



Greater Lawrence Technical School

**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1780  
September 15, 2020**

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

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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 September 1, 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 Yes

#17421

**3. FINANCE REPORT**

*a.) Cash Balance Report*

Mr. DiStefano read the report into the record.

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

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

Roll Called by District Recorder:

Ms. Disla Yes  
Ms. Fitzgerald Yes

Mr. Lamontagne            Yes  
Ms. Moreta                Yes  
Mr. Rossi                  Absent  
Mr. Surillo                Yes  
#17422

*b.) Consolidated Cash Reconciliation Report*  
No Discussion

*c.) Revolving Fund Report*  
No Discussion

*d.) Budget Report*  
No Discussion

**MOTION:** Mr. Surillo moved to adjust the agenda for the Seacoast United presentation.

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

Roll Called by District Recorder:

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

#17423

Supt. Lavoie introduced the CEO of Seacoast United, Mr. Paul Willis. Mr. Willis was invited to articulate to the District Committee what an affiliate's relationship is to Seacoast United. Mr. Willis thanked the District Committee for the opportunity. Supt. Lavoie invited Seacoast to explain and answer questions on the affiliate program and how they envision a general partnership with GLTS. Mr. Willis reported that they have facilities that we own or lease to a number of partnerships and affiliates. SUSC coaches work and train within a partner/affiliate's program. We provide curriculums and other forms of marketing/promotional support to staff and volunteers within a partner/affiliate's sports program. We have programs that we have at our club that you would not think a travel program would have curriculum for such as Little Nips, Grass Roots, and Walking Soccer for the elderly. We provide administrative and registration support to a partner/affiliate's sports program. We can provide opportunities that don't exist and would like to keep it local. We do the same with baseball, even though we started as a soccer club. Flag football was not on our radar but became very popular in the past few years, so we provide opportunities in our facilities for the kids. We allowed basketball and volleyball facilities to be built on our land to provide opportunities for kids interested in those sports. That is how we consider a partner/affiliate. We are not in business to go out of business. We truly want to be in a partnership with GLTS, in which we believe we already are. Our idea was to come in and help manage GLTS with their Athletic Facilities, knowing that the school comes first, the relationship with Merrimack College is second and we use what is left to utilize for Seacoast United and our affiliates. This is what we do, other than coaching we manage and run facilities with our staff and software. If someone comes to the school that is not affiliated with us, then we will do anything we can to make sure there is time available and that is the schools. We manage it to make sure there are very few conflicts. I think we have done remarkably well even though we have not been able to move into our offices. My partner, Mr. Burgess and I have a very good relationship with Mr. Nelson, Merrimack College and GLTS. If we don't have this partnership with the school Mr. Willis reported that he may be in a little trouble because we thought we were all set are all set to go and have made decisions based on that we will be moving forward with our relationship.

