

PLEASE POST – NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District  
Finance Subcommittee

565 Maple Street  
Hathorne, Massachusetts 01937  
Media Center (Upper Level)  
Conference Room

Wednesday, September 6, 2017  
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 Wednesday, June 7, 2017.

3. *Financial Statements*

Administrative Recommendation: To approve financial statements for April 30, 2017, May 31, 2017 and June 30, 2017. If approved, the statements will be placed on file for audit.

4. *Fiscal Year 2018 Certification Letter, Final Budget Summary and Community Assessments*

5. *Fiscal Year 2017 End of the Year Closing*

Administrative Recommendation:

- a. Close anticipated receipts of \$1,531,978.88 and appropriation budget of \$1,509,216.95 to unreserved fund balance account #1-3151.
- b. Reverse \$274,996.85 FY 2065 reserved for encumbrances account #1-3106 to unreserved fund balance account #1-3151.
- c. Reserve \$453,344.25 to account 1-3106, reserved for encumbrances, for outstanding purchase orders and invoices as of June 30, 2017 from unreserved fund balance account #1-3151.
- d. Transfer \$101,582.51 from unreserved fund balance, account #1-3151 to School Choice, account #2-09-3151 to eliminate the deficit in the school choice revolving fund.

6. *Captain Planet Foundation, Inc. Grant*

Administrative Recommendation: To accept the Captain Planet Foundation, Inc. Grant in the amount of \$2,500. The purpose of this grant is to educate students about the effects that dissolved oxygen has on improving water quality. Construction and installation of a wind-powered aerator windmill will provide students with the knowledge and skills which can be used in future educational or employment opportunities.

7. *Career Technical Education Instructional Supplies and Equipment*

Administrative Recommendation: To consider approval to purchase Career and Technical Education instructional supplies and equipment beyond the FY2018 budget in the amount of \$6,600 from the shop revolving fund.

8. *Non Union Employees Salaries Adjustments*

Administrative Recommendation:

- Paraprofessional Salary Increase (FY2018) 1.5% (\$5,659)
- Individually Contracted Employees Increase (FY2018) (other than administrators) 1.5% (\$4,382)

(The above items will be presented to the Personnel Subcommittee at their September 14, 2017 meeting for approval)

9. *Culinary Arts – Receipts Audit Recommendation Findings*

10. *Acceptance of Donations*

Administrative Recommendation:

- a. To accept a donation of \$600.00 from CAPS Auto Wrecking Corporation for the disposal of six (6) vehicles. These vehicles were donated to the Automotive Technology and Collision Repair Programs for educational purposes and are no longer of value for that purpose.
- b. To accept a donation of a 1995 Nissan Maxima from Mr. Richard Walsh of Peabody, Massachusetts to the Automotive Technology Program.
- c. To accept a donation of a 2001 Hyundai Sonata from Ms. Joyce Anne Yiakas of Peabody, Massachusetts to the Automotive Technology Program.
- d. To accept the donation of two horses from Ms. Robin Petersen of Back Bay Farms of Ipswich, Massachusetts to the Equine Program.

11. *Outside Projects*

Administrative Recommendation:

- a. Approval for an Application Building Project at Lynnfield Middle School, 505 Main Street, Lynnfield, Massachusetts.
- b. Approval for an Application for Building Program for Habitat for Humanity North Shore for construction of a home at 270 Asbury Street, Hamilton, Massachusetts.

12. *Sick Leave Buy Back (Eliminated Administrative Roles)*

Administrative Recommendation:

- To approve a sick leave buy back for Mary Alice Murdoch in the amount of \$3,208.50.
- To approve a sick leave buy back for Ronald Vercellone in the amount of \$12,495.

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.*