



**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1840  
May 10, 2022**

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

**Members Absent:**

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

---

**1. CALL TO ORDER**

Chairman Lamontagne called the meeting to order at 6:00p.m.

**2. MINUTES**

**MOTION:** Ms. Fitzgerald moved to approve the April 26, 2022 minutes as presented.

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

Vote: Unanimous

#18186

**3. FINANCE REPORT**

a. Cash Balance Report

Treasurer Mr. DiStefano read the Cash Balance report of May 3, 2022 into the record. Mr. Surillo inquired as to when the E&D account would be certified. Supt. Lavoie responded that it was certified today. There are mistakes that need to be corrected but the account was certified. Mr. Surillo inquired when the new business manager would be starting and Supt. Lavoie responded that she will be starting on May 23, 2022.

**MOTION:** Mr. Surillo moved to approve the cash balance report as presented.

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

Vote: Unanimous

#18187

b. Consolidated Cash Reconciliation Report

No discussion

c. Revolving Fund Report

No discussion

d. Budget Report

No discussion

e. SY22-23 Budget

Chair Lamontagne reported that the SY22-23 needs to be voted upon again with the certified numbers at the request of DOE. Supt. Lavoie reported that in the original budget there was 10% built in for health insurance. The committee was not in favor of the 10% increase and therefore the budget has to be rewritten with the increase approved by the committee. Chair Lamontagne asked Supt. Lavoie to go over the highlighted amounts as a form of a recommendation. Supt. Lavoie agreed and went over the budget.

**MOTION:** Ms. Fitzgerald moved to approve the SY22-23 Budget as presented.

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

Vote: Unanimous

#18188

Ms. Fitzgerald reported that upon review of the warrants she noticed there were various items being purchased from Amazon and is concerned that Amazon is being used for convenience as it is not the least expensive or is there research to ensure it is the least expensive. Supt. Lavoie responded that by law anything over \$10,000 requires three (3) quotes and anything under is not required but has requested that staff research three (3) quotes as much as possible. Ms. Fitzgerald responded that some purchases were small items and if you want the best price then it will likely not be from Amazon. She further reported that we have established vendors and is asking if we are getting the best prices from Amazon or using them as a convenience. Supt. Lavoie encourages staff to do research prior to purchasing and use local as much as possible but they do not have to provide proof. He does ask for them to be diligent and respectful as they do not look into all purchases under \$10,000 but moving forward they can perform more spot checking to see if they are using Amazon as a convenience instead of local vendors. Mr. Surillo agrees with Supt. Lavoie that it might be cumbersome to go through the process of verifying all orders but his question is if there is a prior approval process prior to entering a purchase order and receiving the order. Supt. Lavoie responded that whatever is ordered has to be in the budget as if it is not then it would require a transfer. It would then go to the supervisor to make sure it is in the budget, then it goes to the CTE Director for approval, who then moves it to the principal for approval and then to the business office for final approval. Each step of the way it is checked that it is in the budget. Mr. Surillo wanted to confirm that they can't just go to amazon without prior approval regardless of amount. Supt. Lavoie confirmed that it is correct that a purchase order can't be completed without prior approval.

4. **COMMUNICATIONS**

a. Donations

No discussion

b. Articles

No discussion

c. Public Participation

No discussion

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

a. Health Insurance Update

Supt. Lavoie reported that the adjuster, Ed Byrnes, presented handouts with medical projections by year from November 2019 through March 2022 broken down by medical and prescription expenses, claims, premiums paid and adjustments. There were two (2) proposals where in both, the claims were higher than the premiums. The recommendation on the first proposal is an increase of 8.25% and the second one is an increase of 7.59%. and therefore Supt. Lavoie recommends an 8% increase. Mr. Surillo reported that at the prior meeting there was discussion of 10%, then 8% and finally 8.25% to be where they need to be. His question is, if there is a need for an increase, when would that have to happen. Supt. Lavoie responded that it would be in June. Mr. Surillo wanted confirmation that if it were to be approved now for the 8% then would they have until June for the increase? Supt. Lavoie responded that a vote is needed now for the start of the new fiscal year which is in June. Mr. Surillo wanted further clarification that today's vote would cover June but if there is a need for an additional increase when would that be? Supt. Lavoie reported that it would be in 3 months as premiums are paid quarterly.

