

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

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

Wednesday, April 10, 2019  
6:00 p.m.

**Approved Minutes**

Members Present: F. DiLuna, Department of Agriculture  
J. O'Brien, Department of Agriculture  
G. Demsey, Department of Agriculture  
Vacant, Boxford  
V. Gilman, Gloucester  
G. Hathaway, Lynnfield  
J. Delaney, Manchester by the Sea  
M. Strout, Marblehead President  
A. Liteplo, Middleton  
B. Griffin-Dunne, Peabody Secretary  
A. McDonald, Swampscott

Members Absent: E. Armstrong, Beverly  
W. Marquis, Danvers Vice President  
C. Grant, Essex  
R. Schena, Nahant  
B. Perkins, Rockport  
A. Prazar, Topsfield  
W. Nichols, Wenham

Others Present: Ms. Donnelly, Principal

*1. Call to Order*

Mr. Strout called the meeting to order at 6:03 p.m.

*2. Salute to the Flag*

Attendance was taken. There was a quorum

*3. Student Representatives Report*

No Report. No students in attendance.

*4. Public Comment\* none*

*5. Approval of Meeting Minutes*

Mr. Delaney made the motion to approve the minutes of the March 14, 2019, Regular Meeting Minutes. Mr. Hathaway seconded the motion. All in favor

## 6. *Essex Sports Center*

**Mr. Brian DeVellis, James Doublebine, and Mr. Chris Walsh** updated the Committee on projects and opportunities at Essex Sports Center.

They are focusing on filling some of the vacant spaces. There was a handout for the group that is part of this packet. There is a Dunkin Donuts interested in leasing space at the Sports Center.

Mr. DiLuna asked if the employees are CORI'd and SAFIS Fingerprinted.

Ms. Gilman asked if the Dunkin Donuts would be using recyclable cups.

Ms. Griffin-Dunne mentioned the debris involved with cups from coffee shops. Maybe it should be encouraged to bring reusable cups.

The representatives asked for contacts for the recycling initiative and suggested that ENSATS has reusable cups available onsite.

Mr. DiLuna asked for the handout to be scanned and emailed to the committee.

The committee will get approval back to the representatives in the future.

## 7. *Communications*

- *MASC Charting the Course, May 18, 2019, 8:00 a.m. – 4:00 p.m. at Essex North Shore Agricultural and Technical School*

The group discussed a presentation in Peabody on the open meeting law.

Ms. Griffin Dunne explained the meeting and the reason behind it.

Mr. Strout advised if anyone cannot make the May 18th meeting, there are other meeting dates on the website. There are alternative dates available to members who are obligated to take it.

Lunch is served for \$25 per person.

- *Essex Tech's Masta named 57<sup>th</sup> Salem News Student-Athlete Award Winner*

The student is at a game at Greater Lawrence tonight and cannot attend.

Mr. Strout went on to describe how difficult it is to win this award and the amount of academic work and athletic abilities it takes to be named. He is from Peabody and is in the plumbing program at ENSATS.

## 8. *Essex North Shore Agricultural and Technical School 2019-2020 Proposed School Calendar*

Ms. Donnelly shared the initial draft of the school calendar. She reviewed the number of days, late starts, professional development days and other remarkable days on the calendar.

Ms. McDonald asked about late starts and why they are on the calendar.

Hathaway made the motion to approve to initial draft calendar.

McDonald seconded. All in favor.

## 9. *Superintendent-Director Report*

Ms. Donnelly discussed different groups who have visited ENSATS recently.

Admissions letters are going out this week.

Ms. Gilman asked about the number of students on the waitlist and how they get moved up on the wait list. She also wondered if parents can be told where their student is on the list.

Ms. McDonald asked about students who do not accept their spot, but do not notify the school.

The school contacts all admitted students to confirm attendance.

Some students may change their mind over the summer and waitlist students could be contacted then.

Dr. Picone has concerns that the acceptance letters will be received on a Saturday before vacation.

The acceptance letters are also sent electronically.

Dr. Picone asked about the percentage of students on the waitlist that get offered admission. It is thought about fifty percent of the waitlist students are offered admission.  
Ms. Gilman asked when the students are asked to confirm their attendance. It is requested they reply by the Wednesday after vacation. There is a response deadline before they are moved to the waitlist.  
Ms. Gilman asked when the districts are notified of students who will be attending ENSATS rather than their home school.  
Ms. Donnelly went on to describe three new grants awarded to ENSATS.  
Mr. Strout was very complimentary of the Grant writers.

#### *10. Principal Report*

Ms. Donnelly discussed the March professional development on wellness that took place. There was also a presentation on diversity and community change. Lastly, there was time for academic, special education and career tech collaboration and integration.  
She advised of the date of the National Honor Society induction on April 24, 2019, at 7:00 p.m. There are fifty students being inducted this year. There is a minimum GPA and other requirements to be accepted into the NHS.  
MCAS testing was discussed. The students took the tests on their IPADS. It was a great team effort and there were no issues with the computer-based tests.  
This week is Kindness Week at ENSATS. Students have been enthusiastic about Kindness Week. There is a compliment box. T-Shirts and donations being taken for Wonder fund. The School Resource Officer Chase started the week off with his personal presentation.  
Mr. DiLuna asked about the State House attendance of the FFA students and picture taking with the Governor. Dr. Riccio also attended.

