

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

REGULAR MEETING

MINUTES

NOVEMBER 1, 2012

MEMBERS PRESENT: G.R. Harvey, Essex, Chairman  
L. Bonfanti, Peabody, Secretary  
L. Siewko-Story, Department of Agriculture  
D. Porteous, Beverly  
R. Fravel, Danvers  
D. Ketcham, Hamilton  
M. Teixeira, Gloucester  
P. Anderson, Lynnfield  
J. Sabella, Manchester  
M. Sweeney, Marblehead  
E. Weitzler, Middleton  
T. St. Pierre, Salem  
W. Jackson, Swampscott  
C. Robinson, Topsfield  
W. Nichols, Wenham

MEMBERS ABSENT: M. Patterson, Department of Agriculture, Vice Chairman  
D. Cahill, Department of Agriculture  
M. Crowe, Boxford  
Nahant  
B. Perkins, Rockport

OTHERS PRESENT: D. O'Connell, Superintendent NSRVSD  
R. Bourgeois, Superintendent-Director, EATHS  
C. Worth, District Treasurer  
K. Nigro, PMA  
C. Levesque, Recording Secretary  
Others

1. Call to Order

The meeting was called to order at 7:15 p.m.

2. Tentative Regular Meeting Minutes for Approval

It was moved by Mrs. Sweeney and seconded by Dr. Anderson and VOTED to approve the Tentative Regular Meeting Minutes of October 11, 2012 as corrected:

Page 2, Treasurer's Report, paragraph 3, delete 1.5% and add 1.15%

Page 3, Owner's Project Manager Report last paragraph, delete 90 and add 480

Dr. Anderson abstained.

3. Treasurer's Report

Mrs. Worth stated that she followed up with East Boston Savings Bank after learning that Essex Agricultural earns 1.15% interest and East Boston Savings agreed that this District will also earn 1.15% on their money market account rather than the original 1.0% interest.

It was moved by Dr. Anderson and seconded by Mrs. Sweeney and unanimously VOTED to place the October 30, 2012 Balance Sheet on file for audit.

It was moved by Dr. Anderson and seconded by Ms. Teixeira and unanimously VOTED to place the October 30, 2012 Profit and Loss Report on file for audit.

#### 4. Owner's Project Manager Report

Mr. Nigro presented a slide show of the construction progress to date.

Mr. Nigro stated that he may need to request that the Committee schedule a Special Meeting to award a bid for door frames.

Mr. O'Connell asked if the Committee would consider appointing a small Sub-Committee for the purpose of awarding critical and time sensitive bids. After discussion, a Motion was made by Mrs. Sweeney and seconded by Mr. St. Pierre and unanimously VOTED to appoint a small Sub-Committee to review and approve time sensitive awards critical to the construction. Members appointed are: Mr. St. Pierre, Mr. Robinson, Mr. Bonfanti, Mr. Porteous, Mr. O'Connell, Mr. Marquis and Mr. Bourgeois.

A Motion was made by Mr. Robinson and seconded by Mr. St. Pierre and unanimously VOTED to approve payment of a Gilbane Co. requisition, which has been reviewed and certified by Designpartnership in the amount of \$3,284,703.00.

A Motion was made by Mr. St. Pierre and seconded by Mrs. Sweeney and unanimously VOTED to authorize that the School Building Committee negotiate the Guaranteed Maximum Price with Gilbane Co. and Change Orders.

Ms. Teixeira asked if after the Guaranteed Maximum Price is approved could it be amended. Mr. Nigro replied that amendments are allowed.

#### 5. Essex North Shore Agricultural and Technical Foundation, Inc. Report – Mr. Dean Porteous

Mr. Porteous reported that the 1964 Buick Lesabre was sold for a high bid of \$8,100.00. The high bid was placed by Mr. Pesce an Information Systems Technology teacher at North Shore Technical High School.

Mrs. Sweeney asked if there would be a press release regarding the sale of the 1964 Buick. Mr. O'Connell stated yes, pictures were taken and Mrs. Dashcund, Public Relations Liaison, would issue a press release.

Mr. Porteous reminded members that when speaking to potential donors or philanthropists it is important to let them know their donation can be used for restricted or unrestricted purposes.

#### 6. Superintendents' Report

Mr. Bourgeois stated that twenty-seven (27) Essex Aggie students recently attended a National FFA competition in Indianapolis. Some students successfully placed in their career development areas. The students and advisors arrived safely in Boston just ahead of Hurricane Sandy. Chairman Harvey asked that Mr. Bourgeois carry back congratulations from this Committee to the students and advisors.

