



DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1727

The Regional District Committee met in a regular meeting on June 26, 2018 at 5:30 PM at Greater Lawrence Technical School, 57 River Road, Andover, MA 01810.

<u>Members Present:</u>	Leo Lamontagne	Lawrence	Chairperson
	Marilyn Fitzgerald	Andover	Vice Chairperson
	Gary Mannion	Lawrence	Assistant Treasurer
	Russell Bourassa	Methuen	
	Barbara Grondine	Methuen	
	Stephany Infante	Lawrence	
	Frank Rossi	North Andover	

<u>Others Present:</u>	John N. Lavoie	Superintendent-Director
	Elizabeth Freedman	Assistant Superintendent-Director/Principal
	Maria Silva	School Business Administrator
	Gerry DiStefano	Treasurer
	Janice Butler	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 June 12, 2018.

2ND: Ms. Infante

Discussion: One member reported the roll call on the Hefferon Way topic was incorrect in that Ms. Grondine voted no and Ms. Fitzgerald voted yes. Ms. Butler will make that change on the minutes.

VOTE:

Roll Called by District Recorder

Mr. Bourassa	Yes
Ms. Fitzgerald	Yes
Ms. Grondine	Yes
Ms. Infante	Yes
Mr. Mannion	Present
Mr. Rossi	Absent
Mr. Lamontagne	Yes

#17533

3. 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.

2ND: Ms. Infante

Discussion: One member asked if there is a penalty for withdrawing 1 million and Mr. DiStefano responded no.

VOTE: Unanimous

#17534

b.) Consolidated Cash Reconciliation Report

None

c.) Revolving Fund Report

One member reported she was very pleased to see the plus balance instead of a negative balance in facilities rental, academic make up classes and adult education class. It has been a few years since that has happened.

d.) Budget Report

No Discussion

Mr. Rossi entered at this time.

e.) Budget Transfers

MOTION: Ms. Grondine moved to approve the budget transfers as presented.

2ND: Mr. Mannion

Discussion: One member expressed her concern that the athletic department spent \$25,000 more than was budgeted for two items, football supplies for \$13,000 and athletic charter busing for \$12,000. She also stated that the cheerleaders got new uniforms that were not budgeted. She wonders if some people may have convinced the AD that these things were necessary. Ms. Silva informed the Committee these items were budgeted for next year but the AD was asked to purchase them this year instead. The cheerleaders purchased mats, not uniforms, this year instead of next year also. The negative in busing was a 2017 invoice that was never paid. One member stated with the transfers the Committee approved several months ago funds were transferred into legal services and now there is another transfer into this account. She feels the school should get a handle on legal fees. One member agreed and asked if it would be possible to get a month by month cumulative total when they get agenda packets in the fall. Supt. Lavoie responded he will forward invoices to members so they can see the charges. One member asked if there is an increase in hiring substitute teachers because the principal-sub-teacher account is in the negative. Ms. Silva responded when a teacher goes out on leave a long-term substitute is hired. Funds remaining from a permanent teacher on leave are then moved into this account.

VOTE: Unanimous

#17535

Chairman Lamontagne requested changing the order of the agenda to hear the presentation on the School Improvement Plan at this time.

MOTION: Mr. Mannion moved to change the order of the agenda to hear a presentation on the SIP at this time.

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17536

4. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) 2018-2019 School Improvement Plan

