



Lowell Public School Committee

Regular Meeting Agenda

Date: December 19, 2018
Time: 6:30PM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. **SALUTE TO FLAG**

2. **ROLL CALL**

3. **SPECIAL ORDER OF BUSINESS**

3.i. Spotlight On Excellence – Dr. Wang Middle School Musical

Documents:

[12-19-18 SPOTLIGHT ON EXCELLENCE WANG MUSICAL.PDF](#)

3.ii. STEM Academy @ The Rogers School MassCUE Presentation

Documents:

[STEM MASSCUE PRESENTATION 11-7-18.PDF](#)

4. **MINUTES**

4.i. Minutes:

Approval of the Minutes of the Regular School Committee Meeting of Wednesday, December 5, 2018.

Documents:

[LSC MINUTES - DECEMBER 5, 2018.PDF](#)

5. **PERMISSION TO ENTER**

5.I. Permission To Enter: December 19, 2018

Documents:

[PERMISSION TO ENTER - DEC. 19, 2018.PDF](#)

6. **MOTIONS**

6.I. [By Gerard Nutter]:

Request by first School Committee meeting in January, for City Manager's Office to provide to the School Committee, copies of all documentation justifying the trash increase from \$169,064 in 2014 to \$322,037 in 2015 - \$341,095 in 2016 and \$339,943 in 2017 based on this formula in the Maintenance of Effort Agreement - the following formula shall be applied:

The total yards per week of trash removed for the public schools x 88.35 pounds per years x \$ 70 per ton x 40 weeks of school. To calculate the recycling expense the following formula shall be applied: Total expense of the City of Lowell x 3.28% (total percentage of trash removal expense).

6.II. [By Gerard Nutter]:

School Committee direct Atty. Jim Hall to work with DESE and provide School Committee with Legal opinion on who is responsible to fund transportation for public education, who is responsible by law to oversee public education transportation including routes and bidding and how much if any the City receives in Charter School Transportation reimbursement and why that doesn't go to the School Dept. if School Dept. has to take transportation from city's cash contribution.

6.III. [By Gerard Nutter]:

School Committee request Atty. Hall to work with DESE to offer legal opinion on how City is able to charge \$1,500,000.00 in health personal cost against NET School Spending but then keep ALL Medicaid reimbursement when School Personal fill out all the required paperwork and if School Personal should cease to do that.

6.IV. [By Gerard Nutter]:

School Committee vote to formally abolish existing Maintenance of Effort Agreement with City and create a subcommittee of Asst. Supt. of Finance, Mayor and Finance Subcommittee Chair to begin negotiations for a new agreement for the 2019/2020 School Year for entire School Committee to approve.

6.V. [By Robert Hoey]:

Request that the Superintendent direct Human Resources to conduct exit meeting surveys of teachers that requested transfers last year including the reasons why they requested a transfer.

6.VI. [By Robert Hoey]:

Request that the Superintendent direct Human Resources to develop a formal list of recruiting sources that work with minorities, female, the disabled, and veterans. Also provide a report on how many employees do we have in each bargaining unit and not affiliated that are minority, disabled, veteran and reservists and guardsmen.

6.VII. [By Jacqueline Doherty]:

Superintendent meets monthly during the school year with leadership of the Citywide Family Council.

6.VIII. [By Jacqueline Doherty]:

Citywide Family Council makes a yearly presentation to the

Lowell School Committee in January-February that outlines accomplishments to date and plans going forward.

6.IX. [By Jacqueline Doherty]:

Lowell School Committee allocates funds to support Citywide Family Council per recommendations from Administration, beginning with 2019-2020 budget.

7. REPORTS OF THE SUPERINTENDENT

7.I. Forensic Review And Analysis

Documents:

[LOWELL FORENSIC REVIEW - FINAL 12_14_18.PDF](#)

7.II. Parent/Teacher Meeting Update

Documents:

[PARENT TEACHER MEETING UPDATE.PDF](#)
[CHART- OPEN HOUSE COUNTS BY GRADE LEVEL.PDF](#)

7.III. School Site Council Report

Documents:

[SCHOOL SITE COUNCIL REPORT.PDF](#)
[2018-2019 PARENT LEADERS FORMS.PDF](#)
[SCHOOL SITE COUNCIL CHECKLIST 12-14-18.PDF](#)

7.IV. Business Office Update

Documents:

[BUSINESS OFFICE UPDATE.PDF](#)
[BAD BILL LIST.PDF](#)

7.V. Response To Gerald Nutter's Motion Of 09/19/18 Regarding Bailey School Gymnasium

Documents:

[BAILEY SCHOOL.PDF](#)

7.VI. Personnel Report

Documents:

[2018 DECEMBER 19 PERSONNEL REPORT.PDF](#)

7.vii. List Of Eligible Teachers

Documents:

[2018 DECEMBER 19, 2018.PDF](#)

7.viii. Enrollment Figures

Documents:

[ENROLLMENT 12.7.18.PDF](#)
[ENROLLMENT CHANGES.PDF](#)

7.ix. Report On Motions

Documents:

[REPORT MOTIONS DECEMBER 19, 2018 - 2.PDF](#)

7.x. Home Education

Documents:

[HOME SCHOOLING REQUEST SCH COMM 12-19-18.PDF](#)

8. **NEW BUSINESS**

8.i. Review Of Proposed AFJROTC MOA

Documents:

[ROTC MOA.PDF](#)

8.ii. Second Reading Public Gifts To Schools Policy

Documents:

[DONATED TECHNOLOGY POLICY COVER PAGE.PDF](#)
[POLICY FOR RECEIVING DONATED TECHNOLOGY EQUIPMENT.PDF](#)
[MINIMUM REQUIREMENT GUIDELINES FOR TECHNOLOGY DONATIONS.PDF](#)

9. **CONVENTION/CONFERENCE REQUESTS**

9.i. Trip- La Jolla, CA,

Permission for Martha Cohn, Coordinator of Science and Social Studies, Patricia Myers, STEM Support Specialist,

David Anderson, Principal of the McAuliffe School and Arthur Santos, District Technology Integration Specialist, to attend 2019 CSforALL SCRIPT (Strategic CSforALL Resource & Implementation Planning Tool) Symposium, to be held at the Scripps Institution of Oceanography in La Jolla, CA, Monday, January 14th - Thursday, January 17th, 2019. There is no cost to the district. The cost of travel, including meals, transportation, and accommodations will be reimbursed to the participants, up to \$1,000 per person, by CSforAll.

Documents:

[CONF REQ CSFORALL SCRIPT 1-14-17, 2019.PDF](#)

9.II. Trip- LHS To Florida

Head of School Marianne Busteed, request permission for ROTC staff members Lt. Col Eileen Ironfield, MSgt Kevin Casilli, and TSgt David Smith to travel to Daytona Beach, Florida with approximately 45 students for the Multi-Service JROTC Drill Competition. The competition is scheduled for Friday, May 3, 2018 through Sunday, May 5, 2018. The team will depart Lowell High School at approximately 6:00 a.m. on Wednesday, May 1, 2018 and travel by bus paid for by the AFJROTC funds, and will return on Wednesday, May 7, 2018. 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.

Documents:

[ROTC DAYTONA BEACH FL.PDF](#)

10. **PROFESSIONAL PERSONNEL**

- 10.I. The Members Of The United Teachers Of Lowell Hereby Donate Eleven [11] Sick Leave Days To Tamara Jordan, Robinson School Teacher.

Documents:

[UTL - DONATED SICK DAYS.PDF](#)

- 10.II. The Members Of The United Teachers Of Lowell Hereby Donate Sixteen [16] Sick Leave Days To Patricia Jussaume, Butler School Teacher.

Documents:

[UTL - DONATED SICK DAYS.PDF](#)

- 10.III. The Members Of The United Teachers Of Lowell Hereby Donate Eighteen [18] Sick Leave Days To Bryan Owen, Lowell High School Teacher.

Documents:

[UTL - DONATED SICK DAYS.PDF](#)

11. **EXECUTIVE SESSION**

11.I. Agenda Items:

a) Non-Union Personnel:

Update and consideration in regard to negotiations related to 2 principal contracts;

b) SEIU/LSAA- Discussion regarding resolution of grievance related to sick leave buyback provisions;

c) UTL - Consideration of Collective Bargaining proposals and update on negotiations

d) Litigation- review and consideration of claim related to disputed bill for services

e) SEIU- update on negotiations and consideration of clerical job description

12. **ADJOURNMENT**

Lowell Public Schools • 155 Merrimack Street • Lowell, MA 01852 • P: 978.674.4324 •
<http://www.lowell.k12.ma.us/>



Spotlight on Excellence Dr. Wang Middle School Musical

TO: Jeannine Durkin, Acting Superintendent of Schools

FROM: Robin Desmond, Assistant Superintendent Curriculum, Instruction & Assessment *R. Desmond*

DATE: December 6, 2018

RE: *Spotlight on Excellence Dr. Wang Middle School Elf Musical Performance*

On the evening of November 30th and the afternoon of December 1st, Wang Middle School students put on a performance of *Elf, the Musical* based on the holiday movie *Elf*. The students rehearsed for many weeks leading up to the show as there were numerous songs to sing and dance routines to learn for the show! Most impressively was the “it takes a village” mentality the staff and parents took to put on this magical show. Staff members and parents donated their time on many days after school to build the incredible sets and get all the costumes ready in time for the show. There were parents who organized and set-up our sound system in the auditorium. Lastly, in addition to the extensive cast of over 40 students, we had an entire set-crew of students made up of current and former Wang students that “invisibly” changed the sets for each scene during the performances.

Wang School is always incredibly proud of our musical performances every year, but this was the first year we performed it during the winter months—usually we have a spring musical show. However, given that both shows were completely sold out like our spring shows usually are, it doesn’t seem like the time of year matters, because our students do such an incredible job with these shows each and every year! We will be performing the show again in the coming weeks during the school day for several elementary schools that asked to come see the show, so Buddy the Elf will be on stage a few more times before all is said and done. A special recognition to Tricia Neary for her dedicated and incredible work on this show (like she does every year) and also her assistants Kellianne Grady and Omayra Marcano.

Director: Tricia Neary
Musical Director: Kellianne Grady
Set, Stage, & Prop Director: Omayra Marcano
Choreographer: Amelia Halloran (former Wang Student...current LHS student)
Sound Engineers: Hollie & Kevin Walsh (parents of Wang Student)

I would like to thank Matthew Stahl, Principal of the Dr. Wang Middle School, for providing the information contained within this report.



STEM Academy @ the Rogers School MassCUE Presentation

TO: Jeannine Durkin, Acting Superintendent of Schools

FROM: Robin Desmond, Assistant Superintendent Curriculum,
Instruction & Assessment *Robin Desmond*

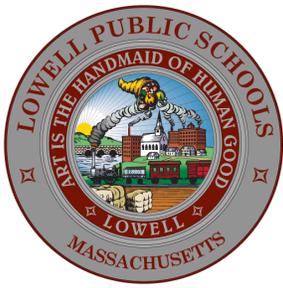
DATE: November 1, 2018

On Thursday, October 18th, students from the STEM Academy @ the Rogers School presented at the MassCUE Fall Conference. The conference, sponsored by the Massachusetts Computer Using Educators (MassCUE) and the Massachusetts Association of School Superintendents (M.A.S.S.), provides teachers and administrators from Massachusetts and New England a two-day opportunity to learn best practices in technology integration from experts and their peers.

The students participated in a CueKids showcase where they, and other students from across the Commonwealth, presented the innovative ways they used technology to enhance their learning and understanding.

Students from the STEM Academy @ the Rogers School presented on how they used robots, such as Spheros and ProBots, to help them better understand angles and distance in one dimensional shapes. At MassCUE, they delivered a two-minute speech to the audience and then set up at a kiosk to demonstrate their project and answer questions from educators, administrators, and their peers from CueKids.

I would like to thank Kara Wilkins, Technology Integration Specialist, for the information provided in this report, and the development of this video for presentation tonight.



LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: December 5, 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 6:32 p.m., all members were present, namely: Ms. Martin, Mr. Nutter, Mayor Samaras, Mr. Descoteaux, Ms. Doherty, Mr. Hoey and Mr. Lay.

3. SPECIAL ORDER OF BUSINESS

3.I. Spotlight on Excellence: Pyne Arts Musical - Mr. Steven Rose And Mr. Willie Jones

The first Spotlight on Excellence featured students from the Pyne/Arts School singing a song from their recent production of High School Musical Jr.

3.II. Spotlight on Excellence - Roald Dahl Imaginormous Challenge

The second Spotlight on Excellence featured Dr. Edward Foster, Sullivan School Principal who provided an overview of the recent competition of the Roald Dahl Imaginormous Challenge and introduced the award recipient from the Sullivan School. Madisyn Koza, wrote a creative 100 word story idea that won her a trip to New York City and a visit to Dylan's Candy Bar over the summer. Also, as part of her prize, the Sullivan School won a Roald Dahl Library for the school and teaching resources valued at \$500.00.

4. MINUTES

4.I. Minutes: Approval of the Minutes of the Regular School Committee Meeting of Wednesday, November 7, 2018.

Ms. Doherty made a motion to accept the minutes of the November 7, 2018 and the November 14, 2018 School Committee meetings and to place them on file; seconded by Mr. Descoteaux. 7 yeas APPROVED



4.II. Minutes of Special Meeting: Approval of the Minutes of the Special Meeting of the Lowell School Committee Meeting of Wednesday, November 14, 2018.

Ms. Doherty made a motion to accept the minutes of the November 7, 2018 and the November 14, 2018 School Committee meetings and to place them on file; seconded by Mr. Descoteaux. 7 yeas APPROVED

5. PERMISSION TO ENTER

5.I. Permission to Enter: December 5, 2018

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

6. MEMORIALS

6.I. Anna Sophia Aslanian, Lowell High School Student.

6.II. Jack Spignesi, Father of Christine Adams Behavior Specialist

6.III. Maria Olimpia Meza, Mother of Maria Vejar, LHS House Dean.

6.IV. Joseph Lynch, Father of Sue Rabias, Shaughnessy School Teacher.

6.V. John Caron, Father Of Anne Murphy, Retired Assistant Superintendent For Student Support Services And Patty Myers, Stem District Support Specialist.

7. MOTIONS

7.I. [By Gerard Nutter]: Request update from City Manager on status of Fire Code Violations, Sanitary Code violations /concerns and if ANY of the safety issues noted in Collins Report have been addressed.

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

7.II. [By Gerard Nutter]: Schedule a series of Finance Subcommittee meetings at 5:00 pm before the next 3 SC meetings to review process failures in our Financial department and what processes and procedures have been put in place to prevent the financial fiasco we have been left with.

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

7.III. [By Gerard Nutter]: Vote to request the Mayor file a motion requesting City Council direct the City Manager to break out cost of Transportation and Adult Education from Cash contribution provided by the City in budget and not act on any Council requests until it is voted on.

