



Greater Lawrence Technical School

**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1825  
January 11, 2022**

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

<b><u>Members Absent:</u></b>	Frank Rossi	North Andover
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<b><u>Others Present:</u></b>	John N. Lavoie	Superintendent-Director
	Susan Zielinski	Principal
	Susan Lally	District Clerk
	Madisyn Portorreal	District Recorder

**1. CALL TO ORDER**

Chairman 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), Mr. Hatem (present), Mr. Lamontagne (present), Ms. Marmol (present), Mr. Surillo (present).*

**2. MINUTES**

**MOTION:** Mr. Lamontagne moved to approve the minutes of December 14, 2021 as presented.

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

**VOTE:** Roll Called by District Recorder

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

#18009

### **3. FINANCE REPORT**

#### ***a.) Cash Balance Report***

Supt. Lavoie read the Cash Balance report of December 27, 2021 into the record.

**MOTION:** Mr. Lamontagne moved to approve the Cash Balance Report of December 27, 2021 as presented.

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

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

Mr. Rossi                      Absent

Ms. Fitzgerald              Yes

Ms. Disla                      Yes

Mr. Hatem                      Yes

Mr. Lamontagne              Yes

Ms. Marmol                    Yes

Mr. Surillo                    Yes

#18010

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

No Discussion

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

No Discussion

#### ***d.) Budget Report***

No Discussion

### **4. COMMUNICATIONS**

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

No discussion

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

Supt. Lavoie reported that Ms. Lourdes Luna Ceballos has been selected to represent Massachusetts as the Career and Technical Education nominee for the U.S. Presidential Scholarship Program. It is a real honor to have this student represent GLTS and the State of Massachusetts. This will be the third time out of the last seven that one of our students has been selected to represent Massachusetts out of thousands. Mr. Lamontagne reported that he would like Ms. Ceballos to come in and give a report. Supt. Lavoie agreed and Principal Zielinski reported that Ms. Ceballos was the Exceptional Reggie for the month of November.

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

No discussion

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

#### ***a.) Guest Speaker***

Supt. Lavoie introduced Mary Pritchard from the Andover Choral Society who would like to speak to us about the community arts event titled "*In Our Own words*" and see how GLTS can help. Mr. Tom Connolly and Ms. Vidra Harris from Andover Choral Society were also present. Mr. Connolly introduced himself, thanked the members for their time and explained that this program works with a group of performing arts and community service organizations in the Merrimack Valley. Their goal is to put on an event titled "*In Our Own words*". Ms. Harris explained how the event came about and how they are partnered with different organizations that are centered around diversity, equity and inclusion. They are looking to create a 4 ½ hour program that will start with a seventeen-minute presentation of "*The Seven Last Words of the Unarmed*" and will continue by breaking off into smaller groups with presentations, panel discussion, small arts group discussions along with an open fluid space forum where people come together and discuss their experience. This presentation will be a multi-cultural, multi-generational, multi-community event that expands across the Merrimack Valley. They are excited to partner with GLTS as they already engage with Andover, Lawrence, Methuen communities and is the perfect location with access to public transportation. The topics they would like to discuss will be food insecurity, health and wellness, community policing but fluid enough so that they are addressing any number of issues that are important to the partnering communities. They are currently partnered with the Merrimack Valley NAACP, Esperanza, Merrimack College, Courageous Conversations, Lawrence Third Baptist church, and Lawrence Cavalry Church. Lastly, while this will be a capstone event they would like for this to be a continuing event such as annually or smaller events in the different partnering locations. Partnering with GLTS and the students is incredibly suitable with as it would include student participation and their ideas.

Mr. Hatem wanted to clarify how much involvement our students will have, if this is the first high school, and if they are planning on GLTS to build sets, and do skits. Ms. Harris reported that student participation is seen as something fluid such as it can be just them attending the event or can be more involved such as if there are leadership groups they might want to be facilitators to one of the panel discussions, being hosts to one of the concerts, guide guests around the venue.

Mr. Lamontagne would like Supt. Lavoie's opinion on the matter. Supt. Lavoie reported that this would be an exciting opportunity for GLTS to participate as it will build stronger relationships across all generations, ethnic groups and would be the beginning of something special. Reports that sponsoring this event would greatly benefit our students and our community as it aligns with our beliefs. This is right along the lines of learning for adults and all ages.

Ms. Marmol thanked the group for coming in and is in support of what this event is all about after hearing the details. She wanted to clarify what the start date is, cost, projected amount of people utilizing the space and how much of our space would be utilized? Ms. Harris responded that the virus is what would be dictating their next steps but it was originally planned for the Spring of 2022 and now they are thinking October/November where the weather is still relatively good. The spacing would be up to the partner and that would dictate how big the event would be. The bigger the venue means the more artistic groups. Right now, they anticipate they will not have enough space for all of the groups as they have a number of projects already in mind. They are actively securing funding so the event would be free and funding is critical.

