



Greater Lawrence Technical School

**DISTRICT COMMITTEE
MEETING MINUTES
MEETING #1806
May 11, 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	

<u>Members Absent:</u>	Anngybel Moreta	Methuen
	Frank Rossi	North Andover

<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 District Recorder: Mr. Rossi (Absent), Ms. Fitzgerald, Ms. Disla, Ms. Moreta (Absent), 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 16, 2021 as presented.

2ND: Ms. Marmol

VOTE: Unanimous

#17734

MOTION: Mr. Lamontagne moved to approve the minutes of April 20, 2021 as presented.

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17735

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

#17736

Ms. Fitzgerald reported that she was concerned about the Amazon amounts on the warrant. A while ago, we agreed that whenever possible, we would buy locally. I am asking that we don't automatically go to Amazon for convenience if in fact there is a way to purchase some of those items locally. The cost was \$12,000 for this two-week period. Ms. Fitzgerald asked Ms. Silva if she could keep that in mind when approving those purchase orders. Ms. Silva reported that she will make note of it. Supt. Lavoie reported that Ms. Silva and myself will send an email out to the staff articulating that they look at local opportunities before purchasing at Amazon.

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

No Discussion

4. COMMUNICATIONS

a.) Donations

None

b.) Articles

- *Quincy Veteran Receives Vehicle Repaired by Greater Lawrence Tech Students.*

Supt. Lavoie reported that a car was donated to a veteran through "Second Chance Cars". We have worked with them in the past to repair cars and then they are donated to a veteran once it is complete. This was the first time that we had a big ceremony at the school with TV coverage and dignitaries in attendance. We were told two days prior and Ms. Infante sent out an email to the District Committee once we knew it was happening. It was a real heartfelt moment to see the veteran receive the car and to be so appreciative of the students who worked on the car. The students showed also, how much they care about their community and how much effort they are willing to put into fixing the car for this cause. Ms. Disla wanted clarification if the car belonged to the veteran? Supt. Lavoie reported that the car was donated by someone else and through "Second Chance Cars", we repair it and the organization helps fund whatever costs there are. They have a relationship with the Veterans Association. We are not the only vocational school involved in this program. The car was donated by the wife of a late veteran which made this donation more special. Ms. Disla asked if this was the first time we have done this? Supt. Lavoie reported that we have done this before but this was the first time that we have gotten this much publicity. Ms. Disla asked if this was a liability for the school. Supt. Lavoie reported that we have checked with our insurance company and our attorneys and we have coverage. Ms. Fitzgerald reported that she was fortunate enough to be at the ceremony. What was pointed out was that any veteran that is chosen actually has to pay for the car, which is a \$900 loan at no interest and needs to be paid back in 12 months. The organization assumes all the responsibilities and it is fantastic. We get many cars donated to us for the students to work on, but this car was not donated to us first, it was donated to Second Chance Cars. Ms. Disla asked if

we sell the cars the students work on? Supt. Lavoie reported that we don't sell the cars, we just repair them. This was only done through a special donation through Second Chance Cars and the money goes back to the program to help other veterans with a small responsibility to them so the program can continue for others.

- *Governor Baker announces \$2.1 Million for Career Technical Initiative*

Supt. Lavoie reported that recently Governor Baker made an announcement at Essex Tech that we were awarded a \$375,000 grant to offer six different workforce development programs. At the time, we were awarded the most programs, but recently on phase II Essex Tech added a few more programs. GLTS was also recognized as the first three shift school, day school, after dark and evening programs and encouraged that other schools' model GLTS. Ms. Infante sent out a video to the District Committee.

- *After Dark Flyer*

Supt. Lavoie reported that we are continuing our After Dark Program and are offering four programs. We are working with Lawrence High in recruiting students. We are having some difficulty due to the pandemic so we are running a marketing program to try to help. The program will include two more institutions, Phoenix Charter Academy and Andover Public Schools. Andover will have two students who had connected with the Special Education Director. I contacted the Supt. of Andover and gave them an MOU for the school to sign off on. More students in Andover have shown interest so we are hoping to increase that number. We are hoping to include the town of Methuen next year and maybe this year, because we are still looking for more students. The program continues to be funded and the first two years of funding are from the Dept. of Education which has been approved and will be receiving the funds. Ms. Marmol asked if students are involved in sports, would that interfere with this program? Supt. Lavoie reported that if they are in extracurricular activities after school, they would not be able to participate, it is at the same time. Ms. Marmol asked if we are looking into expanding this program for the summer? Supt. Lavoie reported that we don't run the after dark program in the summer. We have run other type of programs but we have not had approval for an alternative method for programming during the summer. We can consider and continue to look at it but there was no funding for it. Chairman Surillo asked if DESE does the criteria for the after dark programs? Supt. Lavoie reported yes. Ms. Disla asked to clarify how many students are allowed and why the numbers are down? Supt. Lavoie reported that this year the numbers were down because of the pandemic and we depend on Lawrence to recruit the students. We feel confident that those numbers will grow this year and get the program to capacity. The capacity is 30 students in each program and 15 students in each grade level bringing the total capacity to 120 students.

