



Greater Lawrence Technical School

**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1815
September 14, 2021**

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

<u>Members Absent:</u>	Francisco Surillo	Methuen	Chairperson
	Frank Rossi	North Andover	

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

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

1. CALL TO ORDER

Vice Chairperson Ms. Marmol called the meeting to order at 6:00 p.m. with a pledge of allegiance and a moment of silence. Mr. Lamontagne read the names of the fallen Marines.

2. MINUTES

MOTION: Mr. Lamontagne moved to approve the minutes of August 17, 2021 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	Absent

#17901

3. FINANCE REPORT

a.) Cash Balance Report

Assistant Treasurer Ms. Disla read the Cash Balance report of August 10th into the record.

MOTION: Mr. Lamontagne moved to approve the Cash Balance Report dated August 10th 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	Absent

#17902

Assistant Treasurer Ms. Disla read the Cash Balance report of September 9th into the record.

MOTION: Mr. Lamontagne moved to approve the Cash Balance Report dated September 9th 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	Absent

#17903

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

Ms. Fitzgerald requested clarity on the Energy Savings Account. Supt. Lavoie reported that it will fluctuate depending on our electric bill every month.

d.) Budget Report

No Discussion

e.) Tennis Court Specs/RFP

Supt. Lavoie reported the Specs that were written and developed by an engineer was provided to the District Committee. This is to redo our tennis court's surface. We are looking to receive the bids in on Friday and will bring forth the bid numbers at the next meeting. Ms. Fitzgerald questioned if we do receive an acceptable proposal, would we be able to have this done before the freeze sets in? Supt. Lavoie reported if the bid is awarded by the end of the month, that it is possible to get it done before the winter.

f.) Reassessment of Local Contributions

Supt. Lavoie reported that in the final budget for Chapter 70 funding for education, there was a change from the Governors original budget. The original budget called for us to utilize ESSER

money to offset the cities and towns. The new legislative budget that the Governor signed, withdrew the ESSER money. The District Committee needs to vote to reassess our communities. This will be at a higher rate because we had approximately \$900,000 of ESSER money that we were providing our cities and towns to offset their assessment. The breakdown is Andover, plus \$232,092, City of Lawrence, plus \$45,065, City of Methuen, plus \$464,966, and the town of North Andover, plus \$176,592. GLTS will now add the \$918,715 to the ESSER II Grant which gives us approximately another \$1,000,000. Ms. Fitzgerald asked if the communities know that the money was withdrawn. Supt. Lavoie reported that they received the law, but we have not notified them yet until the District Committee votes. Ms. Disla questioned who does the reassessment? Supt. Lavoie reported that the assessment is determined by the law and the state formula. The original assessment we received was reduced by the Governor's proposal to lower their assessments by the ESSER money given to the schools. It did not get through the House and the Senate. That part of the Governor's proposal was taken out. It is now back to the original assessment before the governor proposed this. Ms. Disla wanted to clarify that the numbers are set, so why do we have to approve. Supt. Lavoie clarified that the budget is proposed by the Governor which needs to be approved by the Legislators. It is not finalized until it is voted yes by the House and Senate. The Governor determines what the cities and towns have to give us. We by law have to spend the money, or we will be fined. We or the cities and towns have no control over this. However, the District Committee still needs to vote on this. **MOTION:** Mr. Lamontagne moved to approve the reassessment of the local contributions 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	Absent

#17904

4. COMMUNICATIONS

a.) Donations

None

b.) Articles

None

c.) Public Participation

None

5. REPORTS OF THE SUPERINTENDENT-DIRECTOR

a.) Introduction of Student Representative

Ms. Zielinski introduced the District Committee's 2021-22 student representative, Maureen Wright. Maureen is a 10th grade student in the STEAM Biotech Program and lives in Methuen.

She has a passion for dancing and is an active member in the community and is involved in Student Council, Reggie Podcast Group, GSA and was selected to represent GLTS in the GSA Leadership Council. She is enrolled in all academic honor classes. She wants to pursue a career in pharmacy and working in a lab. She looks forward to sharing activities and events with the District Committee. Her reporting will start in October.

b.) Admission's Policy

Supt. Lavoie reported that a draft Admission's Policy was given to the District Committee. Some changes have been made to how we score students. The reason for the change is that we have been required by the Department of Education to review and make changes to allow our policy to be more equitable for all students. Our policy has to reflect EL students, special education students and low-income students so they all have a fair opportunity to be admitted into the school. The number of students should reflect the percentages of those attending our communities' high schools. In order to make the changes, we need to use data. We have a new program that will help make adjustments to our policy. The revision of this policy has been driven by our Director of Guidance, Ms. Richardson in which she has been working on for several months. One of the biggest changes is in discipline. It has to be a serious infraction to lose points in the area of discipline. Some language has been changed as well. All changes were highlighted in yellow. We are responsible to submit our data to the Department of Education. Every year the District Committee has to vote on this. Mr. Lamontagne asked for an example of a severe infraction? Supt. Lavoie reported a student suspended would be a severe infraction.

