

PLEASE POST – NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District

Finance Subcommittee

Essex North Shore Agricultural & Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro

Thursday, November 1, 2018
5:30 p.m.

Agenda

1. *Call to Order*
2. *Approval of Meeting Minutes*
The Subcommittee will consider approval of meeting minutes for the Finance Subcommittee meeting of October 3, 2018.
3. *Ann Marie Greenleaf, DVM, DACVECC, Chief of Staff, Angell Animal Medical Center*
Review of floor plans, equipment needs, and renovations to existing small animal building.
Financial responsibilities of the District and possible grant opportunities.
4. *Massachusetts Learning Excursions Private Grant*
Administrative Recommendation: To accept the Massachusetts Learning Excursions Private Grant. This grant is funded through the Next Generation Learning Challenges (NGLC) and the Farr Foundation. A team of five individuals' will receive a stipend of \$1,100.00 (total monetary values of \$5,500) to pay for all of their travel related expenses (hotel, airfare, any non-hosted meals, etc.)
5. *Removal of Trees*
Request the transfer of funds in the amount of \$15,000 for removal of aging and deteriorating trees on the grounds.
6. *Outstanding Travel Reimbursement FY2018*
The Subcommittee will consider approval to authorize payment of an outstanding FY2018 travel reimbursement in the amount of \$224.45 for a consultant working with admissions. Specific detail of this reimbursement will be provided at the Finance Subcommittee meeting.
7. *Cleaning Service Bid FY2019-3*
Bid 2019-3 was publicly opened on Wednesday, August 28, 2018. The admission recommends awarding this bid to Star Building Service, Inc. of Boston, the lowest responsive bidder for a total estimated three year cost of \$86,263.20.
8. *Proposed Salary Scale for Director of Facilities, Farm and Grounds*
9. *Chapter 74 Special Education Assessment Formula for Out of District Students*
10. *Transcription Compilation Discussion*

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

12. Adjourn

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.

PLEASE POST – NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District Finance
Subcommittee

Essex North Shore Agricultural & Technical School
565 Maple Street
Hathorne, Massachusetts 01937

Smith Hall Conference Room

Wednesday, October 3, 2018
5:30 p.m.

Tentative Minutes

In Attendance: M. Strout, G. Hathaway, B. Perkins, W. Marquis, A. Prazar, J. Picone,

Absent: J. O'Brien, M. Teixeira Prince,

Others in Attendance: Dr. Riccio, M. Znamierowski, K. McMahon, J. St Pierre, J. Marino

1. Call to Order

Mr. Marquis called the meeting to order at: 5:30pm

2. Approval of Meeting Minutes

Mr. Marquis Made the motion to approve the September 5, 2018 Finance Subcommittee minutes. Mr. Hathaway seconded the motion. All in Favor.

3. Relationship with Micro Brewers – Spent Grain

Ms. Znamierowski discussed the meeting she had with Mr. St. Pierre and the relationship with Micro Brewers and spent grain in the past.

Mr. Marquis asked how long the partnership has existed.

Mr. St. Pierre stated about 1.5 years.

The group discussed the spent grain that is being designated to the micro-brewers.

There was no vote on this.

4. Bid 2019-3 Cleaning Services

Ms. Znamierowski was not prepared to make a recommendation tonight due to a delay in meeting with the AFSCME union.

5. District Signage for the Campus

Dr. Riccio discussed the site inspection of the south campus and the other campus locations due to inadequate signage when the buildings were built. There are many missing signs throughout the buildings and on campus. There is a long term plan in process to add signage as funds become available and prioritized.

Mr. Marquis asked if all doors are marked and numbered.

Mr. Perkins asked if there is a map available for visitors.

Dr. Riccio said, no, but it is something that can be done by the students internally.

Dr. Riccio went on to describe how the maps could be color coded.
The exterior signage is what is being looked at during the site inspection.
Dr. Riccio described the staff that working on the safety plan and the signage needed.