**MOTION:** Ms. Fitzgerald moved to approve the 8% Health Insurance Increase as presented.

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

Vote: Unanimous

#18189

b. Out of State Travel

Mr. Tony Sarkis, Coach and Football Students are requesting out-of-state travel to Exeter High School in Exeter, NH for a 7 on 7 Football Tournament on July 16, 2022, at no cost. Ms. Fitzgerald wanted to make sure this didn't violate any MIAA regulations in terms of being off season. Supt. Lavoie reported that it does not and that this is a tournament that is played every year.

**MOTION:** Mr. Surillo moved to approve the Out of State Travel as presented.

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

Vote: Unanimous

#18190

c. Co-Op Report

Supt. Lavoie reported on the number of students on co-op by shop with the total number of students on co-op which is presently 230.

#### d. Admissions Report

Supt. Lavoie reported that there continues to be more applications with a substantial waiting list. Around 419 students have accepted so they are close to the limit but can accept about ten 10 more on appeal. Around 375 of the accepted students, parents and families attended the Accepted Student Day. Ms. Fitzgerald reported that the accepted students and those that attended do not equal and wanted to know if there will be a second opportunity for those that didn't make it. Principal Zielinski responded that there will be another date in July as the goal is to have 100% of the accepted students tested. Mr. Surillo wanted clarity on 2 issues, the first is what is the capacity, is it 1,600? and if that number is after the expansion. Supt. Lavoie responded that capacity is about 1,600 and they are at about 1,640. Mr. Surillo's second topic is about parents asking if the assessment test is a requirement to be accepted. He wasn't aware of any assessment and that the assessment is to see where they are and not that it will be to see if they will be accepted and therefore there seems to be a disconnect. Principal Zielinski reported that in an effort to make things clearer the name of the day was changed from freshman assessment testing day to class of 2026 student acceptance day as it is not just about taking an assessment. It was also an opportunity to visit the school for those that could not and to be able to meet the staff and coaches along with clubs. Part of this date was an assessment but not for acceptance. This year the test was shorter than ever and a letter was sent to parents informing them that this was to help with placement but not for acceptance.

#### e. Aviation Program Update

Supt. Lavoie reported that the CTE Coordinator and myself visited Westfield to get an idea of the different aspects of this program such as tools and space. At the meeting they learned about the many pathways available such as manufacturing, mechanical, drones, airline employment and the various opportunities their students are obtaining via this pathway. It was a very productive, inspiring and encouraging meeting which has pushed them to work harder to obtain final approval. They were more than happy and eager to help and support our program. The next step is to meet with the Mayor of the City of Lawrence and key State Representatives at the airport to discuss hangar space, land and creating a partnership to help support the program. Mr. Surillo inquired on the name of the school and Supt. Lavoie responded that it was Westfield Technical School. Mr. Surillo further inquired if their program was offsite. Supt. Lavoie responded that they have a small shop in their school with a couple classrooms along with a full-size hanger as they own 12 airplanes and 1 jet which most were obtained via funding from the federal government. Mr. Hatem reported that he knows what it takes to be an airline mechanic but he wasn't aware of the spinoffs and asked Supt. Lavoie to go over them again. Supt. Lavoie responded that in learning to be an airline engine repair mechanic they need to know various skill sets such as electrical, hydraulics, computer programming, electronics that lends itself to other careers such as manufacturing plants that build airplane parts but any manufacturing area. They can learn how to fly a plane and part of this program will be for them to obtain their pilot license and 2 FAA certifications which will be for the frame of the airplane and the engine itself. With their FAA certification they can obtain jobs at airlines and can work on smaller aircrafts but they will learn skills such as how to work with military drones. Mr. Hatem thanked Supt. Lavoie.

