

GLTS

Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1766
March 3, 2020**

Members Present:

Leo Lamontagne	Lawrence	Chairperson
Marilyn Fitzgerald	Andover	Vice Chairperson
Frank Rossi	North Andover	Assistant Treasurer
Zoila Disla	Lawrence	
Stephany Infante	Lawrence	
Anngybel Moreta	Methuen	
Francisco Surillo	Methuen	

Members Absent:

Others Present:

John N. Lavoie	Superintendent-Director
Elizabeth Freedman	Principal
Maria Silva	Business Manager
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. GIRLS SOCCER TEAM RECOGNITION

MOTION: Ms. Fitzgerald moved to table.

2ND: Mr. Rossi

VOTE: Unanimous

#17940

3. MINUTES

MOTION: Ms. Fitzgerald moved to approve the minutes of February 18, 2020

2ND: Mr. Rossi

VOTE: Unanimous

#17941

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.

2ND: Mr. Rossi

VOTE: Unanimous

#17942

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

No Discussion

e.) Budget Binders

MOTION: Ms. Fitzgerald moved to table Ms. Silva's Presentation.

2ND: Mr. Rossi

VOTE: Unanimous

#17943

5. COMMUNICATIONS

a.) Donations

b.) Articles

c.) Public Participation

Chairman Lamontagne asked if public participant Ms. Jones would like to speak. She reported that if we discuss the Graphic Communications Program, she will then participate.

6. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) Student's Report

Chairman Lamontagne reported that a handout was passed out for the Student Report.

b.) House 2 Chapter70 Presentation

MOTION: Ms. Fitzgerald moved to table.

2ND: Mr. Rossi

VOTE: Unanimous

#17944

c.) Admissions Decision Letters 2020

Supt. Lavoie reported that a copy of three new admissions decision letters were provided in the packets. These letters were put together by our new Director of Admissions.

MOTION: Ms. Fitzgerald moved to approve the all three decision letters 2020.

2ND: Mr. Rossi

Discussion: One member reported that she read the letters and feels they are very concise and likes the way they are written.

VOTE: Unanimous

#17945

d.) Field Project Update

Supt. Lavoie reported that we have not started Phase III yet. We still have a couple of things that need to be finished on Phase II. The dugouts are about seventy-five percent complete. The roof is on and there is some finish work left. Additionally, we need to put the lines on the field for soccer. We did not do this last year because it was late into the season. We will be doing this in the spring when the weather gets a little warmer. Merrimack College will have their first game on this field in March. This will be the first time it will be used for an official division one college game. One member reported that it would be nice if

Merrimack College gave us some recognition in their press release. Supt. Lavoie reported that Phase III's contract will be signed tomorrow which is the same contract and drawing that was submitted to the

District Committee for approval. They will be starting next week and should be finished in July. The field will not be able to be utilized until Spring of 2021 so we can let the natural grass grow.

e.) Gym Project Update

Supt. Lavoie reported that he signed the Gym Project contract today. The start of this project will begin the week before April vacation in which they will remove the stands. During vacation week, the existing floor and asbestos will be removed. The gym and the pool area will be capsulated and covered with polyethylene. Once completed, we will have the state come out and certify it. When this is done, then it will be safe for the student's after April vacation. The duct work will be cleaned out and the outside will be painted. Completion will be at the end of June. Supt. Lavoie reported that we are getting new stands, basketball hoops and we are hoping to put a plastic partition that can be utilized during Phys. Ed and practices, so the students do not have to stay so late. One member asked if the curtain was part of the bid or is it an add on. We do have it out to bid right now. The engineer was struggling on how to make it work. If it does not work, we will split the small gym.

MOTION: Ms. Fitzgerald moved to adjust item #2, to recognize our girls' soccer team.

