

# GLTS

Greater Lawrence Technical School

**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1757  
OCTOBER 15, 2019**

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

## 1. MINUTES

**MOTION:** Ms. Fitzgerald moved to approve the minutes of October 1, 2019.

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

**VOTE:** Unanimous

#17847

## 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.

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

**VOTE:** Unanimous

#17848

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

### *c.) Revolving Fund Report*

No Discussion

### *d.) Budget Report*

Discussion: One member asked about the use of FEUR Lumber Company, located in Atkinson, NH. She thought we kept our purchases as local as possible. Supt. Lavoie reported that we buy our pine lumber in the rough there because it is cheaper. We use it for small projects.

#### 4. COMMUNICATIONS

##### *a.) Donations*

- 2005 Econoline Cargo Van, valued at \$686.00, donated by Mr. Steven Lucas of Tewksbury, MA
- 1995 Ford Mustang, valued at \$3,623.00, donated by Mr. Gerard Eyssallenne of Methuen, MA.

##### *b.) Articles*

- Thorndike Exchange, ribbon cutting, GLTS Student works on the building's renovation, Rumbo, September, 2019.

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

None

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

##### *a.) Capital Improvement Requests*

Supt. Lavoie reported that we had a Capital Improvement Meeting on Friday, October 11, 2019 in order to approve the purchase of a new dump truck. The truck will be used for the Landscape/Horticulture Program. We have a front loader and bobcat but do not have a dump truck to put the materials in. We had several opportunities to pick up free items and didn't have the means to receive them. The truck will also be used by our maintenance department for jobs around the school. It will have a plow and will be used for emergency snow situations. One member asked if we need to put the purchase of the truck out to bid. Ms. Silva reported that the company is on the state list which means we do not have to send it out to bid. Supt. Lavoie reported that the truck's cost is under \$50,000 and we did get three quotes.

**MOTION:** Ms. Fitzgerald moved to approve the purchase of a dump truck.

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

**Vote:** Unanimous

# 17849

Supt. Lavoie reported that we need to purchase a van for the Construction Program. The current van is unsafe for students. Car dealerships can no longer sell a 14 passenger van to schools because it is now against the law. We have to purchase a mini bus. It is around \$50,000. We are in the process of looking for one used or new. We did locate a used one, but was not in good shape. One member asked if this is more like a bus that is used for senior citizens. Supt. Lavoie reported that it is similar and has four rear wheels in place of two. Once we make a decision, we will know if it has to go out for a bid or just three quotes.

**MOTION:** Ms. Fitzgerald moved to approve the purchase of a van.

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

**Vote:** Unanimous

# 17850

Discussion: One member asked if this is also coming out of the Capital Improvement Funds. Ms. Silva reported that one purchase is coming out of Operational and one purchase will be out of Capital Improvement Funds.

Supt. Lavoie reported that he received a request from our athletic department to purchase a new electronic timing device for track. The time cannot count with the state unless it is from an official timer. The cost is about \$25,000. The other request was for about sixty new hurdles. They are in bad shape or broken. One member stated that the athletic department needs to be better at anticipating what they need during their budget request for the year. One member agrees and that we need to make sure they understand what they need for next year so the money does not have to come out of somewhere else.

**MOTION:** Ms. Fitzgerald moved to approve the purchase of a new electronic timing device and hurdles.

2<sup>nd</sup>: Mr. Bourassa  
Vote: Unanimous  
# 17851

***b.) Outside Building Repairs***

Supt. Lavoie reported that since July we have started working and repairing our outside projects. About three years ago, we got a price that was over one million dollars for all repairs. Since then, we have been sub-contracting to save some money. In July, we repaired the bricks in about 70 locations around the school and that project is complete. The second part was to repair the sidewalks and steps that were tripping hazards which are completed. One member asked what the total costs of the brick repair were. The first part of the project was about \$36,000 and the second part was about \$16,000. The last part of the project is painting and power washing the outside of the building. We have had four different companies that have looked at it and we are waiting for the pricing. They will start in the fall and finish in the spring. We have had a few issues with the roof and were fixed over the summer. We had a bad section over the library that we put a drain in the middle of the roof so that it will help take care of the leak. Supt. Lavoie reported that we will come up with a new maintenance plan so we do not fall behind. He feels good about the shape the building is in. One member complimented on the materials used for the repairs on the sidewalks. It is a great improvement.