#### f. School Safety Update

Supt. Lavoie reported there was an issue in one of our local sending high schools that made them look at our own safety procedures and protocols. All documentation was reviewed in terms of

crisis and safety plans in all areas and as a result of the review they will be adding additional personnel to the safety committee so that there can be sub committees to address specific areas of school safety such as specific crisis, medical and day to day school safety. There will be a new rigorous safety plan that touches upon every aspect such as school safety and mental health. Once the initial plan is in place he will report to the committee prior to putting in hundreds of hours. Ms. Marmol asked in terms of school safety, when she comes in to visit the school, how often is security in the shack? Is there a specific time when the gate goes up and down as she feels there are inconsistencies on when he is in the shack, whoever comes in. Are they being asked who they are with an ID? When a person comes in stating who they are visiting and where, are we keeping track as she doesn't believe that is the case and if not, what are we doing. Supt. Lavoie responded that everything Ms. Marmol stated is accurate. The guard has been informed that he needs to be in the shack and the hand should be down once all students are in and throughout the day until parents start to come in. Once parents start to come in there are two security guards directing them on where to go. Supt. Lavoie further reported that they have a security company that they contract with and they would like to use their own security. The way the process is supposed to go is that the gate goes down at 8:40, the guard should question everyone that comes who they are and where are they going and they can only park in the front unless they have an appointment. Any appointment with any shop, the shop is supposed to let the front gate know who they are twenty-four (24) hrs. before and keep a list. Anyone coming to meet with staff should have an appointment other than delivery trucks and, in that case, they write the company name with the plate number and where they are going and they will call to make sure that is where they are going. These policies and procedures were reinforced last week. Ms. Marmol inquired if there were cameras in the front of the building in case the guard isn't jotting down plates to keep a record so that they can have something to go back and reference. Lastly, she feels that there is always going to be a discrepancy vehicle that go to automotive and auto body where clients have been told that they could come by without an appointment until 2:30 for service so it seems they are not aware that a client has to contact them first to make an appt. Is that the case? Supt. Lavoie responded that shops were made aware at the beginning of the year that all clients need to make an appointment and notify the front but they were not following procedures so proper procedure was reinforced at the last staff meeting. This information will be reinforced in the next newsletter but they have already sent out some information to the parents on how the school is reinforcing school safety. One of the areas to ensure safety is ensuring the doors are locked at all times. M. Surillo agreed with Ms. Marmol with regard to the security at the guard shack where he has come in for meetings where he is either sleeping in the shack or in his car with the gate up so there has to be something better in place as that is not safe especially due to the most recent incident. When you get to the door you have to enter your information and you receive a badge but that is the second line of defense. Supt. Lavoie responded that there should be improvement in that and the company was told what we expect of security. That is why we might have to switch to make them a GLTS employee instead of a contracted employee. Mr. Hatem reported that he agreed with Ms. Marmol and Mr. Surillo. He feels that instructors will be the first line of defense, with the second line of defense being the hall monitors but his biggest fear is a student letting someone in. Instructors are very conscious of who is in and out but they shouldn't be overly concerned with the front gate. Ms. Marmol is concerned because there is money being invested in the shack and asks how long the contract is with the third-party security? Supt. Lavoie responded that it is a 3-year contract with perhaps it finishing next year but they will reach out as to why it is important to have their own person if that is what is

