



Greater Lawrence Technical School

**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1818  
October 26, 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	
	Frank Rossi	North Andover	

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

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**1. CALL TO ORDER**

Chairperson Mr. 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 October 13, 2021 as presented.

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

**VOTE:** Roll Called by District Recorder

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

4 Yes?, 1 No  
Motion Carries  
#17947

**3. FINANCE REPORT**

**a.) Cash Balance Report**

Treasurer Mr. DiStefano read the Cash Balance report of October 19, 2021 into the record.

**MOTION:** Mr. Lamontagne moved to approve the Cash Balance Report of October 19, 2021 as presented.

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

Chairman Surillo recognized the return of member Mr. Rossi.

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

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

#17948

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

No Discussion

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

Ms. Fitzgerald wanted clarification on the balance of the cafeteria fund. It is a healthy balance and realized that it could be a timing issue or it could be the number of subsidies we have. Ms. Fitzgerald reported that she would like to know if we should or did we vote on a revolving fund for the hall of fame. Do we need to set one up or is it a line item in the budget? Supt. Lavoie reported that a request for a revolving account for the hall of fame has not been presented to him. He will look into this and report back to the District Committee. The high balance in the cafeteria fund he believes is because of timing.

***d.) Budget Report***

Supt. Lavoie reported that we need the District Committee to vote on the final assessment to our communities. Usually the first week in November we get our final tally from the state and we have to revote on the assessment numbers. A document was presented to the District Committee with the changes. The difference is as follows: Andover, -2,030, Lawrence, - 140,663 Methuen, -31,922 and No. Andover, -1,543.

**MOTION:** Mr. Lamontagne moved to approve the adjusted budget of our new assessments for our communities as presented.

Ms. Fitzgerald wanted to clarify that each community is being assessed less then the original amount. Supt. Lavoie reported yes, they are.

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

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

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

#17949

#### **4. COMMUNICATIONS**

##### ***a.) Donations***

None

##### ***b.) Articles***

None

##### ***c.) Public Participation***

None

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

##### ***a.) Student's Report***

Student representative Ms. Maureen Wright reported on the class of 2023 online clothing site, school clubs such as creative arts club, tabletop game club, student council, peer mediation, yearbook club and GSA. For sports, Ms. Wright reported on the GLTS's Girls' Soccer, Golf Team who competed in the CAC league and won for the first time ever, Girls Volleyball and fall and winter sports. She reported on homecoming and student responses from a survey that she sent out that stated most students are happy to be back in school. The best way to stay up to date is through the GLTS Instagram. Chairman Surillo thanked her for her report and for attending our meeting. Ms. Fitzgerald commented that she would like to notice the golf team and congratulate them for the first time winning in the CAC league.

##### ***b.) Superintendent's Evaluation***

Supt. Lavoie reported that he gave his goals last week to the District Committee. The Committee wanted to review the standards and indicators to see if they wanted to make any adjustments. If any recommendations were to be made, they were to be made at this meeting. Ms. Fitzgerald commented that she felt this was very ambitious when she read it at the last meeting and when I read it in depth, I still feel the same way. I don't want to agree to all of these and set the Superintendent for a tough evaluation. She gave an example of the parent newsletter that states it will be put out weekly. Supt. Lavoie reported that in his narrative he has stated it was meant to be once a month. Principal Zielinski and myself are working on a communication to the parents that would go out bi-weekly. We are in the process of creating a template so all staff will have an opportunity to contribute to the newsletter. We thought that one newsletter from the both of us would be less confusing and more impactful to the parents. Ms. Fitzgerald reported that she would like Supt. Lavoie to change his goals to reflect monthly for the parent newsletter. Supt. Lavoie will adjust his goals. Supt. Lavoie reported to the Committee that he has also indicated other Superintendent Initiatives for School Year 2021-2022 that he will be working on. Some may take more than one year, such as seeking approval for the Aviation and Environmental Science Programs. Chairman Surillo asked if any member would like to add to standard I, II and III. Chairman Surillo reported that he would like to add Standard II-B: Human Resources Management & Development. Ms. Marmol wanted to clarify the standards that we are choosing for Supt. Lavoie. They are Standard I-A: Curriculum Indicator, II-B: Human Resources Management & Development Indicator, III-A: Engagement Indicator, Standard IV-C: Communications Indicator. Supt. Lavoie reported that he will put an action plan together for the new Standard and Indicator that you added. Standard IV-C falls under Standard III-A. Ms. Fitzgerald reported that she has a concern that we are adding more to Supt. Lavoie's goals. We