The money that we are paying is staggered over the first year, based that the third field was not ready. After the first year, it goes up, where we are paying over a million dollars over the course of the time we are here. In addition to that, we are managing the fields. Chairman Lamontagne asked if an affiliate wants to use our fields, will Seacoast schedule it? Mr. Willis answered yes. Chairman Lamontagne asked who will set the rate? Mr. Willis reported that we typically set the rate and we have various rates that we use. We can additionally give the school a recommendation on what to charge and what the going rates is when they rent out the facilities. Chairman Lamontagne asked who will collect the rental charge? Mr. Willis reported that anything through our affiliates, Seacoast will collect the rental charge. Ms. Fitzgerald reported that she thought that we already voted on this contract. If you look at the City of Haverhill, for example, they have made millions of dollars in improvements to all their athletic facilities including their skating rinks, and pools. It has all been paid for through their rental income and managed by their Athletic Director. When we set out to build these fabulous fields, we did it because we felt that our students should have fields like anyone else's fields. I believe that we should be managing it. I am bothered by the fact that we are not managing our own facility and additionally, the amount of money we have invested including taking out bonds and loans to finish the fields, the pricing is way off the market. I would like to go on record that I am opposed for someone else managing our fields. Mr. Willis reported that your fields are fantastic and commend the school and Supt. Lavoie. The school will always be first. There have been no examples that the school has been placed second. We are saving the cost of GLTS hiring someone to manage the fields and we will be picking up the expense of managing the fields. Chairman Lamontagne asked if Seacoast United carries insurance for damages done to the field, bleachers, nets? Mr. Willis reported that he has insurance for their facilities and believes the school has insurance for their facilities. We have insurance to carry bits and pieces. Ms. Fitzgerald asked in the managing of the fields, is the daily upkeep of the grass fields, mowing and collecting the rubbish our responsibility or Seacoast? Supt. Lavoie reported that over a year ago, when we put the contract together, the Committee did vote to go into a contract with Seacoast United, but things had changed. The final version had many changes, and we additionally had new members of our District Committee and wanted the new Committee to vote on it. When Mr. Willis talks about managing the fields, what it means is that from 6:30am -10:00pm, they have security on the field and weekends, overseeing the fields. What it prevents us from doing, would be hiring full-time security and someone to manage which would be about \$50,000/year. If we just rent, including Seacoast, we would be responsible for hiring a security person full-time. Ms. Disla reported that in the contract it states that Seacoast has insurance. Mr. Willis reported that they have liability insurance, because as a youth organization they have to. Mr. Willis reported, that for example, if you rent a house and the house burns down, then that would be covered by the owner's insurance. Mr. Surillo reported that Lawrence rented out their fields and they were not taking care it and they were damaged and trashed when rented. He wants to make sure that there is some kind of insurance from Seacoast. Mr. Willis reported that he has insurance and if something was damaged, they will fix it. Mr. Surillo wanted to make sure that we will not have to chase Seacoast if damage has happened. Mr. Willis reported that he hopes our relationship would have enough respect that anything like that would not happen, but if it did, we would expect to be fully responsible. Ms. Silva reported that GLTS does have insurance. Our company is Doherty Insurance and we continue to update them on all our improvements whether for our fields or concession stands and even during the construction stages. Mr. Willis reported that he would treat the facility like it is their facility. We will keep it clean and make sure we are in compliance with the COVID rules. It is a lot of work that goes into managing the fields. It is our software that GLTS is using and is making it easier for Mr. Nelson. Chairman Lamontagne asked about the use of our concession stand. Mr. Willis reported that concessions have everything to do with the school. We will not be opening and maintaining it but would like it if the school did. Mr. Willis would much rather have it open if there was something going on, to benefit the school. Ms. Fitzgerald reported in terms of our maintenance budget, is there now a separate line item for the additional maintenance of our rentals. Ms. Silva reported that we do not have an additional line. We have a maintenance field line for the grounds. This year we put a little more money in there. We try to take the money from the revolving account and keep it separate from operational except for the normal maintenance not over and

above. We have those lines built into the revolving account. Ms. Fitzgerald asked if we now have an outside maintenance person. Ms. Silva reported that we always had someone outside and not an additional person because of the fields. Supt. Lavoie reported that as far as the insurance goes, anyone that rents our fields, including Seacoast, has to provide the coverage and meet the standards that have been set by our insurance company and provide a bond and the coverage that is necessary including coverage for vehicles on our property. If they have a practice or a tournament, at the end of the night, they have people that has to clean up we don't use our maintenance department. Once the grass fields are open, our outside facilities manager, will also help manage that facility and our Landscape Program will help out as well. Mr. Willis reported that I have developed a good relationship with GLTS, and Supt. Lavoie and I do feel there is an eliminate of the unknown how this is going to work. Based on COVID and the grass fields not ready, I would ask the District Committee if they don't want to approve the contract the way it is, can you allow us a trial and give us to the end of 2021. Mr. Surillo reported that he thought we voted on this with a few amendments. Chairman Lamontagne remembers that he had questions such as the length of the contract and an outside agency collecting money on GLTS fields. Ms. Disla reported that she does not remember voting on this. The contract is still the same as the first time. The contract has to be modified with the changes. Supt. Lavoie reported that the contract has not been changed and thought having Mr. Willis come in and explain what an affiliation meant would help the District Committee understand. Mr. Willis in now willing to have a short-term trial contract.

