

**BOARD OF TRUSTEES
MEETING MINUTES**

Thursday October 11, 2007, 4:00

A Regular Meeting of the Board of Trustees was held on Thursday, October 11, 2007 at 4:00 p.m. in the Smith Hall Conference Room with the following members in attendance: Chairman Edwards, Trustees Bennett, Holloran, Cahill, and Winthrop.

I. Call to Order

The meeting was called to order at 4:00 p.m.

II. Roll Call

Mr. Winthrop	-	Present
Mr. Basile	-	Absent
Ms. Holloran	-	Present
Mr. Bennett	-	Present
Mr. Evangelidis	-	Absent
Mr. Cahill	-	Arrival at 4:27 p.m.
Mr. Edwards	-	Present

III. Approval of Minutes

Regular Board of Trustee Meeting of Thursday September 13, 2007: on a motion by Mr. Bennett, seconded by Ms. Holloran, it was moved that the Board approve the minutes of the Regular Meeting of September 13, 2007 with one correction regarding the date.

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

Four trustees voting “Yes” and three Absent, the motion passes.

IV. Introduction of New Teachers

Mr. Bourgeois introduced and welcomed two new teachers and provided a brief description of their backgrounds and teaching credentials to the Board of Trustees as follows:

Melissa Hamilton-Dalphin – Physics/Chemistry
Vanessa Lara-Russack – Animal Science

V. Financial Report

a. Financial Report for September FY08

Mr. Murtagh submitted the financial report for September FY08.

b. Award of Contract for the Financial Management Software System

Fred Murtagh reported to the Board of Trustees that an RFP went out on August 8, 2007 soliciting proposals to replace our current QuickBooks Financial Management Software system with a comprehensive package with the capacity to efficiently manage all financial aspects of a public school system. He noted that the following firms were determined to be finalists:

KVS Information Systems, Williamsville, NY
Tyler Technologies ADS, Bangor, ME
Unifund, Nashua, NH

Unifund and ADS were very similar and superior to KVS based on the evaluation of proposals in accordance with the criteria on the RFP. Unifund was determined to be less expensive to purchase and maintain and therefore the team recommends that the Board award the contract to supply a new Financial Software Management System to Unifund for \$41,750.00 with an Annual Software Support Agreement of 6,895.00 and annual increase cap of 5%.

On a motion by Mr. Bennett, seconded by Ms. Holloran, it was moved that the Board award the contract to Unifund of Nashua, NH for a three (3) years with renewal options.

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

Four trustees voting "Yes" and three Absent, the motion passes.

c. Options for structuring the functions of the Treasurer and Business Manager

Mr. Bourgeois presented written job descriptions for a part-time Treasurer and a full-time Business Manager. The Board discussed the legal requirements and the conflicts that exist in legislation between MGL Ch. 74A Section 6 and MGL Ch. 71 Sect. 16A with regards to the independent functions of these two positions.

On a motion by Mr. Bennett, seconded by Mr. Winthrop, it was moved that the Board approve the concept of separate duties for the Treasurer and Business Manager subject to requesting legal clarification from the Department of Education for consideration at the next Board meeting.

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	Absent

Ms. Holloran	-	Yes
Mr. Bennett	-	Yes
Mr. Evangelidis	-	Absent
Mr. Cahill	-	Yes
Mr. Edwards	-	Yes

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

VI. Old Business

a. Proposed Essex/North Shore Merger Presentation

Mr. Bourgeois informed the Board that there will be two presentations sponsored by the North Shore Chamber of Commerce in support of the proposed merger project as follows:

October 31, 2007: NSCC from 7:30 to 9:30 a.m. for local municipal elected officials (Mayors/Town Managers and Selectman/Councilors) and the regions state legislative delegation.

November 7, 2007: the same presentation will be given at a Chamber Breakfast Forum at Danversport Yacht Club to an audience of chamber members from 7:30 to 9:00 a.m.

In addition, Mr. Bourgeois along with Mr. Marquis and Ms. O’Malley have met with legislative officials on several occasions to discuss funding issues and to petition for their support of this project.

VII. New Business

a. MCAS Summary

Joy White, Curriculum Coordinator, presented the Board with a summary of MCAS results for 2007. She noted that strong and steady improvement has been made in both ELA and Mathematics over the last three years.

b. Breakfast Program

Peter Dolan, Assistant Principal, updated the Board on the concept of implementing a Breakfast Program for students sometime after Thanksgiving of the current school year. He explained the many benefits to students with regards to improved nutrition, health, and the ability to learn.

c. Drug Use, Possession, and Prevention Strategies

Gene Demsey, Principal, informed the Board of the processes currently in place with regards to awareness and prevention of student drug use, possession, and interventions. In addition, he informed the Board that the school will be enlisting the help of law enforcement agencies to conduct occasional sweeps of the premises with trained Drug Sniffing Dogs consistent with their use as a deterrent at surrounding high schools.

d. Library Reconfiguration

Ted Novakowski, Technology Director, presented the Board with a diagram of the new Computer Lab and reconfiguration of the Library as well as the many benefits to students with regards to instructions and before/after school use.

e. Request to reschedule the February 14, 2007 Board Meeting

The Board agreed to change the February meeting to the 7th.

f. Communication from Attorney Christopher T. Casey with regards to the Estate of Lewis Bulgaris

The Board reviewed and discussed the information from Attorney Casey's office.

On a motion by Mr. Bennett, seconded by Mr. Cahill, it was moved that the Board approve payment to Millennium Engineering, Inc. for \$4,657.00 for services rendered.

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

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

g. Other

Date of Next Meeting: November 8, 2007.

VIII. Adjournment

Meeting adjourned at 5:35 p.m.

Lisa Horgan, Secretary to the Superintendent