



Greater Lawrence Technical School

**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1834  
March 1, 2022**

**Members Present:** Francisco Surillo                      Methuen                      Chairperson  
Vivian Marmol                      Lawrence                      Vice Chairperson  
Zoila Disla                      Lawrence                      Assistant Treasurer  
Marilyn Fitzgerald                      Andover  
Thomas Hatem                      Methuen  
Leo Lamontagne                      Lawrence

**Members Absent:** Frank Rossi                      North Andover

**Others Present:** John N. Lavoie                      Superintendent-Director  
Susan Zielinski                      Principal  
Gerry DiStefano                      Treasurer  
Madisyn Portorreal                      District Recorder

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**1. CALL TO ORDER**

Chairman Surillo called the meeting to order at 6:00p.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 February 15, 2022 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

#18081

**3. FINANCE REPORT**

a. Cash Balance Report

Mr. DiStefano read the Cash Balance report of February 22, 2022 into the record.

**MOTION:** Mr. Lamontagne moved to approve the Cash Balance Report of February 22, 2022 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

#18082

b. Consolidated Cash Reconciliation Report

No discussion

c. Revolving Fund Report

No discussion

d. Budget Report

Ms. Fitzgerald reported that there were two (2) budget reports handed out and wanted to know what the difference was. Supt. Lavoie clarified there was the regular biweekly report and the preliminary 2022-2023 budget that will be clarified.

e. Preliminary Budget Report

Supt. Lavoie reported that slides will be presented. For the next meeting he will be presenting a substantial amount of transfers as they have been working on transfers since August. The reason they have not presented any transfers is that they have been waiting for the receipt of grants. He will try to include this as early as he can but he is available to meet at any time with any questions with regard to this years and next year's budget. Mr. Hatem asked what kind of transfers are they. Supt. Lavoie clarified the transfers are for one line to another, adjustments to certain line items, funds from the operations budget to ESSER. This is in effort to balance the budget. Supt. Lavoie reported that this report is as of October 1, 2021 for the 2022 fiscal year as that is when we are funded. Supt. Lavoie reported on changes based on each member community with an explanation of changes. There is a total of 1,645 students presently enrolled which is the most he can remember and part of the increase is accepting 9th grade transfer students. Ms. Marmol asked about the -35 Lawrence students in the report. Supt. Lavoie responded it was the difference between last year's enrollment and this year. Supt. Lavoie reported on the Foundation Revenue which is broken down by State Aid Ch.70, Enrollment, funding from Governor, Member Contributions, Misc. Revenues and E&D Revenue. The number usually increases when the State and House take their vote and the member contributions are based on a fixed State Formula. Since his role as Superintendent, they have never asked for more than the minimum. Supt. Lavoie went over the Foundation Revenues for each Member Community with the differences and provided an explanation for each. Chairman Surillo inquired about the E&D

