



Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1767
March 17, 2020**

Members Present: Leo Lamontagne Lawrence Chairperson
Marilyn Fitzgerald Andover Vice Chairperson
Zoila Disla Lawrence
Stephany Infante Lawrence
Anngybel Moreta Methuen
Francisco Surillo Methuen

Members Absent: Frank Rossi North Andover Assistant Treasurer

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. MINUTES

MOTION: Ms. Fitzgerald moved to approve the minutes of March 3, 2020

2ND: Ms. Infante

VOTE: Unanimous

#17960

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: Ms. Infante

VOTE: Unanimous

#17961

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report
No Discussion

e.) Budget

Chairman Lamontagne reported that we will not be voting on the budget at tonight's meeting. One member asked about the increase of thirty three percent in the Instructional Supplies Account. Ms. Silva reported that the IT shop had an \$80,000 lab. IT's overall budget is \$330,000. One member asked if Metal Fabrication was included. Ms. Silva reported that after speaking with Supt. Lavoie, that Metal Fabrication should go into our Capital Improvement request. Ms. Silva reported that it will come off the Metal Fabrication equipment line and go into Capital Improvement. One member reported that she is concerned about the large budget transfers that has happened in the last two years. She wants to make sure that we are planning better or cutting down if not needed to avoid the transfers this year. Supt Lavoie reported that last year we did a lot of projects around the school with renovations, equipment changes due to movement and upgrades in some of the programs. We put more money in IT, because they are slated to upgrade their equipment, revise their curriculum and space renovation. They will also be upgrading all our equipment throughout the school with regards to streaming and improving our router service. This is so teachers will have better access to google and video conferencing. We tried to make sure those items go into the appropriate lines, so we do not have to make a transfer. One member reported that she was looking at the salaries and compared what was slated for STEAM, which is \$1,100,000 and services about 100 of our students to Math, English and Science, which was slated \$1,000,000 and service all of our students. Also, she compared this to one of our most popular shops, Medical Assisting which was slated \$350,000. She is concerned that the STEAM budget is not equitable, and we need to find a way to make the salaries equal across the board. Ms. Silva reported that for next year, we have a lot of money in our contingent account because we have not finished with negotiations. In September, we will have a lot of transfers because we need to fund our salary lines. Supt. Lavoie reported that he can get a report together for our next meeting to help understand STEAM. One member asked if STEAM is a class or shop? Supt. Lavoie reported that STEAM is both academic and a shop. A lot of the academics are integrated into the program because of the way we teach in that academy. It is a growing shop and that is why it is impacting the staffing. One member asked how many teachers are licensed in the STEAM program. Principal Freedman reported that she believes all the teachers are licensed except our three engineers who have waivers. Supt. Lavoie reported that they are coming out of industry and has one year to get their license. There is a little more leeway for them. One member reported that the budget was broken down per shops, but there was no instructor allotted for Robotics. Ms. Silva reported that we do have two instructors for that shop but is paid by Perkins. Perkins picks up new programs. One member asked why travel and conference has increased under the District Committee. Ms. Silva reported that last year there was less travel, so we did a budget transfer, so it looks less. However, for FY2021 we wanted to keep it consistent with last year's budget, so we budgeted for the original amount of FY2020. Both budgets are actually the same. I look at FY2020's actual and budgeted columns. One member asked about the \$20,000 in O/S Services. Ms. Silva reported that we built that into FY2021's budget for a Superintendent search, just in case we need it.

MOTION: Ms. Fitzgerald moved to table the vote on the budget.

