



# LOWELL SCHOOL COMMITTEE

## *REGULAR MEETING MINUTES*

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**Date:** December 20, 2017  
**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. Hoey, Mayor Kennedy, Ms. Martin, Mr. Descoteaux, Ms. Doherty, Mr. Gendron and Mr. Gignac.

### 3. MINUTES

3.I. Minutes: Approval of the Minutes of the Regularly scheduled Lowell Committee Meeting of Wednesday, December 6, 2017

**Mr. Hoey made a motion to accept the minutes and to place them on file; seconded by Ms. Martin. 7 yeas APPROVED**

### 4. PERMISSION TO ENTER

4.I. Permission To Enter: December 20, 2017

**Mr. Gignac made a motion to approve the Permission to Enter; seconded by Mr. Hoey. 7 yeas APPROVED**

### 5. SUBCOMMITTEES

5.I. Finance: Report Of The Meeting Of Tuesday, December 19, 2017 [Robert Gignac, Chairperson]

Mr. Gignac, Chairperson of the Finance Subcommittee provided the Committee with a brief report. The report included how Lowell Public School's expenditures compare against other urban districts in the areas of funding per student, administrative costs, administrative expenses, operations and maintenance, professional development, supplies, equipment and technology, and students per teacher. The report also spoke about the budget calendar for the 2018-2019 school year and a new budget format.

**Mr. Gignac made a motion to accept the report as a report of progress; seconded by Mr. Gendron. 7 yeas APPROVED**



## **6. UNFINISHED BUSINESS**

### **6.I. Superintendent's Evaluation Report By Mayor & Chairman Edward Kennedy**

Mayor Kennedy provided a report to the Committee that is a summary of the Lowell School Committee's End-of-Cycle Summative Evaluation Report for Superintendent Dr. Salah Khelifaoui. Please note that the Mayor's Office assigned each School Committee member with a number in an attempt to keep the individual evaluations of each member anonymous. The End-of-Cycle Summative Evaluation Report reviewed the Superintendent's performance regarding the progress that was achieved towards goals in (1) professional practice, (2) student learning and (3) district improvement. The Summative Evaluation Report also assessed the Superintendent's performance with regard to four standards, including (1) instructional leadership, (2) management and operations, (3) family and community engagement and (4) professional culture. The Superintendent was scored on a five point scale that included "Did Not Meet the Goal", "Some Progress", "Significant Progress", "Met Goals", and "Exceeded Goals". Overall the Superintendent met the goals for professional practice and student learning and showed significant progress towards the district improvement goal. In assessing the Superintendent's performance relative to the four standards, the four point scale included "Unsatisfactory", "Needs Improvement", "Proficient" or "Exemplary". The Superintendent's Overall Summative Performance was determined to be "Proficient".

Several members of the Committee addressed the Superintendent and said they were very pleased with his work and feel the district is in better shape than it was when he was last evaluated.

Ms. Doherty asked for her remarks to be part of the record. She said she would like to see better communication with the board. She asked that proactive dissemination of relevant information be sent to all members at least 24 hours prior to the meeting. She stated that at the December 6, 2017 School Committee meeting the Legal Counsel job description that was on the agenda was emailed to members the morning of the meeting and when it was discussed in Executive Session there was only one hard copy that was provided so members were sharing it while reviewing the job description for the first time. During the Joint Policy and Personnel Subcommittee meeting on November 29, 2017, the relevant information for that meeting was hand delivered the night of the meeting. She said that there were four meetings to determine alternate plans regarding Special Education Transportation due to incomplete and untimely dissemination of information. On October 4, 2017, the administration recommended North Reading Transportation (NRT), and at the October 18, 2017 Lowell School Committee meeting the agenda had options for Special Education transportation with little back information. On November 9, 2017, PrideStar was recommended without timeline or transition plan and on November 15, 2017, PrideStar was recommended. Ms. Doherty said that she made a motion requesting the Superintendent ensure each school website provide information for School Site Council members, meeting times, agendas and minutes and that was passed unanimously by the School Committee on March 15, 2017 and the Superintendent determined status was completed on April 5, 2017 and currently only one school has that information on its website. She said that leadership is about creating shared educational vision and building consensus throughout the district. She concluded her remarks saying she was disappointed that the Superintendent only attended a few meetings of the School Building Committee.

**Mr. Gignac made a motion to accept and place on file the Superintendent's overall Summative Performance as Proficient; seconded by Mr. Hoey 7 yeas APPROVED**



## **7. REPORTS OF THE SUPERINTENDENT**

### **7.I. BRIDGE Program Annual Report**

Superintendent Khelfaoui gave the Committee the annual David J. McHugh Alternative Middle School Bridge Program report that he received from Jeannine M. Durkin, Deputy Superintendent for Student Support Services. The report contains an overview of the program and core curriculum, program data, performance objectives, staff profiles, and community initiatives for the 2016-2017 school year.

