

GLTS

Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1748
MAY 14, 2019**

Members Present:

Leo Lamontagne	Lawrence	Chairperson
Marilyn Fitzgerald	Andover	Vice Chairperson
Frank Rossi	North Andover	Treasurer
Russell Bourassa	Methuen	
Barbara Grondine	Methuen	
Stephany Infante	Lawrence	

Members Absent: Garry Mannion Lawrence

Others Present:

John N. Lavoie	Superintendent-Director
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 April 16, 2019.

2ND: Mr. Bourassa

VOTE: Unanimous

#17757

3. FINANCE REPORT

a.) Cash Balance Report

Mr. DiStefano read the report into the record.

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17758

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

One member asked if we could have a rundown of the amount of money we are spending on Special Education Testing when the books are closed at the end of the year. She would like a breakdown as to new referrals and three year evaluations. It will be helpful when we try to find outside personal to work with the school department.

4. COMMUNICATIONS

a.) *Donations*

- Mr. William Hatch, Andover, MA, Machinist's tool box

b.) *Articles*

- Students Compete in Junior Science and humanities Symposia, Andover Townsman
- Pedro Martinez Foundation

c.) *Public Participation*

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) *Food Bank:*

Supt. Lavoie reported that we are working with guidance on starting a food bank. Lawrence High has one in which many students utilize and is very successful. Many of our students at GLTS are coming from the same neighborhood. This will be similar to the one we did for the gas crisis. One member asked where it would take place in the school. Supt. Lavoie stated that we have not figured that out yet but will make it in a place not obvious. One member asked who would be coordinating the food bank. Supt. Lavoie reported that it would be the Guidance Department. One member has a contact at the YMCA and will reach out to them. They started a food bank from scratch and it is very active and successful. Supt. Lavoie stated that we will get policies and literature from other schools to help us and will provide it to the Committee. The food bank will take place next school year.

MOTION: Mr. Bourassa moved to approve starting a food bank at GLTS

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17759

b.) *Project Adventure:*

Supt. Lavoie reported that as part of Phase II, we would like to add Project Adventure on our premise that we can utilize for Phys. Ed and any other special events. It promotes new opportunities for our students; teamwork, individual challenges, improving strength capacity and abilities. The cost is \$80,000 which will be incorporated into the cost of the Phase II Project. There are several schools that have Project Adventure which helps students with working together as a team. One Member asked if the \$5,000 training fee is included in the \$80,000. Supt. Lavoie reported that it is included in the total cost. One member asked if we have a plan for the students that cannot physically do these activities or may be afraid of doing it. Ms. Freedman reported that part of the training is on SEL. One member asked was the name Project Adventure included in the RFP because that means that they are the only one that can bid on it and it would be limiting. One member said we tried this many years ago and one of the biggest problems was the maintenance and the ongoing costs of maintaining and training new staff. One member asked if it is handicap accessible. Supt. Lavoie reported that by law it has to be accessible. It will be located to the right of the old concession stand and bleachers and is in a locked fenced area. Part of the training will be to work with all students and know their levels of abilities and challenges so students will not be embarrassed. As far as maintenance goes, we moved one custodian from working indoors to outdoors that has experience as he worked for a Mountain Club building bridges. We will have him trained to maintain the safety of the apparatuses. One member reported that there are eight elements and asked if they will all fit in the space provided. Supt. Lavoie reported that they designed the area to fit all eight elements and is in a space that has lots of visibility and is enclosed in a fenced in area for after hours. One member asked about our insurance liability. Supt. Lavoie reported that our insurance provider will be contacted and it will be added to our insurance policy. One member asked if we are tied into this contract forever. Supt. Lavoie reported we are only contracted with them while they are building it. We could have a maintenance contract, but we have enough skilled labor here. When we hire for a custodial position we make sure they have some kind of skill. One member wants us to run the project by our insurance agency first. Supt. Lavoie reported that we can have Project Adventure come out and make a presentation before the Committee.

MOTION: Ms. Fitzgerald moved to table Project Adventure.

2ND: Ms. Grondine

VOTE: Unanimous

#17758

c.) Providing Coop Program through the Summer

Supt. Lavoie reported that we do not have Coop through the summer so many companies will let our students go. In order to keep it consistent throughout the year, Supt. Lavoie is asking the Committee to vote on continuing the Coop Program through the summer. This means that we would need oversight of the program during the summer. The Coop Coordinator will stay on two days a week in the summer to provide contact with the employers and students. This provides more opportunities for our students.

MOTION: Ms. Fitzgerald

2nd: Ms. Infante

VOTE: Unanimous

#17759

d.) May/June Calendars

e.) Ken Henrick Event

Supt. Lavoie reported that Chairman Lamontagne received an email from our former Superintendent, Frank Vacirca requesting that the GLTS District install the name of Mr. Ken Henrick on the Alumni Wall of Military Honor. Mr. Henrick was very instrumental in honoring and supporting our veterans. One member reported that we should make the space large enough to honor others. If the Committee is in favor of Frank's idea, we would move forward and plan a ceremony.

MOTION: Mr. Bourassa

2nd: Ms. Infante

VOTE: Unanimous

#17760

f.) Credit for Life

Ms. Freedman reported that the Credit for Life Fair is an opportunity for our junior and senior students to get financial literacy and gain financial responsibilities. Students are assigned a career related to their technical area, salary and credit score. Reading Cooperative Bank has generously partnered with us to help run the fair. The students are assigned checking and savings account balances. Booths are set up for each financial decision the student makes such as insurance and banking. Ms. Bennett wrote a grant for this and we received a \$5,000 grant supported by the Innovation Fund Grant from the Office of Economic Empowerment and the Division of Banks. One member said it was amazing and thrilled to have this at our school. Supt. Lavoie reported that this is another way to connect to the outside business world and to bring them into our school and show them what we do here. We are reaching out to BNI, Rotary and the Chamber. The fair is on Wednesday, June 12 from 8:30am-10:30am in our large gym.

g.) Out of State Travel

MOTION: Ms. Fitzgerald moved to approve the out of state travel for Susan Zielinski, WIDA Conference, October 15-18th, trip funded by Title III Grant, \$1,173.26, Providence RI.

