



Greater Lawrence Technical School

**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1779  
September 1, 2020**

**Members Present:** Leo Lamontagne Lawrence Chairperson  
Marilyn Fitzgerald Andover Vice Chairperson  
Zoila Disla Lawrence  
Anngybel Moreta Methuen

**Members Absent:** Frank Rossi North Andover Assistant Treasurer  
Francisco Surillo Methuen

**Others Present:** John N. Lavoie Superintendent-Director  
Elizabeth Freedman Principal  
Maria Silva Business Manager  
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. MINUTES**

**MOTION:** Ms. Fitzgerald moved to approve the minutes of August 19, 2020

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

**VOTE:**

Roll Called by District Recorder:

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

#17411

**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.

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

Roll Called by District Recorder:

Ms. Disla Yes  
Ms. Fitzgerald Yes

Mr. Lamontagne        Yes  
Ms. Moreta            Yes  
Mr. Rossi              Absent  
Mr. Surillo            Absent  
#17412

*b.) Consolidated Cash Reconciliation Report*  
No Discussion

*c.) Revolving Fund Report*  
No Discussion

*d.) Budget Report*  
No Discussion

#### **4. COMMUNICATIONS**

*a.) Donations*

*b.) Articles*

- “US Navy Seabee Kevin Donahue”, The Valley Patriot, Valley Patriot of the Month, August 2020.

*c.) Public Participation*  
None

#### **5. REPORT OF THE SUPERINTENDENT-DIRECTOR**

*a.) Admissions Report*

Supt. Lavoie reported that this agenda item was requested by Mr. Surillo and he is not in attendance tonight.

**MOTION:** Ms. Fitzgerald moved to table this item until the next District Committee Meeting.

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

**VOTE:**

Roll Called by District Recorder:

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

#17413

*b.) Merrimack Valley Food Bank Program*

Supt. Lavoie reported that through the efforts of Ms. Brenda Richardson, Director of Guidance, we are working with the Merrimack Valley Food Bank, Inc. to open a food bank at GLTS. It will be located by the back-door entrance adjacent to the parking lot. We received a \$15,000 grant from Merrimack Valley Food Bank to set up space and purchase food for the opening which will be early October 2020. They were here today to inspect the space. We already have a refrigerator and are in the process of putting up shelves. Ms. Ringland, Director of Food Services, will be overseeing the program and working with Ms. Richardson, Director Guidance to maintain the food bank. We feel fortunate that we can help our students with needs while keeping it confidential. One member asked who will fund the food bank after

the \$15,000 runs out? Supt. Lavoie reported that the MVFB is an organization that will be providing food on an ongoing basis. Ms. Ringland will also be connecting with the Federal Government Directors who we work with for our food distribution for our school. We will also open up the school for donations. Supt. Lavoie reported that we also will be using our Horticulture Department and our Culinary Arts Program to help provide healthy food. We also have connected with Dargoonian Farms and at the end of every season, they have food left over that will be donated to us. One member asked if we can monitor this at the end of the school day at least for a few more weeks to make sure students are not taking the food and making waste. Supt. Lavoie reported that the Guidance Department will work with the students to make sure of their needs. Mr. DiStefano asked how this is different from Meals on Wheels. Supt. Lavoie reported that Meals on Wheels is a government service. We rent our kitchen to Lindley Food Services who helps serve the food for the elderly. The Food Bank is for students and their families.

*c.) Gym Project*

Supt. Lavoie reported that the project is about ninety percent completed. If the District Committee would like to take a walk down to see it, it looks spectacular. The floors are done, and the bleachers are in. The rest will be completed on September 22, 2020.

*d.) Budget Update*

Supt. Lavoie reported that we received a revised budget from the Governor, and it was reduced by around 1.4 million dollars. We had to revise the budget and we will be able to do this without cutting any positions. Ms. Silva and I went through the budget and what helped balance the budget was the three major grants we received. On September 12, 2020 Andover, the only community left will vote on our budget. Supt. Lavoie reported that we are working with the staff to meet their needs, along with technology needs. We are also working on safety within the building. We want to make sure that teachers and staff are our priority and if we cannot do a certain project, we will stop. The only project on the books, is the gate project. One member asked if we are going to get a revised budget in detail. Ms. Silva reported that she will provide a detailed budget. She reported that the cameras and the laptops were able to be pushed into the grant. I will do the budget transfer, like I normally do, and I will also have a detailed report. Supt. Lavoie reported that the budget that Ms. Silva provides will go to the District Committee, the teacher's union and the Administrators Union so everyone will be comfortable where the priority is which is student and learning.

