

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, May 1, 2019

5:00 p.m.

Approved Minutes

Members in Attendance: Bruce Perkins/Chair, Christopher Grant, James Picone, Andrew Prazar, Wayne Marquis, Mark Strout/Ex Officio, Dr. Riccio, Marie Znamierowski, Kathleen McMahon

Members Absent: James O'Brien, William Nichols

1. Call to Order

Mr. Perkins called the meeting to order at 5:00 pm.

2. Approval of Meeting Minutes

Dr. Picone made the motion to approve the meeting minutes for the Finance Subcommittee meeting of April 3, 2019.

Mr. Strout seconded the motion. All in Favor.

3. Financial Statements

Ms. Znamierowski reviewed the community assessment payments, budget, revolving funds, school choice, and culinary funds. She passed out the report to the group which is part of this packet.

Dr. Picone made the motion to approve the Revenue and Expenditure Reports for February 28, 2019. If approved, the statements will be placed on file for audit.

Mr. Strout seconded the motion. All in Favor.

4. Fiscal Year 2018 Audit Report – Giusti, Hingston & Company

Ms. Znamierowski advised that the audit report is part of tonight's packet and on file. She introduced Mr. Jim Guisti who reviewed the audit report with the group. He asked the group to review the Table of Contents. He explained the importance of this report. He went on to explain and describe in detail the contents of the report. The formatting of this report is required by the Government. Ms. Znamierowski is responsible for the numbers and understanding where they come from. The opinion of the auditors is contained in this report. The auditors have a clean opinion of ENSATS financial reporting; which is very good. There was some discussion about other schools that are audited by this firm. Mr. Guisti reviewed the other schools they have audited this year. Mr. Guisti went on to review some of the numbers that are required by the Government. The Balance Sheet was reviewed and explained in depth.

Mr. Marquis asked about the unassigned fund balance and how healthy the number is.

Mr. Giusi replied that it is a very good number.

Mr. Perkins asked if there were any concerns about the management of the revolving accounts.

Mr. Giusti has no concerns and feels it is all being run very well. This year they will be looking at the student activity account as required by law every three years.

Dr. Picone asked what kind of software most districts use for finance and budgets.

Dr. Picone asked if assessments could be reduced based on the balance of this fund.

Kathleen McMahon had a question about the assessment report and its balance as of now. She also asked about separating the stabilization account.

Mr. Giusti went on to review the Management report that is part of this packet. This report is a bi-product of the Audit report. There were some comments made in the Management report about the need for a comptroller. The size of the school has complicated payroll and its requirements. The conclusion is that an assistant is needed. Ms. Znamierowski does an excellent job but needs assistance. GASB 75 was discussed. Page three address cash reconciliation. There are some minor corrections that could be made in this area.

Ms. Znamierowski and Ms. McMahon explained the processes that are in place for cash reconciliation that has been implemented recently through Century Bank.

Mr. Giusti mentioned the old outstanding checks that have not been cashed. He reviewed the process on how to handle these checks.

Mr. Marquis asked what the outstanding balance is on the un-cashed checks.

This is not a big number or a big problem for ENSATS.

Ms. McMahon asked about the tailing for the City of Salem and an ordinance that was adopted and how it needs to be addressed and adopted.

Dr. Picone made the motion to accept the report from Fiscal Year 2018 Audit Report received from Giusti, Hingston & Company. The administration recommends accepting the report as submitted.

Mr. Strout seconded the motion. All in Favor.

5. Fiscal Year 2019 Grants

Ms. Znamierowski advised that the grant update is part of tonight's packet.