2ND: Mr. Rossi

VOTE: Unanimous

#17946

Girls' Soccer Team Recognition:

Supt. Lavoie reported that the girls' soccer team was here tonight to be honored for winning the CAC Championship. It is the first time for GLTS. The Committee member from Lawrence handed out certificates of recognition and the girls' coach announced their names. Supt. Lavoie reported that he was proud of what they have accomplished and how great it is to see how wonderful they are. It is not easy being champions in this particular sport. Thank you for all your hard work.

f.) Excess Bus Revolving Account

Supt. Lavoie reported that at the end of this year, we had excess busing funds. The law allows us to start an excess bus revolving account when we do have these funds. This can only be utilized to address shortfalls for our busing. For example, we offer summer school and a program for our incoming 9th graders in which these funds could be utilized for these student's busing needs.

MOTION: Ms. Fitzgerald moved to approve the excess bus revolving account.

Discussion: One member reported that she assumes these are funds that we do not have to turn back and that is the reason for the account. One member asked about how much money in excess funds do we have. Ms. Silva reported that we have about \$100,000. One member reported that we could give some of the funds to the busing company to have our names put on at least ten of the buses. Supt. Lavoie reported that we could meet with the bus owners. Another idea we would like to discuss with them, is to have the bus company purchase a device that can alert students on their phone that the bus is going to be late and how long. It is a new technology and we would have to see if the funds can be used for this. It will be helpful to our students especially in the winter months when they give up and go home and then do not attend school for the day.

2ND: Mr. Rossi

VOTE: Unanimous

#17947

g.) Project of the Year

Supt. Lavoie reported that we did a lighting project last summer in which we replaced all our lights with LED lights. The cost was a little under \$1,000,000. We received a grant from National Grid and then they lent us additional funds at no interest. The rest we borrowed. We should be able to pay this back between three and five years because of the money we get for selling our energy credits to Nashoba Tech.

National Grid recognized GLTS as their highest kWh savings for a municipal Project for 2019. We saved 944,052 kWh/year. We were presented an award by ENE Systems. One member asked how much money we receive from Nashoba Tech. Supt. Lavoie reported that we sell anywhere between \$85,000-\$100,000. One member asked if we can have a press release for our sending communities so they can see that we are saving them money.

h.) Principal's Report

- *Business Technology Update*

Principal Freedman reported that a handout was passed out to the District Committee. The CTE Director, Business Technology teachers and I have been working on many different angles to make the program a really strong and viable program and provide students the opportunity to go directly into the workforce and or go on to school. We have been working on a Certification Program but ran into a roadblock. It was determined by Middlesex Community College that the minimum requirement to qualify as an adjunct professor, a condition to offering concurrent enrollment, is that the course instructor must possess an undergraduate degree in either accounting or business as well as a graduate degree in either accounting or business. At this time, the current Business Technology teachers do not meet these qualifications. We are focusing on where the labor market is and that is Finance, Communications, Social Media Marketing and Data Analysis. The plan moving forward will be within these four areas. We will finalize our framework and begin curriculum development over the next month and will have more information for you. We have not given up on getting our students dual enrollment, so they do not have to repeat what they have already learned. We want them to receive credit and move on. We are setting up meetings with Regis and Merrimack College.

- *Out of state travel*

Danielle Ahern, Michael Darish and 10th grade STEAM Students are requesting Out of State Travel to attend Pease Groundwater Treatment facility in Portsmouth, NH on March 12, 2020 where students will present final projects. Cost is \$462.17, No Substitute Needed.

Motion: Ms. Fitzgerald moved to approve the Out of State Travel for Danielle Ahern, Michael Darish and 10th grade STEAM Students to attend Pease Groundwater Treatment facility in Portsmouth, NH on March 12, 2020 where students will present final projects. Cost is \$462.17, No Substitute Needed.

2ND: Mr. Rossi

VOTE: Unanimous

#17948

Christopher Plourde and Susan Zielinski are requesting Out of State Travel to attend the Barr National Conference (Building Assets Reducing Risks) in Irvine, CA. on April 15, 16 & 17, 2020, Cost is \$3,084.00 for both, Funded by Grant and Operational Budget, No Substitute Needed.

Motion: Ms. Fitzgerald moved to approve the Out of State Travel for Christopher Plourde and Susan Zielinski to attend the Barr National Conference (Building Assets Reducing Risks) in Irvine, CA on April 15, 16 & 17, Cost is \$3,084.00 for both, Funded by Grant and Operational Budget, No Substitute Needed.

