



Greater Lawrence Technical School

**DISTRICT COMMITTEE
REORGANIZATION MEETING MINUTES
MEETING #1802
April 6, 2021**

<u>Members Present:</u>	Leo Lamontagne	Lawrence	Chairperson
	Marilyn Fitzgerald	Andover	Vice Chairperson
	Frank Rossi	North Andover	Assistant Treasurer
	Zoila Disla	Lawrence	
	Vivian Marmol	Lawrence	
	Anngybel Moreta	Methuen	
	Francisco Surillo	Methuen	

Members Absent:

<u>Others Present:</u>	John N. Lavoie	Superintendent-Director
	Susan Zielinski	Principal-Interim
	Maria Silva	Business Manager
	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. FINANCE REPORT

a.) FY21 Budget

Ms. Silva provided a document that shows the FY2021 Budget Transfers that she is requesting. Ms. Silva reported that the bulk of the transfers are for the teachers and the paraprofessional’s raises. There was a lot software that continues to be purchased due to learning on line. We are also receiving most of the money to offset those budget transfers from our contingency account which is the account we set up for storing all the raise money. Long-term subs/regular subs, were not used as much. Tech hardware and Chromebook leases were purchased from the COVID Grants. Some of the services for our students did not get utilized and additionally coaches’ salaries and charter funds, because of the lack of sports. Supt. Lavoie recommended that the District Committee transfer the funds into accounts that need to be funded, mostly staff raises, software and hardware that was purchased. Some funds in carpentry, electrical and plumbing were used for projects around the building while students were not in.

MOTION: Ms. Fitzgerald moved to approve the transfer of funds into accounts that need to be funded as stated by Ms. Silva and Supt. Lavoie.

2ND: Mr. Rossi

Ms. Fitzgerald reported that she feels the transfers are warranted with all that we have gone through this year.

VOTE: Unanimous

#17680

b.) Tuition Revolving Account

Ms. Silva reported that we have the Lawrence High School students that come to our afternoon programs. It is being partially funded through the chapter 74 money that Lawrence High receives for these students. Last year was the first year we received the funds for the programs, but because they were received late, it went into this fiscal year. For this fiscal year, we are going to receive \$247,000 to fund the program. After speaking with DESE, we need to open up a tuition revolving funds in order to put the \$247,000 funds received from Lawrence High School for tuition.

MOTION: Mr. Surillo moved to open up a Tuition Revolving Account.

2ND: Ms. Fitzgerald

Ms. Disla wanted to clarify that we are opening up a new Tuition Revolving Account? Ms. Silva reported that every meeting you receive a copy of the revolving accounts in your packet which includes money that is brought in by services that we provide. In order for us to open up a new revolving account, the District Committee has to vote on it. This account will be used for current and future tuition we receive from anywhere, not just Lawrence High School. What happened last year is that we didn't receive the funding until July and it was booked for FY20. Therefore, the funds went into our E& D account. This revolving account will allow us to get the funds whenever we receive it. Ms. Marmol asked if we charge tuition for the Lawrence High School Program? Ms. Silva reported that GLTS does not charge personally, but it is charged at the state level, per student. The per student rate is \$4,942.34. The Smith Family Foundation has helped fund the program for the first two years. Mr. Rossi asked if we have any out of district students. Ms. Silva reported that we do not but we have we have students in our district that attends Whittier and Essex Tech.