MOTION: Mr. Lamontagne moved to approve the Admission Policy as presented.

2ND: Ms. Fitzgerald

Ms. Marmol wanted clarification on the point system. Supt. Lavoie reported that the comparison from old to new is on a spread sheet and in the package given to the District Committee. Minor infractions will not count towards discipline when scoring a student.

VOTE: Unanimous

#17905

Ms. Richardson reported that this policy is a draft. It does have to be submitted to DESE by October 1st. We do have a meeting with the data company, Go2 Solutions on the data. We can request an extension up until October 1st. I would like to bring one final document to the District Committee for a vote. Supt. Lavoie reported that if there is a change from the draft then the District Committee will vote on this again. If there are no changes, I will not have the District Committee vote again. Supt. Lavoie reported that Ms. Richardson will be reporting to the District Committee on the policy ongoing.

c.) Calendar

MOTION: Mr. Lamontagne moved to approve the calendar as presented.

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17906

d.) Principal's Report

• ***Back to School Professional Development***

Ms. Zielinski reported on the opening of school for SY2021-22. We had two keynote speakers, Ms. Pam Garramone, Positive Psychology Speaker and Ms. Laurie Casna, J.D., RECA

Consulting, MTSS-Multi Tiered System of Support. Throughout the other days, we had some health and safety presentations to reinforce our protocols with staff. We had a great three days and the staff was happy to be back. We also had a great freshman orientation day. We had over 80 Reggie Leaders. The following week we welcomed all our students. This month we will be celebrating Hispanic Heritage Month. Every Wednesday they will be sharing highlights through an email featuring Hispanic authors, musician, etc. We want this to become a tradition at GLTS. Ms. Infante has designed a logo and we have shirts for staff and students. We also have our community school wide reading event. Ms. Marmol reported that she also enjoyed attending the staff orientation and would like to make this a tradition as well. Supt. Lavoie thanked Ms. Zielinski for the preparation of the opening of our school. It went extremely well and it was great to see the climate and the enthusiasm with our new principal.

e.) Esser III Funds Update

Supt. Lavoie reported that we were awarded a \$5,000,000 ESSER III Grant. We have to provide a report to the Department of Education on how we spend it. We have put a committee together and it includes many stakeholders. Since Ms. Silva's departure, I have taken this project over and I am meeting for two hours every morning with the team because the report has to be submitted by October 3, 2021 to the Department of Ed. This will be presented at our next District Committee meeting for a vote. Twenty percent of the funds needs to be allocated to filling the gap of student's lost over the past year due to COVID. We have three years to spend the money so we will be looking at long term opportunities to support student growth. Some funds can be used for Capital Improvement, Professional Development, Summer Programing, Technology and also to support our families and parents' communications and involvement within the school. Many committees are in place to present ideas. We now have an additional \$900,000 which will give us a total of \$7,000,000. Ms. Marmol wanted clarification on the amount of money in total. Supt. Lavoie reported that we have a total amount of \$5,000,000 in ESSER III, but we have an additional \$900,000 in ESSER II added to the \$1,000,000 that we already had in ESSER II which gives us a total of approximately \$7,000,000. Parents, Advisors, Administrators, teachers, stakeholders and students from our community will be surveyed so that they can make recommendations on what to spend the money that will benefit our students.

• ***Camera***

Supt. Lavoie reported that the cameras were moved for tonight's District Committee Meeting so that all members attending can be seen on livestream.

• ***Livestream of Meetings***

Supt. Lavoie reported that the District Committee had requested the District Committee Meetings stay on our website for a length of time. If the Committee would like, that we should be able to do this. We do need to find out from IT for how long because it could be a cloud space issue Ms. Marmol reported that she is happy to hear that they will remain on our GLTS website longer. Ms. Marmol wanted clarification on what caused the deletion in the first place. She was able to see the past meetings up until June? Mr. Lamontagne reminded the District Committee that we voted to not archive the livestream meetings. Supt. Lavoie reiterated that the District Committee voted to not archive the meetings and additionally he needs to speak with the IT Director about if it was a space issue. Ms. Marmol asked if we were breaking any laws because it is a public record and public records need to be stored? It would be nice if our staff and or families can

view the meeting at a later day or time. Ms. Fitzgerald reported that the official records are the minutes of the meeting and they are stored. I do not believe that we are breaking any law because once we approve the minutes, those are the official records. Watching the meeting at a later time is fine, but the official records are the minutes. Ms. Marmol would like to attain a motion to have our live stream meetings archived.

