

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

Smith Hall Conference Room

Wednesday, October 3, 2018
5:30 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 5, 2018.
3. *Relationship with Micro Brewers – Spent Grain*
Administrative Recommendation: To continue the ongoing relationships with three local Micro Brewers – Bent Water Brewing of Lynn, Massachusetts, Notch Brewing and Deacon Giles Distillery of Salem, Massachusetts for their donation of spent grain to feed our live stock.
4. *Bid 2019-3 Cleaning Services*
Bid 2019-3 Cleaning Services was publicly opened on Wednesday, August 29, 2018. The administration will provide the detail and award recommendation at the subcommittee meeting.
5. *District Signage for the Campus*
The administration will provide detail regarding additional signage for the campus.
6. *Capital Planning Committee*
The administration will provide detail to establish a Capital Planning Committee.
7. *South Campus Building Assessment*
The administration will provide an update regarding the South Campus Building assessment.
8. *Child Care Center Analysis*
The administration will provide detail regarding the analysis of the Child Care Center.
9. *Acceptance of Donation*
Administrative Recommendation: To accept the donation of a variety of furniture and office equipment from the Furniture Trust of Boston, Massachusetts.
10. *Rental of Farm Stand*
The administration will provide information regarding possible outside rental of the Farm Stand.

11. *Larkin Cottage*

The administration will provide an update regarding Larkin Cottage.

12. *Establish Revolving Account*

Administrative Recommendation. To authorize the District to establish a Revolving Account for operations of the school store.

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

14. *Adjourn*

The listing of matters is those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, 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.

Essex North Shore Agricultural and Technical School District
Finance Subcommittee

Essex North Shore Agricultural & Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

Wednesday, September 5, 2018
5:30 p.m.

Tentative Minutes

Attendance: M. Teixeira Prince, W. Perkins, W. Nichols, W. Lannon, M. Strout, W. Marquis, J. Picone, A. Prazar, H. Riccio, M. Znamierowski, Kathleen McMahon

1. Mr. Perkins called the meeting to order at 5:30 pm
2. Mr. Perkins made the motion to approve the meeting minutes for the Finance Subcommittee meeting of June 6, 2018. Mr. Marquis seconded the motion. Mr. Lannon and Mr. Prazar abstained. The motion passed

3. *Financial Statements*

Ms. Znamierowski reviewed the April and May statements and went on to discuss the June statement

Mr. Picone: asked if all of the payments were current.

Ms. Znamierowski: stated, yes.

Mr. Perkins made the motion to approve financial statements for April 30, 2018 and May 31, 2018. The administration will provide the June 30, 2018 Financial Statements at the meeting. If approved, these statements will be placed on file for audit. Mr. Perkins seconded the motion. The motion passed.

4. The Fiscal Year 2018 Certification Letter, Final Budget Summary and Community Assessments were presented. The group discussed how the letters went out.

5. *Fiscal Year 2018 End of the Year Closing*

The administration provided the details and recommendations at the subcommittee meeting. Ms. Znamierowski reviewed with the group the details of the closing entries. Will be ending with a 1.2 million dollar E&D. Transportation and Chapter 70 offset the deficit. The summary highlights the revenues and expenditures. She asked the group for questions.

Mr. Perkins: asked about the school choice deficit.

Ms. Znamierowski: discussed how this assessment works and how it is taken off of Chapter 70 Money.

Dr. Picone: asked what day the books are closed.

Ms. Znamierowski: said June 30 is the close and by July 15 the final warrant is given. With an August 31 cut off.

Ms. Teixeira Prince: asked for clarification on school choice students and what programs

they are going to.

Mr. Perkins: asked about unclaimed items.

Ms. Znamierowski: explained that they are old checks that have not been cashed.

There was a motion made to accept the closing entries on the attached page.

Mr. Marquis made the motion to accept items 1-4 as printed in the handout distributed and attached to these minutes.

Mr. Perkins: added that they should come out of the unreserved fund as stated. Ms.

Teixeira Prince seconded the motion. All in Favor

6. Bid 2019-3 Cleaning Services

Ms. Znamierowski: explained how this cleaning spot became open and how the bid was put out for cleaning services. There was some discussion with AFSCME as to whether this is something we can move forward with.

There was discussion of the contract language and if this service can be contracted out.

Ms. Znamierowski would like to be able to present this to the school committee.

Ms. Teixeira Prince: was concerned about grievances.

Ms. Znamierowski: stated that this is only for a portion of the gym.

There was discussion among the group about how other districts handle contracted cleaning services.

Dr. Riccio: stated there is no evaluation tool under the AFSCME contract. She discussed the custodial services that are included in this cleaning area.

Ms. Teixeira Prince: felt the motion could be made without putting any action in place.

She wants to be able to award this bid and bring it to the school committee next week.

Mr. Marquis: made the motion to approve the potential award of a cleaning services bid prior to the school committee meeting

Ms. Teixeira Prince: seconded the motion.

All in Favor.

