

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

Essex North Shore Agricultural & Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

Thursday, July 12, 2018
7:00 p.m.

Approved Minutes

Members in Present: G. Demsey, Department of Agriculture Resources
E. Armstrong, Beverly
W. Marquis, Danvers
A. Craig, Essex
W. Lannon, Hamilton
G. Hathaway, Lynnfield
M. Strout, Marblehead
A. Liteplo, Middleton
E. Johnson, Nahant
B. Griffin Dunne, Peabody
B. Perkins, Rockport
J. Picone, Salem
A. McDonald, Swampscott
A. Prazar, Topsfield
M. Teixeira-Prince, Chairwoman

Members Absent: F. DiLuna, J. O'Brien, J. DeLaney, W. Nichols

Others Present: Dr. Riccio, Shannon Donnelly, Marie Znamierowski, Joe Norris, Joe St. Pierre

1. Call to Order

Ms. Teixeira Prince: called the meeting to order at 7:03. There is a quorum

2. Salute to the Flag

*3. Public Comment**

4. Executive Session

To approve the Memorandum of Agreement between AFSCME, Local 245 (Bus Unit) and Essex North Shore Agricultural & Technical School District (July 1, 2018 – June 30, 2021)

Ms. Teixeira-Prince: Introduced the executive session to the committee. Mr. Strout made the motion to enter into executive session. Mr. Lannon seconded the motion.

The committee entered Executive Session at: 7:08 pm. A Roll Call Vote was taken.

Mr. Stout made the motion to enter into contract with AFSCME. Mr. Lannon seconded the motion.

A Roll Call vote was taken to enter into contract with the AFSCME and the MOA. The motion passed. Ms. Teixeira Prince: explained to the group her support of the contract and when it will

be signed.

The committee returned from Executive Session at: 7:35 pm.

Ms. Teixeira: asked Mr. Norris about a conversation in a prior meeting and motion regarding an audit of the Attorney General and DCAM. A copy of the motion was forward to Mr. Norris to be sent out. She explained who can request an audit. A letter will be drafted and sent out.

Mr. Strout: re-stated what the newspaper said regarding the audit.

5. Approval of Meeting Minutes

Mr. Marquis made the motion to approve the June 14, 2018 Regular Meeting Minutes.

Mr. Strout seconded the motion. The motion passed.

6. Superintendent-Director Report

Dr. Riccio: started by saying they would like to adjust the school calendar in order to ready classrooms and Professional Development. Skills USA was held in Louisville, KY. She traveled with the student who competed. They were able to meet with Mike Rowe. She publicly thanked all of the donors making it possible for the student to attend.

Bonnie Carr: Has been hired to replace Carissa Karecadoes.

Joel Spruance: has taken the interim assistant principal position. His replacement has been hired.

Don Ducharne: has been hired to replace Dr. Riccio

Shannon Donnelly has been appointed as the interim principal. Dr. Riccio is recommending she be hired as the Principal of ENSATS.

Safety protocols are being increased. It is being requested that all members where there ID when in buildings.

A leadership retreat is being planned for July for all district employees

PD providers were discussed and potential consultants. Dr. Riccio discussed past relationships she has with both vendors. Sea Side and Teachers 21.

Coordinated Program Review: This has not happened in over ten years. This will be the first one at ENSATS. Notification has been given regarding the visit.

Mr. Perkins: asked who the coordinator is for this review.

Dr. Riccio: listed the staff participating in the review.

Mr. Strout: commended Dr. Riccio on her working relationship with the state and district.

Mr. Strout made the motion to accept the report. Mr. Marquis seconded the motion. The motion passed.

7. Lines by Hines

Ms. Znamierowski: explained how this cost is necessary to add to the budget.

Joe St. Pierre: explained to the group why the lines need to be repainted.

Mr. Marquis: asked about how often this would need to be done.

Dr. Picone: asked if they had ever used Lines by Hines before?