#### **4. COMMUNICATIONS**

*a.) Donations*

*b.) Articles*

*c.) Public Participation*

None

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

*a.) Admissions Report*

Supt. Lavoie reported that Mr. Surillo had questions regarding the Admissions Policy. The policy was provided to the District Committee. Supt. Lavoie read the "Reviews and Appeals section of the policy which is new. Mr. Surillo reported that his concern was that we should reach out to parents and students in the 7<sup>th</sup> grade not only 8<sup>th</sup> grade so they know that 7<sup>th</sup> grade is important. Most parents are not aware that the 7<sup>th</sup> grade year can affect their admission to GLTS. However, I do commend you for the point system. Supt. Lavoie reported that we do go back to their 7<sup>th</sup> grade records, because we only have a few terms to go by in the 8<sup>th</sup> grade before they apply. Mr. Surillo has spoken to me about holding parent sessions for all middle school parents and I also think it is important to let them know what happens in the 7<sup>th</sup> grade with regards to performance, behavior, attendance and grades can affect the outcome of acceptance. We have gone to some events, but I think holding evening sessions for all middle school parents would be helpful moving forward. Mr. Surillo reported that Ms. Freedman had conducted parent information sessions for the reopening of school. He would like to see sessions like that for applying to GLTS. Mr. Surillo reported that the topic of attendance has come up regarding moving forward with remote learning. How are we going to address this? Supt. Lavoie reported that the school has not met yet regarding this issue but once school has gotten off the ground, we need to sit down and look at our admission's policy. We may have to address our policy in a different way. If changes do need to be made, we would bring it to the District Committee for approval. It is important to look at our policy to be fair to all students given the situation today. We may need more input from the guidance counselors and how it is impacting students. We must look at this more deeply. If the District Committee has any ideas or suggestions, we would like to hear your input. In October, we bring in all our sending communities guidance counselors and will address admissions with them.

*b.) Co-op Report*

## No Discussion

### *c.) Parent Question/Answer Zoom Call on Reopening Update*

Chairman Lamontagne reported that he attended both meetings and thought they were a great success in which Ms. Infante did an excellent job. Principal Freedman's presentation was outstanding. Most questions were about education, not as much on health risks. They understand that this administration, have the student's best interest at heart. Supt. Lavoie reported that the parents were very articulate about their questions and educational concerns. Ms. Freedman did an exceptional job answering their questions. This opportunity was very helpful to the parents. We had over 100 parents join zoom and also many on Facebook that Ms. Infante was working with. We received many questions in advance which was helpful too. The second night we had many questions that directly came from the calls. I have asked Ms. Infante to give a weekly report to the parents ongoing. This will help when things change. Supt. Lavoie reported that we had to move the first day of school from September 16<sup>th</sup> to September 17<sup>th</sup> because of the issue we are having with X2. We were unable to get the student schedules out to them. The company has been notified and is working to resolve the issue which is on their end. In Ms. Infante's weekly report, she will explain a little deeper into what had happened. Ms. Freedman reported that we hope it will be resolved by tonight. Chairman Lamontagne asked if we have a plan B. Ms. Freedman reported that we did not anticipate this. We did meet with the staff although, to work on how to start the day without complete chaos for the students. Ms. Fitzgerald asked if the schedules are not ready, does that mean the teachers will not have their roasters? Ms. Freedman replied yes. Supt. Lavoie reported that he wanted to recognize the administrative team with Ms. Freedman's leadership on the past thirteen days working on professional development. They worked well into the night to provide meaningful professional development. It was time well spent and I do want to recognize them. Chairman Lamontagne wanted to recognize Ms. Ayala for doing the translating. Everyone did a nice job. Mr. Surillo got late to the second meeting but asked that maybe next time, Ms. Infante could send a reminder. It did answer a lot of the questions. I did not see the translation in the first meeting. Ms. Freedman reported that it was off to the side in the first meeting. We had people check off their language and seemed like families were getting their information. Ms. Disla reported that she felt the speakers were going too fast, and the translator could not keep up. Whoever was not understanding the English part, did not get the translation. Ms. Freedman reported that she was glad for the feedback and will look into making these informational zoom calls better. Ms. Disla stated that in a school with over 1600 students, we only had a small amount attend the informational zoom call. How do we know if the families are getting the information? Chairman Lamontagne reported that it was also on YouTube. Ms. Disla reported that we need to make sure that all parents are getting the information. Chairman Lamontagne reported that we do need to get the information out in different avenues, but we can only do so much if the parents chose not to attend. Ms. Freedman reported that it is a good thing for us to look at. One of the things we can access is a report on how many homes have been reached through Connect Ed. Supt. Lavoie reported that we do know which parents has gotten the call by the report. One of the responsibilities Ms. Infante is working on as well as our Dean of Students/Discipline is to better get out information to the families. We are also part of the diverse group that are working with the state on how we can become stronger on working with diverse population. The team spent last year, in which I was a member on working towards this. Ms. Infante and Ms. Freedman will join the team this year. Mr. Surillo asked if a District Committee member should be part of this team? Supt. Lavoie reported that he will check with the Department of Education to see if it is appropriate. If they can, it would be a great idea. Mr. Surillo reported that Connect Ed is a good way to get information to families, but numbers change frequently. How are we updating the student data? Ms. Freedman reported that the report does show the numbers that we do not reach. We will work with the guidance department, along with the students to update the information.