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



7.IV. [By Dominik Hok Lay and Robert Hoey]: Request that the City Council instruct the city Auditor to provide the members of the School Committee with quarterly reports on the money spent in each line item of the school department budget throughout the fiscal year.

Mr. Descoteaux requested that the quarterly reports from the Interim Assistant Superintendent for Finance be presented at the same time.

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

8. SUBCOMMITTEES

8.I. Lowell High Subcommittee: Approval of the Minutes of the Meeting of Thursday, November 1, 2018 [Dominik Lay, Chair of Lowell High Subcommittee]

Mr. Lay, Chairperson of the Lowell High Subcommittee reported out on this at the Lowell School Committee Meeting on November 7, 2018.

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

9. REPORTS OF THE SUPERINTENDENT

9.I. Update On Andy Descoteaux's Motion Of 04/04/18 Regarding Salvaged Musical Equipment

Sharon Clark, Ed.D, LHS Fine Arts Academic Chair, presented a report to the Committee that showed an overview of all musical instruments in our elementary schools. The report included the quantity, item/description, age, condition, location, unit replacement cost, and total replacement cost as well as each schools updated inventory.

Mr. Nutter made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED

9.II. Response to Connie Martin's Motion Of 03/21/18 Regarding Human Resources Compliance Audit

Acting Superintendent Jeannine Durkin informed the Committee that Human Resources Services, Inc. will be available in January to present this report to the Committee.

Ms. Martin made a motion to refer the Human Resources Compliance Audit to the Personnel Subcommittee; seconded by Ms. Doherty. 7 yeas APPROVED

Mr. Nutter made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED



9.III. Response to Connie Martin's Motion Of 04/26/18 Regarding LHS Emergency Evacuation

Marianne Busted, Head of Lowell High School provided a report that gave the Committee a timeline of events that took place during the emergency evacuation on April 6, 2018. The report also included recommendations.

Mr. Nutter made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED

9.IV. Response to Gerard Nutter's Motion Of 03/18/18 Regarding Blizzard Bags

Robin Desmond, Assistant Superintendent Curriculum, Instruction & Assessment provided a Blizzard Bag update to the Committee. The office of Curriculum, Instruction & Assessment created samples of grade level "Cancelled School Day Learning Packets". The report included samples for grades 1 and 5. The samples include required ELA and math activities and optional science, social studies and virtual field trip activities from which students must complete one. Also included is a sample of a question and answer sheet. The administration made a recommendation to pilot the learning packets for the 2018 – 2019 school year.

Mr. Nutter made a motion to accept the recommendation to pilot the learning packets for the 2018 – 2019 school year; seconded by Mr. Hoey. 7 yeas APPROVED

Mr. Nutter made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED

9.V. Response to Gerard Nutter's Motion Of 09/19/18 Regarding Donated Technology

Billie Jo Turner, Interim Assistant Superintendent of Finance & Operations provided a report to the Committee regarding donated technology that included a list of minimum requirement guidelines for a building administrator to use when deciding on whether to accept a technology donation. The report also included a recommended policy for receiving donated technology equipment.

Mr. Nutter made a motion to approve the policy Receiving Donated Technology Equipment; seconded by Mr. Descoteaux. 7 yeas APPROVED

Mr. Nutter made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED



9.VI. Coordinator of Research, Testing & Assessment Update

Acting Superintendent Jeannine Durkin updated the Committee on the Coordinator of Research, Testing & Assessment position. The update stated that the district is improving efficiencies and cutting costs through continued work of job descriptions, including the district's recent focus on the Coordinator of Research and Data Analysis and Database Administrator. The amended position was received back fully executed from LSAA.

Mr. Nutter made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED

9.VII. Enrollment Figures

The district enrollment report provided to the Committee showed the breakdown by school and grade through November 30, 2018.

Mr. Nutter made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED

9.VIII. Report On Motions

Acting Superintendent Jeannine Durkin provided the monthly report on the status of outstanding motions and asked the Committee if they had any concerns or questions.

Mr. Nutter made a motion to accept the following Reports of the Superintendent 9.I through 9.VIII as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED

9.IX. Home Education

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

Clarivel Marinde Dragas & Dario Dragas
69 Mary Theresa Terrace

Scott Scuturio & Geovanie Huertas
188 Cross Street

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



10. NEW BUSINESS

10.I. Anticipated Changes to the Approved FY19 Budget

Billie Jo Turner, Interim Assistant Superintendent of Finance & Operations provided a budget update to the Committee that informed them that the Business Office has been busy identifying solutions to the budget dilemma, implementing internal controls for identified areas of system weakness and Human Resource issues/changes. The report included updates on the Health Insurance and Special Education Tuition.

Ms. Doherty made a motion to have the administration prepare a memo informing the City Council that the reimbursement for the Digital Connections Partnership School Grant Program totaling \$553,217.46 that was sent to the Lowell Treasurer/Collector's Office in February of 2018 needs to be forwarded to the School Department as well as the Medicaid reimbursement; seconded by Mr. Descoteaux. 7 yeas APPROVED

Mr. Nutter made a motion to accept the Anticipated Changes to the Approved FY19 Budget as a report of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

10.II. Vote to Accept Grant Award of \$20,000 to Lowell High School from Silicon Valley Community Foundation.

Marianne Busted, Head of Lowell High School respectfully requested the approval of a \$20,000 donation from the Silicon Valley Community Foundation. The funds will be used for staff to travel with twenty-nine (29) honor students to the National Memorial for Peace and Justice in Montgomery, Alabama.

Mr. Hoey made a motion to accept the donation of \$20,000 from Silicon Valley Community Foundation; seconded by Mr. Descoteaux. 7 yeas APPROVED

10.III. Permission to Post; School Safety Coordinator

Acting Superintendent Jeannine Durkin requested permission to post the grant funded School Safety Coordinator position. The position is the result of a grant award of \$471,065 from the US Department of Justice designed to help bolster school security and provide enhanced coordination between the Lowell Public Schools and the City of Lowell first responders in the event of a crisis. The grant was award by the Department of Justice's Office of Community Oriented Policing Services (COPS) School Violence Prevention Program (SVPP).

Ms. Martin made a motion to approve the posting of the School Safety Coordinator position; seconded by Mr. Nutter. 7 yeas APPROVED



10.IV. Budget Transfer

Department:		SCHOOLS				
TRANSFER TO:						
Account #					Description	Amount
Org.	Object	Project	DESE Function			
99341203	512205		1200	Asst Supt - Student Suppt Svcs	\$ 36,933.00	
99341224	575422		1400	Photocopier Maintenance/Service	\$ 50,000.00	
99341208	530002		1400	HR Contracted Services	\$ 25,000.00	
90110112	544400		2300	Cardinal SA - General Supplies	\$ 13,000.00	
99347112	575370		4000	Utility - Telephone	\$ 30,000.00	
TOTAL					\$ 154,933.00	
TRANSFER FROM:						
Account #					Description	Amount
Org.	Object	Project	DESE Function			
99300003	577771		2400	School Committee Suspense	\$ 154,933.00	
TOTAL					\$ 154,933.00	

Reason for Transfer: To appropriate a portion of additional Chapter 70 funds

Mr. Nutter made a motion to approve the budget transfer of \$154,933.00; seconded by Mr. Descoteaux. 7 yeas APPROVED

11. CONVENTION/CONFERENCE REQUESTS

11.I. Trip- Ledyard, CT

Permission for James Fitzmeyer and KC Nelson to attend the Whalley Computer Foxwoods Technology Conference 2018 from December 6 to December 7 in Ledyard, CT. There will be no cost to the Lowell School Department .

Mr. Descoteaux made a motion to take and approve both convention/conference requests together; seconded by Mr. Hoey. 7 yeas APPROVED



11.II. LHS - Trip To Alabama

Head of School Marianne Busteed, requests permission for LHS staff members; Jessica Lander, Patricia Williams and Stephen Gervais along with a group of 29 LHS students to travel to the National Memorial for Peace and Justice in Montgomery, Alabama. They will travel on Friday, January 4th through Sunday, January 6, 2018. There are no costs to the Lowell High School or the School Department Budget.

Mr. Descoteaux made a motion to take and approve both convention/conference requests together; seconded by Mr. Hoey. 7 yeas APPROVED

12. COMMUNICATIONS

12.I. Letter of Appreciation to Lowell Fire Department, Chief Jeff Windward, Retired Firefighter Larry Finn And Local 853

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

13. PROFESSIONAL PERSONNEL

13.I. UTL-Sick Leave

The Members of the United Teachers of Lowell hereby donate two [2] sick leave days to Nancy Renee Hill, Lowell High School teacher.

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



14. ADJOURNMENT

Mr. Nutter made a motion to adjourn at 8:19 p.m.; seconded by Mr. Hoey. 7 yeas Approved

Respectfully submitted,

**Jeannine M. Durkin, Acting Superintendent and
Acting Secretary to the Lowell School Committee**

JMD/mes



PERMISSION TO ENTER

To: Jeannine Durkin, Interim Superintendent of Schools
From: Billie Jo Turner, Interim Assistant Superintendent for Finance and Business
Date: December 13, 2018
Subject: Permission to Enter – December 19, 2018 School Committee Meeting

RIDE-RITE MEDI VAN, INC **\$46,000.00**
160 State Road
E. Westminister, MA 01473

To provide roundtrip transportation for (1) one Lowell special education child from Ashland, MA to TEC Phoenix Academy in Hopedale, MA.

Funding provided by the School Department – Special Ed. Transportation

CASTLE HILL COUNSELING AND CONSULTING, INC. **\$30,000.00**
60 Washington Street, #202
Salem, MA 01970

To facilitate an integrated continuum of services to complement educational strategies while addressing identified challenge area for (3) special education students and staff.

Funding provided by the 240 Grant

RENNIE CENTER FOR EDUCATION RESEARCH AND POLICY **\$25,000.00**
114 State Street
Boston, MA 02109

To participate in the Excellence through Emotional Learning Network to obtain deep content knowledge and interactive Professional Development and EXSEL Data Analysis to develop data collection.

Funding provided by the Title IV Grant

THE UMBRELLA COMMUNITY ART CENTER

\$16,320.00

40 Stow Street
Concord, MA 01742

To provide art instruction to students participating in the 21st Century Community Learning Centers programs.

Funding provided by the 21st Century Grant

THE GREEN DRAGONS

\$19,200.00

10 Kearney Square #40
Lowell, MA 01852

To provide martial arts and environmental instruction to students in the 21st Century programs.

Funding provided by the 21st Century Grant

LOWELL TAEKWONDO

\$14,400.00

101 Paige Street
Lowell, MA 01852

To provide martial arts education to students participating in the 21st Century After School Program.

Funding provided by the 21st Century Grant

LOWELL PARKS AND CONSERVATION TRUST

\$70,675.00

660 Suffolk Street, Suite 120
Lowell, MA 01854

To provide environmental instruction and programs to the students participating in the 21st Century program.

Funding provided by the 21st Century Grant



December 14, 2018

Forensic Review and Analysis

LOWELL PUBLIC SCHOOLS DISTRICT



WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

December 14, 2018

Jeannine M. Durkin
Acting Superintendent of Schools
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Re: Forensic Review and Analysis

Dear Ms. Durkin,

Enclosed is our report that was completed per our agreement with the Lowell Public Schools District (LPSD) regarding our forensic review and analysis of certain financial activities (described herein) for the fiscal year ending June 30, 2018, including a limited review of LPSD's 2019 budget that was approved during said fiscal year. This report describes the procedures performed and the results of those procedures. The sole purpose of our engagement was to assist the LPSD identify if any fraud or noncompliance with laws, regulations, contracts and/or grants occurred.

We have performed our engagement in accordance with the Statement on Standards for Consulting Services, *Consulting Services: Definitions and Standards* (codified as CS Section 100 in *AICPA Professional Standards*) of the American Institute of Certified Public Accountants ("AICPA").

This report should only be used for the sole purpose of assisting the LPSD in determining whether fraud or noncompliance with laws, regulations, contracts and/or grants occurred during the fiscal year ended June 30, 2018. The report shall not be used or distributed for any other purpose, except as directed by LPSD legal counsel. The scope of our engagement was limited to the specific procedures described in this report.

We appreciate the opportunity to have assisted you with this matter.

Sincerely,

CliftonLarsonAllen LLP



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Executive Summary

In August 2018, the Lowell Public Schools District (LPSD) engaged CliftonLarsonAllen (CLA) to perform a forensic review and analysis regarding certain financial activities of the LPSD for the fiscal year ended June 30, 2018. The scope of our analysis focused on certain activities (described below) determined by the LPSD in an effort to identify if any fraud or noncompliance with laws, regulations, contracts and/or grants occurred.

Our forensic review and analysis encompassed the following:

1. Interviewing certain LPSD personnel
2. Reviewing LPSD General Fund budget and expenditures
3. Reviewing certain Revolving and other Special Revenue Funds
4. Reviewing principal contracts, salaries, salary adjustments, extra pay and other payroll matters
5. Reviewing regular and special education transportation contracts and payments
6. Reviewing non-payment of vendor invoices
7. Reviewing other contracts and payments
8. Limited review of the 2019 LPSD budget

The results of our procedures identified numerous instances of noncompliance with laws, regulations, contracts and/or grants. Also, based on our discussions and interviews with various personnel, fraud occurred in the student activity fund during the period November 2017 through July 2018. This matter is currently under investigation by the Lowell Police Department and was not part of our engagement scope.

The results of our procedures also identified a ***significant lack of internal controls surrounding accounts payable, payroll, budgeting, journal entries and transfers, and procurement***, which resulted in the 2018 general fund LPSD appropriation (budget) being over spent by approximately \$1.4 million. We identified, among other things, inappropriate charges to certain revolving funds and payments not recorded in the appropriate period. These conditions, combined with the Massachusetts Department of Elementary and Secondary Education's (DESE) findings that the LPSD overcharged fiscal year 2017 and 2018 indirect costs to the School Lunch Fund, have left the LPSD with a 2018 general fund budget deficit, liabilities related to fiscal year 2017 for which there is currently no funding source, and limited resources (the SPED Circuit Breaker fund was liquidated during 2018) remaining in annual budgeted offset revolving funds to support LPSD's operations. To compound matters, we identified approximately \$3.4 million of budget shortfalls in the LPSD's 2019 ***originally approved*** general fund budget, which does *not* include the \$2.1 million payments owed back to the school lunch fund. The LPSD now finds itself in ***financial crisis*** and a ***structural deficit***.

The schedules that appear on the following pages are provided to support our calculation of the 2018 budget deficit and 2019 budget shortfalls identified above.



