



**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1865  
MAY 9, 2023**

**Members Present:** Leo Lamontagne Lawrence Chairperson  
Thomas Mr. Hatem Methuen Vice Chairperson  
Marilyn Fitzgerald Andover Assistant Treasurer  
Zoila Ms. Disla Lawrence  
Vivian Marmol Lawrence  
Francisco Surillo Methuen  
William Tarbox North Andover

**Members Absent:**

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

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**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 (present), Mr. Surillo (present), Ms. Marmol (present), Mr. Tarbox (present), Mr. Lamontagne (present).*

Chairman Lamontagne reported that the Governor has extended Zoom meetings and this Committee will continue to take advantage of them as needed.

**2. STUDENTS REPORT**

Jason Mora presented the student report. Today we have two home games 4-6pm varsity girls’ softball vs mystic varsity regional and a home tennis match. Tomorrow we have four home games: varsity softball varsity volleyball and varsity baseball and two away games: freshman boys’ volleyball freshman girls’ softball Last Friday, May 5th we observed a Day of Silence which was a national day of action to raise awareness of effects of bullying and harassment of the LGBTQ community. Poetry Slam occurred in the library-April nation poetry month. The Class of 2026 is hosting a yard sale on Sat May 20<sup>th</sup> on the front lawn GLTS to which everyone is invited. The last week of April 25 of our students have been competing with over 2000 other students from MA in Skill USA State Conference the results of which three students received gold, one student received bronze. Olivia was selected as a national voting delegate and will represent GLTS at the national leadership and skills conference. Ms. Fitzgerald asked if we’ll be doing the Jeopardy contest this year to which Principal Zielinski informed the Committee it is scheduled to be “revealed” tomorrow at our faculty meeting and will be presented at the Committee’s next meeting.

**3. MINUTES**

a. Minutes from April 25, 2023

**MOTION:** Ms. Fitzgerald moved to approve the minutes of April 25, 2023

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

**Vote:** Unanimously Approved

#18502

#### **4. 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>: Ms. Fitzgerald

**Vote:** Unanimously Approved

#18503

*b. Consolidated Cash Reconciliation Report*

No Discussion

*c. Revolving Fund Report*

No Discussion

*d. Budget Report*

#### **5. EXCEPTIONAL REGGIE REPORT**

Superintendent Lavoie presented Brady Dunn with a certificate for being the Exceptional Reggie. Brady has a 3.88 GPA and is an Eagle Scout in the Boy Scouts of America completing over 20 badges ranging in difficulty and participated in hundreds of hours of community service. He is currently working in a Co-op position for Automotive Technology in the service department at Gervais Ford dealership in Ayer, MA and will be attending PA College of Technology in the fall. Mr. Tarbox asked Brady which Troop he was in to which Brady answered Troop 73. Brady addressed the Committee stated he joined scouting in 1<sup>st</sup> grade for Cub Scouts continuing on into Boy Scouts in 6<sup>th</sup> grade. He recently completed his Eagle project building a 73 ft boardwalk in a local reservation area in which he organized the procurement of permits, raised money, purchased the lumber and obtained volunteers.

#### **6. COMMUNICATIONS**

*a. Donations*

None

*b. Articles*

None

*c. Public Participation*

None

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

*a. Equity Audit Report*

Superintendent Lavoie and Principal Zielinski reported on the Equity Audit Report which the Committee had received at the last meeting on April 25, 2023. Superintendent Lavoie stated the report was completed in March going through a presentation of slides which were included in SC members packets. Superintendent Lavoie stressed that this would allow equal opportunities for students in all programs. Principal Zielinski continued with the slide presentation pointing out highlights relative to the work of the instructional leadership and administrative teams. Chairman Lamontagne mentioned that the meeting packet indicated a vote was required on this. Superintendent Lavoie said we're not voting on it this evening and we'll work with the committee to

come up with an Equity Policy for the school at which time we'll vote. Ms. Fitzgerald stated that this is a wonderful, ambitious report but is there a financial piece to this to move forward; and if so, has it been included in the budget starting July 1<sup>st</sup>? Superintendent Lavoie responded that some of the work will be done through our professional development plan and we do have funding in next year's budget. The 5-year strategic plan will outline some of the ways this initiative will be funded over the next 5 years.

