



Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1729**

The Regional District Committee met in a regular meeting on September 11, 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
Russell Bourassa	Methuen	
Barbara Grondine	Methuen	
Stephany Infante	Lawrence	
Frank Rossi	North Andover	

Absent Members:

Gary Mannion	Andover	Assistant Treasure
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Others Present:

John N. Lavoie	Superintendent-Director
Elizabeth Freedman	Assistant Superintendent-Director/Principal
Maria Silva	School Business Administrator
Gerry DiStefano	Treasurer
Susan Lally	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 August 21, 2018.

2ND: Ms. Grondine

VOTE: Unanimous

#17571

3. FINANCE REPORT

a.) Cash Balance Report

Mr. DiStefano read the report into the record.

MOTION: Mr. Rossi moved to approve the Cash Balance Report as presented.

2ND: Ms. Fitzgerald

Discussion: One member asked about the rate and Mr. DiStefano reported how the rate fluctuates.

VOTE: Unanimous

#17572

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Budget Report

No Discussion

4. COMMUNICATIONS

a.) Donations

Chairman Lamontagne reported the following donations to the school:

- 2007 Subaru Legacy valued at \$3,825.00 was donated by Whitney Coffin of Methuen, MA.
- 3 large white boards and numerous chairs were donated by Mr. John Fantasia from Restream, Waltham, MA.

b.) Articles

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

- Celebrating Bernstein at 100: Lawrence Festival Spotlights Native Composer Through Music (Eagle Tribune)
- Exchange Club Gives \$20,000.00 in Scholarships to 19 Students (Eagle Tribune)
- Reggie Determination – Elizabeth Baez – Class of 1997 (GLTS News)

c.) Public Participation

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) Process for Hiring New Staff/Salary Placement

Supt. Lavoie reviewed the Process for Hiring New Staff Procedure. One member asked if the Principal does all the hiring as stated in the documents provided. Supt. Lavoie responded that Ms. Freedman hires all educational personal as required by law.

b.) Northeast Regional Apprenticeship Consortium

Supt. Lavoie reported that each of the six schools in the consortium is asked to contribute \$5,000. The Apprenticeship Consortium will be comprised of the following Boards: Executive Board, Board of Overseers, and Advisory Board. Supt. Lavoie stated that he has been working with five additional vocational schools, Essex Technical High School, Greater Lowell Technical High School, Nashoba Valley Technical High School, Shawsheen Valley Technical High School and Whittier Regional Vocational Technical High School. In addition, there would be member community colleges, Middlesex Community College, North Shore Community College and Northern Essex Community College. Together the vocational schools and community colleges would be part of the committee. Supt. Lavoie stated that this is an opportunity for us to work together to deliver proper training for traditional and non-traditional careers, such as Machine Technology, Automotive, Culinary Arts and Metal Fabrication to meet the needs of business and industry within the northeast region of Massachusetts.

MOTION: Ms. Fitzgerald moved to approve taking \$5,000 from the Greater Lawrence Technical Institute Account to hire a Director for the Northeast Regional Apprenticeship Consortium.

2ND: Mr. Rossi

Discussion: One member asked about the funds and if there will be someone at the top from GLTS. Supt. Lavoie responded that the executive director will not be from our school and the funds will not actually be for hiring this person. The funds will be for starting our consortium. Our co-op director will be directly involved with Ms. Bennett and will support companies interested. It is believed that apprenticeship training improves overall performance and provides a competitive advantage. It gives the opportunity for motivated young people to remain in the community and to receive vocational training in our schools in place of colleges. One member asked if the motion should be changed.

Ms. Fitzgerald withdrew her motion and revised it. Mr. Rossi withdrew his second.

REVISED MOTION: Ms. Fitzgerald moved to approve \$5,000 from the Greater Lawrence Technical Institute Account for the Northeast Regional Apprenticeship Consortium

2ND: Mr. Rossi

VOTE: Unanimous

#17573

c.) Athletic Field Project Update

Supt. Lavoie reported last week Shaheen Brothers made a donation of \$10,000 to the Athletic Field Project. Attorney Morris met with the Secretary of Finance last week. The Secretary of Finance wanted more information before the money was given to us. The next meeting is being scheduled with Under Secretary of Finance next week. One criterion is that we may not be able to lease part of the field. Supt. Lavoie will oversee the next meeting to go over where the money will be spent. We have started the project with the understanding that the money is coming

from the state and we have RFPs with 3 bidders, Seacoast United, Merrimack College and Andover Soccer. Supt. Lavoie recommends continuing negotiations. Seacoast will supply an individual to oversee and help our own soccer program. Merrimack College is interested in our baseball field.

