# PLEASE POST - NOTICE OF PUBLIC MEETING 

# Essex North Shore Agricultural and Technical School District Finance Subcommittee 

Essex North Shore Agricultural \& Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro
Wednesday, June 5, 2019
5:00 p.m.
Agenda Revised

## 1. Call to Order

2. Approval of Meeting Minutes

The Subcommittee will consider approval of meeting minutes for the Finance Subcommittee meeting of May 1, 2019.
3. Security Services Bid 2020-2

Bid 2020-2 Security Services are scheduled to be publicly opened on Monday, June 3, 2019. The administration will provide the detail and award recommendation at the subcommittee meeting.

## 4. Establishing Scholarships

Administrative Recommendation: To establish the Garth G. Tolman Tradesman Memorial Award and acceptance of initial donation of $\$ 10,000$ for a graduating senior from the Electrical Career \& Technical Education Program.

## 5. Appropriation of Funds

Administrative Recommendation: The administration recommends the appropriation of funds in the amount of $\$ 175,000$ for various 2019 summer projects.
6. Reserve Funds for MSPCA

Administrative Recommendation: The administration recommends reserving funds in the amount of $\$ 208,000$ in anticipation of the MSPCA Angell Clinic estimated operating deficit in fiscal year 2020.

## 7. Acceptance of Donations

Administrative Recommendation:

- To accept the donation of an eight year old mare Reverance "RiRi" with a value of $\$ 5,000.00$ from Ms. Rachel Foster of Hudson, Massachusetts to the Equine Science Program.
- To accept the donation of granite from Swenson Granite Works, Rowley, Massachusetts with an approximate value of $\$ 1,500.00$ to the Landscape Program.
- To accept the donation of Bowerston Shale Bricks from Wilmington Masonry \& Hardscape Supply Co., Inc. of North Reading, Massachusetts with an approximate value of $\$ 4,860.00$ to the Masonry Program.
- To accept the donation of a 2012 Buick Verano from Ms. Kimberley Hubbard with an approximate value of $\$ 6,031.00$ to the Automotive Technology Program.

8. School Lunch Program SY 2019-2020

Administrative Recommendation: To reduce the cost of breakfast for students from $\$ 2.75$ to $\$ 1.75$ in the 2019-2020 school year.
9. Transfer of Funds

Administrative Recommendation: To transfer $\$ 75,000$ from the FY2019 Operating Budget to the Stabilization Fund.
10. Massachusetts School Building Authority

Administrative Recommendation: To appropriate the funds necessary to complete the Schematic Design within sixty days (August 26, 2019) of being invited into the Accelerated Repair Program at the MSBA's Board of Directors meeting on June 26, 2019. The administration will provide detail at the subcommittee meeting.
11. Vote to Incur Debt

Administrative Recommendation: The District Treasurer is hereby authorized under the provisions of General Laws, Chapter 71, $\S 16$ (g), as amended by Chapter 463 of the Acts of 2004, Chapter 9 of the Acts of 2006, Chapter 304 of the Acts of 2008, and Chapter 130 of the Acts of 2010, and 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, 2019, and to issue a note or notes thereof, payable within one year, and to review any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, §17.
12. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A-Sections 18-25)

## 13. Adjourn

[^0]Essex North Shore Agricultural \& Technical School District Finance Subcommittee<br>Essex North Shore Agricultural \& Technical School 565 Maple Street<br>Hathorne, Massachusetts 01937<br>Maple Street Bistro<br>Wednesday, May 1, 2019<br>5:00 p.m.<br>Tentative Minutes<br>Members in Attendance: Bruce Perkins/Chair, Christopher Grant, James Picone, Andrew Prazar, William Nichols, Mark Strout/Ex Officio, Dr. Riccio, Marie Znamierowski, Kathleen McMahon

Members Absent: James O'Brien

## 1. Call to Order

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

## 2. Approval of Meeting Minutes

Dr. Picone made the motion to approve the meeting minutes for the Finance Subcommittee meeting of April 3, 2019.
Mr. Strout seconded the motion. All in Favor.

