

GLTS

Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1751
JUNE 25, 2019**

<u>Members Present:</u>	Leo Lamontagne	Lawrence	Chairperson
	Marilyn Fitzgerald	Andover	Vice Chairperson
	Frank Rossi	North Andover	Treasurer
	Russell Bourassa	Methuen	
	Barbara Grondine	Methuen	
	Garry Mannion	Lawrence	
<u>Members Absent:</u>	Stephany Infante	Lawrence	
<u>Others Present:</u>	John N. Lavoie	Superintendent-Director	
	Elizabeth Freedman	Assistant Superintendent-Principal	
	Maria Silva	Business Manager	
	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 June 11, 2019.

2ND: Mr. Rossi

VOTE: Unanimous

#17791

3. FINANCE REPORT

a.) Cash Balance Report

Ms. Silva read the report into the record.

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

2ND: Mr. Bourassa

VOTE: Unanimous

#17792

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

No Discussion

e.) Budget Transfers

MOTION: Mr. Mannion moved to approve the Budget Transfers as presented.

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17793

4. COMMUNICATIONS

a.) Donations

- Mr. Darshak Shah, Westford, MA, 2001 Toyota Camry, valued at \$1,900.00
- Mr. Robert Schlein, Beverly, MA, 2004 Ford Mustang, valued at \$3,650.00
- Mr. Charles Kennedy, Newton, NH, 2006 Ford Focus, valued at \$1,850.00

b.) Articles

- Credit for Life, June 12, 2019, Ed Palleschi, Undersecretary of Consumer Affairs.
- Spring Sports Highlights 2019
- Athletic Highlights
- “Introduce a Girl to Engineering Day”, Columbia Gas Customer Update

c.) Public Participation

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) Supt. Lavoie’s Evaluation

Chairman Lamontagne reported that Superintendent Lavoie’s evaluation had been compiled and is ready to be voted on.

MOTION: Ms. Fitzgerald moved to approve Supt. Lavoie’s final evaluation as presented.

2ND: Mr. Bourassa

VOTE: Unanimous

#17794

Supt. Lavoie wanted to thank the Committee for his evaluation on his work and efforts this year. Your comments are much appreciated which has inspired me to keep working harder.

b.) Project Adventure

MOTION: Mr. Bourassa moved to vote on bringing Project Adventure to GLTS

2ND: Ms. Fitzgerald

VOTE:

#17795

Supt. Lavoie reported that at the last meeting we discussed that we would look at Project Adventure after we had the contracts from Merrimack College and the state to see where we were with our field budget. After meeting with Ms. Silva, we have excess funds at the end of the school year if the Committee was inclined to use this for Project Adventure. One member asked how much money we have. Ms. Silva reported that it is about \$160,000. One member asked if Supt. Lavoie had checked with Doherty Insurance. Supt. Lavoie reported that we are covered.

c.) Report on Visit-Communication’s System

Supt. Lavoie and Mr. William Jakubec, Director of Information Technology of GLTS met with the principal of Ipswich High School. They took a tour, listened to the system and looked at all the features. It has been in place there for about four years. It is highly effective and efficient and had nothing but positive feedback from them. Changes if needed to the system are done very easily.

d.) Field Project Update

Supt. Lavoie reported that we approved the turf today and it is being ordered. We made a request to Andover Conservation to allow us to change from a porous asphalt top to a regular hot top. It was originally spec’d out for a porous top for wetland purposes. A hot top is cheaper and would last longer. The completion for this is early August. Supt. Lavoie reported that we are waiting for a call from our attorneys to finalize the Merrimack College

Contract. They finally agreed with the original contract and should be completed today. We still have a good relationship with Merrimack College and picked up the netting from them for our backboard. Attorney Mike Morris is meeting with the governor's assistant this week to resolve the conservation issue and hopefully pull it out of the contract altogether.

e.) Signing of Warrants in the Summer

Chairman Leo Lamontagne asked to have an email and/or call the Committee members with a date of when the warrants must be signed by.

f.) Lawrence H.S. After School Program Update

Supt. Lavoie reported that this year's program worked out well. This year we added an additional 32 students. There are 21 senior students coming back to the Machine Tech Program and an additional 10 junior students. We also accepted 24 junior students into the HVAC Program. The funding is coming from the Smith Foundation again this year for the juniors and the state will fund the senior program. We applied for a grant that the state is giving out this year for these types of programs. The Smith Foundation said to hold on to the money if we do receive the grant for further funding of these types of programs. Supt. Lavoie reported that we have three staff members that are interested in teaching this program and there are also great employment opportunities in this area. Representative Frank Moran put in a bill for one million dollars to be received every year for these programs. Yesterday, it went to the Education Committee in which Supt Lavoie reported that he testified and it went well. One member reported that it is nice to see these programs succeed.

g.) 2019-2020 District School Committee Meeting Schedule

No Discussion

h.) Principal's Report

1. 2019-2020 Student Handbook

MOTION: Mr. Rossi moved to approve the changes to the 2019-2020 Student Handbook.

