



**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1864
April 25, 2023**

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
William Tarbox North Andover

Members Absent:

Others Present: John N. Lavoie Superintendent-Director
Susan Zielinski Principal
Melissa Martel Director of Finance
Gerry DiStefano Treasurer
Cheryl Dennis District Recorder

1. CALL TO ORDER

Chairman Lamontagne called the meeting to order at 5:30PM
Roll Call by District Recorder: Ms. Fitzgerald (present), Ms. Disla (present), Mr. Hatem (present), Mr. Surillo (present), Mr. Tarbox (present), Mr. Lamontagne (present). Ms. Marmol (arrived at 5:15)

2. WORKSHOP-STRATEGIC PLAN

Superintendent Lavoie introduced the subject matter of the workshop on the Strategic Plan which is comprised of 9 focus areas. Tonight, we'll be going over focus 1, Leadership and Governance which is made up of 5 members co-chaired by Ms. Keyes (Business Technology Instructor, GLTS 15 years) and Ms. Gioia (Student Information Specialist, GLTS for 14 years) that has been meeting weekly since March 20th. After reading the goal statement developed by the L&G Committee, Superintendent Lavoie asked members to consider if the statement met what they'd like going forward and invited them to ask questions and provide feedback. Ms. Fitzgerald and Mr. Surillo felt the statement could end at the word stakeholders. Ms. Disla disagreed and requested all DC Committee members be visible during livestreaming of meetings. Superintendent Lavoie asked that the Committee make any recommendations regarding the Goal Statement to the L&G Committee, inviting members to attend their meetings going forward stressing that we'll meet again before we finalize their work. Ms. Keyes and Ms. Gioia informed the Committee that their 5 members are very experienced, thoughtful and solution-based. They addressed the reference to the discussion of the word stakeholders stating that it served as the driving force and purpose for the L&G Committee emphasizing who those stakeholders actually were in the proposed 5 Core Strategies focusing on increased transparency and communication. Ms. Keyes and Ms. Gioia presented on the work of their Committee thus far on Core Strategy 4 which the DC Committee comes under as our Governing Body. Five resources were used for data points with the key focus on Effective School Leadership Data and the GLTS Equity Audit Report highlighting Question 21

and whether GLTS has a specific policy, mission and vision regarding educational equity. Their Committee drafted 4 Core objectives and would like DC feedback for the last two desired outcomes left blank on their chart. The L&G Committee is meeting Tuesday, May 2nd 3:00 to 4:00 in Rm 1064 and anyone is welcome to attend. Mr. Hatem questioned the relevance of the outside contractor relative to the Equity Auditor. Ms. Gioia answered that the Principal had reached out to her as we wanted an outside view. Superintendent Lavoie said the Committee would get a copy of the audit tonight and next DC meeting would include a full presentation on it. Ms. Marmol asked will we be receiving detailed information regarding them midyear or at the end of the school year? Ms. Gioia stated we'll be providing that information by May 11th to Superintendent Lavoie. Ms. Keyes answered part of this plan will include a timeline; and if you have recommendations, we want to hear from you so we can include that in the timeline. These are draft recommendations. Mr. Surillo referenced Question 21 never going above 54%. Is there data indicating why? Superintendent Lavoie said that there was feedback from the faculty behind the data points. Ms. Keyes went over the numbers and what we'd like to get higher. Mr. Surillo asked if these surveys were done with staff? Yes. Mr. Surillo asked if it were accurate that on the same survey you get more responses to certain questions? Ms. Gioia says they're just answering them differently. Ms. Keyes said the number of respondents change from year to year. Ms. Marmol wanted to understand if the data is based on 2020. Ms. Keyes clarified that May 2020 was the 54% which was the highest. Superintendent Lavoie stated he'd send out a document to guide the Committee to answer some of those questions. A survey to help you respond. Will get over the next couple of weeks. It's a work in progress. Ms. Marmol asked if there's a reason you choose transparency and communication? Is it based on data that that is something we're lacking? Ms. Gioia said yes, it all goes back to Question of 21. Superintendent Lavoie emphasized this is one focus area of 9. The foundation for this work has already started. Chairman Lamontagne asked the Committee to let the Superintendent's office know if you plan to attend the meeting on Tuesday, May 2nd to allow for the preparation of documentation available for you. Mr. Surillo indicated that he would be in attendance.

