



Greater Lawrence Technical School

**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1847  
September 13, 2022**

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

**Members Absent:** Thomas Hatem Methuen Vice Chairperson  
Frank Rossi North Andover

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

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**1. CALL TO ORDER**

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

**2. MINUTES**

*a. Minutes from August 30, 2022*  
**MOTION:** Ms. Fitzgerald moved to approve the August 30, 2022 minutes as presented.  
**2<sup>ND</sup>:** Ms. Marmol  
**Vote:** Unanimous  
#18291

**3. FINANCE REPORT**

*a. Consolidated Cash Reconciliation Report*  
*No Discussion*

*b. Revolving Fund Report*  
Ms. Fitzgerald wanted clarification on the \$13,000 that is in the Cosmetology account. She wanted to know if the money was from all the services provided in the shop to the community and if it is used for student activities. Supt. Lavoie wanted to clarify that Ms. Fitzgerald is looking for a more detailed account that shows the revenue coming in and how it is spent. Ms. Fitzgerald reported yes, but not for every account. Just those things that directly service the community. Supt. Lavoie will meet with Ms. Martel to revise the revolving account with more detail.

*c. Budget Report*

No Discussion

*d. Budget Transfers*

Ms. Martel reported that we had several budget transfers to account for the COLAs for the teachers settled contract. I factored all the other COLAs/contracts in. The first three transfers are not salary, they were line items that were missed during the budget process.

**MOTION:** Ms. Fitzgerald moved to approve the Budget Transfers as presented.

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

Mr. Surillo wanted to clarify if the one-time payments for staff are included? Ms. Martel reported that was last year's budget.

**Vote:** Unanimous

#18292

*e. Cash Balance Report*

Mr. DiStefano read the Cash Balance report into the record.

**MOTION:** Ms. Fitzgerald moved to approve the Cash Balance report as presented.

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

**Vote:** Unanimous

#19293

#### **4. COMMUNICATIONS**

*a. Donations*

*b. Articles*

*c. Public Participation*

*No discussion*

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

*a. Admissions Report*

Supt. Lavoie reported that an updated document that outlines more clearly who was accepted was provided. Ms. Fitzgerald reported the report clarified clearly and thanked Supt. Lavoie.

*b. Aviation Program Update*

Supt. Lavoie reported that we submitted our intent for the Aviation, Childcare and Fiber Optics/IT, Low Voltage Electricity Programs for chapter 74 approval. We have the Low Voltage Electricity at the 10<sup>th</sup> grade level and we want to make it a chapter 74 program for all grades. We would also like to offer Childcare as well. The next step for all three will be to submit application "A" which needs to be in by December. The Department of Education will review it and will let us know if we are able to proceed to the next step. Mr. Surillo wanted to clarify if we are looking on training our students in the Early Education field. Supt. Lavoie reported that we try to prepare them to go onto Early Childhood Programs at the post-secondary level or to go on to a career in an Early Childhood Education Center. Supt. Lavoie reported that as part of the process we have to survey our students. Ms. Marmol wanted to clarify when the letter of intent was submitted for the Aviation Program? Supt. Lavoie reported it was submitted on Monday which was the first day we were able to. The next step is to submit part "A" by December 1<sup>st</sup>. We would like to submit it sooner in hopes that we will receive a response quicker. The survey will be resubmitted as Part A of the application process. The key is to see if there is a job market. The Northeast Blueprint does not show favorable. It may be a hurdle we come across but if we collect enough data, it could strengthen our application. The Manager of the Lawrence Airport wants to be a part of our Advisory Board and we welcome his expertise. We are committed in moving forward in having this program at GLTS. Once it is approved in December, we have until May for DESE to give us the final approval after step 1 which means having a hangar, tools, teacher, and the space. Everything has to be in place for a four-year

program. Then OSHA is brought in to check our standards. An Advisory Committee will be put together. Ms. Fitzgerald wanted to know how many years does it truly takes to get any chapter 74 program up and running. Supt. Lavoie reported that each program is different because of equipment, curriculum etc. With regards to the Aviation Program, we have done a lot of research last year which would make it doable for a September start. Supt. Lavoie reported on the Capital Skills Grant for five million dollars which is targeted and intended to add space inside or small additions to your school so you can take more students. It would be utilized to build a small hangar space in the building. We are looking to pursue that grant with Aviation in mind. I think we would be a strong candidate.