decided. Ms. Marmol reported that all staff play a part in security but the guard shack is the first line of defense and hopes he is doing everything he is being paid to do. Mr. Surillo agreed and the police officer should be his back up and not the teachers, teachers should not be the first line of defense and should actually be our last line of defense. Mr. Rossi inquired if that guard is going to work next year. Supt. Lavoie responded that if we are not satisfied with the third-party employee then they will eliminate that person and hire their own. Mr. Rossi reported that it is hard to get anyone to work. Supt. Lavoie is confident it can be filled and would feel much more comfortable with their own employee. Ms. Fitzgerald reported that in defense of Merrimack Security, they have provided us with great loyal employees that feel like they are GLTS employees. There have been certain employees but overall great and have removed and replaced prior employees. Supt. Lavoie agreed that the second and third shift employees are very good, especially the third shift where he notifies and checks every little thing with no complaints. It's more the 1st shift. Mr. Surillo reported that the first shift is the most critical, case in point yesterday there were a lot of people so extra staff was out there to direct traffic and that is not their job. Supt. Lavoie agreed.

g. School Calendar

Supt. Lavoie provided a new draft as there was a typo. Supt. Lavoie reported on the differences between last year and this year's calendar such as professional development which will now be in the morning and students will come in later. The reason for the change is that staff are more effective in the mornings and students would benefit from the later entry. Also, when students were released early, students were waiting at the school for hours for sports or when they would attempt to go home you would see them walking on River Road which is dangerous. This is in the best interest for students and staff. Juneteenth was added and Columbus Day is now to Indigenous People's Day. Ms. Fitzgerald reported that the change for professional development is awesome on every level.

**MOTION:** Ms. Fitzgerald moved to approve the School Calendar as presented.

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

Vote: Unanimous

#18191

h. Principals Report

Principal Zielinski reported on the District Curriculum Accommodation Plan (DCAP) where she went over the Universal Design for Learning (UDL) Guidelines which are Engagement, Representation and Action & Expression. All staff will be receiving a copy and using this as a guideline when students are not succeeding in the general classroom but will also be posted on our website. Ms. Fitzgerald reported that at a quick glance this is a document to be proud of and is totally usable. Principal Zielinski also reported Panorama School Climate Survey and Class of 2026 Accepted Student day. The Survey will start tomorrow for students and parents and will remain open until the 18th. This was used in the past and was used to collect data with regard to remote learning and this year it will be about school climate/learning, school safety and belonging/connection. The Student accepted day has not been in person for three years. Approximately, 375 students, parents and family attended. There was a parent information session, the reading and math assessment, school tours, sports and activities along with a book fair. Supt. Lavoie further reported that a lot of time and effort went into DCAP and the material

is exceptional. Ms. Kasandra Ayala worked closely with the team and the quality speaks to how easy it is to follow and implement. Also, thanks to the leadership team for giving up their Saturday and all of the hard work put into making this event so successful. Ms. Marmol reported that she agrees that the survey is essential and wanted to know if it will be done every year? Can we be able to get the results? Principal Zielinski reported that the panorama survey started around 2018. Panorama was used but was more about remote learning. This will be our baseline where the company will give us the results with comparison that will be used for creating school improvement and to use with the SEL team. Principal Zielinski thanked Ms. Jacqueline Hunter who assisted with this document and reported that the QR code for the survey was sent to families in a bilingual message to let them know what it means when we ask for a school climate survey. Mr. Surillo reported that he received the email yesterday as a parent and agreed that there is a funky dynamic between climate and culture and great job with the survey. He further reported that doing professional development in the AM will play a big role in its success. He will be diving into this at a later date but thanks to all that participated. Also, with regard to Saturday, having that event plays a huge role. Thanks to everyone involved in that.

## 6. **REPORT OF COMMITTEES**

No discussion

## 7. **OLD BUSINESS**

### a. District Committee Priorities

Ms. Fitzgerald reported that under the Lawrence acceptances there are 3 schools listed such as the Marsh Grammar School, St. Michael's and St. Monica's that should be moved to the correct City and Town which are Methuen and N. Andover.

