



Greater Lawrence Technical School

**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1813  
August 17, 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	

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

<b><u>Others Present:</u></b>	John N. Lavoie	Superintendent-Director
	Susan Zielinski	Principal
	Gerry DiStefano	Treasurer
	Susan Lally	District Recorder

*Roll Call was taken by District Recorder: Mr. Rossi (Absent), Ms. Fitzgerald (Present), Ms. Disla (Present), Ms. Moreta (Absent), Mr. Lamontagne (Present), Ms. Marmol (Present) and Mr. Surillo (Present).*

**1. CALL TO ORDER**

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

**2. MINUTES**

**MOTION:** Mr. Lamontagne moved to approve the minutes of June 22, 2021 and June 28, 2021 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	Absent
Mr. Lamontagne	Yes
Ms. Marmol	Yes
Mr. Surillo	Yes

#17880

**3. FINANCE REPORT**

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

Mr. DiStefano read the report into the record.

Ms. Disla reported that she has the Cash Balance Report from June 30, 2021 in her packet and is different than the Cash Balance Report Mr. DiStefano just read. Mr. DiStefano reported on the August 10, 2021 Cash Balance. Ms. Lally will provide the updated Report to the District Committee.

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

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

**VOTE:** Unanimous

#17881

***b.) Consolidated Cash Reconciliation Report***

Mr. DiStefano reported that this is a handout and if anyone has any questions, he will be glad to go over it.

***c.) Revolving Fund Report***

No Discussion

***d.) Budget Report***

No Discussion

**4. COMMUNICATIONS**

***a.) Donations***

None

***b.) Articles***

Supt. Lavoie reported that there are several articles in your packet that have gone out to the public since the last District Committee Meeting. One article was the unveiling of a sculpture by the Mayor of Lawrence which promotes the vaccine in Lawrence. The students and school were recognized for doing a great job. Additional articles were the house project, graduation and the hiring of Principal Zielinski. Supt. Lavoie reported that Susan Zielinski has been selected as our new Principal. We started our two-day Administrative preparation for the opening of school today and it was led by Ms. Zielinski. Everyone is excited to have her leading them now. I received numerous emails saying I did a great job selecting our new principal. Chairman Surillo welcomed and congratulated Principal Zielinski.

***c.) Public Participation***

District Committee member, Mr. Lamontagne thanked GLTS, the District Committee and all those who took a moment of their time to pass along the warm wishes to him in regards to his mother's passing.

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

***a.) School Opening Plan***

Supt. Lavoie reported that the draft School Reopening Plan was given to the District Committee. The most important aspects are the health and safety of the plan. All staff and students will be wearing masks when the students come back to school. If there are any items that the District Committee would like to change, I would be happy to make any adjustments. Any recommendations from the Department of Education we have incorporated in the plan. They are

