



Greater Lawrence Technical School

**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1807  
May 18, 2021**

<b><u>Members Present:</u></b>	Francisco Surillo	Methuen	Chairperson
	Vivian Marmol	Lawrence	Vice Chairperson
	Zoila Disla	Lawrence	Assistant Treasurer
	Marilyn Fitzgerald	Andover	
	Leo Lamontagne	Lawrence	
	Anngybel Moreta	Methuen	

<b><u>Members Absent:</u></b>	Frank Rossi	North Andover
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<b><u>Others Present:</u></b>	John N. Lavoie	Superintendent-Director
	Susan Zielinski	Interim-Principal
	Maria Silva	Business Manager
	Susan Lally	District Recorder

*Roll Call was taken by District Recorder: Mr. Rossi (Absent), Ms. Fitzgerald, Ms. Disla, Ms. Moreta, Mr. Lamontagne, Ms. Marmol and Mr. Surillo are all present.*

**1. CALL TO ORDER**

Chairman Surillo called the meeting to order at 6:00 PM with a pledge of allegiance and a moment of silence.

**2. COMMUNICATIONS**

*a.) Donations*

None

*b.) Articles*

None

*c.) Public Participation*

None

**3. REPORTS OF THE SUPERINTENDENT-DIRECTOR**

*a.) Graduation Update*

Supt. Lavoie reported that our graduation ceremony is on Thursday, June 3<sup>rd</sup> at 6:00PM. Typically, we have a reception before the ceremony that will begin at 5:00. This year, the reception will be held outside. More information will be coming to you. The graduation will be

out on the football field and the stage will be set up on the thirty-yard line and the students will be seated six ft apart. Each student has received two tickets for guests. The seating in the stands will be monitored. The District Committee will walk in before the students as in the past.

*b.) MCAS Update*

Ms. Zielinski reported that MCAS is scheduled for May 27<sup>th</sup> and 28<sup>th</sup> for English Arts and June 3<sup>rd</sup> and 4<sup>th</sup> for Math. We have communicated with students and parents this past week to let them know what the schedule is. We additionally shared some safety plans and expectations of the students. We will send another reminder home. We had proctor training for all staff scheduled proctors last Wednesday during our half day professional development day. The grade 10 teachers in ELA, Math as well as other subject and career area teachers have been working with the students getting them ready to take the test. It was great we returned to in-person academics this week because it helped get the students in the building. Schedules are being finalized. I wanted to update the District Committee with in-person numbers. We have 1,181 in-person and 444 remaining remote. We had more students that we anticipated that decided to come back. A big shout out for the administrative team and the teachers for all they did preparing for MCAC. Chairman Surillo also thanked everyone for all they did.

*c.) Administrators/Directors Licensure Requirements*

Supt. Lavoie reported that the requirements to become an Administrator was provided to the District Committee. If the Committee has any questions, I would be happy to conduct a workshop and or presentation. There are different licenses that have different requirements. Chairman Surillo reported that he would like that.

*d.) Recognition of Skills USA Students*

Supt. Lavoie reported that Ms. Smith and Mr. Ouellet are our Skills USA Advisors. Ms. Kristine Smith, English teacher along with Mr. Ouellette and senior Electrical student, Jared Small were in attendance. Ms. Smith reported that we were asked to speak to you about Skills USA and our participation. It is partnership of students, teachers and industry working together to ensure that America has a skilled workforce. It is an organization that is co-curricular that combines leadership and technical skills to prepare students for career success. This year was anything but normal, but Skills USA, Massachusetts was committed to providing a safe competitive environment that brought a sense of normality to our students. Greater Lawrence participated in this year's Skills with great success. Although the numbers were low compared to last years, the students that did participate excelled. At our virtual district competition, we brought home five medals. At our state competition, we brought home one bronze medal.