2nd: Mr. Bourassa

VOTE: Unanimous

#17796

2. School Improvement Plan

MOTION: Mr. Rossi moved to approve the changes to the 2019-2020 Student Handbook.

2nd: Mr. Bourassa

VOTE: Unanimous

#17797

3. Out of State Travel

Ms. Freedman is asking the Committee to vote on the Out of State Travel for Kerri Domohowski, Phys. Ed Instructor to travel to UNH, Durham, NH, for USA Weightlifting Level 1 Certification, July 27 and 28, 2019, cost of \$499.00.

MOTION: Mr. Mannion moved to approve the Out of State Travel for Kerri Domohowski, Phys Ed. Instructor to travel to UNH, Durham, NH, for USA Weightlifting Level 1 Certification, July 27 and 28, 2019, cost of \$499.00.

2nd: Mr. Rossi

VOTE: Unanimous

#17798

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

a.) District Committee Priorities

No Discussion

b.) Policy

No Discussion

8. NEW BUSINESS

a.) 2019 MASC/Mass Joint Conference in Hyannis

Supt. Lavoie reported that in your packets/handouts you should have a conference meeting agenda for the 2019 MASC/MASS Joint Conference in Hyannis on November 6-9, 2019. If we register by July 15, 2019 there is a savings. Please let us know so we can register you before the cutoff date of July 15, 2019.

b.) Supt. salary increase

Supt. Lavoie asked the Committee to have his salary increase the same to reflect non-reps increase of: 1.5% on July 1, 2019 and another .5% on June 30, 2020 and Performance/Merit: 1% Proficient, 2% Exemplary and to add one year to his contract.

MOTION: Mr. Rossi moved to approve to have his salary increase the same to reflect non-reps increase of: 1.5% on July 1, 2019 and another .5% on June 30, 2020 and Performance/Merit: 1% Proficient, 2% Exemplary and to add one year to his contract.

2nd: Ms. Fitzgerald

VOTE: Unanimous

#17799

9. PERSONNEL CONSIDRATIONS/REPORT

a.) Resignations

b.) Leaves of Absence

c.) Retirements

d.) Appointments

- Mr. Christian Areseneau, Automotive Technology Instructor, Local 1707 Teacher's Union, SY 2019-2020, replacement position
- Ms. Sarah Bouchard, Biology Instructor, Local 1707 Teacher's Union, SY 2019-2020, replacement position
- Ms. Dicecca, Metal Fabrication Instructor, Local 1707 Teacher's Union, SY 2019-2020, replacement position
- Mr. Robert Ferreira, Plumbing Instructor, Local 1707 Teacher's Union, SY 2019-2020, replacement position
- Ms. Julie DeFrancesco, Library/Media Specialist, Local 1707 Teacher's Union, SY 2019-2020, replacement position
- Mr. Judd Berman, Academy Supervisor, MAPSA, July 1, 2019, replacement position
- Ms. Melissa Brough, Health Assisting Instructor, Local 1707 Teacher's Union, SY 2019-2020, replacement position
- Ms. Erin Frey, Math Instructor, Local 1707 Teacher's Union, SY 2019-2020, replacement position
- Ms. Ariel Leva, Math Instructor, Local 1707 Teacher's Union, SY 2019-2020, replacement position
- Ms. Jennifer Stephens, Robotics Instructor, Local 1707 Teacher's Union, SY 2019—2020, replacement position
- Ms. Katherine Burnham, Director of Special Education, MAPSA, July 1, 2019, replacement position
- Mr. Michael Lynch, Physics Instructor, Local 1707 Teacher's Union, SY2019-2020, replacement position
- Ms. Lauren Jones, Director of Career and Tech., July 1, 2019, replacement position
- Ms. Panagiota Athinelis, STEAM Academy Supervisor, July 1, 2019, replacement position

Discussion: One member reported that she had concerns on the rate that teachers and staff are leaving and wants to find a way to stop the blood flow. She hopes the Committee is as concerned as she is.