- *Massachusetts Vocational Technical Teacher Testing Program Flyer*

Supt. Lavoie reported that for each program, there may be a slight difference in the criteria. However, for the most part, it is six years of experience in your career area, 36 college credits, you need to take the teacher test which is a written test in your career area and a practical test in your career area. You have to pass VTEL, in order to get your preliminary license. Next step is to work as a teacher in your career area for five years and then finish up those 36 credits in order to get your professional status. You can start with passing the written and performance tests if you have a minimum of six years in that career area. I have done a workshop in the City of

Lawrence to try to recruit teachers in particular areas. I would be happy to run another workshop both for vocational and academic for the District Committee.

c.) Public Participation

- Rebecca Webster, Biology Teacher, Science Department Lead Teacher

Ms. Rebecca Webster reported that along with Ms. Susan Zielinski they are the class officers of the class of 2021. She thanked the Reggie Community for the support received on April 26th for their fundraiser. For this one event they were able to raise about \$2,000 to help the senior class. Thank you to Ms. Marmol and Mr. Martinez in helping to coordinate this event. With the support of Mr. Lavoie, we spent the day in Lawrence asking the community for donations. The day of the event, we had many volunteers and I wanted to thank all of them. Without all of them, the event would not have been so successful. As a teacher at GLTS for more than two decades, I often reminded of how lucky I am.

Supt. Lavoie thanked Ms. Webster and everyone that helped with the fundraiser. Ms. Webster has been an amazing teacher for twenty years. The students who have had her have been very fortunate. She is dedicated in her classroom and outside her classroom. She shows how much she cares about the students. Chairman Surillo thanked everyone and Ms. Fitzgerald and Ms. Lamontagne for coming by. GLTS and the City of Lawrence go hand and hand and it is nice to be out in the community. There were a lot of alumni's that came out to support the seniors.

5. REPORTS OF THE SUPERINTENDENT-DIRECTOR

a.) Special Education Presentation

Supt. Lavoie introduced Ms. Kate Burnham, Director of Special Education. This is her 2nd year as the Director and under her leadership, we have seen the Department thrive and grow and the quality of the education has had substantial growth. Ms. Burnham thanked the District Committee for letting her speak tonight. The purpose of tonight's update is next June, you will all be receiving a report from the state which is the result of our Tiered Focused Monitoring (TFM) self-assessment due in May, 2021. I wanted to share with you our work along the way. This spring we are in our self-assessment. GLTS is Group A and consists of the following focus areas: Team Process, IEP, Placement and Progress Monitoring, Assessments, Out of District and other Placement, Primary Language of the Home other than English and Student Discipline. The first step is a self-assessment which consists of us providing our process and evidence for requested SE's (regulations we need to report on) as well as review of 15 student records. We have just completed the assessment and we are reviewing it. Next year, we will have an onsite visit and they will review records to check our compliance. They will send a survey to parents, and may interview staff members. When the onsite review is completed the findings will be provided to the district. The district, with support from Public School Monitoring (PSM), will develop a Continuous Improvement and Monitoring Plan (CIMP) for any areas of concern. That will give us the information on what to work on and that is the information that is public. I will continue to share with you any information as we work through this. Ms. Disla asked if they pick the 15 students, or do we? Ms. Burnham reported that she picked the students. They give us criteria on what we need to choose from. Next year when they come, they will give us a list of students based on the same criteria. We also for the second year in the row, have significant disproportionality. We have over identified white students with emotional disabilities and so

