



Greater Lawrence Technical School

**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1816
September 28, 2021**

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

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

1. CALL TO ORDER

Chairperson Mr. Surillo called the meeting to order at 6:06 p.m. with a pledge of allegiance and a moment of silence.

2. MINUTES

MOTION: Mr. Lamontagne moved to approve the minutes of September 14, 2021

2ND: Ms. Fitzgerald

Ms. Marmol reported that she wanted to make an adjustment to the minutes. Ms. Lally will adjust the minutes to read on page seven under “Retention Rate”; “fifty-four percent of the staff are within the first three years of working at the school”.

MOTION: Mr. Lamontagne moved to approve the minutes of September 14, 2021 to include the correction.

2ND: Ms. Fitzgerald

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

4 Yes’, 1 No

Motion Carries

#17920

3. FINANCE REPORT

a.) Cash Balance Report

Treasurer Mr. DiStefano read the Cash Balance report of September 21, 2021 into the record.

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

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17921

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

No Discussion

e.) OPEB Trust Fund Report

Supt. Lavoie introduced Attorney Mike Morris Jr., GLTS School attorney who oversees our contracts issues, RFPs and work on the OPEB Program. Mr. Morris reported that on November 14, 2017 the District Committee voted to accept General Law, Chapter 32B, section 20, therefore, establishing an OPEB Trust fund designating the Treasurer, Mr. DiStefano as the trustee of the trust fund. Mr. DiStefano and a consultant from Bartholomew & Company discussed how to establish the Declaration of Trust. The Declaration of Trust was submitted to Mr. DiStefano and I was asked to review it. The District Committee is not being asked to vote on this tonight. The process of approval is that the Treasurer would adopt the Declaration of Trust by signing it, then will file it with the District Committee and with the Clerk of the District. The Clerk of the District will post the Trust in the same manner as any other open meeting law notice for a period of ninety days. After the expiration of the ninety days, the Trust will become officially adopted and in effect unless the District Committee takes a vote to disapprove it. Since the Treasurer of the school was named the trustee and not a board, it triggered a need for the District Committee to oversee this. The District Committee may want to discuss on whether to have a board of trustees in place or just one trustee. If it is decided to have a board, then I need to look into what happens to the original vote and how to proceed. It is difficult finding people to serve on such a board because it comes with a big responsibility. With a single trustee, they are responsible to make the decisions and can do so in a timely manner. With a single trustee, then there is no need for an annual authorization. If it is the intent of this District Committee to approve the Declaration of Trust, by taking no action within ninety-days, then I would recommend the District Committee to approve the Investment Policy Statement that is in place

and to vote that any future changes to the Investment Policy can only be done with the approval of the District Committee. The decision to compensate the Trustee should be a vote from the District Committee. Mr. Lamontagne reported that he would like our current Treasurer to be the lone trustee. Since he has come on board at GLTS, he has made several investments that has helped this District. I feel he should be compensated. Ms. Fitzgerald asked if we will receive an annual audit on the money that has been allocated and invested? Mr. DiStefano reported that we receive monthly reports from Bartholomew & Company on balances of our investments. Chairman Surillo asked if we added a board of trustee, how many would be on this? Mr. Morris reported you would not want an even number to avoid a deadlock. The original vote in November, 2017 would have to be retaken and I would have to look into if we can do this. Chairman Surillo asked about the investment policy statement and the investment parameters. Mr. DiStefano reported that Bartholomew has the flexibility to invest within those ranges. Chairman Surillo asked when we have to vote on the entire Policy. Mr. Morris clarified that the Declaration of Trust does not come before the District Committee for a vote. The Investment Policy Statement was put into place in 2017-18 and any future change, amendment or revision to the OPEB Investment Policy Statement must first be reviewed and approved by vote by the District Committee in order to become effective and binding. Chairman Surillo asked if the District Committee has to vote to have the performance of the investments annually or quarterly. Mr. Morris reported that it could be a vote or an instruction. Mr. Lamontagne asked when do we decide on the compensation of the trustee? Mr. Morris reported that it should take place before the expiration of the ninety-day period after the Trust is posted. I would recommend that you rely on Bartholomew & Company to help with the decision on compensation. Mr. DiStefano reported that when we get the quarterly report from Bartholomew & Company, it will be included in the packets.

