



**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1857
January 3, 2023**

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

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

2. MINUTES

Ms. Fitzgerald moved to approve the November 30, 2022 minutes as presented.

2ND: Mr. Surillo

Vote: Roll Call by District Recorder

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

#18378

Mr. Surillo moved to approve the December 6, 2022 minutes as presented.

2ND: Ms. Fitzgerald

Vote: Roll Call by District Recorder

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

Mr. Lamontagne Absent
#18379

3. FINANCE REPORT

a. 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.

2ND: Mr. Surillo

Vote: Roll Call by District Recorder

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

#18380

b. Consolidated Cash Reconciliation Report

No Discussion

c. Revolving Fund Report

No Discussion

d. Budget Report

No Discussion

4. COMMUNICATIONS

a. Donations

None

b. Articles

None

c. Public Participation

None

5. REPORT OF THE SUPERINTENDENT-DIRECTOR

a. Admission's Report

Supt. Lavoie reported that we have currently 1,179 applicants and have information for 1,044 students. The number is higher than last year.

Family Handbook for Childcare

Supt. Lavoie reported that the Family Handbook for Childcare was provided for your review. Supt. Lavoie reported that if you have any questions please reach out to his office.

c. Out of State Travel

MOTION: Mr. Surillo moved to approve the Out of State Travel for Jason Rivera to travel to the Hyatt Place, Atlanta for training for proper administration of our Virtual Desktop Infrastructure: Total cost, \$5796.39

2ND: Ms. Fitzgerald

Vote: Roll Call by District Recorder

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

#18381

Chairman Lamontagne joined the meeting

d. Co-Op Report

Supt. Lavoie reported that we have 177 students out on co-Op and that number is continuing to increase each week. The numbers are strong in the Health and Construction fields. Ms. Marmol wanted to clarify if this is the data for both juniors and seniors? Supt. Lavoie reported that this data is for only seniors. The juniors are not yet eligible for co-Op until midyear. Ms. Marmol reported that it would be helpful if we could break down the co-Op report to include how many seniors, eligible seniors, seniors and juniors on Co-Op. Supt. Lavoie will provide this information on the next Co-Op Report. Mr. Hatem questioned if we still are having a hard time with students going on Co-Op because they do not have their license? Supt. Lavoie reported yes and that we are looking into starting our own Drivers Ed Program. I have been in touch with Deluca Chevrolet to see if they would donate a car and we would buy a car. An email will be going out to all staff to see if anyone would be interested in teaching Drivers Ed. We are also looking into teaching Drivers Ed in the WIN Program. Mr. Surillo asked if there were state requirements. Supt. Lavoie reported yes and we would comply with all license required.

e. Capital Skills Grant

Supt. Lavoie reported that we were awarded four million out of the five million dollars that we put in for the Capital Skills Grant. We had put in for funding to add on three additions to the building for our new programs. We were hoping for five million and are now looking at the ESSER Grant money to come up with the difference.

f. Update on New Programs

Supt. Lavoie reported that we are working on shop and classroom space for the three new programs to get us through until we get the additions done. We are putting in the equipment needs in the budget. Aviation is being funded by the Capital Skills Grant. We feel confident that all three programs will be approved. Mr. Surillo questioned if we have spoken to the bus company for the transportation of students for the Aviation Program? Supt. Lavoie reported that the budget will be funded for the bus needs for the program.

g. Request for Qualifications for Architect (RFQ)

Supt. Lavoie reported that in order to get quotes for our additions, we have to put out an RFQ to hire an architect in a qualified firm. This firm would write the RFQ and do the feasibility study for the three buildings. I would like to hire a firm from Andover who has helped with the initial drawings for the Aviation Program. **MOTION:** Ms. Fitzgerald moved to hire the firm, LYFarchitects for the purpose of compiling an RFQ for the three projects and cafeteria.

2ND: Mr. Surillo

Ms. Fitzgerald wanted to clarify if we are voting for the funding of the RFQ or for the actual person to be hired. Supt. Lavoie reported that you are voting to move forward with putting an RFQ together. The firm is LYFarchitects. Ms. Marmol wanted clarification if this vote is to just hire the firm to prepare the RFQ and additionally, what would the cost be? Supt. Lavoie reported that yes and the cost cannot exceed \$30,000.

Vote: Unanimous

#18382

6. REPORTS OF THE COMMITTEE

7. OLD BUSINESS

a. District Committee Priorities

Ms. Fitzgerald wanted an update on the AEDs that were solar powered that were approved. Supt. Lavoie reported that he will follow-up at the next meeting with an update.

