

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

REGULAR MEETING

MINUTES

OCTOBER 13, 2016

MEMBERS PRESENT: M. Teixeira, Gloucester, Chairwoman  
T. St. Pierre, Salem, Vice Chair  
M. Amato, Boxford, Secretary  
F. DiLuna, Department of Agriculture  
J. O'Brien, Department of Agriculture  
D. Blake, Beverly  
W. Marquis, Danvers  
D. Ketcham, Hamilton  
G. Hathaway, Lynnfield  
M. Strout, Marblehead  
J. Sabella, Manchester  
E. Johnson, Nahant  
J. Liacos, Peabody  
B. Perkins, Rockport  
W. Nichols, Wenham

MEMBERS ABSENT: M. Patterson, Department of Agriculture  
A. Craig, Essex  
A. Liteplo, Middleton  
W. Jackson, Swampscott  
S. Carroll, Topsfield

OTHERS PRESENT: B. Lupini, Superintendent-Director  
M. Znamierowski, Business Manager  
B. Morgan, Principal  
J. Wersackas, Student Representative  
G. Montero, Student Representative (Arrived 7:32 p.m.)  
B. DeVellis, Essex Sports Center, LLC  
S. Rouise, Essex Sports Center, LLC  
C. Levesque, Recording Secretary

*1. Call to Order*

The Chairwoman, Ms. Teixeira, called the meeting to order at 7:03 p.m. and reported that there is a quorum.

*2. Student Representatives Report*

Julia Wersackas reported that Jackson Leete, Grade 12 was named 104.9 Player of the Week. Jackson Leete's position is running back for the football team and resides in Danvers.

*3. Essex Sports Center – Mr. Brian DeVellis*

Mr. DeVellis stated that he is seeking approval from the Committee to add membership of Mr. Costas Flessas to the Essex Sports Center, LLC. Mr. Flessas has committed a 15% ownership in the Essex Sports Center, LLC. Mr. Flessas is willing to convert to an ownership interest which would allow the Center to complete the project.

Mr. DeVellis reported that the Center closed on a loan with DCAMM, Mike Boyle is offering a 10% discount to students and Mr. DeVellis is working with Farrah Lalli, Athletic Director, regarding the schedule for practice and games. Also, a locker room will be available for Essex Tech student athletes.

Mr. O'Brien asked if the LLC would have the opportunity to sell additional shares of the LLC. Mr. DeVellis replied that Mr. Flessas is the last investor, but Mr. Flessas could sell his shares. Mr. Costas views this opportunity as an investment. Mr. DeVellis added that any investors could sell their shares.

Ms. Teixeira stated that the District is a third party beneficiary for this project, DCAMM is the landlord but DCAMM looks to the District for its approval.

Members asked what the use schedule is for the Essex Tech student athletes. Dr. Lupini stated that there is a schedule that works for the District, negotiated a discounted rate for ice time and 40 hours of free ice time.

Mr. Liacos stated that DCAMM has final approval and questioned if this was informational and was this document reviewed by legal. Mr. Liacos asked Dr. Lupini to respond and Dr. Lupini stated that this opinion came from DCAMM.

Mr. Liacos stated he is not comfortable altering the contract. Ms. Teixeira stated that this is not altering the lease.

Mr. Liacos stated that DCAMM should review this document. Mr. Liacos was told DCAMM has reviewed the document.

Ms. Johnson stated that she would feel better making a decision if the construction of the Center was complete. Mr. DeVellis replied that it has had some delays while working with DCAMM.

Mr. Nichols is concerned that Mr. Flessas would be entitled to a majority vote. Mr. DeVellis answered that Mr. Flessas would have a majority vote.

Members agreed that DCAMM should issue a statement that their attorney's approve Mr. Flessas' purchase of additional shares of the LLC. Discussion followed.

Mr. DiLuna asked if employees, coaches, etc. will be CORI'd and was told that the lease requires all employees of the LLC to be CORI'd.

Motion made by Mr. Marquis, seconded by Mr. St. Pierre to approve the selling of additional shares of the LLC to Mr. Flessas, subject to approval of DCAMM's legal department.

Following discussion, Mr. Marquis withdrew the Motion.