6. Capital Planning Committee

Mr. Marquis: stated that there is currently no capital planning committee.
Ms. Znamierowski described the organization of this new plan and the development of the committee. She hopes to have a presentation ready for November. She described the people she anticipates being on the committee.
Mr. Marquis is interested in being on the Capital Planning Committee.
Dr. Riccio elaborated on the benefit of having Mr. Marquis on the committee.
Ms. McMahan asked about timelines and how they would be developed.
Ms. Znamierowski described how she would develop a template for a five year plan.
Mr. Strout asked what the intent of the capital planning committee is in regard to the South Campus building assessment.

7. South Campus Building Assessment

Ms. Znamierowski: described to the group where the committee is in the planning stage and upcoming meetings.
Mr. Perkins asked when they might be ready to present to the full School Committee.
Mr. Strout described the process of the committee and the options that might be presented. He went on to describe the conditions that were witnessed during the site visits.

8. Child Care Center Analysis

Ms. Znamierowski gave a brief summary and analysis of the day care in regard to revenue and estimated utilities cost in comparison. She listed all of the repairs that need to be done, but was unable to place a dollar value exactly on these repairs.
It is a three year contract with the day care and once it is up we can terminate the contract. There is no need to give them a year's advance notice. The three years will be up September 2019.
Mr. Strout described the conditions of the day care sight and the court yard. "It was horrible."
Mr. Marquis asked about the license and onsite inspections.
Mr. St. Pierre stated that they have passed inspections. The inspections are not rigorous. The day care carries their own liability insurance.
Dr. Riccio does not feel it is in ENSATS' best interest to carry on the lease. It is a convenience to ENSATS teachers and there is no discount.
Mr. Marquis asked about the net profit and revenue that can be accounted for in the budget.
Ms. Znamierowski said yes there would be a loss in revenue without the day care.
Dr. Riccio went on to discuss the future potential of adult education opportunities and the rental possibilities after the renovation of the south campus.
Dr. Picone asked why the faculty does not take advantage of the day care and wondered if it is due to the conditions.
Mr. Perkins described the Shawsheen day care program that is state of the art.
He went on to describe the origination of the day care program here and that when the discount was discontinued the conditions went downhill.
Dr. Picone described how the situation at Shawsheen could be duplicated at ENSATS as a source of revenue.
Mr. Perkins went on to describe the benefits of the program at Shawsheen.
Dr. Riccio went on to discuss the early child care program at ENSATS and the potential of those students being involved in an onsite daycare.

Mr. Perkins described how the early child care program can be used as a recruitment tool for faculty and staff.

The group went on to discuss the potential of creating an early childhood center on the south campus. It was discussed to make an early childhood center an agenda item for the Capital Planning Committee.

Mr. Strout feels the current facility is a huge safety issue.

Dr. Riccio described how the basement of Smith Hall could potentially be used as an early child care center.

The group went on to discuss the viability of Smith Hall as a day care center.

Dr. Riccio asked the group when they might want to bring an idea like this up for bid. She suggested the group take a tour of the space.

Mr. Strout suggested waiting for the architects to give their recommendations before moving forward with any other options.

9. Acceptance of Donation

Dr. Riccio discussed the use of this furniture within the ENSATS campus. She elaborated on the filing cabinets that were donated and the need for them to store former student records. The group discussed the location of former and current student records.

Dr. Picone asked if there was a dollar value of this particular donation.

Dr. Riccio felt this current donation could be valued at \$18,000.

Dr. Picone made the motion to accept the donation of a variety of furniture and office equipment from the Furniture Trust of Boston, Massachusetts.

Mr. Perkins seconded the motion. All in Favor

10. Rental of Farm Stand

Dr. Riccio described the underutilization of the farm stand and some past uses of it. She elaborated on the current uses the farm stand is being used for. It is logistically difficult to travel from the main campus with food to the farm stand.

The group discussed possible options for renting the farm stand to local business people.

Joe St. Pierre described the business person interested in renting the farm stand for baked goods.

The group has not made any decisions in regard to renting the farm stand to any particular business, but wants to discuss the potential to utilize the farm stand.