3. MINUTES

MOTION: Ms. Fitzgerald moved to approve the April 11th minutes as presented.

2ND: Mr. Hatem

Vote: Unanimously Approved

#18482

4. FINANCE REPORT

a. Cash Balance Report

Mr. DiStefano read the Cash Balance report into the record.

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

2ND: Ms. Fitzgerald

Vote: Unanimously Approved

#18483

b. Consolidated Cash Reconciliation Report

No Discussion

c. Revolving Fund Report

No Discussion

d. Budget Report

e. Review of Capital Improvement Fund Request-Chiller Repair

Superintendent Lavoie reviewed the Capital Improvement Funding Request and brought to the Committee that our Chiller needs the copper tubing replaced which is leaking. Cost is roughly \$100,000. The Capital Improvement Committee recommends expending capital improvement money to move forward on this. Mr. Hatem asked which side of the bldg. was serviced by this air conditioner? Superintendent Lavoie answered that it services the whole school. It's the main chiller that cools the water. Ms. Disla questioned if we need an RFP for this. Superintendent Lavoie responded it's actually just under \$100,000 and we need 3 quotes. Ms. Disla wants the quotes brought before the Committee for review.

MOTION: Mr. Surillo moved to approve expending capital improvement funds to repair the Chiller.

2ND: Ms. Fitzgerald

Vote: Unanimously Approved

#18484

5. COMMUNICATIONS

a. Donations

None

b. Articles

Landscaping Students Attended the 93rd FFA State Convention

c. Public Participation

None

6. REPORT OF THE SUPERINTENDENT-DIRECTOR

a. Out of State Travel

Out of State Travel for Nairi Melkonian, Athletic Trainer to travel to Indianapolis, IN for NATA Clinical Symposia, June 21-24, Cost of \$1,547.80. Ms. Fitzgerald asked if it's something our athletic trainer attends annually? Superintendent Lavoie will check and get back with info on that. Mr. Surillo asked if she's driving to Indianapolis? Superintendent Lavoie reviewed the expenses stating that she's not requesting reimbursement travel but for the hotel and other expenses. Ms. Disla asked if this was required for her job. Superintendent Lavoie stated that it's optional but it increases her professional development. Mr. Surillo said we typically receive a description of what they're travelling for but it's missing and he'd to see data on what this conference is about as well as its goals. Ms. Fitzgerald said we've asked for and received detailed info for out of state travel in the past. It seems this paperwork was done in haste where mileage and meals are not accounted for. Chairman Lamontagne asked Mr. Hatem to remove his motion in favor of tabling this matter for 2 weeks to allow the Superintendent to gather more information to present to the Committee prior to a vote.

MOTION: Mr. Surillo moved to approve to table this matter.

2ND: Ms. Marmol

Vote: Unanimously Approved

#18485

b. Cartwheel Contract

Superintendent Lavoie informed the Committee of a proposal for a company to provide mental health services for our students which we received a grant for from Dept of Education, Cartwheel-therapists, psychologists and psychiatrist services. This company will work closely with the school and the contract requires us to cover any costs for a student that doesn't have insurance. We'd be granted up to \$10,000 at a rate of \$120 per hour. Our attorney is concern about any liability for us and would we want to provide more than \$10,000? We would be liable for any cost above that. If a student has insurance or Mass Health, there is no cost to the school. Our attorney is working with Cartwheel's attorney to mitigate as much liability on us as we can. Mr. Tarbox

