

LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: March 21, 2018
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 6:33 p.m., all members were present, namely: Mr. Nutter, Mayor Samaras, Mr. Descoteaux, Ms. Doherty, Mr. Hoey, Mr. Lay and Ms. Martin.

Sophia Marsden, LHS Student Representative was also present.

3. SPECIAL ORDER OF BUSINESS

3.I. Spotlight On Excellence: Stoklosa SoarMA Program

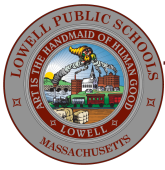
The Spotlight on Excellence featured the Stoklosa SoarMA Program. Mr. James Cardaci, Principal of the Stoklosa School informed the Committee that the SoarMA program is a two (2) year program designed to help low-income children and families save for postsecondary education and training. The program is currently open to all eligible seventh graders at the Stoklosa School. The initiative, funded through public-private partnerships, will provide a matched savings program and a financial education curriculum.

4. MINUTES

4.I. Minutes: Approval of the Minutes of the regularly scheduled Lowell School Committee Meeting of Wednesday, February 28, 2018

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

Ms. Doherty made a motion to take the following Reports of the Superintendent: 10.I, 10.II and 10.III out of order; seconded by Ms. Martin. 7 yeas APPROVED



5. PERMISSION TO ENTER

5.I. Permission To Enter: March 7, 2018

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

6. UNFINISHED BUSINESS

6.I. Head of Lowell High School Update

Superintendent Khelfaoui provided a timeline of the Head of School search process and interview schedule. He then informed the Committee that Ms. Marianne Busteed has been appointed as the Lowell High School Head of School. She is currently in contract negotiations.

Mr. Nutter made a motion to accept the Head of Lowell High School Update and to place it on file; seconded by Ms. Martin. 7 yeas APPROVED

7. MEMORIALS

7.I. Memorial - Bolianites

Bessie Bolianites, mother of Lowell High School teacher Charles Bolianites

7.II. Memorial – Pen

Panha Pen, Lowell High School Student.

8. MOTIONS

8.I. [By Gerard Nutter]: School Committee look into creating a mandatory citywide recess policy for all elementary and middle school students.

Mr. Nutter made a motion to approve; seconded by Ms. Doherty.

The following people spoke in support of creating a mandatory citywide recess policy for all elementary and middle school students:

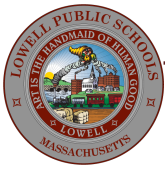
Mickie Dumont

Chhavy Sinuon

Ashley Pizzuti

Paul Georges

Mr. Nutter made a motion to refer item #8.I “School Committee look into creating a mandatory citywide recess policy for all elementary and middle school students” to a Policy Subcommittee for further discussion; seconded by Mr. Hoey. 7 yeas APPROVED



8.II. [By Gerard Nutter]: Administration Provide a report of how many students per Lowell schools enter into Lowell High Lyceum and how many test for entry.

Ms. Doherty asked for the report to include the following:

- How many students take the test and pass and where are they coming from?
- What are the dropout rates from the program?
- What are the trends for the last 3 – 5 years and who is staying with the program?

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

8.III. [By Gerard Nutter]: Administration set up meeting with the Policy Subcommittee to establish a reasonable policy for responding to School Committee votes and motions.

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

8.IV. [By Gerard Nutter]: School Committee consider the following additional items to be added to Agenda OLD Business and Announcements.

Mr. Nutter asked if the Quarterly Reports could be added as well. Superintendent Khelfaoui stated that moving forward he will have the Quarterly Reports in each School Committee meeting packet.

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

8.V. [By Jackie Doherty]: Request the Superintendent provide the committee with a report that breaks down the number of Special Education Students, ELL, and homeless students by school along with staffing ratios currently in place to meet those needs.

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

8.VI. [By Gerard Nutter]: Lowell School Committee work with Asst. Superintendent of Curriculum to explore creating remote learning programs or blizzard bags to be used after 5 snow days.

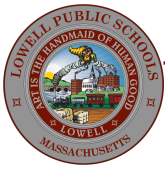
Superintendent Khelfaoui informed the Committee that the district would have to have a 90% response. If a student does not do the work then that student will be marked absent.

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

8.VII. [By Gerard Nutter]: Lowell explore permanently changing Good Friday to an Early Release Day rather than a no school day.

Superintendent Khelfaoui stated that the district is looking into many alternatives.

