



Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1803
April 20, 2021**

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

<u>Members Absent:</u>	Frank Rossi	North Andover
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<u>Others Present:</u>	John N. Lavoie	Superintendent-Director
	Susan Zielinski	Interim-Principal
	Maria Silva	Business Manager
	Gerry DiStefano	Treasurer
	Susan Lally	District Recorder

Roll Call was taken by Chairman Surillo: Mr. Rossi (Absent), Ms. Fitzgerald, Ms. Disla, Ms. Moreta, Mr. Lamontagne, Ms. Marmol and Mr. Surillo are all present.

1. CALL TO ORDER

Chairman Surillo called the meeting to order at 6:00 PM with a pledge of allegiance and a moment of silence.

2. MINUTES

MOTION: Mr. Lamontagne moved to approve the minutes of March 26 & April 6, 2021

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17698

3. FINANCE REPORT

a.) Cash Balance Report

Mr. DiStefano read the report into the record.

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17699

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report
No Discussion

e.) FY22 Budget Presentation

Ms. Silva presented the “Enrollment Overview” and reported that the change in enrollment by community from FY21 to FY22 is Andover, +14, Lawrence, -2, Methuen, +30, and North Andover is +9. The FY22 “Budget Overview Highlights” are reported as: overall increase in Foundation Budget is 3.1%, overall decrease in Non-Foundation is 5.2% and the overall decrease on total operating budget is 5.0%. Ms. Silva reported that the “Increases to the Foundation Budget” are new instructors, replacement instructors, new paraprofessional, support staff, health insurance (Increase due to new staff), personnel salary increases & building renovations & upgrades. “Increases/Decreases” to the Non-Foundation Budget are fixed assets-capital improvement, long term debt/service-HVAC Bond & Athletic Field Bond. Ms. Silva reported the “Foundation Revenues” which are State Aid: Chapter 70 Aid, Member Community Minimum Contributions, Misc. Revenues and E & D Revenues. Total Preliminary FY2022 total estimated foundation revenues of \$34,923,809. Non-Foundation Revenues which are State Reimbursements: SBA Grant, Reg. Sch Transportation, Total State Reimbursements for FY2022 is \$1,035,807. Member community Assessments totaling \$1,221,873. Total estimated non-foundation revenues: \$2,807,680. Total Estimated Revenues are: 37,731,489 which is a decrease of \$2,000,680. “Non-Foundation Overview”: Minimum Local Contribution, Toward Foundation, \$5,882,584, ESSER II Reduction allowed \$(918,715), New MLC is \$4,963,869. Non-Foundation, Net Busing, OPEB Trust Fund, Fixed Assts, Long-term Debt/Service, Total Non-Foundation \$1,771,873, FY 2022 Total Due, \$6,735,742. School Enrollment, GLTS-1,635, Choice Students at other Voc./Tech Schools-10, total 1,645. Supt. Lavoie reported that the overview is built on the number of students enrolled in the school as of October 1, 2020 which is what this budget is built on. It is not unusual for the total number to change between now and July 1, 2021 when it is approved by the state. We also have staff that may retire or go to another school that could change the numbers between now and the end of the year. Ms. Fitzgerald wanted to clarify the amount of money that was reported under Maintenance for furniture. Ms. Silva reported that we only have one line for furniture and we had put some money in there in case of renovations. Supt. Lavoie reported that some of the things we are looking to renovate is Cosmo, Auto body and Tech, and Electrical. We will bring it to the District Committee when we have more information.

f.) FY22 Budget

MOTION: Ms. Fitzgerald moved to approve the FY22 Budget as presented.

2nd: Mr. Lamontagne

VOTE: Unanimous

#17700

4. COMMUNICATIONS

a.) Donations

None

b.) Articles

- *Team Playing Boys due to Pandemic, Eagle Tribune*

Supt. Lavoie reported that this received a lot of notice even the Boston Globe published this. The season went very well but had to miss the last three days due to having to quarantine. The students enjoyed playing together and enjoyed the competition.

