

# GLTS

Greater Lawrence Technical School

**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1742  
FEBRUARY 19, 2019**

<b><u>Members Present:</u></b>	Leo Lamontagne Russell Bourassa Barbara Grondine Stephany Infante Frank Rossi	Lawrence Methuen Methuen Lawrence North Andover	Chairperson
<b><u>Members Absent:</u></b>	Marilyn Fitzgerald Garry Mannion	Andover Lawrence	Vice Chairperson Assistant Treasurer
<b><u>Others Present:</u></b>	John N. Lavoie Gerry DiStefano Maria Silva Susan Lally	Superintendent-Director Treasurer Business Manager District Recorder	

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## 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. Grondine moved to approve the minutes of February 5, 2019.

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

**VOTE:** Unanimous

#17696

## 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.

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

**VOTE:** Unanimous

#17697

### *b.) Consolidated Cash Reconciliation Report*

No Discussion

### *c.) Revolving Fund Report*

No Discussion

### *d.) Budget Report*

No Discussion

*e.) Budget Update*

Supt. Lavoie reported that they are almost finished preparing the 2019-2020 budget. He has one final check with Ms. Silva. They will be emailing the Committee to review and at the next meeting have a discussion on any questions the Committee has. The following meeting we can vote on the budget.

**4. COMMUNICATIONS**

*a.) Donations*

- Telemachus & Irene Demoulas Family Foundation have donated \$100,000 to support Phase II & III of the recent capital campaign of the GLTS.

*b.) Articles*

GLTS Comedy Night

- Background: Michael Nelson, Athletic Director will be hosting a comedy night. The proceeds of the event are going to the GLTS Field Complex and Cheering program.
- Attachment: GLTS Comedy Night, Friday March 8, 2019 at the Claddagh, Lawrence, reception 7pm, Showtime 8pm

GLTS Winter Athletic Awards

- Attachment: GLTS Winter Athletic Awards, Friday, March 1, 2019 in the PAC, at 5:00PM, followed by pizza dinner in the cafeteria

*c.) Public Participation*

None

*d.) STEAM Report*

Supt. Lavoie reported that he has been meeting with Principal Elizabeth Freedman to take a look at our original intent of the program and if we are following our original approach. If not, what has caused some of the changes and where do we go from here. We are looking at the constructional concept and a way of continuing that concept while reducing costs and keeping our innovation status while trying to line it more with our existing chapter 74 programs and costs. At our next meeting we should have our report ready to address the issues and to make the changes needed going forward, so the Committee can feel better about the program.

*e.) Admissions Update*

Supt. Lavoie reported that the Committee was given a handout of the Admissions Report. Our numbers are way ahead of last year. We have 1,110 students apply and as of the middle of last week, have accepted 316 students. In some cases you will see a large number of students from a particular school, but that is because we haven't gotten through all of their applications. We have a lot of students applying and it continues to grow. One member reported that no one from one school in Methuen has been accepted. Supt. Lavoie explained that we have not looked at all the applications yet.

*f.) Northeast Apprentices Consortium*

Supt. Lavoie reported that the Northeast Apprenticeship Consortium started about four months ago. Ms. Bennett oversees this for GLTS and meets once a month. We are in the process of completing a MOU with the seven schools that are in the consortium. We are looking to add two more schools to have all the technical schools in the northeast be a part of the consortium. We see a lot of advantages with nine vocational schools such as offering workforce development training. It also builds relationships in a regional setting with more businesses and industries. Supt. Lavoie was visited by the Executive Director of Mass Hire from North shore WIB and Merrimack Valley WIB wanting to make sure they work closely with us so we can obtain grants that would better identify and start programs from the ground up not just help current workers already working for someone. One of the biggest goals of the program was to strengthen our image across Merrimack Valley so we can connect with more businesses. Supt. Lavoie reported that one of the larger landscape companies in the state just moved to Woburn and contacted us. They service a lot of large corporations in the area and wanted to hire some of our students out of the Horticulture Program and would like to work with us, our curriculum and on our advisory committee. This contact came from Heidi Riccio, Superintendent of Essex Technical School who suggested that they contact GLTS. This is a direct result of how the consortium can work.

