

PLEASE POST - NOTICE OF PUBLIC MEETING

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

Essex Technical High School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

Tuesday, April 10, 2018
7:00 p.m.

Agenda

1. *Call to Order*
2. *Salute to the Flag*
3. *Public Comment**
4. *Student Representatives Report*
5. *Approval of Meeting Minutes*
The School Committee will consider approval of the March 15, 2018 Regular Meeting Minutes.
6. *Communications*
 - a) Notice of School Committee Reappointment
 - Mr. Gary F. Hathaway, Lynnfield Representative
 - b) Notice of School Committee Appointment
 - Dr. James Picone, Salem Representative
7. *Superintendent-Director Report*
8. *Principal Report*
Out of State Field Trip Requests
 - a) Administrative Recommendation: To approve an Out-of-State Field Trip Request for grade 11 Culinary Arts students to Rhode Island Convention Center, Providence, Rhode Island on April 28, 2018.
 - b) Administrative Recommendation: To approve an Out-of-State Field Trip Request for grade 9 and 11 Culinary Arts students to Johnson & Wales University, Providence, Rhode Island on May 14, 2018.
9. *Subcommittee Reports*
Finance Subcommittee
 - a) Financial Statements
Recommendation: To accept the following FY2018 Grant:

<u>Grant Description</u>	<u>Amount</u>
MassBioEd Foundation – 2017 Joshua Boger Innovative School of the Year	\$5,000

b) Recommendation: To accept the Essex North Shore Agricultural and Technical School District and Danvers Police Department Memorandum of Understanding (MOU) for the school resource officer.

Next Meeting: Wednesday, May 2, 2018 (5:30 p.m.)

Policy Subcommittee

Next Meeting: May 10, 2018 (5:30 p.m.)

Personnel Subcommittee

Next Meeting: June 14, 2018 (5:30 p.m.)

10. *Old Business*

11. *New Business*

12. *Warrant*

13. *Superintendent-Director Search*

Mr. Mike Gilbert, Massachusetts Association of School Superintendents.

14. *Discussion of a Public Hearing for the Name of the School*

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

16. *Adjourn*

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.

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

1. At the start of each regularly scheduled School Committee meeting, individuals or group representative will be invited to address the Committee.
2. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
3. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
4. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
6. All remarks will be addressed through the Chair of the meeting.
7. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
8. Written comments longer than 3 minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
9. The Chair shall have discretion to allow public comment during discussion of items appearing on the meeting agenda.

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

Essex Technical High School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

Thursday, March 15, 2018
6:45 p.m.

Tentative Minutes

Members Present: Mr. Di Luna, Department of Agriculture
Mr. O'Brien, Department of Agriculture
Mr. Demsey, Department of Agriculture
Mr. Armstrong, Beverly
Mr. Marquis, Danvers
Mr. Craig, Essex
Ms. Teixeira, Chairperson, Gloucester
Mr. Lannon, Hamilton
Mr. Hathaway, Lynnfield
Mr. Delaney, Manchester
Mr. Strout, Vice Chairperson, Marblehead
Mrs. Liteplo, Middleton
Ms. Johnson, Nahant
Mrs. Griffin Dunne, Peabody
Mr. Perkins, Rockport
Mr. St. Pierre, Salem
Ms. McDonald, Swampscott

Members Absent: Ms. Amato, Secretary, Boxford
Mr. Prazar, Topsfield
Mr. Nichols, Wenham

Others Present: Dr. William Lupini, Superintendent/Director, Ms. Znamierowski/Business Manager, Ms. McMahon/ District Treasurer Mr. Morgan/Principal, Ms. Sirois, PTSO President,

1. *Call to Order:* Ms. Teixeira called the meeting to order at: 6:50 pm.
2. *Salute to the Flag*
Attendance was taken. There is a quorum.
3. *Overview of the Proposed FY2019 Budget*

Recommendation: To accept the proposed FY2019 budget for the purpose of holding a Public Hearing.

Dr. Lupini: explained to the group where they are in the budget and three changes being made. The first is group rates being reduced from 5x to 3x and leaving money in the contingency line. He explained to the group past scenarios that reduced plans people could choose from and plan elimination. He described to the group what they anticipate might happen with more plans being offered.

They have also reduced instructional hardware. They have also reduced the replacement of busses from four to three. Instead of buying a truck they will be leasing a truck. From this point forward the movement will be in two areas. When we get the final numbers for what out of district communities will pay and what happens with the state budget.

Ms. Teixeira: Requested questions from the group.

Ms. Znamierowski: discussed the increase in office supplies. The major increase was in the guidance area.

McKinney Vento also increased. The other is an expansion of the admissions program. There will be more parent meetings and refreshments will be offered.

Dr. Lupini: informed the group what the parent meetings would consist of.

Ms. Znamierowski: also offered information on Food Services and what is paid. It is a federal program.

Mr. Marquis: asked about employee benefits and retirement and charging back to food services.

Ms. Znamierowski: described where they are with charging indirect costs to food services. There is a calculation used for indirect costs.

Mr. Marquis: offered that he feels other districts are charging indirect costs to this budget.

Dr. Lupini: described to the group who came to advertised meetings on the budget.

Mr. Marquis: offered that the increase in the budget has become a downward trend to get us where we are. We have a 4% increase in enrollment and 4% increase in the budget and new programs added. He complimented the creativity used in the budget.

4. Public Hearing on the Proposed FY2019 Budget

Ms. Teixeira: called the public hearing on the budget to order at 7:03. She offered the guests up to three minutes to speak. Nobody came forward to speak.

5. Student Representatives Report:

Gio Montero: reported on basketball and other sports, Tournament records, and outcomes were reported on with record times being given. There were two coaches of the year at Essex Tech.

