



**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1874
November 8, 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
William Tarbox North Andover

Members Absent:

Others Present: John N. Lavoie Superintendent-Director
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 (present), Mr. Tarbox (late arrival), Mr. Lamontagne (present).

2. MINUTES

a. Minutes from October 10, 2023
MOTION: Ms. Fitzgerald moved to approve the minutes of October 10, 2023
2ND: Mr. Hatem
VOTE: Unanimously Approved w/o Mr. Tarbox
#18529

3. FINANCE REPORT

a. Cash Balance Report
Chair. Lamontagne informed District Committee members that an updated sheet had been handed out this evening by Mr. DiStefano
MOTION: Mr. Surillo moved to approve the Cash Balance Report as presented.
2ND: Ms. Fitzgerald
VOTE: Unanimously Approved w/o Mr. Tarbox
#18530

b. Consolidated Cash Reconciliation Report

c. Revolving Fund Report

d. Budget Report

Ms. Fitzgerald referenced an amount for \$250,000 on the Budget Report and questioned if ESSA money was available or incumbered to which Ms. Martel responded she didn't have the exact figure. Ms. Martel responded that GLTS has enough funds in the ESSA Grant.

e. Budget Transfers

Ms. Martel went reviewed the budget transfers.

MOTION: Ms. Fitzgerald moved to approve the Budget Transfers as presented.

2ND: Mr. Surillo

VOTE: Unanimously Approved w/o Mr. Tarbox

#18531

Ms. Fitzgerald expressed her appreciation for the new format.

Ms. Disla initiated some conversation relative to credit and debt line items which Ms. Martel acknowledge was a bit confusing. Supt. Lavoie stated both he and/or Ms. Martel would be happy to meet with any District Committee members to provide clarification.

f. Federal and State Grant Manual

Ms. Martel updated the District Committee on the Federal and State Grant Manual strongly recommending the establishment of the proposed procedural manual. Indicating this would be the final document she stated 80-85% of it's contents was straight from DESE.

This is our final document.

MOTION: Ms. Fitzgerald moved to approve the Federal and State Grant Manual

2ND: Ms. Disla for discussion

Stating there's a lot of material to read, Ms. Disla requested more time to go through everything. Ms. Martel said it was for informational purposes only, making District members aware of the fact that GLTS has a procedure in place. Ms. Fitzgerald commented that she'd like it dated if and when approved; and she's grateful the Dept. of Ed. supplied a template alleviating the need to pay our attorney to create something. She went on to say she was comfortable voting on this tonight where this format is utilized by all. Ms. Marmol questioned if this had always been required did GLTS have an existing manual; and if not, why hadn't one been in place? Indicating it's not necessarily required, Ms. Martel responded she'd never seen one at GLTS but we should have one specific process in place when applying for grants and this standard document is currently used by most districts. Ms. Marmol expressed her opinion that District Committee members should have enough time to read items of this nature; and where this is not required, they should be given more time to review it. Ms. Fitzgerald withdrew her motion.

MOTION: Ms. Marmol moved to table this matter.

2ND: Mr. Hatem

VOTE: Roll Call by District Recorder

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

Motion Passed

5 Yes, 2 No

#18532

4. COMMUNICATIONS

a. Donations

b. Articles:

The Healey-Driscoll Administration Awarded \$10 million to Expand Career Technical Training Opportunities for More than 1,200 Young People and Adults.

Supt. Lavoie informed the District Committee that GLTS received \$704,000 from this grant award which will support several of our programs.

c. Public Participation

Julio Mejia of 1088 Essex Street, Lawrence, MA addressed the District Committee expressing his gratitude to the voters of Lawrence for electing him to the District Committee representing Lawrence. He looks forward to working with District Committee members in January.

5. REPORTS OF THE SUPERINTENDENT-DIRECTOR

a. Legislative Breakfast

Supt. Lavoie updated the District Committee on the Legislative Breakfast that will be held on December 8th, at 8:30am in the Four Winds Restaurant. Supt. Lavoie reported that all District Committee members should have received an invitation as well as all state legislators, mayors, town managers and superintendents from our four communities. Mr. Surillo asked if city councilors had been invited to which Supt. Lavoie responded no but GLTS is happy to extend an invitation if the District Committee wants that. Mr. Surillo voiced his opinion that they should be invited. Supt. Lavoie stated the agenda is to talk about the vision of GLTS gaining their support to move forward in our programs providing more opportunities for our students. Stressing the need for their support he feels competent GLTS will successfully accomplish that.

b. Van/Minibus Policy

Supt. Lavoie updated the District Committee on the Van/Minibus Policy.

