

Essex North Shore Agricultural and Technical School District  
Finance Subcommittee

565 Maple Street  
Hathorne, Massachusetts 01937  
Media Center (Upper Level)  
Conference Room

Wednesday, January 24, 2018

5:30 p.m.

**Approved Minutes**

Members Present: B. Perkins, Chairman, T. St. Pierre, J. O'Brien, W. Marquis, J. Delaney, W. Nichols, M. Teixeira, M. Amato (alternate)

Absent: G. Hathaway,

Others Present: M. Strout, B. Griffin-Dunne, A. Prazo, H. Riccio, K. Holman, M. Znamierowski, Business Manager, Kathleen McMahon District Treasurer, Brad Morgan, Principal

***1. Call to Order.***

Mr. Perkins called the meeting order at 5:30 pm.

***2. Approval of Meeting Minutes.***

Mr. Perkins made the motion to approve the minutes from December 6, 2017. Ms. Teixeira seconded the motion. All in favor

***3. Financial Statements.***

Mr. Marquis made the motion approve financial statements for October 31, 2017. Mr. St. Pierre seconded the motion. The statements will be placed on file in the Superintendent's office for audit.

***4. Excess & Deficiency Certification (E & D)***

Ms. Znamierowski explained that the District has received E & D

certification from the Department of Revenue for July 1, 2017 of \$1,330,320. An explanation of this determination, including the potential impact of this certification to the FY2019 budget was discussed with the group.

Mr. Marquis: asked what is the maximum?

Ms. Znamierowski: answered \$1.4 million dollars.

Mr. St. Pierre: asked what the concerns were?

Ms. Znamierowski: responded that timing was a concern.

### ***5. Acceptance of Donation***

Mr. Perkins made the motion to accept the donation of a 2001 Toyota Prius from Mr. Michael J. Smith and Ms. Patrice J. Smith of Arlington, Massachusetts to the Automotive Technology Program. Mr. Marquis seconded the motion. All in favor.

Mr. St. Pierre made the motion to accept the donation of a 2004 Toyota Camry from Mr. Gregory T. Hayes of Chelsea, Massachusetts to the Collision Repair and Refinishing Program. Mr. Marquis seconded the motion. All in favor.

Mr. St. Pierre made the motion to accept the donation of a six year old mare from Ms. Robin Peterson of Back Bay Farm, Ipswich, Massachusetts to the Equine Program.

There was discussion if the horse had been vetted.

Ms. Riccio: explained to the group there is a google doc to be filled out prior to donation. If the horse does not work out it can be returned. She stated that Fiona is beautiful.

There was more discussion about the other horses at Essex Tech.

Mr. Perkins seconded the motion. All in Favor.

Mr. St. Pierre made the motion to accept the donation of 13S Comfort GE Rooftop Unit with a value of \$3,250 from Distributor Corporation of New England, Malden, Massachusetts to use as a teaching tool for the HVAC Program. Ms. Teixeira seconded the motion. All in favor.

Mr. Perkins made the motion to accept the donation of an Optical

Comparator with a value of \$10,000 from ABIOMED of Danvers, Massachusetts to use as a teaching tool for the Advanced Manufacturing Program.

There was discussion about how the machine came from ABIOMED and how the machine works. There are now two machines that students will use.

Mr. St. Pierre seconded the motion. All in favor.

Ms. Amato asked if they are publicly taking pictures of Essex Tech. receiving donations?

Ms. Riccio: answered yes, there were pictures of the horse and trailer with the farm logo.

Mr. St. Pierre made the motion to accept the donation of a Max MIII 400, a 5 axis milling machine with a value of \$250,000 from EMCO Corporation of Novi, Michigan for the Advanced Manufacturing Program.

Ms. Riccio explained that the machine will help teach automation and Siemens certification. EMCO is part of the collaborative. Essex Tech will be the first high school to have this machine.

Mr. Perkins: asked how many milling machines do we have?

The group discussed the machine shop and the use of the machines, redesign of the shop and how they fit in with senior curriculum.

Mr. St. Pierre made the motion to accept the donation of furniture and desks with a value of \$27,000 from The Furniture Trust of Boston, Massachusetts to the Engineering Technology Program.

Mr. Marquis seconded the motion. All in favor.

### ***6. Fiscal Year 2018 Grant***

Ms. Znamierowski discussed the FY2018 Grant and that it will be used for smoothie machines in the cafeteria.

Grant Description	Amount
Fuel Up to Play 60	\$2,850

Ms. Teixeira made the motion to accept the grant. Mr. Marquis seconded the motion. All in favor.

## **7. FY2019 Budget**

Dr. Lupini presented details of the FY2019 (draft) budget proposal for discussion.

This is a different conversation than normal. The point of this conversation is for direction on the budget. There are currently 1,440 students enrolled. We are finding what it will take financially to add a number of new programs. A number will change over time with the assumption of 2.33% administrative increase, office supplies increase and instructional salaries and assuming four new positions. The student load is driving this increase. 168 kids in a case load. The budget is for four positions: CTE para and support, instruction, technology, computers and keyboards for MCAS next year and loaner IPADs for students who can't afford them.

Mr. Perkins: asked what the student to counselor ratio is?

The answer was a one to twenty-five ratio.

