



**DISTRICT COMMITTEE  
MEETING MINUTES  
MEETING #1655**

The Regional District Committee met in a regular meeting on May 12, 2015 at 6:30 PM at Greater Lawrence Technical School, 57 River Road, Andover, MA 01810.

<b><u>Members Present:</u></b>	Leo Lamontagne	Lawrence	Chairperson
	Jessica Finocchiaro	Methuen	Vice-Chairperson
	Marilyn Fitzgerald	Andover	Assistant Treasurer
	Barbara Grondine	Methuen	
	Frank Rossi	North Andover	

<b><u>Members Absent:</u></b>	Gary Mannion	Lawrence
	Angel Garcia	Lawrence

<b><u>Others Present:</u></b>	John N. Lavoie	Superintendent-Director
	Elizabeth Freedman	Assistant Superintendent-Director/Principal
	Maria Silva	School Business Administrator
	Janice Butler	District Recorder

**1. CALL TO ORDER**

Chairman Lamontagne called the meeting to order at 6:30 PM and opened the meeting with a Pledge of Allegiance and a moment of silence. He asked members to remember those who protect us around the world.

**2. STUDENT PRESENTATION**

Supt. Lavoie presented a certificate of achievement to Tyler Peters, a senior in the plumbing department. Tyler was nominated by his teachers and was Greater Lawrence Tech's representative for the PHCC's Vocational Technical Plumbing All Star Award. He won a complete plumbing tool kit and a \$500.00 scholarship award towards his plumbing apprentice studies next year.

**3. MINUTES**

**MOTION:** Ms. Fitzgerald moved to approve the minutes of April 28, 2015 as submitted.

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

**VOTE:** Unanimous  
#16689

**4. FINANCE REPORT**

*a.) Cash Balance Report*

Ms. Silva read the report into the record.

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

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

Discussion: One member asked if the finances are still in good shape and Ms. Silva responded yes.

**VOTE:** Unanimous  
#16690

*b.) Revolving Fund Report*

One member asked if students pay up front for academic makeup classes and Ms. Silva responded yes.

*c.) Budget Report*

No Discussion

*d.) Transportation Bid*

**MOTION:** Mr. Rossi moved to approve awarding Trombly Motor Coach Service, Inc. the student transportation contract.

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

Discussion: One member asked about lettering the buses and Ms. Silva responded they will letter 5 buses with the school's name. One member stated it is wonderful that we are adding busses to address overcrowding concerns.

**VOTE:** Unanimous

#16691

## **5. COMMUNICATIONS**

*a.) Donations*

Chairman Lamontagne reported the following were donated to the school:

- Multiple items for HVAC were donated by Delta Mechanical of Hooksett, New Hampshire
- A 1999 Plymouth Grand Voyager valued at \$1762 was donated by Mr. Brewster Lamacchia of Andover, Massachusetts
- A 2004 Oldsmobile Silhouette Minivan valued at \$2824 was donated by Mr. Kevin St. James of Kingston, New Hampshire

*b.) Community Service*

Chairman Lamontagne reported the Automotive Collision department refinished the bed on a 2003 Ford F350 pickup truck for Methuen High School.

*c.) DESE Waiver Approval Letter*

Chairman Lamontagne reported Supt. Lavoie received a letter from the DESE granting a one-day waiver from the 180-day minimum school year requirement. Supt. Lavoie reported this waiver will allow faculty to end on Friday rather than Monday. Faculty professional development will be made up on May 26 and 27.

*d.) Representative Moran Letter*

Chairman Lamontagne reported Supt. Lavoie received a letter from Representative Frank Moran notifying him that he filed an amendment to the state budget for the allocation of \$500,000 for the new GLTS athletic field project.

*e.) May School Calendar*

No Discussion

*f.) Campaign Finance Requirement Seminar*

Chairman Lamontagne reported a list of locations and times for training seminars was provided by the City Clerk of Lawrence. No prior registration is required and one may attend any of the trainings. One member stated information from this seminar is also covered in the MASC Charting the Course and when she was sworn in she got a book from Andover. She asked if this is something new they are required to attend or just informational only and Chairman Lamontagne responded informational only and Lawrence is making it available.

