



**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1845
August 16, 2022**

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

Members Absent: Frank Rossi North Andover

Others Present: John N. Lavoie Superintendent-Director
Susan Zielinski Principal
Janice Ayala District Recorder

1. CALL TO ORDER

Chairman Lamontagne called the meeting to order at 6:00 p.m.
Roll Call by District Recorder: Mr. Rossi (absent), Ms. Fitzgerald (present), Ms. Disla (present), Mr. Hatem (present), Mr. Surillo (present), Ms. Marmol (present), Mr. Lamontagne (present).
Governor Baker announced on March 12, 2020 that District Committee Meetings can be held virtually. It needs to be stated what members will be virtual and what members will be in person.

2. MINUTES

a. Minutes from June 21 and 30, 2022

MOTION: Ms. Fitzgerald moved to approve the June 21 and June 30, 2022 minutes as presented.
2ND: Mr. Hatem
Vote: Unanimous
#18272

3. FINANCE REPORT

a. Cash Balance Report

Supt. Lavoie read the Cash Balance report of June 30th and August 8th, 2022 into the record.
MOTION: Mr. Surillo moved to approve the Cash Balance reports as presented.
2ND: Ms. Fitzgerald
Ms. Fitzgerald reported that the revolving fund is not usually reported in a fiscal year. She would like to see all the starting balances. Supt. Lavoie will speak to Ms. Martel and have it updated for the next District Committee Meeting.
Vote: Unanimous
#18273

b. Consolidated Cash Reconciliation Report

No discussion

c. Revolving Fund Report

No discussion

d. Budget Report

No discussion

4. COMMUNICATIONS

a. Donations

b. Articles

- AFFOA and Greater Lawrence Technical School Conclude Product Development Challenge to Support Ukraine

c. Public Participation

No discussion

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a. Superintendent’s Evaluation

Mr. Surillo reported that a special meeting was to be held where the School Committee votes on the final evaluation. The evaluation that was sent to DESE is considered invalid. Chairman Lamontagne reported that he disagrees. Ms. Marmol reported that the format should be consistent because the previous year was handled differently. Mr. Surillo reiterated the process, which stated that the School Committee does need to vote on the final evaluation. Ms. Fitzgerald reported that she feels that maybe there was miscommunication within the Committee. It was her understanding that once the evaluation was completed by each member, it was to be submitted, compiled and sent to the Committee, in which it was. After that, it was to be submitted to DESE. I did not believe it was another vote. Going forward we should change the timeline so we can submit it in time for discussion. Mr. Hatem reported that he understood at the last meeting that once the information was received from the academy leaders, that all evaluations were to be submitted, including the Superintendents. Mr. Surillo reported that the final vote was not done. The only way the chair could have submitted it without a vote, is if the Committee voted for that process. I suggest we bring MASC out to retake the course. Chairman Lamontagne reported that he disagrees with that process and if you would like to make a motion for the Committee to retake the MASC course, then it should be made in a motion. Ms. Marmol reported that she is all for training but it needs to be consistent. I remember voting to have Chairman Lamontagne compile the evaluations, but I don’t remember voting if another meeting was needed after that to vote before it was submitted to DESE. We need to do better job as a Committee to get the documents we need from Supt. Lavoie in a timely manner.

MOTION: Mr. Surillo moved to bring back MASC for further training.

2ND: Ms. Marmol

Vote: Roll Call by District Recorder

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

2 Yes’, 4 No’

#18274

Motion does not carry

b. School Opening

Superintendent Lavoie reported on the back to school Professional Development for the Opening of School. A

draft copy of the schedule was provided to the Committee. Changes were made to exploratory so it is fair and more equitable to all students to obtain their first choice. We will be covering this and safety protocols with the staff on the opening days. I am impressed with our new staff members. We will be going through a list of all of our staff members at the next meeting. Mr. Hatem reported that he would like to see Local 1707 on the list presenters. Supt. Lavoie reported they will have the opportunity.

c. School Projects

Supt. Lavoie reported on all school projects. We accomplished a lot but we have more to do. *Cosmetology* is being painted and after completed, the floors, cabinets and counter tops will be installed. We are almost on target for the opening of school.

