

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

ANNUAL MEETING

MINUTES

JANUARY 12, 2017

MEMBERS PRESENT: M. Teixeira, Gloucester, Chairwoman
T. St. Pierre, Salem, Vice Chair
M. Amato, Boxford, Secretary
F. Di Luna, Department of Agriculture
J. O'Brien, Department of Agriculture
G. Demsey, Department of Agriculture
W. Marquis, Danvers
G. Hathaway, Lynnfield
M. Strout, Marblehead
A. Liteplo, Middleton
E. Johnson, Nahant
B. Perkins, Rockport
B. Jones, Topsfield
W. Nichols, Wenham

MEMBERS ABSENT: D. Blake, Beverly
A. Craig, Essex
D. Ketcham, Hamilton
Manchester
J. Liacos, Peabody
Swampscott

OTHERS PRESENT: B. Lupini, Superintendent-Director
B. Morgan, Principal
M. Znamierowski, Business Manager
K. McMahan, District Treasurer
G. Montero, Student Representative
C. Levesque, Recording Secretary
W. Jackson, Former Swampscott Representative

1. *Call to Order*

Ms. Teixeira, Chairwoman, called the meeting to order at 7:48 p.m. and reported there is a quorum.

2. *Salute to the Flag*

3. *Election of Officers*
Chair

Motion made by Mr. Marquis, seconded by Mr. DiLuna to nominate Ms. Teixeira as Chairwoman for the Essex North Shore Agricultural & Technical School Committee.

Mr. Marquis stated that Ms. Teixeira has done an outstanding job representing the Committee and that this nomination is well deserved.

Motion made by Mr. St. Pierre, seconded by Mr. O'Brien to close nominations. Motion carried unanimously.

Mr. Teixeira thanked the Committee and she has worked hard to earn the support, confidence and trust of the Committee. Ms. Teixeira truly appreciates the support and accepts this nomination for one year.

Motion to elect Ms. Teixeira as Chairwoman carried unanimously.

Vice Chair

Motion made by Mr. Jackson, seconded by Mr. Marquis to nominate Mr. St. Pierre as Vice Chair for the Essex North Shore Agricultural & Technical School Committee.

Motion made by Ms. Amato, seconded by Mr. Jackson to close nominations for Vice Chair. Motion carried unanimously.

Motion to elect Mr. St. Pierre as Vice Chair carried unanimously.

Mr. St. Pierre thanked the Committee for their support.

Secretary

Motion made by Mr. Marquis, seconded by Mr. St. Pierre to nominate Ms. Amato as Secretary for the Essex North Shore Agricultural & Technical School Committee.

Motion made by Mr. Marquis, seconded by Mr. Jackson to close nominations for Secretary. Motion carried unanimously.

Motion to elect Ms. Amato as Secretary carried unanimously.

4. *Appoint District Treasurer*

Motion made by Mr. St. Pierre, seconded by Ms. Amato to appoint Ms. Kathleen McMahon to the position of District Treasurer. Motion carried unanimously.

Ms. McMahon stated that she takes this position very seriously. She reviews each warrant prior to the meeting for at least two to two and one-half hours. Ms. McMahon thanked the Committee for their support.

5. *Public Comment*

There was no Public Comment.

6. *Student Representatives Report*

Gio Montero reported that over 100 attended the First Annual Fine Arts Night on December 16, 2016 in Smith Hall's Auditorium. There were performances from the Music Club, Dance Club, readings from Literary Magazine and an Art Show from students in both the Art Club and the Design and Visual program.

The Key Club set up Mitten Trees in the main lobby and in each distributive dining area to collect hats, mittens, gloves, earmuffs, scarves and socks that will be distributed to the less fortunate.

7. *Approval of Meeting Minutes*

Motion made by Mr. Strout, seconded by Ms. Johnson to approve the December 8, 2016 Regular Meeting Minutes as amended: Add Mr. Jones, Topsfield Representative as present. Motion carried.

Point of Order

Mr. Nichols stated that Mr. Jackson has resigned his position on the School Committee and should not have made the Motion or seconded the Motion to nominate the positions of Vice Chair and Secretary.

Vice Chair

Motion made by Mr. Nichols, seconded by Mr. Marquis to nominate Mr. St. Pierre as Vice Chair for the Essex North Shore Agricultural & Technical School Committee.