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



8.VIII. [By Connie Martin]: Request that the Administration provide the Lowell School Committee with written recommendations at the April 4th, 2018 meeting, to engage an outside firm to conduct a Human Resources Compliance Audit with a deadline of June 30, 2018 for completion of said audit.

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

8.IX. [By Gerard Nutter]: Request Superintendent supply explanation why according to Outside Auditors Powers & Sullivan during the 2016/ 2017 school year, approximately \$807,000 of grant proceeds were turned back unused. Report should include copies of each grant, what the total grant received was, what portion of the grant was spent and why the remainder wasn't use along with total dollars of each grant returned.

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

9. SUBCOMMITTEES

9.I. Finance: Finance Subcommittee Meeting: Report of the Meeting of March 21, 2018 [Gerard Nutter, Chairperson]

Mr. Nutter, Chairperson of the Finance Subcommittee informed the Committee that the School Committee approved a budget of \$162,942,846 that included an additional \$610,000 from the Senate that the School Department believed at that time they would be receiving and \$250,000 from the City. On May 30, 2017, the City Council adopted the School Department budget for \$162,073,324 with a verbal commitment from City Manager Murphy for \$250,000 once free cash is certified. On June 22, 2017, Mayor Kennedy and the City Council received a letter from the City Manager informing them that the City will approve the school department's bottom line figure of \$162,073,324 with the additional \$250,000 that was promised and any additional increases from Chapter 70. There is no record that the School Committee received a copy of this letter. On June 27, 2017, Assistant Superintendent Frisch sent the City Auditor a budget submittal of \$162,073,324. The bottom line figure was approved by the City Council. On August 21, 2017, the School Committee voted on a series of budgetary reductions that totaled \$610,000. At this time, the budget's bottom line figure changed and the School Committee should have voted on a new bottom line figure. The district is waiting for additional funds received from School Choice and ERATE and when those funds are received the School Committee will vote on a new bottom line figure.

Mr. Nutter made a motion to accept this report as a report of progress; seconded by Ms. Doherty. 7 yeas APPROVED



10. REPORTS OF THE SUPERINTENDENT

10.I. Drop Out Prevention and Recovery Report

Jeannine Durkin, Deputy Superintendent for Student Support Services provided the Committee with a report that showed the substantial decrease that the dropout rate shows over the last thirteen (13) years. This year, the district's overall dropout rate decreased from 1.8% to 1.2%, which includes a population increase of 120 additional students in the total school enrollment. Overall, the total count of dropouts was forty (40) in 2016-2107, which is eighteen (18) fewer dropouts from 2015-2016.

Heather Ganley, Attendance Supervisor for the Lowell Public Schools and Marianne Busteded, Lowell High School Head of School had PowerPoint presentations to share with the Committee that showed the following:

- History of Lowell Public School's Chronic Absence Rate
- SY 2016-2017 Chronic Absence Rate in Comparable School Districts
- History of Lowell Public School's Annual Dropout Rate
- SY 201-2016 Dropout Rate Comparable School
- Lowell High School 2017 4 Year Graduation Rate
- 2017 4 Year Cohort Graduation Rate Comparable Districts

They also spoke about the Graduation Mentor Program as well as all the hard work done by the staff.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 10.I, 10.IV, 10.V, 10.VI, 10.VII, 10.VIII, 10.IX, 10.X and 10.XI as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

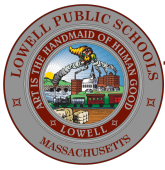
10.II. Mental Health Supports and Needs

Ms. Doherty asked for the number of social workers and their caseloads to be included in the Subcommittee report.

Ms. Doherty made a motion to refer item # 10.II Mental Health Supports and Needs to a Student Support Services Subcommittee for further discussion; seconded by Mr. Descoteaux. 7 yeas APPROVED

10.III. Revised MSBA Education Plan

Robert Bell, Architect from Perkins Eastman provided the Committee with an update on the Education Program and companion Space Summary intended for submission to the Massachusetts School Building Authority (MSBA) in the revised Preferred Schematic Report (PSR) on May 9, 2018. Changes to the Program warrant approval by the School Committee and a record of the vote must be included in the submission to the MSBA. The changes since the last School Committee's approval of the Educational Program and Space Summary include the site (changed from the Cawley to the existing location) and removal of the swimming pool. Since the last submission, the MSBA conducted a review and provided comments along with several determinations on spaces. The MSBA has thus far accepted all spaces with exceptions as noted below:



- Special Education – all spaces are subject to the DESE’s review and approval
- Vocations/Tech – 200sf School Store, 400sf Bank and 4,000sf TV Studio are under continued review
- Health & Physical Education – 450sf of Athletic Secretary, Bursar & Conference spaces are subject to further review, along with co-location of other spaces with the gymnasium
- Auditorium & Drama – proposed Auditorium (in prior new construction) exceeds MSBA upper limits and must be reduced by 2, 216sf; now as renovation, TBD
- Administrative & Guidance – spaces are under continued review
- Custodial & Maintenance – spaces are under continued review
- Other – all spaces have been accepted, except the 1,500sf Lowell Community Health Center & 700sf Catie’s Closet.

