

# GLTS

Greater Lawrence Technical School

**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1744  
MARCH 19, 2019**

|                                |   |  |                                 |
|--------------------------------|---|--|---------------------------------|
| <b><u>Members Present:</u></b> | Leo Lamontagne<br>Marilyn Fitzgerald<br>Russell Bourassa<br>Barbara Grondine<br>Stephany Infante<br>Frank Rossi | Lawrence<br>Andover<br>Methuen<br>Methuen<br>Lawrence<br>North Andover   | Chairperson<br>Vice Chairperson |
| <b><u>Members Absent:</u></b>  | Garry Mannion   | Lawrence   | Assistant Treasurer             |
| <b><u>Others Present:</u></b>  | John N. Lavoie<br>Maria Silva<br>Elizabeth Bennett<br>Susan Lally   | Superintendent-Director<br>Business Manager<br>Director of Grants & Workforce Development<br>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. Fitzgerald moved to approve the minutes of March 5, 2019.

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

**VOTE:** Unanimous

#17716

## 3. FINANCE REPORT

### a.) *Cash Balance Report*

Ms. Silva read the report into the record.

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

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

**VOTE:** Unanimous

#17717

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

No Discussion

### c.) *Revolving Fund Report*

No Discussion

### d.) *Budget Report*

No Discussion

### e.) *Budget Presentation*

Ms. Silva gave a presentation on the budget. She reported that our enrollment increased by 35 students. Andover's enrollment is 31, Lawrence's enrollment is 1,260, Methuen's enrollment is 261 and North Andover's enrollment is

26 students. Ms. Silva reported that the overall increase in the foundation budget is 6.1%, overall increase in the non-foundation budget is 1.4% and overall decrease on total operating budget is 5.4%. The reason for the increase of our foundation revenues is for our ELA students. They used to be incorporated with all vocational students but the state now looks at the ELA population separately. Another increase is because of our 35 additional students. The estimated foundation revenues, Chapter 70 Aid are \$26,935,700. Our community contributions are Andover \$508,334; Lawrence \$1,314,020; Methuen \$2,371,289 and North Andover \$426,634. GLTS District is \$100,000. The total estimated foundation revenues are \$31,655,977. The estimated non-foundation revenues, SBA grants are \$2,714,038, Reg. School Transportation \$989,399 with a total state reimbursements of \$3,703,437. Our community contributions are, Andover \$40,267; Lawrence, \$1,636,641; Methuen \$339,018 and North Andover \$33,772. Total member assessments are \$2,049,698. The total non-foundation revenues are \$5,753,135. Total foundation and non-foundation estimated revenues: \$37,409,112. Ms. Silva reported that the foundation revenues will be allocated as follows: Administration 3.1%, Instruction 50.6%, Student Support 3.6%, Operation and Maintenance 6.6%, fixed charges 20.4% and tuitions .3%. One member what was included in the operations and maintenance budget. Ms. Silva reported that it is all operating costs of the building such as electricity, gas, maintenances, grounds, and custodial staff. This year we had a lot of projects and that is why it increased. The instruction budget is the highest which includes the increase of our ELA students, new staff, teachers, paraprofessionals which are being added to support the increase of students and ELA students. Ms. Silva reported that the school psychologist position was added back to the budget this year in place of being contracted out in prior years. One of the highest percentage increases was the separation costs. We have four employees retiring and we have to buy back their sick time. Supt. Lavoie reported that a big part of our two million dollar increase was that the state funded low income students at a higher rate this year. Low income students represent just under seventy percent of our school. Additionally our EL population is growing and we have to hire more EL instructors and support staff. One member asked Ms. Silva when we have to vote on the budget. We should vote on the budget by the second meeting in April. The Committee will receive a binder prior to the meeting to review and then the Committee can decide if they would like to vote on it then. Supt. Lavoie reported that the preliminary budget was already sent out to our cities and towns to review for their own budget meetings.