Certification. Supt. Lavoie responded that the certification was sent last week, he spoke to the Department of Revenue this morning and they have everything that they need. It needs to go through a committee before a final certification but the fact that it was accepted allows them to release the check. Non-Foundation Revenues were broken down by State Reimbursements such as SBA Grant and Regional School Transportation, Member Community Assessments, GLTS District E&D. The Non-Foundation Overview is a breakdown of minimum Local Contributions, Net Busing, OPEB Trust Fund, Fixed Assets, Long Term Debt and is based on Member Enrollment. The increase in busing and member contribution was based on student enrollment. All Non-Foundation funding is also based on member enrollment. Supt. Lavoie further detailed the Preliminary Expenditures and explained that they are broken into functions which are required by the State. The increase in the Administration Expenditure is based on the new Administrative Staff anticipated to start. There are two (2) new positions, the Director of Language, Equity and Culture and Assistant to the Superintendent Project Manager. This one (1) year position will help the Superintendent as he gets closer to the end of his tenure in this role and his career. The purpose of this position is that he believes there are a few initiatives that are critical for the school and he does not anticipate that he will be able to lift off the ground such as growing the After Dark Program, the new CTE program, expand the Post Graduate Program to offer an Associate's Degree in partnership with NECC which would be the biggest change in Vocational Education. The (5) year strategic plan and the work with the Superintendent with regard to staff diversity is also of importance. In order to accomplish these, he would need someone to help make these a reality. Ms. Fitzgerald inquired about the increase in the Administration budget and to make sure it was for more than the two (2) positions listed. Supt. Lavoie responded that the details were for other items such as other new staff, open house, consultant which is detailed more clearly in the budget report and is willing to meet with to further discuss. Chairman Surillo asked about the increase in funds for the open house and Supt. Lavoie responded. Ms. Fitzgerald reported that she was surprised that some of these expenses fell under the Administration budget and Supt. Lavoie further clarified on why one thing might be on his budget and another under the Principals. Mr. Hatem wanted to know the cost for the Assistant Superintendent and if the other positions will be on the Administrative or Teacher pay scale. Supt. Lavoie reported that the Director of Language, Equity and Culture position will go under the Administrative budget as it will be a regular position and the Assistant to the Superintendent would also fall on the Administrative budget but would only be for one year. Supt. Lavoie reported on each function stating the Original, Adjusted, Preliminary and Change Budget with an explanation on the reasons why such as needing more academic and vocational instructors, teacher salary, positions, material cost and supply. Supt. Lavoie reported that there is an increase under Discipline due to operating costs and an increase in medical insurance due to the addition of one more staff member. In Athletics' the change was minimal which covers the new athletic program. OPER and Maintenance increases are out of the capital projects while some will be funded via grants. The increase in retirement contributions and health insurance for retired employees are due to an increase in the amount of staff that are retiring which was more than anticipated. The insurance premium will be increasing by 10%. There was also an increase in school choice and outside tuition. The increase in pupil transportation is due to an addition of one (1) bus due to the increase in enrollment, after school activity and After Dark. The Long-Term debt is due to the HVAC unit from about six (6) years ago. Mr. Hatem wanted clarification on the health insurance increase and whether that was an estimate or a final amount from the carrier. Supt. Lavoie responded that there was a meeting with the insurance agent, insurance

committee and it was anticipated that there would be a minimum increase of about 8%. Supt. Lavoie thanked the business office for all of their work in the last couple of months in helping with the budget. Chairman Surillo also thanked the business office on behalf of the Committee.

#### **4. COMMUNICATIONS**

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

Supt. Lavoie reported that Gervais Imports, Inc. donated \$500 for the Football Conditioning Camp this summer.

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

On February 14, 2022 the Andover Townsman reported that Greater Lawrence Tech was added to the Hall of Fame.

On February 16, 2022 The Valley Patriot reported that the Greater Lawrence School Committee voted to make Masking Optional for students starting March 7, 2022.

On February 8, 2022 the Eagle Tribune reported on “Remember When” which is a series that highlighted great athletes of the past and it highlighted the Greater Lawrence Tech Boys’ Greats.

On February 20, 2022 the Eagle Tribune reported that students fixed a Toyota Prius for a Veteran which was the second car that has been donated to Veterans.

Supt. Lavoie reported that he met with the former Mayor for the City of Lawrence, Mr. Mike Sullivan. A committee in City of Lawrence was formed and a home was purchased. The committee is looking to renovate the home on behalf of the veteran who lost her life in Afghanistan. GLTS will be helping for about four (4) weeks in partnership with a former graduate Bill Cody who owns Cody and Fosters along with other volunteers.

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

No discussion

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

##### **a. Admissions Report**

Supt. Lavoie reported there will be about 500 acceptances sent out on March 18, 2022 as they are still in the process of scoring and making sure it is equitable. This year all applicants that are not accepted in the first round will be placed on a waiting list. The encouragement from the Department of Education will give us the opportunity to reevaluate each student. They will wait to see how many students out of 500 will except. The next step will be from the wait list. They will also look at the shops with availability and fill those shops with transfer students. Ms. Marmol asked if we will be waiving denials only this year or if it will be this way going forward. Supt. Lavoie responded there will no longer be any denials.