Principal Zielinski reported that this would be an outstanding opportunity not only for the Merrimack Valley but also beneficial to the community. She can already see how the students can participate via the leadership groups such as Reggie Leaders, School Counsel, Student Counsel, GSA. She can also see them as bilingual tour guides and participating in dialogue and discussion.

Ms. Disla thanked the speaker and for giving more details on this project. She thinks the project is something that the community needs and is in favor. She reported that she understands they are looking for funding so that this can be a free event, but if they can't secure the funding then will there be a charge? Mr. Connolly reported that they feel strongly that this should be a free event and the way they can make this happen is by eliminating/restricting certain things such as refreshment, working with musicians, venue, participants and feel they can put together a program with minimal to no cost. They are working on securing funding from the business community.

Ms. Fitzgerald reiterated the costs and wanted to assure them that we serve four communities and that those communities should be the most represented. Each City and Town is diverse and would like their diversity to be addressed before the general Merrimack Valley area. Ms. Harris responded that this program is looking at this partnership to be a part of their marketing strategy.

Chairman Surillo reported that he has been in support of this project since it was brought up in November. This program will bring up important conversations that is much needed.

Supt. Lavoie's recommendation is that the committee vote to support and partner with this program by allowing them to make the use of space free of charge as long as there is proper insurance.

Ms. Fitzgerald wanted clarification on who would be the person responsible for this event? Mr. Connolly reported that it would be the Andover Choral Society.

Mr. Hatem asked if GLTS would have any financial responsibility? Chairman Surillo responded that the Andover Choral Society will be incurring the cost. GLTS will partner and waive the fee of the use of the facility. Supt. Lavoie would like to work closely with the event, if approved, so that it runs smoothly and to ensure that his participation and staff participation would benefit the students.

**MOTION:** Mr. Lamontagne moved to approve the Choral Partnership as presented

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

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

Mr. Rossi	Absent
Ms. Fitzgerald	Yes
Ms. Disla	Yes
Mr. Hatem	Yes
Mr. Lamontagne	Yes
Ms. Marmol	Yes

Mr. Surillo                    Yes  
#18011

***b.) Out of State Travel***

Cheerleaders are looking to travel to Salem, NH for the use of their A2 gym and studio for up to five days throughout the season at \$50 per day for a total of \$250. Travel will be provided by the coach via our own vans. The request is to make it easier to access space that we do not always have based on the numerous teams we have at the school.

**MOTION:** Mr. Lamontagne moved to approve the out of State travel as presented.

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

**VOTE:** Roll Called by District Recorder

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

#18012

***c.) Hall of Fame Event***

On Sunday March 6, 2022 the Hall of Fame committee will be hosting an event at the Elks Lodge where they will be inducting approximately 15 candidates into the GLTS hall of fame. Anyone interested in this event can contact the Athletic Director, Mike Nelson, at [mnelson@glts.net](mailto:mnelson@glts.net) and tickets are \$50 per person. This event typically happens about every 5 years or so. Those recognized after being inducted are in our hall of fame hall by the gym and consists of Reggie Athletes or supporters.

***d.) Admissions Report***

Supt. Lavoie reported that there are 1,225 completed applications ready to be reviewed and 1,492 who have started application. It is anticipated that at the end of this admissions round there will be around 1,500. It will be a difficult process where typically only 400-430 students of the 1,500 are accepted. It is becoming more and more difficult to turn students away so we will be looking to other programs such as the After Dark Program. Chairman Surillo inquired on the schools that are out of district and if the Admission Policy was approved from DESE. Supt. Lavoie has not heard back from DESE on a final approval. He will inquire and email the committee with the result and report at the next District Committee Meeting.

***e.) Business Administrators Interview Process***

There are currently 20 applications. He would like to recommend that only three or four applicants be selected to be interviewed by the full committee instead of using a sub-committee. This will be for the sake of time and it would also allow all committee members an opportunity to weigh in. Tomorrow a rubric will be sent via email to streamline the process. Supt. Lavoie feels confident that at least 3 have active licenses. It would be up to the committee if they would like to consider only those that are presently licensed.

Mr. Lamontagne inquired if they have been vetted by HR. Supt. Lavoie confirmed that HR has not but will. Mr. Lamontagne would like to interview only those that are presently licensed and if it needs to be decided in executive session he is amenable to that. Ms. Fitzgerald would like to also only consider those that have been vetted and that are presently licensed. Mr. Hatem has asked if there are any in house candidates that have applied. Supt. Lavoie confirmed that nobody has applied in house. Ms. Disla would like to consider those with experience and no license and not just those with a license as they can obtain a license at a later time.

