

**PLEASE POST – NOTICE OF PUBLIC MEETING**

Essex North Shore Agricultural and Technical School District  
Personnel Subcommittee Meeting

Essex North Shore Agricultural and Technical School  
565 Maple Street  
Hathorne, Massachusetts 01937  
Maple Street Bistro

Thursday, November 1, 2018  
4:30 p.m.

**Agenda**

1. *Call to Order*
2. *Approval of Meeting Minutes*  
The Personnel Subcommittee will consider approval of the September 13, 2018 Minutes Meeting.
3. *Personnel and Salary Proposals*
  - a. Assistant Superintendent for Curriculum, Instruction & Assessment
  - b. Director of Workforce Development
  - c. Data & Assessment Specialist
4. Motion to enter Executive Session to discuss strategy with respect to collective bargaining with Hathorne Teachers Federation (HFT) and AFSCME, Local 245 as an Open Meeting may have a detrimental effect on the bargaining positions of the public body and the Chair so declares.
5. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)
6. Adjourn

Essex North Shore Agricultural and Technical School District  
Personnel Subcommittee Meeting

Essex North Shore Agricultural and Technical School  
562 Maple Street  
Hathorne, Massachusetts 01937  
Media Center (Upper Level)  
Conference Room

Thursday, September 13, 2018

5:30 p.m.

Tentative Minutes

Members Present: M. Strout, A. Craig, M. Teixeira-Prince, W. Lannon,  
A. McDonald

Members Absent: F. DiLuna

Others Present: Dr. Riccio, M. Kroesser, M. Znamierowski, S. Donnelly,  
J. St. Pierre, M. Gwilliam.

*1. Call to Order*

Mr. Strout called the meeting to order at 5:40pm.

*2. Approval of Meeting Minutes*

Mr. Strout made the motion to approve the April 10, 2018 minutes. Mr. Lannon seconded the motion. All in Favor

*3. Removal of Interim Administrative Positions*

- a. Interim Principal
- b. Interim Assistant Principal

Dr. Riccio discussed the removal of Interim from the Principal and Assistant Principal. Both of these staff members are in agreement to move forward.

Ms. Teixeira-Prince: advised as to why they were hired as interim in order to give the new Superintendent the opportunity to make choices in the hiring process.

Mr. Strout made the motion to remove Interim from Principal and Assistant Principal. Mr. Lannon seconded. All in Favor.

*4. Review of Existing and Proposed Organizational Chart*

- a. District
- b. Building

The group reviewed the existing and proposed organizational charts that are included with the minutes from this meeting.

Dr. Riccio: explained how the organizational charts were developed. They are very similar to the old charts

*5. Personnel Proposals*

- a. Facilities, Farm, Grounds
- b. Assistant Superintendent
- c. Coordinators

The group discussed the proposed positions.

Dr. Riccio: advised the group of the proposed changes to staffing and titles.

The group took several minutes to review the charts individually.

Mr. Strout: asked if Dr. Riccio wanted everyone to report to her.

Dr. Riccio: talked about the removal of a position, and moving the Director of Technology and the Director of Facilities, Farm and Grounds.

Mr. Lannon: asked about the manager of farms and grounds and his vacancy. He resigned.

Ms. McDonald: asked if it was two new additional positions reporting to Dr. Riccio.

Mr. Strout: asked if Mr. St. Pierre was prepared to undertake the new role. He also asked if he would be doing evaluations.

Dr. Riccio: advised that at this time there is no evaluation tool in the AFSCME contract; however, there are standards.

Mr. St. Pierre: presented his formal proposal of Director of Facilities and Grounds to the group. He compared his proposal to the set up at North Shore Community College which is similar in size and make-up. He described the staff that would be reporting to him and how the staff would be organized.

Mr. Strout: asked if there would be new hires.

Dr. Riccio: described the potential for needing new hires. The former farm manager job description was divided among three individuals. Current staff members would be applying for these positions.

Ms. Kroesser: offered to go over the new job descriptions in detail.

Ms. Teixeira-Prince: asked if AFSCME has been contacted regarding these proposals. She had concerns that AFSCME may not approve these new job descriptions and titles.

Ms. Kroesser: Described the meetings last year with AFSCME and their understanding of the changes.