DESE is required to analyze our data that is reported by Local Educational Agencies (LEAs) to the Office of Special Education Programs (OSEP). An action plan will be submitted. This finding requires LEA's to respond with actions to address the identified disproportionality with 15% of 240 Grant Funds. We have worked with groups in other districts that have been the same. I did submit an action plan in draft form for them to look at before the final has been submitted. Most students are not identified by us, they come to us with an identified disability. Because we are a blind admissions school, we don't know that. We have been working hard with a backlog of evaluations due to the pandemic. Our school psychologist and team chairperson have done an amazing job to ensure we are back in compliance. Ms. Fitzgerald asked if when a student comes in as blind admission as freshman and I assuming their IEP comes with them, are we expected to work off that. Ms. Burnham reported that we have to provide the same services that is outlined in their eight grade IEP within reason. Ms. Fitzgerald asked if we would know for example if a student who used sign language, beforehand. Ms. Burnham reported that we would know because we have transition meetings. Mr. Lamontagne asked what was the grant amount? Ms. Silva reported \$431,770 and 15% of that was used. Ms. Marmol asked if we had data on students that partake in extracurricular activities? Ms. Burnham reported that she will collect the data and let her know. Ms. Marmol asked if you would notice a difference in their emotional state if they participate in extracurricular activities? Ms. Burnham reported that she feels that for every student, not just special education. Chairman Surillo asked if we are doing any SEL with any students after returning back from the pandemic? Ms. Burnham reported those students identified as needing counselling did not missed any services as long as their parents agreed to have them virtually. We are looking to provide summer work regarding students who may require somethings due to school closure and remote learning. Supt. Lavoie reported that one of the reasons we had Wednesday's as advisory is so we can continue to work on a regular basis to support those students who are struggling socially and emotionally. Chairman Surillo asked if we are teaming up with any other community organizations. Ms. Burnham reported that we are currently not because there are confidentiality pieces with students with a disability and we need to have permission from a parent and or caregiver. We are looking to do this inhouse and we do make referrals to outside counselling or agencies that will be provided to parents and caregivers. Supt. Lavoie reported that our guidance counselors and clinic also provide support to students that are struggling socially and emotionally.

b.) School Calendar

Supt. Lavoie reported that we will be starting after Labor Day. Our freshman report before Labor Day as in the past. We do three days of professional development and on the third day, it is scheduled to work with our incoming freshman. The first Tuesday after Labor Day, all students will report to school to start off our year. The teacher contract calls for us to start after Labor Day. If we have five snow days, we will complete the year on June 23rd and if we have no snow days, we will complete the year on June 16th. We are scheduled to complete this year on June 16th. Ms. Fitzgerald thanked the Principal for getting the calendar to us in a timely manner.

MOTION: Ms. Fitzgerald moved to approve the School Calendar Draft as presented.

2ND: Mr. Lamontagne

Chairman Surillo also reported that he agrees that it was presented in a timely manner.

VOTE: Unanimous

#17737

c.) Out of State Travel

Supt. Lavoie reported that we have an out of state request for travel for two teachers that are looking to teach OSHA. In order for them to teach, they need to get their certification. Every three years they need to take a recertification course. By them getting their recertification, they will work with our students to ensure that they get their ten-hour certification card.

MOTION: Ms. Fitzgerald moved to approve the Out of State Travel as presented.

2ND: Mr. Lamontagne

Ms. Disla asked if there is a process to pick who gets this training. Supt. Lavoie reported that these two teachers have their certification and every three years, they need to get recertified. These two teachers teach that course and that is why they need to get recertified. The initial certification is a much longer course. Sometimes we have other teachers that go to the initial course, which is five days. Ms. Disla asked if they are late to take this course and if so, could we have picked other teachers to go? Supt. Lavoie reported that we do not put this out for everyone to take. This is a recertification course. We have around ten teachers that teach this. When their three years are up, they need to get recertified. If we had more teachers that wanted to go, we would say yes, because it benefits the students. Ms. Marmol wanted to clarify if we are late in receiving this, because the date of travel is tomorrow? How often are these trainings offered and how long do they last? Supt. Lavoie reported that they last three years and they are offered periodically throughout New England. Our CTE Director may have a calendar of dates and time. Ms. Lally reported that the request was given two weeks ago, after our last meeting. We had to wait to get it approved at this meeting. Supt. Lavoie reported that in order for a student to go on Co-op, it is a state requirement for them to have an OSHA card. Ms. Fitzgerald reported that we have to have many people certified in this, because one or two teachers in this case can't teach all of them because of their other duties. Even though we didn't get this until after our last meeting, it was submitted in a timely fashion and I have no problem voting yes on this.