The following schedule is provided to support the 2018 budget deficit described above:

	<u>Amount</u>
2018 General Fund Budget Deficit	
2018 final General Fund budget (includes encumbrances)	\$ 162,311,123.82
2018 General Fund expenditures and encumbrances	<u>162,229,376.95</u>
Unadjusted Positive (Negative) Variance	<u>81,746.87</u>
<u>Adjustments:</u>	
2018 bills not paid or recorded in the expenses above (as of November 4, 2018)	165,088.46
Inappropriate reclassification of expenses between the general fund and Use of Facilities Revolving Fund	180,000.00
Inappropriate charges to the Use of Facilities Revolving Fund related to district-wide fire alarm and locker repair expenditures	52,397.00
Overcharge (as calculated by LPSD) of indirect costs to the School Lunch Fund that reduced the general fund expenses identified above	<u>1,122,685.00</u>
Total Adjustments	<u>1,520,170.46</u>
Adjusted 2018 General Fund budget deficit	(1,438,423.59)
2017 overcharge (as calculated by LPSD) of indirect costs to the School Lunch Fund that are required to be repaid to the School Lunch Fund	<u>(985,886.00)</u>
Total amount owed by LPSD General Fund at June 30, 2018	<u><u>\$ (2,424,309.59)</u></u>

It must be noted that the schedule above does not take into consideration the deficit (adjusted) that exists in the Food Services Fund. City records identify a positive fund balance of \$655,633.46 at June 30, 2018. However, this balance does not take into account \$1,431,206 of food service bills for April, May and June 2018 that remained unpaid and accrued at June 30, 2018. Taking these bills into account, the Food Services Fund would be in a deficit totaling (\$775,572.54). Based on our discussions with LPSD personnel, these bills were paid through the Food Services Fund subsequent to year-end. In addition, if we were to take into consideration the over charges of indirect costs described above, the fully accrued fund balance would be back in a positive position.



The following schedule is provided to support the 2019 budget shortfalls described above:

FY19 General Fund Budget Analysis

Budget Offset Overages

Food Service Indirect Costs ¹	\$ 225,285.00
Use of Facilities ²	416,112.00
PEG Access ³	434,875.00
Utilities ⁴	<u>125,000.00</u>
Sub-total	<u>1,201,272.00</u>

Under Budgeted Accounts

SPED Transportation ⁵	1,174,090.00
SPED Tuition ⁶	500,000.00
Retirement Sick Leave Buyback ⁷	500,000.00
Sub-total	<u>2,174,090.00</u>

Total	<u><u>\$ 3,375,362.00</u></u>
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¹Despite prior notification from DESE that the school district was not allowed to charge certain indirect costs to the Food Services Fund, the 2019 budget continued to include unallowable indirect costs. This amount only includes amounts that are specifically unallowable. The amount could be larger dependent upon the total indirect cost rate percentage allowed.

²Balance of the Use of Facilities fund was only \$5,648. Revolving funds can't budget future revenues. In addition, the amount identified above is net of the available funds.

³The LPSD does not have the authority to appropriate these funds. City Council subsequently approved \$108,000. The amount above represents the net difference between the budgeted amount and the City Council approval.

⁴Utilities account was budgeted with an assumed revenue offset from the E-RATE fund. E-RATE revenues are general fund revenues, which are not permitted to be "earmarked" to a specific expense.

⁵SPED Transportation was budgeted at below the minimum contractual rate of \$416,138. Also, due to higher student enrollment, the forecasted costs exceed the minimum by \$757,952 for a total budget deficiency of \$1,174,090. In addition, the amount budgeted for 2019 was less than the prior year expenditure by a similar amount.

⁶SPED Tuition was **stated to be budgeted** for only the known students at the time of budget preparation. No allowance for tuition increases or additional placements was made, despite historical increases. Recent estimates by the LPSD identify an additional increase of \$500,000 as identified above.

⁷Budget noted that \$500,000 of current year retirement sick leave buybacks were going to be deferred to the 2020 budget. Collective bargaining agreements call for payments in the year of retirement.



We also identified the following:

- A proposal, addressed to Dr. Salah Khelfaoui, Superintendent of Schools, to provide Special Education transportation services was never presented to the LPSD School Committee for discussion. It is unclear why the proposal wasn't presented since it provided approximately \$1.9 million in savings over the term of the contract (approximately 4 ½ years). See the "Transportation Contracts" section of this document, beginning on page 17, for additional details.
- The LPSD transportation budget was overspent by approximately \$1.1 million, contributing to the LPSD's overall 2018 budget deficit. See the "Transportation Contracts" section of this document, beginning on page 17, for additional details.
- Revolving funds, used to support General Fund operations, were spent down approximately \$2 million from the 2017 ending fund balances. In addition, the Special Education Circuit Breaker fund was fully liquidated during the year. See the "Revolving/Special Revenue Funds" section of this document, beginning on page 10, for additional details.
- The previous Assistant Superintendent of Finance/School Business Administrator, Gary Frisch, inappropriately held himself out as a Certified Public Accountant. This was evidenced by his resume included in his personnel file and certain communications to the School Committee. See the "Introduction and Background" section of this document, beginning on page 8, for additional details.
- There was a lack of documentation supporting certain journal entries and transfers. See the "Revolving/Special Revenue Funds" section of this document, beginning on page 10, for additional details.
- Two (2) Principals moved to administrative positions were still being paid off of Principal contracts. See the "Principal Contracts and Other Payroll Issues" section of this document, beginning on page 13, for additional details.
- One Principal was verbally promised compensation outside of his contract for overseeing a project during the summer that was not approved by the School Committee. The Principal was subsequently compensated via a settlement with the School Committee totaling \$6,590. See the "Principal Contracts and Other Payroll Issues" section of this document, beginning on page 13, for additional details.
- There were salary and merit increase overpayments totaling \$23,096 made. See the "Principal Contracts and Other Payroll Issues" section of this document, beginning on page 13, for additional details.
- An employee on leave under the Family Medical Leave Act received 23 paychecks, totaling \$35,400.45, which the employee was not entitled to. See the "Employee Overpayments of Salary and Benefits" section of this document, beginning on page 16, for additional details.



- Potential noncompliance with the Massachusetts procurement law related to the Day School lease was noted. See the “Day School Lease” section of this document, beginning on page 19, for additional details.
- An attorney for the School Department, pay was increased from \$50,000 to \$90,000 during fiscal year 2018 without sufficient documentation to support the increase. In addition, we noted the following matters:
 - The increase in pay was not included in the fiscal year 2018 budget
 - There is no current employment or contractor agreement between the school department and the attorney.

See the “Principal Contracts and Other Payroll Issues” section of this document, beginning on page 13, for additional details.

Introduction and Background

The LPSD is one of the largest school districts in Massachusetts, currently enrolling more than 14,000 students in grades PreK-12. The LPSD operating budget provides funding for Pre-K through Grade 12 educational programming and the general fund budget also provides minimal funding for the Lowell Adult Education Program. Developing a school budget provides the school district and their leaders and staff the ability to understand the anticipated revenues and expenditures for the upcoming year and prioritize the use of the school district resources throughout the year. The total operating budget approved by the School Committee for fiscal year 2018 was approximately \$163 million.

Beginning July 1, 2015, Dr. Salah Khelifaoui started as the Superintendent for the LPSD. Shortly after his arrival, Gary Frisch was hired to fill the position of Assistant Superintendent of Finance/School Business Administrator in February 2016. Dr. Khelifaoui provided the leadership and direction for the school district including the preparation of the school district budget, managing and prioritizing the school district financial resources and the responsibility for safeguarding the assets and resources of the school district.

Dr. Khelifaoui attended the University of Algiers, Stevens Institute of Technology and the University of Massachusetts attaining a PhD. Dr. Khelifaoui’s employment history includes Gill-Montague Regional School District, Billerica Public Schools, Arlington Public Schools and Winchendon Public Schools prior to his employment with the LPSD.

Mr. Frisch attended Illinois State University and Northern Illinois University and his prior employment includes the Community Consolidated School District 181 as the Assistant Superintendent of Business and Operations in Clarendon Hills, Illinois.

It must be noted that Mr. Frisch previously maintained a Certified Public Accounting (CPA) license in the State of Illinois. However, his CPA license expired in 1997 and, based on our research performed, has never been renewed. Mr. Frisch’s resume (obtained from his personnel file) indicated he was a CPA. We also identified two instances, the 2017 and 2018 budget submissions, where letters addressed to the

Members of the Lowell School Committee, dated May 11, 2016 and May 17, 2017, respectively, where Mr. Frisch held himself out as a CPA (next to his typed name below his signature were the letters CPA). Holding himself out as a CPA without having a current license implies he is an active CPA, which is not the case and misleading. In addition, the fact that the LPSD did not identify this during the hiring process represents a weakness in internal control over hiring.

By vote of the School Committee, Dr. Khelfaoui was placed on Administrative Leave with pay on July 18, 2018 and Mr. Frisch left the employment of the LPSD in July 2018. Ms. Jeannine Durkin was appointed as the Acting Superintendent and Ms. Billie Jo Turner was hired as the Interim Assistant Superintendent of Finance in August 2018.

Interviews Conducted

We conducted numerous interviews for the purpose of gaining an understanding of the environment, identifying the personnel who play important roles in the LPSD operations, and develop any background information concerning the LPSD and any issues or concerns of interest to the employees and organization. Some individuals were interviewed on more than one occasion and some provided valuable assistance locating documentation and helping to explain processes and procedures. The following personnel were interviewed:

Name	Title
Billie Jo Turner	Interim Assistant Superintendent of Finance
Jeannine Durkin	Acting Superintendent of Schools
Minerva Palazzo	Confidential Secretary to Superintendent
Bryan Perry	City Auditor
Miran Fernandez	Director of Information Technology
Sharon Lagasse	Director of Food Services
Jennifer McCrystal	Director of Special Education
John Descoteaux	Interim Business Manager for Transportation
Ann Marie Sousa	VP, Jeanne D'Arc Credit Union
Sue Mulligan	Director of LPS Human Resources
Deborah Jarvis	Executive Secretary for LPS HR
Robin Desmond	Assistant Superintendent of Curriculum, Instruction and Assessment
Nan Murphy	Director of Accountability, School Improvement and Professional Learning
Sharon Smith	Payroll Clerk
Nancy Splaine	Payroll Clerk
Cynthia Higgins	Payroll Clerk
Karen Brekalis	School Clerk - Student Activity Funds
Patty Guziejka	Title 1 Director



The interviews conducted revealed an environment of conflicting opinions, emotions and confusion towards Dr. Khelfaoui and Mr. Frisch. Some individuals with many years of experience felt excluded, isolated and demeaned by Dr. Khelfaoui while others described him as a good leader and felt confident working with him. Dr. Khelfaoui was described as frequently playing favorites to the detriment of others and others enjoyed working with him and felt his management style was fair. Mr. Frisch was viewed as someone who was simply overwhelmed with the new job or had no idea how to manage finances or prepare a budget for such a large entity. Either way an environment existed where the amount of conflict and uncertainty created by Dr. Khelfaoui and Mr. Frisch was not conducive to the successful operation and management of a large school district and budget.

Revolving/Special Revenue Funds

Background

The Massachusetts General Laws (“MGL”) govern the creation and use of special revenue and revolving funds by school districts. The purpose of a revolving fund is to separately account for specific revenue and earmark them for expenditure by a board or officer for a particular purpose to support the activity, program or service that generated the revenues. In most cases, the funds may be spent by the authoritative body without further appropriation. The board or officer with authority to spend from the revolving fund may only incur liabilities and spend from the available, unspent and unencumbered balance of the actual collections. Generally, funds can only be used for the intended purpose of the revolving fund and unspent funds are carried forward to the next year for continued use for the stated purpose. Certain other special revenue funds have more restrictive statutes that require the authoritative body to officially vote an appropriation out of them, prior to expending. In these cases, the vote cannot appropriate more than the current available balance on the date of the vote.

The following chart identifies certain revolving funds used by the LPSD and their applicable statute.

Fund	Fund Description	Massachusetts State Statute
1102	Athletic Revolving	G.L. c. 71, § 47
1103	Non-Resident Student Tuition	G.L. c. 71, § 71F
1108	Use of School Facilities	G.L. c. 71, § 71E
1119	School Choice	G.L. c. 76, § 12B(o)
1127	Full-Day Pre-School	G.L. c. 71, § 26C
1129	Community Schools	G.L. c. 71, § 26C G.L. c. 44, § 53A
1201	Food Services	c. 548 OF THE ACTS OF 1948, AS AMENDED
1924	Special Education Circuit Breaker	G.L. c. 71B, § 5A



We identified the following from our review of the aforementioned funds:

- Use of School Facilities (Fund 1108) – per MGL, these funds are to be used for “expenses incurred in making school property available for such use”.
 - The school department directed the City Auditor’s office to reclassify \$180,000 of general fund operating expenditures to this fund. The only supporting documentation for this reclassification was a reference to the school budget. There was no direct correlation to the facilities use receipts. As a result, we consider the expenditure noncompliant with the MGL. All expenditure reclasses and direct expenditures should have adequate supporting documentation that supports the allowability of the expense per MGL.
 - The school department charged the annual district-wide alarm system bills (\$46,197) and locker repairs (\$6,200) to the fund. We consider these expenditures noncompliant with the MGL as they are general operating expenditures.

School Choice (Fund 1119) – per MGL, these funds are to be used for “expenses incurred in providing education for school choice students”.

- More than \$50,000 was reclassified to the school choice account from the state hurricane relief grant. The supporting documentation provided (explanation only) was that these costs related to transportation. As noted above, expenditure reclasses should have supporting documentation, otherwise they should not be approved by the City Auditor’s Office.
- Full-Day Kindergarten (Fund 1127) - per MGL, these funds are to be used for “education related expenditures” for the full-day kindergarten program.
 - The school department directed the City Auditor’s office to reclass \$200,000 of general fund teacher expenditures to this fund. The supporting documentation for this reclass was a reference to the school budget. It should be noted that there was no current year revenue for this fund as fees are no longer charged for full-day kindergarten. An appropriate reclassification request should have had specific kindergarten salary information to support the amount requested.

The balances in the LPSD revolving funds have been significantly depleted and are currently unable to support the expenditures for which the revolving fund was intended, causing a serious deficit in available funding going forward. The chart below depicts the depletion of the revolving funds since July 1, 2017.