Mr. Nutter made a motion to approve and submit the changes to the Educational Program and companion Space Summary to the Massachusetts School Building Authority (MSBA); seconded by Ms. Martin. 7 yeas APPROVED

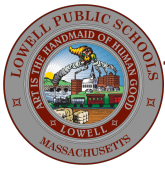
10.IV. Day School Update

Jennifer McCrystal, Director of Special Education provided the Committee with an update on the Day School location. She stated that the city has put forward an RFP for a three (3) year lease for a building in or near the city limits. The goal of the RFP is to find a location that is move-in ready for the beginning of the 2018-2019 school year, while adding two (2) additional classroom and two (2) additional rooms that address sensory needs. This expansion could result in additional cost savings in the out-of-district budget as well as allowing the students and families to remain in their community. The second year of the lease would add additional classroom space allowing for expansion of the program to ensure that students can receive services there through the age of 22, again resulting in an additional cost savings. The optional third year of the lease would allow for additional classroom expansion which could ultimately provide the district additional space to begin to tuition students into the day school from surrounding communities. The RFP will be opened on April 4, 2018.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 10.I, 10.IV, 10.V, 10.VI, 10.VII, 10.VIII,10.IX, 10.X and 10.XI as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

10.V. State And Local Aid for FY2019

Gary Frisch, Assistant Superintendent of Finance provided a report that informed the Committee that the Chapter 70 state aid was announced on January 24, 2018 for the Lowell Public Schools in the amount of \$149,264,111. On February 27, 2018, the City informed the Superintendent that the City Manager would propose a cash contribution of \$25,736,053 inclusive of \$9,543,080 for transportation and adult education. The report also included a copy of the letter from the City Manager informing the Superintendent of the proposed cash contribution as well as a response from the Superintendent to the City Manager.



Ms. Doherty made a motion to accept the following Reports of the Superintendent 10.I, 10.IV, 10.V, 10.VI, 10.VII, 10.VIII, 10.IX, 10.X and 10.XI as reports of progress; seconded by Mr. Descoteaux. 7 years APPROVED

10.VI. Enrollment Figures

The district enrollment report provided to the Committee showed the breakdown by school and grade through March 14, 2018.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 10.I, 10.IV, 10.V, 10.VI, 10.VII, 10.VIII, 10.IX, 10.X and 10.XI as reports of progress; seconded by Mr. Descoteaux. 7 years APPROVED

10.VII. Response to Andy Descoteaux's Motion Of 11/15/17 Regarding a Link on the LPS Website for all K – 12 Events

John Overton, District Webmaster provided a report that informed the Committee that a page has been created on the district website that includes links to each individual school calendar as an easier way to access individual school calendars. The page can be access via our district calendar page at: <https://www.lowell.k12.ma.us/Page/2>.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 10.I, 10.IV, 10.V, 10.VI, 10.VII, 10.VIII, 10.IX, 10.X and 10.XI as reports of progress; seconded by Mr. Descoteaux. 7 years APPROVED

10.VIII. Response to Connie Martin's Motion Of 02/28/18 Regarding IDEA Camp

Robin Desmond, Assistant Superintendent for Curriculum & Instruction and Assessment provided a report to the Committee that informed them that it is projected that IDEA Camp, as originally designed, will require a district contribution of over \$42,000 for the summer of 2018. A team meeting was held to determine whether IDEA Camp courses may be offered to great numbers of Lowell Public School students through 21st Century Summer School programming. The team is working on assessing the feasibility of integrating Crime Science Investigations, Flight School, Robotics and Got Dirt courses into summer school sites located at the Robinson and Stoklosa middle schools for the summer of 2018. The team is also investigating how to offer the remainder of IDEA Camp courses using a smaller, more affordable programming model.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 10.I, 10.IV, 10.V, 10.VI, 10.VII, 10.VIII, 10.IX, 10.X and 10.XI as reports of progress; seconded by Mr. Descoteaux. 7 years APPROVED

10.IX. Knowledge Bowl 2018

Carolyn Rocheleau, Coordinator of Special Programs provided the following revised schedule to the School Committee. The Kathryn Philbin Stoklosa Knowledge Bowl taking place at the Butler School will hold its Preliminary Matches on March 5th, March 6th and March 12th.