MOTION: Mr. Rossi to approve continuing negotiations for leasing the Athletic Fields

2ND: Mr. Bourassa

Discussion: One member feels the bid from Andover Soccer is insulting. Seacoast looks like they are onboard.

VOTE: Unanimous

#17574

d.) House Building Project Update

Supt. Lavoie reported the House Project site is not ready yet. A new street circle is being constructed in Andover and they are facing challenges. The project involves Andover Community Trust and Habitat with Humanity. Supt. Lavoie reported the site will not be ready until the end of October. In the interim carpentry students will be working on the roof for the concession stand and the green house. One member asked the location of the house and Supt. Lavoie responded it is directly across the street from Credit Union in Andover. One member asked about the 99 year lease on the land. Supt. Lavoie responded that it is a duplex and will be sold separately. The land will be sold with the house. One member explained there are conditions to living there. She believes families with children are a condition of approval. Also, if the owners want to sell the house, it must be sold to a family using the same criteria as the original owner.

e.) AFFOA Cost Sharing Agreement

Supt. Lavoie discussed the contract with AFFOA and feels comfortable with signing it. GLTS will install the AFFOA equipment in an effort to establish an advanced fabrics curricula program and also be part of STEAM. GLTS will conduct workshops to train and develop an advanced fabrics workforce. Supt. Lavoie recommended moving forward and signing the contract.

MOTION: Ms. Fitzgerald moved to approve the AFFOA Cost Sharing Agreement as presented

2ND: Ms. Infante

VOTE: Unanimous

#17575

f.) Principal's Report

• *Opening of School*

Ms. Freedman discussed the opening of school schedule. She reported they received very positive feedback. Reggie Leaders welcomed the freshmen on day three by clapping as they arrived at the school. Reggie Leaders were present in all of the home rooms, and conducted tours of the school. The administrators were there to support the Reggie Leaders. All the students were in on Tuesday for a smooth opening of school.

• *Syllabus Review*

Ms. Freedman reported the syllabus was aligned with core values. She stated that the Syllabus Core Values Review was worth as some improvements were made.

• *Out of State Travel*

Ms. Freedman requested permission for out of state travel for her and Ms. Zielinski to attend the Garrison Institute Generative Social Fields Gathering, in Garrison, NY on September 30-October 3, 2018.

Discussion: Supt. Lavoie requested to be added to this out of state travel

MOTION: Ms. Fitzgerald moved to approve out of state travel for Ms. Freedman, Ms. Zielinski and Supt. Lavoie to attend the Garrison Institute Generative Social Fields Gathering, in Garrison, NY on September 30-October 3, 2018.

2ND: Ms. Infante

VOTE: Unanimous

#17576

g.) Student's Reports

Ms. Freedman introduced the student representatives, Ms. Markham and Ms. Vicente. They reported the class of 2022 is having a freshman mixer on Thursday September 13th to welcome the freshmen students to GLTS and to give them an opportunity to learn about the clubs and activities that are available to them. One of the seniors in Machine Tool Technology, Eric Pechinsky, secured an internship at AFFOA (Advanced Functional Fabrics of America) in Cambridge, MA this past summer. Eric worked alongside AFFOA engineers, helping with fiber analysis, which included LED chip spacing, and air pocket area to determine the correct placement of LED chips. He also performed tests for leaks in color-changing fibers, up to 140 PSI with compressed air. Eric's crowning achievement was inventing a machine for AFFOA, which they are planning to use to fill fibers with chemicals (E-

ink) for color change technology. Reggie Leaders worked together to complete yet another successful freshman orientation. The energy of all students was outstanding and it definitely made our freshman feel more at home. Peer mediation training took place in August and it was incredible to see about 30 students come out to the 2 day training in hopes to mediate and help with student conflicts at GLTS. The idea of students helping one another to solve student problems creates a lot of independence and responsibility among students. One member reported she participated in the Reggie Leaders when she was a student and was impressed that the Reggie Leaders go into the classroom, something that was not done when she was a Reggie Leader. Supt Lavoie reported that Eric's accomplishments are very impressive.

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

a.) District Committee Priorities

- *Administrator Licensure*

One member stated that all of our Administrators need to be licensed in their positions.

- *STEAM Construction*

One member requested a report on the total amount of money spent on STEAM.

b.) Policy

c.) Admissions

- *Updated Admissions Report*

One member asked why each city and town had a different number of students attending GLTS. Chairman Lamontagne responded that there are criteria in place for accepting students and that it will never be equal. Supt. Lavoie explained the criteria: There are four areas that represent the amount of points a student receives. The student then receives an overall final score. The process of accepting students starts with highest score and works its way down the list. It has nothing to do with what town they live in. He explained that scoring is not all about academics. Chairman Lamontagne stated it is a very fair way. He suggested that someone from guidance meet with members. One member suggested that members reach out to their community to connect the community to our school. One member does not think that students and families know enough about GLTS and that college is still an option after graduation.

