



Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1781
October 13, 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 September 15, 2020

2ND: Ms. Disla

Discussion: Ms. Disla reported that the time of adjournment was 8:36PM. Ms. Lally will add the time to the minutes.

VOTE:

Roll Called by District Recorder:

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

#17531

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: Mr. Rossi

Roll Called by District Recorder:

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

#17532

b.) Consolidated Cash Reconciliation Report
No Discussion

c.) Revolving Fund Report
No Discussion

d.) Budget Report
No Discussion

e.) FY2020 Budget Timeline of Events
No Discussion

f.) FY2021 Administrative Updated Revenue

Supt. Lavoie reported that a document was provided which shows the Massachusetts Department of Elementary and Secondary Education FY21 Administrative Updated Chapter 70 Summary. This is our final figures that we received from the state. The Foundation Budget FY21 is \$32,861,439, the district contribution is \$4,907,043, the foundation aid is \$27,954,396. Ms. Silva reported that was the state budget compared to last year's budget. The additional document provides the FY21 Administrative updated Revenue which was voted on in April. Because of the change in the budget, the District Committee has to vote on the new budget which includes a decrease of chapter 70 money and a slight increase overall with our communities. Lawrence increased \$30,000 while our other communities decreased based on the new numbers from the state. Supt. Lavoie reported that our original budget was \$41,061,771 and it is now \$39,732,169 which decreased by \$1,329,602. Ms. Fitzgerald asked if we have a listing to look at so we can see where those cuts are made. Ms. Silva reported that she will have the budget transfers for the Committee and will go over it with the members. It will be best to go over it prior to the meeting to help our new members understand the transfers. We have received a lot of grants which total around \$1,000,000 from the state that offset the COVID expenses and PPE expenses. We were able to put a lot of expenses into this, such as technology, laptops, and Chromebook leases. Ms. Fitzgerald reported that if you are transferring money, I would like to see an explanation on why it is being transferred to and from. Ms. Silva reported that she would do that. We had numerous expenses that we have never had this year. Supt. Lavoie reported that the fact the budget has changed and rebuilding the budget based on these new numbers, that a vote is required. Mr. Rossi asked why the budget has been decreased. Supt. Lavoie reported that the state budget was cut because of COVID. The state took in less revenue.

MOTION: Mr. Surillo moved to approve the FY2021 Administrative Updated Revenue as presented.

2ND: Ms. Fitzgerald

Roll Called by District Recorder:

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

#17533

Chairman Lamontagne reported that at our next meeting on October 27, 2020 we will have an additional meeting starting at 5:15 to go over the budget transfers. Ms. Fitzgerald asked if we could have the materials prior to the meeting. Ms. Silva will get the documents to them prior.

4. COMMUNICATIONS

a.) Donations

b.) Articles

c.) Public Participation

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) Plaque for Ms. Infante

Mr. Lamontagne presented a plaque to Ms. Stephany Infante for her years of service and dedication as a District Committee member. Mr. Surillo asked if we got a new member. Chairman Lamontagne reported that we are waiting for the council president to move forward. We have received two applicants.

b.) Seacoast United Contract

Supt. Lavoie reported that as of the last time we met, we spoke about giving Seacoast United a contract for only two seasons for a trial period to a long-term contract. I spoke to our attorney and I am going to withdraw this vote from the District Committee because the original RFP was for ten years and this changes that. We cannot vote to do this unless we put out a new RFP. Ms. Disla asked what an RFP is? Chairman Lamontagne reported that it stands for Request for Proposal.

c.) Gym Project

Supt. Lavoie reported that we did a final inspection and few things had to be repaired. Once they are repaired, we will do a final inspection. We are holding their final payment of \$15,000 until it is completed.

d.) Co-op Report

Supt. Lavoie reported that we have 51 students out on Co-op which is a good number considering the COVID situation. We should continue to see that number grow. I have asked the shop instructors to make calls to companies that we have worked with in the past so we can try to get as many seniors out on Co-op. Those numbers should continue to grow.

e.) House Project

Supt. Lavoie reported that the house project is a duplex in Andover for Andover Community Trust. We are going to bring in the Carpentry Seniors to complete the project. Letters to seniors and parents will go out to see who is interested and to get permission. We will have two instructors with six students. The students will be bussed, picked up at home and dropped off at the site and then bussed home. There will be no more than 12 students on the bus. We have about four days of inside framing work to do and they will be able to social distance and then they can continue with the outside work. All safety protocols will be in place. We feel that it is safe to finish the project. Ms. Fitzgerald asked if this will count as Co-op hours? Supt. Lavoie reported that it is a continuation of their curriculum program from last year so it will not. This is for ACT nonprofit that we are doing it for.

