



Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1774
June 23, 2020**

<u>Members Present:</u>	Leo Lamontagne	Lawrence	Chairperson
	Marilyn Fitzgerald	Andover	Vice Chairperson
	Frank Rossi	North Andover	Assistant Treasurer
	Zoila Disla	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 June 9, 2020

2ND: Mr. Rossi

VOTE:

Roll Called by District Recorder:

Ms. Disla	Yes
Ms. Fitzgerald	Yes
Mr. Lamontagne	Yes
Ms. Moreta	Yes
Mr. Rossi	Yes
Mr. Surillo	Yes

#17009

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
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Ms. Fitzgerald	Yes
Ms. Infante	Yes
Mr. Lamontagne	Yes
Ms. Moreta	Yes
Mr. Rossi	Yes
Mr. Surillo	Yes

#17010

b.) Consolidated Cash Reconciliation Report
No Discussion

c.) Revolving Fund Report
No Discussion

d.) Budget Report
No Discussion

4. COMMUNICATIONS

a.) Donations

b.) Articles

c.) Public Participation

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) Admission's Report

Supt. Lavoie reported that we have 420 students registered and attending GLTS. We are where we want to be and at capacity. We still have 191 students on our waitlist. Methuen, North Andover and Andover's numbers show an increase.

b.) Graduation Plans

Supt. Lavoie reported that we are planning a graduation for our seniors on August 13th outside on our field. We realize that things may change. We have put two scenarios in place. The first one would be having all students and their immediate families six feet apart on our field and wearing masks. The second scenario is to have the students graduate by shop a couple of shops at a time, until we have graduated all students. We are looking at different ways to bring the families in. As we progress, we will keep the District Committee informed. We have 361 seniors that are graduating. One member asked if we can safely distance everyone if we have everyone there. Supt. Lavoie reported that it will be close, the rows will be longer and the full distance of our field. This is the student's first preference. Once our plans are finalized, we will present it to the Andover Board of Health for approval. One member asked if we need the Commissioner's approval. Supt. Lavoie reported that we do not, just the department of health. One member reported that Haverhill High had their graduation and brought everyone in at once outside.

c.) Field Project

Supt. Lavoie reported that the Field Project is going extremely well. We have finally gotten the approval for the well, so they are working on the drainage. We are although, having a hard time finding a company to install our well. The weather has helped moving this project along.

d.) Summer Programs

Supt. Lavoie reported that for the summer programs during the day, we have plans for individual learning in place of summer school, in order to ensure that students pass for the year. Ms. Freedman has been

working on that with her team. Ms. Freedman reported that we are looking also for something to do for incoming ninth graders. Supt. Lavoie reported that we are looking into options either remotely or in the building. Nothing has been finalized and the committee is working on developing and finalizing this. We are doing Workforce Development Programs this summer that we started in the spring that have not been completed. The IT Program was completed, so we are starting a new program for young adults, July 6th. We are finishing up our Machine Technology Program because we only completed about half of the program with the North Shore Mass Hire Program for unemployed or underemployed individuals. Additionally, we are in the process of finishing up our Medical Assisting Program. Those three programs will take place this summer in the building. The IT Program will be in the Auditorium, so we can separate the 15 individuals attending six feet apart. Machine Tech will separate individuals by machine and the Health Program will be done online and the clinical pieces will be done in their medical facilities, such as Greater Lawrence Health Center, Lawrence General and Holy Family. The classroom version is almost complete, and when their clinical is complete, they will be able to take their state exam. We are also looking at a new Certified Nursing Assistant Program.

e.) Summer District Committee Meeting Schedules

Chairman Lamontagne asked what the pleasure of the District Committee would be on holding meetings over the summer. One member asked if we have a schedule. Chairman Lamontagne reported that typically, we have the month of July and the beginning of August off. We start up right before school opens. This is something we vote on every year. One member reported that she would like to keep the month of July off, but may keep the option open to maybe coming back a little earlier in August, especially if we are having our graduation on August 13th. The first District Committee meeting would be held on August 18th. One member said that her motion would be that we use August 18th as a target date but use August 11th as an alternate date to start if needed.

MOTION: Ms. Fitzgerald moved to approve the District Committee Summer Schedule with starting back on August 18th as our target date but use August 11th as an alternate date to start if needed.