## 3. Financial Statements

Ms. Znamierowski reviewed the community assessment payments, budget, revolving funds, school choice, and culinary funds. She passed out the report to the group which is part of this packet.
Dr. Picone made the motion to approve the Revenue and Expenditure Reports for
February 28, 2019. If approved, the statements will be placed on file for audit.
Mr. Strout seconded the motion. All in Favor.
4. Fiscal Year 2018 Audit Report - Giusti, Hingston \& Company

Ms. Znamierowski advised that the audit report is part of tonight's packet and on file. She introduced Mr. Jim Guisti who reviewed the audit report with the group. He asked the group to review the Table of Contents. He explained the importance of this report. He went on to explain and describe in detail the contents of the report. The formatting of this report is required by the Government. Ms. Znamierowski is responsible for the numbers and understanding where they come from. The opinion of the auditors is contained in this report. The auditors have a clean opinion of ENSATS financial reporting; which is very good. There was some discussion about other schools that are audited by this firm. Mr. Giusti reviewed the other schools they have audited this year. Mr. Giusti went on to review some of the numbers that are required by the Government. The Balance Sheet was reviewed and explained in depth.
Mr. Marquis asked about the unassigned fund balance and how healthy the number is. Mr. Giusi replied that it is a very good number.
Mr. Perkins asked if there were any concerns about the management of the revolving accounts.

Mr. Giusti has no concerns and feels it is all being run very well. This year they will be looking at the student activity account as required by law every three years.
Dr. Picone asked what kind of software most districts use for finance and budgets.
Dr. Picone asked if assessments could be reduced based on the balance of this fund.
Kathleen McMahon had a question about the assessment report and its balance as of now.
She also asked about separating the stabilization account.
Mr. Giusti went on to review the Management report that is part of this packet. This report is a bi-product of the Audit report. There were some comments made in the Management report about the need for a comptroller. The size of the school has complicated payroll and its requirements. The conclusion is that an assistant is needed. Ms. Znamierowski does an excellent job but needs assistance. Gatsby 75 was discussed. Page three address cash reconciliation. There are some minor corrections that could be made in this area. Ms. Znamierowski and Ms. McMahon explained the processes that are in place for cash reconciliation that has been implemented recently through Century Bank.
Mr. Giusti mentioned the old outstanding checks that have not been cashed. He reviewed the process on how to handle these checks.
Mr. Marquis asked what the outstanding balance is on the un-cashed checks.
This is not a big number or a big problem for ENSATS.
Ms. McMahon asked about the tailing for the City of Salem and an ordinance that was adopted and how it needs to be addressed and adopted.

Dr. Picone made the motion to accept the report from Fiscal Year 2018 Audit Report received from Giusti, Hingston \& Company. The administration recommends accepting the report as submitted.
Mr. Strout seconded the motion. All in Favor.

## 5. Fiscal Year 2019 Grants

Ms. Znamierowski advised that the grant update is part of tonight's packet.
Dr. Picone made the motion to accept the following FY2019 Grants:

| $\quad$ Grant Description | Amount |
| :--- | :--- |
| MA DESE Improving Student Access to Behavioral \& Mental | $\$ 20,000($ FY19 ) |
| Health | $\$ 90,000($ FY20) |
| MA DESE Teen Dating Violence Prevention and Intervention | $\$ 17,394$ |
| Essex National Heritage Commission | $\$ 2,000$ |
| Mr. Marquis seconded the motion. All in Favor |  |

6. Acceptance of Donations

Mr. Strout made the motion to accept the donation of a 2006 Lincoln Navigator with an the approximate value of $\$ 4,850$ from Mr. Robert H. Taylor of Boxford, Massachusetts to the Automotive Technology Program.
Mr. Marquis seconded the motion. All in Favor.
Dr. Picone asked if a letter is sent to thank the donor that they can use for tax purposes.

## 7. Establishing Scholarships

Ms. Znamierowski explained this scholarship and the information is contained in tonight's packet.
Dr. Riccio went on to explain what the grant is to be used for and it purpose.
Mr. Marquis made the motion to accept a donation of $\$ 16,000$ from the Gene Haas
Foundation to establish scholarships to be expended for student machinist-based training or engineering programs.

Mr. Grant seconded the motion. All in Favor.

## 8. Purchase of Fitness Equipment

Dr. Riccio described the equipment that is currently in the Fitness Center that came to the school from North Shore Tech. The needs of all students need to be addressed through some new equipment
Mr. Marquis made the motion for the purchase of equipment for the Fitness Center in the amount of up to $\$ 33,000$ from the Athletic Revolving Account.
Dr. Picone seconded the motion. All in Favor.
9. Request for Proposal 2019-1

