



Greater Lawrence Technical School

**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1808  
June 8, 2021**

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

<b><u>Members Absent:</u></b>	Frank Rossi	North Andover
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<b><u>Others Present:</u></b>	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 at roll call), 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 May 11, 2021 as presented.

**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Unanimous

#17800

Ms. Marmol wanted clarification if the minutes should be word for word or a summary. Ms. Fitzgerald reported that it is a synopsis of the information. The only thing that needs to be word for word is the motion. Ms. Marmol reported that information was left out of the minutes when Mr. Lamontagne reported how to handle Supt. Lavoie’s evaluation. Ms. Lally will add the information to the minutes of May 18. Ms. Disla reported that she agrees with Ms. Marmol. If information is missing then it should be added. Supt. Lavoie reported that if you would like the information added, then Ms. Lally will add it to the minutes.

**MOTION:** Mr. Lamontagne moved to approve the minutes of May 18, 2021 with new language under “Future Agenda Items” that states he reported that the Chairperson collects the evaluations when they are completed and once compiled will send one to the state.

**2<sup>ND</sup>:** Ms. Fitzgerald  
**VOTE:** Unanimous  
#17801

### **3. FINANCE REPORT**

#### *a.) Cash Balance Report*

Mr. DiStefano read the report into the record.

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

**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Unanimous

#17802

#### *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*

Eagle-Tribune Scholar Athlete finalist: Iverson Rodriguez, Greater Lawrence Tech, May 30, 2021.

#### *c.) Public Participation*

### **5. REPORTS OF THE SUPERINTENDENT-DIRECTOR**

#### *a.) Supt. Lavoie's Evaluation*

Supt. Lavoie reported that a copy of the evaluation form was handed out tonight by the clerk, Ms. Lally and will be completed by the District Committee and returned back to Ms. Lally to tally and then will be presented to the District Committee. A return envelope was provided. If you have any questions, please call me and I can explain the standards and strands. Chairman Surillo reported that according to MASC the District Committee will pick who they want to compile the evaluation. Ms. Marmol reported that she feels it is a conflict of interest to have the Superintendent's secretary compile the evaluations. Ms. Lally reported that she just compiles the evaluation and changes nothing. It is presented in open session and is public knowledge. There is a law that states it is best practice to not have a District Committee member compile the evaluations. Ms. Disla reported that she too feels that it is a conflict of interest to have Ms. Lally compile the evaluation and she would like to understand the law that Ms. Lally is speaking about. This should be discussed further in executive session. Ms. Fitzgerald reported that this should not be discussed in executive session and should be discussed right here and right now. Ms.

Lally works for us and what I am feeling right now is a lack of trust by the District Committee that we don't trust her to do the right thing and that something could be changed. This is strictly taking all of the comments and all of the ratings and compiling it into a document that we all get to see. I am horrified that this level of mistrust is what I am feeling and the integrity of Ms. Lally. I am highly opposed to it. Ms. Marmol reported that this has nothing to do with the mistrust of Ms. Lally. It in fact has everything to do with the integrity of what this committee does and to ensure going forward that we do what is in the book. It is fair to question if it is a conflict of interest and to make sure we conduct the evaluation appropriately. Mr. Surillo reported that he spoke to MASC and to reiterate the District Committee picks the person to compile the evaluations. There is also a workshop that they will be holding for the District Committee and I will let you know when. Mr. Lamontagne reported that as chair, he would compile them and hand them over to the District Recorder to compile into one document. Then one document would go to the state and the other would stay in the Superintendent's office with all the copies. Mr. Surillo wanted to clarify that Mr. Lamontagne compiled the evaluations. Mr. Lamontagne reported that he did not compile the evaluations, just collected them and believes it is not right for a District Committee member to compile the evaluations. Mr. Lamontagne additionally reported that sometimes they did get reported to the state a little late. Ms. Fitzgerald asked when our deadline is. Ms. Lally reported that she would like them back Tuesday, June 15 at 4:00. Ms. Marmol asked Chairman Surillo to read the law that was handed to him. Chairman Surillo read the law. Ms. Fitzgerald reported that it states pretty clear that and Executive or Administrative Assistant should be the one to compile this. Ms. Marmol reported that any time a District Committee questions something for clarity, she hopes that it is never to be construed to attack anyone here. We are fairly new members. Mr. Surillo reported that he has done many evaluations and it has never been done this way and it states "best practice" not "this is the practice" and the Committee picks.

**MOTION:** Mr. Lamontagne moved to have each member compile their own evaluation of Superintendent Lavoie and submit them to the District Recorder no later than June 15, 2021 at 4:00.

