

**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, June 11, 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, Essex/ZOOM
V. Gilman, Gloucester/ZOOM
W. Lannon, Hamilton/ZOOM
G. Hathaway, Lynnfield/
M. Strout, Marblehead/Chairperson
J. Delaney, Manchester By The Sea/ZOOM
A. Liteplo, Middleton/ZOOM
R. Schena, Nahant/ZOOM
B. Griffin Dunn, Peabody/ZOOM
B. Perkins, Rockport/ZOOM
J. Picone, Salem/
A. McDonald, Swampscott/ZOOM
D. Symmes, Topsfield/ZOOM
J. Bucco, Wenham/ZOOM

Others Present: Dr. Heidi Riccio, Shannon Donnelly, Kathleen McMahon/ZOOM,
Marie Znamierowski

Members Absent:

1. Meeting Opening

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

B. Remote Meeting & Public Comment Information.

C. Salute to the Flag

D. Attendance

E. [Public Comment](#)

There was no public comment.

2. Routine Items

A. Treasurer's Report/Ms. McMahon was not present earlier. She presented at 7:12 pm during Old Business.

B. Approval of Meeting Minutes

Mr. Marquis made a motion for the approval of the [May 14, 2020, Meeting Minutes](#).

Mr. O'Brien seconded the motion.

Ms. Liteplo and Mr. DiLuna made editing suggestions.

Mr. Strout made a motion to approve the revised May 14, 2020 meeting minutes.

Dr. Picone seconded the motion.

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

3. Reports and Communications

A. Essex Sports Center

Mr. Chris Walsh updated the Committee regarding projects and opportunities at Essex Sports Center. He thanked the School Committee for their forbearance during the past three months. The Sports Center has re-opened at a lesser capacity.

They plan to make a full September payment and add \$2,000 per month until the forbearance is paid in full.

He reviewed a new group that may be subleasing the Essex Sports Center called Three Step Sports. They would be coming in and operating their home base in the Field House. The group is also interested in renting the ENSATS fields when not in use.

Mr. Strout stated that this would need to be approved by DCAMM first.

Dr. Riccio stated she has not heard from DCAMM regarding this approval.

Mr. Strout made a motion that if and when DCAMM approves the sublease that the School Committee approves it.

Mr. O'Brien seconded the motion.

Ms. Gilman asked about the partnership with DCAMM and the ability for the ENSATS students to use the facilities.

Mr. Walsh said the sublease would only affect the field house and not the ice rink.

This is not a transfer of ownership, but it is a sublease.

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

4. Superintendent Director Report

A. [AASA Proposed Costs to Reopening Schools](#)

Dr. Riccio presented a vision of what the anticipated costs will be for the reopening of schools. The State and Federal government have some considerations to be made prior to opening the schools.

Mr. Strout offered time for questions.

B. Superintendent-Director End-of-Year Report

Dr. Riccio advised that she shared a document via Google Docs a few days ago and some revisions have been made since. There is a link to the mid-cycle report.

Dr. Riccio started by reviewing the beginning of the school year and what the month of March meant to the remainder of the school year. She thanked the staff for working with the school during this difficult time. She thanked the Director group that worked together to assure a learning continuity plan. The staff and students were prepared for remote learning due to this pre-planning. The end of year report was also sent out to staff for review and input. There are links to documents within the report. This report is reflective of the work done from January to June 2020. She went on to discuss how white privilege will be addressed at ENSATS. There are resources available to help talk about race. There will be professional development opportunities and enrichment for students related to race relations.

She offered time for questions.

Ms. McDonald thanked and congratulated Dr. Riccio for all of her efforts to promote remote learning and keeping the students engaged.

Mr. Marquis agreed she did a great job. Many other School Committee members agreed.

Mr. Strout described the evaluation process and the goal to have this completed by the July 9, 2020, School Committee meeting. There will also be an August School Committee meeting and potentially more.

Mr. Strout went on to read the [evaluation protocol](#). Joe Marino will be sending an electronic evaluation form to each member's school email address after tonight's meeting.