VOTE: Unanimous

#17738

d.) Admissions Report

Supt. Lavoie reported that 443 students have accepted and said they will be attending next year. We accepted 595, 20 missed the acceptance window, 3 no response and 129 withdrew after being accepted. Our goal is 460 and we are sending out another round of acceptances.

e.) Co-op Report

Supt. Lavoie reported as of today we 172 seniors and 36 juniors out working on Co-op. It has been a year of great opportunities. We will be spending a lot of time trying to get our juniors on Co-op, so they will have a job for the summer. The job market is growing and is very strong. It is exciting to see that many students out working. A would like to say thank you to all our shop teachers who have prepared our students to go out there and work and also their work in contacting employers to help students get a job.

f.) Badges/Tracking Devices Report

Supt. Lavoie reported that the contract tracing badges measure time and distance that students stay from each other and goes back as far back as seven days to see how close to a particular person and how long. You can set the badges from three to six feet. Back in February we purchased 1,150 badges and were all assigned to shop students and shop teachers. Recently we

purchased an additional 400 for the remainder of the academic staff and in person students coming on May 17th. Right now, 10th-12th graders are leaving their badges in the classroom each day and the 9th graders are leaving them in their shops. They are synced when a close contact needs to be determined. Once all students are in the school, the students will be responsible for them and will take them home. They will be able to sync them with their own phone or iPad. Ms. Disla asked how we are assuring they are wearing their badges. Each badge has an identification number and Ms. Nairi Melkonian has linked each student with an identification number. Teachers and staff members, need to make sure every student has their badges on. It has been reported that the students have been very good with keeping their badges on. Ms. Marmol asked what the process is if a student forgets their badge? Supt. Lavoie reported that we will have backup badges. Ms. Marmol asked if we are disciplining any student who does not wear their badges? Supt. Lavoie reported that we are not. Ms. Zielinski reported that she wears hers on a lanyard and students can wear them on one too or clip it to them. If a student forgets their badge, the teacher is great on letting Ms. Melkonian know. We sent information to the students and parents about taking their badges with them. We are not disciplining any student who happens to forget.

g.) Final In-Person Plan

Ms. Zielinski reported we started this when the Department of Education made their announcement. The first thing we did is notified staff. Parents and students were notified of GLTS full return plan and the DESE elimination of hybrid. There was a staff meeting held on April 29th and an advisory session for all students on schedule changes and what to expect on May 5th. There were parent communications that were sent out on April 29th & May 5th. Academic teaching room assignments were updated to ensure adequate space for all students. Classroom instructional technology was tested and additional training offered for academic teachers. Additional lunches were added to the schedule (cafeteria and small gym) and Health and Safety guidelines were reviewed with staff and will be added to our website. Academic staff will receive their safety badges and students will now bring badges to school each day. I would like to give special recognition to the administrative staff because we have been meeting weekly in different teams to cover all these areas. Also, to our maintenance department who have been working tirelessly to get our classrooms ready. The academic teachers and students are excited to be coming back. We have 926 In-person as of right now. The numbers are a lot higher. We are ready to welcome our students back for academics next Monday. Chairman Surillo asked if we have done a staff survey? Ms. Zielinski reported that we have not, but it is a great idea to talk about morale and how to move forward. Supt. Lavoie reported that the meeting we had with the staff we did ask the teachers for any concerns and input and since they have been back. I had a few emails sent to me thanking us for recognizing them and their concerns and the opportunity to express themselves. We didn't do anything formal, but the morale seems good in the school. Ms. Marmol asked if there were any major concerns, that we as committee members should be concerned about? Ms. Zielinski reported that some of the concerns were just logistic questions. There was nothing out there that we feel we could not address. The staff reported that they are all going to do this for the students. Safety wise, there have been no major concerns. Ms. Marmol asked are there anything we are not able to accommodate? Ms. Zielinski reported that there are none. Ms. Fitzgerald asked if we are working with the Lawrence Family Health Center to get our students vaccinated. Ms. Zielinski reported that Ms. Richardson sent out some information to parents asking parents if they need assistance with getting the vaccine for their

students. She is also working on sending out a second communication. Ms. Infante has put some information on our newsletter and social media. Supt. Lavoie reported he met with Ms. Richardson today and the LFHC is helping us with getting the information out to the parents and students. We are having a hard time getting a high percentage of students whose parents want them to get vaccinated. Chairman Surillo thanked everyone for making this happen. It is out of our hands, because DESE has mandated this. The staff has done an amazing job in reopening the school. Supt. Lavoie reported that we are going to put together a group of staff members to try to come up with new strategies to encourage students to get vaccinated and to help parents and students understand how important and to better understand getting vaccinated means going forward.

