

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

REGULAR MEETING

MINUTES

NOVEMBER 13, 2014

MEMBERS PRESENT: G.R. Harvey, Essex, Chairman
M. Patterson, Department of Agriculture, Vice Chairman
D. Blake, Beverly
M. Amato, Boxford
D. Ketcham, Hamilton
P. Anderson, Lynnfield
M. Sweeney, Marblehead
E. Weitzler, Middleton
B. Perkins, Rockport
T. St. Pierre, Salem
W. Jackson, Swampscott
C. Robinson, Topsfield
W. Nichols, Wenham

MEMBERS ABSENT: L. Siewko-Story, Department of Agriculture
Department of Agriculture
R. Fravel, Danvers
M. Teixeira, Gloucester
J. Sabella, Manchester
Nahant
Peabody

OTHERS PRESENT: D. O'Connell, Superintendent-Director
B. Morgan, Principal
M. Znamierowski, Business Manager
C. Worth, District Treasurer
C. Levesque, Recording Secretary
H. Marchant, Student Representative
A. Marquis, Student Representative

1. Call to Order

The meeting was called to order at 7:05 p.m. The recording secretary called the roll. It was noted that a quorum was present.

Mr. Morgan introduced Hannah Marchant and Alexa Marquis, newly appointed Student Representatives to the School Committee. Ms. Marchant is in grade 11 enrolled in the Health Assisting Career Area and resides in Danvers. Ms. Marquis is also in grade 11 enrolled in the Natural Resource Management Career Area and resides in Lynn. The students will sit on the Committee for the next two years.

A motion was made by Dr. Patterson and seconded by Mrs. Sweeney and VOTED unanimously to move Item 7e Out of Order.

Grade 12 Environmental Technology students Sabrina Napoli from Saugus, Jeremy Smalley from Lynn and Jessica Locke from Georgetown shared their experience when they visited the Huntsmen Marine Science Centre last year. An Out of State Field Trip request was submitted to the Committee for review and approval for the current 11th grade students to visit the Huntsman Marine Science Centre, St. Andrews, New Brunswick, Canada. The students this year will explore several diverse habitats, collecting organism for identification in the lab. The students return with a greater appreciation for the geographical and cultural

similarities and differences between our shore, upper Gulf of Main and Bay of Fundy. It reinforces the students' skills and knowledge acquired throughout the school year.

A motion was made by Mrs. Sweeney and seconded by Dr. Patterson and VOTED unanimously to approve the Out of State Field Trip Request for the grade 11 Environmental Technology Students to visit the Huntsman Marine Science Centre, St. Andrews, New Brunswick, Canada from May 18, 2015 to May 22, 2015.

Dr. Patterson, a former Trustee for Essex Aggie, stated that this field trip is organized each year and the students find it is a very beneficial educational experience of the coastal waters.

Mr. Harvey reported that he approved an Out of State Field Trip for Culinary Arts students to Johnson & Wales University in Providence, Rhode Island on November 3, 2014. Mr. Harvey explained that this trip was denied by an administrator but after an explanation of the educational experience the denial was rescinded.

A motion was made by Mrs. Sweeney and seconded by Mrs. Weitzler and VOTED unanimously to approve the Out of State Field Trip Request for Culinary Arts to visit the Johnson & Wales University, Providence, RI on November 3, 2014.

A motion was made by Mrs. Sweeney and seconded by Mrs. Weitzler and VOTED unanimously to approve the Out of State Field Trip Request for Graphic and Design & Visual Communication to visit Portsmouth, NH on November 14, 2014. The purpose of this trip is a photography workshop in digital camera photography. Curriculum in typography and elements of design will enable students to produce a final product from their digital images.

A motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and VOTED unanimously to approve the Out of State Field Trip Request for Greenhouse Management to visit Danabedian Brothers in Salem NH on November 20, 2014. This is an opportunity for the students to visit a hydroponics growing facility growing vegetables and tomatoes. A member of their advisory committee is a consultant and offered to take the students on a tour of the facility.