2ND: Mr. Rossi

VOTE: Unanimous

#17949

Kristin Hentschel is requesting Out of State Travel to attend Alzheimer's New Professional Training in Concord, NH on March 4, 20 20, Cost is \$700 Registration Fee, Substitute needed.

Motion: Ms. Fitzgerald moved to approve the Out of State Travel for Kristin Hentschel to attend Alzheimer's New Professional Training in Concord, NH on March 4, 20 20, Cost is \$700 Registration Fee, Substitute Needed.

2ND: Mr. Rossi

VOTE: Unanimous

#17950

Kristin Seed is requesting Out of State Travel to attend One-day workshop Everyday Practices that Engage & Empower Readers & Writers in Tarrytown, NY on March 6, 2020, No Cost, Substitute Needed.

Motion: Ms. Fitzgerald moved to approve the Out of State Travel for Kristin Seed to attend One-day workshop Everyday Practices that Engage & Empower Readers & Writers in Tarrytown, NY on March 6, 2020, No Cost, Substitute Needed.

2ND: Mr. Rossi

VOTE: Unanimous

#17951

Peter Leonard is requesting Out of State Travel to attend Cheek End Workshop Outdoors in Dummerston, VT on May 2 and 3, 2020, Cost is 593.45, No Substitute Needed.

Motion: Mr. Rossi moved to approve the Out of State Travel for Peter Leonard to attend Cheek End Workshop Outdoors in Dummerston, VT on May 2 and 3, 2020, Cost is \$593.45, No Substitute Needed

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17952

One member reported that she reached out to the Superintendent's office and thought the Principal would be reporting on the Graphic's Program in addition to Business Technology. Principal Freedman reported that the Career Tech. Coordinator, the teachers and I met to discuss what direction we should going with this program. We have two instructors with expertise in different areas. We need to figure out what changes need to happen and how to merge the experience together. We developed a flow chart starting with our vision. We will still have visits in the industry and also be taking advice from advisory members. However, the expertise is with our teachers. Each instructor came up with a separate vision and we want to merge them together. The vision mirrors the design and product piece of graphics. Graphics has changed from paper printing to cardboard packaging, and manufacturing. We have visited the Century Box, a packaging firm in Methuen, and saw their plant and the graphic production of cardboard boxes. There are many companies like this in the Merrimack area. Principal Freedman reported that we are still working on the changes for this program and will put some material together for our next meeting. Supt. Lavoie reported that one of the challenges is that the Visual Design Program is a different Chapter 74 Program. We are still somewhat up in the air if we need to make the shift. We need to discuss if we want to offer a two-year graphics program with a pathway to visual design in which it is more computerized. We need to identify the types of companies who are looking to hire our students and to find out what are the skill sets for them. Our goal, by the end of the year, is to have new frameworks and curriculum so in September, we can have a clear direction as to what is the best delivery of the program. There is still a lot of work that needs to be done. One member reported that she would like the feedback from the students included in the report for graphics. Supt. Lavoie reported that he did have lunch with the students and had conversations with them. One of the challenges for us, is when you talk about video design, television and cable production, it does not fall under the Graphics frameworks. It does not mean we cannot pursue some of those competencies, but it is an entirely different program. If we want to offer that program one of the first elements that we have to do is investigate the workforce

using WIB and state data and also student interest. One member reported that we should look into surrounding colleges to see what their programs offer. Supt. Lavoie reported that we did that with Business Technology, and we can do that with Graphics but believes that we need to go into an entirely different direction.

One member requested that on the "Out of State Travel" form, she would like to see the requester's title and department listed.

