



# GREATER LOWELL TECHNICAL HIGH SCHOOL

## SCHOOL COMMITTEE MEETING

November 16, 2023 – 6:30 P.M.

### CALL TO ORDER

Chairman Gitschier called the meeting to order at 6:41 p.m. and announced that the meeting was being recorded.

### ROLL CALL

Members Present: Mr. LeMay, Mr. Sheehan, Mr. Bahou, Mr. Morin, Mr. Gitschier

Members Absent: Mr. Nocco, Mr. Richardson, Mr. Hogan

Also

Present: Jill Davis, Superintendent-Director  
Michael Barton, Assistant Superintendent/Principal  
Michael Knight, School Business Administrator  
David Bradley, District Treasurer  
Lisa Martinez, Director of Technology, Enrollment and Information  
Kristin Foti, Director of Media/Professional Development  
Recording Secretary

### PUBLIC APPEARANCE

There was no public appearance.

### SCHOOL COMMITTEE COMMUNICATIONS

There were no School Committee communications.

### REPORT OF STUDENT REPRESENTATIVE

Student Representative, Cameron Koza provided an update of recently held clubs and sporting events.

### APPROVAL OF MINUTES

MOTION: by Mr. LeMay, seconded by Mr. Morin to approve the minutes from the meeting of October 18, 2023.

ROLL CALL VOTE: 5 Yes, 3 Absent (Mr. Nocco, Mr. Richardson, Mr. Hogan)

**REPORT OF DISTRICT TREASURER**

**MOTION:** by Mr. Sheehan, seconded by Mr. Bahou to waive the reading of the warrant.

**ROLL CALL VOTE:** 5 Yes, 3 Absent (Mr. Nocco, Mr. Richardson, Mr. Hogan)

**MOTION:** by Mr. Bahou, seconded by Mr. Morin to approve expenditures for the sum of \$4,826,149.48 allocated as follows:

Warrant 2125A	dated 11/03/2023	Payroll #927	1,313,602.41
Warrant 2125B	dated 11/17/2023	Payroll #929	1,350,091.69
Warrant 2124-1	dated 10/27/2023	Accounts Payable	896,073.16
Warrant 2125	dated 11/03/2023	Accounts Payable	477,214.47
Warrant 2124-2	dated 10/27/2023	Sales Use/Meals Tax Sept. 23	1,523.90
Warrant 2125-2	dated 11/03/2023	Mass Bay Health	786,464.85
Warrant 2125-5	dated 11/13/2023	*Special* AD Tuition Refund	1,179.00

**ROLL CALL VOTE:** 5 Yes, 3 Absent (Mr. Nocco, Mr. Richardson, Mr. Hogan)

**REPORT OF GENERAL COUNSEL**

There was no report of general counsel.

**REPORT OF SUPERINTENDENT-DIRECTOR**

Superintendent Davis began by informing the committee that the number of senior students participating in cooperative education employment opportunities reported as of October 31st has increased from 185 senior students to 196 senior students as of the night of the meeting which is 35% of the class of 2024. Ms. Davis thanked Mrs. Bezanson and Mr. Jones for all their efforts.

Superintendent Davis informed the committee that she was seeking their approval on two (2) separate donations. The first is for a donation of a Turbo TGM-50RS Cooler from Mr. George Hickey of MIT Lincoln Laboratory with an approximate value of \$6,500.00 and will be used in new fieldhouse when completed.

**MOTION:** by Mr. LeMay, seconded by Mr. Bahou to accept the donation of the Turbo TGM-50RS Cooler.

**ROLL CALL VOTE:** 5 Yes, 3 Absent (Mr. Nocco, Mr. Richardson, Mr. Hogan)

Superintendent Davis continued with the second donations which was for twenty (20) boxes of Stoneworks Cultured Stone with an approximate value of \$2,500 from Essex Technical High School as a result of the closing of their Masonry program

**MOTION:** by Mr. Morin, seconded by Mr. Sheehan to accept the donation of Stoneworks Cultured Stone.

**ROLL CALL VOTE:** 5 Yes, 3 Absent (Mr. Nocco, Mr. Richardson, Mr. Hogan)

For the next item on the Superintendent's report, Ms. Davis asked Lisa Martinez, the Director of Technology, Enrollment & Information to provide an enrollment update to the committee. Ms. Martinez presented the current enrollment data which was slightly increased from the prior year. Enrollment broken down by grade level of active students, as well as the percentages for each grade including the following: 9<sup>th</sup> grade: 581 (25.11%); 10<sup>th</sup> grade: 576 (24.89%); 11<sup>th</sup> grade: 577 (24.94%); 12<sup>th</sup> grade: 559 (24.16%); and Special Population 'SP': 21 (0.91%) – totaling 2314 active students.