### b. Policy

Chair Lamontagne reported that a vote was needed for Section B: BBA, School Committee Member Qualifications & BBBB, Oath of Office. Ms. Disla reported there was no attachment. Ms. Marmol reported that she requested a second for discussion for the same reason and wanted to know if the vote was to approve it as is or if there were changes to which requires an approval? Mr. Surillo reported that the policy was sent via email. Supt. Lavoie reported that this matter can be tabled as the policy was not in the packet. Mr. Surillo inquired if there were changes in the new policy. Ms. Fitzgerald reported that it was decided that they would only get things attached if there were changes and it would show the old and new part and would assume that is why it was not attached but will agree to table. Supt. Lavoie reported that he feels there should be copies regardless if there are changes and will include them in the future.

**MOTION:** Ms. Marmol moved to table the policy as presented.

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

Vote: Unanimous

#18192

## 8. **NEW BUSINESS**

Ms. Marmol reported that she is not sure if this should be under new business or future. She reported that 2 meetings ago she requested a couple of things under future agenda items such as

the minutes to which the committee approved the dissolution of the graphics program and she does not see it listed under old, future or tabled matters. The second was regarding addressing the CTE teachers and justifying the ratio of student per teacher in different shops as she really wanted to review this based on that data prior to approving the budget such as why shops with the same number of students will have 4-5 teachers and others 3. She further wanted to know the process going forward in the future so that if any member is asking for things that it can be addressed as she doesn't want to have to look back at the minutes to remind herself that she asked for something and it wasn't addressed. Chair Lamontagne asked Supt. Lavoie to bring this material for the next meeting. Supt. Lavoie reported that there was no vote as the committee does not decide when a program is opened or closed. With regard to the CTE staff, the list of personnel with teacher/student ratios are included in the budget by department. There are reasons and rationales as to the ratio and is not always based on current enrollment. Ratio is also based on content such as where there might be machinery that requires more staff. Projections for growth are also looked at such as with the HVAC program where in the beginning there were only 2-3 and every year it has been filled to capacity. Can resubmit the numbers but meets with each instructor to discuss staffing based on their recommendation. Mr. Surillo inquired on the breakdown by grades like if it is 1 teacher per grade or 1 for all grades. Supt. Lavoie responded that it depends on the shop and enrollment so they might break it down by grade, by week and/or break it down by curriculum. A shop may have 2 grade levels in the same program with a teacher teaching both or one instructor teaching all grade levels divided by grade levels in different weeks. Mr. Surillo further reported that it was fine if they didn't need the committee to close a program but they should know as they deal with the community so finding out third hand after the fact makes them look incompetent. He also requested to know when approving the budget that a shop is being considered to be closed due to things such as enrollment or job market. Supt. Lavoie reported that while there was not a vote to close graphics, there were discussions in advisory meetings about enrollment and value in the job market that were considered along with there being no money in the budget to fund graphics as they were not running it. Mr. Surillo inquired why students were transferring into that shop? Supt. Lavoie responded that he is not aware of any transfers as they currently only have seniors. Mr. Surillo reported that a parent reached out to him about her child not having a shop attached to their diploma and suggested that parent reach out to the Principal Zielinski or Supt. Lavoie. Supt. Lavoie is not aware of any senior transfers and if the student transferred as a junior then that student would still have enough hours. Ms. Marmol reported that she is seeing a budget for Graphics for the SY22-23. Supt. Lavoie reported that there should not be anything in there for the shop and if so then it was in error. Ms. Marmol did find the zero amount and she now understands the reasons why but when she first requested this information and his answer today that the committee approval was not needed and she would have appreciated it if he had reached out to her with that answer. Ms. Marmol further reported that she feels that she is ignored or left out on why certain things are not being addressed such as the breakdown on teacher/student ratio which you just stated and that is why she brought that up. Chair Lamontagne inquired if Ms. Marmol still wanted the breakdown and Ms. Marmol responded that she only wanted a reason. Chair Lamontagne suggested she reach out with the shops she would like a breakdown on and Supt. Lavoie will address those.

