



Greater Lawrence Technical School

**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1821
November 9, 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
	Susan Lally	District Recorder

1. CALL TO ORDER

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

Roll Call by District Recorder: Mr. Rossi (Absent), Ms. Fitzgerald (present), Ms. Disla (present), Ms. Moreta (absent at roll call), Mr. Lamontagne (present), Ms. Marmol (present), Mr. Surillo (present).

2. EXCEPTIONAL REGGIE

Supt. Lavoie welcomed our Exceptional Reggie, Lourdes Luna Ceballos, a senior in Medical Assisting and her family. Supt. Lavoie presented a certificate of recognition to Ms. Ceballos and thanked her for her outstanding contribution to the GLTS community.

3. MINUTES

MOTION: Mr. Lamontagne moved to approve the minutes of October 26, 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	Yes

#17961

4. FINANCE REPORT

a.) Cash Balance Report

Supt. Lavoie read the Cash Balance report of November 4, 2021 into the record.

MOTION: Mr. Lamontagne moved to approve the Cash Balance Report of November 4, 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	Yes

#17962

b.) Consolidated Cash Reconciliation Report

No Discussion

c.) Revolving Fund Report

No Discussion

d.) Budget Report

No Discussion

e.) OPEB Quarterly Trust Report

No Discussion

f.) Adding of Line Item to the Revolving Account

Supt. Lavoie reported that he would like to add a line item to the revolving funds for our food bank. We have been receiving donations and we do not have a place to deposit the funds.

MOTION: Mr. Lamontagne moved to approve the adding of a new line item to the revolving account for our food bank.

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

#17963

5. COMMUNICATIONS

a.) Donations

None

b.) Articles

Supt. Lavoie reported that on Saturday, October 16, GLTS Graphics Seniors Cassie Buonanno, Tyler Maloney and IT Junior, Jacob Dinsmore gave back to the community and gained valuable professional video and TV Production skills as they taped the Ability Assistance show at North Andover CAM.

c.) Public Participation

None

6. REPORTS OF THE SUPERINTENDENT-DIRECTOR

a.) Contact Tracing Badges

Supt. Lavoie reported that Chairman Surillo asked to put this on the agenda to follow up on the contact tracing badges. Students are no longer going to be social distancing at a distance that was reasonable in order to make the contact tracing badges effective, so we did not end up ordering additional badges. I did not realize it was in the opening plan, so my apologies for not bringing it back to the District Committee for another vote. Ms. Marmol wanted to clarify if a vote has to be taken to remove it from the opening plan? Wouldn't it have to be discussed since it was not done? Chairman Surillo reported that we should vote to remove this from the opening plan. What is our plan if there is another outbreak with regards to contact tracing for the safety of the people in the classroom? Supt. Lavoie reported that the badges would have been ineffective, because you could possibly have 100 students/staff that would be considered a close contact since the students are no longer required to be six feet or greater apart. If a student was vaccinated, they are now not considered a close contact. If a student has had contact with someone with the virus, they will be tested for five days, with test and stay. The COVID team will be meeting again and will make changes to our protocols if needed. Supt. Lavoie reported that the total number of positives cases reported to the nurse this school year is 21 students. No in-school positives from another positive (no in-school transmission from students). There have been 50 total students on our quarantine list in some capacity of isolation or quarantine from close contacts. Total number of Binax rapid tests performed for symptomatic students/staff is 151. There have been 3 positive rapid tests at school (2 students and 1 staff). Seven students have done test and stay (unvaccinated, school identified close contacts) which means they have rapid test first thing in the morning for 5 days (35 test total). At this time, we still have a lot of students arriving at school not feeling well. Overall it has worked out successfully with the protocols and procedures in place. Ms. Fitzgerald asked if we knew what the percentage of the people vaccinated, staff and students are? Supt. Lavoie reported that our student population is around 57 percent. Ms. Marmol reported the committee approved the investment of the badges because of the value it would bring for its use. When it was approved in the opening plan, is the reason it was not moved on was because we did not have enough for all students? I would feel more comfortable if we decide to remove this from the opening plan, validating it would not have been useful. Supt. Lavoie reported when we started the school year, the badges that we had in past was no longer in affect. We would have to first purchase the badges for all students and

