

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

ANNUAL MEETING

MINUTES

JANUARY 10, 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
D. Ketcham, Hamilton
M. Teixeira, Gloucester
P. Anderson, Lynnfield
M. Sweeney, Marblehead
B. Perkins, Rockport
T. St. Pierre, Salem
C. Robinson, Topsfield

MEMBERS ABSENT: M. Crowe, Boxford
J. Sabella, Manchester
E. Weitzler, Middleton
Nahant
W. Jackson, Swampscott
W. Nichols, Wenham

OTHERS PRESENT: D. O'Connell, Superintendent NSRVSD
C. Worth, District Treasurer
K. Nigro, PMA
B. Morgan, Principal, NSTHS
M. Kroesser, Assistant Superintendent, NSRVSD
C. Sullivan, Vocational Director, NSTHS
V. Skinner, Director of Student Services, NSTHS
D. Gibson, Assistant Principal, NSTHS
M. Rancourt, Grants Manager, NSRVSD
C. Mears, Principal's Secretary, NSTHS
S. Smith, Attorney EATHS
J. Alden, Chairman, NSRVSD General Advisory Board
J. Kimani, President, EATHS Hathorne Federation of Teachers, Local 1269
K. McKay, Secretary, EATHS Hathorne Federation of Teachers, Local 1269
C. Levesque, Recording Secretary
Others

1. Call to Order

The meeting was called to order at 7:43 p.m. at North Shore Technical High School.

2. Election of Officers

Chairman

A Motion was made by Dr. Patterson, seconded by Mrs. Sweeney to nominate Mr. Harvey for Chairman.

There were no other nominations presented.

It was moved by Dr. Anderson and seconded by Mrs. Sweeney to close nominations.

The Clerk was instructed to cast one (1) ballot for Mr. Harvey to serve as Chairman for a term of one year.

Vice Chairman

A Motion was made by Mr. Cahill, seconded by Ms. Teixeira to nominate Dr. Patterson as Vice-Chairman.

There were no other nominations presented.

A Motion was made by Ms. Teixeira and seconded by Mrs. Sweeney to close nominations.

The Clerk was instructed to cast one (1) ballot for Dr. Patterson to serve as Vice Chairman for a term of one year.

Secretary

A Motion was made by Mrs. Sweeney, seconded by Mr. Porteous to nominate Mr. Bonfanti as Secretary.

There were no other nominations presented.

A Motion was made by Mrs. Sweeney, seconded by Mr. Porteous to close nominations.

The Chairman instructed the Clerk to cast one (1) ballot for Mr. Bonfanti to serve as Secretary for a term of one year.

3. Tentative Regular Meeting Minutes for Approval

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED to approve the Tentative Regular Meeting Minutes of December 13, 2012 as amended:

Page 4, 8th paragraph, 2nd sentence...*add within after from*

Mr. Cahill, Mr. Fravel and Mr. Robinson abstained.

4. Communications

Reappointment of Mr. George Harvey was received from Mr. Rolf Madsen, Essex Town Moderator.

5. October 1, 2012 Student Enrollment Weighted Vote

Mr. O'Connell referred to the October 1, 2012 Student Enrollment Weighted Vote that was included in the packet. Beverly's weighted vote decreased to 3 and Swampscott's weighted vote increased to 3. All other weighted votes remain the same.

6. Old Business

Mr. Harvey proposed that this Committee meet on the third Thursday of each month. Should a meeting date fall on school vacation that meeting would move to the following Thursday.

A Motion was made by Mrs. Sweeney and seconded by Mr. Porteous and unanimously VOTED to approve the proposed meeting schedule, the third Thursday of each month, as recommended by Mr. Harvey, Chairman.

7. Appointment of District Treasurer

A Motion was made by Mrs. Sweeney and seconded by Mr. Porteous and VOTED unanimously to reappoint Ms. Claudia Worth as District Treasurer for a term of one year.

8. Appointment of Recording Secretary

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to reappoint Ms. Candace Levesque as Recording Secretary for a term of one year.

9. Treasurer's Report

Mrs. Worth reviewed the December 31, 2012 Balance Sheet and Profit & Loss Statement. There were no questions or concerns from Committee members.

