



**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1846
August 30, 2022**

Members Present: Leo Lamontagne Lawrence Chairperson
Thomas Hatem Methuen Vice Chairperson
Marilyn Fitzgerald Andover Assistant Treasurer
Zoila Disla Lawrence
Vivian Marmol Lawrence
Francisco Surillo Methuen

Members Absent: Frank Rossi North Andover

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

1. CALL TO ORDER

Chairman Lamontagne called the meeting to order at 6:00 p.m.
Roll Call by District Recorder: Mr. Rossi (absent), Ms. Fitzgerald (present), Ms. Disla (present), Mr. Hatem (present), Mr. Surillo (present), Ms. Marmol (present), Mr. Lamontagne (present).

2. MINUTES

a. Minutes from August 16, 2022

MOTION: Mr. Surillo moved to approve the August 16, 2022 minutes as presented.

2ND: Mr. Hatem

Vote: Unanimous

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3. FINANCE REPORT

a. Cash Balance Report

Mr. DiStefano read the Cash Balance report of August 23, 2022 into the record.

MOTION: Mr. Surillo moved to approve the Cash Balance report as presented.

2ND: Ms. Fitzgerald

Vote: Unanimous

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Ms. Fitzgerald wanted to clarify if we receive interest separately and if it could be shown on the report. Mr. DiStefano reported yes and will make sure it is on the next cash balance report.

b. Consolidated Cash Reconciliation Report

No discussion

c. Revolving Fund Report

Ms. Fitzgerald reported that it was good to see the carry over balances in the report and thanked the business office for the report.

d. Budget Report

No discussion

4. COMMUNICATIONS

a. Donations

b. Articles

Chairman Lamontagne reported that there was a nice article in the Eagle Tribune on Sunday that spoke about our After Dark Program.

c. Public Participation

No discussion

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a. Superintendent's Evaluation Timeline

Supt. Lavoie reported that he put together a timeline to make the process easier. Ms. Fitzgerald reported that she likes the timeline and by submitting it in May gives us a final vote two weeks later. Mr. Surillo asked if we are setting standards at the next meeting? Supt. Lavoie reported that he will review the standards and they will be presented October 11th (Step 2) for review and or changes.

b. September Calendar

Supt. Lavoie reported every month the District Committee will receive a school calendar of events. Ms. Marmol would like to make sure the school calendar is on the website and is functioning properly. Supt. Lavoie reported that we will be going through the website and updating it.

c. Admission's Report

Supt. Lavoie reported that a copy of the community 2026 enrollment report as of August 24, 2022 was provided. Ms. Fitzgerald reported that she would like to change the report to add a column that shows the number of applicants and change the applicant's column to reflect enrolled students. Supt. Lavoie reported that we have a total of 440 students that are enrolled as of today and are looking at a few more reviews. We typically have some that do not show up the first day or leave after a few days. Ms. Disla asked how many applicants do we have? Supt. Lavoie reported that we have a little under 1600 freshman applicants. A list of 10th applicants will be updated as well as size of each grade and provided to District Committee.

d. New Hire Demographics

Supt. Lavoie reported that a list of all our new hires for SY2022-23, positions and if they are a diverse hire has been provided in a report to the District Committee. We have 39 new hires for SY2022-23, 20 new hires are diverse (51% of new hires for SY2022-23 are diverse). Eighteen out of 39 new hires are teachers, 8 are diverse. (44% of new teacher hires are diverse). We have two more openings to fill, Biotechnology and IT instructors.

e. Organizational Chart

Ms. Fitzgerald requested the title "Maintenance Supervisor" to be changed to "Director of Facilities and Operations" on the organizational chart.

f. RFP for Phase IV Field

Supt. Lavoie is requesting to put out an RFP for Phase IV of the field which includes putting up a retaining wall.

Without the retaining it would cause erosion. After the wall is built, we can bring in the fill which has been donated. We have around \$800,000 in our field budget that we have not spent and over \$500,000 in our rental budget. We are looking at about a little over \$100,000 to finish the field. I am also waiting for a price to put in irrigation. If it is too much, then we will not irrigate the field. Ms. Marmol wants to ensure that we see all the bids that come in for the RFP. Supt. Lavoie reported that you will see all the bids. Ms. Fitzgerald reported that we have spent several millions of dollars upgrading our fields and would like to move forward with the RFP, if possible she is requesting two RFPs, one with the irrigation to be included. Mr. Surillo wanted to clarify if this is going to the contractor that is donating the fill. Supt. Lavoie reported that the contractor that donated the fill will be putting in the fill, whether he bids on the entire job or not is up to him. To clarify, the job will go to the lowest bidder.

