



Greater Lawrence Technical School

**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1842
June 7, 2022**

<u>Members Present:</u>	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:

<u>Others Present:</u>	John N. Lavoie	Superintendent-Director
	Susan Zielinski	Principal
	Gerry DiStefano	Treasurer
	Melissa Martel	Director of Finance
	Susan Lally	District Recorder

1. CALL TO ORDER

Chairman Lamontagne called the meeting to order at 6:00 p.m. with a pledge of allegiance and a moment of silence.

Roll Call taken by District Recorder: Ms. Marmol (present), Mr. Rossi (present via zoom), Ms. Fitzgerald (present), Ms. Disla (present), Mr. Hatem (present), Mr. Surillo (present) and Mr. Lamontagne (present)

2. MINUTES

MOTION: Mr. Surillo moved to approve the May 24, 2022 minutes as presented.

2ND: Ms. Marmol

VOTE: Roll Called by District Recorder

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

#18226

3. FINANCE REPORT

a. Cash Balance

Treasurer Mr. DiStefano read the Cash Balance report of May 31, 2022 into the record.

MOTION: Mr. Surillo moved to approve the Cash Balance report of May 31, 2022 as presented.

2ND: Ms. Fitzgerald

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

#18227

b. Consolidated Cash Reconciliation Report

No discussion

c. Revolving Fund Report

No discussion

d. Budget Report

No discussion

4. COMMUNICATIONS

a. Donations

- 2007 Honda Pilot, valued at \$4,375.00, donated by Mr. Emidio Valeri of Andover

b. Articles

c. Public Participation

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a. Student's Report

MOTION: Mr. Surillo moved to table the Student's Report.

2ND: Ms. Marmol

VOTE: Roll Called by District Recorder

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

#18228

b. Supt. Evaluation

MOTION: Mr. Surillo moved to table the Supt. Evaluation.

2ND: Ms. Marmol

VOTE: Roll Called by District Recorder

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

#18229

c. New Hire Demographics

Supt. Lavoie reported that a copy of the new hires this school year with their positions and if a diverse candidate was provided. Ms. Marmol reported this report was to be an extension of the data that was given at our last meeting of five years. I was looking to gain an understanding on how many staff of color in administrative positions. Mr. Hatem also requested the retention report of minorities and people of color within the last five years. Mr. Surillo requested a report of current staff and what the percentage of people of color are. Supt. Lavoie will provide the reports for the next meeting.

d. Meeting Schedule

Supt. Lavoie reported that the District Committee's Meeting Schedule for the next school year was provided. There is one more meeting, June 21, 2022 and then the next meeting will be August 16, 2022.

MOTION: Ms. Fitzgerald moved to accept the District Committee Meeting Schedule as presented with an addendum that there may be a special meeting called if needed.

2ND: Ms. Marmol

VOTE: Roll Called by District Recorder

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

#18230

MOTION: Ms. Fitzgerald moved to resume the order of business with agenda item "Supt. Evaluation"

2ND: Mr. Surillo

VOTE: Roll Called by District Recorder

Ms. Fitzgerald	Yes
Ms. Disla	Yes
Mr. Hatem	Yes

Mr. Surillo	Yes
Ms. Marmol	Yes
Mr. Rossi	Yes
Mr. Lamontagne	Yes

#18231

Supt. Lavoie reported that the evaluation form used last year to evaluate me has been provided with a copy of my self-evaluation to help you understand the work I did last year. Supt. Lavoie presented a PowerPoint of his accomplishments. It included the following: *Building Projects*: Child Care Center Design and Program Development, Reggie/Four Winds Renovation, Library Renovation, Advanced Manufacturing Expansion, Cosmetology Design, Tennis Court Project, Phase 3 of Field Project, Automotive Edition Design and RFP, Landscape/Horticulture Barn, Wellness Garage, Metal Fabrication Ventilation RFP, Controls Project for HVAC School-wide, Parking Lot RFP and Completion of Guard Shack Project, *School CTE Growth, Strategies for Improving Teaching and Learning, Admissions, Professional Development, Board Memberships, Finance, Grants and Other Accomplishments*. Supt. Lavoie reported that many things changed from my initial expectations. We did not have a Business Manager and he had to oversee the ESSER Grant funding and the Budget. Additionally, it was Principal Zielinski's first year and we worked closely together, although she has done an exceptional job. A lot of planning had to go into the building/capital improvement projects which had a big impact on this year's work since a lot of it has to be done this summer. Each one of the projects took many hours of organizing and designing which he was involved in. He got involved with many of the projects to save the school money. The Director of Facilities and myself became Project Managers which allows us to save a lot of money so an RFP did not have to be done on each project.

