



**DISTRICT COMMITTEE
OPEN MEETING MINUTES
MEETING #1878
February 13, 2024**

Members Present:

Thomas Hatem	Methuen	Assistant Chairperson
Marilyn Fitzgerald	Andover	Treasurer
Zoila Disla	Lawrence	
Julio Mejia	Lawrence	
Edinson Mercedes	Lawrence	
Bradley Jones	Methuen	
William Tarbox	North Andover	

Members Absent:

<u>Others Present:</u>	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 Hatem called the meeting to order at 6:00PM
Roll Call by District Recorder: Ms. Fitzgerald (present), Ms. Disla (present), Mr. Jones (present), Mr. Mejia (present), Mr. Mercedes (present), Mr. Tarbox (present), Mr. Hatem (present).

2. MINUTES

a. Minutes from January 9 and 23, 2024

MOTION: Ms. Fitzgerald moved to approve the minutes of January 9, 2024.

2ND: Mr. Tarbox

Roll Call by District Recorder

Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Ms. Disla	Yes
Mr. Jones	Yes
Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Hatem	Yes

VOTE: Unanimous

#18577

MOTION: Ms. Fitzgerald moved to approve the minutes of January 23, 2024.

2ND: Mr. Jones

Roll Call by District Recorder

Mr. Mercedes	Yes
Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Ms. Disla	Abstained
Mr. Jones	Yes
Mr. Mejia	Yes
Mr. Hatem	Yes

VOTE: Unanimous

#18578

3. FINANCE REPORT

a. Cash Balance Report

Chair Hatem requested Mr. DiStefano explain the MMDT account for the benefit of our new District Committee members.

MOTION: Ms. Fitzgerald moved to approve the Cash Balance Report as presented.

2ND: Mr. Jones

Roll Call by District Recorder

Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Ms. Disla	Yes
Mr. Jones	Yes
Mr. Hatem	Yes

VOTE: Unanimous

#18579

b. Consolidated Cash Reconciliation Report

c. Revolving Fund Report

d. Budget Report

e. Budget Transfers

Ms. Martel updated the District Committee on the Budget transfers.

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

2ND: Mr. Jones

Roll Call by District Recorder

Mr. Jones	Yes
Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Ms. Disla	Abstained
Mr. Hatem	Yes

VOTE: Unanimous
#18580

f. Revolving Account

Ms. Martel updated the District Committee on establishing a revolving account for Circuit Breaker
Ms. Fitzgerald questioned if this has just been in the general ledger up until now to which Melissa responded she hadn't seen an account for this and this will establish one.

MOTION: Mr. Mercedes moved to approve the Revolving Account as presented.

2ND: Mr. Mejia

Roll Call by District Recorder

Ms. Disla	Yes
Mr. Jones	Yes
Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Mr. Hatem	Yes

VOTE: Unanimous
#18581

g. FY25 Budget Presentation

Ms. Martel presented a high-level overview of the FY25 Budget directing District Members to their packets and reviewing slides. Ms. Disla requested a copy of a missing handout which Principle Zielinski left the meeting to print out and provide to members. Mr. Jones requested clarification on the minimum contribution from the communities. Ms. Martel said there were two pieces to the assessment, our foundation and non-foundation budget referring to a page in the budget book that totals the assessments to the towns. Ms. Fitzgerald commented it was easy to understand and reflected well on GLTS, thank you Ms. Martel. Mr. Mercedes questioned if we're asking for a difference of 5 million to which Ms. Martel responded the total is the 5.3 million on the bottom, subtract it out from the total - towns are responsible for just over 3 million. Supt. Lavoie pointed out the foundation budget is determined by the state and we have to spend that money whereas the non-foundation budget the cities and towns are assessed based on the percentage of students they have at GLTS. Mr. Mejia questioned maintenance line item cut for HVAC services in the amount of \$350,000 Ms. Martel responded we're hiring an inhouse HVAC person.

MOTION: Ms. Fitzgerald moved to approve FY25 Budget as presented.

2ND: Mr. Jones

Roll Call by District Recorder

Ms. Fitzgerald	Yes
Ms. Disla	Yes
Mr. Jones	Yes
Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Tarbox	Yes
Mr. Hatem	Yes

VOTE: Unanimous
#18582

MOTION: Mr. Mejia moved to have two versions of the next FY budget: one an overview, one the full budget.