h.) May 25th District Committee Meeting

Supt. Lavoie reported that I will be away the last week in May for my grandson's graduation in Colorado from the Airforce Academy. I wanted to give options to the District Committee about running our May 25th District Committee Meeting. We could have Ms. Zielinski run the meeting or we can move the meeting up to next week. One advantage with moving the meeting up is that we will have more job postings. Ms. Fitzgerald reported that she would have no problem either way. I feel we need to congratulate as a Committee Supt. Lavoie on his grandson's graduation from one of the most prestigious colleges in the world. Congratulations Supt. Lavoie

MOTION: Mr. Lamontagne moved to move the May 25th District Committee Meeting to May 18th.

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17739

i.) Vocational/Academic License Requirements

Chairman Surillo reported that the Vocational/Academic License requirements from DESE were given to you. Supt. Lavoie reported that for each technical program, there can be adaptations to the requirements.

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

- *Field Support Services Assistant, SY2021-22, New Position (See Attachment).*

Supt. Lavoie reported that the main expectation of this position is to have someone monitoring the fields when we rent the fields and to help keep the fields clean and safe. This person will additionally be the assistant to the athletic Director in renting the fields. Those are the two main function of this position.

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

2ND: Mr. Lamontagne

VOTE: Unanimous

#17740

- *Security, SY2021-22, New Position (See Attachment).*

Supt. Lavoie reported that this position is backup to the Field Support Services Assistant for weekend coverage. The responsibility will be overseeing the field and parking lot to maintain security and to make sure no damage is happening to the fields. By having this position, we would not have to have our regularly scheduled security work overtime every weekend. The rental funding and surcharge will pay for most of this position. Ms. Fitzgerald asked if the person hired will be from our security firm or will they work for GLTS. Supt. Lavoie reported that we want someone committed and will be hiring a person to be employed by GLTS, not our security firm. Ms. Disla reported she sees that we created two different jobs for the position that was just approved. The other position is a non-union position, and this one says it is a union paid position. Supt. Lavoie reported that this position is a part-time position, paid at the security union rate, less than 20 hours a week, and would not qualify for benefits. Ms. Disla asked how does that work paying out of the rental funds and having them be in the union? Supt. Lavoie reported that it does not matter where the funding comes from, for example, we have union employees that get paid under grants, rentals, etc. We do have two jobs because the person hired for the *Field Support Services Assistant* will be working full-time, 35 hours per week. We would not expect that person to work every weekend too. Ms. Disla reported that it should not be called security. It should be called something else. Supt. Lavoie reported that it is a security position and, in the past, we have hired other personnel such as custodians, but we have to pay them time and a half. Ms. Fitzgerald reported that for example, if there is a swim meet at our pool, the people renting our pool has to pay time and a half for a custodian to monitor the pool. Supt. Lavoie mentioned that going forward, the renters will be paying a surcharge/security fee so that we can have a security person monitor the fields on the weekends. Ms. Marmol asked if this is going to be a per diem position? Do we normally have something every weekend that we would need a security person? Supt. Lavoie reported that in the Spring we do and sometimes we have 200 hundred people out there. It is critical that we have someone out there monitoring. If we don't have someone out there, then like in the past, we will have damage and trash everywhere. When we don't have an event, then that person will not work that weekend. If we only need them for two hours, then they will only work for two hours. This person will build relationships with the people from the organizations that are renting and that will help to ensure they are following all the rules while renting. It makes a big difference. The security person will know exactly who is there. Ms. Marmol asked what the protocol would be if there was a real problem. Supt. Lavoie reported that the first phone call would be to the police. If damage was done, then the Athletic Director would be notified. Everyone renting our fields has a contract with all our rules and regulations and what the consequences are. They all have insurance for using our fields and vehicle insurance.