then the software. Given the fact that they would no longer be effective with identifying close contacts because the protocols and procedures now does not require the students to be six feet apart, it did not make sense to purchase more badges. Students would be in close contact with many students. When we first purchased the badges, we had less students and the badges were more manageable. The cost was very substantial and the purchase of them were not going to keep us safe at the level it was when we initially used them. I personally recommend we do not move forward in purchasing the badges at the large cost when it is not going to be effective. Ms. Disla reported that we do need to see what the protocols and procedures are and remove the badges from the opening plan. Supt. Lavoie reported that he will bring an update on the new protocols and procedures to the District Committee at our next meeting. There have been some changes from the Department of Education and through our COVID Team, we have made some adjustments. I will contact the company and see what they are offering with the new protocols which I may not be aware of. Supt. Lavoie apologized for not bring back the opening plan to the District Committee for an additional vote. When the District Committee made the decision, we had different information at the time and operating under a different protocols and procedures when the decision was made to use the badges. The protocols and procedures changed and I did not bring that back to the Committee and again I apologize. Ms. Marmol wanted to clarify if the contact tracer positions were terminated. Supt. Lavoie reported that we do have contact tracers still in place. We did not hire them solely for the badges. They have not put in an enormous amount of time beyond the school day

MOTION: Ms. Marmol moved to table changing the opening plan.

2ND: Ms. Moreta

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

#17964

b.) December Calendar

Supt. Lavoie reported that the calendar shows having two District Committee Meetings in the month of December. Typically, we vote to only conduct one meeting in the month of December. Ms. Fitzgerald suggested moving it to December 14, 2021, which would be in the middle of the month.

MOTION: Mr. Lamontagne moved to change the meeting in December from December 7th to December 14th, cancelling December 21st.

2ND: Ms. Marmol

Ms. Disla wanted to report that we will have a three week break before our next meeting.

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
#17965

c.) Co-op Report

Supt. Lavoie reported that we have 103 students on Co-op. We have a lot of students in the pipeline to send out and Co-op employers are looking for students. Ms. Marmol wanted clarification on how we are going to improve this number. How are we reaching out to employers? Supt. Lavoie reported that many shop teachers have relationships with many employers. If we have a program that corporations are not reaching out, then instructors reach out to their contacts. Right now, we don't have to be reaching out, because we have a high percentage of companies reaching out to us. We have more of a challenge processing the paperwork and getting students out. I have provided our Co-op Director with clerical personnel to help with the paperwork which slows down the process. Ms. Marmol asked if the challenge is the paperwork. Supt. Lavoie reported yes, at the moment. The process takes time.

d.) Update on Capital Improvement Projects

Supt. Lavoie reported that some Capital Improvement Projects have gotten off the ground. The Cosmetology staff along with the CTE Director and Coordinator have met with the architecture to help with this. We will hopefully have a final blueprint by December, so we can price out the cost. There are lots of things that are long-term orders. We need to order some of the materials so it will be ready to go when the school closes in June. The contractor for the Tennis Court Project was in today and would like to start on Monday. This week the fencing is coming down. They will be doing all the base work so it will be ready for the spring. The carpentry students have been working on the Barn Project. There will be four walls up by tomorrow. The students will stay on this project throughout the winter. The trees have been cut down for the expansion of the Automotive Department. The blueprints and engineering are all done. It takes about a week to get the permit and that has been submitted. We would like to get the foundation in before the winter hits. In Machine Tech, the engineer is working on doing the electrical work which is the first step.

Update on YouTube

Supt. Lavoie reported that Chairman Surillo asked the Director of Technology to be here, but he was unable to. The live stream of our meetings will now automatically be on YouTube. There was one week, when he forgot, but since then it has been rectified and set on automatic. Ms. Marmol reported that yesterday's interview/meeting was not on any platform. Is there going to be an issue if the Director is not around? Supt. Lavoie reported that last night's meeting time was being edited between the two interviews. The time we were on break, not the time during the interview. It will be put back tomorrow morning.

e.) Update on Bussing Difficulties

Supt. Lavoie reported that we are still having some difficulties with the buses after school. Tomorrow, Mr. Vogel, Principal Zielinski and myself will be meeting with them. We are asking them to get this resolved. We do have some staff members that are willing to get the license. This would be a long-term solution.