- *Two Greater Lawrence Tech Seniors Nominated*

Supt. Lavoie reported that there are only five students across the state who will be nominated for this award. Two of the five nominated are from our school that will go on to Washington. We are extremely

proud and they are well deserved. If you read the article, you will see why they have been selected. It is highly impressive. The young man's brother was a presidential scholar about four years ago as well. We are very fortunate to have a school that has students that have such high integrity and school participation. I would also like to recognize the staff for their support and their help with the great success of the students.

c.) Public Participation

None

5. REPORTS OF THE SUPERINTENDENT-DIRECTOR

a.) Plan for In-Person Learning for Academics

Supt. Lavoie reported that on May 3rd we would like to bring back academic students that are failing two or more subjects. The purpose is so the students can stay more focused and be in school to receive the support that they need every day, which will be more effective. It will be a hybrid plan based on their schedules which will determine when they will be coming in. We will not be changing their schedules. We feel it will not impact our safety in the building to bring these students back.

MOTION: Mr. Lamontagne moved to approve the return of academic students for in-person learning on May 3, 2021.

2ND: Ms. Fitzgerald

Ms. Marmol asked if we are looking to bring in all grade levels. Supt. Lavoie reported yes and that our plan is to transition in around 95 students to start on May 3rd. That number could change based on our progress, but we have identified 95 students we feel that is critical to bring in at this time. Ms. Marmol asked if there were more than 95 students failing. Supt. Lavoie reported that there were more than 95 students that were failing at our half way point, but some have made progress. Since our last review we decided to bring in the highest at-risk students. Ms. Disla asked if we have enough tracking devices/monitors for the students? Supt. Lavoie reported that we do and we have also ordered more devices. A report on the tracking devices will be provided at the next meeting. Mr. Surillo asked if DESE requires all high school students to return to in-person learning, can we accommodate this request. Supt. Lavoie reported that we would not bring them all back at once, it would be in a hybrid model. We want to maintain the social distancing protocol.

VOTE: Unanimous

#17701

Part 2-All Teachers to Report to the Building five days per week.

Supt. Lavoie reported that we need to vote on bringing in all teachers to the building five days per week. We had an MOU with the teachers and it was never completed. The District Committee would have to vote to bring in all teachers on April 26th, five days per week. They are aware that they are expected to return, but I believe we need to vote. Ms. Fitzgerald reported that she thought that we voted to bring them back to the building a while ago, regardless of the MOU. Supt. Lavoie reported that we may have, but I just wanted to make sure we did.

MOTION: Mr. Lamontagne moved to approve the return of all teachers to the building on April 26, 2021.

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17702

b.) Admissions Report

Supt. Lavoie reported that we have 1,041 applicants that have applied this year. About 400 applicants have accepted. We have sent out about 525 acceptance letters with an additional 50 for students that were on our waitlist or who were late to send in their application. This would be a total close to 600 that we have sent acceptance letters to. This year we are opening up exploratory for graphics which opens up around twenty additional slots and we are expanding the curriculum in electrical which will open up

another twenty slots. Ms. Marmol asked how many students are on the waiting list. Supt. Lavoie reported that we started with 300 hundred on the waiting list but we are taking in approximately 50 more off the waiting list. The waitlist may have gone up more because of late applicants. Once we reach the 450 acceptance, then we will not take in any more students. Ms. Disla reported that she had a few families reach out about the next steps after receiving a waitlist letter. I am looking to have a better understanding on why they are denied and placed on a waiting list and what will be their next steps. Supt. Lavoie reported when a student is either denied or put on a waitlist, a letter goes out and it describes their right of appeal. After reviewing the request, a meeting is set up with the Director of Admissions to review and make a final decision. It is all explained to them in the letter. If someone is having a difficult time understanding the letter, please have them call the admissions office and we would be happy to help them. Supt. Lavoie reported that he will take a look at the letter and make sure that it has the details on the appeal process. Ms. Disla reported that she has the letter and read it. It does state the process and she will be in touch with the families that have reached out to her. Ms. Fitzgerald reported that the District Committee had asked for the letter to have more details and after we received the new copies, we approved the letter. Ms. Disla asked if the letter is also being sent out in Spanish? Supt. Lavoie reported that it is. A change this year is that the appeals will be processed as they come in and will not be processed at the end of the year like prior years. I felt that was not fair to the students and parents.

d.) Co-op Report

Supt. Lavoie reported that we have 152 juniors and seniors on co-op. Given tough times right now, I am happy to see this. Health Assisting, Electrical and Plumbing has quite a few students out working. We have a good response with the Construction Trades. We see a lot of demand for students in these programs.

