



Greater Lawrence Technical School

**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1817
October 13, 2021**

Members Present: Francisco Surillo Methuen Chairperson
Vivian Marmol Lawrence Vice Chairperson
Marilyn Fitzgerald Andover
Leo Lamontagne Lawrence
Anngybel Moreta Methuen

Members Absent: Zoila Disla Lawrence Assistant Treasurer
Frank Rossi North Andover

Others Present: John N. Lavoie Superintendent-Director
Gerry DiStefano Treasurer
Susan Lally District Recorder

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

1. CALL TO ORDER

Vice Chairperson Ms. Marmol called the meeting to order at 6:07 p.m. with a pledge of allegiance and a moment of silence.

2. MINUTES

MOTION: Mr. Lamontagne moved to approve the minutes of September 28, 2021 as presented.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder

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

#17931

3. FINANCE REPORT

a.) Cash Balance Report

Treasurer Mr. DiStefano read the Cash Balance report of October 5, 2021 into the record.

MOTION: Mr. Lamontagne moved to approve the Cash Balance Report of October 5, 2021 as presented.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17932

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

No Discussion

4. COMMUNICATIONS

a.) Donations

b.) Articles

- Email from Dan Habib

Supt. Lavoie read the email from Mr. Dan Habib that thanked Ms. Stephany Infante and Ms. Kasandra Ayala for all the work they have done on the Golf Tournament. He additionally thanked all the golfers, hole sponsors, raffle donors and volunteers for the success of this year's tournament. He spoke about the Alumni Association funding an area between the football field and baseball field that will be built for former students or graduating classes to purchase bricks to be placed on the back wall with their name engraved in the brick.

c.) Public Participation

Supt. Lavoie introduced Ms. Julie Davies, fiancé of the late Robert "Murph" Murphy. Murph was a graduate of GLTS, Class of 1990, and a four-year football player. He was an avid football fan, never missing a Patriots or Alabama game and a huge fan of his favorite football team-The Greater Lawrence Reggies. Murph was in the Electrical Program and received his Journeyman license and loved his career as an electrician. Ms. Davies donated \$1,000 to the football team and presented it at the District Committee Meeting.

5. REPORTS OF THE SUPERINTENDENT-DIRECTOR

a.) Supt. Evaluation

Supt. Lavoie reported that he wanted to review his goals that was given to the District Committee last week and stated that he added the focus indicators that align with his goals, goal actions, timelines and outcomes that goes with it. Goal 1 aligns to Standard III-Family and Community

Engagement: Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district. He will improve and increase family and community engagement through monthly parent newsletter, Superintendent’s zoom Q&A for parents, attend community neighborhood meetings and events. He reviewed the focus indicators, goal actions and timeline of Goal 1. Goal 2 aligns to Standard 1, 1-A-Curriculum: Ensures that all teachers implement and adapt as needed effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes. Supt. Lavoie reported that by June of 2022 there will be a 15% increase in CTE Curriculum Projects that measure students’ success in reaching proficiency in all strands aligned to the project. I will accomplish this by developing and delivering 2 PD workshops for administrators and teachers, providing staff PD time to include the ability to measure all framework strands in each project. He reviewed the focus indicators, goal actions and timeline of Goal 2. Ms. Fitzgerald reported that this is incredible amount of work, the five-year strategic plan can take the entire year, never mind adding more to this. These are very specific goals and my thought is I am happy with this. Ms. Marmol reported that she would like to marinate on this information and revisit this conversation at our next meeting or at a later time. Chairman Surillo reported that he would like to table this agenda item.

MOTION: Mr. Lamontagne moved to table Superintendent’s Evaluation Standards as presented.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

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

#17933

b.) Increased Rate for Substitutes

Supt. Lavoie reported that we are having trouble getting substitutes and as an incentive to get more substitutes in the building, I would like to increase the rate \$30.00 across each level. Our current rate is around \$80.00-\$110.00. We would be one of the higher paying in the area. Ms. Fitzgerald reported that she would like to be the highest paid in the area. If we have a pay rate, we will get more qualified substitutes. Is the higher end still for qualified and certified teachers? Supt. Lavoie reported that they are and if we have a challenge getting someone out of industry, we pay them that rate too. Ms. Marmol wanted clarification on the rates. Supt. reported that we will be increasing each step by \$30.00.