Fund	Fund Description	Massachusetts State Statute	FY18 Budgeted Offsets	7/1/2017			Transfers Out (Budget Offsets)		6/30/2018 Ending Fund Balance
				Beginning Fund Balance	Revenues	Expenditures	(Budget Offsets)	Encumbrance	
1102	Athletic Revolving Non-Resident	G.L. c. 71, § 47	\$ -	\$ 0.37	\$ 73,042.30	\$ 74,549.15	\$ (3,800.00)	\$ 2,293.52	
1103	Student Tuition Use of School	G.L. c. 71, § 71F	-	37,248.57	13.00	-	-	37,261.57	
1108	Facilities	G.L. c. 71, § 71E	285,000.00	318,896.78	265,392.10	372,346.49	180,000.00	5,648.23	
1119	School Choice	G.L. c. 76, § 12B(o)	192,000.00	-	159,823.00	98,031.60	50,543.26	11,248.14	
1127	Full-Day Pre-School	G.L. c. 71, § 26C	200,000.00	247,450.97	-	-	200,000.00	47,450.97	
1129	Community Schools	G.L. c. 71, § 26C G.L. c. 44, § 53A c. 548 OF THE ACTS OF 1948, AS	-	65,956.90	49,490.56	43,368.54	-	70,978.25	
1201	Food Services Special Education	AMENDED G.L. c. 71B, § 5A	2,067,640.00	216,916.00	9,347,877.78	6,725,589.98	2,179,954.05	655,633.46	
1924	Circuit Breaker		4,691,000.00	1,999,612.89	3,540,506.00	-	5,540,118.00	0.89	
Totals			\$ 7,435,640.00	\$ 2,886,082.48	\$ 13,436,144.74	\$ 7,313,885.76	\$ 8,146,815.31	\$ 31,011.12	\$ 830,515.03

While the Food Services fund shows an available fund balance of \$655,633.46 at year-end, the school department subsequently identified \$1,431,206 in invoices that were owed to Aramark for April, May and June 2018 services. Taking these invoices into account, the Food Services fund deficit would total (\$775,572.54). These invoices weren't initially paid due to insufficient funds. It should be noted that the school lunch fund was not part of our initial scope. However, this information was brought forward in several interviews and provides perspective to how the overall LPSD operations were being managed by Dr. Khelfaoui and Mr. Frisch.

In addition, and as identified above, the LPSD not only spent all of the 2018 Circuit Breaker funds (received from the Commonwealth of Massachusetts) totaling approximately \$3.5 million, but also liquidated the entire prior year balance of approximately \$2.1 million in an unsuccessful attempt to not overspend the 2018 LPSD budget.

PEG Funding – MGL c. 44 § 53F3/4

Per MGL, the Cable Franchise or PEG Access fund is a receipts reserved for appropriation type of special revenue fund. This funds appropriating authority is the City Council. The funds must be used for the “(i) support of public, educational or governmental access cable television services; (ii) monitor compliance of the cable operator with the franchise agreement; or (iii) prepare for renewal of the franchise license.” Historically, the City has allocated a portion of the receipts to the School District to support Audio Visual related education.

Despite the LPSD having no authority to appropriate from the PEG Access fund, the superintendent's budget request for these years included offsets in the amount of \$188,271 and \$542,875, respectively. The City requested the LPSD to provide documentation supporting both the 17/18 and 18/19 school years' budget requests. They did not receive the requested support. For school year 17/18, the City did appropriate PEG Access moneys of \$108,145 to the LPSD. This appropriation was funded by a transfer from the PEG Access fund. For the school year 18/19, the City initially did not appropriate PEG Access funds as they still had not received the requested support. This caused a structural deficit



in the budget by \$80,126 in the 17/18 school year and \$542,875 in 18/19. Subsequently, the City did appropriate approximately \$108,000 to the school for the 18/19 school year, which helped to offset a portion of the structural deficit. In addition, as a result of the funding deficit, a 20+ year employee at the Lowell High School was let go since the PEG funding was no longer available to support his salary.

Principal Contracts and Other Payroll issues

As part of our review, we noted many instances of a lack of internal controls surrounding payroll in regards to pay increases and additional payments. Several Principals and Administrative personnel were identified as receiving multiple salary increases, merit pay increases, stipends and other additional payments. A review and analysis of the contracts and the payments to these employees was conducted.

Two Principals were transferred to positions within the Central Office. These positions are administrative positions and not principal positions. Both individuals remained on their previous principal contracts and have not been presented with a new administrative contract. The details are as follows:

- One principal was transferred to the position of Director of Accountability on September 1, 2017. Despite this change in position, the employee remained working under a principal contract and received a salary increase of \$2,397 upon assuming the new role.
- Another principal was transferred to the position of Acting Director of Human Resources in February 2018. This employee continued to work under the principal contract.

Dr. Khelifaoui also reinstated a new program which was approved by the School Committee whereupon several experienced Principals were selected to provide mentoring and guidance to newer Principals. As a result of this program several Principals were awarded two stipends of \$1,800 each during the 17/18 school year. One employee received a stipend even though she was no longer assigned to a Principal role. In addition, each of the Principals received a lump-sum merit pay and one Principal, received an additional payment for extra work performed during a summer construction project which was promised to him by Dr. Khelifaoui. Specific findings related to the principal payroll are as follows:

- The principal was verbally promised (by Dr. Khelifaoui) additional pay outside of his contract for overseeing construction work that was being done during the summer of 2017. However, the employee was not paid and there is no supporting documentation showing that this was pre-approved by the School Committee. A year later the non-payment was brought to the School Committee's attention. The School Committee subsequently settled with Mr. McCraven in the amount of \$6,590.

The principal contracts allow for an annual merit bonus of up to 1% of the base salary. In fiscal year 2018, the principals received two merit pays, one on 9/14/17 and one on 06/23/18. Together these increases exceed the 1% allowed in the contract. Some of the payments were made for fiscal year 2017 and should have been encumbered against the budget for that year. The total amount by which payments exceeded the 1% merit bonus was \$23,096, as shown in the following chart:



Salary and Merit pay increases paid to Principals during 2017/2018 school year									
Principal	Merit Pay - Lump Sum Payment			Merit Pay - Increase to Salary 16/17	Merit Pay - Increase to Salary 17/18	Salary Increases 17/18	Total	Estimated Allowable increases	2017/2018 Overpayment
	9/14/2007 - 16/17	9/14/2017 - 17/18	6/23/2018						
Principal 1		\$ 1,143	\$ 952		\$ 1,178		\$ 3,273	\$ 3,534	
Principal 2		\$ 1,112	\$ 694		\$ 859		\$ 2,665	\$ 3,436	
Principal 3	\$ 1,180		\$ 736		\$ 912	\$ 2,383	\$ 5,211	\$ 3,539	\$ 1,672
Principal 4	\$ 1,183		\$ 984		\$ 1,218	\$ 2,389	\$ 5,774	\$ 3,548	\$ 2,226
Principal 5	\$ 1,190		\$ 990		\$ 1,226	\$ 2,404	\$ 5,810	\$ 3,571	\$ 2,239
Principal 6		\$ 893	\$ 988		\$ 1,223		\$ 3,104	\$ 3,671	
Principal 7			\$ 664	\$ 822		\$ 2,148	\$ 3,634	\$ 3,222	\$ 412
Principal 8		\$ 1,180	\$ 736		\$ 911		\$ 2,827	\$ 3,646	
Principal 9	\$ 1,176		\$ 734		\$ 909	\$ 2,376	\$ 5,195	\$ 3,529	\$ 1,666
Principal 10	\$ 572		\$ 488		\$ 604	\$ 5,759	\$ 7,423	\$ 3,432	\$ 3,991
Principal 11	\$ 1,230		\$ 777		\$ 962	\$ 4,099	\$ 7,068	\$ 3,690	\$ 3,378
Principal 12		\$ 1,160	\$ 965		\$ 1,195		\$ 3,320	\$ 3,584	
Principal 13	\$ 1,185		\$ 986		\$ 1,221	\$ 2,394	\$ 5,786	\$ 3,556	\$ 2,230
Principal 14				\$ 1,187	\$ 917	\$ 2,397	\$ 4,501	\$ 3,560	\$ 941
Principal 15	\$ 1,272		\$ 1,059		\$ 1,311	\$ 2,570	\$ 6,212	\$ 3,817	\$ 2,395
Principal 16		\$ 1,137	\$ 709		\$ 878		\$ 2,724	\$ 3,514	
Principal 17	\$ 983		\$ 1,088		\$ 1,347	\$ 2,461	\$ 5,879	\$ 3,932	\$ 1,947
Principal 18				\$ 892			\$ 892	\$ 3,569	
Total	\$ 9,971	\$ 6,625	\$ 13,548	\$ 2,901	\$ 16,871	\$ 31,380	\$ 81,296	\$ 64,350	\$ 23,096



In addition to the concerns over principal pay, in our review of payroll change records, we found that Dr. Khelfaoui recommended and received approval from the School Committee to increase the pay and responsibilities of an attorney. The attorney had been providing legal services to the school district for many years related to Collective Bargaining with employee organizations for school employees. Prior to this increase, the only contract in the attorney's school personnel file was an unsigned copy that expired on June 30, 2006. This expired contract called for a payment \$150.00 per hour and a maximum amount not to exceed \$24,000 per year. The contract was also subject to annual appropriation. Prior to the school committee increasing the attorney's duties, he was being paid on the school payroll for a flat 20 hours per week with an annual salary of \$50,000. The current school staff was unable to locate a contract that supported this salary. On October 18, 2017, the School Committee voted to authorize the expansion of the attorney's scope of work with the LPSD to include general counsel. The new Scope of Legal Services was to be as follow:

Current legal services will be expanded beyond collective bargaining to include legal advice and counsel to the School Committee on a variety of matters pertaining to the administration of schools and litigation services when appropriate.

Services will now include reviewing and drafting contracts for senior administrators and principals, providing counsel to the Superintendent in negotiations with non-union personnel and/or principals or consultants, reviewing contracts for goods and services, attending senior staff meetings when appropriate, and providing counsel on issues related to the employment of unaffiliated personnel.

Counsel will represent the District in grievance procedures for all employees, not just those covered by collective bargaining agreements. Counsel will represent the District in labor arbitrations, unfair labor hearings, and civil service hearings. Counsel will provide interpretation of state and federal statutes and regulation as related to the administration of schools.

Counsel will serve as the School Committee's liaison to the City Solicitor's office for legal matters and process, monitor, and track requests for legal opinions that the Superintendent and/or School Committee asks of the Solicitor's office and/or report on litigation concerning the school district in which the Solicitor's office is the counsel in litigation.

Counsel is authorized to represent the District without further authorization to recover monies owed to the District in matters related to the recoupment of overpayments pursuant to contracts or employees.

Counsel drafts contracts and settlement agreements as necessary, and/or reviews contracts and agreements prepared by the school department administration. Counsel approves all contracts and agreements as to form.

Counsel will maintain a log of all cases and make a semi-annual written or oral report to the School Committee regarding significant matters which have been addressed, resolved, or which are ongoing during that year.



During a conversation with Christine O'Connor, City Solicitor, she confirmed that at no time was she put on notice that the attorney would be assuming these extra duties. In fact, many of the duties included in the Scope of Legal Services above are still being performed by her office. As a result of the efforts by Dr. Khelifaoui, the attorney was given a substantial pay increase from \$50,000 per year to \$90,000 per year beginning in fiscal year 2018, which was not contemplated (included) in the 2018 budget. Although the pay increase was determined to be for additional duties, the attorney's stated hours in the City's payroll system remained at 20 hours per week. In the Commonwealth of Massachusetts, employees working 24 hours a week or more are eligible to receive benefits. It is unclear if the attorney is actually working more than 20 hours per week as no timesheet is turned in with his payroll. The contract that expired in 2006 appears to treat the attorney as a contractor, but the school district has been paying him as a 20 hour per week employee. We find that the lack of contractual documentation and accountability surrounding the time-keeping for this employee is an internal control weakness and could create issues with both state and federal employment requirements.

Employee Overpayments of Salary and Benefits

Beginning in August 2016, a LPSD employee voluntarily requested time off under the Family Medical Leave Act (FMLA) to care for her elderly parents in Florida. She was an employee with the LPSD from 1994-2003 and again from September 2014 to June 2016. The request was approved and beginning on August 26, 2016, she went on leave from the LPSD. At the time her FMLA leave started, she was entitled to 25.5 days of Sick Leave and 2 days of personal leave. Based on her existing accumulated time off, she would continue to be paid her regular salary until October 11, 2016. The FMLA time off continued through November 30, 2016, which was the end of the twelve week period allotted for the FMLA time off. The FMLA time off is considered unpaid leave however an employee is allowed to use any of their accumulated benefits including Paid Time Off, Sick Leave, Vacation Time Off and personal days until those benefits are exhausted. Instead of discontinuing her regular salary on October 11, 2016, she was paid through the entire 12 week FMLA period even though her Sick Leave and Personal days totaled only 27.5 days which is just over 5 weeks. To make matters worse, she continued to receive her regular paycheck through March 3, 2017 and although she did indicate she would be returning to the LPSD, her payroll checks should have stopped on October 11, 2016. In total, she received 23 paychecks of \$1,539.15 per pay period for a total of \$35,400.45. Efforts to collect the overpayment from her were unsuccessful and a suit was filed in New Hampshire where she resided. The Judge in New Hampshire dismissed the suit resulting in the LPSD losing \$35,400.45 in salary overpayments.

It should also be noted that a Change in Status Form was filed on September 27, 2016, signed by the Interim HR Director listing the effective dates of the FMLA as 08/26/2016 to 11/30/2016 followed by Leave Without Pay, Off Payroll from 12/01/2016 to 06/30/2017, although the employee should have been off payroll after October 11, 2016. Even though this form was completed, the existing internal controls failed to prevent her from collecting unentitled payroll checks for approximately 23 weeks.

Based on our interviews performed, there were other allegations of other instances of employee overpayments reported. However, we were not provided documentation surrounding those instances. The current condition reflects a significant weakness in internal control over payroll disbursements.

Vendors Not Paid

MGL c. 44 §31 states that no liabilities may be incurred by any department in excess of appropriations. Bills not paid by the end of the fiscal year should be accrued or encumbered against the budget. Any late bills that were not accrued or encumbered must be approved for payment by a 2/3rds vote the City Council, per MGL c. 44 §64.

During our interviews with the Interim Assistant Superintendent of Finance & Operations, she informed us that after the close of fiscal year 2018 she found many unpaid bills due to vendors that were not accrued or encumbered. The list of unpaid bills related to the LPSD's General Fund totaled \$165,088 at the time of our review. In addition, \$1,431,206 was due and payable from the Food Services Fund to Aramark, the LPSD's food service provider, that were not accrued or encumbered. The total amount due represents the April, May and June 2018 invoices. The balance in the Food Services fund at June 30, 2018 totaled \$655,633. Taking these bills into account, the Food Services Fund would be in a deficit totaling (\$775,572.54) at June 30, 2018. Based on our discussions with LPSD personnel, these bills were paid through the Food Services Fund subsequent to year-end using fiscal 2019 revenues.