2. Tentative Regular Meeting Minutes of October 9, 2014 for Approval

A motion was made by Mrs. Sweeney and seconded by Dr. Anderson and VOTED to approve the Tentative Regular Meeting Minutes of October 9, 2014 as presented. Abstentions: Mr. Perkins and Mr. Jackson.

3. Business Manager's Report

Mrs. Znamierowski reported that the Department of Revenue certified North Shore's E&D account in the amount of \$813,227.00. These funds will be deposited into the Essex North Shore Agricultural & Technical School District account.

Mrs. Znamierowski is reviewing the End of the Year report for Essex Agricultural and expects to file the report with the Department of Elementary & Secondary Education by the end of this week.

Mrs. Znamierowski reported that Mr. Jim Guisti, CPA, will attend the December 11, 2014 school committee meeting to submit Essex Agriculture's audit report and management letter.

Mrs. Worth reported that \$630,000.00 is owed to the district for FY14 reimbursements from DCAM. Mrs. Worth contacted DCAM in early October to notify them that the district has not received payments since August. Also, MSBA has not reimbursed the district for September and October. Mrs. Worth is following up on this too.

A motion was made by Mr. St. Pierre and seconded by Dr. Anderson and VOTED unanimously to authorize the District Treasurer to Borrow Anticipated Notes (BAN) in the amount of \$5,000,000.00 to cover construction costs for the project, as recommended by the School Building Committee.

Mrs. Znamierowski stated that she appreciates the vote should the district need to borrow.

Mr. Robinson stated that he wanted to make the Committee aware that the cost to borrow would be passed on to the General Contractor through litigation.

Mr. O'Connell reported that a part-time Business Office employee's work hours were increased due to the volume of work in that office.

4. Communications

Communications included in the packet were read and accepted.

Massachusetts Farm Bureau Federation's 2015 Horse Farm of Distinction Award

Mr. O'Connell reported that the district was selected to receive the "2015 Horse Farm of Distinction" with a score of 100! Mr. O'Connell added that receiving a score of 100 is an incredible achievement and commendable.

Notice of Retirement

A motion was made by Mrs. Sweeney and seconded by Mr. St. Pierre and VOTED unanimously to accept Mr. Tarpinian's notice of retirement with regret and appreciation for his 39 years as an educator to the school.

Notice of Resignation

A motion was made by Mrs. Sweeny and seconded by Mr. St. Pierre and VOTED unanimously to accept with regret Mr. Pellegrino's resignation as math teacher effective November 14, 2014.

Notice of Resignation from City of Peabody School Committee Representative

Mr. Bonfanti notified Mr. Harvey that he submitted his resignation as a school committee member representing the City of Peabody to Mayor Edward J. Bettencourt and the Mayor accepted his resignation.

Mr. Harvey reported that he received an email from Mrs. Weitzler that she notified Mr. Ira Singer, Town Administrator for Middleton, that she will not seek reappointment to the school committee for another term. Mr. Harvey thanked Mrs. Weitzler for ten (10) years of service and that it has been a pleasure to serve with her.

5. Owner's Project Manager Report

Mr. Harvey introduced Ms. Sean Burke who will report on the status of the construction project as of November 13, 2014.

Bleachers

Bleacher and Pressbox completion 11/26/2014

Scoreboard Complete

Farmstead Paving and Roadwork

Complete roadway and parking adjacent to Maintenance – 11/20/2014 (weather dependent)

InfraRed and Repair Damaged Paving at Farmstead Areas – 11/20/2014 (weather dependent)

Greenhouse

Greenhouse Startup/Commissioning/Training Complete (trying to resolve ebb and flow table valves)

Smith Hall

Repointing Complete (clean windows week of 11/17/2014)

Punchlist Update

Academy Interior: 153 Items remain out of 4,942 items.

