

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

Agenda

1. *Call to Order*

2. *Approval of Meeting Minutes*

The Personnel Subcommittee will consider approval of the February 7, 2019 Minutes Meeting.

3. *Personnel Proposal*

Cooperative Education Coordinator

Administrative Recommendation:

To increase the position to 205 days worked to ensure coverage of the Cooperative Education Program through the summer months. To assist with the District supervision and evaluation model, including evaluating faculty and assist in the supervision of the Career Counselor.

4. *Non Union Employees Salaries Adjustments*

Administrative Recommendation:

Individually Contracted Employees Increases (FY2019) (other than administrators)
2% (\$3,951)

5. *Job Description*

Administrative Recommendation:

The job description for the SOAR Program and Credit Recovery Teacher is attached and recommended by the administration for approval.

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

7. Adjourn

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, February 7, 2019
5:30 p.m.

Tentative Minutes

Member Attendance: F. DiLuna, B. Griffin Dunne, V. Gilman, J. O'Brien, A. McDonald, M. Strout

Members Absent: W. Lannon

Also in Attendance: M. Znamierowski, T. O'Toole, S. Donnelly, K. Holman, C. Gansenberg,

1. Call to Order

Mr. DiLuna called the meeting to order at: 5:30 p.m.

2. Approval of Meeting Minutes

Mr. Strout made the motion for the approval of the November 1, 2018 Minutes Meeting.

Mr. O'Brien seconded the motion.

The motion passed.

3. Dr. Thomas O'Toole, Director of Curriculum and Instruction, provided detail regarding the hiring process for the Data & Assessment Specialist.

Kimberly Dixon was hired on December 10, 2018. She is a personal friend of Dr. Riccio's.

There was a hiring committee. Dr. O'Toole listed the names of the hiring committee.

Interviews were held on November 16, 2018. He reviewed the reasons why Kimberly Dixon was hired. She has done an excellent job thus far.

The group reviewed the hiring process and the work involved with this position. The hired had applied for other ENSATS positions in the past.

Dr. O'Toole went in to depth on some of the work she has done so far.

Mr. Strout made the motion to accept Dr. O'Toole's report.

Ms. McDonald seconded the motion.

The motion passed.

4. Personnel Proposals

a. Comptroller

Ms. Znamierowski introduced the job description for this position (included in this packet).

She has researched other vocational schools in the area for FTE's in the Business Office.

ENSATS is shorter on FTE's than other vocational schools in the area.

Mr. Strout advised that this was discussed at the Finance meeting on February 5, 2019.

He gave reasons why this position is necessary. The Finance committee will recommend it.

Ms. McDonald asked why it took so long to come to this decision.

Ms. Znamierowski explained that things are falling behind due to the amount of work necessary to support this office. Daily work is adding up. This position will be a huge support to the Business Office.

Mr. DiLuna asked how much interaction this position will have with parents and municipalities.

Ms. Znamierowski advised that the public interaction will still be her responsibility.

Mr. Strout said it is the mission of ENSATS to go out to all of the Town Administrators.

Mr. Strout made the motion to accept the Comptroller job description.
Ms. Griffin Dunne seconded the motion.
Mr. DiLuna asked for a minor change in a citation that is part of the job description.
Mr. Strout made the motion to accept the amended job description.
Ms. McDonald seconded the motion.
The motion passed

b. change Job Title from Assistant Principal to Supervisor of Freshman Academy, Admissions and Student Success with additional responsibilities

Ms. Donnelly gave some background as to why they are seeking a new job title and new job responsibilities attached to this position.
Mr. O'Brien asked how many suspension are there in school per year.
Ms. Donnelly reviewed some of the reasons suspensions are given.
Mr. O'Brien asked if the police are notified if a student is found with drugs.
Ms. Donnelly explained how this situation would be handled. The Resource Officer handles most of these situations.
Mr. DiLuna reminded that since the school was funded with Federal money; would this be a Federal offense?
Mr. O'Brien asked if the new title would increase the salary.
Ms. Holman advised that no it is not expected to change the salary.
Mr. O'Brien asked about the need for a Master's degree.
Ms. Holman gave reason why a Master's degree was on the job description.
V. Gilman pointed out that admissions is misspelled. It will be corrected
Mr. Strout made the motion to change Job Title from Assistant Principal to Supervisor of Freshman Academy, Admissions and Student Success with additional responsibilities.
Ms. McDonald seconded the motion.
The Motion passed.

c. Interim Teacher Induction Supervisor

Ms. Donnelly introduced Cammy Gansenberg the current staff member who holds this position. There was a handout (included in this packet). She also is a .2 Biology teacher. She presented a PowerPoint production on the Mentor Program at ENSATS.
Mr. DiLuna asked what the responsibilities are for this position.
Ms. Gansenberg described the job duties within the presentation along with the mentoring process for staff members.
Mr. DiLuna asked what the five years of experience meant in regard to working for the first year at ENSATS, but past experience.
She went on to describe the collaboration she has experienced at ENSATS and the anticipation of bringing Skillful Teacher to ENSATS.
Mr. Strout feels this is one of the most important positions any school can have. He went on to describe instructional rounds and the value they bring to the mentee teacher.
Ms. McDonald asked if the observed teacher is part of the rounds.
Ms. Gansenberg said yes, the mentees are involved.
Mr. Strout described how difficult it is for a new teacher to come into a school and try to figure out the culture.
Mr. DiLuna agreed that the culture here is great and the faculty gets along.
Mr. Strout mentioned the pictures from ENSATS on Twitter.
Mr. DiLuna feels the camaraderie is phenomenal here.
Mr. DiLuna asked why the word "Interim" was attached to this position originally.
Ms. Donnelly explained why the word was used and what has happened since to warrant the removal of the word "interim."