not requiring all students to wear masks, they are leaving it up to the local school boards to determine that. In conversation with Chairman Surillo, he felt it was important to have all wear masks and I agree with him. Ms. Disla reported that she agrees that everyone should be wearing masks and it should start with us. Anyone entering the building should have a mask. I would also need clarification on the exceptions that are made for individuals impacted by a disability. How are we going to identify these individuals? Supt. Lavoie reported that these students will be verified by the nursing department and guidance department. Ms. Disla asked how the population will know that these students are allowed not to wear a mask? Chairman Surillo reported that this is no different than the protocols we already had in place prior. Supt. Lavoie reported that we will be communicating this to all students through another letter and communications to parents. We will be doing rapid testing like last year. We signed off with the Department of Education to continue to do this. Ms. Marmol wanted clarification regarding mask breaks. Are there designated periods or is this at the discretion of the teachers? Supt. Lavoie reported that last year it was up to the discretion of the teachers and that will remain in place. Principal Zielinski reported that last year, the students also had the opportunity to go to their teacher if an individual mask break was needed. Ms. Marmol asked if we would still be incorporating the use of the badges this year? Supt. Lavoie reported that we will be using them again. Ms. Marmol asked if the school keeps a log when a room is sanitized or disinfected? Supt. Lavoie reported that a log is not kept, however the custodians clean the rooms every night. Once a week, major things that are used by large population, such as door handles will be disinfected. We have a product that gives a ninety-day protection. We had no issues last year. Chairman Surillo reported that the school has a mister that is used and has a ninety-day protection. Ms. Marmol wanted clarification regarding transportation. When it comes to afterschool sports and activities are buses going to be running at normal capacity and normal schedules? Supt. Lavoie reported that yes, they will be running at normal capacity. If we find that there are too many students on a bus, we will add another bus to the route. After speaking with the Athletic Director, one of the things we were looking at is adding more buses because we found that the students are on them too long. Mr. Surillo reported that unfortunately, there is a shortage of bus drivers. Ms. Disla asked if we have the personnel to monitor the students to make sure the guidelines are being followed? Supt. Lavoie reported that security and the discipline office will be responsible for that. We found that the students were very good with wearing their masks. There are always people in the hallway to monitor this. Ms. Fitzgerald commented that I still feel as I felt last spring, that we have done better than any school in the state, I feel this current plan has been fine-tuned even more and I want to congratulate all the personnel that has worked on this. Ms. Marmol asked if the plan is up for modification if we need to make changes? Supt. Lavoie reported that we can add a statement to the plan that states that this is a working document and can be updated anytime that is needed. The final update will be brought to the District Committee for a vote, unless it is an emergency change, then it will be changed and brought to the next District Committee meeting for a vote. Chairman Surillo reported that the plan is not much different from the original. The change is to add that a mask will be worn at all times, whether vaccinated or not.

**MOTION:** Ms. Fitzgerald moved to approve the School Opening Plan as presented

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

**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
#17882	

***b.) COVID Event for Vaccinating Students***

Supt. Lavoie reported that in an attempt to motivate and inspire students, parents, and staff to get vaccinated, we are hosting an event on August 25, 2021 from 11:00 a.m.-2:00 p.m. at GLTS. At this event, we will be hosting a barbeque, DJ, free t-shirts for those who get vaccinated and raffles in which several air pods will be given. We will be keeping track of our rate of vaccination for our school on a poster. We will be sending more communications out which includes a vaccination form to fill out to pre-register a student. We will be sending out buses to pick up students and/or parents. We will also have the clinic do the vaccinations on the first day of school for freshman and all students. Ms. Fitzgerald asked if Greater Lawrence Family Health Center helping us with this or are our nurses doing this. Supt. Lavoie reported that GLFHC will be doing this.

***c.) School Wide Professional Development***

Supt. Lavoie reported that this week, the Administrative team is having a two-day logistic meeting to develop a plan to bring to the faculty the first steps on working towards our school wide professional development activities which are built around our school improvement plan. They include the MTSS (Multi-Tier Support Systems) and Social Emotional Learning Integration, which we will continue to integrate it into our curriculum. We have brought in more professional support staff to work and support students this year. Another important aspect is the integration of our common assessments in our curriculum in the vocational area. We will also be working in our academic programs in developing those common assessments so we can measure the student's strengths and weakness to fill in the gaps for improvement. We are also working on a professional development effort around redoing our master schedule. This can address opportunities for students to participate in classes that are artistic in nature, language, music or other areas of enrichment. We would also like to give our shop teachers a prep period.

***d.) Administrative Retreat***

Supt. Lavoie reported that the Administrative Retreat was the beginning of organizing the professional development for the year. We spent time reviewing the MTSS. We hired a consultant, Ms. Kristan Rodriguez who has a firm that has been approved by the Department of Education as a firm that is acceptable to meet the expectations of DESE around MTSS. We spent some time on developing strategies to build strong relationships and growth between the administrative team and to improve our relationship with the faculty.

***d.) Update on Hiring***

Supt. Lavoie reported that we have about ten openings left to be filled. The interviewing committees are still working on getting these positions filled. We are still interviewing for the Assistant Principal and have many great candidates. Ms. Fitzgerald reported that she would like a list at our next meeting of the names and positions of the new hires from July 1<sup>st</sup>. Supt. Lavoie

reported that we will put that in your packet. Ms. Disla would like a list of the openings, positions and departments.