Supt. Lavoie reported on the *School Growth* which included Environmental Science Program Approval Application and Approval, Post Graduate Approval Application for Robotics/Automation and Aviation Program Research and Application. It was recommended by the Dept. of Education to spend this year doing some foundational work on the Aviation Program and process the application next year. We are now ready to pursue the full approval application the next school year. The state put out a Capital Skills Grant for expanding the school and or programs to bring in more students which we can apply to utilize the funds for the Aviation Program. Supt. Lavoie reported on *Strategies for Improving Teaching and Learning* which includes the Master Schedule Research and Approval, Implementing Saturday Tutoring/Student Support and Weekly Operational & Instructional Meetings which has a huge impact to move our SIP forward. Supt. Lavoie reported on *Admissions* such as revising the Admissions Policy for School Committee and DESE Approval, Implementing Digital Admissions Acceptance Program and Managing Increase Admissions. He reported on his *Professional Development* which included Multi-Tiered System of Support, Universal Design for Learning, District Curriculum Accommodation Plan, Diversity, Belonging, Equity and Inclusion Formative Assessment for Results, Social Emotional Learning and DESE Teacher Diversification PLC. Supt. Lavoie reported on the *Boards* in which he serves; Greater Lawrence Chamber of Commerce, MassHire Workforce Investment Board, Career Center Youth Programs, Lawrence Partnership, Gould Institute, ABC Contractors Association, CREST, MAVA and Greater Lawrence Revolving Loan Fund. Supt. Lavoie reported on *Finance*, negotiated 1-year contracts for all units, closed out SY21-22 Budget, Developed the SY22-23 Budget, Certified the E&D, Presentation of the Budget, Developed ESSER Grants, SOA for spending funds, End of Year Report Certification

and NET School Spending Resolution. He additionally worked on all grants. *Other Accomplishments* includes CTE Teacher Community Workshop, VTEL/MTEL Course Development, In-person Spring Advisory, Revision of School Safety Plan, Hire College & Industry Recruitment for Diverse Candidates, Bi-weekly Newsletters, Two PD Workshops Assessment, Zoom Meeting for Schedule Input, Panorama Survey for Families, Connect Ed Calls

Mr. Hatem reported that Supt. Lavoie and Principal Zielinski are wearing too many hats. Supt. Lavoie reported it is all a team effort with the Administrative Team. Mr. Hatem wanted clarification about the Autobody Shop Project. Supt. Lavoie reported that it is built in with the Ventilation Project. Mr. Hatem wanted additionally clarification on the building for a hanger for the Aviation Program and if it will be on campus or at the airport. Supt. Lavoie reported that we are looking at the possibility of both. Mr. Hatem reported that he would like an organizational chart. Supt. Lavoie reported that he will have it for the next District Committee Meeting. Ms. Marmol wanted clarification on the Application of the Aviation Program. Supt. Lavoie reported that it was submitted but was recommended by DESE to do more research and resubmit it the following year. Ms. Marmol reported that she was under the impression it was submitted and would like to have been informed and requested updates on the ongoing process. Ms. Marmol reported that she would like to know what building projects are actively being worked on and would like a start date and an estimated finish date. Ms. Disla reported that she would like an update on how the Admissions is going. She feels it is still not working with regards to the appeal process. She would like the Director of Admissions to come in and to give an overview of Admissions this year. She wanted clarification on other accomplishments and if they are completed or pending. Supt. Lavoie reported that they are completed. Ms. Disla reported that she wants the results of the School Effectiveness and the Panorama Survey. Principal Zielinski reported that the survey results will be in the School Improvement Plan that will be presented at the next District Committee Meeting. Ms. Marmol reported that she agrees with Ms. Disla and realizes that the District Committee approved the changes but a lot still needs to be done to improve the process. She reported of a parent that contacted her and has not received a call back on her appeal. Supt. Lavoie reported that we continue to have meetings throughout the process. One idea is when we go out to the schools, we also meet at night for the parents so they understand what we talk to the students about. Ms. Fitzgerald reported that we as a Committee mandated that we don't grow this school so we are not in the position that we were in the 80's that left us so overcrowded that education did not take place as it should. There are some shops that can only have a certain number of students for safety issues. We all receive phone calls from parents who desperately want their children to be accepted. She reminded the District Committee that we did take a vote not to grow the school at that pace that educational needs suffer. Mr. Surillo reported that we expanded the school to 1,600 students. He wanted clarification as to where we are currently. Supt. Lavoie reported that this year we are about 1,650. The addition was built for 1,600 students but we have expanded space wise and the increase of staff. We wanted to make sure our student/teacher ratio is fair. Mr. Surillo reported that we do all receive calls. The biggest issue is that some of the schools are given false communication. Mr. Surillo wanted to clarify what the current plan is for diversification. What came out of the trainings that you reported that you attended. Supt. Lavoie reported that he will present to the District Committee on the Webinar and what we are looking at to develop improvement for the next school year. This year we hired 13 new staff members and out of that, six members are of color.