Ms. Fitzgerald asked if there will be a national competition this year. Ms. Smith reported that there will be but at the state level. Supt. Lavoie reported that he wanted to thank our advisors and our student for attending tonight and congratulate them for their work this year for Skills USA. To have a gold and silver medalist in one competition is extraordinary and to have it happen in electrical is even more because hundreds of students take electrical. All our students did very well this year in spite of the pandemic.

Student Jared Small reported that it was nice to see everyone's skill levels, not just in our school but all around. Next year I will be going to work where I am in my Co-op position. I hope to get

my journeyman's license and then move on to my master license and open up my own company one year.

Chairman Surillo and the committee thanked Jared. You have great future ahead of you.

## **6. REPORTS OF COMMITTEES**

### *a.) Meeting/Discussion on Job Postings*

Ms. Fitzgerald reported on the meeting that she had with the HR Director and District Committee member, Ms. Marmol. We both learned quite a bit from Ms. Ayala and thought this would help the members. As you are aware, the school has a policy manual that includes or encompasses most every conceivable circumstance of the running of the school. This Policy Manual can be found on-line. Each of these policies first had to have the vote and approval from the District Committee at the time they were adopted. These policies are regularly reviewed by a firm/person that many school committees use to make certain the school follows all Federal and State laws and regulations. The policy manual includes our hiring procedures. There is no need for this committee to have extensive paperwork included with the job posting notices unless it is a new position waiting for the committee's approval. The salaries for all present positions have been negotiated with the various union segments. Likewise, every teaching or administrative position requires DESE licensure and is listed on their website. No replacement positions are brought before us that do not meet the policy requirements as approved previously by the committee of record. This committee cannot make changes in job requirements that are different from those already previously approved. However, if this committee wants to change one or more of the policies of previous committees that is their right but those changes cannot alter DESE requirements or union negotiated terms. Ms. Marmol and I are recommending inviting a representative of the Massachusetts Association of School Committees to do a workshop for this committee on our duties and responsibilities relative to job postings and other matters that might be pertinent. We have never done a workshop like this and we both feel that it would help. It was productive and we learned a lot. There is room for all of us but in terms of going through and picking apart the things that are presented, that is part of a policy that has been previously adopted. Ms. Marmol reported that to alleviate any concerns regarding job postings we would like to see what certification is required, job description, union/non-union, title, pay grade, position type, full or part time. Ms. Fitzgerald reported that once a month it would be nice if we could see a list of the people that were hired and or not hired, just as a courtesy. Ms. Marmol reported that these are things that we are recommend going forward hoping that this should be sufficient so we don't have to advise HR and or the Superintendent that something is missing in the job description. Chairman Lamontagne reported that the workshop is a good idea. Supt. Lavoie will be in touch with MASC and set that up.

### *b.) Members Attending Virtually*

Mr. Lamontagne reported that he hoped as I said before if anyone of us had some sort of a situation that would not allow us to physically be here, we will still able to participate virtually and represent their community. We don't want to force anyone to attend, but I don't want to take away their opportunity if they want to do it. I actually don't believe that this committee has the right to take that away from any member. There are many companies that are successful with technology and they can be acquired. Ms. Disla reported you are asking for one person, you didn't say for all. That doesn't sound right to me. Mr. Lamontagne reported that I thought I was clear in saying if anyone of us had a health situation that would require them to attend virtually,

not just one, however in this case it is about one person. Ms. Marmol reported that we need to get clarity as to the violation to anyone's rights, so if Chairman Surillo could get some clarity on this. Over the weekend, I have been participating in "Charting the Course" and they talk about access and participation, based on Mass General Laws, all remote participants need to be audible. If anyone is not audible, that raises a red flag if they would have the ability to cast a vote. Also, all votes are by roll call and I remember in one occasion, he was unable to speak because of the audio. These are concerns I have and I would like to have this addressed if we vote yes. Supt. Lavoie reported that he spoke to the Director of Technology to talk about our issues we had, and he reported that the difficulties we were having is that we were all on our laptops and chrome books at the same time in the same room. If there was one computer, we would not have those sound problems, because we do it every day in school. Chairman Surillo, at this time we need to rescind the old vote and all members would have to be present to do this. I would have to have another discussion with him but I do have concerns. I would like to table this until I have an opportunity to talk to that member and to our attorney.