questioned how do they select the students that fall in that category? Superintendent Lavoie responded that the school would select the students involved. Mr. Tarbox wanted to know the process involved in selecting the students. Superintendent Lavoie said it's done through the Guidance Department. We're currently looking at supporting 25 students in the area for a pilot program. They have a full care team and will provide what is needed to meet the needs of the students. Superintendent Lavoie stated this is the proposal at this time and any changes would need to be negotiated with them. Ms. Fitzgerald asked if the recommendation was just for the pilot program for the next three months or for option A or B? Superintendent Lavoie said the recommendation based on Guidance is to start with 25 students and see how well the program works and increase the number of students next school year if it works well. Superintendent Lavoie recommends the Committee put a cap on the amount of our liability for \$20,000. Ms. Marmol asked if the Guidance Department has documented a list of students in need of these services? Superintendent Lavoie answered yes. Ms. Marmol questioned if there were more than 25 on the list? Is the listed graded as to whose need is higher? Superintendent Lavoie does not know the exact number but stated that we want to meet the greatest need of 25 students right now. Ms. Disla asked if the pilot program was for 3 months? Superintendent Lavoie said yes. Ms. Disla asked what happens if it doesn't work? Superintendent Lavoie said the the contract states they or we can cancel within 30 days but regardless if they stop or not, they must continue to provide services for those students involved until their needs are met. Ms. Marmol asked if we approve the pilot why does it start on March 1st where we're at the end of April? If approved today when would it go into effect? Sometime in May? Superintendent Lavoie said they wanted to start in March but our attorney wanted to make some changes with the company. Ms. Marmol asked if the fees will stay the same even though it would be starting later? Superintendent Lavoie responded yes. Mr. Tarbox asked if the services would take place at school or at home? Superintendent Lavoie answered it could be school, home or via Zoom. Mr. Surillo asked if we'd be giving them a contract for 1 or 2 months not retro to March 1st? Superintendent Lavoie stated correct. Superintendent Lavoie stated all parental requirements will be done and the language in the contract will ensure services in place will continue to protect the students/therapist relationships.

MOTION: Ms. Fitzgerald moved to approve to go into a contract agreement with Cartwheel up to a \$20,000 cap on fees at the recommendation of our attorney.

2ND: Mr. Surillo

Vote: Unanimously Approved

#18486

c. Childcare Update

Superintendent Lavoie informed the Committee that we currently have 3 infants, 2 toddlers and 5 preschool children for a total of 10 students. We have 5 toddlers, 6 infants, and 8 preschoolers signed up for September. Mr. Surillo asked what the cap is? Superintendent Lavoie answered we can have as many as 8 infants, 20 preschoolers and 10 toddlers for a total 38 children. Chairman Lamontagne asked if they are all staff members children? Superintendent Lavoie replied yes. Mr. Surillo wants to know what the fees are for each? Superintendent Lavoie said he'd provide the new rate structure to the next meeting.

d. Monthly DC Meetings

Superintendent Lavoie proposed that the School Committee meet once a month as opposed to twice a month.

MOTION: Ms. Fitzgerald moved for discussion

Ms. Marmol asked if this would be indefinitely or just for the summer? Superintendent Lavoie wants it permanently in place for the next school year. Ms. Disla feels there's too much to discuss, we tried it 2 years ago and feels waiting a whole month wouldn't work. Ms. Fitzgerald things are redundant but questioned if we could go that long with the financials? Can we approve warrants and payroll referencing the capital expense-would we call a meeting if needed in between? She'd like to hear the Superintendent's reasoning for the proposal. Superintendent Lavoie feels that most issues can be resolved once a month, a special meeting could occur if necessary for financials and the warrant can go out for payroll. Ms. Fitzgerald asked in terms of the warrant if it were true statement that we're in good standing with our vendors? Mr. DiStefano stated that other

districts send out warrants by DocuSign. Mr. Surillo stated locally only Lawrence has meetings once a month and the he's in total disagreement with this. Mr. Hatem asked if this was common in the association of schools? Superintendent Lavoie was not aware of any guidelines. Chairman Lamontagne said the school charter states 1 meeting a month; and technically in the books, the 2nd meeting is for a special meeting. Ms. Fitzgerald suggested having a one-year trial. Mr. Tarbox questioned why can't we rely on Superintendent Lavoie to make the call for a 2nd meeting? Superintendent Lavoie said we would certainly have that second meeting if necessary. Mr. Surillo referencing the earlier goals to increase transparency, he feels this actually decreases transparency. He feels things are missed now with 2 meetings a month. Ms. Marmol stated that we currently cancel the 2nd meeting at Superintendent Lavoie's discretion when unnecessary. Why can't that be exercised more as opposed to going to 1 meeting a month permanently. Superintendent Lavoie feels that's more difficult to plan and inconsistent. Mr. Surillo emphasized that we're looking at expanding the school which adds a lot of legwork. Again, he firmly disagrees. Chairman Lamontagne suggested scheduling meetings according to the odd even months: having 1 meeting in even months and 2 in odd months. Mr. Hatem thinks that would be a good compromise. Ms. Fitzgerald suggested we table this for this meeting and have Superintendent Lavoie come back with a proposal that takes into consideration what's been discussed and not go to 1 a month every month but specify which months. Superintendent Lavoie withdrew his request given the conversation and concerns of the Committee and will give it more thought.