**Mr. Gignac made a motion to accept the following Reports of the Superintendent 7.I, 7.II, 7.III, 7.IV, 7.V, 7.VI, 7.VII and 7.VIII as reports of progress; seconded by Mr. Hoey. 7 yeas APPROVED**

### **7.II. Response to Jackie Doherty's Motion Of 09/06/17 Regarding First Day of School**

Jeannine Durkin, Deputy Superintendent for Student Support Services provided a report to the Committee that was a compilation of information from the following departments regarding the first day of school:

- Abisi Adult Education Center
- Early Childhood Department
- English Language Learner Initial Testing
- Family Resource Center
- Special Education Department
- Transportation Department

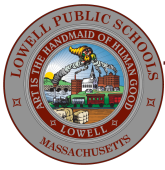
**Mr. Gignac made a motion to accept the following Reports of the Superintendent 7.I, 7.II, 7.III, 7.IV, 7.V, 7.VI, 7.VII and 7.VIII as reports of progress; seconded by Mr. Hoey. 7 yeas APPROVED**

### **7.III. Response to Jackie Doherty's Motion Of 12/06/17 Regarding Requesting State Funds for Students from Puerto Rico**

Superintendent Khelfaoui shared the letters that were sent to Congresswoman Tsongas, Senator Donoghue, State Representative Golden, State Representative Nangle, and State Representative Mom. The letters were sent on behalf of the Lowell School Committee urging them to advocate for funding to support school districts that have received students from Puerto Rico following the natural disaster that the country experienced in late September.

Mr. Gignac added that the Department of Elementary and Secondary Education (DESE) is looking into this and hopefully will be taking some action to help school districts. Across the state there are reported 2000 students who have arrived from Puerto Rico.

**Mr. Gignac made a motion to accept the following Reports of the Superintendent 7.I, 7.II, 7.III, 7.IV, 7.V, 7.VI, 7.VII and 7.VIII as reports of progress; seconded by Mr. Hoey. 7 yeas APPROVED**



#### 7.IV. Enrollment Figures

The district enrollment report provided to the Committee showed the breakdown by school and grade through December 12, 2017.

**Mr. Gignac made a motion to accept the following Reports of the Superintendent 7.I, 7.II, 7.III, 7.IV, 7.V, 7.VI, 7.VII and 7.VIII as reports of progress; seconded by Mr. Hoey. 7 yeas APPROVED**

#### 7.V. Monthly Financial Report

The Monthly Budget Report that was provided to the Committee by Gary Frisch, Assistant Superintendent for Finance/School Business Administrator showed the budget report for the period ending December 20, 2017. Mr. Frisch gave the following summary:

Original Budget	\$162,073,324
Carrying Forward from Last Year	\$804,150
Adjusted Budget	\$162,877,474
Year-To-Date Expenditures	\$-48,855,037
Outstanding Purchase Orders	\$-11,385,408
Remaining Balance	\$102,637,030

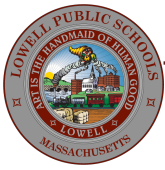
**Mr. Gignac made a motion to accept the following Reports of the Superintendent 7.I, 7.II, 7.III, 7.IV, 7.V, 7.VI, 7.VII and 7.VIII as reports of progress; seconded by Mr. Hoey. 7 yeas APPROVED**

#### 7.VI. Response to Jackie Doherty's Motion of 05/03/17 Regarding District's Performance on State Standardized Tests and MCAS Results

Paul Schlichtman, Coordinator of Research, Testing and Assessment provided a report to the Committee on state testing compared to similar urban communities. The report expanded upon last month's report to give a more detailed examination of how we compare to other urban districts, as well as a deeper examination of the 2017 data. Mr. Schlichtman also shared a PowerPoint presentation with the Committee.

**Mr. Gendron made a motion to refer Response to Jackie Doherty's Motion of 05/03/17 Regarding District's Performance on State Standardized Tests and MCAS Results to a Curriculum Subcommittee for further discussion; seconded by Ms. Doherty. 7 yeas APPROVED**

**Mr. Gignac made a motion to accept the following Reports of the Superintendent 7.I, 7.II, 7.III, 7.IV, 7.V, 7.VI, 7.VII and 7.VIII as reports of progress; seconded by Mr. Hoey. 7 yeas APPROVED**



## **7.VII. Overtime and Extra Earnings Report**

Gary Frisch, Assistant Superintendent for Finance provided the Committee with an overtime report and extra duty pay for all staff members for the month ending November 30, 2017.