**MOTION:** Mr. Lamontagne moved to table having members attend virtually.

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

Ms. Marmol reported that going forward with this particular subject does it have to be in executive session? Chairman Surillo reported that only if we are talking about a specific individual.

**VOTE:** Unanimous

#17767

## **7. OLD BUSINESS**

*a.) District Committee Priorities*

*b.) Policy*

Ms. Disla reported that it was mentioned that we would be seeing the policy changes and updates. Ms. Lally will gather each section and bring the updates and changes to the District Committee.

## **8. NEW BUSINESS**

## **9. PERSONNEL CONSIDERATIONS /REPORT**

*d.) Job Postings*

- *English Language Curriculum Development: Review and revise English Language Development Curriculum, Mapping and Developing a Math/Science Unit for ELD. Up to 5 teachers, up to 10 hours each, \$35.00/hour, June-August, 2021, Annual Position. (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17768

- *Program & Grants Management Assistant: Assistant for the Coordinator of Grants, Workforce Development & After School/Evening CTE Programs. Responsibilities will consist primarily of giving support in program development/resource development, program operations and clerical duties, \$60,000-\$80,000 (To be funded primarily from*

*After School and Evening Grants.), Spring 2021, Work Schedule will be from mid-morning to early evening each day, New Position, (See Attachment)*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17769

- *Homework Hub: FY2021-2022, Up to 3 teachers or paraprofessionals for Homework Hub. Program runs T/Th 3:00-4:30 (1.5 hours paid), 1 teacher or paraprofessional for Homework Hub and bus duty. Program and bus duty will run T/Th 3:00-5:00 (2 hours paid), Up to 2 substitutes to support program, per CBA, Annual Position. (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17770

- *ACES Support Program: FY2021-22, 1 facilitator. This position includes bus duty at the end of the program. Thursdays 3:00-5:00 (2 hours paid), Up to 4 faculty/staff for ACES. Program held Tuesdays 3:00-4:30, (1.5 hours paid), Up to 2 substitutes to support program., per CBA, Annual Position. (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17771

- *New Teacher Orientation: 1 Facilitator @ \$1,740, Stipend, up to 15 mentors @ \$850 each Stipend, 1 Mentor Facilitator @ \$500 Stipend, (Position can be held by a mentor concurrently, Title IIA Stipend, Annual Position. (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17772

- *Juntos Podemos: Extended Day ELD Program, FY2021-22, One teacher or paraprofessional needed to facilitate Juntos Podemos, up to two teachers or paraprofessionals to support the implementation of Juntos Podemos, Program will run weekly, Tuesday and Thursday from 3:00-4:30 pm, Facilitator will be paid 1.5 hours per daily session, plus .5 for daily planning (2 hours per day overall). Teachers(s)/paraprofessional(s) will be paid 1.5 hours per daily session total, Title III Stipend, Annual Position. (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

Chairman Surillo asked who will they be working with in this program? Ms. Zielinski reported that it is a program in our EL department. It is a combination of homework help and enrichment activities. We explain programming and explain how they can get involved with sports and other activities. This year it was remote and it was a great way for English learners to connect in a virtual way. The team will work on getting students out into the community and focus on our English Learners. This started two years ago and I am excited to grow this program.