MOTION: Ms. Fitzgerald moved to table this matter.

2ND: Ms. Marmol

Vote: Unanimously Approved

#18487

e. Postings

Superintendent Lavoie proposed bringing only new positions to the School Committee for approval after this meeting, no longer the postings for a vote. He feels it's redundant but will provide a list before the next meeting of the postings coming up moving forward. Ms. Fitzgerald mentioned that the hiring ability was taking away in 1992 so there's no need for it unless it's not in the budget. She did ask that we continue to see the list of names of new hires with their towns after being hired through School Spring which the Superintendent agreed to. Mr. Surillo mentioned that a lot of school districts are going away from School Spring. This has been brought before the Committee before and he feels it's about not bringing things before the Committee resulting in non-transparency and disagrees with this. Chairman Lamontagne said they'd still be brought to us but there'd be no voting as it's already in the budget. Ms. Disla agrees with Mr. Surillo, that it reflects negatively on transparency and communication. Superintendent Lavoie stated that if it's a replacement position, you won't be voting on it but the Committee will be notified that it will be posted. Providing you with all the new hires doesn't take authority away but makes the process easier and quicker. Restating that if it's not in the budget, he'll bring it before the Committee for a vote.

MOTION: Ms. Fitzgerald moved to approve the proposal to bring only new positions before the Committee for approval.

2ND: Mr. Hatem

Vote: Roll Call by District Recorder

Mr. Tarbox Yes

Ms. Disla No

Mr. Hatem Yes

Mr. Surillo No

Ms. Marmol No

Ms. Fitzgerald Yes

Mr. Lamontagne Yes

4 Yes', 3 No's

Motion Carries

#18488

f. Update on Grading Committee Progress

Superintendent Lavoie updated the Committee on the Grading Policy Committee's progress which started this winter going over the action guideline to come up with a more equitable grading policy within the school. Referencing the book "Grading for Equity" he suggested members contact Sue Lally if they'd like a copy of the book which covers why it's important. In March the Grading Committee identified objectives and action steps and will develop a theory action. Action steps identified in part 1 of Phase 2, develop a cohesive booklet with identified strategies. In May 2023 final development presentation and approval and share the grading policy with staff and present the Grading Policy to the School Committee for approval. In June 2023, create timeline for 2023 learning opportunities in alignment with assessments in grading. Ms. Fitzgerald asked if this grading policy will include the freshmen exploratory? Superintendent Lavoie said it will include all grading across the board. Mr. Hatem asked if the Grading Committee was made up of vocational and academic? Superintendent Lavoie said it was made up of administrators, both vocational and academic leadership members. Mr. Hatem asked if they teachers or administrators? Superintendent Lavoie answered administrators. Mr. Hatem asked if teachers shouldn't be included? Superintendent Lavoie said teachers will have some say in the process but they won't be developing it. Mr. Hatem suggested that teachers and vocational instructors be a part of the committee. Superintendent Lavoie said it's not a teacher driven process but they will have input. Mr. Surillo asked if this is recommended by the Dept. of Education? Principal Zielinski said we have representative members working on this team looking at different research relative to grading policies. We want to make our grade policies more equitable. Because it's a policy change, we'll do a presentation to all staff as we need their input. There was a grant last year put out by the Dept of Education relative to grading that we didn't participate in but we've benefited from the work they've shared. We're learning from them and if there's another grant we may look to participate. We've benefited from some of the resources that the Department has recommended. Mr. Surillo: how does the research done compare to our population of students? Principal Zielinski answered that it aligns in what we're trying to do with our grading practices. There would be a full recommendation and presentation to this Committee and we're hoping to have all of the data to consider by the end of this school year.

