



LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: December 18, 2019
Time: 6:30PM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. SALUTE TO FLAG

2. ROLL CALL

On a roll call at 6:36 p.m., all members were present, namely: Mr. Lay, Ms. Martin, Mr. Nutter, Mayor Samaras, Mr. Descoteaux, Ms. Doherty and Mr. Hoey.

3. SPECIAL ORDER OF BUSINESS

3.I. Spotlight on Excellence – Professional Development Day - Mill City Educators' Conference

The Spotlight on Excellence featured the Professional Development Day - Mill City Educators' Conference that was held on November 5, 2019. Principals David Anderson, Kevin Andriolo, Roberta Keefe, and Michael Domina spoke to the Committee about the conference and shared a short video highlighting the day. The Committee members thanked them for all their hard worked and stated they hope this is something that continues.

3.II. Appreciation for the Service of School Committee Members: William Samaras, Mayor & Chairman, Dominik Hok Lay and Gerard Nutter.

A short video was shown thanking Mayor Samaras, Mr. Lay and Mr. Nutter. The outgoing Committee members thanked their colleagues and the citizens of Lowell for the opportunity to serve.

4. MINUTES

4.I. Approval of the Minutes of the Regularly Scheduled Lowell School Committee Meeting of Wednesday, December 4, 2019

Ms. Martin made a motion to accept and place on file the minutes from the Regularly Scheduled Lowell School Committee Meeting of Wednesday, December 4, 2019; seconded by Mr. Hoey. 7 yeas APPROVED



5. PERMISSION TO ENTER

5.I. Permission to Enter: December 18, 2019

Mr. Nutter made a motion to separately take and approve the Community Teamwork, Inc. contracts; seconded by Mr. Hoey. 6 yeas, 1 absent APPROVED

Mr. Nutter made a motion to approve the remaining contracts on the Permission to Enter; seconded by Mr. Hoey. 7 yeas APPROVED

6. MOTIONS

6.I. [By Jackie Doherty]: December 18, 2019 (By Jacqueline Doherty): Request the Superintendent provide the committee with a report on the staffing positions (and number of employees impacted) that were not evaluated or only partially evaluated during the 2018-2019 academic year and the reasons, if known, why those evaluations were not completed. The report also should include whether any positions are not scheduled to be evaluated during the current academic year, and if so, what plans are in place to remedy any challenges going forward.

Ms. Doherty made a motion to approve; seconded by Ms. Martin. 7 yeas APPROVED

6.I.i. [By Andy Descoteaux]: Request the Superintendent to update us on any new policies going forward on bullying.

Mr. Descoteaux made a motion to approve; seconded by Ms. Doherty. 7 yeas APPROVED

7. SUBCOMMITTEES

7.I. **Policy Subcommittee Meeting:** Report and Approval of the Meeting of Wednesday, December 9, 2019 [Gerard Nutter, Chairperson]

Mr. Nutter, Chairperson of the Policy Subcommittee informed the Committee that the following agenda items were discussed:

- Kindergarten Lottery and Waitlist
- Waitlist for Grades 1 - 8
- Sibling Preference
- Extended rights for McKinney-Vento students, foster care students and students with special needs for placement within schools on a case by case basis.
- Transfer Cutoff Deadline
- Pre-School Enrollment

Chairperson Nutter stated that a policy will be presented at the January 15, 2020 School Committee meeting for further discussion and approval.



Mr. Nutter made a motion to accept the Policy Subcommittee report as a report of progress; seconded by Mr. Hoey. 7 yeas APPROVED

8. REPORTS OF THE SUPERINTENDENT

8.I. Report On Motions

Superintendent Boyd provided the Committee with an updated report on the status of outstanding motions and asked the Committee if they had any concerns or questions.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.I.i. Response to Motion 3. COO of 04/04/17 By Andy Descoteaux: Salvaged Items

Mr. Underwood, Director of Operations & Maintenance provided a report to the Committee informing them that salvageable items can be collected for several reasons such as reuse, value, and donations to other school districts and/or nonprofit organizations. He provided a list of Lowell High School classroom furnishings that he believes can be reused, subject to availability, weighing their condition, storage costs and costs to collect the items. He also included a list of items that may be salvageable in the performing arts department at Lowell High School.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.I.ii. Response to Motion 3. CAO of 08/21/19 By Jacqueline Doherty: K-12 Environmental Sciences Curriculum

