

GLTS

Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1753
AUGUST 20, 2019**

<u>Members Present:</u>	Leo Lamontagne Marilyn Fitzgerald Russell Bourassa Stephany Infante Garry Mannion	Lawrence Andover Methuen Lawrence Lawrence	Chairperson Vice Chairperson
<u>Members Absent:</u>	Frank Rossi Barbara Grondine	North Andover Methuen	Treasurer
<u>Others Present:</u>	John N. Lavoie Gerry DiStefano Maria Silva Susan Lally	Superintendent-Director Treasurer Business Manager 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: Mr. Bourassa moved to approve the minutes of June 25, 2019

2ND: Ms. Fitzgerald

VOTE:

Roll Called by District Recorder

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

#17811

MOTION: Mr. Bourassa moved to approve the minutes of July 29, 2019

2ND: Ms. Fitzgerald

VOTE:

Roll Called by District Recorder

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

#17812

3. FINANCE REPORT

a.) Cash Balance Report

Mr. DiStefano read the report into the record.

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

2ND: Mr. Bourassa

VOTE: Unanimous

#17813

Discussion: One member asked if the large payroll in September will be a transfer out of the MMDT account. Mr. DiStefano reported that it will be.

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

No Discussion

e.) GLTS Member Assessment FY2020 Final Budget

Ms. Silva reported that there is another piece to this so she would like to table this item for another meeting.

MOTION: Ms. Fitzgerald moved to table the vote on the GLTS Member Assessment FY2020 Final Budget.

2ND: Ms. Infante

VOTE: Unanimous

#17814

4. COMMUNICATIONS

a.) Donations

- Mr. Michael Walters, Salem, NH, 2001 Nissan Pathfinder, valued at \$2125.00

b.) Articles

- 2019 Eagle-Tribune Baseball All-Stars, Eagle Tribune
- Reggie Leaders 2019-2020

Discussion: One member reported that she was a Reggie Leader when she attended GLTS and there were only a handful of students at the time. To see that it has grown with 90 participants is amazing.

c.) Public Participation

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) Pancake Breakfast

No Discussion

b.) State Contract for the Field

Supt. Lavoie reported that the contract is ready to be signed. The state had reached out to us last week to obtain a vendor number and our tax ID. We provided the information and the contract should be signed this week.

c.) PD Opening

Supt. Lavoie reported that teachers will be arriving next Tuesday, August 27th at 7:30. A handout was provided to outline the Back-to-School Professional Development schedule for August 27-August 29. PD is driven by our changes and improvement plan targeting our weaknesses. We will continue to work on SEL as our main function this year. Another key point that we will focus on is our Decennial visit from the Department of Education. It has been ten years since our last visit. We will be preparing this year as part of the PD and for our vocational visit from the Department of Education to review both our vocational programs and our special education programs as well as to have our civil rights work evaluated. This will be happening all around the same time which is about

one year from September. The activities will be led by our staff, teachers and administrators. Teachers and Administrators did do some work with outside organizations such as MIT and William James College to help them prepare.