Transportation Contracts

The City of Lowell currently has three transportation contracts to provide student transportation to and from school, transportation for extra-curricular activities, athletic events and field trips and for the Special Education students both In-City and Out-of-District. These contracts are currently held by NRT Bus Inc. (NRT) and Pridestar Student Transportation Inc. (Pridestar). A recent change in transportation vendors in February 2018 resulted in the previous vendor, SP&R Transportation of NH, Inc. (SP&R), being replaced by Pridestar. A summary of the current contracts are listed in the chart below:

Vendor Name	Years in Business	Contract Type	Contract Term	Original Amount
NRT Bus Inc. dba North Reading Transportation	28+	Regular Student Transportation, Summer School Buses and extra-curricular, athletic and field trips	07/01/2017-06/30/2020 with two one year option years	Year 1 - \$4,110,920 Year 2 - \$4,597,800 Year 3 - \$4,664,800
NRT Bus Inc. dba North Reading Transportation	28+	Special Education Students Out of District	07/01/2016-06/30/2019 with two one year option years	Year 1 - \$1,572,680 Year 2 - \$2,400,538 Year 3 - \$1,572,680
SP&R Transportation of N.H. Inc	30+	Special Education Students In-City	07/01/2016 - 06/30/2019 with two one year option years	Year 1 - \$3,097,480 Year 2 - \$3,175,600 Year 3 - \$3,241,160
SP&R Contract terminated as of February 19, 2018				
Pridestar Student Transportation Inc.	Formed 11/01/17	Special Education Students In-City	02/26/2018-02/25/2021 with two one year option years	Year 1 - \$3,380,323 Year 2 - \$3,175,560 Year 3 - \$3,266,460

In May of 2017, the City's Law department received a request for a contract for general student bus services with NRT Bus Inc. After drafting the contract, the Law Department learned that NRT was the

sole bidder and language had been added to the bid documents that may have discouraged other bidders. The City Solicitor determined that the language should be revised and the contract re-bid. She contacted the Massachusetts Inspector General's Office. Soon after, the City Solicitor was also informed that the employee, whose duties it was to write the LPSD bids, was leaving the school district to become the president of NRT Bus Inc. After re-bidding the contract, NRT Bus Inc. was still the only bidder and the new bid came in \$83,920 higher than the original. In late August/ early September 2017, NRT contacted the Superintendent regarding the possibility of consolidating the general and special education bus services for LPSD, which would result in an overall savings.

On September 25, 2017, an incident occurred where a Special Education child was accidentally left on an SP&R special education bus. The bus driver was terminated from his employment with SP&R and a letter of apology was sent to Dr. Khelifaoui and Mr. Frisch on September 29, 2017 from Billy Covalucci, President, SP&R. On October 4th, Dr. Khelifaoui by letter dated September 28th presented the School Committee with a Permission to Enter contract for special ed busing services with NRT. Committee Member Jacky Doherty requested an opinion from the law department as to whether we could cancel the contract with SP&R. Gary Frisch emailed the Solicitor on Friday October 6th requesting an opinion on breaking the contract. That day, the Solicitor responded and advised that the SP&R contract could be cancelled. On October 9th, Gary emailed Dr. Khelifaoui stating that School Committee Member Gignac requested that Pride Star be allowed to compete for the transportation contract.

On October 12, 2017, Bryan Shanley, Pridestar, followed up a conversation with school officials with an email to the previous Executive Secretary for Mr. Frisch, and requested a copy of the existing SP&R special education contract. This was followed by another email to Dr. Khelifaoui with a Letter of Interest concerning the Special Education transportation contract. On November 1, 2017, the company Pridestar Student Transportation Inc., a domestic for-profit corporation, was formed with David T. Daly identified as the President, Secretary, Treasurer and Director. The special education transportation contracts are exempt from bidding requirements and Pridestar submitted a bid proposal which was nearly identical to the existing contract with SP&R. The Pridestar proposal was approved by the School Committee on November 15, 2017 and on December 20, 2017 the Pridestar proposed contract was submitted to the City of Lowell legal department for review. On January 10, 2018, the Pridestar contract was signed by David T. Daly and City officials.

During the same time period that the communications between Pridestar and LPSD were taking place, Mr. Frisch was also engaging in conversations with John McCarthy of NRT regarding the Special Education transportation contract currently held by SP&R. Mr. Frisch advised NRT that the decision had already been made to terminate the SP&R contract and contract with a new transportation vendor. Additionally, Mr. McCarthy also met with School Department officials regarding the special education transportation contract and as a result began preparations to take over the special education transportation contract including the alleged purchase of 34 buses at a cost of \$1.8 million. This matter was placed on the School Committee meeting agenda for the October 4, 2017 and was then delayed for several weeks until November 9, 2017 when the matter was discussed by the School Committee. At the meeting on November 9, 2017, it was announced that Pridestar was to be awarded the contract. On April 20, 2018, NRT Bus Inc. informed the City, by letter of their intent to file a formal



complaint with the Massachusetts Ethics Commission, regarding the award of the special education transportation contract to Pridestar.

Previous to the November 9, 2017, meeting, on October 24, 2017, an NRT proposal was sent to Lowell Public Schools, attention, Dr. Salah Khelfaoui, Superintendent of Schools. The NRT proposal provided for an immediate discount of \$600,000 deducted from the January 2018 to June 2018 invoices at \$100,000 per month and an additional savings of \$800 per day for the remaining term of the contract for a total additional savings of \$576,000. The proposed additional savings and discounts for over the 4.5 years of the contract totaled \$1.9 million. This proposal was not presented to the School Committee for discussion nor was there any notification of a second proposal and the reasons why the second proposal was not beneficial to the school district. Therefore, the School Committee was unable to evaluate the two contracts and determine which contract was more favorable for LPSD.

On January 19, 2018, the City of Lowell sent a termination letter to SP&R notifying SP&R of the termination effective February 19, 2019. On February 26, 2018, Pridestar began providing special education transportation services to the LPSD.

Furthermore, fiscal year 2018 transportation expenditures exceeded budgeted amounts by \$1,073,438 and is summarized as follows:

Transportation Service Type	Budget	Actual Expenditures	Difference
Regular	\$ 4,294,700	\$ 4,120,714	\$ 173,986
SPED Totals	5,083,500	6,330,924	(1,247,424)
Totals	\$ 9,378,200	\$ 10,451,638	\$ (1,073,438)

Based on documentation reviewed, it appears the over-expenditure was somewhat anticipated due to enrollment increases and out-of-district placements. However, this was a contributing factor to the 2018 budget shortfall.

In addition, it is our understanding that the 2019 budget did not reflect contractual increases included in the transportation contracts. This condition has created a structural deficit.

Day School Lease

In December 2017, Frank McCabe of Pridestar reached out to an employee of Lowell Public Schools regarding a prior conversation with employees regarding the LPSD’s need for additional Special Education classrooms for Pre-K students. Mr. McCabe informed her that their parent company, The Daly Holding Company, had many real estate entities and would be happy to assist in finding a suitable location. The employee replied to him what the specific needs for the special education space would be.



Pridestar is the same company that was awarded the Special Education Transportation contract previously held by SP&R. In early February 2018, Jonathan Miller of Daly Holding Company (David T. Daly is the owner of Pridestar and Daly Holding Company), emailed Dr. Khelfaoui that a property located at 60 Carlisle Street, Chelmsford, MA was available and could possibly meet the needs of the LPSD. His email indicated that he had already discussed this with “your team” and they were supportive of this space. Further email conversation and a walk through of the facility also occurred in early February. On February 28, 2018 (subsequent to these communications and the walk-through of the facility), the City advertised a Bid Request for an Education Space Lease for the LPSD. Two bids were received: one from The Daly Group, LLC and the other from the Bertos Nominee Realty Trust.

The Daly Group, LLC submitted a proposal to lease the space at 60 Carlisle Street, Chelmsford, MA at a monthly rate of \$23,556 for a three year total of \$848,025. The Bertos Nominee Realty Trust proposal was submitted for space located at 144 Merrimack, Lowell, MA at a monthly rate of \$12,000 for a three year total of \$432,000. In April 2018 a team of 5 LPSD employees with experience in Special Education and Special Education needs conducted a walk through of the both locations. A list of 31 programmatic requirements were used to evaluate both locations. The 60 Carlisle Street address met 30 out of the 31 requirements and the 144 Merrimack Street location met 26 out of 31 requirements. The LPSD procurement team unanimously agreed the 60 Carlisle Street location was the better option for the LPSD. On April 26, 2018, the School Committee approved the selection of the 60 Carlisle Street location for the Special Education facility. During May 2018, contract negotiations regarding the 60 Carlisle Street location continued and a contract was signed on July 17, 2018.

On June 25, 2018, a Quit Claim Deed was executed by the Merrimack Education Center, Inc. for consideration paid of \$710,000 deeding the property located at 60 Carlisle Street to the 60 Carlisle Street, LLC owned by David Daly, the owner of Pridestar and the Daly Holding Company. The Lowell City Council voted unanimously to approve this lease on July 10, 2018.

The oral and email communications suggest The Daly Group, LLC was materially involved in identifying the space and having an understanding of what the LPSD was looking for prior to the solicitation. In the spirit of the law, this would appear to give The Daly Group a competitive advantage over any other entity submitting a bid. Whether it actually resulted in an unfair advantage is unknown

Closing

We wish to extend our appreciation to management and staff for their timely cooperation and assistance during the project. Our report shall be used only for the purpose of assisting LPSD with an evaluation of the financial activities for the fiscal year ending June 30, 2018. The report shall not be used or distributed for any other purpose, except as directed by LPSD legal counsel. The scope of our engagement was limited to the specific procedures described in the report. We did not conduct an investigation or internal control review or assessment. Any internal controls discussed in the report were included to describe the processes and procedures in place related to the areas we reviewed.





Parent/Teacher Meeting Update

To: School Committee

From: Jeannine M. Durkin, Acting Superintendent

Date: December 14, 2018

Re: Response to School Committee Request-September 5, 2018

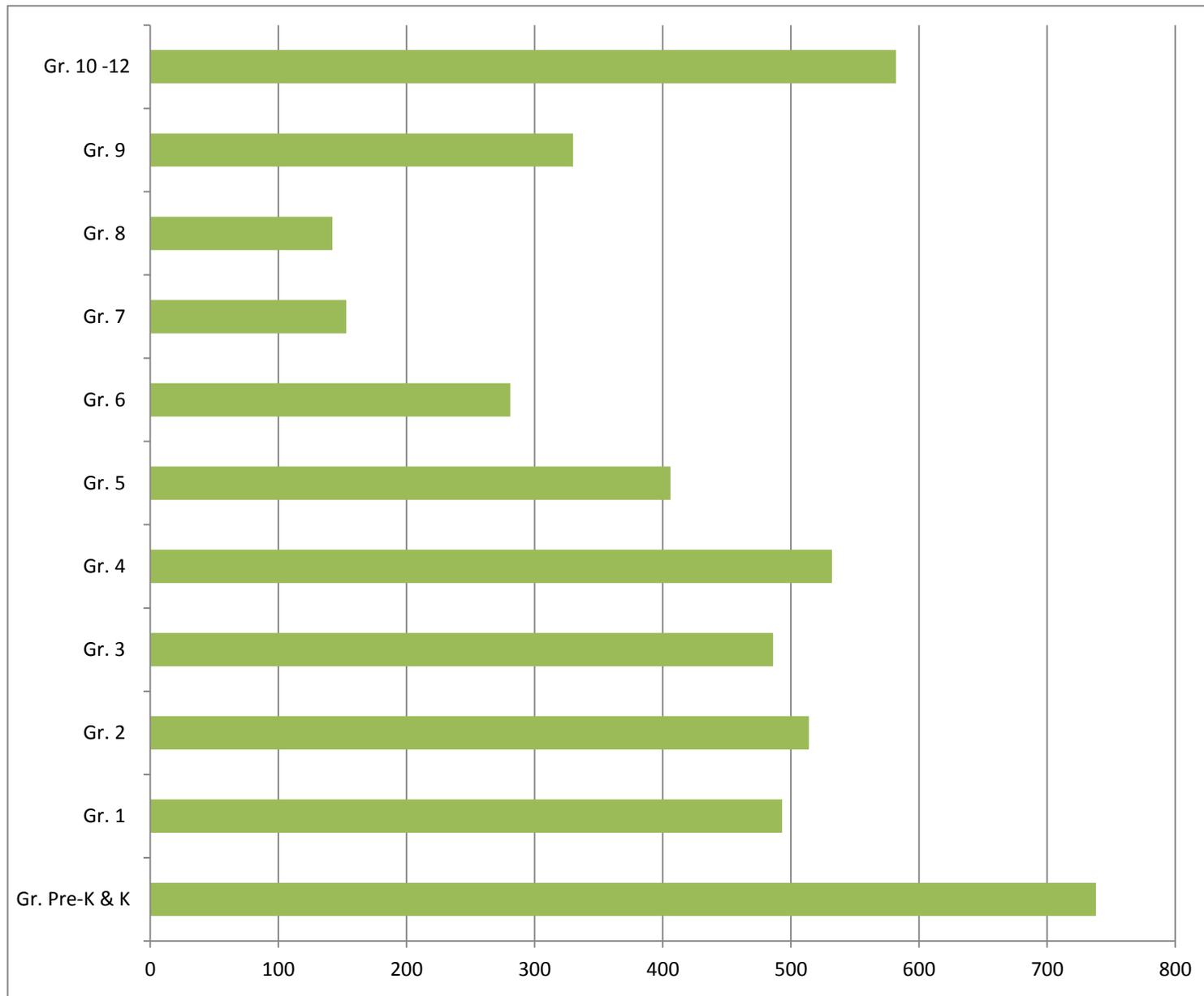
The attached report is provided in response to a request for additional information related to a report regarding the 2018 Parent/Teacher Meeting Schedule that was provided to the School Committee on September 5, 2018. The schedule included the dates and times for Parent/Teacher Meetings at each school.

The request for parent participation counts at said meeting was brought forward at that time by School Committee Member Jackie Doherty. Parent/Teacher Meetings began in mid-September with the final meeting scheduled in certain schools on December 6, 2018.

This report provides a final count of parent participation through December 6, 2018 at each school either by grade or school.

Schools Open House Counts by Grade Levels

School	Gr. Pre-K & K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10 -12
Bailey International	50	40	39	38	43						
Bartlett Community Partnership	11	23	15	10	18	15	23	8	5		
Butler Middle School						43	36	27	26		
Cardinal Early Learning Center	62										
Daley Middle School						88	62	32	29		
Greenhalge Elementary School	50	31	37	38	38						
Laura Lee Therapeutic Day	0	0	0	0	0	0	0	0	0		
Leblanc Therapeutic Day							2				
Lincoln Elementary School	37	31	31	21	13						
Lowell Day School	1	1	2	2	1		2				2
Lowell High School											575
LHS Career Academy										2	5
Lowell High Freshman Academy										328	
McAuliffe Elementary School	53	27	38	35	26						
McAvinnue Elementary School	56	29	28	35	38						
Moody Elementary School	33	37	39	36	39	30					
Morey Elementary School	51	39	36	49	50						
Murkland Elementary School	58	40	41	35	31						
Pawtucketville Memorial	58	40	41	38	58						
Pyne/Arts	37	25	21	16	30	27	29	20	16		
Reilly Elementary School	48	40	43	38	46	42					
Riverside School (Bridge Program)								4	14		
Robinson Middle School						24	36	5	8		
Shaughnessy Elementary School	58	40	41	38	58						
Stem Academy @ Rogers School	31	28	32	34	24	23	12				
Stoklosa Middle School						42	31	17	15		
Sullivan Middle School						0	17	13	14		
Wang Middle School						72	31	27	15		
Washington Elementary School	44	22	30	23	19						
Totals	738	493	514	486	532	406	281	153	142	330	582





School Site Council Report

To: School Committee
From: Jeannine M. Durkin, Acting Superintendent
Date: December 13, 2018
Re: Response to Motion

The following report and attached documents are provided in response to the motion brought forward by School Committee Member Jackie Doherty during the January 17, 2018 School Committee Meeting:

"Request the Superintendent ensures that the LPS website for each school provides information on its School Site Council members, upcoming meeting times, agendas and minutes similar to the Pyne/Arts School website."