MOTION: Ms. Moreta moved to approve to archive our livestream meetings.

2ND: Ms. Disla

Ms. Fitzgerald reported that until we have the information on how we store it, we are a meeting premature. Ms. Disla reported that some of the meetings were archived. Ms. Marmol clarified that storing or archiving the meetings are different then leaving it on our website, YouTube and Facebook. Supt. Lavoie reported that being on our website does not mean the meeting is archived. Once we pull it off the website and put it on a server, then it is archived. We may need more space. We probably can add another server or space. Ms. Fitzgerald wanted to clarify that when you archive something, it is stored to a place that is not immediately accessible. The meeting would have to be requested. Ms. Disla reported that we should have both. It should be available for a week or so for people to see and then archived. Ms. Fitzgerald asked if this can be done and what is the cost? Ms. Marmol reported that we could have it on our You Tube and Facebook platform. Supt. Lavoie asked if the District Committee would like it stored on our own property or a public platform. If we archive on our own server, then we would have the control of our archived meetings. Supt. Lavoie reported if the District Committee wants them archived, I am sure we can do that. Ms. Fitzgerald reported that she still would like to table this until we had a little more information.

MOTION: Ms. Moreta moved to table the motion she made to archive the livestream meetings.

• ***Speed Bumps***

Supt. Lavoie reported that he had a request to put speed bumps around the school. We have ordered the speed bumps and more signage to help with the traffic. Ms. Fitzgerald asked if they are removable for the snow plow. Supt. Lavoie reported that they are.

MOTION: Mr. Lamontagne moved to approve the placing of speed bumps around the school.

2nd: Ms. Fitzgerald

VOTE: Unanimous

#17906

• ***Executive Session Minutes***

Supt. Lavoie reported that we did confer with our attorney regarding providing a hard copy of Executive Session minutes. We are able to provide a District Committee a hard copy with a reminder that they are not public record and cannot be shown to anyone. However, we were told that the District Committee needs to vote to change the policy. Ms. Disla reported that we used to get the minutes, and then it stopped. She commented that we need to be more consistent in making decisions. Supt. Lavoie reported that we should vote to clarify what the District Committee would like to do.

MOTION: Ms. Disla moved to have the Executive Session Minutes to be part of the Meeting Packets.

2nd: 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	Absent

3 yes', 2 no's
 Motion Carries
 #17907

• **Retention Rate**

Supt. Lavoie reported HR provided the retention rate percentages that the District Committee requested. Ms. Marmol reported that the report is very vague. I would like to see a report that includes the number of staff members by department and the years of service upon resignation. The reason for this request is that about two years ago, she spoke with the teacher's union and was advised that fifty-four percent of the staff **are within** the first three years of working at the school. Supt. Lavoie reported that this is going to take some time to collect the data but it is doable. However, I don't even know if fifty percent is even an accurate number. If you want information, the best place to go is to the Superintendent. Getting information from teachers and staff is going to make my job more difficult. Ms. Fitzgerald reported that she agrees with Supt. Lavoie as far as the timing for this information. HR is overwhelmed at the beginning of the year getting new people on board. I want to remind this committee that the first three years all of the teachers are on probation and some of the teachers are leaving because they have not been asked to stay. I believe that the January/February timeframe would be more practical. Supt. Lavoie reported that first we need to identify what is a realistic retention rate and what is consistent across the state. To assume that we don't have a good one is not accurate. What is more important is the performance of the school over the past eleven years. It has been extremely outstanding and if we lost staff because of my expectations, I am not going to change that. Ms. Marmol reported that she didn't have a timeframe on when she needed the report. Do you know what that number is if I am not accurate? Supt. Lavoie reported that he does not know the number because I am not looking at that every day. I have not done any analysis on our retention rate. I look at the performance as a school and if it goes down, then I will look at it. If it continues at a high level, then I will not look at. However, if the District Committee is concerned, then I will gather the information. One thing about teaching at a vocational school, is that some teachers come in without finishing their licenses and it takes them five years. Many don't want to put that time in.

MOTION: Mr. Lamontagne moved to table the Retention Rate Report.

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	Absent

#17908

b.) Policy

- **Section A: AA through ACA**

Supt. Lavoie reported that they received some policies in the packet for your review. If you have any questions or changes, then the District Committee can discuss. Ms. Fitzgerald wanted to clarify if we vote on the changes or the entire section. Supt. Lavoie reported that we will vote on the entire section that was presented.

