

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

BOARD OF TRUSTEES
MEETING MINUTES
Thursday June 17, 2010

A Regular Meeting of the Board of Trustees was held on Thursday, June 17, 2010 at 5:00 p.m. in the Smith Hall Conference Room with the following members in attendance: Chairman Edwards, Trustees Winthrop, Basile, Patterson, Bennett, and Cahill.

I. Call to Order

The meeting was called to order at 5:04 p.m.

Attendance:	Mr. Winthrop	-	Present
	Mr. Basile	-	Present
	Dr. Patterson	-	Present (Arrived @ 5:25 p.m.)
	Mr. Bennett	-	Present
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Present (Arrived @ 5:05 p.m.)
	Mr. Edwards	-	Present

II. Approval of Minutes

Regular Board of Trustees Meeting Minutes of June 17, 2010: on a motion by Mr. Bennett, seconded by Mr. Winthrop, it was moved that the Board approve the minutes of the Regular Meeting of June 17, 2010.

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	Yes
	Dr. Patterson	-	Absent
	Mr. Bennett	-	Yes
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Absent
	Mr. Edwards	-	Yes

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

III. Financial Reports

a. Business Manager
Expenditure Report

Mr. Malonson presented, reviewed, and answered questions from the Board regarding the expenditure report.

b. Treasurer's Report

Fund Balance Report and Schedule of Interest Income

Mr. Murtagh briefly reviewed both reports with the Board.

IV. Unfinished Business

a. Essex North Shore Agricultural and Technical School Update

i. New School Update

Mr. Bennett informed the Board that the House recently passed a bill that will establish the new school committee immediately and the Senate is expected to take similar action and send the bill to the Governor's desk for enactment prior to the end of July.

ii. Interscholastic Athletic Programs

Mr. Bourgeois reported that he has been meeting with the North Shore Tech Superintendent, Dan O'Connell to include basketball as a cooperative athletic program for next year so that all interscholastic athletic programs will be merged for the two schools.

iii. Transportation

Mr. Bourgeois reported that he and Dan O'Connell are discussing a phased in approach to merging bus transportation over the next few years. North Shore Tech owns and operates their own bus transportation system and they have agreed to provide transportation for Essex Aggie students who reside in their 16 member municipalities for next year. Essex Aggie in return has agreed to contribute its transportation savings toward expanding the bus transportation capacity of NS Tech allowing for additional Aggie routes to be added in future years.

b. Finance/Budget Subcommittee

Mr. Basile, who serves as the Chairman of the Finance/Budget Subcommittee, reviewed and discussed the recommendations of the subcommittee which resulted in the following motions:

i. Deposit and Investment Policy

On a motion by Mr. Basile, seconded by Dr. Patterson, it was moved that the Treasurer of the Essex Agricultural and Technical High School deposit and invest school funds as follows:

1. With the Massachusetts Municipal Depository Trust (MMDT) which is an investment program, founded in 1977 under the supervision of the Treasurer of the Commonwealth of Massachusetts, in which municipalities may pool excess cash for investment.
2. With deposits in local banks and/or credit unions that insure the said deposits in their entirety under the Federal Deposit Insurance Corporation (FDIC) and the Depositors Insurance Fund (DIF) or the National Credit Union Administration (NCUA) and the Massachusetts Share Insurance Corporation (MSIC) and yields the most advantageous interest rates in the region. Certificates of Deposit will not be invested for more than one (1) year in accordance with M.G.L. Chapter 44 Section 55.
3. With two (2) Banking Institutions selected at least every three (3) years through a competitive Request for Proposal (RFP) process based on the

institution's Veribanc rating and financial standing to provide comprehensive banking services for the following accounts:

- a. Operational General Fund Accounts as needed to fund expenditures to the general account, payroll account, and accounts payable account.
- b. Other School Account balances including the scholarship fund, student activities fund, cafeteria revolving fund, alumni library account, and all state and federal grants.

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	Yes
	Dr. Patterson	-	Yes
	Mr. Bennett	-	Yes
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Yes
	Mr. Edwards	-	Yes

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

ii. Revised FY11 Budget

On a motion by Mr. Basile, seconded by Dr. Patterson, it was moved that the Board accept the recommendation of the subcommittee to approve the Revised FY2011 Budget as presented.

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	Yes
	Dr. Patterson	-	Yes
	Mr. Bennett	-	Yes
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Yes
	Mr. Edwards	-	Yes

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

iii. Fraud Risk Assessment Program

On a motion by Mr. Basile, seconded by Dr. Patterson, it was moved that the Board accept the following three (3) recommended motions of the subcommittee:

1. Appoint Mr. Curt Malonson as the Chief Procurement Officer for the Essex Agricultural and Technical High School.
2. The treasurer sign all checks issued by the school with the Superintendent co-signing checks for any amount between \$10,000 and \$100,000 and the Chairperson of the Board of Trustees co-signing checks for any amount above \$100,000.
3. The Chairperson of the Board of Trustees signs any contract that is entered into by the school for any amount above \$100,000.

