



DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1728

The Regional District Committee met in a regular meeting on August, 21, 2018 at 6:00 PM at Greater Lawrence Technical School, 57 River Road, Andover, MA 01810.

Members Present: Leo Lamontagne Lawrence Chairperson
Marilyn Fitzgerald Andover Vice Chairperson
Gary Mannion Lawrence Assistant Treasurer
Russell Bourassa Methuen
Stephany Infante Lawrence

Absent Members: Barbara Grondine Methuen
Frank Rossi North Andover

Others Present: 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 26, 2018.

2ND: Mr. Bourassa

VOTE: Unanimous

#17559

3. FINANCE REPORT

a.) Cash Balance Report

Mr. DiStefano read the report into the record.

MOTION: Ms. Fitzgerald moved to approve the Cash Balance Reports of June 30, 2018 and August 14, 2018 as presented.

2ND: Ms. Infante

VOTE: Unanimous

#17560

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Budget Report

No Discussion

d.) Controls for Payroll Disbursements

Chairman Lamontagne reported Supt. Lavoie requested a vote on language regarding controls for payroll disbursement.

MOTION: Ms. Fitzgerald moved to approve that upon hiring new employees the rate agreement should state the employee's position, step and pay rate and should be approved by the Superintendent or Business Administrator or a combination of both and that payroll change forms should be approved by the Superintendent or Business Administrator or a combination of both.

2ND: Ms. Infante

Discussion: One member asked what needed to be changed. Ms. Silva responded this was a recommendation by the auditors but that she was not sure if it was still necessary because the auditors asked her to destroy the governance letter (where the finding was listed) and that they would send a new report. She thought it was pertaining to the status form sheet but she is waiting for the auditor to get back to her. Chairman Lamontagne suggested tabling this discussion at this time. Supt. Lavoie reported this statement gives clarity when hiring and who has authority to establish pay rates. The school does not have a clear policy for placing new hires on the salary scale. When he does it he uses a format. He offered to create a report showing how this process works. Typically a committee is formed to conduct initial interviews and then applicants are interviewed by the principal. From there they are referred to him for salary placement. One member asked who establishes the pay scale when someone is hired in Local 1707 and Chairman Lamontagne responded the Committee will get this information for the next meeting.

Ms. Fitzgerald withdrew her motion and Ms. Infante withdrew her 2nd.

MOTION: Ms. Fitzgerald moved to table this topic until the next meeting.

2ND: Ms. Infante

VOTE: Unanimous

#17561

4. COMMUNICATIONS

a.) Donation

Chairman Lamontagne reported numerous cosmetology items were donated by Michelle Morin of Salon Bella Dona in Methuen.

b.) Articles

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

- Town Negotiates Land Swap with Greater Lawrence Tech (Andover Townsman)
- A Reggie in the House, Frank Moran-Class of 1989 (GLTS News)
- Jason Merrill-Class of 1994 (GLTS News)

c.) Public Participation

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) School Opening Preparations

- *Three-day Professional Development*

Supt. Lavoie reported for three days in July the administration held its annual retreat which was led by Ms. Freedman. The main focus was to look at priorities for the upcoming year regarding the School Improvement Plan and to determine focus areas for the evaluation system. In addition, to plan professional development implementation that is needed for staff and the leadership team. Ms. Freedman reported Ms. Jones was very helpful with the retreat and the new assistant principal was on board at that time and was able to participate. The retreat was very productive. Supt. Lavoie reported the retreat lead to the upcoming three days of professional development for the teachers return on August 28 through 30 which will include conditions for school effectiveness, preparing for school opening, focused training on social and emotional learning and the development of goals for the school year.

