

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

BOARD OF TRUSTEES
MEETING MINUTES
Thursday March 13, 2008

A Regular Meeting of the Board of Trustees was held Thursday, March 13, 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 | - | Present |
| Ms. Holloran | - | Absent |
| Mr. Bennett | - | Present |
| Mr. Evangelidis | - | Absent |
| Mr. Cahill | - | Present |
| Mr. Edwards | - | Present |

III. Approval of Minutes

- a. Regular Board of Trustees Meeting of February 7, 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 February 7, 2008.

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

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

- b. *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 passed.

On a motion by Mr. Bennett, seconded by Mr. Cahill the Board agreed to amend the minutes of the January 10, 2008 meeting to remove the word "passed" and insert the word "failed".

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

Five trustees voting "Yes," one trustee voting "No," and two Absent, the motion passed.

IV. Introduction of the Business Manager

Mr. Bourgeois formally introduced Mr. Curt Malonson, the new Business Manager, to the Board of Trustees and briefly reviewed his background.

V. Financial Report

a. Financial Report for February of FY08

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

b. Capital Reserve and Stabilization Accounts

Mr. Murtagh requested that the Board establish a subcommittee to discuss the establishment of a Capital Reserve Account and Stabilization Account. The Chairman asked if the Board had any objections to the formation of a subcommittee and asked Mr. Basile to join him on this committee and stated that if anyone else would like to participate to let him know.

VI. Unfinished Business

a. Proposed Essex/North Shore Merger Update

Mr. Bennett stated there was not much more to report than last month. The Northeast Legislative Caucus is working very hard to secure funding so that the project can move forward.

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

The board briefly discussed item #11 regarding internal audits and the documentation of controls.

On a motion by Mr. Bennett, seconded by Mr. Cahill, it was moved that the Board approve the final job description as presented.

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

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

c. Avian Flu Update

Mr. Bourgeois updated the Board that we have been notified by the U.S.D.A. Animal Health Inspectors that all tests performed came back negative.

VII. New Business

a. Admissions Policy

Mr. Bourgeois presented to the Board, a letter approving the school’s Admissions Policy by the Massachusetts Department of Education.

On a motion by Mr. Bennett, seconded by Mr. Winthrop, it was moved that the Board approve the school Admissions Policy as submitted.

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

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

b. Alumni Association

Mr. Winthrop reported on the request from the Alumni Association to lease Larkin Cottage. Attorney Smith explained that under Chapter 74A Section 5, the school is not able to sell or lease property without special legislation, although, there appears to be some inconsistency in the wording.

Mr. Cote, the Association President, explained the Alumni would maintain the cottage which was meant to be a Memorial to Kathryn Larkin and use the cottage as a home base so that they could have a presence on campus.

The Board and Attorney Smith agreed that no action should be taken at this time and the subcommittee should meet with Mr. Cote to review his request over the next few months.

c. Superintendent's Evaluation

Mr. Cahill reported that he met briefly with Mr. Bourgeois to discuss a timeline to develop the evaluation and that a meeting would be scheduled with the subcommittee and the superintendent.

d. School Attorney Rehiring Process

On a motion by Mr. Bennett, seconded by Mr. Basile, the Board voted to add to the bylaws under the School Attorney section that "The Board will vote on the rehiring of the school attorney annually in August."

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

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

e. Officers of the Board of Trustees

Mr. Edwards will confirm whether Mrs. Holloran still wishes to serve as Vice Chair of the Board and will confirm with the Governor's office whether or not he has accepted her resignation, as she requested, before continuing with the selection of officers to the Board of Trustees.

Mr. Bennett passed out copies of Chapter 71, Section 16A and the Board discussed the possible addition of some of the language contained in this law to their bylaws.

Mr. Edwards suggested a Standing Committee be formed to review the bylaws at next month's meeting.

f. Other

Bulgaris Estate

Mr. Bourgeois distributed the most recent information on the Bulgaris Estate.

Memorial for Joe Casey

Mr. Edwards requested the status regarding the memorial for Attorney Joseph Casey. Mr. Bourgeois reported that it has almost been completed.

V. Adjournment

Meeting adjourned at 6:55 p.m.

Date of Next Meeting: April 10, 2008

Lisa Horgan, Secretary to the Superintendent