**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Roll Called by District Recorder:

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

2 Yea's, 4 No's

Motion does not carry

#17803

Chairman Surillo asked what member would like to receive the evaluation forms after they are done? Ms. Fitzgerald asked if we going against the policy you just read about having a committee member compile the evaluations? Chairman Surillo reported that it states "best practice" and doesn't mean we have to. Ms. Fitzgerald asked why wouldn't you want to do the best practice as stated? Ms. Marmol reported that we should make a motion to table this to ensure that we are doing what the law says.

**MOTION:** Ms. Marmol moved to table the evaluation until a special meeting can be held to provide clarification of the procedures.

**2<sup>ND</sup>:** Ms. Moreta

**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 Yea's 2 Nay's

Motion carries

#17804

Mr. Lamontagne reported that because this item is tabled, please still fill out the evaluation of the Superintendent. Chairman Surillo agrees with Mr. Lamontagne. Supt. Lavoie reported if the District Committee is going to start to complete the process there are lots of standards in this evaluation that you may not understand. Please don't make assumptions that I didn't do something. I would expect clear text and evidence on why you evaluated me on. I feel that you don't have enough clarity on some of the standards in there and what I have accomplished throughout the year. I am involved in every small aspect of what happens in the school, committees, administration, teachers, from curriculum to instruction and what happens in the classroom on a day to day basis. I am involved in planning and organizing the budget and I want to make sure that when completing the evaluation, you understand what it means. Chairman Surillo asked if every member was available on June 15<sup>th</sup> for a special meeting. Chairman Surillo requested that Supt. Lavoie do a presentation on his accomplishments at that meeting. He also requested that everything be submitted for that meeting so Ms. Lally or whoever is compiling them will be able to get them together to send to Malden.

*b.) Follow-up Graduation*

Supt. Lavoie reported that I sent out an appreciation thank to all staff who was involved in the organization and planning of the event. It was one of our best graduation ceremonies. The speeches were outstanding and our guest speaker was amazing. It was a proud moment of GLTS. A special thank you went out to our distinguished guests who attended, Mayor Vasquez and State Representative Frank Moran. Thank you to our Committee members who were there it was good to have you participate. It was noticed by many people. Ms. Marmol reported that she had an amazing time and experience to be able to participate in the ceremony. I felt so proud for that student from construction. I want to reiterate that it brought all of us together and I hope we can have more events in the future. Chairman Surillo thanked the Superintendent and staff who worked hard to put that together, especially after the year we had. You and your staff did an amazing job putting it together for the students and their families. Tonight, we had a HVAC graduation for adult education and the night before we had carpentry and plumbing. Supt. Lavoie reported that we a great group of young adults who are now making our community stronger. It was good to recognize the students. Thursday night, we have another group, Biotechnology. Chairman Surillo reported that they are also part of the community and we need

to celebrate all, they are part of the school community and we should celebrate all those achievements.

*b.) Extended Teachers School Year*

Supt. Lavoie reported that the school year was extended one day this year. There were problems with the links on the first day of school and we lost that day. The teachers reported to work so we have to extend their workday by one day.

*c.) District Committee Schedule*

Supt. Lavoie reported that we are working on putting together next year's District Committee meeting schedule and the question always comes up if the meetings should be twice a month or once a month. We have been meeting twice a month for the last few years. How would the District Committee want to meet going forward? Ms. Fitzgerald asked Ms. Silva if this will impact the payroll and warrant schedule and has it been put together for the school year? Ms. Silva reported that it has been put together and if we only had one meeting a month, we would need a member to come in and sign the warrant for the other week. We only need one signature on that payroll warrant. Supt. Lavoie reported that one of the advantages for my office, is that we have been bogged down with minutes and preparing for the District Committee meetings, that Ms. Lally has not been able to concentrate on all the other tasks of helping me. It has a been real difficult situation this year. I would say that ninety percent of her job this year has been working on preparing for District Committee meetings, minutes, agenda, and packets. Having meetings once a month would free up some time to help her support me. Chairman Surillo asked when do we go into summer session? Ms. Lally stated that our last scheduled meeting is June 22, 2021. **MOTION:** Ms. Fitzgerald moved approve the Superintendents recommendation to have one meeting per month from September, 2021 through June, 2022 unless there is a time when we need an emergency meeting.

**2<sup>ND</sup>:** Mr. Lamontagne

Mr. Lamontagne reported that in our charter, the second meeting has always been a special meeting. It was started as one meeting per month. Ms. Marmol asked that in September, we would be seeing everyone come back for the first time since the pandemic, would that be an issue having a meeting once a month? Supt. Lavoie reported for the most part, most of the items discussed are issues that happen throughout the month. It would be better served if we had one meeting a month to prepare and organize information that we are trying to put together. Ms. Disla reported that she has no problem with meeting once a month but would like the packets to be delivered before three days in advanced. Ms. Lally reported that she would be glad to upload documents throughout the month so you would always be up to date on matters. Supt. Lavoie reported that we could get the packets out a minimum of five days prior to the meeting. If there is something critical, we can always email you.