Mr. Strout: agreed that having the Director of Facilities, Farm and Grounds reporting to the Superintendent is a good idea.

Ms. Kroesser: advised that the job description could include the Director of Facilities, Farm and Grounds report to the Principal regularly.

Mr. Stout: asked if there was further discussion on the proposal.

Mr. Craig: asked about the status of the haying equipment and hay and farming it out.

Mr. St. Pierre: advised that the hay is part of the field management program for the students and potentially having them work directly with the farm crew.

Ms. Teixeira-Prince: asked about Mr. St. Pierre's current contract and when it expires.

Dr. Riccio: advised that most administrative position contracts expire at the end of this school year.

Mr. Strout: recommended the group move on to review the building leadership charts.

Dr. Riccio: described to the group the changes to the leadership team.

The group took several minutes to review the building leadership charts attached to these minutes.

Mr. Strout: asked if the group had any questions aside from the addition of an Assistant Superintendent.

Ms. Teixeira-Prince: asked for clarification on some of the staff titles.

Mr. Strout asked for a motion to approve the building and administrative charts excluding the addition of an Assistant Superintendent.

**Ms. Teixeira-Prince made the motion to approve the building and administrative leadership charts. Ms. McDonald seconded the motion. All in Favor.**

Ms. Teixeira-Prince: questioned Mr. St. Pierre about the changes to the farm and grounds staffing. The cost is \$7,480

Mr. Strout asked for a motion to approve the Director of Facilities Farm and grounds. Ms. Teixeira-Prince made the motion. Mr. Lannon seconded the motion. All in Favor.

Dr. Riccio: described to the group why it makes sense to make Dr. O'Toole's position an Assistant Superintendent. She described curriculum assessment and the evaluation tool changes. The MCAS 2.0 is changing which will create a challenge in implementation. The new accountability rating is going to have some challenges based on fifty percent of student population. Data analysis is not being utilized to the best advantage. Dr. O'Toole will work on technical and agriculture, core subject matter. Dr. Riccio feels he is the best the state has to offer.

Mr. Strout: compared the old to the new job description. He found five new areas. He went to review the new areas found in the job description. He questioned Dr. Riccio if she would want him to take over in her absence.

Dr. Riccio: described how she felt Dr. O'Toole could fill in upon her absence.

Ms. Teixeira-Prince: shared concerns with a history of the school being top administrator heavy. She questioned if the Assistant Superintendent role is the proper role in Dr. Riccio's absence.

Dr. Riccio: described past roles she held and the role of Assistant Superintendents in other districts.

The group discussed other districts and duties of other Assistant Superintendents. They shared concerns of who would be in charge if Dr. Riccio could not be.

Dr. Riccio: described his skill set and difficulty of replacing him.

Ms. Griffin-Dunn: shared her concerns of how the districts may feel about adding an Assistant Superintendent.

Dr. Riccio: went on to justify the need for the addition of an Assistant Superintendent. In the past there has not been focus on professional development and evaluations.

Ms. Teixeira-Prince: went on to share her concerns about the title of Assistant Superintendent and recommended potentially a different title. She shared concerns of losing the trust and confidence of the member districts by adding new positions this early into the new Superintendence. She would like to table this vote and offer more time to consider these changes.

The group reviewed Dr. O'Toole's resume and former positions he held.

Dr. Riccio: advised the group that she assumed the Principal would take over in her absence.

The group considered adding the job responsibilities to his position and make him a Director rather than an Assistant Superintendent adding to his salary as a Director.

Ms. Teixeira-Prince: shared concerns that by increasing some salaries, negotiations may need to be re-opened in regard to other salaries.

Dr. Riccio: advised that they could continue to think about this process and re-consider the title.

The group went on to discuss the benefits and value Dr. O'Toole brings to ENSATS.

Mr. Lannon made the motion to table the approval of Assistant Superintendent until January 2019. Ms. McDonald seconded the motion. All in Favor.

Ms. Teixeira-Prince: shared that Dr. O'Toole can be rewarded with salary for his value to the school without creating an Assistant Superintendent.

Mr. Strout: brought up the Coordinators on the agenda.

Dr. Riccio: discussed the need to add two coordinators to the current evaluators on the team. The current coordinators are in the teacher's unit.

Dr. Riccio: excused herself from the meeting due to the gas fires in Lawrence and her daughter's evacuation.

