



**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1839  
April 26, 2022**

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

**Members Absent:** Vivian Marmol                      Lawrence

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

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**1. CALL TO ORDER**

Chairman Lamontagne called the meeting to order at 6:00p.m.  
*Roll Call by District Recorder: Ms. Marmol (absent), Mr. Rossi (present), Ms. Fitzgerald (present), Ms. Disla (present), Mr. Hatem (present), Mr. Surillo (present), Mr. Lamontagne (present).*

**2. MINUTES**

**a. Minutes from April 12, 2022, Budget Meeting**

**MOTION:** Ms. Fitzgerald moved to approve the Budget Meeting Minutes from April 12, 2022 as presented.

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

**Vote:** Unanimous  
#18165

**MOTION:** Ms. Fitzgerald moved to adjust the agenda to “Students Report” under Supt. Report.

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

**Vote:** Unanimous  
#18166

**b. Students Report**

Ms. Maureen Wright, Student Representative reported on recent student events, such as Spirit Week, April 5-8. Each day was followed by a pep rally 8<sup>th</sup> period. Everyday was different, class of 2025 was throwback day, class of 2024 was sports day, class of 2023 dressed as a teacher,

class of 2022 wore black and orange to show school pride. The week ended with a spring fling dance, dancing and DJ. She reported on Baseball, Boys Volleyball and upcoming events such as “Day of Silence” to be held on April 28<sup>th</sup>. This is a nationwide day of action to raise awareness on the effects of bullying and the LGBT community. Stickers will be handed out. Ms. Fitzgerald asked if it is a national effort or is this a local effort by GLTS? Ms. Wright reported it is national but GLTS is supporting this on Thursday.

***b. Minutes from April 12, 2022, Open Session Meeting***

**MOTION:** Ms. Fitzgerald moved to approve the Open Session Meeting Minutes from April 12, 2022

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

**Vote:** Unanimous

#18167

**MOTION:** Ms. Fitzgerald moved to adjust the agenda to “Insurance Presentation” under Supt. Report.

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

**Vote:** Unanimous

#18168

Mr. Ed Byrnes, Senior Account Executive at NFP Corporate Services reported on the results of his pricing that will go into effective, July 1, 2022. He is predicting an increase of 10%. This year, we had a 9% increase in claims per member, per month which is significant. On top of that you have to add future medical care inflation. The other major factor was a very sharp increase in large claims. We went from five to eight claims which is doubled. We do receive reimbursements which we have not received yet and are in the process of being worked on by BCBS. The report was as of December, so I updated this through March and we have improved about a point. We can take that 10% down to 9% and we can still be ok and have sufficient funds. Those are the numbers and the facts. For the future, we need to get out of self-funding. I would like that to happen on July 1, 2023. I have two options. MIIA, Massachusetts Interlocal Insurance Association and the Massachusetts Strategic Health Group (MSHG). MSHG can duplicate identically all of our benefits and rates and the cost is less. I wanted to see their financial results this year for next year. Mr. Surillo reported that we have no data and for me, I would like the actual numbers before I make any decisions. Mr. Byrnes reported that he would send it tomorrow morning. Supt. Lavoie reported that he will present it at the next School Committee Meeting.

**3. FINANCE REPORT**

***a. Cash Balance Report***

Mr. DiStefano, Treasurer read the Cash Balance report of April 21, 2022 into the record.

**MOTION:** Mr. Surillo moved to approve the Cash Balance report of April 21, 2022 as presented.

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

**Vote:** Unanimous

#18169

**b. Consolidated Cash Reconciliation Report**

No discussion

**c. Revolving Fund Report**

No discussion

**d. Budget Report**

No discussion

**e. Budget FY22-23**

Supt Lavoie reported that he is asking the District Committee to vote on next year’s FY22-23 budget that was presented at the last District Committee Meeting. Supt. Lavoie reviewed the preliminary numbers as presented at the last meeting. A copy of the breakdown of the personnel salaries was provided for this meeting. Supt. Lavoie reported that the final certification has not come back from the state yet. Mr. Surillo asked if the E&D has been certified. Supt. Lavoie reported that it has not been certified yet.

**MOTION:** Ms. Fitzgerald moved to approve the FY22-23 budget as presented.

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

Mr. Surillo wanted to clarify what the ramifications are if the E&D does not get certified? Supt. Lavoie reported that he feels it will get certified. It has been approved, it is a matter of solidifying the numbers. If it did not get certified, then we would not be able to use the money.

