



**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1759  
NOVEMBER 26, 2019**

**Members Present:**

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

**Members Absent:**

**Others Present:**

John N. Lavoie	Superintendent-Director
Gerry DiStefano	Treasurer
Susan Lally	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. EXCEPTIONAL REGGIE**

Alisson Calderon, Senior in the Biotechnology Program was chosen as this month's Exceptional Reggie. Alisson has been successful in her academic coursework at Greater Lawrence Technical School with a 4.46 GPA. Alisson has never backed away from an academic challenge and is currently enrolled in our most demanding honors classes in Mathematics and English. Alisson has been a member of the National Honor Society and was awarded the Saint Michael's College Book Award as a junior due to her outstanding community service and academic accomplishments. Along with receiving a John and Abigail Adams Scholarship, Alisson has contributed to our school outside of the classroom as a two-sport athlete. She is a member of the varsity soccer team where she only began playing at GLTS her junior year. She earned a starting position on the varsity team senior year and helped the team work their way to a CAC Championship this year. Alisson will also be Captain of the tennis team. She has been a member of the Reggie Leaders and the Kaleidoscope Club and has made numerous contributions to her community outside of school as a volunteer at The Nevins Farm MSPCA in Methuen and working the Spicket River Cleanup project in Lawrence, MA. Alisson attended the Harvard University Pre-med Summer Academy this summer with other students aspiring to eventually attend medical school following her undergraduate work. Alisson has shown that she is a very responsible and conscientious young woman. Her school activities, community activities, and athletic activities have allowed her to develop and to use her communication skills and her leadership skills which will serve her well as a student in college. She is kind and often takes time to help others whether in the classroom or on the field or court.

### 3. MINUTES

**MOTION:** Mr. Bourassa moved to approve the minutes of November 12, 2019.

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

**VOTE:** Unanimous

#17869

### 4. 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>:** Ms. Infante

**VOTE:** Unanimous

#17870

*b.) Consolidated Cash Reconciliation Report*

No Discussion

*c.) Revolving Fund Report*

No Discussion

*d.) Budget Report*

No Discussion

*e.) Budget Transfers*

One member asked if we were voting on the budget transfer's tonight. Supt. Lavoie reported that we will be voting on the transfers at the next meeting. If you have any questions or concerns, please contact Ms. Silva before the next meeting on December 10, 2019.

### 5. COMMUNICATIONS

*a.) Donations*

*b.) Articles*

*c.) Public Participation*

None

### 6. REPORT OF THE SUPERINTENDENT-DIRECTOR

*a.) Policy Manual Update*

Supt. Lavoie reported that we have been in touch with MASC to see what the status of our Policy Manual updates are. The person handling our policy updates retired and we have been assigned a new point of contact. She is researching where we left off and will have an answer next week. One member asked if we have been paying them for this. Supt. Lavoie reported that we have not been paying them.

*b.) Out of State Travel*

Jennifer Stephens, STEAM Instructor is requesting out of state travel to attend Collaborative Robot & Dual Check Safety Training at FANUC in Rochester Hills, MI on December 8-14, 2019, cost is \$1,277.04

Discussion: One member questioned the two costs for cars. One was for use of a personal car and one was for a rental car use. Supt. Lavoie reported that the personal was to/from the airport and the rental was while in Rochester Hills, MI.

**MOTION:** Ms. Fitzgerald moved to approve the out of state travel for Jennifer Stephens to attend Collaborative Robot & Dual Check Safety Training at FANUC in Rochester Hills, MI on December 8-14, 2019, cost is \$1,277.04

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

**VOTE:** Unanimous

#17871

William Jakubec, Director of Technology and Michael Millett, Network & Server Administrator are requesting out of state travel to attend the Technology Conference on December 5-6, 2019 at Foxwoods, Ledyard, CT, cost is \$483.00 for both.

**MOTION:** Ms. Fitzgerald moved to approve the out of state travel for William Jakubec and Michael Millett to attend the Technology Conference on December 5-6, 2019 at Foxwoods, Ledyard, CT, cost is \$483.00 for both.

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

**VOTE:** Unanimous

#17872

Melissa Nova- Rosario and Otavia Tropeano, Culinary Arts Instructors with students are requesting out of state travel to attend the Tuscan Restaurant and Market in Salem, NH to visit production facilities, experience service aspect for Culinary Arts Students, December 9 and December 16, 2019 (Week 1 and 2 students), Cost is \$300 for the bus.

**MOTION:** Mr. Bourassa moved to approve the out of state travel for Melissa Nova- Rosario and Otavia Tropeano with students to attend the Tuscan Restaurant and Market in Salem, NH to visit production facilities, experience service aspect for Culinary Arts Students, December 9 and December 16, 2019 (Week 1 and 2 students), Cost is \$300 for the bus.