***e.) School Calendar***

Supt. Lavoie reported that the only thing not on the calendar are the MCAS dates. Ms. Fitzgerald reported that we already approved the calendar a few months ago without the MCAS dates. Chairman Surillo asked if we have heard from DESE yet that MCAS is required for graduation this year. Principal Zielinski reported that we have not heard from DESE as of yet. The MCAS dates and the restart dates will not require any changes of the calendar.

***g.) Micro Burst Damage***

Supt. Lavoie reported that in July, we had a micro burst that hit us and caused a lot of damage to the dirt road along the side street of our school. It brought down a lot of trees and some of them came down on our fencing. We had to cut trees down, which was done mostly by our custodial staff which saved us a lot of money. We may have to bring in a tree service to deal with the larger trees that were too big for us. Additionally, one tree came down on our concession stand and broke our ventilation pipe. We need to replace the ventilation duck work. A claim was filed with our insurance company in which we have a \$10,000 deductible. Also do to the storm, we had an enormous amount of rainfall that made a major drainage pipe below phase II of our field collapse. This caused ground water to surface and the loss all of our stone holding the soil back. It washed back the land about 10-15 feet. The drainage underground had to be repaired to stop the erosion. We estimate the cost to be around \$50,000-\$75,000. This was an emergency job that we had to do for safety reasons and in order not to lose our phase II fields and dugouts. We did check with the Attorney General's office because we could not send it out to bid. They approved us to go forward.

***h.) Superintendent's Goals***

Supt. Lavoie reported that on September 16<sup>th</sup> at 6:00 p.m., MASC will be holding a workshop to help the District Committee set up my goals. I will present you the goals after that and we can discuss at one meeting after September 16<sup>th</sup>. This is the first step in the process of the Superintendent's evaluation. Ms. Marmol asked if the survey is reviewed to make determinations to set your goals for this school year? Supt. Lavoie reported that we set a school wide goal and typically teachers set two goals, and the Superintendent's goals are consistent with that. One goal for the staff that we believe to be important is to work on assessments across all curriculum which is part of our School Improvement Plan. My goal typically aligns with SIP as does the teachers, but if the District Committee wants to address goals beyond that, then it needs to be discussed. Typically, we work around the SIP because our work is driven as to what we do in areas of growth for our students and our faculty as a school. Chairman Surillo reported that this will all be discussed at the workshop and that the School Improvement Plan is one of the goals the Superintendent puts for the school as well as we do and we will also incorporate some of that data into what we are looking for as a District Committee.

## 7. OLD BUSINESS

### *a.) District Committee Priorities*

Ms. Disla reported that she would like the camera moved so that when it is live streamed, everyone in the room can be seen.

### *b.) Policy*

Ms. Disla reported that we have not reviewed the policies and would like to start the process of this. Ms. Fitzgerald reported we decided to review one or two sections at a time from the firm we hired to do this. We need to review and approve this.

## 8. NEW BUSINESS

Ms. Marmol reported that all of our meetings are now gone from Facebook and our website after they are live streamed. Mr. Rivera reported that when we record the meetings, they get removed from our BoxCast system. Facebook live takes the source off of BoxCast and BoxCast automatically removes those videos. Ms. Marmol asked if GLTS maintain the recordings. Mr. Rivera reported that we do maintain them stored in the cloud and we only have a limited amount of storage, so we only have a certain number of videos saved on the cloud. Ms. Marmol asked how long is it saved after the meeting? Mr. Rivera will look further into it, but he reported that he believes it is deleted right after the meeting. Ms. Marmol asked if we can adjust the timeframe for at least a week? Mr. Lamontagne reported that the District Committee voted when we first live streamed that the meetings would not be archived. We would have to vote again.