Motion made by Ms. Amato, seconded by Mr. Marquis to close nominations for Vice Chair. Motion carried unanimously.

Secretary

Motion made by Mr. Marquis, seconded by Mr. Hathaway to close nominations for Secretary. Motion carried unanimously.

8. *Communications*

The communications included in the packet were read and accepted.

- Notice of School Committee Appointment – Ms. Alice McDonald, Swampscott
- Notice of School Committee Resignations – Mr. William Jackson, Swampscott and Mr. Daniel Blake, Beverly.

Ms. Teixeira stated that Mr. Blake will continue to represent Beverly until a replacement is named.

Mr. Teixeira stated that she recently spoke with Mr. Liacos, Peabody Representative, and expressed his support to nominate Ms. Teixeira for the position of Chairwoman.

9. *Superintendent-Director Report*

North Shore Coalition

Dr. Lupini attended a meeting with the North Shore Coalition on Tuesday, January 10, 2017 in Salem. The Coalition is a voluntary forum where municipal CEO's exchange information and create solutions to common programs, addressing issues unique to our cities and towns and those that would benefit from a regional perspective. Members of this group include, Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Lynn, Manchester-by-the Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Saugus, Swampscott, Topsfield and Wenham.

The coalition members are interested in discussing how the group can work together with our District.

Applications to Essex Technical High School

As of Friday, January 6, 2017, 971 eighth grade students from 58 communities have applied for admission to the Essex Technical High School class of 20121. The deadline for completed applications is Friday, February 3, 2017.

Freshman Program Selection

The freshman students have completed their program exploratory and have identified their top eight choices. Assignments will be completed this week and placements will be finalized on January 18, 2017. The goal is to place as many students as possible with their first or second program area choices.

Relationship with Stockbridge School of Agriculture

A partnership with Stockbridge School of Agriculture that, once finalized, will allow students in the agricultural programs to earn University of Massachusetts Amherst credit for experience in their Essex Technical High School courses, beginning in 2017-2018.

In addition, there are discussions to partner with Stockbridge and the Tree Care Industry Association to offer an Associate Degree program in our District. The goal is to start this program in 2017-2018.

Program Evaluation Process

Kathleen Holman and Carissa Karakaedos, Vocational Coordinators, have been working to create a "draft" program evaluation process that can be piloted later this school year. The goal is to create a set of criteria and a process that will ensure that the vocational, technical, and agricultural programs are preparing students for meaningful careers, that students receive a quality educational experience and that we are transparent with our communities and families regarding strengths and areas in need of improvement within each of the programs.

Motion made by Mr. Marquis, seconded by Mr. St. Pierre to accept the Superintendent's Report of December 8, 2016. Motion carried unanimously.

Ms. Amato thanked the Dr. Lupini for sharing the information regarding student enrollment and partnerships with Stockbridge.

10. FY 2018 Budget Development

Dr. Lupini shared with the Committee the Highlights and Next Steps of the FY2018 Budget Preview. There is still a lot of work to bring a FY2018 Budget to the full School Committee. Some of the “unknowns” at this time are the Chapter 70 numbers, tuition rate for FY2018 from the Department of Elementary and Secondary Education, FY2016 Excess and Deficiency (E&D) from the Department of Revenue, review use of Contingency Accounts, consider possible administrative reorganization for FY2018.

11. Old Business

There was no Old Business to report.

12. Principal's Report

Motion made by Mr. Strout, seconded by Mr. Jones to approve the Out of State Field Trip Request for Genocide Students in grade 12 to visit the United States Holocaust Memorial Museum in Washington, District of Columbia from April 17-18, 2017 . Motion carried unanimously.

Mr. Nichols requested that the students attend a School Committee to report about their visit to the Holocaust Memorial Museum.

