



Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1773
June 9, 2020**

<u>Members Present:</u>	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:

<u>Others Present:</u>	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 May 26, 2020

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

#17003

3. FINANCE REPORT

a.) Cash Balance Report

Mr. DiStefano read the report into the record.

MOTION: Mr. Rossi moved to approve the Cash Balance Report as presented.

2ND: Ms. Fitzgerald

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

#17004

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

No Discussion

4. COMMUNICATIONS

a.) Donations

- HVAC equipment and supplies donated by Mr. Ken Neilson, Reading, MA

b.) Articles

- Student-Athlete: GREATER LAWRENCE TECH Alisson Calderon, Eagle Tribune, June 1, 2020

c.) Public Participation

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) Admission's Report

Supt. Lavoie reported that an updated copy of the Admission's Report was given to the District Committee. We have 418 students registered and are coming to GLTS this year. We are still waiting to hear from a few more students from the last group off the waitlist. Typically, we start with about 450 and end with about 420 students. By October 1st we would like to end up with about the 420-range taking in mind about 20-30 students usually do not show up. Supt. Lavoie reported that the town of Methuen is up in percentage of students attending, Lawrence is about the same and stays consistent. Both North Andover and Andover percentages are both up from last year.

b.) Town Meeting Dates

Chairman Lamontagne reported that Supt. Lavoie, Ms. Silva, Ms. Infante, Ms. Zoila and I attended the Lawrence Budget meeting on June 4th and that it went well. Supt. Lavoie reported that we did not send over the budget binder but sent them the spreadsheets electronically. Chairman Lamontagne reported that Andover will be holding their meeting on July 22nd, Methuen will be having their budget meeting on June 11th and North Andover will be on June 16th. If you can represent those meetings, it will be good support for the Superintendent. Ms. Silva reported that the meeting for Methuen has been cancelled. Chairman Lamontagne reported to please keep us informed of the next meeting when it is rescheduled.

c.) Update on the Opening of School

Supt. Lavoie reported that we put together two committees to help with the opening of school, SY20-21. We have established a Learning Committee which Ms. Freedman oversees and a Facility Preparation Committee which I oversee. We have been working closely together so we can support the learning needs of technology and facilities. As we start to develop the plan, we will be sharing the information to the District Committee. We are looking at recommendations from the Commissioner that was given to us on Friday. One member reported that he heard that Commissioner Riley was limiting ten students per classroom. Supt. Lavoie reported that at this time it is true. One member reported that it is not official yet. Supt. Lavoie reported that his final recommendations have not come out. When they do, we will work with his proposal while developing our plan. One member asked will this be this month. Supt. Lavoie reported that we expect to have more detail at the end of this month.

d.) Submission of the 1/12th Budget

Supt. Lavoie reported that we submitted the 1/12th Budget that was due on June 1, 2020. We did this because we did not know if we would have an approved budget by our communities by July 1st. Ms. Silva reported that they were looking for our FY20 budget and our projected numbers for FY21 budget for the assessments. They also wanted to know if we had any big payments that were due, such as GIC or to the City of Lawrence so they could take that into consideration. The 1/12th budget is made up of our budget, assessments and what we are to utilize from our E&D. One member asked if we are calculating the SOA. Ms. Silva reported that in the original budget, we did account for that in our Chapter 74 funding. When I built the 1/12th budget it was included. Supt. Lavoie reported that the final SOA is due on June 18. We are not sure if that is still going to get funded and it may be funded for certain districts, but until we hear, we considered it and submitted it.

e.) Update of the Field Project

Supt. Lavoie reported that it is going really well. They are starting to spread the finished loom and the drainage is all finished. Once the loom is complete, they will complete the irrigation work. We are waiting for the permit for our well. We are using well water instead of town water. This should be completed sometime in July. However, we will not be able to utilize the field for one year to give time for the grass to grow, otherwise, it will get destroyed.

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

a.) District Committee Priorities

b.) Policy

Supt. Lavoie reported that Ms. Lally has a standard meeting every Friday to update the Policy Manual.

8. NEW BUSINESS

9. PERSONNEL CONSIDERATIONS /REPORT

a.) Resignations

- Sayda Betsold, Cosmetology Instructor, Effective June 30, 2020
- Erica Arrington, Math Instructor, Effective June 30, 2020
- Denise Zahn, HR Director, Effective June 30, 2020

b.) Leaves of Absence

c.) Retirements

d.) Appointments

e.) Job Postings

Supt. Lavoie reported some of these positions we are not going to post immediately. We are looking to get your approval so that we can post when we know what our final budget will be. Not having a meeting in July can delay getting the jobs filled. In some cases, we are posting teachers that are replacement positions.

- Advisors and Monitors, SY2020-21, Local 1707 Contract, Annual Position (See Attached)
- CPT Facilitators, SY2020-21, Local 1707 Contract, Annual Position
(15 Career Area Teachers: 17 Academic Teacher, STEAM Teachers, one grade 10, one grade 12, one Guidance Counselor, One faculty member for Train the Trainer CPT Facilitator)
- Lead Teachers, SY2020-21, Local 1707 Contract, Annual Position (See Attached)
- Programing and Web Development Instructor, SY2020-21, Local 1707 Contract, New Position
(Due to the increase in student interest in the IT Program-4th Instructor needed) (see Attached Job Description) Look at the budget and numbers first before hiring.
- Credit Recovery Mentors (Replacing Summer School for the Year), SY2020-21, Local 1707 Contract, Annual Position (Up to 20 staff members to work with students to complete tasks on S1 and S2 Learning Plans, 1 parent liaison to support mentors, students and families with communication related to the learning plans.

