

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

REGULAR MEETING

MINUTES

NOVEMBER 21, 2013

MEMBERS PRESENT: G.R. Harvey, Essex, Chairman
M. Patterson, Department of Agriculture, Vice Chairman
L. Bonfanti, Peabody, Secretary
L. Siewko-Story, Department of Agriculture
D. Cahill, Department of Agriculture
D. Porteous, Beverly
R. Fravel, Danvers
M. Teixeira, Gloucester
D. Ketcham, Hamilton
P. Anderson, Lynnfield
M. Sweeney, Marblehead
E. Weitzler, Middleton
B. Perkins, Rockport
T. St. Pierre, Salem
W. Jackson, Swampscott

MEMBERS ABSENT: Boxford
J. Sabella, Manchester
Nahant
C. Robinson, Topsfield
W. Nichols, Wenham

OTHERS PRESENT: D. O'Connell, Superintendent-Director
J. White, Director-Principal, Essex Agricultural High School
M. Znamierowski, Business Manager
C. Worth, District Treasurer
C. Levesque, Recording Secretary

1. Call to Order

The meeting was called to order at 7:19 p.m. The recording secretary called the roll. It was noted that a quorum was present.

2. Tentative Regular Meeting Minutes of October 17, 2013 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 17, 2013. Abstentions: Dr. Story, Mr. Cahill, Ms. Teixeira, Mr. Ketcham.

3. Treasurer's Report

A motion was made by Dr. Anderson and seconded by Mrs. Sweeney and VOTED unanimously to approve the Balance Sheet of October 17, 2013 and place on file for audit.

A motion was made by Dr. Anderson and seconded by Ms. Teixeira and VOTED unanimously to approve the October 2013 Profit and Loss and place on file for audit.

4. Communications

All communications included in the packet were read and accepted.

Mr. Harvey reported that he received a complaint from a homeowner of potential ceiling damage. The letter was forwarded to Mr. Nigro which he passed on to Gilbane's loss prevention department to investigate.

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

Mr. Nigro reported that work continues or has been completed on major areas of construction. The grading of the running track is complete. The light pole bases and storm detention basin has been completed. The fencing and backstop work for the upper fields in Middleton is 90% complete. The Animal Science Building is complete and occupied on October 12, 2013. The targeted completion date for The Horse Barn, Maintenance and Small Engine Building is November 8, 2013. The building plumbing and electrical inspector will provide final inspections for the Horse Barn, Maintenance and Small Engine Buildings on November 8, 2013. Temporary phones will be brought into the Small Animal Building and Small Engine Building. Academy Building Section D has been approved to install dry wall & paint.

Mr. Nigro reported there is a cooperative effort between Gilbane Co.; PMA; Mrs. White, Director Principal and Mr. Taylor, Farm Manager to get the animals inside and out of the cold weather.

Mr. O'Connell asked when the punch list would be available. Mr. Nigro stated that he expects to have it by the end of November.

Authorizations to Proceed

A motion as made by Mr. St. Pierre and seconded by Dr. Anderson and VOTED unanimously to approve the Gilbane "Authorization to Proceed" (ATP) pending negotiation for a total amount of \$67,695.00, as reviewed and recommended by the School Building Committee.

Request to Award (RTA)

A motion as made by Mr. St. Pierre and seconded by Ms. Teixeira and after discussion VOTED unanimously to approve the following construction packages: RTA 11 for the Indoor Gym Equipment to Toms Team Sales of Portsmouth, New Hampshire in the amount of \$65,275.00, as reviewed and recommended by the School Building Committee.

Gilbane Co. Requisitions - #18

A motion was made by Mr. St. Pierre and seconded by Ms. Teixeira and VOTED unanimously to approve Gilbane Co. Requisition #18 in the amount of \$4,445,983.00, as recommended by the School Building Committee.

DesignPartnership of Cambridge Invoices

A motion was made by Mr. St. Pierre and seconded by Ms. Teixeira and VOTED unanimously to approve progress payment to DesignPartnership's Invoice #10808 in the amount of \$88,386.00, as recommended by the School Building Committee.

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

Essex North Shore Agricultural & Technical Foundation, Inc.

Mr. O'Connell reported that a Public Relations person will be hired to assist with naming rights, etc.

Merger Transition Plan Update/Mrs. Joy White, Director-Principal, Essex Agricultural High School

Mrs. White reported that the Essex Aggie Board of Trustees approved to pay 1.2 million from their budget for the construction of a new Farmstand Building.

Mrs. White reported that she finds merging the two cultures as challenging but also a very positive experience. At the October 23rd joint professional development day both staffs continued to work on aligning the curriculum to the Common Core that they began over the summer. All educators and administrators are committed to continue offering a high quality and rigorous education to the students. Mrs. White continues to meet weekly or biweekly with Mr. O'Connell, Mr. Morgan, and Mrs. Kroesser.

Mr. O'Connell reported that he has been contacted by various civic organizations to speak about the new school. Mr. Cahill commended Mr. O'Connell for his efforts and he has received positive comments regarding Mr. O'Connell responses from the staff and community.