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

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

(4) Yes’, (2) No’s

Motion carries

#18170

**f. Revote on Budget FY21-22**

Supt. Lavoie reported that we got a letter from the DOE that stated we did not meet net school spending; however, it was in the allowable 5% range in terms of not meeting it. We didn’t do what we are required to do which is to obtain a vote from the District Committee. The money that we did not spend was moved into this year’s budget and the amount of this year’s budget has changed. This year’s budget included a \$1,390,877.00 carry over making the budget for FY21-22 \$37,259,723.00. Ms. Fitzgerald wanted clarification that at the last meeting, Supt. Lavoie reported to us that carry over was due to not spending all the money because of COVID. Supt. Lavoie reported that this is correct, but what we didn’t do was to revote the new budget.

**MOTION:** Ms. Fitzgerald moved to approve the new amount of the FY21-22 budget.

**2<sup>ND</sup>:** Mr. Surillo for discussion

Ms. Disla reported that she is going to vote no because she has no information on paper. Mr. Surillo reported that he knew that we did not spend all the money and that we should have voted

on this budget before next years budget, so we are working backwards. Mr. Hatem wanted to clarify that the motion is to approve the 1.3 million dollars to add to the budget. Supt. Lavoie reported that it is to approve the increase to this year's budget. The letter that was received from the Department of Education was passed out.

**MOTION:** Mr. Surillo moved to approve to take a recess at 6:30p.m.

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

**Vote:** Unanimous

#18171

**MOTION:** Ms. Fitzgerald moved to approve the new amount of the FY21-22 budget.

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

**VOTE:** Unanimous

#18172

#### **4. COMMUNICATIONS**

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

No discussion

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

No discussion

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

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

##### ***c. MA Emergency Management Agency***

Supt. Lavoie reported that last week MEMA contacted us to see if they would be able to use our facility so their agency could come in and meet with the people that lost their homes in Lawrence. We provided them the space in our cafeteria and they sent us a thank you letter that is attached. It outlines how grateful they were that we provided as much support as we could to them. Mr. Surillo reported that he came in for an hour or two during that time and it was great to see all the resources that were in all one place. I want to thank the Superintendent and the staff as well as City Counselor Ms. Infante for putting this together for the victims.

##### ***d. Update on School Renovations***

Supt. Lavoie reported that he wanted to update the Committee on the preparations that is going on this summer in some of our shops. The Cosmetology Shop drawing was provided which shows the new space and stations. This will allow us to take two more students in each grade level into the program next year for a total of 8 additional students. The money for this project is coming from the ESSER Grant. The Child Care Center drawings have been updated to move the infant room to the front end of the space to have a doorway that exits to a main hallway. We obtained the permits to move forward. We are scheduled to start the middle of May once the seniors are gone. Ms. Fitzgerald wanted to know if we are licensed to run a child care center? Supt. Lavoie that the town has given us the permits to do this, but we have not gone to the state yet for approval of the program. It is anticipated that we will not have any issues obtaining the license needed because we have a high-quality space. We have also posted for a Director of

Child Care. Mr. Hatem wanted to clarify that we had permits from the town and if we had enough ways to evacuate safely in case of an emergency? Supt. Lavoie reported yes. That is one of the reasons we had to move the infants. Mr. Hatem wanted to clarify that we had enough adults to supervise the evacuation of the children? Supt. Lavoie reported that we would have to meet the state requirements for this and that is one of them. The last drawing that was provided is the Four Winds/Reggie Café renovation. We are redoing the entrance with cabinetry and we will have a glass door to separate the fine dining from the Reggie Café. A new bathroom and a new entrance will be provided for access to the Four Winds, so they do not have to go directly into our school.

***e. May Calendar***

No Discussion

***f. Field Dedication Ceremony/Funding for Alumni***

Supt. Lavoie reported that the Field Dedication Ceremony will be held on May 17, 2022. The invitations will be going out and the District Committee will be receiving the invitations early next week. We will be recognizing the corporations and individuals that donated funds to the field project. The new field is being called alumni field and the alumni circle will be at the entrance of the field and is where the ceremony will be held. Mr. Surillo wanted to know how to purchase bricks. Supt. Lavoie reported that you should be able to purchase a brick on our website.

