

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.

Approved Minutes

Members Present: B. Perkins, B. Griffin-Dunne, A. Prazar, W. Nichols,  
W. Marquis, M. Strout, M. Teixeira Prince, J. O'Brien, G. Hathaway

Others Present: T. Norris, M. Znamierowski, H. Riccio, J. St. Pierre

*1. Call to Order*

Mr. Perkins called the meeting to order at 5:45

*2. Approval of Meeting Minutes*

Mr. Strout made the motion to approve the meeting minutes from the Finance Subcommittee meeting of October 3, 2018.

Ms. Teixeira Prince seconded the motion. All in Favor.

*3. Ann Marie Greenleaf, DVM, DACVECC, Chief of Staff, Angell Animal Medical Center*

Reviewed the floor plans, equipment needs, and renovations to existing small animal building, financial responsibilities of the District and possible grant opportunities.

Ms. Greenleaf from Angel in Boston and the program that is at Nashoba. She reviewed the MSPCA history. She described the three locations and three adoption center location. She reviewed their background in teaching and their involvement with veterinary specialties and interns across the US. It is a natural transition to work with high school students. There is a shortage of vet assistants and technicians. In Boston there are thirty open positions with no qualified applicants and four in Waltham. Nashoba is fully staffed. She described the process of training vet technicians. Getting high school students interested opens a variety of avenues. She described how students proceed through the education levels and become actual veterinarians. The location of ENSATS could produce a nice group of students that might be employed in Boston. There has been a budget put together that is part of these minutes. She went on to review the financial requirements for this program. This information can be found in this packet.

She went on to discuss the build out cost for the clinic in the school. A financial plan must satisfy both the school and Angel. She reviewed two sheets that are part of the packet. She provided a low income model that is not sustainable. There is also a 100 percent for profit model and a breakeven point. She discussed the potential to service low income clients and the breakeven point. The schedule for first purchases of equipment and pharmaceuticals was reviewed. She provided the pricing for appointments and the need to increase appointment costs and the ratio of low income and regular pay

populations.

Dr. Riccio: Also, offered that there would be special pricing for Veterans.

Ms. Greenleaf went on to review how the low income populations would be identified and how payment is received. Their budget is January to December. The expense to run the clinic and the revenue realized was reviewed. The first year would be run at a deficit due to the startup costs. The second year should be a break even or at least generate a small profit. Any profit would be rolled back into the school along with any losses.

Mr. Marquis: asked about relationships with other veterinarians and the advisory board.  
Ms. Greenleaf: explained the relationship and the benefit to local vets that are looking for technicians. They see the benefit for having students coming in to their practices.

Ms. Teixeira Prince: advised that there will be copies of the MOU.

Mr. Nichols: asked if the School Committee would have any input on the budget of this program.

Ms. Greenleaf: advised that yes, the input will be welcomed, but it will be a tight budget to start.

Mr. Perkins: asked how many students are involved in Nashoba.

Ms. Greenleaf: advised that there are about twenty students.

Dr. Riccio: discussed how many students at ENSATS would be involved.

Mr. Perkins: inquired about dual enrollment with North Shore students.

Mr. O'Brien: advised that this is an expensive program and the expense to the member communities.

Ms. Greenleaf: brought the amount of money under budget they are running at Nashoba and how that would be different at ENSATS.

Mr. O'Brien: asked about the space at ENSATS that this program would be located in.

Dr. Riccio: described the location and the space available at ENSATS.

Ms. Greenleaf: described the differences between Nashoba and ENSATS for this program. ENSATS already has the suites and space needed for this program.

Mr. Strout: asked who would perform the work necessary to create this space at ENSATS.

Dr. Riccio: described the architects that have been met with at Blue Sky Architects. The students at ENSATS would primarily do most of the work.

Joe St. Pierre: described to the group how the work would be performed.

Mr. O'Brien: asked about the existing space that would be given up.

Dr. Riccio: described the part of the clinic that would need to be constructed.

Joe St. Pierre: feels that the current space is being underutilized.

Dr. Riccio: described the animals that can now be used in the program. This program would allow the students to work with live animals. It is hoped that students in this program would get a certificate for this program and get credit for one year toward an Associate's degree at North Shore Community College and other programs.