The following steps were taken in response to this motion:

- The motion was forwarded to all school Principals with a request to ensure that their websites were inclusive of the information requested in the motion.
- All school Principals were requested to provide an updated list of their Parent Leaders for 2018-2019 (see attached).
- The District Webmaster John Overton provided support to school leaders who required assistance in setting up their School Site Council webpage.

Please see the attached samples of webpages developed to address this motion.

Principals & Headmaster Only

Due to the Superintendent's Office by **Wednesday, October 3, 2018**

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Dr. Janice Adie Day School Address: 60 Carlisle Street Chelmsford, Massachusetts 01824</p> <p>Tel: 978- 674-2405 Email:</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Linzee Phen Address: 248 Parker Street 2nd floor Lowell, Massachusetts 01851</p> <p>Tel: 978-328-6815 Email:</p>
<p style="text-align: center;">Principal</p>	<p>Name: Patricia Clark-Nowoswiat Address: 60 Carlisle Street Chelmsford, Massachusetts 01824</p> <p>Tel: 978-674-2405 Email: pclark@lowell.k12.ma.us</p>		<p>Name: Shon Teicheira Address: 13 Winona Street Lowell, Massachusetts 01851</p> <p>Tel: 1-339-234-1719 Email:</p>
<p style="text-align: center;">Parent Liaisons(s)</p>			<p>Name: Junia Auguste-Joseph Address: 33 Canton Street Lowell, Massachusetts 10851</p> <p>Tel: 978-427-0741 Email:</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Malinda Mercado Address: 1929 Middlesex St. Apt.3 Lowell, Massachusetts 10851</p> <p>Tel: 508-982-1407 Email:</p>	<p style="text-align: center;">PTO Board</p>	<p>Name: Crystal Mello (School Site Council) Address: 31 Agawam Street Lowell, Massachusetts 01852</p> <p>Tel: 978-866-8870 Email:</p>

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Bailey Elementary School Address: 175 Campbell Drive, Lowell, MA 01851 Tel: 978-937-7644 Website: https://www.lowell.k12.ma.us/Domain/17</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Kim Flynn Address: 47 Newbury Street, Lowell, MA 01851 Tel: 978-360-8914 Email: kimmytwin@yahoo.com</p>
<p style="text-align: center;">Principal</p>	<p>Name: Kimberley Clements Address: 175 Campbell Drive, Lowell, MA 01851 Tel: 978-937-7667 Email: kclements@lowell.k12.ma.us</p>		<p>Name: Bridget Morse Address: 175 Campbell Drive, Lowell, MA 01851 Tel: 978-937-7644 Email: bmorse@lowell.k12.ma.us</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Bridget Morse (stipend position) Address: 175 Campbell Drive, Lowell, MA 01851 Tel: 978-937-7644 Email: bmorse@lowell.k12.ma.us</p>		<p>Name: Betsy Goodrich Address: 136 Wentworth Ave, Lowell, MA 01851 Tel: 978-902-6517 Email: jandbgoodrich@comcast.net</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Lisa Caten Address: 4 Atlantic Street, Lowell, MA 01851 Tel: 978-455-0783 Email: lcaten@world.aberline.edu</p> <p>Name: Stefanie DeLuca Address: 18 Rhodora Street, Lowell, MA 01851 Tel: 978-758-2386 Email: dukewmc@gmail.com</p> <p>Name: Rebecca Ludvino Address: 26 Gertrude Avenue, Lowell, MA 01851 Tel: 978-689-5121 Email: rebecca.ludvino@gmail.com</p>	<p style="text-align: center;">PTO Board</p>	<p>Name: Meredith Kay (President) Address: 107 Westchester Street, Lowell, MA 01851 Tel: 978-314-8744 Email: meredithanne@rocketmail.com</p>
			<p>Name: Amy Zahareas (Vice President) Address: 42 Staples Street, Lowell, MA 01851 Tel: 978-835-6412 Email: amyzahareas@gmail.com</p>
			<p>Name: Marybeth Finn (Treasurer) Address: 31 Sanders Ave, Lowell, MA 01851 Tel: 508-254-3356 Email: mbxccoach@gmail.com</p>
			<p>Name: Stefanie DeLuca (Secretary) Address: 18 Rhodora Street, Lowell, MA 01851 Tel: 978-758-2386 Email: dukewmc@gmail.com</p>
			<p>Name: Gina Doucette (Comm. Coordinator) Address: 175 Campbell Drive, Lowell, MA 01851 Tel: 978-937-7644 Email: gdoucette@lowell.k12.ma.us</p>

BCPS PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Bartlett Community Partnership School Address: 79 Wannalancit Street Lowell, MA 01854 Tel: 978-937-8968 Email:</p>	<p>School Site Council Members</p>	<p>Name: Rachel Crawford Address: 158 Virginia Avenue Lowell, MA 01852 Tel: 978-866-0779 Email: rcrawford@lowell.k12.ma.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: Peter B. Holtz Address: 79 Wannalancit Street Lowell, MA 01854 Tel: 978-937-8968 Email: pholtz@lowell.k12.ma.us</p>		<p>Name: Lynne Bond Address: 95 Winthrop Avenue Lowell, MA 01851 Tel: 978-454-5139 Email: slbond95@verizon.net</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Mary (Peggy) Black (stipend position) Address: 54 Leighton Lane Tewksbury, MA 01876 Tel: 978-808-6664 Email: mblack@lowell.k12.ma.us</p>		<p>Name: Nicole Ross Address: 623 Andover Street Tel: 978-239-3549 Email: NIKIOLA24@AOL.COM</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Address: Tel: Email:</p>	<p>PTO Board</p>	<p>Name: Carol Gouveia Address: 61 Kelly Road Dracut, MA 01826 Tel: 978-808-7040 Email: cgouveia@lowell.k12.ma.us</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Address: Tel: Email:</p>		<p>Name: Doreen Jones Address: 64 Russell Street Lowell, MA 01852 Tel: 978-459-2752 Email: djones@lowell.k12.ma.us</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Address: Tel: Email:</p>		<p>Name: Address: Tel: Email:</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Address: Tel: Email:</p>		<p>Name: Address: Tel: Email:</p>

Principals & Headmaster Only

Due to the Superintendent's Office by **Wednesday, October 3, 2018**

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Butler Middle School Address: 1140 Gorham Street Lowell, MA 01852 Tel: 978-937-8973 Website: http://butler.lowell.k12.ma.us/pages/butler_middle</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Stacey MacIsaac Address: 106 South Whipple Street Lowell, MA 01852 Tel: 978-995-3772 Email: stacey_symonds@yahoo.com</p>
<p style="text-align: center;">Principal</p>	<p>Name: Teresa Soares-Pena Address: 1140 Gorham Street Lowell, MA 01852 Tel: 978-937-8973 Email: TSoares-Pena@lowell.k12.ma.us</p>		<p>Name: Joan Kelly Address: Sterling Stone Real Estate 235 Billerica Rd. Chelmsford, MA 01824 Tel: 978-590-3299 Email: sstrealty@verizon.net</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Mary Marquez (Receives a Stipend) Address: 27 Organuz Road Apt. 2 York, ME Tel: 978 937 8973 Email: mpaquinmarquez@lowell.k12.ma.us</p>		<p>Name: Marcille Freitas Address: 71 Parker Street Lowell, MA 01851 Tel: 978-455-1895 Email: marcillefreitas@yahoo</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Susan Norton Address: 141 Fairfield Street Lowell, MA 01851 Tel: 978-944-1984 Email: susan_norton@msn.com</p>		<p>Name: Kendra Juliano Address: 684 Chemsford Street Lowell, MA Tel: 978 677- 0149 Email:</p>
			<p>Name: Katharina Lach Address: 110 S. Walker Street Lowell, MA 01851 Tel: 978-394-5945 Email: ssam43@comcast.net</p>
			<p>Name: Stacey MacIsaac Address: 106 South Whipple Street Lowell, MA 01852 Tel: 978-995-3772 Email: stacey_symonds@yahoo.com</p>

Principals & Headmaster Only

Due to the Superintendent's Office by **Wednesday, October 3, 2018**

PARENT LEADERS 2018-2019

School Name	Name: Cardinal O'Connell Early Learning Center Address: 21 Carter Street, Lowell, MA Tel: 978-446-7000 Email: ccassella@lowell.k12.ma.us	School Site Council Members	Name: Katelyn Shaughnessy * Address: 109 Glenmere Street Lowell, MA Tel: 978-967-9180 Email: Katelyn.gys@gmail.com
	Name: Lisa Van Thiel, Early Childhood Coordinator Address: 21 Carter Street, Lowell MA Tel: 978-674-2051 Email: lvanthiel@lowell.k12.ma.us		Name: B. Prudivhivi* Address: 1007 Westford Apt #12, Lowell, MA Tel: 978-746-4347 Email: bhavisettyprodhvi@gmail.com
	Name: Elizabeth Hamel * Address: 84 Epping Street, Lowell Tel: 978-7268743 Email: Lzbethfront@yahoo.com		Name: Saman Kumar Address: 1003 Westford Street, Apt 17, Lowell, MA Tel: 978-942-8100 Email: Sumanvikas25@gmail.com
	Name: Shaela Talbert * Address: 35 Temple Apt. 22 Tel: 978-332-3567 Email: shayjayavi143@gmail.com		Name: Colleen Thibeault * Address: 124 River Road, MA Tel: 978-513-5008 Email: pctbow@icloud.com
Parent Liaisons(s)		PTO Board	Name: Armita Magar * Address: 49 Walnut Street, Lowell, MA Tel: 978-327-8019 Email: trustmeruth@yahoo.com
Principal			
Citywide Rep(s)			

*all members of School Site Council

Principals & Headmaster Only

Due to the Superintendent's Office by **Wednesday, October 3, 2018**

PARENT LEADERS 2018-2019

School Name	Name: Daley School Address: 150 Fleming Street Lowell, MA 01851 Tel: 978- 937-8981 Email:	School Site Council Members	Name: Moira Silva Address: 31 Hanson Terrace Lowell, Ma 01851 Tel: Email: moirasilva@comcast.net
Principal	Name: William Skinner Address: 150 Fleming Street Lowell, MA 01851 Tel: 978- 937-8981 Email: lskinner@lowell.k12.ma.us		Name: Elenor Bell Address: 29 Nelson Street Lowell, MA 01851 Tel: 978-454-6913 Email: eltay@outlook.com
Parent Liaisons(s)	Name: Eliana Simpsom Address: 143 Willard Street Lowell, MA 01850 Tel: 978-398-7532 Email: esimpson@lowell.k12.ma.us		Name: Betsy Foran Address: 101 Hollis Street Lowell, MA 01850 Tel: 978-935-1036 Email: betsymoran@gmail.com
Citywide Rep(s)	Name: Donna Kelliher Address: 143 Willard Street Lowell, MA 01850 Tel: 978-398-7532 Email: donnakelliher@gmail.com	PTO Board	Name: Sheen Geoffroy Address: 622 Stevens Street Lowell, MA 01851 Tel: 978-888-1370 Email: geoffroy1@comcast.net
			Name: Elenor Bell Address: 29 Nelson Street Lowell, MA 01851 Tel: 978-454-6913 Email: eltay@outlook.com
			Name: Linda Gutierrez Address: 417 Hildreth Street # 28 Lowell, MA 01850 Tel: 978-453-5889 Email: lingutz@yahoo.com
			Name: Meredith Kay Address: 107 Westchester Street Lowell, MA 01851 Tel: 978-314-8744 Email: meredithanne@rocketmail.com

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Greenhalge Elementary Address: 149 Ennell St Tel: 978-937-7670 Email:</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">School Site Council Members</p>	<p>Name: Abigail Phillips Address: 149 Ennell St Lowell, MA 01850 Tel: 978-937-7670 ext 220 Email: aphillips@lowell.k12.ma.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: Jim Neary/Nan Murphy-acting principal Address: 149 Ennell St Lowell, MA 01850 Tel: 978-937-7670 Email: jneary@lowell.k12.ma.us nanmurphy@lowell.k12.ma.us</p>		<p>Name: Christine McCann Address: 56 Totman Rd Lowell, MA 01854 Tel: 978-337-2565 Email: cdesha4015@hotmail.com</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Abigail Phillips Address: 149 Ennell St Lowell MA 01850 Tel: 978-937-7670 ext 220 Email: aphillips@lowell.k12.ma.us</p>		<p>Name: Janelle Lamarche Address: 85 Kinsman St Lowell, MA 01850 Tel: 978-728-8052 Email: jlamarche6680@gmail.com</p>
<p style="text-align: center;">Citywide Rep(s)</p>		<p style="writing-mode: vertical-rl; transform: rotate(180deg); text-align: center;">PTO Board</p>	<p>Name: Scott & Geovani Huertas-Scuturio Address: 188 Cross St Lowell MA 01854 Tel: 857-334-3330 Email: sscuturio@gmail.com</p>
			<p>Name: Jessica Clardy Address: 820 Bridge St Apt 3 Lowell, MA 01850 Tel: 978-427-4389 Email: JessJoe.Aydendean@gmail.com</p>
			<p>Name: Christine McCann Address: 56 Totman Road Lowell MA 01854 Tel: 978-337-2565 Email: cdesha4015@hotmail.com</p>
			<p>Name: Bryanna Lewis Address: 569 Lakeview Ave Apt 1 Lowell MA 01850 Tel: 978-935-6654 Email: brylee1983@gmail.com</p>

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Laura Lee Address: 235 Powell St. Tel: (978)937-7655 Email:</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Roseann Hall Address: 235 Powell St. Tel: (978)937-7655 Email: rhall@lowell.k12.ma.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: Frank Vicente Address: 235 Powell St. Tel: (978)937-7655 Email:</p>		<p>Name: Sarah Wilson Address: 235 Powell St. Tel: (978)937-7655 Email: swilson@lowell.k12.ma.us</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Tammy McGlaufflin Address: 235 Powell St. Tel: (978)937-7655 Email: tmcglaufflin@lowell.k12.ma.us</p>		<p>Name: Frank Vicente Address: 235 Powell St. Tel: (978)936-7655 Email: fvicente@lowell.k12.ma.us</p>
<p style="text-align: center;">City wide Rep (s)</p>	<p>Name: Unfilled</p>	<p style="text-align: center;">PTO Board</p>	<p>Name: Unfilled</p>