MOTION: Ms. Fitzgerald moved to approve the RFP to be written for Phase IV Field Project as presented.

2ND: Mr. Hatem

Vote: Unanimous

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g. Principal's Report

Principal Zielinski reported on summer programming, staff collaboration summer work for SY22-23, seminar course development, WIN Block planning and preparation and the opening of school professional development. There were 135 students that took part in the summer programming: Reggie readiness (40) Freshman 101 (75), English Learner (20) and Special Education (15). The WIN block provides time during the day in which students can access needed support without missing tier 1 opportunities and also allows them to have opportunities for enrichment or self-directed learning. It is different from seminar which is a class that provides supplemental, standards-based content instruction on a quarterly rotation (ELA, Math, History and Science). Ms. Fitzgerald reported that she would like to know how Seminar is scheduled? Principal Zielinski reported that it is every day by qtr. It is like a mini course. Some of the topics are things they may not have had time to focus on and the teachers are very excited. Ms. Marmol wanted to clarify when this will be starting. Principal Zielinski reported that it is for this school year. Ms. Marmol wanted to clarify if we are reviewing how successful it is in terms of expanding to more courses? Principal Zielinski reported that it is our plan and it is a placeholder for future electives to get back to courses that are not covered currently. Ms. Marmol reported that she is intrigued with the finance and budgeting topic. We don't teach this enough. Principal Zielinski additionally reported on SY22-23 roadmap and the staff's thoughts on sharing their purpose and the annual staff photo. Mr. Surillo and Ms. Fitzgerald thanked everyone that worked on this especially Supt. Lavoie and Principal Zielinski. It was very inspirational.

6. REPORT OF COMMITTEES

No discussion

7. OLD BUSINESS

a. District Committee Priorities

No discussion

b. Policy

- Section B: BDA, School Committee Organizational Meeting

MOTION: Mr. Surillo moved to approve the policy as submitted

2ND: Ms. Fitzgerald

Vote: Unanimous

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8. NEW BUSINESS

No discussion

9. TABLED MATTERS

No discussion

10. PERSONNEL CONSIDERATIONS/REPORT

- a. *Resignations*
- b. *Leaves of Absence*
- c. *Retirements*
- d. *Appointments*

- e. *Job Postings*

Comptroller: Salary: \$80,000-\$100,000, Date: ASAP, New Position (See Attached)

Supt. Lavoie reported that he would like to hire a Comptroller. Management of our budget has gotten a lot greater with a lot more responsibilities. The Department of Ed has more regulations and we have more grants that we have to adhere to. Handling the grants has become a daunting task to keep up with for our Finance Specialist. As of last year, we are one year behind with our financial reports with the Department of Ed. I recommend to the District Committee to hire a Comptroller in order to make our business office more effective and efficient and safer and secure when overseeing the finances.

MOTION: Mr. Hatem moved to approve the motion as submitted

2ND: Mr. Surillo for discussion

Mr. Hatem reported that it makes sense to have a Comptroller. The more we give the business office the more they do and we are burning out the staff. Supt. Lavoie reported that we have been late for the past three years with every report we have sent the Department of Ed. It is a lot of work for the Director of Finance. We have had a Comptroller in the past. Ms. Fitzgerald wanted to clarify if this is an Administrative MAPSA position or a 1707 position. We have 21 administrators and I would not want to see that go up. What duplication of duties would be directly taken away from our Finance Director? Under education I would like it to say a “minimum” of in place of “at least” related experience. Mr. Surillo wanted to clarify what duplications of duties would be going to the Comptroller. Supt. Lavoie reported that it is not so much taking away responsibilities as it is putting safeguards in place to manage the day to day operations and our financial reports. The amount of work that goes into the reports would be shared with the Comptroller. This person will assist and ensure that the reports will be submitted in a timely manner and have contacts with the Dept of Ed and our auditors. In terms of our administrators we have grown from 1200 students to 1700 students, which means more teachers and more administrators in order to be effective. It has made us a better school. Ms. Marmol wanted to clarify why we haven’t hired a Comptroller in the past, especially if our reports have been submitted late to the Dept. of Education. Supt. Lavoie reported that prior, I wanted to hire a Comptroller because I felt the Business Manager had too much on her plate. The department of Education and the Department of Revenue can extend the deadline but they do not like to. Ms. Marmol wanted to clarify if the Director of Finance duties change with hiring a Comptroller. Supt. Lavoie reported that her duties and responsibilities do not change, it will be to support and help her meet the responsibilities. Chairman Lamontagne wanted to clarify if this is a non-rep position. Supt. Lavoie reported that it is a non-rep position. Ms. Fitzgerald reported that we would like to hold true to the qualifications that are listed here. Ms. Disla reported that we should not be at every meeting talking about the terminology of job positions. She wanted to clarify what the MCPPO certification is. Ms. Marmol reported that it is for purchasing. The reason that it is not required is because I hold that certification. It would be helpful, but not needed. Mr. DiStefano, Treasurer reported that we did have a Comptroller in the past and it worked really well. For me, not having a timely audit has consequences and if you would have asked me, it make all the sense in the world and extremely important to have this layer. We want to ramp up and get back to where we were and it will be a smart decision the committee will make. Chairman Lamontagne agrees with the treasurer.

