

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

REGULAR MEETING

MINUTES

MAY 15, 2014

MEMBERS PRESENT: G.R. Harvey, Essex, Chairman
M. Patterson, Department of Agriculture, Vice Chairman
L. Bonfanti, Peabody, Secretary
L. Siewko-Story, Department of Agriculture (Arrived at 7:10 p.m.)
D. Blake, Beverly
R. Fravel, Danvers
M. Teixeira, Gloucester
D. Ketcham, Hamilton
P. Anderson, Lynnfield
J. Sabella, Manchester
E. Weitzler, Middleton
B. Perkins, Rockport
T. St. Pierre, Salem
C. Robinson, Topsfield
W. Nichols, Wenham

MEMBERS ABSENT: Boxford
Department of Agriculture
M. Sweeney, Marblehead
Nahant
W. Jackson, Swampscott

OTHERS PRESENT: D. O'Connell, Superintendent-Director
M. Kroesser, Assistant Superintendent
M. Znamierowski, Business Manager
C. Worth, District Treasurer
K. Nigro, PMA Consultants
C. Levesque, Recording Secretary

1. Call to Order

The meeting was called to order at 7:06 p.m. The recording secretary called the roll. It was noted that a quorum was present.

2. Tentative Regular Meeting Minutes of April 17, 2014 for Approval

A motion was made by Ms. Teixeira and seconded by Dr. Anderson and VOTED to approve the Tentative Regular Meeting Minutes of April 17, 2014 as presented. Abstention: Dr. Patterson

A motion was made by Ms. Teixeira and seconded by Mr. St. Pierre and VOTED unanimously to move Agenda Item 8B1 out of order.

8B1. Dr. Patterson introduced Mrs. Kroesser, Assistant Superintendent, for the North Shore Regional Vocational School District. Dr. Patterson stated that Mrs. Kroesser will give an overview as to the development of the District's Policy Manual.

In January 2013 Mr. Gilbert, MASC Field Liaison, Mr. Vercellone, Associate Principal, Essex Aggie, Mrs. Kroesser and Mrs. Levesque, North Shore Regional Vocational School District, first met to begin the process of developing a new District Policy. They met regularly throughout 2013, and into 2014. The process was to review each policy from MASC, Essex Aggie and North Shore Tech and then for the group members to select the most relevant, appropriate policy.

All policies were updated to include the correct legal references and new regulations, as well as to incorporate the by-laws of the Essex North Shore Agricultural and Technical School District.

Mrs. Kroesser reported that the Mission Statement (part of the Policy Manual) was not yet completed. Some ground work had been done by faculty and administration in both schools to develop a Mission Statement; however the process will now be postponed until January 2015. This extension allows time to merge the cultures of the staff from both schools, in order to develop a more comprehensive, collaborative mission.

Dr. Patterson, District Policy Chairman, recommends Committee members take some time to review the Policy Manual and at the June 19th meeting waive the three readings of the Policy Manual and adopt at this meeting.

Ms. Teixeira and Mr. Sabella commented that they have some experience with developing Policy and appreciated the commitment of those involved with this process.

Mr. Harvey reminded Committee members that Policies are living documents and updates/changes can be made at any time.

3. Business Manager's Report

Mrs. Worth, Treasurer, reviewed the April 30, 2014 Balance Sheet and the Profit and Loss statements. Mrs. There was no comments or questions from members of the School Committee.

A motion was made by Dr. Anderson and seconded by Ms. Teixeira and VOTED unanimously to approve the Balance Sheet of April 30, 2014 and place it on file for audit.

A motion was made by Dr. Anderson and seconded by Ms. Teixeira and VOTED unanimously to approve the March 2014 Profit and Loss Statement and place it on file for audit.

Mrs. Znamierowski reported that the iPad Lease Agreement requires a vote to authorize her to sign a two year lease in the amount of \$748,901.10.

A motion was made by Mr. St. Pierre and seconded by Ms. Teixeira and VOTED unanimously to authorize Mrs. Znamierowski, Business Manager, to sign a two year iPad Lease Agreement #7802690 in the amount of \$748,901.10.

Mr. O'Connell stated that when parents were informed of the leasing program it was very well received. He reminded members that the district will always find a way so that each student will have access to an iPad.

4. Communications

Communications included in the packet were read and accepted.

Mr. O'Connell reported that Judy Webster a former manager at Fast Freddie's in Middleton and now working in Beverly nominated North Shore Technical High School to receive a \$500.00 grant through the Exxon Mobil Educational Alliance Program. These funds will be added to the Student Scholarship Fund.