VOTE: Unanimous

#17681

c.) FY22 Budget Report

Ms. Silva reported that she wanted to give the District Committee a preliminary view of the FY22 Budget. The numbers have changed since this report and may continue to change. You will be going home tonight with the Budget Binder. There are several sections not in the binder due to COVID. If you have any questions, please let me know. Ms. Silva reported on the FY22 Chapter 70 Summary. Ms. Silva reported on the ESSER II Allocation Available to Fund Increase in Required District Contribution: ESSER II allocation: \$2,207,679, 75% of ESSERII allocation: \$1,655,759, Change in required district Contribution over FY21: \$975,541. She reported on the Foundation Enrollment in Regional District: The change is Andover: 14. Lawrence: -2, Methuen: 30 and North Andover: 9. The overall change for the Required Minimum Contribution to Regional District is \$975,541. Ms. Silva reported that all Districts receive \$21,728 per student. The next pages of the report represent FY22 Chapter 70 Apportionment of Local Contribution Across School Districts. Ms. Silva reported on Required Minimum Local Contribution to region per DESE on 12/14/20 FY21 and 1/27/21 FY22 for each town/city. The change in required Minimum Local Contribution is \$975,541. The percent of total required district contribution FY22 is: Andover, 14.02%, Lawrence, 24.11%, Methuen, 51.21% and North Andover, 10.67%. Minimum Local Contribution: Andover, \$592,485, Lawrence, \$1,373,274, Methuen, \$2,547,307, North Andover, \$450,803, with a total of \$4,963,869. Ms. Silva reported on the non-Foundation: Net Busing, OPEB Trust Fund, Fixed Assets (Capital Improvement), with a total Non-Foundation of \$1,771,823. FY2021 was the final year to pay off the 50 million bond which is a huge reduction for the cities and towns for assessment. There are still two bonds, one being the field bond and the MSPA bond which ends in 2024. The Estimated Foundation Revenues, Chapter 70 Aid: The minimum contributions in Andover increased by \$48,230 and North Andover, \$8,596. No increase for Lawrence and Methuen. The Estimated Non-Foundation Revenues: State Reimbursements: SBA Grant, which was paid off and Transportation. The total Estimated Operating Budget is: \$37,731,429 which is a decrease of \$2,000,730. Ms. Silva reported that this is a big picture and it will be more detailed in the budget binders that you will take home with you. This is based on the function codes that are provided and broken down.

Ms. Silva reported that we will vote on this at our next meeting, April 20, 2021. Chairman Lamontagne asked if we need to vote on receiving the budget, not accepting the budget tonight. Supt. Lavoie reported that the District Committee does not have to vote to receive the budget. Ms. Fitzgerald asked if there are any city/towns that are going to vote on this prior to us voting on it. Ms. Silva reported that no. Andover's meeting is June 5th and is usually the first. Chairman Lamontagne asked if we need to change the date of our next meeting from April 13th to April 20th. Ms. Silva reported that she has to post it in the paper two weeks prior and we need six weeks prior to the town/city meetings. Ms. Silva and Supt. Lavoie reported it is their recommendation to move the meeting until April 20th.

MOTION: Ms. Fitzgerald moved to change the next District Committee Meeting to April 20th in place of the original meeting on April 13th.

2ND: Mr. Rossi

Ms. Disla commented that it wasn't clear that this meeting tonight was a special meeting for reorganization and election of officers. Ms. Silva reported that at the next meeting the budget will be presented in more depth than tonight. Supt. Lavoie reported that on the calendar that was given to the District Committee at the beginning of the year, it shows that next week would be our scheduled meeting. It also shows that between last meeting and next week's meeting it would be our Reorganization Meeting and the date would be determined. It is typically the first day in the month of April but two members could not attend on Thursday so it was moved to Tuesday, April 6th. The budget book that Ms. Silva will be giving you, will be in more details. Tonight, was a preliminary overview and wanted to give you more time to look over the budget. Please call Ms. Silva or myself if you have any questions. Ms. Disla commented that Ms. Silva's presentation wasn't like last years and that is why she felt this meeting was confusing.

VOTE: Unanimous

#17682

3. OLD BUSINEES

a.) Policy

Supt. Lavoie reported that a document was provided in your packet that is a new policy that is required by DESE. The policy provides the regulations and what is required by law and the rights for homeless, military and foster students regarding their education.