Motion: Mr. Rossi moved to approve adjust the agenda for the Budget Presentation

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17953

Preliminary FY21 Budget

Ms. Silva presented an overview of the FY21 Budget. She reported the enrollment for FY21: Andover, 32 students, Lawrence, 1,264 students, Methuen, 272 students and North Andover, 26 students, with a total of 1,594. She reported the overall increase in the foundation budget is 8.9%, the overall increase in non-foundation is 2.0% and the overall increase on the total operating budget is 7.9%. Ms. Silva reported that it is the biggest increase we have had in a long time. Most of the increases are going for new instructors (Science, Special Ed, Medical Assisting, English Learners, Robotics, Humanities and Math/Science), new paraprofessional (English Learners), new support staff (Data Specialist, Speech and Language Pathologist, Part-time Clerical for Guidance, Part-time Clerical for Athletics and Outside Security). We want to hire our own security person instead of using the company we currently have. This will be only for the day. We increased Technology (AX Wireless System and New 5G Firewall), Phase III of Athletic Fields and Personnel Salary Increases. Ms. Silva reported that the estimated Foundation Revenues received for FY2021 is \$29,247,949, which is an increase of \$2,151,235. All our communities did go up because our student population went up. The member community minimum contributions based on the state formula is as follows: Andover, \$566,276, Lawrence, \$1,343,211, Methuen, \$2,573,506 and North Andover, \$460,099. The Miscellaneous Revenues embedded into our budget in which we anticipate are as follows, \$100,000. The E&D revenue is \$600,000. The total estimated Foundation Revenues for FY2021 is \$34,891,041. The Non-Foundation Revenues are: We get an SBA Grant to cover the project we did twenty years ago. FY2021 is the last year of this project, \$2,714,038 the total project was about \$3,000,000 (the cities and towns agreed to pay it back twenty years ago), Reg. Sch. Transportation, \$1,016,139, Total State Reimbursements \$3,730,177. Member Community Assessments: Andover, \$42,972, Lawrence, \$1,697,402, Methuen, \$365,264 and North Andover, \$34,915. Total Estimated Non-Foundation Revenues: \$5,870,730. Our overall budget for next year is: \$40,761,771. The breakdown of the community contributions foundation and non-foundation: The assessment for Andover is, \$609,248, Lawrence, \$3,040,613, Methuen, \$2,938,770 and North Andover, \$7,083,645. The Preliminary Expenditures and the categories are set by the state. For example, the 2000 series says Administration, but does not make up all our administration. Please feel free to ask questions regarding the Function codes. The binder's get a little deeper into the codes. One member asked if you anticipate any more of those number changes. Ms. Silva reported that she does. Ms. Silva also included a list of glossary terms. We are looking to answer any questions and to get it approved at our March 17, 2020 District Committee Meeting. Chairman Lamontagne said we have to move on approval so that the cities and towns can get the budget. For our new members, we encourage you to attend your town meetings, but it is not mandatory. Anyone can attend the city's budget meetings, but the town meetings are closed to town citizens. One member asked if the rental/leases are up because of the field project. Ms. Silva reported that it is because of technology leases. The field project falls under the 7000 series of capital lease/equip/acquisitions. Ms. Silva reported that the budget binders have more than just the budget. There is a lot of data, such as MCAS and school improvement. The grant and bonds report, and donations are also included. Supt. Lavoie wanted to thank Ms. Silva for her good work. Our top priority of our budget is to fund the educational needs of our students. Supt. Lavoie reported that we have been

holding team meetings for the SOA to revisit the needs for students that are not in the budget to close the gap on student performance. You may see some small changes. Supt. Lavoie will give a report when that process is complete. One member reported that she has notes from the Student Council Meeting she attended last week for the SOA. She was provided with the feedback and reported it to the Committee. The feedback from students, teachers and administration was as follows: To extend the after school time for teachers and students to meet, space where students could focus on academics and CTE performance, Opportunities where parents and community members can support students during and after school, additional effort of diversity of staff, and more opportunities for mental health support. Chairman Lamontagne reported that he attended the student council meeting and most of these comments came from students. One member reported the next Student Council meeting is March 17th and will try to set up a subcommittee before that date. Supt. Lavoie reported we had a negotiation meeting and some of those ideas were brought up and will need a contract change.