Ms. Freedman introduced Mr. Patrick Tarello, a GLTS Teacher, and Ms. Mary Ruth Luther, a parent on School Council. She reminded members that the School Council is made up of students, teachers, community members and parents and they are responsible for the School Improvement Plan and Student Handbook. Mr. Tarallo and Ms. Luther reported school data shows student populations have increased. He reported highlights based on data from 2016-17 include the student retention and dropout rates are down, the average student lexile is up, MCAS scores are up, and co-op eligibility is up. Along with this data there is feedback from the Conditions for School Effectiveness. In March and April surveys were sent to staff and this data was used to create the SIP. Surveys were also posted to the website in order to obtain data from parents and students. They created five focuses which included continuing to work on tier levels, finalizing a master schedule, embedding social emotional learning into instruction, improving curriculum, instruction and assessment and integrating math literacy into teaching and learning. In reviewing the SIP they came up with process changes. There were more goals this year than last year. ILT picked one goal to work on. The staff voted on three of five goals and picked one which was social emotional learning. The remaining goals were assigned to the Ed Admin Team, Math Literacy Committee and Scheduling Committee. One member asked if they are looking for a five-year plan or something less for the master schedule. Mr. Tarallo responded they are looking at a day to day schedule. The current schedule is boxed in. Ms. Freedman stated it will take time and hopes it will not be as involved as a five-year plan. Updates will be forthcoming. One member stated at the last meeting teachers were present to discuss social and emotional learning and asked if teachers will be working against each other and Ms. Freedman responded no it is all the same information and teachers will be working together. The SIP includes everything including social emotional learning. The staff decided overwhelmingly that they wanted to work on this goal. Mr. Tarallo reported they try to have people crossover on multiple teams. One member stated he needed clarity on the co-op internship eligibility and asked if the number goes up every year why

does placement go down every year. Ms. Freedman responded she will get actual numbers. Supt. Lavoie stated the numbers from DESE were inaccurate last year. Of the 350 seniors this year about 160 went on co-op throughout the year. Different seniors were eligible different times of the year. DESE takes data from a certain time only.

MOTION: Ms. Fitzgerald moved to approve the 2018-2019 School Improvement Plan as presented.

2ND: Ms. Infante

VOTE: Unanimous

#17537

5. COMMUNICATIONS

a.) *Community Service Project*

Chairman Lamontagne reported the Automotive Collision Repair and Refinishing career area refinished an 18-foot rescue boat for the Lawrence Fire Department. One member reported that two weeks ago the Lawrence fire chief and other members of the fire department came to the shop. It was the first time they saw the rescue boat and could not believe the work the students did. It was a very great moment to be in that shop.

b.) *Articles*

Chairman Lamontagne reported the following articles were recently in the press:

- Wherever You Go, Just Remember This Place (Eagle Tribune)
- Rich Pineau-GLTS Class of 1970 (GLTS News)
- Fred Caratini-Class of 1980 (GLTS News)
- Sabrina Dorsainvil-Class of 2008-Civic Designer and Social Justice Advocate (GLTS News)
- Pen Pal Program Helps GLTS Students with English (Eagle Tribune)
- Senior Celebration, The Older Set Enjoys Life at Campagnone Common (Eagle Tribune)
- Greater Lawrence Tech to Expand Manufacturing Program Using \$500 State Grant (97.9 WHAV)
- Greater Lawrence Tech Student Attends National Competition (the Andover Townsman)

c.) *2019 Massachusetts Skills Capital Grant Award Letter*

No Discussion

d.) *Lawrence Leads*

Supt. Lavoie reported that Ms. Liz Bennett was selected to participate in the Lawrence Leads program which is a new program for leaders in Lawrence. It is a ten-day program over the next year through the Harvard Business School. The instructor is the CEO of big corporation in Boston and teachers for the Harvard Business School. She will be doing a large amount of work in this program. The goal of the program is to build and promote leadership in the City of Lawrence. It is good for the school to be represented at the table. He thinks she will do a great job and networking for school will be increased.

e.) *Public Participation*

None

REPORT OF THE SUPERINTENDENT-DIRECTOR continued

b.) *Outside Security Contract*

Supt. Lavoie reported the school received one bid in response to the Security RFP. Supt. Lavoie requested approval to award Merrimack Valley Guard Services the outside Security contract for 2018-2019.

MOTION: Mr. Rossi moved to approve awarding the outside security contract to Merrimack Valley Guard Services.

2ND: Ms. Fitzgerald

Discussion: One member asked if this security company has been with the school for a while and Supt. Lavoie yes they have been at GLTS since before he was superintendent.