***c.) Final Admissions Report***

Supt. Lavoie reported that a copy of the final report was provided. As of October 1, 2019 we had 1,174 applicants, 445, denied, 54 waitlisted, 18 incomplete application/applied, 657 accepted, 433 active attending GLTS, 116, not coming and 108 no response. We just held our guidance department's middle school breakfast with a great turnout. This coming year, we will work closely with them to review our applications and additionally add another staff member to help review the applications to make sure we are treating everyone fairly. One member asked if these numbers are consistent with other years. Supt. Lavoie reported that we had more students apply this year. One member stated with over 1,000 applications to review we want to make sure they truly know what they are signing up for. Supt. Lavoie reported that he does an overview to the entire middle school student's except for North Andover, who picks selected students. With only 109 not responding, most of the applicants did want to come here. This year we put in to add an addition to our school through MSBA and hopefully we will receive it. It will make a big difference so we can take in more students. One member commented on the few out of district numbers on the report and do we make sure they are now in our district. Supt. Lavoie reported that we do check and these few were probably moving into our district at the time they applied. One member reported that more than ninety percent come to our open house so most of the students do know what they are applying for. When Supt. Lavoie first came to our school, we had 307 in our freshman class and it has grown more than 100 students. We also lost the financial part from school choice but made up for that money from the state. We are giving more students the education they want. Good job Supt. Lavoie.

***d.) Barbering Program Update***

Supt. Lavoie reported that this shop is going to close at the end of the year. We are looking to find opportunities for students who would like to continue in barbering and would like to offer this program in the evening. The state has changed the way they count hours, so students who are now sixteen and a sophomore are able to reach their 1,000 hours sooner. We are looking to offer barbering as an extra to those students who have their cosmetology license and would like to continue with barbering. If you have your cosmetology license, you only need less than half the hours to receive both licenses. We are looking to see if it makes sense to keep our barbering instructor on to teach that part of the certification.

***e.) November Calendar***

***f.) Field Project Update***

Supt. Lavoie reported that Phase II of the Field Project should be complete this week. The hot top of the road coming into the field is almost complete. We need an inspection and also to address a few issues with the turf. One member reported that there is a construction gate there now and asked if it will be replaced and who will have a key. Supt. Lavoie reported that the fence and gate will be replaced and the Athletic Director, Maintenance, Ms. Bennett will all have keys to the gate as well as those who lease the field and right now it will be just Merrimack College. Ours students had the opportunity to practice soccer on the field and they were very excited. After this week, they should be able to have full access. We need soccer lines still and that should be completed this week too. Supt.

Lavoie reported that the prints are done for Phase III and we will put the RFP out to bid. We want to see what it will cost for Phase IV versus how much money we will have left from the state so we will know how much we will have for Phase III and we may want to cut back on Phase IV. Once we have the numbers back, Supt. Lavoie will bring it to the District Committee to vote on it.

***g.) 2020 Summer Building Projects***

Supt. Lavoie reported that we want to plan our summer projects earlier this year. We had a lot on our plates last year and most of these projects will be paid for from our rental. We have \$480,000 which will go towards some of our expenses. The money will be used for a new gym floor, new bleachers, and air conditioning, renovation of Cosmetology and painting the Auto Collision Department floor, walls and bar joist. Auto collision and Cosmetology renovations may be out of Capital Improvement. We will revisit this at our next Capital Improvement Meeting. Throughout the year, we will be putting together a timeline and buying materials for the summer projects. Most of this will be contracted work. The air conditioning for the gym will help the wooden floors not to buckle and to be able to lease through the summer. This will bring in additional money.

***h.) Workforce Development Program***

Supt. Lavoie reported that the Workforce Development Program has an Advanced Manufacturing Machine Tech Program going on with fifteen unemployed people who are doing very well and at the end of the program, will have jobs. For the first time we also have an IT Program, being taught by our IT Director, Mr. Jakubec, which are for unemployed parents of GLTS and Lawrence High students. This is being funded by the Workforce Investment Board. The state has a new Apprenticeship Program and our goal is to have these young adults in a job as an apprentice so they can have a pathway to grow in the industry. In January, we will be running an Automotive Program which is being funded by the Workforce Investment Board to train Automotive Technicians. We additionally will be running a CNA Program. It is really important for our school to participate in these programs because it directly affects our communities.

***i.) Post Graduate Program***

Supt. Lavoie reported that we would like to start a Post Graduate Program in areas where there is a high job demand. The difference between the Workforce Development Programs and Post Graduate Programs are these are Chapter 74 Programs that are funded by the state and can be a day or evening program. We are looking at evening programs to offer opportunities for our graduates. Some of the areas we would like to offer continuing education would be Advanced Manufacturing, Mechatronics and Medical Programs. This is no cost to the students and is state funded. We can develop a partnership with Northern Essex and the credits can be used to continue on to receive a college degree. It can also help educate those who cannot afford to continue on to college.

**MOTION:** Mr. Rossi moved to continue to look at the possibilities of a post graduate program and to get the state approval.

2<sup>nd</sup>: Ms. Fitzgerald

**Vote:** Unanimous

#17852

**Discussion:** One member asked what the cost would be. Supt. Lavoie reported that this is at no cost to the school. We would receive \$5,000 per student to strictly train them in non-academic programs. We would have to get enough students to cover the cost of the instructors and materials. One member asked if we would have to develop the post graduate curriculum. Supt. Lavoie reported that there are certain levels and some of the curriculum is in place and some of the curriculum we would have to develop especially for those that need more hours.