## **9. TABLED MATTERS**

No discussion



10. **PERSONNEL CONSIDERATIONS/REPORT**

a. Resignations

No discussion

b. Leaves of Absence

No discussion

c. Retirements

Mr. Ross Barnet, Custodian, Effective June 30, 2022.

Ms. Fitzgerald reported that she is happy that Mr. Barnet is able to retire but she is sad. He is loyal, a Reggie graduate, exceptional in detail to cleanliness, pride and everything you would want in a worker and hopes whoever is taking his place can fill those very large shoes. He will be missed.

d. Appointments

No discussion

e. Job Postings

Summer Reggie Recovery, Annual Position

**MOTION:** Mr. Surillo moved to approve the Job Posting as presented.

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

**VOTE:** Unanimous

#18193

Freshmen 101, Annual Position

**MOTION:** Ms. Fitzgerald moved to approve the Job Posting as presented.

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

**VOTE:** Unanimous

#18194

English Language Transition Support, Annual Position

**MOTION:** Ms. Fitzgerald moved to approve the Job Posting as presented.

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

**VOTE:** Unanimous

#18195

English Language Development Curriculum Development, Annual Position

**MOTION:** Mr. Surillo moved to approve the Job Posting as presented.

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

**VOTE:** Unanimous

#18196

EL Summer Program, Annual Position

**MOTION:** Mr. Surillo moved to approve the Job Posting as presented.

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

**VOTE:** Unanimous

#18197

Certified Special Education Teachers and Paraprofessionals for Summer School, Annual Position

**MOTION:** Mr. Surillo moved to approve the Job Posting as presented.

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

**VOTE:** Unanimous

#18198

Summer Reading Support, Annual Position

**MOTION:** Mr. Surillo moved to approve the Job Posting as presented.

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

**VOTE:** Unanimous

#18199

English Learner Liaison, Annual Position

**MOTION:** Mr. Surillo moved to approve the Job Posting as presented.

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

**VOTE:** Unanimous

#18200

ACES Support Program 2022-2023, Annual Position

**MOTION:** Mr. Surillo moved to approve the Job Listing as presented.

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

**VOTE:** Unanimous

#18201

Juntos Podemos: Extended Day ELD Program 2022-2023

**MOTION:** Mr. Surillo moved for discussion the job posting as presented.

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

Mr. Surillo inquired as to what this program is. Principal Zielinski responded that it is for English Learners. The two (2) representatives from this program will be present for the next meeting and if not the details of this program will be included in Principal Zielinski's report.

**VOTE:** Unanimous

#18202

Lead teachers for 2022-2023, Annual Position

Ms. Fitzgerald reported that we should remove graphics as a lead teacher for next year since it is no longer needed and culinary arts is listed as a stipend versus the others with no such designation and she would like to know why. Supt. Lavoie reported that they have additional duties which requires them to work longer. Principal Zielinski reported that they are responsible for invoicing and orders so they work additional hours

**MOTION:** Ms. Fitzgerald moved to approve the Job Listing as presented.

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

**VOTE:** Unanimous

#18203

CPT Facilitators for 2022-2023, Annual Position

**MOTION:** Ms. Fitzgerald moved to approve the Job Listing as presented.

**2<sup>ND</sup>:** Mr. Hatem  
**VOTE:** Unanimous  
#18204

New Teacher Orientation for 2022-2023, Annual Position  
**MOTION:** Ms. Fitzgerald moved to approve the Job Listing as presented.  
**2<sup>ND</sup>:** Mr. Hatem  
**VOTE:** Unanimous  
#18205

Advisors and Monitors for 2022-2023, Annual Position  
**MOTION:** Mr. Surillo moved to approve the Job Listing as presented.  
**2<sup>ND</sup>:** Mr. Hatem  
**VOTE:** Unanimous  
#18206