Julia Eberhardt: Described the extracurricular programs and what is going on with them.

She also reported on the National Honor Society and members being inducted.

Mr. Strout: Congratulated the student athletes and where they got in tournament play.

Ms. Teixeira: Asked about the student walkout that was to take place on March 14, 2018.

Mr. Morgan: reported that it will be postponed and rescheduled due to the snow.

Ms. Teixeira: questioned if the students are aware of a large student population that want to participate in the walkout.

Gio Montero excused himself from the remainder of the meeting.

*6. Public Comment**

Ms. Teixeira: offered the guests an opportunity to speak

Ann Marie Sirois of Salem, parent of Junior and President of PTSO introduced herself to the group. She described what is important to her and the PTSO in a new superintendent. School Culture was described as a concern. Ms. Sirois described how parents feel about the changes. Schedules were

given as an example of a concern. The PTSO feels leadership should attend events. "Communication is one of the poorest things done at this school. It is clear by the lack of parents at this meeting. A notice should have been sent out to parents to let them know that there would be a forum tonight. All parents should be aware of meetings and encouraged to attend and all are welcome. Meetings should be published on school website." Enrollment space and needs were described as a concern. "We do not need to enlarge our school, but make sure our students are adequately prepared to continue their education. Our students are not adequately prepared for college." She enhanced how much she has done for this school and that her children attended this school. School safety was a concern. The exceptional faculty and leadership were described.

Ms. Teixeira: offered anyone else to speak. No one came forward.

7. Approval of the February 12, 2018 School Committee Meeting Minutes

Mr. Marquis moved to approve the minutes. Mark Strout seconded the motion.

Ms. Griffin Dunne noted page 6 of the minutes. She would like the reason she recused herself due to being a member of MASC be added to the minutes and that above item number 9; Mrs. Griffin Dunne returned. (Ms. Coultz will make the correction). All in Favor. The vote carried.

8. Communications

**Town of Danvers, Assessing Department.*

Dr. Lupini: described the communication received from Danvers. This communication is attached to the agenda packet.

9. Superintendent-Director Report

Dr. Lupini: described the items in the report that are going on within the programs and adult education. The Bio Technology department was selected as an innovative school of the year with a \$5,000,000 grant being awarded.

A number of Essex Tech students were recognized in the White Paper report. The Co-Op program is now up to 148 students. This is at least five times as many students that have been out on Co-Op previously. The spring advisory meetings begin on April 5 at 5pm and 6pm.

Mr. Lannon made the motion to approve the Superintendent/Director Report. Mr. Armstrong seconded the motion. All in Favor.

10. Principal Report

Mr. Morgan discussed and described the details of school safety and future field trips,

- a. The administration will provide an update regarding school safety.
- b. The administration will provide a report regarding National School Walkout on March 14, 2018

Mr. Morgan: described what happened at the beginning of the school opening. This report is included in this agenda packet. He gave a timeline of how the safety program was developed and improvements being considered. He described that the Athletic Center would be their emergency evacuation site with North Shore Community College being the secondary location. He described the new security buzzer system, security guard and lobby scan system of licenses to alert of sex offenders. He described why Essex Tech needs a School Resource Officer and the benefits to be realized.

Ms. Teixeira: requested questions from the group.

Mr. Strout: asked if two way radios go to the Police Department? Danvers High School has them.
Mr. Morgan: advised of what they are doing now to make that happen.
Ms. Teixeira: asked if there were more questions.
Mr. Morgan: advised of the documents that are included in this packet regarding the walk out and casings that were found. Alice orientation and permission slips were received from parents for the walkout and the deadline was extended due to snow. Students will be escorted by guidance, school personnel and police officers. Students will not face any negative impact for the 17 minute walkout.
Mr. Lannon: asked how many permission slips have been turned in.
Mr. Marquis: asked who can attend the ALICE training.
Mr. Morgan: advised of who can attend the session.
Ms. McMahon: questioned if door locks were a concern.
Mr. Morgan: replied there are no lock issues.

c. Out of State Field Trip Requests

Mr. Morgan described the details of the following field trips.

- Administrative Recommendation: To approve an Overnight Field Trip for grade 12 Natural Resource Management students to Perkin's Island Camping (Mass Audubon), Topsfield, Massachusetts from June 4, 2018 through June 5, 2018.

Mr. Strout made the motion to approve. Mr. Marquis seconded the motion. All in Favor.

- Administrative Recommendation: To approve an Out of State Field Trip for grades 9-12 Future Farmers of America Dairy Evaluation Team to Cornell University Dairy Science Judging Clinic and Contest in Ithaca, New York dates to be determined.

Mr. Stout made the motion to approve. Mr. Marquis seconded the motion. All in Favor.

- Administrative Recommendation: To approve an Out of State Field Trip for grade 10 HVAC students to Viega LLC, Nashua New Hampshire on May 4, 2018.

Mr. Strout made the motion to approve. Mr. Delaney seconded the motion. All in favor.

Mr. Morgan also reported on the 40 hours vs. 20 hours at the athletic center.

11. Subcommittee Reports

Finance Subcommittee

a. Financial Statements

Recommendation: To approve the November 30, 2017 and December 31, 2017 financial statements and place on file for audit.

Mr. Perkins made motion to approve. Mr. Marquis seconded the motion. All in Favor.

b. FY2019 School Choice

Recommendation: To approve the recommendation that the District not participate in School Choice for the 2018-2019 school year. Mr. Perkins made the motion to accept. Mr. Lannon seconded the motion. All in Favor.