2ND: Ms. Disla

Roll Call by District Recorder

Mr. Tarbox Yes
Ms. Fitzgerald Yes
Ms. Disla Yes
Mr. Jones Yes
Mr. Mejia Yes
Mr. Mercedes Yes
Mr. Hatem Yes

VOTE: Unanimous
#18583

4. COMMUNICATIONS

a. Donations

Helium Tank donated by Mr. Sam Wilmot, Amesbury, MA

b. Articles

- Aviation set to take off at GLTS (The Eagle Tribune, January 25, 2024)
- Culture Shock, Reggies new leader taking boys hoop program to higher place (The Eagle Tribune, January 17, 2024)

c. Public Participation

5. REPORTS OF THE SUPERINTENDENT-DIRECTOR

a. Policies and Procedures for the Administration of Medicine

Supt. Lavoie updated the District Committee on Policies and Procedures for the Administration of Medicine stating there were no changes from the previous policy. Mr. Jones asked what medicines were being administered to which Chair Hatem responded anything that required administration such as EpiPen's. Mr. Mejia questioned if there had been any changes to the state law to which Supt. Lavoie responded not to his knowledge.

MOTION: Ms. Fitzgerald moved to approve the Policies and Procedures for the Administration of Medicine as presented.

2ND: Mr. Mejia

Roll Call by District Recorder

Mr. Mercedes Yes
Mr. Tarbox Yes
Ms. Fitzgerald Yes
Ms. Disla Yes
Mr. Jones Yes
Mr. Mejia Yes
Mr. Hatem Yes

VOTE: Unanimous
#18584

b. District Committee Members visits to the school

Supt. Lavoie updated the District Committee on procedures for District Committee visiting GLTS requesting any District members coming to the school sign in at the Superintendent's Office so he's aware they are in the building.

c. Celebrating CTE and Black History Month

Supt. Lavoie updated the District Committee on CTE and Black History Month reviewing a list of events

celebrating both in the month of February.

d. Grant Award

Supt. Lavoie updated the District Committee on our Grant award for \$1,086,520 from the Attorney General's Office. Supt. Lavoie stated the award money was targeted for research in green energy and strategies coming on the market of which \$600,000 of that will be a training incentive for employers hiring our students which will pay for six months of their employment. Mr. Jones asked if it was for co-op and After Dark students to which Supt. Lavoie responded day, After Dark and evening students. Mr. Jones asked what the full hourly rate would be. Supt. Lavoie indicated the hourly rate was set by the Grant. Mr. Mercedes asked what shops? Supt. Lavoie responded any shops working on green energy. Mr. Jones questioned if GLTS could split it so the employer paid a lower hourly rate and the balance was picked up to which Supt. Lavoie answered the Grant outlines precisely how it is to be used. Mr. Mercedes expressed his approval of the training incentive to employers as they provide more tools than the students bring in.

e. Out of State Travel

Ms. Karla Mahoney, Math Instructor is requesting out of state travel to the T3 Learns Summit, Dallas, TX. Cost: \$482.11.

MOTION: Mr. Mercedes moved to approve the Out of State Travel as presented.

2ND: Mr. Jones

Ms. Fitzgerald said she supports opportunities for teachers to learn and do more but voiced her concerns relative to it being paid by a private company, Texas Instruments. We typically receive back up documentation that informs us of what is taking place during the travel which is missing in this instance, would like to see the program before approving it. She's feels they should send someone here as opposed to our sending someone there. Principal Zielinski explained Ms. Mahoney partnered with Texas Instruments to bring in robots and to integrate into math. It is about applying these programable robots in instruction. Mr. Mercedes mentioned he liked the GLTS wouldn't have to pay as long as we don't have to commit to anything.

Roll Call by District Recorder

Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Ms. Disla	Yes
Mr. Jones	Yes
Mr. Hatem	Yes

VOTE: Unanimous

#18585

f. Supt. Lavoie's Goals

Supt. Lavoie informed District Committee members he would present his goals at the next meeting.

g. Assistant Superintendent's Position

Supt. Lavoie updated the District Committee on the Assistant Superintendent Position. Interviews were conducted on Monday, February 5, 2024, and Brenda Richardson, presently Director of Guidance has been selected.

MOTION: Ms. Fitzgerald moved to approve the forward motion of the hiring process.

2ND: Mr. Jones

Roll Call by District Recorder

Mr. Jones	Yes
Mr. Mejia	Yes
Mr. Mercedes	Yes

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

VOTE: Unanimous
#18586

Mr. Mejia requested a copy of her resume which Supt. Lavoie said he would send a copy to District Committee members tomorrow.

h. Principal's Report

Principal Zielinski presented the Principal's Report

Mr. Mercedes questioned what was in place to assist students who were failing. Principal Zielinski responded there's a special course to focus on targeted instruction and after school program and WIN instruction. Mr. Mercedes questioned what GLTS does to ensure parents are aware of the situation the student is in to which Principal Zielinski stated parents and students are made well aware of school resources available to them up until the last retest cycle; and should they graduate without attaining a particular competency, they're allowed to return and retake it. A rare situation that has occurred. Mr. Mercedes asked if correspondence went out in Spanish as well as English to which Principal Zielinski responded yes. Mr. Mercedes asked for updates relative to the website. Principal Zielinski stated there was a delay due to backend programming, we expect to launch it by the beginning of March.

i. Change of National Honor Society Date (NHS)

Supt. Lavoie asked the DC to change the date from 3/14/24 to 4/9/24, a District Committee meeting night, as well as the DC Meeting start time from 6pm to 7pm to allow District Committee members to attend the recognition and induction of new advisors.