Supt. Lavoie reported that at the end of each year for those students that need to pass will work with a mentor to ensure that they pass. They will be given a learning plan.

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

2ND: Mr. Rossi

Discussion:

One member asked if the jobs already exists, why do we have to approve them. Supt. Lavoie reported that they are stipend positions and have to be approved every year. They are one-year positions. One member asked if we are hiring new people? Supt. Lavoie reported that any teacher can apply for these positions. One member reported that the job descriptions for the advisors/monitors were not attached. Supt. Lavoie reported that typically we do not provide job descriptions, if the job already exists. One member reported that there are 38 postings under advisors and monitors and would like to see the job descriptions for all of them. One member asked if these are posted on School Spring. One member asked where she can find all the job descriptions. Ms. Freedman reported that we do all our postings on the School Spring website. Supt. Lavoie reported that we do not typically put a job description for each advisor in School Spring, but it is something that can be done. One member gave an example of posting for coaches. For the most part, our own teachers will be applying. There could be times we have someone that is not currently a staff member apply. SkillsUSA is a paid position, but it does not have a job description. The principal is in charge of overseeing all of these clubs. One member reported that we need a place to go and see the job description and is requesting it to be available to see the job descriptions. Supt. Lavoie reported that it can be provided even though it has never been requested before. One member reported that she understands you will not be able to provide all job descriptions in the packets every time a job is posted but would like a place to go to view the job description before voting. Supt. Lavoie reported that we can look into a place to upload our job descriptions. One member reported, in our student handbook, we may have a description of each club and a statement can be added that an advisor will be overseeing this club.

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

#17005

Supt. Lavoie reported that in some cases, they may have an instructor in that role, but the law requires we have to post if that instructor is still working on their license.

- Metal Fabrication Instructor, SY2020-21, Local 1707 Contract, Replacement Position
- Engineering Instructors (2), SY2020-21, Local 1707 Contract, Replacement Positions.
- Machine Tool Technology Instructor, SY2020-21, Local 1707 Contract, Replacement Position.
- Carpentry Instructor, SY2020-21, Local 1707 Contract, Replacement Position. (New)
- Electrical Instructor, SY2020-21, Local 1707 Contract, Replacement Position. (New)
- Horticultural Instructor, SY2020-21, Local 1707 Contract, Replacement Position.
- Human Resource Director, SY2020-21, Contract Position, Replacement Position.
- Math Teacher, SY202-21, Local 1707, Replacement Position
- English Learner Curriculum Development, Summer 2020, Title II Stipend, Annual Position
- English Learner Transition Support, Summer 2020, Title III Stipend, Annual Position
- New Teacher Orientation, 1 Facilitator, Up to 15 mentors, 1 Mentor, Stipend IIA Stipend, Annual Positions

MOTION: Mr. Rossi moved to approve the job postings as presented.

2ND: Ms. Fitzgerald

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

#17006

- ACES Support Program, SY2020-21, 1 Facilitator, Up to 4 for faculty/staff, Up to 2 Substitutes, Title 1 Stipend, Annual Position
- Homework Hub, SY2020-21, Up to 3 teachers or paraprofessional, 1 teacher or paraprofessional for homework hub and bus duty, Up to 2 substitutes, Title I Stipend, Annual Position
- Juntos Podemos, Extended Day ELD Program, 1 Teacher or para needed to facilitate and up to 2 teachers/para to support, SY2020-21, Title III Stipend, Annual Position
- English Learner Liaison, up to 6 Liaisons to support English Learners and EL Program, SY 2020-21, Title III Stipend, Annual Position

- Summer Reading Program, Summer 2020, Up to 3 teachers/paraprofessionals, Title I Stipend, Annual Position
- Summer Conditioning Coach (6), Local 1707, Annual Position
- Athletic Positions, Annual Position, (see attached)

Supt. Lavoie would only like to vote on the fall coaches for now until we had a little more information on the budget. One member asked if they are funded for the fall. Supt. Lavoie reported that we will not post until I finish our budget with Ms. Silva. One member asked if we need to vote on this now. One member explained that at the beginning of the postings, Supt. Lavoie reported that we may not have a meeting in July, so we are just getting permission but not necessarily posting now.

MOTION: Ms. Fitzgerald moved to approve the job postings holding off on the Athletic Positions

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

#17007

10. FUTURE AGENDA ITEMS

One member reported that she received a request from an alumnus of GLTS who has started non-profit football and cheerleading Merrimack Valley Teams. He has reached out to me because he is interested in incorporating this team with GLTS to be able to utilize our fields for practices. He is trying to build a better community and encourage the youth he is leading to go to GLTS. Chairman Lamontagne reported that we will put this on the agenda for our next meeting. Supt. Lavoie reported that he did speak to him along with the Athletic Director and offered a proposal. He has not heard back but will follow up with them. Chairman Lamontagne reported that he will be asking the Committee to make a decision on whether we are meeting in July. Please put it on the agenda.

11. ADJOURNMENT

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

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

#17008

Respectfully Submitted:

A handwritten signature in blue ink that reads "Susan Lally". The signature is written in a cursive style with a large initial 'S'.

Susan Lally
District Recorder

Minutes Reviewed:

A handwritten signature in blue ink that reads "John N. Lavoie". The signature is written in a cursive style with a large initial 'J'.

John N. Lavoie
Superintendent-Director