

# GLTS

Greater Lawrence Technical School

**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1738  
JANUARY 8, 2019**

The Regional District Committee met in a regular meeting on January 8, 2019 at 6:30 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	
Barbara Grondine	Methuen	
Stephany Infante	Lawrence	
Frank Rossi	North Andover	

**Others Present:**

John N. Lavoie	Superintendent-Director
Elizabeth Freedman	Assistant Superintendent-Director/Principal
Maria Silva	School Business Administrator
Susan Lally	District Recorder

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**1. CALL TO ORDER**

Chairman Lamontagne called the meeting to order at 6:30 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 December 11 and December 26, 2018.

**2<sup>ND</sup>:** Ms. Infante

**VOTE:** Unanimous

##17662

**3. FINANCE REPORT**

*a.) Cash Balance Report*

Ms. Silva read the report into the record.

**MOTION:** Ms. Infante moved to approve the Cash Balance Report as presented.

**2<sup>ND</sup>:** Mr. Mannion

**VOTE:** Unanimous

#17663

*b.) Consolidated Cash Reconciliation Report*

No Discussion

*c.) Revolving Fund Report*

No Discussion

*d.) Budget Report*  
No Discussion

#### **4. FOOTBALL AND CHEERLEADING AWARDS**

Supt. Lavoie welcomed and congratulated the football and cheerleading teams for their hard work on and off the field and gym. He stated how proud he is to have them represent Greater Lawrence Technical School. Championships are not easy to obtain and it comes from hard work and dedication. Not only did the football team win a championship, but additionally a sportsmanship award. District School Committee member, Stephany Infante presented them with certificates. Chairman Leo Lamontagne thanked the coaching staff as well as the students and congratulated them. It was well deserved and commented on how well behaved the students have been. Greater Lawrence Technical School is bringing up a group of nice young men and women. The members of the District School Committee congratulated each student.

#### **5. COMMUNICATIONS**

##### *a.) Donations*

Chairman Lamontagne reported the following donations to the school:

- 2006 BMW, valued at \$5,350.00, donated by Mr. & Mrs. Mark Johnson of Andover, MA.
- Set of Mantooth Wifi refrigeration gauges, donated by Mr. Samuel Morley of Branford, CT.
- New Balance donated 150 coats, sweatshirts and backpacks filled with blankets, gloves and hats to students that were in need.

##### *b.) Articles*

- Jose Caceres and Humberfey Contreras were selected to the Lawrence Eagle Tribune Football All-Star Team, Eagle Tribune, Lawrence.
- Positive Coaching Alliance Workshop, GLTS News
- GLTS Senior Ashlin Reyes Named Presidential Scholar Nominee, MAVA News.
- Program helps keep GLTS students active, Eagle Tribune, December 23, 2018.

*c.) Fall Sports Highlights*  
No Discussion

*d.) Public Participation*  
No Discussion

#### **6. REPORT OF THE SUPERINTENDENT-DIRECTOR**

##### *a.) Principals Report*

Principal Elizabeth Freedman reported on the 25<sup>th</sup> Annual MIAA Sportsmanship Summit/Student Sportsmanship Essay Finalists, students Daniel Wahigren and Darian Santos. Their essays were passed around.

##### *b.) January Events and Calendar*

Supt. Lavoie reported that the January Calendar was included in the packet for the Committee to see what is happening at GLTS in the month of January.

##### *c.) Field Update*

Supt. Lavoie updated the Committee on the Athletic Field Project. It has been going well and the weather has been cooperating so the contractors are ahead of schedule. This may allow the job to be completed in the beginning of July. Supt. Lavoie reported that he is in the process of finalizing the contract with Merrimack College and does not anticipate any problems. Supt. Lavoie will provide the contract to the District Committee so it can be voted on at the next District Committee Meeting. They should not expect to see many changes but the changes will be highlighted. Supt. Lavoie reported that a new RFP for phase II is going out to bid because of all the changes and on the recommendation of our attorneys. One member asked if this was the bid that involves Seacoast and Andover Soccer.

*d.) Budget Process Update*

Supt. Lavoie reported that Principal Freedman, Business Manager, Ms. Silva and he will be meeting with the directors and academy supervisors to review their budgets and personnel for next year. Supt. Lavoie will provide the information to the District Committee prior to meeting for them to review.

*e.) Admissions Report*

Supt. Lavoie reported that we have 140 more applicants applying for admissions to GLTS than last year.

*f.) Admissions Policy Changes*

Supt Lavoie reviewed the first of two changes to the Admission's Policy

Discussion: One member asked if the letter of denial sent to parents has all the information on what to do to appeal the decision. One member suggested highlighting the fifteen days to appeal, so the student and parents know they have fifteen days to appeal the decision. One member asked what the purpose of the step of appealing it to the Guidance Director if nothing changes. Supt. Lavoie responded that the parent may bring additional information to the meeting. The guidance director does not score the applicant and may see something different. One member stated that there seems to be many steps to the appeal process that in the end, end up with the principal. Chairman Lamontagne asked if this requires a vote. Supt. Lavoie responded yes if the Committee was ready. Chairman Lamontagne is asking the administration to review the changes and email the final proposal to the Committee for review before the next meeting and vote.