The articulated credit is between 6-9 credits, but it is felt it is worth more credit.

Mr. Strout: asked how much time the students would spend with Angel.

Dr. Riccio: explained how the students would progress with their involvement with the program.

Mr. Perkins: asked about the guidelines for a co-op.

Mr. O'Brien: asked who would manage the budget for this program.

Ms. Znamierowski: advised that the MOU would give the guidelines for the responsibilities for the budget.

Ms. Greenleaf: described how the hours would be set up for appointments. There are no personnel for overnight care. There have been some options set up for animals that need

critical care for low income overnight care.

Mr. Marquis: asked about the option for overnight care for full paying customers.

Ms. Greenleaf: described the surgeries that would require this care and the options provided.

Students are paid minimum wage after hours, school vacations and holidays.

Ms. Teixeira Prince: asked about Angel giving sixty days' notice with the decision to break the contract. She is concerned about the language for ENSATS to break the contract.

Ms. Greenleaf: feels that there is language in the contract for this provision.

Mr. O'Brien: asked about leasing or purchasing equipment.

Mr. Norris: reviewed the language of the MOU with the group.

Ms. Greenleaf: reviewed the revenue produced in Boston with full paying customers.

Ms. Teixeira Prince: reminded of the stigma for going outside the norms of traditional education and the potential to go outside of budget to pay for this program.

Ms. Greenleaf: described how the program is advertised to the public and the success of the program.

The group discussed the value of this program based on wait lists at local veterinarians and the value it will bring to the ENSATS students.

Mr. Nichols: asked about the risk ENSATS is taking compared to Angel's risk

Mr. Perkins: asked about the insurance required for this program.

Mr. Norris: reviewed the MOU and the recommended changes before it was presented tonight. The risk should be considered compared to the value to the educational program. The ability to get out of the MOU can be firmed up if necessary to mitigate the risks. The legal framework has been laid out, but the value to the ENSATS program cannot be determined until it has been put into action.

Ms. Teixeira Prince: compared the investment to the loss to ENSATS to enter into this program. The year one expense was reviewed. It is part of this packet.

The first year will be a \$90,000 loss based on a 70 percent booking rate.

Mr. O'Brien: made the motion to table this information until another meeting to allow for time to review this information.

Mr. Hathaway: seconded the motion.

Ms. Teixeira Prince: suggested how the money could be budgeted and how the assessments are allotted. It was suggested that the financials be presented more frequently than quarterly to initiate this program.

Ms. Znamierowski: advised as to how the E&D money can be used.

Mr. Strout: asked when Angel would need to know in order to open on July 1, 2019.

Ms. Greenleaf: suggested that it would need to be decided within six months prior to July 1.

The group decided that this would need to go to the full committee by January at the latest for a July 1 start up.

Ms. Greenleaf was asked to come back at a future Finance subcommittee meeting.

Mr. Perkins: asked about the potential for grant money to fund this program.

Dr. Riccio: advised of potential grants that can be used to purchase the equipment. She reviewed the processes that have taken place towards this process. The Perkins grant and Capitol Skills Equipment and competitive grant process. The Perkins grant was used 100 percent last year to purchase equipment for ENSATS' programs.

There was discussion about potential funding for this program.

Ms. Teixeira Prince: left the meeting at 6:43pm.

All in Favor to table the approval of this program for future meeting

4. *Massachusetts Learning Excursions Private Grant*

Dr. Riccio discussed how this grant came about from High Tec High in California. A grant was written to bring a team from ENSATS to High Tec High for a stipend of \$1,100 each. She went on to describe this grant and rethinking high school.

Everything is paid for by the High Tec High organization.

Mr. Marquis made the motion 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.)

Mr. Prazar Seconded the motion. All in Favor.

5. *Removal of Trees*

Mr. Perkins asked Ms. Znamierowski where this money would come from. Ms. Znamierowski described the change in funding that would make this money available to fund the removal of the trees.

Mr. Marquis made the motion for the transfer of funds in the amount of \$15,000 for removal of aging and deteriorating trees on the grounds.

Mr. Hathaway seconded the motion. All in Favor.