e.) Supt. Initiatives

Supt. reported that he would like to give the committee an idea of initiatives that he will be working on in the next school year. This is my 11th year in this position, and this year in particular almost every industry is making major changes to their industries based on the reports we are getting from our advisory committees and different reports that I received this year. We need to take a serious look at all our technical programs and our curriculum to plan and prepare for the future changes. One major change is with President Biden's initiative on climate change. Climate change jobs will be booming in the very near future. It will have a major impact in most of our programs. We need to start a five-year strategic plan looking at all of our vocational programs. That is my number one initiative over the next year to do an analysis of all the programs based on technology and changes in the industry. Supt. Lavoie reported that he will be working on a feasibility study to determine the need for new chapter 74 programs. One program is Environmental Science. More information will be provided over the next few weeks. I serve on the Workforce Development Board and a few other boards and work closely with the Department of Labor. Another initiative is an analysis of all academic programs to determine proper work to support vocational integration and preparation for college opportunities. Being in the business of preparing students for the work world is our number one mission upon graduation. One of our big projects is we are looking into curriculum development around all six strands of vocational frameworks. Another initiative is an analysis of the building to ensure adequate space for existing and new programs. We will be developing a letter of interest to apply for MSBA funding to support building expansion. There is a bill in the senate that is asking for a three billion dollars in the state budget over the next ten years to support expansion of vocational education and buildings. We have put in three applications over the last three years and have been denied, because MSBA does not award money for building expansions. However, for the first time, under the new law they are looking at approving building expansion. Mr. Frank Moran who is our state representative is co-chairing that bill. I will be looking at having a breakfast for our state legislators in June to look at the expansion of our school and to look for their support. Supt. Lavoie also reported that another initiative is to develop a new admissions policy to align with the new state guidelines. The letter has been provided to the District Committee from DESE. They have been

concerned about the amount of the students that are on a waitlist across the state. They want to make sure our admission policy is fair and equitable. A recent review of our policy sited that in one area we should be taking in more ELL students. Our percentage is a little low. We feel it is important at this time to work on this. It will come before the District Committee for approval before our next admissions in October. It is also open to public comments and if you are interested, you can go on the website and comment. Another initiative is to analyze conditions for school effectiveness survey to determine school improvement plan for the school year 2021-22. We started this survey in 2011 and it has helped giving us a good guideline where the school needs improvement from teaching and learning to programming and leadership. It has been a tool that has helped us improve the school. Another initiative is the development of consistent school-wide professional development program for the school year 2021-22 has been put in place about ten years ago. It is built on the results of the effectiveness survey and the school improvement plan. It is analyzed by about ten staff members. Develop an administration summer retreat program which includes curriculum and competency reporting schoolwide initiative, administration relationship and team-building initiative. This is driven partially by the survey and improvement plan. We try to build everything in a very systematic way. A big piece this year will be about administration relationships. Some of our relationships have suffered due to the pandemic. Another initiative is to develop a proposal for the expansion and renovation of Cosmetology, Automotive and Autobody. We have put money in the budget to address these things. Automotive to include work on electric cars. We want to prepare students in that program to be able to do this. Probably my biggest initiative is to develop STEAM into a 9th through 14th grade institution that targets 6-8 engineering disciplines. One vision for the last three years is to expand STEAM into a program that a student starts in the 9th grade and continues until the 14th grade so that students will graduate with an Associates degree as an Engineer Technician. At the 12th grade, they would go an additional two years to receive their Associates Degree and that would offer opportunities to get employment. They will be graduating with a higher knowledge and skills or they can continue on to college and receive their Bachelors degree. This would be the first in the state of Massachusetts. In working with many corporations, they are telling us that a student that has a high level hands-on and thinking skills are needed. We are looking at possibly a building outside the school. I will be outlining the proposal in the very near future. I think the concept would offer great opportunities for young people. In the last eleven years since I have been here, I always thought that Greater Lawrence was a vocational technical school that prepared students for a job upon graduation, but we have grown into more than just a high school. We have grown to be a school that also serves our community. Workforce Development Programs have grown and over 120 opportunities for adults and our afternoon programs. We are a three-shift school. GLTS is the most important educational institution to our communities then any other. We prepare students and adults in our community, which has a high percentage of middle-class hard-working populations that need to develop opportunities and skills. All schools are important but we do provide a livable wage job. I have also provided my past initiatives in this report. Ms. Marmol asked how low are we on our ELL numbers compared on what is required. Supt. Lavoie reported that it is really not so much about the numbers but it is about our policy and our scoring. Is this a fair process on how we accept students? Our waiting list will always be high if we continue to have 1200 students because the school can only hold so many. The opportunity to continue to add new programming adds more opportunities to expand the number of students we can accept. It is about being fair and equitable to all students who apply here. Supt. Lavoie report that we are about 5% lower than DESE wants us to be. Chairman Surillo recommends that all committee members read this letter from DESE and if you have any concerns, please participate in this. Ms. Fitzgerald asked if there was a timeline when the vote will happen on changing these policies or are these just recommendations. Chairman Surillo reported that right now it is for public participation and the vote will happen in June.