**VOTE:** Unanimous:

#17805

Chairman Surillo reported that we will vote on the summer session at our next meeting.

*d.) Alumni Circle*

Supt. Lavoie reported that the alumni have been working on a project called the alumni field. They are designing and paying for the construction in order to construct a circle with a flagpole in the middle with surrounding landscaping. An alumnus can buy bricks or blocks in that circle

and have their name put on it. It is a way of raising money to help maintain the fields and to get more activity and engagement done with the alumni. Chairman Surillo asked how much will a brick cost. Supt. Lavoie reported that for a brick it is around \$100 and the blocks may be more.

*e.) City of Lawrence*

Supt. Lavoie reported that when Mayor Vasquez attended GLTS for his tour, he had an idea and it was presented to us. We are teaming up with the City of Lawrence on a COVID vaccine sculpture project. The design is included in your packet. The Metal Fab 11<sup>th</sup> grade students along with their instructors will showcase the percentage of vaccinated residents. A reveal meeting will be planned and all GLTS District Committee members will be receiving an invitation. Ms. Marmol reported that she would like to extend an invite to local officials for the City of Lawrence and anyone who would be interested beside the District Committee members.

*f.) Principals Report*

- *Student Representatives*

Principal Zielinski reported that for next year, we will have student representatives for the District Committee and we are in the process of meeting with the students and explaining what their roll will be. We are looking for a junior and a senior to attend next year.

- *Summer Reading Program*

Principal Zielinski reported that in your packet you should have received a bookmark for our summer reading program. It has a code to scan that will bring you to our summer reading website. Every year we do this to bring us together as a community of readers. Everyone is welcome. This year our theme is overcoming challenges. There are five books that have been identified by the committee to choose from. This is to build a community of readers and promote literacy. Thank you to our library media specialist and teacher volunteers. Students are able to purchase, or obtain a digital copy which is free as well as check the books out at the library.

*g.) School Choice*

Supt. Lavoie reported that every year the District Committee is required to vote on whether to be a school choice school which is to have students outside our district be accepted into our school. If we accept them we would get approximately \$5,000 towards their tuition and the rest of the funds would go to the ascending district. It is up to the District Committee to make GLTs a school choice. It is typically for a school that has low enrollment numbers. Supt. Lavoie reported that he does not recommend GLTS to be a school choice school because we don't have space for our own students and it would not be fair to bring in other students from another district. Ms. Disla reported that she agrees that we should not be a school choice school because we have a waiting list of students. Ms. Marmol agrees that it would be unfair to accept students from other districts.

**MOTION:** Ms. Fitzgerald moved to vote as a Committee to not be a school choice school.

**2<sup>ND</sup>:** Mr. Lamontagne

**VOTE:** Unanimous

#17806

## **6. REPORTS OF COMMITTEES**

## 7. OLD BUSINESS

### a.) District Committee Priorities

- *Andover Town Budget*

Ms. Fitzgerald reported that on Saturday, Supt. Lavoie and I attended the Andover Town Meeting and the Andover portion of the budget was unanimously approved. Supt. Lavoie reported that the Lawrence's budget meeting was scheduled during our graduation. They rescheduled it for last night. They will now make a recommendation to the full city council and that will be another meeting for the District Committee to attend.

- *Remote Committee Meetings*

Supt. Lavoie reported that an article regarding the state looking to extend remote meetings until September was provided in your packet. Chairman Surillo reported that they are looking to extend the remote meetings in schools until September 1, 2021.

### b.) Policy

## 8. NEW BUSINESS

- *Alumni Golf Tournament*

Ms. Fitzgerald reported that the golf tournament is held on the first Friday in August, at the Merrimack Valley Golf Club. It is a huge fundraiser and has helped with funding the fields and other things. They are looking for sponsorships and if you can, the alumni association would appreciate your help as well as donations for raffle prizes. Each year a person or group are honored and this year, three Cutty brothers are being honored.

