



DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1761  
JANUARY 7, 2020

**Members Present:** Leo Lamontagne Lawrence Chairperson  
Marilyn Fitzgerald Andover Vice Chairperson  
Frank Rossi North Andover Assistant Treasurer  
Stephany Infante Lawrence  
Anngybel Moreta Methuen  
Francisco Surillo Methuen

**Members Absent:** Zoila Disla Lawrence

**Others Present:** John N. Lavoie Superintendent-Director  
Elizabeth Freedman Principal  
Gerry DiStefano Treasurer  
Susan Lally District Recorder

**1. CALL TO ORDER**

Chairman Lamontagne called the meeting to order at 6:00 PM with a pledge of allegiance and a moment of silence. He asked members to remember those who protect us around the world.

**2. MINUTES**

**MOTION:** Ms. Fitzgerald moved to approve the minutes of December 10, 2019

**2<sup>ND</sup>:** Ms. Infante

**VOTE:**

Roll Called by District Recorder:

Ms. Disla Absent  
Ms. Fitzgerald Yes  
Ms. Infante Yes  
Mr. Lamontagne Yes  
Ms. Moreta Abstain  
Mr. Rossi Yes  
Mr. Surillo Abstain

#17892

**3. INTRODUCTION OF NEW DISTRICT MEMBERS**

Supt. Lavoie introduced the new District Members and welcomed them to the District Committee.

#### 4. FINANCE REPORT

##### a.) *Cash Balance Report*

Mr. DiStefano read the report into the record.

**MOTION:** Ms. Fitzgerald moved to approve the Cash Balance Report as presented.

**2<sup>ND</sup>:** Mr. Rossi

**VOTE:** Unanimous

#17893

##### b.) *Consolidated Cash Reconciliation Report*

No Discussion

##### c.) *Revolving Fund Report*

No Discussion

##### d.) *Budget Report*

No Discussion

#### 5. COMMUNICATIONS

##### a.) *Donations*

- 2007 Ford Taurus, valued at \$1,474.00, donated by Ms. Heather Gaillard, Georgetown, MA.

##### b.) *Articles*

- "Politio announces \$2.5M grant for Advanced Manufacturing, Eagle Tribune

One member reported on a recent article written about one of our students, Joel Javier who was named Boys Club of America.

##### c.) *Public Participation*

None

#### 6. REPORT OF THE SUPERINTENDENT-DIRECTOR

##### a.) *Out of State Travel*

Ken Henrick, Rich Zaker and Dan Loughlin and Students are requesting Out of State Travel to attend Viega USA Education Center in Nashua, NH on January 17, 2020 and February 3, 2020. Trip Cost is \$300 for bus transportation.

**MOTION:** Ms. Fitzgerald moved to approve the Out of State Travel for Ken Henrick, Rich Zaker and Dan Loughlin and Students to attend Viega USA Education Center in Nashua, NH on January 17, 2020 and February 3, 2020. Trip Cost is \$300 for bus transportation.

**2<sup>ND</sup>:** Mr. Rossi

**VOTE:** Unanimous

#17894

Discussion: One member requested to have a short description of where they are attending attached to the out of state travel form.

##### b.) *Van Purchase Award*

Supt Lavoie reported to the District Committee that the lowest bidder was Woodworth Motors for the purchase of a 14-passenger van. Supt. Lavoie reported that the purchase of the van was approved at the Capital Improvement Committee

**MOTION:** Ms. Fitzgerald moved to approve the award of a 14-passenger van to Woodworth Motors in the amount of \$51,610.00 as the lowest bidder.

**2<sup>ND</sup>:** Mr. Rossi

**VOTE:** Unanimous

#17895

*c.) Admissions Policy*

Supt. Lavoie reported that a document was put in the packet for everyone to review and see. Students receive points based on their academics, attendance, conduct and recommendations. The student receives 25 points for academics, 20 points for attendance, 20 points for conduct and 10 points for recommendations. The student is then ranked from highest down. We usually have a cut off of about 520 students and accept about 420 students. We then establish a wait list based on their scores and students that fall 10 points lower are denied. The denied students can then appeal to the Director of Guidance and Admissions and then to the Principal. One member asked if we are voting tonight? Supt. Lavoie reported that if the only time we need to vote if changes have to go to the Department of Education. One member would like to see the changes in red or italics. Supt. Lavoie reported that the only changes right now are in the placement of students. It was voted on by the Committee when we made the change. After the students make their selection next week, Ms. Gioia will give a report at our February meeting. If you have any questions or concerns, please let us know prior to the meeting. One member asked if we hold informational meetings for parents of middle school students. Supt. Lavoie reported that we do have a presentation in October to all the middle school guidance counselors and have an open house in November. Supt. Lavoie reported that we do not hold a meeting for parents but think it is a great idea. We would be happy to go to any PTO meeting so they would know what the criteria would be for their students. Supt. Lavoie reported that we do send everyone a letter in our communities to invite them to our open house. We could do an information session at the end of the open house to parents and students. One member reported that she noticed that under eligibility we are not consistent with adding 11th grade to this policy. One member asked if we should include a separate policy for the Lawrence High Program. Supt. Lavoie reported that we do have an MOU with Lawrence High, but it does not include a specific criteria. It talks about funding, busing, discipline. We haven't denied any students yet, but as it becomes popular, we may have to. We can work with Lawrence High Administrators so they can articulate their expectations and requirements as well as ours too and add a separate policy for the future. One member asked about unexcused absences. Principal Freedman reported that we used to count absences as one, but each school has been separating the unexcused absences. One member reported that she feels strongly about keeping the Lawrence High Program separate. One member asked if there is a deadline for transfer students. Supt. Lavoie reported that we usually have a deadline of October 1<sup>st</sup> but have accepted students after that.

