

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT  
562 MAPLE STREET, HATHORNE, MA 01937-0346

REGULAR MEETING

MINUTES

DECEMBER 10, 2015

MEMBERS PRESENT: M. Teixeira, Gloucester, Chairwoman  
M. Patterson, Department of Agriculture  
D. Blake, Beverly  
M. Amato, Boxford  
W. Marquis, Danvers  
G. R. Harvey, Essex  
D. Ketcham, Hamilton  
P. Anderson, Lynnfield  
J. Sabella, Manchester  
A. Liteplo, Middleton  
E. Johnson, Nahant  
B. Perkins, Rockport  
T. St. Pierre, Salem  
W. Jackson, Swampscott  
C. Robinson, Topsfield  
W. Nichols, Wenham

MEMBERS ABSENT: L. Siewko-Story, Department of Agriculture, Secretary  
J. Liacos, Peabody  
Department of Agriculture

OTHERS PRESENT: B. Lupini, Interim Superintendent  
B. Morgan, Principal  
M. Znamierowski, Business Manager  
C. Worth, District Treasurer  
C. Levesque, Recording Secretary  
M. Murdoch, STEM Director  
T. O'Toole, Humanities Director

1. *Call to Order*

The meeting was called to order at 7:00 p.m. The recording secretary called the roll. The Chairwoman reported that there was a quorum.

2. *Student Representatives Report*

Ms. Marchant reported that the Key Club is collecting new hats, mittens, gloves, scarves and socks for the American Red Cross. Please hang your items on our trees located in the main lobby and in A/B and D/E Distributive Dining. The collection will continue through the week of January 4, 2016.

Skills/USA is planning a "Cash Calendar" fundraiser in March.

Cosmetology is raffling a "Holiday Gift Basket" to benefit Caitlin Daly, a freshman student who suffered severe facial injuries when she was hit by a car. The raffle will continue through December 21st.

The "Hawk" mascot has a name and it's Talon.

Ms. Marquis reported that the football team won the State Vocational Championship with a 44-6 win over McCann Tech at home. Essex Tech (9-4) won the state small school vocational bowl game for the second straight year.

The Essex Tech Drill Team 2nd Annual Holiday Show will be Saturday, December 19th from 12:00 to 1:00 p.m. in the riding arena. The horses and riders will perform to holiday songs.

Floriculture is selling holiday centerpieces, wreaths, kissing balls and center pieces.

3. *Approval of the December 10, 2015 Tentative Meeting Minutes*

Motion made by Mr. St. Pierre, seconded by Mr. Marquis to approve the November 12, 2015 Regular Meeting Minutes as amended. Motion carried. Abstention: Dr. Patterson

4. *Land Lease Agreement with Division of Capital Asset Management and Maintenance (DCAMM)*

Ms. Teixeira reported that Attorney Carol Kemp, DCAMM, has been working with the administration regarding the daycare situation. The daycare does not have a lease and the bidding process was not followed. Ms. Teixeira is requesting that the Committee support a recommendation to authorize Attorney Naomi Stonberg to assist Superintendent Lupini to resolve this issue in a satisfactory manner.

Motion made by Mr. Marquis, seconded by Mr. St. Pierre to authorize Attorney Stonberg to work with Superintendent Lupini to resolve this issue in a satisfactory manner.

Amendment to the Motion by Mr. Nichols, seconded by Mr. St. Pierre not to exceed \$5,000. Motion carried.

Ms. Teixeira called for a vote on the first motion. Motion carried.

5. *Naming of the School District and School*

There was no action.

6. *Communications*

All communications were read and accepted.

7. *Essex Sports Center*

Ms. Teixeira recommends appointing a special subcommittee to negotiate an agreement between Essex North Shore Agricultural and Technical School District and Essex Sports Center.

Dr. Patterson asked would the Mayors/Town Managers be consulted regarding the negotiations. Ms. Teixeira replied that all city/town leaders would have to be involved.

Motion made by Dr. Patterson, seconded by Ms. Amato to appoint Mr. Marquis, Mr. Blake, Mr. St. Pierre, Ms. Teixeira and Dr. Lupini to a special subcommittee to negotiate an agreement between Essex North Shore Agricultural and Technical School District and Essex Sports Center. Motion carried unanimously.

Ms. Teixeira stated that Senator Bruce Tarr offered to attend the negotiation meetings with the Essex Sports Center.

8. *Superintendent's Report*

Dr. Lupini reported the Administrators are in the initial stages of developing the FY2016 budget proposal. Dr. Lupini's goal is to have a initial detailed discussion with the Finance Subcommittee on January 6, 2016 and the full School Committee at a Special Meeting January 21, 2016.

Dr. Lupini reported that the adult education program continues to struggle with programs offered and revolving accounts. The administration continues to look are other models and administrative function as part of the FY2017 budget development process.

Mr. Morgan reported on the Open House and Application Process for 2015-2016.

Recruitment

October: Grade 8 visits by ETHS Grade 9 Counselors; Contract Counselor Breakfast; Grade 8 District Mailing

November: Open House (November 15, 2015)

December: Tours (after school on Tuesday and Thursday from 2:45 to 4:00 p.m.)

Mr. Morgan discussed the application process; late applications, grade 9 non-resident applications; notification of acceptance (April through September) and the wait list.

Dr. Lupini reported that as of December 4<sup>th</sup>, 18 applications have been turned in for the Early College Program. The most popular course selection has been Biology and Introduction to Computer Science. Mr. Morgan added that NSCC may need to add a second section of Biology due to its popularity.