MOTION: Ms. Fitzgerald moved to approve to increase the substitute rate by \$30.00 for each level of substitute pay.

2ND: Mr. Lamontagne

VOTE: Roll Called by District Recorder

Ms. Rossi	Absent
Ms. Fitzgerald	Yes

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

#17934

c.) Co-op Report

Supt. Lavoie reported that at this time, our Co-op Program is going well. We had a lot more students to place. The number will continue to grow. We have lots of job opportunities for students

d.) Tiered Focused Monitoring Review for Special Education

Supt. Lavoie reported we are preparing for a Tiered Focus Monitoring Review for Special Education. The Department will be coming in and reviewing the special education and civil rights guidelines. I wanted to inform the District Committee that this will be happening. When I know the exact dates, I will let the Committee know.

e.) Athletic Trainer Position

Supt. Lavoie reported that we have an Athletic Trainer that is in the paraprofessional unit and I would like to move her into the teacher’s unit for several reasons. Her educational background, skills and knowledge are highly sought after and she works many hours that we don’t pay her for. She works in the nurse’s office daily to support them because we are short staffed. The Athletic Trainer has a master’s degree in PhysEd as well as and she supports the Wellness Program with curriculum. I recommend we move her to the teacher’s union for all the work that she does. The president of the teacher’s union is in favor of this move.

MOTION: Mr. Lamontagne moved to move the Athletic Trainer’s Position into the teacher’s union.

2ND: Ms. Fitzgerald

Chairman Surillo asked what the Athletic Trainer’s responsibilities are? Mr. Nelson, Athletic Director reported that the Athletic Trainer is here at 7:30am and is the last to leave. We have around 400 students that play sports so a lot of them can get injured. At 2:30, she works with those students getting ready for games. At 3:30 she has to be at the varsity soccer games, boys and girls, home freshman, JV and varsity football games. She works with home and away students. After the games, she has follow-up with coaches, players, and families. She is also doing things that are also COVID heavy which has a lot of background work. Ms. Fitzgerald reported that in most school systems, the Athletic Trainers are teachers during the day. The training and certification that they hold is like any teacher’s certification. It is certainly well earned and she is extremely knowledgeable. I believe she should be in 1707 based on the certifications and expertise. Ms. Marmol asked how long has she held this position at GLTS? Mr. Nelson reported that it has been four years. Ms. Marmol asked why we are doing this now and not when she started. Supt. Lavoie reported that she has stepped up and has taken on more responsibilities during COVID. She has gone above and beyond and has built strong relationships and has taken care of all the data. She has also taken on working more with the wellness teachers. Ms. Marmol wanted to clarify that her responsibilities have grown during the pandemic? Mr. Nelson reported that is correct. Chairman Surillo reported that we should wait

until contract negotiations. Supt. Lavoie reported that I support this move and we are asking so much of her now. Negotiations can take up to a year. I believe in her and she is deserving of moving into this role. Ms. Fitzgerald asked when we combined this position, years ago, we should have made it a teacher's union position. We voted to make this a full-time position and we should have put it into 1707. What is the difference in salary? Supt. Lavoie has not looked into this, but the range may be \$30,000-\$40,000.

VOTE: Roll Called by District Recorder

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

3 Yes', 2 No's

Motion Carries

#17935

f.) Approval of ESSER Capital Improvement Projects

Supt. Lavoie provided a list of all our Capital Improvement Projects. I would like the District Committee to vote on the projects so we can move on them. I listed all the projects that were in that grant. If the District Committee does not want a particular project listed in the grant, then we would have to amend that grant. We have not heard back yet, but I am confident we are getting approval. Ms. Marmol wanted to clarify before approving the ESSER III grant, that we are not using the badges because this is an additional service that the school would have to pay for. Can it be added to the grant to move forward in using the badges? Supt. Lavoie reported that along with the advice from the COVID Team, it was decided that the badges will not be effective because we are not keeping the distances that we did before. It would be hard to contact trace through the badges and the cost did not warrant the results. It did not make any sense to invest that money in this knowing that it would not have a real impact on the ability to do contact tracing. This year, we have very few cases and cases that students have believed to contact the virus in the building. Ms. Marmol clarified that we approved the reopening plan with the badges being in the plan. I don't want to change the subject, but would like a response. Supt. Lavoie reported that he was not sure if it was approved with the badges, but will look into it and get back to the District Committee. Supt. Lavoie reviewed the chart and answered questions. He reported that there were over 200 responses on how the money should be spent. Ms. Almono and myself went through it and identified if the funding was there. We prioritized by what was most important that would impact education in the classroom, the support of mental health and teacher student ratio. Many of these Capital Projects have been on the books for years. All these projects are for growth opportunities. Ms. Fitzgerald reported that she thought that we all voted on the entire grant and that this was informational. Everyone one of these has its own merit and has total fate that all of the input that was given was in the best interest.