**6. REPORT OF COMMITTEES**

No discussion

**7. OLD BUSINESS**

***a. District Committee Priorities***

***b. Policy***

Section B: BBA-School Committee Powers and Duties and BBAA-School Committee Member Authority

**MOTION:** Mr. Surillo moved to approve Section B: BBA and BBAA as presented

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

**Vote:** Unanimous

#18173

**8. NEW BUSINESS**

No discussion

**9. TABLED MATTERS**

No discussion

**10. PERSONNEL CONSIDERATIONS/REPORT**

***a. Resignations***

*Ms. Kathleen Dollard, School Adjustment Counselor, Effective June 30, 2022*

*Ms. Jill Walden, HR Specialist, Effective April 22, 2022*

**b. Leaves of Absence**

None

**c. Retirements**

None

**d. Appointments**

*Mr. Scott Cummings, Biotechnology Instructor, Effective August 30, 2022*

**e. Job Postings**

- **Long Term Substitute, Special Education School Adjustment Counselor, Local 1707, 9/2022-2/28/2022, Replacement Position.**

**MOTION:** Ms. Fitzgerald moved to approve the job posting as presented

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

**Vote:** Unanimous

#18174

- **1.0 Special Education School Adjustment Counselor, Local 1707, SY 2022-2023, Replacement Position.**

**MOTION:** Ms. Fitzgerald moved to approve the job posting as presented

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

**Vote:** Unanimous

#18175

- **Communications Designer/Alumni Liaison, Per Individual Contact (\$50,000-\$60,000), May, 2022, Replacement Position. (See Attached)**

Mr. Hatem wanted to clarify if we knew why the two employees listed resigned? Supt. Lavoie reported that we cannot respond to that. Mr. Surillo wanted to clarify if this position is mixed with the Marketing position? Supt. Lavoie reported that we are looking for a permanent person that can do a lot of the things that the marketing person did. It is mostly design work. We had someone in this position prior and we added extended responsibilities. This person will oversee the school store, clerical work when we have staff members out and front desk coverage. Mr. Surillo asked why we are only looking for someone with a high school diploma with all these responsibilities. Supt. Lavoie reported that I believe experience would be more important than a degree. Ms. Fitzgerald wanted to clarify if this position falls under the Marketing/PR Budget that has \$100,000 set aside? Supt. Lavoie reported that our intent is to not hire a full-time marketing person and to utilize the funds for this position. Mr. Surillo wanted to clarify if this position replaces the marketing position? Supt. Lavoie reported that our intent is to not hire a person for \$100,000. We would like the marketing to come out of the Superintendent and Principal's offices. Mr. Hatem wanted to know why this does not fall under the clerical contract instead of an individual contract. Supt. Lavoie reported that this title does not exist in the clerical unit. Ms. Disla reported that the title doesn't match the qualifications and should be in the clerical unit. Supt. Lavoie reported that he would be happy to negotiate this position into the

clerical unit. Ms. Fitzgerald reported that since this person reports to the Principal and would be in charge of updating the website, it is a much-needed position. I have no problem with this position going into the clerical unit, but until that happens, we should allow this position to go forward. Mr. Rossi reported this would be a position that should start at the bottom of the salary range and work its way up. Supt. Lavoie reported that it should depend on their experience. Mr. Surillo reported that this salary is still high for a high school diploma. I disagree that this position should be in the clerical unit because this title does not exist.

**MOTION:** Ms. Fitzgerald moved to approve the job posting as presented

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

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

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

(3) Yes', (3) No's

Motion does not carry

#18176

- ***After School Instructor for Adult Technical Writing Course, New Position***

***Details:*** Instructor for a 20-hour training for New Balance employees that will be conducted in late afternoon. To be taught remotely. The course will instruct trainees on the structure and techniques of writing technical reports, and presenting them using PowerPoint. The purpose is to give New Balance employees the tools necessary to advance in their work in the Manufacturing Innovation Lab where employees conduct experiments and need to write and present results.

- *Hourly rate of \$65/hr. for up to 20 hours of instruction; and \$50/hr. for up to 4 hours of curriculum development. \$50/hr. for prep time. ½ hour prep time available for each of the class sessions.*
- *Targeted training start date during the week of May 16<sup>th</sup>; duration of 5 weeks, with end date by June 17<sup>th</sup>, 2022. Training schedule will be coordinated at a time the instructor and New Balance employees are both available – tentatively 3:30 – 5:30 two afternoons per week.*

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

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

Ms. Fitzgerald wanted to clarify if New Balance is funding this position? Supt. Lavoie reported yes.