**VOTE:** Unanimous  
#17773

- *English Learner Liaison: Up to 6 liaison to support English Learners and the EL Program, Support students throughout their career and academic program, including Language acquisition, career and academic achievement, attendance, other (as pertinent to position, communicate with parents/guardians via telephone, written communication or meeting to inform them of a student progress and EL program information, Interpret for district/school personnel to facilitate student and parent comprehension, translate flyers, presentations, memos and notes as needed, attendance at back to school night and/or ELPAC events (as required, up to 5 hours, position open to EL Paraprofessionals, \$500 Stipend, FY 2021-22, Title III Stipend, Annual position. (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous  
#17774

- *School Adjustment Counselor: Licensed School Adjustment Counselor/School Social Worker to provide clinical support to students experiencing behavioral, mental health and academic issues, Per Teacher CBA, SY2021-22, New Position. (See Attachment)*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous  
#17775

- *Athletic Trainer/Assistant to the Athletic Director: (See Attachment)*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

Supt. Lavoie reported that we are changing our Athletic Trainer's duties. Our Athletic Director will have to reapply for the new job. We are looking to expand duties that include more support to the Athletic Director. Ms. Fitzgerald asked if because the Athletic Director is a MAPSA position, where would that put this position? Supt. Lavoie reported that this is a non-rep position even though the Athletic Director is in the paraprofessional unit. Ms. Marmol asked what the name change is? Supt. Lavoie reported that the current position is Physical Education Assistant/Athletic Trainer and worked with the Athletic Director and coaches with planning and

organizing any training to ensure the students were trained physically and properly. Additionally, she attends every event and practice after school. That is her main responsibilities in the past. Now, the Athletic Trainer/Assistant to the Athletic Director will be doing more support to the Athletic Director. This will include a lot more interaction with the MIAA and helping the AD support a lot of the initiatives and the athletic teams that are interacting at the school. Ms. Marmol asked by changing a person's title or responsibilities, does that constitute as a new position? Supt. Lavoie reported that it was a new position. Ms. Disla asked if the Athletic Trainer would have to apply for the position? If so, and she doesn't qualify, would she lose her job? Supt. Lavoie reported that if she didn't have the qualifications, she would not be eligible for the new position. This person would be helping the Athletic Director with the scheduling of the fields, not renting. Ms. Disla reported that she would like to table this position until we are clearer. Either this person will get the job or lose her job. Ms. Marmol asked if this would be a promotion? We are changing her title and adding more responsibilities? Supt. Lavoie reported that we don't usually do promotions in that sense. The trainer's role now does not encompass a lot of what the new position will. In order to have someone take on a larger responsibility and job, it requires a new job. It encompasses what the trainer is doing now and much more. Because the Athletic Trainer is in the union right now, we could not just add on more responsibilities because it is a contract that has been approved. Ms. Fitzgerald reported that for many years, I handled the renting of the pool here and many other high schools and never once did I deal Athletic Director, I had to deal with an Administrative Assistant or an Assistant to help with the paperwork and it has expanded even more now. Everything is done online and there are much more responsibilities. This position is just to help the AD with all the administering to do by the MIAA and everything else. I would support this, because he has documented in the description everything that he would expect from the new person in this position. Ms. Moreta asked if the current Athletic Trainer knows about this current change? Supt. Lavoie reported that she does know and is interested in this job.

In my opinion, we have an exceptional Athletic Trainer and she does try to help and support the Athletic Director in any way she can. This is the same women that is our contract tracer. Mr. Surillo reported that he wanted to remind when we talk about a new position, we should be careful on how we phrase it.

Supt. Lavoie, what is the DC looking for. Possible having the AD talk about it. VM, can we have the old description, Is this an increase in pay. We have a position in the budget, 60, 000 for next year and we can revisit this if we need to.

**VOTE:**

Roll Called by District Recorder:

Ms. Rossi	Absent
Ms. Fitzgerald	Yes
Ms. Disla	No
Ms. Moreta	Yes
Mr. Lamontagne	Yes
Ms. Marmol	No
Mr. Surillo	No

3 yeas, 3 nays  
Motion does not carry  
#17776

**MOTION:** Mr. Moreta moved to table the job posting as presented.

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

**VOTE:**

Roll Called by District Recorder:

Ms. Rossi	Absent
Ms. Fitzgerald	Yes
Ms. Disla	Yes
Ms. Moreta	Yes
Mr. Lamontagne	Yes
Ms. Marmol	Yes
Mr. Surillo	Yes

#17777

Supt. Lavoie asked what the District Committee is looking for so he can be prepared to bring it back to the next meeting. Ms. Fitzgerald suggested having the Athletic Director present. Ms. Marmol reported that she would like to see the Athletic Trainer's current job description. Ms. Silva reported that we have this position in the budget for next year for \$60,000. We can revisit this if we need to because of there were a lot of duties.