MOTION: Ms. Fitzgerald moved to approve the Capital Improvement Projects as submitted on the grant application as a whole.

2ND: Mr. Lamontagne

VOTE: Roll Called by District Recorder

Ms. Rossi	Absent
Ms. Fitzgerald	Yes
Ms. Disla	Absent
Ms. Moreta	Yes
Mr. Lamontagne	Yes
Ms. Marmol	Yes
Mr. Surillo	Yes
#17936	

g.) Middle School Counselor’s Event

Supt. Lavoie reported that we had our remote Middle School Counselor’s Event. It gave us also the opportunity to plan our visits. In contacting the district Superintendents and counselors, they have agreed to have face to face visits with the students. We are very fortunate to have our middle school Principals and counselors supporting our admission process every year. One of our goals is that we are using our application process on line. Chairman Surillo wanted clarification that the District Committee was to take a final vote before it was sent into the Department of Education. Supt. Lavoie reported that it was voted on and we decided that it would be brought back to the District Committee if there were any changes to it. Ms. Marmol wanted to know if there were any events to which 7th and 8th students are able to tour the school? Supt. Lavoie reported that we are provided the addresses of 7th and 8th graders in our ascending communities and we send invitations to them for our open house. This year it will be virtual. We are hoping that in or after January we are able to invite them to the school in person by communities. The District Committee will be notified when the flyers are available.

h.) Lacrosse Program at GLTS

Supt. Lavoie reported that we are considering starting a Lacrosse Program for male and females. It was put in the ESSER Grant. Mr. Nelson reported that with Phase III to be online in the Spring, it is a good time to offer lacrosse. There are nine schools in the CAC that have lacrosse. I don’t anticipate on having a full varsity lacrosse team this year. I would like to run a free clinic in November to see if there is interest. We have volunteers that are going to expose the students to the sport. We did a survey and 85% of the students that responded showed interest. Eighty percent of the students that took the survey have never played before. It is nice to add another female sport in the Spring. The game plan is to have a clinic in November, focus on a JV Program in the Spring and in the Spring of 2023 have a full JV and Varsity team for females and males. The financial breakdown would be to have a coaching staff equivalent to boys/girls’ soccer. Transportation would be 8-10 busses per program, 2 referees, equipment was put into the ESSER Grant. This will provide more opportunities for the students and I hope it works out. Ms. Fitzgerald is very excited with supporting this as a new sport for our school. Ms. Marmol reported that she would like to know how many students in the survey showed support. Mr. Nelson reported that we had 100 students take the survey. What would be the cost per student? Mr. Nelson reported that in 2023, the numbers would be equivalent to that of the soccer coaches. Mr. Nelson will share the cost to the District Committee. Ms. Marmol asked if the funds were already put in the ESSER Grant and there is no interest, what will happen to the money? Supt. Lavoie reported that the ESSER grant can be amended. Ms. Fitzgerald asked if we could partner with Merrimack College. Mr. Nelson reported that I have been in touch and they are on board.

MOTION: Mr. Lamontagne moved to approve the support of starting a Lacrosse program for boys and girls if the clinic shows interest.

Mr. Nelson reported that there is an overlap with football and he would not want the clinic to seem low for boys. Supt. Lavoie suggested surveying the football team separately.

Chairman Surillo reported that lacrosse is a heavy sport in Methuen and the students from Methuen may not chose to attend GLTS because we do not have a lacrosse program.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder

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

#17937

November Calendar

No Discussion

i.) Out of State Travel

Supt. Lavoie reported that we have two staff members that were asked to participate in NEASC visits. They are both going to Connecticut, but to different schools.