*e.) Parent Zoom Call Questions/Answers*

Supt. Lavoie reported that tomorrow night we will be holding a zoom meeting for questions and answers for parents. This was set up by Ms. Infante. We sent out a Connect Ed call to our parents to ask them to look at our reopening plan and to send in any questions they may have. So far, we have around twenty questions. One member reported that this was a great idea. One member reported that we should make sure that all parents are aware and will receive the link. Supt. Lavoie reported that we sent out a Connect Ed call, emails and additionally put it on our website. One member was concerned that all the parents have not received this notification. One member reported that there are some companies that provide software that shows if an email is opened. Supt. Lavoie reported that he will work with the principal to make sure that we contact all the parents.

*f.) Custodians Work Schedule Changes*

Supt. Lavoie reported that when school starts, the custodians typically go on second shift, but we are going to keep them on first shift. The custodians will clean early in the morning and the rest of the day, they will work on different tasks. They will start painting and power washing the outside of the buildings. They are going to finish the Plexiglas project which they have been working on for the last few days. They will be working and keeping busy on projects. When the students return to school, we will move some of the custodians to second shift. One member asked if we are paying them a shift differential. Supt. Lavoie reported since they agreed to do maintenance work, which is not really part of their job

description, we will be paying them the shift differential. One member asked if the letter has been sent to the custodians. Supt. Lavoie reported that the letter has been sent.

*g.) Administrators MOU*

**MOTION:** Ms. Fitzgerald moved to adjust the agenda and move this item, Administrators MOU to Executive Session

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

Roll Called by District Recorder:

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

#17414

*g.) Seacoast United Contract*

Supt. Lavoie reported that we made some changes to the contract based on the District Committee's concerns. A copy was provided, and the changes are in yellow. The changes state that any time slot, not scheduled can be schedule by GLTS and Seacoast United. Seacoast United can only rent to any affiliate of theirs. I will be looking to the Committee to approve this change if they are comfortable. One member asked if Seacoast can rent and collect money from this rental. Supt. Lavoie reported only if they are an affiliated. In essence, they are making money. I do not want to misrepresent this to the District Committee. One member asked what the length of the term is. Supt. Lavoie reported that it is ten years. One member reported that she did not have time to read this contract and would like to hold off on voting. One member feels that we are still turning over the rentals to Seacoast. Supt. Lavoie reported that any open time is free for GLTS to rent to anyone we want. Supt. Lavoie reported that when we sit down with Seacoast, they have to declare those affiliates at the time.

**6. REPORTS OF COMMITTEES**

*a.) Changing to Members Names*

One member reported that she wants to see the members name on the minutes when they are reporting.

**MOTION:** Ms. Disla moved to have all District Committee Member's names appear in the minutes.

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

Roll Called by District Recorder:

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

#17415

**7. OLD BUSINESS**

*a.) District Committee Priorities*

*b.) Policy*

**8. NEW BUSINESS**

**9. PERSONNEL CONSIDERATIONS /REPORT**

*a.) Resignations*

b.) *Leaves of Absence*

c.) *Retirements*

d.) *Appointments*

- Bret Marciano, Carpentry Instructor, Local 1707, Effective Date: 8/25/20, Replacement Position
- Allen Charest, Math Instructor-STEAM, Local 1707, Effective Date: 8/25/20, Replacement Position

**MOTION:** Ms. Fitzgerald moved to enter into Executive Session

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

Roll Called by District Recorder:

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

#17416

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

**MOTION:** Ms. Fitzgerald moved to enter into Open Session

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

**VOTE:**

Roll Called by District Recorder:

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

#17419

## 11. ADJOURNMENT

**MOTION:** Ms. Fitzgerald moved to adjourn at 7:15 p.m.

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

**VOTE:**

Roll Called by District Recorder:

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

#17420

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director