were told in the training class to have at least two or three but not have to many that would make it a full-time job for Supt. Lavoie. Chairman Surillo reported that they recommended one or two indicators out of each standard. Chairman Surillo Clarified that the Standards and Indicators are: Standard I-A, Curriculum, Standard II-B, Human Resources Management and Development, Standard III-A, Engagement Indicator. Standard IV-C is the same as Standard II-B. Chairman Surillo reported that because we are starting this a little late, mid-February would be the check in timeframe. The Supt. will report at the February 15, 2022 meeting on his accomplishments. Ms. Marmol wanted to make sure that the Supt. finds it feasible on reporting an update in February? Supt. Lavoie reported yes.

**MOTION:** Ms. Marmol moved to approve the Superintendent to give an update on his progress for his evaluation at the February 15, 2022 District Committee Meeting.

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

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

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

#17950

Chairman Surillo wanted to clarify who will compile the evaluation.

**MOTION:** Ms. Marmol moved to approve the Chairperson to compile the Superintendents Evaluation in June, 2022.

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

Chairman Surillo asked if the Evaluation Form can be sent electronically. Mr. Lamontagne reported that it can be sent electronically.

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

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

#17951

### ***c.) Aviation Program Update***

Supt. Lavoie reported that we filed with the Department of Education an intent to start Aviation and Environmental Science Programs. We have filed for a Post Graduate Program around Robotics and Automation as well. We have been approved to go to step 2 on all these programs. Most of the work has been done on the Aviation Program. Last week we had another meeting with the manager of the airport in Lawrence and some companies. One company we met with is a helicopter company. Our challenge is to meet all 12 criteria's that are required by May to get approval for next year. Our biggest challenge will be to find a space to put the program. The

meeting at the airport was to determine if there is a space at the airport to run the program. At the meeting, we spoke with the owners and we would need a hangar space to run this program. The gentleman that has the helicopter company is planning on building a hangar on his land and we talked about his willingness to lease space to us to start the program. We also spoke about who may be on our advisory committee. Companies and corporations who do business with the airport would be important to have on our committee. We are in a good position to pursue this program. It may be impossible to have it for next year, because we don't have space. It will take some time for the hangar to be built because it is hard to get the materials now. We may be able to run an exploratory program on site, but it would not be considered a chapter 74 program and we would not receive funding and our own funds would have to be used for this. The danger of doing that is if the hangar was completed, we would have second year students with no place to educate them. The Dept. of Ed. will not approve a program until they see the space, curriculum and equipment. The District Committee will be updated as this moves along. Supt. Lavoie reported that one of the things we are pursuing is the capital skills grant for the equipment. In the past, anywhere from \$500,000 to \$1,500,000 has been awarded for a particular program. We may have to go to our legislators to ask for funding for the lease. If we lease an area for more than five years, it has to be approved from our legislators. We think that the opportunities and growth in the industry warrants this program. This goes beyond just working at airports. Ms. Marmol thanked Supt. Lavoie for making this possible. She recognized City Councilor from District D, Jeovanny Rodriguez who came to her about this opportunity. She thanked Supt. Lavoie for hearing what she had to say and to make this happen. I want to show my appreciation because I feel that all communities and students will benefit from this. To be one of the first schools in the Merrimack Valley and to have such a program is very exciting. Supt. Lavoie reported that we would be the second in the state and first in this area.

***d.) RFP for Field***

Supt. Lavoie reported that this is for Phase IV and we are looking to do an RFP. We are not ready to put the RFP out yet

**MOTION:** Mr. Lamontagne moved to table this.

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

**VOTE:** Unanimous

#17952

***e.) Admission's Report Update***

Supt. Lavoie reported on the Admissions Report. We have 782 applications for the upcoming school year. This is about 300 more applicants than we typically have this time of year. Last year we had about 1,300 and this year we believe we will have well over the 1,500 range. Ms. Disla wanted to clarify what the number 841 on the report means? Supt. Lavoie reported that some that is the total received, however, some of the applications are incomplete. Mr. Rossi asked if North Andover has any applicants. Supt. Lavoie reported that we have not received any from there yet. Ms. Fitzgerald asked if any of the schools have been visited yet? Supt. Lavoie reported that we have visited one school virtually. We will be starting in person visits next week and we are having our open house on November 7th. Ms. Marmol asked if a schedule can be provided of when the Middle Schools will be visited and when we can set up in person tours for families to come in? Supt. Lavoie reported that he will check in with the Director of Guidance to get that information on the scheduled tours at the Middle Schools. We are also looking of an in-