Ms. Znamierowski: stated that they had been used by the past schools.

Mr. Perkins made the motion to accept the quote received from Lines by Hines in the amount of \$9,500 to re-paint the traffic lines in the North Campus' parking lot to be paid for by the Rental Revolving Fund. Mr. Strout seconded the motion.

Ms. McDonald: asked if this will be included in future budgets.

The motion passed.

8. 2018 - 2019 Student Handbook Revisions

Ms. Teixeira-Prince: introduced to the group the history of the handbook.

Ms. Donnelly: explained some of the minor changes that needed to be made prior to printing.

Ms. Griffin Dunne: asked about the dress code. She spoke of a parent who had concerns of students in hoodies and this may be a safety hazard. "Is this the reason for the hoodie clause in the handbook?"

Dr. Riccio: explained how hoodies present an OSHA safety hazard when dealing with heavy equipment. It is also in training the student to join the workforce. In the CTE programming areas hoodies are not allowed; especially when working with heavy equipment. It has never been in the handbook before.

Mr. Strout: feels the entire handbook is very thorough.

Ms. Teixeira-Prince: brought up lockers and the table of contents does not match pages. Lockers are subject to search. Under the parking permits; there is a clause about privacy and it should be added to lockers. She commended the discipline details.

Ms. Liteplo: brought up level one, two and three offense examples. Physical assault of another student is not addressed. Only harassment by discrimination is addressed.

Ms. Donnelly: agreed that it can be added under level three.

Ms. Teixeira-Prince: asked if it would be assault or assault and battery.

Mr. Strout: suggested the language of endangering students and staff taking care of everything.

Ms. Teixeira-Prince: asked about the threat and at what level.

Ms. Donnelly: agreed they would both be a level three offense.

Ms. Teixeira-Prince: suggested elaborating so parents understand what a threat is.

Mr. Lannon: suggested adding the lack of a belt as it is a professional attitude and a safety issue in some trades.

There was discussion about adding belts to the dress code among the committee.

Dr. Riccio: explained how she feels the students will rise to the occasion when put into the professional setting. ENSATS does not have the dress code challenge that some other schools have.

Mr. Lannon: explained another situation where the different programs wore team shirts. It was at Putnam school where this was done.

The group went on to discuss other uniform and dress code issues. It was noted that no underwear can be visible.

Ms. McDonald: asked about no weapons or firearms not being in the handbook.

It is the law and does not need to be in the handbook.

Ms. McDonald: asked about the dual enrollment clause. "What if the child wants to take the college level course in order to move up in studies at ENSATS?"

Dr. Riccio: replied, "Yes, it could be used to get ahead, but not in lieu of required courses."

Ms. Donnelly: explained how the dual enrollment would work and not replace required courses.

Ms. Liteplo: asked about the language of endangering other students and does it include unintentional endangerment.

Ms. Teixeira-Prince: suggested that ammunition not being allowed on property being added because it is not covered by the gun law.

Mr. Strout made the motion to approve the 2018-2019 Student Handbook. Ms. McDonald seconded the motion. All in favor

9. Superintendent-Director Evaluation Process

Dr. Riccio presented her SMART Goals for 2018 – 2019 to the Committee.

Ms. Teixeira-Prince: explained the need for goals to be evaluated on.

Dr. Riccio: advised that her draft goals are in tonight's packet. They are included with these minutes.

The first goal: is to enroll in a Superintendent mentoring program. She has been assigned Christine Megrath. She will be meeting with her next week on campus.

She did review other Superintendent's goals before developing her goals.

I. A Strategic Plan and objectives were described. Professional Learning Plan and Best Practices. Increasing the number of acceptances for the class of 2023 by 10 percent. Doubling enrollment for adult education, alignment to the Superintendent standards, curriculum, data, human resources and engagement.

Ms. Teixeira-Prince: asked what parts of these goals would be part of the evaluation system.