*g.) Public Participation*

Mr. Maali-Lawrence

Mr. Maali stated in the last meeting there were important issues for parents and citizens. The first is eliminating Spanish for science. No member presented proof that eliminating Spanish will help students in science. The Committee should give a reason. He reminded members that neighboring communities are Spanish speaking and it does not look good for the school to eliminate Spanish classes. Also of concern is the lunch program. He asked why the students cannot eat for free and why this school does not pursue universal lunches like in Lawrence. Transportation was also a concern and he stated the school should get the best offer for a contract. He also expressed his support for teachers and unions.

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

*a.) Superintendent's Event Calendar*

Supt. Lavoie reported members are given this calendar to see his involvement and asked if anyone has questions to contact him.

*b.) Athletic Field Project RFP for Campaign Director*

Supt. Lavoie requested to proceed with the RFP process to hire a campaign director for the athletic field project. We are currently negotiating a contract with the Andover Soccer Association who is willing to contribute 1million dollars to the project. At this point we need a campaign director to oversee the remainder of the fundraising. We

are looking at raising 2.5 to 3 million dollars. There are a few other opportunities for financing we are working on. He asked the Committee to approve \$40,000 to hire a campaign director. The exact cost will depend on the hours we determine need to be put in. We will seek a one year commitment from the candidate.

**MOTION:** Ms. Fitzgerald moved to proceed with the RFP process to hire a campaign director for the athletic field project.

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

Discussion: One member asked if we looked at hiring a consultant and Supt. Lavoie responded we are actually looking for a consultant as the campaign director. By putting out a fee schedule we will spell out what our expectations are for \$40,000. They will submit their qualifications and how they plan to raise funds. We expect the person to work 20 to 30 hours per week. There is a lot of nighttime work. We will put a committee together to devise a strategy and look for funds. We will be looking for someone with experience. One member asked if this is a non-staff non-benefited position and Supt. Lavoie responded yes. One member stated she would like a description of this position and Supt. Lavoie responded he will email it when the RFP is complete. One member stated normally when hiring a fundraiser, this person would conduct a survey. She believes we had someone initially. She spoke to Representative Barbara L'Italian at the legislative breakfast who is doing the same thing as Representative Frank Moran as stated in his letter previously presented. Supt. Lavoie reported a feasibility study has been done and we have the final report. This gives us a foundation and basis for running a campaign. He will email the report to Committee members so they can see what the recommendations are.

**VOTE:** Unanimous

#16692

*c.) Athletic Field Project RFP for Architect Firm*

Supt. Lavoie requested to proceed with the RFP process to hire an architectural firm for the Athletic Field Project. The Capital Improvement Committee approved spending \$100,000 for this. He reported having working drawings will let people know we are serious about this project. The one million dollar commitment from Andover Soccer and the finished drawings gives the committee credibility for potential contributions. One member asked for updates as the process continues.

**MOTION:** Ms. Grondine moved to proceed with the RFP process to hire an architectural firm for the athletic field project.

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

**VOTE:** Unanimous

#16693

*d.) Principal's Report*

Ms. Freedman reported that Supt. Lavoie is receiving the Massachusetts Association of School Superintendents President's Award at its annual meeting next week. Members offered their congratulations to Supt. Lavoie.

- Preliminary 2015-16 School Calendar

Ms. Freedman reported a couple of changes were made to the 2015-16 school calendar that members previously received. Those changes include a change in the freshman assessment date which was pushed back because it was very close to the math MCAS date, AP exam dates were added and, A/ B week columns were altered.

**MOTION:** Ms. Fitzgerald moved to approve the 2015-16 School Calendar as presented.

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

Discussion: Ms. Fitzgerald asked about date changes and Ms. Freedman responded the freshman assessment was changed from May 14 to April 30 and the AP English Language and Composition exam will be on May 11.