Ongoing issues being addressed

Academy Exterior: 235 Items

Farmstead: Damaged panels being addressed by paver. Warranties and As-Builts being submitted.

Field Schedule

Sod complete at lower Middleton field

Sod complete at Danvers softball field

Sod complete at Danvers lacrosse field

Sod at combo field by 11/25/2014 (weather dependent)

O & M's

Complete by 12/01/2014

Training completed: Electrical System Walkthru; Fire Alarm; Submeeting Generator; Security Systems; HVAC Walkthru; Controls scheduled for (9/12/2014); Paint Booth Training is complete

HVAC Controls

ERU Control Adjustments Complete by Friday 11/14/14

Heat System Commissioning to start Week of 11/17/2014

Other: Elevator doors main elevator cleaned; masonry block at lobbies cleaned; door adjustments complete; card reader repair underway by Software House; exposed conduit to be negotiated with Fernandes/Ostrow; locker tag fix; lower level floor finish under review.

Authorization to Proceeds (ATP's)

A motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and VOTED unanimously to approve Authorization to Proceed in the amount of \$31,053.00, as recommended by the School Building Committee.

A motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and VOTED unanimously to approve Designpartnership Invoice #10941 in the amount of \$1,650.00, as recommended by the School Building Committee.

A motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and VOTED unanimously to approve Designpartnership Invoice #10942 in the amount of \$92,897.00, as recommended by the School Building Committee.

Mr. Burke reported that a meeting is scheduled with Gilbane Co. to address liquidation of the overall project and closeout settlement.

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

Negotiations Update

Mr. O'Connell reported that negotiations with the bus drivers are moving in a positive direction.

Negotiations with representatives of AFT and the teachers are moving slowly but consistent. Negotiations with the AFSCME for support staff will start in December.

Sports Complex Update

Mr. O'Connell reported that legal counsel has been hired to assist with a lease for the sports complex with DCAM. Attorney Jack McGlynn's office is working with Representatives and Senators to assist with securing a lease for the complex.

Mr. O'Connell reported that enrollment in the child care center is steadily increasing. There have been some unanticipated costs for repair i.e. boiler failing, but he's willing to repair the buildings as they have great rental potential.

Vocational Technical Liaison to North Shore Community College Appointment

Mr. O'Connell stated that he appointed himself as the liaison between North Shore Community College Board and Essex North Shore Agricultural & Technical School District. Legislation was passed last year under the Outside Section 47 to the Community College Reform. The purpose of the liaison is to share information and develop policies that promote greater interaction between the community college and the technical schools while maximizing the educational resources available to individuals seeking to learn a trade to develop targeted employment skills.

Mr. O'Connell added that his experience with President Gentile is collaborative and is looking forward to finalizing student's earning an Associate's Degree from North Shore Community College while at Essex Technical High School

Rental Fee Schedule

Mr. O'Connell reported that the Rental Fee Schedule was researched and reviewed by Mr. Worth, Mr. Porteous and Mrs. Silva. A reasonable amendment was made to add "Site Director" and all felt this was a necessary requirement.

A motion was made by Mrs. Sweeney and seconded by Dr. Patterson and voted to approve the Rental Fee Schedule as presented. Mr. Robinson voted NO.

Mr. Robinson questioned why it was not required to have a custodian on duty during a rental. Mr. Robinson's rationale is to protect the asset. The renter should be required to pay for the event and a custodian. The custodian would be available to open the building and then clean the area.

Mr. St. Pierre suggested that this item be left in place until the December School Committee meeting.

Compumachine Ribbon Cutting Event

Mr. O'Connell stated that Machine Technology established a business partnership with Compumachine. Compumachine is based in Danvers and an exclusive CNC machine tool distributor. Compumachine contributed to the purchase of a 1.6 million dollar piece of equipment and has currently loaned equipment to the program.

