

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

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

Thursday, May 10, 2018  
7:00 p.m.

**Approved Minutes**

Members Present: F. Di Luna, Department of Agriculture Resources  
G. Demsey, Department of Agriculture Resources  
E. Armstrong, Beverly  
M. Amato, Boxford  
W. Marquis, Danvers  
A. Craig, Essex  
W. Lannon, Hamilton  
G. Hathaway, Lynnfield  
J. Delaney, Manchester by the Sea  
M. Strout, Marblehead  
A. Liteplo, Middleton  
E. Johnson, Nahant  
B. Griffin Dunne, Peabody  
B. Perkins, Rockport  
J. Picone, Salem  
W. Nichols, Wenham

Members Absent: M. Teixeira, Gloucester  
A. McDonald, Swampscott  
A. Prazer, Topsfield

Others Present: W. Lupini, M. Znamierowski, S. Donnelly, K. McMahon,  
M. Kroesser, J. Marino, J. Wersackas, J. Eberhardt,

*1. Call to Order*

Mr. Strout called the meeting to order at 7:00 pm.

*2. Salute to the Flag*

### 3. *Public Comment\**

Ms. Siroux commented on the amount of grants that the PTSO gave away at the breakfast yesterday. The PTSO will be looking for a new president next year. She is also concerned about culture. The school is in a state of flux. Parents still feel their voices are not being heard. Students are frustrated and faculty is leaving due to the changes at Essex Tech. Her speech was not available in hard copy. She asks for consistency and continuity

### 4. *Student Representatives Report*

Julia: She discussed student activities. She discussed the FFSA installment last week. Nine students received the degree. The drama club had a successful show at the State Drama awards. She gave the dates of "Little Shop of Horrors.

J. Eberhardt: There is an increase of 82 participants in spring sports this year. He gave the records and accomplishments of the spring sport teams. There was a step up for Colleen road race that was participated in by girls' softball and boys track.

Mr. Strout: Recognized Julia and her accomplishments and wished her luck in the future.

### 5. *Approval of Meeting Minutes*

*Mr. Marquis made the motion to accept the April 10, minutes.*

*Ms. Amato seconded the motion. The motion passed.*

Personnel subcommittee: went out of order and was discussed at this time.

#### **Personnel Subcommittee**

*Miss Amato made the motion to approve the job descriptions for the following positions:*

Director of Academic Programs, Instructional Technology Specialist/Librarian,  
Cooperative Education Coordinator, Community Relations and Partnerships Coordinator, Administrative Assistant  
to Career and Technical Education Directors.

Ms. Amato: Listed the job descriptions to be approved tonight and noted the job descriptions are part of the packet tonight.

Ms. Kroesser: gave a quick overview of the policy of accepting job descriptions. She gave brief descriptions of the positions being approved tonight.

Dr. Lupini: reminded that new positions are included in the FY18 budget.

*Mr. Marquis seconded the motion. The motion passed.*

Next Meeting: June 14, 2018 (5:30 p.m.)

### 6. *Communications*

Office of the Attorney General - Adoption of an Alternative Meeting Notice Posting Method.

Dr. Lupini: explained the Alternative Meeting Notice

Notice of Resignation Received From Mr. Brad Morgan, Principal

Mr. Strout: read the resignation from Brad Morgan, that is included in this packet.

Mr. Morgan will be present at the June 14, 2018 meeting.

*Dr. Picone: made the motion to accept the resignation with regret.*

*Ms. Amato seconded the motion. The motion passed.*

7. Essex Technical High School 2018-2019 Proposed School Calendar

Dr. Lupini discussed the calendar that is included in this packet.

Ms. Donnelly, Assistant Principal: Noted some of the monthly events

*Mr. Marquis made the motion to approve the proposed calendar. Mr. Hathaway seconded the motion. The motion passed.*

8. Superintendent-Director Report

Dr. Lupini spoke to the group about Carissa Karacadoes accepting a principalship in Lynn.

He discussed the number of students accepted as freshman for next year and the communities they are from. There are 344, but 375 is the goal. The upperclassman are applying for a particular program.

Ms. Donnelly: discussed the waitlist and appeals, upperclassman applications.

Mr. Strout: asked her to explain the difference between waitlist and appeals.

Ms. Donnelly: gave explanation between the two.

Dr. Lupini: gave an example of this from last year when parents were given the opportunity to file an appeal.

Dr. Lupini went on to discuss the career fair and companies and organizations that participated, Skills USA, two new advisors this year that took over this program this year. Graduation is June 1, 2018 in the stadium. He introduced the guest speaker, senior trip, awards ceremony and prom.

Dr. Lupini: went on to discuss the departures at Essex Tech. There is a time period where there needs to be a lead administrator on campus. He is not permitted to extend employment contracts within 90 days of departures. It does not prevent him from hiring a principal at this time with a waiver from the School Committee. The School Committee may choose not to give the waiver. If no waiver is given the School Committee cannot hire a principal either.

*Mr. Strout made the motion to waive that part of the superintendent's contract.*

*Mr. Hathaway seconded the motion with discussion.*

Mr. Di Luna: asked if this could be for an interim principal?