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

2ND: Mr. Lamontagne

VOTE:

Roll Called by District Recorder:

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

4 yeas, 1 nay

Motion Carries

#17741

- *STEAM Engineering Instructor, Teachers Local 1707, SY2021-22, New Position (See Attachment).*
- *Environmental Engineering Instructor, Teachers Local 1707, SY2021-22, New Position (See Attachment).*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17742

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

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17743

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

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17744

- *Electrical Instructor, Teachers Local 1707, SY2021-22, New Position (See Attachment).*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17745

- *Plumbing Instructor, Teachers Local 1707, SY2021-22, Replacement (See Attachment).*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

- *Athletic Coaching/Staff Positions and Game Workers, Teachers Local 1707, SY2021-22, Annual Positions. (See Attachment).*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17746

- *Secretary-Discipline/Student Information Specialist, Clerical Union, SY2021-22, Replacement Position (See Attachment)*

Supt. Lavoie we have an employee who is retiring at the end of this year. We want to replace her but add more duties. During the summer the student Information Specialist needs support with scheduling.

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17747

- *Program and Grants Management Assistant, \$60,000-\$80,000 based on experience (funded primarily from the After School and Evening Grants), Spring, 2021, full-time permanent position, New Position. (See Attachment).*

Supt. Lavoie reported that this position is to help our Coordinator of Grants, Workforce Development and After School/Evening CTE Programs Administrator. She needs some clerical and programing assistance. The funding would come out the money from the programs we get from these programs and grants. Ms. Disla reported that this is a new position and has no requirements. Everything is preferred, so nothing is required. Ms. Fitzgerald reported that she wanted to speak in favor of this position and changing a coma to a period which she feels may have been in error. In addition, we have taken on so many new programs, much of it being done through grants. To get an assistant for this job is important. The knowledge and ability skills listed have very specific experiences needed. I feel that the requirements are listed. Ms. Disla reported that it is better to have it be clear and approve it next week. Ms. Marmol agrees with Ms. Fitzgerald that if we put a period after Associates Degree, it makes sense.

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

2ND: Ms. Marmol

Roll Called by District Recorder:

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

VOTE:

3 yeas, 2 nays

Motion Carries

#17748

- *CTE Coordinator (See Attachment)*

Supt. Lavoie reported that our CTE Director will be taking on new responsibilities and we need a CTE Coordinator to take over her teacher and the program responsibilities she covers now.

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

2ND: Ms. Fitzgerald

Mr. Surillo reported that a license from DESE is required.

VOTE: Unanimous

Ms. Disla reported that the requirements in the job description are preferred so anyone can apply for this job. Mr. Surillo reported that you have to have a master’s degree in order to have a license that is required for this job. Supt. Lavoie reported that a bachelor’s degree is required but not a master’s degree. Ms. Disla reported that she wants to table this position until the change is made. Supt. Lavoie reported that he would like to make the change now so he can post it with that change. I would prefer to get it posted because of the work that is required over the summer. Ms. Silva clarified how the licensure works. In my position, Business Manager, a bachelors degree is required in order for me to obtain the license in my position. My job description wouldn’t necessary say that bachelors was required, so most descriptions would say master’s degree preferred. The license is required. Mr. Surillo reported that the requirements are on the DESE website. Ms. Marmol, going forward I would like to avoid nit picking the preferred and required in a job description.

Roll Called by District Recorder:

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

VOTE:

3 yeas, 2 nays

Motion Carries

#17749

- *Principal (See Attachment)*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17750

- *CTE/Guidance Integrated Curriculum, up to 20 hours for 1 Facilitator, up to 6 CTE Teachers, up to 4 Guidance Counselors, Per CBA, SY21-22, Replacement Position (job details: Review CTE/GC Curriculum Crosswalk, collaborate on and develop integrated*

lessons, plan professional development for September PD to train/support CTE teachers/GC for integrating lessons into curriculum, replacement position.

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17751

- *CTE Summer Enrichment Program Staff, up to 38 CTE Instructors (per week) @ 20hrs/week (to run concurrently with summer school), Per CBA, SY21-22, new position. (See Attachment)*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17752

- *Freshman Assessment Testing, 6/12/21, up to 26 teachers/counselors, 1 parent liaison, 1 nurse, 1 custodian, 6 registration staff, \$35/hr. teachers, all others hourly rate per CBA.*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17753

- *Library Technical Services Assistant, Non-Union, \$25,000-\$30,000, SY21-22, Replacement Position. (See Attachment)*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17754

- *English Learner Teacher, Teachers Local 1707, SY21-22, New Position. (See Attachment).*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17755

- *English Learner Paraprofessional, Para Union, SY21-22, New Position. (See Attachment).*