The Elimination Rounds will take place on March 15th, March 19th and March 20th. The Final Competition will be held on March 22nd.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 10.I, 10.IV, 10.V, 10.VI, 10.VII, 10.VIII,10.IX, 10.X and 10.XI as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

10.X. Response to Gerry Nutter's Motion Of 02.28.18 Regarding Safety Measures in place at all Lowell Schools

Superintendent Khelfaoui informed the Committee that due to the fact that a Joint Student Support Services Subcommittee will be taking place with the City Council, Chief William Taylor, Lowell Police Department will not be attending tonight's meeting, but will be attending the Subcommittee to discuss safety measures in our schools.

Mr. Nutter made a motion to have a Joint School Committee and City Council Finance Subcommittee to discuss safety within our facilities; seconded by Mr. Descoteaux. 7 yeas APPROVED

Ms. Doherty made a motion to accept the following Reports of the Superintendent 10.I, 10.IV, 10.V, 10.VI, 10.VII, 10.VIII,10.IX, 10.X and 10.XI as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

10.XI. Breakfast and Lunch Participation

The breakfast and lunch participation report that was provided to the Committee showed breakfast and lunch percentages by school from January 25, 2018 through February 21, 2018.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 10.I, 10.IV, 10.V, 10.VI, 10.VII, 10.VIII,10.IX, 10.X and 10.XI as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

10.XII. Home Education

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

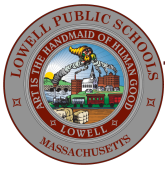
Steven and Heidi Perez
219 Jackson Street, Apt. 432

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

11. NEW BUSINESS

11.I. 2nd Reading and Vote on School Assignments Policy

Mr. Hoey made a motion to approve the School Assignments Policy; seconded by Mr. Nutter. 7 yeas APPROVED

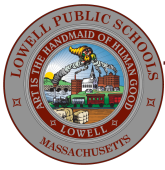


11.II. Budget Transfer

Department:		SCHOOLS				
TRANSFER TO:						
Account #					Description	Amount
Org.	Object	Project	DESE Function			
91941102	530002		2200	Laura Lee SA - Other Exp	\$ 3,490.00	
92010124	541000		2450	Lincoln SA - Technology Exp	\$ 3,000.00	
92010112	544400		2300	Lincoln SA - General Supplies	\$ 1,000.00	
95010112	544400		2300	Shaughnessy SA - General Supplies	\$ 8,000.00	
98537031	530002		2350	Daley SA - Prof Dev	\$ 3,836.00	
					TOTAL	\$ 19,326.00
TRANSFER FROM:						
Account #					Description	Amount
Org.	Object	Project	DESE Function			
91920109	544400		2300	Laura Lee SA - General Supplies	\$ 3,490.00	
92010115	541600		2400	Lincoln SA - Textbooks	\$ 4,000.00	
95010124	541000		2450	Shaughnessy SA - Tech. Exp.	\$ 8,000.00	
98510612	544400		2300	Daley SA - General Supplies	\$ 3,836.00	
					TOTAL	\$ 19,326.00

Reason for Transfer: Adjustments to expend the budget.

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



12. CONVENTION/CONFERENCE REQUESTS

12.I. LHS - AFJROTC

The Lowell High School ROTC cadets, Lt. Col Eileen Ironfield and MSgt Kevin Casilli and MSgt Susan Antolini, to travel from Thursday, March 31st through Sunday, June 3, 2018, with approximately 80-100 cadet students to Fort Devens facility to attend the MA-771's annual Cadet Leadership Course.. All costs will be paid by AFJROTC funds, student fundraising and student contributions. The total cost is approximately \$7,000 and three [3] substitutes will be needed for two days. The cost of the substitutes in the amount of \$600 will be paid by LHS individual school budget.

Mr. Nutter made a motion to take and approve all seven (7) convention/conference requests together; seconded by Ms. Doherty. 7 yeas APPROVED

12.II. LHS - Trip to Hyannis

Rose Mendonca, Guidance Counselor at the Freshman Academy, to attend the Massachusetts School Counselors Association Conference in Hyannis, MA from Monday, April 30, 2018 through Tuesday, May 1, 2018. There will be no cost to the Lowell high School or the School Department. No substitute teacher is needed.