g. Principals Report

Principal Zielinski mentioned it was day 1 for her little Reggie grandson today. Just one item on her agenda tonight and handed out the completed Equity Audit which was shared with the entire GLTS staff. It will be a public document that will be on our website and shared with families. Superintendent Lavoie and I will do a presentation at our next meeting. We'd like you to take time and review it before that. In every section there's recommendations and she'll share a digital copy. This report includes the data sources. Targeted recommendations align nicely with the 5-year strategic plan and the strategic teams can use this as a data source. It's a great document with great resources and shows the work we're doing is going in the right direction. Mr. Surillo asked how this new grading system would apply to chronic absenteeism? Principal Zielinski answered that in grading it's about how students demonstrate what they know, we're not changing our current attendance policies. Mr. Surillo said that attendance affects students' grades. Questioning how the new grading system will affect students who are chronically absent.

7. REPORTS OF THE COMMITTEE

8. OLD BUSINESS

a. District Committee Priorities

b. Policy

MOTION: Ms. Fitzgerald moved to approve Section B: BE-School Committee Meetings

2nd. Mr. Surillo

Vote: Unanimously Approved

#18489

9. NEW BUSINESS

10. TABLED MATTERS

a. Emergency Response and Safety Protocols

MOTION: Mr. Surillo moved to take the Emergency Response and Safety Protocols off the table

2nd. Ms. Fitzgerald

Vote: Unanimously Approved

#18490

Superintendent Lavoie addressed questions previously requested by the Committee relative to GLTS’ medical emergency response and safety protocols which are updated annually and submitted to Dept of Education. It lists everyone that has training in CPR, AED and first aid and what particular areas their certifications are in. HS students are trained in health classes and we have CPR instructors in the bldg. who offer courses. With regards to concussions, there are trained professionals in the school. Referencing CPR and AED training Ms. Disla asked if we had a protocol for the 10 AED’s in the bldg.? Superintendent Lavoie responded yes. Ms. Disla wants to see the stations in the school to which Superintendent Lavoie said we could do a tour. Ms. Disla stated the subject of exit interviews should be under tabled matters as well. Ms. Disla brought up her request for exit interview information, referencing an email dated Thursday the 20th. She read it to the Committee during the Open Session meeting. Essentially our attorney determined that this request was inappropriate due to the confidential nature of it, M.G. L’s, and requires a legitimate reason followed by a motion and vote passage of the Committee. A lengthy discussion ensued in which she feels strongly that she has a legitimate reason to see the body of exit interviews stressing she is not requesting to have access to personal, private information. She pointed out Committee members routinely request information during meetings and they have been provided without necessitating a vote by the Committee. Ms. Marmol expressed her confusion regarding the comments of the attorney. We’ve made requests in previous meetings. What would require a vote to get certain information? Chairman Lamontagne responded that the Committee should vote on all member requests but we haven’t been doing that but will be doing so going forward. Ms. Marmol recommended Ms. Disla contact Mass Association of School Committee members to verify the reasonability of the request and bring it back here. After the vote Chairman Lamontagne stated clearly that as Chair, he would not allow any exit interviews to be read in open session.

MOTION: Mr. Surillo proposed that the Committee receive comments of the last 10 exit interviews to determine what we can do as a body to retain staff.

2nd. Ms. Disla

Vote: Roll Call by District Recorder

- Ms. Disla Yes
- Mr. Hatem Yes
- Mr. Surillo Yes
- Ms. Marmol Yes
- Ms. Fitzgerald Yes
- Mr. Tarbox Yes
- Mr. Lamontagne No

6 Yes’, 1 No

Motion Carries

#18491

11. PERSONNEL CONSIDERATIONS/REPORT

- a. Resignations
- b. Leaves of Absence
- c. Retirements
- d. Appointments
- e. Job Postings

• Freshman Academy Team Leader, per local 1707 Contract, SY23-24, New Position (see attached)
Are we paying them more than the existing principal? Superintendent Lavoie answered no, it's a teacher position

MOTION: Ms. Fitzgerald moved to approve the job posting as presented.

