

**Essex North Shore Agricultural and Technical School District
Essex North Shore Agricultural and Technical School
565 Maple Street**

**Hathorne, Massachusetts 01937
Historic Smith Hall Auditorium**

**Wednesday, June 3, 2020, 5:00 pm.
Finance Subcommittee Meeting
Approved Minutes**

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

Members Attending via Zoom: Mr. Bucco

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

1. Meeting Opening

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

2. Routine Items

A. To recommend approval of the [May 6, 2020 minutes](#).

Mr. Marquis made a motion to recommend the approval of the May 6, 2020 meeting minutes.

Mr. Strout seconded the motion. The motion passed.

3. Finance

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

Ms. Znamierowski reviewed the Financial Report. She clarified some grant funding entries. The Capital Skills money should be coming in this week.

Mr. Strout made a motion to recommend placing the April 2020 Financial Summary Report and place on file for audit.

Mr. Marquis seconded the motion. The motion passed.

B. Fiscal Year 2021 Budget Update

Dr. Riccio advised that she and Ms. Znamierowski presented information on these revised budgets. Two revised budgets were developed by working with both unions. The goal was to reduce the budget without reducing staff. Plan C is no salary increases. Plan B is three furlough days next year. The ENSATS attorney will help with the planning of days. Plan B does not affect retirements, but plan C would impact retirements.

Mr. O'Brien asked where the shortfall come from.

Dr. Riccio advised that these budget cuts are based on reduced state funding.

Mr. O'Brien spoke about his past experience with furlough days.

Dr. Riccio advised that the school calendar needs to be revised because a furlough day cannot be taken on the first day of school without impacting retirement. Professional Development days will be taken away as furlough days.

Mr. O'Brien asked about cutting back on staff when more staff may be needed to adhere to COVID19 guidelines.

All staff will be taking the same furlough days.

Mr. Strout asked about taking the three furlough days and how it will affect the teacher's pay.

Ms. Znamierowski advised that the furlough day will be taken in the pay period that the furlough day was taken.

Mr. O'Brien asked about the timing of the furlough days and when it will impact payroll.

Dr. Riccio advised that when the final budget comes out the furlough days would be returned to the staff if the budget allows.

Ms. Znamierowski advised that two furlough days would not be taken in the same pay period.

Mr. Strout is concerned about how this will impact teachers and their budgets.

Dr. Picone advised that it may be better to take the three days and then average the remaining salary over the entire year so it does not impact the payroll in one particular paycheck.

The group agreed that the furlough days would be preferred to be spread out over the year.

Dr. Picone asked what the average ridership is on a bus.

Dr. Riccio advised that 65 is the state's approved number of students on a bus.

The commissioner is anticipated to present further guidance on June 18, 2020.

There may be positions cut, but the specific positions have not been determined at this time. The Administration and staff are working on a schedule to develop what positions may be cut.

The Governor's State of Emergency guidelines have to be followed.

A Private Security Guard is part of this budget cut at \$100,000 net.

Two paraprofessional positions were eliminated.

Mr. Marquis asked if this proposal would include both salary reductions and furlough days.

Some positions will not be filled that are currently vacant. Some positions will not be filled that were going to be new hires this year.

Mr. O'Brien asked if snow days would be treated as remote learning days. If so, this would take the five days at the end of the school year that are planned as make-up snow days.

There are some potential positions that may allow ENSATS to hire back some of the staff that were eliminated.

Mr. Strout asked about COVID funding.

Dr. Riccio explained the COVID Municipality funds. There is a school line item in these funds. Regional District schools do not have access to the Municipality funds. COVID money cannot be used for salaries.

Dr. Picone asked about the budget for the end of the year and the potential of having money left over and buying supplies and materials for next year. He also asked about the bus leases and the annual cost of leasing busses.

Ms. Znamierowski advised that these leases are dependent on other factors.

Mr. O'Brien wondered about paying utilities ahead with money that may be leftover based on the lower utility bills this year with the school closure.

Ms. Znamierowski advised that the goal is to be fiscally responsible for next year to apply assessments.

Dr. Picone asked if all of the districts have paid their fourth-quarter assessments.

There was a reduction in the workforce based on a teacher's schedule. There were some staff members that were non-renewed.

Ms. Znamierowski explained the rationale used for these budget cuts and how they were applied.

Mr. Strout asked if the assessment of the communities will change.