Mr. Lamontagne reported that he would like to know if the District Committee would be comfortable returning the Superintendent's Evaluation in one week. Ms. Disla reported that is not enough time. Ms. Fitzgerald wanted to clarify once the evaluation is compiled, does the District Committee have to vote on it? Chairman Lamontagne reported yes. Ms. Disla reported that to have the Superintendent's evaluation done, we would need to receive all the reports that have been requested. Supt. Lavoie reported that if you are going to utilize the reports on my evaluation, then I would need to present the data. Data doesn't always tell the full story. You need to be careful with surveys and data. It is not always reflective of what is real. If you want to use that data to evaluate me, then I need to present that data and it will take a lot of time and a lot of work. Chairman Lamontagne reported that we will try to get as much data for the June 21, 2022 District Committee Meeting. Supt. Lavoie will reach out to the Dept. of Ed for an extension on submitting the evaluation by July 1, 2022. Supt. Lavoie reported that he has done a self-evaluation and identified indicators and what I accomplished to meet those indicators. Some of it comes from the PowerPoint and some does not. If the District Committee has any questions, I can answer them on June 21, 2022. I outlined what was accomplished to meet the goal and what I am working on ongoing.

e. SY 2022-23 Job Postings

Supt. Lavoie reported that District Committee votes on all positions in the Budget. When I bring all job postings to the District Committee it is repetitive. I am asking the District Committee vote on only new positions. Ms. Fitzgerald reported that when we approve the budget for the year, we are approving the positions such as all the coaches. I would still like to know about resignations. If there are positions that are grant funded and the funding runs out, I would like to know that this is now coming out of our Operational Budget. Mr. Surillo reported that he was looking for a presentation as you stated in the last meeting. Ms. Marmol also reported that a report was expected on all the data from other schools. Ms. Disla reported that the Budget is so broad that it is hard to see the positions. She will wait until the presentation.

MOTION: Mr. Hatem moved to table this agenda item as presented.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder

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

#18232

f. Automotive Bid

Supt. Lavoie reported that we only had one bid for the Automotive Project. We reposted the RFP because we had only one BID originally and again it came back with only one bid. We got this yesterday and we would like to move on this company. The Architecture has worked with this company before on a Shawsheen Project and everything went well. The amount of the bid is \$582,980.00. Ms. Fitzgerald asked what he suspected the bid to come in as? Supt. Lavoie reported \$100,000 per the Architect, however that was one year ago and prices have gone up.

Ms. Disla reported that it was opened on April 27th? Supt. Lavoie reported that we reposted it and then it was opened on June 2, 2022. Ms. Disla reported that we did not get a new agenda discussing, it was opened on April 27th and this is the first time we are hearing about the project. Supt. Lavoie reported that April 27th was the first bid opening and the second bid opening was on June 2, 2022. I was not made aware of the bid opening until after the packets had gone out. The District Committee was aware of this project and voted on the RFP back in the winter. Mr. Surillo had of a concern of our process and the delay. Supt. Lavoie reported that the bid came in last week and the District Committee Meeting was this week. It had no impact on delaying the process. It is not complicated, it is a bid for a project for \$582,980.00. There are a lot of moving parts going on in the school right now. Typically, the Facility Manager is not out of the building at this time, however he is using up his vacation before his retirement. Ms. Fitzgerald reported that the District Committee votes on all RFPs. It is usually handled by the Business Manager. In this case, we didn't have the Director of Finance when we approved the RFP. When bids come in, sometimes it doesn't align with our meeting schedule. We have met the legal requirements. **MOTION:** Mr. Surillo moved to approve the Automotive Bid as presented.

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder

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

5 Yes, 1 No

Motion Carries

#18233

6. **REPORT OF COMMITTEES**

No discussion

7. **OLD BUSINESS**

a. District Committee Priorities

b. Policy

Section B: BBBB-School Committee Member Elections/Towns,

Section B: BBBC-School Committee Resignation

MOTION: Ms. Disla moved to discussion

2ND: Ms. Marmol

Ms. Disla reported that this policy does not state what happens to a School Committee member when a member resigns. Chairman Lamontagne reported that it is not our policy. Each City and Town have their own policy. Ms. Disla reported that she wishes the District Committee to add a clause to determine for example, that if a person resigns, we can assign that seat to the next person in line. Mr. Surillo reported that it would be a charter change to allow GLTS to determine that. We can not do this. Ms. Fitzgerald reported that there are four communities and each one has a way of appointing an empty seat. It would be a charter change and we are

powerless unless we initiated the charter change. Chairman Lamontagne reported that he believes each City and town has to do this.