Mr. Surillo requested an update on the busing process of Whittier Vocational Technical High School. They own their own buses. Supt. Lavoie reported that he will have a conversation with the Supt. and report back at the next meeting.

b. Policy

8. NEW BUSINESS

No discussion

9. TABLED MATTERS

- *Position Title Change (Coordinator of Grants)*
- *Part-time to Full-Time Position (HR & Business Office Specialist)*

10. PERSONNEL CONSIDERATIONS/REPORT

a. Resignations

b. Leaves of Absence

c. Retirements

d. Appointments

e. Job Postings

- LTS for English Learner Instructor, February 27th-May 25th, LTS Hourly Rate
- LTS for Guidance Counselor, April-June, 2023, LTS Hourly Rate

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

2ND: Ms. Fitzgerald

Vote: Unanimous

#18383

- Dental Assisting Instructor, per CBA, SY2022-2023, To expand the fully staff Dental Department, New Position.

Supt. Lavoie reported that he would like to table this position

MOTION: Mr. Surillo moved to table the Dental Assisting Instructor position as presented

2ND: Ms. Marmol

Vote: Unanimous

#18384

- Post Graduate Survey Staff, to fulfill Perkins grant reporting requirements, Internal candidates-compensated at their current hourly rate, up to 80 hours of work between all staff hired, January-March, 2023, evening and weekend hours, Annual Position

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

2ND: Mr. Hatem

Vote: Unanimous

#18385

- Part-Time Medical Secretary/Office Assistant, \$30/hour, 18 hours per week, during morning school hours, Replacement for GLFHC Medical Assistant, New Position, (See Attached).

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

2ND: Mr. Hatem

Ms. Disla wanted to clarify if this person needs a license since the job description says license preferred. Supt. Lavoie reported that this candidate does not need a license. If someone has a license, it would be helpful.

Vote: Unanimous

#18386

Ms. Fitzgerald reported that she would like to see the appointments. She would also like to have the new Director of Facilities attend the next meeting. Ms. Marmol requested that we also provide all the Personnel that has retired, resigned, or took a leave of absence.

11. FUTURE AGENDA ITEM

- Ongoing Projects

Child Care

Supt. Lavoie reported that our goal is to open the 1st week of February. The cabinets are in and the countertops will be templated tomorrow. Electrical, pipe and sprinkler system are being worked on. The playground base is in and will not go in until the spring. We will put in a temporary turf for the winter months.

Four Winds

Supt. Lavoie reported that the bathroom door was put in. The glass door was also put in. We have not ordered any furniture as of yet, we are using the library chairs for now. We will paint them. If we don't like, then we can order new furniture.

Reggie Café

Supt. Lavoie reported that everything is done. They need to clean and get organized. The tabletops came in and need to be put on. We are also waiting for the pastry cabinet to come in.

Library

Supt. Lavoie reported that we are waiting for the furniture to come in.

Automotive

Supt. Lavoie reported that the brick work is almost done. The garage door should be in any day. The roof will be done soon as well. Ms. Fitzgerald wanted to clarify what the Automotive Project is. Supt. Lavoie reported that the additional space is designed to repair electrical vehicles. Ms. Marmol wanted to clarify when the Four Winds will be ready to be opened? Supt. Lavoie reported in about three weeks. Ms. Disla wanted to clarify why we are refinishing the tables and not ordering new furniture in the new Four Winds space. Supt. Lavoie reported that the new furniture has not been picked and ordered and anticipates it will take some time. Refurbishing the tables and chairs are a temporary solution.

Mr. Surillo reported that he would like an update of the hockey program from the Director of Athletics under future items. Principal Zielinski reported that we have an amazing staff member, Don Ouellette that takes the students to practice and brings them back. We have five students.

MOTION: Ms. Fitzgerald moved to enter in to Executive Session at 6:45PM

2ND: Mr. Hatem

Vote: Roll Call by District Recorder

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

#18387

Enter Executive Session

Enter Open Session

MOTION: Ms. Fitzgerald moved to approve the Paraprofessional Contract as presented

2ND: Mr. Surillo

Vote: Roll Call by District Recorder

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

#18395

MOTION: Ms. Surillo moved to approve the Clerical Contract as presented

2ND: Ms. Fitzgerald

Vote: Roll Call by District Recorder

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

#18396

13. ADJOURNMENT

MOTION: Mr. Surillo moved to adjourn at 8:20PM.

2ND: Ms. Fitzgerald


VOTE: Unanimous

#18397

Respectfully Submitted:

Minutes Reviewed:


Susan Lally
District Recorder


John N. Lavoie
Superintendent-Director