Mr. Nichols asked if when the LLC receives SBA funds Mr. Flessas would not hold more than 15% ownership. Mr. DeVellis replied that other owners could sell shares and Mr. Flessas could purchase and hold more than 15% shares.

Ms. Teixeira offered to contact DCAM for their legal opinion regarding the effect of majority of interest when changing hands.

Mr. DeVellis distributed a picture of a sign for the Center that would be fixed to the outside of the building. Members discussed including the Hawk, the high school's mascot on the sign. Julia Wersackas, student representative, said there has been a lack of school spirit and branding and would encourage the Hawk be included on the sign.

Motion made by Mr. Liacos, seconded by Mr. Marquis to approve the sign as presented. Following discussion, Mr. Blake amended the motion to include shadowbox lighting. Motion carries. Mr. DiLuna voted no.

#### 4. *Approval of Meeting Minutes*

Motion made by Mr. Liacos, seconded by Mr. Perkins to approve the September 22, 2016 Tentative Regular Meeting Minutes as amended:

Page 5 – delete 22 years and correct to 44 years.

Page 7 – delete the 2<sup>nd</sup> Mr. Liacos and add Mr. O'Brien

Motion carried. Abstentions: Mr. Blake, Mr. Marquis, Mr. Sabella, Mr. Nichols

#### 5. *Communications*

Ms. Teixeira reported that she distributed "Protocols and Best Practices for Effective School Committee Meetings" and a chart of members attendance at each members seat.

Ms. Teixeira asked members to review the last two pages of the "Protocols" document which she will address at the November 10, 2016 meeting.

Ms. Teixeira reminded members that attendance at meetings does matter. She encouraged members to please make every attempt to attend the monthly meetings.

Dr. Lupini stated that responds within 24 to 48 hours when he receives a call or email from a Committee member. Committee members should not contact teachers or administrators directly.

#### 6. *Superintendent-Director Report*

##### October 1<sup>st</sup> Enrollment

Dr. Lupini referred to the October 1 enrollments which form the basis of FY2018 budget assessments for members and FY2017 tuition and transportation charges from non-member communities. The total enrollment at Essex Technical high Schools as of October 1, 2016 is 1,307 students.

##### Administration (Organization) Chart and Budget

This spreadsheet shows the administrative changes that have been made over the past year. In summary, we have consolidated, eliminated or changed (to teaching positions 5.0 positions) at a savings of \$370,427.

The next steps will be to examine the organization structure in member's districts and high schools, as well as in similar vocational school districts, in an effort to determine appropriate roles, salary structures, and organizations.

##### Student Activity Accounts (Audit Recommendation)

Mrs. Znamierowski will be prepared to discuss the issues and propose next steps with the School Committee on October 12<sup>th</sup>. Moreover, we are looking forward to working closely with the Policy Subcommittee to implement the proposed actions in addressing the recommendation, beginning later in October.

### Advisory Committees (Fall Meeting)

The program advisory committees will meet on Wednesday, October 26, 2016 to discuss program and curriculum updates, FY2018 budget issues, enrollment and recruitment, cooperative education, and other important aspects of courses.

Thanks to Kathleen Holman, Carissa Karakaedos, and CTE teachers for their work in ensuring that these meetings are a valuable experience for everyone involved.

### Partnership Agreements

Carissa Karakaedos has taken a leadership role in updating and establishing new articulation agreements with local colleges and universities. Specifically, recent efforts have focused on our work with both North Shore Community College and the University of Massachusetts – Amherst (Stockbridge School of Agriculture).

### City of Salem (Partnership Meeting)

Mayor Kim Driscoll has invited Kathleen Holman, Carissa Karakaedos, and Superintendent Lupini to meet with Department heads in Salem for a discussion on Thursday, October 27, 2016.

*Mr. Liacos left the meeting at 8:27 p.m.*

Dr. Lupini reported that Ms. Sullivan, Co-op Coordinator, has placed 34 students in the Co-op program.

Dr. Lupini reported that the HFT Contract is finalized and will have it ready for signatures at the November meeting.

Motion made by Mr. Marquis, seconded by Ms. Amato to accept the Collective Bargaining Agreement Between Essex North Shore Agricultural & Technical School District and the Hathorne Teachers Federation, Local 1269, American Federation of Teachers – July 1, 2016 to June 30, 2019. Motion carried unanimously.