- **Football Kicking Coach:** (*See Attachment*)

Supt. Lavoie reported that when we went through the coaches positions last week, this position was left out in error.

**MOTION:** Mr. Lamontagne moved to table the job posting as presented.

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

Ms. Moreta asked if they are getting paid now? Supt. Lavoie reported that he volunteered his time last season and did it without getting paid because it was not posted. Ms. Disla asked if this is a new position? Supt. Lavoie reported that this position has been around for two seasons. It is coming in as a separate posting because it was not added with the coaching jobs last week. Ms. Marmol reported that it is lacking information. Ms. Fitzgerald reported that when we get the listing for the coaches' positions, it doesn't say what they are doing, just that it is for football and listed as Asst. 1, 2, 3, etc. This was the job in 2019, and in 2020 it didn't happen until 2021 and it was just left off. This fall will be the third year. This was just an honest mistake, and left off last week coaching jobs. Supt. Lavoie reported it was an oversight and it wasn't added to the list. Ms. Disla reported that it is missing information and this doesn't have it and it needs to come back. Supt. Lavoie reported that he will bring it back. The person that did this was one of our custodians.

**VOTE:**

Roll Called by District Recorder:

Ms. Rossi	Absent
Ms. Fitzgerald	Yes
Ms. Disla	No
Ms. Moreta	No
Mr. Lamontagne	Yes



Ms. Marmol                      No  
Mr. Surillo                      Yes  
3 yeas, 3 nays  
Motion does not carry  
#17779

- **Lead Teachers:** *Reporting directly to the Supervisors of Academy and/or appropriate Administrator. Lead Teachers coordinate departmental activities of their prescribed academic/vocational discipline, coordinate meetings, provide leadership for the department curriculum, input to support the scheduling process and oversee the daily condition of all department instructional areas, Per Local 1707 Contract, SY2021-22, Annual Position. (Internal Position, See Attachment for list)*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17780

- **2021-22 Club & Activities Advisors:** *(Internal Position, See Attachment for list)*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17781

- **Freshman 101:** *1 Facilitator; up to two English teachers; up to two math teachers; up to one SEL/study skills instructor; up to two paraprofessionals (one from Special Ed. And one from EL), Teachers @ \$5,000 Stipend, Paraprofessionals @ \$2,750 Stipend, 7/6/21-7/29/21, Annual Position. (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17782

- **Reggie Readiness (Summer School):** *1 Facilitator; up to three English teachers; up to three science teachers; up to three history teachers; up to three Special Education teachers or paraprofessionals; on nurse, on Parent Liaison, Teachers @ \$5,000 stipend, paraprofessionals at \$2,750 Stipend, 7/6/21-7/29/21, Annual Position (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17783

- **EL Summer Program:** *Certified English Learner Teachers or SEI Endorsed Instructors and paraprofessionals for weekly summer enrichment program. Each week will focus on a different language., Up to 4 teachers and 4 paraprofessionals to support the EL Summer Program, Stipend for Teachers, \$650, curriculum planning, \$1189 per week teaching stipend for paraprofessionals, \$560 per week., Annual Position (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17784

- **English Learner Transition Support:** *Up to 2 teachers or 2 paraprofessionals to coordinate incoming freshmen records, update current student records, and work with families to ensure accurate student information in ELL evaluation., Up to 10 hours each, Per CBA, Summer 2021, Annual Position. (Internal Position, No Attachment).*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17785