[HTR GOALS](#)

[END OF YEAR REPORT](#)

[MA SUPERINTENDENT AND DISTRICT ADMINISTRATOR EVALUATION RUBRIC](#)

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

Mr. Marquis seconded the motion.

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

5. Principal Report

School Calendar Change due to COVID-19 Furlough has been added to BoardDocs.

The calendar was revised to reflect the three furlough days, Sept 4, Oct 9, and March 19

This is a proposed furlough and has not been approved.

Ms. Donnelly went on to review senior week activities. Gift bags were filled for graduating seniors, volunteers delivered the packages. Every student received a tray of macaroni and cheese. There was a curbside pickup for belongings left behind in March. CPR certification was set up outside for the students. There was a trivia night. The awards night was June 4, 2020. An online video was available. There was a senior parade at the end of the week.

There was a special presentation yesterday for Carin Haywood who is retiring. A video that was made for Carin was shown to the School Committee.

There was a new baby born to an ENSATS staff member, Sean Corr from HVAC-R. There are more babies due over the summer.

The Hawk Highlight video was presented to the School Committee. Tammy Garron was the recipient.

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

Mr. Marquis seconded the motion.

Mrs. Griffin Dunne appreciated the Principal's report and the videos were beautiful.

Mr. O'Brien advised that the calendar is tentative and not approved.

Mr. Marquis asked what date the calendar needs to be approved.

Dr. Riccio advised that it will be dependent on the outcome of the proposed budget and revised budget process.

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

6. Finance Subcommittee Report

A. [April 2020 Summary Financial Report](#)

Mr. Perkins made a motion to accept the April 2020 Financial Report and place on file for audit

Mr. Marquis seconded the motion.

A roll-call vote was taken.

The motion passed.

B. [Fiscal Year 2021 Budget Update](#) and School Calendar Revision.

Mr. Perkins made a motion to approve the revised fiscal Year 2021 Budget and the revised school calendar.

Mr. Marquis seconded the motion.

Dr. Riccio explained the reason behind the budget update. Anticipated loss of revenues created the necessity to reduce the 2021 budget. There were three plans presented for the budget. The budget was reduced to a 1.39 percent increase from the 2020 budget. These are preliminary figures without the state guidelines. There will also be a 1/12 budget going into effect in July, 2020.

Mr. Strout provided an overview of the budget changes and the total amount of reductions.

The assessments to the towns have not changed at this time; pending the state budget funding.

Mr. Marquis expressed his appreciation to the staff for their work.

Ms. Gilman asked about the \$296,000 hiring freeze.

Dr. Riccio advised that these positions had been approved, but have now been frozen.

Ms. Gilman also appreciated the hard work of the faculty and for being team players.

Dr. Riccio discussed the meetings and the involvement of the staff during this budget revision.

A roll-call vote was taken.

The motion passed.

C. Transfer of Funds

Mr. Perkins made a motion to approve the [transfer of funds](#) of \$270,000 within the FY2020 Operating Budget per the attached document.

Mr. O'Brien seconded the motion.

A roll-call vote was taken.

The motion passed unanimously.

Mr. Perkins made a motion to [appropriate funds](#) from the FY 2020 operating budget in the amount of \$350,000 to the Stabilization Fund and \$230,000 to the Angell Veterinary clinic fund. Mr. Marquis seconded the motion. A roll-call vote was taken. The motion passed.

D. Green House Project Fund

Mr. Perkins made a motion to close out the former Essex Aggie Green House Project fund of \$88,761.80 and reallocate the funds to the Larkin Cottage Project.

Dr. Picone seconded the motion.

Mr. Grant reported from a greenhouse and advised that he asked about any foreseeable expenses for the greenhouses at the Finance Subcommittee meeting and was told there were not. He has concerns about the replacement of heaters in the future. He is concerned about enrolling students in the Horticulture program without these funds to improve the heaters.