d.) Building Changes

Supt. Lavoie reported that in the packet a list of all the building changes was provided. In the Guidance Department, we built a parent waiting room that will house literature and activities happening in our school. There will also be a small conference room to meet with the guidance counselors. The idea is to keep parents and students separate and to make our guidance department less crowded and more professional. One member reported that she loved the new space and smiled when she went to visit and found the Superintendent cutting things to fit into the new space. Where else can you find this but in a vocational school? Supt. Lavoie reported that he likes to do one physical project per year to get involved and put his tools back on. The concession stand is almost done and ready for paint. We will not be open for the first football game but soon after. The faculty and students have worked hard to finish it up, as well as many projects inside the building. Automotive looks like a brand new shop. The instructors have been in all week to set up for the kids. The freshman biotech lab is complete and looks great. We built it for about \$5,000 which would have cost us about \$100,000. We used all the old cabinets, fixtures and our staff did the work. In Business Technology we opened up the doorway to connect the two rooms. The principal's office is moving to the front of the building and we are putting a door from the main hallway into the office. Principal Freedman will be more available to work with staff and students. This will be better for parents when seeking her assistance. Discipline, guidance and the principal's offices can now be accessed from the main lobby which will be better for parents and students. Our school store has been expanded so we can carry Reggie gear. It is designed to look like a store front and is located in the cafeteria. We upgraded the electrical, air and plumbing for the Engineering Space. Electrical, Mechanical and Civil Engineering will all be together now. Medical Assisting has been growing and for the first year we have juniors. We gutted biotech for them and made new classrooms to give them more space. The old Medical Assisting area is going to be used for science labs. One member asked about the paving that was on the list. Supt. Lavoie reported that it was for graduation only. One member asked about what will be going into the old principal's office. Supt. Lavoie reported that it will be used for a conference room. It is a nice space to be used for hearings by the principal. Most of the projects have been done by our custodians and staff. We have saved the school an enormous amount of money and it has also given us valuable space for our students. One member asked about Project Adventure. Supt. Lavoie reported that it will be installed at the end of September, based on their schedule. We moved the location to give us more room and space, which will save us money. One member reported that she liked the new location by the basketball courts better.

e.) GLTS Golf-Tournament

Supt. Lavoie reported that the golf tournament was a success and was overseen by the alumni. We had ninety participants. We have not gotten the final numbers, but we think it is around \$10,000 that was raised. The money is going to be used to install bricks and a flagpole. The bricks will be for sale to help raise money for some of the cost of our fields.

f.) Admissions Update

Supt. Lavoie reported that the report has a new format which is more clear and easy to read. Ms. Gioia created this for us. Supt. Lavoie reported that the new guidance director wants to revisit our point system to identify more clearly how to score. She wants to be fair to every student and to our rolling admissions since we have so many applicants. It is always heartbreaking to tell them they did not get in. We would like to give them better feedback and better communications to our middle schools. This year we had 1150 applicants and have accepted 550. We have 440 confirmed that they are attending GLTS.

g.) August/September Calendar of Activities and Events

No Discussion

h.) Evaluation Rating System

Supt. Lavoie reported that over the summer, we have been working on strategies to improve the culture and environment with the school. One issue that was heard over and over was our evaluation system. The teachers felt somewhat punitive and always concerned about administrators coming into their classroom to evaluate them. They would go all year being nervous. We met with the union because we want to change this. We want this year to be

more of a coaching approach. We will continue to evaluate the teachers, but we will not document them as much and will meet with them more often. It is about trying to help them be the best they can be so they don't have to worry and also have them be more involved. We would like them to attend an evaluation of their peers so the administrators can get their feedback on their colleagues. This will be more of collaboration among teachers and also have administrators connect with them. In order to do this, we met with the Department of Education. We have been working close with them on the new evaluation system so they are happy to work with us on this change and had encouraged us to put in for a grant to help fund some of the cost. In order for us to make this change, we need a vote from the District Committee and the Union because it is their contract that we will rate them. Supt. Lavoie reported that we have an oversight committee that meets once a month to review concerns that may come up and they will continue to meet. One member reported that the Committee typically does not vote until after the union.

i.) Seacoast to Sub lease our Fields

Supt. Lavoie reported that we signed the contract with Merrimack College and their first game is September 12. We are waiting for the turf to be put down and there was a delay with the company. Seacoast was awarded the RFP and in their contract, they are asking if they can sublease our fields. This would help out GLTS so we would not have to have ten different contracts to maintain. Seacoast would take the responsibility for this and the upkeep of the field. They would work with Ms. Bennett and Mr. Nelson on scheduling. GLTS would only be responsible for scheduling field use with Merrimack College and Seacoast. Supt. Lavoie reported that he would like to let Seacoast handle this. The money from the concession stand will come to us also. Supt. Lavoie asked the Committee if they would entertain this if it is legal. We are having our attorneys look at this. Supt. Lavoie reported that this would save time and money. One member asked about the use of the fields during the day by other organizations. Supt. Lavoie reported that the use of our fields is only for after school hours. One member reported that we have other renters that have been renting our space for several years. She is concerned about the parking and if it would take away from our renters. One member was concerned about the overlapping of games and the parking. We do not typically have games on Saturdays unless it is a tournament. Supt. Lavoie reported that he will get more information and send it to the Committee when we have a better understanding and our attorney's look at the legal aspect sub leasing.

