

**Essex North Shore Agricultural and Technical School District  
Regular School Committee Meeting  
Essex North Shore Agricultural and Technical School  
565 Maple Street  
Hathorne, Massachusetts 01937  
Maple Street Bistro  
Thursday, December 12, 2019  
6:00 p.m.**

**Approved Minutes**

Members Present: F. DiLuna, Department of Agriculture  
J. O'Brien, Department of Agriculture  
G. Demsey, Department of Agriculture  
E. Armstrong, Beverly  
W. Marquis, Danvers/Vice President  
C. Grant, Essex  
W. Lannon, Hamilton  
G. Hathaway, Lynnfield  
J. Delaney, Manchester By the Sea  
M. Strout, Marblehead/President  
A. Liteplo, Middleton  
R. Schena, Nahant  
B. Griffin-Dunne, Peabody  
B. Perkins, Rockport  
J. Picone, Salem  
A. McDonald, Swampscott

Others Present: Dr. Riccio, Shannon Donnelly, Kathleen McMahon,  
Marie Znamierowski

Members Absent: Ms. Gilman, Mr. Chase, Mr. Bucco

1. Meeting Opening

A.

Mr. Strout called the meeting to order at 6:00 pm.

There was a moment of silence for the Administrators from Peabody that passed away this past week.

Mrs. Griffin-Dunne spoke on behalf of Peabody and thanked ENSATS for all of their contributions to Peabody during this difficult time.

B. Salute to the Flag/Attendance

C. Student Representative Report-Sarah Bacci

Ms. Bacci gave a report on the activities at ENSATS. Skills USA and FFA events were reviewed. There are also blankets being donated by ENSATS students as a community service.

She reviewed different sporting events and athletes that are competing. Hawk Holiday Highlights that are taking place were reviewed.

D. Public Comment-There was no public comment.  
There was no public comment

## 2. Routine Items

### A. Approval of Meeting Minutes

Mr. Hathaway made a motion for the approval of the November 14, 2019, Regular Meeting Minutes.

Mr. Delaney seconded the motion. The motion passed.

### B. Treasurer's Report

Ms. McMahon reviewed the Treasurer's Report with the Committee. The warrant dated December 12, 2019 will be included in this packet. Invoices over \$5,000 were included with the warrant.

Mr. Marquis asked about the Wood Floors invoice.

Dr. Riccio explained that this is for the ANGELL clinic.

Mr. O'Brien made a motion to accept the Treasurer's Report as presented.

Mr. Hathaway seconded the motion. The motion passed.

## 3. Reports and Communications

A. Mr. Chris Walsh will update the Committee regarding projects and opportunities at Essex Sports Center.

Mr. Walsh reviewed the activities that have been happening at the Essex Sports Center. There will be a student/faculty game there tomorrow. He encouraged ENSATS to utilize the equipment at the Essex Sports Center as part of the co-op programs.

B. Ms. Lisa Berube, Cooperative Education Coordinator and Ms. Elizabeth Shea, Career Counselor

Dr. Riccio introduced Ms. Berube and Ms. Shea to the group.

Ms. Berube and Ms. Shea presented a slide show to the group with data on the Cooperative Education programs. Information was presented on new companies that are taking students to work with them in support of their programs.

A list of current employer partners was presented along with student enrollment per program.

Ms. Shea presented information on CTE Office Initiatives and Curriculum development.

She reviewed the Embedded Academics teacher and the areas she is working on to support students in career development. The Career Counselor list of support available to students was presented.

Mrs. Griffin-Dunne asked how the cooperative programs work and how often the students go outside of ENSATS to work in their program with employers.

Ms. McDonald asked about students that do not get into a cooperative program.

Ms. Berube reviewed the different reasons why some students are not placed in cooperative programs.

Mr. Perkins asked how employers evaluate the students.

Ms. Berube described a rubric that is used to rate students in the workplace.

C. New Wenham Representative, John Bucco.

Mr. Strout reviewed this appointment.

D. Reappointment of Mr. Gene Demsey, Department of Agricultural Resources.

Mr. Strout reviewed this three year appointment by the Governor.

E. Congratulations to Joseph St. Pierre for completing the required course of study and earned a MAFMA University Certificate.

Dr. Riccio described the certification Mr. St. Pierre earned and how this is part of his professional development plan.

Mr. St Pierre described how this course study has helped him with his position here at ENSATS.

F. DESE Safety Survey Report.

Dr. Riccio described the progress monitoring check that was received last year that includes a safety evaluation. She reviewed some of the items that were on the list of corrections that needed to be made. All hazards that were on last year's list have been fixed.

Dr. Picone asked if the Fire and Police departments come to ENSATS for inspections.

G. Consider approval for an extension of a retirement date from February 28, 2020 to June 30, 2020.

Dr. Riccio reviewed the history of this retirement application and acceptance.

Mr. Demsey made the motion for the approval of an extension of a retirement date from February 28, 2020 to June 30, 2020.

Mr. Delaney seconded the motion. The motion passed.

4. School Committee Business

A. Schedule a meeting before the January 9, 2019 Annual Dinner.

Dr. Riccio explained the need for a meeting prior to the January 9, 2019 Annual Dinner.

