



Greater Lawrence Technical School

**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1841
May 24, 2022**

Members Present: Leo Lamontagne Lawrence Chairperson
Thomas Hatem Methuen Vice Chairperson
Zoila Disla Lawrence
Vivian Marmol Lawrence
Francisco Surillo Methuen

Members Absent: Marilyn Fitzgerald Andover Assistant Treasurer
Frank Rossi North Andover

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

1. CALL TO ORDER

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

2. MINUTES

MOTION: Mr. Surillo moved to approve the May 10, 2022 minutes as presented.
2ND: Ms. Disla
Vote: Unanimous
#18216

3. FINANCE REPORT

Supt. Lavoie introduced Ms. Melissa Martel as the Director of Finance. Treasurer DiStefano read the Cash Balance report of May 24, 2022 into the record.

MOTION: Ms. Disla moved to approve the Cash Balance report of May 24, 2022 as presented.
2ND: Mr. Surillo
Vote: Unanimous
#18217

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

MTEL Communications & Literacy Test Preparation Workshop

Medical Assisting Health Fair

Plant Sale

c. Public Participation

No discussion

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

a. Student's Report

Principal Zielinski reported that Ms. Wright will present her report at the next meeting. Principal Zielinski reported on "Juntos Podemos". Juntos Podemos is an after-school program for English Language Learners of all grade levels that meets on Tuesdays and Thursdays from 3-4:30 which is funded by Title 3. Students are able to obtain homework help but also participate in various activities as it is all posted in the google classroom. This is also a safe space for students to practice their verbal skills and be able to speak on various topics. Mr. Surillo thanked Principal Zielinski for the report, especially enjoyed the student video and would like to attend a meeting next year. Mr. Surillo further inquired if parents engaged in the program and Principal Zielinski reported that they did not at this time but they held the English Learner Advisory Parent meeting where they informed them of this program.

b. Graphics

Supt. Lavoie reported on the data that supported the closure of Graphics which was the job market, the decline of student interest in the shop, difficulty in finding an instructor and lastly the difficulty in placing students on co-op. Mr. Surillo requested a copy of the report with the link via email and Supt. Lavoie confirmed. Mr. Hatem inquired if the current teacher has obtained alternate employment. Supt. Lavoie reported that the instructor has applied for another internal instructor position. Ms. Marmol inquired if there is a correlation between how the school promotes shops and the decline in interest. Supt. Lavoie reported that when they promote programs they promote them equally such as during open house along with the freshman students going through all of the shops during exploratory so that they experience all of them.

c. New Hire Demographics

Supt. Lavoie reported on the new hires for the last 5 years broken down by gender and race/ethnicity. Ms. Marmol inquired if this included administrators and what strategy is in place as the results are atrocious with regard to the lack of diversity. Supt. Lavoie responded that these results included administrators and they are working on various strategies for recruitment of diverse staff as he understands the importance of representation of diversity in staff. Presently have 4 staff members attending a Dept. of Education program along with about 150 other schools with regard to recruiting minorities as about almost every school district in the State is also struggling with recruitment. Ms. Marmol inquired about strategies and was wondering if there is a lack of diversity in the candidates that apply or if there are other issues as she is aware of positions where people of color have applied and it seems they have been overlooked perhaps based on qualifications or other reasons. Supt. Lavoie reported that there is a lack of qualified candidates but generally that has not been the case. There have been positions where there were no minority or people of color who applied. The strategy in place is fair, it is more about getting more minorities and people of color to apply but acknowledges that there is more work to be done. Ms. Marmol further reported that Supt. Lavoie commented that they have hired minorities from custodian to administrative positions and the graph doesn't reflect the specific positions and would like to see the exact position. Supt. Lavoie reported that he can further break down the graph by positions but further reported that it is a challenge to find any worker to fill the vocational positions regardless of them being a minority and is looking at their alumni in an effort to recruit those vacancies. Mr. Hatem inquired if Supt. Lavoie could provide a retention report of minorities and or people of color within the last 5 years. Supt. Lavoie responded that he would provide a list of all the personnel that left broken down by race/ethnicity. Mr. Surillo reported that he would like to table this matter until he can see the full spectrum of the data and the report provided by Supt. Lavoie does not show that enough is being done to diversity the staff. One of the ways to diversity is by going out to the community. Supt. Lavoie reported that this Friday he is going out to 2 companies along with another 2 companies in the next couple of weeks with the sole purpose of recruiting people of color. Mr. Surillo acknowledges that it is hard to recruit teachers but there should be better strategies in place as there is an academic, vocational and administrative side of recruitment. Principal Zielinski reported that GLTS has partnered with Massachusetts Partnership for Diversity and Education and they have partnered with our H.R. where they are posting our vacancies. Mr. Hatem inquired if recruitment was for all positions which Principal Zielinski confirmed that it was.