Dr. Picone suggested getting a legal opinion on renting the property.

Dr. Riccio asked for clarification on how the daycare rental would be different from renting the farm stand.

Ms. Znamierowski did not feel it would be any different.

Dr. Riccio will speak with legal counsel to find out what the process would be moving forward. It is a gorgeous building that should be used. She considered using it as a co-op for local growers.

11. Larkin Cottage

Dr. Riccio discussed the Larkin Cottage on property and its neglect. There was a foundation formed years ago by some former committee members. It is the green cape house on property and there is history with the agriculture community and social events that were held there. There is a historical value to the agriculture community. It is unclear if it is salvageable. They are working with a state inspector to see if it is sustainable. They are considering making the Larkin Cottage their house building project over the next three years. It could be a historical museum of the agricultural school. There are a lot of artifacts that should be displayed and recognized. It could be used for classroom and lab space during the day and conference space for community members in the evening. It would be a viable project for the house building students.

12. Establish Revolving Account

Ms. Znamierowski discussed the potential of establishing a school store again. There was one in the past that was set up as a separate revolving fund. She would like this account to be set up to establish the store account.

Mr. Perkins asked who would be running the store.

Dr. Riccio described the business, grant funded teacher that was hired this year. The horticulture students will also learn from this teacher. He has experience in school operations, marketing and branding.

Mr. Strout described the school store in Danvers and the viability of the store.

The supervisor is a business teacher, but the kids run the store.

Mr. Perkins asked about putting an ATM in the store.

Dr. Riccio reflected on the four banks that have declined interest in putting an ATM at ENSATS.

Mr. Strout gave suggestions on who to call for an ATM.

Dr. Picone asked who takes the money to the bank daily and how much cash might be in the bag on a given day.

Ms. Znamierowski described its origination and the dollar amount that might be in the bag.

Dr. Picone suggested an armored car collecting the money and taking it to the bank.

Ms. McMahan asked about the branding at the School store.

Dr. Riccio described the name of the school and the mascot that is already on the spirit wear.

There was discussion about the need for spirit wear.

Mr. Perkins made the motion to authorize the district to establish a Revolving Account for operations of the school store. Dr. Picone seconded the motion. All in Favor.

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

Dr. Riccio discussed ENSATS and an out of district student that received Special Education services. The out of district students pay the tuition, but not the Special Ed assessment. They are considering sending a notice to the out of district communities (one or two communities). This is an additional \$2,500-\$5,000 per student in Special Education assessments. There are two other schools that do this type of assessment for Special Education Services. There is a formula provided by the state to calculate assessments per student. This would have to happen prior to the admissions process. There are forty four students that have IEPS from the Agriculture out of District program.

Mr. Strout brought up the date change from October 31 to November 1 for the next Finance Committee meeting. The group agreed to change the date to November 1.

14. Adjourn

Dr. Picone made the motion to adjourn at 6:36 pm. Mr. Strout seconded the motion. All in Favor.

The meeting adjourned at 6:36 pm. .

Respectfully submitted by the Recording Secretary.

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Memorandum

To: Marie Znamierowski
From: Joseph St. Pierre
Date: October 25, 2018
Subject: 2018 Campus Tree Work Funding

Good Morning Marie,

There are several trees around both North and South Campus that are aging and have deteriorated to the point of being a safety concern. The Arbor students are doing a fantastic job dealing with the ones that they can but many of the trees are too large for them to handle safely. In addition many are too close to the road for our students to safely trim. I would recommend dealing with these trees before winter when the weight of the snow puts additional stress on them and increases the likeliness of them falling.

I am requesting to use the \$15,000 in budget line #7300-503. This was to be used for a new rack body truck that was purchased out-right from last year's budget surplus.

Attached are three quotes put together by Chris Wood and his arbor students. Moving forward in next year's budget I will request \$5000 for general tree work. Thanks for your help.

BR,
Joe



ESSEX NORTH SHORE
AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

562 MAPLE STREET, P.O. BOX 346
HATHORNE, MA 01937

To: Finance Committee Members

From: Marie Znamierowski
Business Manager

Handwritten initials 'MZ' in a circle.