VOTE: Unanimous

#17538

c.) *Contract for Selling Excess Energy Credits*

Supt. Lavoie reported Nashoba Valley Technical School's District School Committee unanimously voted to enter into an agreement with GLTS to purchase our excess energy credits. He is requesting authorization to enter into an agreement with Nashoba Valley Technical School. Supt. Lavoie attended Nashoba's school committee meeting where they unanimously voted to move forward with one request, which was if GLTS sells credits to someone else for less they want the same rate.

MOTION: Ms. Fitzgerald moved to authorize Supt. Lavoie to enter into an agreement with Nashoba Valley Technical School to purchase the GLTS's excess energy credits.

2ND: Mr. Rossi

VOTE: Unanimous

#17539

d.) Contract to Clean and Grout Pool

Supt. Lavoie reported there is a plan to clean and grout the pool this summer. He is requesting authorization to search for and enter into an agreement with a reputable company to clean and grout the pool.

MOTION: Mr. Mannion moved to authorize Supt. Lavoie to enter into an agreement with a reputable company to clean and grout the pool this summer.

2ND: Mr. Bourassa

Discussion: One member stated she thought we had a company, SS Pool (Mr. Guarino) who services our pool now. Supt. Lavoie reported he had two quotes and one company was less than SS Pool. He is looking for more details in order to make the best decision. One member asked that the contract contain language stating the pool must be ready by August 14. Supt. Lavoie responded the work should take about 1 week to complete. Chlorine must be filtered out of the water before it is drained.

VOTE: Unanimous

#17540

e.) Athletic Field Leasing RFP's

Supt. Lavoie reported he is requesting authorization to award long term leases to bidders that best serve GLTS's vision for use of the fields and have the least impact on GLTS programs. This includes one lease for the baseball field and one lease for all other fields.

MOTION: Mr. Rossi moved to authorize Supt. Lavoie to enter into an agreement to award long term leases to bidders that best serve GLTS's vision for use of the fields and have the least impact on GLTS programs.

2ND: Ms. Infante

Discussion: One member asked to change wording in the motion from "least impact" to "no impact." Supt. Lavoie reported the school is currently working with Merrimack College and will email the RFP when completed. One member asked for copies of all RFP's in the future.

AMENDED MOTION: Mr. Rossi moved to authorize Supt. Lavoie to enter into an agreement to award long term leases to bidders that best serve GLTS's vision for use of the fields and have no impact on GLTS programs.

2ND: Ms. Infante

VOTE: Unanimous

#17541

f.) Fundraiser for STEAM

Supt. Lavoie reported he would like to discuss the possibility of hiring Mr. Edison Chae as Fundraiser for the STEAM program. He explained Mr. Chae was the gentleman who was in attendance at the last meeting. He reported he is not in favor of paying him a fee before he starts the job. He agrees to pay Mr. Chae a percentage of what he is able to raise for STEAM. Supt. Lavoie wants to approve companies he plans to contact before doing so.

MOTION: Ms. Fitzgerald moved to authorize Supt. Lavoie to enter into an agreement with Mr. Edison Chae as Fundraiser for the STEAM Program.

2ND: Ms. Infante

Discussion: One member asked if Mr. Chae was the only one for this position and Supt. Lavoie responded yes. One member stated Mr. Chae mentioned he owned many companies and seems like a front man. He also wanted to charge \$1,000 a month for rent. Supt. Lavoie stated we would not pay him any money for that. He requested the Committee vote on him to continue discussions with Mr. Chae without providing money up front. The amended motion should state the possibility of hiring Mr. Chae and if he is not willing to these conditions the discussion would end. One member stated if the Committee gives permission for continued discussion she would hope the Committee could see the contract before the final vote to hire him. He showed great enthusiasm but had no experience in non-profit. One member asked why the school would not provide space for him at the school and Supt. Lavoie responded this was done before and did not work. Supt. Lavoie stated he would definitely have the Committee vote on a contract. Mr. Mannion suggested the amended motion state they approve that Supt. Lavoie may continue the discussion and if they come to an agreement to submit a contract to the Committee for approval.

AMENDED MOTION: Ms. Fitzgerald moved to authorize Supt. Lavoie to continue discussion with Mr. Edison Chae to raise funds for the STEAM Academy and if an agreement is reached to submit the contract to the District Committee for approval.