f.) COVID Report

The COVID Report was presented under agenda item a.) *Contact Tracing Badges.*

g.) Update on Business Administrator Appointment

Supt. Lavoie reported that the District Committee met last night and interviewed two final candidates. We made an offer to candidate Charles Dembroski. He will be coming into the building on Friday to talk about his strategy to work with his District that he is working for now, to shorten his contract. He will also meet with some staff members to plan a transition into this position. Ms. Fitzgerald reported that we as a committee reported that we did not care if it took six weeks or six months, we wanted the right person. After last night, we all believe we have chosen the right person and hopefully he can shorten the time of his current contract. Chairman Surillo reported that waiting six months with budget time around the corner would be a concern. Ms. Disla wanted to clarify that we reached out to the other candidate. Supt. Lavoie reported that HR contacted him.

h.) ELL Recruitment Grant

Supt. Lavoie reported that we got a \$130,000 grant from Dept. of Education to work on increasing the amount of ELL students that come to GLTS. As step 1, we are required to hire someone to work on strategies and methods to recruit students. We do blind admittance in our admissions process and DESE is requiring us to have more ELL students apply that would be acceptable to DESE. Chairman Surillo asked what is our percentage of ELL Students? Principal Zielinski reported that our numbers went down a little in English Learners. We have approximately 140 English Learners and twice that in former English Learners. Supt. Lavoie reported that we are required to have the same percentage of our sending communities. Principal Zielinski reported that they are looking at those similar populations with regards to our admissions and acceptance rates.

7. REPORTS OF THE COMMITTEE

8. OLD BUSINESS

a.) District Committee Priorities

b.) Policy

- **Section A: AD, AD-1**

MOTION: Mr. Lamontagne move to approve the policy *Section A: AD, AD-1* 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

#17966

9. NEW BUSINESS

Ms. Marmol reported that at our September 28th meeting, we spoke about the staff retention rate. It was tabled because Chairman Surillo and committee member Ms. Moreta was looking for additional information. Would it be considered an agenda item under “Old Business” until the item is resolved? Chairman Surillo reported that it would fall under its own agenda “Tabled Matters”. Ms. Fitzgerald commented that sometimes we ask the Supt. to provide additional information an often the information is provided to us in an email. Ms. Disla agrees that we should have a “Table Matters” on the agenda and it should be in the form of a motion. Once the information is received, it can be removed from the agenda.

MOTION: Ms. Disla moved to approve adding an agenda item labeled “Tabled Matters” to our District Committee Agenda as presented.

2ND: Ms. Marmol

Supt. Lavoie asked for clarification. If more information is wanted on the retention rate, I would have no problem reporting back. Ms. Disla reported that we should have “Tabled Matters” as an agenda item for all topics that require more information, not just for retention rate. At any given meeting, you would have tabled items and that would go under “Tabled Matters”.

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

#17967

10. PERSONNEL CONSIDERATIONS/REPORT

a.) Resignations

b.) Leaves of Absence

c.) Retirements

i.) Appointments

j.) Job Postings

- *MCAS Tutors: (3 Math and 3 ELA) Tutors for Spring MCAS Testing, \$35.00/hr., 1/11/22-5/12/22, to provide after school support in Math and ELA for Spring MCAS testing, Tuesday and Thursday (1/11/22-3/17/22-ELA), (3/29/22-5/12/22-Math), Replacement position.*

MOTION: Ms. Disla moved to approve the job posting 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 Yes

#17968

- **English Learner (EL) Equitable Access Support Specialist:** Grant funded position to increase outreach to EL students and families in sending districts to close potential awareness and opportunity gaps regarding CTE, grant funded, 12/1/21-6/30/22, New Position (see attachment).

MOTION: Ms. Disla moved to approve the job posting 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	Yes

#17969

- **CVTE Admissions Data Team Member:** Grant funded position to collect and analyze data from multiple sources to close potential awareness and opportunity gaps regarding CTE and increase EL student enrollment, grant funded (\$1,500 stipend), 12/1/21-6/30/21, New Position (see attachment).

Chairman Surillo wanted to clarify if we already hired a Data Manager? Supt. Lavoie reported that we do have a data person. This is very specific and part of the same grant in order to close the gap and is specific to that.

MOTION: Ms. Fitzgerald moved to approve the job posting 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	Yes

#17970

10. FUTURE AGENDA ITEMS

Mr. Lamontagne wanted to invite the District Committee to a reception at his house after the December 14, 2021 meeting.

12. ADJOURNMENT

MOTION: Mr. Lamontagne moved to adjourn at 7:20 p.m.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder:

Ms. Rossi	Absent
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Ms. Fitzgerald Yes
Ms. Disla Yes
Ms. Moreta Yes
Mr. Lamontagne Yes
Ms. Marmol Yes
Mr. Surillo Yes
#17971

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director