



**DISTRICT COMMITTEE  
OPEN MEETING MINUTES  
MEETING #1866  
May 23, 2023**

**Members Present:** Leo Lamontagne                      Lawrence                      Chairperson  
Thomas Hatem    Methuen                      Vice Chairperson  
Marilyn Fitzgerald                                      Andover                      Assistant Treasurer  
Zoila Disla    Lawrence  
Francisco Surillo    Methuen

**Members Absent:** Vivian Marmol                      Lawrence

**Others Present:** John N. Lavoie                      Superintendent-Director  
Susan Zielinski    Principal  
Melissa Martel    Director of Finance  
Gerry DiStefano    Treasurer  
Cheryl Dennis    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 (present), Mr. Surillo (present), Ms. Marmol (absent), Mr. Tarbox (present), Mr. Lamontagne (present).*

**2. MINUTES**

**MOTION:** Ms. Fitzgerald moved to approve the May 9, 2023, minutes as presented.  
**2<sup>nd</sup>:** Mr. Hatem  
**Vote:** Unanimously Approved  
#18517

**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:** Unanimously Approved  
#18518

Superintendent Lavoie updated the Committee about the ongoing resolution of the microphones.

*b. Consolidated Cash Reconciliation Report*  
No Discussion

*c. Revolving Fund Report*

No Discussion

*d. Budget Report*

No Discussion

Ms. Fitzgerald asked if the fire related services from ADI of \$41,000 would be used for repairs or replacement of existing items or for new construction? Superintendent Lavoie indicated that it was for the fire alarm and data security/Fidelity grant: equipment for electrical low voltage program for students.

#### **4. COMMUNICATIONS**

*a. Donations*

- The Oedel Foundation is pleased to award Greater Lawrence Technical School with a \$250,000 grant to purchase Robotics and Automation Equipment. The Foundation is dedicated to supporting educational programs that translate to near term employment in professions with career advancement opportunities. Funding the new equipment aligns with our goals by expanding student access to career in Smart manufacturing.

Ms. Fitzgerald questioned if this was listed in the right category and whether we had applied for it or was it given to us. Is it a true donation? She never saw one listed under donations before. Superintendent Lavoie said it came from a foundation that contacted GLTS to support the robotics automations program. We did not seek it. This represents one payment of two more in the same price range which will be coming to us.

- Greater Lawrence Technical School was one of 300 school from 36 states across the country to receive a \$5,000 grant through the Laura Bush Foundation for America's Libraries.

*b. Articles*

None

*c. Public Participation*

None

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

*a. Wellness Policy*

Superintendent Lavoie updated the Committee on the Wellness Policy which the Committee received at the May 9<sup>th</sup> meeting to review before voting on this evening. If approved tonight, Ms. Fitzgerald wants to see others going forward dated as she's previously requested.

**MOTION:** Ms. Fitzgerald moved to accept the policy as submitted with the inclusion of today's date.

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

**Vote:** Unanimously Approved

#18519

*b. Strategic Plan*

Superintendent Lavoie presented the final goal presentation emphasizing the fact that everyone in the building weighed in on it. He requested that the Committee look it over for the next couple of weeks after which a vote will be taken at the next meeting. He invited SC members to contact him with any recommendations you feel should be added. Ms. Fitzgerald commented that it was wonderful and ambitious but questioned in what manner and how often the Committee and the community would be notified on the progress of the plan? Superintendent Lavoie referred to the last page of the presentation plan which addresses financial considerations indicating we intend to include a line item of \$50,000 to ensure the implementation and follow through. There will be ongoing meetings with the focus area committees and he will provide the SC with an update report bimonthly.

An outline for the implementation will be included in the Strategic Plan. Mr. Hatem questioned what the \$50,000 was for. Superintendent Lavoie responded that it could be for stipends, materials, consultants, pretty much anything but the specifics would be determined in the implementation plan. Mr. Hatem questioned how did you get to \$50,000. Superintendent Lavoie said it's an estimate. Some money is already built into next year's budget. Superintendent Lavoie proceeded to review a slide presentation that was included in SC member packets. Mr. Surillo indicated he was missing some of the documents being shown on the screen relative to core strategies. Superintendent Lavoie said he would send them to him. Mr. Surillo asked if number 11 under the Core Strategies slide was for adult programs to which Superintendent Lavoie responded that he would be adding more bullet points to this and would send it to them. Mr. Surillo was specifically concerned with citizenship and asked if we will partner with an organization that addresses citizenship for adult learners? Superintendent Lavoie answered yes and stated we'll be looking at all of our programs and where we can build more relationships with the organizations we work with. Superintendent Lavoie said the slides being shown were simply a highlight.

**MOTION:** Mr. Surillo made a formal motion that all committee members receive a copy of the PowerPoint presentation.

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

**Vote:** Unanimously Approved

#18520

*c. Superintendent Lavoie's Evaluation*

Supt. Lavoie reported that he will email an electronic version of it to SC members along with last years.

Chairman Lamontagne asked when it was due back? Superintendent Lavoie said the SC needs to decide who you want to send it to, Susan Lally or Director.

**MOTION:** Ms. Fitzgerald moved that SC members receive an electronic version of this year's evaluation along with last year's submission and we submit them to Susan Lally to be compiled with the Chairman.