Ms. Kroesser: went on to discuss the two coordinators proposal, titles and salary schedule. These proposals are attached to the minutes from this meeting. She described the qualifications of the people being considered for these positions.

There was discussion about removing these teachers from the teacher's bargaining unit.

Ms. Kroesser: reminded of how this was handled in the past threw a MOA or side letter.

Ms. Teixeira-Prince: asked about the value of having more experienced evaluators on the team and how many teachers they would be evaluating.

Dr. Riccio returned to the meeting.

Mr. Strout: asked what the teacher load is for an evaluator?

The group discussed the addition of coordinators and the value of adding them.

Ms. Teixeira-Prince: recommended approving the positions in theory and waiting to hear what the bargaining unit advises.

Matt Gwilliam: the union President was present and discussed where they are with adding these coordinators.

Ms. McDonald made the motion to approve the two coordinator positions pending the approval of the Teacher's union. Mr. Lannon seconded the motion. All in favor.

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

7. Adjourn

Mr. Lannon made the motion to adjourn at 6:55pm. All in Favor.

Drafted: October 22, 2018

## ESSEX NORTH SHORE AGRICULTURAL &amp; TECHNICAL SCHOOL DISTRICT

## JOB DESCRIPTION

**ASSISTANT SUPERINTENDENT - CURRICULUM, INSTRUCTION & ASSESSMENT**

## QUALIFICATIONS:

- Licensed as a Superintendent/Assistant Superintendent
- Requires Supervisor/Director licensure in a Core Content
- Minimum 5 years experience in an administrative role
- Demonstrated leadership skills; excellent interpersonal skills
- Superior written and verbal communication skills

## REPORTS TO:

Superintendent-Director

## RESPONSIBILITIES:

## SUPERVISION &amp; EVALUATION

1. *Co-coordinate the Educator Evaluation process with the Superintendent-Director and Principal.*
2. Supervise the following academic programs: English, History, Mathematics, Science, World Language, and Title I.
3. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; work jointly with the administrative team to ensure that effective strategies for improving instruction and student outcomes are implemented.
4. Oversee individual content area facilitators and ensure their facilitation of content meetings; ensure that agendas and meeting minutes are provided.
5. Participate in the orientation for new staff members in collaboration with the Principal, the Director of Human Resources, and the Mentoring and Induction Supervisor.
6. Supervise academic program staff; develop annual goals for teaching and learning; oversee the development of goals for individual teachers; assist in the hiring of highly qualified teachers in designated academic programs.
7. *In collaboration with the Superintendent-Director, the Principal, and the Professional Development Committee, assist in the development of district-wide professional learning programs for all faculty and staff.*

## CURRICULUM

8. Oversee curriculum development within departments to ensure that all school academic and *Career and Technical Education* curricula is aligned to the state frameworks; ensure that all curricula is mapped, regularly reviewed and updated as needed.
9. In conjunction with Directors, ensure that the instructional program relates closely to research-based practice; develop and recommend a plan for the integration of curricula among academic, career and technical instruction, guidance, technology, and special services.
10. ***Ensure standards-based curriculum alignment of school-wide curriculum frameworks to instruction and assessment.***
11. ***Provide oversight of curriculum and pacing monitoring.***
12. Develop and submit all academic program budgets to the Principal; approve the selection of instructional resources, ensure that materials and textbooks are reviewed on a regular basis, and process related purchase requisitions.
13. Coordinate course recommendations and scheduling of students with technology; work with guidance regarding course sequence and pre-requisites; determine course sections and recommend teaching assignments for all academic program staff.
14. ***Maintain regular contact with the Massachusetts Department of Elementary and Secondary Education as it relates to curriculum frameworks and standardized testing.***
15. ***Oversee pertinent grant applications in collaboration with the Grants Manager.***
16. Monitor educational developments and the literature in the field of education; attend professional organization meetings and conferences; collaborate with others in the field.