Ms. Desmond, Chief Academic Officer provided a report to the Committee that covered Environmental Science Curriculum in Grades K – 8, Environmental Science Curriculum at Lowell High School and Environmental Science Opportunities through Project Learn.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.I.iii. Response to Motion 6. CEO of 11/20/19 By Gerard Nutter: Adult Education Graduation Rate

Ms. McKiernan, Director of Abisi Adult Education Center provided additional information to the Committee to support their table of statistics. The table of statistics at Adult Education references “Graduates”. For clarification, a graduate in their high school equivalency component passed a series of exams and earned a High School Equivalency Credential. A graduate in their ESOL component attended a specific number of class hours, completed a post assessment indicating a minimum of one (1) year’s growth, and earned a certificate of completion of one (1) or more of six (6) federally determined levels of English.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED



8.I.iv. Response on Motion 9. COO Of 11/20/19 By Bob Hoey: Signing Into Schools

Dr. Hall provided a report to the Committee that informed them that all visitors are required to sign-in and sign-out with the front desk administrative assistant. This policy is important in order to account for who is in a school and to prevent unauthorized people from being in our schools.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.I.v. Response To Motion 11.COO Of 12/04/19 By Dominik Lay: Compensation For Substitutes

Dr. Hall provided a report to the Committee that informed them there are a number of variables that factor into the shortage of substitute teachers for a particular day. On average the district requires about 100 substitutes a day, and depending upon the amount needed for a particular day, the district typically has a shortage of 10-30 substitutes a day. Dr. Hall stated that if the substitute rate was increased by \$10 a day, it would cost the district \$200,000 a year. The report also included a chart which shows the recent changes in the rates of compensation.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.II. Home Education

Superintendent Boyd recommended that the following parents/guardians be allowed to home educate their child:

Suheil and Migual Rivera
32 W. 4th Street

Mr. Lay made a motion to approve; seconded by Mr. Hoey. 7 yeas APPROVED

9. NEW BUSINESS

9.I. Permission to Post: Social Emotional Learning Coordinator

Mr. Nutter made a motion to post the Social Emotional Learning Coordinator job description; seconded by Mr. Hoey. 7 yeas APPROVED

9.II. Disposal of Surplus Supplies

Ms. Turner, Chief Financial Officer provided a report to the Committee that informed them that the Curriculum Office had Follet School Solutions inventory surplus materials. A list was included in the report of surplus inventory that has no value.

Mr. Descoteaux made a motion to approve the Disposal of Surplus Supplies; seconded by Mr. Hoey. 7 yeas APPROVED



9.III. Budget Transfer

Department:		SCHOOLS				
TRANSFER TO:						
Account #					Description	Amount
Org.	Object	Project	DESE Function			
99312003	512110		2350	Coordinator of Math (PK-4)	\$	1.42
99237070	512903		2350	SW PROF STAFF/CLASSROOM TEACHR	\$	36,260.86
99311203	512120		2450	Director of Technology (ICTS)	\$	0.46
99311202	512917		2450	District Webmaster	\$	0.58
99311203	512112		2450	Tech. Instr. Suport Specialist	\$	11,154.29
99041403	512915		4000	LHS Security Guard	\$	91,474.52
99047103	512960		4000	LHS Custodian	\$	467,606.10
98010112	544400		2300	Murkland SA - General Supplies	\$	3,500.00
					TOTAL	\$ 609,998.23
TRANSFER FROM:						
Account #					Description	Amount
Org.	Object	Project	DESE Function			
99341203	512901		1200	Asst Supt - Curriculum & Instr	\$	7,484.04
92510603	512110		2000	Molloy Coordinator	\$	1,721.04
99011003	512109		2100	LHS Academic Chair - Fine Arts	\$	7,597.75
92041103	512102		2200	Lincoln Asst. Principal	\$	4,201.03
91810103	512903		2300	Pyne Arts Elementary Teacher	\$	522,396.32
98037080	530002		2350	Murkland SA - Prof Dev	\$	3,500.00
99036003	512103		2500	LHS Library Media Specialist	\$	11,944.66
99339004	512112		3100	District Support Specialists	\$	34,144.53
98847103	512960		4110	Sullivan Custodian	\$	17,008.86
					TOTAL	\$ 609,998.23