- **Certified Special Education Teachers:** *Up to 5 (1 per week of summer school, teachers may teach more than one week/Paraprofessionals: 1 per week of summer school up to 5, paraprofessionals may provide support more than one week. Details: Certified Special Education Teachers and paraprofessionals to provide in person instruction for skills-based instruction in the areas of Writing, Reading, Mathematics, Social Skills and Transition Skills. The program will run 5 weeks for 4 hours a day, 4 days a week. There will be an additional 3 hours per week for prep/planning and 10 hours before the start of the program for curriculum development, Stipend for Teachers: \$650.00 for curriculum work, #1,189.00 per week for teaching, Stipend for Paraprofessionals: \$560.00, 6/28/21-7/29/21, Annual Position. (Internal Position, No Attachment)*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17786

- **2021-2022 AM Monitors/Detention Monitor:** *Morning monitor positions with help with traffic details in the morning during bus/parent drop off. Monitors will be strategically placed around the school building to ensure that both traffic flow is continuous and that students are safe during drop off. Monitors will direct traffic, assist*

*with bus drop off and assist with parent drop off to specific drop off locations. Buses/parents should not unload until either 7:25 or when the instructor has arrived: 7:05-7:35am, Monday-Friday: Position #1, at stop sign outside of 4Winds, Position #2, inside back doors, Position #3, outside of small gym, Position #4, inside big gym, Position #5, outside big gym, Position #6, outside of PAC, Position #7, inside of PAC, Annual Position/**Detention Monitor:** Tuesday/Thursday 3-4:30PM and Saturday 8AM-12PM, Monitors students while attending discipline office issued detention after school and on Saturdays, Annual Position. (Internal Position, No Attachment)*

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17787

- **Chemistry Teacher:** SY2021-22, Per Teachers Contract, Replacement Position. (Job Description per Teacher Requirements)

**MOTION:** Mr. Lamontagne moved to approve the job posting as presented.

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

**VOTE:** Unanimous

#17788

## **10. FUTURE AGENDA ITEMS**

- *Surveys*

Ms. Marmol reported that she became aware of a survey that was done recently. It was “Conditions for School Effectiveness Survey”. Can you clarify and elaborate further about this survey? I would also like to recommend that the District Committee be able to have documentation on all future surveys that are sent out and the results. Supt. Lavoie reported that at our last meeting, Chairman Surillo asked if we have done a survey on the teacher’s morale and we did not. I did report to the District Committee at our April 20<sup>th</sup> meeting that we did do the “Conditions for School Effectiveness Survey”. This survey is not a teacher morale survey. All staff fill it out and we use it to identify our strengths and weaknesses on ten conditions and standards. This was established when we were a level three school and were required to do this survey. Once we became a level one school, we were no longer required to do this survey but we continued because it gave us substantial data on our strengths and weaknesses. Once the survey is completed by the staff, it goes to the ILT and the administrative team to do an analysis of the survey. It is then given to the school council members who will develop our school improvement plan which is then presented to the District Committee for approval. We typically use our school improvement plan to plan our professional development for the upcoming school year and our administrative retreat. I did inform the District Committee earlier about this survey and the process. The analysis should be completed this week. Ms. Zielinski reported that she will be meeting with the school council and they use this as a baseline as well as our recommendations to formulate our school improvement plan that goes to the Superintendent. Ms. Marmol reported that she would like to see all surveys because they serve a certain purpose and it is important to me that I know so I can make decisions on the improvement of the school.

We are not here every day like teachers and students so we rely on surveys. It is any future survey. Supt. Lavoie reported that we can share the surveys and the results with you.

- *Superintendent's Evaluation*

Ms. Disla reported that she wanted to add the evaluation of the Superintendent-Director to the agenda for the next meeting because it is due on July 1<sup>st</sup>. Mr. Lamontagne reported that the evaluations are collected by the chairperson and then given to the Executive Assistant to compile and then given back to the chairperson. Mr. Lamontagne reported that the Chairperson collects the evaluations when they are completed and once compiled will send one to the state.

