

District Policy Subcommittee
Essex North Shore Agricultural & Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro Conference Room (Main Level)

Thursday, March 14, 2019
5:30 p.m.

Approved Minutes

Members in Attendance: Alexandra Liteplo/Chair, Gary, Hathaway/Vice Chair, Gene Demsey, Jeff Delaney, Mark Strout, Ex Officio, Ms. Gilman, Mr. DiLuna, Mr. Perkins.

Members Absent: Edward Armstrong, Roxanne Schena

Also in Attendance: Dr. Riccio, Ms. Donnelly, Ms. Znamierowski, Mr. St. Pierre, Ms. Holman

1. Call to Order

Ms. Liteplo called the meeting to order at 5:30 p.m.

2. Approval of Meeting Minutes

Mr. Hathaway made the motion to approve the minutes of the meeting on December 13, 2018, District Policy Subcommittee meeting.

Ms. Gilman abstained.

Mr. Strout seconded the motion. The motion passed

3. Review and Possible Recommendation of the Following Policies

a. Attendance Policy

Ms. Liteplo reviewed the attendance policy

Mr. Delaney made the motion to recommend the attendance policy to the full School Committee for a vote.

Mr. Strout asked about the policy for make-up work

Ms. Donnelly described how makeup work is handled.

Ms. Gilman asked how the new policy was developed and why.

Ms. Donnelly responded to what the old policy consisted of and how the new policy was developed.

Ms. Liteplo asked if this is being approved for this year or will it go into effect next year.

It may be used in the third trimester depending on when it is approved.

Dr. Riccio explained the concern over student attendance.

Mr. Strout seconded the motion. The motion passed

b. Remote Participation

Ms. Liteplo reviewed the remote participation and reviewed the three sample policies that are part of tonight's packet. She advised as to why the current policy needs to be adjusted. It needs to be decided if this will apply to open meetings and Executive Session. She opened up a discussion for what the Committee is hoping to achieve with the new policy.

Mr. Strout advised that much of the reason is due to the new meeting times.

Dr. Riccio described how the tech department can set this up.

The group discussed how the conference call would work and the ability for everyone to participate during the conference call.

Dr. Riccio felt that in an emergency a phone conference would work best.

Mr. Strout feels that it is good to have a stipulation as to how many times a conference call for meeting attendance can be used.

Ms. Gilman feels that a conference call can interrupt the cohesiveness of the meeting. It should be the exception and not the rule.

Mr. Hathaway asked if it is to be used for emergency purposes.

Ms. Liteplo discussed why it would be used and that it may be more than one member needs to conference call during the same meeting.

The group discussed the differences, pros, and cons of the three examples.

Ms. Liteplo advised using the King Phillip Policy as it best matches the needs of ENSATS. It is advised to go over the policy line by line and make adjustments.

Mr. Strout feels the first paragraph and reasons 1-5 are identical to the ENSATS projected policy.

The group reviewed the King Phillip's policy and discussed the items included in the policy. The reason for remote attendance and type of conference call were discussed.

Ms. Gilman asked if it can be recommended that a committee member give 48 hours' notice unless in the case of emergency, for the use of a conference call.

Mr. Hathaway feels that a 48-hour notice will not be possible as most cases will be an emergency basis.

There is no provision for seeing the member, but they must be audible to the group.

Ms. Liteplo suggested a provision of as much notice as possible rather than a 48-hour notice policy.

Ms. Riccio described the technicalities that will need to be worked out for the conference call and the capabilities of ENSATS.

Ms. Liteplo went on to read the requirements of the remote participation policy.

The group reviewed the requirements that are set up for any regional school committee regarding remote participation.

Ms. Liteplo questioned a roll call vote via remote participation.

The remote participant does not count toward the quorum.

The frequency of remote participation was discussed and the limits set for remote participation.

Mr. DiLuna asked if this limit will include members caught in traffic.

It was decided that *940CMR* should be double checked regarding remote attendance for traffic delays.

Mr. DiLuna advised that the policy can be amended at any time.

Dr. Riccio felt that attendance is very high with this group and does not feel that frequent remote attendance would be a problem.

Ms. Liteplo suggested that a vote is taken for remote attendance of a member on a case by case basis.

Ms. Liteplo went on to read more from the policy that pertains to Executive Session and open session.

The group discussed the agenda and meeting information being emailed to all members prior to a meeting.

Ms. Liteplo asked if there was any more discussion regarding remote participation.

Mr. Strout made a motion to suspend the remainder of the meeting until the next District

Policy subcommittee meeting.

6. Adjourn

Mr. Strout made the motion to adjourn at 5:55 p.m.

Mr. Delaney seconded the motion. The motion passed.

The meeting adjourned at 5:55 p.m.

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, Sections 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.