Reggie Café will not open until October. It will not be done before school opens due to the delay of cabinets and flooring. All the structural work will be done and the painting should begin next week. Ms. Fitzgerald wanted to clarify if you could still be in the space without the flooring? Supt. Lavoie reported yes.

Machine Tech is completed.

Child Care Center will not be ready until October 1st, due to the cabinets being delayed. Ms. Fitzgerald wanted to clarify if students are actually enrolled and what is our commitment to the staff? Supt. Lavoie reported that he sent out a message that it will not be ready until later in the year. I have not given a commitment for the opening. We now have everything ordered and hopefully between October 1st and the middle of October, we will be ready. We did hire a Child Care Director who is working on getting all the state licenses. We are also looking into opening the shop for a Chapter 74 Program next year which will allow us to take in more students. Mr. Surillo wanted to clarify if we surveyed the staff and how many were interested? What are we charging and what is the capacity space caretaker to student? Supt. Lavoie reported that when we did the survey there were at least 18-20 staff members interested. There was no commitment because we did not know when it will be opening. We could probably take in around 20-25 students. We are going to try to keep the cost below market costs so it affordable for staff members while meeting all our costs. Mr. Hatem reported that when it was originally presented to us, this was for our staff members. This is the first I have heard about Chapter 74 Program and students? Supt. Lavoie reported that we just started researching into making it a Chapter 74 Program. It will prepare our students for the industry and allow us to take in additional students. We will survey our staff as well.

Metal Fab/Auto Collision shops are getting new ventilation. This will be used in Auto for welding booths which will expand the curriculum

Weight room has been expanded to make the space much safer. We took a wall down and now waiting for the flooring.

Robotics was moved and now complete.

Environmental Science Shop has been completed other than a small green house that is going up.

Library putting in the flooring starting Thursday. We are waiting for the new furniture. Library will be operational.

Gym we put 2 new coats on the gym floor for protection which should be done every two years. It has been two years.

Business Tech we moved it back to original space. The space is larger as more students are being accepted.

Science lab was expanded. We took a wall down and now to make it larger.

EL resource room put all new counters all around the room so teachers can collaborate better

Technology put new fiberglass wiring in order to keep up the technology so it will be the best it can be. Built a room in the mezzanine. New teacher resource area in the library where Technology was. Mr. Hatem wanted to clarify that the students will be all set with their computers when school starts. Supt. Lavoie reported yes.

Nurses office we added more partitions for privacy. We moved some equipment into the GLFHC to give them a lab.

Barn The siding needs to be finishes which will be a student project when they return.

Phase 4 of the Field In order to complete this we have to put a retaining wall. We need to put out an RFP for this. I will bring it to the next meeting.

Tennis Court. The Tennis court is complete other than painting it.

Automotive they started digging the foundation this week. We had to make some changes and the contractor had a few issues getting the permit. We finally got the permit. It should be done by January.

Ms. Fitzgerald reported that she wanted to thank the staff and especially Mr. Charest for working so hard on all these projects.

d. Parking Lot Projects

Supt. Lavoie reported that the parking lot RFP went out in the beginning of July. The engineers that wrote the RFP estimated the project to be 1 or 1.2 million dollars and it came in at 1.8 million dollars. We did not have enough money in our E & D account. Additionally, we were advised to not move forward due to the cost of oil and shortage of workers. We will be putting it back out to bid in the fall. In the meantime, next week, a company will come in and fill in all the pot holes. Our insurance company will be coming out to look as well.

e. Update on Hiring

Supt. Lavoie reported that we had an outstanding year in hiring this year. Unfortunately, we did take staff members from other schools. We still have five openings we are looking to fill. IT, Biotech, BRYT Coordinator, EL Paraprofessional, School Security. Some candidates have been offered the positions and we are waiting to hear of their acceptance. Ms. Marmol reported that she was wondering if you could provide the stats of your hiring and for it to follow the same format from the previous data. Supt. Lavoie reported yes. Ms. Fitzgerald reported that she would like a flow chart. Supt. Lavoie reported that he will provide an organizational chart. Supt. Lavoie reported that we have three CTE Coordinators in place of four this year.

f. Hiring of District Recorder

Supt. Lavoie reported that we received several applications for this position. It was decided that Supt. Lavoie will put together a committee to conduct the interviews.

g. Principal's Report

Principal Zielinski reported on the Student Handbook and asked the District Committee if they had any questions on any of the changes. They were provided a copy in the District Committee's packet. Most changes were on the schedule changes and uniforms. The School Council approved the student handbook.

