

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, November 1, 2018  
4:30 p.m.

Approved Minutes

Attendance: M. Strout, M. Teixeira-Prince, J. O'Brien, B. Griffin-Dunn,

Members Absent: W. Lannon, F. DiLuna, A. McDonald, A. Craig

Others Present: Dr. Riccio, M. Kroesser, M. Znamierowski, T. Norris, S. Donnelly, Dr. O'Toole

Prior to the meeting it was announced that Joe Marino was made the Interim Director of Technology. He is a salary employee. He will be taking courses. IT is a critical need. It is one of the top three workforce needs.

*1. Call to Order*

Mr. Strout called the meeting to order at: 4:34pm.

*2. Approval of Meeting Minutes*

Ms. Griffin Dunne made the motion to approve the minutes of the September 13, 2018 Personnel subcommittee Meeting. James O'Brien asked about the licenses required for the Director of Buildings and Grounds.

James O'Brien seconded the motion. All in Favor.

*3. Personnel and Salary Proposals*

Two of the three of these positions were brought to the table at the last meeting. There has been some additional thinking in regard to these positions.

Mary Kroesser advised the group that the additional duties have been added in bold to the job descriptions that are included in this packet.

a. Assistant Superintendent for Curriculum, Instruction & Assessment

Mr. Strout: advised that this position was tabled until January. This will be re-visited in January. The second two will be discussed,

b. Director of Workforce Development

This was put into the teacher's union with a side letter. Tim Norris has helped with the documentation for the responsibilities within the contract.

Dr. Riccio: offered a time to review this position and taking it out of the union.

Tim Norris: This position has been reconstructed considerably. It now has different responsibilities and needs based on a true administrative position. It evaluates bargaining unit members. The need to do evaluations coupled with the other needs that were approved by the Department of Labor relations made it an administrative position. The bargaining unit position was removed in order to fund it.

Ms. Kroesser: informed the bargaining unit of this move.

James O'Brien: asked if someone was losing their job.

The answer is no. The same person will be put into this position that was performing it within the bargaining unit.

Tim Norris: advised of the defense in moving this position into an administrative role.

Administrators are excluded from the bargaining unit.

Mr. O'Brien: does this mean that one position was eliminated? Does this position have to be posted?

Yes, it will be posted.

Dr. Riccio: discussed the job description and workforce development. It is important that this position have a chapter 74 license. They will also hold a Supervisor/Director license and experience working in program development. They need to have a direct line to DESE and knowledge of the laws of Chapter 74. She went on to read the job description and who they will report to as their supervisors. The job description and responsibilities for this position are included with this packet.

Mr. Strout: asked about this person representing the school at MassHire meetings.

Mr. O'Brien: offered to attend these meetings.

Dr. Riccio is the speaker at the next MassHire meeting/breakfast.

Ms. Teixeira: asked where the position falls on the staffing chart.

Ms. Kroesser: advised that it had been added since the last chart was reviewed.

Ms. Teixeira Prince: asked about the salary schedule, the ten step scale and how this salary was developed.

Ms. Znamierowski: explained the process of developing the steps and salary.

The group discussed how administrative contracts are developed and the percentage of salary increases.

Ms. Teixeira Prince: is concerned with a 2.33% increase.

Ms. Griffin Dunne: asked about negotiating a salary.

Dr. Riccio: advised as to how the salary structure works compared to other districts.

Ms. Kroesser: explained how the salary scale provides for future goals.

Mr. Norris: advised the group about salary positions that are not in a bargaining unit and entitled to contracts. The employment contract is for the one person.

This will be deferred to Executive Session.

### c. Data & Assessment Specialist

Dr. Riccio: reminded the group of the presentation from Dr. O'Toole at the last meeting. She advised the group of how this position was developed based on other districts and the needs of the school. This is not an administrative position. It will be a non-union, non-administrative position.

Dr. Riccio: referred the questions to Dr. O'Toole; whom this person will be working very closely with.

Dr. O'Toole: advised the group of the expectations of this position that are included in this packet. He reviewed the numbers that will be part of these assessments. There is a need for real time data.

Ms. Teixeira Prince: asked what the salary would be for this position.

It is a 210 day position that requires a BA degree. It is non-union and will be negotiated outside of the union contract. It is estimated to be in the \$64,000-\$72,000 range. There will not be any additional funds needed. It will not cost the district any additional money.

Ms. Griffin Dunne: supports this position and the need for data. This is a vital position.

Mr. Strout: talked about other districts having data teams.

Dr. O'Toole: advised the group of the need for this position and how the data will be used. This person will make the connections between teaching and learning.

Dr. Riccio: advised of the response to intervention and the data that will be used.

Ms. Griffin Dunne: asked what kind of background this person should have in regard to teaching and data. She wondered about adding teaching experience to the job description.

Dr. Riccio: advised as to what experiences they will be looking for.

The group discussed the background that will be necessary for this position to be successful.

Ms. Teixeira Prince: advised that she is willing to approve the job description, but not without a proposed salary. There should be a figure to take to the Finance subcommittee.

A recommended salary range will be added to the job description before taken to the Finance subcommittee.

Ms. Teixeira moved to approve the job description for Data and Assessment Specialist. Ms. Griffin Dunne seconded the motion. All in Favor.

Ms. Teixeira Prince advised that this could be added to Discussions not reasonably anticipated by the Chairperson at the next Finance Subcommittee meeting.

4. Mr. Strout made the motion to enter into Executive Session to discuss strategy with respect to collective bargaining with Hathorne Teachers Federation (HFT) and AFSCME, Local 245 as an Open Meeting may have a detrimental effect on the bargaining positions of the public body and the Chair so declares.

At 5:10 pm a Roll Call Vote was taken to enter into Executive Session.

The subcommittee returned from Executive Session at: 5:41

Ms. Teixeira Prince: made the motion to approve The Director of Workforce Development job description, but the full school committee will review the salary in 2019.

Ms. Griffin-Dunne seconded the motion. All in Favor.

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

6. Mr. Strout made the motion to adjourn at 5:40 pm. Ms. Teixeira-Prince seconded the motion. All in Favor.

The meeting adjourned at 5:40 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.*