*b. Review of Capital Improvement Funding*

Superintendent Lavoie updated the District Committee on the new Capital Improvement Funding. At the request of cities and towns, we'll be reducing our request from 1.5 million dollars to 1.0 million dollars which requires a vote by the Committee to reduce the non-foundation budget.

**MOTION:** Mr. Surillo moved to approve the new Capital Improvement Funding as presented.

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

**Vote:** Unanimously Approved

#18504

Ms. Disla asked if the request came from Lawrence only? Superintendent Lavoie stated they had started it and were the most interested in seeing the change as it will affect them more. Ms. Fitzgerald voiced her concern about the paving project asking if that money would be directly impacted by this? Superintendent Lavoie responded it shouldn't have an impact on the paving as that is being funded from our E&D account. Ms. Fitzgerald asked about the time frame to spend E&D money? Superintendent Lavoie replied that a time frame was not involved as long as it was under 5%. Mr. Surillo asked what the impact for Methuen would be? Superintendent Lavoie responded between \$100,000 and \$120,000 more.

*c. Co-Op Report*

*d. June Calendar*

*e. Wellness Policy*

The Committee was asked to review the new Wellness Policy in preparation for a vote at the next meeting on May 23, 2023. Superintendent Lavoie stated our present policy has been revised to improve the wellness of our students and staff. He requested the SC members read through the information and will ask the SC to vote on it in a couple of weeks.

*f. Aviation Hangar Update*

Superintendent Lavoie updated the District Committee on the Hangar for the Aviation Program stating the City of Lawrence has approved the hangar purchase for GLTS with no strings attached. It's on the airport commissions agenda for approval on Tuesday, May 16<sup>th</sup> at 6:30PM. Ms. Marmol asked if the SC would have access to see the drafted contracts. Superintendent Lavoie said a contract would be written up for Greater Lawrence and the city allowing our use of it once approved by the airport commission. Our goal is to purchase it back from the city once our Charter is changed. Ms. Marmol questioned if there would be language in the contract relative to how much the school would be buying it back from the city to avoid the doubling of fees in the interim? Superintendent Lavoie replied we'll request to purchase it at the cost paid by the city. Mr. Surillo asked if meetings were set with the towns regarding the charter change? Superintendent Lavoie replied not yet as we haven't met yet with Representative Moran and our attorney yet. Once we outline the process and the potential bill, we'll talk with the cities and towns.

*g. Exit Interviews*

Superintendent Lavoie recommended presenting his update to the District Committee on Exit Interviews in Executive Session.

**MOTION:** Ms. Fitzgerald moved to bring the update on Exit Interviews to Executive Session.

**2<sup>nd</sup>** Mr. Hatem

Vote Unanimously Approved  
#18505

*h. Out of State Travel-Skills*

Superintendent Lavoie informed the Committee that Ms. Kristine Smith, English Teacher and Skills Advisor is requesting travel for (2) teachers and (4) students to travel to the Skills USA National Conference in Atlanta Georgia June 19-24, 2023, for a total cost of \$14,620.00.

**MOTION:** MS Fitzgerald moved to approve the out of state travel for (2) teachers and (4) students to travel to Skills USA National Conference in Atlanta, Georgia June 19-24, 2023, as presented.

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

**Vote:** Unanimously Approved  
#18506

**8. REPORTS OF THE COMMITTEE**

**9. OLD BUSINESS**

*a. District Committee Priorities*

*b. Policy*

**10. NEW BUSINESS**

**11. TABLED MATTERS**

a. Out of State Travel

- The Committee received an updated Out of State Travel Form and documentation.

**MOTION:** Mr. Surillo moved to take the updated Out of State Travel Form and documentation off the table

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

**Vote:** Unanimously Approved  
#18507

**MOTION:** Ms. Fitzgerald moved to approve out of state travel for Ms. Naira Melkonian, ATC to travel to the NATA Clinical Symposia, Indianapolis, IN

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

#18508

Ms. Fitzgerald remarked that this documentation was very different from the original one. While she voted to approve it, she doesn't want this request to occur on an annual basis.

Unanimously Approved

b. Monthly DC Meetings

**MOTION:** Ms. Fitzgerald moved to take the Monthly DC Meetings off the table.

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

Unanimously Approved  
#18509

Superintendent Lavoie recommended leaving this item on the table.