MOTION: Ms. Fitzgerald moved to approve the Student Handbook

2ND: Mr. Hatem

Ms. Disla wanted clarification on why it says “students are not allowed to change any article of clothing/footwear during the school day” in the handbook. Also, we had a problem with pajamas being worn and it does not state that in the handbook. Principal Zielinski reported that previously students were in their shop’s half day and the other half was academics. Students wanted to change after shop. We no longer have that split schedule, so we will not have that problem. Also, under “Prohibited Apparel” in the handbook, pajamas, onesies or blankets are stated. Ms. Disla wanted to know how this will be enforced? Principal Zielinski reported that Mr. Vogel and Ms. Gillis had visuals made up and were sent out on what is not allowed. If they do show up with this apparel, we have them call home and we ask them to change or we can provide them with clothes. We want to keep students in school. Ms. Marmol wanted to clarify that they will be having a full shop day and a full academic day. Principal Zielinski reported that is correct. Ms. Marmol wanted clarification as to why skirts and dresses are prohibited? Principal Zielinski reported that it became very challenging to police the length. We can make an acceptance for religious reasons. Principal Zielinski reported that all the changes to the handbook will be discussed at the student assembly. Ms. Fitzgerald wanted to thank the staff that worked on the changes. It was easy to detect the changes with the cross outs and highlights.

Vote: Unanimous

#18275

6. **REPORT OF COMMITTEES**

No discussion

7. **OLD BUSINESS**

a. *District Committee Priorities*

No discussion

b. *Policy*

- Section B: BCA, School Committee Member Ethics

MOTION: Ms. Fitzgerald moved to approve the motion as submitted

2ND: Ms. Surillo

Vote: Unanimous

#18276

8. **NEW BUSINESS**

No discussion

9. **TABLED MATTERS**

No discussion

10. **PERSONNEL CONSIDERATIONS/REPORT**

a. *Resignations*

District Recorder, Effective July 27, 2022

Math Instructor, Effective July 1, 2022

School Security, Effective August 5, 2022

b. *Leaves of Absence*

c. *Retirements*

d. *Appointments*

e. Job Postings

Comptroller: Salary: \$80,000-\$100,000, Date: ASAP, New Position (See Attached)

Supt. Lavoie reported that he would like to hire a Comptroller after a discussion with our Director of Finance. We would like to hire someone with an accounting background and would also be the back up to the Director of Finance.

No Motion made

Director of Facilities and Operations: Salary: MAPSA, Date: SY2022-23, Replacement Position. Job Description was provided

Supt. Lavoie reported that he would like to move forward on hiring a new Director of Facilities and Operations so that the current Director, Mr. Charest can stay on and train the new person. Mr. Charest will be retiring in September.

MOTION: Ms. Fitzgerald moved to discuss this position

2ND: Mr. Hatem

Vote: Unanimous

#18277

Ms. Fitzgerald reported that this is a very important position in our organization. We have a building worth 200 million dollars and I certainly know the depth of knowledge Mr. Charest has. I dislike the position description. It has nothing about education and licenses. I am asking the position description to be in line with other Facilities Directors as well as getting input from Mr. Charest. Supt. Lavoie reported that Mr. Charest looked at it. It does have the things that he is responsible for in the job description. The Building Trade License or certification will be updated. Experience is far more critical in this role than a Bachelor's Degree. Ms. Fitzgerald is requesting that this be tightened up to more accurately reflect what we are hoping to do and could live with the person not having a degree, as long as the required licenses are required. Mr. Hatem reported that Mr. Charest is extremely knowledgeable and asked if we have anyone internally that can be certified that knows the building? Supt. Lavoie reported that Mr. Charest has worked closely with some employees and they can apply for the position. Supt. Lavoie reported that he would not hire someone that was not qualified for the job. Ms. Disla reported that there is a lot of room for just hiring anyone. We have been having this same situation for the past three years. Mr. Surillo reported that he does not see the need to have a degree for this position. I don't see the need to change anything and the word preferred will avoid any mishaps.

