

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

REGULAR SCHOOL COMMITTEE MEETING MINUTES, JUNE 15, 2017

MEMBERS PRESENT: M. Teixeira, Gloucester, Chairwoman  
T. St. Pierre, Salem, Vice Chairman  
M. Amato, Boxford, Secretary  
J. O'Brien, Department of Agriculture  
G. Demsey, Department of Agriculture  
E. Armstrong, Beverly  
W. Marquis, Danvers  
A. Craig, Essex  
G. Hathaway, Lynnfield  
J. Delaney, Manchester  
A. Liteplo, Middleton  
E. Johnson, Nahant  
J. Liacos, Peabody  
B. Perkins, Rockport  
A. McDonald, Swampscott  
B. Jones, Topsfield  
W. Nichols, Wenham

MEMBERS ABSENT: F. Di Luna, Department of Agriculture  
W. Lannon, Hamilton  
M. Strout, Marblehead

OTHERS PRESENT: B. Lupini, Superintendent-Director  
B. Morgan, Principal  
M. Znamierowski, Business Manager  
K. McMahan, District Treasurer  
J. Wersackas, Student Representative  
K. Nigro, PMA Consultants  
K. Holman, Coordinator of Career and Technical Education  
C. Karakaedos, Coordinator of Career and Technical Education

1. *Call to Order*  
Ms. Teixeira, Chairwoman, called the meeting to order at 7:00 p.m. and reported there is a quorum.
2. *Salute to the Flag*
3. *Public Comment\**  
There was no public comment.
4. *Student Representative's Report*  
Ms. Wersackas reported that the first field day is scheduled for June 19, 2017 and the last day of school is June 20, 2017.  
  
Congratulations to the Health Assisting grade 11 students for 100% passing the Certified Nursing Assistant exam.  
  
Following the April 29, 2017 FFA State competition the winners and officers will travel to Louisville, Kentucky on June 19 - 20, 2017 to compete at the FFA Nationals.  
  
The Essex Tech Drill Team's 3<sup>rd</sup> Annual End of the Year Drill Show was held on June 8, 2017 in the Riding Arena.  
  
The spring sports teams finished with successful seasons. Fall sports meeting have started to kick off for their season.

Students in the wellness classes are using the ropes course located behind Smith Hall. Students that attended “Edge of Leadership” were certified to relay and supervise students.

5. *Proposed Executive Session*

Motion made by Mr. Marquis, seconded by Ms. Amato to enter Executive Session to discuss strategy with respect to collective bargaining with the American Federation of State, County and Municipal Employees, Council 93, Local 245 and to return to Open Session.

Roll Call Vote-

YES - Mr. O'Brien, Mr. Demsey, Mr. Armstrong, Ms. Amato, Mr. Marquis, Mr. Craig, Mr. Hathaway, Mr. Delaney, Mrs. Liteplo, Ms. Johnson, Mr. Liacos, Mr. Perkins, Mr. St. Pierre, Ms. McDonald, Mr. Jones, Mr. Nichols, Ms. Teixeira  
NO - None

Member Vote: 17

Weighted Vote: 34

The Essex North Shore Agricultural & Technical School Committee entered Executive Session at 7:03 p.m.

The Essex North Shore Agricultural & Technical School Committee returned to Regular Session at 7:22 p.m.

Ms. Teixeira reported that Agenda Item 14c would be addressed out of order.

Motion made by Ms. Amato, seconded by Mr. St. Pierre to ratify the collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME), Council 93, Local 245. Motion carried unanimously.

Ms. Teixeira expressed appreciation to the AFSCME negotiating team and the administration for their commitment during the negotiating process.

6. *Massachusetts School Building Authority – Draft Audit Report*

Mr. Kevin Nigro, PMA Consultants, distributed and reviewed the MSBA Grant Calculation for the School District. Mr. Nigro reported that the District's estimated project cost is \$35,678,312.

On behalf of the Committee, Ms. Teixeira thanked Mr. Nigro and PMA Consultants for their commitment to this unique project.

7. *Essex Sports Center, LLC*

Mr. Brian DeVellis reported on the initial year of operation at the Essex Sports Center. Mr. DeVellis stated that the Essex Tech hockey season was a success. Mr. DeVellis is interested in working with the Co-Op Coordinator and CTE Directors regarding Cooperative Education opportunities for our students at the rink.

Mr. DeVellis credited Ms. Lalli, Athletic Director, for submitting the 2017-2018 District's needs to reserve skate time in a timely manner.

Mr. DeVellis stated that the Sports Center will offer community activities throughout the summer.

Mr. DeVellis reported that he recently met with Senator Tarr. The Senator offered to work with elected officials regarding the Essex Sports Center.

8. *Five Year Strategic Action Plan*

Motion made by Mr. St. Pierre, seconded by Mr. Marquis to ratify the Five Year Strategic Action Plan. Motion carried unanimously.