4. COMMUNICATIONS

a.) Donations

- 2007 BMW 328XI Car, valued at #3,675.00 donated by Mr. & Mrs. Mark Johnson of Andover, MA.

b.) Articles

- The Eagle Tribune: Greater Lawrence Receives Grant

c.) Public Participation

None

5. REPORTS OF THE SUPERINTENDENT-DIRECTOR

a.) Livestreaming of Meetings

Chairman Surillo reported that this is an open issue because this was not properly voted on at the last meeting to be tabled. Supt. Lavoie reported that he would like to recommend that we stream our meetings coinciding with YouTube. After that, we would take the video and store it on our server for as long as the District Committee would like it. Ms. Marmol wanted to clarify that it will be posted on our YouTube channel? Supt. Lavoie reported that it would be streamed simultaneously on YouTube each meeting and archived there and on our own server. Anyone can request a copy if they wanted to see it. Ms. Marmol reported that if it is on YouTube, you would not have to request it. Ms. Marmol asked what the cost would be to archive the storing of

our meetings. Supt. Lavoie reported we may at some point have to expand our server and the cost would be between \$5,000 and \$10,000.

MOTION: Mr. Lamontagne moved to approve the streaming of the District Committee on YouTube and to be archived additionally on GLTS' server.

2ND: Ms. Marmol

Supt. Lavoie introduced Mr. William Jakubec, Director of Technology. We have the best technology in the state of MA due to Mr. Jakubec. Ms. Marmol asked if Mr. Jakubec could provide more details of why the meetings were deleted from Facebook. Mr. Jakubec reported that the social media account is through our Marketing Department. My understanding is that the District Committee voted to not keep it public after the meeting was broadcasted. If there is a change, then we can adjust to that change. Ms. Marmol wanted to clarify the process of deletion. Who would give the authority to do this? Mr. Jakubec reported that the authority would be from the Superintendent by means of the District Committee. Supt. Lavoie reported that he directed Mr. Jakubec to delete the recordings, because that is what the District Committee voted to do. Ms. Fitzgerald reiterated that at the time we voted, we were happy to be broadcasting the meetings and we were not thinking of storing them. Chairman Surillo reported that it is a good thing to be able to watch the meeting after it is broadcasted which is good for transparency.

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

#17922

b.) Staff Retention Rate

Supt. Lavoie reported that he was asked to elaborate more on the staff retention rate report and that was given to the District Committee prior to this meeting. The report included the position, date of termination, how many years in that position and the percentage. The District Committee asked to have a strategy and methodology put in place to improve our retention rate and this will be worked on after this month. After reviewing some of the data, there were many STEAM staff members that left. This was a new program and there were some teachers that were not totally licensed. Some teachers may have felt it was not a good fit or did not enjoy education. A big part on some of the retention rate may have been from not the most competent hiring at the time or struggling to meet the high expectations we expect. We have some of the best teachers, training and mentoring at GLTS. As I put together a strategy, part will be on hiring good teachers. Ms. Fitzgerald commented that the report used the word termination and suggested we use the word separation instead. The rate of turnover looks greater than it actually is if we ask staff to leave. Chairman Surillo reported that he would like to see a breakdown on who retired, not asked back or terminated. Ms. Marmol agrees with the changes the members are asking for. In addition, I would like to move to table this agenda item to look at the numbers because she noticed a difference in percentages. I would like to cross reference the data that I have. Ms. Fitzgerald reported that she would like the report to reflect what truly happened. Ms. Moreta