- *Summer Projects*

Supt. Lavoie reported it has been a very busy summer. He reported a problem with the greenhouse installation which was that the foundation was built wider than the actual greenhouse. This was due to a mistake by the greenhouse engineer and they are working with the engineer to resolve the problem. Resolving the problem involves a steel company making parts and the cost of their work will be submitted to the greenhouse company. One member asked

about the pool project and the hydrant being used to fill the pool. He asked if this was common practice and another member responded yes the filling is done on the town's watch. The pool is now back on line with the filter in operation. She reported she actually slept in the pool area while it was being filled to prevent it from being turned off. Supt. Lavoie reported the pool was drained and the grout was cleaned and some re-grouting was done. There were a few openings in the grout which allowed water to seep through. The company was very dependable and kept to the contract. It will look brand new come the first use on August 23. The concession stand block work was done and students will complete it when they return to school. Also, carpentry students will construct the roof. The STEAM labs are under construction and the lighting project began about three weeks ago. Although they will not be able to finish before school begins they will finish up during vacations because working evenings and weekends would drive the cost up. We will save 1 million kWh hours which are being sold to Nashoba. The graphics shop is moving into new space because AFFOA equipment is coming. The school store was moved to the cafeteria and courtyard paving is being done which was approved from Capital Improvement funds. There are renovations taking place to room 1058 changing it from a computer lab to a math classroom. Discipline will be located in the front of the school and should be ready for move in next week. One member asked what will the old discipline area be used for and Supt. Lavoie responded some of it will be used for Special Ed who will move out of the guidance area which will give them more space. The Biotech lab cabinets are being installed with counters and a storage closet is being constructed in the business office for files.

b.) Athletic Field Leasing RFPs Update

Supt. Lavoie reported there was a pre-bid meeting for the baseball field today which Merrimack College attended and is very interested in leasing. The second pre-bid meeting also took place today for the rest of the fields which Andover Soccer and Seacoast United attended. The two leasing RFPs are due September 4 and September 5. Phase 2 of the fields will begin next week as the governor signed the million dollar budget bill. This means the school will receive one million dollars from the state. We also will receive one million dollars from leases and \$250,000 is committed from the fundraising campaign. We have already spent \$250,000 on the field project. Additionally, we will be using a three million dollar bond to get the project going. One member asked if right of refusal was written into the RFPs and Supt. Lavoie responded we do not have to accept any RFP. He suspects there will still be negotiations after accepting an RFP. One member asked if it was written in the RFPs about storage of equipment stating they provide their own storage and Chairman Lamontagne responded that has not been decided as of yet.

c.) Director of Grants, Workforce and Community Development Report

- *Entitlement and Competitive Grants*

Ms. Bennett reported GLTS will be receiving just under an additional \$56,000 this year in federal grants. She reported that Ms. Silva thought of creative ways to use the funding so we were able to take excess funding and put it into educational programs. The federal grants include IDEA SPED, Perkins, Title I, Title IIA, Title III and Title IV. These funds will be used to fund staff and programs. Ms. Bennett reported the school also received over \$800,000 from capital grants which include the Skills Capital Grant, Clean Energy Center (CEC) Learn and Earn Grant, Smith Family Foundation Grant, Eastern Bank Grant and Collision Repair Education Foundation Grant. Additionally, the school received over \$80,000 in a partner grant working with MVWIB CNC Head Start Program. One member stated for many years she had no idea where grant money was going but this report was great as it explains where funds are going.

- *Workforce Development/Apprenticeship Initiative/Post Grad Initiative*

Ms. Bennett reported the Greater Lawrence Technical Institute will begin in the fall and classes are listed on the new website. One member stated her friends texted her about the new website and they were very excited about it. Supt. Lavoie reported workforce development and the apprenticeship initiative will have a huge impact on communities and in particular Lawrence. The federal government and state are providing money for starting new apprenticeships. In order to support and lead the apprenticeship initiative at the state level GLTS and five neighboring schools have come together to form a consortium. Rather than working as an individual school, working as a consortium will allow more access to students from a larger area. The six schools, which include GLTS, Shawsheen Tech, Essex Tech, Whittier, Greater Lowell and Nashoba, will work together to promote different careers. Governor Baker provided substantial dollars for this initiative. We will talk with companies to see what type of training is needed to service their needs. The consortium met last week and agreed to include three community colleges, Northern Essex, Middlesex and North Shore, and the Workforce Investment Board in the consortium. After Supt. Lavoie advocated with the Secretary of Labor and the Secretary of Housing and Economic Development he was able to pressure them into allowing the consortium to access funds directly rather than through community colleges. He is very excited to be able to offer more workforce programs. There will now be a pathway for students after graduation to access continuing education. Connecting with community colleges will allow them to align apprenticeships with their