Dr. Lupini reported that the administration is exploring the possibility of an alternative method of posting public meetings to the district website. He may have a recommendation for the School to consider in January.

Dr. Lupini and Mr. Morgan met with representatives of the Middlesex County Sheriff's office to continue discussion regarding a potential partnership. Areas of programmatic interest discussed were: Landscaping, Arboriculture, Horticulture and Automotive Technology.

#### 9. *Modification of School Calendar*

The administration is seeking approval to modify the 2015-2016 school calendar so that Wednesday, December 23, 2015 is a early release day. This modification will compensate 100+ faculty members that lose a prep period due to mandatory ALICE training.

Motion made by Dr. Patterson, seconded by Mr. St. Pierre to modify the 2015-2016 school calendar so that Wednesday, 23, 2015 as an early release. Motion carried unanimously.

#### 10. *Principal's Report*

MCAS Presentation – Mr. Morgan introduced Mary Alice Murdoch, STEM Director and Thomas O'Toole, Humanities Director. Ms. Murdoch and Mr. O'Toole will give a presentation to the Committee the recently received MCAS results, competency determination status, and school district status vs the State status.

#### *Out of Country Field Trip*

Motion made by Mr. St. Pierre, seconded by Ms. Amato to approve the Out of Country Travel Proposal to Ireland, Wales and England for the April 12, 2018 through April 21, 2018.

The Committee recessed at 8:25 p.m. and returned at 8:32 p.m.

#### 11. *Subcommittee Reports*

##### **Finance Subcommittee Recommendations**

##### System Audit

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to allocate \$10,000 for an additional audit of school lunch, athletics, student activity accounts, adult education and career programs by Melanson Heath and authorized Ms. Teixeira, Chairwoman to sign the audit proposal. Motion carried unanimously.

##### Health Insurance Cost Analysis

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to moved forward with the implementation of the Group Insurance Commission (GIC) for employee health insurance as identified in legislation and notify the agency of this determination immediately (effective as of July 1, 2016). Motion carried unanimously.

##### Summer Program

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to support the creation of a summer program for students in grades 5 through 8 for member districts for the 2016 at no cost to the district. Motion carried unanimously.

### Interim Superintendent's Health Insurance

Motion made by Mr. Perkins, seconded by Mr. Marquis to pay the Interim Superintendent a supplement of \$160.98 per month for health insurance for the period of December 1, 2015 to June 30, 2016. Motion carried unanimously.

### "School Committee Recording Secretary" Position

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to authorize the District administration to advertise for the position of School Committee Recording Secretary with the following conditions: Compensation of \$40.00 per hour; (b) for meetings of more than one hour, the secretary will receive an additional two (2) hours of compensation for preparation and submittal of minutes; (c) for meetings of more than four hours, the secretary will receive an additional one (1) hour of compensation. Motion carried unanimously.

### Recommendation – Motions made by Mr. Perkins and Mr. St. Pierre

- To ratify the Superintendent's decision to waive the facilities usage fee for the Essex County Sheriff's Department children's holiday party on Saturday, December 5, 2015 from 7:30 to 11:30 a.m. (Custodial fees of \$175.00 will be paid). Motion carried unanimously.
- To ratify the Superintendent's decision to waive the facilities usage fee for use of classrooms for MLETA training purposes from December 1, 2, 3, 5, 8, 9, 10 and 12. (Custodial fees of \$490 will be paid) Motions carried unanimously.

### Storage Building (Architectural Services)

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve the \$9,800 for architectural fees from the stabilization fund. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to accept the donation of computers from BTMU Capital Corporation. This donation has a value to approximately \$7,958. Motion carried unanimously.

### **District Policy Subcommittee**

Motion made by Dr. Patterson, seconded by Ms. Amato to accept the second readings for the following proposed policies:

- ✓ Bullying Prevention – File JICFB (No Edits)
- ✓ Student Discipline – File JIC (No Edits)
- ✓ Student Complaints and Grievances – File JII (No Edits)
- ✓ Student Conduct – Field JK (No Edits)

### **Personnel Policy Subcommittee**

Treasurer's Position – This matter will be referred to the Personnel Subcommittee. The Personnel Subcommittee is scheduled to meet on January 6, 2016 @ 4:00 p.m. in Smith Hall's Conference Room.

### *12. Discussion Items That Were Not Reasonably Anticipated by the Chairperson, in accordance with M.G.L., Chapter 30A, Section 180-25*

Mr. Harvey stated that he contacted Mr. Alvin W. Craig, President of the Essex Agricultural Society regarding the naming of the school. Mr. Craig indicated that he is prepared to have a representative from the Society available at the December meeting to address this matter.

Mrs. Liteplo stated that Middleton is scheduled to begin renovation on a historic building in town. Mrs. Liteplo suggested this may be a worthwhile project for the students in the construction academy to consider.

Mr. Alden, Chairman of the Program Advisory Committee, suggested that the Off-Site Project permission slip requires numerous signatures which often time the opportunity has passed. Ms. Teixeira stated that the matter will be referred to the administration for review.

*13. Warrant*

Motion made by Mr. Perkins, seconded by Harvey to adopt the warrant of December 10, 2015 and place the warrant on file for audit. Motion carried unanimously.

*14. Adjourn*

Motion made by Mr. Marquis, seconded by Ms. Amato to adjourn. Motion carried unanimously.

Ms. Teixeira, Chairwoman, declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 9:35 p.m.

Respectfully submitted,

Secretary

*All reference documents and reports are filed in the Superintendent-Director's office.*