- *Admissions Correspondence B*

One member stated the packet of correspondence sent to parents is good and covers everything.

8. NEW BUSINESS

a.) CREST Board of Directors

Chairman Lamontagne reported that CREST districts must annually appoint either a member of the school committee or its superintendent of schools to serve as their appointed representative.

MOTION: Ms. Fitzgerald moved to approve that Supt. Lavoie represent GLTS to serve on the CREST Board of Directors for 2018-2019

2ND: Ms. Infante

VOTE: Unanimous

#17577

b.) STEAM Fundraiser Update

Supt. Lavoie reported that the STEAM fundraiser proposal was given to the schools attorney who recommended a RFP go out for this position.

MOTION: Mr. Rossi moved to proceed with sending out an RFP for the STEAM fundraiser position.

2ND: Ms. Infante

Discussion: One member asked if Mr. Chae was notified and Supt Lavoie responded yes.

VOTE: Unanimous

#17578

c.) District Committee Meeting Schedule

Chairman Lamontagne asked if the committee wanted to meet the following week as scheduled.

Supt. Lavoie stated we could hold off but need to know about the warrant. Ms. Silva reported that payroll is next week and the warrant will need to be signed.

MOTION: Ms. Fitzgerald moved to cancel the meeting on September 18, 2018 and meet again on September 25, 2018

2ND: Mr. Rossi

VOTE: Unanimous

#17579

MOTION: Ms. Fitzgerald moved to cancel the meeting on October 2, 2018

2ND: Mr. Rossi

VOTE: Unanimous

#17579

9. PERSONNEL CONSIDERATIONS/REPORT

a.) *Resignations*

b.) *Leaves of Absence*

c.) *Retirements*

d.) *Appointments*

- Kerri Domohowski, Wellness/PE Teacher, effective 2018-2019

e.) *Job Postings*

- School Security, 200-day school year position, effective 2018-2019
- School Security-ERC, 200-day school year position, effective 2018-2019
- November MCAS Retest Tutors, up to two tutors each for ELA and Math MCAS Retest, effective October through November, 2018
- Extended Day English Language Development Teacher and/or Paraprofessional to facilitate the Extended Day ELD Program, Grant Funded
- After School Security Officer for Facility Rentals, effective 2018-2019

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

2ND: Mr. Rossi

VOTE: Unanimous

#17580

f.) *Job Descriptions*

Supt Lavoie discussed the Alumni/Foundation and Institutional Advancement Coordinator job description

MOTION: Mr. Rossi approved the Alumni/Foundation and Institutional Advancement Coordinator job description.

2ND: Ms. Grondine

Discussion: One member asked about this positions involvement with the Alumni Association. Supt. Lavoie responded that it will improve the alumni program in ways to support the school. Any work that the Alumni Association does is outlined in the job description. This person will serve as the liaison between the school and the Alumni Association which will insure strong effective alumni to work in conjunction with the STEAM Academy.

One member discussed how that she and Supt. Lavoie went to the Colonial Heights Neighborhood Association meeting at the Robert Frost School in Lawrence and how people were speaking highly about GLTS. She was pleased that Supt. Lavoie attended and hopes he will continue to attend other neighborhood meetings.

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	Absent
Mr. Rossi	Yes
Mr. Lamontagne	Yes

#17581

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

MOTION: Mr. Rossi moved to approve increasing the Health Insurance rate by 10 percent if necessary.

2ND: Mr. Bourassa

VOTE:

Roll Called by District Recorder

Mr. Bourassa	Yes
Ms. Fitzgerald	No
Ms. Grondine	Yes
Ms. Infante	No
Mr. Mannion	Absent
Mr. Rossi	Yes
Mr. Lamontagne	Yes

4 yeas, 2 nays, motion carried

#17585

MOTION: Mr. Rossi moved to authorize Supt. Lavoie to check the state law and work with insurance brokers to change health insurance to GIC and/or the self-insured consortium and bring information to the Committee

2ND: Mr. Bourassa

Discussion: Mr. Bourassa requested information on GIC.

VOTE:

Roll Called by District Recorder

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

#17586

12. ADJOURNMENT at 8:00PM.

MOTION: Ms. Fitzgerald moved to adjourn.

2ND: Ms. Infante

VOTE: Unanimous

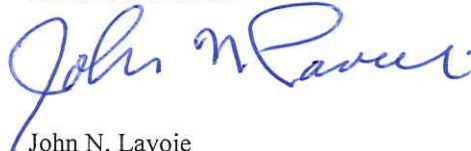
#17587

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director