

Essex North Shore Agricultural and Technical School District
Regular School Committee Meeting

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

Thursday, March 14, 2019
6:00 p.m.

Tentative Minutes

Members in Attendance: MR. DiLUNA, Department of Agriculture
MR. O'BRIEN, Department of Agriculture
MR. DEMSEY, Department of Agriculture
VACANT (Boxford)
MR. MARQUIS (Danvers)
MR. GRANT (Essex)
MS. GILMAN (Gloucester)
MR. HATHAWAY (Lynnfield)
MR. DELANEY (Manchester By The Sea)
MR. STROUT (Marblehead)
MRS. LITEPLO (Middleton)
MRS. GRIFFIN DUNNE (Peabody)
MR. PERKINS (Rockport)
DR. PICONE (Salem)
MR. PRAZAR (Topsfield)

Members Absent: Mr. Armstrong (Beverly), Mr. Lannon (Hamilton), Ms. Schena (Nahant), Ms. McDonald (Swampscott), Mr. Nichols (Wenham)

OTHERS PRESENT:

Superintendent-Director/Dr. Riccio, Interim Principal/Ms. Donnelly, Business Manager/Ms. Znamierowski, Treasurer/Kathleen McMahon, Human Resources Director/ Kathleen Holman
Student Representatives/Jonathan Eberhardt, Lexi Paquette.

1. Mr. Strout called the meeting to order at 6:10 p.m.

2. *Salute to the Flag*

Attendance was taken. There was a quorum.

3. The Student Representatives Reported on

Jonathan Eberhardt started with a sports report from the ENSATS teams.

Lexi Paquette reviewed extracurricular activities happening at ENSATS. GSA and Drama Club events were highlighted. A semi-formal, black and white semi-formal is coming up.

Mr. DiLuna mentioned that there is not a lot of newspaper coverage in community newspapers.

The group discussed different newspapers that have ENSATS coverage.

Dr. Riccio advised of different contacts that have been made to get better coverage into newspapers.

Mr. Strout discussed the twitter feeds that are happening and how social media is a good venue for PR.

*4. Public Comment**

Mr. Strout opened the floor for public comment and advised of the twenty-minute limit.

There was no public comment.

5. Approval of Meeting Minutes

Mr. Marquis made the motion to approve the minutes of February 7, 2019, Regular Meeting Minutes.

There were two items brought up for correction.

Mr. Delaney seconded the motion. The motion passed

6. Communications

Mr. Strout reported on the upcoming MASC Charting the Course, May 18, 2019, 8:00 a.m. – 4:00 p.m. at Essex North Shore Agricultural and Technical School.

Dr. Riccio advised that there may be other dates available based on needs.

Mr. Strout asked if eight hours was too long to be away from their families on a Saturday or if four hours might be better over two sessions.

Ms. Griffin-Dunne advised that this course will be open to any school committee member who is required to do professional development.

Ms. Liteplo asked if they had already done the eight-hour course if it is required again.

Ms. Griffin Dunne admires other school committees who have all gone together to attend Charting the Course.

The group discussed the value in attending the Charting the Course seminars.

Mr. Strout asked if May 18 seems like a reasonable date to attend the Charting the Course.

Dr. Riccio reported on The Middlesex Partnerships for Youth 2018-2019 PSA & Poster Projects – “Let Your Voice Be Heard” First Place, Cassandra Kuechler, Grade 12 – Graphic Communications, from Peabody, Massachusetts.

Margie Daniels was introduced to the group. The events that she has hosted such as the recent vaping conference.

Margie Daniels gave a presentation to the group. She also introduced Tommy Pierantozzi (Nahant Superintendent). She viewed the recent vaping conference and Maura Healey as the keynote speaker. The mission of the partnership is safety and prevention for youth.

She showed the poster that won the competition. “Be Bold, Be Brave, and let your voice Be Heard”. Cassandra Kuechler from Peabody, was awarded a prize in front of the group. A picture was taken of the student with her poster.

7. Public Hearing for the Proposed FY 2020 Budget

Mr. Strout began the Public Hearing at 6:30 p.m.

Dr. Riccio publicly thanked the members who presented the budget at last month's meeting due to her absence while attending High School High in California.

She advised that there is a budget report as part of the packet tonight. She apologized that Ms. Donnelly's name was omitted from the Administrative page.

Dr. Riccio went on to review the budget contained in the report. The state is not responsible for the Essex Aggie retirement fund which is a significant reason for the increase in the budget.

