

Essex North Shore Agricultural & Technical School District
Finance Subcommittee

Essex North Shore Agricultural & Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro

Monday, February 4, 2019
5:30 p.m.

Approved Minutes

Members in Attendance: Mr. Hathaway (alternate), Mr. O'Brien, Mr. Strout, Dr. Picone, Mr. Perkins, Mr. Grant, Mr. Marquis.

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

1. Call to Order

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

2. Approval of Meeting Minutes

Mr. Strout made the motion to approve the minutes from the Finance Subcommittee meeting of November 1, 2018.

Mr. Marquis seconded the motion.

The motion passed.

3. Financial Statements

Ms. Znamierowski reviewed the statements with the group.

Mr. Strout made the motion to approve the Revenue and Expenditure Report for November 30, 2018.

The statements will be placed on file for audit.

Mr. Marquis seconded the motion.

The motion passed.

4. Essex North Shore Agricultural & Technical School Foundation Presentation

President, Mr. Dean Porteous introduced himself to the group and presented information on the Foundation. He explained the history of the foundation.

Mr. Brad Hunt joined the group. The foundation would like to have more input and more of a presence at ENSATS. The Larkin Cottage project was discussed and the community relations it will bring.

Mr. Strout asked how much money the foundation has at this time.

Mr. Porteous discussed the involvement the foundation would have with the Larkin project.

Dr. Riccio explained there will be fund raising opportunities to support this project. The foundation will be used from a resource perspective.

Dr. Riccio reviewed the committee members involved with the Larkin project. She passed out a design plan that is being considered (it is included in this packet).

It is being recommended that the current building would need to be torn down due to its state of disrepair.

The building will remain as the Larkin Cottage and some of the current materials will be repurposed into the new facility.

Mr. Strout asked if the two foundations are collaborative.

Mr. Porteous explained how the two foundations are working together towards the new building and rededication of it.

Dr. Riccio continued to review the design plan and its location on the South campus.

Mr. Marquis asked what the anticipated square footage of the new building will be.

Dr. Riccio said it is not available yet, but it will accommodate 120 seats. It will be a single story with a basement for storage, with an auxiliary kitchen and bathroom.

Dr. Picone asked what the square foot cost is for school buildings in Massachusetts. This will be a two year project involving the students.

Mr. Porteous explained to the group the community vendors that want to be involved with the project reducing the costs. Much of the infrastructure would be through donations.

Mr. Marquis asked if it would be a commercial kitchen.

Yes, it is planned to be a commercial kitchen.

Mr. Strout thanked the foundation for stepping forward and invited them to the March meeting.

5. Contingency Funds

Ms. Znamierowski reviewed the budget and contingency funds.

Dr. Riccio went over the details of the planned use of the contingency funds.

Dr. Picone made the motion to recommend the allocation of \$20,200 for upgrades to the Alumni Gymnasium. The upgrades include the main entrance, walkway, installation of curtains. In addition, the administration recommends the allocation of \$29,800 for design services for the Angell Memorial Animal Medical Center.

Mr. Marquis seconded the motion.

The motion passed.

6. Bond Counsel Language Vote to Repurpose Remaining Building Project Funds

<u>Projects</u>	<u>Amount</u>
Demolition McNamara O'Shea	\$1,000,000
Angell Hospital	\$100,000
Larkin Cottage	\$100,000
Design RFQ	Pending

Dr. Riccio reviewed the proposal that is included in this packet for Angell Hospital and Blue Sky.

Mr. Perkins asked if they had visited the Nashoba facility.

Dr. Riccio reviewed the list of staff who have toured the Nashoba facility.

Mr. O'Brien asked if this needs to go to bid.

Ms. Znamierowski explained why it does not need to go to bid.

Mr. O'Brien questioned why there are so many modifications and drawings needed for the project.

Dr. Riccio explained why the plans are needed.

Mr. Perkins asked about the equipment grant that will be used on the Angell project. Mr. Strout made the motion to repurpose the remaining building project funds.

Mr. Marquis seconded the motion.

Ms. Znamierowski explained what the recommendation is to be taken to the finance and school committee.

The motion passed.

7. *Fiscal Year 2019 Grants*

Mr. Marquis made the motion to accept the following FY2019 Grants:

Mr. Strout seconded the motion.

The motion passed.

<u>Grant Description</u>	<u>Amount</u>
Massachusetts Skills Capital Grant	\$125,000
MassIDEAS Planning Grant	\$133,900
Cell Signaling	\$ 4,026
VWR Charitable Foundation	\$ 9,318
Collision Repair Education Foundation	\$ 1,000

8. *Signage for Essex North Shore Agricultural & Technical School*

Dr. Riccio provided details regarding signage for the campus. There are samples of the signage plans in this packet. She reviewed the plans intended for the North and South campus.

