

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

SPECIAL MEETING

MINUTES

AUGUST 11, 2015

MEMBERS PRESENT: M. Amato, Boxford
W. Marquis, Danvers
M. Teixeira, Gloucester
D. Ketcham, Hamilton
P. Anderson, Lynnfield
J. Sabella, Manchester
J. Liacos, Peabody
B. Perkins, Rockport
T. St. Pierre, Salem
W. Jackson, Swampscott
W. Nichols, Wenham

MEMBERS ABSENT: D. Blake, Beverly
G.R. Harvey, Essex, Chairman
M. Sweeney, Marblehead, Vice Chairman
A. Liteplo, Middleton
E. Johnson, Nahant
C. Robinson, Topsfield
L. Siewko-Story, Department of Agriculture, Secretary
M. Patterson, Department of Agriculture
Department of Agriculture

OTHERS PRESENT: B. Morgan, Principal
M. Kroesser, Human Resources Director
C. Worth, District Treasurer
C. Levesque, Recording Secretary

1. Call to Order

The meeting was called to order at 5:00 p.m. The recording secretary called the roll. It was noted that a quorum was present.

Motion made by Mr. Marquis, seconded by Mr. Jackson to appoint Ms. Teixeira as Temporary Chairman for this meeting. Motion carried unanimously.

2. Appoint an Administrator of the District to be the Authorized Signatory for Administrative Requirements for the period of August 11, 2015 to October, 2015.

Ms. Teixeira referred this matter to Mr. Morgan to address why the Committee needs to take action on this matter.

Mr. Morgan stated that there are several matters that require the approval and signature of an Administrator i.e. purchase orders, grants, security agreement, suitability of employment, payroll, time off requests, etc.

Early College Parent Meeting

Mr. Morgan requested that the Committee authorize him to delay the Early College parent meetings with North Shore Community College as there are some areas that the District and College still need to work out.

After discussion, members agreed to authorize Mr. Morgan to delay the Early College parent meetings.

Mr. Morgan reported that the Superintendent-Director recommended that he meet with representatives at the Middlesex House of Correction to develop a partnership with Essex Technical High School. There are two greenhouses on site at the Correctional facility that are not being utilized. Middlesex is applying for a grant to teach horticulture in the greenhouses and provide training to inmates. Mr. Morgan is requesting that the Committee authorize him to sign a letter of support for the grant on behalf of the District.

Motion made by Ms. Teixeira, seconded by Mr. St. Pierre to authorize Mr. Morgan to sign a letter of support for Middlesex House of Correction to apply for the grant. Motion carried unanimously.

Motion made by Mr. St. Pierre, seconded by Ms. Amato to authorize Mr. Morgan to entertain bids for security services. Motion carried unanimously.

Mr. St. Pierre stated that he is aware of communication between PMA & Gilbane regarding the punch list for the building. Mr. St. Pierre stated that the School Building Committee needs to schedule a meeting soon. Mr. St. Pierre added that Mr. Levesque, Mr. Taylor and Mr. Porteous are members of the School Building Committee and should attend this meeting. Mr. St. Pierre requested that Mr. Morgan attend.

Perkins Five Year Local Plan

Mr. Morgan reported that every five years the District is required to submit a Perkins Local Plan to the Department of Elementary & Secondary Education (DESE). DESE will not release Perkins funds to the District until the Five Year Plan is approved by DESE.

Motion made by Mr. St. Pierre, seconded by Mr. Marquis to authorize Mr. Morgan to sign the Perkins Five Year Local Plan and submit the Plan to DESE. Motion carried unanimously.

Fish Barn

Discussion followed regarding replacing equipment for the Fish Barn from the explosion. Mr. St. Pierre stated that the insurance claim should cover the replacement costs.

Mr. Morgan stated that there are other areas that need to order critical items/supplies to insure the success of the educational process.

Motion made by Mr. St. Pierre, seconded by Mr. Marquis to authorize Mr. Morgan, Principal, or Mrs. Znamierowski, Business Manager, to sign documents for items that are considered critical. Motion carried unanimously.