f.) High Need Students

Supt. Lavoie reported that we are trying to bring in our high need students. There are about 60-70 students. The Department of Education wants us to bring them in as soon as possible. We were planning on bringing them in on October 19th but with the high rise of COVID cases in the area, we are pushing this off to give it a little more time to see a down trend in cases. Ms. Freedman and Ms. Burnham, Director of Special Ed., will be meeting this week to look at other alternatives. We are looking for some other support system to put in place. This is a major priority for us. Mr. Surillo asked if the students will be coming in this November? Supt. Lavoie reported that we do not have a date yet because we do not want to move it again. We want to wait a few weeks to look at the trend. We were in line with Lawrence and we are looking to get back in line with them which is the end of November.

g.) Exploratory Students

Supt. Lavoie reported that we were to bring in exploratory students the week after the high need students. This again is being put on hold. We were bringing in half the students for two days and the other half for two days for their hands-on training. We are holding off at this point. We have a solid plan in place, but we want to see a change in the trend before bringing them in.

h.) COVID Team Report/Manual

Supt. Lavoie reported that we have a manual that was developed and put together by our COVID team. They meet every Tuesday to put this communication together. It covers tracing and our protocols. This is being led by Ms. Richardson and Ms. Melkonian. They are doing an outstanding job. Ms. Melkonian is our contract tracer and has been following all the data and keeps in close contact with our four communities and across the state. She is working on getting us testing at the school. We are having a hard time getting the test. The Federal Government is getting tests and heard that schools were getting some of them. This manual will continue to grow and improve.

i.) Principals Report

Ms. Freedman reported that she shared some attendance numbers that we got from our data person. After reviewing the numbers, we dug in a little bit more to see why the amount of absences were high. There were a lot of scheduling issues the first seven to eight days. We had a lot of complications with their schedules and have been working on straightening this out. It did take the absences down about 200 absences to about 465 from 688. A plan has been put in place that attendance is taken in their first period class. If they are not there, this will trigger a phone call home. We also have individual teachers follow up. If one student has missed three days, then the teacher or advisor will call to see what is happening. We have someone at a virtual support center to help students navigate. We are on our third rotation with freshman and less students need help. Mr. Surillo asked if a student does not go to some classes, are they marked absent for the day. Ms. Freedman reported that if a student does not make it to second period but makes it to all other periods, they will be marked here and tardy. If they make it to the first period and then go missing, that will trigger a referral because they would not show up as absent on the daily attendance. Mr. Surillo reported that it is a big problem in a lot of districts. Students are showing up to one period and skipping the others. Ms. Freedman reported that having cohorts will help keep attendance and reduce the absences. Mr. Surillo asked if there is a way for the student to make up the time that they missed. Ms. Freedman reported that the guidance and discipline offices have a program in place called RAMP (Reggie Academic Morning Program) which was developed in order to assist students who needed to make up work last year. This program meets virtually Period 1 each day. The idea is to create more structure for these students during their morning asynchronous learning time. We will keep on with the idea of supporting students.

Admissions Policy

Supt. Lavoie reported that he will ask the District Committee to vote on the Admission policy changes due to the COVID situation. This policy was submitted to the Department of Education and was brought back to us on Friday afternoon. The changes are shown in yellow.

MOTION: Ms. Fitzgerald moved to approve the Admissions Policy with the COVID changes as presented.

2ND: Mr. Surillo

Roll Called by District Recorder:

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

#17534

6. REPORTS OF COMMITTEES

7. OLD BUSINESS

a.) District Committee Priorities

b.) Policy

8. NEW BUSINESS

9. PERSONNEL CONSIDERATIONS /REPORT

a.) Resignations

- Library Technical Service Assistant, Effective September 29, 2020

b.) Leaves of Absence

c.) Retirements

d.) Appointments

e.) Job Postings

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

Supt. Lavoie reported that this posting was brought up at the last meeting and voted to have a title change and remove the word “specialist” Because of the contract, we have to put the title “specialist” back in the job title. A copy of the contract salary scales was provided.