Chairman Surillo has asked how long will it take to be licensed and Supt. Lavoie said it depends on the internship as they have to work with someone with a license so it could be longer. It would typically be a year if they meet all of the qualifications. Supt. Lavoie will send out a list with the names of the ones that are licensed and check in on the ones that he is not sure if they are licensed.

Chairman Surillo reported that the vote will be whether or not the sub-committee or the committee will be the ones to proceed and reminded that we are in budget season. Ms. Marmol wanted clarification on the vote. Chairman Surillo responded that the vote will be whether or not to create a sub-committee or to have the entire committee interview the candidates. Ms. Marmol is in favor of the committee proceeding as it is time sensitive and long overdue. Avoiding the sub committee will expedite the process as it was also repetitive. Further, in favor of only interviewing the top 2, final interview and then finalizing. Final question is whether or not the same questions would be used this time around. Ms. Fitzgerald feels that the sub-committee step should be eliminated. Supt. Lavoie will be sending all of the prior questions and the committee can finalize the questions. Ms. Marmol stated that Mr. Hatem was not part of the prior process.

Mr. Lamontagne wanted to confirm whether or not that they would meet in executive session and decide who would be interviewed. Chairman Surillo stated they would go through all applications and decide in executive session at the next meeting. Choosing someone that is or isn't licensed is a time-consuming process with no guarantee they would pass the test.

**MOTION:** Mr. Lamontagne moved to eliminate the sub-committee as presented.

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

**VOTE:** Roll Called by District Recorder

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

#18013

***f.) Federal Procurement Law***

In completing the ESSER Grant. we had a request from the State that we need to include the Federal Procurement Laws as part of the Financial Procurement Manual in which does not exist

currently. We need to submit the committee approval to add the Federal Procurement Law as outlined by the State. The difference between Federal and State is that the Federal Law states that between Federal, State and Local you follow the most stringent law. The information on who has the most stringent law in almost every case shows that it is the State. The motion is to add this to our policy. Chairman Surillo wanted to know if we already had this as part of our policy and Supt. Lavoie confirmed that the State law was part of our policy but not the Federal law.

**MOTION:** Mr. Lamontagne moved to approve the Federal Procurement Law as presented.

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

**VOTE:** Roll Called by District Recorder

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

#18014

***g.) Remote District Committee Meetings***

Supt. Lavoie reported that he would like the District Committee to be able to attend a meeting via zoom if they are sick or away. Chairman Surillo added that per the Governor we have until April to continue to hold meetings either in person or hybrid. Ms. Fitzgerald reported that this was brought up months ago and some were in favor of allowing committee members to participate remotely. She is in favor but would like to know why this is being brought up again. Supt. Lavoie reported that the virus is far more contagious and has therefore made this far more critical to be able to have options on how to continue. This would also help if more members were not able to participate. Ms. Disla reported that she continues to still want it to be either all in person or all remote. Being hybrid makes it more difficult to understand. Ms. Marmol agrees with Ms. Disla especially with the prior chaotic audio experience. Will this align with the students and teachers being remote? Supt. Lavoie informed us that DESE does not allow any remote learning but they can participate via google classroom. The reason for allowing the member to participate remotely is allowing that member to advocate for their district. We can work with I.T. as there had been a lot learned with the prior remote meetings. Supt Lavoie requested that he would like at least one meeting to try this out. Ms. Zielinski added that it was chaotic and loud but this year there has been changes and the audio has been adjusted. She understands the concerns but there is additional technology to mitigate the prior issues. The experience this year has not been the same. Ms. Disla would like to confirm that having the hybrid option is so that the district can be represented. However, her objection is that the member should be present in person in order to represent that district. Chairman Surillo stated that the numbers are rising and the recommendation is to try one hybrid meeting.

**MOTION:** moved to approve as presented.

**2<sup>ND</sup>:**

**VOTE:** Roll Called by District Recorder

Mr. Rossi	Absent
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Ms. Fitzgerald            Yes  
Ms. Disla                    No  
Mr. Hatem                    Yes  
Mr. Lamontagne            Yes  
Ms. Marmol                 No  
Mr. Surillo                  Yes  
4 yes', 2 No's  
Motion Carries  
#18015