#### 4. COMMUNICATIONS

##### a.) *Donations*

##### b.) *Articles*

- “A Delicious Way to Learn”, Teens do the Chopping, Cooking and Serving at Mouth-Watering Four Winds, Methuen Life
- Representative Frank Moran and the Lawrence Delegation welcomes Multiple Champions from GLTS to State House, Rumbo

Supt. Lavoie reported that this article represents another example of how House Representative Frank Moran supports our students and vocational schools. He sponsored two pieces of legislation: HVAC to be able to go on co-op and also to allow our cosmetology students to count their hours in the tenth grade, no matter of their age. Supt. Lavoie reported that he is thankful for his help.

##### c.) *Public Participation*

Chairman Lamontagne explained to our public participant that the Committee is here to listen to the information presented and will not answer any questions or ask any questions. Supt. Lavoie reported that a copy of Andover Soccer and Seacoast United’s proposal was given to the Committee to review. Mr. Don Sheldon, Vice President of Andover Soccer thanked the Committee for the opportunity to speak tonight. He reported that it has a painstaking process and Supt. Lavoie has done a great job looking out for the school. Mr. Sheldon reported that there were two bidders that presented proposals for the use of the fields and Andover Soccer was the higher bidder over Seacoast United. Although Seacoast has more to offer and can provide other things and expertise, Andover Soccer has been in Andover for over forty years. They have been renting from GLTS for ten years and are a non-profit organization in which Seacoast United is not. They have over 1700 players and the worst facilities. They have a hard time getting town space and play mainly in Merrimack Valley. We have been interested in making GLTS facilities our main home. We have a sister program, Merrimack Valley Club in which we provide a low cost soccer program. We would like to incorporate and make this facility our regional training center. Even though we are a soccer program, we would like to bring in other sports. If for some reason the school chooses Seacoast United, please help them to

consider us as a partner to help take care of Andover Soccer. Mr. Sheldon reported that they have been long time tenants and would like to continue this partnership. He appreciated the Committee's time and hopes our partnership continues on.

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

### *a.) Update on Grants*

Ms. Bennett reported on grants. We just received our February federal allocations of \$5,000 and our SPED, Title One and Title Two Grants went up. We were just awarded a \$5,000 grant for the state to do a Financial Credit for Life Fair that will take place in June. It will allow banks and community members to run the financial fair for our juniors. We received the \$125,000 Mass Skills Capital Grant for our medical and health department. We are working on our summer program grant which is \$160,000. Ms. Bennett reported that the Lawrence High School Partnership Grant is going well. We received \$50,000 and have right now a Mass Hire CNC training program going on for about twenty adults that are unemployed or under employed. Another grant that we partnered with Lawrence is our Urban Agenda Grant in which we received a portion of it to train unemployed or under employed adults in IT. An upcoming grant proposal in which we partnered with Northern Essex is a \$500,000 Skills Capital Grant to bring in more equipment for our Automation, Robotics and Mechatronics Program. We should be hearing very soon. Ms. Bennett reported that a CTE Education Partnership Training and Implementation Grant was just released by the Department of Education. This grant is for \$10,000 and the overall grant is for \$100,000. This is because of the success of our Lawrence Access program. The state wanted to replicate it statewide. There is also a School Safety and Security Grant between \$30,000 and \$80,000. Another grant we are applying for is the Biogen Foundation Grant which is about \$100,000 to be used in the summer for professional development for STEAM. One member asked what the grant we are partnering with Northern Essex is for. Ms. Bennett reported that it is a Capital Skills Grant. One member asked if we could have a handout in the future with all the grants. Supt. Lavoie reported that we received more grants because we applied for more. This is the great work that Ms. Bennett does. Supt Lavoie reported that the reason we partnered with Northern Essex for the \$500,000 grant is so they can take the lead. We have already received this grant and the chances of us getting this grant on our own are slim. This is one example of how Ms. Bennett works hard and thinks outside the box. If we do receive this grant, the equipment will be allocated to us. Grants are just one part of Ms. Bennett's responsibilities. She does so many other things such as leasing and night school. I just want to recognize what she is doing and the good work she does. Supt. Lavoie reported that he was at an event at the State House yesterday and was asked to stand up to be recognized for what we do with the Lawrence High Program. We are being used as a model across the state. The Department of Ed is providing a million dollars a year for other schools to replica our Lawrence High School Program because they were so impressed with it.