The March Hawk Highlight video was presented to the group.  
The Culinary Arts team were the recipients.  
Mr. Strout showed the award that is sent to the recipients from the School Committee.  
Ms. Gilman asked if the entire school is shown the video.  
Ms. Donnelly advised that it is shown at the faculty meetings. It is also on the website.  
The group was in agreement on how the Culinary Team works.

#### *Out of State/Overnight Field Trip Requests*

Mr. Lannon made the motion to approve an Overnight Field Trip for grade 11 Natural Resource Management students to Baker's Island in Salem from May 22 – 23, 2019. A chaperone has been added.

Mr. Delaney seconded the motion. All in Favor.

Mr. Hathaway made the motion to approve an Out of State Field Trip for grades 10 and 12 Arboriculture students to Pro Bark, Inc., Plaistow, New Hampshire on April 23, 2019.

Mr. Delaney seconded the motion. All in Favor.

Mr. Delaney made the motion to approve an Out of State Field Trip for grades 10 and 12 HVAC students to Viega, Nashua, New Hampshire on May 17, 2019.

Mr. Hathaway seconded the motion. All in Favor.

11. *Subcommittee Reports*

Finance Subcommittee

a. Financial Statements

Recommendation:

Dr. Picone made the motion to approve the Revenue and Expenditure Reports for January 31, 2019. If approved, the statements will be placed on file for audit.

Mr. Delaney seconded. All in favor.

b. Request for Proposal 2020-1

Recommendation:

Dr. Picone made the motion to approve to award a one-year lease to Peas in a Pod, Inc. of Saugus, MA the sole bidder. The contract will generate rental income to the District of \$7,040 per month. The total anticipated annual rent is \$84,480.

Ms. Gilman asked for an explanation of this motion.

Mr. O'Brien explained the lease and the offset of expenses through this lease.

Ms. Liteplo asked if the tenant is allowed to make changes or improvements to the property.

Mr. Strout advised that they are tenants and not allowed to make changes.

ENSATS is responsible for the maintenance.

Mr. Lannon seconded the motion. All in Favor.

Next Meeting: Wednesday, May 1, 2019 (5:00 p.m.)

Personnel Subcommittee

June 13, 2019 (5:00 p.m.)

Mr. DiLuna explained that tonight's meeting was canceled.

Policy Subcommittee

Ms. Liteplo asked Ms. Donnelly to explain the change in the Attendance Policy

Ms. Donnelly explained that the number of excused absences has been decreased.

It has been lowered to ten per year to prevent chronic absenteeism.

Ms. Griffin Dunne asked if there is the capability to explain absences to DESE.

Mr. Strout explained the coding that goes into the attendance for DESE reporting.

Ms. Griffin Dunne asked how tardiness is handled at ENSATS and the penalty for tardiness compared to being absent.

Mr. Strout explained how tardiness is applied to Saturday detentions.

Mr. Lannon asked who collects the Doctor's notes.

Ms. Donnelly explained that not all absences need a Doctor's note for illness.

The group discussed how attendance at ENSATS teaches good skills for employment.

Mr. Lannon asked what the absenteeism percentage is per day.

Mr. DiLuna asked what the student's reaction was to the new policy

Mr. O'Brien made the motion to approve the attendance policy.

Mr. Lannon seconded the motion. All in Favor.

Next Meeting: May 9, 2019 (5:30 p.m.)

12. *Old Business*

None

### *13. New Business*

Recommendation: to approve a request for a team of five employees to attend the Best Practices and Innovations in CTE Conference 2019, September 25 – 27, 2019 in Tucson, Arizona funded through Professional Development funds.

Recommendation: to approve a request for a team of five employees to attend the National School Safety Conference & Exposition, July 22 – 26, 2019 in Las Vegas, Nevada pending funding.

Dr. Picone brought up an issue in another District that allowed reimbursement for disallowed charges.

Ms. Donnelly explained that this trip is only for staff and not their families.

Ms. Gilman asked if there is a policy for staff and field trips.

She suggested a policy be implemented.

Mr. Strout explained that the same in school rules should apply while away on a field trip.

The group discussed the potential need for a policy for staff on field trips.

The group made the decision to table the recommendations above until next month.

### *14. Warrant*

Mr. Obrien made the motion to accept the warrant and place it on file.

Mr. Delaney seconded the motion. All in Favor.

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

### *16. Adjourn*

Mr. Strout made the motion to adjourn at 7:01 p.m.

Ms. Gilman seconded the motion. All in Favor.

The meeting adjourned at 7:02 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.*

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