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

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17756

- *English Language Curriculum Development, Review and revise English Language Development Curriculum, mapping and developing a math/science unit for ELD., Up to 5 teachers, up to 10 hours each., \$35.00/hr., June 2021-August 2021, Annual Position.*

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

2ND: Ms. Marmol

VOTE: Unanimous
#17757

10. FUTURE AGENDA ITEMS

a.) Job Postings

Mr. Lamontagne reported that there needs clarity between the Administration and the District Committee regarding job postings and what is expected on both sides and what is legal. We need some sort of a focus group to determine what needs to be presented. This should be cleared up and not held up with punctuations, etc. Ms. Marmol reported that I agree and to make it clear why some jobs are required and some have preferred language. I am in favor on moving forward with a focus group. Ms. Fitzgerald reported that she agrees especially when a position is grant funded. I would be happy to sit down with whoever in Administration I need to. We all know that the position is funded because it is in the budget but the wording has become a stumbling point.

MOTION: Mr. Lamontagne moved to have a committee verify the job posting procedure at GLTS.

2ND: Ms. Fitzgerald

Ms. Disla asked if there is a department or person that is responsible for job postings? Chairman Surillo reported that it would be Human Resources. Ms. Disla asked if we are we creating a committee to tell those people to do their job? Mr. Lamontagne reported that the reason for doing this is to make it clear what the District Committee is looking for. There is no malice intent, especially if it is just wording that will make it a more efficient procedure. Supt. Lavoie reported that this District Committee should look at the state guidelines on what some job descriptions should look like and what kind of information should be given to the School Committee. Mr. Lamontagne reported by no means do I mean this to be a hiring committee, just a verification committee on the wording. Chairman Surillo reported that he would like the HR Director there. Ms. Fitzgerald and Ms. Marmol volunteered.

VOTE: Unanimous

#17758

b.) Members attending Virtually

Mr. Lamontagne reported that we all voted in prior meeting to suspend all virtual meetings, but I am asking this Committee when we have a member that has a medical situation or a health reason to allow them to continue virtually and make an exception. I would hope if any of us were stricken with something, that we would have enough compassion to allow that person if they wish, to continue representing this Committee. Ms. Disla reported that we all voted to have the meetings in person, just like the rest of the school. One reason is that we had a very hard time having a zoom meeting. The other thing is that you mentioned it would be for a specific reason such as medical. Why wouldn't we just allow that individual to not attend. We had to many problems with technology and I would not like to have that happen again. Mr. Lamontagne reported that sometimes a person cannot physically attend, but wants to sit on this committee that they took an oath for and make decisions for GLTS and the community they are representing. I hope we can be somewhat humane about it and take each case individually. Any member deserves to be a part of the meeting. Ms. Fitzgerald reported that she also voted to be in-person and the reason was specifically to set the example for all the teachers who we were asking to come in. The secondary reason was the incredible awful technology; however, we are

talking about one person that needs our help and I believe the citizens of North Andover deserves the person they voted for to represent them. I believe whatever he is undergoing we could figure a way out so he can be with us. This is a special circumstance. Supt. Lavoie reported that although teachers are required to be in the building we do have those teachers who are continuing to work remotely because of a special circumstance in their life. We have allowed them to work from home. Ms. Marmol asked if this is something you are bringing up for a vote at our next meeting? I do sympathize with our committee member, but my biggest concern was the audio and not being able to hear. That would have to be addressed. Ms. Fitzgerald suggested we ask our technology department to come up with some options.

MOTION: Ms. Fitzgerald moved to table this request until the next meeting.

2ND: Mr. Lamontagne

Chairman Surillo reported that he has some questions that he would like to ask our attorney.

VOTE: Roll Called by District Recorder:

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

#17759

11. EXECUTIVE SESSION

MOTION: Mr. Lamontagne moved to go into Executive Session at 8:49 for contract negotiations.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17760

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

11. ADJOURNMENT

MOTION: Mr. Lamontagne moved to adjourn at 9:25 p.m.

2ND: Ms. Marmol

VOTE: Unanimous

#17766

Respectfully Submitted:

A handwritten signature in blue ink that reads "Susan Lally". The signature is written in a cursive style with a large, prominent "L" and "y".

Susan Lally
District Recorder

Minutes Reviewed:

A handwritten signature in blue ink that reads "John N. Lavoie". The signature is written in a cursive style with a large, prominent "L" and "ie" at the end.

John N. Lavoie
Superintendent-Director