

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

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

Tuesday, August 13, 2019
8:30 a.m.

Approved Minutes

Members Present: F. DiLuna, Department of Agriculture
J. O'Brien, Department of Agriculture
G. Demsey, Department of Agriculture
W. Marquis, Danvers/Vice President
C. Grant, Essex
V. Gilman, Gloucester
W. Lannon, Hamilton
G. Hathaway, Lynnfield
M. Strout, Marblehead/President
A. Liteplo, Middleton
R. Schena, Nahant
B. Griffin-Dunne, Peabody
W. Nichols, Wenham

Members Absent: E. Armstrong, Beverly
J. Delaney, Manchester by the Sea
A. Liteplo, Middleton
B. Perkins, Rockport
J. Picone, Salem
A. McDonald, Swampscott

Others Present: Dr. Riccio, Shannon Donnelly, Kathleen McMahan

1. Mr. Strout called the meeting to order at: 8:40 a.m.
2. *Salute to the Flag*
Ms. Schena introduced herself to the committee. She gave her reasons for being on the School Committee
3. The student representatives reported on: No students in attendance
4. *Public Comment* No public comment*
5. *Approval of Meeting Minutes*

Mr. Marquis made the motion for the approval of the June 13, 2019, Regular Meeting Minutes. Mr. O'Brien seconded the motion. The motion passed.
Ms. Gilman and Mr. Nichols abstained.

6. Superintendent-Director Evaluation Discussion.

Mr. Strout advised the group of who could evaluate the Superintendent based on service on the School Committee. Mr. Strout advised the group of the DESE guidelines for evaluation. The MASC was closely involved with these guidelines. Mr. Strout thoroughly reviewed the guidelines and the Smart Goals, indicators and standards for evaluating Dr. Riccio. The electronic form should be submitted by all members by August 19, 2019 at 4:00 pm. Mr. Strout went on to review Dr. Riccio's goals that were presented in December and June meetings. Everything that is required has been presented by Dr. Riccio at previous meeting. Mr. Strout went on to review the standards and the form that will be emailed to the Committee for evaluating the Superintendent. The School Committee will evaluate Dr. Riccio on all of her Smart Goals. Mr. Strout went on to describe the areas where Dr. Riccio has met her goals and gave examples. Mr. Strout reviewed the standards and indicators along with the rubric and how to apply these for grading the Superintendent. The composite evaluation will be presented by Mr. Strout in September.

Ms. Gilman complimented Mr. Strout on his explanation of the standards.

Mr. DiLuna asked if the members not in attendance will be contacted for this evaluation.

Mr. Lannon made the motion to allow Mr. Stout to summarize the evaluation.

Ms. Griffin-Dunne Seconded the motion. The motion passed.

Ms. Gilman abstained.

7. MSBA Vote to Allocate Funds for Engineering Design Plan of Roof Project for the Alumni Gymnasium.

The group discussed the MSBA vote. Mr. Strout reviewed past conversations.

Mr. Marquis made the motion for the MSBA vote. Ms. Gilman seconded the motion. A roll call vote was taken.

All members present voted in favor of the motion.

8. CRU Student Activity Request,

Mr. Joel Spruance presented information on a club that is in process

Ms. Sarah Botchie, a junior, presented information on a CRU club that is based on a welcoming and loving community. There will be a once a month community service and weekly meetings. This is intended to build on the culture of ENSATS. This club is intended to build on the spiritual life of ENSATS. CRU is an International establishment. The three students gave testimony as to why this CRU club is important to them.

Mr. Strout complimented the students on their achievements and recommended them to present at Danvers Cares.

Mr. Spruance reviewed how the group would be lead and the involvement of staff.

Mr. DiLuna asked about the acronym.

Ms. Gilman asked if there is a way to be sure that all faiths are recognized.

Dr. Riccio reminded that this is not a religious group, but based on spirituality.

Mr. DiLuna made the motion to approve the CRU Student Activity Request.

Ms. Gilman seconded the motion. The motion passed.

9. *Communications*

a. Notice of Resignations

Dr. Riccio reviewed the resignations and reasoning for them with the group.

- Ms. Emily Pontes, Student Security/Student Supervisor
- Mr. John Bickerstaff, CTE Instructor
- Mr. Cameron White, Security Officer
- Mr. Miguel Perez, CTE Instructor
- Mr. James Galante, CTE Instructor
- Ms. Deborah Maxey, Academic Instructor
- Ms. Melissa Hamilton Dalphin, Academic Instructor
- Ms. Jennifer Fitzpatrick, Spanish Instructor
- Mr. Michael Grace, CTE Instructor

b. Notice of Resignation Received from Mr. Andrew Prazar, Topsfield Representative

c. Notice of Appointment of Mr. Justin Chase, Boxford Representative

d. Massachusetts School Building Authority – Accelerated Repair Program

e. MASC/MASS Joint Conference – November 6-9, 2019, Hyannis

f. 2019 – 2020 Proposed School Committee-Subcommittee Meeting Schedule

The communications from the above staff and School Committee members were reviewed by Dr. Riccio.