Supt. Lavoie reviewed the second changes to the Admission Policy. One member asked if a student could be on the waitlist for their entire freshman year and if so, how does that work? Supt. Lavoie stated that the student can move into their first choice shop when there is an opening but will need to catch up. Cooperative Education will be in their senior year instead of their junior year. One member asked if a student drops out, would that student be notified and how are the students on the waitlist chosen. Supt. Lavoie reported that the student is notified and that they are placed by rank.

**MOTION:** Ms. Fitzgerald moved to approve the second change of the Admissions Policy

**2<sup>ND</sup>:** Mr. Bourassa

**VOTE:** Unanimous

#17664

*g.) December Meetings*

Supt. Lavoie reported on his December Meetings.

*h.) Supt. Cellphone Request*

Supt. Lavoie asked to have this request removed from the agenda.

**MOTION:** Ms. Fitzgerald moved to remove the request for cellphone reimbursement from the agenda

**2<sup>ND</sup>:** Ms. Infante

**VOTE:** Unanimous

#17665

*i.) Northeast Consortium Apprenticeship Report*

Supt. Lavoie reported on the Northeast Consortium Apprenticeship Program. The Committee has met four times and the last meeting was before the holidays. The Committee is made up of six vocational schools, three community colleges and WIB. We are going to continue with the consortium but it will be less formal. A member from each school's workforce development will meet each month. Supt. Lavoie reported that he met with the Secretary of Labor to make sure she understood what our intent is surrounding apprenticeship and to make sure we are not crossing any paths with the governor and the state's efforts and initiatives around apprenticeships. One advantage is that grant money can be accessed directly to us so we don't have to go through the community colleges or WIB. The Secretary of Labor was pleased to meet with us and Supt. Lavoie reported that Liz Bennett will be representing our school.

*j.) New Program – Megatronics*

Supt. Lavoie reported that he would like to take this off the table to have more time to discuss this with Principal Freedman.

**MOTION:** Ms. Fitzgerald moved to remove the opening of Megatronics from the agenda.

**2<sup>ND</sup>:** Ms. Infante

**VOTE:** Unanimous

#17666

*k.) Moving Principals Office*

Supt. Lavoie updated the Committee on the moving of the Principals Office to the front of the school. Principal Freedman reported that after looking at the budget, we feel it is not a priority.

*l.) Exploratory Report*

Supt. Lavoie updated the Committee on what week the students are on and how many weeks left in exploratory.

*m.) Discipline Incident Report/Attendance*

Supt. Lavoie updated the Committee on the Discipline Incident and Ten or more Absences Reports. He wanted to provide reports to the Committee that they do not normally receive so they can be more informed on what is happening in the school day to day. Supt. Lavoie commented on how we have amazing deans of students to help keep the school safe. Supt. Lavoie reported that the school has a good environment and atmosphere and the students are lucky to have deans that work so hard.

Discussion: One member asked if the recovery time amount is just detention. Principal Freedman stated that it is higher because it includes students who are tardy. They are counted as absences and students stay to make up the time. One member asked if the safety incidents are just in shop. Supt. Lavoie reported that they are safety incidents that happen in the shops, hallways, and building inside and outside. One member asked why the ten or more absences go up during junior and senior years and if it is because of cooperative education. Supt. Lavoie reported that it is typical for those grades. Every year it is getting better and better and the school is doing very well if you look at our end of year report which shows below ten percent. One member asked if we have a policy that notifies parents of a student's absences. Supt. Lavoie stated that we have a policy in place.

*n.) Professional Development Report*

Supt. Lavoie reported to the Committee that we had to adjust our professional development because of the teachers not working on the committees right now. He wanted to thank Principal Freedman for her hard work adjusting to this over the past two months. Principal Freedman has been working hard to reinforce some of our initiatives and strategies.

*o.) Report on Edison Chae*

Supt Lavoie updated the Committee on Edison Chae. He is on board and setting up his office and has an employee working for him. He has solidified Pedro Martinez and Big Papi coming to visit our school and we also have a meeting this week with the Red Sox Foundation.

Discussion: One member suggested that we should let our sports department know about the visit. One member stated that we do not know the affiliation Mr. Chae has and it is important to reach out to them first so they are not surprised with reporters. Supt. Lavoie reported that the Red Sox Foundation is coming to talk about how we can support youth programs in the communities and to talk about our work with Pedro Martinez and Big Papi, so there is no disconnect between the two. Supt. Lavoie reported that we will meet with Edison Chae to get clarity on what they are doing and how much publicity we should or should not do. One member's concern was that if we let the media know then it will take away from the school. Supt. Lavoie stated that Pedro Martinez and Big Papi are asking for our expertise to help them with their school in the Dominican Republic.