f.) Mayor Perry's Visit

Supt. Lavoie reported that Methuen's Mayor, Neil Perry attended our school for a tour. He was highly impressed to see the growth of the school and the new programs. Last year we took in thirty more Methuen students and was happy to hear that. He was highly surprised to see the Robotics Programs and

the new Advance Manufacturing Programs which has been a big change since the last time he was here. He believes in what we do and will continue to support us in any way he can

g.) *Principal's Report*

- *In-Person Learning*

Ms. Zielinski reported on in-person learning by grade level: This is the first week we had all grades for in-person learning. We have around 1100 students either in the building or out on co-op. We have identified the students that at our highest risk and in danger of risk and we will be working with them in the building providing in-person support.

- *Assessment Update: MCAS*

Principal Zielinski reported that the Commissioner was recommending for our juniors that we modify the competency determination. As of right now we will be testing our grade ten students on May 27th & May 28th for ELA and June 3rd & 4th for Math. We do have juniors that would like to participate and have an opportunity to sign up to be eligible for the Abigail Adams Scholarship. ACCESS Testing had a great participation rate. We have a makeup session on April 28th.

- *Senior Learning Plans*

Principal Zielinski reported that we are working really hard. It is a collaborate effort to support our seniors. They have been remote learning since last March. Guidance is heading this, but we have Administration, Special Ed Teachers, Learning Mentors & Families working together to support our four hundred and four seniors that we want to be in-person for graduation. Steps taken so far: Senior class assembly to review expectations and timeline, Class 2021 parent/guardian assembly to review above materials, counselors have met with seniors & families to outline their learning plan, learning mentors have been assigned to work with students & have started working with students, facilitator hired to coordinate communication to ensure we have up to date information and data, weekly meetings to share data and track progress on Mondays.

- *Reggie Overtime Podcast*

Principal Zielinski reported that we have our own Podcast, "Reggie Overtime Podcast". We have two advisors working with 13 students. They are partners with Compassionate Systems and the first episode is a discussion of "influential people in the black community, impactful events for persons of color and how the movie/tv business white washes actors/story lines"

- *GLTS Anti-Racism Book Discussion*

Principal Zielinski reported that we are having an Anti-Racism Book Discussion. The book is "I'm Not Dying with you Tonight" It is available free on line. Staff and student are invited to participate in a book discussion on Wednesday, May 19 at 8:00PM on zoom.

- *Other Clubs & Activities*

Principal Zielinski provide a list of clubs & activities, along with sports. These clubs are posted on the student activities calendar and promoted to students by teachers, counselors and club advisors: Anime Club, Book Club, Class Advising, Comic Book Club, Drama & Music Performing Arts Club, Fantasy RPG club (Dungeons & Dragons), Gaming/Film Club, Gay Straight Alliance, Juntos Podemos, Kaleidoscope Club, Skills USA, Student Council, Stand & Deliver Mentoring, Yearbook Club.

Ms. Fitzgerald asked if there are anything that the District Committee can help you with and the seniors. They have missed out. Ms. Zielinski reported that the seniors lost out on all the fundraising activities. We are working with teachers who have volunteered along with Ms. Marmol this Saturday in downtown Lawrence for a canning event. Supt. Lavoie reported that he wanted to thank the senior teachers and Administration team who have done an outstanding job putting this learning plan together for seniors. Ms. Marmol reported she was eager to reach out to Ms. Webster to see how she could help. We are going out to the communities in which we don't do that often, so we created a fundraising event to take place this Saturday in downtown Lawrence from 10:00-3:00. Mr. Surillo reported that he was wondering if we could have a student representative to report at the District Committee meetings. Supt. Lavoie reported that we usually have a student report, but because of the pandemic, we did not so that this year. Going

forward, we could have a member of the student council be present. Ms. Fitzgerald reported that we usually have two and would make sense to have someone from the junior class be a representative.