VOTE: Unanimous

#17542

g.) Out of State Travel

Supt. Lavoie requested approval for out of state travel for Tony McIntosh to attend OSHA Outreach Training in Manchester, NH on August 8-10, 2018.

MOTION: Mr. Rossi moved to approve out of state travel for Tony McIntosh to attend OSHA Outreach Training in Manchester, NH on August 8-10, 2018

2ND: Ms. Infante

VOTE: Unanimous

#17543

Supt. Lavoie requested approval for out of state travel for Dominique Genus to tour BAE Systems in Nashua, NH on June 21, 2018.

MOTION: Ms. Fitzgerald moved to approve out of state travel for Dominique Genus to tour BAE Systems in Nashua, NH on June 21, 2018.

2ND: Ms. Infante

VOTE: Unanimous

#17544

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

a.) District Committee Priorities

- *Admissions Report*

One member stated an updated admissions report was not given to the Committee and he is looking for clarification on the last report. He would like to see a wait list column on the report and asked what the difference is between accepted, wait listed and denied. One member stated that she feels a wait list person should be accepted before a person who appeals. Ms. Freedman stated she believes that is the case. The wait list is only because there is not enough room. An approved appeal would go on to the wait list. One member asked that Ms. Freedman check into this because a person on the wait list has no recourse like a student who appeals. One member wants to make sure students are denied for good reasons. Some students are denied because of medical problems which should be considered. Chairman Lamontagne stated that is why appeals are done. Ms. Freedman stated sometimes nothing is mentioned about extenuating circumstances and asked members to spread the word to parents to include reasons. One member stated he received a call from a student who is waitlisted and he told the parents to go through the appeal process. He asked if that is different now and have we always had a wait list. Supt. Lavoie responded there has always been a wait list since he has been here. If an appeal meeting is done for a student on the wait list the only advantage would be to move higher on the wait list. Perhaps we could have an interview process for those on the waitlist. One member stated in the past any student on the waitlist was eventually found room even after 3-4 weeks. He asked if this is still the case. Supt. Lavoie responded many students are taken in after an appeal rather than denied after an appeal. The wait list is prioritized based on their point scoring. One member stated for the next meeting in August the Committee would like guidance to add a waitlist column and a report sent out every two weeks assuming students are admitted throughout the summer. Supt. Lavoie responded a waitlist column will be added. He stated part of the problem is that we do not know who is coming until the first day of school. One member asked what a dream number would be for September and Supt. Lavoie responded 420. Ms. Freedman reported we ended up there last year. Supt. Lavoie stated he will send out a current report. Chairman Lamontagne suggested sending a report on July 15 and August 5. One member asked how up applications were this year and Supt. Lavoie responded higher than other years. He is thinking they should review the admissions process but any change to the admissions policy must go to DESE for approval. Once we do the program with LHS, the number of applications received will rise. DESE is currently watching our numbers.

b.) Policy

c.) Live Streaming District Committee Meetings

Chairman Lamontagne reported Supt. Lavoie asked to revisit this topic. Supt. Lavoie reported he has given more consideration to live streaming meetings and in this day and age he feels we should stream meetings on the evening that the meetings take place. In this manner, people would have to view the meeting at the time it is taking place and it would not be replayed. One reason for this is that he thinks the Committee members are here for the right reasons and get along well. He sees no harm in letting the public see who we are and what we do. He feels we would only get more advocates for our school and sees it as a positive. Chairman Lamontagne reported he and Supt. Lavoie talked about this. He has never been a big fan of this but is willing to give it a try. However he has