Ms. Znamierowski described the process that was used for bids and proposals for this demolition. She and Mr. St. Pierre used certain criteria to ascertain which proposal to choose.
Mr. St. Pierre explained that they were all very close and very similar. There were some questions on the reimbursable part of this bid.
Mr. Marquis asked if the Key Engineer on site was identified.
Ms. Znamierowski advised that there are some vendors named in the proposal.
Mr. Strout is very supportive of these Architects.
Dr. Picone made the motion to award RFP 2019-1 to Gienapp Architects, LLC of Danvers, Massachusetts for the design and construction administrative services for the demolition of the McNamara O'Shea Building.
Mr. Marquis seconded the motion. All in Favor.
10. Request for Proposal 2019-2

This information was emailed out to the committee yesterday and is included in this packet. This was the only architectural firm that was willing to allow the students to work with them. They are very supportive of the vocational part of this project and involving the students from ENSATS.
Ms. Znamierowski reviewed the price of the project and how the donations could be used outside of the money that has been appropriated.
Mr. Perkins asked what the approximate price will be for the McNamara Oshea project. The budget was discussed and the possibility of funds being available for the Larkin project. The donations that have been made thus far should not need to be used for this part of the project.
Mr. Strout made the motion to award RFP 2019-2 to designLAB architects of
Boston, Massachusetts for the design and construction administrative services for the Larkin Exhibit Hall.
Mr. Marquis seconded the motion. All in Favor.
Mr. Grant asked about the brick purchasing fundraiser and where it can be found on the ENSATS website.
Dr. Riccio went on to discuss donations and other fundraisers that are in process for the Larkin project. Mr. Bob Woods is a graduate from ENSATS and has been instrumental in securing these donations.
Ms. McMahon suggested a specific place on the website to donate to the Larkin project.

## 11. Establishing Scholarships

Mr. Strout made the motion to establish a scholarship sponsored by the Theresa Ruth Joens Automotive Technology Tool Fund for a graduating senior from the Automotive Technology Program.
Mr. Marquis seconded the motion. All in Favor.

Dr. Riccio explained the funding of this scholarship and how it will be awarded. A senior in The Auto Tech School will receive a set of tools as part of this scholarship.
Ms. McMahon asked about the separation of these funds from other accounts.
12. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)
Dr. Riccio announced that today was national Principal's day and Ms. Donnelly was recognized for the great work she is doing.

## 13. Adjourn

Mr. Marquis made the motion to adjourn at 6:05p.m.
Dr. Picone seconded the motion. All in Favor.
The meeting adjourned at 6:05 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, Sections 1825, 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.

## GARTH G. TOLMAN TRADESMAN MEMORIAL AWARD




#### Abstract

Garth Garrick Tolman was a born engineer. While he was unusually skilled in many trades, including plumbing, heating, construction and telecommunications, he was also a Master Electrician. In fact, when Garth gained his Master status in 1976, he was just 16 - the youngest Master on record for the state of New Hampshire. It always pleased him that shortly thereafter, New Hampshire changed its rules, not allowing anyone under the age of 18 to test for and achieve a Master's license. That meant that Garth's record remained unbroken, and will always remain unbroken.


In Garth's later years, when he was happy not to be wriggling into crawl spaces or shimmying through tight chases, he often wondered who was coming up the ranks behind him. He would lament the fact that he saw so few people going into the trades. We would laugh at the image of him at 80 , wrinkled and cranky, fixing people's wiring and installing new service.

Garth was an unfailingly supportive and generous man. He lived and breathed his work, and knew more about what he loved than anyone I have ever met. He shared his knowledge and skills freely and unconditionally. Every weekend he was on the phone, talking a friend or colleague through a tight spot in their basement, manhole, power pole, or fiber bay. The Garth G. Tolman Tradesman award embodies that spirit of support and generosity. If Garth were alive today, he would be pulling out his checkbook and giving you this money directly. You can honor his memory by being the very best electrician you can be, and by always loving what you do.

## AWARD CRITERIA:

The Tolman Family and Siena Engineering Group are offering four (4) \$2500 awards to eligible Essex North Shore Electricity Program students who are passionate about becoming an electrician and who plan to enter the work force immediately after graduating from Essex North Shore Agricultural and Technical School. The awards will go to deserving students who show initiative and perseverance in the Career Technical Education (CTE) setting and have been especially motivated in their technical area during their enrollment. In order to help determine this, applicants are asked to write brief statements in response to the following two questions:

1. What are your plans for after high school as they relate to becoming an electrician?
2. How has Essex North Shore Agricultural and Technical School or your Electricity Program had a positive impact on you?

Completed applications are due April 15, 2019 to your Guidance Counselor.
Please type and attach your responses or write them on the reverse of this application.
Be sure to include your full name, address, email, and phone number.

