

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

Wednesday, December 4, 2019

Finance Subcommittee Meeting

5:00 pm

Approved Minutes

Members in Attendance: Mr. Strout, Mr. Perkins, Mr. Marquis, Mr. Grant, Dr. Picone.

Members Absent: Mr. O'Brien

Others in Attendance: Dr. Riccio, Ms. Znamierowski, McMahon

1. Meeting Opening

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

2. Routine Items

Mr. Marquis made the motion for the approval of the November 6, 2019, meeting minutes.

Dr. Picone seconded the motion. The motion passed.

3. Child Care Center Lease

Dr. Riccio advised that the Child Care Center is not up to date on their payments. There was a meeting with the owner to discuss payments. There is no decision at this time regarding the renewal of the lease.

Ms. Znamierowski advised of the communication with the Child Care Center and their monthly rent payments. A payment is hoped to be received this week.

Mr. Strout advised that the Sheriff's Department is interested in this space for training and classrooms.

Dr. Riccio advised that there may be an option to have both tenants on the property at the same time.

Mr. Marquis asked for clarification on how the Sheriff's Department would use the property.

Ms. Znamierowski advised that the Child Care Lease expires in August 2020.

4. Capital Planning

Dr. Riccio advised that all of the departments have submitted their budgets and a budget timeline is being prepared. There is now a Capital Planning Committee for approval of Capital expenditures.

Dr. Picone asked if there is a guideline given for budget expenditures.

Dr. Riccio explained that level funding was used this year as a guideline.

Some programs have asked for more than level funding based on enrollment and supply costs.

Mr. Perkins asked about the Adult Education program's enrollment.

Ms. Znamierowski advised that there is a worksheet with historical data on these programs.

Dr. Picone asked if any of the Member Districts or School Committee members take advantage of the services provided by the programs at ENSATS.

Dr. Riccio gave several scenarios when the program services are used. She advised that the Auto Tech program is the busiest with provided services.

5. Out of District Tuition

Dr. Riccio advised that the Out of District Tuition rate has declined. The Agriculture Technical Schools have a different rate than Technical Schools. She had a conversation regarding these two different rates and a new formula will be provided by the state with a special rate for ENSATS. She explained how this could provide additional funds and possibly reduce Member District's assessments.

There was a discussion among the group regarding the expenses involved with the Agriculture programs at ENSATS.

6. Bimonthly Warrant

Ms. Znamierowski explained the warrant process using Docu-Sign. Thirteen signatures are needed for the warrant to be approved. At this point, there are only five signatures.

Ms. McMahon advised that she does review the warrant before it gets downloaded to Docu-Sign. Her signature is on the warrant prior to downloading it.

All members present requested a review of the process for signing on Docu-Sign at the end of the meeting.

7. FY 2019 Invoices

Mr. Perkins commented that there seem to be more late invoices this year.

Ms. Znamierowski agreed.

Dr. Picone made a motion to recommend the payment of a FY 2019 invoice from Nuttall, MacAvoy & Joyce in the amount of \$580.50 using FY2020 funding.

Mr. Marquis seconded the motion. The motion passed.

Dr. Picone made a motion to recommend the payment of FY2019 invoice from Sprint in the amount of \$614.25 using FY2020 funding.

Mr. Marquis seconded the motion. The motion passed.

8. Acceptance of Donations

Dr. Riccio explained that the details of this donation are part of tonight's packet. She went on to explain the details of this donation and how it is to be used.

Dr. Picone asked how this grant money gets approved.

Mr. Marquis made a motion to recommend the acceptance of the donation of \$1,000 to from the Cummings Community Giving to the Cosmetology Program.

Mr. Grant seconded the motion. The motion passed.

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

Dr. Riccio discussed two grants that were received today. One from Eastern Bank and one from the Department of Elementary and Secondary Education.

Mr. Strout explained the details and benefits of these grants.

Dr. Riccio explained who wrote these grants and the grant approval process.

Mr. Marquis made a motion to accept these grants.

Mr. Perkins seconded the motion. The motion passed

10. Adjourn

Mr. Marquis made the motion to adjourn at 5:30 pm.

Mr. Grant seconded the motion. The motion passed.

The meeting adjourned at 5:30 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, 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