

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, May 6, 2020

Finance Subcommittee Meeting

5:00 p.m.

Approved Minutes

Members in Attendance: Mr. Strout, Mr. Perkins, Dr. Picone, Mr. O'Brien, Mr. Marquis

Members Attending via Zoom: Mr. Grant, Mr. Bucco

Members Absent:

Others in Attendance: Dr. Riccio, Ms. Znamierowski, Ms. Donnelly, Mr. St. Pierre

1. Meeting Opening

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

2. Routine Items

A. To recommend approval of the [April 1, 2020 meeting minutes](#).

Mr. Strout made a motion to recommend the approval of the April 1, 2020 meeting minutes.

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

3. Finance

A. March 2020 Summary Financial Report

Ms. Znamierowski reviewed the Financial Report. She discussed the revolving funds and rental funds. There is going to be an online store started for incoming freshmen. She offered time for questions.

Mr. Strout made a motion to recommend placing the [March 2020 Expenditure Summary](#) Report and place on file for audit.

Mr. Marquis seconded the motion. The motion passed.

B. Student Activity Agency Fund Reports & Requests

a. [Student Activity Policy](#)

b. [Student Activity Class Balances](#)

c. [Student Activity Recommended Adjustments](#)

Ms. Donnelly presented these recommended adjustments on a slide.

Mr. O'Brien asked about senior dues.

Ms. Donnelly explained what the dues pay for and what the seniors will receive for their dues.

Mr. O'Brien asked if these move forward in the class account.

Ms. Donnelly explained the challenges with keeping track of the officers associated with the accounts.

Mr. Strout questioned why the money is kept for 90 days and then balanced, but why it does not get used towards a reunion.

Ms. Donnelly explained that sometimes the money is used for a class gift to the school.

Ms. Donnelly is advising to close the class of 2016 account. She has tried to contact other classes with no success.

The group discussed the inability to contact former class officers.

Mr. Marquis would like a procedure to be set up to redistribute class funds after 90 days.

Mr. O'Brien suggested one bank be used to maintain all past class accounts.

Mr. Marquis made a motion to approve the Student Activity Agency Fund Reports and Requests.

Dr. Picone seconded the motion.

Mr. Strout, Mr. O'Brien opposed the motion.

Mr. Strout moved Beginning with the Class of 2020, all class proceeds remaining in their account after graduation, shall be kept on file by the Business Manager for a period of 90 days, for the purpose of paying any remaining outstanding Class of 2020 obligations.

After the 90-day period has expired, the remaining proceeds shall be turned over to the Class of 2020 officers, to be placed into a bank account for the purpose of class reunions, scholarships, etc.

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

Dr. Picone requested that Ms. Znamierowski check MGL to be sure the 90 day timeline complies.

Ms. Znamierowski advised that yes it does.

Ms. Znamierowski went on to explain the other advised changes and the votes that need to be taken.

Mr. Strout made a motion to close the 10 current clubs and open the suggested clubs with the closed clubs account balances.

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

Ms. Donnelly went on to review the addition of other clubs as official clubs with advisors. Most of the changes are name changes. Essex Tech Cares and Hawk Holiday Hope accounts would be combined.

Mr. Strout asked how much each official class would cost with advisors.

Ms. Donnelly advised that there are three new clubs and the advisor stipends would be approximately \$1,500 for each club. They are currently being run by volunteers.

Mr. Strout made the motion to establish the three new clubs with advisors and appropriate stipends.

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

Ms. Znamierowski requested that a motion be made to accept the report.

Mr. Strout made the motion.

Mr. Marquis seconded the motion. The motion passed.

C. MSBA/ENSATS ARP PFA Board Action Letter

Ms. Znamierowski reviewed the Board Action Letter with the group.

Mr. Strout made the motion to recommend acceptance of the [MSBA/ENSATS ARP PFA Board Action](#) Letter.

Mr. Marquis seconded the motion. The motion passed.

D. MSBA Project Funding Vote

Ms. Znamierowski reviewed the project funding, the amount, and where the funding will come from with the group. The funding must be voted on and approved before it can be approved by MSBA.