2ND: Mr. Surillo

VOTE: Unanimous

#17962

4. COMMUNICATIONS

a.) Donations

b.) Articles

c.) Public Participation

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) Coronavirus Update

Supt. Lavoie reported that we have been following the Coronavirus for quite a while, watching it at the Federal, State and local level. Last Thursday, we decided to close the school. The main reason was to minimize the spread of the virus. The Administration team and I all agreed. We had our Science expert, Mr. Brown do some research and educated us on how the virus spread would happen. We decided it was important and in the best interest of our school and closing it early gave us time to plan and provide support. The following Friday, we put actions in place and the students had a three-hour delay. This gave the team time to work with the staff and get the technology in place and to give the students a heads up what is happening. We did not have any cases in the school. I notified the Commissioner and he was on board but asked if we could close one week at a time. This was before the governor made his statement. Now, the school will be closed until April 7. The teachers will be providing on-line teaching. We did a survey and determined we had about eighty students who did not have internet and we provided them with a hotspot. We also have IT support set up for students and staff who need help. The teacher's check in with their Administrators every day. If needed, clerical service is keeping in contact with Administration to help out. Supt. Lavoie reported that the Administration, Principal and I talk every morning to go over any issues and to provide any communications that need to go out to parents. Ms. Bennett is keeping the community updated and providing information on social media and our website. We are providing ConnectEd calls to parents to update them on the closure of school and to clarify the lunch schedules. We started using our bus company to deliver the lunches, but now we will be using our communities' locations. The guidance department is staying connected to students that have needs. They are calling them every day and the services they need are still being met. The custodians for the first week will be taking a forty-hour OSHA course and safety course. I am working with the Facilities Director to see if after that, we want to bring them in to work on painting or specific projects. The cafeteria staff went to the school on the first two days and were helping to provide food for the student. I will be reaching out to our communities and see if they need any support with the cafeteria staff. We also, want to make sure that we are not putting them at risk. The Co-op program Coordinator will put out a message to students regarding their co-op jobs. Mr. Mialla will connect with the employers ongoing and see if the students will be able to work. We will also be seeking permission from the parents. When these students are not working, they will be learning on-line. Supt. Lavoie reported that we have amazing stories from students who have said nice things about the staff and school. Ms. Freedman reported that at the beginning we were looking for about five volunteers to help deliver the lunches and had around fifty staff members wanted to volunteer. There has been an outpouring of positive feedback from our GLTS community. One member wanted to thank everyone for all their hard work.

b.) Community Report

Supt. Lavoie reported that the letters went out to students. The total applicants were 1140. We have 493 accepted, 336 denied, 276 on the waitlist and 35 applications that were not complete.

c.) Policy Manual Update

Supt. Lavoie reported that we have been in contact with MASC and have been putting pressure on them to continue working on our Policy Manual. Ms. Lally will get in touch with them and follow-up on the status.

d.) Graphics Program Update

Supt. Lavoie reported that he had a student meeting set up and it had to be cancelled due to the Coronavirus. He has additionally, has not met with the teachers and CTE Director. This may not drive the future but may help with the instruction while still meeting the needs of the framework. We want to make sure at the start of school next year, that the students are clear on what the program will be covering.

e.) April Calendar

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

a.) District Committee Priorities

One member wanted to be updated on the contract for our gym floor. Supt. Lavoie reported that Attorney Morris and our architect are in touch to resolve any issues with the contract so they can start sooner than April vacation.

b.) Policy

8. NEW BUSINESS

9. PERSONNEL CONSIDERATIONS /REPORT

a.) Resignations

b.) Leaves of Absence

- English Teacher, effective until the end of the SY2019-20.

c.) Retirements

d.) Appointments

e.) Job Postings

10. FUTURE AGENDA ITEMS

Chairman Lamontagne reported that he will be in touch with Counsel to see if we are able to have our April 1, 2020 reorganization meeting at our next scheduled meeting on April 14, 2020. He will keep us updated. One member reported that North Andover changed their election until March 30th. One member reported that Andover is postponing their election and have not heard of a new date yet. Andover's next town meeting is at the end of April and would think they would have the election before that because there will be new town officers.

11. ADJOURNMENT

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

2ND: Ms. Infante

VOTE: Unanimous

#17963

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director