Dr. Lupini explained what school choice means to Essex Tech and tuition collection could be reduced. All in favor

c. Acceptance of Donation

Recommendation: To accept the donation of a 2010 Ford Fusion from Mr. Clarence R. Blewett of Topsfield, Massachusetts to the Automotive Technology Program. Mr. Perkins made the motion. Delaney seconded. All in favor

d. Funding Source for Superintendent-Director Search

Recommendation: To approve the recommended funding source for the Superintendent-

Director Search. Mr. Perkins made the motion to accept. Mr. Marquis seconded the motion and asked for clarification of the amount being approved. It is up to \$20,000. All in favor. Ms. Griffin Dunne abstained from the vote.

Next Meeting: Wednesday, April 4, 2018 (5:30 p.m.)

Policy Subcommittee

Review By-Laws Governing the Operation of the Essex North Shore Agricultural and Technical School District. Liteplo described to the group of when the presentation of the new by laws will be presented.

Next Meeting: May 10, 2018 (5:30 p.m.)

Personnel Subcommittee

Next Meeting: April 10, 2018 (5:30 p.m.)

Ad Hoc Naming of the School Subcommittee

- The School Committee will consider the name of the school.
- Tentative Meeting Minutes of October 19, 2017, November 15, 2017 and February 8, 2018.

Ms. Teixeira: brought up the minutes and there should be some changes made. The minutes are tentative and will be adjusted. She requested that Tom St. Pierre describe to the group where the committee is at this point.

Mr. St Pierre: reported to the group that they will be recommending that the name be changed
Ms. Teixeira: recognized Mike Searles from Representative Speliotis' office. She also described to the group the work that has been done in regard to the legal opinion of the name change. "This subcommittee is recommending that the school committee accept the legal opinion of the name change. What name do we want to keep? What to do for a shorter name? How to phase out Essex Tech? We will start with a motion a recommendation to accept the interpretation of the legislature."

Mr. St. Pierre seconded the motion.

She offered the opportunity for questions from the group.

Mr. Di Luna: had copies of what was circulated of from senator Tarr and house counsel comments. The comments and emails were distributed to the group and will be included with these minutes. The group reviewed the distribution.

Ms. Teixeira: Described to the group that the minutes are depictive of what happened at the meetings

Mr. Marquis: questioned the budgetary amount for the name change regarding uniforms....

Dr. Lupini: advised the group of where they are with phasing the name change in. The reasonable assumption is \$400K. Students who have bought clothing for their program would like to be reimbursed for clothing they have bought. Students would continue to wear Essex Tech uniforms. There was discussion of how the overall cost could be reduced by students continuing to wear uniforms that do not have the new name.

Mr. Morgan: described what might happen if teams are wearing the wrong uniform at a state tournament and school pride could become an issue. Then other people will wonder who this team is.

Mr. Di Luna: reminded that the school mascot and school color will remain the same.

Mr. Strout: suggested using just the Hawks on the uniforms and no name. He reminded that the kids wanted branding five years ago, now we have a brand. He feels the kids are getting he short of the stick.

Ms. Griffin Dunne: asked what name is on the diploma?

Mr. Marquis: Is there any money in the budget to support this name change.

Mr. O'Brien: Reminded, there is a contingency in the budget that could be used.

Dr. Lupini: explained why the contingency should not be used at this time for the name change. The timeline of the name change was discussed by the group and what the new name will be.

Dr. Lupini: said he had a conversation with students. They believe there will be a public hearing on this decision. He feels it is important to explain to them why this is happening now and what comes next. They will be solicited in the future

Mr. Marquis: supports a public hearing for constituents, student body and alumni to weigh in as we go through this.

Dr. Lupini: thinks it is complicated to let them know what they have input on. Tonight it is being recommended to accept the view of legislature and the name change. It is important to describe to them what they can weigh in on.

Mr. Lannon: suggested the HAWKS and every tech school gets shortened to "The Tech".

Ms. Teixeira: commented to the group of former committee that was involved during the original name change. "The community should understand that in 2012 they thought they had the authority to change the name. The name was too long and the Governor suggested a shorter name. There were no bad intentions when we called it Essex Tech." She explained what the word tech means and that it includes agriculture. "The word tech was used to mean everything. Students weighed in on the name. There were several meetings and no legal representation came forward. We understand that the word agriculture is just as important as the word tech. This only sets us back and affects the culture of the school and has led to a lot of confusion. There are probably things out there that we have not considered. Public input is important and we owe it to them. She is concerned that people think they do not know what they are doing. We need input from the community and what their members are thinking about this name change."

Mr. Di Luna: questioned that five years later is not correct. He said the letter was dated in 2013.

Dr. Lupini: corrected that the letter was dated 2015.

Mr. Di Luna: argued that the society (Al Craig) sent the letter.

There was discussion about the letter and when it was wrote.

Mr. Craig: felt the letter was written four years ago.

Mr. St. Pierre: commented on what the feeling was when the letter was received. "We are just going backward."

Ms. Griffin Dunne: stated she is happy with the new name of the school. "It embraces the heritage and history of this school. If you put this out to the public you are going to get a lot of different responses depending on age." She described what the word agriculture can mean to different schools. She described the tradition of this school and what its intent is. She described how the public views this school and their own nicknames for it. School names and changes were described to the group. Peabody Veterans Memorial High School vs. Essex Tech. "No matter what you name a school it is never short enough." She recommended the timeline that should be used for expenditures of new uniforms and letter head. "Personal choice will convey with the name change." She described this situation that happens at colleges with logo changes. She is in favor of an expenditure of diploma name changes. "There will be people upset no matter what."

Mr. Marquis: suggested deferring on a name change decision and offer public comment to avoid confusion. "Get input and then take the vote."