programs. Supt. Lavoie reported post graduate programs may be started in any career area where there are Chapter 74 approved programs. These would be night programs for graduates or those wanting to get into a career.

d.) Principal's Report

- *Curriculum Development Update*

Ms. Freedman reported the assessment review document is currently being used. Over the past four to five years they have been working on curriculum to create a common understanding and they want to keep reviewing and revising each year. The Ed Admin, with input from ILT, worked on assessment review with the idea that teachers would assess where they are and see where we could offer support. There were three cycles over the year and we saw great results. The cycle will continue over the next year.

- *STEAM Summer Professional Development*

Ms. Freedman reported on STEAM summer work sessions that teachers were doing during the summer. The program facilitator has done a great job working on trans-disciplinary programs. Grades 9 and 10 will be starting this year. We would like to have teachers come to a District Committee meeting to show members how great the program is. One member asked if grade 9 students will remain in their same academic classes this year which was not the case last year. Ms. Freedman responded there will be no change but we have worked on ways to make it less disruptive. One member stated the school worked so hard to become level 1 and that happened because of strong academics for freshman and she feels that changing their academic teachers and classes midyear causes a huge disconnect from the foundation freshman receive from September through January. She is disappointed that they are not carrying academic classes throughout the year. She does not want to see MCAS scores lower. Supt. Lavoie responded he does not think freshmen in STEAM is an issue. Instruction is well done. The biggest challenge is bringing students in and building a comfort level with them having specific academic teachers and friends and when they enter STEAM they must establish new teachers and friends. We are reviewing what we did last year and looking at a different way to make sure students are better supported. STEAM is a new opportunity for them. Curriculum and preparation is going to be as strong as if they stayed in their original academic program. Ms. Freedman offered to speak to the Committee member individually or to the entire Committee about concerns. She stated both programs are fantastic. We are breaking the mold. Supt. Lavoie and Ms. Freedman will create a report and explain the success with MCAS to show consistency. Although the approach and projects are different, outcomes will be successful. One member stated she will meet with Ms. Freedman. She asked how many sophomore students were in the program this year and has that number changed from last year. Ms. Freedman responded there were a few students who wanted to leave and others who chose it. She will get numbers.

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

a.) District Committee Priorities

b.) Policy

c.) Live Streaming District Committee Meetings

Chairman Lamontagne reported the meetings are scheduled for live streaming beginning the next meeting but a member of the Committee requested further discussion on the subject. Supt. Lavoie reported one member is still concerned about going live and wanted to let the Committee know there is still concern about putting it out there for public access. Chairman Lamontagne reported the vote was for a 6 month trial basis and there will be a monitor so the Committee can view it live. One member stated at a previous meeting it was discussed that this would create more funds coming into the school by people seeing our school. He asked if after November the Committee could be informed what additional funds were received. Supt. Lavoie reported live streaming can draw more interest in the school which can make our proposal to the MSBA more positive which could ultimately help funds come into the school. Our school is doing better and it is very innovative as a result getting more applicants. Chairman Lamontagne reported as long as he is Chairman, executive session will take place in another room. Supt Lavoie reported he will do a mock run before the next meeting. One member asked if instead of the Committee moving for executive session is it be possible to unplug the equipment. Chairman Lamontagne responded that is not an option.

