

**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, October 2, 2019

5:00 p.m.

Agenda

*1. Call to Order*

*2. Approval of Meeting Minutes*

The Subcommittee will consider approval of meeting minutes for the Finance Subcommittee meeting of September 4, 2019.

*3. Acceptance of Donations*

Administrative Recommendation:

- To accept the donation of a Argentinian Polo Horse Mare with a value of 15,000.00 from Dr. Bryan Parrott of Ipswich, Massachusetts to the Equine Science Department.
- To accept the donation of \$2,000.00 toward the Radiology Certification Course from Tufts University School of Dental Medicine, Boston, Massachusetts.

*4. Fiscal Year 2019 Invoice*

Administrative Recommendation: The administration recommends payment of the following FY19 invoices from the FY20 Budget:

- Leslie Ray Insurance Agency \$5,321.25
- Idexx Vet Tech Maintenance Software \$183.28

*5. Child Care Center Lease*

*6. Bimonthly Warrant*

*7. The Larkin Cottage Homecoming Gala, Saturday, October 19, 2019*

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

9. *Adjourn*

*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.*

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.

Tentative 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.

Dr. 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 **the reserve fund balance.**

Dr. Picone seconded. The motion passed.

Mr. Strout made the motion **school choice**

Dr. Picone seconded.

Mr. Strout made the motion **\$350 K new established reserve for MSPCA**

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.

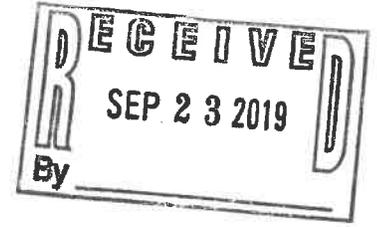
Mr. Perkins made a motion to adjourn at 5:48 p.m. Mr. Strout seconded the motion.

*16. Adjourn*

The meeting adjourned at 5:48 pm.

*Respectfully submitted by the Recording Secretary*

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**MEMORANDUM**

TO: Heidi Riccio, Superintendent-Director  
FROM: Don Ducharme , CTE Director, East Academy  
DATE: September, 24, 2019  
SUBJECT: Argentinian Polo Horse Mare Donation

The Equine Science Department has been offered an Argentinian Polo Horse Mare as a donation from:

Dr. Bryan Parrott

[REDACTED]  
Ipswich MA, 01938

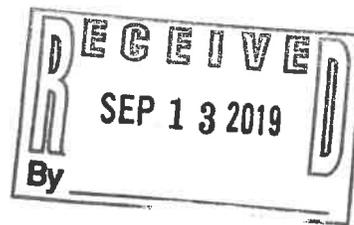
Parica the Polo Horse Mare - Approximate value: \$15,000.00

Parica will be part of the Equine Science department for educational purposes until she is no longer needed. At that point she will be removed from the property.

Please advise if we are able to accept this donation?

Regards,

Don Ducharme



## MEMORANDUM

TO: Heidi Riccio, Superintendent-Director  
FROM: Jill Sawyer , CTE Director, West Academy  
DATE: September 12, 2019  
SUBJECT: Tufts Donation

The Dental Department has been offered a \$2,000 donation toward The Radiology Certification course from:

Tufts University School of Dental Medicine

██████████  
Boston, MA 02111

Please advise if we are able to accept this donation.

Regards,

A handwritten signature in cursive script, appearing to read "Jill Sawyer".

Jill Sawyer



## Leslie S. Ray Insurance Agency, Inc.

September 27, 2019

Marie Znamierowski, Director of Business Operations  
Essex North Shore Agricultural and Technical High School  
592 Maple Street P.O. Box 346  
Hathorne, MA 01937

Dear Marie,

As we discussed earlier this month, I am embarrassed to inform you that Pan American Life Insurance Company, the underwriter of the school district's Student Accident insurance policy, failed to invoice us for the coverage running from 7/1/18 – 7/1/19. Therefore we could not invoice you. That premium is \$5321.25.

Marie, I realize this puts the district in a more challenging position with its bookkeeping than a typical business would incur. I sincerely apologize for that. This was entirely an error from Pan America and quite honestly I wish we had found that error before the end of your fiscal year.

Thank you very much for your understanding.

Respectfully,

A handwritten signature in black ink, appearing to read 'D. Ray', is written above the typed name.

David L. Ray, CIC  
President and CEO

**Leslie Ray Insurance Agency, Inc**

129 Dodge Street  
Beverly, MA 01915

**INVOICE**

<b>Customer</b>	Essex North Shore Agricultural &
<b>Acct #</b>	16499
<b>Date</b>	09/05/2019
<b>Customer Service</b>	Sarah Goyette, CRIS, CISR
<b>Page</b>	1 of 1

**Essex North Shore Agricultural &  
Technical School District  
562 Maple Street  
P.O. Box 346  
Hathorne, MA 01937**

Payment Information	
<b>Invoice Summary</b>	\$ 5,321.25
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#451899
PSR100066	

Thank You

Please detach and return with payment

Customer: Essex North Shore Agricultural &

Invoice	Effective	Transaction	Description	Amount
451899	07/01/2018	Renew policy	Policy #PSR100066 07/01/2018-07/01/2019 Pan-American Life Insurance Company / ACE American Insurance Co Student Accident - Renew policy	5,321.25
				<b>Total</b>
				\$ 5,321.25

Thank You

Leslie Ray Insurance Agency, Inc  
129 Dodge Street  
Beverly, MA 01915

(978)927-2600

Date

09/05/2019