conditions, which include a live stream from the website only and a monitor set up so he could see what others see. Also for executive sessions the Committee would relocate to a different room. He reported he is in favor of a six month trial. One member stated having seen through Facebook that a number of City of Lawrence Council members knew we existed and seeing their postings and responses pleased her. Chairman Lamontagne stated credit needs to go to Ms. Infante who set up meetings for Lawrence City Council members to visit the school. One member reported one city counselor has been in office for almost eight years and never stepped foot into the building. One member stated she had concerns about the cost but understands now there is no cost. She asked if there is a way to see who is watching and can it be done a trial basis. One member stated he is in favor of streaming but asked if the Committee needed to leave for executive session or should others leave instead. Chairman Lamontagne responded he wants to be sure there would be no mishap with equipment and feels the Committee should leave. One member passed out a list indicating numbers of viewers for community meetings. He stated he is in favor on a trial basis. One member asked if people would be able to view the meetings at a later time and Chairman Lamontagne responded the meetings will not be taped by us and only shown at the time of the meeting, although someone could record it from home. He reported other communities are on cable network. We have four geographical locations and could not get all four communities together to say they would show it. One member stated the Committee voted not to live stream our meetings three times and asked if the subject is being brought back until there is a yes vote. Chairman Lamontagne responded Supt. Lavoie asked to bring it back because he believed it was good for GLTS and wanted the Committee to reconsider their decision. Supt. Lavoie reported he was always against it but now feels it is the right thing to do. These meetings are an opportunity to let people know what the school is about and he feels it will have a positive impact on the number of students who apply here. One member asked if we go into executive session can we announce we will be coming out of executive session from where we are. Chairman Lamontagne stated votes taken in executive session must also take place in open session.

MOTION: Mr. Mannion moved to approve the District Committee moving ahead to live stream District Committee meetings on the website on a six-month trial basis beginning in September 2018 and revisiting the subject in six months.

2ND: Ms. Infante

VOTE: Unanimous

#17545

8. NEW BUSINESS

a.) MASC/MASS 2018 Joint Conference

Chairman Lamontagne reported there is a special registration rate for this conference if members register before July 15. It would be fiscally responsible to let the office know by that date.

9. PERSONNEL CONSIDERATIONS/REPORT

a.) Resignations

- Anne Marie Tucciarone-Mahan, Human Resources Director, effective August 3, 2018

b.) Leaves of Absence

- Kristine Smith, English Teacher, on FMLA from November 9, 2018 through January 22, 2019

c.) Retirements

d.) Appointments

- Christopher Lynch, HVAC Teacher, effective August 28, 2018
- Penelope Cornelio Silfa, Dental Assisting Teacher, effective August 28, 2018
- Patricia Brady, EL Teacher, effective June 22, 2018

e.) Job Postings

Supt. Lavoie requested permission to post for the following positions:

- Bilingual English Learners Paraprofessional, effective 2018-2019 school year
- Culinary Arts stipend position, effective 2018-2019
- Long-term Substitute Teacher in Special Education, effective 2018-2019 school year
- Instructional Leadership Team – Two ILT members to plan summer ILT work, effective summer 2018 and up to 20 ILT members to participate in summer work and professional development planning, effective summer 2018

MOTION: Mr. Mannion moved to approve the job postings as presented.

2ND: Mr. Rossi

VOTE: Unanimous

#17546

Supt. Lavoie requested permission to post for the following positions:

- JV/Assistant Golf Coach, effective 2018-2019
- Up to four faculty members for Social Emotional Learning Integration, effective summer 2018
- Summer School Portfolio – Up to two planning members, effective summer 2018 and up to eight additional team members, effective summer 2018

MOTION: Mr. Mannion moved to approve the job postings as presented.

2ND: Mr. Rossi

Discussion: One member stated the most students we had at any given time practicing for golf was 12 and most of the time it is only three, four or five students. If girls are showing an increase in interest we should start out as a club sport instead of a full sport. It is wonderful that 32 students have signed up but she is concerned with the cost of \$2500 for an assistant coach when history shows the school never had an assistant golf coach and never had more than 8 players. There should be language stating if there are only seven players in September we will not need two coaches. We should make sure the numbers are actually there first. Also, we did not budget for transporting as many students to the golf course. The coach's stipend is not the only expense. There is need for more balls and equipment as well. One member asked if the summer school portfolio and social emotional positions are paid with grant money or budgeted for. Ms. Freedman responded both positions were budgeted for with professional development funds along with some grant money. Supt. Lavoie stated for the JV Assistant Golf Coach we can post with words pending number of students that sign up to participate. Ms. Freedman stated we did this last year with volleyball.

