

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

REGULAR MEETING

MINUTES

OCTOBER 17, 2013

MEMBERS PRESENT: G.R. Harvey, Essex, Chairman
M. Patterson, Department of Agriculture, Vice Chairman
L. Bonfanti, Peabody, Secretary
D. Porteous, Beverly (Arrived 7:13 p.m.)
R. Fravel, Danvers
P. Anderson, Lynnfield
J. Sabella, Manchester
M. Sweeney, Marblehead
E. Weitzler, Middleton
B. Perkins, Rockport
T. St. Pierre, Salem
W. Jackson, Swampscott
W. Nichols, Wenham

MEMBERS ABSENT: L. Siewko-Story, Department of Agriculture
D. Cahill, Department of Agriculture
M. Crowe, Boxford
M. Teixeira, Gloucester
D. Ketcham, Hamilton
Nahant
C. Robinson, Topsfield

OTHERS PRESENT: M. Kroesser, Assistant Superintendent-Director
B. Morgan, Principal
M. Znamierowski, Business Manager
C. Worth, District Treasurer
K. Nigro, PMA
D. Morrow, Gilbane Co.
M. Lyons, Gilbane Co.
D. DeForest, Gilbane Co.
C. Sullivan, Vocational Coordinator, NSTHS
C. Levesque, Recording Secretary

1. Call to Order

The meeting was called to order at 7:02 p.m. The recording secretary called the roll. It was noted that a quorum was present.

2. Tentative Regular Meeting Minutes of September 19, 2013 for Approval

A motion was made by Dr. Anderson and seconded by Mrs. Sweeney and VOTED to approve the Tentative Regular Meeting Minutes of September 19, 2013. Abstentions: Mr. Jackson and Mr. Nichols

3. Treasurer's Report

Mrs. Worth reported that the Bond Anticipation Note in the amount of \$1,000,000.00 was received in early October.

A motion was made by Dr. Anderson and seconded by Mrs. Sweeney and VOTED unanimously to approve the Balance Sheet of September 30, 2013 and place on file for audit.

A Motion was made by Dr. Anderson and seconded by Mrs. Sweeny and VOTED unanimously to approve the September 2013 Profit and Loss and place on file for audit.

4. Communications

There were no communications.

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

Gilbane Co. Principal Meeting Update

Mr. Nigro introduced Mr. David Morrow, Project Executive, Gilbane, Co. Mr. Morrow stated that he is here this evening as he has been made aware of the Committee's concern about the schedule. Mr. Morrow assured the Committee that Gilbane has no interest in not completing the project on time. Mr. Morrow promised that the building will be completed by Fall 2014 and are executing good work.

Mr. Mark Lyons, Sr. Superintendent, for the project. Mr. Lyons presented a PowerPoint of the construction. He pointed out that the lower, upper and main building areas A, B and C are more advance in the process than areas D & F. They are concentrating on exterior work before the bad weather, this will enable them to free up for spring. The second week of November hot water will be running which will act as a heat source. The front exterior is 98% complete. Building E is on track and the foundation is poured for Building F.

Mr. Lyons reported that the *Animal Science Building* is complete and expected occupancy is Columbus Day weekend. Other milestones are: *Small Engine* will move in October 24th; *Maintenance Garage* on November 1st; *Equine Barn* November 19th and *Animal Barn* November 22nd.

Mr. Nigro stated that he finds Mr. Lyons and Mr. DeForest as very proactive. After their meetings with subcontractors the success rates have improved, a marked improvement overall.

Mr. DeForest, Project Manager, explained how the cash flow projections. Some months may seem higher than others but it will all equal out. Mr. DeForest stated that they meet weekly with Mr. Lyons and PMA. Mr. Nigro added that on many job sites OPM's are not allowed at these meetings. He finds that Mr. Lyons has an open door policy with PMA.

Mr. Morrow referred to a letter that was forwarded to members of the School Building Committee and others, that the sheet metal work, specifically the installation of roof systems, is being performed by unlicensed personnel. Mr. Morrow stated that Gilbane's legal office is looking at this regulation and the BBRS are meeting to discuss the Sheet Metal Boards code and enforcement of that code. Gilbane will monitor this to determine what action, if any, is taken. Mr. Morrow insisted that this will not slow down the construction progress. Mr. Nigro added that there is no talk about ripping out the work, could result in a fine.

Mr. Morrow reported the following Safety Record over the last 12 months:

- 350 workers
- 495,000 man hours = No lost time
- 11 minor first aids

Mr. Nigro commended the Essex Aggie staff and students that moved the animals safely into the Animal Barn over the Columbus Day weekend.

Spray-Prep Booths

A motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and VOTED unanimously to accept the Recommendation to Award for Prep Booths in the amount of \$254,130.00 and to accept ATP-234 for MEP Upgrades associated with the Spray Booth RTA in the amount of \$54,500.00, as recommended by the School Building Committee.

Gilbane Co. Requisitions - #17

A motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and VOTED unanimously to approve Gilbane Co. Requisition #17 in the amount of \$6,955,436.00, as recommended by the School Building Committee.

DesignPartnership of Cambridge Invoices

A motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and VOTED unanimously to approve DesignPartnership's progress payments and invoices: #10789, \$3,348.31; #10790, \$5,801.40; #10792, \$99,887.00 and #10791, \$2,079.00 for a total amount of \$111,115.71, as recommended by the School Building Committee.

Mr. Nigro stated that in the near future this Committee should contact him to schedule a walk thru of the building.