9. *Approval of Meeting Minutes*

Essex North Shore Agricultural & Technical School Committee

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June 16, 2017

Approved: September 14, 2017

Motion made by Mr. Marquis, seconded by Mr. St. Pierre to approve the May 11, 2017 Regular Meeting Minutes as presented. Motion carried. Abstentions: Ms. Teixeira, Mr. Marquis and Ms. Johnson.

10. *Communications*

Ms. Teixeira encouraged members to attend the MASC/MASS 2017 Joint Conference on November 1-4, 2017. Members planning to attend should contact Candace Levesque and she will complete their registration.

2017-2018 School Committee and Subcommittee Meeting Calendar (Proposed)

Motion made by Mr. Liacos, seconded by Mr. O'Brien to adopt the 2017-2018 School Committee and Subcommittee Meeting Calendar. Modifications to a meeting date will require review by the Committee. Motion carried unanimously.

11. *Superintendent-Director Report*

*Graduation 2017*

The 3<sup>rd</sup> Graduation from Essex Technical High School was held on Friday, June 2, 2017. This is the final class of students who began their high school careers at Essex Agricultural and Technical High School, North Shore Technical School, and Peabody High School (technical programs). Gene Demsey (former Principal of Essex Aggie) and Amy O'Malley (former Superintendent-Director of North Shore) served as speakers for the ceremony.

*District Signage*

Kathleen Holman will provide the Committee with an update on a proposal to install an Essex North Shore Agricultural and Technical School District signage on the campus.

*Program Evaluation*

Kathleen Holman and Carissa Karakaedos (Vocational Coordinators) will attend the June 15<sup>th</sup> Meeting to provide the School Committee with an update on the Program Evaluation Pilot project, as well as next steps for the coming year.

*Curriculum Revision and Update*

Ms. Holman and Ms. Karakaedos will also provide the School Committee with an overview of the school's vocational, technical, and agricultural curriculum revision and update project. This project will begin this summer.

*HVAC/R Student Certifications*

The following HVAC/R students received their EPA Section 608 Universal Certification. This certification allows students to work on appliances containing refrigerant and purchase refrigerant from supply houses.

Seniors: Alex Herrmann, Brendan Ahearn and Mike Buckley

Juniors: Justine Backe, Lou Craig, Dylan Christianson, Shane McNally, Bailey Heald, Nicholas Irving, Sam Legere, and Mitchell Lentine

Sophomore: Kyle Somers

Thanks to Miguel Perez and Mark Santorsola, HVAC/R Instructors, for their work with these students.

*Cooperative Education Coordinator*

Lisa Berube will join the District as Cooperative Education Coordinator, effective with the 2017-2018 school year.

Lisa Berube began her career as an Office Technology Instructor and Career Counselor at Greater Lawrence Technical High School. In 2009, she was appointed to the position of Cooperative Education Liaison for that District, a position she held until 2015.

Lisa became a full-time Cooperative Education coordinator at Medford Vocational Technical High School. While there, Lisa brought organization and stability to the Co-op program.

Lisa holds a Bachelor of Science degree in Business Education from Southern New Hampshire University, and has additional Graduate course credits from the University of Massachusetts Boston, Salem State University and Fitchburg State University.

Dr. Lupini introduced Ms. Kathleen Holman and Ms. Carissa Karakaedos, Career and Technical Education Coordinators.

Ms. Holman reported on the various Outside Projects that the CTE students have performed throughout the communities.

Ms. Karakaedos explained a CTE Program Evaluation Tool has been piloted in HVAC/R and Natural Resources programs. This is a collaborative effort with Ms. Holman, Ms. Karakaedos and the instructors.

Dr. Lupini stated that the goal for the Program Evaluation Tool is to publish the reports and create Improvement Program Plans.

Ms. Holman reported that she consulted with Metro Sign Company regarding signage for the District. The estimated cost is \$16,000 to \$35,000.

Dr. Lupini added that signage would require funding sources outside of the budget. The next step is for a specific design for the signage.

Motion made by Mr. St. Pierre, seconded by Ms. Amato to accept the Superintendent-Director's Report of June 15, 2017.

12. *Principal's Report*

Out of State Field Trip Requests

- Motion made by Mr. Marquis, seconded by Mr. Demsey to approve an Overnight Field Trip for FFA students to attend the Big E in Springfield, Massachusetts from September 16, 2017 to September 17, 2017. Motion carried unanimously.
- Motion made by Mr. Jones, seconded by Mr. Marquis to approve an Out of State Field Trip Request to attend the he National FFA Convention in Indianapolis, Indiana from October 24, 2017 to October 28, 2017. Motion carried unanimously.

13. *Superintendent-Director Self-Evaluation*

Dr. Lupini distributed and reviewed the Superintendent-Director's Self Assessment for 2016-2017.

Ms. Teixeira reported that members are to submit their individual evaluation on or before July 7, 2017. Ms. Teixeira will develop a composite of the responses to share with the Committee at the September 14, 2017 meeting.

