



**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1853  
November 22, 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:**

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

**1. CALL TO ORDER**

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

**2. MINUTES**

*a. Minutes from November 7 and November 15, 2022*

**MOTION:** Mr. Surillo moved to approve the November 7 and November 15, 2022 minutes as presented.

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

**Vote:** Unanimous

#18351

**3. FINANCE REPORT**

*a. Cash Balance Report*

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

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

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

**Vote:** Unanimous

#18352

*b. Consolidated Cash Reconciliation Report*

No Discussion

*c. Revolving Fund Report*

No Discussion

*c. Budget Report*

No Discussion

**4. COMMUNICATIONS**

*a. Student Report*

Ms. Maureen Wright, Student Representative reported on SkillsUSA. There were eight students who received their leader awards. She reported on starting a Dance Club which focuses on dances and helps students become involved with GLTS. Students in GSA will be attending a Regional Meeting December 8<sup>th</sup> at Whittier Tech. Students decorated boxes for their food and toy drive and will be placed around the school. Ms. Wright reported on winter sports; girls' and boys' basketball and indoor track, cheerleading, ice hockey and swimming and diving. Today is the last day to get your basketball Reggie gear. The Thanksgiving Day football game is against Whittier Tech. The pep rally is November 23<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> period on the football field.

Ms. Fitzgerald asked who would be heading up the new Dance Club. Ms. Wright reported that it will be two teachers from the Cosmetology Program. Ms. Fitzgerald wanted to clarify if the toys should be new or used and wrapped. Ms. Wright reported not wrapped and new.

*a. Donations*

*b. Articles*

- *Greater Lawrence Technical School Students Honor Command Sgt. Major Franklin Velez.*

*c. Public Participation*

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

*a. Busing Update*

Chairman Lamontagne reported that the busing company did acknowledge our request to report at our District Committee meeting. Unfortunately, the CEO could not attend this meeting but will be at our next meeting on December 6<sup>th</sup>. Supt. Lavoie reported that he did have conversations with the busing company regarding holding a course at GLTS at different levels of English. Mr. Surillo reported that the company had an agreement or will be signing an agreement with Greater Lawrence Community Action Council because they have their training center in downtown Lawrence. I would like to see what Whittier Tech is doing. Supt. Lavoie reported that he will contact the Supt. of Whittier.

*b. Merrimack Valley Guard Service*

Supt. Lavoie reported that he met with the company's owner and as December 13, 2022 they will no longer be providing services to us. Ms. Martel and I have been working to figure this out. We are looking to staff their employees part-time until we put out an RFP for a new company. Ms. Fitzgerald asked if we got notice of this. Supt. Lavoie reported we got 30 days which is required.

*c. Capital Improvement Funds Update*

Supt. Lavoie reported that one of the items that we did not bring to the District Committee but was voted on by the Capital Improvement Committee is to add dormers to the garages that are located outside by the field. We need more storage. Most of the work will be done by our students because we do not have a house project at this time. The cost is \$40,000 for materials.

**MOTION:** Ms. Fitzgerald moved to approve the Capital Improvement Funds for the dormers.

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

**Vote:** Unanimous

Ms. Marmol wanted to clarify what was being built. Supt. Lavoie reported that we are adding dormers to the roof of the garages which will create more storage which is much needed.

#18353

*c. Out of State Travel*

**MOTION:** Ms. Fitzgerald moved to approve the out of state travel for the Senior Class of 2023 to travel to Brownstone Exploration & Discovery Park, Portland, CT on June 1, 2022. Total Cost is three (3) buses \$4,200.

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

**Vote:** Unanimous

#18354

*e. Admissions Report*

Supt. Lavoie reported that this is our first report and it is showing that we have 776 applicants. We are moving at a faster pace and since that report we have over 1,000 applicants. Ms. Marmol wanted to clarify if Supt. Lavoie thinks that the numbers are due to the improvement of how we are conducting business with other guidance counselors with our sending communities' middle schools? Supt. Lavoie reported that that is one of the reasons and the work of our guidance counselors and Director with our sending communities. Our open house was a big success. The quality of our programs and having a safe environment are also making a difference. Our plan to expand is based on the three new programs we applied for. We expect to know the first week in December if we got the grant. Ms. Almono did an outstanding job writing the grant and what makes it stronger is having a large wait list. Ms. Marmol wanted clarification on how long will it take to expand if we receive the grant. Supt. Lavoie reported that if approved we would hire an architect immediately to draw up the plans. I will give you the preliminary drawing at the January meeting. We can provide more information after the holidays. Mr. Surillo asked how the expansion for the Automotive Program is doing. Supt. Lavoie reported that the project has greatly improved.

*f. DC Meeting in December*

Chairman Lamontagne reported that it is customary for this Committee to go to one meeting in the month of December. Our meeting will be held on December 6, 2022.