*g.) Lighting Project Update*

Supt. Lavoie reported that they are back on the job this week but still have not finalized the funding. We are waiting on the firm that is providing the lease in order to pay for the lighting. There is one area we are waiting on to be answered in which the auditors asked about renting to non-profit companies. Once that is resolved, Attorney Mike Morris will sign off. The company that is doing the work has been patient about getting paid.

**5. REPORT OF THE SUPERINTENDENT-DIRECTOR**

*a.) Robotics and Automation Program*

Supt. Lavoie reported that we are starting a new program in September, Robotics and Automation. We started the process to get approved by the Department of Education. There are ten approval factors in order to start a Chapter 74 Program. For phase I, we need to show a need for workers in the area and Supt. Lavoie feels very confident it will not be a problem because this program is on the Department of Education's industry for high need of workers. After approval of Phase I, then you continue with the other nine areas of approval. It is a year process but the freshman students would still get the Chapter 74 funding because of exploratory and the nature of the program. We have already started to put an advisory board together with companies in the area looking for young people and have put in for a \$500,000 capital skills grant. We are partnering with Northern Essex Community College and are letting them be the lead in obtaining the grant because it will increase the school's chances of receiving the grant. Additionally, we can offer night school education having the equipment at our school. One member asked if this is a standalone program. Supt. Lavoie reported it is and it will be offered to freshman in exploratory next year for the first time. One member asked if anyone will be able to transfer into this program and Supt. Lavoie reported that they would have to start over as a freshman. He said he would be open to having a student from electrical or HVAC transfer because about forty percent of the new program has electrical theory. Our goal is to move it into the construction area because so much of its skills are linked to the construction area and help drive students to the mechanical aspect of the program. That is what the people in the industry are looking for.

*b.) Summer Projects*

Supt. Lavoie reported that a list was given to the Committee with all the summer projects. One of the larger projects is the move of the Medical Assistant Program. The Medical Assistant Program will be moved into the old Biotech facility because the program is ending and they are moving downstairs to the new labs. The Medical Assistant Program is expanding into junior and senior years, so we need more space. The Biotech shop needs more space for freshman and there is a room right next door. We in the process of moving the teacher out and this should be done by April vacation instead of a summer project. Another summer project is the move of Business Technology. They will be moving to where the old discipline office was. We will be taking one of Auto Collision related classrooms because they have two rooms. All the related classes will be together after the move. The Graphics Shop is split and we want to put them back together so the move of Business Tech will do that. The move should be easy with only a few walls to be painted, because it is all wireless. Not too much needs to be done and they will now have a nicer environment with windows with natural lighting. One member asked about the security shack project. Supt. Lavoie reported that we will be putting up a gate and it will be lowered after the classes start. We are doing this because guests are just not stopping at the security shack. We will be moving the shack up so the traffic will not be held up on River Road. We will be installing security and technology in the shack as well as access to the gate from the front reception area. By upping our security it will make our school a little more comfortable and safer.

*c.) High School Summer Program*

Supt. Lavoie reported that we are working on a new program to try to get access to our high schools for vocational education. We currently have the Lawrence High Program and would like to add another but the Supt. of Lawrence does not want to start a new cohort. Supt. Lavoie will meet with her to find out why. We have funding for the program and it does not cost Lawrence High anything and is a great opportunity for the kids. The Smith Foundation is willing to fund the new program for the first year. After the first year we will get funding from the Chapter 74 money. Another way to provide access to high school students is in the summer. Freshman and sophomores would attend classes in the summer for three summers and receive 250 hours of practical training and 250 hours of technical theory online. They would receive 1000 hours at the end of three years to put towards their technical experience and license. It would give them an opportunity to have a better job. Supt. Lavoie reported that he would like to pick electrical to give the program credibility. The licensing board liked the idea of giving technical training to high school kids that attend a regular high school. They feel there is a need for kids coming out of high school. Supt. Lavoie is on their educational committee's next meeting to present the program to have the kids get credit for this.

