

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

REGULAR MEETING

TENTATIVE MINUTES

OCTOBER 8, 2015

MEMBERS PRESENT: M. Teixeira, Gloucester, Chairwoman  
M. Patterson, Department of Agriculture  
M. Amato, Boxford  
G.R. Harvey, Essex  
D. Ketcham, Hamilton  
P. Anderson, Lynnfield  
J. Sabella, Manchester  
A. Liteplo, Middleton  
E. Johnson, Nahant  
J. Liacos, Peabody (Arrived 6:36 p.m.)  
B. Perkins, Rockport  
T. St. Pierre, Salem  
W. Jackson, Swampscott  
C. Robinson, Topsfield  
W. Nichols, Wenham

MEMBERS ABSENT: M. Sweeney, Marblehead, Vice Chair  
L. Siewko-Story, Department of Agriculture, Secretary  
D. Blake, Beverly  
W. Marquis, Danvers  
Department of Agriculture

OTHERS PRESENT: B. Morgan, Principal  
M. Znamierowski, Business Manager  
C. Worth, District Treasurer  
C. Levesque, Recording Secretary

1. Call to Order

The meeting was called to order at 7:00 p.m. The recording secretary called the roll. It was noted that a quorum was present.

2. Land Lease Agreement with Division of Capital Asset Management and Maintenance (DCAMM)

Ms. Teixeira introduced David Opatka, Project Manager with DCAMM; Barbara Hopson, Land Use Administrator, Conservation & Technical Assistance with MDAR; Attorney Jack McGlynn & Beth Mullen, McGlynn & McGlynn.

Mr. Opatka reported that DCAMM is developing a 25 year, 8.49 land lease agreement between Essex North Shore Agricultural & Technical School District and the Essex Sports Center, LLC. Mr. Opatka stated that in order to move forward with the lease it is necessary to comply with MEPA conditions which DCAMM is working on.

Ms. Hopson reported that the Department of Agriculture has deemed approximately 48 acres of the property is restricted and protected for agricultural uses only.

Following discussion, motion made by Mr. St. Pierre, seconded by Dr. Patterson to authorize Ms. Teixeira, Chairwoman, to execute a lease between the Commonwealth of Massachusetts as Landlord, and the District as Tenant and to accept the document reflective of changes. The Chairwoman will have discretion to make additional revisions to the lease on the advice of counsel.

3. Student Representatives Report  
There was not report from the Student Representatives.
4. Approval of the September 10, 2013 Tentative Meeting Minutes  
Motion made by Mr. Ketcham, seconded by Mr. St. Pierre to approve the September 10 Regular Meeting Minutes as presented.
5. Business Managers Report  
Mrs. Znamierowski reported that a copy of the audit engagement letter for Giusti, Hingston and Company was included in the packet.

Donations –

Motions made by Mr. Harvey, seconded by Mr. St. Pierre to accept the following donations:

- 1997 Ford F150
- Ideal Concrete Block to Masonry valued at \$2,500.00
- Climate Design Systems various equipment and supplies to HVAC

The above motions carried unanimously.

6. Communications  
Members expressed regret and appreciation to Dr. Paul Anderson, Lynnfield Representative, as he has resigned from this position and this is his meeting.

Motion was made by Dr. Patterson, seconded by Mr. St. Pierre to accept the resignation of Jane Murphy, Special Education Teacher, with regret and thanks.

Email received from Douglas Gillespie, Executive Director with the Massachusetts Farm Bureau Federation Inc. offering free student memberships to incoming seniors enrolled in an agricultural career area.

7. Principal's Report  
New England Association of Schools & Colleges Update  
Mr. Morgan reported that the NEASC accreditation visit is scheduled for October 2017. The Self-Study process for staff and administrators will begin next year. Dr. Lupini stated that expenses for the visit will be included in the FY17 budget.

North Shore Community College Early College

Mr. Morgan reported that a Parent Nights will be scheduled to share information for the Early College initiative before the January 19<sup>th</sup> startup date.

Adult Education Enrollment

Mr. Morgan reported that 41 courses were offered, due to lack of subscription 25 classes were cancelled, 10 courses will run and 6 are on hold as they have not met minimum enrollment. Mr. Morgan stated that Mr. Porteous, Adult Education Director, has been directed to run courses that meet minimum enrollment. Mr. Morgan stated that he and Dr. Lupini are reaching out to other districts that have successful Adult Education programs. There was no action taken by the Committee on this item.

Department of Elementary & Secondary Education Use of Facility

Motion made by Dr. Patterson, seconded by Mr. St. Pierre to waive the rental fee for the Department of Elementary & Secondary Education for the use of Smith Hall's Auditorium on November 16 & 17 and December 2 & 3 for workshops. Motion carried unanimously.

Out of State Field Trip

Motion made by Mr. Harvey, seconded by Ms. Amato to approve an Out of State Field Trip for the senior class of 2016 to High Meadow, Granby, CT on June 1, 2016. Motion carried unanimously.

8. New Business

There was no New Business to report.