We have some vans and minibuses to transport students for our Chapter 74 Program during the day for our plumbing and electrical, medical and dental programs. We've updated our policy to improve the safety procedures and policies for our vans. He stated he'd like them review it over the next few weeks and vote on it at the next meeting.

MOTION: Mr. Surillo moved to table this matter.

2ND: Ms. Fitzgerald

VOTE: Unanimously Approved

#18533

Ms. Fitzgerald asked if this included buses for athletics to which Supt. Lavoie responded yes.

Ms. Fitzgerald suggested general language addressing all vans and buses be used rather than specific van numbers. She also requested the adoption date of the policy be included. Ms. Disla requested the addition of two lists to the checklist; one for the driver when taking off and one when returning which Supt. Lavoie agreed to. Mr. Hatem said mechanical problems issues should be listed on the bottom. Supt. Lavoie said no one should take a van out that has an issue and language will be added to the document articulating that.

c. Open House

Supt. Lavoie updated the District Committee on the Open House that was held on Sunday, November 5th which was attended by roughly 2,000 people. He stated it was very well organized and a lot of parents filled out applications. Ms. Marmol asked if GLTS had a process to gain feedback from parents and students as to how their experience was and their suggestions for improvements? Supt. Lavoie responded GLTS does not but he liked that suggestion and indicated GLTS may put that in place for the next open house.

d. Update on the Aviation Program

Supt. Lavoie updated the District Committee on the Aviation Program

Referencing an email recently sent out, Supt. Lavoie shared with District members he had met with the Dept. of Education and discussed the aviation program. They didn't realize we hadn't yet received final approval from the FAA. We're working on completing the documentation for the FAA and we've started the process for a formal application and then we'll need to schedule our meeting with the FAA. The Dept. of Education requested we delay exploratory classes for students for this program until we have approval for certification of the program which I agreed to. Supt. Lavoie feels GLTS is well ahead of the game but the FAA itself is slow to process on their and their consultant has been away. Ms. Marmol asked what the turnaround time was for the FAA to provide approval? Supt. Lavoie reported that GLTS does have support at the highest level, he may reach out to them. Ms. Marmol requested a specific timeline addressing what is left and required to get this program up and running. Mr. Surillo reported that we are actually waiting for the meeting with FAA and it's not due to anything on school side but on the FAA. Ms. Disla questioned if a timeline would exist after that meeting to which Supt. Lavoie responded yes.

e. Update on "After Dark During the Day"

Supt. Lavoie updated the District Committee on After Dark During the Day Program.

(Mr. Surillo exited the meeting at 6:39)

Supt. Lavoie stated this program would provide access for another 600 students. He'll be meeting with attorneys on Monday to get a bill going to get this off the ground which includes looking at different options to buy the property. Supt. Lavoie reported that he met with the Commissioner of Education last week who likes the idea and what we're trying to do. He supports this. Ms. Marmol questioned if the owners of the Elks were considering other buyers to which Supt. Lavoie indicated there are a number of people that have approached them to purchase the property but they're most interested selling it to GLTS. The key is to help them find a new, smaller location.

f. Update on Little Reggies

Supt. Lavoie updated the District Committee on the Little Reggies

Referencing a report in their packet he said it was going exceptionally well and the students and teachers love it.

g. November Calendar

Supt. Lavoie updated the District Committee on the Middle School Counselors Breakfast that took place on October 19, 2023 at 9:00am in the Four Winds.

Calendar of events for November. Thanksgiving recess coming up.

6. REPORTS OF COMMITTEE

7. OLD BUSINESS

a. District Committee Priorities

b. Policy:

Section B: BG-School Committee Policy Development

MOTION: Ms. Fitzgerald moved to approve Section B: BG-School Committee Policy Development

2ND: Mr. Hatem

VOTE: Unanimously Approved w/o Mr. Surillo

#18534

8. NEW BUSINESS

9. TABLED MATTERS

10. PERSONNEL CONSIDERATIONS/REPORT

- a. Resignations
- b. Leaves of Absence
- c. Retirements
- d. Appointments

- Erin Mulholland, Special Education School Adjustment Counselor, Effective 10/17/23
- Jacob Murphy, Library Technical Services Assistant, Effective 11/6/23

e. Job Postings

- **Part-Time Workforce Development Program Manager**, New Position, Effective December 1, 2023, \$45,000-to be supported through a contract with the Commonwealth Corporation Workforce Competitiveness Trust Fund Medical Assistant Grant for three years and Massachusetts Clean Energy Center Equity Workforce Grant for three years. Both Contracted. (Job Description Attached)

MOTION: Ms. Fitzgerald moved to approve the posting as presented.