## INSTRUCTION

17. ***Responsible for lesson and unit plan development and review of all school curricula***
18. ***Implement the District approved writing process; model writing instruction for all Academic and CTE teachers.***
19. Ensure that instruction is implemented effectively through a system of assessing student learning and program outcomes through common assessments; lead data teams to develop these assessments, and coordinate their implementation.
20. Direct and oversee the annual review of the instructional (*Academic and CTE*) portion of the Program of Studies to ensure that it is rigorous and meets the needs of all students; work in conjunction with departments to make any necessary changes to the academic programs.
21. In collaboration with the Principal and Directors, develop and implement a project-based learning model that integrates Career and Technical Education and Academics.
22. Assist the Cooperative Education Coordinator with the school-wide Portfolio initiative by ensuring that academic components are included in the students' Portfolios.

## DATA & ASSESSMENT

23. Responsible for administration of *state standardized, school-wide* assessments, together with the Special Education Director, Special Education Coordinator, Guidance Director, and Technology Director, *as well as for the reporting of assessment results.*
24. *Distribute and assist the instructional staff and building leadership with the interpretation of data reports that are meaningful and inform instruction.*
25. Coordinate with the Special Education Director and/or the 504 Coordinator, depending upon referent student status, all MCAS Cohort Appeals to the Massachusetts Department of Elementary and Secondary Education.
26. Oversee the District's Advanced Placement curriculum and instruction in collaboration with the Director of Guidance; *responsible to align curriculum for articulation agreements and dual enrollment courses.*
27. Develop and implement a placement assessment for incoming grade 9 students; coordinate course recommendations and scheduling of students with technology; work with the Guidance Department regarding course sequence and pre-requisites; determine course sections and recommend teaching assignments for all academic program staff.
28. Collect and analyze performance data to evaluate the effectiveness of all instructional programs; present District and School performance results and plans for improvement to the Principal and Superintendent-Director, *as well as to the School Committee, staff and community.*
29. *Responsible for development, administration and coordination of Common Assessments; responsible for school-based Formative Assessment scoring, feedback and monitoring.*
30. *Oversee the District and School Accountability System of Monitoring and Reporting.*
31. *Supervise and evaluate the Data & Assessment Specialist (pending approval of that position).*
32. Maintain awareness of changing local, state and federal mandates regarding curriculum, instruction and assessment; *monitor trends and patterns for student, staff and program development.*
33. Participate in, and administer area-specific grants in collaboration with the Superintendent-Director, Principal and Grants Coordinator.
34. *In conjunction with the Principal and Superintendent-Director, transition school and community-wide cultural events to a new student leadership model.*
35. Perform such other tasks and assume such other responsibilities as the Superintendent-Director may assign.



## TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a twelve month position
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.

**Essex North Shore Agricultural and Technical School District**  
**Assistant Superintendent of Curriculum, Instruction and Assessment**  
**Salary Scale #9 (Draft)**  
**FY 2019**

<b>Step</b>	<b>Salary</b>
Step 1	\$125,000
Step 2	\$127,222
Step 3	\$129,444
Step 4	\$131,666
Step 5	\$133,888
Step 6	\$136,110
Step 7	\$138,332
Step 8	\$140,554
Step 9	\$142,776
Step 10	\$145,000

Drafted: October 1, 2018

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

**DIRECTOR OF WORKFORCE DEVELOPMENT**

QUALIFICATIONS:

- Must hold Chapter 74 Educator License with Department of Elementary and Secondary Education
- Supervisor/Director Licensure required
- Experience working with Massachusetts Department of Elementary and Secondary Education for Program Development
- Demonstrates strong verbal and written communication skills
- Possesses superior interpersonal skills

REPORTS TO:

Superintendent-Director

RESPONSIBILITIES:

1. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; work jointly with the administrative team to ensure that effective strategies for improving instruction and student outcomes are implemented.
2. Collaborate with Career & Technical Education Directors to coordinate program development.
3. Collaborate with Career & Technical Education Instructors in partnership with workforce development.
4. Collaborate with the Cooperative Education Coordinator in partnership with employers for student opportunities.
5. Direct and Administer the Adult Education Program consistent with the District's philosophy, mission and goals.
6. Supervise the administration of Adult Education, including personnel working within these instructional programs.
7. Oversee the distribution of all promotional materials for Adult Education.
8. Oversee the preparation of facilities and class schedules for Adult Education.