person open house when we feel it is safe enough to bring families into the building. Chairman Surillo asked if a lot of transfers from Lawrence has been received? Supt. Lavoie reported that we have seen a large interest via phone calls of students wanting to transfer in to GLTS from Lawrence. We do not have any openings at this time. Ms. Marmol wanted clarification on if there becomes an opening, do we take a student off the waitlist first? Supt. Lavoie reported that typically, we don't take students after October 1<sup>st</sup> because we don't receive funding for those students. Ms. Disla wanted to clarify that a student cannot transfer after October 1<sup>st</sup>. Chairman Surillo reported that it is possible, but the money will stay with the former school. Ms. Disla asked if we had a deadline on when we stop accepting applications? Supt. Lavoie reported that we have an open enrollment but typically encourage all applications to be in by the end of February. There is no end date on when you can apply. Ms. Marmol wanted to know if there was an open spot, are we just considering a student on our waitlist? Supt. Lavoie reported that we don't go to our waitlist after October 1<sup>st</sup> on transfers. An example was given if there was an opening in Carpentry in grade 10, we would take a transfer from within the school. Ms. Fitzgerald clarified that we have taken students from another vocational school if they transferred to one of our communities. We would be more likely to make an exception if there was an opening in that shop. We were hoping that if any new students were brought in because we have openings, it would be off our waitlist.

***f.) Principal's Report***

- ***MCAS***

Principal Zielinski reviewed the MCAS results. We had 387 students test for ELA. There were 22 students that were in the "exceeding" category, 198 students in the "meeting" category, 176 students in the "partially meeting" category and 29 students in the "not meeting" category. In math we had 386 students test. We had 8 students in the "exceeding" category, 118 students in the "meeting" category, 257 students in the "partially meeting" category, 43 students in the "not meeting" category and 8 students did not take the test. A comparison to our sending communities was presented by percentages. Overall, we had a success rate for our grade 10 students during a very difficult time. We are in the process of preparing for a retest. A letter was sent to all families with all the results and any student that did fall in the "not meet" category, we met with them individually with an opportunity to attend an afterschool MCAS Support session.

- ***Summer Reading***

Principal Zielinski reported that we had a successful Summer Reading. They had multiple books to chose from all around the theme of resilience.

- ***Back to School Night***

Principal Zielinski reported that each department made a welcome video. The virtual BTN is still available on our website. Thank you to all the teachers, Ms. Infante and all Administrators that helped with this. Chairman Surillo wanted to thank Supt. Lavoie, Principal Zielinski and your team with your hard work, especially around MCAS during a difficult time. Mr. Lamontagne would also like to thank the students, teachers and administration on doing a great job as well. When we are asked what type of documents to use to compile the Superintendent's evaluation, this is one of them. Supt. Lavoie reported that we cannot understate the performance of our students and staff last year. To see these results and the outcome we had is very fortunate and amazing. I also want to thank Principal Zielinski who was an interim Principal at the time

and who took on a lot of responsibility because it was on her watch. Principal Zielinski reported that she and Supt. Lavoie have already been in discussion about the MCAS for this year. We are looking to start this earlier to add additional support. Ms. Marmol asked if it mandatory for the underperformers to attend the additional support sessions. Principal Zielinski reported that we strongly encourage it and if a student hasn't passed, there is an educational plan a student must follow since it is a requirement of graduating. One of the components is attendance in these sessions.

***g.) Capital Improvement Project-Daycare Center***

Supt. Lavoie reported that he wanted to notify the Committee that he is looking at the possibility of opening up a daycare center at GLTS. Other schools have done this with great success. The benefits are to allows parents to be able to drop them off and take them home which will help to retain good teachers. It also helps in recruiting quality instructors. Once we have more data, I will be bringing it to the District Committee. Chairman Surillo reported that it brings a huge value. Ms. Marmol does not feel comfortable approving this tonight without more discussion and additional information. Is this going to be free of cost for teachers or is there a fee? Chairman Surillo reported that this is only a discussion tonight. Supt. Lavoie reported that he would like to also pursue an Early Childhood Education Program. Ms. Disla asked if we have the space. Supt. Lavoie reported that we are looking at a space with safe outside access. Ms. Marmol asked if you have any idea the number of children we could receive? Supt. Lavoie reported that we would look at our staff needs before we decide on this. Ms. Fitzgerald reported that the state would be the determining factor on how many students we could take do to the regulations that the state requires.

