

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.

**Approved Minutes**

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

**Members Absent:** Valerie Gilman

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

1. Mr. Strout called the meeting to order at 5:10

*2. Approval of Meeting Minutes*

Ms. Griffin Dunne made the motion to approve the June 13, 2019, Personnel Subcommittee minutes

Mr. Lannon seconded the motion. The motion passed.

*3. Personnel Proposal*

Dr. Riccio gave the background on Mr. Joe Marino's hiring for this position. He is making progress and implementing procedures and policies.

Mr. Lannon made the motion to delete "Interim" from the Director of Technology position.

Ms. McDonald seconded the motion. The motion passed.

*4. Job Description*

Ms. Holgram explained the changes that have been made in the qualifications of this position.

Mr. Strout asked who the Director of Technology reports to.

Mr. O'Brien made the motion to approve the job description for the Director of Technology.

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

*5. Review of the Revised Administrative Organizational Chart*

Ms. Holgram stated that the chart is a draft and most of the changes are names. She reviewed the assignment changes and title changes.

Mr. Strout made the motion to approve the revised Administrative Organizational Chart.

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

Ms. Holgram will add the date and approval to the chart per Mrs. Griffin Dunne's recommendation; who is a huge fan of charts.

Proposed Executive Session

Dr. Riccio reviewed the Hathorne Teacher Federation (HTF), Local 1269, American Federation of Teachers Tentative Agreement and the Executive Session protocol. The group discussed personnel changes that will be reviewed in Executive Session tonight. Dr. Riccio went on to review the name/title changes and organizational chart changes in the contract.

Mr. Strout reviewed why this has been added to the contract.

Ms. McDonald asked why this was changed during the past Superintendent's tenure.

Dr. Riccio explained how these changes impacted the contract

The group discussed past organizational charts.

There was also discussion if this needed to go in front of the subcommittee prior to going into Executive Session.

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

Ms. Holgram reviewed the number of new hires, resignations, and retirements that took place over the summer. She reviewed the positive reasons for resignations.

Mr. Lannon made the motion to accept Ms. Holgram's report on Human Resources.

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

Mr. DiLuna made a late request for an amendment to the June 13 Subcommittee minutes.

He did not second the motion for item four. "*Non-Union Employees Salaries Adjustments*"

Mr. Strout advised that he had seconded the motion. The minutes were amended to reflect

Mr. Strout seconded the motion.

7. Adjourn: Mr. DiLuna made the motion to adjourn at 5:25 pm.

Mr. Strout seconded the motion. The motion passed.

The meeting adjourned at 5:25 pm

*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.*