- *Student Vaccination*

Supt. Lavoie reported that now 16-year-olds and up are eligible to get vaccinated. We want to be proactive with our students so we have put a plan together to work with our clinic. We will be contacting parents and submitting a permission form to them. One of the Medical Assistance will schedule the appointments. A form/letter has been provided to the District Committee.

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*

- *Facility Rental & Field Management, Non-union, SY2021-22, New Position (See Attachment).*

Supt. Lavoie reported that we added facility rentals to this position. They will oversee the field rentals and the rental for indoor athletic facilities too. Ms. Disla reported that she wanted to make a motion to table this position. She would like to see more information in the job description. She believes the title should be coordinator instead of management. She wants to see the salary in the job description. Supt. Lavoie reported that the title was changed to management because of the recommendations of the District Committee last week. We felt that there may have been a misunderstanding as what the job was. This is to manage the field, the scheduling and watch the field when renters are there to maintain safety and to prevent damage. We feel that you may not need a degree, but have some experience in overseeing a facility like this. The salary will be in the \$60,000 range. Ms. Disla reported that it is not listed and since it was discussed that the money will be coming out of the rental funding, I want to table this.

MOTION: Ms. Disla moved to table the job posting Facility Rental & Field Management.

2ND: Ms. Marmol

Ms. Fitzgerald reported that the title should say Manager instead of Management. It should also list all the other obligations, such as facility rentals. Mr. Surillo asked if all rentals would be included. Supt. Lavoie reported that most rentals will be included, but I don't want to say all because some of them will need my approval.

VOTE:

Roll Called by District Recorder:

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

Mr. Surillo Yes
5 yes, 1 no
#17703

- *MA Clean Energy Center Learn Program Instructors, Grant Funded, 4 Positions, (See Attachment).*

MOTION: Ms. Disla moved to approve the job posting as listed.

2ND: Mr. Lamontagne

VOTE: Unanimous

#17704

- *Administrative Secretary, Discipline Office, Per Clerical Unit, SY2021-22, Replacement Position, (See Attachment).*

Ms. Disla reported that this job description is missing job requirements. She reported that she would like to table this.

MOTION: Ms. Disla moved to table the job posting, Administrative Secretary.

2ND: Ms. Marmol

VOTE:

Roll Called by District Recorder:

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

4 yes, 2 nos'

#17706

Ms. Disla reported that it is not cleared what is required. Ms. Fitzgerald reported that she is reading the job requirements differently than Ms. Disla. The requirements are Associates degree and five years' experience are the minimum requirements.

- *Chemistry Teacher, Per Teachers Contract, SY2021-22, Replacement Position, (See Attachment)*

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

2ND: Mr. Lamontagne

VOTE: Unanimous

#17706

Ms. Disla made a motion to table this position. Supt. Lavoie read the job posting.

- *Evening Adult Electrical Instructor, \$65/hr. for up to 300 hours of instruction, \$50/hr. of prep time for each class, up to 50 hours available, to be supported through a contract with the Commonwealth Corporation through the Career Technical Initiative funding awarded for an occupational skills training program in Electrical, May 15-August 15, 2021 anticipated start dates, New Position. (See Attachment)*

MOTION: Ms. Disla moved to table this position Evening Adult Electrical Instructor.

2ND: No 2nd

Motion dies

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

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

5 yes, 1 no

#17707

- *Curriculum Development (English and History), \$35/hr., Summer 2021, Up to 12 members of the English Department: up to 10 members of the History Department for up to fifteen (15) hours each to review curriculum alignment, revise curricula maps and develop common assessments, Annual Position.*

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

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17708

Supt. Lavoie reported that he would like to table the next four job postings.

