

PLEASE POST - NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District  
District Policy Subcommittee

Essex Technical High School  
565 Maple Street  
Hathorne, Massachusetts 01937  
Media Center Conference Room (Upper Level)

Thursday, December 14, 2017  
5:30 p.m.

**Revised Agenda**

1. *Call to Order*
2. *Approval of Meeting Minutes*  
The Subcommittee will consider approval of the October 12, 2017 Tentative Meeting Minutes.
3. *Review By-Laws Governing the Operation of the Essex North Shore Agricultural and Technical School District*
4. *Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Section 18-25)*
5. *Adjourn*

*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.*

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

**Tentative Minutes**

Members Present: Mr. Demsey, Ms. Johnson, Mr. Delaney, Mr. Armstrong, Mr. Lannon, Mr. Strout, Mrs. Liteplo, Dr. Lupini

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

**1. Call to Order**

Alexandra Liteplo called the meeting to order at 5:35 p.m.

Motion

Mr. Strout noted there is a quorum.

**2. Admission Policy**

Mrs. 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:** Shannon Donnolly/Admissions Coordinator described what happened today with updates as late as 3pm on page #8. Three sorts of proposed changes. Increase applicant pool. 1200 freshman last year required interviews of many applicants in a small window of time. Admissions deadline from February 1 notification by April 15. Requested DESE to approve deadline back for freshman applicants to 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 transfer back to April 15 deadline for transfer students. Can start process at end of school year for more timely information. One of the main changes

Second: came from gathering information last year. page 4, access and score grade reports.

Admissions required grade 7 report cards and equivalent of grade 8 semester. Many schools are on trimester. 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 midterm.

Third and Final proposal: Career tech directors have looked at exploratory grading process. Begins on page 8. Proposed revisions to exploratory criteria. Students are assessed on weekly assessment. Performance based assessment, written assessment, reflection or journal entry for exploratory cycle, key vocabulary and concepts. Likes and dislikes. 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. Page 2 language regarding 10th grade transfer students.

Lastly: The part that came in today. Section 9, instructed to remove the language regarding

All in Favor.

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

Dr. Lupini: Recommendation is to remove these 3 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 that Ms. Teixeira wants to have conversation about By-laws. By-laws are set up for opening a school, but do not move into ongoing issues.

Mr. Strout: Power of the vote? Subcommittees when they vote do they get weighted vote?

Dr. Lupini: Will talk more about that.

Discussion followed 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***

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

Mr. Demsey seconded the motion

All in Favor

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

*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.*

## BY-LAWS GOVERNING THE OPERATION

of the

### ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

These bylaws are adopted pursuant to Chapter 463 of the Acts of 2004, as amended by Chapter 9 of the Acts of 2006, Chapter 304 of the Acts of 2008 and by Chapter 130 of the Acts of 2010 (collectively, the "Enabling Act") by the representatives of the cities of Beverly, Gloucester, Peabody and Salem, the towns of Boxford, Danvers, Essex, Hamilton, Lynnfield, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Rockport, Swampscott, Topsfield and Wenham (each a "Member Municipality") and also by representatives appointed by the Commissioner of Agriculture of The Commonwealth of Massachusetts (the "Commissioner of Agriculture"), as members of the Essex North Shore Agricultural and Technical School District School Committee.

#### PART I

##### THE DISTRICT

###### Section 1.1 Name

The name of the District shall be "Essex North Shore Agricultural and Technical School District" (hereinafter sometimes referred to as the "District").

###### Section 1.2 Seal

The seal of the District shall bear the name of the District and shall otherwise be in such form as shall be approved by vote of the Committee

#### PART II

##### THE REGIONAL DISTRICT SCHOOL COMMITTEE

###### Section 2.1 Composition of Committee

The powers and duties of the District shall be vested in and exercised by the Essex North Shore Agricultural and Technical School District School Committee (hereinafter sometimes referred to as the "Committee"). The Committee shall consist of **twenty** (20) members as follows: three (3) members to be appointed by the Commissioner of Agriculture, with the approval of the Governor and one (1) member from each other Member Municipality (each, a "Member"). Members shall be chosen as provided in Sections 2.2, 2.3 ~~or 2.4~~ and shall be entitled to vote as provided in Sections 2.4, 2.5 and 2.6, and shall serve until their respective successors are appointed and qualified. Upon the effective date of the withdrawal of any Member Municipality, the term of office of the Member representing such Member Municipality shall thereupon terminate.