Mr. O'Connell and members discussed the recent articles that have been published in local newspapers regarding the cities and towns assessments.

Mr. O'Connell reported that he recently toured the new school with Richard Tisei, a congressional candidate, and Robert Whynott, a candidate for the 5th Essex District State House Seat.

Mr. Harvey reported that he conducted a tour of the new building with Seth Moulton also a congressional candidate.

5. Owner's Project Manager Report – Mr. Kevin Nigro

Mr. reported that there is no construction update from Gilbane Co., but included in the packet was Gilbane's Progress Schedule dated April 24, 2014 provided by PMA Consultants'. Mr. Nigro referred to the "At a Glance" section which states, "Substantial completion of the new Academy School building by August 1, 2014."

Mr. Nigro reported on the construction progress for each academy. Buildings A & B are near completion and will generate a punch list and final cleaning is underway. In Building C work on the flooring, casework and blinds continue throughout the building. In Building D the casework and finishes continue. Minor drywall and taping continues in the lower section of D. In Building F the wood athletic flooring has been installed and sanded. Sealing and painting continue throughout the building. The backboards and rubber upper track have been installed. The installation of the porcelain tile in Distributed Dining and continues into the lobby of A, C, and D. Final painting is taking place throughout the buildings. Site work and landscaping began around the academy building. The upper Middleton field work restarted along with final stone layer at the stadium and prepping for final synthetic field installation. Mr. Nigro reported that they continue to coordinate scheduling efforts with Essex Aggie to vacate Berry hall. The move will take place over the Memorial Day weekend with demolition and abatement to immediately follow.

Authorization to Proceed (ATP)

A motion was made by Mr. St. Pierre and seconded by Dr. Anderson and VOTED unanimously to approve the Authorizations to Proceed in the amount of \$50,525.00 (Out of Scope) and \$1,705,191.00 (In Scope), as recommended by the School Building Committee.

Gilbane Co. Requisition #24

A motion was made by Mr. St. Pierre and seconded by Ms. Teixeira and VOTED unanimously to approve Gilbane Co. Requisition #24 not to exceed the amount of \$4,060.653.00, as recommended by the School Building Committee.

Invoices

A motion was made by Mr. St. Pierre and seconded by Ms. Teixeira and VOTED unanimously to approve DesignPartnership of Cambridge Invoice #10865 in the amount of \$1,523.50, Invoice #10866 in the amount of \$440.00 and Invoice #10867 in the amount of \$67,887.00, as recommended by the School Building Committee.

Mr. O'Connell asked that if construction of the building is not complete by August 2nd Gilbane would incur a fine of \$2,000.00 each day. Mr. Nigro answered that if the buildings are not occupied then Gilbane would be fined.

Mr. St. Pierre asked when PMA expected to close out from the project. Mr. Nigro answered that he anticipates wrapping up after the building is occupied. However, he and Mr. Burke will more than likely be there until the first of the year as there is a tremendous amount of "close out" to be finalized.

Mr. Nigro stated that he wants to mention Mr. Marino's collaboration with Gilbane in securing a location for the storage of technology items.

6. Superintendent-Director's Report – Mr. O'Connell

Merger Transition Plan Update

Mr. O'Connell reported that administrators continue to work on the items and as of today thirty (30) items were updated to either "complete" or "in progress" status. At this time approximately 60-65% items have been completed.

Mr. Harvey thanked the administrators for their efforts and due diligence in completing many of the items.

Negotiations Update

Mr. O'Connell reported that the Department of Labor (DLR) scheduled an election to be represented for the purposes of collective bargaining by MTA, AFT or no employee organization. The election is scheduled for Thursday, May 22, 2014 at Essex Aggie and North Shore Tech from 2:30 p.m. to 4:00 p.m. and Peabody Vocational from 2:00 p.m. to 2:30 p.m.

The bus drivers petitioned the DLR to unionize and negotiations with AFSCME are scheduled to start in June.

The clerical, maintenance and cafeteria workers are moving forward and an election will be held to see if 51% of the employees want to unionize.

Healthcare Update

Mr. O'Connell reported that the Governor signed the GIC Bill into law on May 7th. The Bill is now Chapter 95 of the Acts of 2014. The Bill was sponsored by Representative Speliotis and Senator Lovely. This gives the District a one year moratorium to make a healthcare provider decision.