2ND: Mr. Hatem

Vote: Unanimously Approved

#18492

- Homework Hub, up to (3) teachers for Homework Hub, (1) homework Hub Facilitator and up to (2) Substitutes to support program, Stipend.
- Certified Special Education Teachers, up to (5) 1 per week of summer school, paraprofessionals (1) per week of summer school, Stipend-Summer
- English Language Development Curriculum Scope and Sequence Project, up to (5) teachers for 10 hours, Stipend-Summer
- Summer Curriculum Development-Seminar Revisions, (1) teacher to develop curriculum and course materials for Seminar courses, Stipend-Summer

MOTION: Ms. Fitzgerald moved to approve the job postings as presented.

2ND: Mr. Surillo

Vote: Unanimously Approved

#18493

- Summer Curriculum Bootcamp, (1) teacher to develop curriculum and course materials for Seminar courses, Stipend-Summer
- EL Summer Program, up to (4) teachers, (4) paraprofessionals to support EL Summer Programming, Stipend-Summer
- New Teacher Orientation, (1) Facilitator, up to (15) mentors, (1) Mentor Facilitator, (1) CTE Year 2 Facilitator, Stipend

MOTION: Ms. Surillo moved to approve the job postings as presented.

2ND: Mr. Tarbox

Vote: Unanimously Approved

#18494

- Freshman 101, (1) Facilitator, up to (2) English Teachers, up to (2) Math Teachers, up to (1) SEL/Study Skills Instructor, up to (2) Paraprofessionals
- Summer Reading Support, up to (3) Teachers or Paraprofessionals to support Summer Reading, up to (5) hours each, Stipend-Summer
- Summer Reggie Recovery, up to (3) English Teachers, up to (3) Math Teachers, up to (3) Science Teachers, up to (3) History Teachers, up to (3) Special Education Teachers, to provide instruction for student credit recovery academic courses (1) Facilitator, (1) Nurse and (2) Paraprofessionals, Stipend-Summer

MOTION: Ms. Surillo moved to approve the job postings as presented.

2ND: Ms. Fitzgerald

Vote: Unanimously Approved
#18495

- Coaches, Summer 23: Coach-Phys. Cond., Fall Season 23; Cheerleading, Golf, Cross Country, Boys Soccer, Girls Soccer, Girls Volleyball, Winter Season 23-24; Boys Basketball, Girls Basketball, Indoor Track, Wrestling, Winter Cheerleading, Swim
- Spring Season 24; Outdoor Track, Tennis, Boys Volleyball, Baseball, Softball. (See Attached)
- Game Workers, Athletic Security, Athletic-Video, Equipment Manager, Reggies on the Move, Athletic Rental Security-Weekends, Athletic Rental Security/Field Maintenance (See Attached)

I didn't see anything for lacrosse or hockey. Superintendent Lavoie answered they're not approved as full-time programs.

MOTION: Ms. Surillo moved to approve the job postings as presented.

2ND: Ms. Fitzgerald

Vote: Unanimously Approved
#18496

MOTION: Mr. Surillo requested the number of chronically absent

2ND: Ms. Marmol

Vote: Unanimously approved
#18497

12. FUTURE AGENDA ITEM

13. EXECUTIVE SESSION

MOTION: Mr. Surillo moved to enter into Executive Session at 8:30PM

2ND: Ms. Marmol

Vote: Roll Call by District Recorder

Mr. Hatem	Yes
Mr. Surillo	Yes
Ms. Marmol	Yes
Ms. Fitzgerald	Yes
Mr. Tarbox	Yes
Ms. Disla	Yes
Mr. Lamontagne	Yes

#18498

14. ADJOURNMENT

MOTION: Ms. Marmol moved to adjourn at 8:50PM.

2ND: Mr. Surillo

VOTE: Unanimously Approved
#18501

Respectfully Submitted:



Cheryl Dennis
District Recorder

Minutes Reviewed:



Superintendent Lavoie N. Lavoie
Superintendent-Director