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: LeBlanc Therapeutic Day School Address: 58 Sycamore Street Tel: 978-970-5467 Email: jlenzi@lowell.k12.ma.us</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Paul Bazdanes Address: 4 Bernier St. #4 Tel: 978-869-9310 Email:</p>
<p style="text-align: center;">Principal</p>	<p>Name: Carolyn Cuneo Address: Same Tel: 978-970-5470 Email: ccuneo@lowell.k12.ma.us</p>		<p>Name: Derek Sanchez Address: 38 London St. Tel: 978-328-3036 Email:</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Jennifer Lenzi Address: Same Tel: 978-970-5467 Email: jlenzi@lowell.k12.ma.us</p>		<p>Name: Javier Vega Address: 294 High St. Tel: 978-967-0964 Email:</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Paul Bazdanes Address: 4 Bernier St. #4 Tel: 978-869-9310 Email:</p> <p>Name: Derek Sanchez Address: 38 London St. Tel: 978-967-6247 Email:</p> <p>Name: Javier Vega Address: 294 High St. Tel: 978-967-0964 Email:</p>	<p style="text-align: center;">PTO Board</p>	<p>Name: Paul Bazdanes Address: 4 Bernier St. #4 Tel: 978-869-9310 Email:</p>
			<p>Name: Derek Sanchez Address: 38 London St. Tel: 978-967-6247 Email:</p>
			<p>Name: Javier Vega Address: 294 High St. Tel: 978-967-0964 Email:</p>

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Lincoln Elementary Address: 300 Chelmsford Street Tel: 978-937-2846 Email:</p>	<p>School Site Council Members</p>	<p>Name: Sharon Perry Address: 102 Balsam Place Tewksbury, MA Tel: 978-710-6007 Email: sperry@lowell.k12.ma.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: Mrs. Ginger Coleman Address: 300 Chelmsford Street Tel: 978-937-2846 Email: gcoleman@lowell.k12.ma.us</p>		<p>Name: Mary Guthrie Address: 95 Maryland Ave Lowell, MA Tel: 978-453-9839 Email: mguthrie@lowell.k12.ma.us</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Kim Lambourne Address: P.O. Box 636 Pelham, NH Tel: Email: klambourne@lowell.k12.ma.us</p>		<p>Name: Beth Gaspar and Ralph Deprenda Address: 116 Congress Street & 83 Temple Street Lowell, MA Tel: 978-621-4329 and 978-453-5908 Email: bgaspar@lowell.k12.ma.us and ralphdeprenda@hotmail.com</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Beth Gaspar Address: 116 Congress Street Lowell, MA Tel: 978-621-4329 Email: bgaspar@lowell.k12.ma.us</p>	<p>PTO Board</p>	<p>Name: Kim Lambourne Address: P.O. Box 636 Pelham, NH Email: klambourne@lowell.k12.ma.us</p>
			<p>Name: Beth Gaspar Address: 116 Congress Street Lowell, MA Tel: 978-621-4329 Email: bgaspar@lowell.k12.ma.us</p>
			<p>Name: Ralph Deprenda Address: 83 Temple Street Lowell, MA Tel: 978-453-5908 Email: ralphdeprenda@hotmail.com</p>
			<p>Name: Lisa and Christine Marcopoulos Address: 204 Moore Street Lowell, MA Tel: 978-319-3151</p>

Principals & Headmaster Only

Due to the Superintendent's Office by **Wednesday, October 3, 2018**

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Lowell High School Address: 50 Fr. Morissette Blvd. Lowell, MA 01852 Tel: 978-937-8901 Email: sfrancisco@lowell.k12.ma.us</p>	<p>School Site Council Members</p>	<p>Name: Patricia Crabtree Address: 70 Lupine Rd. Lowell, MA 01850 Tel: 978-937-8951 Email: pcrabtree@lowell.k12.mq.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: Marianne Busted Address: 50 Fr. Morissette Blvd. Lowell, MA 01852 Tel: 978-937-8901 Email: mbusted@lowell.k12.ma.us</p>		<p>Name: Wayne Taylor Address: 35 Rita St. Lowell, MA 01854 Tel: 508-561-6709 Email: soccerkeeper0@gmail.com</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Darmery Montoya (Spanish) Address: LHS Tel: 978-937-8921 Email: dmontoya@lowell.k12.ma.us</p> <p>Name: Nicholas Bull (Part Time , African) Address: LHS Tel: 978-275-6390 Email: nbull@lowell.k12.ma.us</p>		<p>Name: Stephen Gervais Address: 69 Florence Rd. Lowell, MA 01851 Tel: 978-441-3839 Email: gervaisste@hotmail.com</p>
<p>Citywide Rep(s)</p>	<p>Name: Dr. Julio DeCarvalho Address: 121 Cabot St. Lowell, MA 01854 Tel: 978-726-3368 Email: juliocdecarvalho@gmail.com</p>	<p>PTO Board</p>	<p>Name: Carrie Carolan, Co-President, FLHS Address: 16 Bellrose Ave. Lowell, MA 01852 Tel: 978-458-9285 Email: ccarolan16@comcast.net</p>
	<p>Name: Patricia Crabtree Address: 70 Lupine Rd. Lowell, MA 01850 Tel: 978-937-8951 Email: pcrabtree@lowell.k12.ma.us</p>		<p>Name: Tim Carolan, Co-President, FLHS Address: 16 Bellrose Ave. Lowell, MA 01852 Tel: 978-458-9285 Email: tc9285@comcast.net</p>
	<p>Name: Michelle Garcia Address: 364 Beacon St. Lowell, MA 01850 Tel: 978-726-9724 Email: cortes_michelle@yahoo.com</p>		<p>Name: Moira Silva, Treasurer FLHS Address: 31 Hanson Terrance Lowell, MA 01851 Tel: 978-452-3583 Email: moirasilva@comcast.net</p>
	<p>Name: Danielle Savoie - Latin Lyceum (LLLPA) Address: 18 Oakland Street Lowell, MA 01851 Tel: 978-452-3586 Email: dsavoie@lowell.k12.ma.us</p>		<p>Name: Danielle Savoie - Latin Lyceum (LLLPA) Address: 18 Oakland Street Lowell, MA 01851 Tel: 978-452-3586 Email: dsavoie@lowell.k12.ma.us</p>

Principals & Headmaster Only

Due to the Superintendent's Office by **Wednesday, October 3, 2018**

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: C.W. Morey Address: 130 Pine Street Tel: 978-937-7662 Email:</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Maggie Notopoulos Address: Mill City Grows, 150 Western Ave. Tel: 978-455-2620 Email: maggie@millcitygrows.org</p>
<p style="text-align: center;">Principal</p>	<p>Name: Kathleen McLaughlin Address: 130 Pine Street Tel: 978-937-7662 Email: kmclaughlin@lowell.k12.ma.us</p>		<p>Name: Ester Lan, Parent Address: 247 Shaw Street Tel: 978-735-5241 Email: ester.lan07@gmail.com</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Betty-Mae Flaherty Address: 130 Pine Street Tel: 978-937-7662 Email: bflaherty@lowell.k12.ma.us</p>		<p>Name: Ashley Nanthavong, Parent Address: 49 Webber Street Tel: 978-930-6740 Email: thenanthavongs@gmail.com</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Rhiannon Royal Address: 11 Rose Ave. Tel: 978-967-9872 Email: rroyal626@gmail.com</p>	<p style="text-align: center;">PTO Board</p>	<p>Name: Tiffeny Brow Address: 34 Webber Street Tel: 978-609-8524 Email: tiffenybrow@gmail.com</p>
			<p>Name: Ashley Nanthavong Address: 49 Webber Street Tel: 978-930-6740 Email: thenanthavongs@gmail.com</p>
			<p>Name: Holly Dauwer Address: 33 Walker Street Tel: 978-398-3760 Email: none</p>
			<p>Name: Ester Lan, Parent Address: 247 Shaw Street Tel: 978-735-5241 Email: ester.lan07@gmail.com</p>

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Moody Elementary School Address: 158 Rogers Street Tel: 978-937-7673 Email:</p>	<p>School Site Council Members</p>	<p>Name: Sue Harmon Address: 256 Market Street Apt, 121 B Lowell, MA 01852 Tel: 978-606-7981 Email: saffire2emerald@yahoo.com</p>
<p style="text-align: center;">Principal</p>	<p>Name: Roberta M. Keefe Address: 158 Rogers Street Tel: 978-937-7673 Email: rkeefe@lowell.k12.ma.us</p>		<p>Name: Katey Blake Address: 466 East Merrimack Street Lowell, MA 01852 Tel: 978-421-7056 Email: Katey_Blake@live.com</p>
			<p>Name: Nicole Irvine Address: 161 Berkeley Avenue Tel: 978-289-3241 Email: Evilxxx1980@yahoo.com</p>
			<p>Name: Patricia Kennedy Address: 132 Belrose Avenue Tel: 240-298-1793 Email: TkensSMB@gmail.com</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Lainey Martin Address: Moody Elementary School 158 Rogers Street Tel: 978-937-7673 Email: mmartin@lowell.k12.ma.us</p>		<p>Name: Vieroska Jimenez Address: 159 Fort Hill Avenue Lowell, MA 01852 Tel: 978-394-8863 Email: viero3000@hotmail.com <i>Please see 3rd page for additional names</i></p>
		<p>PTO Board</p>	<p>Name: Sue Harmon Address: 256 Market Street Apt, 121 B Lowell, MA 01852 Tel: 978-606-7981 Email: saffire2emerald@yahoo.com</p>

Citywide Rep(s)	Name: Margaret Kennedy Address: 112 Charant Road Lowell, MA Tel: 978-430-6380 Email: magleto@gmail.com		Name: Katey Blake Address: 466 East Merrimack Street Lowell, MA 01852 Tel: 978-421-7056 Email: Katey_Blake@live.com
			Name: Vioroska Jimenez Address: 159 Fort Hill Avenue Lowell, MA 01852 Tel: 978-394-8863 Email: viero3000@hotmail.com
			Name: Nicole Irvine Address: 161 Berkeley Avenue Lowell, MA Tel: 978-289-3241 Email: Evilxxx1980@yahoo.com
			Name: Patricia Kennedy Address: 132 Belrose Avenue Lowell, MA Tel: 240-298-1795 Email: TkensSMB@gmail.com

PARENT LEADERS 2018-2019

School Name	Name: Moody School 3rd page	School Site Council Members	Name: Harold Cruz Address: 51 Huntington Street #1 Tel: 978-328-9285 Email: Does not have an e-mail address
Principal			Name: Steven Ibarguen Address: Moody Elementary School Tel: 978-937-7673 Email: sibarguen@lowell.k12.ma.us
			Name: Courtney Fallon Address: Moody Elementary School Tel: 978-937-7673 Email: cfallon@lowell.k12.ma.us
			Name: Fatima DeSousa Address: Moody Elementary School Tel: 978-937-7673 Email: fdesousa@lowell.k12.ma.us
			Name: Valerie Cowart Address: Moody Elementary School Tel: 978-937-7673 Email: vcowart@lowell.k12.ma.us
	Name: Ellen Netishen Address: Moody Elementary School Tel: 978-937-7673 Email: enetishen@lowell.k12.ma.us		Margaret Kennedy Address: 112 Charant Road Tel: 978-430-6380 Email: magleto@gmail.com

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Murkland School Address: 350 Adams St. Lowell, MA 01854 Tel: 978-937-2826 Email: rbergeron@lowell.k12.ma.us</p>	<p>School Site Council Members</p>	<p>Name: Denise Perrin Address: 350 Adams St Lowell, MA 01854 Tel: 978-937-2826 Email: dperrin@lowell.k12.ma.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: Kevin Andriolo Address: 350 Adams St Lowell, MA 01854 Tel: 978-937-2826 Email: kandriolo@lowell.k12.ma.us</p>		<p>Name: Barbara Smith Address: 350 Adams St Lowell, MA 01854 Tel: 978-937-2826 Email: bsmith@lowell.k12.ma.us</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Rose-Marie Bergeron Address: 116 Boynton St. Lowell, MA 01850 Tel: 978-996-2634 Email: rbergeron@lowell.k12.ma.us</p>		<p>Name: Carolyn Demers Address: West 6th St Lowell, MA 01850 Tel: 978-501-0864 Email: cdemers@lowell.k12.ma.us</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Rose-Marie Bergeron Address: 116 Boynton St Lowell, MA 01850 Tel: 978-996-2634 Email: rbergeron@loell.k12.ma.us</p>	<p>PTO Board</p>	<p>Name: Penny Sanchez Address: 70 Austin St. #31 Lowell, MA 01854 Tel: 978-764-4828 Email:</p>
	<p>Name: Diane Matany Address: 153 Cross St Lowell, MA 01854 Tel: Email: DianeMatany@yahoo.com</p>		<p>Name: Carolyn Demers Address: West 6th St Lowell, MA 01850 Tel: 978-501-0864 Email: cdemers@lowell.k12.ma.us</p>
			<p>Name: Rose-Marie Bergeron Address: 116 Boynton St. Lowell, MA 01850 Tel: 978-996-2634 Email: rbergeron@lowell.k12.ma.us</p>

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Pawtucketville Memorial Address: 425 West Meadow Road Lowell, MA. 01854 Tel: 978-937-7667 Email:</p>	<p>School Site Council Members</p>	<p>Name: Matthew Mclean Address: 425 West Meadow Rd Lowell, MA. 01854 Tel: 978-937-7667 Email: mmclean@lowell.k12.ma.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: Matt McLean Address: 425 West Meadow Road Lowell, MA. 01854 Tel: 978-937-7667 Email: mmclean@lowell.k12.ma.us</p>		<p>Name: Kerry Marshall Address: 119 Main Street Amesbury MA. Tel: 978-225-2673 Email: kamarshall@lowell.k12.ma.us</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Coralie Cote Address: 17 Epirus Drive Lowell, MA. 01854 Tel: 978-937-7667 Email: ccote@lowell.k12.ma.us</p>		<p>Name: Anna Amlashi Address: 1 Green Valley Drive Chelmsford, MA. 01842 Tel: 508-423-9990 Email: aamlashi@lowell.k12.ma.us</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Darsi Boyer Address: 235 Avon St Lowell, MA. 01854 Tel: 978-459-3352 Email: darsiboyer@gmail.com</p> <p>Name: Stacy Dixon Address: 110 Canton Street Lowell, MA. 01851 Tel: 978-569-6308 Email: sdixon@uua.org</p>	<p>PTO Board</p>	<p>Name: Tina Novo Address: 11 Ionian Circle Lowell, MA 01854 Tel: 978-455-9030 Email: tinanovo@comcast.net</p>
			<p>Name: Stacy Dixon Address: 110 Canton Street Lowell, MA. 01851 Tel: 978-569-6308 Email: sdixon@uua.org</p> <p>Name: Danielle Sullivan Address: 1344 Varnum Ave Lowell, MA. 01854 Tel: 978-884-8504 Email: pamperedpawsllic@yahoo.com</p> <p>Name: Amy Dulong Address: 20 Karen Street Lowell, MA. 01851 Tel: 978-337-2896 Email: amydulong@gmail.com</p>