d.) STEAM Fundraiser Proposal

Supt. Lavoie reported that Mr. Chae had previously spoken to the Committee about raising funds to support STEAM and to start a foundation. Mr. Chae would work closely with Ms. Starkweather and himself to try to get a foundation off the ground and to create a STEAM account for future equipment. Mr. Chae is willing to meet with Mr. Birnbach to connect with the corporations that Mr. Birnbach knows. Previously Mr. Chae wanted funds to start

his project but that was rejected by the Committee. He rewrote his contract which states after raising \$100,000 he would receive half of the \$40,000 he previously asked for. After raising a second \$100,000 he would receive the second half and from then on would receive 15% of what he raises. Chairman Lamontagne asked if those funds are actually collected funds and Supt Lavoie responded yes. One member asked if the word "liaison" should be changed to "District Committee" regarding extension of the contract and Supt. Lavoie responded he would be the liaison. If the Committee voted to move forward he would submit the contract to the attorney. Chairman Lamontagne stated it should be sent to counsel first.

MOTION: Ms. Fitzgerald moved to send the STEAM fundraiser proposal to the school's attorney for review.

2ND: Mr. Mannion

VOTE: Unanimous

#17562

e.) Admissions Report

One member stated 58 appeal requests were listed on the August 2 report (no appeal numbers were listed on the August 14 report) and asked if it can be assumed they were denied. Supt. Lavoie responded they could have gone on the wait list. Anyone that is accepted through an appeal goes on the wait list and they are placed by score. Higher total points are accepted first. One member asked when students with low scores are placed on the waitlist if they are informed they can come in for an appeal meeting to explain extenuating circumstances. Supt. Lavoie responded they can appeal but would remain on the waitlist. One member asked if there have been as many as 192 on the waitlist in the past and Supt. Lavoie responded the number was probably not that high before. One member asked if there are 192 students that we cannot accept, are they informed they may be able to get in after the first day and Supt. Lavoie responded yes. Supt. Lavoie reported typically during the first week we see how many spaces open up and then we fill those spaces with waitlisted students. We must make sure we maintain only 420 freshmen. He told the director to fill spaces only until October 1. Chairman Lamontagne asked for all correspondence which is given to parents, including sample letters and Supt. Lavoie responded he would do that. Chairman Lamontagne asked if it would be possible to email that information and Supt. Lavoie responded yes. One member stated he would like to receive updated admissions reports until October 1.

8. NEW BUSINESS

a.) Meeting Date Change

Chairman Lamontagne discussed changing the date of the next District Committee meeting scheduled for September 4 to Tuesday, September 11, 2018 as requested by Supt. Lavoie. He asked Ms. Silva how that would affect warrants and Ms. Silva responded she could put warrants out one week later.

MOTION: Ms. Fitzgerald moved to change the next District Committee meeting from September 4 to Tuesday, September 11, 2018.

2ND: Ms. Infante

VOTE: Unanimous

#17563

9. PERSONNEL CONSIDERATIONS/REPORT

a.) Resignations

- Matthew Burton, STEAM ELA Teacher, effective June 28, 2018
- Patrick Tarallo, Math Teacher, effective August 24, 2018
- Francellis Quinones, STEAM History Teacher, effective June 28, 2018
- Robert Aldape, Science Teacher, effective June 30, 2018
- Mary Ann Carter, Culinary Arts Teacher, effective July 20, 2018
- Kristina Heffron, Math Teacher, effective July 31, 2018
- Elizabeth D'Entremont, Security Officer, effective August 3, 2018
- Amie Lynn Perry, Cosmetology Teacher, effective August 20, 2018

b.) Leaves of Absence

- Lauren Jones, Academy Supervisor, on intermittent FMLA beginning August 8, 2018
- Jaime Hennessy, ELA Teacher, effective 2018-19 school year
- Elizabeth Evans, Shipping Receiving/Inventory Coordinator, on intermittent FMLA beginning July 2018
- Christopher Burke, on FMLA beginning October 13, 2018 for up to six weeks
- Elizabeth Shea, Business Technology Teacher, effective 2018-19 school year