**6. REPORTS OF THE COMMITTEE**

**7. OLD BUSINESS**

- a.) District Committee Priorities***
- b.) Policy***

**8. NEW BUSINESS**

Ms. Marmol reported that the District Committee meetings were not uploaded to YouTube. I wanted to follow up on that because we decided at the last meeting that it would be there. Supt. Lavoie reported that he will follow up with the IT Department to see why the past meetings are not archived on YouTube. I will make sure that it gets done for the next meeting.

Ms. Marmol reported that she would like to take the opportunity to speak on the use of badges. I want to refer to the August 17<sup>th</sup> minutes in which the badges were approved in the school opening plan. I would like to have a more understanding on why we are not using the badges, even though it was approved in the opening plan. Supt. Lavoie reported that he hadn't realized that it was not brought back to the District Committee for a revote. Chairman Surillo reported that he would like that on the agenda for the next meeting.

**9. PERSONNEL CONSIDERATIONS/REPORT**

***a.) Resignations***

- *S. Camacho, EL Paraprofessional, Effective October 29, 2021*

***b.) Leaves of Absence***

**c.) Retirements**

**h.) Appointments**

**i.) Job Postings**

Supt. Lavoie gave a document to the District Committee that outlines what are some of the challenges we are having in the nurse's area. Supt. Lavoie reported that we just received a resignation before this meeting so we would like to post for 2 Positions

- **School Nurse: (2) Full-time School Nurse, Per Nurses Contract, Immediate Start, New Position (See Attachment).**

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

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

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

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

#17953

Mr. Rossi wanted to clarify how many nurses are in that position. Supt. Lavoie reported that we have three in that position, but one is on leave and may not come back this year.

- **EL Paraprofessional: Full-time EL Paraprofessional, Local 1707, Immediate Start, Replacement Position.**

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

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

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

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

#17954

- **Two (2) Vocational Paraprofessionals: Two Full-Time Paraprofessionals, Local 1707, SY2021-2022, New Positions (See Attachment).**

Supt. Lavoie reported that he would like to hire two paraprofessionals to work in the Vocational Area in order to give shop teachers a prep. These are new positions and will not be filled until the ESSER II & III grants are approved.

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

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

Ms. Marmol wanted to clarify the requirements. Mr. Surillo reported that you either need an Associates Degree or you need to have a passing score on the Para Professional Test.



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

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

#17955

- **Staff Member to destroy and scan Special Ed and Guidance Records:** Up to two staff members to work on the destruction and scanning of Special Education and Guidance Records, 30 hours each, stipend position at contract rate.

**Background:** Letters to graduates for the Year 2013, 2012, 2011, 2010 with a date of the destruction of records. ENGLISH Destruction of Special Education Records Letter, SPANISH Destruction of Special Education Records Letter, Destruction of records of the class of 2014, the letter has already been sent and we have reached the 60 days of Prior Written Notice, Go through files of graduates for the Year 2015, 2016, 2017, 2018, 2019,2020, 2021 and remove all duplicates, Scan all records for the Year 2015, 2016, 2017, 2018, 2019,2020, 2021, Destruction of records of the class of 2013, 2012, 2011, 2010, once the letter has already been sent and we have reached the 60 days of Prior Written Notice.

Supt. Lavoie reported that we have a backlog that needs to be destroyed. We would hire two staff members to work with the Special Ed and Guidance Department to work on this project.

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

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

**VOTE:** Unanimous

#17956

## 10. FUTURE AGENDA ITEMS

None

**MOTION:** Mr. Lamontagne moved to enter into Executive Session at 7:45p.m.

Mr. Lamontagne reported that he would like the Treasurer to attend Executive Session to discuss item b.

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

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

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

#17957

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

**12. ADJOURNMENT**

**MOTION:** Mr. Lamontagne moved to adjourn at 8:48 p.m.

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

**VOTE:** Unanimous

#17960

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director