



Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1783
October 27, 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 reported that Governor Baker announced on March 12, 2020 that District Committee Meetings can be held virtually. It needs to be stated what members will be virtual and what members will be in person. Chairman Lamontagne reported that members, Ms. Moreta and Mr. Rossi will be attending virtually. The members present in the room are Ms. Disla, Ms. Fitzgerald, Mr. Surillo and Chairman Lamontagne.

2. MINUTES

MOTION: Ms. Fitzgerald moved to approve the minutes of October 13, 2020

2ND: Mr. Surillo

Ms. Disla reported that the order of the roll call has been changed and would like it to be alphabetical. Chairman Lamontagne reported that he is unaware of any law that states the way a roll call needs to be called. The only rule he is aware of is that the chairman needs to go last.

VOTE:

Roll Called by District Recorder:

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

#17546

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: Ms. Disla

VOTE:

Roll Called by District Recorder:

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

#17547

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

No Discussion

4. COMMUNICATIONS

a.) Donations

2002 Honda Accord, valued at \$425.00, donated by Gordon McNeil, Lawrence

b.) Articles

c.) Public Participation

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a.) Open House

Supt. Lavoie reported that Open House will be held on November 15th, 2020. It will be virtual this year. Post cards were sent out to 7th and 8th grade students with the link to the virtual Open House on it. We have developed a video which will be used for admissions to promote and recruit students at different schools. The video was shown. Chairman Lamontagne reported that whoever worked on this video should be very proud. It was very nicely done. Is this on our website? Ms. Infante reported that we have a few more edits but will be on the website. Mr. Surillo asked if it will be on Facebook and YouTube. Ms. Infante reported that it will. Chairman Lamontagne reported that he would like to have this video out to the community's local public access stations. The District Committee agreed.

MOTION: Mr. Surillo moved to present the open house video on our local public access.

2ND: Ms. Fitzgerald

VOTE:

Roll Called by District Recorder:

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

Mr. Lamontagne Yes
#17548

b.) Back to School Night

Supt. Lavoie reported that we are holding a Back to School Night which is also virtual. Ms. Freedman reported it is on Thursday, 5:30-8:00 and for parents 6:00-7:45. We planned a night that we hope will get a lot of parent participation. We are sharing out two links. The parents will meet with a group of their child's teachers in a cohort and receive an overview of what their child is doing in remote learning with the first link. They will break up into their career areas with the second link. We sent out our first connect ed today and we have postcards and emails going out with the links. We really have no idea what we will get for participation because we have nothing to compare it to.

c.) Internet Service for Students

Supt. Lavoie reported that there are students who have had struggles with their internet service. Comcast has a contract with the state, but it is a limited service in which are students have been using. It works fine if you are the only one using the service. I am working with Verizon to see if they can help too. One solution would be to give give the students another hotspot. In the Commissioner's meeting today, he stated that the federal government is putting out 2,000,000 hotspots and Massachusetts is getting around 100,000. There is a meeting on Thursday on applying for these hotspots. Hopefully it will help provide extra bandwidth for our students. Chairman Lamontagne asked how many students are having trouble with internet service. Principal Freedman reported that we have about 100 students that we have not resolved their internet needs and may have about 100 more. Supt. Lavoie reported that we are trying to order more hotspots, but they are currently hard to get. Supt. Lavoie reported that he asked Comcast how much it would cost to provide extra internet service for our students. It would be about \$60 per house per month, which is very costly. Ms. Fitzgerald reported that if a student cannot make a connection, they are receiving no education. It needs to be at the top of our list and our priority. Mr. Surillo asked if we have contacted the Mayors of our communities to see what support they can provide? Supt. Lavoie reported that he has not spoken to the Mayors but he knows they are working with the Essential Program, like we are. I will call the Mayors to see if they have come up with a solution. This is a problem across the state. I will report back with what I have found out.

d.) Robotics Program Advisory Approval with DESE

Supt. Lavoie reported that we had a program review by the Dept. of Education for approval for final the Chapter 74 acceptance. We had meetings with our Advisory Committee and four members of Dept. of Education to review the curriculum. They asked several questions to our Advisory Committee. We do not have the final outcome but felt it went very well.

e.) Robotics Program DESE Safety Review

Supt. Lavoie reported that on the second day, the Dept. of Education did a safety inspection on the shop itself. The only area of concern was three signs. They wanted us to raise the sign over the fire extinguisher and first aid kit. Additionally, put up a sign above the Fire blanket. They were very impressed with the shop itself and feel confident that we will get approved. Ms. Fitzgerald asked where the Robotics Shop is located. Supt. Lavoie reported that it is located near the carpentry shop. At one time it was a lab or related classroom and converted it to Robotics. Across the hall is the second half of the lab. The Commissioner will be approving it on November 1, 2020. The toughest part of the program was getting an approved teacher. We found a gentleman from Texas who is moving to Massachusetts. He has been working with students online and doing a great job. Supt. Lavoie wanted to thank Ms. Jones, Vocational Director and Mr. Hardacre, CTE Coordinator who worked round the clock to get this done in a very short time period.

