

Essex North Shore Agricultural and Technical School District  
Personnel Subcommittee Meeting

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

Tuesday, April 10, 2018

5:30 p.m.

Approved Minutes

Members Present: William Lannon, Mark Strout (Alternate), Michelle Amato/Chairperson, Francis Di Luna, Alice MacDonald, Melissa Teixeira, Alan Craig

Others Present: William Lupini/Superintendent-Director, Mary Kroesser/Human Resources Director

*1. Call to Order*

Ms. Amato called the meeting to order at: 5:32 pm

*2. Approval of Meeting Minutes*

Ms. Amato made the motion to approve the minutes from the November 9, 2017 meeting. Mr. Lannon seconded the motion. All in favor.

*3. Job Description*

The following job descriptions are attached and recommended by the administration for approval:

Ms. Amato: described to the group what has been done in the past and what is on the agenda for tonight.

Ms. Kroesser: Described the eleven positions that need adopted. Six have been discussed. There are five more to go; which will be discussed tonight.

**a. Director of Academic Programs**

The people in this position used to be director of STEM and Humanities. She went over the job description that is included in this packet and described the details of the position.

Tom O'Toole currently is in this position.

Ms. Teixeira: asked if there is anyone out there who can replace him.

Dr. Lupini: stated this is the predominant model in other Tech Schools.

Ms. Amato: appreciates that STEM and Humanities are integrated. She wondered how these two curriculums can be melded.

Ms. Kroesser: described the collaboration and how literacy is imbedded.

Dr. Lupini: stated, that they are seeing more focus of these two departments since they have been combined. Two people might be needed if the school was larger. We may be pushing the boundaries, but the facilitators share the load. Sometimes the job description only works because of who is in the position.

Ms. Kroesser: described how she develops the job description. She meets with the current staff in the position to make sure all of the points listed are something he is currently doing.

Mr. Strout: asked how many people he evaluates annually.  
Ms. Amato: asked who he reports to.  
Ms. Amato asked for a motion to accept.  
Mr. Strout made the motion to accept. Mr. DiLuna seconded the motion.  
Ms. Teixeira: asked if we are accepting the job description or job description and salary.  
Dr. Lupini: replied, "We are approving language and not salary change.  
All in Favor.

#### **b. Instructional Technology Specialist/Librarian**

Ms. Kroesser: discussed the job description and the details and goals of the position. The job description is attached to this packet.  
Ms. Teixeira: asked what the hours are.  
Dr. Lupini: replied, Librarian and paraprofessional.  
Mr. DiLuna: asked about the library licensure and if this is a common endorsement.  
Mr. Strout: described this licensure and what is involved.  
Dr. Lupini: described the license as a dual license at the college level  
Ms. McDonald: asked if it is a 50/50 shared position between library and technology?  
Dr. Lupini: described how the position is split between the teacher and para support.  
Ms. Amato: asked if it is typical for this person to report to technology.  
Ms. Amato asked for a motion to approve. Mr. Strout made the motion to approve. Mr. DiLuna seconded the motion. All in Favor

#### **c. Cooperative Education Coordinator**

Ms. Kroesser: discussed the job description that is attached to this packet and the details involved with the position.  
Ms. Teixeira: asked who the staff member is currently in this position.  
Dr. Lupini: replied, Lisa Berube, he then described the program that she coordinates.  
Mr. Lannon: asked if she has any support staff.  
Ms. Kroesser: described the staff support she receives.  
Mr. Lannon: asked about sight visits and who handles this?  
Dr. Lupini: described who handles this along with her.  
Mr. Strout: complimented the way she handled the advisory meeting.  
Mr. Lannon: described that she is difficult to see due to the amount of students meeting with her.  
Ms. Kroesser: stated she was experienced when she came to this school.  
Dr. Lupini: she has done a fantastic job getting the students to participate.  
Ms. Amato: asked about the licensure and the combination of guidance counselor.  
Ms. Amato took a motion to approve. Mr. Strout made the motion to approve. Ms. Teixeira second all in favor.

#### **d. Community Relations and Partnerships Coordinator**

Ms. Kroesser described the details of this job description that is attached to this packet.  
Mr. Strout: asked how many hours a day this person works.  
Dr. Lupini: described that she has a flexible schedule  
Mr. DiLuna: asked if this should be 1.5 positions?  
Dr. Lupini: stated that maybe farther down the road, but right now it works.  
Mr. Di Luna: thought the job might be able to get more promotion into the newspapers.  
Dr. Lupini: described how much more publicity other schools get in the Salem News.

Ms. McDonald: asked if she is responsible for writing the articles.  
There was discussion among the group about publicity in community newspapers.  
Dr. Lupini: described how she has gained access to Danvers Cable Access.  
Ms. Kroesser: reminded that this position includes ten days in the summer.  
Ms. Amato: asked for clarification on who this staff member reports to.  
Ms. Teixeira: moved to approve. Ms. Amato seconded the motion. All in favor

**e. Administrative Assistant to Career and Technical Education**

Ms. Kroesser: Described the job description and that it is part of the AFSCME Union.  
This job description is attached to this packet.  
Ms. Amato: questioned item 5 and the difference between construction and outside projects.  
Ms. Amato took a motion to approve. Ms. Teixeira made the motion to accept. Mr. Strout seconded the motion. All in Favor

*4. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)*

Ms. Teixeira thanked Mary Kroesser for the amount of work in creating the job descriptions.  
Mr. DiLuna: asked if the school tries to cluster individuals who have similar tasks. Is there a central location for these people?  
Dr. Lupini: described the four academy offices and what happened when we went to two wings. SPED got a suite of offices this year. There are teams assigned to particular academies.  
Ms. Kroesser: described the different staff members that are grouped together in offices.  
Ms. Amato: asked about opportunities to collaborate with other staff members in similar positions. "Have there been any lessons learned from the self-study?"  
Dr. Lupini.: gave examples of different lessons that have been learned  
Mr. Strout: asked how many nurses are on staff and where are they located.  
Ms. Kroesser: described the staff in the health suite.

*5. Adjourn*

Ms. Amato took a motion to adjourn at 6:21. Mark Strout made the motion. Mr. Lannon seconded the motion. All in Favor  
The meeting adjourned at 6:21.