##### **b. Rentals**

Supt. Lavoie met with the Director of Athletics and Field Assistant regarding what other districts are charging for field rental fees and has provided a report with what the new rates should be.

Ms. Fitzgerald reported that she would like to see a report from the prior year's income with regard to rentals. I would like a two hour minimum for all rentals like the tennis courts currently. The reason is the amount of time it takes to open certain fields as well as the amount of staff based on use. Supt. Lavoie responded that he will present a report for the next meeting and reported that next season the fields are almost fully booked. Ms. Fitzgerald would like the Committee to be informed when there are any substantial contracts and inquired if the construction classes fall under the facilities revolving account. Supt. Lavoie responded in the affirmative. Ms. Marmol asked if there are discount rates for programs that enroll our students or if that was based on a flat rate. Supt. Lavoie responded that the Committee has previously voted on allowing certain facilities to be granted a discount which doesn't happen on a regular basis and was based on his discretion but discounts are not common practice. Ms. Marmol asked if this was discretionary or documented? Supt. Lavoie reported that in the past it was discretionary but can bring any future discount proposal to the Committee especially if it's for long term use. Ms. Marmol wanted this documented to ensure equity. Supt. Lavoie reported that he can go back and look at the invoices but reported that he will be keeping a ledger going forward. Ms. Marmol wanted to know if it was easily accessible to rent any part of the facility such as online. Supt. Lavoie responded that the use of the building is accessible on the website with the contact information, Mr. Kucharski. He is in charge of making sure the facility is being utilized and you will see that there will be a substantial increase in this revenue. Ms. Fitzgerald reported that all users have to sign a contract where they have insurance and any discount given in the past can be found in those contracts. Supt. Lavoie reported that he can present any discount rate for a vote. Mr. Hatem reported that Supt. Lavoie's discretion should be sufficient but would like there to be a two (2) hour minimum. Ms. Fitzgerald reported that she agrees with Mr. Hatem that the Superintendent's discretion is sufficient. Ms. Marmol reported that this was not a request, she simply wanted clarification on the process such as if the discount was noted and documented anywhere. Supt. Lavoie responded that since the vote was prior to this Committee that he is amenable to a new vote. Chairman Surillo reported that he would like to see the data on any discounts, amount of time being used and a set a two (2) hour minimum. Ms. Marmol asked if this minimum was for all rentals and the Chair confirmed.

**MOTION:** Mr. Lamontagne moved to approve the new rental fees with a 2hr minimum as presented.

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

**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

#18083

c. Attorney Memo

Supt. Lavoie reported that the committee wanted feedback on whether or not a member can continue to participate remotely until April 1st and/or any extension which has now been extended until July 1st. The attorney deemed it would be acceptable if there was medical reason. Chairman Surillo responded that there was an extension until July 1st which the Committee already voted on and he pointed out in an email to all members about some information provided by the Attorney that was not accurate.

d. School Choice

Chair reported that he would like for this matter to be tabled until the next Committee meeting.

**MOTION:** Ms. Marmol moved to table school choice as presented.

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

**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

#18084

e. Principal Report

Principal Zielinski reported Quarter two numbers which include honor roll students and number of students needing additional support. She further provided a comparison between Q1 and Q2 by grade and how this year there is a plan with earlier support for seniors along with the MCAS retest results. Seniors were not required to take the MCAS test but in order to be eligible for the Abigail Adams Scholarship they did have to test and 26 students chose to test and of those 26 students 19 were eligible. There was also a March ELA MCAS update with dates by grade and that faculty and staff are in the process of training. Supt. Lavoie was impressed with the MCAS results which is the lowest in his over 40 years of experience and thanked Principal Zielinski. Chairman Surillo agreed and inquired about Saturday school for those that need additional support. Principal Zielinski responded on hiring tutors for Saturday and how the tutoring will start this Saturday or next Saturday. Mr. Hatem inquired if the hiring of Saturday teacher’s will be in house. Principal Zielinski responded that the position was posted and the hope would be for in-house applicants. Anyone hired will work closely with the current teachers. Chairman Surillo reported that the extra support has been demonstrated to be effective.