Reason for Transfer: Adjustments to expend the budget

Ms. Martin made a motion to approve the budget transfer of \$609,998.23; seconded by Mr. Descoteaux. 7 yeas APPROVED

9.IV. Public Complaints Policy Revision KEB-R

Ms. Doherty made a motion to approve the Public Complaints Policy Revision KEB-R; seconded by Ms. Martin. 7 yeas APPROVED



9.V. Visits to Schools Policy Revision

Mr. Nutter made a motion to approve the Visits to Schools Policy Revision BHC-R; seconded by Ms. Martin. 7 yeas APPROVED

9.V.i. Vote to Accept a Donation to Bartlett School from Ecumenical Athletic Association

The Bartlett School was recently notified that they would receive a \$675.00 donation of a scoreboard from the Ecumenical Athletic Association.

Ms. Doherty made a motion to accept and approve a Donation to the Bartlett School from the Ecumenical Athletic Association; seconded by Mr. Descoteaux. 7 yeas APPROVED

10. CONVENTION/CONFERENCE REQUESTS

10.I. Out Of Country And Overnight Travel Request: LHS Trip previously approved on January 16, 2019: Permission for eighteen [18] to twenty-four [24] LHS students and three chaperones, Thomas Thornton and two other staff members to be determined, to travel to Ireland, Northern Ireland, Scotland and England during the February school vacation 2020. Students will miss one day of school, Friday, February 14, 2020. The cost of two substitutes in the amount of \$210 will be paid by LHS individual school budget. Each student traveling will incur the total cost of \$3,080.00. Change Requested: Additional Chaperone LHS teacher Bryanna Laughlin to travel to Ireland, Northern Ireland, Scotland and England during the February school vacation 2020.

Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED

10.II. Overnight Travel Request: LHS Outdoor Adventures Club LHS Outdoor Adventures Club members (15-20) to Noble View Outdoor Center, Russell, MA from February 27, 2020 through February 29, 2020. There is no cost to the district.

Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED

10.III. Out of State and Overnight Travel Request: LHS AFJROTC Lowell High School JROTC Drill Team and staff members Lt. Col Eileen St. Laurent, MSgt Kevin Casilli, and TSgt David Smith to travel to Daytona Beach, Florida with approximately 45 students for the 2020 Multi-Service JROTC Drill Competition. The competition is scheduled for Friday, May 1, 2020 through Sunday, May 3, 2020. The team will depart Lowell High School at approximately 6:00 a.m. on Wednesday, April 29, 2020 and travel by bus paid for by the AFJROTC funds, and will return on Tuesday, May 5, 2020. The estimated cost of the competition will not exceed a total of \$43,500 including transportation; lodging and food. This will be paid with Air Force funds, fundraising, and donations. The cost of one substitute in the amount of \$110 will be paid by LHS individual school budget.

Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED



10.IV. Out of State and Overnight Travel Request: San Diego, CA Dr. Joel Boyd respectfully requests permission to attend the 2020 American Association of School Administrators' National Conference on Education to be held in San Diego, California from Thursday, February 13, 2020 through Sunday, February 15, 2020. The cost of the conference and lodging, and air fare not to exceed \$3,390.00 and will be paid by the District's Professional Development funds. The cost of meals \$50/day expense will not exceed \$200.00.

Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED

11. PROFESSIONAL PERSONNEL

11.I. LSAA-Donated Sick Days

The members of the Lowell School Administrator Association (LSAA) hereby request to donate twenty [20] sick days to Gina Trombly, Lowell STEM Academy Guidance Counselor

Mr. Hoey made a motion to approve; seconded by Mr. Descoteaux. 7 yeas APPROVED



12. ADJOURNMENT

Ms. Doherty made a motion to adjourn at 7:51 p.m.; seconded by Mr. Hoey. 7 yeas APPROVED

Respectfully submitted,

**Joel D. Boyd, Ed.D., Superintendent and
Secretary to the Lowell School Committee**

JDB/mes