Dr. Riccio: explained the rubric and evaluation system and the set number of elements. She focused on elements that are related to ENSATS and are interrelated to other elements.

II. Develop and Implement a Plan for a Positive school culture for staff and students. Create a steering committee to coordinate events. She went on to discuss what this plan would be made up of and listed the items included.

Ms. Liteplo: asked about “Hawk Points”.

Dr. Riccio: explained how the points would work and what they would be used for. She also introduced the Hawk Pride pin and how it can be earned.

III. The last goal is to Build and Foster Community relationships. She went on to describe to the committee what this goal would include and listed the items within this goal.

Mr. Perkins: asked about a Financial Aid night and if it is offered. He would like to see this included in Dr. Riccio’s goals.

Dr. Riccio: felt that something like this might already happen, but it can be emphasized more. She will add it to the last section of her goal.

Mr. Lannon: asked if there is space for a school store. “Has it been determined where it will be and who will man it?”

Dr. Riccio: explained how the programs at ENSATS can be involved in the school store. The possible locations were discussed that have outside and inside access.

Ms. Teixeira-Prince: asked that a report be given to the Finance subcommittee when this is developed.

Ms. Teixeira-Prince: confirmed that in two weeks she will be completing timelines. Working with Christine McGrath is an excellent mentor. In December Dr. Riccio will be giving a report on her goals to the committee. She will be evaluated in June on her performance of these goals.

Mr. Stout made the motion to approve Dr. Riccio’s smart goals. Beverly Griffin Dunne seconded the motion. The motion passed.

10. 2019 Massachusetts Skills Capital Grant

Mr. Perkins made the motion to accept the 2019 Massachusetts Skills Capital Grant in the amount of \$253,000. Mr. Marquis seconded the motion. The motion passed.

11. Gienapp Design Architecture

Mr. Perkins made the motion to approve the Agreement for Design Services received from Gienapp Design Architecture. Mr. Perkins seconded the motion. All in Favor.

Ms. Znamierowski: explained how the process of the bid agreement was reached. It seems to be pro district.

Dr. Picone asked if this would be eligible for reimbursement.

Ms. Teixeira-Prince: shared her concern of not having a Capitol Plan in place following the assessment.

12. Warrant

Mr. Perkins made the motion to accept the warrant. Mr. Perkins seconded the motion. The motion passed. .

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

Ms. Teixeira-Prince: addressed the concerns over future meetings on Halloween and Valentine's Day.

The Finance subcommittee is scheduled on Halloween. It was suggested that it be rescheduled to November 1, 2018.

A Personnel subcommittee and School Committee are scheduled for Valentine's Day. It is suggested that it be moved to February 7, 2019.

A Personnel subcommittee chair needs to be appointed due to Michelle Amato's absence. It was asked if anyone is interested in sitting as the Chair.

Ms. Teixeira-Prince: said she would sit in temporarily as the chair at the next meeting.

The principal position is being referred to Finance to create a salary structure for the next three years. The MASC conference is being held in Hyannis this year. There is a reduced fee if you sign up before July 13, 2018. Mr. Marquis and Beverly Griffin Dunne are interested in going.

At the next meeting we will discuss the bi-laws.

Lastly, she will not be resigning until a Gloucester Representative can be assigned.

She asked for any old or new business.

Mr. Demsey: asked about rental trucks being in the parking lot last week. A movie company was here filming. Joe St. Pierre sets this up and it has happened the past two summers. There is a rental fee involved. The school committee will be added to the list of approvers prior to filming.

The group discussed filming policies.

Ms. Teixeira-Prince: asked for an update on the new sign at the next meeting.

Ms. Znamierowski: explained the PO process and possible timeline.

14. Adjourn

Mr. Strout made the motion to adjourn at 8:45. Mr. Prazar seconded the motion. The motion passed. The next meeting will be held on August 9, 2018.

All Handouts and Documents are on file with the School Committee minutes.

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.

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