*p.) Out of State Travel:*

Supt. Lavoie requested out of state travel for:

- Tony McIntosh on April 18<sup>th</sup> and 19<sup>th</sup>, 2019 for OSGA course: Transitioning to Safer Chemicals in Manchester N.H

**MOTION:** Ms. Fitzgerald moved to approve the Out of State Travel

**2<sup>ND</sup>:** Mr. Rossi

Discussion: One member asked about the cost and that it should be included in the packet.

**VOTE:** Unanimous

#17667

Supt. Lavoie requested out of state travel for:

- Shannon Kinner, ERC on March 3<sup>rd</sup>-March 6<sup>th</sup>, 2019 for the annual National Youth-At-Risk Conference, Savannah, GA

**MOTION:** Ms. Fitzgerald moved to approve the Out of State Travel

**2<sup>ND</sup>:** Mr. Rossi

Discussion: One member asked about the conference. Principal Freedman gave clarity and stated that the funds are coming out of professional development.

**VOTE:** Unanimous

#17668

*q.) Machine Tech Bids*

**MOTION:** Mr. Mannion moved to approve the bid for Trident Machine Tools, Inc., 5 Axis CNC Machine, \$163,683.25 and the CMM Machine, \$94, 965.00.

**2<sup>ND</sup>:** Ms. Fitzgerald

Discussion: One member asked if this is grant money.

**VOTE:** Unanimous

#17669

## **7. REPORTS OF COMMITTEES**

*a.) MASC Nominations of School Committee Members*

Supt. Lavoie reported that if any member is interested in being on the Board of Directors for School Committee members, that there is an application.

## **8. OLD BUSINESS**

*9.) District Committee Priorities*

Discussion: One member would like the school calendar to be approved in a timely manner.

One member wants to see Office Tech on the agenda again because he was unable to attend the meeting in which there was to be a vote on closing the shop. The meeting was changed to Wednesday at the last minute and one member could not attend. Another member also stated that she thought the motion was going to be to add Office Technology in all shops so was surprised at the motion. One member suggested putting it back on the agenda for discussion.

*b.) Policy*

## **9. NEW BUSINESS**

## **10. PERSONNEL CONSIDERATIONS/REPORT**

*a.) Resignations*

Penelope Silfa, Dental Assisting Teacher, effective January 22, 2019

*b.) Leaves of Absence*

History Teacher, Parental Leave, effective (anticipated), 4/8/19

History Teacher, Parental Leave, effective (anticipated), 4/22/19

*c.) Retirements*

*d.) Appointments*

Christy Kervin replaced Ms. Stewart-Miranda, Science Teacher, effective January 7, 2019

Gary Stahlinski, LTS for STEAM/Engineering, effective January 2, 2019

*e.) Job Postings*

- Math Tutor (3), to assist grade 9 math teachers in supporting students providing extension, review and remediation of mathematical concepts within Integrated Math I curriculum. Sessions will be held in a Fridays in a small group setting, Start date, January 11, 2019 – March 23, 2019, annual position
- Part-time Alumni Liaison, 30 hours per month, start immediately, replacement position
- LTS History Teacher for coverage for parental leave, anticipated 4/22/19, replacement position.
- LTS History Teacher for coverage for parental leave, anticipated 4/8/2019, replacement position.

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

**2<sup>ND</sup>:** Ms. Infante

**VOTE:** Unanimous

#17670

- Machine Technology Program-Math Instructor, Machine Tech trade to adult learners, 30 hours, Mass Workforce Competitiveness Trust Fund Grant, effective January 28 – February 28, 2019, new position.
- Machine Technology Program – OSHA Instructor, OSHA 10 to adult learners, Mass Workforce Competitiveness Trust Fund Grant, effective April 15-30, 2019, new position.
- Machine Technology Instructor (2 positions), 16 week adult training, Mass Workforce Competitiveness Trust Fund Grant, effective January 14-May 27, 2019, new position.
- Dental Assisting Teacher, effective January 22, 2019, replacement position

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

**2<sup>ND</sup>:** Mr. Bourassa

**VOTE:** Unanimous

#17671

**11. FUTURE AGENDA ITEMS**

**12. HEALTH INSURANCE**

Supt. Lavoie updated the Committee on health insurance. The health insurance experts will meet on Thursday to talk to the Health Insurance Committee.

**13. ADJOURNMENT at 8:30 PM.**

**MOTION:** Ms. Fitzgerald moved to adjourn.

**2<sup>ND</sup>:** Mr. Bourassa

**VOTE:** Unanimous

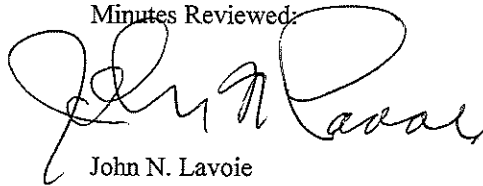
#17672

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director