Superintendent Davis asked the Director of Media/Professional Development – Kris Foti to join Mrs. Martinez to present information regarding the newly developed technical program spotlight videos to the committee. Ms. Martinez began by informing the members about the unveiling of the spotlight videos for all twenty-three technical programs. She added that the videos will also be available in multiple languages in the near future. Ms. Martinez and Ms. Foti spoke about how the videos created were a result of having a more online presence which showcased robust programming throughout all twenty-three technical areas, as well as feedback from enrollment and recruiting that showed people wanted the option to see the actual programs without having to come into the school. A few of the current spotlight videos were played for the committee to view, which included Carpentry and Culinary. Ms. Martinez added that they are hopeful to have a co-op and whole school video created as well.

Superintendent Davis asked Ms. Foti to remain at the table to provide information regarding the Collection Development Policy and answer any questions before asking for approval. Ms. Foti provided the members with an overview of the policy, adding the policy is about the process of building a library collection to meet the needs of the student and staff in a timely manner that includes criteria for selection, weeding material, preservation of special collections and appropriate formatting. With no questions from the members, Superintendent Davis asked for approval.

**MOTION:** by Mr. Bahou, seconded by Mr. Sheehan to approve the Collection Development Policy.

**ROLL CALL VOTE:** 5 Yes, 3 Absent (Mr. Nocco, Mr. Richardson, Mr. Hogan)

Superintendent Davis asked Assistant Superintendent/Principal Michael Barton to provide information regarding the out-of-state travel request and answer any questions before asking for approval. Mr. Barton informed the members that the request was for three (3) staff members (Cassie Fenlon, Kara Theall, and Patrick Couillard) to attend the 2024 World Softball Coaches Clinic at the Mohegan Sun Expo Center on January 12<sup>th</sup> and 13<sup>th</sup>.

**MOTION:** by Mr. Morin, seconded by Mr. Sheehan to approve the out-of-state travel for Cassie Fenlon, Kara Theall, and Patrick Couillard to attend the World Softball Coaches Clinic in Uncasville, CT on January 12<sup>th</sup> and 13<sup>th</sup>, 2024.

**ROLL CALL VOTE:**

5 Yes, 3 Absent (Mr. Nocco, Mr. Richardson, Mr. Hogan)

**REPORT OF BUSINESS MANAGER**

Mr. Knight introduced the representative from CPower to discuss their proposal of using battery electric power on campus. Representative - Phil from C Power began by speaking about the school's history of electric power usage during peak stressful times on the grid during certain parts of the year and scaling back during these times to prevent outages. He continued in detail with a slide presentation which included a brief history of LS Power & CPower. He continued with, by harnessing programs available in the region, CPower would be able to provide a no-cost battery solution; batteries would be installed, charge overnight, discharge during the day, as well as resiliency. CPower would handle design, permitting, installation, working with state fire codes, and in turn, create a key-turn process. He added that they have completed a quick analysis which included load profile, footprint of the school and hosting capacity, as well as site financial and energy information.

Next steps would be the Letter of Intent (LOI) in order for CPower to determine feasibility and work with National Grid to ensure it can connect safely with their grid, which is an eighteen (18) month process. If a viable project is found, they would be able to assist us in moving forward. If no viable project exists, both parties would walk away without penalty. However, should a project exist and the school decides to walk away, the school would incur a 'break fee' of \$6,000 and exchange for the break fee, the school would receive the work that CPower has done.