*d.) Increase in EL Students-Impact*

Supt. Lavoie reported that we continue to grow. We have about 230 EL students and three years ago we had twenty. We will have to hire more instructors and support staff to meet the needs of these students. The good thing is that the state is now funding EL students in a vocational setting. Up until December of this year, the state wanted us to use the Chapter 74 money. Jeff Riley, Commissioner knows what is happening in Lawrence and believes we should receive the money. We have received an additional \$300,000 dollars in July which will help the young people in our community develop skills and we can better support them. One example, a student from the Lawrence High Program is top in his class in Machine Shop. Although the impact can affect us financially, the positive side of the impact is that it is making a difference in our community for a student that has come to our country with very little English. One member asked if the money was included in our budget. Supt. Lavoie reported that it was.

*e.) Parade*

Supt. Lavoie reported that we have been asked to participate in the parade and we are honoring the first responders of the gas crisis. We have our own trailer, so we do not have to borrow one. Supt. Lavoie is asking the Committee for funding for around \$1,000-\$1,500 in order to construct the float.

**MOTION:** Mr. Bourassa moved to approve the funding for the parade as presented.

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

**VOTE:** Unanimous

#17698

*f.) March Calendar*

*g.) Out of State Travel*

Supt. Lavoie will ask the Committee to approve the out of state travel for the Boys Volleyball Team and Coach (Rob Mahoney), to travel February 20, 23, March 26, April 4, 6, 2019 to Rivier University in Nashua, NH, to learn and observe college Boys Volleyball teams.

Motion: Mr. Bourassa moved to approve the out of state travel as presented

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

**VOTE:** Unanimous

#17699

*h.) Girls Basketball Tournament*

Supt. Lavoie reported that the boys' basketball team will also be in the tournament. They just won their tenth game. In the beginning of the season, they lost eight games and won two. The second part of the season, they won eight and lost two. It was exciting to see the quality of the coaching to turn the team around. There was an article in the newspaper about a carpentry student that played on the team and how he was one of the reasons for the big change in the team. He was asked where he wanted to go to college and he stated that he wanted to be a carpenter.

*i.) Organizational Chart*

Supt. Lavoie reported a change in the chart. We are looking to add a Director of Career & Technical Programs/ Curriculum. It is a little more than an Academy Supervisor to support Curriculum. We will be putting together a job description and have the Committee look at it for approval at a later date.

**6. REPORTS OF COMMITTEES**

One member asked if we will be looking at the Admissions Policy again. She has some changes. Supt. Lavoie reported that we will be talking about it at the next meeting.

**7. OLD BUSINESS**

*a.) District Committee Priorities*

*b.) Policy*

**8. NEW BUSINESS**

**9. PERSONNEL CONSIDRATIONS/REPORT**

*a.) Resignations*

b.) *Leaves of Absence*

- Denise Pope, Cafeteria, effective March 8, 2019

c.) *Retirements*

- Raine Prive, Custodian, effective March 3, 2019
- Dan Loughlin, Plumbing Instructor, effective June 30, 2020

d.) *Appointments*

e.) *Job Postings*

10. **FUTURE AGENDA ITEMS**

a.) *Easement*

Supt. Lavoie reported that there is a handout of the easement agreement for the Committee to review and make changes. We can vote on it the next meeting or the one after that. The town of Andover is looking to get this done soon but Supt. Lavoie suggested they take as much time as they need to feel comfortable with this. The town could only give us a twenty five year agreement instead of a permanent agreement because of our access to the boat house in which we are renovating for them and the docks. We will only give them twenty five years on the easement because of this. One member asked if we need counsel at our next meeting to explain this. Supt. Lavoie stated to let him know and he will have our attorney be present.

12. **ADJOURNMENT**

**Motion:** Mr. Bourassa moved to adjourn at 7:00pm.

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

**VOTE:** Unanimous

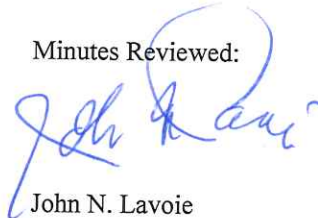
#17700

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director