Mr. Bourgeois reported that he was selected to sit on the Commissioner of Education's task force to address the Chapter 74 non-resident tuition issue.

Mr. Bourgeois reported that he received notice that the Commissioner of Education will visit Essex Aggie on January 4<sup>th</sup> to attend focus group meetings, tour labs, etc.

Mr. O'Connell reported that he has contracted with North Shore Community College (NSCC) for the District to provide transportation services for students from high schools to and from NSCC, Danvers and Lynn, and other Career Vocational Technical Education related events at a cost of \$250.00 per trip.

Mr. O'Connell reported that North Shore Regional Vocational School District has partnered with North Shore Community College and applied for a Integrated Building Science and Sustainable Energy Management Grant. The purpose of the program is to provide career and educational pathways for Integrated Building Science that reflects the real need of regional businesses.

Additionally, Dr. Rancourt, Grants Manager and Mr. Tarpinian, Science Coordinator, have applied for a competitive Life Science grant..

Mr. O'Connell reported that Snap-On Tools has been chosen as the company that will install the lifts for the Automotive Technology program at a cost savings of approximately \$30,000 to \$45,000.

Mr. O'Connell reported that he recently attended a National Equipment Show in Tampa, FL. He met with distributors for all the manufacturers that could result in significant savings for the new school.

Mr. Porteous asked if vendors are aware that it could be at least two years before actual installation. Mr. O'Connell answered yes the companies will upgrade equipment to what is currently used by industry.

## 7. Sub-Committee Reports

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

### **Finance & Property Policy**

A motion was made by Mrs. Sweeney and seconded by Mr. Porteous and unanimously VOTED to postpone review and approval of the of North Shore Regional Vocational School District and Essex Agricultural and Technical High School Invoices to a future meeting.

### **Personnel Policy**

Mr. Porteous reported that members of the Sub-committee are compiling Superintendent job descriptions and will use a template from the Massachusetts Association of School Committees (MASC) to develop a job description. After developing the job description the Sub-Committee will meet with the Superintendents.

Mr. O'Connell asked Mr. Porteous what the Sub-Committee's timeline is regarding the Letter of Intent received from both of the Superintendents. Mr. Porteous answered that the Sub-committee is aware that the hiring of a Superintendent is time sensitive and want to have the process completed as soon as possible.

### **School Building Committee**

Mr. St. Pierre reported that the lack of receiving the Guaranteed Maximum Price from Gilbane Co. is still a concern, but a message has been sent to Gilbane by this Committee.

Mr. Bonfanti asked that the full School Committee consider some sort of motion to establish a timeline for receiving materials to be considered for vote. Committee members discussed frustration of not having time to fully review these materials.

Mr. St. Pierre offered that the Committee will take no action unless the timeline for submittal is met and suggested as an example to receive relevant materials a week before the meeting.

A motion was made by Mr. Bonfanti and seconded by Mr. St. Pierre and unanimously VOTED to notify Gilbane Co. in writing that they are required to submit all materials relative to a vote must be received at

least seven (7) days in advance of the scheduled meeting and the Committee authorizes that formal notice shall be prepared by Garrity, subject to the Superintendents approval.

8. Other

Mr. O'Connell reported that Mrs. Kroesser, Assistant Superintendent, North Shore Technical High School and Mr. Vercellone, Assistant Principal, Essex Agricultural and Technical High School are working with Mr. Gilbert, Field Liaison, MASC, to begin the process of merging the new district's policy manual.

Mr. O'Connell reported that he did contact Mr. Singer, Middleton Town Administrator, and will schedule a meeting to see if the town has any interest in buying the property.

Mr. Porteous expressed concern that since combining the School Committee meetings for both districts on the same night have caused some reports to be rushed or not heard at all.

Mrs. Sweeney agreed and stated that she would prefer returning to two separate meeting each month i.e. the second and fourth Thursdays of each month. Mr. Sabella stated that he supports two meetings.

After discussion, it was agreed that the December 13<sup>th</sup> meeting the North Shore Regional Vocational School Committee will meet from 6:00 to 7:30 p.m. Essex North Shore Agricultural and Technical School Committee will begin at 7:30 p.m.

Ms. Teixeira stated that the Chairman and Superintendents should take into consideration the topics when developing the agenda.

9. Warrant

It was moved by Dr. Anderson and seconded by Mrs. Sweeney unanimously VOTED to approve the Warrant of November 1, 2012 and place on file for audit.

10. Adjourn

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

The Chairman declared the meeting adjourned at 8:50 p.m.

Respectfully submitted,

Secretary

Meeting hand-outs

- None