

**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  
Smith Hall Auditorium  
Wednesday, May 14, 2020  
5:30 p.m.**

**Approved Minutes**

Members Present: F. DiLuna, Department of Agriculture  
J. O'Brien, Department of Agriculture  
Vacant, Department of Agriculture  
Vacant, Beverly  
Vacant, Boxford  
W. Marquis, Danvers/Vice-Chairperson  
C. Grant/ZOOM  
V. Gilman, Gloucester/ZOOM  
W. Lannon, Hamilton/ZOOM  
G. Hathaway, Lynnfield/ZOOM  
M. Strout, Marblehead/Chairperson  
J. Delaney, Manchester by the Sea/ZOOM  
A. Liteplo, Middleton/ZOOM  
R. Schena, Nahant/ZOOM  
B. Perkins, Rockport/ZOOM  
J. Picone, Salem/ZOOM  
A. McDonald, Swampscott/ZOOM  
D. Symmes, Topsfield/ZOOM  
J. Bucco, Wenham/ZOOM

Others Present: Dr. Heidi Riccio, Shannon Donnelly, Kathleen McMahon/ZOOM, Marie Znamierowski, Joe St. Pierre, Candace Levesque, Dr. Thomas O'Toole/ZOOM

Members Absent: B. Griffin Dunne

1. Meeting Opening

A. Mr. Strout called the meeting to order at 5:30 pm.

B. Salute to the Flag

C. Attendance

D. Public Comment-NONE

Mr. Strout congratulated the Valedictorian and Salutatorian and the top 5% of students from the class of 2020.

Mr. Marino advised that there are seventeen viewers on this ZOOM meeting

## 2. Routine Items

### A. Treasurer's Report

Ms. McMahon reviewed the Treasurer's Report via Zoom.

Dr. Picone made a motion to accept the Treasurer's Report as presented.

Mr. O'Brien seconded the motion.

Ms. Znamierowski advised of documents she has put on DocuSign for signatures.

A roll-call vote was taken. The motion passed.

### B. Approval of Meeting Minutes

Dr. Picone made a motion for the approval of School Committee [Minutes from April 15, 2020](#).

Mr. O'Brien seconded the motion. A roll-call vote was taken. The motion passed.

## 3. Reports and Communications

Dr. Riccio described a letter that was received in thanks for the shields being made by ENSATS.

Mr. Strout thanked the entire staff

### A. [Care Dimensions Thank You Letter](#)

### B. [Essex County Sheriff's Department Contract](#)

Dr. Riccio welcomed the Essex County Sheriff members who are in attendance at the meeting.

She introduced Kevin Sullivan and Linda Clifford.

Ms. Clifford presented information on the department and plans they have for this contract.

## 4. Superintendent Director Report

### A. Walter J. Markham Award

Recipient: Henry Jacques

The Walter J. Markham Award provided leadership for significant growth and improvement of vocational-technical education in Massachusetts. Most significantly, he provided the foresight and direction in the establishment of the Massachusetts Regional Vocational-Technical School Delivery System. He served as Director of the Bureau for Vocational Education from 1954 until 1969 and as the first Associate Commissioner for Occupational Education from 1968 until 1970.

Dr. Riccio explained the background of this award and advised of the significance in receiving this award given by MAVA. She described the student who received the award and his member community which is Gloucester. This was awarded to him last night.

Mr. Strout will send a letter of congratulations from the School Committee.

### B. [Budget Update and Town Meetings](#)

Dr. Riccio reviewed the progress being made with the towns and the budget. As of June 1, 2020, a 1/12 budget has to be submitted to the state. ENSATS is requesting a 1/12 budget from its

FY2021 budget. She explained why they are seeking this budget from the FY2021 budget. She explained the check that needs to be submitted to the Retirement Board by July 1, 2020, and asking if they could submit quarterly without fees.

Dr. Picone asked if they had started preparing the 1/12 budget and what cuts might be made.

Dr. Riccio explained that they are delaying any staff cuts based on the number of new students next year and potential special education needs.

There has been a hiring freeze and potentially freezing Administrative salaries for next year.

Dr. Picone applauded her for the work being done around potential budget cuts.

Cutting human services at ENSATS is the last budget cut that would be made.

There was an anonymous vote taken for Administrators to not take their contractual raises next year. It was a unanimous vote to not take their raises for next year.

### C. Stabilization Fund Update

After discussions with Michelle Griffin and Jay Sullivan at MA DESE, it was determined not to request a special education stabilization fund. However, it was recommended that we create a line transfer of extra funds available into our existing stabilization fund due to maintenance and other projects in progress. This will be requested at the June finance meeting.

### D. [Remote Learning](#) Update and [Graduation](#)

Discussed at the end of the meeting.

Dr. Picone made a motion to accept the Superintendent's Report.

Mr. O'Brien seconded the motion. A roll-call vote was taken. The motion passed.

## 5. Principal Report

### [Safety & Security Upgrades-](#)

Ms. Donnelly reviewed the work that has been done to date for safety and security upgrades. She explained how many cameras have been purchased and how they can be accessed remotely. There has been a new keyless entry door and sensor added to the Arbor building.

Upgrades that have been made based on recommendations made at a Professional Seminar that was attended in November were discussed.

Door sensors are connected to a monitor at the security desk. All guests entering the school have to come through the main entrance. At the end of November there was a Security Guard training on how to use intercoms, security camera training and monitors, radio procedures and lobby guard.

There have been several staff training sessions. ALICE for active shooter training. In March there was going to be a CPR training and a training with Police Dogs. They were canceled due to COVID.