Mr. DiLuna asked about the bond service increase.

Ms. Znamierowski explained why it had to be increased.

Dr. Picone asked if Dr. Riccio has to go to member communities to present the budget.

Dr. Riccio explained how community forums are held for member communities to attend and discuss the budget.

Mr. Strout explained that it is the School Committee member's responsibility to present the budget to their member community.

Dr. Picone went on to discuss past budget meetings he had been to and how increases around the budget were introduced.

Mr. Strout suggested partnering with towns when presenting the budget.

Mr. DiLuna asked about the advertising of the public forums on the budget.

Dr. Picone advised that Ms. Znamierowski be prepared to answer questions of member communities regarding increases compared to the past year.

The group went on to discuss the need to be prepared to answer questions around assessments.

Mr. Marquis advised that part of the increase to the budget is partly due to increased enrollment at ENSATS.

Dr. Riccio advised that more advisors are needed based on increased enrollment. In nine of the seventeen sending communities, it is cheaper to educate a student at ENSATS rather than the sending community.

The expense of vocational equipment was reviewed in conjunction with the education of a vocational student.

Dr. Picone asked if the School Committee line item includes the recording secretary salary, Ms. Znamierowski reviewed what is included in the line item of the School Committee.

Dr. Riccio described new software "Board Docs" that is part of the line item.

Dr. Picone wondered if using Board Docs requires each committee member to be issued a computer.

Mr. Prazar asked about the increase in administrative technology. A \$380,000 increase.

Ms. Znamierowski described what is in this line item. Much of it is due to software updates. A new software program; Frontline was part of this increase.

Dr. Riccio explained that much of the software could be paid through grant funding but for only three years.

Ms. Gilman asked about a \$35,000 transfer from the heat line item and if this budget has been reduced in the future.

Ms. Znamierowski advised that the heat budget has gone down next year. There is a heating contract from year to year based on actual numbers.

Dr. Picone asked what kind of heat is used at ENSATS. It is Gas.

Ms. Gilman asked if solar energy is going to be continued to look at to reduce this budget. Yes.

Ms. Gilman also asked about the E&D budget.

Ms. Znamierowski explained how the E&D budget works and how it is carried over from year to year. E&D is based on excess revenues and assessments.

Ms. Gilman asked about \$100,000 earmarked for capital projects stabilization.

Dr. Riccio explained the need for this fund and how it might be used.

Ms. Gilman asked about the accumulation of this capital fund and if any of this fund goes back to sending communities. She shared concerns about the growth of ENSATS and the status of the buildings compared to sending communities.

Dr. Riccio explained how the process of capital improvement works at ENSATS. Any large improvements would be an MSBA project.

Ms. Gilman went on to ask about the funding of instructional salaries.

Dr. Riccio went on to explain how this funding is determined based on needs and staffing.

Ms. Gilman asked for an explanation of the difference in staffing in terms of funding.

Dr. Riccio reviewed the preventative maintenance plan that is being formed based on the age of the buildings.

Ms. Gilman asked Ms. Znamierowski to explain "Extraordinary Maintenance increase of \$208,000).

Ms. Znamierowski stated that it is part of the stabilization fund, contracted services for grounds improvement and contract negotiations.

Ms. Gilman asked about the Special Ed incremental change of revenue source of \$150,000.

Dr. Riccio described how the Special Ed assessment was determined based on sending member's student special education services. It has been started at a fifty percent fee rather than one-hundred percent of the fees. A flat rate was also considered, but it was considered a civil rights issue.

Dr. Riccio described the process used to determine what the Special Education assessment should be based on student's needs.

Mr. Delaney asked about the student services required and who determines what they are.

Dr. Riccio explained how the services are determined at a transition meeting at the end of the school year and the team members included in the decision.

Mr. DiLuna asked about the increase in contracted services under the Superintendent line item on page one.

Mr. DiLuna also asked about a consultation increase.

Dr. Riccio described what this line item included.

Mr. DiLuna commented that he was happy to see that graduation funding has increased. He did note that the agriculture programs are at a lower budget.

Dr. Riccio explained the surplus in the budget last year from the instructional supply line item. The teachers were asked for a ten percent decrease and some decreased even more based on alternative grant funds.

Mr. DiLuna asked about page eleven and a type-o. He also asked about the travel increase on page fourteen.

Dr. Riccio explained the conferences needed for new administrators to get the training needed.