7. Acceptance of Donations

Administrative Recommendation:

a. Mr. Perkins made the motion to accept the donation of a 1996 Toyota Avalon from Ms. Jennifer K. Schwarz of Peabody, Massachusetts to the Automotive Collision Repair & Refinishing Program.

b. Mr. Perkins made the motion to accept the donation of office and lab furniture from the Furniture Trust to the Information Technology Services Program.

Dr. Riccio: reviewed the two donations.

Mr. Perkins: asked the value of the furniture.

There was discussion of the furniture, the condition and the value.

Mr. Marquis: seconded the motion to accept the donations. All in Favor.

8. Establishing Senior Awards and Student Related Services

Dr. Riccio described the senior awards and the students that might receive them. The cosmetology kit was used as an example. She described where the scrap materials come from.

Ms. Znamierowski: described the materials, who pays for them and the sale of the scraps going towards senior awards.

Ms. Teixeira Prince: asked if this had been a problem before?

Dr. Riccio: described how the scraps were paid for with cash and how the cash was spent. The company purchasing the scraps pays the school district.

Ms. Znamierowski: is seeking approval for this process and where the funds are allocated.

Ms. Teixeira Prince made the motion to apply funds received from the sale of scrap metal to senior awards and student related services as needed.

Mr. Marquis: seconded the motion. The motion passed

9. Fiscal Year 2019 Grants

Ms. Znamierowski described the grants approved to date.

Mr. Marquis made the motion to accept the following FY2019 Grants. Mr. Prazar seconded the motion. All in Favor.

<u>Grant Description</u>	<u>Amount</u>
Perkins CTE Secondary Allocation	\$344,772
Clean Energy Education Center	\$160,000
Title I	\$147,607
Title IIA	\$ 31,510
Title IV	\$ 11,829

10. District Signage

The administration provided an update regarding District Signage. Ms. Znamierowski reviewed what has been done toward the district signage and the involvement of the students. The concrete work should be completed by late October or early November with landscaping done in the spring.

Mr. Strout: Asked about the "Essex Tech" Farm Stand Sign.

Dr. Riccio: Described what can be done with the sign.

There was discussion among the group about the signage and what should be done to change it to the appropriate name.

11. South Campus Building

The administration provided detail regarding the South Campus Building assessment.

Dr. Riccio: described the meetings and conversations scheduled to discuss what the space should look like.

There was discussion among the group about the future of the space. The studies that have been conducted have not been reported on. There is a meeting scheduled for Friday, September 7, 2018.

Ms. Teixeira Prince: asked what the plan is for financing the Smith Hall project.

Ms. Znamierowski: reviewed the options for financing.

Dr. Picone: asked about the amount of money in the stabilization account and the MSBA account.

There was discussion about how the MSBA account money can be used.

Dr. Riccio: reviewed some of the options that are on the horizon for the use of this space and community based orientation.

12. Child Care Center Lease

Ms. Znamierowski: discussed the study going on. Wants it to be on the radar as it does need to go out to bid. There will need to be a decision made over the next few months. The gross revenue was discussed and whether staff members can take advantage of it. There used to be a discounted rate for staff members, but it now goes out to bid. There are some maintenance items that will need to go out to bid and what the net cost will be. There are some housekeeping things that need to be addressed. Is this the best location for a daycare? What is the best use of this space over the next 3-5 years and how many staff members are taking advantage of this daycare.

Ms. Teixeira-Prince: reminded that the contract require a certain amount of time notice of contract non-renewal.

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

Mr. Perkins asked about a conference attended in July and the end of Dr. Lupini and Mr. Morgan's contract. This is on the warrant that is up for approval at the next meeting.

14. Mr. Perkins made the motion to adjourn at 6:22 p.m. Mr. Marquis seconded the motion. The motion passed.

The meeting adjourned at 6:23 pm.

Respectfully submitted by the Recording Secretary.

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ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

Memorandum

To: Heidi Riccio *HR*
From: Joseph St. Pierre
Date: September 5, 2018
Subject: Relationship with Micro Brewers – Spent Grain

Good Morning Heidi,

We have a relationship with three local Micro Brewers - Bentwater Brewing, Notch Brewing and Deacon Giles Distillery. On about a weekly basis we collect the brewers spent grain so that we can feed it to our live stock animals as supplementation in combination with their normal hay diet. The only thing that they ask for in return is that we transport the grain from their facility to ours. This is extremely helpful and cost effective for the district. If we did not have this source we would have to purchase "All Stock" in significant volume. Having the large volume of brewers grain on hand also adds a great factor of safety for us in the winter months when hay may be more difficult to come by. This is a common practice with in the livestock farming community.

Monthly savings are as follows:

Brewers Grain Consumption - 6000 lbs / week @ zero cost to District.
 All Stock Grain - (\$10.00 / 50 lbs bag) (2 bags/day)(31 days) = \$620 / Month

Summed up this relationship saves the school district \$620 / month. It is beneficial to the brewers because if we did not take it from them they would have to pay for removal. It also closes a link in the sustainability cycle. We are using something normal be considered waste in a productive manner.

It had come to my attention that these relationships were not public knowledge and seemed to me like they should, at the very least, have your blessing. I am requesting that we are allowed to continue with the relationships in an effort to save the District money.

Thank you for your time!

BR,
 Joe