Ms. Znamierowski advised that the revenues are based on the Governor's budget and ENSATS will need to reduce the budget. The budget will be based on what the state funding will be.

Dr. Picone asked what will happen if 17 communities take the approach to cut their budget and the impact it would have on ENSATS.

Ms. Znamierowski explained how this would affect the budget and the steps that would be taken to change the budget and getting it approved by the communities.

Dr. Picone asked if the cut Danvers made last week will impact the number of Danvers students that can attend ENSATS.

The dates for town meetings have been sent to the entire School Committee. It is hoped that the Committee members will attend these meetings and explain the position ENSATS is in with lost revenues.

Mr. O'Brien advised that two-thirds of the sending communities need to approve the ENSATS budget.

The group discussed the options ENSATS has in getting the budget passed. ENSATS is the most affordable Technical school even with the farm crew.

Mr. Strout explained how the assessments are calculated.

Deb O'Reilly, the union President, spoke via ZOOM and thanked the School Committee for collaborating with them. She is appreciative of the efforts to keep the ENSATS staff intact. She asked that the Committee keep the Union's efforts will be considered when determining spring stipend payments.

Mr. Strout thanked Ms. O'Reilly and the entire union for their hard work.

Mr. Marquis made a motion to recommend plan B to the full School Committee at next week's meeting.

Mr. Strout seconded the motion. The motion passed.

- a. [FY 2021 Amended Budget Proposal Plan B.](#)
- b. [FY2021 Amended Budget Proposal Plan C.](#)

C. Transfer of Funds

Ms. Znamierowski explained the need for these transfers.

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

Dr. Picone seconded the motion. The motion passed.

Dr. Riccio explained the process that took place to determine these transfers and the reasons why these transfers should be made. These funds cannot be used to pay staff per DESE regulations.

Mr. Strout made a motion to appropriate funds from the FY 2020 budget in the amount of \$350,000 to the Stabilization Fund and \$230,000 to the [Angell Veterinary clinic](#) fund per the attached document.

Mr. Marquis seconded the motion. The motion passed.

D. Green House Project Fund

Ms. Znamierowski explained that this horticulture fund was inherited when the two schools merged. This \$88,761.80 would be transferred into the Larkin Cottage Project fund.

Mr. Strout explained how this makes sense based on the intended use of the Larkin Cottage.

Mr. Grant asked if there is potential that this money may need to be used for other school needs.

Mr. Strout advised the \$88,761.80 has been sitting in the account for five years.

Mr. O'Brien speculated where this money might have come from and thought it might be the Farm Stand.

Ms. Znamierowski advised on where this money might have come from.

Dr. Riccio explained that the grounds around the Larkin Cottage will be horticulturally related. The Larkin Cottage bill is being voted on as an Agricultural Museum and Library.

Mr. Strout advised that this would be first in this end of the state.
Mr. DiLuna wrote a letter in support of this bill to the state.
Dr. Riccio reviewed the historical documents on hand that can be used for this project.
Mr. Strout made the motion to transfer the greenhouse project fund into the Larkin Cottage project fund.
Mr. O'Brien seconded the motion. The motion passed.

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

Ms. Donnelly explained how the stipend payments were decided on. The student activity stipends will be paid in full except for two.

Mr. Strout made a motion to recommend the payment of spring stipends as presented.

Mr. Marquis seconded the motion. The motion passed.

F. An Act Relative to Municipal Governance during the Covid-19 Emergency

Dr. Riccio explained the details around this Governance and the guidelines that need to be followed. These funds can only be used for allowable COVID expenses. There will be no summer programming at ENSATS. There will be a lot of planning for the fall during the summer.

Mr. Strout asked if there may be a need to use the South Campus next fall.

Dr. Riccio explained that 99% of the improvements have been made to classrooms in Smith Hall. There are four classrooms in Gallant Hall that would need desks.

G. Vote to Incur Debt

Mr. Marquis 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. 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)

Dr. Riccio announced that Executive Assistant, Candace Levesque, will be retiring after twenty-three years, effective August 19, 2020.

Her position has been posted.

Dr. Picone asked if the position is part of the union.

Her institutional knowledge will be greatly missed.

Mr. Strout advised that an executive session will need to be held at next week's School Committee meeting to discuss Dr. Riccio's contract.

6. Adjourn

Mr. Perkins made a motion to adjourn at 6:19 pm.

Mr. Strout seconded the motion. The motion passed.

The meeting adjourned at 6:19 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