

Essex North Shore Agricultural and Technical School District  
**District Policy Subcommittee**

565 Maple Street  
Hathorne, Massachusetts 01937  
Media Center Conference Room  
(Upper Level)

Thursday, October 12, 2017

**Approved Minutes**

Members Present: Gene Demsey, Esther Johnson, Jeffrey Delaney, Ed Armstrong, Bill Lannon, Mark Strout, Alexandra Liteplo, Bill Lupini

Others Present: Sandy Goldstein/Guidance, Shannon Donnolly/Admissions Coordinator, Brad Morgan/Principal, Lisa Coult, Recording Secretary

**1. Call to Order**

Ms. Liteplo called the meeting to order at 5:35 p.m.  
M. Strout noted, there is a quorum.

**2. Admission Policy**

Ms. Liteplo made the motion to: Approve the District's revised Admission Policy.  
This will be presented to the full School Committee on October 12 2017.

**\*\*An updated Admissions Policy was distributed at time of meeting.**

**Discussion:** Ms. Shannon Donnolly/Admissions Coordinator, described what happened today with updates as late as 3:00 pm on page #8. There are three sorts of proposed changes.

**First:** is to increase the applicant pool. 1200 freshman applied last year. This required interviews of many applicants in a small window of time. Also, to move the admissions deadline from February, with notification by April 15. The request was made to the DESE to approve deadline back for freshman applicants to the second Friday in January. Grade 10 and up were on same time frame as freshman in February. Cannot consider transfers until summer to consider placement. Moved date back to April 15 deadline for transfer students. Can start process at end of school year for more timely information.

**Second:** This came from gathering information last year. On page 4: access and score grade reports. Admissions required grade 7 report cards and the equivalent of grade 8 semester reports. Many schools are on trimesters. Will be asking schools to provide grades in the middle of a trimester. Bigger districts shared how much work it is and the equity of it. Semester 1 or trimester 1 will be used for grade 8. Conduct will be evaluated at midterm.

**Third** and Final proposal: Career tech directors have looked at exploratory grading process. This begins on page 8. Proposed revisions to exploratory criteria. Students are assessed on weekly. Performance based assessment, written assessment, reflection or journal entry for exploratory cycle, key vocabulary and concepts. There are likes and dislikes and viable career pathways. Teachers have been exposed to the new rubric to give more depth and clarity to the criteria to help students have a more thoughtful process in career planning. Getting policy aligned with DESE language to be

consistent is the goal. Page 2 has language regarding 10th grade transfer students.

**Lastly:** The part that came in today. Section 9, instructed to remove the language regarding discipline, conduct or behavior after acceptance. Final acceptance is after earning promotion with passing grade in ELA and Math. DESE advised language to be removed that would keep a student from being enrolled due to discipline.

Mr. Strout asked, wouldn't this be part of the guidance recommendation?

Mr. Dempsey asked, can we use social media for acceptance purposes?

Ms Donnolly responded, DESE would not approve using social media to the school environment.

Mr. Strout asked, if this streamlines the application process? Great. I don't know where you get the time to do it.

Ms. Liteplo asked, Is there any recourse after DESE struck out the policy?

Dr. Lupini stated, that Act 222 was the revised act of school discipline.

Mr. Armstrong seconded the motion. All in favor.

### **3. 2017 – 2018 Student Handbook Revisions**

Ms. Liteplo made the motion: To approve the 2017 – 2018 Student Handbook revisions.

#### **Discussion:**

Mr. Morgan/Principal: The change that is most significant is the attendance policy. Bullying and harassment policies were already approved by School Committee. Attendance moved from six absences per trimester to ten. There were several situations where students were in excess of 18 and the state law is 45. We are looking at seat time in the CTE areas. Credits are aligned with seat time. If a student is absent in a trimester; were they absent from academics or CTE? Students must have a certain number of hours for the program to be viable. Most kids do not get to this number of absences. If so, tutoring is put in place for academics. Students have to be in the building with a teacher for CTE credit hours. Students can come to Saturday detention to make up time in academics. After school make up time is on teacher's extra help day for CTE makeup. There is student friendly language on the bullying and harassment policy.

Mr. Strout questioned the first asterisk: parent must contact school before 8:15? If students are truant from school are they suspended the next day?

Mr. Morgan responded, no what we do is put in a Saturday detention from 8-12 supervised by assistant principal on every other Saturday

Ms Johnson asked, what do the students do while they are there?

Mr. Morgan responded, community service with custodial help or academic structured study.

M. Strout inquired, can they use computers?

Mr. Morgan answered, yes, if it is for school work.

Mr. Strout asked, does tardy prevent from students from participating in extracurricular activities?

Mr. Morgan answered, it depends if it causes detention.

Mr. Strout asked, do you have a tardy problem?

Mr. Morgan advised that students lose parking pass with too many tardies.

Mr. Strout stated, tardy prevents participation in extracurricular activities in other districts.

There was Q and A between Mr. Morgan and subcommittee members regarding attendance.

Mr. Demsey asked, are students after school unsupervised?

Mr. Morgan responded, at a certain point people have to go home. Supervision can only be provided until 10pm, but that may be a custodian. Students take a late bus and get home too late. Students cannot wait here until after 5pm for a parent. They can wait in lobby.

Ms. Liteplo asked, if it is an infraction to loiter on school property after a certain time? What is considered loitering?

Mr. Morgan described, weekends or when school is not in session.

Mr. Strout mentioned, other districts say after 10pm is loitering.

Dr. Lupini stated, this motion will go on agenda for School Committee in November for approval.

Mr. Demsey seconded the motion. All in Favor.

#### ***4. Remove the Following Policies from the Reference Manual***

Dr. Lupini stated: the recommendation is to remove these three policies from our handbook. Regulations are now on the website

Mr. Strout made the motion to: Uphold The Massachusetts Association of School Committees recommendation of the removal of the following policies as these are redundant or unnecessary.

- JBA – Student-to-Student Harassment (included in JICFB – Bullying Prevention)
- JICG – Tobacco (included in JICH – Alcohol, Tobacco, and Drug Use Prohibited)
- JRA-R – Regulations on student records (these are available on the DESE website)

#### **Discussion:**

Dr. Lupini stated, Ms. Teixeira wants to have a conversation about by-laws. By-laws are set up for opening a school, but do not move into ongoing issues.

Mr. Strout asked about the power of the vote. When subcommittees vote do they get weighted vote?

Dr. Lupini responded: we will talk more about that more during the formal discussion.

There was discussion about sub-committees and weighted votes.

Ms Johnson seconded the motion. All in Favor.

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

#### ***6. Adjourn***

Ms. Liteplo made the motion to adjourn at 6:15 p.m.

Gene Demsey seconded the motion. All in Favor

The District Policy Subcommittee meeting adjourned at 6:15 p.m.

\*All documents on file in the Superintendent's office.  
Respectfully submitted by the 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.*