

**ESSEX AGRICULTURAL AND TECHNICAL HIGH SCHOOL**  
**562 Maple St. Hathorne, Massachusetts 01937-0362**

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**BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Thursday February 7, 2008**

A Regular Meeting of the Board of Trustees was held Thursday, February 7, 2008 at 5:30 p.m. in the Smith Hall Conference Room with the following members in attendance: Chairman Edwards, Trustees Bennett, Evangelidis, Cahill, and Winthrop.

I. Call to Order

The meeting was called to order at 5:30 p.m.

II. Roll Call

Mr. Winthrop	-	Present
Mr. Basile	-	Absent
Ms. Holloran	-	Absent
Mr. Bennett	-	Present
Mr. Evangelidis	-	Present
Mr. Cahill	-	Present
Mr. Edwards	-	Present

III. Approval of Minutes

Regular Board of Trustees Meeting of January 10, 2008: on a motion by Mr. Bennett, seconded by Mr. Cahill, it was moved that the Board approve the minutes of the Regular Meeting of January 10, 2008 with the exception if Item VI New Business Subsection i.

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	Absent
	Ms. Holloran	-	Absent
	Mr. Bennett	-	Yes
	Mr. Evangelidis	-	Yes
	Mr. Cahill	-	Yes
	Mr. Edwards	-	Yes

Five trustees voting "Yes" and two Absent, the motion passes.

*January 10, 2008 – Section of Minutes not Approved*  
*VI. New Business*

*Other*

*i. On a motion by Mr. Bennett, seconded by Mr. Evangelidis the Board agreed to reserve his right to reconsider the vote from the December 17, 2008 meeting to appoint an Interim Part-Time Treasurer.*

<i>Roll Call Vote:</i>	<i>Mr. Winthrop</i>	-	<i>Yes</i>
	<i>Mr. Basile</i>	-	<i>No</i>
	<i>Ms. Holloran</i>	-	<i>Absent</i>
	<i>Mr. Bennett</i>	-	<i>Yes</i>
	<i>Mr. Evangelidis</i>	-	<i>Yes</i>
	<i>Mr. Cahill</i>	-	<i>Absent</i>
	<i>Mr. Edwards</i>	-	<i>Yes</i>

*Four trustees voting "Yes," one trustee voting "No," and two Absent, the motion failed.*

IV. Financial Report

Financial Report for January of FY08

Mr. Murtagh submitted the financial report through the end of January of FY08.

V. Unfinished Business

a. Proposed Essex/North Shore Merger Update

Mr. Bennett updated the Board with regard to a meeting recently held at the State House, the Northeast Legislative Caucus tour of the new Worcester Technical High School, and the most recent meeting of the Temporary Oversight Board.

b. FY09 Budget Update

Mr. Bourgeois presented a letter from the Commissioner of Education approving the FY09 Budget as requested.

c. Gym Roof Update

Mr. Bourgeois presented the Board with the architect's reports on the completion of the new gym roof project.

d. Tabled Part-Time Treasurer Job Description from January 10, 2008

Mr. Bourgeois presented a job description for the position of part-time Treasurer as requested by the Board at the January 10, 2008 meeting for their consideration.

A discussion took place regarding the part-time Treasurer position as currently appointed, the job description, and how best to proceed in the future.

Also, Mr. Edwards requested that the Business Manager's job description be sent to all Board members.

On a motion by Mr. Bennett, seconded by Mr. Evangelidis, it was moved that the Board approve the new draft for the part-time Treasurer position with the following additions: Change # 11: "Perform an internal audit with management personnel and provide documentation of internal controls". Move current #11 to #12 and under Evaluation: The

Board of Trustees will evaluate professional job performance in October. Also, add of “not to exceed \$45.00 per hour” under the “Terms of Employment” section.

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	Yes
	Ms. Holloran	-	Absent
	Mr. Bennett	-	Yes
	Mr. Evangelidis	-	Yes
	Mr. Cahill	-	Absent
	Mr. Edwards	-	Yes

Five trustees voting “Yes” and two Absent, the motion passes.

## VI. New Business

### Other

i. Mr. Bennett suggested hosting a community event for alumni and local residents to have an opportunity to meet the Superintendent-Director. Mr. Bourgeois mentioned the Alumni Association requested permission to host a cookout on our campus on September 7<sup>th</sup> and that possibly the two events could be combined if the Alumni Association was agreeable.

ii. Avian Influenza - Mr. Bennett mentioned that there was a positive test in avian low influenza in a poultry flock in the Middleton area (not related to the avian flu that affects humans).

Mr. Bourgeois updated the Board that we have been notified by the U.S.D.A. Animal Health Inspectors and that they have randomly swab tested approximately 30 of our chickens and we are awaiting results. In addition, our Farm Manager has put precautionary practices in place to prevent any cross contamination between our poultry and all other birds until we are informed of the test results.

iii. Superintendent’s Evaluation - Mr. Bennett would like to add the proposal for the Superintendent’s evaluation to next month’s agenda. Mr. Edwards assigned Mr. Cahill and Mr. Evangelidis as an Adhoc Committee to work with the Superintendent.

iv. School Attorney – Mr. Bennett requested that the method for rehiring the school’s attorney be added to next month’s agenda.

v. Board Officers - Mr. Bennett requested that the selection of officers of the Board of Trustees be added to next month’s agenda.

vi. Mr. Edwards assigned Mr. Winthrop as Chairman of an Adhoc Committee to meet with the Alumni Association regarding their written request to lease Larkin Cottage.

vii. Mr. Edwards presented a copy of Trustee Holloran’s letter requesting that the Governor release her from her obligations as a Trustee effective on January 31, 2008.

VII. Adjournment

Meeting adjourned at 6:30 p.m.

Date of Next Meeting: March 13, 2008

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Lisa Horgan, Secretary to the Superintendent