A Motion was made by Dr. Anderson and seconded by Ms. Teixeira and unanimously VOTED to place the December 31, 2012 Balance Sheet on file for audit.

A Motion was made by Dr. Anderson and seconded by Dr. Patterson and unanimously VOTED to place the December 31, 2012 Profit and Loss Report on file for audit.

10. Owner's Project Manager Report

Mr. Nigro thanked the Committee and Administration for inviting him and Mr. Sean Burke to the Annual Dinner earlier this evening. Mr. Nigro expressed his appreciation to the Committee for inviting Mr. Sean Burke, PMA, who works behind the scenes with Mr. Nigro.

Request to Award

A Motion was made by Mr. St. Pierre and seconded by Ms. Teixeira and unanimously VOTED to approve the Gilbane "Recommendation to Award" (RTA) for Bid Package #08E – Glass Railing System, to Architectural Railings and Grills of Fort Mill, South Carolina in the amount of \$209,090.00.

A Motion was made by Mr. St. Pierre and seconded by Ms. Teixeira and unanimously VOTED to approve the Gilbane "Recommendation to Award" (RTA) Bid Package #11B – Food Service Equipment to Boston Showcase Company, New Highlands, MA in the amount of \$1,013,572.00.

A Motion was made by Mr. St. Pierre and seconded by Ms. Teixeira and unanimously VOTED to approve Bid Package #99A – General Labor & Safety to Essex Newbury North of Newburyport, as recommended by PMA Consultants and DesignPartnership of Cambridge. Mr. Nigro reported that Essex Newbury North is a local minority owned contractor and their bid was \$1,114 lower than G.O. Services, a subsidiary of Gilbane Co.

Authorization to proceed (ATP)

Mr. Nigro explained that ATP is utilized in order to expedite work and avoid delays. Mr. Nigro reviewed ATP 28-40 and ATP 42 and stated that the majority of the ATP's are owner contingent.

A Motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and unanimously VOTED to approve Change Order #1 in the amount of \$220,735.00.

Mr. Nigro reported that the new contact sum which includes this Change Order is \$110,983,946.00 and has been certified by DesignPartnership of Cambridge, PMA Consultants and Gilbane Co.

Mr. Nigro reported that he has secured individual permits for each building from the Town of Danvers. The issue of the Town of Danvers requiring individual permits will be discussed at the next School Building Committee meeting.

Dr. Anderson asked when members of the Committee could expect to tour the construction site. Mr. Nigro answered that due to the current weather the terrain has become very treacherous. When the weather improves Mr. Nigro will schedule a tour for the Committee.

11. Sub-Committee Reports

There was no meeting or report by **District Policy**.

Finance & Property Policy

Dr. Anderson reported that the Sub-Committee met on December 21, 2012. At that meeting the Sub-Committee reviewed the salaries that local Superintendents are receiving.

Dr. Anderson reported that the Sub-Committee voted to recommend to the Personnel Sub-Committee that the Superintendent-Director salary range is \$160,000 to \$180,000 but not to exceed \$180,000.00.

Merger Activities Temporary Sub-Committee

Dr. Patterson reported that Mr. Crowe, Ms. Teixeira, Mr. Perkins and Superintendents' O'Connell and Bourgeois met on January 3, 2013.

Dr. Patterson stated that it is necessary to develop a timeline and target dates and responsibility of items that need to take place before July 1, 2014.

Mr. O'Connell distributed MAT from David Stephen of New Vista Design. Mr. Bourgeois offered to develop a graphic timeline.

Dr. Patterson stated that he is quite impressed with the tasks that must be completed before the opening of the new school.

Ms. Teixeira stated that she was overwhelmed by the lists which were very comprehensive.

Ms. Teixeira stated that her hope is that this Temporary Sub-Committee does not take over the responsibility of the hiring of a Superintendent-Director. Dr. Patterson assured her that the Merger Activities Temporary Sub-Committee is not trying to assert any other Sub-Committee's responsibility.

Personnel Policy

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and recommends the full School Committee support the hiring of one Superintendent-Director for the new district.

Ms. Teixeira stated that she supports the Motion and she did research co-superintendents and only found language referring to "a" or "the" Superintendent.

Dr. Patterson clarified that Mr. Bourgeois proposal was to have co-superintendents until a Superintendent-Director was hired.