9. Sub-Committee Reports

Finance & Property

FY 2015 End of Year Closing Balance Sheet as of June 30, 2015

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to close anticipated receipts of \$630,343.17 and appropriation budget of \$2,280,398.70 to unreserved fund balance account, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to recommend to reverse \$507,230.82 FY 2014 reserved for encumbrances account #1-3106 to unreserved fund balance account #1-3151, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to reserve \$1,150,479.37 to account #1-3106, reserved encumbrances for outstanding purchase orders, invoices and the Hathorne Federation Teachers MOA as of June 30, 2015 from unreserved fund balance account #1-3151, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to deposit \$289,112.33 of transportation reimbursement into the Regional Transportation Reimbursement Fund established by the School Committee on March 12, 2015, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Encumber Funds for Moving Costs

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to encumber \$90,000.00 to cover moving costs from Middleton, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Encumber Funds for Essex Regional Retirement Board

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to encumber \$400,000.00 for the Essex Regional Retirement Board unfunded liability for Essex Aggie retirees, as recommended by the Finance Sub-Committee. Motion carried unanimously.

FY 2015 Invoice

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to process a FY 2015 invoice from First Advantage in the amount of \$506.50, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Technology Purchase – Apple Inc.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve the purchase of technology needs for the incoming Interim Superintendent, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Purchase Order Requests

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve purchase order requests in the amount of \$7,713.36 as outlined in the September 30, 2015 Business Managers Report, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Budget Transfer Requests

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve the Budget Transfers requests as recommended by the Business Manager and the Finance Sub-Committee. Motion carried unanimously.

MAVA Leadership Academy I

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve one candidate to participate in the MAVA Leadership Academy I, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Student Activity Account Transfer

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve the transfer of a Student Activity Account to cover a deficit of \$421.356 from Interest Account that has a balance of \$1,795.3. After the transfer the account balance will be \$1,373.94, as recommended by the Finance Sub-Committee. Motion carried unanimously.

Out of District Student

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to approve an Out of District student of a faculty member be given the opportunity to explore all CTE programs offered at Essex Technical High School. Moving forward this vote will not set precedent, as recommended by the Finance Sub-committee. Motion carried unanimously.

Ms. Teixeira stated that at the recommendation of the former Superintendent the Committee voted not to be a Choice school in the 2015-16 school year. The former Superintendent's recommendation was made after he promised a faculty member that their child, as a 9<sup>th</sup> grade student, would have the opportunity to explore all CTE programs even though the family resided out of district.

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

School Building Committee

Motion made by Mr. Harvey, seconded by Mr. St. Pierre to approve Change Order #16 which represents a final settlement of construction related issues relative to credits and adds for cost of work completed and cost of work needed to meet plans and specification (contract documents). This agreement is contingent on PMA negotiating a final deduct amount that completes the project on budget. This settlement was reviewed, voted and recommended by the School Building Committee. Motion carried unanimously.

Motion made by Mr. Harvey, seconded by Mr. St. Pierre to approve the following requisitions/invoices as reviewed, voted and recommended by the School Building Committee:

- Gilbane Co. Requisition #34 in the amount of \$1,845,983.37. This is the last payment and excluded the 5% hold back.
- DesignPartnership Invoice (dated 09.21/15) NTE in the amount of \$7,012.50 for the purchase of credits to achieve LEED gold status. Architect to pursue credits to offset final amount of invoice.
- Garrity & Knisely invoice #9833 in the amount of \$2,800.00 for contract consultation on Gilbane Co. settlement issues.
- CDW Consultants invoice #013 in the amount of \$1,745.00 for DEP filing or Response Action Outcome (RAO) for contaminated soil at old Farmstead building location, as recommended by the School Building Committee.

The above motions carried unanimously.

Motion made by Mr. Harvey, seconded by Mr. St. Pierre to approve the Out of Scope ATE 586 (to be included in settlement agreement change order) not to exceed the amount of \$10,294.00 for additional back stop netting support needed for baseball field backstop (per engineer), as recommended by the School Building Committee. Motion carried unanimously.

Motion made by Mr. Harvey, seconded by Mr. St. Pierre to approve the DesignPartnership scope of work for architectural and engineering services to provide plans and specifications needed to publically bid a new pole type agricultural storage structure in the amount of \$9,800.00, as recommended by the School Building Committee. Motion carried unanimously.

10. Old Business

Mr. St. Pierre reported that there is a new backstop, which is considered surplus equipment, located on the land where the Sports Complex will be constructed. Mr. St. Pierre suggested that the district contact communities to see if they may have a use for the backstop. Ms. Amato stated that Boxford may be interested and will get back to Mr. St. Pierre.

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

Ms. Teixeira referred to a communication received by Representative Theodore C. Speliotis from Mr. Alvin W. Craig, President of the Essex Agricultural Society regarding the naming of the school. Ms. Teixeira stated that the District will work to resolve this issue. After discussion, Dr. Patterson agreed to meet with Mr. Craig to discuss those concerns.

12. Warrant

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to adopt the warrant of October 8, 2015 and place it on file for audit. Motion carried unanimously.

13. Executive Session

Motion made by Mr. St. Pierre, seconded by Dr. Patterson to enter into Executive Session for the Purpose of Approving Executive Session Minutes.

A Roll Call Vote was taken to enter Executive Session:

YES – Dr. Patterson, Boxford, Essex, Hamilton, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott and Gloucester  
NO - None

YES – 11                      WEIGHTED – 20  
NO – 0                        WEIGHTED – 0

Motion Carried Unanimously.

The Essex North Shore Agricultural and Technical School Committee entered Executive Session at 9:35 p.m.

The Essex North Shore Agricultural and Technical School Committee returned to Public Session at 9:58 p.m.

14. Adjourn

Motion made by Dr. Patterson, seconded by Ms. Amato to adjourn. Motion carried unanimously.

Ms. Teixeira, Chairwoman, declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 9:58 p.m.

Respectfully submitted,

Secretary

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

Essex North Shore Agricultural & Technical School Committee

October 8, 2015

*Approved:*