Mr. O'Connell praised Attorney McGlynn's office for writing the amendment language and following it through to the Governor's signature.

501(c)(3) Update – Fourth Annual Golf Tournament

Mr. O'Connell reported that the Fourth Annual Golf Tournament is scheduled for Monday, July 21st, registration begins at 6:30 a.m. and an 8:00 a.m. shotgun start. Mr. O'Connell signed a three year contract with Ferncroft, which reduces the cost of operating the tournament. Participants will receive a golf shirt with an appliqué of a Hawk, the school's mascot.

Mr. O'Connell is building a partnership with the Ferncroft for the school's golf team and for the students enrolled in the hospitality program.

Sports Complex Update

Mr. O'Connell reported that an amendment to the Legislation for the 25 year land lease was forwarded to the Inspector General's Office to review. Mr. O'Connell expects this matter to be finalized after the Senate's debate on the state budget.

Mr. O'Connell reported that he met with the owner of the Child Care Center "Pea in the Pod" on May 1st. He will poll the staff for an estimate of how many would take advantage of the children enrolling for child care. The goal is to have the center open October 1st if not September 1st. Mr. O'Connell will forward the lease to legal counsel for review.

Superintendent-Director's Evaluation Tool

The Superintendent-Director's presented his evaluation tool and requested approval by the Committee. After discussion, a motion was made by Mrs. Weitzler and seconded by Ms. Teixeira and VOTED unanimously to adopt Standards 1 and 2 and four indicators to develop the Superintendent-Director's Evaluation Tool for FY14.

7. Old Business

There was no Old Business to report at this time.

8. Sub-Committee Reports

The **Finance & Property Sub-Committee** did not meet.

Mr. O'Connell reported that the FY15 Budget is official as it has been adopted by two-thirds at the annual town meetings of the district.

Mr. O'Connell reported that he and Mrs. Znamierowski are scheduled to meet with the cities Mayors and Finance Directors on May 21st at Mayor Bettencourt's office in Peabody. The purpose of this meeting is to discuss the cities assessments. Mr. O'Connell reviewed the issues regarding the cities/town assessments.

The Chapter 70 preliminary numbers released by the Department of Elementary & Secondary Education (DESE) were not accurate. The foundation enrollment did not include the Essex Aggie In-district students and included a different student enrollment figure for Peabody. Mr. O'Connell and Mrs. Znamierowski pointed out the discrepancy to DESE and were informed that DESE would send an amendment letter with the corrections. This was never done by DESE.

The Ch. 70 Aid for students currently attending Essex Aggie was allocated to the sending communities along with all current eighth graders that applied to Essex Technical High School as of April 1, 2014. Mr. O'Connell stated that the cities and towns should deduct the Ch. 70 amount they received which would further reduce their assessment for the new district.

Mr. O'Connell reported that he and Mrs. Znamierowski have reduced the budget by approximately \$3,000,000.00. Mr. O'Connell stated that the District will apply for "pothole" funds after the State's budget is approved. The "pothole" funds are a line item in the budget that can be drawn upon in cases of unusual or extraordinary circumstances.

The **District Policy Sub-Committee** was reported at the beginning of the meeting.

There was no meeting or report by the **Personnel Policy Sub-Committee**.

9. New Business

Mr. Harvey stated that committee members will be assigned email accounts for Essex Tech. When the process is finalized the administration will only use the Essex Tech email account to communicate with members.

Mr. O'Connell recommended that members attend North Shore Tech's graduation on May 30th at 6:00 p.m. There will be reserved seating for members of the School Committee. The ceremony will be held on the Edmund W. Barry, Jr. Athletic Field. If there is inclement weather that would require moving the ceremony indoors, students and parents will be notified shortly after 1:00 p.m. on the day of graduation.

Dr. Patterson invited members to attend Essex Aggie's graduation on June 5th at 6:00 p.m.

10. Warrant

A motion was made by Dr. Anderson and seconded by Ms. Teixeira and VOTED unanimously to accept the warrant of May 15, 2014 and place it on file for audit.

11. Adjourn

A motion was made by Mr. St. Pierre and seconded by Dr. Anderson and VOTED unanimously to adjourn.

Mr. Harvey, Chairman, declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 8:54 p.m.

Respectfully submitted,

Secretary

Meeting handouts: CD of the District's Policy Manual

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

Essex North Shore Agricultural & Technical School Committee

May 15, 2014
Approved: June 19, 2014