Dr. Lupini continued to discuss student activity and additional funding for Skills USA to lighten the fundraising load. Also a .5 farm worker and grounds person is being considered.

Ms. Znamierowski discussed other improvements that need to be done on campus: softball field, signage, paving and stabilization funding...

Dr. Lupini continued to discuss other budget items: benefits and fixed changes, retirement prepay, five percent increase in health insurance.

Ms. Teixeira: asked if a five percent increase was enough?

Dr. Lupini: explained why he thought five percent is enough.

Ms. Teixeira: advised that unemployment insurance has gone up, medical and dental assistance has increased.

There was more discussion about capital improvements; such as replace busses and add a new rack truck and the implementation from IPAD's and technology planning.

Ms. Amato: asked what is the role of the school committee in this transition?

Dr. Lupini: answered that the school committee would receive a recommendation that would be tied to a budget cycle.

Ms. Amato: asked if they would have something by December 2018?

Dr. Lupini went on to discuss a four year implementation of adding two or four new programs. One option would be four new programs over four years with sixty new students per year and requires two additional academic teachers. He described what the four year plan would add to Essex Tech and the timeline of the additions. It allows us to take nonmember students who would pay tuition. The increases offset assessments.

The group discussed the 4x4 year program and asked questions about buildings, furniture availability, building codes and improvements.

Ms. Riccio discussed the state grant that will have students help with the updating.

Mr. St. Pierre stated that the first step should be an architect visit.

Dr. Lupini went on to describe option two that would include all member communities. It adds two programs and one hundred twenty students over four years. It is based on program applicants and workforce investment. The two program option was explained in a year to year comparison.

Mr. O'Brien: asked if there any agriculturally unique programs?

Dr. Lupini explained that there were no zip codes for agricultural programs; they are specific with what we can do with nonmember students. Our co-op numbers are up. We may have additional transportation costs. Option one uses the Gallant building more than option two. We may need another custodian and crossing guard along with additional Chapter 70 funding and tuition change. If there is some way to add seats in the day programs we should give it a serious look. We are leaving a lot of kids who can benefit from Essex Tech out due to maximum enrollment. Other options that have been thought about were discussed.

Mr. Perkins: asked if there are underutilized programs?

There was discussion about new programs and new student participation. What programs might be implemented that are popular and job rich. There is data to support the new programs being considered.

Ms. Amato: considered that updating Gallant Hall would be the

same with either plan.

There were questions and answers about academics, class size, scheduling and projected class size.

Dr. Lupini explained the range in class size is 15-25. Our schedule is part of what drives the numbers up and teacher preps.

Mr. Strout: commented that 180 students to one teacher is a disservice to the kids. It's impossible to keep up.

Mr. Marquis: asked if we need to add another Guidance Counselor?

Ms. Amato: shared concerns of small school culture vs. big school.

There was discussion about large and small schools, academics, honors and AP classes and potentially adding a fourth lunch. The ratio of kids trying to get in and kids accepted was a concern.

Mr. Perkins: asked about scheduling and adding a lunch. How much time do kids get for lunch?

Mr. Marquis: asked what is the next step?

Dr. Lupini explained that they need direction from the School Committee in two weeks and explained the scenarios that could go through.

There was further discussion about growth and assessments.

Ms. Teixeira: asked about capital cost and work that needs to be done to use the Gallant building and get it up to code. We have a lot of work to do prior to an expansion decision.

Dr. Lupini explained why they want to consider expansion options for this year.

There was discussion about approving the study.

Mr. O'Brien: commented on the past two years and concerns about space and acceptance. He suggested the group move ahead with the expansion recommendation.

Mr. St. Pierre: advised that a conversation with Mayors and Town Managers with proposals and cost assessments should be had for their approval. We need to know the condition of the old buildings.

The group discussed buildings and code issues and architect assessment, the cost of student seats and assessments. The percentage from communities and cost increase based on accepted students was also discussed.

Dr. Lupini suggested they sharpen the two program scenario and focus on level or two programs.

There was more discussion about the programs to be added. It was decided to run the four addition program.

Mr. St. Pierre: suggested they all talk to their mayors to get feedback.

Ms. Riccio explained the programs, wait lists and funding that might come through, how the programs fit together. They are all viable: animal, plant, sciences and the orchard are all opportunities with these four programs. A bank and ATM are being considered. A school store for marketing and finance. CAD and blueprint reading programs are all transferable skill sets.

Mr. Strout: explained to the group the value of a DECA program.

Dr. Lupini advised that they will play out the four program option and get feedback for the meeting in two weeks. Some level of E and D can be brought in to this conversation. He described fees that can be added.

Ms. Amato: asked what the enrollment is in other communities?

Mr. Marquis: suggested contributions from the state to help with capital improvements. Repairs tend to get funded.

Ms. Griffin-Dunne: stated a feasibility study would need to be done to apply for funding.

Mr. Marquis: questioned the timing for procurement of an architect.

Mr. St. Pierre: offered assistance with the architect.

*8. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30 –Sections 18-25)*

## **9. Adjourn**

Mr. Perkins made the motion to adjourn at 6:45 pm. Mr. Marquis seconded motion. All in Favor.

The meeting adjourned at 6:45pm.

\*There were no additional handouts

*Respectfully submitted by the Recording Secretary.*

*The listing of matters is those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Section 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*