Dr. Riccio explained that every program does an annual budget based on their equipment needs. This would be part of the normal operating budget. She explained the process of fund allocation for a particular program. This includes the replacement of any equipment. Any large pieces of equipment would go through the Capital Committee for approval. She asked for clarification on Mr. Grant's concerns.

Mr. Grant specified that the fund was specifically for greenhouses and in ten years the greenhouses may need improvement and the funds will not be there.

Mr. DiLuna made the motion to table the motion to close out the former Essex Aggie Green House Project fund of \$88,761.80 and reallocate the funds to the Larkin Cottage Project.

Mr. Grant seconded the motion.

A roll-call vote was taken.

The motion passed.

Mr. Strout asked Mr. Grant about a future meeting to discuss The Sustainable Horticulture Subcommittee.

E. [Fiscal Year 2020 Spring Coaches and Activity Stipends](#)

Mr. Perkins made a motion to pay the student activity stipends in full and recommend the payment of Fiscal Year 2020 Spring Coaches and Activity Stipends, paying all varsity coaches 25% of their stipend and all sub-varsity coaches should receive \$160 (4 hours at the hourly rate of \$40/hour).

Mr. Marquis seconded the motion.

A roll-call vote was taken.

The motion passed.

F. An Act Relative to Municipal Governance during The COVID-19 Emergency.

Dr. Riccio explained the background of this Governance and provided additional information on The Cares Act.

G. Vote to Incur Debt

Mr. Perkins made a motion that with the approval of the Chair of the District Committee, to borrow money from time to time in anticipation of revenue for the fiscal year beginning July 1, 2020, and to issue a note or notes thereof, payable within one year in accordance with General Laws, Chapter 33, §17.

Mr. Marquis seconded the motion.

A roll-call vote was taken.

The motion passed.

H. Next Meeting - To Be Determined

7. Personnel Subcommittee

A. Next Meeting - To Be Determined

8. Policy Subcommittee

A. Next Meeting - To Be Determined

9. Proposed Executive Session

A. MOA Essex North Shore Agricultural & Technical School District and AFSCME Council 93, Local 245.

Mrs. Griffin Dunn made a motion to enter into Executive Session to review the MOA Essex North Shore Agricultural & Technical School District and AFSCME Council 93, Local 245

Ms. Gilman seconded the motion.

A roll-call vote was taken.

The motion passed.

Mrs. Griffin Dunn advised that she would need to leave the meeting and return shortly.

Ms. Schena advised that she could not return to the meeting after the Executive Session.

B. [Superintendent-Director Employment Contract](#)

Mr. O'Brien made a motion to enter into Executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

Mr. Marquis seconded the motion.

A roll-call vote was taken.

The motion passed.

10. Old Business

The Treasurer's report was gone back to at 7:12 pm since Ms. McMahan is now present.

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

11. New Business

Mr. DiLuna recommended that the new job descriptions presented at the Personnel Subcommittee meeting tonight be voted on.
The Job Description changes were described by Dr. Riccio. The Supervisor of Farms and Grounds will have some revisions made and be presented at a later date.
Mr. DiLuna made a motion to accept the Job Description changes with Mr. O'Brien. Seconded the motion.
A roll-call vote was taken. The motion passed.

Mr. Strout announced that there may need to be emergency meetings over the summer in light of the COVID-19 return to school. There are morning meetings on July 9 and August 13 tentatively scheduled.
Ms. McDonald asked for a text message alert for an upcoming meeting.

12. Warrant

A. Warrant Approval

Mr. Perkins made a motion to approve the warrant of May 14, 2020 as presented and place on file for audit.
Mr. Marquis seconded the motion.
A roll-call vote was taken.
The motion passed.

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

14. Adjourn

A. Adjourn Meeting

Mr. Strout made a motion to adjourn at 7:22 pm
Mr. Marquis seconded the motion.
The motion passed.

Mr. Strout thanked everyone for their patience during the pandemic and their willingness to participate.

The meeting adjourned at 7:22 pm.

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)*