Program Advisory Committee Meetings

Mr. Morgan reported that all career areas were represented at the October 29, 2014 Program Advisory meetings. The meeting was an opportunity for members who had input into the design of the career areas over the past three year to finally see the fruits of their labor.

School Committee Review with Mr. Gilbert, MASC for the Superintendent Evaluation Tool

Mr. O'Connell stated that Mr. Gilbert is available November 17, 18, 19 or 25 to review the evaluation tool. After discussion, members would prefer to meet in January or February. Mrs. Levesque will contact Mr. Gilbert for his availability early next year.

Superintendent-Director Goals

The Superintendent-Director presented his Goals for 2014-2016, which the Committee reviewed. After discussion, the Committee agreed to vote this item at the December 11, 2014 School Committee meeting.

7. Principal's Report

College Fair

Mr. Morgan reported that the event was well attended by parents of junior and senior students. There were 50 representatives from colleges and universities were available to provide information to the parents and students. Mr. Morgan commended Mrs. Skinner and her staff as attendees found this night extremely beneficial.

Spirit/Homecoming Week

Mr. Morgan reported that a themed Spirit Week starting October 20th was established for comrade. Students participated in *Twin Day* dressed the same; *Character Day* dressed up as their favorite character or famous person and *Color Day* to support their class and school by wearing their class colors.

Saturday, October 25th was the First Annual Essex Tech Homecoming Dance. Mr. Morgan reported that 400 tickets have been sold for the dance.

Mr. Morgan reported that over 500 parents and members from the community attended the guided campus tours on October 25th.

Essex Technical High School Open House - November 15, 2014

Mr. Morgan reported that they are expecting between 3,000-4,000 visitors for Open House. There have been a lot of inquiries from parents of prospective students enrolling for next year.

Mr. Morgan reported that he will continue to host monthly morning and evening forums for parents. The focus of these meetings is to gather parent input and answer their questions or concerns. Mr. Morgan stated that the forums have been well attended and finds these to be beneficial and productive.

Ms. Amato stated that she attends these meetings and saw some positive feedback this month. Ms. Amato feels that these forums are a great avenue to get the word out and Mr. Morgan is accessible to parents.

8. New Business

Mr. Ketcham asked if there is a date for the Ribbon Cutting Ceremony for the new school. Mr. O'Connell replied that he is working on the details.

Mr. Harvey stated that he would like Mr. O'Connell to report how the estimates in the FY14 budget have worked out i.e. staffing, 3 day rotating schedule, space utilization, rentals. Mr. Harvey stated that he understands these could take some time to consider and suggests reports on even numbered months (December, February, etc.).

Mr. Harvey suggested that students from two career areas make a 10 minute presentation to the Committee each meeting. As a committee member he wants to hear about the fantastic opportunities at Essex Tech and congratulate the staff and students that make it possible.

9. Sub-Committee Reports

Finance & Property Sub-Committee. A meeting is scheduled for December 4, 2014 at 6:00 p.m. in Smith Hall's conference room.

Mr. O'Connell reported that the Essex Regional Retirement System (ERRS) issued a letter to the Executive Director of the Public Employee Retirement Administration Commission (PERAC) requesting that PERAC consider allowing ERRS to seek reimbursement from the Salem Retirement Board (SRB) for the unfunded liability attributable to the employees of the former Essex Aggie. The SRB could allocate any such cost to Essex Tech through the annual appropriation process.

Mr. O'Connell stated that if this appeal by ERRS to PERAC was to be reconsidered it would have a huge financial impact to the district, as the district would incur all Essex Aggie unfunded liabilities for retirees.

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

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

10. Old Business

There was no Old Business to report.

11. Warrant

A motion was made by Dr. Anderson and seconded by Mrs. Sweeney and VOTED unanimously to accept the warrant of November 13, 2014 and place it on file for audit.

12. Adjourn

A motion was made by Mrs. Sweeney 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 8:476 p.m.

Respectfully submitted,

Secretary

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