Ms. Griffin-Dunne advised that she had wanted to recommend Ms. Teixeira-Prince for an award, but she has already received it from the MASC. She went on to review the happenings at the next MASC conference. The MASC will be presenting on seeking reimbursement for lawsuit proceedings. She encourages everyone to attend as it is a worthwhile meeting to attend. Many vocational schools attend this meeting. Candace Levesque will make reservations.

Mr. Strout recommended Ms. Griffin-Dunne as the ENSATS representative to attend this meeting. Ms. Gilman seconded the motion. The motion passed.

Ms. Gilman also reviewed how the representative can present information gained at this meeting and educating the entire School Committee.

Mr. Strout recommended that anyone attending meetings of this type be allowed a presentation to the entire School Committee after.

Ms. Griffin-Dunne advised that anything presented at the MASC can be presented at a School Committee meeting after.

The School Committee and Sub Committee meeting dates were reviewed.

Mr. Strout explained the attendance policies and responsibilities of members for these meetings.

Mr. DiLuna asked about phone in policies for Sub Committee meetings.

Mr. Strout reviewed the phone in policies.

10. *Superintendent-Director Report*

a. *Request to approve bids for Angell at Essex Tech, Mr. Joseph St. Pierre*

Dr. Riccio introduced Mr. St. Pierre who reviewed the quotes for Angell at ENSATS.

Mr. Strout asked if it is still planned to open Angell in November.

Mr. Marquis asked about the bid process and how the vendors were contacted.

Dr. Riccio explained the process and reasoning why some vendors were not awarded the bid.

Mr. O'Brien asked if ENSATS is still on budget as originally anticipated for this project.

Dr. Riccio commented on the engagement of the student
Mr. Marquis made the motion to approve the bids for Angell. Ms. Gilman seconded the motion. The motion passed,

i. Bid No. 2020-4 Electrical Services

ii. Bid No. 2020-3 Carpentry & Installation

Mr. St. Pierre explained the process of the demolition of this project

Mr. Demsey advised of how the grove of trees on this property evolved.

The group discussed the trees on this property and their history.

Dr. Riccio advised that any historical plaques found on the property will be restored and bricks will be donated to recognize the historical pieces of the property.

Ms. Gilman asked about the vendors who bid on the projects and their recycling of the demolition properties.

b. McNamara-O'Shea Project Update, Joseph St. Pierre

Dr. Riccio described the record shredding project and the necessity of this. She also advised on some records that will be kept as part of the Essex Aggie memorabilia.

c. Shredding of Records

- *Shred over 350 boxes of business office and other appropriate documents*
- *Student temporary records posted to destroy - August 15th & 16th*

Dr. Riccio advised on summer projects happening at ENSATS.

Mr. Robert Conard presented on a summer project that is taking place at ENSATS and the different trades that are involved in this project. There will be a video presented after this project is complete. The entire project was reviewed and the involvement of the different trades at ENSATS. The project is under budget but past expected completion.

The students gave their thoughts and what they have learned through this project.

Mr. Conard explained how this learning environment has taught the students work ethic and real world examples. OSHA came in to the project yesterday and evaluated the work conditions.

Mr. Strout advised of the hard work of these students even during the hottest days of summer. This work has taken place on the third floor of Smith Hall.

Mr. DiLuna reflected on his history working in the trades prior to becoming a lawyer.

Dr. Riccio explained the electrical work that has been done and the approval of it.

This will be a training space for adults when it is completed.

Mr. Conard went on to explain the cross-training that has taken place for the different trade students.

Mr. Strout asked about the happiness of the students, their acceptance and involvement at ENSATS. The students all agreed that ENSATS was a good choice for them.

d. Summer Project Updates

Dr. Riccio explained the work thus far on the Larkin Cottage and the donation of services.

Mr. Bob Woods has received private donations and will be involved with the demolition of the Larkin Cottage.

The golf tournament that was held was reviewed and the future of this tournament was discussed. There were ENSATS student golfers participating in this tournament.

Mr. Hathaway described how this tournament evolved and the involvement of ENSATS students. Many funds were raised by the student golfers at each hole.

Mr. Hathaway was applauded for organizing the golf tournament.

Ms. Carr described the upcoming Larkin Cottage Gala and the farm to table meals that will be served. Tickets can be purchased online through Eventbrite. Corporate donations are being secured for this event. The Gala will be at 6:00 pm on the 19th and there will be a lifetime achievement award presented.

Dr. Riccio advised of some of the donations that have been secured and approved previously.

Mr. Strout asked about the beer donations and if they are for consumption or for raffle purposes.

The group discussed baskets that will be part of the gala.

Ms. Gilman volunteered to organize a School Committee basket.

Mr. Lannon advised of a donation that he has organized for other raffles.

The group applauded Ms. Carr for her hard work on the gala.

e. Larkin Cottage Gala, October 19th, Bonnie Carr

Dr. Riccio discussed the Partnership grant and explained the people involved in these partnerships. Ms. Maryanne Gearin presented information on this foundation and partnerships. She discussed the opportunities provided to students through this initiative.

Ms. Gilman asked about the involvement of Gloucester students.

Ms. Gearin described the students involved and their daily routine.