6. Essex North Shore Agricultural & Technical Foundation, Inc.

Mr. Porteous reported that a meeting will be scheduled near the end of October.

7. Mr. Brad Morgan, Principal

Mr. Morgan reported that the Administrative Team consisting of Mr. Morgan, Ms. White and Mrs. Kroesser meet at least twice a month; if not weekly. Mr. Morgan feels that while there is a lot to get accomplished the teachers and administration are making a lot of progress.

Mr. Morgan reported that the Program Advisory Meeting is scheduled for October 30th at Essex Aggie. The four new CVTE programs will have representation at the meeting.

Mrs. Kroesser reported that the Contact Counselors meeting is scheduled for October 24th at Essex Aggie.

Associate Principal Appointments

Mr. Morgan reported that the hiring committee consisting of the following: Mr. O'Connell, Mrs. Kroesser, Mr. Morgan, Mr. Gibson, Ms. White and Mr. Vercellone. Two qualified in-house candidates have been appointed to the Associate Principal positions for the new district:

Shannon B. Donnelly – Ms. Donnelly holds a Master degree in Education from Salem State and a Bachelor degree in Science from the University of Massachusetts at Amherst. After 10 years of prior teaching experience, Shannon began teaching Biology at North Shore Technical High School in August of 2008. She has been involved in the school as a member of the School Council and Professional Development Committee. She has conducted technology workshops for faculty in the areas of iPass, Moodle and Smartboard software. Shannon was also a member of the Teacher Evaluation Tool Work Group to review the new educator evaluation tool. In 2010 she assumed a leadership position as the Teacher Induction Supervisor where she oversees the district's teacher mentoring program and acts as a resource to both new teachers and mentors.

Jennifer Skane – Ms. Skane holds a Bachelors of Science degree from the University of Massachusetts and a Masters of Education from Salem State University. In 1995 Jennifer was employed at Essex Aggie as an Animal Science Instructor. She then became a Guidance Counselor, a Department Head and presently holds the position of Interim Assistant Principal. Jennifer has experience in aligning curriculum to Academic, CVTE, and Career Development Frameworks as well as the MA Model for Guidance Services. Jennifer is skilled in Professional Learning Communities collaboration and assumes leadership roles to support student and professional growth.

Mrs. Weitzler asked when the Associate Principals will start officially. Mr. Morgan answered July 1, 2014.

Health Care Update – Mrs. Znamierowski

Mrs. Znamierowski reported that each district offers different health care options to their employees – Essex Aggie offers GIC and North Shore offers Blue Cross/Blue Shield.

A meeting is scheduled for October 21st with Mr. O’Connell, Atty. Stevens, Atty. McGlynn and Mrs. Znamierowski to review the legislative language and strategize before a meeting with all parties on October 31st. Hopefully, they will have some answers as to health care options after the October 31st meeting.

Mrs. Kroesser reported that a joint professional development is scheduled for October 23rd from noon to 2:30 p.m. at Essex Aggie. The administration and faculty from Essex Aggie, Peabody Vocational and North Shore Tech will be divided into specific groups. Each group will meet to determine sequence and level of courses, merging curriculum, services for Title I, Special Education, Health Office, and Student Services.

Ms. Sullivan reported that she and Mr. O’Connell recently met with the Peabody vocational students and parents to present them with information regarding the merger. Peabody students will have to declare their intention to attend the new district by January 1, 2014.

8. Sub-Committee Reports

Finance & Property Sub-Committee

A motion was made by Mrs. Sweeney and seconded by Mr. Bonfanti to recommend approval of Option 1 for the FY2014 Surplus Debt Service Assessment. Option 1 is that the District can reduce the FY2014 assessments to member municipalities on a pro rata basis.

A Roll Call vote was taken.

YES – Mr. Porteous, Mr. Fravel, Dr. Anderson, Mr. Sabella, Mrs. Sweeney, Mr. Bonfanti, Mr. Perkins, Mr. St. Pierre, Mr. Jackson, Mr. Nichols, Dr. Patterson and Mr. Harvey.

NO- None

YES – 13

WEIGHTED – 24

NO – 0

WEIGHTED – 0

Motion Carries Unanimously.

Mr. Harvey reported that the Proposed FY14 Budget will be brought to the full Committee in November. No Action was taken on this matter this evening.

There was not meeting or report by the **District Policy Sub-Committee.**

Personnel Policy Sub-Committee

A motion was made by Mrs. Sweeney and seconded by Dr. Anderson and VOTED unanimously to adopt the Organization Structure Chart, as recommended by the Personnel Policy Sub-Committee.

A motion was made by Mrs. Sweeney and seconded by Dr. Anderson and VOTED unanimously to adopt the job descriptions for the following: Associate Principal, Technology Director, Athletic Director, Career & Technical Education Director, Special Education Director, Guidance Director, Humanities Coordinator, STEM Coordinator, Career & Technical Education Coordinator and Special Education Coordinator/TEAM Chair, as recommended by the Personnel Policy Sub-Committee.

9. Warrant

A Motion was made by Dr. Anderson and seconded by Mrs. Sweeney and VOTED unanimously to accept the warrant of October 17, 2013 and place it on file for audit.

10. Adjourn

A Motion was made by Dr. Anderson and seconded by Mrs. Sweeney and VOTED unanimously to adjourn.

Mr. Harvey declared the meeting adjourned.

The North Shore Regional Vocational School District School Committee adjourned at 8:57 p.m.

Respectfully submitted,

Secretary

Meeting Handouts

- Open House Brochure