Dr. Riccio explained where these funds would be used and why it was needed. There are two areas of need, a fire system and stone masonry work. Attorney Tim Norris reviewed and vetted the language of this vote today. This will be the final vote.

Dr. Picone asked if the vote needed to be the entire School Committee or just the Finance Subcommittee.

Dr. Riccio described why this vote is necessary and that it needs to be from the entire School Committee.

Mr. Strout made a motion to recommend the full School Committee the approval of the [MSBA Project Funding](#).

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

E. Fiscal Year 2019 Audit Report and Management Letter

MS. Znamierowski explained the management letter and report to the group and gave some history and the reconciliation process. She reviewed some recommendations.

Mr. Marquis asked about curtailments.

Dr. Picone asked if the ENSATS accounting system had been changed.

Ms. Znamierowski said yes FY2019 was the first full year. She can now reconcile much better and that Century Bank helps with this process.

Mr. Strout made a motion to recommend approval of the 2019 Fiscal Year Management Letter as presented.

a. [Essex North Shore Management Letter](#)

b. [Essex North Shore GASB Financial Statement](#)

Dr. Picone seconded the motion. The motion passed.

F. Fiscal Year 2021 Budget Update

Dr. Riccio advised on the history of Budget meetings taking place since COVID-19. It does not look like there will be a budget prior to July 1, 2020. 1/12 of the budget will be in place until the budget passes. The 1/12 budget should come off the 2020 budget, but if you submit a hardship waiver 1/12 can be taken off the 2021 budget.

Mr. Marquis asked about the retirement budget.

Ms. Znamierowski advised on the process and timing of payments.

Dr. Picone asked about the assessment letters that went out and if any of the assessments had been accepted.

Ms. Znamierowski advised no.

Dr. Picone asked what would happen if eleven of the towns don't approve the assessments.

Ms. Znamierowski explained how this has historically worked and what future steps would need to be taken.

Dr. Riccio explained how assessments were reduced with the SOA (Student Opportunity Act). She advised that the 2021 budget may need to be adjusted based on the Governor's decision and Federal funding. Everything is undecided right now, but every district is in the same situation. There may be federal funds under Title 2A to support cost factors related to COVID-19.

ENSATS qualifies for up to \$116,000 for this grant. They are working on creative ways to cut costs.

The group discussed the impact potential cuts could have on the budget.

Dr. Picone asked if fourth-quarter assessment checks had been received.

Ms. Znamierowski advised that yes, all member communities paid their fourth-quarter assessments.

G. Summer Projects

Dr. Riccio passed out a list to the group and advised that the number of summer projects has been reduced by more than half and what is needed has been prioritized.

She reviewed work being done at Smith Hall. A kitchenette has been renovated and \$2,000 is needed to put the sink in at Smith Hall.

She reviewed the grant-funded projects if the students are permitted to come back to work in a limited capacity.

There is also door replacement needed at Smith Hall and cannot withstand the keyless entry system. A \$50,000 school safety grant was received. A new main entrance door will be replaced with this grant. \$27,000 is needed to replace two side doors. They are old and not working properly. They are not up to the same safety standards.

Gallant Hall is expected to have the Essex County Sheriff's department move in. Gallant Hall has four classrooms that need to be completed for about \$7,000. This is important since we don't know how the school will be opened post-COVID-19. There are six classrooms in Smith and Gallant Halls. More classrooms will be needed for social distancing. There is also some flooring/ramps that need repair for \$7,000.

There is HVAC work needed in order to control temperature in all buildings. There is a \$20,000 study fee needed. There is a phase I and Phase II.

Mr. Strout asked about past money that had been used for HVAC.

Mr. St. Pierre explained how past funds had been used.

The foundation work on Larkin Cottage is being moved forward worth and is grant-funded. \$2,000 is needed for supplies to install dental chairs. The total request is \$71,000 there will be money coming in from the Essex County Sheriff's Department to offset this request.

Mr. O'Brien asked about the postponement of rent from Essex Sports Center.

Mr. Strout made a motion for \$71,000 be appropriated for summer work as discussed by the Superintendent Director.

Mr. Marquis seconded the motion. The motion passed.

