

POLICY SUB-COMMITTEE

Minutes of February 3, 2010 Meeting

Sub-Committee Members Present: Mr. Laferriere, Mr. Morin, Mr. Olson,

Others Present: Mr. Cassin, Attorney Rosann DiPietro, Recording Secretary

Meeting was called to order at 5:15 p.m.

Sub-Committee roll call: Present – Mr. Laferriere, Mr. Morin, (Mr. Olson arrived after roll call)

Mr. Laferriere asked if anyone had signed up for public appearance. Mr. Paul Sweeney of the Move Lowell Forward PAC was signed up to speak. Mr. Sweeney explained the purpose of the Move Lowell Forward PAC as well as his request to Chairman Tully for meeting documents to be made available on the school website. He requested that the yearly meeting schedule, meeting agenda and School Committee package minus confidential information be available on the website. He also stated that reports of GLTHS meetings and sub-committee meetings will be posted on their website.

Mr. Laferriere and Superintendent Cassin extended an invitation to Mr. Sweeney and any members of the PAC to come for a tour of the school.

After discussion the following motion was made.

MOTION: by Mr. Morin, seconded by Mr. Laferriere to recommend to the full Committee to revise policies to provide posting the following documents on the school website. If there is a document that due to size is too large for the website a note will be included stating that said document can be viewed in the Superintendent's Office.

- Yearly meeting schedule
- Meeting agendas
- Informational package sent to School Committee members excluding any items exempt from the public record act
- Sub-Committee information

ROLL CALL VOTE: 2 Yes, 1 Absent (Mr. Olson)

The next discussion was regarding updating the Policy Manual. The Recording Secretary informed the sub-committee that MASC would conduct a full blown review and update of the current Policy Manual. We would receive one electronic copy and one printed copy. The cost for this would be \$10,500 which can be spread over three fiscal years.

They also offer a service to host the policy manual on their website. The first year fee would be \$3,500 and each year thereafter would be \$850.

Attorney DiPietro informed the sub-committee that her firm would not be able to beat MASC's price to update the manual and recommended hiring MASC.

Mr. Olson arrived at this time. Mr. Laferriere filled him in on what had transpired to this point.

MOTION: by Mr. Olson, seconded by Mr. Morin to recommend to the full Committee to hire MASC to review and update the Policy Manual and spread the \$10,500 payment over three years.

ROLL CALL VOTE: 3 Yes

Mr. Olson discussed the new Code of Ethics and asked that MASC include it in the Policy Manual. He wanted it noted that for the Greater Lowell Technical School Committee the School Committee meeting is the public forum.

Superintendent Cassin informed the sub-committee that he had received a recommendation to add a 10% surcharge to service fees which would go into a revolving fund to be used for supplies and materials. Attorney DiPietro will have a legal review with Mr. Garabedian on the revolving accounts.

MOTION: by Mr. Morin, seconded by Mr. Olson to adjourn at 6:17 p.m.

ROLL CALL VOTE: 3 Yes