**VOTE:** Unanimous

#16694

- Sports Highlights

Ms. Freedman introduced Mr. Shawn Thornton, the Athletic Director. Mr. Thornton stated it is an honor and privilege to speak to the Committee. This year proved to have a few obstacles with the whopping cough and bad weather but despite that it has been a great and fun year. He reviewed important dates. He reported on the great participation rate, recapped the highlights and reported on the team records. He works with the MIAA on athletic education and will continue to work with this. He reported some new items include boys volleyball which will be MIAA affiliated next year. Safety is very important and the MIAA proposed limitations to having contact during practice. This is a major new rule change including how many scrimmages can be played before games begin. We want to limit concussions. He teaches the coaches in the certification process. Most GLTS coaches are grandfathered in but he will have a coaching certification process here and will open it up to surrounding communities. The fall and winter schedule is pretty much done and will be posted on the website on July 1. Athletic events include the Hall of Fame banquet which was well attended and a fantastic evening. The HOF

committee worked very hard to make sure it was a special night. He wants to keep the committee together and keep the fire going for the next one. They have already received some nominations for 2018. The wall outside the gym will display plaques of former and current inductees. The golf outing is being planned and we are looking for sponsors and foursomes. This will be on the website. We believe we can raise a lot of funds. Registration can be done online and a letter was sent home in English and Spanish. Social media is important and he tweets games as they happen. He continues to be close to the Eagle Tribune, Herald and Globe. We want to increase fundraising tactics. Students entered the District A MIAA essay contest at Gillette Stadium. We came in second place for sportsmanship and received a banner from MIAA for sportsmanship. He will update any changes that arise. He stated he looks forward to the future. One member asked if in addition to HOF plaques from this year will plaques be posted from previous years and Mr. Thornton responded yes. She stated she is thrilled that students participated in the writing contest. One member asked if the women in sports event was held at Faneuil Hall this year and Mr. Thornton responded it was cancelled four times so they gave the nominees gifts. One member asked if when the fields are done would we offer lacrosse and Mr. Thornton responded they must look at how it affects other sports. It has taken over boy's baseball at some schools so we have to make sure what is right for all students and coaches. One member stated she has a nomination for the 2018 HOF. Another member stated this is a great report and good for the District Committee to see. She knows now how much sports means to our school. She has noticed great publicity in the Eagle Tribune and appreciates Mr. Thornton's enthusiasm with the program. Mr. Thornton stated the leadership from Ms. Freedman and Mr. Lavoie makes his job easier. One member stated she knows upgrading the fields is a big expense and asked if there is anything on the list of priorities for next year. Mr. Thornton responded the turf field is number one. He would also like to upgrade the gym and put the MIAA symbol on the floor. All banners are updated. He stated the more we can do with social media the better and he will be hitting the education concept.

*e.) Student's Report*

Ms. Sabrina Powers and Ms. Cassandra Jean-Marie reported the class of 2017 is hosting a Saturday Night Bash on May 16 with drinks, food, and fun in the pool; the Interact Club participated in Comcast Clean Up Day on April 25 and hosted a car wash on May 9th for the Lazarus house where they raised \$900; incoming freshman assessment testing took place on Saturday, May 9<sup>th</sup> with 330 incoming freshman and their parents attending; the library hosted a summer book fair for the freshmen and sold out of many books; the Senior Prom is Thursday, May 28th at the Tewksbury Country Club; the seniors will be going on their class trip to Six Flags on June 2<sup>nd</sup>; and Senior Awards Night will be held on June 3rd. One member asked if the Saturday Night Bash will only be held in the pool and Ms. Freedman responded also in the gym.

Supt. Lavoie presented Ms. Powers with a plaque on her last day as student representative to the District Committee. He thanked her on behalf of the Committee, the school and himself. He stated it is important to give students the perspective on what takes place at the school.