Homework Hub for 2022-2023, Annual Position  
**MOTION:** Mr. Surillo moved to approve the Job Listing as presented.  
**2<sup>ND</sup>:** Mr. Hatem  
**VOTE:** Unanimous  
#18207

Advanced Manufacturing, Welding, HVAC and Automotive After Dark Instructors for 2022-2023, Annual Position  
Mr. Hatem inquired if the postings are for inside or outside staff. Supt. Lavoie responded that it was but it can be either.  
**MOTION:** Mr. Surillo moved to approve the Job Listing as presented.  
**2<sup>ND</sup>:** Ms. Fitzgerald  
**VOTE:** Unanimous  
#18208

Security Guard for After Dark for 2022-2023, Annual Position  
Mr. Hatem inquired if this was our staff or a third-party staff. Supt. Lavoie responded that it was.  
**MOTION:** Ms. Fitzgerald moved to approve the Job Listing as presented.  
**2<sup>ND</sup>:** Mr. Surillo  
**VOTE:** Unanimous  
#18209

Academic Support Specialist  
**MOTION:** Ms. Fitzgerald moved to approve the Job Listing as presented.  
**2<sup>ND</sup>:** Mr. Hatem  
**VOTE:** Unanimous  
#18210

#### Clerical/Designer Specialist

Ms. Fitzgerald thanked Supt. Lavoie for clarifying the job description. Mr. Surillo reported that while the job description changed, the requirement for only a high school diploma remained. Supt. Lavoie responded that while having an Associates is valuable, industry credentials are what is critical. Mr. Surillo reported that it seemed like there was someone already in mind for this position. Supt. Lavoie responded that the position would be posted and the best candidate would be chosen.

**MOTION:** Ms. Fitzgerald moved to approve the Job Listing as presented.

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

**VOTE:** Unanimous

#18211

#### CTE Coordinator

Ms. Fitzgerald inquired as to why the job description was posted as there usually isn't a description unless there is a change in the duties and if so what they are. Supt. Lavoie responded that there was no change. Mr. Hatem inquired as to what department this position will be covering and Supt. Lavoie responded that it will be the Construction Cluster.

**MOTION:** Ms. Fitzgerald moved to approve the Job Listing as presented.

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

**VOTE:** Unanimous

#18212

### 11. FUTURE AGENDA ITEM

#### a. Job Postings SY22-23

Supt. Lavoie reported that he would like to present job listings when they come up but not necessarily for a vote unless it is not in the budget. Chair Lamontagne and Ms. Fitzgerald reported that they needed Supt. Lavoie to clarify what he meant. Ms. Fitzgerald asked if an example of this scenario would be the yearly list of coaches and Supt. Lavoie responded that it was. Chair Lamontagne reported that Supt. Lavoie will put together a presentation for the next meeting. Supt. Lavoie reported that another example would be when a teacher retires as that position was already part of the budget so it would only require a vote for replacement positions.

Mr. Surillo reported that he would like to see demographics for the last five (5) years of the hires for all positions.

### 12. EXECUTIVE SESSION

**MOTION:** Ms. Fitzgerald moved to enter into Executive Session at 8:00p.m.

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

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

Ms. Marmol Yes

Mr. Rossi Yes

Ms. Fitzgerald Yes

Ms. Disla Yes

Mr. Hatem Yes

Mr. Surillo Yes

Mr. Lamontagne Yes

#18213

**Enter Executive Session**

**Enter Open Session**

Mr. Hatem would like for Juntos Podemos to have the translated version in parenthesis.

**13. ADJOURNMENT**

**MOTION:** Mr. Surillo moved to adjourn at 8:32p.m.

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

**VOTE:** Unanimous

#18215

Respectfully Submitted:



Madisyn Portorreal  
District Recorder

Minutes Reviewed



John N. Lavoie  
Superintendent-Director