d. Shops-Student/Teacher Ratio

Supt. Lavoie reported on the student/teacher ratio broken down by shop and year. Ms. Marmol inquired if the numbers provided show a need for more hires and if so which shops. Supt. Lavoie responded that he sits down with all department heads and a lot of factors are taken into consideration when determining how many staff members are needed which are not strictly based on enrollment but also based on different factors such as trends, instructor or the curriculum. Supt. Lavoie further reported that Robotics and Business Technology will each get another instructor. This is an example of how large enrollment doesn't necessarily mean we need more instructors. Robotics which only has 5 enrolled needs another teacher as the present students are moving up in grade level and therefore another instructor is needed. Ms. Marmol further inquired if we are adequately staffed or if funding is an obstacle as she just wants to make sure teachers are fully supported. Supt. Lavoie reported that it is not based on funding and feels we are

adequately staffed. Ms. Disla reported on Supt. Lavoie's comment that Robotics is a new program and that is why there is low enrollment but thought it was not a new program. Supt. Lavoie responded that it is about 3 years old. Has had a hard time recruiting students for that program so they are looking to accept transfer students and have looked at changes such as with the instructor. Mr. Surillo inquired about enrollment for different shops by year and is wondering why students on the waiting list were not pulled for these programs with low enrollment. Supt. Lavoie responded that we can fill the vocational side as there is space but would not have enough space on the academic side if they were to do this and it will only allow for certain shops and grades to open for transfer students. Mr. Surillo inquired about Robotics being similar to another program and what that program was and why we are keeping this program if after 3 years there are only 5 students. Supt. Lavoie responded that it was Engineering and there are several things to consider such as accepting transfer students due to the great employment opportunities and pathways which in time will make this shop successful. Further reported that having a good strong teacher is very important and are working on that aspect as the traditional instructor posting sites have not been successful in recruiting the ideal candidate. Also, in HVAC it was also a slow start and is now one of the most successful shops and feels this shop will be successful. Mr. Surillo inquired if any of the students were attending competitions to promote interest along with even showing videos and Supt. Lavoie responded that they are not as it is not part of the exploratory process due to the limited time in exploratory and if it were to be done it would have to be done after school. Ms. Marmol inquired about transfers and if they are selecting students that are interested in that shop or being put there to fill spots. Supt. Lavoie responded that they let applicants know what shops have space so that they can decide if they want to apply. Ms. Disla reported when she started 3 years ago she saw the interest and still doesn't know why there aren't more students enrolled and why there aren't more enrolled in different grade levels. Supt. Lavoie reported that in the first couple of years there were not enough students that showed interest in order to justify running the program so they were moved to Engineering but this program leads to various pathways and the employment opportunities are why they are pushing this program as they feel in time it will be successful.

e. June Calendar

No discussion

f. FY 2022-23 Job Postings

Supt. Lavoie reported that he would like to table this matter until the next meeting as he wanted to present some data from other schools on the rationale. Mr. Surillo reported that he believes that this should be presented today and still be able to articulate the reasons. Supt. Lavoie reported that he would like to present data prior such as this approach being used by 90% of the districts, less conflict, make it easier to move postings and posted in a timelier manner. Mr. Surillo reported that he believes that what works for one district might not work for another and would like to proceed at this time.

MOTION: Ms. Marmol moved to table the vote as presented.