Mr. DiLuna asked about page seventeen and the transportation line item

Ms. Znamierowski explained that this is for uniforms that have not been in the budget before.

Mr. Prazar asked about the PR consultant's expense.

Dr. Riccio commented on the need for experts for several projects coming up that need PR in order to get the funding to support the project.

Dr. Picone asked if cafeteria staff is contracted, staff or employees.

Dr. Znamierowski advised that they are employees.

Dr. Picone asked if the stabilization fund has been approved by the cities and towns

Ms. Znamierowski said no, but it was migrated over from Essex Aggie.

Dr. Picone asked if there is a vote taken for the use of the stabilization fund and maybe consider calling it a capital improvement fund. He also asked about the transfer of funds to pay for the new comptroller salary.

Ms. Znamierowski advised that the transfer was to help fund the salary for this year.

Mr. Strout reminded that this has been recommended for three years.

Mr. Grant asked about the funding of the new farm positions and the addition of farm staff and how many are currently employed.

Dr. Riccio explained the need to create a new position.

Dr. Picone asked about the grants funding and their current funding and what the plan is if the grants are reduced.

Dr. Riccio explained how it would be handled if the grant funds are decreased. By decreasing the instructional supply line it will allow staff to remain.

Mr. O'Brien asked about the veterinary bills that he anticipated would be in the budget.

Dr. Riccio advised that the loss has not been covered at this time, but that a grant offset will fund this.

Mr. Strout opened up the conversation to the general public.

A citizen asked about the guidance budget dropping by about \$65,000.

It was explained that there has been no reduction to the guidance staff.

Dr. Riccio explained that it could be the reallocation of grant funds to pay guidance salaries, but there is no loss to guidance staff.

The line item is guidance counseling and testing.

Dr. Riccio advised that a past private contractor has not been used as much recently that was part of this line item in the past. Dr. Riccio went on to describe the calculations were used to determine the student support staff.

The citizen asked for an explanation of the New England Accreditation Association.

Dr. Riccio explained the accreditation process and the funding involved with the new accreditation at ENSATS.

Mr. Strout explained the need for the accreditation process and the need for it for graduating students.

The citizen also asked about the drop off in the athletics department budget. She wondered if this budget is being reduced based on future user fee increases.

Dr. Riccio explained the reasons why the line item was able to be reduced based on less money being spent last year due to major projects being finalized and paid for.

Mr. Delaney made the motion to approve the budget. Mr. Hathaway seconded the motion.

Ms. Gilman made the motion to amend the budget. Mr. Marquis seconded the motion.

Ms. Gilman explained the reason behind her motion to amend the budget based on the condition of the building in Gloucester and increased Special Education budgets.

She commended Dr. Riccio for being sensitive to member district's needs. She suggested a \$200,000 reduction to be more in line with other sending district budgets as a gesture of goodwill.

Mr. Prazar commented that a similar reaction was at Topsfield in hopes of a 2.5% increase in the budget where our budgets are being cut or level funded.

Dr. Picone asked if the motion was to decrease the budget by \$200,000 bringing it to a 3.88% increase.

Dr. Picone asked how the budget could be cut by \$200,000.

Dr. Riccio explained that she has already asked for reductions in supplies and staff and is concerned about student services and the culture of the school. She defended her goals in support of school culture. She explained how to justify the increase in the budget based on increased enrollment. It cost \$248 more to educate a Gloucester student here compared the sending community. There is a \$560,000 increase in pension budgets and an increase in insurance. Vocational education costs more than general education.

Mr. Perkins supported the increased budget based on increased student population annually.

Mr. DiLuna asked if the per capita cost includes transportation. Yes.

Dr. Picone asked about reducing the budget with the \$200,000 gap in the E&D budget.

Dr. Znamierowski explained why this theory would not work.

Mr. Marquis explained that there is no final word in revenue from the state level. This will help reduce community assessments. This should happen around May 1, 2019.

Mr. Grant gave his support of a Vocational Education and the success he has had due to his enrollment at a vocational school.

Dr. Riccio reviewed the chart that is part of this packet and the success of students who have attended ENSATS. She also reviewed expenses that are unique to vocational educations. She also reviewed awards that are currently being earned by Skills USA students and FFA students. There are 23% special education and 5% 504 students. These students all receive additional support and services. She went on to discuss the unique expenses involved with the education of a vocational student. She would have a very difficult time reducing this budget by \$200,000. There was significant work already done to reduce the budget. She advised that without the grants the budget would be significantly higher. She commended the grant writers that work extreme hours to write the grants to get additional funding for ENSATS. She feels that cutting the budget by \$200,00 would be a disservice to the competitive grant writers.