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

2ND: Mr. Rossi

Discussion: Ms. Disla reported that the title did not change, and the requirements did not change. Our last discussion at the last meeting was that the requirements of the position did not match the title of the position. Ms. Fitzgerald reported that we discussed making a title change, but now realize we cannot because it has been bargained in the union. However, in light of this change, would we want it to say bachelor’s degree required? Supt. Lavoie reported that the job only requires an associate degree and a bachelors preferred. Ms. Disla reported that that is how it was before and nothing has changed. Supt. Lavoie reported that it is in the union contract, we cannot just have it be a bachelor’s degree only. Mr. Surillo reported that he agrees with Supt. Lavoie. Any time a job is negotiated through the union, it cannot be changed without negotiations. It needs to go through the proper channels. Supt. Lavoie reported that he could go to the union president and their representative to see if they would be fine with changing the job description to say bachelors required. Mr. Surillo asked if they say yes, don’t we have to

vote on it? Supt. Lavoie reported that as long as the District Committee is willing to vote tonight with the change, we can bring it to the union for approval. If they say no, then we would have to bring it back to the District Committee. Ms. Fitzgerald asked if we are filling this position because of a resignation or is this a new position. Supt. Lavoie reported that someone resigned. The person that resigned had a different role, and we added more responsibilities to the position. Ms. Fitzgerald asked if the changes were negotiated. Supt. Lavoie reported that we are not changing the job description, just filling a different role within the Guidance Department. Ms. Disla reported that at our last meeting, Ms. Fitzgerald commented that if this person retired, and a new person is taking this job, why isn't it a promotion? Supt. Lavoie reported that the person resigned, and that position was posted. The guidance secretary applied for the job and was appointed. It left her clerical position open. There used to be three guidance positions in that office, and one left a few years ago. We are trying to fill that position of that person because it dealt more with admissions. Mr. Rossi asked if we have to go to the union? Supt. Lavoie reported that the clerical person moved to the level 4 clerical position, her lower level position became available. Instead of filling that position, we decided to post for the Admission's Specialist and not the Clerical Position because we needed the position to be more for admissions. Chairman Lamontagne asked Ms. Fitzgerald if she wanted to amend her motion. Ms. Fitzgerald reported that she does not need to amend the motion. I understand that we are not filling the lower level position that we are filling the hire position.

Roll Called by District Recorder:

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

#17535

- Evening Adult Welding and Metal Fab Instructor, up to 300 hours, \$65/hour for instruction and up to 45 hours, \$50/hr. for preparation, October 12-March 5, 2021, 4-8PM Mon-Thurs, New Position, Paid through a grant (Mass Hire)

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

2ND: Mr. Rossi

Discussion: Ms. Disla reported that the job says it is for a teaching position, but you don't need to be a teacher. It says being a teacher is preferred. Ms. Disla read the Education and/or Experience which states that five years of recent (within the last seven years) of full-time employment experience directly related to vocational teaching area is preferred. This is just the same as the other position. Chairman Lamontagne reported that night school is different than day school. You could have someone that has experience in the business and that person does not have to be certified. Mr. Surillo asked if you are saying that you don't need a license to teach evening school. Chairman Lamontagne reported that you do not have to in that position. It is with Workforce Development.

Roll Called by District Recorder:

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

#17536

Chairman Lamontagne reported that Supt. Lavoie has something that is time sensitive that he would like a vote on. Supt. Lavoie reported that we are getting students out to the house program. We discussed today

that sending one Carpentry Teacher out with 12 students may be hard to follow health procedures. We would like to hire a full-time substitute to work out there, so they would each have six students each. The position would be for an LTS at the substitute rate. We want to start November 2, so we have to get the posting out and we would need a vote tonight, so we do not have to push it out another two weeks.

- Carpentry, LTS to work on the House Project, LTS rate

MOTION: Ms. Fitzgerald moved to approve the LTS for the safety of the children

2ND: Mr. Rossi

Discussion: Mr. Rossi reported that he thought the students were virtual? Supt. Lavoie reported that this is for the house project. Supt. Lavoie reported that shop students are built into the schedule and are being taught theory. We are also sending out Competency Kits where there are hands on projects that have been approved by the dept. chairs, CTE Coordinators, Principal and myself. We will be sending a permission letter to parents to authorize the use of the kits.

Roll Called by District Recorder:

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

#17537

MOTION: Ms. Fitzgerald moved to enter in executive session

2ND: Mr. Surillo

Roll Called by District Recorder:

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

#17538

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

MOTION: Mr. Surillo moved to approve the Administrators MOU with a review of coming into the building two days a week on a monthly basis

2ND: Ms. Fitzgerald

Roll Called by District Recorder:

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

#17542

11. ADJOURNMENT

MOTION: Ms. Fitzgerald moved to adjourn at 7:45p.m.

2ND: Mr. Surillo

VOTE:

Roll Called by District Recorder:

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

#17543

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director