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

**Vote:** Unanimously Approved

#18521

*d. Out of State Travel*

Mr. Michael Nelson, Athletic Director is requesting to travel to the National Athletic Directors Conference, December 15-19, 2023, in Orlando, Florida, Cost: \$3,145.00.

**MOTION:** Ms. Fitzgerald moved to approve with the correction of the hotel rate.

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

**Vote:** Unanimously Approved

#18522

Ms. Fitzgerald referenced the hotel rate believing it's not \$2,000 a night for four nights but \$500 a night for 4 nights equaling \$2,000. She requested it be corrected and continued that while it was a wonderful opportunity, she doesn't want it to become an annual request.

*e. Out of State Travel*

Mr. Tony Sarkis, Phys. Ed. Instructor and Head Football Coach will be travelling to Exeter High School, Exeter, NH on July 15<sup>th</sup> for a 7 v 7 Tournament. Total Cost: \$500 Registration Fee.

**MOTION:** Ms. Fitzgerald moved the recommendation.

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

Unanimously Approved

#18523

## 6. REPORTS OF THE COMMITTEE

### 7. OLD BUSINESS

#### a. District Committee Priorities

#### b. Policy

Section B: BEC-Executive Sessions

**MOTION:** Ms. Fitzgerald moved the recommendation knowing it has been reviewed by our two-person committee

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

**Vote:** Unanimously Approved

#18524

### 8. NEW BUSINESS

Ms. Fitzgerald recommended the SC meet in the other room for the rest of the year due to the sound issues we're experiencing in this location. Chairman Lamontagne shut off a fan which alleviated the problem and Ms. Fitzgerald consequently withdrew her recommendation provided the fan remain off.

### 9. TABLED MATTERS

#### *Monthly SC Meetings*

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

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

**Vote:** Unanimously Approved

#18525

Ms. Fitzgerald feels we should try it for 2 to 3 months beginning in September. Mr. Surillo said he was still opposed as we have a lot of things to deal with. Chairman Lamontagne indicated he'd like to try it, perhaps doubling up on some months. He didn't feel a temporary trial would cause any harm.

**MOTION:** Ms. Fitzgerald moved to begin a trial basis of 1 meeting a month starting in October for a trial of 3 months with a review in December.

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

Mr. Hatem wants to see a schedule for the meetings which Superintendent Lavoie said he would provide.

**Vote:** Roll Call by District Recorder

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

6 yes', 1 no

Motion Carries

#18526

### 10. PERSONNEL CONSIDERATIONS/REPORT

#### a. Resignations

#### b. Leaves of Absence

#### c. Retirements

#### d. Appointments

*e. Job Postings*

*Informational:*

Summer Positions: (1) Painter, (4) Electricians, (2) Plumbers, (4) Carpenters, and (2) Landscapers, Per CBA, Annual Positions.

EL Summer Program, up to (4) Teachers and (4) Paraprofessionals to support the EL Summer Program, Annual Positions.

*New Positions:*

**(2) Guidance Records Scan/Destruction Positions**, part-time summer help (Two staff members to scan records and destroy old cumulative files), \$30.00/hr., New Position.

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

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

Ms. Fitzgerald thought something similar came before the Committee previously and questioned why it was listed as a new position? Superintendent Lavoie responded we haven't done it with guidance records before.

**Vote:** Unanimously Approved

#18527

**Grading for Equity Implementation Focus Group**, up to (8) faculty staff members needed to develop an implementation plan for the SY 2023-2024, Stipend \$500, New Position (The Grading for Equity Implementation Committee will work in collaboration with administrative team members from the end of the school year in June throughout the month of August to develop and plan for the implementation of equitable grading practices for the 2023-2024 school year. The committee members will provide staff input and perspective to the development of an implementation plan)

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

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

**Vote:** Unanimously Approved

#18528

**(3) Assistant Teachers for Child Care Center**, Mon-Friday, 7:00am-3:30pm, 10-month position, \$22.00/hr., Sept, 2023, New Positions (See Attached)

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

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

Ms. Fitzgerald asked if these were being posted due to preregistration needs or an anticipated need? Superintendent Lavoie responded that it was a bit of both.

Unanimously Approved

#18529

**(1) Custodian/Maintenance**, per Custodian Contract, SY23-24, New Position (see attached)

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

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

Unanimously Approved

#18530

**(1) School Counselor**, per CBA, SY2023-2024, New Position (see attached)

**MOTION:** Ms. Fitzgerald moved the recommendation.

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

Unanimously Approved

#18531

**11. FUTURE AGENDA ITEM**

**12. EXECUTIVE SESSION**

**MOTION:** Ms. Fitzgerald moved to enter in to Executive Session at 6:55PM

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

**Vote:** Roll Call by District Recorder

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

#18532

**MOTION:** Ms. Fitzgerald moved to approve the Memoranda of Understanding with the administrator’s union

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

**Vote:** Roll Call by District Recorder

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

2 Yes’, 4 Nos  
Motion does not carry  
#18533

**13. ADJOURNMENT**

**MOTION:** Mr. Surillo moved to adjourn at 7:24PM.

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

**VOTE:** Unanimously Approved

#18537

Respectfully Submitted:



Cheryl Dennis  
District Recorder

Minutes Reviewed:



John N. Lavoie  
Superintendent-Director