Members expressed concern with that process but were assured that the Finance Sub-Committee will review all expenditures.

Suitability of Determination

Motion made by Mr. Marquis, seconded by Mr. Perkins to authorize Mr. Morgan to sign Suitability of Determination until an Acting Superintendent is in place. Motion carried unanimously.

Payroll

Motion made by Mr. St. Pierre, seconded by Mr. Marquis to authorize Mr. Morgan to sign approve standard payroll and contracted services until an Acting Superintendent is in place. Motion carried unanimously.

Time Off Requests

Motion made by Mr. St. Pierre, seconded by Mr. Marquis to authorize Mr. Morgan to sign Time Off Requests until an Acting Superintendent is in place. Motion carried unanimously.

Motion made by Mr. St. Pierre, seconded by Dr. Anderson to authorize Mr. Morgan to sign amended contracts until an Acting Superintendent is in place. Motion carried unanimously.

Mr. St. Pierre asked Mr. Porteous to report on the status of the Sports Complex.

Mr. Porteous reported that the State has not entered into a land lease with the District and this is holding up the land lease for the Sports Complex. Mr. Porteous stated that in order for the Sports Complex to move forward the Committee needs to appoint a representative for the District. After discussion, Mr. Morgan agreed to represent the District with DCAM for this project. Mr. Morgan will inform DCAM that he is the point of contact for future matters regarding the project.

Discussion followed and members agreed that Principals for the Sports Complex will be invited to present information and status of this project at the August 20th meeting.

Payment Authorizations

Motion made by Mr. Marquis, seconded by Mr. St. Pierre to authorize Mr. Morgan to sign payment authorizations i.e. utilities, etc., until an Acting Superintendent is in place.

3. Pole Barn

Mr. Morgan stated that this is a facility used to store outside equipment at an estimated construction cost of \$80,000.00. Currently there are funds of \$18,000.00 available for this project. Mr. St. Pierre offered to contact Mr. Nigro to discuss this situation and will report his findings to the Finance Sub-Committee.

4. Update on Staffing

Mr. Morgan reported that the District still is in need of a Plumbing Instructor and a Title I Aide.

5. Retract Resignation and Rehire Custodian

Mr. Morgan reported that this individual had second thoughts regarding his resignation and would like to remain as a full-time custodian.

Mr. Liacos asked if this is protocol for the Committee to consider a retraction. Mr. Morgan explained that the Committee voted to accept his resignation in July. The employee is requesting that the Committee reconsider his notice to resign and requests to remain employed by the District. Mr. Morgan added that the Facilities Manager considers the employee a valuable member of his department.

Ms. Teixeira stated that if this employee's resignation is retracted the responsibilities for this position should not change.

Motion made by Mr. Liacos, seconded by Mr. Marquis to retract the resignation and rehire the custodian. Motion carried unanimously.

Ms. Teixeira reported that members of the Acting Superintendent Search are: Ms. Amato, Mr. Marquis, Dr. Patterson, Mr. St. Pierre, Mr. Sabella, Mr. Liacos and herself.

Ms. Teixeira reported that to date seven (7) applications have been received and she expects a few more.

Members of the Committee agreed that the top 2-3 candidates would be interviewed at the September 10th School Committee meeting. The interviews will be in open session and begin at 6:00 p.m. Ms. Teixeira expects that each interview may possibly be approximately 1 hour in length.

Ms. Teixeira will email the Search Committee interview questions to the full Committee. Mr. Liacos stated that September 10th is an opportunity for Committee members to ask questions to the final candidates. The expectation is that the candidate that is offered the position will be available to begin immediately.

Members discussed and agreed that the Acting Superintendent should be allowed to apply for the position of Superintendent-Director.

6. Adjourn

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

Ms. Teixeira, Temporary Chairman, declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 6:45 p.m.

Respectfully submitted,

Secretary

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