MOTION: Ms. Fitzgerald moved to adopt the new policy for homeless, military and foster students.

2ND: Mr. Surillo

Mr. Surillo reported that the Lawrence School District has a workshop for all their staff on rights and regulations. Are you doing this for your staff? Supt. Lavoie reported that we have not done any planning or professional development on these policies until they were approved. Ms. Fitzgerald asked if these policies are ours. Supt. Lavoie reported that these policies are new policies that the Department of Education would like us to adopt. Ms. Disla wanted to clarify that this is a policy that was written by the Department of Education. Supt. Lavoie reported yes.

VOTE: Unanimous

#17683

4. PERSONNEL

a.) Job Postings

- MA Clean Energy Center Learn and Earn Program Co-Coordinator-Teacher Leadership Role (**Grant Funded**, 2 Positions, see attachment).
- MA Clean Energy Center Learn Program Instructors (**Grant Funded**, multiple positions, see attachment).

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

2ND: Mr. Surillo

Ms. Disla reported that these two jobs are based on a grant. Supt. Lavoie reported that we were not able to run this last summer due to COVID, so it has been moved to this summer. Ms. Disla reported that she wanted to make sure that the people that will be hired know it is temporary. Also, the second position states multiple positions, how many are we hiring? Ms. Zielinski reported that it will be based on the enrollment of students. Ms. Disla reported that we need to have an estimate. Supt. Lavoie reported that we can vote on the first job, so they can start planning and hold off on the second position until we know how many positions.

MOTION: Ms. Fitzgerald moved to amend her first motion to only include the first job posting, MA Clean Energy Center Learn and Earn Program Co-Coordinator-Teacher Leadership Role

2ND: Mr. Surillo

VOTE: Unanimous

#17684

- Metal Fabrication Instructor, Teachers Local 1707, SY2021-22, Replacement-Retirement (See attachment).
- Auto Collision Instructor, Teachers Local 1707, SY2021-22, Replacement Position (See attachment).
- Robotics/Automation Instructor, Teachers Local 1707, SY2021-22, New Position (See attachment).

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

2ND: Mr. Rossi

Ms. Disla commented that she likes to see the education and requirements and glad it is showing this.

VOTE: Unanimous

#17685

- Electrical Systems Technician Instructor, Teachers Local 1707, New Position, SY2021-22 (See attachment).

Supt. Lavoie reported that we are expanding the electrical curriculum to include low voltage wiring and so we can take in more students. We have approximately have about 120 students that want this program and we can only take in about 25 students. This will allow to take in additional 25 students into electrical.

- Landscape Construction Instructor, Teachers Local 1707, SY2021-22, New Position (See attachment).

This is a new program that will be in its fourth year and in order to expand the program and add another grade level, we need another teacher.

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

2ND: Ms. Disla

Mr. Surillo reported that the Commissioner gave waivers for licensing during COVID, is that waiver still in effect? Supt. Lavoie reported that he has not heard about next year. Mr. Rossi asked if the Electrical Program is the largest in the school? Supt. Lavoie reported that once we expand the program it will become the largest technical program. The Health Assisting Program is the largest now. Ms. Fitzgerald commented that she is thrilled that we need a fourth teacher in the programs we are expanded.

VOTE: Unanimous

#17686

- Athletic Facilities Field Manager, Field Rental, SY2021-22, New Position (See attachment).

Supt. Lavoie reported who will oversee rentals and repair and maintenance of the field. This person will also be present at all events and rentals. They will have their office in the concession stand, upstairs. They

will oversee the budget for the field. This person will be managing all that and is a critical position if we are going to take care of the fields.