### *b.) Finance Lease for Lighting Project*

Supt. Lavoie reported that the lighting project has been an ongoing challenge. We are just about completed on the leasing part of the project. Supt. Lavoie updated the Committee on the final numbers. The project is a little over one million dollars in which \$529,000 is from the lease and is being paid back with the money we save from lighting. National Grid is giving us a \$250,000 grant and they are also financing \$250,000 at no interest. This will come out as part of our assessment towards our bill. The loan is for ten years but we anticipate paying it off sooner within three and a half to four years.

### *c.) Enrollment*

Supt. Lavoie reported that over 1,150 students have applied. We have increased the number of students that applied from Lawrence and Methuen. About thirty more students have been accepted in Methuen. Andover and North Andover are level. Some students have been denied and some students are on a waitlist. One member asked when the test date is. Supt. Lavoie stated usually the first week of May. One member asked if we can get a copy of the numbers before summer break and then have it attached to our October numbers to see the comparison.

**d.) New Regulations Regarding Shop Selections**

Supt. Lavoie reported that there is a new regulation that the Department of Education is having a hearing on for public comment which suggests that shop selection should be done through a lottery. For example if we had 120 students that applied to electrical, all their names would go in a lottery to be picked. MAVA has already met with the Commissioner for him to take a look at. The Department of Ed and MAVA put a committee together to look at exploratory frameworks and someone at the Department of Ed added this to the report. The Commissioner will put this out for a hearing before it goes to the Board of Education for a vote. We want it taken out of the report. One member asked if this is in place of the scoring system. Supt. Lavoie reported students who are top scorers will not necessarily be the students selected for that shop. If there are more students applying then spots, then it will go into a lottery. One member asked why the change. Supt. Lavoie reported that the Commissioner is big on the lottery. Charter schools operate that way and the Commissioner thinks that it is a fair way to be. One member asked would the instructors or guidance still have the ability to remove a student from shop due to failure. Supt. Lavoie stated that the student would have to repeat that year if they failed shop.

**e.) Update on New Law Regarding Warrant Signatures**

Supt. Lavoie reported that there has been a change in the law: *The regional school committee may designate any 1 of its members for the purpose of signing payroll warrants and accounts payable warrants to allow for the release of checks provided, however, that the member shall make available to the board, at its next meeting, a record of such actions. This provision shall not limit the responsibility of each member of the board in the event of a noncompliance with this section.* Supt. Lavoie would like this to be put into place to use under emergency situations only. One member would like to see a deadline date on the warrants. He would like it brought to the meeting and put out on the table like it is now. He thinks that all Committee members should have the opportunity to see the warrants. Supt. Lavoie stated that we would still leave the warrants out for all signatures on an off week. If the deadline approaches and we have to process the warrant, then we may process with one signature. One member stated that we would have to designate a member. Supt. Lavoie reported the law says we may designate a member, but one signature from a member is sufficient. One member asked if this law has passed. Supt. Lavoie reported that it did. One member asked Supt. Lavoie to write up the language and we can have a motion and vote at our next District Committee meeting.

**f.) Legislative Bills**

Supt. Lavoie reported that it was already reported on.

**g.) Legislative Breakfast**

Supt. Lavoie reported that the breakfast was to get the legislative bills passed. He would like to move it to May and give them an update on what is going on in the school and the MSBA proposal. This would be an opportunity to go over it with the legislatives and to ask for their help. This breakfast is for all our communities and new programming. Supt. Lavoie reported he would like to give them some time to respond and would like to have the breakfast in May.

**h.) Update on Robotics/Automation Program**

Supt. Lavoie reported that there is a Chapter 74 program called Robotics and Automation. There is another aspect of it called Mechatronics. The Robotics and Automation Program repairs robots and Mechatronics works around machine equipment. Our goal is to merge the two programs. Mechatronics is more mechanical and the students will gain knowledge of IT, electrical and hydraulics in which they learn in other programs such as Auto body and HVAC. This is the melting of many programs which is a huge opportunity for students and a larger pathway and job market. We will be taking space downstairs and moving the tenth grade related carpentry class over to where the seniors are. The seniors will be moving to Horticulture. Ms. Bennett is heading up the approval process and it will be submitted by the end of the school year. We will know in September if we can move forward. It is a huge opportunity in this industry.