6. *Outstanding Travel Reimbursement FY2018*

Ms. Znamierowski described the situation that created the need for this reimbursement. There was no PO for this last year, but it was a required expense last year.

Mr. Marquis made the motion 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 School Committee meeting.

Mr. Lannon seconded the motion. All in Favor.

7. *Cleaning Service Bid FY2019-3*

Ms. Znamierowski described the bidding process and the recommendation of Star Building Service. This will replace one custodian and is a cost savings to the district per year. No custodians lost their job. A position was opened up due to a custodian being moved to the farm. There is a MOU with AFSCME regarding the evaluation of custodians.

Mr. Marquis made the motion to award this bid to Star Building Service, Inc. of Boston, the lowest responsive bidder for a total estimated three year cost of \$86,263.20.

Mr. Prazar seconded the motion. All in Favor.

8. *Proposed Salary Scale for Director of Facilities, Farm and Grounds*

This proposal is part of tonight's packet.

Mr. Strout mentioned that two job descriptions were approved at tonight's Personnel subcommittee meeting and a salary range was added to the job descriptions. The Personnel subcommittee feels there needs to be a hard look at scales for future contracts.

Mr. Strout: asked about the salary scale for this expanded job.

The group discussed what salary the Director of Facilities, Farm and Grounds would start at. It will be at step 7 \$113,332 annually.

Mr. Strout: suggests that all administrators negotiate their salary with the Superintendent on July 1.

Mr. O'Brien: made the motion that the beginning salary of this position will be \$113,332 and be re-negotiated on July 1, 2019.

Dr. Riccio: reviewed when the administrative contracts are up for renewal. It would make sense to run this contract through June 30.

Mr. O'Brien: made the motion to start at \$113,332 with an expiration of June 30, 2019. All in Favor.

*9. Chapter 74 Special Education Assessment Formula for Out of District Students*

Dr. Riccio passed out some documents regarding out of district special education costs. She reviewed how this information was collected and the data was used for this report. She reviewed the state formula compared to a flat fee for the special education services provided to the students. They are recommending a cap of an additional \$7,000 per student. There is a formula for the different Special education services required for students. This impacts the surrounding communities with out of district students that receive services. Because of blind admissions nobody knows if a student is on an Ed plan. The ENSATS SPED Department meets with the surrounding communities after acceptance to determine services required. Most communities have one or two students. The group discussed what the state funds per student and what the average is for Special education costs, how the calculations are made and what they are based on. There is a commission that sets the rate.

Mr. Marquis made the motion to accept the assessment formula.

Mr. Hathaway seconded the motion.

Mr. Marquis asked when this would be implemented.

Dr. Riccio: described how the communities would be notified; allowing for time to budget and that the assessment would begin next year. This is the law and there is a cap to allow for budgeting per student.

All in Favor.

*10. Transcription Compilation Discussion*

Dr. Riccio described how this conversation came to be based on the tour of Smith Hall. There are three locations where student records are being housed and there is potential for water damage. Bringing the records into one location and making some electronic is the goal

Mr. Perkins: reviewed the difference between temporary and permanent records. Permanent records must be kept for sixty years. He asked if there have been any cost estimates received. Records should be stored in a fire safe location.

Mr. O'Brien: asked about saving records electronically.

The group discussed the potential of looking into costs of storing records in stages electronically.

Dr. Riccio: suggested putting a draft plan in place for the next meeting.

Mr. Perkins: recommended coming back with costs and a plan.

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

Mr. Strout brought up the positions that were discussed tonight at the Personnel Subcommittee and their approval without the salary charts.

Mr. Perkins: Thanked Dr. Riccio for contacting a machining referral that would be

beneficial resource to ENSATS students.

Mr. O'Brien made the motion to move forward with the two positions discussed tonight. Mr. Marquis seconded the motion. All in Favor.

A budget timeline was distributed by the ENSATS administration.

Mr. Strout advised that there was an article in the Salem News regarding Ms. Teixeira Prince's resignation and her replacement.

Mr. Perkins made the motion to adjourn at 7:20 pm. Mr. Strout seconded the motion. All in Favor.

It was suggested that meeting be held here in the Bistro for future meetings.

The meeting adjourned at 7:21 pm.

*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.*