- *STEAM Environmental Science Instructor, Teachers Local 1707, SY2021-22, New Position (See Attachment).*
- *STEAM Engineering Instructor, Teachers Local 1707, SY2021-22, New Position (See Attachment).*
- *STEAM Humanities (English and History) Instructor, Teachers Local 1707, SY2021-22, New Position (See Attachment).*
- *STEAM Math/Science Instructor, Teachers Local 1707, SY2021-22, New Position (See Attachment).*

MOTION: Mr. Lamontagne moved to table the four STEAM job postings,

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17709

- *Evening Adult Instructor for course on Scientific Method/Introduction to Design of Experiments, \$65/hr. for up to 30 hours of instruction, \$50/hr. for prep time. ½ hour prep time available for each of the 14, 2-hr. class, May 3- June 1, 2021 are anticipated start and end dates. Training Schedule will be 3:30-5:30pm Tues, Wed, Thurs, each*

week, GLTS will invoice New Balance to pay instructor \$2,440 for all training costs, New Position (See Attachment).

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

2ND: Mr. Lamontagne

VOTE: Unanimous

#17710

- *Tutor for Advanced Manufacturing evening training students, Bilingual tutor needed to assist English language learner adult trainees in evening Advanced Manufacturing training. Tutor will translate technical vocabulary, explain concepts as needed in Spanish and provide overall support to trainees so they achieve their potential in Advanced Manufacturing. Tutor will use both English and Spanish so trainees will progress with their English language skills. Training will be done in person. Stipend of \$36.51/hour for up to 40 hours, Tutor will start as soon as possible, and position will continue through the end of the training May 31st. Tutoring schedule will be no more than 3 hours per evening between the hours of 4 pm and 9 pm Monday through Thursday. Exact schedule will be negotiated according to the needs of the trainees and instructors, Funding source, GLTS Contract with Metro North Workforce Board for the Advanced Manufacturing adult training, annual position.*

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

2ND: Mr. Lamontagne

Chairman Surillo asked if a job description was provided. Supt. Lavoie reported that we do not have a job description for this posting. We are looking to hire a vocational teacher in-house who will be tutoring and translating the technical terms in the Advanced Manufacturing Program. Ms. Disla reported that some jobs have a job description and some jobs do not. Ms. Fitzgerald reported that because this is a grant funded job, I felt what Supt. Lavoie read in his description was all that is needed. Has this program already started and is time sensitive? Supt. Lavoie reported that this program has started and there is a desperate need to offer these services to the students so they can get the most out of this opportunity. Ms. Marmol reported that we should create a job description because it is unclear if it is required to have a certificate or just anyone that speaks Spanish. Supt. Lavoie reported that we are not requiring a certificate. It would be very difficult to find someone with a certificate that would understand the terminology as well as speaks Spanish. This was brought to me last week from the Director who is desperate to have a tutor for a student that was struggling. We need to help the student. Ms. Disla reported that we are to inconsistent and last minute. If it is not ready, then we cannot approve it. I understand the need, but always the last minute. Supt. Lavoie reported that the Director really wanted to help this student. Ms. Disla asked how it is going to be posted? Supt. Lavoie reported that it is in-house. Ms. Disla reported that she is all set. Ms. Marmol asked to clarify if this is for one student. Supt. Lavoie reported that it was requested for one student, however we do have more EL students in these programs. Mr. Surillo asked what the English language level for these courses are? Supt. Lavoie reported that the recruitment is done by the workforce investment board. Principal Zielinski reported that we have language support in our night programs and it has made a big difference. Ms. Marmol asked why this request was not made when the program started. Supt. Lavoie reported that we are not always aware of the level of language skills. In this case, the teacher thought that this class warranted this tutor. There are funds in the budget that has been provide to us. We were not aware until they started to work with this student. Ms. Marmol recommends for any future programs, that we ask at the beginning if a tutor is needed. Mr. Surillo reported that all the recruitment is done by MassHire and they should have been aware that a tutor was needed.

VOTE: Unanimous

#17711

10. FUTURE AGENDA ITEMS

Mr. Lamontagne reported that he would like to make a recommendation to have Chairman Surillo set a meeting between any member that would like to attend and the administration to talk about what the District Committee is looking for with regards to job postings and job descriptions. This should be taken care of and not in open session. There are things that will come up at the last minute. This is a big organization to run. Ms. Fitzgerald recommended that HR be included in this meeting.

11. EXECUTIVE SESSION

MOTION: Ms. Fitzgerald moved to go into Executive Session at 8:10 for disciplinary matters.

2ND: Ms. Marmol

VOTE: Roll Called by District Recorder:

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

#17712

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

11. ADJOURNMENT

MOTION: Ms. Fitzgerald moved to adjourn at 9:30 p.m.

2ND: Mr. Surillo

VOTE:

#17722

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director