MOTION: Ms. Fitzgerald moved to accept Section A: Foundations and Basic Commitments, Sections AA, AA-E, AB, AC and ACA.

2nd: Mr. Lamontagne

VOTE: Unanimous

#17909

8. NEW BUSINESS

9. PERSONNEL CONSIDERATIONS/REPORT

a.) Resignations

- *Michael Lynch, Chemistry Instructor*
- *Julia Jeffers, EL Instructor*
- *Lori-Lynne Ogden, Math Instructor*
- *Caroline McCullough, STEAM ELA*
- *Patricia Houghton, Speech and Language*
- *Richard Zaker, HVAC Instructor*
- *Mary Gallant, Health Assistant*
- *Kristin Seed, English Instructor*
- *Daniel Burns, Graphics Instructor*
- *Christopher Jackson, STEAM-Music*
- *Kathryn Ferrara, Sped Teacher*
- *Nicole Tellier, Math Teacher*
- *Maria Silva, School Business Manager, effective 9/10/21*
- *Gregg Haas, Assistant Principal*
- *Mohammad Javadi, Mechatronics/Robotics & Automation Instructor*

b.) Leaves of Absence

c.) Retirements

- *Elizabeth Evans, Shipping/Receiving Inventory Specialist, October 29th, 2021.*

f.) Appointments

- *Leah Trentsch, Math Instructor*
- *Hilary Spugnardi, Speech and Language*
- *Michael Ouellette, Autobody Instructor*
- *Isais Nieves, EL Paraprofessional*
- *Sobhan Namvar, Adjustment Counselor*

- *Linda Mayer, Library Media Assistant*
- *Jennifer Lasonde, Cosmetology Instructor*
- *James Gangi, Electrical Instructor*
- *Jacob Elwell, Math Instructor*
- *James Christie, Chemistry Instructor*
- *Samantha Bencivenga, Chemistry Instructor*
- *Sean Kucharski, Field Support Services Assistant*
- *Martha Carrasco, Discipline Secretary*
- *Hailie Larocque, Data Assessment Specialist*
- *Daniel Falkner, Permanent Daily Substitute*
- *Heather Lefebvre, EL Instructor*
- *Richard Gonsalves, HVAC Instructor*
- *Thomas Paulsen, Landscape Construction Instructor*
- *Ann Foustoukos, Health Assisting Instructor*
- *Sonia Santana, Program and Grants Mgmt. Assistant*
- *Eric Spargo, History Instructor*
- *Katelyn Tobin, English Instructor*
- *Rita Fazio, Medical Assisting Instructor*

Ms. Marmol reported that she would like to give a proper farewell to Ms. Evans. Ms. Fitzgerald, reported that Beth has been the most loyal and competent employee we have had. I wish her well on behalf of the entire Committee. She will be missed.

g.) Job Postings

- **Contact Tracer (Up to 4):** *To Conduct Contact Tracing for GLTS “close contacts” including outreach to families on evenings and weekends, CBA \$35.00/hour, SY2021-2022, Replacement Position. (See attached)*

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

2nd: Mr. Lamontagne

VOTE: Unanimous

#17910

- **Home Tutor:** *Provide home tutoring services/academic support for students with extended absences, Per Teacher Contract, SY21-22, Replacement Position/Annual.*

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

2nd: Mr. Lamontagne

VOTE: Unanimous

#17911

- **OSHA Instructors for Curriculum Development (Up to 6):** *For Construction Curriculum Development. Must have a current OSHA Authorized Construction Trainer Certificate. \$35/hour, SY2021-22, Annual Position.*

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

2nd: Mr. Lamontagne

VOTE: Unanimous
#17912

10. FUTURE AGENDA ITEMS
None

MOTION: Ms. Fitzgerald moved to enter into Executive Session at 8:00 p.m.
2nd: Mr. Lamontagne

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	Absent

#17913

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

MOTION: Ms. Fitzgerald moved to enter into Open Session at 8:06 p.m.
2nd: Mr. Lamontagne

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	Absent

#17917

MOTION: Ms. Fitzgerald moved to approve the Clerical Contract as presented
2nd: Mr. Lamontagne

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	Absent

#17918

Ms. Marmol reported that we have created a subcommittee to interview all qualified candidates for the School Business Manager Position. The Committee will consist of the Superintendent, Treasurer, HR Director, Principal, Payroll Specialist and three District Committee members: Ms. Disla, Ms. Fitzgerald and Ms. Marmol.

12. ADJOURNMENT

MOTION: Mr. Lamontagne moved to adjourn at 8:10 p.m.

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17919

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director