2nd: Mr. Rossi

VOTE: Unanimous

#17761

h.) Principal's Report

- School Calendar

Ms. Freedman reported that the biggest change on the calendar was that Lawrence had a full two weeks during Christmas break. We had gone back and forth but wanted to be consistent with Lawrence, so we ended up giving the extra two days to make it a full two weeks. We also had to add the MCAS schedule.

MOTION: Mr. Bourassa moved to approve the school calendar

2nd: Mr. Rossi

VOTE: Unanimous

#17762

- SEL

Ms. Freedman reported that we had two guest speakers to help facilitate the start of improving our school culture. Through the SEL Team's work we have enlisted the support of Mette Miriam Boel, a visiting research scientist from

other staff members went to a program at MIT to learn how to make us all better people and more reflective thinkers. After the insurance negotiations, the moral was not so great. We want to begin to move forward with the staff. Sue and I got the SEL team on board to hosting this event. The program took us through activities and provided communication among us. We had ninety staff members participate and fifty staff members who went the next morning to build off the prior day and offer additional tools. This was a voluntary event. We also sent out a survey to see how many showed interest to attend in June. We would pay for the professional development but not the days out. We had a quite a few people who have shown interest in going. This is a good start.

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

a.) *District Committee Priorities*

Ms. Fitzgerald reported to the Committee that she is meeting with the fire chief and the women who sponsored the warrant article that was passed in Andover's town meeting that will seek funds to have AED's (Automatic External Defibrillators) at all fields. Statics show that if you have an AED on hand for a person that goes into cardiac arrest, you will have a good end. If you have to run into a building or wait for an ambulance, the outcome is not as great. These AEDs are specific and are mounted on a pole. The total cost is about \$15,000. The town of Andover got some of their funding from private donations and funded the rest. I am looking for us to find the money to fund and will come forward with all the information. The reason I am meeting with the Andover personnel is because we can receive a discount. This is a good time to provide AED because we are going to be entering into contracts for our fields to be used all the time.

b.) *Policy*

8. NEW BUSINESS

9. PERSONNEL CONSIDRATIONS/REPORT

a.) *Resignations*

- Robert Vandenbulcke, Culinary Instructor, end of school year, DOH: 9/2/17
- Brian Borders, Carpentry Instructor, end of school year, DOH: 4/13/15

b.) *Leaves of Absence*

- Lauren Contreras, Communications Designer, 5/1/19, DOH: 9/22/14
(position eliminated)

c.) *Retirements*

- Kathleen Mulry, Special Education Specialist

d.) *Appointments*

e.) *Job Postings*

- EL Summer Program, up to three teachers of paraprofessional to support the EL Summer Program, Per CBA, July 8 – July 18, 2019, Annual Position
- New Teacher Orientation, 1 Facilitator @ \$1,750, Up to 15 Mentors @ \$850 each and 1 Mentor Facilitator @ \$500 (Position can be held by mentor concurrently), SY 19-20, Stipends, Annual Position
- Summer School, 1 Facilitator; up to two English Teachers, up to two Math Teachers; up to Two Science Teachers; up to Two History Teachers; up to Two Special Education Teachers or Paraprofessionals; one teacher or Paraprofessional for Attendance Makeup; One Parent Liaison, per CBA, July 9 – August 1, 2019, Annual Position
- Freshmen 101, 1 Facilitator; up to two English Teachers; up to two Math Teachers; up to 1 Wellness Instructor; up to two Paraprofessionals (one from Special Ed and one from EL), Per CBA, July 8 – August 1, 2019 Annual Position

MOTION: Mr. Rossi moved to approve the job postings as presented

2nd: Ms. Infante

VOTE: Unanimous

#17763

- 2019 Fall Season Coaches

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

2nd: Ms. Infante

VOTE: Unanimous

#17764

- Cosmetology Instructor, Replace full time Cosmetology Instructor due to a retirement within the department, SY19-20, Per CBA
- Summer Math Support, Up to three teachers are needed to assist students twice during the summer at GLTS for two hours on August 12th, 19th and 26th from 12:00 until 2:00 p.m. in the GLTS library supporting summer work, Title 1 Grant
- 2019-2020 Advisors and Monitors, Local 1707 Contract, SY 2019-2020, Annual Positions

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

2nd: Ms. Infante

VOTE: Unanimous

#17765

- 2019-2020 Lead Teachers, Local 1707 Contract, SY 2019-2020, Annual Positions

MOTION: Ms. Fitzgerald moved to approve the job postings leaving out Mechatronics/Robotics and adding Landscaping/Horticulture

2nd: Ms. Infante

VOTE: Unanimous

#17766

- Carpentry Instructor, Local 1707 Contract, SY2019-20, replacement position
- Culinary Instructor, Local 1707 Contract, SY2019-2020, replacement position

MOTION: Mr. Rossi moved to approve the job postings as presented

2nd: Ms. Infante

Vote: Unanimous

#: 17767

10. FUTURE AGENDA ITEMS

12. ADJOURNMENT

MOTION: Ms. Fitzgerald moved to adjourn at 7:00 p.m.

2nd: Mr. Rossi

VOTE: Unanimous

#17768

Respectfully Submitted:

Susan Lally
District Recorder

Minutes Reviewed:

John N. Lavoie
Superintendent-Director