

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

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**BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Thursday March 11, 2010**

A Regular Meeting of the Board of Trustees was held on Thursday, March 11, 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 5:00 p.m.

Attendance:	Mr. Winthrop	-	Arrived @ 5:05 p.m.
	Mr. Basile	-	Present
	Dr. Patterson	-	Present
	Mr. Bennett	-	Present
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Arrived @ 5:05 p.m. left @ 5:50 p.m.
	Mr. Edwards	-	Present

II. Approval of Minutes

Regular Board of Trustees Meeting Minutes of February 11, 2010: on a motion by Mr. Bennett, seconded by Dr. Patterson, it was moved that the Board approve the minutes of the Regular Meeting of February 11, 2010.

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

Three trustees voting "Yes", three "Absent" and one "Abstain" 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.

Mr. Malonson also reviewed two changes on the Treasurer's Report:

- i. All account balances have been adjusted and tied to the auditor's report balances.

- ii. Educational Revolving Accounts have been broken out into separate accounts for Animal Science, Plant Science, and Facilities.

b. Treasurer's Report

- i. Fund Balance Report and Schedule of Interest Income  
Mr. Murtagh briefly reviewed both reports with the Board.
- ii. RFP for Banking Services Update  
Mr. Murtagh updated on the progress of the RFP for Banking Services and informed the Board that the due date to be returned has been extended to March 25<sup>th</sup>.
- iii. Certificates of Deposit Update  
Mr. Murtagh updated the Board on the progress of investing reserve funds in short-term (3 months or less) Certificates of Deposit that will yield a higher rate of interest than current investments.

c. FY09 Annual Audit Reports

Mr. Craig Peacock and Mr. Richard Sullivan from the auditing firm Powers and Sullivan reviewed and discussed with the Board the Annual Audit Reports and Management Letter.

- i. Reports on Federal Award Programs  
This report is required because the school received State Stimulus A.A.R.A. Funds for this year only which replaced some Ch. 70 Funding.
- ii. Report on Examination of Basic Financial Statements  
Comments focused on positive notes regarding basic financial statements comprised of three components:
  - 1) Government-wide financial statements
  - 2) Fund financial statements
  - 3) Notes to the financial statements
- iii. Management Letter  
The Management Letter was reviewed in detail.

Mr. Bourgeois and the Board thanked Mr. Peacock and Mr. Sullivan for performing the audit and for the valuable feedback and input regarding current procedures and practices that can be improved to enhance the efficiency of the Business Office operation.

IV. Unfinished Business

a. Proposed Essex/North Shore Merger

Mr. Bennett updated the Board on the merger as follows:

- i. DCAM is still negotiating with MSBA with regards to how the two agencies will work together to manage the project.
- ii. The status of the Senate Bill 211 is still pending with regards to the immediate formation of the new district school committee.

*The Chairman, Mr. Edwards requested the Board move this item to the end of the agenda. The Board agreed and moved onto Item IV Unfinished Business, c. Finance/Budget Subcommittee Update, etc.*

b. Negotiations Subcommittee Update

On a motion by Mr. Winthrop, seconded by Mr. Basile, it was moved that the Board go into Executive Session to discuss the Negotiations Subcommittee Update and not to return to the Regular Session.

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

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

Executive Session commenced at 5:55 p.m.

Executive Session ended at 6:25 p.m.

No votes were taken in Executive Session.

d. Finance/Budget Subcommittee Update

On a motion by Dr. Patterson, seconded by Mr. Cahill, it was moved that \$160,556.00 from the Teachers Union line item, \$42,000.00 from the AFSCME Union line item, and \$16,447.00 from the Paraprofessionals line item in the FY10 Operational Budget be transferred to the Capital Equipment and Improvements line item.

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

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

e. Superintendent's Revised Goals

Mr. Bourgeois presented his revised goals for FY10, after some discussion he agreed to change Goal 3 by adding the words "...by the end of the school year." to the last indicator.

f. Other - None

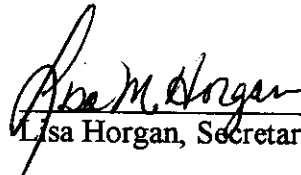
V. New Business

None

VI. Adjournment

Meeting adjourned at 6:25 p.m.

Date of Next Meeting: April 8, 2010 at 5:00 p.m.



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Lisa Horgan, Secretary to the Superintendent

List of meeting handouts:

- Agenda
- Minutes from February 11, 2010 Meeting
- Business Manager's Report: Expenditure Report
- Treasurer's Report: Fund Balance Report – Schedule of Interest Income, and Schedule of Interest Detail
- FY09 Annual Audit Reports – Reports on Federal Award Programs, Report on Examination of Basic Financial Statements and Management Letter
- Memo from Mr. Bourgeois regarding Budget Update – FY2010-13 Operational Budget Projections Working Document as of March 3, 2010
- Memo from Mr. Bourgeois regarding Revised Superintendent's Goals for FY10