

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.

Approved Minutes

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

Members Absent: F. DiLuna

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

1. Call to Order

Mark Strout called the meeting to order at 6:40

2. Approval of Meeting Minutes

Mark 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.

M. 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. Teixeira-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 Superintendency. 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. Lannan made the motion to table the approval of Assistant Superintendent until January 2019. Ms. McDonald seconded the motion. All in Favor.

Ms. Teixiera-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 Guilam: the union President was present and discussed where they are with adding these coordinators.

Ms. McDonald made the position 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.