Ms. Disla noted this item is not on the agenda for the evening.

MOTION: Ms. Fitzgerald moved to enter the change of date and time into the agenda.

2ND: Ms. Disla

Roll Call by District Recorder

Ms. Disla Yes
Mr. Jones Yes
Mr. Mejia Yes
Mr. Mercedes Yes
Mr. Tarbox Yes
Ms. Fitzgerald Yes
Mr. Hatem Yes

VOTE: Unanimous
#18587

MOTION: Mr. Mejia moved to approve the change of date and time for the NHS from 3/14/24 to 4/9/24 starting at 7PM.

2ND: Mr. Mercedes

Roll Call by District Recorder

Ms. Fitzgerald Yes
Ms. Disla Yes
Mr. Jones Yes
Mr. Mejia Yes

Mr. Mercedes Yes
Mr. Tarbox Yes
Mr. Hatem Yes

VOTE: Unanimous
#18588

6. REPORTS OF COMMITTEE

7. OLD BUSINESS

- a. *District Committee Priorities*
- b. *Policy*

8. NEW BUSINESS

9. TABLED MATTERS

- a. *Faculty Dress Code*
- b. *Purchasing of the Elks*

MOTION: Mr. Mejia moved to take the Purchasing of the Elks off the table for discussion and a possible vote.

2ND: Ms. Fitzgerald

Roll Call by District Recorder

Mr. Tarbox Yes
Ms. Fitzgerald Yes
Ms. Disla Yes
Mr. Jones Yes
Mr. Mejia Yes
Mr. Mercedes Yes
Mr. Hatem Yes

VOTE: Unanimous
#18589

Supt. Lavoie informed District members a bond of 4 million dollars is required to make the purchase which our cities and towns would need to vote on that cannot happen prior to approval from the District Committee. Town meetings are fast approaching and this needs to be on the warrants by mid-March. Mr. Mejia questioned if it was just to seek the bond to which Supt. Lavoie responded it was to move forward with the process. Mr. Mercedes requested an explanation as to why this was occurring. Supt. Lavoie indicated it was for new medical and post graduate programs to expand with Northern Essex to assist those students in attaining an Associate's degree. GLTS will also be in a position to expand access to more students given the open space this will provide for our programs. Mr. Tarbox pointed out this now seems to be isolated to medical programs which was different from what had previously been discussed. Supt. Lavoie said it was because it required minimal cost to renovate the building for these particular programs. Mr. Jones questioned if the timeframe with the Elks was open-ended to which Supt. Lavoie indicated they want to sell to us, it's a matter of finding a new location for themselves. Mr. Tarbox asked if we miss the cutoff will we have to wait another year? Supt. Lavoie said we would miss it or we'd have to call for a special town meeting. Mr. Jones asked if GLTS was competing for the same training with Northern Essex to which Supt. Lavoie responded no. Mr. Mejia questioned if a bond attorney had been hired yet to which Supt. Lavoie indicated we're ready to but haven't as yet. Referencing After Dark, Ms. Disla questioned the programming change. Supt. Lavoie said a major factor in making that decision was to eliminate competing against ourselves. Mr. Mercedes asked if District Committee members would be given the opportunity to vote on what programs will be added to that building? Supt. Lavoie indicated District Committee members would be presented with a master plan addressing construction and cost plans

which they would vote on. Mr. Mercedes expressed an interest in participating in the decision-making process prior to presenting it to the District Committee if possible. Supt. Lavoie indicated that would be fine.

MOTION: Ms. Fitzgerald moved to approve moving forward with the process of acquiring a bond for the Purchasing of the Elks.