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

2ND: Ms. Fitzgerald

VOTE: Roll Called by District Recorder

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

#18234

8. **NEW BUSINESS**

No discussion

9. **TABLED MATTERS**

No discussion

10. **PERSONNEL CONSIDERATIONS/REPORT**

a. Resignations

Autobody Instructor, Effective June 30, 2022

b. Leaves of Absence

No discussion

c. Retirements

No discussion

d. Appointments

Mr. Alexander Acevedo, Plumbing Instructor, Effective 8/30/22

Ms. Sacha Lu, Business Technology Instructor, Effective 8/30/22

e. Job Postings

- **HVAC Instructor**, Per Teachers CBA, SY22-23, Replacement Position.
- **Curriculum Development for Robotics and Automation (4)**, Per Teachers CBA, Up to 50 hours, Annual Position

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

2ND: Ms. Marmol

VOTE: Unanimous

#18235

- **Curriculum Development for Environmental Science (2)**, Per Teachers CBA, Up to 80 hours, Annual Position.

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

2ND: Mr. Hatem

VOTE: Unanimous

#18236

- **Summer Training Program:** Coaches (9) 5 football, 4 basketball, Director of Program (1), Athletic Trainer (1), funding source is a grant, Development and Expansion of High-Quality Summer Learning, New Position (See Attached)

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

2ND: Ms. Marmol

Ms. Fitzgerald wanted to clarify if we are compliance with out of season coaching with the MIAA. Supt. Lavoie reported yes.

VOTE: Unanimous

#18237

- **EL Para (2),** Per Para Contract, SY2022-23, Replacement Positions

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

2ND: Mr. Hatem

VOTE: Unanimous

#18238

- **After School Instructor for Adult Microsoft Office Suite Course:** Hourly Rate of \$65/hr. for up to 24 hours of instruction and \$50/hr. for up to 4 hours of curriculum development/prep time, Targeted training start date during the week of June 27th, duration of 2-8 weeks and may extend into fall. Training schedule will be coordinated at a time the instructor and 99 Degrees employees are both available-tentatively 3:30-5:00 tow afternoons, GLTS will invoice 99 Degrees to pay instructor plus 10% admin cost, new position (See Attached)

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

2ND: Mr. Hatem

Mr. Surillo wanted to clarify if the training was at 99 Degrees and if it is for non-English speakers. Supt. Lavoie reported the course will be held at Greater Lawrence and it is not identified if it for non-English speakers. If there is a need to support EL Learners, then we would do that. Ms. Disla asked who will be paying for this. Chairman Lamontagne reported the company is paying for this.,

VOTE: Unanimous

#18239

- **After Dark Para-professional (4):** To assist CTE instructors in the After Dark Program (HVAC, Automotive Tech, Advanced Manufacturing or Welding & Metal Fab), Para Contract, Sept 6, 2022-June 16, 2023, Annual Positions.

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

2ND: Mr. Hatem

VOTE: Unanimous

#18240

- **BIPOC (“Black, Indigenous, and People of Color”) Faculty Advisory Committee**

Facilitator: Stipend, \$1,500, SY2022-23, New Position

Supt. Lavoie is looking to hire a facilitator to oversee a new committee I am putting together to understand the culture and climate for people of color in our own facility.

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

2ND: Ms. Marmol

Mr. Hatem wanted to clarify if this will be an in-house employee and who does this person report to. Supt. Lavoie reported that it will be an in-house employee and they will bring back reports to myself and Principal Zielinski. This was one of the things that was discussed in the workshop that I attend. Ms. Disla asked if this is the same position that was highlighted in your accomplishments? Supt. Lavoie reported that this is a different position. Mr. Surillo wanted to clarify why aren't we hiring a Diversity Equity Inclusion Officer instead? This is not in place of something like that. This is a stipend to support our staff of color. What you outlined is something we should look at. Ms. Marmol wanted to clarify what the expectation of how often this person to meet with staff and report back. Supt. Lavoie reported once every two weeks and then once a month.

VOTE: Unanimous

#18241

11. FUTURE AGENDA ITEM

a. Cameras

Ms. Disla was made aware that the live stream only shows two people and would like to be able to see what is live streamed. Supt. Lavoie will speak with the IT Director

Mr. Surillo would like a report on how the communities are picking their students to attend our After Dark Program.

12. EXECUTIVE SESSION

No session

13. ADJOURNMENT

MOTION: Ms. Marmol moved to adjourn at 8:33

2ND: Ms. Disla

Vote: #18242

Respectfully Submitted:



Susan Lally
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director