2ND: Mr. Rossi

Discussion: One member asked to clarify about taking off all of July, and to come back on August 11th. One member reported that she wanted to keep the option open in case we need to have a meeting earlier than August 18th due to graduation happening on August 13th. Supt. Lavoie reported that we may have to change graduation to a weekend if we have to do shop by shop. As of right now, we are having it on Thursday, August 13th.

Roll Called by District Recorder:

Ms. Disla	Yes
Ms. Fitzgerald	Yes
Mr. Lamontagne	Yes
Ms. Moreta	Yes
Mr. Rossi	Yes
Mr. Surillo	Yes

#17011

f.) Opening of School

Supt. Lavoie reported that he would like to defer this agenda item to the Principal's Report.

g.) Principal's Report

Opening of School

Principal Freedman reported that she is overseeing the Learning Instruction Committee and Supt. Lavoie is overseeing the Operational Committee. It will be in the School Improvement plan. Both committees have been meeting regularly. The Learning Committee is divided into three stakeholders' committees. We have student, staff and family groups. Phase I of this to make sure we hear from all stakeholders about their experience with remote learning and what their needs are for next year. We have collected

information from students in their student focus groups, staff in their staff focus groups. A family meeting will be held on Thursday, where families come together to discuss and give feedback. Supt. Lavoie's committee is looking at the numbers, in which we do not have yet. There are a lot of student, faculty and family involvement in this process so we are looking forward to having a thoughtful plan and we will keep the District Committee updated. One member asked how the students are doing with remote learning. Principal Freedman reported that it is mixed feelings. We were doing surveys throughout the remote learning phase. We wanted to make sure we were supporting their emotional needs, food needs, academic needs. Some students say they are doing better, other students felt overwhelmed working more independently. The larger percentage did pretty well even though they would prefer to be in school. I think the teachers, guidance and discipline offices did really well to work to engage students. One member asked how technical issues were handled. Ms. Freedman reported that our IT Department was great in handling them. They were good about trading out equipment that was not working. We had student and teacher helpdesks available. There were some students who wanted access to be more open. However, we still had the same guidelines, not because they were doing anything bad. Some teachers relayed that they would like more training and support with technology that can be used online, as well as some students. We provided hotspots to those who needed it. One member reported that they heard, throughout the state, that parents didn't have the support they needed to help their children. Staff members also said it was difficult for them, especially if they had children home. One member reported that he heard that it was difficult with the younger kids as far as staying on task as well as special education students. Supt. Lavoie reported that we are at the end of a four-year lease on our chrome books as well as our teacher's computers. We should have less issues next year with technology when we get our new computers. Supt. Lavoie reported that he would like to thank the IT Department for doing an amazing job. They resolved many problems and were terrific. The system we had in place, worked very well. We have new features coming that will make remote learning more powerful, that we did not have this year. Hopefully it will not be a long stay outside the school but if it is, we will be much better prepared. One member asked if the teachers are getting any PD with remote learning. Supt. Lavoie reported that we have some staff members enrolled in remote learning courses. When we know more about what we are doing, we will get a lot more opportunities out to staff and we asked them to check their emails. One member wanted to commend Ms. Freedman, her team and the teachers, for all they have done, knowing it has not been easy.

Student Improvement Plan

Ms. Freedman reported that Ms. Webster and other members from Student Council will be joining this meeting. The School Council just finished up with the School Improvement Plan. Normally, we would ask you to vote on this, but we will not be tonight because you have just received it. We were off in timing due to what was happening with remote learning. It also has been hard to plan when you do not know what is happening. Please except my apologies for the timeline. For our SIP, we use a lot of different data points every year. One of them is these is "conditions for school effectiveness". In 2012 we were mandated by DESE to take the conditions survey because we were a level three school and underperforming. These conditions for school effectiveness were built on best practices and researched showed that if these practices were in place, that the schools would be doing well. There are 12 surveys and we focused on five. We have given the same five survey's over time. This is one of the pieces of data we continue to use, and we have seen great progress over time. Even with remote learning, we had our school council parents, teachers and students present to our faculty and we had 139 people taken it. Our data person, Ms. Gioia put this data together. You can go through all the years and see the answers to each individual questions and responses. Ms. Freedman would ask if anyone had any questions, please email her and she would be glad to go over it with them. One member asked who takes the surveys. Ms. Freedman reported that the staff takes the surveys. One member asked about the area where the school has fallen short of. Ms. Freedman reported that it is in the Accountability Report. Ms. Webster reported on the SIP. There are three goals on the SIP this year. We decided on these three goals and concentrated on how we make this fit where we are going in the future. Goal one is: Develop an equitable and