f.) Field Phase III Project

Supt. Lavoie reported that the Field Phase III Project is around 90 % completed. The grass is in place. We need to finish the foundation on the infield of the softball field for the garage. The power is completed and now we need to hook up the electricity to the pumps. Within the next few weeks, it should be mostly complete. On Phase II, the scoreboard was completed, and we are waiting for the sound system. Supt. Lavoie reported that on Phase II, Ms. Infante and Ms. K. Ayala have been working with the alumni to obtain an alumni circle. We will be selling bricks. I am asking the committee to give it some thought of calling that field the Alumni Field. Ms. Fitzgerald asked if it currently has a name? Supt. Lavoie reported that it does not.

g.) Fire Department Building Inspection

Supt. Lavoie reported that we had the building inspected on Thursday. We had no violations and the fire department was extremely impressed with the cleanliness. Mr. Rossi asked if we had any violations last year? Supt. Lavoie reported that we may have had some minor issues with exit signs. Supt. Lavoie reported that our Facility Director and his team does an outstanding job in making our school safe. Ms. Fitzgerald wants to acknowledge as a District Committee that the maintenance department has done an outstanding job and wants to let the head of the department know how please the District Committee is and to give credit to him and his workforce.

MOTION: Ms. Fitzgerald moved to let the head of the maintenance department know how pleased the District Committee is with the inspection and to give credit to him and his workforce.

2ND: Mr. Rossi

VOTE:

Roll Called by District Recorder:

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

#17549

h.) After Dark Program

Supt. Lavoie reported that the After Dark Program started two weeks ago. We have 48 students in the entire program. We have four programs that are running. We have Machine Tech, which is in its third year, HVAC which is in its second year and new this year is Metal Fabrication and Automotive. We have 29 new students this year. We had hoped to have more students, but because of remote learning and COVID, Lawrence had a hard time recruiting this year. We received a grant of \$200,000 to start the two new programs from the Dept. of Ed. I spoke with them and they still wanted us to run the program even though the numbers are down. I wanted to make sure we would not have a problem with funding. In the future, we will work on coming up with new strategies to recruit more students. Ms. Moreta asked how many new students are enrolled. Supt. Lavoie reported we had 29 new students. Mr. Surillo asked if the grant was only written for Lawrence. Supt. Lavoie reported yes, but we would have liked to include Methuen, however it was too late for this grant. I will discuss it with our community superintendents in our next meeting.

i.) Workforce Development

Supt. Lavoie reported that we have one adult program running in the building and it is for Metal Fabrication/Welding. There are 15 adults enrolled in the program. There are two instructors teaching and it runs four days per week until March. They are currently in their 3rd week. This is a grant program through Workforce Development, Mass Hire to teach hands on welding in the shop. Mr. Surillo asked

what the requirements are for the program. Mr. Lavoie reported that they have to apply through Mass Hire. Ms. Disla asked what this program is for? Supt. Lavoie reported it is for teaching adults how to weld and to help them obtain more job opportunities for adults.

j.) Grant Opportunities

Supt. Lavoie reported that we are working on a Planning Grant for next years After Dark Program. This is a \$15,000 planning grant to develop the plan and proposal for the full-time grant. This is for the preliminary work being done and will be submitted tomorrow. We will use that funding to look at the program and improve it and do a better job with recruitment. Ms. Fitzgerald asked if we can include Methuen in this? Supt. Lavoie reported that we are putting in this grant that we want to expand to our communities

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

e.) Job Postings

Chairman Lamontagne reported that this job posting was added to the agenda for a vote, due to importance of our upcoming Back to School Night.

- Back to School Night Translators, up to 15 bilingual (English/Spanish) staff members to support translation at Back to School Night (not open to members of the teacher's or administrative units), \$25.00/hour, 11/5/20, annual position. We additionally need a few translators for open house (2).

Ms. Freedman reported that we are breaking up to meet with families in cohorts, we need every cohort to have a translator with them.

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

2ND: Ms. Fitzgerald

Discussion: Mr. Surillo asked if we have a job description. Supt. Lavoie reported that we do not have a job description. Their responsibilities are to translate to the parents/students in a cohort. Ms. Freedman reported that we don't have a job description, even though this is being done remotely. We did the training already for the people that are setting up the zoom. Mr. Surillo asked if we are translating in any other languages. Ms. Freedman reported that she can check with our EL Coordinator and see what we have done for other languages in the past.

VOTE:

Roll Called by District Recorder:

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

#17550

Chairman Lamontagne asked if the open house video will be going out in Spanish. Ms. Freedman was not sure. Supt. Lavoie reported that we could have it go out in the two languages.

10. FUTURE AGENDA ITEMS

Ms. Disla requested to see a report on the students out working on Co-op at our meetings. Chairman Lamontagne asked the Supt. to have a Co-op report at every meeting. Mr. Rossi asked about the two COVID positive cases that was reported in our building. Supt. Lavoie reported that we sent out an email to the District Committee and staff. Anyone that was considered to be in close contact has been tested. Our Contract Tracer was notified. All the tests came back negative.

11. ADJOURNMENT

MOTION: Ms. Fitzgerald moved to adjourn at 6:45 p.m.

2ND: Mr. Rossi

VOTE: Unanimous

#17551

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director