Mr. Strout explained that students have to be involved in this program prior to gaining access to the union.

Dr. Riccio explained the involvement of Peabody and Salem students and entering into the machine union.

Mr. Delaney asked about the involvement of other students.

f. Partnership Grant Update, Peabody, Salem, Gloucester, Maryanne Gearin & Jill Sawyer

Dr. Riccio discussed the above topics.

Mr. Delaney made the motion to accept the Superintendent-Director Report.

Ms. Gilman seconded the motion. The motion passed.

11. Grant Notifications

Dr. Riccio described the grants and the necessity for their use at ENSATS.

- Safer Schools and Communities “*Local Equipment and Technology*” competition grant in the amount of \$75,000 from the Executive Office of Public Safety & Security’s Office of Grants and Research.
- New England Bio labs Foundation grant to place windmills to assist with the stream remediation project, \$6,500.
- New England Dairy Council of \$1,295 to purchase a hot chocolate milk machine.
- Cell Signaling grant in the amount of \$3,250 for Biotechnology.
- Essex County Learning Community Grant, \$20,000.
- First Jobs, \$5,660.91.
- CTE Partnership Planning Grant, \$15,000.

Mr. O’Brien made a motion to accept the above grants.

Ms. Gilman seconded the motion. The motion passed.

12. Principal Report

Ms. Donnelly reported on the Student Handbooks, their contents and changes from previous handbooks. She advised on Spanish language grade level changes, dress code changes for both male and females, search and seizure.

Ms. Gilman was intrigued about the career enrichment course being offered.

Mr. Lannon asked if this will be an elective or a requirement.

Mr. Grant asked why coffee was banned from the classroom.

Mr. Strout asked about the changes in the handbook and their presentation to the policy committee prior to presenting them to the School Committee. He realizes that these were necessary due to the summer and staff changes at ENSATS. In the future any changes to the handbook will be presented to the Policy Subcommittee prior to presenting them to the School Committee for approval.

Mr. DiLuna made the motion to waive ratification prior to bringing them to the Policy Sub Committee. Ms. Gilman seconded the motion. The motion passed.

- Approval of Student Handbook SY 2019 – 2020
- Approval of Athletic Handbook SY 2019 - 2020

Mr. DiLuna made the motion for the approval of the above handbooks. Ms. Gilman seconded the motion. The motion passed.

Ms. Donnelly reviewed traffic pattern changes at ENSATS. She also announced that scheduling will be available tomorrow.

Mr. Gilman made a motion to approve the Principal's report. Mr. O'Brien seconded the motion. The motion passed.

13. Subcommittee Reports

Mr. Perkins was not in attendance for the Finance Subcommittee report.

Next Meeting: September 4, 2019 (5:00 p.m.)

Personnel Subcommittee

a. Personnel Proposal

Mr. DiLuna reported on the history and necessity of this increase.

Mr. Marquis made the motion to increase the Cooperative Education Coordinator 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.

Ms. Griffin-Dunne seconded the motion. The motion passed.

b. Non-Union Salaries Adjustment

Mr. Marquis made the motion to approve Individually Contracted Employees Increases (FY2019) (other than administrators) 2% (Cost \$3,951).

Mr. Lannon seconded the motion. The motion passed.

c. Job Description

Mr. Marquis made the motion to approve the job description for the SOAR Program and Credit Recovery Teacher and recommended by the administration.

Ms. Griffin-Dunne seconded the motion. The motion passed

Next Meeting: September 12, 2019 (5:00 p.m.)

Policy Subcommittee

Next Meeting: October 10, 2019 (5:00 p.m.)

14. Old Business

There was no old business.

15. New Business

Mr. DiLuna made the motion to approve a request for the Superintendent-Director to attend the 2020 AASA National Conference on Education February 13-15, 2020 in San Diego, California.

Ms. Griffin-Dunne seconded the motion. The motion passed.

Mr. DiLuna made the motion to approve a request for the Superintendent-Director to attend the 2019 FFA National Conference October 30-November 2, 2019 in Indianapolis.

Mr. Grant seconded the motion. The motion passed.

Dr. Riccio explained this grant and the attendance.

Ms. Griffin-Dunne made the motion to approve a request for a team of five to attend the Next Generation Learning Challenges (NGLC) October 21-23, 2019 in Chicago, Illinois pending funding.

Mr. Delaney seconded the motion. The motion passed.

16. Warrant

Ms. McMahon presented the warrant report and asked for approval of this report.

Mr. Strout explained the background on this new report presented by the Treasurer.

Mr. Marquis made the motion to approve the warrant.

Lannon seconded the motion. The motion passed.

Mr. Strout made the recommendation that the report be included in the School Committee packet prior to the meeting. It was determined that it be included in the agenda after the meeting minute approval for future meetings.

17. Mr. DiLuna made the motion to Enter Executive Session to discuss strategy with respect to Collective bargaining if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.

Mr. Marquis made the motion to not return to regular session after. Ms. Gilman seconded the motion. The motion passed.

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

19. Adjourn

The meeting was adjourned at 10:35 a.m. after the Executive Session concluded.

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)