Mr. O'Brien: suggested voting on the legal name and having a hearing later. He suggested the vote tonight to make the legal name the legal name and to take votes later on a shortened name

Mr. Di Luna: Corrected the letter date to September 15, 2015. "A hearing can go out to what the logo is, but we have to recognize that in 2014 the legislature named the school."

Mr. St. Pierre: Suggested going to the legislature with the new name, logo.....So future committees do not have to waste time on this.

Mr. Di Luna: stated, "This is not a waste of time. We are not renaming, it was improperly named in the first place."

Mr. St Pierre: took note of the comments he made. He made the motion to accept the interpretation of the legislature that the name of the school is Essex North Shore Agriculture and Technical School.

Mr. Hathaway seconded the motion.

The motion is that the committee accept the interpretation of the legislature that the name of the school is Essex North Shore Agriculture and Technical School.

Mr. Di Luna: Questioned if it is high school or school?

It was determined that it is only school. A unanimous Roll Call vote was taken.

Ms. Teixeira: offered ideas of public meeting

Julia Wersackas: Suggested a strong marketing and branding will be needed for school culture.

Mr. Marquis: Offered a motion to establish a public hearing to consider logos.
Ms. Teixeira seconded the motion.
Ms. Liteplo: questioned who the public hearing will be open to?
Mr. Craig: questioned how this information will get out to the member communities?
M. Teixeira: suggested how the school committee get the word out. It is up to the committee members to advocate to their communities.
Mr. Lannon: questioned that this will be a separate meeting?
Mr. O'Brien: Suggested coming up with three different names prior to the public hearing.
Ms. Teixeira: suggested getting public comment first and then voting.
Ms. Liteplo: suggested calling it an initial public hearing.
There was discussion on how the public hearing has to be announced.
Ms. Griffin Dunne: suggested how to put this information on the school website so people can understand what has been done and the letter from Mike Searles should be included.
All in favor. Dates were suggested and will be decided later.

12. FY2019 Budget Vote

The School Committee will consider approval of the proposed FY2019 Budget as recommended by the Administration and Finance Subcommittee.

Mr. Marquis made the motion to approve the FY2019 Budget. Mark Strout seconded the motion.
Ms. Teixeira: Described the history of the budget and positive additions being made to the school. We are doing a lot with this budget." She supports the budget and thanked the administration for their hard work.
Ms. Griffin Dunne: stated, she is impressed by this process. There is a lot of discussion in Peabody and she can go back and report why the budget is what it is. She is excited for the new programs and supports what it does for the kids. She knows the difficulty in crafting a budget and appreciates the transparency.
All in Favor.

13. Old Business-None

14. New Business-

Mr. Perkins asked a question about the student of the year.
Dr. Lupini will get him an answer.
Mr. Lannon: had a question on the walk out. Suggested pre-registering students for voting at the walkout.
There was discussion about registering students to vote prior to the walkout.

15. Warrant

Mr. Perkins made the motion to approve the warrant. Mr. Lannon seconded the motion. All in Favor.

16. Superintendent-Director Search

Mr. Mike Gilbert, Massachusetts Association of School Superintendents, will inform the School Committee of data collected via the survey and focus group regarding the desired criteria and attributes of a new Superintendent-Director. The School Committee will discuss and take action regarding the Superintendent-Director Search process.

Ms. Teixeira: Introduced Mr. Gilbert and questioned if the group had seen the email on the survey. The Administration dismissed themselves.
Mr. Gilbert: Described to the group the results they were reviewing on the documents presented. He reviewed the highlights that are attached to this packet. There were 500 responses and students

were the primary respondents at 55%, 19% staff members, 15% parents and 7.5 % residents of the community with no children at Essex Tech.

The number one area of the selection criteria is safety. Number two is culture/climate, not just for students but for staff.

Ms. Teixeira: reminded there was a staff focus group scheduled today with about 15 staff members.

Mr. Gilbert: Also listed education, tech and agriculture understanding, success in developing a budget, leadership skills, visibility, experience with curriculum, equity among staff and students, communication with diverse groups, community relations, and enrollment space needs, social emotional and digital learning were high on the results. "These are the areas I am recommending we utilize going forward."

Ms. Teixeira: asked for comments. She questioned the chart included in the packet and felt communication with town leaders is essential. "Communication with municipalities for projects is essential. This is a primary criteria."

Mr. Gilbert: explained how communication skills were compiled into the survey results.

Ms. Teixeira: reminded that this was part of the search requirements from four years ago. "This message is key to the success of this school."

Mr. Di Luna: This is a function of the student participation that is why it is down to twelve percent.

Ms. Liteplo: questioned how these survey results will translate into the search?

Mr. Gilbert: explained how the information will be given with a question guide. Some options for questions will be given. Questions you cannot ask will also be given.

Ms. McDonald: asked, "Will you be breaking down the focus between responses from staff, students....."

Mr. Gilbert: answered, "No, there is not that capability and all voices were included in each response."

Mr. Strout: agreed with Ms. Teixeira's statement on conveying the mission statement of this school. "We also need someone who will do educational rounds and visit classrooms and the principal."

Mr. Gilbert: responded, "Yes, visibility was a big part of the survey responses."

Mr. Marquis: noted that the budget was a modest part of the survey results. "Collective bargaining is a very important skill necessary of a superintendent."

Mr. Gilbert: replied, "The general public does not see it as a skill of the superintendent."

Ms. Teixeira: reminded, "We need to vote on the criteria tonight. There are thirteen criteria and collective bargaining is not one of them." She requested a motion to accept the thirteen criteria.

Mr. Marquis made the motion to accept the thirteen criteria. Mr. Strout seconded the motion. All in Favor.

