

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

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**BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Thursday October 14, 2010**

A Regular Meeting of the Board of Trustees was held on Thursday, October 14, 2010 at 5:00 p.m. in the Smith Hall Conference Room with the following members in attendance: Chairman Edwards, Trustees Basile, Patterson, Bennett, and Cahill.

I. Call to Order

The meeting was called to order at 5:10 p.m.

Attendance:	Mr. Winthrop	-	Absent
	Mr. Basile	-	Present
	Dr. Patterson	-	Present
	Mr. Bennett	-	Present
	Mr. Evangelidis	-	Absent
	Mr. Cahill	-	Present (Left @ 6:05 p.m.)
	Mr. Edwards	-	Present

II. Approval of Minutes

Regular Board of Trustees Meeting Minutes of September 9, 2010: on a motion by Dr. Patterson, seconded by Mr. Cahill, it was moved that the Board approve the minutes of the Regular Meeting of September 9, 2010.

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

Four trustees voting "Yes", two "Absent" and one "Abstain" the motion passes.

Executive Session Minutes of September 9, 2010: on a motion by Dr. Patterson, seconded by Mr. Basile, it was moved that the Board approve the minutes of the Regular Meeting of September 9, 2010.

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

Four trustees voting "Yes", two "Absent" and one "Abstain" the motion passes.

*Chairman Edwards asked the Board if any member objected to taking the agenda out of order to accommodate individuals present. The following items were taken out of order:*

**III. Financial Reports**

**b. Treasurer**

***Fund Balance Report and Schedule of Interest Income***

**IV. Unfinished Business**

**b. Environmental Science Trip to Maine and Canada**

**c. Agricultural Exposition and Training Center**

**III. Financial Reports**

**a. Business Manager**

***Expenditure Report***

**c. Annual Audit**

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 and discussed both reports with the Board.

c. Annual Audit Report

Mr. Craig Peacock from the auditing firm Powers and Sullivan reviewed and discussed with the Board the FY10 Annual Audit Reports and Management Letter. He began by complimenting Mr. Malonson and his Business Office staff on their performance and for enhancing the efficiency of the Business Office operation which aided in the audit being completed four (4) months earlier than last year.

Mr. Peacock reviewed the audit with the Board and answered questions. He also noted that all seven (7) comments and recommendations from the 2009 Management Letter have been resolved. He mentioned that it is very unusual to fully resolve all comments in one year and attributed it to the hard work and dedication of the Business Office staff. He also reviewed three (3) new comments/recommendations that were added to the 2010 Management Letter.

IV. Unfinished Business

a. Essex North Shore Agricultural and Technical School District Update

Dr. Patterson updated the Board on the new school as follows:

The MSBA Designer Selection Panel and District Representatives will meet on Tuesday, October 19, 2010 to review the three (3) architect bids and possible vote to select an architect for the project.

Mr. Bennett also updated the Board on progress being made with regard to setting up a 501(c)3 Foundation to assist and support the new school.

b. Environmental Science Trip to Maine and Canada

Mrs. Witzig, an Environmental Science teacher, presented a PowerPoint and maps that our students created and answered questions from the Board regarding the educational benefits of last spring's trip to St. Andrews, New Brunswick, Canada for the purpose of studying the Gulf of Maine.

c. Agricultural Exposition and Training Center

Ms. Leandra Abdella, the Animal Science Department Chair, and Mr. Stephen Noble, the Plant Science/E.S. Department Chair, discussed the educational benefits and the positive impact the proposed facility would have on curriculum and instructional delivery.

Mr. Williams from KBA Architects discussed and reviewed the blueprints and specifications of the new facility as well as answered questions from the Board.

VI. Adjournment

The meeting was adjourned at 6:25 p.m.

Date of Next Meeting: November 18, 2010 at 5:00 p.m.

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Lisa Horgan, Secretary to the Superintendent

List of meeting handouts:

- Agenda
- Regular Minutes and Executive Session Minutes from September 9, 2010 Meeting
- Business Manager's Report: Expenditure Report
- Treasurer's Report: Fund Balance Report – Schedule of Interest Income and Schedule of Interest Detail
- Annual Audit Report (Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards, Report on Examination of Basic Financial Statements and Management Letter)
- Architectural drawings and information regarding the proposed plans for the Agricultural Exposition and Training Center
- Salem News article regarding MCAS Tests