Mr. Perkins asked about the number of students that would be involved in these projects based on COVID-19 social distancing.

Dr. Riccio advised that new protocols are being put in place for work on summer projects during the COVID-19 pandemic. She reflected on cancellations for next summer due to COVID-19.

H. Establish Special Education Stabilization Fund

Dr. Riccio explained that this is for informational purposes and will most likely be brought to Policy next week. Many other districts have such a fund. Regional Districts don't usually have this. This is for compensatory services involved with Special Education. The By-Laws call for the opening of a Stabilization Fund. Attorney Tim Norris advised that Policy could add this to ENSATS By-Laws.

There was discussion among the group on the policy and what is required to create it and the potential for compensatory services impact.

She will advise the group after meeting with Tim Norris and may add it to the Policy meeting next week.

Mr. Perkins asked about working with the sending town and compensatory services.

Dr. Riccio explained some of the costs that can be involved.

There is no motion needed at this time.

Dr. Picone asked if there was ever a suspect that a student applicant may need out of district placement.

Dr. Riccio advised that the integrity of the application has to remain. She went on to review the student services and support programs in place at ENSATS.

Mr. O'Brien asked if the vet clinic was shut down due to COVID-19.

Dr. Riccio advised that it is not shut down, but very busy because others are.

I. Commonwealth of Massachusetts Three Year Office Lease

Mr. St. Pierre reviewed some of the changes that had been made and why they needed to be made. Some air quality changes, and construction edits are needed.

Dr. Riccio reviewed a grant that is in place and the restrictions involved.

The programs held at ENSATS through this program were reviewed.

- a. [3 Year Lease Draft](#)
- b. [Landlord Services](#)

4. Fiscal Year 2020 Grant Safer School and Community Grant

Dr. Riccio reviewed the need for this grant and how it will be used.

Mr. Marquis made a motion to recommend acceptance of the [Safer School and Community Grant](#).

Mr. Strout seconded the motion. The motion passed.

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

Mr. Strout brought up spring coaching stipends and how other districts are handling these. He shared his thoughts on these stipends and shared a list of other schools and how they are handling these stipends.

Dr. Riccio explained the conversations she has had with other districts and the criteria they are using to determine payment of spring coaching stipends. The School Committee will need to make the decision on the payment of these stipends.

Mr. O'Brien feels that coaches put a lot of time into their sport's pre-season. He feels not paying them is being a cheapskate.

Mr. O'Brien suggested a prorated payment.

Mr. Strout explained his thoughts on the payment of these stipends.

It is important to be fair and do research prior to making decisions on the payment of these stipends.

Dr. Riccio passed out a spreadsheet reflecting how other districts are paying spring coaching stipends.

The group asked about other stipends at ENSATS and their payment.

Because the spring sports had not started prior to the COVID-19 shutdown these stipends are in question.

Mr. Strout asked when they would have been paid?

Ms. Znamierowski advised of the payment timeline for stipends.

Dr. Riccio advised that there may need to be a special check scheduled depending on the payment of these stipends.

Mr. Strout is concerned about creating animosity between the fall, winter and spring coaching staff.

The union chair Deborah O'Reilly asked to speak via Zoom.

She advised that the season was not cancelled but postponed and the coaches kept on the task of keeping the athletes ready for the season. 63% of the season was spent doing remote coaching.

There was a significant amount of time spent in case the season did occur. Many schools are paying something.

Mr. Strout thanked Deborah O'Reilly for her input.

Ms. Znamierowski advised how other communities are paying head coaches and assistant coaches.

Dr. Picone asked that this information be available next week.

Dr. Riccio agreed that this information can be compiled for distribution.

Mr. Strout asked if the athletes were polled on the coaches' involvement. He would like a log on the coaches' contact with the athletes through the school website.

Dr. Picone made a motion that the coaches not be paid until this decision has been voted on.

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

Dr. Riccio advised that there may be a possible North Shore Community College rental for the cosmetology program and culinary arts.

6. Adjourn

Mr. Perkins made a motion to adjourn at 6:21 pm.

Mr. Marquis seconded the motion. The motion passed.

The meeting adjourned at 6:21

Respectfully submitted by the Recording Secretary via ZOOM

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