The group discussed the proposed signage and the spacing of the letters.

Dr. Picone asked if there is pricing available.

Dr. Riccio estimates it will be around \$29,000 for the entire set of signs. There is currently \$4,500 available to remove and replace the current letters.

Mr. Strout made the motion to approve \$4,500 for the main sign on the building.

Mr. O'Brien seconded the motion.

Mr. Perkins asked about the students creating some of the signs.

The motion passed.

9. *Repair of Main Gymnasium Bleachers*

Mr. St. Pierre provided details on the condition of the bleachers and the manpower needed to use and replace the bleachers. Motorizing the bleachers will add life to the bleachers as they are beginning to wear from the labor involved in order to use them. It is very time consuming to move them.

He has called for quotes from respectable contractors.

Mr. O'Brien suggested they speak with the contractor that installed the bleachers.

Mr. Strout made the motion for the repair of the main gymnasium bleachers in amount of up to \$17,635 from the facilities rental account.

Mr. Marquis seconded the motion.

The motion passed.

10. *Transfer of Funds*

Dr. Riccio reviewed the reason this transfer is needed. The current printer is unusable for large jobs. A Roland printer is being recommended.

Mr. Strout made the motion to transfer \$19,500 from Advanced Manufacturing to Graphics to purchase replacement of wide format printer.

Mr. Marquis seconded the motion.

The motion passed.

11. *School Records Update*

Dr. Riccio presented an update on the school records. She reminded the group of the timeline that was developed for this project and the progress that has been made.

Ms. Sandra Goldstein reviewed the amount of work that has been done and how much still needs to be done. It is going slower than anticipated.

Ms. Shannon Donnelly stated they plan to have a record pick up time in April.

12. Discussion to Schedule Finance Subcommittee Meetings to Begin at 5:00 p.m.

Dr. Riccio stated that the administration has been discussing reasons why the meeting time may need to be moved up.

Mr. Perkins asked if any of the committee members would have trouble making a 5:00 p.m. meeting.

Mr. Prazar would have conflict with a 5:00 p.m. meeting.

Mr. Strout suggested moving the School Committee meetings to 6:00 p.m.

Dr. Picone made the motion to recommend to the school Committee to move the meeting times to 5:00 p.m. and 6:00 p.m.

Mr. Marquis seconded the motion.

The motion passed.

13. Fiscal Year 2020 Budget Preliminary Budget

Dr. Riccio reviewed the budget narrative that corresponds with the draft included in this packet. She reviewed the mission statement of ENSATS and how the budget decisions were made based on data.

She reviewed the number of students attending ENSATS. The programs that are available at ENSATS. There will be approximately 51 additional students attending ENSATS in 2018-2019.

Mr. O'Brien asked if there was funding in the program for the Gloucester pilot expansion.

Dr. Riccio advised at this time there is nothing in the budget for this program.

The Gloucester pilot student population has decreased.

The group discussed the budget and asked questions of Ms. Znamierowski.

Capacity at ENSATS was discussed and maximizing enrollment.

The installation of a dust collection system, staffing supported by the Perkins Grant, other staffing and a comptroller position were reviewed.

Mr. Perkins agreed that the Business Department is understaffed. The auditors will be sending a letter to the school committee recommending a comptroller.

Tuition reimbursement for the staff was discussed.

Dr. Picone asked how much is credited for tuition reimbursement. Staff members can take up to two classes per fiscal year. MAVA classes can also be reimbursed.

Enrollment has increased since the opening of the school. Technology is being assessed for future changes.

Dr. Picone asked about damaged equipment and reimbursement.

Joe St. Pierre explained the insurance program.

Web based security cameras are being considered.

Dr. Picone asked about security cameras on the busses.

Teacher negotiations, facilities, South Campus, capital expenditures, transportation.

Special education expenditures and assessments were discussed.

The adult education and night programs were reviewed.

Competitive grant funding packet was passed out.

In district expenditure per student sheet was passed out for review.

Mr. Marquis asked how much enrollment will be increasing next year. He also asked Ms. Znamierowski to comment on health insurance.

Ms. Znamierowski explained how she developed the projection for next year.

Mr. Marquis asked about special education assessments, retirement costs.

Mr. Perkins asked for data on the CET programs by grade and program.

Dr. Riccio explained how they are working at filling seats in some of the low enrollment programs.

Ms. Znamierowski presented details of the FY2020 (draft) budget proposal for discussion.

14. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)

15. Adjourn

Mr. Perkins made the motion to adjourn at 7:17 p.m.

Mr. Marquis thanked Dr. Riccio for her thorough, detailed work on the budget.

Mr. Strout seconded the motion.

The motion passed.

The meeting adjourned at 7:17 p.m.

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, and Section 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.