MOTION: Ms. Marmol moved to table this position

2ND: Ms. Fitzgerald

Vote: Unanimous

#18278

Home Tutor for SY22-23: Salary: Per CBA, Date: Sept, 2022-June, 2023, Replacement Position (Annual). Background: Provide home tutoring services/academic support for students with extended absences and/or students who otherwise qualify for home tutoring.

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

2ND: Mr. Hatem

Vote: Unanimous

#18279

Mr. Surillo wanted to clarify what the salary is for the Director of Facilities. Supt. Lavoie reported that the position is in the MAPSA Contract.

11. FUTURE AGENDA ITEM

- *Admission's Update*
- *Current Recruitment Process*
- *Retention Process/Strategies and new Strategies*

• *Organizational Chart*

Chairman Lamontagne reported that he would like to add a timeline for the Supt. Lavoie’s evaluation process. Goal Setting and Final Evaluation.

Ms. Disla reported that we spoke about the Admissions Process which states we have rolling admissions. She was contacted by a family that was told they could not apply because they are going into the 11th grade. I am looking for clarification. Supt. Lavoie reported that we typically do not take 11th graders unless they are transferring from another vocational school or have experience in a specific career area. Ms. Fitzgerald reported that she remembers the discussion and does not believe we voted on it. Mr. Surillo reported that he agrees. Supt. Lavoie will look into this to see if there was a vote on not accepting 11th and 12th graders. Ms. Marmol reported although we do have a deadline for applying, students are able to apply after the deadline and the family that contacted Ms. Disla should not have been told they could not apply. Additionally, the Committee had come up with suggestions such as giving points to students whose parents have attended GLTS. Supt. Lavoie reported that we have to abide by DESE’s rules and they are very specific. Ms. Marmol reported that we need to come together as a Committee to update the process and make it more effective. Mr. Surillo reported that the Department of Ed has the final say. Principal Zielinski reported that there is something separate in the Admissions Policy that states if they are in a chapter 74 program and moving into our district, then they are allowed to apply however, it is not for every program. Supt. Lavoie reported that the Admissions Policy is brought to the District Committee every year. There is a committee that is put together that looks at the process. I would be happy to have you email any ideas that you may have.

Mr. Surillo is requesting a report for the first meeting in September on MCAS strategies and what we are doing for our students. There are new MCAS scores and I want to make sure our students are supported. Principal Zielinski reported that we adapted a local benchmark assessment “STAR Renaissance” which gives local data for math and ELA with a predictive MCAS part. We gave this assessment to all of our students in the spring and we will be comparing it with the local benchmark. All our Administrators will be trained.

Mr. Hatem is requesting the Director of Admissions attend when the new recommendations are ready for Admissions.

Mr. Surillo reported that at the next meeting a timeline of the Superintendent' s goals and evaluation as outlined by DESE be discussed and set.

Chairman Lamontagne reported that there will be a ceremony for Sgt. Rosario at the Lawrence Stadium at 6:00PM on Friday.

12. EXECUTIVE SESSION

MOTION: Mr. Surillo moved to Enter into Executive Session at 8:00PM

2ND: Ms. Fitzgerald

Vote: Roll Call by District Recorder

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

#18280

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

MOTION: Mr. Surillo moved to accept the local 1707 three-year contract as presented.

2ND: Ms. Fitzgerald

Vote: Roll Call by District Recorder

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

#18282

13. ADJOURNMENT

MOTION: Ms. Fitzgerald moved to adjourn at 8:15PM

2ND: Mr. Surillo

VOTE: Unanimous

#18283

Respectfully Submitted:

Minutes Reviewed:



Janice Ayala
Susan Lally
District Recorder



John N. Lavoie
Superintendent-Director