**Mr. Gignac made a motion to accept the following Reports of the Superintendent 7.I, 7.II, 7.III, 7.IV, 7.V, 7.VI, 7.VII and 7.VIII as reports of progress; seconded by Mr. Hoey. 7 yeas APPROVED**

## **7.VIII. Report on the Survey Results on the LHS Interim Head of School Results will be available after the closing of the survey on Monday**

Superintendent Khelfaoui shared the LSAA and UTL survey results on how the current interim Head of School communicates effectively with the school community for the School Committee's review. Superintendent Khelfaoui also informed the Committee that in addition to the survey he will be holding forums with parents and then plans to move forward with a search.

**Mr. Gignac made a motion to accept the following Reports of the Superintendent 7.I, 7.II, 7.III, 7.IV, 7.V, 7.VI, 7.VII and 7.VIII as reports of progress; seconded by Mr. Hoey. 7 yeas APPROVED**

## **7.IX. Idling Policy**

Gary Frisch, Assistant Superintendent for Finance provided the Committee with a No Idling Policy that is required for the district's CSA Day School Application with the Department of Elementary and Secondary Education (DESE).

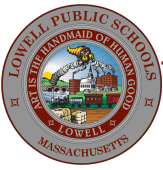
**Mr. Gignac made a motion to adopt a No Idling Policy that applies to the operation of all vehicles, including diesel-powered school buses, on school grounds. For purposes of this policy, "school grounds" shall mean in, on, or within 100 feet of school property, whether school is in session or not, and shall include any athletic field or facility and any playground used for school purposes or functions which are owned by the City of Lowell or the Lowell Public Schools, regardless of proximity to a school building, as well as any parking lot appurtenant to such school, athletic field, facility, or playground; seconded by Mr. Gendron. 7 yeas APPROVED**

## **8. NEW BUSINESS**

### **8.I. School Committee Secretary Stipend**

Gary Frisch, Assistant Superintendent for Finance provided a report to the Committee that recommended Mary Sheehan be paid an annual amount of \$20,000 for all School Committee and Subcommittee meetings and to have it paid out evenly over fifty-two (52) weeks.

**Ms. Doherty made a motion to approve the School Committee Secretary Stipend to be an annual amount of \$20,000 to be paid out evenly over fifty-two (52) weeks; seconded by Mr. Descoteaux. 7 yeas APPROVED**



**8.II. Budget Transfer**

<b>Department:</b>		<b>SCHOOLS</b>				
<b>TRANSFER TO:</b>						
<b>Account #</b>					<b>Description</b>	<b>Amount</b>
<b>Org.</b>	<b>Object</b>	<b>Project</b>	<b>DESE Function</b>			
99339004	512142		<b>3100</b>	Family Resource Center Coord	\$ 50,000.00	
98937034	530002		<b>2350</b>	Wang SA - Prof Dev	\$ 3,300.00	
				<b>TOTAL</b>	\$ 53,300.00	
<b>TRANSFER FROM:</b>						
<b>Account #</b>					<b>Description</b>	<b>Amount</b>
<b>Org.</b>	<b>Object</b>	<b>Project</b>	<b>DESE Function</b>			
99328103	514600		<b>3000</b>	Summer School Stipends	\$ 50,000.00	
98910612	544400		<b>2300</b>	Wang General Supplies	\$ 3,300.00	
				<b>TOTAL</b>	\$ 53,300.00	

Reason for Transfer: Adjustments to expend the budget.

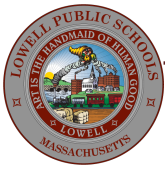
**Mr. Hoey made a motion to approve the budget transfer; second by Mr. Gendron. 7 yeas APPROVED**

**9. PROFESSIONAL PERSONNEL**

**9.I. UTL - McAtamney**

The Members of the United Teachers of Lowell hereby donate thirty two [32] sick leave days to Sarah McAtamney, STEM Academy Teacher.

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



## 10. EXECUTIVE SESSION

### 10.I. Special Meeting

- LSAA
  - History and Current Status of litigation and charges of LSAA
  - Collective Bargaining: consideration of proposals and Fact-finding update
- Legal Update
- Review of Executive Sessions Minutes

**Mr. Gendron made a motion to postpone the Executive Session to the next regularly scheduled School Committee meeting on January 3, 2018; seconded by Mr. Gignac. 7 yeas APPROVED**

Mayor Kennedy, Mr. Gendron and Mr. Gignac all spoke about the great experience it has been being a Lowell School Committee member and thanked their family and friends for their support.



## **11. ADJOURNMENT**

**Mr. Gignac made a motion to adjourn at 8:18 p.m.; seconded by Mr. Gendron. 7 yeas Approved**

**Respectfully submitted,**

**Dr. Salah E. Khelifaoui, Superintendent and  
Secretary to the Lowell School Committee**

**SEK/mes**