*c. Child Care Update*

Supt. Lavoie reported that our space will be sheet rocked on Monday with an estimated completion date of the end of November. The flooring is here and the cabinets are coming. It should go pretty quickly. The Director of the Program is working on all the licenses.

*d. Capital Skills Grant*

Supt. Lavoie reported that he would like the District Committee to approve moving forward with the Capital Skills Grant. Ms. Almono, along with myself will be working on this grant. It will offer more classroom space and allow us to bring in around 150 more students. Ms. Fitzgerald wanted to clarify if this would just be for the Aviation Program? How many different shops are you looking to apply this to? Supt. Lavoie reported that he hired an architect to look at three spaces. It would be for Aviation, to move Horticulture and make it a cafeteria and to expand our classroom space on the 2<sup>nd</sup> floor. The deadline is at the end of October. The architect will just be looking at the space and make a recommendation to help us.

**MOTION:** Mr. Surillo moved to approve the Capital Skills Grant as presented.

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

**Vote:** Unanimous

#18294

*e. Busing Update*

**MOTION:** Mr. Surillo moved to table this agenda item for Executive Session.

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

**Vote:** Unanimous

#18295

*f. Update on Cosmo/Culinary-Educational Situation*

Supt. Lavoie reported that we cleared a part of the new shop in Cosmetology and the 9<sup>th</sup> graders have spent some time there as well as in the library. The first two weeks are spent on safety. The flooring will be completed on September 15<sup>th</sup> and the by September 30<sup>th</sup> the counters should be completed. Early October, they should be back in their space. We continue to make sure they get their hours.

In Culinary, the renovation is not impacting any of their shop space. The first month is about safety and usually the Reggie and Four Winds does not open until October. We are waiting for the flooring. The restaurant is completely painted. We can have some services in that space if we needed to. The cabinets will be in for the Reggie Café in early October. Ms. Fitzgerald reported that most of the comments on the parent's webpage is that their students are not in their shop, doing what they are suppose to do. Is it possible to bring the students back in Cosmetology without a floor, if everything else is in place? Supt. Lavoie reported that once the counters and the sinks are in, they can go back to the shop without the flooring.

**7. OLD BUSINESS**

*a. District Committee Priorities*

no discussion

b. *Policy*

Section B: BDB, School Committee Officers & BDC, Appointed Committee Officials.

**MOTION:** Ms. Fitzgerald moved to approve the policy as submitted

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

Vote: Unanimous

#18296

**8. NEW BUSINESS**

No discussion

**9. TABLED MATTERS**

Ms. Marmol wanted to discuss a few items that were addressed at the student assembly. If a student arrives late because of bussing, will they be marked tardy? If a student contracts COVID and has to be out for some days, are they considered absent? Parents and students would like some clarity on those issues. Principal Zielinski reported that on the first week of school, we always have assembly's per grade level in which we review and discuss our core values and part of that is high expectations on arriving to school on time. What was said is that if you arrive at the school late because of a bus issue, they are not marked tardy. At this time there are no COVID guidelines that would not allow us to not mark a student absent due to COVID. Students have 14 days absent, regardless of the reason. If they are out due to COVID beyond 14 days, they we will look at that individually.

**10. PERSONNEL CONSIDERATIONS/REPORT**

a. *Resignations*

- HVAC Instructor, Effective 9/6/22
- Custodian, Effective 9/9/22

b. *Leaves of Absence*

c. *Retirements*

d. *Appointments*

- Director of Facilities and Operations-Interim

Supt. Lavoie reported that at this time I would like to appoint an interim Director of Facilities. Mr. Charest has been working six-hour days, but at the end of the month, he will only be working two. I would like to get someone inhouse to take his place for now.

**MOTION:** Ms. Fitzgerald moved to approve the interim position as presented.

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

Ms. Fitzgerald wanted to clarify that Supt. Lavoie will be posting the position for the Director of Facilities and Operations, not the interim position and can we see a copy of the job posting. Supt. Lavoie reported that he will not be posting for the interim position. Ms. Fitzgerald would like to see the job description before it is posted. Mr. Surillo reported that he was receiving calls that the position was already filled and the job has not even been posted. Supt. Lavoie reported that the intent was to post tomorrow, but he will bring it back to the District Committee at the next meeting for clarity. Supt. Lavoie reported that he has not appointed anyone in this position, even on an interim basis. I am not sure where that information came from. We do have a custodian fill in for Mr. Charest when he is on vacation so maybe that person just assumed, but no one has been hired.