MOTION: Mr. Hatem moved to approve the job posting as presented with changing the terminology to read “minimum” from “at least” five years’ experience.

2ND: Mr. Surillo

Vote: Unanimous

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Director of Facilities and Operations: Salary: MAPSA, Date: SY2022-23, Replacement Position. Job Description was provided,

Supt. Lavoie reported that the Director of Facilities and Operations will be retiring in a few days and we made some changes in the job description. One change is under qualifications. It is now required to have a contractor’s license or have the qualifications to obtain the license.

MOTION: Mr. Surillo moved to approve the job posting as submitted.

2ND: Mr. Hatem

Ms. Fitzgerald thanked the Supt. for the updated job description. Although it has all the duties, she reported that she does not want to hire someone that does not have a contractor’s license. Ms. Disla reported that she agrees with Ms. Fitzgerald and this person should have the license. Ms. Marmol wanted to clarify what was changed in the job posting. She is looking at the old one and clarified that Ms. Fitzgerald wanted it to say the license is required. Supt. Lavoie clarified that it does say contractors license required, however it also states that you can have the qualifications to obtain the license. Supt. Lavoie reported that it would give the person who has the qualifications time to take the test to obtain the license. If the Committee is uncomfortable with the last statement, I will remove it. Ms. Fitzgerald reported that she still wants the candidate to have the license. Mr. Surillo reported that Supt. Lavoie will be interviewing the person and will not hire someone that does not have the qualifications. This will limit us to not hiring a great candidate that has the qualifications but does not have the license yet. Mr. Hatem reported that he likes the way it is written. Ms. Marmol reported that she is not opposed on having this person obtain their license, but make it clear on how long they have to obtain the license. Supt. Lavoie reported that he will remove the last part and have the candidate be required to have a license. If we do receive an outstanding candidate without a license, I would give them the two months that Mr. Charest will be staying on with us to obtain it.

MOTION: Mr. Surillo moved to approve the job posting as submitted with the removal of statement “having the qualifications to obtain license” from the qualifications.

2ND: Mr. Hatem

Vote: Unanimous

#18289

11. FUTURE AGENDA ITEM

- *Admission’s Policy Update*
- *MCAS Strategies*

Supt. Lavoie reported that he has a custodial contract negotiations meeting scheduled for September 12th to negotiate their contract. As part of their negotiations, I would like to add a position that was previously held by Ms. Evans, who had an individual contract. Her duties included clerical, overseeing inventorying, purchasing, managing the HVAC system, etc. If this is placed in the custodian’s union, all those duties along with custodial duties could apply.

Mr. Hatem reported that he would like to be part of the custodial negotiations. Mr. Hatem commented that he is very happy with all the projects that are taking place. I would like the District Committee to considering holding up on all future projects, including Aviation until we put the school back together. I would like to put this on the agenda for a future meeting. Ms. Marmol commented that halting on future projects, with regards to renovating the school has nothing to do with programs such as the Aviation Program or any other projects. This is the reason why we hire as many people to work and help in order to continue the work we are doing.

13. **ADJOURNMENT**

MOTION: Mr. Surillo moved to adjourn at 7:50PM

2ND: Ms. Marmol

VOTE: Unanimous

#18290

Respectfully Submitted:

Minutes Reviewed:



Susan Lally
District Recorder



John N. Lavoie
Superintendent-Director