- *Admissions Procedure*

Ms. Disla would like to have the Director of Guidance and Admissions come to a meeting to give a presentation. Supt. Lavoie reported that DESE has made new regulations around the admissions policies and regulations. There may be some necessary changes based on the state regulations. It is in its final stages where you can respond. All the Superintendents/MAVA are meeting to develop a response. The final vote will be in June. I am glad to take any thoughts that the committee has with regards to admissions.

The District Committee will have to approve it and then the Department of Education would have to approve it.

Ms. Disla wanted to know how the parents are getting their information when a survey goes out? How are parents being reached for their surveys and how are we following up? Supt. Lavoie reported that either I or the Principal will do a Connect Ed call when we are sending out a communication. We can identify how many parents got the call. Sometimes we need a response and sometimes we don't. If we are going to send out an email or written communication, we send out a connect ed call to let them know it is coming. We are doing an ongoing effort to ensure that we connect with every parent.

Ms. Marmol asked when we do surveys, do we send out a blast text message, phone call? Supt. Lavoie reported that we use other platforms such as Facebook, website, etc. Ms. Infante follows up with social media. Ms. Zielinski reported that we do know for a connect ed call how many received our call. We talked about this internally this year regarding communication and recognized this as an area of growth, starting with asking a parent what the best way to communicate with you.

Ms. Fitzgerald wanted to recognize the Rotary/Interact Club. On Saturday I was here at the school while the club had a car wash. Thanks to our principal and other faculty members, they had a great turnout. Every year, the club gets to vote on who will receive the funds. This year they voted that all the funds from the carwash were to go to our custodians and cafeteria staff.

## **9. EXECUTIVE SESSION**

**MOTION:** Mr. Lamontagne moved to go into Executive Session at for contract negotiations at 8:11PM.

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

**VOTE:** Roll Called by District Recorder:

Ms. Rossi                      Absent

Ms. Fitzgerald Yes  
Ms. Disla Yes  
Ms. Moreta Yes  
Mr. Lamontagne Yes  
Ms. Marmol Yes  
Mr. Surillo Yes  
#17789

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

**MOTION:** Mr. Lamontagne moved to approve the Custodian's MOU as presented.

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

**VOTE:** Roll Called by District Recorder:

Ms. Rossi Absent  
Ms. Fitzgerald Yes  
Ms. Disla Yes  
Ms. Moreta Yes  
Mr. Lamontagne Yes  
Ms. Marmol Yes  
Mr. Surillo Yes  
#17795

**MOTION:** Mr. Lamontagne moved to approve the Cafeteria's MOU as presented.

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

**VOTE:** Roll Called by District Recorder:

Ms. Rossi Absent  
Ms. Fitzgerald Yes  
Ms. Disla Yes  
Ms. Moreta Yes  
Mr. Lamontagne Yes  
Ms. Marmol Yes  
Mr. Surillo Yes  
#17796

**MOTION:** Mr. Lamontagne moved to table the MAPSA contract and MOU as presented.

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

**VOTE:** Roll Called by District Recorder:

Ms. Rossi Absent  
Ms. Fitzgerald Yes  
Ms. Disla Yes  
Ms. Moreta Yes  
Mr. Lamontagne Yes  
Ms. Marmol Yes  
Mr. Surillo Yes  
#17797

**MOTION:** Mr. Lamontagne moved to approve the 2% raise for non-union representatives as presented.

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

**VOTE:** Roll Called by District Recorder:

Ms. Rossi                      Absent

Ms. Fitzgerald              Yes

Ms. Disla                      Yes

Ms. Moreta                    Yes

Mr. Lamontagne              Yes

Ms. Marmol                  Yes

Mr. Surillo                    Yes

#17798

### 11. ADJOURNMENT

**MOTION:** Mr. Lamontagne moved to adjourn at 9:15 p.m.

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

**VOTE:** Unanimous

#17799

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director