14. *Subcommittee Reports*

*Finance Subcommittee*

- a. Motion made by Mr. Perkins, seconded by Mr. Marquis to approve the March 31, 2017 Financial Statements and place on file for audit. Motion carried unanimously.
- b. Motion made by Mr. Perkins, seconded by Mr. St. Pierre to establish an Auto Expo Tool Scholarship by Kelly Motor Group of up to \$500 for graduating seniors from the Automotive Technology and Collision Repair Programs. Motion carried unanimously.
- c. Motion made by Mr. Perkins, seconded by Mr. Craig to accept a donation of \$500 from Kellco Management Inc. of Danvers, Massachusetts to sponsor the Essex Tech Auto Expo held on Saturday, May 20, 2017 from 10:00 a.m. to 2:00 p.m. at Essex Technical High School. Motion carried unanimously.
- d. Motion made by Mr. Perkins, seconded by Mr. St. Pierre to accept the 2017 Spring SkillsUSA Lowe's Community Service Grant in the amount of \$25,000. The purpose of this grant is to supply a Mobile Community Service Trailer, which will be filled with equipment that the Plumbing and HVAC/R programs need to complete outside projects in the community. Motion carried unanimously.
- e. Motion made by Mr. Perkins, seconded by Mr. Marquis to approve the Alumni Gymnasium Refurbishing Request for a total cost of \$15,139.98. Motion carried unanimously.
- f. Motion made by Mr. Perkins, seconded by Mr. Marquis to award Bid 2017-4 4-32 passenger buses to O'Connor Bus Sales of Portland, Maine the lowest responsive bidder for a total equipment cost of \$406,348 and enter into a five (5) year municipal lease purchase with annual payments of \$64,659.28 (total cost over 5 years of \$323,296.40). Motion carried unanimously.

- g. Motion made by Mr. Perkins, seconded by Mr. St. Pierre to award Bid 2018-1 Diesel Fuel to Devaney Energy of Newton, Massachusetts the lowest bidder. Motion carried unanimously.
  - h. Motion made by Mr. Perkins, seconded by Mr. Marquis to approve the Application for a Building Project with Habitat for Humanity North Shore for construction of a three-four (3-4) bedroom home located at 5 Laurine Road, Danvers, Massachusetts. Motion carried unanimously.
  - i. Motion made by Mr. Perkins, seconded by Mr. St. Pierre that the District Treasurer is hereby authorized under the provisions of General Laws, Chapter 71, §16(g), as amended by Chapter 463 of the Acts of 2004, Chapter 9 of the Acts of 2006, Chapter 304 of the Acts of 2008, and Chapter 130 of the Acts of 2010, and with the approval of the Chair of the District Committee, to borrow money from time to time in anticipation of revenue for the fiscal year beginning July 1, 2017, and to issue a note or notes thereof, payable within one year, and to review any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, §17. Motion carried unanimously.
  - j. Motion made by Mr. Perkins, seconded by Mr. Hathaway to accept the Receipts Audit Report completed by Melanson Heath & Company. Motion carried unanimously.
  - k. Motion made by Mr. Perkins, seconded by Mr. Marquis to approve the proposed revisions to the Fy2018 Budget. Motion carried unanimously.
- Next Meeting: October 4, 2017

*District Policy Subcommittee*

- a. Motion made by Mrs. Liteplo, seconded by Mr. St. Pierre to accept the third reading and adopt the Community Use of School Facilities (File: KF). Motion carried unanimously.
- Next Meeting: October 12, 2017

*Personnel Subcommittee*

- a. Motion made by Ms. Amato, seconded by Mr. St. Pierre to approve the Paraprofessional Salary Increase (FY 2017) 1.5% (Cost \$5,733). Motion carried unanimously.
- b. Motion made by Ms. Amato, seconded by Mr. St. Pierre to approve the Individually Contracted Employee Increases (FY 2017) (other than administrators) 1.5% (Cost \$4,317). Motion carried unanimously.
- c. Motion made by Ms. Amato, seconded by Mr. St. Pierre to approve the implementation of the Proposed Salary Structure for Administrators (FY 2018). Motion carried unanimously.
- d. Motion made by Ms. Amato, seconded by Mr. St. Pierre to approve the Administrator Employee Increases (FY 2017) 1.5% (Cost \$24,547). Motion carried unanimously.

Next Meeting: September 14, 2017.

15. *Old Business*

There was no report.

16. *New Business*

There was no report.

17. *Warrant*

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve the Warrant of June 15, 2017 and place on file for audit. Motion carried unanimously.

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

Mr. O'Brien reported that the school hosted the opening of a state apiary with the help of school staff, various legislators, the Commissioner of Agriculture Resources, and other Department of Agriculture staff.

Dr. Lupini introduced Mr. Matthew Gwilliam who was seated in the audience. Mr. Gwilliam is the newly elected President of the Hathorne Teachers Federation.

19. *Adjourn*

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

Ms. Teixeira, Chairwoman, declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 9:14 p.m.

Respectfully submitted,

Secretary

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