reported she would like to see a separation between academics and shops on the report. Ms. Marmol reported that she would like to see the reasons particularly in the STEAM Department because assumptions were made that they left because they were not asked back or did not have the necessary certifications. Can it be added to the report? Supt. Lavoie reported that we are not sure how much we can give you, but I will have HR look into this. I don't believe our retention rate is all that high, it is very low. There is not a lot I would change in terms of our expectations of our staff. We provide a fair salary, cleanest classrooms, shops, exceptional technology and high-quality mentoring program. In my review, the majority of people that leave, don't want to meet the standards we ask. Supt. Lavoie asked the District Committee what are they trying to prove or accomplish with this exercise? A lot of time and effort has gone into this. Ms. Marmol reported that we are making assumptions on why teachers resign for example, you are holding them to a certain standard that they can't handle, or they want to be closer to their district. I don't want to have that narrative when it comes to why a teacher resigns. Data allows us to look into how to improve and ensure we are hiring the right candidate. By looking at just STEAM, we can look at how it can be improved. I would also like added to the report if some of these resignations or terminations are due to a teacher not acquiring the necessary license to remain teaching. Supt. Lavoie reported that most teachers that we ask not to come back are not because of their licenses. There have been some cases, but when you evaluate the reasons why someone has resigned, based on their performance and evaluation then you tend to make the assumptions on the reasons based on data. I don't believe that we have a problem, but it doesn't mean we can't improve it to provide our teachers the very best, so we do keep our teachers. Chairman Surillo clarified that we don't see their evaluations, so we don't know why they left. We do need to look at the reasons so we can provide policies that can help. Some teachers may need extra support to pass their exams to obtain their licenses. Supt. Lavoie reported that we support the teachers who are struggling on their exams by hiring tutors and any kind of support they need. We never quit on them. We value our best teachers. Ms. Marmol asked if the retired staff is factored in. Supt. Lavoie reported that they are not.

c.) Tennis Court Bids

Supt. Lavoie reported that the District Committee was provided a list of all the companies that bid on the Tennis Court Renovation Project. We need to vote on the lowest bidder so we can start before the snow starts because the tennis courts would be needed in the Spring. The lowest bidder is Heimlich Landscaping and Construction Corp. They have been the lowest bidder on several of our field projects at the school and have done an outstanding job.

MOTION: Mr. Lamontagne moved to approve the award of the Tennis Court Renovation Project to Heimlich Landscaping and Construction Corp. as the lowest bidder.

Ms. Moreta want to clarify why we didn't go with another company? Supt. Lavoie reported that the law requires us to go with the low bidder unless there is a good reason why we did not and that would need to be provided to the state.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

Ms. Rossi	Absent
Ms. Fitzgerald	Yes
Ms. Disla	Yes
Ms. Moreta	Yes

Mr. Lamontagne Yes
Ms. Marmol Yes
Mr. Surillo Yes
#17923

d.) Superintendent's Goals

Supt. Lavoie presented his self-assessment and his goals. Chairman Surillo asked Mr. Lamontagne for clarification on if we hold a special meeting for this or is it done at the next District Committee meeting. Mr. Lamontagne reported that the process is Supt. Lavoie gives his goals to the District Committee and we make sure it is accomplished. This body does not give him goals. Chairman Surillo asked who sets the standards moving forward? Ms. Fitzgerald reported that we have to agree in conjunction with the Superintendent which standards are going to be used. Mr. Lamontagne reported that an update would be given to the District Committee on his progress quarterly. Ms. Marmol reported that when we had the Workshop, it was stated that the Supt. picks his goals and we would come up with the standards and the indicators. Supt. Lavoie reported that everything is usually focused around the School Improvement Plan and recommendations made by DESE on the focus indicators. The teachers, Admin Team and myself are following the same consistent standards and indicators so there is consistency across the school. This has been driven by our Conditions for School Effectiveness Survey which shows are weaknesses and strengths. The Four Standards and Indicators that the school has chosen to focus on to help move the school forward and to support the teachers work are aligned with my work. I established two goals that align with the Administration Team's goals that supports the student's improvement and the teacher's improvement around instruction and my work that supports all of that. Supt. Lavoie provided his Self-Assessment & Goals in a presentation that was given to the District Committee. Supt. Lavoie asked the District Committee to review this over the next few weeks and provide feedback in any areas. A copy will be emailed additionally to the District Committee and more time can be dedicated at the next District Committee meeting. Ms. Fitzgerald suggested that we don't want this to be reported at every meeting. At a minimum, you should report your progress three months in, or quarterly. Chairman Surillo agrees, but we have to put his evaluation in place first. Supt. Lavoie reported that he would provide the evidence in a timeline that works throughout the school year.