Door will be locked at all times and teachers provide students with a smart pass to track how many students are out of class.

Guests are escorted while in the building. The traffic pattern was re-configured to avoid traffic accidents.

A pedestrian crossing light was added.

Officer Chase has been participating in a campus safety study at ENSATS with the Danvers Resource Officer and has made some recommendations.

A Safer Schools Grant was submitted prior to the shutdown and \$150,000 was awarded to ENSATS.

Ms. Donnelly described the safety upgrades that will be made with this grant funding.

The Hawk Highlight for April was presented on video.

Mr. Ralph Arabian, Engineering Technology teacher was the recipient.

Dr. Picone made a motion to accept the Principal's Report.

Mr. Marquis seconded the motion. The motion passed.

#### 6. Finance Subcommittee Report

##### A. March 2020 Summary Financial Report

Ms. Znamierowski advised that this was vetted at the Finance Subcommittee at their last meeting.

Dr. Picone made a motion to accept the [March 2020 Expenditure Summary Report](#) and place on file for audit

Mr. O'Brien seconded the motion. A roll-call vote was taken. The motion passed.

##### B. Student Activity Agency Fund Reports & Requests

Mr. Marquis asked the Superintendent to provide a summary of this report.

Ms. Donnelly provided details of the history of these clubs and the addition of new clubs.

Dr. Picone made a motion to approve the [Student Activity Agency Fund Reports](#) and [Requests](#)

Mr. O'Brien seconded the motion. A roll-call vote was taken. The motion passed.

##### C. [MSBA/ENSATS ARP PFA Board Action Letter](#)

##### D. MSBA Project Funding [vote](#)

Mr. Marquis read the vote and explained that it must be followed exactly as written. It is linked to these minutes and on BoardDocs.

Mr. Marquis made a motion to approve the vote.

Mr. O'Brien seconded the motion. A roll-call vote was taken. The motion passed.

Mr. Marquis made a motion to approve the [MSBA Project Funding](#).

Mr. O'Brien seconded the motion. A roll-call vote was taken. The motion passed.

##### E. Fiscal Year 2019 [Audit Report](#) and [Management Letter](#)

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

Dr. Picone seconded the motion. A roll-call vote was taken. The motion passed.

##### F. Fiscal Year 2021 Budget Update

#### G. Summer Projects

Dr. Riccio reviewed the summer projects and the grants that are funding them.

The summer project list is linked to these minutes and on BoardDocs.

[Summer projects.](#)

#### H. [Commonwealth of Massachusetts Three Year Office Lease](#)

Mr. Marquis introduced the history of this lease.

Dr. Riccio explained the process and recommendations for the lease.

Mr. O'Brien made a motion to approve the Commonwealth of Massachusetts Three Year Office Lease effective June 1, 2020.

Ms. Gilman seconded the motion.

Dr. Picone asked Dr. Riccio to review the lease with the group to better understand what ENSATS is getting for this lease.

Dr. Riccio reviewed the details of the lease and timeline. It is linked to these minutes.

A roll-call vote was taken. The motion passed.

#### I. [Safer School and Community Grant](#)

Mr. Marquis reviewed the grant and asked for motion to accept.

Dr. Picone made a motion to accept the Safer School and Community Grant.

Mr. Lannon seconded the motion. A roll-call vote was taken. The motion passed.

#### J. Next Meeting

The next Finance Subcommittee meeting is scheduled for June 3, 2020.

#### 7. Personnel Subcommittee

The next Personnel Subcommittee meeting is scheduled for Thursday, June 11, 2020 at 5:00 p.m.

#### 8. Policy Subcommittee

Ms. Liteplo reviewed the meeting that took place tonight.

#### 9. Old Business.

#### 10. New Business

Mr. Strout asked to discuss the August 1, 2020, potential graduation date.

Dr. Riccio explained the survey that was sent out to caregivers and students. There were over 550 responses within 24 hours. A live ceremony is overwhelmingly preferred.

There is software available to decide how many can be present on the football field while social distancing. August 2, 2020, will be the rain date. The traditional senior week will take place during the week that was the original graduation week. There is a nice surprise planned for the seniors.

## 11. Warrant

### A. Warrant Approval

Mr. O'Brien made a motion to approve the warrant of May 14, 2020, as presented and place on file for audit.

Ms. Gilman seconded the motion. A roll-call vote was taken. The motion passed.

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

Ms. O'Reilly asked to make a public comment on behalf of the union as the Union President. Deferring increases this year will affect teacher's that are retiring within the next three years. She wondered why spring sports stipends had not been discussed.

Mr. Strout advised that these will be discussed at the June 11, 2020 School Committee meeting.

Ms. O'Reilly has concerns about the late payments.

Dr. Riccio explained where ENSATS is in the process and how the amount will be determined. There will be a special warrant to pay these stipends.

Dr. Riccio requested that the School Committee members go to BoardDocs to review some photos of kids cooking alongside Alice McDonald's daughter and the Spanish teacher at ENSATS. (See section D of the Superintendent's report)

Mr. Strout complimented the work that ENSATS is doing with their remote learning.

Dr. Riccio explained that the remote learning was part of a pilot that they hoped they would not have to use.

Mr. Strout thanked the entire School Committee and staff for their patience with COVID and attending meetings via ZOOM.

## 13. Adjourn

### A. Adjourn Meeting

Dr. Picone made a motion to adjourn at 6:50 pm

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

The meeting adjourned at 6:50 pm.

***Respectfully submitted by the Recording Secretary.***