RE: Bid 2019 – 3, Cleaning Services

Date: October 26, 2018

The following bid was advertised and publicly opened on Wednesday, August 28, 2018.

Bid 2019 – 3, Cleaning Services

Bids were received from Express Janitorial Services, M & M Cleaning, Rafael B Cleaners, S.J. Services, Inc. and Star Building Services, Inc. It is recommended that Bid 2019 – 3, Cleaning Services be awarded to Star Building Services, Inc. of Boston, the lowest responsive bidder for total estimated 3 year cost of \$86,263.20.

Please see the attached bid results.

Essex North Shore Agricultural Technical School District
 Bid 2019 - 3
 Cleaning Services

	2018-2019	2018-2019	Estimated Annual		Estimated Annual		2020-2021		Estimated Annual	Hourly Rate
	Daily Rate	Weekly Rate	Cost (based on 36 weeks)	2019-2020 Daily Rate	2019-2020 Weekly Rate	Cost (based on 36 weeks)	Daily Rate	Weekly Rate	Cost (based on 36 weeks)	
Express Janitorial Service	884.00	4,420.00	159,120.00	884.00	4,420.00	159,120.00	884.00	4,420.00	159,120.00	39.00
M&M Cleaning, Inc.	139.50	697.50	25,110.00	139.50	697.50	25,110.00	149.50	747.50	26,910.00	35.00
Rafael B. Cleaners	334.00	1,670.00	60,120.00	334.00	1,670.00	60,120.00	334.00	1,670.00	60,120.00	30.00
S.J. Services, Inc.	212.65	1,063.25	38,277.00	212.65	1,063.25	38,277.00	212.65	1,063.25	38,277.00	22.00
Star Building Services, Inc.	154.24	771.20	27,763.20	160.00	800.00	28,800.00	165.00	825.00	29,700.00	25.00

Essex North Shore Agricultural and Technical School District
Director of Facilities, Farm and Grounds
Salary Scale #4 (Draft)
FY 2019

Step	Salary
Step 1	\$100,000
Step 2	\$102,222
Step 3	\$104,444
Step 4	\$106,666
Step 5	\$108,888
Step 6	\$111,110
Step 7	\$113,332
Step 8	\$115,554
Step 9	\$117,776
Step 10	\$120,000

Part I ADMINISTRATION OF THE GOVERNMENT

Title XII EDUCATION

Chapter 74 VOCATIONAL EDUCATION

Section 7C PERSONS ADMITTED TO SCHOOL IN TOWN OTHER THAN
RESIDENT TOWN; PAYMENT OF TUITION

Section 7C. Notwithstanding the provisions of section twenty-seven C of chapter twenty-nine, or of any other general or special law to the contrary, a town where a person resides who is admitted to the school of another town under section seven shall pay a tuition fee to be fixed by the commissioner under the direction of the state board, and in default of payment shall be liable therefor in contract to such other town. If an approved vocational school established by a regional school district or a public independent vocational school accepts a student who resides in a town, other than a member town of said district, which does not maintain such a vocational school, the town in which such student resides shall pay a tuition fee to be fixed by the regional district school committee or by the board of trustees of a public independent vocational school and approved by the commissioner under the direction of the state board; provided, however, that a town shall not be required to pay any portion of the tuition of any student residing therein who is enrolled in a post-secondary vocational program.

Tuition shall be paid in two equal installments in each school year of attendance, one in January and one in June, or on a pro-rated monthly basis if a nonresident student fails to apply for his first year of admission on or before April first of the preceding school year. The commissioner may direct that the resident community's tuition payment for said first year be paid in full in July of the fiscal year after the student completes his first year of nonresident attendance including the penalties that the commissioner may determine.

No tuition shall be payable under this section with respect to a student who has satisfactorily complete the twelfth grade or courses equivalent thereto and whose personal income exceeds eighteen thousand dollars, said amount to be adjusted periodically as recommended by the commissioner of education.