### *d.) Update of School Opening on September 16, 2020*

Supt. Lavoie reported that had to push back the opening one day which is disappointment. We are ready to open school and as mentioned, the work that was done with professional development not only new

strategies and methods of teaching the students remotely but strengthening the curriculum which exists has been exceptional. Teachers will have ten students not only as a teacher but as an advisor to help with their courses, or something going on in their lives. We want to build relationships that helps strengthen social emotional learning that is going on under these difficult times. I am excited about that initiative. The teachers along with the administrators have worked hard and diligently preparing. I think we are going to be as good of school out there with remote learning.

*e.) HVAC Gym Contract*

Supt. Lavoie reported that the Capital Improvement Committee met on this. This is a capital improvement project that goes to the committee if the project is more than \$25,000. Once approved, it then goes to the District Committee. This project is to put air conditioning in the gym. The importance of the AC is that it manages the humidity in that space, so the hardware floor does not buckle. We had this happen before. We put it out to bid and this is the contract that needs to be voted on by the District Committee. It is just under \$200,000. The money is coming out the capital improvement budget which is voted on by our cities and towns. Approximately \$400,000-\$500,000 goes into the fund to take care of any capital improvement projects, repairs, etc. In this case, we have about \$400,000 in that account and this is where the money is coming from. It does not impact our operational budget. By law, we can only use this money for capital improvement projects. Ms. Disla asked how much the project is for? Supt. Lavoie reported that it is around \$185,000. This is the state contract by the two parties. Supt. Lavoie reported that these types of contracts are contracts that you would find between the contractor and the school. It outlines the scope of the work and outlines liabilities and the laws that needs to be followed. There is a place for both parties to sign. Ms. Disla asked what company this is with? Supt. Lavoie reported Ambient Temperature Corporation, located at 14 Graf Road, Newburyport, MA 01950. Mr. Surillo asked if there is a dollar amount in the contract. Supt. Lavoie reported that it is \$185,000. Ms. Disla reported that we should see all the documents. If I have to approve a contract, then I need to see all of the bids. Supt. Lavoie report that this company was the lowest bidder. The RFP went out and the bid outlines exactly what the work it is they will be doing. Ms. Fitzgerald reported that she is on the Capital Improvement Committee and we approved the RFP. By law, we must go with the lowest bidder unless there was a profound reason why we would not go with them. Ms. Disla reported that she did not receive any of that information. That is why she is asking to see all the bids. She has to vote based only on what was told to me. Ms. Fitzgerald reported that the companies have to bid on the same specification and standards. The contract that you received is the same contract that all of the companies would have submitted. Ms. Disla reported that the contract does not have the dollar amount. What if something changes and I would like to see the comparison. Ms. Disla reported that she is only going by what you have told me. Supt. Lavoie reported that the amount is in the contract. It says it is \$176,070. You would be voting on this contract for this amount of money for this project and this contractor. Chairman Lamontagne reported that we should list all the companies and what their bids were. We used to do this in the past. I would like to see the companies that met the specs. Ms. Fitzgerald reported that we used to do this until a few years ago and would like to do this again. Mr. Surillo reported that it would be helpful to see all the names of the bidders, especially if you are a new member.

**MOTION:** Mr. Surillo moved to approve the HVAC contract for the Gym Project

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

Roll Called by District Recorder:

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

#17424

## 6. REPORTS OF COMMITTEES

### 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*

Emery Bickford, Special Education Instructor, Effective September 14, 2020.

- e.) *Job Postings*

- Guidance Admission Specialist, Per Contract, Effective SY20-21, New Position, (See attached Job Description)