2ND: Mr. Hatem

VOTE: Roll Called by District Recorder

Ms. Fitzgerald Absent

Ms. Disla Yes

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

5 Yes', 1 No
 Motion Carries
 #18218

g. Out of State Travel

Mr. Charles Kennedy and Mr. Tim Lane, Electrical Instructors and Electrical Students to travel to Piquette & Howard Electric in Plaistow NH to have students experience working in a complete Electrical Shop on June 9, 2022.No cost.

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

2ND: Mr. Hatem

Vote: Unanimous

#18219

h. Bid

Supt. Lavoie reported that this last-minute addition to the agenda was due to them just receiving the bid opening and would like this out as soon as possible to be able to do the work this summer. The project includes work upgrading the Metal Fabrication and Autobody Shops Welding hood which removes the fumes more efficiently while improving air quality. There was a bid opening and looking to award the project to the lowest bidder. Mr. Surillo reported that he is seeing the bid but would like to know how many bids and if there were more bids as all the bids should be disclosed with a breakdown with an explanation. Supt. Lavoie reported that there were 3 bids and he only brought the lowest bid. Ms. Disla reported that she would also like to see all of the bids and this has not been the first time this has been requested. All bids should be presented prior to a vote. Ms. Marmol inquired if presenting all bids is common practice and Chairman Lamontagne responded that it wasn't. Supt. Lavoie responded that he was not able to obtain copies of the other bids but can present all of the bids at another time but tabling the bids for now might make it impossible for this project to proceed this summer. Mr. Surillo reported that they wanted to see all of the bids and asking for this doesn't mean they will not vote to approve this. Mr. Hatem inquired if Ms. Martel can provide more clarity on the process and Ms. Martel responded that typically there is a listing of all bids but had not been presented to the school committee but she can include all bids in the future.

MOTION: Mr. Hatem moved to approve the Bid as presented.

2ND: Mr. Surillo

VOTE: Roll Called by District Recorder

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

Ms. Marmol No
Mr. Lamontagne Yes
3 Yes', 2 No's
Motion Carries
#18220

6. REPORT OF COMMITTEES

No discussion

7. OLD BUSINESS

a. District Committee Priorities

b. Policy

Section B: BBBA-School Committee Member Qualifications

Section B: BBBB-School Committee Oath of Office

MOTION: Mr. Surillo moved to approve the Policy as presented.

2ND: Ms. Marmol

Vote: Unanimous

#18221

8. NEW BUSINESS

No discussion

9. TABLED MATTERS

No discussion

10. PERSONNEL CONSIDERATIONS/REPORT

a. Resignations

No discussion

b. Leaves of Absence

No discussion

c. Retirements

No discussion

d. Appointments

Mr. Tyler Peters, Plumbing Instructor Effective August 30, 2022

Ms. Colleen Reynolds, Math Instructor, Effective August 30, 2022

Ms. Deborah Reyes, School Adjustment counselor August 30, 2022

Mr. Ramon Cruz, Guidance Counselor, August 30, 2022

e. Job Postings

Custodian: Full time Nights, Per custodian CBA, SY 2022-2023, Replacement Position

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

2ND: Mr. Hatem

Vote: Unanimous
#18222

Parent Liaison/Truancy Office: Per Para Contract, 7/1/22, New Position, Job Description was attached.

MOTION: Mr. Surillo moved to approve the Parent/Liaison/Truancy Officer Job Posting as presented.

2ND: Mr. Hatem

Vote: Unanimous
#18223

Summer School Nurse: To provide full nursing coverage during summer school, per CBA, July 11-August 4, 2022, 7:30am-12:00pm, Annual Position.

MOTION: Mr. Surillo moved to approve the Summer School Nurse Job Posting as presented.

2ND: Mr. Hatem

Vote: Unanimous
#18224

11. FUTURE AGENDA ITEM

No discussion

12. EXECUTIVE SESSION

No session

13. ADJOURNMENT

MOTION: Ms. Marmol moved to adjourn at 7:30pm

2ND: Mr. Hatem

Vote: Unanimous
#18225

Respectfully Submitted:



Madisyn Portorreal
District Recorder

Minutes Reviewed



John N. Lavoie
Superintendent-Director