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

**VOTE:** Unanimous

#17873

S. Ravikumar, M. Darish and A. McCarthy, STEAM Instructors, with students, are requesting out of state travel to attend Watts Water Webster Value Division, in Franklin, NH, December 5, 2019, Cost is \$300 for the bus.

Discussion: One member reported that their Headquarters are in North Andover and this was probably for another part of the Division.

**MOTION:** Ms. Fitzgerald moved to approve the out of state travel for S. Ravikumar, M. Darish and A. McCarthy with students to attend Watts Water Webster Value Division, in Franklin, NH, December 5, 2019, Cost is \$300 for the bus.

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

**VOTE:** Unanimous

#17874

*c.) RFP for Phase III Bid Opening Update*

Supt. Lavoie reported that the bid opening was last Thursday. The bids came in over the expected cost. The reason was that the architect put in the irrigation for the front lawn. We are taking that part out and putting it out to bid again. We will reopen the bids the week of December 9, 2019.

*d.) Kaleidoscope Grant*

Supt. Lavoie reported that five hundred schools applied for this grant and only five schools will receive it. It is a grant that is for deeper learning. Unfortunately, we heard today, that we did not get it. Supt. Lavoie reported that it was very disappointing and this was one of the first grants we did not get in a long time. It was for \$50,000 and would have allowed us to be involved with the five schools. One member asked if any of the five schools were vocational schools. Supt. Lavoie reported that we will know more tomorrow.

*e.) School Project Updates*

- *AEDs*

Supt. Lavoie reported that we have been working with the fire chief of Andover and asked them to go forward with installing AEDs. We will be tied into their system at the fire station. They have been ordered and the project will be completed in the spring.

- *Transformers*

Supt. Lavoie reported that the proposal we received was to change sixty transformers in the school. The first price was really outrageous. The company was the same company that did our lighting. The second proposal was for only changing six transformers. They went around the school and determined we only needed six changed, not sixty. The power company will be paying about seventy percent of this.

- *Charging Stations*  
Supt. Lavoie reported that we are doing all the electrical work. We are putting four in the front of the school and eight in the back. They are being paid for by National Grid. There will be no charge for the first eight years if we open the use to the public. Part of this is from a grant from National Grid. One member asked if we knew the name of the Company. Supt. Lavoie will provide that information. One member asked if we have any faculty members that will be using the charging stations. Supt. Lavoie reported that we have a few electric cars that are used by staff. He will update the District Committee of the fees at our next meeting.
- *Concession Stand*  
Supt. Lavoie reported that the blue board and plaster should be completed in about a month. The kitchen and the outside work still need to be finished with benches and pavers. That will be done in the spring. We do not want to put the pavers down because it is getting cold. One member asked what department will be doing the painting. Supt. Lavoie reported that we will have the custodian we hired who has painting experience.
- *Gym Floor*  
Supt. Lavoie reported that the RFP will go out at the end of January. We will be ripping out the existing floor and bleaches. We do have asbestos and that will be removed during April vacation. After it is done, we will get a certificate saying it has been removed. We will be putting down hardwood floors, air conditioning and painting the gym. One member thought we had already removed all the asbestos. Supt. Lavoie reported that we found asbestos after drilling some holes. One member asked about the moisture from the pool and having hardwood floors in the gym. One member reported that we are controlling the moisture with the barrier between the gym and the pool. Also we have a great air system in the pool. Supt. Lavoie reported that the air conditioning will help control the moisture too.
- *Gate Project*  
Supt. Lavoie reported that we have been talking about this for a long time. We are going to put a gate up at our entrance to stop cars from passing the guard shack. We will move the guard shack into the middle and have a gate on both sides. The electrical students will open the driveway up and put in the electrical.
- *Project Adventure*  
Supt. Lavoie reported that they cleared the land between the tennis courts and the basketball court. The hot top was removed last week. If we get hit with snow, we will not be able to have it installed until the spring. The poles should be placed this week.

*f.) Collection of School IDs after Graduation*

Supt. Lavoie reported that we do not currently collect school IDs upon graduation. That is something that we are going to change, starting this school year. We think that it is a good idea and we are adding it to the senior sign out list. One member asked if we can also have it put in the policy. Supt. Lavoie reported that would be a good idea. One member stated that any little thing we can do surrounding safety is always good.

## **7. REPORTS OF COMMITTEES**

### **8. OLD BUSINESS**

*a.) District Committee Priorities*

One member asked if we have heard about the MSBA School Project. Supt. Lavoie reported that we should hear about this project in the middle of December, 2019.