compassionate learning plan that actively engages students in rigorous content and provides authentic experiences for learning. There are several goal leaders, Ms. Freedman being the leader with committees that will be actively working on this goal. The goal monitoring and action steps is what the committees are working on as follows: Identify and establish a framework of best practices and expectations for remote, hybrid, and in-person education. Identify and develop appropriate professional development/learning to support staff in and is very important. From March-June, I have learned a lot. Identify and develop purposeful instruction and training for students to establish and/or reinforce a foundation of skills needed to access and navigate the current environment Review/revise/create curriculum that is relevant, free of bias/inclusive of diverse voices and experiences and includes opportunities to further develop social-emotional learning (including trauma-informed and Compassionate Systems Thinking). Chairman Lamontagne asked if any of the members had questions, to please get in touch with Principal Freedman. Ms. Webster also reported on Goal two which Supt. Lavoie oversees. This goal is to develop and implement safety standards according to state, local, CDC, and DESE guidelines taking into account what works best for learning and safety needs for students and staff, updating throughout the school year as needed. This was really important. Some of the action steps are: Establish committees to conduct a needs analysis aimed at ensuring the health and safety of students and staff. Develop procedures to support the safe and effective use of the physical building in response to CDC and DESE guideline. Evaluate the transportation plan to ensure social distancing and the ability to adhere to additional guidance. Respond to guidance from the Instructional/Learning Reopening Committee to determine technology needs from staff and students for both in-person and remote/hybrid learning. Follow Massachusetts Department of Public Health guidelines to ensure ongoing food service measures to provide students with nutritious breakfast and lunch in a safe manner. Research best practices to support the physical and emotional health of students both within the building and during remote/hybrid learning. One member asked if we are getting more buses. Supt. Lavoie reported that the transportation committee has met with the bus company once and are looking at how we can bring the students in safely without increasing our transportation costs. There are a lot of scenarios that we may have and depends on if we are bringing in all the students or just a few. Do we want to bring in the population in the morning and the afternoon? We need to work closely with the Educational Committee. We would encourage the students to use private transportation if possible. We could also save money on buses if we do not have any after school sports or activities. We also need to see what the state will provide us. We also want to keep the students safe and we have looked at a few different layouts. It is a little challenging, but we will be putting in place a few different scenarios. One member asked if the state has put anything out there yet of what is happening in the fall. Supt. Lavoie reported that it has not been finalized yet. They are working on transportation scenarios too. We do not know if we will have additional money for busing. One member asked about having ten students in the classroom. Supt. Lavoie reported that it was a recommendation by the Commissioner for the summer session. Ms. Webster reported on the final goal which is to review and revise the assessment measures used to support strategic planning. This committee is made up of the Administrator's Team. Their action steps are to conduct an analysis of the data measures needed to support school-wide decision making (e.g. SIP development, student placement, program efficacy, etc.). Evaluate current assessment measures and the value of the data gleaned from those assessments. We had some discussion about the survey and if it fits into today's needs. Research and implement additional/revised assessment tools better aligned to the school and program needs, if applicable. Supt. Lavoie thanked the school council for their exceptional work they do year after year. We have an exceptional team of parents, stakeholders, teachers, students and administrators who attend every meeting and stay focus to meet our schools' goals. Their work has been such an exceptional committee and the areas they work around, especially the SIP. It really does affect our school. This is a tribute to the people who support our school in so many ways and makes for a much stronger community. Chairman Lamontagne reported that if you have questions, please contact the Principal so we can vote on this in our August meeting.

6. REPORTS OF COMMITTEES

a.) *Stephany Infante*

Chairman Lamontagne reported that Supt. Lavoie would like to move this agenda item to executive session.