She suggested a meeting time from 5:00 pm-6:00 pm.

Mr. Strout is in support of this proposal. The meeting was scheduled for after the dinner, but is now proposed to be held before the dinner.

B. To reschedule the February 13, 2020 Personnel and Regular School Committee meetings to Thursday, February 6, 2020.

Dr. Riccio announced that she will be attending a Superintendent's meeting that begins on February 13, 2020. She is proposed.

Mr. DiLuna made a motion to move the Personnel Subcommittee meeting from February 13, 2020 to February 6, 2020.

Mr. Hathaway seconded the motion. The motion passed.

C. School Committee Training - Dorothy Presser. The date will be Thursday, January 30, 2020 from 5:00 to 8:00 pm in the Maple Street Bistro.

Dr. Riccio described the benefits of this training.

Mr. Strout described the value in this training.

Mrs. Griffin-Dunne is also in support of the presentation.

## 5. Superintendent-Director Report

### A. Angell at Essex Marketing Launch Plan

Dr. Riccio announced that Angell has opened. There are some clients. She described the pricing plan and marketing plan for ENSATS. There will be official signage in the spring.

Mr. Strout stated why this information was asked for to ensure that there is proper advertising.

Mr. Delaney asked what hours the clinic is open.

Mrs. Griffin-Dunne suggested using the electronic billboards in Peabody that can be used for non-profit advertising.

### B. Larkin Cottage Update

Dr. Riccio described the progress to date in getting the permit and beginning the demolition work.

Mr. St. Pierre described the water main details that need to be worked out to get the permit. Demolition will begin when the permit has been issued.

Dr. Riccio described activities that the students may be able to participate in with the Larkin Cottage project.

### C. Fiscal Year 2021 Budget Update

Dr. Riccio reviewed the budget meetings that have taken place and future meetings that are planned. She described some of the differences that will be in the budget based on salary and column moves. Details on the budget process were described.

Dr. Picone asked about the protocol for submitting requests for staffing needs.

### D. Security Grant Update. \$75k Safer Schools Grant, 33 Cameras purchased, Self-Service Visitor Check-In Kiosk, Arbor building key cards & door monitoring, Active Shooter Leadership Forum

Dr. Riccio described the Safety Grant that was received and changes that are being made with the Grant Funds. Cameras are being added based on safety concerns. Visitor kiosks and key card door monitoring have been upgraded. Sensors have been installed on doors.

Mr. Grant asked about the vape detectors that were installed last year.

Dr. Riccio advised that they work very well and are activated often.

There are also anonymous tips on where students are vaping.

Ms. McDonald asked about the girls' bathroom and who monitors it.

Dr. Riccio advised that there are female Assistant Principals that can monitor the girls' bathroom.

#### E. Essex Tech to Install State Funded Electric Vehicle Charging Ports

DANVERS — Superintendent Heidi Riccio is pleased to announce that Essex Tech has been awarded \$28,700 through the Department of Environmental Protection's Massachusetts Electric Vehicle Incentive Program.

The award will fully fund the installation of eight electric vehicle charging ports for staff, students and guests at Essex Tech. The charging ports will also benefit automotive and transportation programs at the school.

The school tentatively plans to have the ports installed by March at the front of the school's main building on Maple Street and near the automotive technology department.

Dr. Riccio described the timeline for the installation of the EV Charging ports and some vehicle changes that will be made.

Mr. Perkins asked how many EV ports there will be. Eight are anticipated.

#### F. Excess and Deficiencies Update

Ms. Znamierowski gave a brief E&D update.

Dr. Riccio described the integration model at ENSATS and the Kaleidoscope grant that came out in August. ENSATS registered for this grant. Out of 500 applicants ENSATS was the only vocational school that received this grant. ENSATS will need to host three events before the funds will be determined.

Mr. Demsey made a motion to accept the Superintendent-Director report.

Mr. Delaney seconded the motion. The motion passed.

#### 6. Principal Report

Ms. Donnelly announced that there is a last minute Field Trip request for FFA in January.

Mr. DiLuna made a motion to approve the FFA Field Trip in January.

Ms. Liteplo seconded the motion. The motion passed.

The recent open house at ENSATS was reviewed by Ms. Donnelly. The Angell clinic was open during the Open House.

A student competition was discussed. The juniors won the event. The Culture Committee organized this event.

There was an ice cream party on December 2, 2019 for the John and Abigail Adams recipients. Wednesday, December 4, 2019 was FAFSA night at ENSATS.

#### A. Hawk Holiday Hope

The Hawk Holiday Hope program begins tomorrow. Each first period class chooses a child that is in DCF custody to provide gifts for Christmas. Each child will receive eight gifts. There will be an assembly tomorrow in the gym. There will be a door decorating contest, a staff basketball game and A Midsummer Night's Dream will be presented. Ms. Donnelly encouraged the School Committee members to attend.

Mr. Strout thanked the students that volunteered at The Danvers Tree Lighting this weekend. He also complimented Ms. Donnelly and Dr. Riccio for the many praises they receive from parents whose children attend ENSATS.