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	Yes
	Dr. Patterson	-	Yes
	Mr. Bennett	-	Yes
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Absent
	Mr. Edwards	-	Yes

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

V. New Business

a. First Draft: Student Handbook for 2010-11

Mr. Bourgeois introduced the first draft of the Student Handbook for 2010-11 and stated that a vote will be on the agenda for the August meeting and that any additional changes will be forwarded to the Board in advance of that meeting.

b. Superintendent’s Contract Subcommittee

Mr. Cahill, who served as Chairman of the Superintendent’s Contract Subcommittee, and Attorney Smith reviewed and discussed with the Board the recommendations of the subcommittee regarding changes to the Superintendent’s contract.

Mr. Bennett provided Chairman Edwards with a letter from Mr. Evangelidis and requested that it be read into the record. Chairman Edwards read the followings:

Dear Gentlemen:

A previous commitment makes it impossible to attend tonight’s meeting. This is not the method I prefer, but I do want to make my views known regarding the evening’s agenda under New Business number 5.

I am opposed to authorizing changes in the contract of appointment for Superintendent Bourgeois presented in the memorandum prepared by Attorney Smith. The changes are not what were presented to the Board and altering the agreement conveys a different message other than what was originally presented to the Board and voted upon. Adding this to his salary is not justifiable with the turmoil in budget cutting rampant in the rest of the educational system and certain guidelines sent down from the State. Peabody school system has 6,800 students, the superintendent receives \$140,000 a year and yet he has 414 students. It sends a bad message to our teachers.

*Regards,
Kosma L. Evangelidis, Trustee*

On a motion by Mr. Bennett, seconded by Dr. Patterson, it was moved that the Board accept the recommended motion of the subcommittee to eliminate the annuity contribution under regular compensation and increase the initial salary by the same amount.

Roll Call Vote:	Mr. Winthrop	-	Yes
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Mr. Basile	-	Abstain
Dr. Patterson	-	Yes
Mr. Bennett	-	Yes
Mr. Evangelidis	-	Absent
Mr. Cahill	-	Yes
Mr. Edwards	-	Yes

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

On a motion by Mr. Bennett, seconded by Mr. Cahill, it was moved that the Board insert the recommended language into the superintendent’s contract with regard to the evaluation process in order to ensure compliance with recently enacted Open Meeting Law legislation as follows:

“All records of the Superintendent’s evaluation shall be subject to all Massachusetts General Laws and Regulations relevant to open meetings and public records, as amended.”

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	Yes
	Dr. Patterson	-	Yes
	Mr. Bennett	-	Yes
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Yes
	Mr. Edwards	-	Yes

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

On a motion by Mr. Bennett, seconded by Mr. Cahill, it was moved that the superintendent’s contribution rate for health and dental insurance be increased in his contract to align with the contribution rate for all other school employees.

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	Yes
	Dr. Patterson	-	Yes
	Mr. Bennett	-	Yes
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Yes
	Mr. Edwards	-	Yes

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

On a motion by Mr. Cahill, seconded by Dr. Patterson, it was moved that the superintendent’s new initial salary be increased by 3 %.

Roll Call Vote:	Mr. Winthrop	-	Yes
	Mr. Basile	-	No
	Dr. Patterson	-	Yes
	Mr. Bennett	-	No
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Yes
	Mr. Edwards	-	Yes

Four trustees voting “Yes”, two “No” and one “Absent”, the motion passes.

c. Other

i. Principal

Mr. Bourgeois updated the Board that a new Principal, Edith Allyn has been appointed. He reviewed her credentials and background highlighting her 16 years as an agriculture teacher and her 10 years of previous administrative experience. He will be inviting her to attend the August 12, 2010 meeting in order to introduce her to the Board.

ii. Technology Manager

Mr. Bourgeois added that a new Technology Manager, Kyle Jones, has also been appointed and began work approximately 2 months ago. He will be inviting him to attend the August 12, 2010 meeting in order to introduce her to the Board.

iii. Superintendent's Evaluation

Mr. Bourgeois handed out initial information with regard to the superintendent's evaluation process and timeline for FY10 to the Board.

VI. Adjournment

The meeting was adjourned at 6:30 p.m.

Date of Next Meeting: August 12, 2010 at 5:00 p.m.

Lisa Horgan, Secretary to the Superintendent

List of meeting handouts:

- Agenda
- Regular Minutes from June 17, 2010 Meeting
- Business Manager's Report: Expenditure Report
- Treasurer's Report: Fund Balance Report – Schedule of Interest Income, and Schedule of Interest Detail
- Memo from Mr. Bourgeois regarding the Finance/Budget Subcommittee and their recommendations
- Memo from Mr. Bourgeois regarding the revised FY2011 Budget and the attached copy of the revised budget
- Memo from Mr. Bourgeois regarding the Fraud Risk Assessment Program and the attached copy of the assessment
- Copy of the first draft of the Student Handbook for 2010-11
- Memo from Attorney Stephen Smith regarding Superintendent's Contract for FY11-13 and attached copy changes in language and the new revised copy of the contract.
- Superintendent's Evaluation Process and Timeline for FY10
- Various "Thank you" notes from Students who received scholarships and a "thank note from Mrs. Casey