**MOTION:** Ms. Fitzgerald moved to approve the interim position as presented.

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

**Vote:** Roll Call by District Recorder

Ms. Marmol	Yes
Mr. Rossi	Absent
Ms. Fitzgerald	Yes
Ms. Disla	No

Mr. Hatem                    Absent  
Mr. Surillo                 No  
Mr. Lamontagne         Yes  
Yes', 2 No's  
Motion carries  
#18297

**MOTION:** Ms. Fitzgerald moved to bring in print a final copy of the job description for the Director of Facilities and Operations before posting the position.

Mr. Surillo reported that we already voted on the job description at the last meeting with the changes. We should allow the Supt. to go forth and post. Chairman Lamontagne reported that we need a vote from a majority of the members before it can get posted.

2<sup>nd</sup>: Mr. Surillo

**Vote:** Unanimous

#18298

e. *Job Postings*

- **CTE Equitable Access Liaison:** Non-Union Position; salary range \$50,000-\$65,000, grant funded (112 Equitable Access Grant and Perkins Grant) expected start date, 10/1/22, replacement position. (see attached)

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

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

**Vote:** Unanimous

#18299

- **Guidance Records Scan/Destruction:** Scan and destroy student records per 603 CMR 23.0. Up to 75 hours, Per Clerical CBA-Stipend, SY22-23, annual position.

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

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

**Vote:** Unanimous

#18300

- **Custodian (Bus Driver):** Per Custodian Contract, SY22-23, replacement position.

Supt. Lavoie reported that we would like to post to hire a custodian that holds a bus license or will be able to obtain one. This is to help with short runs using our mini buses.

**MOTION:** Mr. Surillo moved to approve the job posting with removing bus driver as submitted

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

Ms. Disla reported that Supt. Lavoie reported that it is a replacement position, however adding the bus driver requirements would be a new position. Supt. Lavoie reported that if we could not get a custodian with a bus license, he would hire a custodian. Ms. Disla reported that you are giving them another duty, how does this work. Supt. Lavoie reported that he met with the custodians and asked if any of them would like to get their bus license and we would support them. Also, we felt that maybe there are bus drivers that may want to be a custodian. It an attempt to get someone that has a bus license and wants to be a custodian which would help us all around. Under the new contract, they would be paid differently, however the District Committee has not approved the new contract yet. I will take bus driver requirement out of the posting for now.

**Vote:** Unanimous

#18301

- **Custodian/Maintenance (part-time):** Per Custodian Contract, SY22-23, replacement position.

Supt. Lavoie reported that we always had weekend/after hours projects to complete when the students are not in the building. Also, they could be used to additionally fill in for a custodian at night.

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

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

**Vote:** Unanimous

#18302

- **Cohort Facilitators for BARR:** Stipend, SY2022-23, Annual Position

Principal Zielinski reported that it stands for Building Assets Reducing Risks. We have grade 9 BARR groups of teachers and support staff that meet. We are advancing it to grade 10. The role of the Cohort Facilitators is to plan and organize and provide data to the Administrative staff.

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

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

**Vote:** Unanimous

#18303

- **HVAC Instructor:** Posted 9/6/22 per Chair, Replacement Position for a resignation.

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

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

**Vote:** Unanimous

#18304

#### 11. FUTURE AGENDA ITEM

- *Admission's Policy*
- *MCAS Strategies*
- *Ongoing Projects*

**MOTION:** Mr. Surillo moved to table all the future agenda items as presented

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

**Vote:** Unanimous

#18305

#### 12. EXECUTIVE SESSION

**MOTION:** Mr. Surillo moved to enter into Executive Session at 7:35PM.

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

**VOTE:** Unanimous

#18306

Enter Executive Session

Enter Open Session

**MOTION:** Mr. Surillo moved to move forward in hiring an additional bus company

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

**VOTE:** Unanimous

#18309

#### 13. ADJOURNMENT



**MOTION:** Ms. Fitzgerald moved to adjourn at 8:45 PM.

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

**VOTE:** Unanimous

#18310

Respectfully Submitted:

Janice Ayala  
Susan Lally  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director

