



**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1851
November 7, 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
Melissa Martel Director of Finance
Susan Lally District Recorder

1. CALL TO ORDER

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

2. MINUTES

a. Minutes from October 11, October 18, 2022

MOTION: Mr. Surillo moved to approve the October 11th & October 18th, 2022 minutes as presented.

2ND: Mr. Hatem

Vote: Unanimous

#18342

3. FINANCE REPORT

a. Cash Balance Report

Ms. Martel read the Cash Balance report into the record.

MOTION: Mr. Surillo moved to approve the Cash Balance report as presented.

2ND: Ms. Fitzgerald

Vote: Unanimous

#18343

b. Consolidated Cash Reconciliation Report

No Discussion

c. Revolving Fund Report

No Discussion

c. Budget Report

No Discussion

Ms. Fitzgerald reported that she was concerned with the amount of charges there are for Amazon on the warrant. She wants to make sure that we are getting the best price and not using Amazon for convenience. We have accounts with certain companies and we should be using them. She additionally reported that she would like the department heads and administrators to make sure we are getting the best prices. Supt. Lavoie reported he will have the administrative team be more diligent when approving items from Amazon. We can also put something in place that if the item is over \$100 dollars, we need to get quotes. Ms. Fitzgerald reported that she does not want to create more work, she just wants to make sure we are getting the best prices.

4. COMMUNICATIONS

a. Donations

- *Straumann Manufacturing Inc., Andover, MA donated a HAAS TM1 CNC Milling Machine*
- *Ms. Karen Saenz and son Ethan Cabello of Lawrence donated a two-wheeler bicycle for use of building an electric bike to promote student interest in Robotics and Automation, Engineering and Public Health.*

b. Articles

- *Greater Lawrence Technical School Students Creating Hardware for International Space Station*
- *Shining Example*
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c. Public Participation

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a. MCAS Update

Principal Zielinski presented the MCAS results. She reported on the “2019-2022 ELA, Math Next Generation MCAS Achievement Levels (%)”, “Student Growth Percentiles (SGP) from Grade 8 to 10”, and “2022 ELA, Math and Biology MCAS Proficiency Rate for all students, EL and Former EL Students and Students with Disabilities”. Principal Zielinski additionally reported on the “Previous Years Legacy MCAS Proficiency Rates” by category for ELA, Math and Biology. This week is the ELA retest and we have five students that need to retake the MCAS. They have been preparing for the test in the WIN block. We have 29 students that need to retake the Math test. They are working with teachers and preparing for the retake. Mr. Surillo wanted clarification on the appeal process when a student appeals to the state. Principal Zielinski reported they look at their average in class, grade and attendance in school and after school when MCAS help is provided. Supt. Lavoie reported that we have done a lot of work on developing better assessments which will help us better understand where a student is struggling. We offer support with WIN block and after school. Mr. Hatem wanted clarification on how other vocational schools are doing. Principal Zielinski reported that she can do a spreadsheet with other vocational schools and present it at a later date.

b. October Professional Development

Principal Zielinski reported on the focus of the October Professional Development for our staff. We have a delayed opening at least once a month and sometimes twice to provide this. Our focus is our School Improvement Plan (SIP), Goal #4, action steps 2, 3 and 4. Goal #4 is to implement benchmark assessment tool and design a school-wide assessment calendar used to support strategic planning and school-wide expectations and supports in student assessment. The Action Steps are (1) Provide STAR training for all staff, (2) Develop a school-wide assessment calendar, (3) Review current models for equitable student assessment, including: self-assessment, pre and post assessment and formative and summative assessment. (4) Identify a diagnostic assessment tool. (5) Research and identify a common assessment platform for SY 2023-2024. Principal

Zielinski presented the Data Roadmap. It is our hope by the end of the year to have a school wide assessment calendar. Ms. Marmol wanted to know if there have been any challenges, concerns of parent's students and staff with delaying the opening on the Professional Development days? Principal Zielinski reported no, however some teachers prefer the delayed opening and others do not. I feel there has been more focus because students are not in the building. When we had half day, students were still in the building.

COMMUNICATIONS (Continued)

c. Public Participation

Ms. Diana Cortes, former alumni of GLTS and Business Tech, class of 2003 thanked GLTS for their kind donation of food for her fundraiser held on behalf of her one-year old daughter Lyla. Lyla is struggling with a liver disease and is on her journey to receive a transplant. The event was held on Friday, November 4th and GLTS provide the food for the event. She reported that all these years later, she could still count on her high school for support.

c. Out of State Travel

MOTION: Mr. Surillo moved to approve the Out of State Travel for Mr. Chris Waterworth, Adv. Manufacturing Instructor to travel to Hartford Job Corps Academy, Hartford, CT for NEASC CTCI visit on November 14-16, 2022.