# ESSEX NORTH SHORE <br> AGRICULTURAL \& TECHNICAL SCHOOL 

## Summer Projects 2019

## Smith Hall

VCT Tile, Smith Hall Basement

- Removal of carpet in sub-basement due to moisture and replace with vinyl $12 \times 12$ tile.
- Request: $\$ 10,000$

Flooring, Smith Hall First Floor

- Removal of carpet in HR office suite and superintendent main office and replace with natural flooring.
- Request: $\$ 10,000$

Electrical Upgrades

- To subsidize grant funding (CEC Grant) to replace electrical panels and bring unit up to current standards.
- Request: $\$ 30,000$


## Gallant Hall

Heating

- Replace condensate pumps, piping, and installation of automated thermostats.
- Request: $\$ 5,000$


## Alumni Gym

Doors

- Replacement of main entrance doors to Alumni Gym for ADA compliance Signage, North and South Campus
- Request: $\$ 29,000$


## LED Lighting

- Replacement existing lighting to LED efficiency lighting
- Request: $\$ 30,000$

Container, 40 foot

- To purchase (2) containers for storage of agricultural artifacts and items from McNamara O'Shea
- Request: $\$ 8,000$


## Main Building

Glass Wall, Media Center

- Create career center and silent reading area to Media Center
- Request: $\$ 16,000$


## ESSEX NORTH SHORE <br> AGRICULTURAL \& TECHNICAL SCHOOL

Reception Desk, Guidance Suite

- Guidance is being moved to main office and entrance area needs reception desk area to separate space.
- Request: $\$ 7,000$

Flooring, Pilates, Meditation, \& Yoga room

- Installation of soft rubber floor for renovated space.
- Request: $\$ 5,000$

Kitchen

- CO and lel detection system for main kitchen and Culinary kitchen
- Request: $\$ 9,000$

Grounds

- V plow for building and property maintenance
- Request: $\$ 6,000$

Total Estimated project cost $\$ 165,000$

## Category:

Safety
CO and lel detection
Electrical upgrades
Flooring for transportation office suite
Flooring for ADA entrance into Smith Hall

## Compliance

Doors

## Efficiency

LED Lighting
Heating for Gallant
Preventative Maintenance
V plow
Repurpose space
Flooring
Reception Desk for Guidance Suite
Glass Wall for Career Center

Rachel Foster would like to donate one mare (Reverence "RiRi") to the Essex Tech Equine Program. Owner, Rachel Foster, will take the horse back at any point if she does not work for our program. We have had Ri Ri on trial for over a month and all equine instructors and our veterinarian feel she would make a great fit for our program. The Equine program needs safe, usable, well trained horses for student learning and this horse would fill this need.

## Donor and address:

- Rachel Foster
- Hudson MA 01469


## Why they are donating:

- RiRi was rescued from a kill pen in March 2017 and was intended to be a sport horse/resale project. She has been given a confident foundation on ground work as well as under-saddle (including jumping) and shows great promise in any field. She loves people and other horses and is only being donated due to the lack of time on owner's part and the understanding that RiRi would be much better suited for a program focused on student learning and not horse showing.


## Condition of horses:

- RiRi is in excellent health with no known issues. She is up-to-date on all vaccinations, dental and farrier work. She has been out of work for the past 6 months due to lack of time and a proper riding facility and will need to be conditioned for under-saddle work gradually. Ri Ri has gone back into work for the past five weeks in classes. Classes have been able to ride and lunge Ri Ri she has been fantastic for our beginners and advanced riders. Most importantly she has been a safe and gentle teacher for our students. Dr. Bryan Parrott came and did a pre purchase exam on April 23rd. He thought she was a good fit for our program.


## Temperament of horses:

- RiRi is very sweet, with no bad habits and is used to people and being handled. She does not like to be alone and prefers being in the company of other animals and people.


## Age of horses:

- Reverence "RiRi" / crossbred - 8 years old / barefoot


## Certification of ownership:

- Horse is owned by Rachel Foster


## Health history of horses:

- RiRi has been cared for by Dr. Meredith Boulay (Middlesex Equine) for the past 2 years.


## Value of horses:

- RiRi is currently valued at $\$ 5,000$


## Educational purpose of horses:

- To provide a safe situation for students to learn horsemanship and beginning riding skills.