## 9. PERSONNEL CONSIDERATIONS/REPORT

Ms. Fitzgerald wanted to clarify if we have any resignations, leaves of absence, retirements and appointments. Ms. Marmol asked if it is normal protocol to have them added to the agenda as well as maintaining confidentiality? I would like to obtain the retention rate within the last five years to make sure we are maintaining good employees. Ms. Fitzgerald reported that we used to get that information. This would not be a new agenda item. Ms. Marmol reported that we continue that practice. Do we do an exit interview to those that resign? Mr. Lamontagne reported that we are getting to an area that it is more information that the District Committee needs to know, such as exit interviews. I believe Human Resources needs to be contacted. Ms. Fitzgerald reported that the Principal and or HR would do the exit interview. Supt. Lavoie reported that when an employee resigns, we ask them if they would like to do an exit interview. Some do want to and other do not want to.

*a. Resignations*

*b. Leaves of Absence*

*c. Retirements*

*d. Appointments*

*e. Job Postings*

- ***Evening Adult Plumbing Instructors for tiered Apprenticeship Courses, New Positions (5):***

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

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

**VOTE:** Unanimous

#17883

- **Evening Adult Electrical Instructors for tiered Apprenticeship Courses, New Positions (5):**

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

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

**VOTE:** Unanimous

#17884

- **Clerk for Evening Adult Apprenticeship Courses, New Position:**

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

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

- **Security Guard, Annual Position:** *A security guard is needed during the evening hours to ensure that the building, teachers and students are safe while adult education programs are in session, Approx. dates: September 13, 2021-June 10, 2022, guard hours will be 3:45-8:15 each evening, Monday – Thursday, to be supported through facilities rental contract with Gould and CTI grant from Commonwealth Corporation.*

Ms. Disla reported that the position is listed as 3:45-8:15 each evening, Monday -Thursday. There are classes later than 8:15 and on Fridays. We need to ensure the safety of teachers and students. Supt. Lavoie reported that these are the hours that we typically have staff working. If some of the courses are running later, then we will ensure that someone is here until the last person leaves, because our security person is the one to lock up. Ms. Fitzgerald reported that the sport buses return to school to pick up their things and then they are transported home. Most classes are Monday-Thursday. We have a permanent security guard through the night. This security position is in support of the program, not the entire building. Superintendent reported that we will update the time to reflect 9:00 p.m. and to include Fridays.

**MOTION:** Mr. Lamontagne moved to adjust his motion to approve the job posting with the changes as presented.

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

**VOTE:** Unanimous

#17885

- **Evening Adult Automotive Technology Instructor, New Position:**

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

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

**VOTE:** Unanimous

#17886

- **Evening Adult Welding/Metal Fab Instructor, New Position:**

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

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

**VOTE:** Unanimous

#17887

- ***Evening Adult Plumbing Technology Instructor, New Position:***

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

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

**VOTE:** Unanimous

#17888

- ***After Dark Paraprofessional (4), Annual Position:***

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

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

**VOTE:** Unanimous

#17889

- ***Welding and Metal Fabrication After Dark Instructors, Annual Positions:***

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

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

**VOTE:** Unanimous

#17890

- ***Heating, Ventilating & Air Conditioning (HVAC) After Dark Instructors, Annual Position:***

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

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

**VOTE:** Unanimous

#17891

- ***Automotive Technology, Annual Position:***

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

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

**VOTE:** Unanimous

#17892

- ***Advanced Manufacturing After Dark Instructors, Annual Position:***

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

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

**VOTE:** Unanimous

#17893

- ***Evening Adult Instructor for course on SolidWorks, New Position:***

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



**2<sup>ND</sup>:** Ms. Fitzgerald  
**VOTE:** Unanimous  
#17894

- **1.0 Licensed School Adjustment Counselor, New Position:**

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

**2<sup>ND</sup>:** Ms. Fitzgerald  
**VOTE:** Unanimous  
#17895

**MOTION:** moved to enter into Executive Session at 7:35 p.m.

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

**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

#17896

## **ENTER EXECUTIVE SESSION**

### **ENTER OPEN SESSION**

**MOTION:** Mr. Lamontagne moved to table the contract negotiations for clerical.

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

#17899

**MOTION:** Mr. Lamontagne moved to table the Business Manager Position posting.

**2<sup>ND</sup>:** 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  
#17900

**MOTION:** Mr. Lamontagne moved to adjourn at 8:20 p.m.

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

**VOTE:** Unanimous  
#17901

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director