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

2ND: Mr. Rossi

Ms. Fitzgerald asked if this person would oversee indoor rentals too? Supt. Lavoie reported just outdoor rentals. Ms. Marmol asked if this is this any duplication on what we had agreed to with Seacoast. Supt. Lavoie reported that this does not duplicate any agreement we would have had with Seacoast. We don't have a contract with them. We rent to them like everyone else. If we did give them a long-term lease, they were looking at taking care of the fields. This was a smart decision on the District Committees part. If we have our own people invested in it, they will take good care of it at the highest level. Ms. Fitzgerald asked about the qualifications and hope that we hire the right person. Ms. Disla asked about the job description. What department does this person work under? Supt. Lavoie reported that this person would work under the Athletic Director. However, they work closely with the Facilities Director. Ms. Disla asked what the salary is? Supt. Lavoie reported that it is expected to be between \$65,000-70,000. Our goal is to pay the salary through our rental fees. We are funding it for the first year, because of COVID which didn't bring in the money from rentals. We also want to hire a person that has the ability to bring in good clients and more money to put in a revolving account for the future of the facilities. Ms. Disla asked who will be hiring this person? Supt. Lavoie reported that we would put a committee together as we always do. The Athletic and Facilities Director will be part of it and maybe Ms. Silva for the financial aspect. Ms. Marmol asked about the hiring committee and if this is something we always do? Supt. Lavoie reported yes and it is in our school policy. Ms. Marmol asked if the District Committee can be part of this. Supt. Lavoie reported that it is not the responsibility of the District Committee to hire staff and is stated in the laws. Ms. Marmol wanted to clarify if Merrimack College is the only long-term lease we have. Supt. Lavoie reported that Merrimack College is our only long-term lease. At one point we thought that we may give Seacoast United a long-term lease, but the committee voted no. We have no intentions of renting out our fields for long-term. Merrimack College has worked out, but we would have to think long and hard before we get into a situation like that again. Ms. Marmol asked if the District Committee is privy to these leases. Supt. Lavoie reported that the District Committee would have to vote on them and will get a copy of the RFP before the vote to make changes if warranted. Ms. Marmol asked Ms. Lally to provide her with the Merrimack College Lease. Chairman Lamontagne reported that one member cannot make a change to an RFP. It has to be from the entire committee. Ms. Fitzgerald asked about the salary and asked if this a full-time position or a part time position since it may be slow in the winter? Supt. Lavoie reported that this will be a yearlong non-rep position. We are hoping that is the price range and hopefully there is a lot of college graduates that will have the experience. We have the barn that we are building and there may be repairs and getting ready for the spring season. There is not a lot of down time. We can see them supporting the facilities staff too. Ms. Disla reported that the education and experience does not match the title. I think we should wait to move on this decision. Supt. Lavoie asked if you feel that the experience should be Bachelor's Degree and not preferred? The reason we put preferred is that there are a lot of long-term experience people that have an enormous amount of experience but not a bachelor's degree. You may not find a lot of people with a degree, that may not be as qualified as someone that has 15 years' experience in this field. Supt. Lavoie asked Ms. Disla if she would like to see something where experience means value? Ms. Disla stated that it needs to be more specific because she would be able to apply and get the job with no experience as stated now. Supt. Lavoie would add in lieu of a Bachelor's Degree, I will add experience. Ms. Fitzgerald reported that she would like the Bachelor's Degree Preferred first before the experience. Five years of experience with the degree would satisfy her. Mr. Rossi reported that the title with Manager is even part of the salary scale. Chairman Lamontagne reported that this is a non-rep position. Mr. Surillo agrees with the title and salary. Ms. Disla would like to table this until April 20th. Chairman Lamontagne asked Supt. Lavoie if we table this until next meeting, would this be to late? Supt. Lavoie reported that we probably will not have anyone in place for the spring season. We could change the salary from \$65,000-\$80,000. Manager can

mean many things. They may not be managing people, but managing the scheduling, field, clients, and time that people are using the field. Ms. Fitzgerald asked if there is money to bring the person on before July 1, 2021. Ms. Silva reported that we have money in our contingency account for this position.
MOTION: Ms. Fitzgerald moved to table this job until April 20, 2021.