### 7. *Principal Report*

Mr. Morgan reported that the Preliminary MCAS results and the District maintained Level 1 status.

Mr. Strout asked for the failure rate. Mr. Morgan responded that 0-ELA, 5-Math and 2-Biology failed.

### Out of State Field Trip Requests

Motion made by Mr. DiLuna, seconded by Mr. O'Brien to approve a Out of State Field Trip Request for grade 9-12 FFA Dairy Team to Cornell University, Ithaca, New York, date to be determined (possibly late March 2017). Motion carried unanimously.

Motion made by Mr. DiLuna, seconded by Mr. O'Brien to approve a Out of State Field Trip Request for the grade 9-12 FFA Horse Judging Team to Exeter, New Hampshire Date to be Determined (possibly late march 2017). Motion carried unanimously.

Motion made by Mr. O'Brien, seconded by Mr. Nichols to approve a out of Country Travel Proposal from grade 12 students to visit Scotland and Ireland from April 11, 2019 through April 20, 2019. Motion carried unanimously.

8. *Subcommittee Reports*

Finance Subcommittee

a. FY2015 Invoice

Motion made by Mr. Perkins seconded by Mr. St. Pierre to authorize payment of one (1) outstanding invoice to Edvotek from FY2015 for \$192.50 to be charged to the FY2017 budget. Motion carried unanimously.

- b. Motion made by Mr. Perkins, seconded by Mr. St. Pierre to award Bid 2017-2, Security Guard Services to Merrimack Valley guard Services, Inc., the lowest “responsive” bidder for a three (3) year contract including alternates 1 and 2 totaling \$203,853. Motion carried unanimously.

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to award Bid 2017-3, three (3) School Buses to Anderson Blue Bird Bus Sales of New England, the lowest responsible bidder to \$229,252 and enter into a five (5) year municipal lease purchase with annual payments of \$48,328.38 (total cost over 5 years \$241,641.85). Motion carried unanimously.

- c. Motion made by Mr. Perkins, seconded by Mr. St. Pierre to accept the donation of a 2004 Acura MDX from Ms. Marta M. Stiglin of Andover, Massachusetts to the Automotive Technology Program for instructional purposes. Motion carried unanimously.

- d. Motion made by Mr. Perkins, seconded by Mr. St. Pierre to purchase a Gator for farm use in the amount of \$8,833.43 from the Farm Revolving Fund. Motion carried unanimously.

Policy Subcommittee

Ms. Teixeira reported that Mrs. Liteplo is planning for the subcommittee to meet in November.

Personnel Subcommittee

Ms. Amato, Chair, reported the subcommittee will schedule to meet in December.

9. *Old Business*

There was no Old Business to come before the Committee.

10. *New Business*

Mr. St. Pierre recommends create a Ad Hoc Subcommittee to address the installing a sign in the front of the school. Members of the Ad Hoc Subcommittee are: Mr. St. Pierre, Mr. DiLuna, Ms. Amato, Mr. O'Brien, Mr. Marquis and Ms. Teixeira.

11. *Warrant*

Mrs. Znamierowski reported that Mrs. McMahon, District Treasurer, reviewed the Warrant and made the following notes:

- GIC annual administrative fee - \$3,026
- Wells Fargo bus lease payment - \$52,324
- Mass Bay Health Trust – Retiree RX plan payment (encumbered from June) \$4,191.76
- Leslie Ray Insurance Agency – Property/Auto insurance premium installments - \$36,232
- MEGA – Workers compensation insurance installment - \$33,834
- Aspen Assistance – Mary Linda Post - \$14,750 (75% complete)

Motion made by Mr. Perkins, seconded by Mr. St. Pierre to accept the Warrant of October 13, 2016 and place on filed for audit. Motion carried unanimously.

Mr. O'Brien suggested that Mrs. McMahon report Warrant Notes at the beginning or the meeting.

*12. Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Section 18-25)*

There was no discussion.

Motion made by Mr. Marquis, seconded by Mr. Nichols to adjourn. Motion carried unanimously.

Ms. Teixeira, Chairwoman declared the meeting adjourned.

The Essex North Shore Agricultural and Technical School Committee adjourned at 9:01 p.m.

Respectfully submitted,

Secretary

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