vacancy shall begin on receipt by the Committee of a written notification of his or her appointment from the Commissioner of Agriculture, the mayor or moderator concerned and shall expire on the same date as the term of his predecessor. If any Member fails to attend three successive regularly scheduled meetings of the Committee, the Committee shall so notify the Commissioner of Agriculture or the Mayor or Moderator of the Member Municipality concerned, as appropriate.

Section 2 4. Allocation of Votes

Each member serving on a Subcommittee or Ad Hoc Subcommittee shall be entitled to cast one vote.

Each Member shall ~~in any~~ Committee vote or election be entitled to cast one vote. In addition, those Members representing Member Municipalities shall be entitled to cast one additional vote for each fifty students, or major portion thereof, who are residents of the Member’s municipality and who are enrolled as full-time students in grades 9 through 12, inclusive, in any school operated by the District as of October 1 of the preceding calendar year.

By way of illustration, additional votes for Member Municipalities with enrollments greater than 25 students shall be allocated as follows:

Enrollment	Additional Votes
26 to 75	1
76 to 125	2
126 to 175	3
176 to 225	4
226 to 275	5
276 to 325	6
326 to 375	7

~~During the initial year of operation, the additional votes shall be based on enrollment at the Essex Agricultural and Technical High School, the North Shore Vocational Technical School District and the vocational programs at Peabody School District. The Members appointed by the Commissioner of Agriculture shall cast one vote each as provided in the Enabling Act.~~

Section 2.5 Organization; Transaction of Business

A. ~~At the first meeting of the Committee, the Committee shall organize and elect from its own membership a Chairman, a Vice Chairman and a Secretary to serve until January 12, 2012.~~

The annual meeting of the Committee shall be held on the second Thursday in January of each succeeding year, at which time the Committee shall elect from its own membership a Chairman, Vice Chairman and a sSecretary to serve until the next annual meeting. At the first meeting of the Committee or at any subsequent meeting, the Committee shall appoint a **District** Treasurer who shall not be a member of the Committee and who shall serve until the next annual meeting or until a successor is duly appointed and qualified for such office; may provide for the election, appointment, removal and terms of such other officers and committees as it deems advisable, and prescribe their powers and duties; and shall adopt an initial budget pursuant to Section 4.1. Minutes of all meetings shall be **made available on**

need not be a member of the Committee and who shall, in the absence of the Treasurer, perform his/her duties and shall be subject to the requirements and penalties applicable to him/her.