**6. REPORT OF COMMITTEES**

No discussion

**7. OLD BUSINESS**

a. District Committee Priorities

No discussion

b. Policy

Section B: Board Governance and Operations, BA: School Committee Operation Goals. Ms. Disla reported that she presented a motion at the last Committee meeting to table as she wanted more details and it is being presented the same way. Chair asked for clarification on what she would like details on. Ms. Fitzgerald reported that there was a person who was paid to review this and to make sure any changes made met the legal requirements. Ms. Disla clarified that she would like a description along with the title and not just the title. Chairman Surillo reported that the description was listed and read the description to Section BA. Ms. Fitzgerald also reported that the description was listed for Section BA which was the only one they were voting on. Ms. Disla reported that a description for each section should be listed before any vote. Ms. Fitzgerald responded that each section might be too much to copy and Ms. Marmol reported that in the past this has not been an issue. Supt. Lavoie reported that for tonight’s vote it is only for Section BA and not the others as the description would be listed when it was time for that vote.

**MOTION:** Ms. Disla moved to table Section B: Board Governance and Operations, BA: School Committee Operation Goals as presented.

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

**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

#18085

**8. NEW BUSINESS**

Supt. Lavoie reported that he will be submitting a proposal for a new MSBA project for a new roof and windows.

**9. TABLED MATTERS**

No discussion

**10. PERSONNEL CONSIDERATIONS/REPORT**

a. Resignations

No discussion

b. Leaves of Absence

No discussion

c. Retirements

- John Hardacre, CTE Coordinator, Effective June 30, 2022

- Robert Charest, Maintenance Supervisor, Effective September 1, 2022

Ms. Fitzgerald reported that can't speak enough on how amazing this person is but is so thankful he will be staying until the end of summer where we will have completed the projects pending. Supt. Lavoie agreed that this will be a great loss to the school but his retirement is well deserved.

d. Appointments

No discussion

e. Job Postings

No discussion

**11. FUTURE AGENDA ITEM**

Ms. Marmol is wondering if she can receive an update with regard to the LPN program. Supt. Lavoie will bring the information at the next meeting so the Committee can decide if they will proceed or not.

**MOTION:** Mr. Lamontagne moved to enter into Executive Session at 7:39p.m.

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

**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

#18086

**ENTER EXECUTIVE SESSION**

**ENTER OPEN SESSION**

12b: Contract Negotiations

Supt. Lavoie recommended that the Committee vote to accept the 2% general wage increase for teacher salaries, coaches and all stipends in the contract and change the faculty hours to leave from 3:15p.m. to 2: 55p.m on Wednesday's until the end of the school year.

**MOTION:** Mr. Lamontagne moved to approve the contract negotiations as presented

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

**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  
#18092

12c: Business Administrator Position Title Change

Chair requested that there be a motion to change the Business Administrator title to Finance Director.

**MOTION:** Mr. Lamontagne moved to approve the title change as presented.

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

**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  
#18093

12b: Stipend

Mr. Hatem presented a motion to compensate the three (3) business office employees with a onetime pay of \$5,000. Mr. Lamontagne reported that the motion should list each respective title. The positions are: Payroll Specialist, Finance Specialist, and Accounts Payable.

**MOTION:** Mr. Hatem moved to approve a onetime pay as presented

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

**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  
#18094

13. **ADJOURNMENT**

**MOTION:** Mr. Lamontagne moved to adjourn at 8:20p.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  
#18095

Respectfully Submitted:



Madisyn Portorreal  
District Recorder

Minutes Reviewed



John N. Lavoie  
Superintendent-Director