr. Perkins made the motion to accept the donation of a 2007 Volvo XC70 from Ms. Susan H. Griffin of North Reading, Massachusetts to the Automotive Technology Program.

Mr. St. Pierre seconded the motion.
All in Favor, vote carries.

Mr. Perkins made the motion to to approve payment for an Adult Education refund from FY 2015 in the amount of \$299.00 to be charged to the Adult Education Revolving Fund.

Mr. DiLuna seconded the motion.
Discussion: Dr. Lupini described the need to refund. It's outside the fiscal year.

All in Favor, vote carries.

Mr. Perkins made the motion to close accounts that are inactive in the amount of \$4,038.00 and reallocate funds from Inactive Accounts as follows:

- Events - \$1,038.00 – School Community Culture Events; i.e. 2017 funded dunk tank, ice cream social for spirit award, senior night, trivia night and Hawk Holiday Hope.
- Kelly Fund - \$1,000.00 – Student Support paid class dues for five (5) students, assisted with licensing fees for students, paid for students in need to participate in school activities, covers unfulfilled needs for students, donations.
- SkillsUSA- \$1,500.00 – Advisors last year struggled with fundraising and management of funds therefore there is a \$0.00 balance. this would provide the new advisory team with seed funds to begin this school year.
- Honor Society- \$500.00 – Minimal funds available to support induction ceremony.

Mr. St. Pierre seconded the motion.

Discussion: Marie Znamierowski, Business Manager, described the situation with inactive accounts and future use. There was discussion around inactive funds. (information included in packet).

Mr. Strout: asked about parking receipts revenue.

All in Favor, vote carries.

Mr. Perkins made the motion to approve the donation of soccer uniforms that are no longer in use by the District to “Soccer Without Borders” sponsoring the annual Youth Festival in Uganda. A description of this program is included the packet.

Discussion: Mrs. Znamierowski described where this program came from and who organized it. The uniforms being donated are 5 years old.

All in Favor. The vote carries.

Next Meeting: November 1, 2017 (5:30 p.m.) Finance Subcommittee: Mr. O’Brien brought up conflict with that date.

District Policy Subcommittee

Mrs. Liteplo made the motion to adopt the 2017 – 2018 Admissions Policy as presented.

Mr. Strout seconded the motion.

Discussion: Described the changes and what DESE recommended be struck from the policy.

Dr. Lupini described other changes in exploratory, performance testing. Date changes are to give time to the timeline and interviews and to change times for kids applying as transfer students. This is not a change in criteria that conversation is yet to come.

Mrs. Liteplo described the difference between semester and trimester.

Dr. Lupini stated we’re asking that we waive the three reading rule of the policy.

Ms. Teixeira made the motion to waive the three reading rule of the policy.

Mr. St. Pierre seconded the motion.

All in Favor,

Next Meeting: December 14, 2017 (5:30 p.m.)

Personnel Subcommittee

Ms. Amato made the motion to approve a 1.5% Salary Increase for Paraprofessionals (FY2018) at a total cost of \$5,659.

Mr. Craig seconded the motion.
All in Favor, vote carries.

Ms. Amato made the motion to approve a 1.5% Salary Increase for Individually Contracted Non-Administrative Employees (FY2018) at a total cost of \$4,382

Mr.Lannon seconded the motion.
All in Favor, vote carries

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

10. Old Business

None

11. New Business

Ms. Teixeira made the motion to accept nominations for the Official Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference, November 1-4, 2017.

Discussion: Ms. Teixeira asked for a show of hands on who is going to Hyannis.

Mr.O'Brien said Ms. Teixeira should go.

Mr. St. Pierre nominated Ms. Teixeira to be the representative.

Mr. Hathaway seconded the motion.

All in Favor, the vote carries.

Ms. Teixeira made the motion to Accept Nominations for the Alternate Voting Delegate to the Annual Business Meeting at the MASC/MASS Joint Conference, November 1-4, 2017.

Ms. Teixeira nominated Mr. O'Brien

Mr. O'Brien seconded the motion.

All in favor, vote carries.

12. Warrant

Mr. Perkins made the motion to accept the warrant of October 12, 2017..

Mr. St. Pierre seconded the motion.

Discussion: Mrs. McMahon, District Treasurer, commented on what a great job was done on warrant. Discussion on lease payment to Wells Fargo, grant money used for van purchase.

All in Favor, vote carries.

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

Dr.Lupini reminded of Open House scheduled for November 18th from 9:00 a.m to Noon.
Member districts now provide 7th and 8th grade mailing labels. Open house is anticipated to be very crowded.

14. Adjourn

Ms. Teixeira made the motion to adjourn at 8:45 p.m.

Mr. St. Pierre seconded the motion.

All in Favor.

The School Committee Meeting Adjourned at 8:45 p.m.

Next Meeting on Thursday, November 9, 2017.

Referenced Documents are on file in the Superintendent-Director's Office

Respectfully submitted by : 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.

*Public Participation at School Committee Meetings (File: BEDH)

1. At the start of each regularly scheduled School Committee meeting, individuals or group representative will be invited to address the Committee.
2. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
3. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
4. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
6. All remarks will be addressed through the Chair of the meeting.
7. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
8. Written comments longer than 3 minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
9. The Chair shall have discretion to allow public comment during discussion of items appearing on the meeting agenda.