A roll call vote was taken to approve the amended budget reduction by \$200,000.

All members in attendance voted NO on the amended budget. Ms. Gilman was the only yes vote. The proposed amended budget did not pass.

FY 2020 Budget Vote

A roll call vote was taken to accept the proposed budget.

All members in attendance voted yes in support of the proposed budget, except Ms. Gilman. Ms. Gilman voted NO on the budget. Although she agrees with everything Dr. Riccio says; she has an obligation to her sending community to vote no based on their recommendation

6. Communications continued

Mr. Strout went on to read two communications from retiring staff in June 2019.

These communications are part of this packet.

Mr. Strout made the motion to write a letter to both retiring teachers.

The school committee voted to send a thank you letters to both retiring teachers.

Ms. Liteplo seconded the motion. The motion passed.

7. Superintendent-Director Report

Dr. Riccio reported on freshman exploratory Framework that was not supported by the state. This is a lottery system for the first choice of programs. ENSATS does not feel a lottery system is in the best interest of ENSATS students. There is a survey online to allow comment on this decision.

A citizen in the audience made a comment as the parent of a freshman and how clear and fair the current method is at ENSATS.

Another citizen commented on the ability of the student to speak with ENSATS staff in consideration of their CTE programs.

It has been requested that 21 Chinese delegates be brought to ENSATS on April 5. On April 2 there is a group coming from Maine to see ENSATS. On April 4th there is a group of teachers coming from Boston to see ENSATS.

Dr. Riccio went on to review the admissions process and the interviews that have taken place thus far. Over ten percent of the accepted students would not have gotten in without the interview process.

Dr. Picone asked when the acceptance letters are going out.

Ms. Gilman asked what form of correspondence is used to notify the students.

Mr. Marquis asked how long a typical interview lasts.

Ms. Donnelly explained that is about fifteen minutes and about five questions.

Dr. Riccio explained some of the steps students take to gain acceptance to ENSATS and the ability to be accepted mid-semester.

Dr. Riccio discussed a Safety Grant that is currently being written.

There is also a grant being written for student access. Training existing staff with Mass General Hospital would be part of this grant.

Her entry plan findings and mid-cycle review will be presented at the April meeting.

8. Principal Report

Ms. Donnelly reported on the following Out of State/Overnight Field Trip Requests

Mr. DiLuna made the motion to approve an Out of State Field Trip for grade 11 Equine students to the University of New Hampshire, Durham, New Hampshire on April 30, 2019.

Mr. Marquis seconded the motion. The motion passed

Mr. Marquis made the motion to approve an Overnight Field Trip for grades 11 and 12 Cattle Showing Team to the Eastern States Expo, West Springfield, Massachusetts from May 2 – 5, 2019.

Mr. Hathaway seconded the motion. The motion passed.

Mr. Marquis made the motion to approve an Out of State Field Trip for grade 10 Plumbing students to Viega, LLC in Nashua, New Hampshire on April 22, 2019.

Ms. Gilman seconded the motion. The motion passed.

Mr. Delaney made the motion to approve an Out of State Field Trip for Equine Science students to attend Equine Educational Day at the University of New Hampshire, Durham, New Hampshire on April 19, 2019.

Mr. DiLuna seconded the motion. The motion passed.

Mr. Marquis made the motion to approve an Out of State Field Trip for grade 9 Natural Resource Management students to the Pawtuckaway State Park, Nottingham, New Hampshire on April 25, 2019.

Mr. Delaney seconded the motion. The motion passed.

Ms. Donnelly went to review staff development that took place in February that involved CTE staff working with Academic teachers. The students were delighted to see where the Academic teachers received their CTE training.

There are 24 staff members training in High expectations and research for better education in the summer. Today was the Skills USA competition. She reviewed the schools competing. ENSATS had the largest number of awards received ever.

She went on to review the FFA competition taking place as well. There were six lambs born this week. There will be a St. Patrick's buffet tomorrow.

Mr. Marino showed the video for the Hawks Highlight recipient this month. This month's Hawk Highlight recipient is Silvio Bandeira, Facilities Supervisor.