There was discussion of applicants, the date of the posting for principal and the description of interim principal.

Dr. Picone: thanked Dr. Lupini for his explanation. Dr. Picone brought up that he would prefer to waive the contract so Dr. Lupini can hire an interim principal and allow the new superintendent to hire the new principal.

Mr. Hathaway: asked if there is a way to word it so the new superintendent can make modifications to the term of the interim and allow them to go back to their old job.

Mr. O'Brien: suggested that the external candidate would not have any protection.

Ms. Amato: brought up the amount of change at Essex Tech. She would feel more comfortable with someone who has institutional knowledge to fill this position.

Dr. Lupini: agreed

*Mr. Marquis: offered an amendment to the motion to offer a waiver to section 4 that Dr. Lupini be authorized to hire an interim principal.*

Ms. Johnson: questioned the time frame that an interim principal would be hired for.

Dr. Lupini: feels it is unfair to ask them to take it for less than a year. Then the superintendent Director can go from there.

Mr. Gilbert: explained the process of hiring an interim principal. There is a cause in the law that you have to give the interim within 60 days of the end of their contract.

Mr. DiLuna: What does that do to the job posting?

Dr. Lupini: We can work with the current job description.

Dr. Picone: asked what the deadline is to apply?

Ms. Liteplo: Are there any limitations put on an interim compared to a principal.

Mr. Demsey: Asked if there is away for the superintendent to end the contract prior to the end.

Ms. Griffin Dunne: asked about the timeline to hire a new superintendent.

Mr. Gilbert: discussed the dates and timelines that might happen with a new superintendent depending on contracts.

*The motion passed.*

Dr. Lupini: Discussed Essex Sports Center and the agreement with them and Essex Tech. He read from the contract between Essex Tech and Essex Sports Center. The school district is only one of the parties to inspect the documents. The Newspaper article was incorrect.

*Mr. O'Brien: made the motion that we notify the attorney general and Dcam with potential issues and request an audit under section 4.5 between Dcam and Essex Sports.*

*Mr. Di Luna: seconded the motion.*

Ms. Amato: asked, "Is there a way we can word the audit so they have to pay for it and not Essex Tech?"

*Mr. Di Luna: wants to amend that we not included just the attorney general's office, but to notify all of them.*

Mr. Strout asked for further discussion.

*The motion passed.*

## 9. Principal Report

### Out of State Field Trip Request

Ms. Donnelly reviewed the field trip being voted on and the students attending.

*Mr. Delaney made the motion to approve an Out-of-State Field Trip for Skills*

*USA students and chaperones to attend the Skills USA National Conference in Louisville, Kentucky from June 25-28, 2018.*

*Mr. Hathaway seconded the motion. The motion passed.*

## 10. Subcommittee Reports

### Finance Subcommittee

#### a) Financial Statements

*Mr. Perkins: made the motion to approve the January 31, 2018 and February 28, 2018*

*Financial statements and place on file for audit. Mr. Lannon seconded the motion. The motion passed.*

#### b) Non Union Employees Salaries Adjustments

*Mr. Perkins Made the motion to approve the Paraprofessional Salary Increase (FY2019)*

*2% (\$9,814) and Individually Contracted Employees Increase (FY2019) (other than administrators) 2% (\$5,745). Mr. Hathaway seconded the motion. The motion passed.*

#### c) Establishing Scholarships

*Mr. Perkins: Made the motion to accept a donation of \$1,000 to establish the Kameron L. Spiridigliozzi Scholarship. Dr. Picone seconded the motion.*

Ms. Amato asked if there was any background on this scholarship.

Ms. Znamierowski read the bio from the Spiridigliozzi family and the selection criteria. *The motion passed.*

#### d) Stipends for New England Association of Schools & Colleges (NEASC) Chairs

*Mr. Perkins made the motion to approve a stipend payment of \$2,000 for each of the NEASC Chairs. The funding source will come from the School Committee budget.*

Mr. Perkins went on to say that even though he made the motion he is not in favor of the stipend. He brought up that they employees were eligible for 60 PDP's. He did not know this at the time of the Finance Meeting.

Dr. Lupini: discussed other districts where he has worked and the staff has always been compensated for accreditations. He wished they had put the stipend up front before the work.

Mr. Marquis: felt the timing was off and wondered if it was an expectation.

Mr. Strout: mentioned in Danvers it was given in comp time.