Mr. Bonfanti stated that he will vote in favor of the Motion as his Mayor feels quite strongly that only one Superintendent be hired for the new district.

Mr. Cahill asked how it all would work out. Mr. Porteous answered that Superintendents' O'Connell and Bourgeois are eligible to apply for the position.

Mr. Cahill asked if one of the two current Superintendents was hired would the salary be full or modified. Mr. Porteous answered that would depend on the contract negotiations.

It was unanimously VOTED to support the hiring of one Superintendent-Director for the new district, as recommended by the Personnel Policy Sub-Committee.

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira to recommend that the full School Committee adopt the Superintendent Hiring Timeline.

Mr. Robinson stated that if the Hiring Timeline is adopted tonight January 16, 2013 is the date that the position will be advertised on the MASC and MAVVA websites and the "t/b/d" dates would be adjusted as necessary.

Ms. Teixeira stated that she was concerned with the date July 1, 2013 Superintendent begins. After discussion, July 1, 2013 will be deleted and replaced with "As soon as possible."

It was unanimously VOTED to adopt the Superintendent Hiring Timeline as amended.

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira to recommend that the full School Committee adopt the Superintendent-Director Job Description as presented.

Mr. Cahill asked if the superintendent certification meets M.G.L., Chapter 71, Section 38G. He was told that job description will be forwarded to legal counsel to review.

Mr. St. Pierre stated that he was present at the Personnel Sub-Committee meeting and Mr. Gilbert, MASC, determined that the superintendent certification meets M.G.L.

It was unanimously VOTED to adopt the Essex North Shore Agricultural and Technical Regional School District's Superintendent-Director Job Description as presented.

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira to approve the Superintendent-Director advertisement.

Mr. O'Connell suggested the following changes to the wording – *add* to "The District **will**....and *delete* nearly 1,000 and replace with **up to 1,440**.

Ms. Teixeira stated that she supports the Motion and that she has much experience with Superintendent searches and is very comfortable with the salary of \$160,000 to \$180,000.

Mr. Cahill asked if the salary would come from the new district budget and he was told yes.

Mr. O'Connell stated that at the Ad Hoc meeting Mr. Crowe pointed out that there other revenue options available. There are line items in each schools budget for the new district or interest earned from the new districts money market accounts or each school has E&D accounts.

Dr. Patterson asked if the intent was to have a full time Superintendent focus only on the new district. Ms. Teixeira replied that it would depend on who the Committee hires.

Mr. O'Connell stated that at the Ad Hoc meeting Mr. Perkins pointed out that both schools have qualified administrators who might apply and the Superintendent could delegate some of the merger responsibilities to them.

Mr. St. Pierre stated that as of June 30, 2014 the Superintendents at Essex Aggie and North Shore Regional Vocational School District will no longer exist.

12. Discussion items that were not reasonably anticipated by the Chairman, in accordance with M.G.L., Chapter 30A, Section 18-25

Mr. Porteous reported that the 1940 Packard was sold to a Florida resident for \$20,000.00.

Mr. Harvey reminded members that if they cannot attend a meeting please notify Mrs. Levesque as it is important to have a quorum.

Mr. O'Connell reported that the District applied for and was awarded a competitive Life Science Grant in the amount of \$99,000.00 for BioTech equipment and supplies. The tentative plan is to add or incorporate an introduction to biotechnology course into the Program of Studies of North Shore Technical High School.

Additionally, Mr. O'Connell reported that the school was awarded a \$62,000.00 competitive regionalization grant. These funds will be shared with Essex Aggie to offer professional development on curriculum and assessment with all academic disciplines of both schools.

Mr. O'Connell commended Dr. Rancourt for procuring just under \$300,000 in grants to date.

Ms. Teixeira asked if Essex Aggie reaches out to North Shore Tech for regionalization grants. Mr. O'Connell answered they do not.

13. Warrant

A Motion was made by Dr. Anderson and seconded by Mrs. Sweeney unanimously VOTED to approve the Warrant of January 10, 2013 and place on file for audit.

14. Adjourn

It was moved by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to adjourn.

The Chairman declared the meeting adjourned at 9:11 p.m.

Respectfully submitted,

Secretary

Meeting hand-outs

- None