*b.) Policy*

### **9. NEW BUSINESS**

One member asked if we could have an update on the Lupine Road, Andover House Project the first meeting in January. Supt. Lavoie reported that he will have an update for the January 2, 2019 meeting.

## **10. PERSONNEL CONSIDRATIONS/REPORT**

*a.) Resignations*

*b.) Leaves of Absence*

- Metal Fabrication Instructor, effective, November 14-22, 2019

- Special Education Instructor, effective, November 8, 2019

c.) Retirements

d.) Appointments

e.) Job Postings

- Athletic Game Workers: Swim Scorers, \$35/meet and Wrestling Scorers, \$35/varsity dual match, Annual Position.
- Machine Technology Program, evening school: Math Instructor, \$65/hour, January 6-June 5, 2020, Provide Machine Tech trade related math instruction to adult learners (20 hours), New Position
- Machine Technology Instructors (2 Positions), evening school, \$65/hour, January 6-June 5, 2020, Provide Machine Tool to adult learners, New Position
- Machine Technology Program: ELL Instructor, evening school, \$65/hour, January 6-June 5, 2020, Provide contextualized English support for Machine Program (20 hours), New Position.
- Medical Assisting Instructors (2 Positions), evening school, \$65/hour, December 2-June 13, 2020, Teach Patient Care, Communication, Office Admin. Medical Law and Ethics, Phlebotomy, EKG monitoring, Anatomy & Physiology I & II, Microbiology, Medical Terminology, Basic Computer Skills, Subsidized Clinical Work Experience, New Position.

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

2<sup>nd</sup>: Mr. Bourassa

**VOTE:** Unanimous

#17875

- Automotive Technology Instructors (2 Positions), evening school, \$65/hour, January 6-March 30, 2020, Occupational Skills Training, New Position.
- Lawrence High Liaisons (2), for the LHS Program, Monday-Friday, 3-5:30, Stipend, Annual Position.
- Detention Monitor, Tuesdays/Thursdays from 3-4:30 and Saturdays from 8-12:00pm, Stipend, Annual Position.
- Full-time Custodian, Per Custodian's Contract, Effective January, 2020, Part-time to Full-time Position Supt. Lavoie reported that we hired a part-time custodian. He is doing an outstanding job and we would like to hire him full-time.

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

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

**VOTE:** Unanimous

#17876

One member asked if we ever get any females apply for a custodian position. Supt. Lavoie reported that not typically.

Supt. Lavoie reported that the following positions are all funded by New Balance. We have an agreement with New Balance and for the first time, we are going to do their training. Some of the training is for workers who are already working for new balance and want to upgrade their skills.

- Business Tech Instructor (Advance Computing-Advanced Excel), \$65/hour, Effective, January 6, 2020
- Robotics Instructor, \$65/hour, Effective January 6, 2020
- Engineering Instructor (Advanced Design of Experiments), \$65/hour, Effective January 6, 2020
- Machine Tech Instructor, \$65/hour, Effective January 6, 2020
- Engineering Instructor (Intro to Design of Experiments), \$65/hour, Effective January 6, 2020
- Business Tech Instructor, (Computing 101, Microsoft Office Suite Training), \$65/hour, Effective January 6, 2020
- Robotics/Automation Tech Instructor, \$65/hour, Effective January 6, 2020
- Vocational Instructor (Teach OSHA 10-hour General Industry), \$65/hour, Effective January 6, 2020

- ELL Instructor, (trade specific vocabulary and work process terminology to be successful in a manufacturing environment), \$65/hour, Effective January 6, 2020
- Vocational Instructor (CAD Basics), \$65/hour, Effective December 2, 2019

**MOTION:** Ms. Fitzgerald approved the job postings as presented

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

**VOTE:** Unanimous

#17877

One member asked if these courses are after school. Supt. Lavoie reported that they are. One member reported that she is thrilled to see CAD back on the agenda.

**11. FUTURE AGENDA ITEMS**

One member reported that she would like an update on what we are doing on diversity. She would like a report at our next meeting. Supt. Lavoie reported that he has attended the Diversity Workshop implemented by the Department of Education. He will be attending another one in February. Supt. Lavoie reported that he is holding a workshop on December 4, 2019 on the process of “How to become a Vocational Teacher” at GLTS. Hopefully this will help increase the Latino population applying to be a teacher at GLTS.

**11. EXECUTIVE SESSION**

**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	Yes
Mr. Rossi	Yes
Mr. Lamontagne	Yes

#17878

**ENTER EXECUTIVE SESSION**

**ENTER OPEN SESSION**

**MOTION:** Ms. Fitzgerald moved to approve the job posting for an interim Special Education Teacher

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

**VOTE:**

#17881

**12. ADJOURNMENT**

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

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

**VOTE:** Unanimous

#17882

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director