MOTION: Ms. Fitzgerald moved to approve to move this agenda item to executive session

2ND: Mr. Rossi

Discussion: One member thought the agreement was not to do executive session on zoom. Chairman Lamontagne reported that we would like to have an executive session to discuss a few matters. One member asked how we would conduct an executive session on zoom? Chairman Lamontagne reported that we can be put in private rooms. One member does not agree with holding executive session on a zoom call. Chairman Lamontagne reported that we are not asking for a vote tonight, just a discussion. We want to work towards keeping the school moving. He reported that he didn't believe that we wanted to meet face to face yet.

Ms. Disla	No
Ms. Fitzgerald	Yes
Mr. Lamontagne	Yes
Ms. Moreta	No
Mr. Rossi	Yes
Mr. Surillo	No

Motion does not carry

7. OLD BUSINESS

a.) *District Committee Priorities*

b.) *Policy*

Ms. Lally reported that she has been working closely with MASC to update each section. One member asked when we will be getting the sections to vote on. Ms. Lally reported that she will be bringing each section to vote on.

8. NEW BUSINESS

9. PERSONNEL CONSIDERATIONS /REPORT

a.) *Resignations*

- Annemarie Cail, English Teacher, Effective June 30, 2020

b.) *Leaves of Absence*

c.) *Retirements*

d.) *Appointments*

- Julia Jeffers, EL Teacher, Effective SY2020-21
- Lindsie Guillermo, EL Teacher, Effective SY2020-21
- Chad Warren, Special Education Teacher, Effective SY2020-21
- Dixie Diamond, Evaluation Team Leader, Effective SY2020-21
- Patricia Houghton, Speech and Language Pathologist, Effective SY2020-21
- Stephany Infante, Coordinator of Marketing, Community Relations & Fundraising, Effective, July 1, 2020.

e.) *Job Postings*

- Summer Pool Certified Pool Operator, CPO (Attached)
- Athletic Positions, (Attached)

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

2ND: Mr. Rossi

VOTE:

Roll Called by District Recorder:

Ms. Disla	Yes
Ms. Fitzgerald	Yes
Mr. Lamontagne	Yes
Ms. Moreta	Yes
Mr. Rossi	Yes
Mr. Surillo	Yes

#17012

- Special Education Teacher, Local 1707 Contract, SY2020-21, Replacement Position.
- Learning and Operational Team Reopening Committee Faculty Members, Local 1707, Summer, Title Grant I or IV, New Position (Attached)
- Parent Liaison, Local 1707 Contract, SY2020-21, Title 1 Grant, Replacement Position (Attached)
- Data and Assessment Specialist, Non-Rep, SY2020-21, New Position (Attached)
- English Teacher, Local 1707 Contract, SY2020-21, Replacement Position

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

2ND: Mr. Rossi

Discussion: One member reported that she sees the new Parent Liaison Position posted for a replacement position but does not see the resignation of a Parent Liaison. Supt. Lavoie reported that we have not received the resignation as of yet, but anticipate it coming. We will not post until it is received because we will not have a District Committee Meeting for a while.

VOTE:

Roll Called by District Recorder:

Ms. Disla	No
Ms. Fitzgerald	Yes
Mr. Lamontagne	Yes
Ms. Moreta	Yes
Mr. Rossi	Yes
Mr. Surillo	Yes

#17013

10. FUTURE AGENDA ITEMS

Supt. Lavoie reported that he spoke with Mr. Santiago about using our fields for his new football organization for ages 5-15. He has met with our Athletic Director and Seacoast United. Seacoast United, whom we do not have a contact with yet, have agreed to let them use the field at no cost for the first year. If we sign the contract, it would be under Seacoast United’s timeline. One member reported that she feels we are maybe setting a precedence if we do not charge them. That is why we came up with a rental agreement. Supt. Lavoie reported that to charge them is not our decision. It would be coming from Seacoast United.

Chairman Lamontagne reported that we will have a face to face meeting on Tuesday, June 30th at 7:00 at GLTs to discuss this issue in Executive Session. Please let the Superintendent’s Office or I know if you will not be able to attend this meeting.

11. ADJOURNMENT

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

2ND: Mr. Rossi

VOTE:

Roll Called by District Recorder:

Ms. Disla	Yes
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Ms. Fitzgerald Yes
Ms. Infante Yes
Mr. Lamontagne Yes
Ms. Moreta Yes
Mr. Rossi Yes
Mr. Surillo Yes
#17014

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director