9. Subcommittee Reports

Finance Subcommittee

a. FY2020 School Choice

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

Mr. Prazar seconded the motion. The motion passed.

Ms. Griffin Dunne asked how school choice works for a non-member school.

Dr. Riccio explained how this works and the cost breakdown

b. Funding Source for Comptroller

Mr. Perkins made the motion to approve the recommendation to fund the Comptroller position in the amount of \$20,000 from the heat line item.

Mr. Marquis seconded the motion. The motion passed.

c. Acceptance of Donations

Mr. Perkins 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. O'Brien seconded the motion. The motion passed.

Mr. Perkins 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. Marquis seconded the motion. The motion passed.

It was disclosed that this is her husband's cousin and the proper protocol was followed to accept this donation.

Mr. Perkins 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. Marquis seconded the motion. The motion passed.

Mr. Perkins 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. Marquis seconded the motion. The motion passed.

Dr. Picone asked if these vehicles are sold or just used for education. They are not sold.

d. Security Cameras

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

Mr. Marquis seconded the motion. The motion passed.

e. 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 thereof the following paragraph:-

The regional school committee may designate any one 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 a noncompliance with this section. (Approved, January 10, 2019)

Mr. Perkins made the motion to appoint the Chair of the School Committee as the designee to sign the Warrant and Vice Chair as the secondary designee.

Mr. DiLuna seconded the motion. The motion passed.

Mr. DiLuna advised since this was not an emergency Act. It will not go into effect until April 10, 2019.

Next Meeting: Wednesday, April 3, 2019 (5:00 p.m.)

Personnel Subcommittee

Mr. DiLuna made the motion to approve the following job descriptions: Comptroller, Supervisor of Freshman Academy, Admissions and Student Success.

Ms. Gilman seconded the motion. The motion passed.

Next Meeting: April 11, 2019 (5:00 p.m.)

Policy Subcommittee

Ms. Liteplo reviewed the amended attendance policy that will be brought for a vote at the next meeting. The remote participation policy was also reviewed.

Next Meeting: May 9, 2019 (5:30 p.m.)

FY 2020 Budget Vote-moved to 6:30 pm in the minutes

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10. Old Business

Mr. Demsey commented on The Larkin Cottage and the McNamara O'Shea projects.

Dr. Riccio advised of the interest from architects that has been received around these projects. The biggest goal is that it remains to look like a cottage.

Hancock Surveyors Associates is donating all of the surveying provided he can work with

ENSATS students during the surveying process. This will be a financial and educational benefit to ENSATS.

Ms. Gilman suggested a letter be signed by the School Committee and presented to the Hawks Highlights award winner. She also commended Marie, Heidi, and Shannon on their work on the budget.

11. New Business

Mr. Marquis made the motion to reschedule the April 11, 2019, School Committee meeting to Wednesday, April 10, 2019, at 6:00 p.m. due to a conflict.

Mr. Delaney seconded the motion. The motion passed.

12. Warrant

Mr. Perkins made the motion to approve the warrant.

Mr. Demsey seconded the motion. All in Favor

Dr. Riccio reviewed the pictures around the room of the member communities. Notecards were made for the School Committee members.

13. Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Sections 18-25)

Mr. Strout has provided a statement to be included in the minutes. It is as follows:

“Before we adjourn, I just want to sincerely thank everyone on this committee for their hard work in the subcommittees, negotiations, The South Campus Assessment Committee, The Larkin Cottage Committee, The Capital Planning Committee and the entire Administration team for their diligence in preparing the FY20 budget. As well, I want to thank Val Gilman for hosting us at the Gloucester City Council meeting on Tuesday night, where Dr. Riccio and Marie Znamierowski presented the FY20 budget, and for giving me the opportunity to publicly thank Melissa Teixeira-Prince in front of her Gloucester peers for her diligence and leadership over the past years here at ENSATS.

I know that as your town’s representatives on this committee; that many of us will be presenting our FY20 budget to our finance committees, town meetings, city councils and Mayors. Please be assured that Marie Znamierowski, our extremely competent Business Manager, is here to assist you if you have any questions; as is Dr. Riccio and Principal Shannon Donnelly.”

14. Adjourn

Mr. Marquis made the motion to adjourn at 8:30 p.m.

Mr. DiLuna seconded the motion. The motion passed.

The meeting adjourned at: 8:30 p.m.

Respectfully submitted by The Recording Secretary

The listing of matters includes 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.

*Public Participation at School Committee Meetings (File: BEDH)