9. Recommend personnel for employment within the instructional programs; evaluate staff and personnel; participate in employer and employee dispute resolution on behalf of the employer, as appropriate.
10. Manage course registration, payment and program budgets.
11. Develop and promote special events, seminars and workshops for Adult Education.
12. Represent the District at community meetings.
13. Increase awareness of District programs among prospective students, parents, employers, business and industry professionals, organizations, community leaders and citizens, sending school districts and public officials/agencies.
14. Oversee and develop partnership programs with higher education and other post-secondary institutions.
15. Work with appropriate administrators to increase the number of articulation agreements with higher education institutions.
16. Serve as Liaison between Essex North Shore Agricultural & Technical School and area colleges.
17. Seek to identify other types of partnerships, including those with business and industry, member districts, governmental agencies, etc.
18. Foster community relations between the District and the communities it serves (both member and non-member) by developing and implementing a strategic communications and identity plan to include community outreach focused on the school's unique identity and value.
19. Cultivate contacts with media, local newspaper and cable television personnel and social media platforms.
20. Integrate publicity and communications activities in Career and Technical Education areas to increase career/technical awareness in the public domain.
21. Work with potential partnership (higher education, employers, member districts) to design creative approaches to programming, promoting courses, etc.
22. Assist in the design of promotional materials for the annual Open House in collaboration with the Admissions Coordinator.
23. Investigate opportunities for the development of post-secondary programs in the District.
24. Assume any additional job responsibilities not inconsistent with the role when assigned by the Superintendent-Director or the Principal.

## TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a twelve-month administrative position.
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.

**Essex North Shore Agricultural and Technical School District**  
**Directors of Career and Technical Education and Workforce Development**  
**Salary Scale #2 (Draft)**  
**FY 2019 – 2.33% OSD Inflation Factor**

<b>Step</b>	<b>FY 18 Salary</b>	<b>FY 19Salary</b>
Step 1	\$106,586	\$109,069
Step 2	\$109,123	\$111,666
Step 3	\$111,661	\$114,263
Step 4	\$114,199	\$116,860
Step 5	\$116,737	\$119,457
Step 6	\$119,274	\$122,053
Step 7	\$121,812	\$124,650
Step 8	\$124,350	\$127,247
Step 9	\$126,888	\$129,844
Step 10	\$129,425	\$132,441

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION  
DATA & ASSESSMENT SPECIALIST

QUALIFICATIONS:

- Bachelor's degree required
- Minimum 3 years experience in data, assessment and statewide testing
- Superior verbal and written communication skills
- Demonstrated experience in working with teachers, students and parents

REPORTS TO:

Director of Academic Programs

RESPONSIBILITIES:

1. Responsible for the administration of all next-generation MCAS testing, as well as organizing additional standardized assessments in the District.
2. Order all state assessments; process and maintain security of all materials upon receipt.
3. Maintain tracking system for secure materials.
4. Monitor test day activity; report security breaches and violations to the Principal; serve as the contact to the Department of Elementary and Secondary Education, as delegated.
5. Responsible for communication of testing information to parents, students and other stakeholders.
6. Respond to questions and inquiries regarding testing and assist with troubleshooting.
7. Coordinate planning, meet with planning groups; coordinate staff training for test events; meet with student groups.
8. Compile test data that teachers can utilize to support instruction.
9. Prepare and conduct data transfers to and from EDWIN Analytics, test vendors and Student Information System. Generate school-wide specific data reports and charts using this data.
10. Prepare data mined from EDWIN Analytics and other test vendors for upload into the Student Information System.
11. Conduct regular data validation and cleaning within the Student Information System; query data to address specific information requests.
12. Process and coordinate the distribution of MCAS results to all stakeholders.

13. Maintain and support the maintenance of academic support files and records as required to support grant requirements and the needs of the Business Office.
14. Maintain annual assessment calendar and assist in planning logistics of testing and assessment needs.
15. Maintain lists of students and post-graduates who need to meet test requirements; prepare appeals for qualified candidates.
16. Maintain confidentiality of school records and follow district and state protocols for distributing data.
17. Develop Educational Proficiency Plans (EPP), updating student information as needed.
18. Assist in the creation of test preparation programs and communicate with stakeholders.
19. Assist in the management of the Student Information System.
20. Provide data to support the development of the Master Schedule; assist in inputting data for the Master Schedule.
21. Assume any other duties not inconsistent with the position, as assigned by the Principal or Director of Academic Programs.

#### TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a 210-day position.
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.