VOTE: Unanimous

#17547

Supt. Lavoie requested permission to post for the following position:

- Transition Program Paraprofessional (SPED), effective 2018-19.

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

2ND: Mr. Rossi

Discussion: Supt. Lavoie explained the Guidance and SPED Directors became familiar with the BRYT organization which comes for free to set up a transition program. The program is for students who are out for concussions, hospitalizations, etc. and must transition back to school. Data has shown having a program like this is beneficial to these students. Other students who benefit are those with long term attendance issues. Data shows there is a need for transitioning to keeping kids in school. One member asked if the students will be taking regular classes and Ms. Freedman responded yes but they are not here all day. One member asked how the program is funded and Ms. Freedman responded in the operational budget. One member asked if they provide staff and Ms. Freedman responded no.

VOTE: Unanimous

#17548

Supt. Lavoie requested permission to post for the following positions:

- Greater Lawrence Technical Institute Evening Program
 - OSHA Construction Instructor, effective September 2018 for three weeks
 - Certified ServeSafe Instructor for Culinary, effective September 2018 for two weeks
 - English Language Learner Instructor, effective September 2018 for 12 weeks
 - Automotive Instructor, effective September 2018 for 12 weeks
 - Auto Appraisal Instructor, effective September 2018 for 10 weeks
 - Metal Fabrication Instructor, effective September 2018 for four weeks
 - Business Technology Instructor, effective September 2018 for 12 weeks
 - Machine tool Technology Instructor, effective September 2018 for 16 weeks
 - Cosmetology Instructor, effective September 2018 for 12 weeks
 - Barbering Instructor, effective September 2018 for 12 weeks
- Long-term Substitute Teacher in English, effective November 9, 2018

MOTION: Mr. Mannion moved to approve the job postings as presented.

2ND: Mr. Rossi

Discussion: One member asked if all of the Greater Lawrence Technical Institute positions are funded pending enrollment and Supt. Lavoie responded yes.

VOTE: Unanimous

#17549

One member stated the Human Resources Director's employment was exemplary and she brought us into the next century. She is very sorry to see her go but happy for her. She asked if Supt. Lavoie was posting for the Human Resources Director position and Supt. Lavoie responded yes but he was thinking of changing the title to Executive Assistant for HR because he wanted this position to report to him directly. Two members felt it should be posted as Human Resources Director.

MOTION: Ms. Fitzgerald moved to approve a posting for the position of Human Resources Director.

2ND: Ms. Infante

VOTE: Unanimous

#17550

10. FUTURE AGENDA ITEMS

11. EXECUTIVE SESSION

MOTION: Ms. Fitzgerald moved to enter into executive session at this time for contract discussions.

2ND: Ms. Grondine

VOTE:

Roll Called by District Recorder

Mr. Bourassa Yes

Ms. Fitzgerald Yes

Ms. Grondine Yes

Ms. Infante Yes

Mr. Mannion Yes

Mr. Rossi Yes

Mr. Lamontagne Yes

#17551

ENTER EXECUTIVE SESSION

Ms. Infante exited during executive session.

ENTER OPEN SESSION

a.) Athletic Facility Campaign Fundraiser

MOTION: Ms. Fitzgerald moved to extend the Athletic Facility Campaign Fundraiser's contract through the end of the summer.

2ND: Mr. Bourassa

VOTE: Unanimous

#17556

b.) Elimination of Shop in Exploratory Program

MOTION: Mr. Mannion moved to exclude Business Technology in the exploratory program for 2018-19.

2ND: Mr. Bourassa

VOTE: Unanimous

#17557

12. ADJOURNMENT at 8:10 PM.

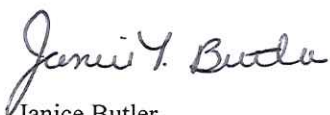
MOTION: Ms. Fitzgerald moved to adjourn.

2ND: Mr. Bourassa

VOTE: Unanimous

#17558

Respectfully Submitted:



Janice Butler
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director