Ms. Teixeira: reminded, "The next time we meet we will be interviewing internal candidates." "We need to decide what night we are going to hold the interviews. It will be up to you to have between two and four questions for the candidates. We will go around the table and present our questions to the candidates with no discussion of their response." She also suggested a meet and greet to spend time with candidates prior to interview. A chance to have informal time with stakeholders.

Mr. O'Brien: asked, "Are these open to the public?"

Mr. Delaney: asked, are we going to make a decision that night?

Ms. Teixeira: described scenarios at the public meeting regarding a decision being made.

Mr. O'Brien: asked about executive meeting.

Mr. Gilbert: stated, "No, executive session is not an option."

There was discussion about the meet and greet and candidate interviews.

Ms. Johnson: questioned how the contract would work out.

Mr. Gilbert: described how contract negotiations would work. "Generally the first contract is three years. The interviews are an hour long. The candidates are offered time for opening and closing statements. You will get 14-15 questions asked in that time frame. My recommendation is to immediately deliberate about internal candidates vs. external candidates. You will be given a full

packet for each candidate prior to the interviews.”

Mr. Marquis: questioned references.

Mr. Di Luna: asked, “If we move on to external candidates can we return to internal candidates?”

Mr. Gilbert: answered, “Yes, if you do not find an external candidate, it is possible to offer an internal candidate an interim position.”

Mr. Di Luna: asked, “Will we get a copy of their thesis?”

Mr. Gilbert: answered, “No, just transcripts for degree proof.”

Mr. Marquis: asked, “Do you do a credit check?”

Mr. Gilbert: replied, “No, not in Massachusetts. They are internal candidates and working here now.”

Mr. Di Luna: asked, “How do you choose the sequence of questions?”

Ms. Teixeira: suggested how the sequence and questions can be asked. “Is there anyone not interested in asking a question?” No hands were raised.

Ms. Teixeira: suggested, “Some questions take longer to answer than others. We should extend the time to 1.25 hours from an hour.”

Mr. Gilbert: explained that the candidates will be told how much time they have.

Ms. McDonald: suggested, “Maybe there should be a priority for questions.”

There was discussion on how the questions are asked, how they are broken down, and the area the questions relate to, the length of the questions, and follow up questions. Ideas were shared on how to format the questions.

Mr. Gilbert: stated, “We need a date during the week of March 26th-30th.

Ms. Teixeira suggested Thursday. She took a show of hands for Thursday, March 29th. A show of hands for Monday was taken. Ms. McDonald has a conflict on Thursday, March 29th at 6pm.

Mr. Gilbert and Ms. Teixeira: discussed how the information will be disseminated to the group. The timeframe of the interviews and the meet and greet was discussed.

Ms. Teixeira: confirmed that everyone understands how the interview night will be set up. The meet and greets will be separate.

Mr. St. Pierre: reminded not to communicate with other committee members via email. This cannot happen.

Ms. Teixeira: explained why this cannot happen. “This cannot be discussed amongst ourselves until after the interview. Our business must be done in the public.”

Mr. Perkins reminded this is Mr. St. Pierre’s last meeting and he has been a great resource to the school committee. Mr. St. Pierre will be presented with a plaque at a later date.

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

18. Adjourn.

The meeting adjourned at 9:00 pm.

All Documents are on file in the Superintendent/Director’s office

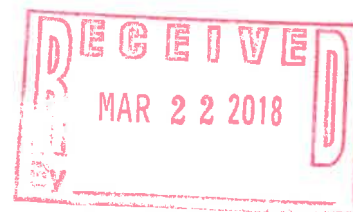
Respectfully submitted by the Recording Secretary.

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Town of Lynnfield



TOWN CLERK
55 Summer Street, Lynnfield, MA. 01940
781-334-9401

March 22, 2018

Dr. William H. Lupini, Superintendent - Director
Essex North Shore Agricultural & Technical School District
562 Maple Street, P.O. Box 346
Hathorne, MA 01937-0346

Dear Dr. Lupini:

Please be advised on November 22, 2017, Lynnfield's Moderator Arthur Bourque III notified me via a letter his re-appointment of Gary F. Hathaway to the Essex North Shore Agricultural & Technical School Committee. Mr. Hathaway lives at 6 Wirthmore Lane, Lynnfield. The re-appointment commenced on January 1, 2018 and will expire December 31, 2020. On January 2, 2018, I administered the oath to Mr. Hathaway in my office.

As required, the letter was forwarded to the Lynnfield School Committee and his appointment was confirmed at a duly posted meeting December 12, 2017.

Should you have any questions regarding this matter, please do not hesitate to contact me at the above phone number.

Sincerely,

A handwritten signature in cursive script that reads "Trudy L. Reid".

Trudy L. Reid
Town Clerk

cc: Gary Hathaway
Arthur Bourque, III
Lynnfield School District



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

March 29, 2018

William H. Lupini, Ed.D.
Superintendent-Director
Essex North Shore Agricultural and Technical School District
562 Maple Street
Hathorne, Massachusetts 01937

Dear Dr. Lupini:

As Chair of the City of Salem School Committee, I am writing to inform you that on Monday, March 19, 2018, the Salem School Committee voted to appoint Dr. James L. Picone as the City of Salem's Representative to the Essex North Shore Agricultural and Technical School Committee.

I am confident that Dr. Picone will be an asset to the Committee.

Sincerely,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor

RECEIVED
MAR 22 2018
By

Essex Technical High School

Beth

Field Trip or Off-Campus Field Work Request

8a

Request for approval must be with the Principal at least two weeks in advance for in-state trips and six weeks in advance for out-of-state trips, which must be approved by the School Committee.

