

Essex North Shore Agricultural & Technical School District  
Finance Subcommittee

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

Wednesday, March 6, 2019

**5:00 p.m.**

Approved Minutes

Members in Attendance: James O'Brien, Andrew Prazar  
Mark Strout, James Picone, Christopher Grant, Wayne Marquis.

Members Absent: Bruce Perkins

Others in Attendance: Dr. Riccio, Ms. Znamierowski

*1. Call to Order*

Mr. Marquis called the meeting to order at: 5:10 p.m.

*2. Approval of Meeting Minutes*

Mr. Strout made the motion to approve the meeting minutes from the Finance Subcommittee meetings of December 5, 2018.

Mr. Grant seconded the motion. The motion passed.

Mr. Strout made the motion to approve the meeting minutes from the Finance Subcommittee meeting of February 4, 2019.

Mr. Grant seconded the motion. The motion passed.

*3. FY 2020 School Choice*

Mr. Strout made the motion to approve the recommendation that the District not participate in School Choice for the 2019 – 2020 school year.

Mr. Prazar seconded the motion. The motion passed.

*4. Funding Source for Comptroller*

Ms. Znamierowski discussed a funding source for the Comptroller position in the amount of up to \$20,000 from the heat line item.

Ms. Znamierowski reviewed the heat line budget and the need to hire the Comptroller this year rather than next.

Mr. Marquis: Asked Ms. Znamierowski to review the recommendation the auditors made to hire a comptroller

Dr. Riccio: reviewed the complexity of the budget and Financial billing, Rentals and crews involved t

Mr. Strout made the motion to approve the transfer of \$20,000 from the heat line item to fund the Comptroller position.

Mr. Prazar seconded the motion. The motion passed

*5. Acceptance of Donations*

Mr. Strout made the motion to accept the donation of a Delta Wood Lathe with an approximate value of \$500.00 from Mr. Peter DiGangi of Danvers, Massachusetts to the Carpentry Program.

Mr. Grant seconded the motion. The motion passed.

Mr. Strout made the motion to accept the donation of a 2004 Hyundai Sonata from Ms. Mia Caron Riccio of Haverhill, Massachusetts to the Automotive Technology Program.

Mr. Prazar seconded the motion. The motion passed.

Dr. Riccio announced that this is her husband's cousin who went through the proper protocol for the donation.

Mr. Grant made the motion to accept the donation of a 2000 Chevy Malibu from Ms. Renee Hunter of North Reading, Massachusetts to the Automotive Technology Program.

Mr. Prazar seconded the motion.

Mr. Strout made the motion to accept the donation of a 2002 GMC Yukon from Mr. Adam Sherlock of Danvers, Massachusetts to the Automotive Technology Program.

Mr. Grant seconded the motion. The motion passed.

*6. Security Cameras*

Dr. Riccio reminded that this was discussed at a previous finance meeting. The weather here in New England has been very hard on the existing cameras. Smith Hall has no cameras. This will help to reduce the budget for next year. These cameras will be able to be accessed through the internet.

Mr. Strout made the motion to replace 10 (ten) security cameras in the amount of \$14,515.89 from the heat line item.

Dr. Picone seconded the motion. The motion passed.

*7. Acts (2018) Chapter 440 – An Act Relative to Regional Schools*

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

Section 16A of chapter 71 of the General Laws, as appearing in the 2016 Official Edition, is hereby amended by striking out the second paragraph and inserting in place there of the following paragraph:-

Ms. Znamierowski reviewed how this will expedite the signing of the warrant for the purpose of releasing paychecks.

Mr. Strout volunteered to sign the warrant as needed.

The group was in favor of Mr. Strout signing the warrants.

Dr. Picone asked how this is being handled now without the School Committee member signature.

Ms. Znamierowski reviewed why she would like a School Committee member to sign the warrants for compliance. She discussed how the current treasurer is diligent in reviewing the warrant.

The group discussed warrants, purchase orders, encumbering funds and closing purchase orders by a certain date.

Dr. Riccio reviewed the processes that are being put in place.

Mr. Marquis reminded that this is a vote that needs to go to the school committee

The regional school committee may designate any 1 of its members for the purpose of signing payroll warrants and accounts payable warrants to allow for the release of checks; provided, however, that the member shall make available to the board, at its next meeting, a record of such actions. This provision shall not limit the responsibility of each member of the board in the event of noncompliance with this section. *(Approved, January 10, 2019)*

Dr. Picone made the motion to bring Mr. Strout's name to the School Committee as the designee to sign the warrant and Mr. Marquis will be the secondary designee.

Mr. Grant seconded the motion. The motion passed

Ms. Znamierowski reviewed some of the financial business that is currently happening at ENSATS.

Dr. Riccio: reviewed the renovation of existing buildings and the educational use of the building after renovation. The intention of the use of the Larkin Cottage. The funding will be self-funded through fundraisers.

The group went on to discuss fundraising projects other schools have hosted to raise funds.

Dr. Riccio went over the details of how the students will be involved with the renovation of the Larkin Cottage.

Mr. O'Brien brought up concerns of the time involved by having the students participate in certain aspects of the building process.

The group went on to discuss the collaboration that will be involved during this project.

Mr. Marquis asked if there was anything to be discussed about the current budget.

Ms. Znamierowski reminded that the public hearing will be at 6:30 at the next School Committee meeting. She reviewed how the DESE publishes the budget and the different cycles the budget goes to prior to publishing.

Dr. Riccio reviewed grants that are currently being submitted for funding.

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

*9. Adjourn*

Mr. Strout made the motion to adjourn at: 5:40 p.m.

Mr. Prazar seconded the motion. The motion passed.

The meeting adjourned at:

*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, Sections 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.*