## B. Hawk Highlight

Presented at the end of the meeting.

Mr. DiLuna made a motion to accept the Principal's report.

Ms. Liteplo seconded the motion. The motion passed.

## 7. Finance Subcommittee Report

A. The next meeting of the Finance Subcommittee will be on Thursday, January 2nd, 2020 at 5:00 pm.

### B. Financial Statements

Mr. Marquis made a motion to accept the July and August 2019 financial statements and place on file for audit.

Mr. Delaney seconded the motion. The motion passed.

### C. Child Care Center Lease

Dr. Riccio described the current financial situation with the Child Care Center.

Ms. Znamierowski reviewed the details of getting the payments caught up.

### D. Out of District Tuition

Dr. Riccio reviewed the Out of District rate for Vocational Schools compared to Agricultural Schools. ENSATS asked the state to reconsider the Out of District rates used for Vocational Schools.

Mr. Strout reminded if these funds are realized it could reduce the assessments for member districts.

Mr. O'Brien asked about the formula for Special Education services.

Dr. Riccio advised that revenue will be increased based on increased Special Education assessments.

### E. Fiscal Year 2019 Invoices.

Mr. Perkins made a motion to pay FY 2019 invoices from Nuttall, MacAvoy & Joyce in the amount of \$580.50 and Sprint in the amount of \$614.25 using FY2020 funding.

Mr. Marquis seconded the motion. The motion passed.

### F. Bi-Monthly Warrant

Mr. Strout reviewed the Bi-Monthly Warrant and the need to have thirteen signatures on it.

Mr. Strout will send out a group text to remind the members when the document needs to be signed. There are seven signatures to date.

Ms. Znamierowski reviewed the benefits of having the Warrant uploaded to Docu-Sign.

Ms. McDonald asked how much time there is before the Warrant has to be signed.

Ms. McMahan advised that it is not uploaded to Docu-Sign until she has reviewed it.

#### G. Cummings Community Giving Donation

Mr. Perkins made a motion to accept a donation in the amount of \$1,000 from the Cummings Community Giving to benefit the Cosmetology Program.

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

#### H. Eastern Bank Grant for Financial Literacy

Mr. Perkins made a motion to accept a grant in the amount of \$3,500 from the Eastern Bank to support Financial Literacy.

Dr. Picone seconded the motion. The motion passed.

#### I. Financial Education Innovation Funding from DESE \$5000

Mr. Perkins made a motion to accept Financial Education Innovation Funding in the amount of \$5,000 from the Massachusetts Department of Elementary and Secondary Education to support Financial Literacy.

Mr. Delaney seconded the motion. The motion passed.

#### 8. Personnel Subcommittee

A. The next meeting of the Personnel Subcommittee will be on Thursday, February 6, 2020 at 5:00 pm.

B. Increase Substitute compensation.

Mr. DiLuna reviewed the history and review of surrounding district's substitute pay.

Mr. O'Brien made a motion to approve increasing substitute's daily compensation from \$80 to \$105 for unlicensed substitute teachers and from \$80 to \$125 for licensed or retiree substitute teachers.

Mr. Delaney seconded the motion. The motion passed.

Ms. Liteplo asked why ENSATS was paying substitutes significantly more than surrounding districts.

Mr. DiLuna explained it was based on minimum wage being increased over the next three years.

Dr. Picone asked if ENSATS employees permanent substitutes. He also asked approximately how many staff members are out per day.

Dr. Riccio reviewed staff attendance and reasons they might be absent.

Dr. Picone asked who calls the substitutes.

Dr. Riccio reviewed how the substitutes are called for assignments.

Ms. McMahon asked if substitutes are paid differently after a certain amount of days in the same position.

C. Job Description - Director of School Counseling

Mr. DiLuna reminded that these are amendments and not new positions.

Mr. DiLuna made a motion to accept the Revised Director of School Counseling job description.

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

D. Job Description - Assistant Superintendent

Mr. DiLuna made a motion to accept the Assistant Superintendent Job description.

Ms. McDonald seconded the motion. The motion passed.

E. Copy of Evaluation Tool - Facilities, Farm, and Grounds

Mr. Delaney made a motion to accept the evaluation tool for Facilities, Farm, and Grounds Department employees.

Ms. Liteplo seconded the motion. The motion passed.

9. Policy Subcommittee

A. The Policy Subcommittee will meet on Thursday, March 5, 2020, at 5:00 pm.

Ms. Liteplo reviewed the meeting earlier tonight

10. Old Business

11. New Business

12. Warrant

A. Warrant Approval

Mr. Perkins made a motion to approve the Warrant as presented and place it on file for audit.

Mr. Marquis seconded the motion. The motion passed.

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

Dr. Riccio reminded that the Hawk Highlight still need to be viewed.

Ms. Jill Sands, second year Biology Teacher was the recipient.

Mr. Strout wished the entire group the Happiest of Holidays.

14. Adjourn

Mr. Strout made a motion to adjourn the meeting at 7:33 pm.

Mr. Delaney seconded the motion. The motion passed.

The meeting adjourned at 7:33 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.*

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