c.) Retirements

- Dianne Norkiewicz, CVTE Director/Co-op Coordinator, effective December 2018

d.) *Appointments*

- Leonardo Paulino, Paraprofessional in Metal Fabrication, effective August 28, 2018
- Amanda Conte, School Adjustment Counselor, effective August 28, 2018
- Timothy Jones, STEAM History Teacher, effective August 28, 2018
- Brennan Natoli, STEAM Engineering Teacher, effective August 28, 2018
- Diana Bettano, Food Services, effective August 1, 2018
- Ryan Brown, Assistant Principal for Math & Science, effective August 1, 2018
- Jorge Polanco, Metal Fabrication Teacher, effective August 28, 2018
- Susan Lally, Executive Assistant to the Superintendent-Director, effective September 4, 2018
- Denise Zahn, Director of Human Resources, effective September 4, 2018
- Nairi Melkonian, Physical Education Assistant/Athletic Trainer, effective 2018-19 school year

e.) *Job Postings*

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

- Comic Book Club Advisor, stipend position, effective 2018-19 school year
- Physical Education Assistant/Athletic Trainer, effective ASAP
- Two carpenters to install cabinetry, effective August 13, 2018 for five days
- EL Paraprofessional for Machine Technology, to assist English Learner students as part of the Lawrence High School Partnership Program, effective August 21 through the end of the school year
- Wellness Teacher (Physical/Health Education), effective 2018-19 school year
- One-year ELA Teacher, to cover LOA, effective 2018-19 school year
- Culinary Arts Teacher, effective 2018-19 school year
- Mathematics Teacher, effective 2018-19 school year
- AP Physics Advisor, summer position for 15 hours
- Certified Pool Operator, effective July through August and September through June
- STEAM ELA Teacher, effective 2018-19 school year
- STEAM History Teacher, effective 2018-19 school year
- Special Education Math Teacher, effective 2018-19 school year
- Long-term Substitute Teacher in Business Technology, to cover LOA, effective 2018-19 school year
- Cosmetology Teacher, effective 2018-19 school year
- Machine Technology Teacher for Lawrence High School Pilot Program, effective 2018-19 school year

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

2ND: Ms. Infante

Discussion: One member stated this is a critical time to have a trainer and asked if we have a contract with someone to be on duty until one is hired. Supt. Lavoie responded yes. One member asked why there is a new position for a wellness teacher and who was doing it before and Ms. Freedman responded a teacher was needed because of scheduling conflicts and we are trying to make the program more holistic. We are fortunate not to have to fill other positions so the salary is coming out of foundation. One member asked why Ms. Norkiewicz's position was not posted and if the position is being eliminated and Supt. Lavoie responded she is not retiring until December 2018.

VOTE: Unanimous

#17564

Ms. Infante asked Chairman Lamontagne if the video of the school grounds on the new website could be played for members and Chairman Lamontagne responded yes. The video was then played for District Committee members.

10. FUTURE AGENDA ITEMS

11. EXECUTIVE SESSION

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

2ND: Ms. Infante

VOTE:

Roll Called by District Recorder

Mr. Bourassa	Yes
Ms. Fitzgerald	Yes
Ms. Grondine	Absent
Ms. Infante	Yes
Mr. Mannion	Yes

Mr. Rossi Absent
Mr. Lamontagne Yes
#17565

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

a.) Vacation Time Carry Over

MOTION: Ms. Fitzgerald moved to approve the carry-over of an additional five vacation days into the 2018-19 school year for Supt. Lavoie.

2ND: Ms. Infante

VOTE: Unanimous

17568

b.) Athletic Facility Campaign Fundraiser Contract

MOTION: Ms. Fitzgerald moved to extend the contract of Ms. Starkweather, the Athletic Facility Campaign Fundraiser, until the end of September 2018

2ND: Ms. Infante

VOTE: Unanimous

#17569

12. ADJOURNMENT at 7:40 PM.

MOTION: Ms. Fitzgerald moved to adjourn.

2ND: Ms. Infante

VOTE: Unanimous

#17570

Respectfully Submitted:



Janice Butler
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director