Today's Date: 3/12/18

OUT of STATE TRIP? Yes No

Teacher Name: Evan Menesale Academy: (circle one) A (B) D E

Destination and Location of Trip: Rhode Island Convention Center, 1 Sabin St. Providence, RI 02903

Date(s) of Trip: Saturday, April 28, 2018 Day(s) of Schedule:

Departure Time: 9:00AM Pick-up Time from Site: 12:30PM Return to School Time: 2:00PM Number of Students: 5
Please check one in each column: Class or Group: Culinary Arts Grade: 11

Curricular School Day School Minibus (14 capacity) # of buses needed 1
 Extracurricular After School School Van (equipment only) # of vans needed _____
 Other _____ Evening Essex Tech School Bus
 Non-School Day Contracted Bus Transportation

Faculty Cell Phone # 978-578-9576

For Transportation/Administration use, if needed

Purpose of Trip: To attend the National ProStart Competition at the Rhode Island Convention Center.

Chaperones (ALL): Evan Menesale

Driver(s): _____

Substitute Coverage Needed? Yes No (Please ALSO email Substitute Coord., Don Gibson, dgibson@essextech.net)

When? (Class Periods/Duties, etc.) _____

Arrangements for students not attending field trip: Remaining students will be with other Culinary Arts Instructors

Other Considerations: _____

Please note the following:

1. Attach a list of students planning to attend.
2. Have the school nurse review the student list and confidentially identify student(s) with pertinent medical issues.
3. School Committee's approval is required on out of state field trips. (Principal, to forward Request to School Com-Mtg.)
4. If student will miss other classes, please publish (5 days in advance) a list of student who you anticipate will attend the field trip. (If you wish, this list may be emailed to cmears@essextech.net for inclusion in the daily notices.

Approval Signatures:

Dept. Coordinator: _____ Date: _____

Principal: [Signature] Date: _____

Associate Principal: [Signature] Date: _____

Approved: Not Approved:

Distribution: Applicant - Dept. Coord. - Assoc Princ. - Cur.Inst.Asses.&CTE Directors - Substitute Coord. - Daily Notices - Transportation



Essex Technical High School

Beth

Field Trip or Off-Campus Field Work Request

8b

Request for approval must be with the Principal at least two weeks in advance for in-state trips and six weeks in advance for out-of-state trips, which must be approved by the School Committee.

Today's Date: 3/12/18

OUT of STATE TRIP? Yes X No

Teacher Name: Evan Menesale Academy: (circle one) A (B) D E

Destination and Location of Trip: Johnson & Wales University 8 Abbott Park Pl, Providence, RI 02903

Date(s) of Trip: Monday, May 14, 2018 Day(s) of Schedule: Day 9

Departure Time: 8:00AM Pick-up Time from Site: 12:30PM Return to School Time: 2:00PM Number of Students: 25

Please check one in each column: Class or Group: Culinary Arts Grade: 9/11

- Curricular, School Day, School Minibus, Extracurricular, After School, School Van, Other, Evening, Essex Tech School Bus, Non-School Day, Contracted Bus Transportation

Faculty Cell Phone # 978-578-9576

For Transportation/Administration use, if needed

Purpose of Trip: To attend Johnson & Wales University for a hands-on cooking and baking demonstration.

Chaperones (ALL): Evan Menesale, Drew Sweeney

Driver(s):

Substitute Coverage Needed? No (Please ALSO email Substitute Coord., Don Gibson, dgibson@essextech.net)

When? (Class Periods/Duties, etc.)

Arrangements for students not attending field trip: Remaining students will be with other Culinary Arts Instructors

Other Considerations:

Please note the following:

- 1. Attach a list of students planning to attend.
2. Have the school nurse review the student list and confidentially identify student(s) with pertinent medical issues.
3. School Committee's approval is required on out of state field trips.
4. If student will miss other classes, please publish (5 days in advance) a list of student who you anticipate will attend the field trip.

Approval Signatures:

Dept. Coordinator: Date:

Principal: Date:

Associate Principal: Date:

Approved: Not Approved:

Distribution: Applicant - Dept. Coord. - Assoc Princ. - Cur.Inst.Asses.&CTE Directors - Substitute Coord. - Daily Notices - Transportation



Massachusetts Biotechnology Education Foundation
300 Technology Square, 8th Floor
Cambridge, MA 02139
main: 617.674.5100 fax: 617.674.5101

March 3, 2018

Ms. Arlyssa LaPorte, Ms. Deb O'Reilly and Principal Brad Morgan
Essex Technical High School
565 Maple Street
Hawthorne, MA 01937

Dear Arlyssa, Deb, and Principal Kates and Principal Morgan,

I am pleased to announce that Essex Technical High School has been selected by the MassBioEd Foundation as the 2017 Joshua Boger Innovative School of the Year. This award comes with a \$5,000 grant for lab equipment and supplies. We would like to formally make this award to you at the MassBio Annual Meeting on Thursday, March 21, at the Cambridge Royal Sonesta Hotel.

We are proud to recognize Essex Technical High School for its commitment to engaging students in hands-on biotechnology experiences. Essex Technical High School has been well represented at a variety of BioTeach workshops and trainings and has engaged students through our experiential learning opportunities. We applaud your team's continued partnership with MassBioEd. Your efforts to include biotechnology labs in regular biology classes through peer-to-peer mentoring and your proposal to introduce basic biotechnology into area middle schools through near-peer mentoring speaks to a school-wide effort to increase the number of students who are excited about biotechnology.

With small grants from BioTeach, support from Massachusetts Life Sciences Center, and your team's continued commitment to learning and implementing new biotechnology-based curricula, Essex Technical High School has grown the vocational biotechnology program to include student-driven research into the causative agent of Lyme disease, sophisticated molecular biology techniques, tissue culture, and protein assays. A clear measure of your success at engaging students in biotechnology and inspiring them to pursue life sciences courses in high school is the increased student enrollment in the biotechnology program at Essex Technical High School and the increase in student interest in pursuing careers in life sciences fields.