Mr. Nutter made a motion to take and approve all seven (7) convention/conference requests together; seconded by Ms. Doherty. 7 yeas APPROVED

12.III. Trip to Huntsville, Alabama

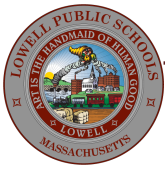
Kerien Driscoll, Stem Academy Math resource Teacher, to attend the Honeywell Space Educators Camp from Wednesday, June 13th through Tuesday, June 19, 2018 in Huntsville, Alabama. There is no cost to the School Department budget. All expenses will be funded by the Honeywell Institute. No substitute teacher is needed.

Mr. Nutter made a motion to take and approve all seven (7) convention/conference requests together; seconded by Ms. Doherty. 7 yeas APPROVED

12.IV. Trip to Rhode Island - Student Support Staff

Pre-approved: Mary Payne and Rosa Segarra-Morales, District Support Specialists, Jane Mosher-Canty, Staff Counsel for Student Support Services, and Damary Montoya, Parent Liaison at LHS to attend the 2018 School Redesign Conference in Providence, Rhode Island from Monday, March 12, 2018 through Tuesday, March 13, 2018. The cost associated with lodging and registration will be funded by Project Learn. The cost for mileage and meals will be reimbursed through Title 1 and shall not exceed \$800. No substitute teacher is needed.

Mr. Nutter made a motion to take and approve all seven (7) convention/conference requests together; seconded by Ms. Doherty. 7 yeas APPROVED



12.V. LHS- Trip to Dominican Republic

Head of School Marianne Busteed, request permission for up to 24 students and four chaperones, Wayne Taylor, Jill Taylor, JoAnne LaBranche and Alexis Martinez to travel to Dominican Republic from Friday, February 15 through Sunday, February 24, 2019. The students will miss 1 day of school. All costs associated with this trip will be funded by each student and staff traveling. The only cost will be \$210 for two substitute teachers for 1 day and will be paid by Lowell High School Individual School account.

Mr. Nutter made a motion to take and approve all seven (7) convention/conference requests together; seconded by Ms. Doherty. 7 yeas APPROVED

12.VI. LHS- Trip To Greece

Pre-Approved: Lowell High School staff Jill McNamara, Wayne Taylor and Danielle Lessard, along with chaperone Jo Ann LaBranche who is CORI and 24 students, to travel to Greece, Athens, and Islands during April 2018 school vacation. The total cost of \$3,335 will be paid by each student traveling. The cost of \$200 for two substitute teacher will be paid by the LHS Individual School Budget.

Change requested: Increase the number of travelers, students to 42 and chaperones to 7. The additional chaperones are LHS teachers: Michael Arwe, Ann Bienvenue, Kara Pigeon and Rachel Ruchsbaum, wife of Michael Arwe, who has been CORIED.

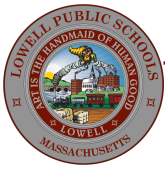
Mr. Nutter made a motion to take and approve all seven (7) convention/conference requests together; seconded by Ms. Doherty. 7 yeas APPROVED

12.VII. LHS - Trip to Ireland

Pre-Approved: Head of School Brian Martin, requests permission for eighteen [18] to twenty four [24] students and four [4] chaperones, Thomas Thornton, and the other three to be named at a later date, to travel to Ireland during the April school vacation 2018. Students will miss one day of school, Friday, April 13, 2018 and three [3] substitutes will be needed for one day. The cost of two substitutes in the amount of \$200 will be paid by LHS individual school budget and the third substitute will be paid by EF Tours. Each student traveling will incur the total cost of between of \$2,948.00.

Change requested: There will be one chaperone, Thomas Thornton instead of 4 and he will be traveling with 8 LHS students instead of 24. Due to this change there will be no cost to the Lowell School Department or LHS.

Mr. Nutter made a motion to take and approve all seven (7) convention/conference requests together; seconded by Ms. Doherty. 7 yeas APPROVED

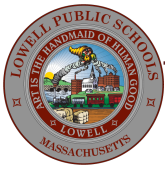


13. PROFESSIONAL PERSONNEL

13.I. UTL Donated Sick Days - Lannon

The Members of the United Teachers of Lowell hereby donate twenty three [23] sick leave days to Lauren Lannon, Morey School Paraprofessional.

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



14. ADJOURNMENT

Mr. Nutter made a motion to adjourn at 9:43 p.m.; seconded by Mr. Hoey. 7 yeas APPROVED

Respectfully submitted,

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

SEK/mes