

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, September 4, 2019
5:00 p.m.

APPROVED MINUTES

Members in Attendance: Chris Grant, James O'Brien, Mark Strout, Bruce Perkins, Dr. James Picone

Others in Attendance: Dr. Riccio, Marie Znamierowski, Treasurer. S. Poska

Members Absent: Wayne Marquis

1. Mr. Perkins called the meeting to order at 5:00 p.m.

2. *Approval of Meeting Minutes*

Dr. Picone made the motion for the approval of meeting minutes for the Finance Subcommittee meeting of June 5, 2019. Mr. Strout advised of an error on page 4.

Mr. Strout seconded the motion. The motion passed.

3. *Acceptance of Donations*

Dr. Riccio reviewed the donations listed below with the group.

Dr. Picone asked about the cosmetology donations and their expiration dates.

Dr. Riccio confirmed that the cosmetology items were not outside of their expiration dates.

Mr. Strout made a motion to accept all donations listed below.

Dr. Picone seconded the motion. The motion passed.

The donation of an Aluma Craft Jon Boat with a value of \$300.00 from the Middleton Stream Team of Middleton, Massachusetts to the Natural Resources Department.

The donation of an alpaca with an approximate value of \$5,000.00 from True Vine Farm of Beverly, Massachusetts to the Veterinary Science Department.

The donation of various cosmetology items with a total value of \$2,750.00 from Evolve Salon Systems, Manchester, New Hampshire.

Made the motion to accept the donation of a Lumber Cart with an approximate value of \$750.00 from Mr. Oliver, Jr. of Danvers, Massachusetts to the Carpentry Department.

Seconded the motion. The motion passed.

The donation of a TP Tools Skat Blast Top-Loading Cabinet, VAC-35 Vacuum System, Upgrades: second interior light; blasting gun for a total value of \$1,256.45 from Mr. Biggar, Houston, Texas to the Farm and Grounds Department.

4. Credit Card Purchases

Dr. Riccio explained the need for a District credit card and some of the cards that belong to ENSATS for use at local vendors. She explained that not all vendors will accept a PO for payment. Many vendors want a credit card for payment based on custom orders.

Ms. Znamierowski advised that personnel come to her office if they wish to use the card. She does ask if there is another method for payment in lieu of the credit card. She tries to limit the use of the card as much as she can.

Dr. Picone asked about paying off the balance at the end of the month with no interest fees.

Ms. Znamierowski advised yes, the balance is paid off monthly.

5. Pedestrian Crossing Lights

Dr. Riccio reviewed the need for these lights at the pedestrian crossing. The south campus is being used more often and more students are using the crosswalk. A solar light will provide lighting for the crosswalk that is similar to the rail-trail lighting in Danvers. There

Dr. Picone Made the motion for the purchase and installation of two pedestrian solar crossing lights on Route 62 at a cost of \$7,000 per system.

Mr. Grant seconded the motion. The motion passed

6. Essex Sports Center Rental Lease Agreement

Dr. Riccio thanked Mr. Strout for signing the rental agreement. She reviewed new lease agreements that are being signed for the Essex Sports Center.

Mr. Strout commented that the Dunkin Donuts is nearing completion. There is also a snack grill going to be on site.

7. Dr. Riccio explained the reasoning behind this reimbursement that is part of the Superintendent's contract. Her cell phone contract, cable and internet bills are also in her husband's name.

Ms. Znamierowski reviewed how the charges are itemized and the breakdown of how the reimbursement is calculated. A flat fee is recommended to be put in the Superintendent's paycheck annually.

An effort to streamline this reimbursement is being sought by the Business Manager.

Mr. Strout Made the motion for Superintendent-Director Cell Phone and Internet Service Reimbursement to be paid in a \$1,200 lump sum annually.

Dr. Picone seconded the motion. The motion passed.

8. Fiscal Year 2020 Grants

Dr. Riccio reviewed the grants with the members.

Dr. Picone asked if the Perkins grant was less this year.

Dr. Riccio advised that it is smaller and how it is calculated. Other grant opportunities can be obtained based on the Perkins Grant allotment.

Mr. Perkins asked if salaries are paid out of the Perkins Grant.

Dr. Riccio advised that yes some salaries are paid out of the grant, but will have no impact on any instructional programs.

Mr. Perkins asked who is writing the grants this year.