Essex Technical High School's commitment to bringing cutting-edge biotechnology experiences to its students is inspiring. We at MassBioEd look forward to supporting your continued success. Congratulations on a job well done.

Best Regards,

Michelle Mischke, Ph.D.,
Director, Biotechnology Education Programs

Essex North Shore Agricultural and Technical School District and Danvers Police Department

Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) is being executed on _____ by the below listed entities:

Essex North Shore Agricultural and Technical School District
Danvers Police Department

This document will serve as the written agreement between the Essex North Shore Agricultural and Technical School District and the Danvers Police Department. This agreement establishes the needed commitment and support from both institutions. This document also provides a series of guidelines and policies relevant to the performance of the School Resource Officer, and will be the guiding document officers, school administrations, town administration, and students and their caregivers look to for structure and accountability. This document shall be reviewed, updated, and endorsed as needed. Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation, which exists between the participating entities listed above and all community stakeholders.

I. Purpose

This MOU establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the MOU clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff, and the students, promote a safe and positive learning environment and decrease the number of youth formally referred to the juvenile justice system.

II. Mission

The mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers and staff. SROs will establish a trusting channel of communication with students, parents, and teachers. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success.

III. Role of SRO

Law Enforcement Role - SROs are responsible for the majority of law enforcement activities occurring at the school during school hours but not general student discipline. A determination of whether an activity raises to the level of a law enforcement activity shall be made in consultation a Danvers Police Department

Supervisor. While the enforcement is the role of SROs, alternatives to arrest should be considered whenever applicable. The SROs discretion to act remains the same as that of any other police officer.

Fostering Positive School Climate /Crime Prevention - One of the primary roles SROs fulfill is fostering a positive school climate through relationship-building and crime prevention. Officers will engage in various activities, in consultation with school administration, teachers, and students, and should strive to build a school culture of open communication and trust between and among students and adults by focusing on officers getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school. SROs may assist with conflict resolution and mediation. Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, investigating crimes, and patrolling the parking lots. Officers may also complete security surveys analyzing the physical safety of school property and facilities.

Education - SROs should participate in the school community by representing the law enforcement community to build positive relationships with youth, their families, and school staff and help educate students regarding positive lifestyle choices and healthy relationships.

IV. Operational Procedures

Chain of Command for S.R.O's: The S.R.O. will be ultimately accountable to the Danvers Police Department PD and will report directly to the Community Services Division Sergeant. The S.R.O. is also expected to cooperate with the school officials, including administrators and faculty. The S.R.O. will abide by school policy and respond to the requests of school officials. Complaints against the SRO shall follow the normal complaint process of the Danvers Police Department and may include notice to the appropriate school administrators when deemed necessary.

The SRO's activity in the school is guided by the following procedures and supervision and evaluation shall be provided by the Community Services Division Sergeant to effectively support SROs efforts and monitor their progress:

A. Duties

The primary functions of the SRO are to help provide a safe and secure learning environment, foster a positive school climate, reduce/ prevent crime, serve as an educational resource, and serve as a liaison between the school and the police department. Specific daily assignments to accomplish this function will vary by school. The SRO and school principal or designee will meet on a regular basis to discuss plans and strategies to address specific issues or needs that may arise.

Basic responsibilities of the SRO will include but will not be limited to:

1. To enforce criminal law and protect the students, staff, and public at large against criminal activity.
2. Foster mutually respectful relationships with students and staff to support a positive school climate.
3. Provide information concerning questions about law enforcement topics to students and staff.
4. Provide classroom instruction on a variety of topics including, but not limited to, safety, public relations, occupational training, leadership, and life skills.
5. Coordinate investigative procedures between police and school administrators.
6. Handle initial police reports of violent crimes committed on campus.
7. Take enforcement action on criminal matters when appropriate.
8. Attend school special events as needed.
9. Prepare lesson plans as necessary for the instruction provided.

10. Collect data on SRO activities (arrests, citations, etc.)

B. Uniform

Normally, the SRO is in uniform

C. Daily Schedule

To be determined by the commanding officer and the school administrators consistent with the MOU.

D. Special Events

To be determined by the commanding officer and the school administrators consistent with this Agreement.

E. Summer Activity

SROs will not be regularly assigned to schools during the summer vacation period and will primarily perform functions as needed by the Danvers Police Department.

F. Role in Responding to Criminal Activity

One of the roles of SROs, as law enforcement officers, is to engage in traditional criminal investigation and report taking. As a police officer, SROs have the authority to issue warnings, make arrests and use alternatives to arrest at their discretion. SROs, however, perform their duties mindful of the parties' common goal of supporting student success.

G. Role in School Policy Violations

SROs are not school disciplinarians and violations of the student code of conduct or school rules that are not criminal matters should always be handled by school faculty and staff, not SROs. SROs should not directly intervene unless the situation directly affects an imminent threat to the health, safety, and security of the student or another person in the school and will employ de-escalation techniques as appropriate. School discipline is the responsibility of the appropriate school administrator. The SRO will report school policy violations through the proper channels to be handled by school administration. It is the responsibility of the SRO to become familiar with the Student Handbook or Student Code of Conduct, but it is not the responsibility of the SRO to enforce the rules in these documents.

H. Data Collection

The Community Services Division Sergeant should submit a monthly activity report to the Captain of the Administrative Services Division and the Chief of Police. The report should include descriptions of all activities engaged in by the SRO, including incidents or calls for service, names of students and/or staff involved, student searches, arrests, citations and/or summons issued, and other referrals to the juvenile justice system. All documented police interaction will be recorded in the Department's Records Management System.

I. Sharing of Information

Communication and information sharing is essential to the success of the SRO program.