***j.) Discipline Data***

Supt. Lavoie reported that a handout was provided. One member asked if the numbers provided were from SY2018-19 and have we seen an increase this year even though it is early. Supt. Lavoie reported that we have not seen an increase with the numbers this year. One member asked if we can have an update in January. One member asked if the parents are required to come in and are cooperative their student is suspended. Supt. Lavoie said that they come in for a hearing and are cooperative. One member asked if we are educating the students on vaping. Supt. Lavoie reported that they are being educated in health classes. One member would like a report on what we are doing to educate the students on vaping. Supt. Lavoie reported that he will have the principal report on this at our next meeting. Ms. Silva reported that we ordered vaping detectives and are not in yet. One member asked what happens to a student with multiple suspensions and do we expel them. Supt. Lavoie reported that we do not

typically expel students. We do everything in our power to help them succeed. Our goal is to reach every student and not give them the right to fail. They have a right to education and we do not want to give up.

***k.) September Attendance Report***

Supt. Lavoie reported that a September Attendance Report was provided. One member asked if we can have the last two years numbers to compare it to. One member asked if we received a waiver for October 5<sup>th</sup> gas emergency. Supt. Lavoie will follow-up. One member would like to see if any student stopped coming to school and ended up dropping out.

***l.) Out of State Travel***

The girls volleyball team is requesting Out of State Travel to attend the NCAA Volleyball matches at Rivier College, Nashua, NH on October 17, 19, 20, 31 and November 1, 2, 3, 5, 7, 9, 2019 at no cost.

**MOTION:** Ms. Fitzgerald moved to approve the Out of State Travel for the boy volleyball team to attend the NCAA Volleyball matches at Rivier College, Nashua, NH on October 17, 19, 20, 31 and November 1, 2, 3, 5, 7, 9, 2019 at no cost.

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

**VOTE:** Unanimous

#17853

Panagiota Athinelis and Donald Ouellette are requesting Out of State travel to attend the New England HTEC Educators Conference in Danielson, Connecticut on October 18, 2019, total cost \$94.42.

**MOTION:** Ms. Fitzgerald moved to approve the Out of State Travel for Panagiota Athinelis and Donald Ouellette are requesting Out of State travel to attend the New England HTEC Educators Conference in Danielson, Connecticut on October 18, 2019, total cost \$94.42.

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

**VOTE:** Unanimous

#17854

**6. REPORTS OF COMMITTEES**

**7. OLD BUSINESS**

***a.) District Committee Priorities***

No Discussion

***b.) Policy***

No Discussion

**8. NEW BUSINESS**

One member is requesting that we give prior notice when the District Committee is asked to vote. This meeting we had to vote on five additional items that the District Committee did not know about.

**9. PERSONNEL CONSIDRATIONS/REPORT**

***a.) Resignations***

***b.) Leaves of Absence***

- English Teacher, FMLA, anticipated through November 8, 2019

***c.) Retirements***

***d.) Appointments***

- Ms. Paula Lunn, Health Assisting Instructor, Local 1707, Effective date: October 7, 2019
- Ms. Bianca Cribeiro, School Security, \$26.03 per hour, Effective date: October 15, 2019

***e.) Job Postings***

- Long Term Substitute Chemistry Teacher, December, 2019 – June, 2020, Replacement Position
- Server and Network Admin., Per contract, November, 2019, Replacement Position

- Math Curriculum Focus Group, December, 2019 - June, 2020, New Position

**MOTION:** Mr. Mannion approved the job postings as presented

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

**VOTE:** Unanimous

#17855

## 10. FUTURE AGENDA ITEMS

### 11. EXECUTIVE SESSION

**MOTION:** Ms. Fitzgerald moved to go into Executive Session

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

**VOTE:**

Roll Called by District Recorder

Mr. Bourassa Yes

Ms. Fitzgerald Yes

Ms. Grondine Yes

Ms. Infante Yes

Mr. Mannion Yes

Mr. Rossi Yes

Mr. Lamontagne Yes

#17856

**ENTER EXECUTIVE SESSION**

**ENTER OPEN SESSION**

**MOTION:** Ms. Fitzgerald moved to approve the posting for an Auto Collision Instructor.

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

**VOTE:** Unanimous

#17858

**MOTION:** Ms. Fitzgerald moved to approve the start of negotiations

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

**VOTE:** Unanimous

#17859

### 12. ADJOURNMENT

**MOTION:** Ms. Mannion moved to adjourn at 7:30 p.m.

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

**VOTE:** Unanimous

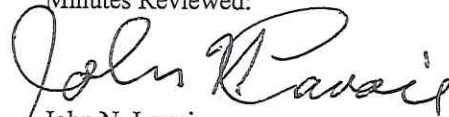
#17860

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director