Supt. Lavoie reported that it is a new position. Originally it was a clerical position, but we changed the job description and added more duties to help out with the admissions. Ms. Fitzgerald asked what the salary is and also noticed that the position only requires a minimum of an associate degree in business. Is it still mostly clerical or is it more work on education? She would like to see a minimum of a bachelor's degree. Supt. Lavoie reported that on the clerical contract, it is listed as a Clerical Level 3, which is the same level as an Administrator Clerk. The reason that an associate degree is required is because the job is fifty percent clerical and fifty percent specialty work around admissions. Also, working with guidance counselors in other schools. Ms. Fitzgerald asked if this position is for someone that is already here and if so, would that position have to be filled. Supt. Lavoie reported that we do have a part-time person who has been helping out with admissions and I know that person is interested. The job is open to anyone. We do not have to fill any other position. Mr. Surillo asked what the salary will be. Supt. Lavoie reported that it is in the \$50,000 range. Mr. Surillo asked if this is a promotion or a new position for anyone to apply? Supt. Lavoie reported that at one time the guidance office had three positions, but we eliminated one. We are replacing one position with more duties around admissions. Ms. Disla reported that she agrees with Ms. Fitzgerald that this position should be at least a bachelor's degree. The person needs to be experienced and a specialist requires a person with experience. The posting and description and skills needed are for an entry level position. The title should not be a specialist.

**MOTION:** Mr. Surillo moved to approve the job posting as presented

Ms. Fitzgerald reported that she agrees with changing the name from specialist to guidance admissions secretary or any other word. If you are going to put specialist, you need a bachelor's degree. I am alright with the job but believes the title should change. Mr. Surillo reported that if the title changes, should the pay scale change. Supt. Lavoie reported if you change the title, the responsibilities still warrant the level of the position. If the committee does not want to pay that level, we can vote to change the level. It will now become a clerical position. However, the duties are much different. The job is above the duties of a clerical person in terms of responsibility. I can change the title, but not the job description. Ms. Fitzgerald asked if any of our clerical staff have a bachelor's degree and what is the highest you can go as a clerical position? When does a bachelor's degree becomes a requirement? Supt. Lavoie reported that in the clerical contract a level three is the highest. Every clerical person right now is a level three. They all do not all have bachelor's degree. I can change the experience to say bachelor's preferred, but I would not want to put required. It limits to applicants that have the skills to do this position.

**MOTION:** Mr. Surillo moved to adjust his motion with an amendment to take off specialist in the title  
2<sup>ND</sup>: Ms. Fitzgerald

Roll Called by District Recorder:

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

#17425

Supt. Lavoie reported that these positions are Lawrence High Program, in which we take students after school from 3:00-5:30. These are staff to teach this program that are needed.

- After Dark, Machine Technology Instructor, Teacher per diem rate, 3:00-5:30, plus 30 minutes for preparation, SY2020-21, Replacement Position.
- After Dark, Metal Fabrication Instructor, Teacher per diem rate, 3:00-5:30, plus 30 minutes for preparation, SY2020-21, New Position (Job Description attached).
- After Dark, Automotive Technology Instructor, Teacher per diem rate, 3:00-5:30, plus 30 minutes for preparation, SY2020-21, New Position. (Job Description attached).
- After Dark, Paraprofessional for the Metal Fabrication and Auto Technology Shops, Para per diem rate, 3:00-5:30, SY2020-21, New Position (Job Description attached)

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

Mr. Surillo reported that looking at the description of paraprofessional it should say that you either have an associate or passed the para program. It is either one or the other. Ms. Freedman reported that many of them have their associates, but I am not sure if they all do. We have one or two people that have been here for a long time. I know many are working towards their bachelors. I wrote para training program in Lawrence, and they need either one or the other in order to work. Supt. Lavoie reported that we can add that to the job description. In these particular roles we have our present staff that apply for these jobs. We can put in the description that they need an associate degree or have had to pass the para program. Mr. Surillo asked if these are new positions or are, they extra duties. The para position is after school. Most of our staff apply because it is right after school.

2<sup>ND</sup>: Mr. Surillo

Ms. Disla reported that these just came to me and we should get the information before this. Supt. Lavoie reported that these programs were finalized at the end of last week. We have to get them posted as soon as we can because there is grant money involved and they have to meet a certain number of hours. We were waiting for Lawrence High to do the recruitment. Once we knew we could run the program, we had to post right away. Mr. Surillo asked who does the recruitment? Supt. Lavoie reported that the guidance counselors at Lawrence High does.

Roll Called by District Recorder:

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

#17426

Chairman Lamontagne requested Ms. Freedman to put together a list of paraprofessionals at GLTS and state if they have an associate degree or have passed the para program.

**MOTION:** Ms. Fitzgerald moved to enter in executive session



2<sup>ND</sup>: Mr. Surillo

Roll Called by District Recorder:

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

#17527

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

### 11. ADJOURNMENT

**MOTION:** moved to adjourn at 8:56p.m.

2<sup>ND</sup>:

#### **VOTE:**

Roll Called by District Recorder:

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

#17530

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director