Mr. DiLuna asked what the turnover is expected to be next year.

The group reviewed past practices and what to expect in the future in regard to new teachers being hired at ENSATS.

Ms. Donnelly went to explain why new teachers have been hired due to new enrollment and new programs.

Mr. O'Brien asked if all the teachers at ENSATS are certified.

Ms. Holman explained why there are still teachers working on waivers within the DESE guidelines. They are working together to get these teachers licensed and off waivers.

Mr. DiLuna asked if this was a union position.

Yes.

Ms. Gilman asked if they ask the mentees how the program could be better.

Ms. Gensenberg said yes, they do surveys for feedback to enhance the program.

Group mentoring was added via these surveys.

Mr. DiLuna asked what support she gets for this program.

Ms. Gansenberg explained her mentoring and outside resources she has participated in. She mentioned the staff members that have been able to support her in this position.

Mr. Stout mentioned that Salem State has many conferences for Teacher Mentors.

Mr. O'Toole advised that Skillful Teacher is on the docket for the summer for approximately sixty teachers. It is anticipated to be a requirement within the first three years of a teacher at ENSATS.

Ms. McDonald asked if it is being offered to all teachers at ENSATS. Yes.

Ms. Donnelly went on to describe a mini course being offered.

There is no charge for the mini course.

Mr. O'Toole went on to describe how this program supports student learning and achievement.

Ms. McDonald asked if the mentees know when they are going to be observed.

Ms. Gansenberg described how the observations are scheduled.

Mr. DiLuna asked if students know when their teacher is being evaluated.

Mr. Strout made the motion to delete "Interim" from the Teacher Induction Supervisor position.

Ms. McDonald seconded the motion.

The motion passed

5. Discussion to Schedule Personnel Subcommittee Meetings to Start at 5:00 p.m.

Mr. Strout reviewed the reasons that were given at the Finance subcommittee meeting regarding moving the time from 5:30 to 5:00.

Ms. McDonald feels it will be tough to be here by 5:30 coming from Boston, but will make accommodations.

These decisions have to be brought to the full School Committee.

Ms. Gilman said it is part of the bylaws to change times of meetings.

Mr. DiLuna asked if she would be available by telephone.

Ms. Griffin Dunne agreed that it needs to be part of the bylaws.

Mr. Strout made the motion to reschedule the Personnel subcommittees to start at 5:00 p.m.

Ms. Griffin Dunne seconded the motion.

Ms. McDonald feels this is worth doing if the full School Committee meetings are moved ahead.

Mr. DiLuna asked for a motion to accept the amended motion that the subcommittee meeting will be moved forward if the full School Committee meetings are moved ahead.

Mr. Strout made the motion to accept the amended motion.
Ms. McDonald seconded the motion.
The motion passed

6. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25) There was no Discussion.

7. Adjourn

Mr. Strout made the motion to adjourn at 6:20 p.m.
Ms. Griffin Dunne seconded the motion.
The motion passed.

The meeting adjourned at 6:20 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, 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.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

SOAR Program and Credit Recovery Teacher

(Success through Ownership, Accountability and Responsibility)

REPORTS TO: Supervisor of Student Success & Freshman Academy and the Director Academic Programs

QUALIFICATIONS:

Licensed as a School Counselor or Teacher of Students with Moderate Disabilities by Massachusetts DESE

Certification in Collaborative Problem Solving

Possess computer literacy skills necessary to manage data

Possess solid oral and written communication skills

RESPONSIBILITIES:

1. Assist in the development and implementation of the SOAR program.
2. Coordinate and implement trainings to coach faculty and staff how to implement Collaborative Problem Solving (CPS).
3. Assist and Support teachers and students with creating Collaborative Problem Solving Plan B Contracts.
4. Collaborate with Assistant Principals, Staff, and School Counselors to support all facets of CPS and Soar Program's philosophy: *Students will do well if they can*.
5. Manage and triage student behavioral concerns.
6. Create opportunities for students to reflect on behavior and implement behavioral intervention Tier 2 and Tier 3 Soar Program model.
7. Communicate with parents, families, and caregivers in regards to the SOAR and Credit Recovery Programs.
8. Compile and analyze data that will assist with program evaluation.
9. Write reports on students and maintain logs, progress notes, and other paperwork as required.
10. Implements curriculum and instruction to assist students in acquiring a High School

Diploma.

11. Responsible for the daily operation and oversight of the SOAR program and students enrolled in Credit Recovery.
12. Completes statistical reports and end of the year reports.
13. Perform any additional responsibilities not inconsistent with the position, as may be assigned by the Director of Academic Programs or the Supervisor of Student Success & Freshman Academy.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. This position is part of the Collective Bargaining Agreement between the American Federation of State County and Municipal Employees, Council 93, Local 245 and the School District.