2ND: Mr. Tarbox

Roll Call by District Recorder

Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Ms. Disla	Yes
Mr. Jones	Yes
Mr. Hatem	Yes

VOTE: Unanimous

#18590

10. PERSONNEL CONSIDERATIONS/REPORT

a. Resignations

- Mr. Matthew Bausemer, HVAC Instructor, Effective 3/1/24

b. Leaves of Absence

c. Retirements

- Ms. Diane Maffa, GLTS Food Service Secretary, Effective 3/1/24

d. Appointments

- Mr. Shaun Toomey, IT Instructor, Effective 1/16/24
- Ms. My Nguyen, Guidance Counselor, Effective 2/12/24

e. Job Postings

- Professional Development Planning Team Member, up to 8, Stipend Position \$500.00 Internal only, new position (See attached)
- Workforce Development Program Manager, new position (See attached)

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

2ND: Mr. Jones

Roll Call by District Recorder

Mr. Jones	Yes
Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Ms. Disla	Yes
Mr. Hatem	Yes

VOTE: Unanimous

#18591

- Vocational Instructor for Solar Installer Technical Training for Adults, Electrical or Construction Trades, \$70/hr. for teaching, \$50/prep, Mass Clean Energy Center Workforce Equity Grant, new position (See attached)

- Curriculum Developer for Solar Installer Technical Training for Adults, seeking an Electrical and HVAC or Construction Trades CTE Instructors to develop a 300-hour training for adults that include 275 hours of technical training, an OSHA 10hour training and 15 hours of job readiness training. It should include at least 2 industry recognized credentials., \$50/hr. for up to 60 hours, start 4/12024-7/15/2024, new position (See attached)

MOTION: Mr. Mejia moved to approve the positions as presented.

2ND: Mr. Jones

Roll Call by District Recorder

Ms. Disla	Yes
Mr. Jones	Yes
Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Tarbox	Yes
Ms. Fitzgerald	Yes
Mr. Hatem	Yes

VOTE: Unanimous

#18592

Ms. Fitzgerald questioned the funding for the Curriculum Developer to which Supt. Lavoie responded it was grant funded.

- February/April Vacation Attendance Recovery Tutor
2-3 Tutors, 8am-12pm Tuesday-Friday, total hours: 20 hours each, reporting to the Administrative Dean and Assistant Principal of SAFE, responsibilities include tutoring students who are enrolled in the Attendance Recovery Program over February and April Vacation and engage with students supporting them with their academic work, Per Local 1707 contract, (New Position)
- February/April Vacation Attendance Recovery Monitor
1 position, 8am-12pm, Tuesday-Friday, 20 hours each, reporting to the Administrative Dean and Assistant Principal of SAFE, responsibilities include monitoring students who are enrolled in the Attendance Recovery Program over February and April Vacation, Per Local 1707 contract, (New Position)

Mr. Jones questioned if these were to support absentees to which Supt. Lavoie responded yes, it's for students who have missed a significant number of days which must be made up. Mr. Mejia asked if this was grant funded too? Supt. Lavoie said no, it's funded by our operation budget. Mr. Mejia asked when the local contract expires to which Supt. Lavoie responded 2025.

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

2ND: Mr. Tarbox

Roll Call by District Recorder

Ms. Fitzgerald	Yes
Ms. Disla	Yes
Mr. Jones	Yes
Mr. Mejia	Yes
Mr. Mercedes	Yes
Mr. Tarbox	Yes
Mr. Hatem	Yes

VOTE: Unanimous

#18593

Ms. Fitzgerald requested it go on record Tim Cusack in the Guidance Department, a long-term employee, is retiring and the District Committee appreciates and thanks him for his many years of service.

11. EXECUTIVE SESSION

MOTION: Mr. Mejia moved to enter Executive Session at 7:25PM

2ND: Mr. Mercedes

Roll Call by District Recorder

Mr. Tarbox Yes

Ms. Fitzgerald Yes

Ms. Disla Yes

Mr. Jones Yes

Mr. Mejia Yes

Mr. Mercedes Yes

Mr. Hatem Yes

VOTE: Unanimous

#18594

ENTER EXECUTIVE SESSION

ENTER OPEN SESSION

MOTION: Ms. Fitzgerald moved to approve Supt. Lavoie meet with 1707 relative to donating sick time to assist an employee after all other methods have been exhausted.

2ND: Mr. Mercedes

Roll Call by District Recorder

Ms. Fitzgerald Yes

Ms. Disla Yes

Mr. Jones Yes

Mr. Mejia Yes

Mr. Mercedes Yes

Mr. Tarbox Yes

Mr. Hatem Yes

VOTE: Unanimous

#18598

12. FUTURE AGENDA ITEM

Supt. Lavoie indicated he'd send Mr. Mercedes packet to his home tomorrow.

13. ADJOURNMENT

MOTION: Ms. Fitzgerald moved to adjourn at 8:20PM

2ND: Mr. Mercedes

Roll Call by District Recorder

Ms. Disla Yes

Mr. Jones Yes

Mr. Mejia Yes

Mr. Mercedes Yes

Mr. Tarbox Yes

Ms. Fitzgerald Yes

Mr. Hatem Yes

VOTE: Unanimous
#18599

Respectfully Submitted:



Cheryl Dennis
District Recorder

Minutes Reviewed:



John N. Lavoie
Superintendent-Director