*Mr. Marquis seconded the motion. Mr. Perkins opposed the motion. The motion passed.*

*e) Mr. Perkins made the motion to approve a transfer of \$5,900 from the Equine Science budget non instructional equipment to Graphics instructional equipment to purchase a Creaser per the recommendation from the Graphic Communications Program Advisory Board and Program Director.*

*Mr. Marquis seconded the motion*

*Mr. Di Luna: asked if this reduces the equine budget.*

*Mr. Strout: explained this money was left over and both programs agreed the creaser would be a value to both programs.*

*The motion passed.*

*f) Acceptance of Donations*

*Mr. Perkins made the motion to accept the donation of a six month old bearded dragon from Mr. Victor Macedo of Peabody, Massachusetts to the Veterinary Technology Program.*

*Mr. Hathaway seconded the motion. The motion passed.*

*Mr. Perkins Made the motion to accept the donation of miscellaneous glassware and bins from Sanofi-Genzyme of Cambridge, Massachusetts with a value of \$1,051.44 to the Biotechnology Program. Mr. Lannon seconded the motion. The motion passed.*

*Mr. Perkins Made the motion to accept the donation of a six month old hamster from Ms. Faith Doucette of Gloucester, Massachusetts to the Veterinary Technology Program.*

*Mr. Delaney seconded the motion.*

*Ms. Liteplo: asked if there is a veterinary certificate given with the hamster.*

*The motion passed.*

*Mr. Perkins made the motion to approve the Fiscal Year 2017 Audit Report – Giusti, Hingston & Company as submitted. Mr. Hathaway seconded the motion.*

*The motion passed.*

*Next Meeting: Wednesday, June 6, 2018 (5:30 p.m.)*

### **Policy Subcommittee**

*Ms. Liteplo explained to the group where they are with the bylaws and the group is meeting again prior to the next school committee meeting.*

*Next Meeting: June 14, 2018.*

### **11. New Business**

*The School Committee shall receive the names of the finalist Superintendent-Director candidates from the Superintendent-Director Search Committee.*

*Mr. DiLuna: mentioned that Dr. Lupini's report was the only report in the 110 page agenda that recognized the appropriate name of the school.*

*Dr. Lupini: recognized that there are people struggling with the name transition.*

*Mr. Mike Gilbert and Lisa La-Porte-Pais, Chairperson from the superintendent search committee joined the group.*

*Ms. LaPorte-Pais: described to the group the processes of the search committee with dates and times. She listed the names of the two external candidates along with internal candidate.*

*Mr. Christopher Cummings- she went on to read from his resume and credentials.*

*Mr. Leo DeSimone Jr- she went on to read from his resume and credentials.*

*All of the candidates have been contacted and are enthusiastic about continuing the process. She publicly thanked the other search committee members for their work.*

*Dr. Picone: asked about Mr. Cummings position and title of President. He had issue with*

the dates and location listed on the resume. It was recognized that this was an error in the resume.

Mr. Gilbert: reviewed the timeline of the three candidate's site visits and the dates. and email the MASC with availability.

Mr. Gilbert: Gave the dates that the site visit committee would need to be available. He went on to list the dates, times and what would take place on each date. It is important to have the opportunity for the school community to interact with the candidates. You don't want to do this before 5pm; 6pm would be the earliest.

Mr. O'Brien: asked if they would be interviewing Dr. Riccio again.

Mr. Gilbert: offered that her interview was a month ago and yes, she would like the opportunity to interview again.

Ms. Griffin Dunne: felt because she was the only internal candidate she had the luxury of time during the first interview. The interview does not have to last 1.45 minutes.

Mr. Strout: offered that they might handle her interview differently since she has already had one interview.

Mr. Gilbert: recognized that this would give her an opportunity to present herself again.

Mr. O'Brien: asked how you decide the order of interviews.

Ms. Liteplo: felt it makes sense for Dr. Riccio to go last as the prior interviews may bring up new questions to ask her.

Mr. Gilbert: stated, "You do not have to ask the same questions of each candidate. This is a process to find out if they are a good fit for you and you are a good fit for them."

Mr. Strout: recommended that the School Committee members email him before 6pm tomorrow night. He asked the group what times would work best for them and how many are interested in site visits. A number of hands went up.

Mr. Gilbert: Reviewed the dates of the candidate's visit to Essex Tech and their interviews will take place at 6:30 pm.

Ms. Griffin Dunne: asked about members missing any of the interview sessions, can they still participate in the other interviews?

Mr. Gilbert: described where the group can find the candidate information.

Ms. Liteplo: asked for clarification of the date to discuss the site interviews. This will happen on May 23, 2018 at 7pm to discuss the site visits.

Ms. Amato: asked about the ability to live stream the interviews.

Mr. Gilbert: replied, "No, this would not be fair to the remaining candidates."

Mr. Marquis: asked about Dr. Riccio's materials being in the drop box.

Mr. Gilbert: replied, "It will be."

There does not need to be a vote on this information tonight.

Mr. Gilbert: brought up that each candidate has three references, phone and email references for the school committee to use. Ask the references if there is anyone else they should talk to. Their names are now public. You can google them to reference past employment.

Mr. Marquis: asked if they were looking for volunteers to do the reference checks.

Mr. Gilbert: replied, "Yes, send an email for that as well."

## *12. Warrant*

*Mr. Perkins made the motion to approve and place on file for audit. Mr. Lannon seconded.*

## *13. Discussion of a Public Hearing for the Name of the School.*

*This will wait until the new superintendent is hired.*

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

*Mr. Strout made the motion to adjourn at 8:25 p.m. Mr. Delaney seconded the motion.*

*The motion passed. The meeting adjourned at 8:25 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.*

\*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.