## **7. REPORTS OF COMMITTEES**

### **8. OLD BUSINESS**

*a.) District Committee Priorities*

*b.) Policy*

*c.) CPR Report of Findings*

No Discussion

### **9. NEW BUSINESS**

### **10. PERSONNEL CONSIDERATIONS/REPORT**

*a.) Resignations*

*b.) Leaves of Absence*

*c.) Retirements*

*d.) Appointments*

Chairman Lamontagne reported the following appointments:

- Mark Laderoute, Machine Tool Technology Teacher, effective new school year
- Christy Kervin, Biology Teacher, effective new school year

Supt. Lavoie requested to post for the following positions:

- Certified counselor, up to 4 hours per week after school, for mental health/substance abuse counseling for group and individual students
- Two Science teachers, effective new school year
- Certified lifeguard for the Pre-engineering Boat Project, \$20 per hour up to 3 hours
- Freshman 101:
  - 1 Facilitator, 2 English, 1 Study Skills, 2 Math Teachers and 1 Special Education Paraprofessional

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

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

Discussion: One member asked about the lifeguard position and Ms. Freedman responded the project will take place around the pool and a lifeguard needs to be present. It was asked if the certified counselor position is for someone in the building for after school and Ms. Freedman responded they would prefer if it was someone who currently works at the school.

**VOTE:**

#16695

Supt. Lavoie requested to post for the following positions:

- Summer School:
  - 1 Facilitator, 1 Parent Liaison, 2 Social Studies, 2 Math, 2 English, 2 SPED and 2 Science Teachers
  - Attendance Make Up Facilitator
  - 1 Counselor and 1 Instructor or Paraprofessional for the Social Skills Transition Program
- Summer Coaches:
  - Summer Physical Conditioning Head Coach
- Fall Coaches:
  - Football
    - Head Coach and 7 Assistant Coaches
  - Fall Cheerleading
    - Head Coach and 1 Assistant Coach
  - Golf
    - Head Coach and 1 Assistant Coach
  - Boys Soccer
    - Head Coach and 1 Assistant Coach
  - Girls Soccer
    - Head Coach and 2 Assistant Coaches
  - Girls Volleyball
    - Head Coach and 1 Assistant Coach
  - 2 Equipment Managers
  - Scorekeeper for Football
  - Announcer for Football
  - Videographer for Football

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

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

Discussion: One member asked if there is a special education program in the summer and Ms. Freedman responded yes. It was asked if the facilitator will run the summer school program and Ms. Freedman responded yes, this person would be responsible for day to day oversight and problem solving.

**VOTE:**

#16696

Supt. Lavoie requested to post for the following positions:

- Winter Coaches:
  - Boys Basketball
    - Head Coach and 3 Assistant Coaches
  - Girls Basketball
    - Head Coach and 2 Assistant Coaches
  - Winter Cheerleading
    - Head Coach and 1 Assistant Coach
  - Swimming and Diving
    - Head Coach and 1 Assistant Coach

- Indoor Track
  - Head Coach and 1 Assistant Coach
- Wrestling
  - Head Coach and 2 Assistant Coach
- Scorekeeper for Boys and Girls Basketball
- Timekeeper for Boys and Girls Basketball
- 2 Certified Pool Operators
  - July-August
  - September-June

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

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

**VOTE:**

#16697

**11. FUTURE AGENDA ITEMS**

*a.) Superintendent's Evaluation Process*

**12. EXECUTIVE SESSION**

**MOTION:** Ms. Fitzgerald moved to enter into Executive Session for the purpose of possible litigation.

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

**VOTE:** Unanimous

Roll Called by District Recorder

Ms. Finocchiaro	Yes
Ms. Fitzgerald	Yes
Mr. Garcia	Absent
Ms. Grondine	Yes
Mr. Mannion	Absent
Mr. Rossi	Yes
Mr. Lamontagne	Yes

#16698

**ENTER EXECUTIVE SESSION**

**ENTER OPEN SESSION**

**13. ADJOURNMENT** at 7:50 PM.

**MOTION:** Mr. Rossi moved to adjourn.

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

**VOTE:** Unanimous

#16701

Respectfully Submitted:

Minutes Reviewed

Janice T. Butler  
District Recorder

John N. Lavoie  
Superintendent-Director