

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

BOARD OF TRUSTEES
MEETING MINUTES

Thursday September 13, 2007, 4:00

A Regular Meeting of the Board of Trustees was held on Thursday, September 13, 2007 at 4:00 p.m. in the Smith Hall Conference Room with the following members in attendance: Chairman Edwards, Trustees Bennett, Holloran, Cahill, Winthrop and Evangelidis.

I. Call to Order. The meeting was called to order at 4:03 p.m.

II. <u>Roll Call.</u>	Mr. Winthrop	-	Arrival at 4:06 p.m.
	Mr. Basile	-	Absent
	Ms. Holloran	-	Present
	Mr. Bennett	-	Present
	Mr. Evangelidis	-	Present
	Mr. Cahill	-	Arrival at 4:07 p.m.
	Mr. Edwards	-	Present – left at 5:50 p.m.

III. Approval of Minutes

Regular Board of Trustee Meeting of Thursday August 16, 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 August 16, 2007.

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

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

IV. Introduction of New Teachers

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

- Paul Munzing – part-time athletic director
- Joyce Kimani – English
- Brian Reickart – English
- Farah Lalli – Health & Fitness
- Susan Richardson – Special Education/Reading
- Patricia Bartsch – Animal Science Dept. Head

V. Proposed Essex/North Shore Merger Presentation

Architects Bob Vogel and Gregg Schroeder of Design Partnership of Cambridge, Inc. presented the updated design and layout of the proposed new school to the Board of Trustees along with the most recent projected cost estimates for the project.

VI. Financial Report

a. Treasurer's Letter of Intent to retire effective 12/31/07

Mr. Bourgeois reported on the submission of Mr. Murtagh's letter of intent to retire effective 12/31/07.

On a motion by Mr. Bennett, seconded by Mr. Winthrop, it was moved that the Board would like to recognize Mr. Murtagh's 34 years of exemplary service to the Essex Agricultural and Technical High School. A dinner will be planned in coordination with the December Board of Trustees' Meeting in his honor.

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

Six trustees voting "Yes" and one Absent, the motion passes.

Mr. Bourgeois indicated that he would prepare job descriptions for a part-time Treasurer and a full-time Business Manager as well as exploring other potential organizational structure options for the Boards review at the October 11, 2007 meeting.

b. Disaster Recovery Plan for Financial and Student Data

i. Resolution to Open a Safe Deposit Box at Eastern Bank for the CD storage component of the Data Recovery Plan

On a motion by Ms. Holloran, seconded by Mr. Cahill, it was moved that the Board approve the resolution to open a safe deposit box at Eastern Bank for the CD storage of the Data Recovery information.

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

Six trustees voting "Yes" and one Absent, the motion passes.

c. Financial Report for August of FY08

Mr. Murtagh submitted the financial report for August FY08.

d. Independent Auditor's Annual Report to the Board of Trustees for FY07

Mr. Richard Sullivan from the certified public accountant firm of Powers & Sullivan explained both the recently completed Report on the Examination of Basic Financial Statements and the Management Letter to the Board of Trustees and answered questions.

VII. Old Business

a. Introduction of Attorney Stephen Smith

Mr. Bourgeois introduced the Board's new attorney, Steven Smith. The Board requested that Attorney Smith be present at the next three scheduled Board meetings. It was noted that Mr. Bourgeois will work closely with Attorney Smith on all legal matters pertaining to the operation of the school and keep the Chair and Trustees updated.

b. Proposed Essex/North Shore Merger Update

Mr. Bennett informed the Board of Directors the last Oversight Committee Meeting was cancelled.

At 5:50 p.m., the Chairman of the Board, Mr. Edwards, appointed the Vice Chairperson, Ms. Holloran to finish the meeting.

Mr. Bourgeois informed the Board that there will be a presentation of the proposed project hosted by the Chamber of Commerce at North Shore Community College with local municipal officials and state legislators on October 31, 2007 at 7:30 a.m.

VIII. New Business

a. Opening of School

Mr. Bourgeois notified the Board that the opening of school went exceptionally well as 55 professional staff members returned on Tuesday, August 28th followed by the arrival of 452 high school students on Wednesday and Thursday which represents an increase in enrollment of 13 students.

b. Award of Contract for On Call Architectural Services

Charles Veradt reported to the Board of Trustees that an RFP went out on July 25, 2007 to twenty architectural firms soliciting proposals to provide Architectural Services on an "On Call" basis for a three year period with an option to renew for two additional years. He noted that the following firms were determined to be finalists and were interviewed by Fred Murtagh, Treasurer, Ken Lindquist, Facility Manager and himself for the On Call Architectural Services:

Gray Architect, Inc., Salem, MA
Mount Vernon Group, Woburn, MA
KBA Architects, Inc. Charlestown, MA.

After a careful analysis of the finalists, Mr. Veradt indicated that it was the consensus of the evaluating team that KBA Architectural Inc. be awarded the contract. Mr. Winthrop stipulated that it be made clear that the contract would not include a retainer fee and that the contract not be exclusive so that other architectural firms may be contracted to provide services as necessary.

On a motion by Mr. Bennett, seconded by Mr. Winthrop, it was moved that the Board award the contract to KBA Architects, Inc., Charlestown, MA.

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

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

c. RFP for Financial Management Software

An RFP went out on August 8, 2007 and is due on September 11, 2007 soliciting proposals to replace the QuickBooks Financial Management software that we currently use with a package capable of efficiently managing all financial aspects of a public school system.

The three finalists for the Software Management System are:

KVS Information, Williamsville, NY
Advanced Data System, Falmouth, ME
Unifund, Nashua, NH

Mr. Bourgeois explained to the Board that the plan would be to have each company make a presentation to a group made up of Fred Murtagh, Charles Veradt, Nancy Chesna, Ted Novakowski, and himself as well as seek input from school districts currently using each system.

d. Other - None

Date of Next Meeting: October 11, 2007

IX. Adjournment

Meeting adjourned at 6:15 p.m.

Lisa Horgan, Secretary to the Superintendent