Dr. Picone made the motion to accept the following FY2019 Grants:

<u>Grant Description</u>	<u>Amount</u>
MA DESE Improving Student Access to Behavioral & Mental Health	\$20,000(FY19)
MA DESE Teen Dating Violence Prevention and Intervention	\$90,000(FY20)
Essex National Heritage Commission	\$17,394
	\$ 2,000

Mr. Marquis seconded the motion. All in Favor

6. Acceptance of Donations

Mr. Strout made the motion to accept the donation of a 2006 Lincoln Navigator with The approximate value of \$4,850 from Mr. Robert H. Taylor of Boxford, Massachusetts to the Automotive Technology Program.

Mr. Marquis seconded the motion. All in Favor.

Dr. Picone asked if a letter is sent to thank the donor that they can use for tax purposes.

7. Establishing Scholarships

Ms. Znamierowski explained this scholarship and the information is contained in tonight's packet.

Dr. Riccio went on to explain what the grant is to be used for and its purpose.

Mr. Marquis made the motion to accept a donation of \$16,000 from the Gene Haas Foundation to establish scholarships to be expended for student machinist-based training or engineering programs.

Mr. Grant seconded the motion. All in Favor.

8. Purchase of Fitness Equipment

Dr. Riccio described the equipment that is currently in the Fitness Center that came to the school from North Shore Tech. The needs of all students need to be addressed through some new equipment

Mr. Marquis made the motion for the purchase of equipment for the Fitness Center in the amount of up to \$33,000 from the Athletic Revolving Account.

Dr. Picone seconded the motion. All in Favor.

9. Request for Proposal 2019-1

Ms. Znamierowski described the process that was used for bids and proposals for this demolition. She and Mr. St. Pierre used certain criteria to ascertain which proposal to choose.

Mr. St. Pierre explained that they were all very close and very similar. There were some questions on the reimbursable part of this bid.

Mr. Marquis asked if the Key Engineer on site was identified.

Ms. Znamierowski advised that there are some vendors named in the proposal.

Mr. Strout is very supportive of these Architects.

Dr. Picone made the motion to award RFP 2019-1 to Gienapp Architects, LLC of Danvers, Massachusetts for the design and construction administrative services for the demolition of the McNamara O'Shea Building.

Mr. Marquis seconded the motion. All in Favor.

10. Request for Proposal 2019-2

This information was emailed out to the committee yesterday and is included in this packet. This was the only architectural firm that was willing to allow the students to work with them. They are very supportive of the vocational part of this project and involving the students from ENSATS.

Ms. Znamierowski reviewed the price of the project and how the donations could be used outside of the money that has been appropriated.

Mr. Perkins asked what the approximate price will be for the McNamara Oshea project. The budget was discussed and the possibility of funds being available for the Larkin project. The donations that have been made thus far should not need to be used for this part of the project.

Mr. Strout made the motion to award RFP 2019-2 to designLAB architects of Boston, Massachusetts for the design and construction administrative services for the Larkin Exhibit Hall.

Mr. Marquis seconded the motion. All in Favor.

Mr. Grant asked about the brick purchasing fundraiser and where it can be found on the ENSATS website.

Dr. Riccio went on to discuss donations and other fundraisers that are in process for the Larkin project. Mr. Bob Woods is a graduate from ENSATS and has been instrumental in securing these donations.

Ms. McMahan suggested a specific place on the website to donate to the Larkin project.

11. Establishing Scholarships

Mr. Strout made the motion to establish a scholarship sponsored by the Theresa Ruth Joens Automotive Technology Tool Fund for a graduating senior from the Automotive Technology Program.

Mr. Marquis seconded the motion. All in Favor.

Dr. Riccio explained the funding of this scholarship and how it will be awarded. A senior in The Auto Tech School will receive a set of tools as part of this scholarship.

Ms. McMahon asked about the separation of these funds from other accounts.

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

Dr. Riccio announced that today was national Principal's day and Ms. Donnelly was recognized for the great work she is doing.

13. Adjourn

Mr. Marquis made the motion to adjourn at 6:05p.m.

Dr. Picone seconded the motion. All in Favor.

The meeting adjourned at 6:05 p.m.

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.