**MOTION:** Ms. Marmol moved to approve to hold one meeting in the month of December as presented.

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

**Vote:** Unanimous

#18355

*g. Principal's Report*

Principal Zielinski updated the District Committee on Quarter 1 results, Seminar Survey, WIN and Enrichment offerings. For Quarter 1 we have a large number of our students on the honor roll and high honors. Some students are failing only one course as compared to prior years. We are moving towards being proactive. The seminars that we offer are in all the content areas and for each grade level. We surveyed the students and staff to see and had mostly positive ratings. Some changes that were suggested by students was having a seminar for a quarter, choice of seminar, more projects, and change large class sizes. Mr. Surillo reported that he would like to see the survey. Principal Zielinski explained how a parent is notified if a student is failing a class. We are trying to use their WIN block for support. As staff members, we need to be an advisor for the student. This is new and getting better as we go. Mr. Surillo and Ms. Disla would like to see the numbers from last year to compare them. Principal Zielinski reported on Family & Community Engagement. Our Admin team participated in a two-day workshop and chose Family & Community Engagement as their topic. We would like to provide access to families and how to get them to engage. We have middle school parent presentations coming up, parent events, winter sports family meetings and shop selection family meetings. It is one thing to

inform but we want to move to empower families. We had our first game night and upcoming is our Aspen training class that we are offering dinner and raffling off a Chromebook. Principal Zielinski reported on the Equity Audit Update. We provided a survey for parent/guardian, teachers/staff and students to assess perceptions of equity and inclusion in school. Supt. Lavoie wanted to recognize the growth and use of data due to the Principal's hard work in making change in the school. Principal Zielinski shared our new video we are using for admissions.

**MOTION:** Ms. Marmol moved to recess for technical reasons at 7:10PM

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

**Vote:** Unanimous

#18356

## **6. REPORTS OF THE COMMITTEE**

### **7. OLD BUSINESS**

#### *a. District Committee Priorities*

#### *b. Policy*

Section B: BDF, Advisory Committees to the School Committee

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

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

Vote: Unanimous

#18357

### **8. NEW BUSINESS**

No discussion

### **9. TABLED MATTERS**

### **10. PERSONNEL CONSIDERATIONS/REPORT**

#### *a. Resignations*

#### *b. Leaves of Absence*

None

#### *c. Retirements*

#### *d. Appointments*

- Ms. Zoraida Jordan, Executive Assistant to the Principal, Effective November 28, 2022

- Mr. Curt Malonson, Comptroller, Effective December 6, 2022

None

#### *e. Job Postings*

- Special Education Transitional Job Coach, ASAP, Rate is \$35.00-\$40.00/hour, Part-time, New Position (See attached)
- Evening Adult Carpentry and HVAC Instructors, Annual Position
- Evening Adult Advanced Manufacturing Instructor, Annual Position
- ELL Paraprofessional for Evening Adult Manufacturing, Annual Position

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

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

Vote: Unanimous

#18358

- ELL Teacher for ELL Bootcamp, Annual Position
- OSHA 10 Instructor for evening Advanced Manufacturing Training, Annual Position
- Math Instructor for evening Bilingual Advanced Manufacturing Training, Annual Position
- Advanced Manufacturing After Dark Substitute Instructor, Replacement Position

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

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

Vote: Unanimous

#18359

## 11. FUTURE AGENDA ITEM

- Ongoing Projects

Supt. Lavoie reported on the status of the projects. Cosmetology is done other than a small list of items to be completed. The Reggie Café is done after the pastry refrigerator and glass wall are delivered and installed. The Four Winds doors came in on Monday and going in for the new bathroom and storage room. We are waiting for the outside door. We had our first event in there and it was nice to use it. We are approved to open by the inspector of Andover. We did put in five new boosters because they were not reaching the temperature of our water. I want to thank the electrical and the plumbing department to make the job successful. The childcare center's ventilation system is almost done. We would like to open in January. We are working on the playground. Mr. Surillo wanted to add busing and financial impact on having students here for two hours added to future agenda items. Supt. Lavoie reported that we did receive some reimbursement for the month of September and our attorney is looking into reimbursement on non-services.

**MOTION:** Ms. Fitzgerald moved to go into Executive Session at 7:25PM

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

**Vote:** Roll Call by District Recorder

Mr. Surillo Yes

Ms. Marmol Yes

Ms. Fitzgerald Yes

Ms. Disla Yes

Mr. Hatem Yes

Mr. Lamontagne Yes

#18360

Enter Executive Session

Enter Open Session

**MOTION:** Ms. Fitzgerald moved to accept the Custodian Contract for FY23,24,25 as submitted

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

Vote: Unanimous

#18364

**MOTION:** Ms. Fitzgerald moved to table the changing of two positions, one position to Director and the other position to full-time until all contract negotiations are completed

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

Vote: Unanimous

#18365

## 13. ADJOURNMENT

**MOTION:** Mr. Hatem moved to adjourn at 9:35PM.

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


**VOTE:** Unanimous

#18366

Respectfully Submitted:

  
Susan Lally  
District Recorder

Minutes Reviewed:

  
John N. Lavoie  
Superintendent-Director