Mr. O'Connell praised Ms. Sullivan, Vocational Coordinator, and Mrs. Gilroy, Cosmetology teacher, for reaching out to Wella as a possible corporate sponsor for the Cosmetology program in the new school. Mr. O'Connell, Ms. Sullivan and Mrs. Gilroy met with representatives from Wella to discuss available options for corporate sponsorship. Before a decision can be made the representatives need to present the proposal to their corporate headquarters.

Mr. O'Connell has met with representatives from Hyundai as a possible corporate sponsor for the Machine & Tool Technology Program and Automotive Technology Department. He also praised Ms. Sullivan, Mr. Sommerville and Mr. Coye, Machine & Tool Technology Instructors for reaching out to Hyundai.

Mr. O'Connell stated that Mrs. Znamierowski will issue a Request for Proposal (RFP) for a sports facility to be built on the upper fields in Middleton. This would be a land lease agreement that needs legislative amendments. Mr. O'Connell and Attorney Jack McGlynn are working on legislative language and letter of intent along with final proposal for legislative meeting. The complex consists of a hockey ice rink and indoor turf field at no cost or responsibility to the district. Mr. O'Connell stated that Town Manager of Middleton was informed of the possibility of the sports facility and supports it. In the first three years the district will receive approximately \$36,000.00 rental income and exclusive rights to use.

Mr. O'Connell asked the Committee appoint a sub-committee to negotiate the land lease proposal for the sports facility.

A motion was made by Mrs. Sweeney and seconded by Dr. Patterson and VOTED unanimously to appoint Mr. Robinson, Mr. St. Pierre and Mr. Porteous to negotiate the land lease for the sports facility on behalf of the full School Committee.

Mr. O'Connell reported that he has received information from the Massachusetts Bay Health Care Trust and is waiting for information from the GIC regarding Health Care. Attorney Jack McGlynn will work on amending the legislative language regarding health care for the new district.

7. Sub-Committee Reports

Finance & Property Sub-Committee

Mrs. White reported that the Essex Aggie Board of Trustees unanimously voted to contribute \$58,250.00 to the proposed FY14 Budget. Mr. O'Connell asked that the Committee hold the Premium Note of \$115,912.78 in abeyance as we move forward.

A motion was made by Dr. Anderson and seconded by Mr. Porteous and VOTED unanimously to adopt the FY14 Budget in the amount of \$275,413.00 and hold the Premium Note of \$115,912.78 in abeyance, as recommended by the Finance & Property Sub-Committee.

Mr. O'Connell reported that the Foundation unanimously voted at their last meeting to support the cost to buy and install lights on the turf field at the new school. They have received a proposal from MUSCO for a seven (7) year lease in the amount of \$160,000.00 and lights could be installed in January 2014. There is no payment due the first year of the lease. The lease will be signed by the Essex North Shore Agricultural & Technical School District and the 501(c)(3) will repay the school each year. Mrs. Znamierowski will go out for an RFP in December for the lighting project.

A motion was made by Mr. Cahill and seconded by Ms. Teixeira and VOTED unanimously to authorize Mrs. Znamierowski to submit an RFP for lighting for the competition field.

Mrs. Znamierowski reported on the challenges of merging the two budgets and developing one FY15 budget for the new district.

Sale of the Property Update

Mr. O'Connell reported that they have received a firm offer of \$4,725,000.00 to purchase the property and the legal counsel is negotiating a Letter of Intent.

There was no meeting or report by the **District Policy Sub-Committee**. Mr. O'Connell reported that Mrs. Kroesser, Mr. Vercellone and Mrs. Levesque have completed reviewing the Policy Manual with Mr. Gilbert, MASC.

Personnel Policy Sub-Committee

A motion was made by Mr. Porteous and seconded by Mr. Cahill and VOTED unanimously to accept the Administrative Flow Chart as presented, as recommended by the Personnel Policy Sub-Committee.

A motion was made by Mr. Porteous and seconded by Mr. Cahill and VOTED unanimously to support the various Job Descriptions as presented, as recommended by the Personnel Policy Sub-Committee.

8. Old Business

There was no Old Business to report.

9. New Business

Mr. Porteous stated that this is last meeting representing the City of Beverly and introduced his replacement Mr. Daniel Blake. Mr. Porteous stated that he is looking forward to making great progress with the 501(c)(3) Foundation. Mrs. Sweeney thanked Mr. Porteous for his invaluable service to this Committee.

10. Warrant

A Motion was made by Dr. Anderson and seconded by Mr. St. Pierre and VOTED unanimously to accept the warrant of November 21, 2013 and place it on file for audit.

11. Adjourn

A Motion was made by Mrs. Sweeney and seconded by Mr. Cahill and VOTED unanimously to adjourn.

Mr. Harvey declared the meeting adjourned.

The North Shore Regional Vocational School District School Committee adjourned at 8:47 p.m.

Respectfully submitted,

Secretary

There were no meeting handouts.