***h.) Principals Report***

Principal Zielinski reported that there was a concern we would not have enough staff or coverage for the classrooms but there was no impact. The nurses have been working non-stop with families. DOE gave us supplies which we handed out such as test kits and KN95 masks for staff and students along with hand sanitizers. Dismissal was changed to 1:00 due to close proximity of students in the cafeteria and to mitigate the spread. Schedules were adjusted but all students participated in all core academic classes and shops. For students who are out for various reasons a “daily visual check in” was put in place in conjunction with the guidance department. Google meets have been set up for those students who are impacted due to COVID so they are able to follow along with their class. While this is not considered instruction, it has helped these students. Mr. Lamontagne asked about the 1:00 dismissal and wanted to know how long this is expected. The response is that this would depend on the number of students and staff that are out. Ms. Fitzgerald reported that she wanted to confirm that the students are leaving with lunch. The teachers and staff are doing a job extremely well done with no loss of learning. Supt. Lavoie reported that he is extremely proud of everyone in the building and for giving 120%. He has not seen this level of everyone coming together. The students are not missing out academically with the early dismissal and has become a great community in helping. The student attendance due to known medical has gone down from 196 to 80 so the mitigating is working and hopefully in the next week we should have most of our staff and students back. Mr. Hatem wanted to clarify what happens to teachers when they test positive and if they do not have sick time are they covered? Supt. Lavoie reported that the State has confirmed they are entitled to 5 days and/or \$850 which is covered by the State any time after that they use their sick time but staff has had no loss of income. Ms. Disla wants to know if they need to test negative prior to coming back and what happens if they are positive even after 5 days. Supt. Lavoie reported that the Department of Education is not requiring them to test negative prior to returning. Chairman Surillo wanted to know if something had changed as it was 5 days and a negative test to return. Supt. Lavoie confirmed that per the State they do not need any negative test prior to return. Principal Zielinski reported that staff has had sick time to cover them and it is confirmed that staff do not need a negative result prior to their return. There is another meeting later this week with DESE where they will confirm if a district can make changes. Some districts have kept the CDC requirements and others have made their own changes. Ms. Fitzgerald confirmed the State has stated that they do not have to test negative but she is amenable to making changes to their recommendations. Ms. Marmol asked if there has been any feedback on not having to test negative prior to the return. Principal Zielinski reported that there has been no feedback from teachers but other districts have implemented the negative test prior to returning but with the difficulty in obtaining tests it would make it hard and prolong the return of students and staff. Chairman Surillo inquired



if the 1:00 dismissal would continue. Supt. Lavoie is going to decide on Thursday if they will be keeping the early dismissal through at least the next week.

**6. REPORTS OF THE COMMITTEE**

No discussion

**7. OLD BUSINESS**

*a.) District Committee Priorities*

No discussion

*b.) Policy*

Section A: ADDA, ADDA-E, ADDA-R and ADDAB

**MOTION:** Mr. Lamontagne moved to approve Sections ADDA ADDA-E, ADDA-R and ADDAB as presented.

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

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

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

#18016

**8. NEW BUSINESS**

No discussion

**9. TABLED MATTERS**

No discussion

**10. PERSONNEL CONSIDERATIONS/REPORT**

*a.) Resignations*

Mr. James Gangi from the electrical shop effective December 31, 2022

*b.) Leaves of Absence*

None

*c.) Retirements*

Mr. Kenneth Henrick from the plumbing shop effective June 30, 2022

Ms. Marina Eleftheriou math instructor effective August 28, 2023

*b.) Appointments*

Ms. Payal Patel Chemistry instructor effective December 6, 2021

*c.) Job Postings*

Electrical instructor per contractor replacement position effective 2021-2022

**MOTION:** Mr. Lamontagne moved to approve electrical instructor as presented.  
**2<sup>ND</sup>:** Ms. Fitzgerald

**VOTE:** Roll Called by District Recorder

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

#18017

Guidance support grant funded position to support the guidance and admissions department effective through June 30, 2022.

**MOTION:** Mr. Lamontagne moved to approve the guidance support as presented.

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

**VOTE:** Roll Called by District Recorder

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

#18018

## **11. FUTURE AGENDA ITEMS**

No discussion

## **12. EXECUTIVE SESSION**

**MOTION:** Mr. Lamontagne moved to go into Executive Session at 7:40p.m.

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

**VOTE:** Roll Called by District Recorder

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

#18019

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

**13. MOTION:** Ms. Marmol moved to table the pay increase as presented

**2<sup>ND</sup>:** Mr. Lamontagne

**VOTE:** Roll Called by District Recorder

Mr. Rossi                      Absent

Ms. Fitzgerald              Yes

Ms. Disla                      No

Mr. Hatem                     Yes

Mr. Lamontagne              Yes

Ms. Marmol                  Yes

Mr. Surillo                    Yes

4 Yes', 1 No

Motion Carries

#18022

**14. ADJOURNMENT**

**MOTION:** Mr. Lamontagne moved to adjourn at 8:15 p.m.

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

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

Mr. Rossi                      Absent

Ms. Fitzgerald              Yes

Ms. Disla                      Yes

Mr. Hatem                     Yes

Mr. Lamontagne              Yes

Ms. Marmol                  Yes

Mr. Surillo                    Yes

#10823

Respectfully Submitted:



Madisyn Portorreal  
District Recorder

Minutes Reviewed



John N. Lavoie  
Superintendent-Director