**MOTION:** Ms. Fitzgerald moved to leave this item on the table.

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

Unanimously Approved  
#18510

## 12. PERSONNEL CONSIDERATIONS/REPORT

### *a. Resignations*

School Adjustment Counselor, Special Education

### *b. Leaves of Absence*

### *c. Retirements*

### *d. Appointments*

- Mr. Mark Barron, Custodian/Maintenance (Salem, NH)
- Mr. Victor Woodroffe, Director of IT (Quincy, MA)

### *e. Job Postings*

(Informational)

- BIOOC (Black, Indigenous and People of Color) Faculty Advisory Committee Facilitator, annual position
- Juntos Podemos, (1) teacher, (1) paraprofessional needed to facilitate, up to (2) teachers or paraprofessionals to support the implementation of Juntos Podemos, annual positions
- English Language Development Curriculum Scope and Sequence Project, up to (5) teachers, annual positions
- CPO (certified Pool Operator) (2), replacement positions
- Administrator Assistant for the Director of Facilities, replacement position
- (2) Custodians/Maintenance, replacement positions
- Curriculum Development (4) teachers, annual positions
- Summer Elective Development, annual positions

### **(New Position)**

- Coordinator of Curriculum, MTSS and Professional Learning, MAPSA Contract, SY23-24, New Position (See Attached)

Superintendent Lavoie informed the Committee that this position is necessary due to the required workload to implement the new equity plan that impacts our curriculum, MTSS work and our professional learning. This individual will work closely with all administrators and staff relative to the work outlined in our equity plan. Having someone leading this work is critical for its success.

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

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

Mr. Surillo asked if this was similar to what Ms. Stafford is doing? Superintendent Lavoie responded no it is not. Ms. Disla questioned what the requirements for the position. The job credentials were not listed. Superintendent Lavoie stated it requires a master's degree and several years of experience. Principal Zielinski added that an administrator's position requires a master's degree, license, and experience. Ms. Disla questioned if that information was supposed to be included in their packet and Mr. Surillo mentioned that the Committee was to receive the job posting of a new position. Superintendent Lavoie responded that it hasn't been posted yet because that requires a vote by the Committee. Ms. Fitzgerald recommended approving it given the increase in the number of new students. Mr. Surillo agreed it needs to be approved but with the premise that the Committee reviews the posting. Superintendent Lavoie stated he would email the posting tomorrow. Chairman Lamontagne stressed that no changes can occur after this evening's vote, anything emailed tomorrow would be for informational purposes only. Ms. Disla asked what the salary would be? Superintendent Lavoie responded they will be hired under a contract and placed on a salary schedule, between Step 7 & Step 9 – 124/129 on the salary range. Superintendent Lavoie stated if any Committee member feels something in the posting needed to be changed, it wouldn't be posted and it would be brought back to the next SC meeting. Ms. Fitzgerald was surprised this wasn't posted sooner where this was in the budget and given the length of time involved to hire someone by July 1st. Mr. Hatem asked if what they received would be the official job description? Chairman Lamontagne reiterated that if it received a favorable vote this evening, it wouldn't stop the process. It would need to be addressed at our next meeting. Ms. Disla wants it noted that she agrees we need the position but will

not vote for it due to the fact that information is missing.

**Vote:** Roll Call by District Recorder

Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Ms. Disla	No
Mr. Hatem	Yes
Mr. Surillo	Yes
Ms. Marmol	Yes
Mr. Lamontagne	Yes

6 Yes, 1 No

Motion Carries

#18511

**13. FUTURE AGENDA ITEM**

**14. MOTION:** Ms. Fitzgerald moved to enter into Executive Session at 6:57PM

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

**Vote:** Roll Call by District Recorder

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

#18512

**15. MOTION:** Mr. Surillo moved to put under Superintendent’s Report a policy change that new hires agree their exit interviews would be made public/check yes or no

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

**VOTE:** Unanimously Approved

#18515

**16. ADJOURNMENT**

**MOTION:** Ms. Fitzgerald moved to adjourn at 8:17 PM.

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

**VOTE:** Unanimously Approved

#18516

Respectfully Submitted:



Cheryl Dennis  
District Recorder

Minutes Reviewed:



Superintendent Lavoie N. Lavoie  
Superintendent-Director