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

One member reported that she would like to be updated on Business Technology.

a.) District Committee Priorities

No Discussion

b.) Policy

No Discussion

8. NEW BUSINESS

9. PERSONNEL CONSIDRATIONS/REPORT

a.) Resignations

- Ms. Claudia Beltran, Math Instructor, Effective: June 30, 2019
- Mr. Oliver Renau, Physics Instructor, Effective: June 30, 2019
- Mr. Timothy Stauble, Machine Tool Technology, Effective: June 30, 2019
- Mr. Matthew Govoni, Plumbing Instructor, Effective: June 30, 2019
- Ms. Caitlin Kasala-Hallinan, Biology Instructor, Effective: June 30, 2019

b.) Leaves of Absence

- Mr. Mark Pepin, Custodian, Effective: July 29, 2019

c.) Retirements

d.) Appointments

- Ms. Brenda Richardson, Director of Admissions and Counseling, Effective: July 15, 2019

- Mr. Michael Capeless, Plumbing Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Ms. Carolyn Rosenzweig, History Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Mr. John Kessari, III, Special Education Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Ms. Sarah Coscia, Wellness/Phys. Ed Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Mr. John Chester, Carpentry Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Ms. MaryEllen D'Angelo, Library Technical Services Assistant, Start Date: August 27, 2019
- Ms. Sayda Betsold, Cosmetology Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Ms. Otavia Tropeano, Culinary Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Ms. Danielle Ahern, STEAM Engineering, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Mr. William Anderson, part-time Electrician, \$50/hour, Start Date: August 6, 2019.
- Mr. Peter Leonard, Landscape/Horticulture Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Mr. Stephen Tassinari, SPED Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Ms. Alicia Mellor, School Psychologist, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Ms. Wendy Rivera, Paraprofessional, \$36.06/hour, Start Date: August 27, 2019
- Ms. Catherine Erickson, Chemistry Instructor, Local 1707 Teacher's Union, Start Date: August 27, 2019
- Srinvasan Ravikumar, STEAM Engineering Instructor, Local 1707 Teacher's Union: Start Date: August 27, 2019
- Mr. Michael Darish, STEAM Engineering Instructor, Local 1707 Teacher's Union: Start Date: August 27, 2019
- Mr. Jeffrey Doucette, Math Instructor, Local 1707 Teacher's Union: Start Date: August 27, 2019
- Ms. Sara Silva, School Adjustment Counselor, Local 1707 Teacher's Union: Start Date: August 27, 2019

e.) Job Postings

- November MCAS Retest Tutoring, 1 Tutor for ELA MCAS Tutoring, Up to 2 tutors for Math MCAS Tutoring, per CBA, Effective: Oct-Nov, 2019, Title I Stipend, Annual Position
- Home Tutors for the 2019-2020 School Year, Local 1707 Contract, Effective: 9/3/19-6/24/20, annual position

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

2nd: Ms. Infante

VOTE: Unanimous

#17815

10. FUTURE AGENDA ITEMS

One member reported that she would like us to figure out why GLTS has been a revolving door with thirty five new hires. She would like this on the agenda.

12. ADJOURNMENT

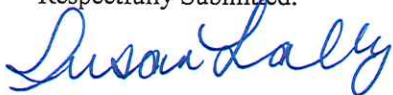
MOTION: Ms. Fitzgerald moved to adjourn at 7:00 p.m.

2nd: Ms. Infante

VOTE: Unanimous

#17816

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director