Site visit: Ri Ri came to the school on April 12th, 2019. She has been on trial five weeks (as of 5.16.19)

## Photos:



Spring School Committee Meeting / Equine Program - Horse Donations




TO: Heidi Riccio, Superintendent-Director
FROM: Jill Sawyer, CTE Director, West Academy
DATE: May, 14, 2019
SUBJECT: Swenson Granite Works - Granite Donation

The Landscape Department has been offered granite as a donation from:
Swenson Granite Works
125 Newburyport Turnpike
Rowley MA, 01969
Granite - Approximate value: $\$ 1,500.00$
The granite will be used in the Landscape department for educational purposes until it is no longer viable. At that point it will be removed from the property.

Please advise if we are able to accept this donation?


## MEMORANDUM



TO: Heidi Riccio, Superintendent-Director
FROM: Jill Sawyer, CTE Director, West Academy
DATE: April, 24, 2019
SUBJECT: Bowerston Shale Brick Donation

The Masonry Department has been offered 3,600 Bowerston Shale Bricks as a donation from:

Wilmington Masonry \& Hardscape Supply Co., Inc.
62 Concord Street
North Reading MA, 01864
Bowerston Shale Bricks - Approximate value: $\$ 4,860.00$
The bricks will be used in the Masonry department for educational purposes until they are no longer viable. At that point the bricks will be removed from the property.

Please advise if we are able to accept this donation?


| WILMINGTON MASONRY \& | Invoice \# |
| :---: | :---: |
| HARDSCAPE SUPPLYCO., INC. | 83235 |
|  | Date |
|  | 4/11/2019 |


| BILL TO |
| :--- |
| ESSEX TECHNICAL HIGH SCHOOL |
| 562 MAPLE ST |
| P.O. BOX 346 |
| HATHORNE MASS |
| 01937 |


| SHIP TO |
| :--- |
|  |
|  |
|  |



|  |  | Subtotal |
| :--- | :--- | :---: |
|  |  | Sales Tax (0.0\%) |
| PICKED UP BY | DELIVERED | $\$ 0.00$ |

All claims must be accompanied by this invoice. Returns are only available for in stock items and DO NOT include bagged goods, manufactured boxed stone, and damaged product. A $20 \%$ handling charge will accompany all returns. This company will not be responsible for damage caused by delivering material beyond curb.

## MEMORANDUM

TO: Heidi Riccio, Superintendent-Director
FROM: Don Ducharme, East Academy
DATE: May 23, 2019
SUBJECT: Automotive Technology Donation

The Automotive Technology Department has been offered the following vehicle as a donation:

| Owner | Make/Model | Estimated Value |
| :--- | :--- | :--- |
| Kimberley Hubbard | 2012 Buick Verano | $\$ 6,031$ |

This vehicle will be used in the Automotive Technology department for educational purposes until it is no longer viable. At that point the vehicle will be removed from the property by a junkyard.

Please advise if we are able to accept this donation?

Regards,


Don Ducharme

##  <br> MASSACHUSETTS DEPARTMENT OF TRANSPORTATION



KIMBERLEY HUBBARD
TITLE TYPE AND BRANDS

OWNER (S) NAME AND ADDRESS:
HUBBARD KIMBERLY A


IPSWICH, MA 01938-2258




THE REGISTRAR OF MOTOR VEHICLES HEREBY CERTIFIES THAT AN APPLICATION FOR A CERTIFICATE OF TITLE FOR THE MOTOR VEHICLE DESCRIBED, HEREIN HAS BEEN DULY FILED, PURSUANT TO THE PROVISIONS OF THE LAWS OF THE COMMONWEALTH OF MAMSACH IS THE OWNER OF SAID VEHICLE. NAMED IS THE OWNER OF SAID VEHICLE




Registrar
CONTROL NO. G8939994 NOT THE TITLE NUMBER

ESSEX NORTH SHORE
AGRICULTURAL \& TECHNICAL SCHOOL DISTRICT

TO: Finance Committee Members

RE: School Lunch Program - SY 2019-20

FROM: Marie Znamierowski
Dir. Of Business Operations

DATE: May 31, 2019

The following school lunch prices are recommended for the 2019-20 school year:

Student (Regular)
Breakfast $\$ 1.75$ (reduction from $\$ 2.75$ )
Lunch $\$ 3.50$

Student (Reduced)
Breakfast $\quad 30$ *

Lunch . 40 *
Student prices are tax exempt
*Subject to change by USDA

Adult
Breakfast $\quad \$ 3.00$
Lunch $\quad \$ 4.00$
Adult prices are subject to meals tax

Milk \& Juice . 75

* Note - With the exception of regular student breakfast, these prices reflect no increase from the 18/19 school year pricing.


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