*d.) Budget Update*

Supt. Lavoie reported that we have started sitting down with the department heads to review their itemized budgets. We ask each department to level funds based on what they received last year as closely as they can with the understanding, we know equipment costs will likely increase. Once this is done, we should have a preliminary budget from the governor. If we are over, then we will start the process over and try to decrease each of their budgets by ten percent. We look at supplies, equipment and the advisory minutes to see any recommendations. We look at personnel and salaries. One member reported that over the last few years, the Committee has seen large budget transfers and feels that we have missed something somewhere. I would like to see less budget transfers and ask the department heads to do more with itemizing when negotiating the budgets

*e.) Negotiations Update*

Supt. Lavoie reported that the start of negotiations is next week. We have six unions that we negotiate with. Our first meeting is scheduled for January 14, 2020 and the next meeting is scheduled for January 16, 2020.

*f.) Principal's Report*

- *Shop Selection Process*

Principal Freedman reported that tonight was parent information night. The guidance department and administrators held an informational meeting to the parents to help them understand the 9th grade shop selection process. Grade 9 students will pick their shop on Friday. We took our academic grade out which increased students getting their first-choice pick from 57 to 81 percent. For students who do not get their 1st, 2nd or 3rd choice selection (usually about 30), the guidance counselors will meet with them individually and help them through the process and let them know they are on a waitlist. This is done prior to the 9th grade students hearing about their shops. One member asked what the three top popular shops are. Ms. Freedman reported that it is usually, Electrical, Health Careers and Plumbing/HVAC Construction Shops. Some of the newer shops need some time to climb up. One member asked if they don't get their 1st, 2nd and 3rd choice do they go down the line? Ms. Freedman reported that they do, and the guidance counselors try to match the student's interests with the shops.

## 6. REPORTS OF COMMITTEES

### 7. OLD BUSINESS

#### a.) District Committee Priorities

One member asked about the status of the Policy Handbook. He would like to put a deadline on the status of the updates.

**MOTION:** Mr. Rossi moved to put a deadline of March 1, 2020 on the status of the Policy Handbook.

**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Unanimous

#17896

#### b.) Policy

## 8. NEW BUSINESS

## 9. PERSONNEL CONSIDERATIONS /REPORT

#### a.) Resignations

#### b.) Leaves of Absence

#### c.) Retirements

#### d.) Appointments

#### e.) Job Postings

- Spring Athletic Coaches, Game Workers and Athletic Security, Annual Positions (see attached)

**MOTION:** Ms. Fitzgerald approved the job postings as presented

**2<sup>ND</sup>:** Ms. Infante

**VOTE:** Unanimous

#17897

One member would like to see travel to include pay for a substitute teacher.

**MOTION:** Ms. Fitzgerald moved to include a substitute pay if travel is needed.

**2<sup>ND</sup>:** Ms. Infante

**VOTE:** Unanimous

# 17898

## 11. FUTURE AGENDA ITEMS

One member wanted to let the District Committee know that the Mayor of Lawrence will recognize the girls' soccer team tomorrow at 5PM. It is open to everyone.

## 12. EXECUTIVE SESSION:

**MOTION:** Ms. Fitzgerald moved to go into Executive Session

**2<sup>ND</sup>:** Ms. Infante

**VOTE:**

Roll Called by District Recorder:

Ms. Disla                      Absent

Ms. Fitzgerald              Yes

Ms. Infante                    Yes

Mr. Lamontagne              Yes

Ms. Moreta                    Yes

Mr. Rossi                      Yes

Mr. Surillo                    Yes

#17899

**ENTER EXECUTIVE SESSION**

**ENTER OPEN SESSION**

**13. ADJOURNMENT**

**MOTION:** Ms. Fitzgerald moved to adjourn at 7:45p.m.

**2<sup>ND</sup>:** Mr. Rossi

**VOTE:** Unanimous

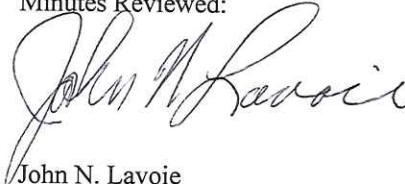
#17902

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director