- G. The Committee shall employ a Superintendent-**Director** of schools and fix his/her compensation. The Superintendent-**Director** shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the Massachusetts Department of Elementary and Secondary Education, or any successor thereto, and shall submit materials for the Committee's annual report to the Mayors and Boards of Selectmen of the District's Member Municipalities in sufficient time for printing in the Annual Reports of the Member Municipalities.
- H. Regular meetings of the Committee **are generally shall be** held on the ~~fourth~~**second** Thursday of each month at 7:00 p.m. or at such other times as the Committee shall determine. All meetings shall be posted and advertised according to M.G.L. Chapter 30A or any successor provision of the General Laws, as the same shall be amended from time to time. Meetings of the Committee shall conclude no later than 10:30 p.m. unless a quorum is present and votes by a two-thirds majority to continue beyond such time.
- I. Special meetings of the Committee may be held at the call of the Chairman, if he/she shall deem it expedient, and shall be held upon the written request of five Members of the Committee. Notice of a special meeting shall be in writing, shall state the time, place and purpose of the meeting, and shall be **given emailed** to each Member of the Committee, ~~either by delivering a copy thereof to each Member in hand, or by leaving the same at the Member's home address at least 48 hours before the time of the special meeting, or by sending such notice by first class mail, postage prepaid, or via an electronic communication,~~ not later than 48 hours, exclusive of Saturdays and Sundays and legal holidays, preceding the day on which such special meeting is to be held. At such special meeting, no business shall be considered other than that designated in the notice except by two-thirds vote as defined in Section 2.5 (B) of these By-Laws. Any member of the Committee may waive his/her notice of the time, place and/or purposes of any meeting of the Committee. Any such waiver shall be in writing and shall be filed with the records of the special meeting to which it relates.
- J. The order of business at regular meetings shall be generally as follows:
- ~~\_\_\_\_\_~~ A. Call to Order
  - ~~\_\_\_\_\_~~ B. Secretary's report and approval of minutes of previous meeting
  - ~~\_\_\_\_\_~~ C. Student Representative Report
  - ~~\_\_\_\_\_~~ D. Business Manager and Treasurer's report and approval of bills and payrolls
  - ~~\_\_\_\_\_~~ E. Communications (by the Committee members and by members of the public who are present)
  - ~~\_\_\_\_\_~~ F. Reports and recommendations
  - ~~\_\_\_\_\_~~ G. Principal Report of the Superintendent-Director
  - ~~\_\_\_\_\_~~ H. Old Business
  - ~~\_\_\_\_\_~~ I. Reports of Subcommittees listed on Agenda
  - ~~\_\_\_\_\_~~ J. New Business
  - ~~\_\_\_\_\_~~ K. Adjournment

2. A motion to close nominations shall require a second, and must be voted on, as any other motion.
3. Should only one nomination for an office be submitted, the Chairman may instruct the secretary to cast one ballot for the nominee.
4. If two or more nominees are submitted for any office, the election of an officer shall be conducted by a roll call vote, with all allocated votes recorded. The Chairman need not vote unless his/her vote shall affect the outcome of the election.
5. The nominee receiving a majority of the allocated votes cast by those present and voting shall be declared the winner. Upon a majority vote of the Members, the vote may be taken by signed paper ballot which is recorded and read by the Secretary.

### PART III

#### APPORTIONMENT AND PAYMENT OF COSTS INCURRED BY THE DISTRICT

##### Section 3.1 Classification of Costs

For the purpose of apportioning assessments levied by the District against the Member Municipalities, costs shall be divided into three categories capital costs, operating costs and special operating costs.

##### Section 3.2 Capital Costs

Capital costs shall include all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, reconstructing, and adding to buildings, and the cost of remodeling or making extraordinary repairs to a school building or buildings, including without limitation the cost of the original equipment and furnishings for such buildings or additions, plans, architects' and consultants' fees, grading and related structures and premises in operating condition, sewage disposal and any other items for which a school district may borrow money. Capital costs shall also include payment of principal of and interest on bonds, notes or other obligations issued by the District to finance capital costs.

##### Section 3.3 Operating Costs

Operating costs shall include all costs for daytime courses in grades 9-12 operated by the District and not included in capital costs as defined in Section 3.2 or Special Operating Costs as defined in Section 3.4 but including interest on temporary notes issued by the District in anticipation of revenue.

##### Section 3.4 Special Operating Costs

Special Operating Costs shall include, the net cost of evening, graduate and extension courses or any other types of courses which are offered by the District to persons other than pupils attending a regular District vocational school program in any of grades 9-12, net of any revenues collected

End of the third fiscal quarter

100%

## PART IV

### BUDGET

#### Section 4.1 Initial Budget

~~The District's annual budget shall be prepared and approved pursuant to section 16B of chapter 71 of the General Laws. District operating and capital expenses in excess of the required local contributions as established under chapter 70 of the General Laws shall be apportioned to the Member Municipalities on the basis of their respective pupil enrollment in the District; but, for the purpose of the apportionment each Member Municipality shall be considered to have at least 5 full-time students. During the initial year of operation, any budgets and assessments approved before the July 1 preceding the opening of the District, pursuant to the North Shore Vocational Regional School District agreement or chapter 74A of the General Laws, shall have full force and effect. The District shall make appropriate provisions for the initial year of operation with regard to vocational programs transferred from the Peabody school district. In the District's initial fiscal year of operations as a combined entity on the present campus of the Essex Agricultural and Technical High School, the annual budget shall be allocated on the basis of the projected enrollments set forth in Exhibit A to these by-laws.~~