Dr. Riccio advised of the staff involved writing grants. Monthly grant meetings are being planned for this year.

Mr. Strout Made the motion to accept the following FY2020 Grants:

<u>Grant Description</u>	<u>Amount</u>
Title I	\$145,528
Title IIA	29,206
Title IVA	10,000
Perkins	333,528
Capital Skills Grant	499,995

Mr. Perkins Seconded the motion. The motion passed.

9. Fiscal Year 2018 Invoice

Ms. Znamierowski explained the background of this invoice and how it did not get paid properly in 2018. There is no PO that has been rolled over. This payment will come out of the athletic budget.

Mr. Perkins agreed that there is sometimes one or two that slip through.

Mr. Grant made the motion for payment of the invoice in the amount of \$1,490.00 from the FY20 Athletic Budget.

Mr. Strout seconded the motion. The motion passed.

10. Fiscal Year 2019 End of the Year Closing

Ms. Znamierowski reviewed the handout that is part of this packet with the group. She explained the Financial information that is documented in the packet.

Ms. Znamierowski is requesting three votes based on the information in the packet.

Ms. McMahon asked about the dates given.

Dr. Picone also commented on the dates and accruals being rolled over.

Ms. Znamierowski reviewed the ability to roll over PO's into the next fiscal year.

Mr. Grant asked how much is usually held over the reserve fund.

Mr. Strout made the motion to close revenues of \$27,772,071.20 and Expenditures of \$27,383,338.71 to unreserved fund balance.

Dr. Picone seconded. The motion passed.

Mr. Strout made the motion to transfer \$73,929.74 from unreserved fund balance to the school choice revolving fund to cover the FY 19 assessment payments.

Dr. Picone seconded the motion. The motion passed.

Mr. Strout made the motion to transfer \$350,000 from unreserved fund balance to a newly established reserved for MSPCA Angell Veterinarian Clinic (previously voted at the 6/13/19 SC meeting).

Dr. Picone seconded the motion. The motion passed.

11. Fiscal Year 2020 Assessment Certification Letter, Final Budget Summary, and Community Assessments

Ms. Znamierowski advised that this is for information purposes.

Dr. Picone asked how the assessment bill was paid.

Ms. Znamierowski advised that emails will be sent out to the communities to advise of the payment.

12. Summer Project 2019 Update

Dr. Riccio updated the members on summer projects. Some were under budget and some were over. Smith Hall will be updated this fall. The ceramic tile project in the basement and ADA entrance has been completed. Twenty students were involved in this project this summer.

Mr. Strout remarked on how amazing these students were.

Dr. Riccio went on to review upgrades, installations and materials purchases for these projects.

Mr. Perkins would like to send a thank you letter to the students involved with these projects.

Mr. St Pierre reviewed the progress being made at Galant Hall.

Mr. Strout congratulated Mr. St. Pierre and the student crew for receiving the Hawk Highlight this month.

Dr. Riccio went on to review other components of the summer projects. There were two containers obtained for storing artifacts from the Larkin Cottage. Other parts of the project located on the main campus were reviewed.

Mr. Grant advised that some people may not be aware of some of the updates being made and their purpose.

Dr. Riccio advised that there were press releases and announcements to the faculty made on opening day. Many of the improvements are connected to physical education and exercise, healthy living and lifestyles.

Mr. St. Pierre explained a new CO detecting system that needs to be integrated into the kitchen. An entirely new system had to be purchased to remain in compliance.

13. The administration will provide an update regarding the Child Care Center.

Dr. Riccio reviewed the updates and their progress at the Child Care Center.

Door updates, painting and lighting upgrades are in process. There was a tree on the property that needed to be removed for safety purposes.

Mr. Perkins asked about the air quality resolution.

Dr. Riccio advised that this area has been shut off for the short term.

14. The Larkin Cottage Homecoming Gala, Saturday, October 19, 2019

Dr. Riccio updated the members on the Larkin Cottage Gala. She advised on the number of tables that have been purchased to date.

Mr. Strout advised of the basket being prepared by Ms. Gilman to be donated by the School Committee members.

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

Ms. Stephanie Poska was introduced to the group as the new Comptroller.

Mr. Perkins made a motion to adjourn at 5:48 p.m. Mr. Strout seconded the motion.

16. Adjourn

The meeting adjourned at 5:48 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.