2ND: Mr. Rossi

VOTE: Unanimous

#17687

5. EXECUTIVE SESSION

MOTION: Mr. Surillo moved to go into Executive Session at 7:21PM for Contract Negotiations.

2ND: Ms. Marmol

VOTE:

Roll Called by District Recorder:

Ms. Disla Yes

Ms. Fitzgerald Yes

Ms. Marmol Yes

Ms. Moreta Yes

Mr. Rossi Yes

Mr. Surillo Yes

Mr. Lamontagne Yes

#17689

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

6. REORGANIZATION & ELECTION OF OFFICERS

a.) District Recorder

Chairman Lamontagne opened up the floor for nominations for District Recorder. Typically, that is the Superintendent's Executive Secretary.

MOTION: Mr. Fitzgerald moved to nominate Susan Lally for District Recorder

2ND: Ms. Disla

VOTE: Unanimous

#17689

b.) Assistant Clerk

MOTION: Ms. Fitzgerald moved to nominate Susan Lally for Assistant Clerk

2ND: Ms. Marmol

VOTE: Unanimous

#17690

c.) Clerk

MOTION: Ms. Fitzgerald moved to nominate Supt. Lavoie as Clerk.

2ND: Mr. Rossi

VOTE: Unanimous

#17691

d.) Assistant Treasurer

MOTION: Mr. Surillo moved to nominate Ms. Disla for Assistant Treasurer.

2ND: Ms. Marmol

VOTE: Unanimous

#17692

e.) Vice Chairman

MOTION: Ms. Disla moved to nominate Ms. Marmol for Vice Chairman.

2ND: Mr. Surillo

MOTION: Ms. Fitzgerald moved to nominate Mr. Lamontagne as Vice Chairman.

2ND: Mr. Rossi

VOTE:

Roll Called by District Recorder:

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

#17693

Ms. Marmol four (4) votes

Mr. Lamontagne three (3) votes

Ms. Marmol becomes the Vice Chairman

f.) Chairman

MOTION: Ms. Marmol moved to nominate Mr. Surillo for Chairman.

2ND: Ms. Disla

MOTION: Mr. Rossi moved to nominate Ms. Fitzgerald for Chairman

2ND: Mr. Lamontagne

VOTE:

Roll Called by District Recorder:

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

#17694

Mr. Surillo four (4) votes

Ms. Fitzgerald three (3) votes

Mr. Surillo becomes the Chairman

MOTION: Mr. Rossi moved to accept Mr. Surillo as Chairman.

2ND: Ms. Fitzgerald

VOTE:

Roll Called by District Recorder:

Ms. Disla	Yes
Ms. Fitzgerald	Yes
Ms. Marmol	Yes
Ms. Moreta	Yes

Mr. Rossi Yes
Mr. Surillo Yes
Mr. Lamontagne Yes
#17695

g.) Seating Chart

Ms. Fitzgerald would like to draw from a hat for the order of how we vote. We can stay in the same seats. Ms. Disla wanted to clarify that this was not for the seating. Ms. Fitzgerald reported that she does not care if we change seats, she would like to change the order of the votes. Sometimes it will come up that your last vote will be the deciding vote and it is not fair. It would be fair for one year. Ms. Lally had Mr. Lamontagne pick names out of a hat for the order of roll call. The seating will remain the same

MOTION: Ms. Fitzgerald moved to change the order of roll call for one year.

2ND: Ms. Disla

VOTE: Unanimous

#17696

The order of the roll call will be as follows:

1. Mr. Rossi
2. Ms. Fitzgerald
3. Ms. Disla
4. Ms. Moreta
5. Mr. Lamontagne
6. Ms. Marmol
7. Mr. Surillo

MOTION: Mr. Lamontagne moved to Adjourn at 8:19PM

2ND: Ms. Marmol

VOTE:

Roll Called by District Recorder:

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

#17697

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director