**Vote:** Unanimous

#18177

- ***After School Instructor for Email Communications Course for Adult EL Learners, New Position***

- **Details:** Instructor for a 14-hour training for New Balance employees that will be conducted in late afternoon. To be taught remotely. The course will instruct EL learners on the structure and techniques of writing professional emails. The purpose is to give a small group of EL learner New Balance employees the tools necessary to advance in their work in the Manufacturing Innovation Lab.
  - Hourly rate of \$65/hr. for up to 14 hours of instruction; and \$50/hr. for up to 4 hours of curriculum development. \$50/hr. for prep time. ½ hour prep time available for each of the class sessions.
  - Targeted training start date during the week of May 16<sup>th</sup>; duration of 3.5 weeks, with end date by June 10<sup>th</sup>, 2022. Training schedule will be coordinated at a time the instructor and New Balance employees are both available – tentatively 3:30 – 5:30 two afternoons per week

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

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

Mr. Surillo reported that Secretary Acosta’s office has funding for this position. Supt. Lavoie will reach out to Ms. Almono.

**Vote:** Unanimous

#18178

- **Human Resources and Business Office Specialist, Per Clerical CBA, May 2022, Replacement Position (See Attached)**

**MOTION:** Mr. Hatem moved to approve to the job posting that includes part-time as presented

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

Mr. Surillo reported that this position requires a bachelor’s degree, which means that the HR Director must have a master’s degree. Supt. Lavoie reported that he does not know what the educational background of the HR Director is. The reason this positions states bachelor’s degree is because that is what was asked in the past. Ms. Fitzgerald reported that this position is listed in the budget as \$40,000. Is this a non-union position? Supt. Lavoie reported that it is in the clerical unit and is a part-time position. Ms. Fitzgerald wanted clarification if this amount was put in the budget, not knowing the person was leaving? Supt. Lavoie reported yes, this is that person’s salary. Supt. Lavoie reported that if the next person coming in is at a higher salary, we would take the money out of the contingency account. Ms. Fitzgerald also reported that although this position is in the clerical unit, it is a confidential position. Maybe this should not be in the clerical unit. Mr. Surillo reported that we can’t take a position out of the union without going into negotiations. Supt. Lavoie reported that this position has never been a non-rep position. If the District Committee would like me to negotiate this as a non-union position, I can take it to the union. Mr. Surillo believes this position should stay in the clerical unit. Mr. Hatem reported that this position handles procedures, not necessarily the problems. Supt. Lavoie reported that most of the confidential information is regarding insurance. Ms. Fitzgerald reported that it states that this is a year-round position. We should adjust the description to state year-round, part time position. Mr. Surillo reported that if it worked before, then we can leave it.

**Vote:** Unanimous

#18179

## **11. FUTURE AGENDA ITEM**

Mr. Surillo wanted clarification on the date of the Graduation. Supt. Lavoie reported that it is on

June 2<sup>nd</sup> with a rain date of June 3<sup>rd</sup>.

Mr. Surillo wanted clarification on the bus situation. Principal Zielinski reported that the bus company over vacation redesigned the bus route and this week all buses departed at 2:30.

Mr. Surillo wanted clarification if we have ever had a junior prom? Ms. Fitzgerald reported that we have only had one prom in the senior year.

## **12. EXECUTIVE SESSION**

**MOTION:** Ms. Fitzgerald moved to enter into Executive Session at 7:25 p.m.

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

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

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

#18180

Enter Executive Session

Enter Open Session

**MOTION:** Mr. Surillo moved to approve a transfer from the contingency line item to the insurance line item in the budget for \$356,00

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

**VOTE:** Unanimous

#18182

**MOTION:** Mr. Surillo moved to approve a transfer from the personnel separation line item to the insurance line item in the budget for \$200,000

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

**VOTE:** Unanimous

#18183

**MOTION:** Ms. Fitzgerald moved to approve to settle an agreement with one of our staff members which will cost the school three weeks' pay.

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

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

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

5 yes', 1 no  
Motion carries  
#18184

**13. ADJOURNMENT**

**MOTION:** Ms. Fitzgerald moved to adjourn 8:20 at p.m.

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

**VOTE:** Unanimous

#18185

Respectfully Submitted:



Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director