2ND: Mr. Hatem

Vote: Unanimous

#18344

MOTION Ms. Fitzgerald moved to approve Mr. John Delaney and Ms. Nicole Gubellini (Softball Coaches) to travel to Montville, CT for Coaching Education for Softball Coaches and Players Convention on January 13 & 14, 2023.

2ND: Mr. Hatem

Vote: Unanimous

#18345

MOTION: Mr. Surillo moved to approve Ms. Colleen Abdulla-McGrath, Guidance Counselor and Mr. Mike Ouellette, Auto Instructor along with all women in Automotive and Autobody to attend Toyota of Nashua, Nashua, NH on November 18, 2022 for a tour and to speak to other women in the field.

2ND: Ms. Fitzgerald

Vote: Unanimous

#18346

d. November Calendar

No Discussion

e. Exploratory Grading Rubrics

Supt. Lavoie reported on the Exploratory Grading Rubrics. A lot of work went into this to provide more equity for all students when picking their shops. It is important to be the best you can while picking a shop and to provide all students knowledge of what they are going to be scored on day to day.

f. Co-Op Report

No Discussion

6. REPORTS OF THE COMMITTEE

7. OLD BUSINESS

a. District Committee Priorities

Ms. Fitzgerald reported that she is frustrated with our busing situation. It is now November and nothing has been resolved with the busses being late. She reported that we are the last school in all our communities that are still struggling. Mr. Surillo reported that he wants a member of the bussing company to come back out. When they presented at our meeting, they promised a lot of things that has not happened such as drivers, and the recruiting of drivers attending ELA classes. Supt. Lavoie reported that he offered to host a class. They have not responded. Supt. Lavoie reported that he will be calling our attorney tomorrow because there has to be some way of being compensated for the lack of providing us on-time buses. Ms. Marmol reported that she wants the company to be held accountable and does not want to have them attend our meeting and not provide the services they promised and reported on. Supt. Lavoie reported that he will contact the CEO and have only him attend.

b. Policy

Section B: BDEA, Establishment of Capital Improvement Plan

MOTION Mr. Surillo moved to approve the policy as submitted

2ND: Ms. Fitzgerald

Vote: Unanimous

#18347

8. NEW BUSINESS

No discussion

9. TABLED MATTERS

10. PERSONNEL CONSIDERATIONS/REPORT

a. Resignations

- Data and Assessment Specialist
- Security Officer

b. Leaves of Absence

None

c. Retirements

d. Appointments

None

e. Job Postings

11. FUTURE AGENDA ITEM

- Ongoing Projects

Supt. Lavoie reported that the Cosmetology Shop is complete. The Reggie Café is almost complete. We are waiting for the doors to come in. The Child Care Center's next step is to have the HVAC system installed. We are having the students install this to save money for the school. We are also working on the playground and hope to open in December. The library is waiting for the furniture to arrive. Mr. Surillo reported that he and Mr. Hatem walked around and it looks amazing and worth the investment. Mr. Surillo asked for an update on the Automotive Project. Supt. Lavoie reported that it has been delayed a few months and should be completed in February. Mr. Charest and Mr. Arsenault meet with the contractors on Tuesdays.

- Marketing/Social Media

Mr. Surillo reported that we had good coverage and photos for the Veteran's event that took place on Friday. However, we are missing other events. We should make sure that we have someone capturing all events. Ms. Marmol reported that she wants to make sure that we promote all good things happening at GLTS. Principal Zielinski reported that our twitter account has been reactivated to expand our social media. I have been working

with Ms. Kasandra Ayala to ensure we have coverage at events. We do need to do a better job scheduling coverage to ensure we give her adequate time. It is a goal of mine to do more in recognizing GLTS happenings. Supt. Lavoie reported that Ms. Ayala does a lot of work with social median and Ms. Eleanor Stafford is doing a lot of work with our newsletter because we do not have a full-time marketing person. As we move forward, you will see some improvement. Ms. Fitzgerald reported that the newsletter is wonderful and wanted to clarify that it is sent out to parents and students. Principal Zielinski reported that it goes out to parents, faculty, students, alumni, advisory committee and district committee. Mr. Surillo reported that maybe our Business Tech Shop can help if they have marketing in their curriculum. Supt. Lavoie reported that they do have some competencies that fall under marketing. It is a good idea.

13. ADJOURNMENT

MOTION: Mr. Surillo moved to adjourn at 7:10PM.

2ND: Ms. Marmol


VOTE: Unanimous

#18348

Respectfully Submitted:

Minutes Reviewed:


Susan Lally
District Recorder


John N. Lavoie
Superintendent-Director