Questions asked by school committee members included the names of any local area schools participating in this type of proposal, if any, as well as location of installation, safety concerns, upkeep, shelf-life (10 years), and assumed savings. After the questions and answers period, the committee thanked the CPower representative for his time, as well as the presentation. The committee informed him that they would like to have a further conversation, at a later date, with all of the committee members present before a decision is made.

Mr. Knight continued on with the next item on his agenda which was regarding the Excess and Deficiency filing. Mr. Knight informed the members that the E&D filing for fiscal year 2023 has been finalized and despite using 1.7 million, there is still a projected balance of 1.3 million remaining which will likely put us close to the 5% limit of our balance after the current fiscal year or in the near future. Mr. Knight continued with the topic of the building expansion project, noting the recently received bid and is approximately 1 million dollars above what was anticipated. Mr. Knight has been in contact with the construction company and if there is nothing to trim related to costs, we may need to utilize approximately \$550,000 from E&D, as well as funding in some other areas, in order to make up the difference. When asked how many bids were submitted, Mr. Knight confirmed that there was only one bidder. Mr. Knight added that the information provided was simply an update on the progress of the project and no motion was needed at this time. He noted that, if there is a need to utilize funding from E&D once everything is ironed out with the project, then a motion would be needed but would mostly likely be part of next year's budget cycle.

Mr. Knight continued on with the last item on his agenda which was looking for the committee's approval of the Wellness Policy. Mr. Knight informed the members that the Wellness Committee for

the school met in November and one of the first items that needed to be address was that our policy needed to be updated. The Wellness Committee reviewed the draft policy to ensure it met the goals of the school and our operations that relate to wellness for students and staff. The policy was approved by the Wellness Committee to come to the School Committee for final approval.

**MOTION:** by Mr. Sheehan, seconded by Mr. Bahou to approve the Wellness Policy.

**ROLL CALL VOTE:** 5 Yes, 3 Absent (Mr. Nocco, Mr. Richardson, Mr. Hogan)

## **OLD BUSINESS**

### **Outstanding Items from Previous Meetings**

1. Superintendent's Wall (O'Hare)
2. Building Security (Sheehan)

## **NEW BUSINESS**

Chairman Gitschier informed the committee that the Facilities Naming Committee currently has three seats that have expired – the School Committee member seat which is appointed by the School Committee Chair and the Current Administrator and Current Teacher seats which are appointed by the Superintendent. Chairman Gitschier appointed himself to fill the one-year term of the School Committeeman seat and asked Superintendent Davis to appoint the remaining two seats. Superintendent Davis informed the committee that she has appointed Mr. Mark White, the Cluster Chair of Physical Education/Athletic Director, to fill the one-year term of the Current Administrator seat and Mr. Brian Martin to fill the one-year term of the Current Teacher seat.

Vice-Chairman Matthew Sheehan, Chairman of the Facilities Naming Committee, commented that he would like to see the board, or possibly a review committee, look at the policy (or bi-laws) for the Facilities Naming Committee and review the policy extensively, making any necessary revisions and bringing it up to date. Mr. Sheehan added that, as Chairman, he would like to defer holding a meeting until the review takes place first.

## **COMMITTEEPERSON MOTION**

There were no committeeperson motions.

## **REPORT OF SUB-COMMITTEES**

There were no reports of sub-committees.

**ADJOURN**

**MOTION:** by Mr. Morin, seconded by Mr. LeMay to adjourn the meeting at 7:50 p.m.

**ROLL CALL VOTE:** 5 Yes, 3 Absent (Mr. Nocco, Mr. Richardson, Mr. Hogan)

Respectfully submitted,

A handwritten signature in black ink that reads "Colette Edmonds". The signature is written in a cursive style with a large, looped "C" and "E".

Colette Edmonds  
Recording Secretary

**Meeting Documents:**

Meeting Notice

Agenda

Minutes for Approval: October 18, 2023

October 2023 Cooperation Education Report

Copy of Enrollment Update Presentation

Copy of Proposed Collection Development Policy

Copy of Out-of-State Travel Information

Copy of C Power Battery Presentation

Copy of Mr. Knight's Memo re: Excess & Deficiency Filing/Use

Copy of Proposed Health & Wellness Policy

Year-to-Date Budget Report