**i.) Summer Chapter 74 Programming**

Supt. Lavoie reported that they are working on a program to expand more access to vocational education. Because our afternoon program is a success, we are looking at HVAC under the Lawrence High afternoon program. The Dept. of Ed and the Commissioner held a full day workshop today at U-Mass Amherst with about four hundred attendees. Supt. Lavoie reported that he spoke with the representative of the Smith Foundation who had funded the program for us and said there is more money. Supt. Lavoie reported that he wants to run a summer program for

students who cannot attend the after school program due to sports, etc. The program would run for eight weeks and be a three year commitment. We are looking into electrical which at the end of the program would give a student one thousand hours towards their license. We would allow our students in the program as well. Supt. Lavoie reported he will be meeting with the Associate Commissioner to show him evidence on why he feels it should be funded by Chapter 74 state funding. In addition to the program, we have a first-time program in which twenty electrical students will be attending Gould institute two afternoons per week to receive another fifty hours towards their electrical license. They will automatically be in the future apprenticeship program without having to register and endure the lag after the summer. The school is funding a little from our revolving account and the students will be paying one hundred dollars. Gould is giving us a break with books. The students will be at level three instead of level two when they graduate. Mr. Kennedy will be teaching the class and was thrilled to do it. Twenty out of twenty two students have signed up for the class.

*j.) Out of State Travel*

Supt. Lavoie will ask the Committee to approve the out of state travel for the Senior Class Trip to Brownstone Exploration & Discovery Park in Portland, CT, on May 31, 2019 with Suzanne Ouellette, total estimated expenses, \$1,950.00.

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

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

**VOTE:** Unanimous

#17718

**6. REPORTS OF COMMITTEES**

**7. OLD BUSINESS**

*a.) District Committee Priorities*

*b.) Policy*

**8. NEW BUSINESS**

Discussion: One member asked if we have policies in place to address issues that came about in North Andover. She wants to be prepared ahead of time. Supt. Lavoie reported that we do.

**9. PERSONNEL CONSIDRATIONS/REPORT**

*a. Resignations*

- Anthony McIntosh, Construction Academy Supervisor, effective June 30, 2019, DOH September 23, 2013

*b. Leaves of Absence*

*c.) Retirements*

*d.) Appointments*

*e.) Job Postings*

- School Security (Interim), School Security staff needed Monday-Friday, 3PM to 6PM, per CBA (paraprofessional), replacement position
- Track Coach Assistant 4, to teach students the correct way to play various high school sports as an educational tool for lifelong learning, new position

Supt. Lavoie reported that he would like to add another job posting

- (1) Health Assisting Teacher (interim), for SY2019-20, replacement position

Discussion: One member wants to put the track position on hold. On member asked if the Health Assisting Teacher is for Physical Education or for Health Career. Supt. Lavoie reported that it is for Health Career.

**MOTION:** Ms. Fitzgerald moved to approve the job postings as presented excluding the job posting for Track  
2<sup>ND</sup>: Ms. Infante  
**VOTE:** Unanimous  
#17719

**10. FUTURE AGENDA ITEMS**

**MOTION:** Ms. Fitzgerald moved to go into Executive Session  
2<sup>ND</sup>: Ms. Infante

**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  
#17720

**ENTER EXECUTIVE SESSION**


**ENTER OPEN SESSION**

**MOTION:** Ms. Fitzgerald moved to approve the separate posting for April 2, 2019  
2<sup>ND</sup>: Mr. Bourassa  
**VOTE:** Unanimous  
#17722

**12. ADJOURNMENT**

**Motion:** Mr. Bourassa moved to adjourn at 7:30pm.  
2<sup>nd</sup>: Ms. Fitzgerald  
**VOTE:** Unanimous  
#17723

Respectfully Submitted:

  
Susan Lally  
District Recorder

Minutes Reviewed:

  
John N. Lavoie  
Superintendent-Director