MOTION: Mr. Lamontagne moved to approve the out of state travel for Ms. Colleen Moran, IT Instructor, for NEASC CTCI Initiation Visit JM Wright Technical High School, Stanford, CT, on October 18-21, 2021, and Mr. Chad Warren, Special Education Instructor, for NEASC CTCI Initiation Visit Oliver Wolcott Technical High School, Torrington, CT, on November 15-18, 2021, no Cost, funded by NEASC.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder

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

#17938

6. REPORTS OF THE COMMITTEE

7. OLD BUSINESS

a.) District Committee Priorities

b.) Policy

- ***Section A: ACE***

MOTION: Ms. Fitzgerald moved to accept Section A: Foundations and Basic Commitments, Sections *ACE*

2nd: Mr. Lamontagne

VOTE: Roll Called by District Recorder:

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

#17939

8. NEW BUSINESS

9. PERSONNEL CONSIDERATIONS/REPORT

a.) Resignations

b.) Leaves of Absence

c.) Retirements

j.) Appointments

- *Michelle doVale-Callahan, Special Education Instructor, Effective 10/18/21*
- *Francisco Salazar Brito, Custodian, Effective 10/12/21*
- *Francisco Flores, Custodian, Effective 10/12/21*

k.) Job Postings

- *School Committee Recording Secretary: \$40/hour, SY2021-22, New Position. (See attached)*

MOTION: Mr. Lamontagne moved to approve the job posting as part-time, in house and outside candidates with a minimum of four hours added to the posting as presented.

2ND: Ms. Fitzgerald

Chairman Surillo asked if this was a part-time position? Supt. Lavoie reported that it is. Ms.

Marmol wanted to clarify that the posting is a part-time position and it should state that.

Chairman Surillo asked who would be doing the interviews? Supt. Lavoie reported that it would

be with Ms. Lally and if you would like a District Committee member to be part of this. Ms.

Fitzgerald wanted to clarify if this is posted inhouse only. Supt. Lavoie reported that it is for

both. Ms. Fitzgerald would like to see minimum requirements. Supt. Lavoie reported that there

will be a minimum of four hours. Ms. Marmol will be part of the interview committee.

VOTE: Roll Called by District Recorder

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

#17940

- **Part-Time Shipping/Receiving Specialist:** *Responsible for arranging the pick-up by carriers specified on purchase orders which is conveyed to the shipping clerk by final inspection via the shipping instructions, Receiving Specialist Hourly rate, ASAP, Replacement Position.*

Supt. Lavoie reported that Mr. Charest’s assistant retired and after speaking with him, he thought that if he had a part-time person that focused on the above tasks, at least for the rest of the year, that would be enough. Mr. Lamontagne asked how many hours would this be for? Supt. Lavoie reported that it would be for about fifteen hours a week and would not be part of any bargaining unit. Ms. Fitzgerald asked who would be doing the other duties that the previous assistant has done? Supt. Lavoie reported that Mr. Charest would handle some of the tasks and other staff members that do the maintenance work would also be supporting him. Some of the assistants in the CTE area as well will assist him. Ms. Fitzgerald reported that she is concerned that the reputation of the school has always been that it is in great condition, due to the commitment of that department. I would like to see if things seem overwhelming in that department, to bring forth a full-time position.

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

2ND: Mr. Fitzgerald

VOTE: Roll Called by District Recorder

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

#17941

Supt. Lavoie reported that he would like to post for another nurse’s position because of the space and situations that we are dealing with. We want to put in a nurse’s annex area to better serve the students and the school. We want to post for another nurse’s position. We posted for a part-time RN and LPN and we have had no candidates apply.

MOTION: Ms. Marmol moved to table the posting for a nurse.

2ND: Ms. Moreta

VOTE: Roll Called by District Recorder

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

4 yes’, 1 no

Motion Carries

#17942

10. FUTURE AGENDA ITEMS

None

MOTION: Ms. Fitzgerald moved to enter into Executive Session at 8:10 p.m.

2nd: Mr. Lamontagne

VOTE: Roll Called by District Recorder:

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

#17943

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

12. ADJOURNMENT

MOTION: Mr. Lamontagne moved to adjourn at 8:45p.m.

2ND: Ms. Fitzgerald

VOTE: Unanimous

#17946

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director