e.) Job Postings

- (1) Facilitator for ACES (same facilitator as Homework Help), Up to 4 for faculty/staff for ACES, Up to 2 Substitutes to support program

- (1) Facilitator for Homework Help (same facilitator as ACES), Up to 4 for faculty/staff for Homework Help, Per CBA, SY19-20, Annual Position
- (1) Teacher and/or paraprofessional needed to facilitate the Extended Day ELD Program, Program will run weekly, Tuesday and Thursday from 3:00-4:30. Facilitator would be paid 1.5 hours per daily session, plus .5 for daily planning (2hours per day overall), Per CBA, SY2019-2020
- Lifeguard, 2-4 months, 6 hrs. a day, \$20 for swimming unit, new position
- Social Emotional Learning Integration Summer Work, up to 3 faculty members, 40 hours each, Local 1707 Contract, Summer 2019, new position.
- 2019-2020 Creative Arts Club, Local 1707 Contract, SY 2019-2020, annual position
- Learn and Earn Summer Internship Program Coordinator (s)-Teacher Leadership Role (Grant Funded). This is a teacher leadership position for this summer's student internships through the Learn and Earn Grant, new position.
- Director of Guidance, per MAPSA, SY2019-2020, replacement position
- Special Education Instructor, Local 1707 contract, SY2019-2020, replacement position
- School Adjustment Counselor, Local 1707 contract, SY 2019-2020, replacement position
- Admissions Support, Summer 2019 position, Up to 40 hours

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

2nd: Mr. Bourassa

VOTE: Unanimous

#17800

Discussion: One member asked if the Admissions Support position is a temporary support position. Supt. Lavoie replied yes. One member agreed that there is a lot of movement but wanted to congratulate the team for already having many people hired and onboard. One member asked who left the Liberian position. Supt. Lavoie reported that our librarian took a position much closer to her home.

Supt. Lavoie reported that this year we spent about \$130,000 on the electrical contract which is about \$65.00 per hour. That is cheap but we need to put out a new RFP because it has been a while. I suspect that the cost would go up to around \$120.00 per hour. I have spoken with Ms. Silva and we looked at posting for a full-time electrician in our maintenance department. This may make sense to have a licensed electrician because we always have electrical work to be done. One member stated that this is an excellent idea. One member asked if this person would receive benefits. Supt. Lavoie stated yes, it is a full-time employee. One member asked why we have to send out an RFP. Supt. Lavoie reported that it has been a while and the original RFP was for around \$60,000 and we have gone over that. We want to make sure we are covered by our procurement laws and additionally have had issues with the current electrician. Supt. Lavoie reported that the \$70,000 mark would be a good starting salary. One member reported that Methuen has a full-time electrician and it has worked out very well.

MOTION: Ms. Fitzgerald moved to post an in-house Electrical position as a new position

2nd: Mr. Bourassa

VOTE:

#17801

10. FUTURE AGENDA ITEMS

a.) AEDs for the Fields

Ms. Fitzgerald reported that she would like to set aside up to \$45,000 of this year's finances to purchase 3 AEDs. It may be less if we hard wire one to our concession stand instead of using a solar panel. I know we discussed the importance of having these at our last meeting. I would like to move forward on purchasing three AEDs for the fields. One member asked if we are purchasing three per field. Ms. Fitzgerald reported that we would have a total of three, one for the football field, one for the new field and one down below at the baseball/softball field. One member asked who will be trained in these. Ms. Fitzgerald stated that the training will be instantaneous but we will have people here at the school trained. The big thing would be the signage that will go with it. They will be in clear view and all will see where they are located. Anyone can get to it and it will immediately trigger a signal to the fire department that an AED is in use. One member stated that they are so automated now. Ms. Silva reported that

because it is coming out of a revolving fund that we do not have to come out of this year's finances. Supt. Lavoie reported that the Fire Chief is coming out on Monday to go over any concerns and to see where they will be located.

MOTION: Ms. Fitzgerald moved to approve the purchase of three AEDs.

2nd: Mr. Rossi

VOTE:

#17802

11. EXECUTIVE SESSION

MOTION: Ms. Fitzgerald moved to enter into executive session at this time

2ND: Mr. Rossi

Roll Called by District Recorder

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

#17803

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

12. ADJOURNMENT

MOTION: Mr. Rossi moved to adjourn at 7:00 p.m.

2nd: Mr. Bourassa

VOTE: Unanimous

#17806

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director