e.) Esser III Funds Report

Supt. Lavoie reported that the stake holder summary survey was provided to the District Committee. The Business Administrator was working on the ESSER III Funds Report before she left but was unable to complete it. Since then, I have been working with Ms. Almono, Coordinator of Grants to finish it. Many Administrators have spent many hours also providing input to the ESSER III Grant to meet the expectations of the grant. Twenty percent of the grant had to be used to fill the void of learning loss during COVID. Fifty-eight respondents were parents/caregivers, 22.9% of respondents were teachers, 5.7% were support staff, 2.1% were members of the Advisory Board and .05% were all other community stakeholders. A lot of time and effort went into putting this grant together. The grant is for just under \$5,000,00. Ms. Fitzgerald asked if the grant is all or nothing, or can we receive some of it. Supt. Lavoie reported that we applied for all of it. With our ESSER II grant, we allocated it to lower the assessments of our communities and since that did not happen, we had to allocate an additional \$900,000. I did notify the communities of the change. The ESSER III grant can be used for up to three years.

Capital Spending was also allowed to be used in this grant. We funded \$250,000 for the Aviation Program we are looking to start. We also funded the start of the Environmental Science Program. We moved some Capital Improvement projects into this grant which will give us money to hopefully fund the Hot Top Project. All teachers had input into this. Ms. Marmol wanted to clarify the amount of money that was put into the Aviation Program. Supt. Lavoie reported that we allocated \$250,000 to be used within three years. Ms. Marmol asked if we can allocate the funds for this program prior to confirming the program? Supt. Lavoie reported yes and he feels that we will get the approval. Ms. Marmol wanted to clarify that the 4th Identified Priority under Facilities means that it means revamping certain shops and areas? Supt. Lavoie reported yes. Ms. Marmol asked if there is a subcommittee created that works on where the funds get allocated? Supt. Lavoie reported that all the Administrative Team worked on this, led by our Business Administrator and Ms. Almono. About three weeks ago, I took this over after losing our Business Administrator. We had to get the stakeholders involved and that is why there was a survey. We met for hours on several days. Ms. Almono pulled everyone together and helped make this happen. This grant supports education and learning. There is an enormous amount of support and funding for mental health and social emotional learning. We have been able to hire more support staff to support our students because of this grant. Chairman Surillo asked how many stakeholders were reached? Supt. Lavoie reported that we had around 180 responses with recommendations to us. There were parents, students, community members, advisory board members and business members.

f.) FY2023 Budget Timeline of Events

Supt. Lavoie reported that the Budget Timeline for FY2023 Budget was provide to the District Committee. It aligns closely to last years with a few dates that were moved up so the District Committee can make a timely decision.

MOTION: Mr. Lamontagne moved to approve the Budget Timeline for FY2023 as presented.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17924

g.) October Events Calendar

Supt. Lavoie reported that a calendar of events was provided to the District Committee for the month of October. Supt. Lavoie reported that our Legislative Breakfast will be held on October 29th in person. Principal Zielinski reported that the back to school night has been changed to October 21, 2021 and it will be virtual. Chairman Surillo wanted clarification on why the BTS night will be held virtual. Principal Zielinski reported that it was discussed with the COVID and Administrative Teams and it was determined that we did not want to have the large number of guests in the building at once for safety reasons. We will have the Freshman families come in as

a smaller gathering at a later date.