13. Subcommittee Reports

Finance Subcommittee

Motion made by Mr. Perkins, seconded by Mr. Marquis to approve financial statements October 31, 2016 and place on file for audit. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to authorize payment for Travel Reimbursement of \$954.72 to a parent of a student who attended a 45 days assessment program for 26 days in May and June, 2016. This payment will be charged to the FY2017 budget. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to authorize payment to the Commonwealth of Massachusetts for a total of \$500 for boiler inspections conducted between January 2013 and September 2014 to be charged to the FY2017 budget. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. Marquis to accept the following donations:

- A 2003 Audi A4 from Mr. Daniel Altshuler of Gloucester to the Automotive Technology Program
- A 2001 Honda Civic from Ms. Julia Spruance of Wakefield to the Automotive Technology Program
- A 2003 Volkswagen Passat from Ms. Lynn Ellington of Danvers to the Automotive Collision Repair Program
- A 2001 Ford Focus from Ms. Donna O'Brien of Lynn to the Automotive Technology Program
- A 2007 Chevrolet Monte Carlo LS Coupe from Mr. Adam Stackhouse of Newburyport to the Automotive Technology Program.

Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to authorize the District to enter into a 48 month lease with Pitney Bowes with a quarterly payment of \$412.29 for a new postage machine.

Policy Subcommittee

To temporarily suspend rules, as described in the “Suspension of Policies” policy in order to adopt the following policies as part of this School Committee meeting of Thursday, January 12, 2017.

Motion made by Mr. St. Pierre, seconded by Mr. Marquis to temporarily suspend the rules and waive three (3) readings for the following time sensitive policies. Motion carried unanimously.

Motion made by Mrs. Liteplo, seconded by Mr. Marquis to adopt the Admission Policy – File: JF. Motion carried unanimously.

Motion made by Mr. Strout, seconded by Mr. St. Pierre to adopt Teaching About Alcohol, Tobacco and Drugs – File: IHAMB. Motion carried unanimously.

Motion made by Mr. Marquis, seconded by Mr. Strout to adopt Drug-Free Workplace Policy – File: GBEC. Motion carried unanimously.

Motion made by Mr. Marquis, seconded by Mr. Strout to adopt Alcohol, Tobacco, and Drug use by Students Prohibited – File JICH. Members tabled this policy due to the use of the word “steroids” and the fact it is unclear about prescribed steroidal medications. Dr. Lupini will seek legal advice with regards to inserting language to address prescribed steroidal medications.

Motion made by Mr. Strout, seconded by Ms. Amato to adopt Administering Medicines to Children – File: JLCD. Motion carried unanimously.

Motion made by Mr. Strout, seconded by Ms. Amato to adopt Procurement Requirements – File: DJE. Mrs. Znamierowski stated that this update aligns with the new municipal 30B procurement laws. Motion carried unanimously.

Personnel Subcommittee

There was no report.

14. New Business

There was no report.

15. Warrant

Mrs. Znamierowski reported the Notes for A/P for Warrant #2017-22 dated January 12, 2017:

- Derby Square Architects – Plumbing Program \$2,810
- Eplus – Technology – Meraki Licenses (every 3 years) - \$78,674
- Giusti, Hingston, and Company – Annual audit invoices - \$14,519.80
- Leslie Ray Insurance – Property and Casualty Insurance quarterly payment - \$36,352
- Adult Education mailing - \$9,931
- Mirak Chevrolet – New pickup truck - \$30,093
- Modcon – Annual service on HVAC Units - \$7,200

Motion made by Mr. Perkins, seconded by Mr. Marquis to approve the warrant of January 12, 2017 and place on file for audit. Motion carried unanimously.

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

Ms. Teixeira stated that the District Attorney’s office did not notify her of their decision not to charge the former Superintendent. An article was recently published of the District Attorney’s decision. Ms. Teixeira stated that Attorney Stonberg did notify her of the District Attorney’s decision.

Ms. Teixeira reminded members that Mike Gilbert, MASC, will conduct Charting the Course: An Orientation Program for New and Veteran School Leaders on January 31, 2017 at 5:30 p.m. at Essex Technical High School. Attendance meets the orientation requirement for new school committee members.

Ms. Teixeira stated that every two years school committee members are required to complete the Conflict of Interest Law, which is available on the Mass.gov website.

Ms. Teixeira asked members to email their preference for Subcommittee assignment.

Ms. Teixeira recognized Mr. William Jackson former School Committee member representing Swampscott Mr. Jackson served on the Committee from October 2006 and resigned November 2016. Ms. Teixeira thanked Mr. Jackson for his commitment to the District.

17. Adjourn

Motion made by Mr. Marquis, seconded by Mr. St. Pierre to adjourn. Motion carried unanimously.

Ms. Teixeira, Chairwoman, declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 8:56 p.m.

Respectfully submitted,

Secretary

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