

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

Finance & Property Policy Sub-Committee
Minutes – September 2, 2015

Members Present: P. Anderson*, Ch; T. St. Pierre*, M. Amato*,
* Sub-Committee Members

Others Present: M. Znamierowski, M. Kroesser, B. Morgan, C. Levesque

The Chairman called the meeting to order at 5:32 p.m.

Motion made by Mr. St. Pierre, seconded by Ms. Amato to approve the Tentative Minutes of February 25, 2015 – July 22, 2015 – July 28, 2015 – August 17, 2015 as presented. Motion carried unanimously.

Recommendation for Non-Association FY16 Raises

Mrs. Znamierowski explained that the FY16 raises are for administrators and paraprofessionals. The total cost is \$56,000.00 and retroactive to July 1, 2016. These funds were incorporated in the FY 16 budget.

After discussion, Ms. Amato is uncomfortable making a decision at this time. There was no action taken on this item. Dr. Anderson stated that this item is tabled to the next scheduled meeting.

Non-Association Step & Column Placement

Mr. Morgan and Mrs. Kroesser explained that two members of the office staff are receiving less pay than their counter parts. Mr. Morgan strongly recommends placing them on the appropriate grade and step. Mrs. Znamierowski agrees and the cost is \$11,433.00 to correct this situation.

Motion made by Mr. St. Pierre, seconded by Ms. Amato to recommend that the full committee place the Special Education Secretary Grade 9-Step 10 and Main Office Receptionist on Grade 8-Step 8 of the FY14 AFSCME Salary Schedule retroactive to July 1, 2015 for a total cost of \$11,433.00. Motion carried unanimously.

North Shore Community Early College Student Tuition

Motion made by Ms. Amato, seconded by Mr. St. Pierre to discuss Early College Student Tuition. After discussion Mr. St. Pierre and Ms. Amato withdrew their motion.

Mr. St. Pierre asked if funds were budgeted for student's tuition. Mrs. Znamierowski responded that there is a line item with \$17,000.00 available which will not be used.

Motion made by Mr. St. Pierre, seconded by Ms. Amato to recommend the full committee authorize a transfer up to \$17,000.00 from Northeastern line time for Early College student tuition. Motion carried unanimously.

Compensation for North Shore Community College Consultant

Mrs. Kroesser reported on the responsibilities for a consultant to serve as a liaison between high school and college.

Mr. St. Pierre stated that funds cannot legally be spent without school committee approval. Ms. Amato stated that she specifically asked Mr. O'Connell who would be responsible for this position and was told an "inside" employee would assume the responsibilities. Ms. Amato asked if there is a contract or engagement letter for this position. She was told there is not.

Mrs. Znamierowski reported that there is a consultant line item in the budget.

Discussion followed and it was agreed to table this item to the October meeting.

Public Address System for Stadium

Motion made by Mr. St. Pierre, seconded by Ms. Amato to recommend the full School Committee to \$9,191.23 for a stadium public address system using funds from the School Choice Revolving Account. Motion carried unanimously.

Appointment of Chief Procurement Officer

Motion made by Mr. St. Pierre, seconded by Ms. Amato to recommend the full School Committee appoint Mrs. Znamierowski the Chief Procurement Officer. Motion carried unanimously.

Farm Stand Bakery

Motion made by Mr. St. Pierre, seconded by Ms. Amato to recommend the full School Committee to approve Chapter 74 Tuition funds not to exceed \$18,363.66 to outfit the Farm Stand Bakery for use by culinary. Motion carried unanimously.

Clarification of Line Item Transfers/Budget

Mrs. Znamierowski asked for clarification regarding line item transfers within the budget. For example a company included in the FY16 Budget that is no longer in business but another business has been identified to perform the same duties.

Mr. St. Pierre explained that line item is still for the same purpose and it would okay to use those funds. Mr. St. Pierre stated that if transferring funds from one account to another the District would need prior approval from the Committee. If not included in the detailed budget then the item would go before the Finance Sub-Committee for review.

ATG

Mr. Morgan explained that past practice was to waive the rental fee of \$200.00 in exchange for waiving the fee for the instructors to attend this two night training.

Motion made by Mr. St. Pierre, seconded by Ms. Amato to recommend that the full School Committee approve ATG to waive the facility usage fee for two nights in exchange the three instructors will attend this class at no cost. Motion carried unanimously.

Career Technical Education Budget

Mr. Morgan explained that there were items for the CTE programs that were to be covered by End of the Year funds, but were not. The grand total was at \$96,000.00 but Mr. Morgan is requesting approval for \$54,390.00 for the highest priority items.

Motion made by Mr. St. Pierre, seconded by Ms. Amato to recommend the full School Committee approve CTE expenditures not to exceed \$55,000.00 from School Choice funds. Motion carried unanimously.

Mr. Morgan reported that he is researching the cost to install air conditioning to Culinary Arts and Cafeteria.

Motion made by Mr. St. Pierre, seconded by Ms. Amato to adjourn. Motion carried unanimously.

The Chairman declared the meeting adjourned at 7:55 p.m.