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

a.) District Committee Priorities

b.) Policy

8. NEW BUSINESS

9. PERSONNEL CONSIDERATIONS /REPORT

a.) Resignations

- Ms. Elizabeth Bennett, Director of Grants, Community and Workforce Development, Effective, March 30, 2020

b.) Leaves of Absence

c.) Retirements

d.) Appointments

- Ms. Julia Lamontagne, Mathematics LTS, \$268.88 per day, Effective February 24, 2020 through SY 19-20.
- Mr. Louis Galligani, Individual Contract, \$18.00 per hour, Effective February 3, 2020.

e.) Job Postings

- Dual Certified Special Education/History Teacher (Long-term Substitute), \$268.00 per diem, Effective Immediately, Replacement Position.
- MA Clean Energy Center Learn and Earn Summer Internship Program Instructors (multiple positions), (see attached description), grant funded, Effective April 1-September 15, 2020, New Position.
- MA Clean Energy Center Learn and Earn Summer Internship Program Co-Coordinator-Teacher Leadership Role (2 positions) (see attached description), grant funded, Effective April 1-September 15, 2020, New Position.
- Director of Grants, Community and Workforce Development, MAPSA, Contract, Effective Immediately, Replacement Position

Supt. Lavoie reported that our Director of Grants, Community and Workforce Development is leaving and looking at making changes in her position. I would like to post part of her duties, marketing and community relations and workforce development. This position additionally handles the After Dark Program, Grants and Facilities. We want to post part now so she can spend time to introduce the new person to the local organizations.

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

2ND: Mr. Rossi

VOTE: Unanimous

#17954

One member stated that the impact she had on the school is profound. I hope the next person can do a quarter of what she accomplished. She showed so much respect to the District Committee, students and community

10. FUTURE AGENDA ITEMS

11. EXECUTIVE SESSION:

MOTION: Ms. Fitzgerald moved to go into Executive Session

2ND: Mr. Rossi

VOTE:

Roll Called by District Recorder:

Ms. Disla Yes

Ms. Fitzgerald Yes

Ms. Infante Yes

Mr. Lamontagne Yes

Ms. Moreta Yes

Mr. Rossi Yes

Mr. Surillo Yes

#17955

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

MOTION: Ms. Fitzgerald moved to go back to public participation

2ND: Ms. Infante

VOTE: Unanimous

#17956

Public Participation:

Ms. Jones reported that she chairs the North Andover Community Ability Assistance and for full closure, her daughter is a student at GLTS as a junior in the Graphics Department. My commission gives internships for graphic students once a month, 8-9 times per year. These students come to the North Andover Cam and provide technical support to our television show called Ability Assistance. This show would not be possible without the help of the graphic students. The students work on postproduction work, cameras, teleprompters and soundboards. Ms. Jones reported she understands that this is not specific to graphic communications, but these students believed that they would be getting more of this when they went into the Graphic Communications Program at GLTS. I want to thank you for hearing me tonight and hope that you take into consideration to modernize this program. I request a few moments to talk to Joshua, a former alum from GLTS. Joshua reported that he graduated in 2019 and is studying Graphics at Northern Essex. I work on designing graphics and not on printing like at GLTS. I do industrial designing and more. This generation of 2020 is not about printing and learning on old technology. We need to learn more on designing and working on computers. At GLTS, I thought graphics was hands on and would give me the freedom to design and it did not. At Northern Essex, we can do what we want with the freedom to do it. I hope that GLTS can do the same. At GLTS, teachers want to work on the packets and focus on what they want us to do. Students today want to draw and design, we do not want to work on printing for an hour or two. Thank you.

MOTION: Ms. Fitzgerald moved to approve ten additional sick days to Ms. Guillermo from the sick bank.

2ND: Mr. Rossi

VOTE: Unanimous

#17958

12. ADJOURNMENT

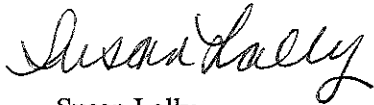
MOTION: Ms. Fitzgerald moved to adjourn at 7:35 p.m.

2ND: Ms. Infante

VOTE: Unanimous

#17959

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director