## 9. PERSONNEL CONSIDERATIONS /REPORT

### a.) Resignations

### b.) Leaves of Absence

### c.) Retirements

### d.) Appointments

### e.) Job Postings

- **CPT (Common Planning Time) Facilitators for 2021-2022**

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

**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Unanimous

#17807

- **Summer Maintenance Workers (2)**

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

**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Unanimous

#17808

- **Long Term Substitute High School Guidance Counselor.**

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

**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Unanimous

#17809

- **EL Instructor**

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

2<sup>ND</sup>: Ms. Fitzgerald  
VOTE: Unanimous  
#17810

- **Health Assisting Instructor**

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

2<sup>ND</sup>: Ms. Fitzgerald  
VOTE: Unanimous  
#17811

- **Metal Fabrication Instruction**

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

2<sup>ND</sup>: Ms. Fitzgerald  
VOTE: Unanimous  
#17812

- **Auto Collision Instructor (2 Positions)**

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

2<sup>ND</sup>: Ms. Fitzgerald  
VOTE: Unanimous  
#17813

- **Math and Science Curriculum Development**

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

2<sup>ND</sup>: Ms. Fitzgerald  
VOTE: Unanimous  
#17814

- **Summer Reading Support**

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

2<sup>ND</sup>: Ms. Fitzgerald  
VOTE: Unanimous  
#17815

- **MA Clean Energy Center Learn and Earn Summer Internship Program**

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

2<sup>ND</sup>: Ms. Fitzgerald  
VOTE: Unanimous  
#17816

- **Job Retention Coach for Clean Energy Pathways Internship Program**

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

2<sup>ND</sup>: Ms. Fitzgerald  
VOTE: Unanimous  
#17817

- **Football Kicking Coach**

Supt. Lavoie reported that this is to get the District Committee to approve to pay our football kicking coach for his services for last season and this upcoming fall season.

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

2<sup>ND</sup>: Ms. Fitzgerald

Ms. Fitzgerald reported that she would like the motion amended to include it to say until the end of the season instead of Thanksgiving. Mr. Lamontagne amended his motion.



**VOTE:** Unanimous  
#17818

- **Math Instructor**

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

**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Unanimous  
#17819

## **10. FUTURE AGENDA ITEMS**

Ms. Marmol reported that at our last meeting we discussed the surveys for the conditions for school effectiveness. I was wondering what the status is of the survey and was hoping to see some sort of results for today’s meeting. Principal Zielinski reported that the next step is to present it to staff and then to School Council for approval and the meeting is on June 15<sup>th</sup>. It then goes to the District Committee for approval on June 22<sup>nd</sup>. All the results are imbedded in the plan. Ms. Marmol asked what ILT stands for? Supt. Lavoie reported that it is the Instructional Leadership Team who does the analysis and then to the Administrative Team to review. After that, it goes to the School Council who takes that analysis and develops a school improvement plan. Ms. Marmol wanted to clarify if the analysis is conducted by someone at the school. Supt. Lavoie reported that is correct. Ms. Marmol asked if we will be able to see the raw data? Supt. Lavoie reported we typically do not share the raw data which comes from about 90 participants.

## **11. EXECUTIVE SESSION**

**MOTION:** Mr. Lamontagne moved to go into Executive Session at 7:45 for contract negotiations.

**2<sup>ND</sup>:** 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

#17820

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

**MOTION:** Mr. Lamontagne moved to enter in Open Session at 8:10 pm.

**2<sup>ND</sup>:** 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

#17823

**MOTION:** Mr. Lamontagne moved to approve the step increase for the Administrators as presented.

**2<sup>ND</sup>:** Ms. Fitzgerald

Supt. Lavoie reported that the motion has to be to accept the one-year contract that includes the step increase for Administrators.

**MOTION:** Mr. Lamontagne moved to amend his motion to accept the one-year contract that includes the step increase for Administrators as presented.

**2<sup>ND</sup>:** 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

#17824

**MOTION:** Mr. Lamontagne moved to accept the Administrators MOU as presented.

**2<sup>ND</sup>:** 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

#17825

**MOTION:** Mr. Lamontagne moved to add two positions to CF2

**2<sup>ND</sup>:** 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 Abstain  
Mr. Surillo Yes

#17826

**MOTION:** Mr. Lamontagne moved to accept the clerical contract with the 2% increase and to exclude working one day from home.

**2<sup>ND</sup>:** 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

#17827

Supt. Lavoie reported that there are three areas in the posting for qualifications for the principal that we would like to see changed; 1. Change the master's degree in education to master's degree, 2. Change the requirements that you need five years as an administrator to five as an administrator or school leader. 3. Change licensed as a vocational principal to license as a principal.

**MOTION:** Mr. Lamontagne moved to change the principal's qualifications as presented.

**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Roll Called by District Recorder:

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

4 yea's and 1 Nay

Motion Carries

#17828

**11. ADJOURNMENT**

**MOTION:** Mr. Lamontagne moved to adjourn at 8:25 p.m.

**2<sup>ND</sup>:** Ms. Marmol

**VOTE:** Unanimous

#17829

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director