2ND: Mr. Hatem

VOTE: Unanimously Approved w/o Mr. Surillo

#18535

Supt. Lavoie stated this particular position is being funded by the Commonwealth Cooperation. This position is unique to GLTS as typically this work is performed by MA Hire. We're handling it because it allows us to build better relationships between employers and GLTS which in turn aids our efforts to secure employment for our students. Ms. Fitzgerald questioned if this individual would be locked into that salary for 6 years? Supt. Lavoie pointed out it's a three-year position.

- **Commercial HVAC Technician, New Position** (Job Description Attached)

MOTION: Ms. Fitzgerald

2ND: Ms. Marmol

VOTE: Unanimously Approved w/o Mr. Surillo

#18536

- **Assistant Superintendent/Director of Communications**, New Position (Job Description Attached)

Supt. Lavoie stated this individual would be working with myself and members of our administrative team. This is simply being put forward to the Committee tonight, we're not looking for a vote this evening. Supt. Lavoie proceeded to review the various projects this individual would be involved in. Mr. Tarbox asked if it would be a permanent position; and if the Supt. were to retire, would this individual slide into that position? Supt. Lavoie stated the intention is to initially create a 3-year position. There is a separate process in place for the hiring of a Superintendent when that becomes necessary. Ms. Disla asked if someone wasn't already handling GLTS communications process. Supt. Lavoie stated that a marketing person was needed which this individual could take on some of that. Currently those responsibilities are spread out among several people. Ms. Marmol feels GLTS should hire someone just for communications. Supt. Lavoie stated that because of the work they'll be performing they'll be working with people at the highest level outside and we want them to have the authority and respect of those individuals when meeting with them when I'm unable to. Ms. Marmol said she wasn't opposed to the Asst. Superintendent position but again feels the communication

position should be a position in itself, they should be separate. Supt. Lavoie said the title of Director of Communication was being removed and he's only interested in the Asst. Superintendent position at the moment. Mr. Hatem indicated that before bringing this for a vote before the Committee he'd like answers at another time relative to whether or not this individual would be responsible for evaluations of others and what the chain of command would be. Supt. Lavoie responded that organizationally, they would fall under the Superintendent and not oversee other administrators, they'd simply be working on things that move the school forward to strengthen the programs of GLTS. They will not have the authority to evaluate staff members. The salary would fall just between \$150,000-\$155,000 range.

MOTION: Ms. Fitzgerald moved to table this matter.

2ND: Ms. Disla

VOTE: Unimanually Approved w/o Mr. Surillo

#18537

MOTION: Ms. Marmol moved to receive a Grading Policy report.

2ND: Ms. Disla

VOTE: Unanimously Approved w/o Mr. Surillo

Supt. Lavoie said he'd be happy to provide them with a report indicating what has been successful and what has been challenging.

18538

Ms. Marmol asked why the faculty dress code was removed from tabled matters. Supt. Lavoie was not sure why that had occurred. Ms. Marmol asked what was causing the delay. Supt. Lavoie indicated it's been difficult to get people on the committee stating he'd present something at the next meeting and it would be placed back on tabled matters. Ms. Marmol asked what happens if individuals do not participate on the committee? Will it disappear? Supt. Lavoie said he was hoping to obtain staff feedback as opposed to implementing a directive. Ms. Marmol stated she wanted to address this topic but it's continuously being tabled. When it does come up again, she wants it noted that she personally witnessed staff wearing inappropriate clothing – way too short shorts. Ms. Marmol asked who was responsible for the agenda to which Supt. Lavoie responded himself and his staff indicating it had been unintentionally removed. Ms. Marmol requested it be added back to tabled matters stressing when a Committee member makes a request, something needs to be placed on the agenda indicating that request was made. She mentioned this because she previously requested information relative to transfer students; and it just disappears if I don't remember it or fail to bring it up again herself. If a District Committee makes a request something, it needs to be on the agenda under the Report of the Committees. Supt. Lavoie stated he'd look back at the minutes relative to the shops.

11. FUTURE AGENDA ITEM

12. EXECUTIVE SESSION

MOTION: Ms. Fitzgerald moved to enter Executive Session at 7:18PM

2ND: Mr. Hatem

VOTE: Roll Call by District Recorder

Mr. Tarbox Yes

Ms. Fitzgerald Yes

Ms. Disla Yes

Mr. Hatem Yes

Ms. Marmol Yes

Mr. Lamontagne Yes

#18539

Enter Executive Session
Enter Open Session

13. ADJOURNMENT

MOTION: Ms. Marmol moved to adjourn at 7:35PM

2ND: Ms. Fitzgerald

VOTE: Unanimously Approved w/o Mr. Surillo
#18541

Respectfully Submitted:



Cheryl Dennis
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director