~~Prior to the commencement of operations as a combined entity, all Capital and Operating Costs related to the design and construction of a new combined District High School on the present campus of the Essex Agricultural and Technical High School, net of any grants received by the District on account of such project, shall be allocated on the basis of the projected enrollments set forth in Exhibit A to these by-laws.~~

#### Section 4.1 Tentative Operating and Maintenance Budget

Thereafter, the Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to become due in such year on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the Member Municipalities. The Committee shall submit to the mayor of each member city and to the Chairman of the finance or advisory committee of each member town a copy of such tentative operating and maintenance budget on or before February 15 which shall be itemized as follows or be in such further detail as the Committee may deem advisable:

1. Administration
2. Instructional Leadership
3. Classroom and Specialist Teachers
4. Other Teaching Services
5. Professional Development
6. Instructional Materials, Equipment and Technology
7. Guidance Counseling and Testing
8. Pupil Services



Essex Agricultural and Technical High School in Danvers, Massachusetts.

### Section 5.2 Transportation

The District shall be responsible for the transportation of its students in accordance with Sections 7A and 16C of the Chapter 71 of the General Laws. Transportation for non-resident students enrolled in the agricultural vocational programs shall be limited to students residing in municipalities within a 20 mile radius of the District, as determined by the Commissioner of the Department of Elementary and Secondary Education. The unreimbursed cost of transporting students, if any, shall be apportioned to the Member Municipalities as an operating cost, and shall otherwise be subject to the terms of the Enabling Act.

## PART VI

### AMENDMENTS

#### Section 6.1 Limitation

These by-laws may be amended by two-thirds vote of the Committee (as defined in Section 2.6(B) of these By-Laws), but no amendment shall be made which shall substantially impair the rights of the holders of any bonds, notes or other obligations of the District then outstanding, or the rights of the District to procure the means for payment thereof, provided that nothing in this Section shall prevent the admission of a new municipality or municipalities to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon. Any vote to amend these bylaws may be taken at a regular or special meeting of the Committee, provided a copy of the proposed amendment has been mailed, postage prepaid, to each Member at least five days prior to the regular or special meeting at which the proposed amendment is to be acted upon, provided further that the requirement for providing a written copy of the proposed amendment shall not apply if all Members of the Committee are present and vote in favor of the proposed amendment.

## PART VII

### ADMISSION OF ADDITIONAL MUNICIPALITIES TO THE DISTRICT

By an amendment of these by-laws, any other municipality or municipalities may be admitted to the District upon adoption as therein provided of such amendment and upon acceptance by the municipality or municipalities seeking admission of the bylaws as so amended and also upon compliance with such provisions of law as may be applicable and such terms as may be set forth in any such amendment.

## PART VIII

### WITHDRAWAL

Section 8.5 Apportionment of Costs After Withdrawal

The withdrawing Member Municipality's annual share of any future installment of principal and interest on obligations outstanding on the effective date of its withdrawal shall be fixed at the average percentage prevailing for such Member Municipality at the last three annual apportionments made next prior to the effective date of the withdrawal. The remainder of any such installment, after subtracting the shares of any Member Municipality or Municipalities that have withdrawn, shall be apportioned to the remaining Member Municipalities in the manner provided in Section 3.5 or as may be otherwise provided in the amendment providing for such withdrawal. Tuitions for students from a city or town that has withdrawn from the District, shall be determined in accordance with Chapter 74 of the General Laws.

PART IX

ADVISORY COMMITTEES

The Committee may, to assist it in the construction of any regional school building, appoint a building committee to advise it with respect to plans, specifications, appointment of architects, engineers, the letting of contracts, the supervision of construction, and any other assistance which the Committee may desire, and may appoint such other advisory committees as in its judgment may be necessary or as are required by law.

PART X

APPROVAL

These by-laws shall be effective by two-thirds vote of the Committee (as defined in Section 2.6(B) of these By-Laws) in accordance with the Enabling Act duly adopted as of this 6th day of January, 2011.