1. Sharing of information will be governed by the existing M.O.U. between the Essex County District Attorney's Office, the Essex North Shore Agricultural and Technical School District and the Danvers Police Department, Commonwealth of Massachusetts' Public Records Law, and relevant Danvers Police Department and Essex North Shore Agricultural and Technical School District policies.
2. The sharing of arrest related information by the S.R.O. with school administration

upon request or at the direction of the S.R.O. will involve the dissemination of arrest reports and calls for service filed with the Danvers Police Department or from other Police agencies coming into contact with students from the Essex North Shore Agricultural and Technical School District.

3. Juvenile fingerprints and photos as part of the arrest record will not be shared by the S.R.O.
4. If the S.R.O. is aware of information on a student that is officially obtained by the Danvers Police Department, which reflects that the student is in violation of school policies (Student Handbook or Athletic Code), the S.R.O. may forward that information to school administration.
5. If a juvenile is an uncharged suspect in a crime, his/her information will not be released unless authorized by a supervisor.
6. Information which the S.R.O. obtains from school personnel which deals with criminal or possible criminal intelligence will be maintained by the S.R.O. as a criminal justice file. This file may be shared with other Division personnel and Criminal Justice Agencies, but will not be part of the student's school record. Such files shall be considered to be records of a law enforcement unit created for law enforcement purposes as defined by the Family Educational Rights and Privacy Act (FERPA).
7. Hearsay information or rumors will alone, not be the basis for any formal action by the Department. It can be used in an intelligence capacity or to validate the need for further investigation.
8. Any information that is obtained by the S.R.O. that pertains to criminal activity occurring outside the Danvers Police Department's jurisdictional limits shall be relayed to the police department of jurisdiction.
9. When any felony occurs or any crime that prompts a Public Information Officer response from the schools or the Town or if a school building is evacuated the S.R.O. shall contact his immediate supervisor as soon as possible.
10. The S.R.O. shall have access to any public records maintained by the school to the extent allowed by law. Law enforcement officials may need confidential information in emergency situations based on the seriousness of the threat to someone's health or safety, time sensitivity, and the direct relationship of the information to the emergency.

J. Replacement or Reassignment of SRO

1. In the event that the Superintendent-Director determines that the SRO is not effectively performing the duties outlined in this agreement, the Superintendent-Director will notify the Chief of Police, and they will jointly determine whether the concerns can be remediated. If the Superintendent deems it appropriate he/she may require that the SRO be withdrawn from the school pending resolution of the concerns. If the concerns cannot be resolved, then the Chief will establish a replacement SRO.
2. In the event of the reassignment, termination or long term absence of the officer serving as SRO, the Chief of Police shall secure a temporary replacement SRO within 30 days, pending the appointment, if necessary, of a permanent replacement SRO, except where such long term absence, loss or termination as a result of action or events within the scope of employment with Essex North Shore Agricultural and Technical School District.

V. School District Responsibilities

A. Equipment and Facilities

The Essex North Shore Agricultural and Technical School District shall provide the SRO of each campus and any SRO supervisor the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

1. Access to a properly lighted and furnished private office, which shall contain a telephone, a secure computer and printer, which may be used for general business purposes.
2. A location for files and records which can be properly locked and secured.
3. The opportunity for SROs to address teachers, school administrators and student families about the SRO program, goals, and objectives.
4. The opportunity to provide input regarding criminal justice problems relating to students.
5. The opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays.
6. The District Emergency Operations Manual, Crisis Plan, Student Handbook/Code of Conduct and other related materials as deemed appropriate.
7. School staff designee for referrals for counseling and other school-based and/or community based supportive services for students and families.
8. Access to all surveillance systems.
9. Physical access to all buildings and facilities.

B. Financial Considerations

It is agreed and understood that the Essex North Shore Agricultural and Technical School District will allocate \$108,042 (SRO Funds) in FY2019 to salaries and wages specifically earmarked for the School Resource Officer's salary and benefits. Future increases to this allocation will be subject to the Danvers Police Department collective bargaining agreement.

The District agrees to pay the Town quarterly for services rendered by the SRO, in amounts equal to 25% of the SRO Funds, within the first two weeks of each fiscal year quarter beginning July 1, October 1, January 1, and April 1.

The parties acknowledge that the SRO is assigned pursuant to the policies and laws affecting the Danvers Police Department, and that the SRO is an employee of the Danvers Police Department and not an employee of the School District. As such, to the extent any claims cognizable under the laws of Massachusetts or the United States of America may be brought as a result of the actions or omissions of the SRO, the Town of Danvers shall indemnify, defend, and hold the District harmless of from any all liability, suits, claims, damages, and judgements resulting from such actions or omissions, except for any claims, actions, damages, suits, or judgments arising from SRO presence or performance of duties within his scope of employment with Essex North Shore Agricultural and Technical School District.

VI. Reviewing the MOU and SRO Program

The assigned parties shall review the MOU/SRO Program annually and adjust as needed. Any revisions will be reflected in an updated MOU. The provisions of this Memorandum of Understanding shall be effective as of the date of signing and will remain in full force and effect until amended or rescinded by the involved parties.

The Essex North Shore Agricultural and Technical School District agrees to a three (3) year commitment to the funding of this SRO position. If, after the three year commitment expires, the District intends to end the agreement, they shall provide the Town of Danvers with a twelve (12) month written notice.

This agreement may be terminated by either party upon a 90-day written notice based on a violation of the agreement.

SIGNATURE OF PARTIES & SIGNATURE DATE

William H. Lupini, Ed.D., Superintendent-Director
Essex North Shore Agricultural and Technical School District

Date

Steve Bartha, Town Manager of Danvers

Date