

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, September 12, 2019
5:00 p.m.
Agenda

1. *Call to Order*

2. *Approval of Meeting Minutes*

The Personnel Subcommittee will consider approval of the June 13, 2019 Minutes Meeting.

3. *Personnel Proposal*

Administrative Recommendation: To delete “Interim” from the Director of Technology position.

4. *Job Description*

Administrative Recommendation: To approve the job description for the Director of Technology.

5. *Review of the Revised Administrative Organizational Chart*

Administrative Recommendation: To approve the revised Administrative Organizational Chart.

6. *Proposed Executive Session*

Hathorne Teacher Federation (HTF), Local 1269, American Federation of Teachers Tentative Agreement.

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

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

Tentative Minutes

Members Present Frank DiLuna, James O'Brien (alternate), Mark Strout,
Beverly Griffin-Dunne, Alice McDonald
Members Absent: Valerie Gilman, William Lannon

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

1. Call to Order

Mr. DiLuna called the meeting to order at 5:13 p.m.

2. Approval of Meeting Minutes

Mr. Strout made the motion to approve The Personnel Subcommittee February 7, 2019 Meeting Minutes.

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

3. Personnel Proposal

Cooperative Education Coordinator

Dr. Riccio explained the reasoning for this change and how it will benefit ENSATS.

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

4. Non-Union Employees Salaries Adjustments

Administrative Recommendation:

Ms. Holman explained the group of staff that would be receiving this increase.

Mr. O'Brien asked if this was a total amount for all staff members.

Mr. O'Brien made the motion to increase the salaries of Individually Contracted Employees (FY2019) (other than administrators) 2% (\$3,951).

Mr. DiLuna seconded the motion. The motion passed.

5. Job Description

Administrative Recommendation:

Ms. Holman explained that this is a new position for the SOAR program and the details and description of the position.

Mr. Strout asked if this would be a type of credit recovery program.

Ms. Holman explained that it is designed to help students make better choices.

Dr. Riccio went into further detail about student choices and this position's ability to help them. This will be instead of outside suspension.

It will involve the Tier One and Tier Two SOAR program.

Dr. Riccio explained the guidelines that this program is tied to.

Ms. Donnelly explained what some of the violations that may cause a student to be required to attend this program. Vaping is the primary issue.

Ms. Griffin-Dunne asked how the students can make up the time that they are not in class.

Mr. Strout asked for a report halfway through the year for the data on students who attended this program.

Mr. DiLuna asked how the program is funded. Is it a grant or funded by ENSATS?

Dr. Riccio explained that this will be funded by ENSATS and part of the Train the Trainer Grant.

The ENSATS District needs to work on consistency in discipline.

Dr. Riccio explained that they are currently looking at other methods of detention rather than sitting in a classroom.

Mr. O'Brien would like a report on this program after three months of participation.

There was discussion around the lack of discipline in today's environment.

Mr. DiLuna asked if this position would require a Master's Degree.

Dr. Riccio explained that this will be an internal candidate.

The job description is attached and recommended by the administration for approval.

Mr. Strout made the motion for the approval of a SOAR Program and Credit Recovery Teacher.

Ms. Griffin-Dunne 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) was discussed.

Ms. Holman reviewed recent retirement letters that have been received from ENSATS.

There have been four teachers that have resigned. She reviewed the reasons for resignation. There have been three paraprofessionals resign. All for good reasons.

Mr. Strout would like the names of resigning teachers for a future letter to be sent.

7. Adjourn

Mr. Strout made the motion to adjourn at 5:31 p.m.

Mr. O'Brien seconded the motion. The motion passed.

The meeting adjourned at 5:32 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.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
DIRECTOR OF TECHNOLOGY

REPORTS TO: Principal

QUALIFICATIONS:

Sound understanding of computer systems (hardware/software), networks etc.
Experience in controlling a information technology budget
Excellent organization and leadership skills

RESPONSIBILITIES:

- 1) Oversee all personnel in the Technology and Media Center departments
- 2) Implement and maintain the Staff and Student Responsible Use Policy
- 3) Develop and submit Technology budget to the Principal
- 4) Approve all district hardware and software purchases
- 5) Oversee input of scheduling into Aspen or other student management system
- 6) Oversee District security system software
- 7) Oversee and maintain the District school administrative software for time and attendance, professional development, and financial management
- 8) Oversee the Technology Help Desk and computer maintenance and repair program
- 9) Oversee and maintain the district technology infrastructure and equipment
- 10) Oversee the maintenance of the district food service software
- 11) Ensure that Technology is integrated into instruction in all academic and CTE areas
- 12) Ensure that staff are trained as needed and that regular training sessions are offered to faculty and staff
- 13) Ensure that all teachers are trained in Aspen or a like online class curricula, grading system, and home-school communication tool
- 14) Ensure that all students are trained to utilize technology
- 15) Establish and maintain a District Technology Plan
- 16) Develop and chair the school Technology Planning Committee
- 17) Oversee the use of student and staff management system – Aspen, including databases for students, faculty, staff, and course catalogue

- 18) Oversee maintenance of the school website
- 19) Oversee email communication system for faculty and students
- 20) Oversee the purchase and administration of software for special education, guidance, and district assessments
- 21) Oversee federal/state data collection/reporting and perform analysis as required
- 22) Act as the administrator for the curriculum mapping software and the teacher evaluation tool software
- 23) Accept additional responsibilities not inconsistent with the position when requested by the Principal.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The nature of this position may require time beyond the regular workday, and it is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, work days and fringe benefits are annually established by the Superintendent-Director, in accordance with the policies established by the School Committee.



ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

Administrative Organizational Chart

High School