MOTION: Mr. Lamontagne moved to approve the October Calendar with the changes as presented.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17925

6. REPORTS OF THE COMMITTEE

Supt. Lavoie updated the District Committee on the speedbumps that were put in place at the request of the District Committee. We have been having traffic issues since they have been put into place. Traffic has been backed up way beyond the highway causing busses and students to come in late. We found that parents have been dropping their students off on River Road causing a serious concern for student safety. We took them out and found that the traffic flow was much better. We then put a few back at the request of the District Committee and found it did back up traffic but not as bad. Ms. Zielinski reported that it does slow down traffic and we have gotten feedback from parents that it is taking them up to 20 minutes to drop off their student. Teachers are coming in late as well. We did send out an email to staff to ask them to arrive a little bit earlier and it still was taking them about 25 minutes to get into the parking lot. It wasn't as extreme, but it has still caused some danger to students. Ms. Fitzgerald reported that the place a speed bump is needed the most is on the side of the road where the pool is. I did see on social media that the parents were irate because they were late for work. Maybe large speed limit signs would be better. Supt. Lavoie reported that he has requested large speed limit signs to be made and to be placed around the campus. Ms. Marmol asked how many were put in place originally? Supt. Lavoie reported that initially we had six speed bumps and now we have three. Chairman Surillo reported that we do need to look into how to stop the speed. I would like to speak to Officer Milligan for his recommendation. Supt. Lavoie reported that he can speak to Officer Milligan and see if controlling the lights may help. Mr. Lamontagne asked if we could ask the Town of Andover if we can use the electronic signs that state the speed limit. Ms. Fitzgerald reported that she agrees that whatever we can do to get them slow down would help. Supt. Lavoie will look into the electronic signs and see if all our communities can help provide them. Chairman Surillo would like to keep the speed bumps out back by the football field and on the side of the pool until we can figure out how to slow the speed down.

7. OLD BUSINESS

a.) District Committee Priorities

b.) Policy

- ***Section A: ACAB, ACAB-E and ACAB-E-1***

MOTION: Mr. Lamontagne moved to accept Section A: Foundations and Basic Commitments,

Sections *ACAB, ACAB-E and ACAB-E-1*

2nd: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

5 Yes', 1 No

Motion Carries

#17926

8. NEW BUSINESS

9. PERSONNEL CONSIDERATIONS/REPORT

a.) Resignations

- *Ann Foustoukos, Health Assisting Instructor, Effective October 15, 2021*

b.) Leaves of Absence

c.) Retirements

h.) Appointments

- *Jennifer DeStefano, Assistant Principal-Humanities, Effective October 12, 2021*
- *Kate Quinlan, Wellness/Phys Ed Instructor, Effective October 4, 2021*
- *Matt Walsh, School Adjustment Counselor, Effective October 4, 2021*
- *Usman Ahmadu, Engineering Instructor, Effective September 20, 2021*
- *Karen Conway, Health Assisting Instructor, Effective September 13, 2021*

i.) Job Postings

- **Health Assisting Instructor:** *To Replace full-time Health Assisting Instructor due to resignation, per CBA, ASAP-SY21-22, Replacement Position.*

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

2nd: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17927

- **LTS School Nurse-LPN:** Flex Hours, per contract, SY21-22, New Position (See attachment)

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

2nd: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17928

- **MCAS Tutors:** MCAS Tutors Math (up to 4), ELA (up to 2) to assist in supporting students while providing extension, review and small group instruction in preparation for MCAS retest 10/5-11/14, (Tues & Thurs 3-4:30), Annual Position.

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

2nd: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17929

10. FUTURE AGENDA ITEMS

None

12. ADJOURNMENT

MOTION: moved to adjourn at 8:07p.m.

2ND:

VOTE: Unanimous

#17930

Respectfully Submitted:

Susan Lally
District Recorder

Minutes Reviewed:

John N. Lavoie
Superintendent-Director