PARENT LEADERS 2018-2019

School Name	Name: J. G Pyne Arts Magnet School Address: 145 Boylston Street Tel: (978) 937-7639 Email:	School Site Council Members	Name: Christine Bell Address: 520 Pawtucket Street Tel: (978) 455-1298 Email: christinebell04@gmail.com
	Name: Wendy Crocker-Roberge Address: 145 Boylston Street Tel: (978) 937-7639 Email: wcrocker-roberge@lowell.k12.ma.us		Name: Rebecca Starcevic Address: 106 Fairmount Street Tel: (978) 808-5925 Email: beccanews@gmail.com
Parent Liaisons(s)	Name: Joy Sorota Address: 145 Boylston Street Tel: (978)-937-7639 Email: jsorota@lowell.k12.ma.us		Name: Connor Baldwin Address: 112 Billerica Street Tel: (978) 455-8892 Email: cbaldwin@lowellma.gov
	Name: Erin Hebert Address: 145 Boylston Street Tel: (978) 937-7639 Email: ehebert@lowell.k12.ma.us		Name: Jess Velmure Address: 75 Moore Street Tel: (978) 427-0557 Email:
Citywide Rep(s)	Name: Christine Bell Address: 520 Pawtucket Street Tel: (978) 455-1298 Email: christinebell04@gmail.com		Name: Maghan Hickok Address: 239 Fairmount Street Tel: (617) 821-1273 Email: maghanhickok@gmail.com
	Name: Kimberly Scott (Treasurer of CPC) Address: 27 Commonwealth Ave Tel: (978) 970-3153 Email: kpemscott@gmail.com		Name: Kris Gleba Address: 48 Epping Street Tel: (978) 455-3302 Email: kristerick@gmail.com
		Name: Luis Hernandez Address: 2 Lowell St. Tel: (978) 453-4791 Email: belinda.lius@comcast.net	
		PTO Board	

PARENT LEADERS 2018-2019

School I Name	Name: Peter W Reilly Elementary School Address: 115 Douglas Road Tel: 978-937-7652 Fax: 978-446-7423	School Site Council Members	Name: Alisha Silvestrone Address: 115 Douglas Road Tel: 978-937-7652 Email: asilvestrone@lowell.k12.ma.us
Principal	Name: Sean Carabatsos Address: 115 Douglas Road Tel: 978-937-7652 Email: scarabatsos@lowell.k12.ma.us		Name: Sharon Cooney Address: 115 Douglas Road Tel: 978-937-7652 Email: scooney@lowell.k12.ma.us
Parent Liaisons(s) Clerk/Secretary	Name: Carla Couilliard Address: 115 Douglas Road Tel: 978-937-7652 x100 Email: ccouilliard@lowell.k12.ma.us		Bethany Peters Address: 81 Luce Street Tel: 978-495-1909 Email: petersfam81@gmail.com
Citywide Rep(s)	Name: Catherine Cargill Address: 268 Burnham Rd. Tel: 978-937-3675 Email: Catherine.cargill@gmail.com	PTO Board	Marie Sullivan, Co - President Address: 68 Fetherstone Ave Tel: 978-866-4102 Email: mharris4718@comcast.net Name: Danielle Sotirakos Co-President Address: 605 East Merrimack Tel: 978-937-3675 Email: sotirakosdanielle@gmail.com
			Name: Laura Chase Tel: 978-525-4071 Address: 52 Trull Lane West Email: lchase@lowell.k12.ma.us
			Name: Barbara Brown Co- Secretary Address: 33 Hovey St. Tel: 978-851-0030 Email: bcannistraro@yahoo.com Name: Noelle Creegan Address: 21 O'Heir Way Tel: 978-886-9871 Email: noelle.cregan@gmail.com

Principals & Headmaster Only

Due to the Superintendent's Office by **Wednesday, October 3, 2018**

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Henry J. Robinson School Address: 110 June Street, Lowell, MA 01850 Address: 110 June Street, Lowell, MA 01850 Email:</p>	<p>School Site Council Members</p>	<p>Name: Melissa Desroches Address: 110 June Street, Lowell, MA 01850 Tel: 978-937-8974 Email: mdesroches@lowell.k12.ma.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: Bridget Dowling Address: 110 June Street, Lowell, MA 01850 Tel: 978-937-8974 Email: bdowling@lowell.k12.ma.us</p>		<p>Name: Kim Porter Address: 110 June Street, Lowell, MA 01850 Tel: 978-937-8974 Email: kporter@lowell.k12.ma.us</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Kim Porter Address: 110 June Street, Lowell, MA 01850 Address: 110 June Street, Lowell, MA 01850 Email: kporter@lowell.k12.ma.us</p>		
<p style="text-align: center;">Citywide Rep(s)</p>		<p>PTO Board</p>	<p>Name: Samantha Perez Address: 110 June Street, Lowell, MA 01850 Tel: 978-937-8974 Email: Name: Theresa Evangelista Address: 110 June Street, Lowell, MA 01850 Tel: 978-937-8974 Email:</p>

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: STEM Academy at the Rogers School Address: 43 Highland Street Tel: 978-674-4331 Email:jmccrean@lowell.k12.ma.us</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Peter Doherty Address: 16 Summit Street Tel: 781-424-7229 Email: Peter_doherty@hotmail.com</p>
<p style="text-align: center;">Principal</p>	<p>Name: Jason McCrevan Address: 43 Highland Street Tel: 978-674-4331 Email:jmccrean@lowell.k12.ma.us</p>		<p>Name: Sarah Santiago Address: 149 Rogers Street Tel: 978-764-1111 Email: sarah_santiago@outlook.com</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Marianne Ferriter Address: 43 Highland Street Tel: 978-674-4331 Email:jmccrean@lowell.k12.ma.us</p>		<p>Name: Shannon Ceballos Address: 89 Chestnut Street Tel: 978-429-6814 Email: scebbalos71@gmail.com</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Amy Scannell Address:99 Broadstreet Avenue Tel: 978-452-0136 Email: amy_scannel@yahoo.com</p> <p>Name: Meghan Moore Address:226 Baldwin Street Tel: 978-452-6062 Email: meghan@megpix.com</p>	<p style="text-align: center;">PTO Board</p>	<p>Name: Erin Inglis Address: 54 Orlean Street Tel: 978-453-1297 Email: einglis@comcast.net</p>
			<p>Name: Ana Santiago Address: 30 West Sixth Street Tel: 978-996-0362 Email: sandu626@comcast.net</p> <p>Name: Heather Condo Address: 40 Whipple Street #3 Tel: 603-318-5172 Email: heatherquntal@hotmail.com</p> <p>Name: Amy Scannell Address:99 Broadstreet Avenue Tel: 978-452-0136 Email: amy_scannel@yahoo.com</p>

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: John J. Shaughnessy Elementary Address: 1158 Gorham Street Tel: 978-937-7657 Email: N/A</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Annie Keophila Address: 61 Gormam Street Tel: 978-265-3891 Email: annie.keophila@gmail.com</p>
<p style="text-align: center;">Principal</p>	<p>Name: Gregory A. Passeri Address: 1158 Gorham Street Tel: 978-937-7657 Email: gpasseri@lowell.k12.ma.us</p>		<p>Name: Kimberly Bettencourt Address: 43 Stavely Street Tel: 978-569-4779 Email: kimbee106@gmail.com</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Lina Faria Address: 1158 Gorham Street Tel: 978-937-7657 Email: linafaria@lowell.k12.ma.us</p>		<p>Name: Doris Frizzell Address: 17 Elm Street Tel: 978-863-8659 Email: N/A</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Pam Andrews Address: 50 Agawam Street #1A Tel: 978-398-2393 Email: Pandrews1223@gmail.com</p> <p>Name: Kimberly Bettencourt Address: 43 Stavely Street Tel: 978-569-4779 Email: kimbee106@gmail.com</p> <p>Name: Kerri Lambert Address: 12 Adie Way Tel: 978-654-3809 Email: kerrilambert2@gmail.com</p>	<p style="text-align: center;">PTO Board</p>	<p>Name: Kimberly Bettencout Address: 43 Stavely Street Tel: 978-569-4779 Email: kimbee106@gmail.com</p>
			<p>Name: Nicole Jemery Address: 29 Chase Street Tel: 978-427-8611 Email: mommyfive714@gmail.com</p> <p>Name: Kerry Laffin Address: 101 Bourne Street Tel: 978-452-0237 Email: kgroove79@yahoo.com</p> <p>Name: Corinne Ospina Address: 28 Chippewa Street Tel: 978-726-4238 Email: cospina@lowell.k12.ma.us</p>

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Stoklosa Address: 560 Broadway Street Lowell, MA 01854 Tel: 978-275-6330 Email:</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Brad Caravoulas Address: 119 Betty Ann Lane Dracut, MA 01826 Tel: 978-337-7611 Email: Bcaravoulas@lowell.k12.ma.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: James Cardaci Address: 560 Broadway Street Lowell, MA 01854 Tel: 978-275-6330 Email: jcardaci@lowell.k12.ma.us</p>		<p>Name: Estelle Chaput Address: 19 Wannalancit St. Lowell, MA 01854 Tel: 978-459-7444 Email: echaput@lowell.k12.ma.us</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Rita Hashem Address: 153 Deering Drive Tewksbury, MA 01876 Tel: 978-640-9668 Email: Rhasham@lowell.k12.ma.us</p> <p>Name: Katerynne Pitino Address: 134 Baldwin St. Lowell, MA 01854 Tel: 978-275-6330 Email: Kpitino@gmail.com</p>		<p>Name: Kelly Barth Address: 15 Church Street Marlborough, MA Tel: 978-821-5922 Email: Kbarth@lowell.k12.ma.us</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Cherin Townsend Address: 30 Angle St. #45 Lowell, MA Tel: 978-944-5723 Email: Cherinmarie@yahoo.com</p> <p>Name: Lucy Lozada Address: Tel: 978-884-8375 Email: sunshine1_23@hotmail.com</p>	<p style="text-align: center;">PTO Board</p>	<p>Name: Marie Zonkong Address: 427 Suffolk Street Apt # 324 Lowell, MA Tel: 978-805-8900 Email: marlace2015@icloud.com</p> <p>Name: Lynne Bond Address: 95 Winthrop Ave Lowell, MA 01851 Tel: 978-815-2280 Email: sblond95@verizon.net</p>
			<p>Name: Amberly Ly Address: 206 Pratt Ave. #28 Tel: 978-337-4802 Email: p_jackiemom@yahoo.com</p>

	Name: Karonika Brown Address: 21 Morey Street Lowell, MA 01851 Tel: 978-654-3866 Email:k_roni83p@yahoo.com		Name: Patrick Martin Address: 177 Pine Street Lowell, MA Tel: 978-454-7885 Email: patrickmartininsurance.com
	Name: Phalla Sours Address: 79 Temple Street Lowell, MA 01851 Tel: 614-917-3387 Email: psours1015@yahoo.com		

Stoklosa 2nd Page

PARENT LEADERS 2018-2019 (AS OF 12/11/18)

<p style="text-align: center;">School Name</p>	<p>Name: Sullivan Middle School Address: 150 Draper St., Lowell, MA 01852 Tel: (978) 937-8993 Email: efoster@lowell.k12.ma.us</p>	<p style="text-align: center;">School Site Council Members</p>	<p>Name: Joy Prout-Co Chair Address: 46 Donald Terrace, Lowell, MA 01852 Tel: (978) 452-2514 Email: joyprout@hotmail.com</p>
<p style="text-align: center;">Principal</p>	<p>Name: Edward Foster Address: 150 Draper St., Lowell, MA 01852 Tel: (978) 937-8993 Email: efoster@lowell.k12.ma.us</p>		<p>Name: Bridget Steen Address: 30 Eliot Drive, Lowell, MA 01852 Tel: 978-314-5977 Email: bridgetsteen@yahoo.com</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Heidi Griffn Address: 150 Draper St. Lowell, MA, 01852 Tel: 978-937-8993 Email: hgriffin@lowell.k12.ma.us</p>		<p style="text-align: center;">PTO Board</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: TBD Address: Tel: (978) Email:</p>	<p>Name: Danielle Sotirakos - Co-Vice President Address: 605 East Merrimack St., Lowell, MA 01852 Tel: (978) 640-1502 Email: sotirakosdanielle@gmail.com</p>	

			Name: Colleen McGrath - Secretary Address: 37 Evergreen Road, Lowell, MA 01852 Tel: (978) 764-1458 Email: kolina211@aol.com
			Name: Sopheak Oeur - Co VP Address: 416 High Street, Lowell, MA 01852 Tel: 408-823-1202 Email: sopheak_55@yahoo.com

PARENT LEADERS 2018-2019

<p style="text-align: center;">School Name</p>	<p>Name: Wang Middle School Address: 365 West Meadow Road Tel: 978-937-7683 Email: mstahl@lowell.k12.ma.us</p>	<p>School Site Council Members</p>	<p>Name: Coralie Cote Address: 17 Epirus Drive Tel: 978-677-6760 Email: ccote@lowell.k12.ma.us</p>
<p style="text-align: center;">Principal</p>	<p>Name: Matthew C. Stahl Address: 34 Kristin Drive Derry, NH 03038 Tel: 617-784-1452 Email: mstahl@lowell.k12.ma.us</p>		<p>Name: Gillian Russell Address: 233 Totman Road Tel: 978-458-3199 Email: grussell233@comcast.net</p>
<p style="text-align: center;">Parent Liaisons(s)</p>	<p>Name: Shadayle Perez Address: 197 Farnham Street Lawrence, MA 01843 Tel: 978-937-7683 Email: sperez@lowell.k12.ma.us</p>		<p>Name: Joanie Grillakis Address: 66 Johnson Street Tel: 978-660-7619 Email: yygrillakis@comcast.net</p>
<p style="text-align: center;">Citywide Rep(s)</p>	<p>Name: Coralie Cote Address: 17 Epirus Drive Tel: 978-677-6760 Email: ccote@lowell.k12.ma.us</p> <p>Name: Gillian Russell Address: 233 Totman Road Tel: 978-458-3199 Email: grussell233@comcast.net</p> <p>Name: Andrea Freitas Address: 31 Corinthian Drive Tel: 339-234-0277 Email: andreafreitas@comcast.net</p>	<p>PTO Board</p>	<p>Name: Coralie Cote Address: 17 Epirus Drive Tel: 978-677-6760 Email: ccote@lowell.k12.ma.us</p>
			<p>Name: Gillian Russell Address: 233 Totman Road Tel: 978-458-3199 Email: grussell233@comcast.net</p>
			<p>Name: Tina Novo Address: 11 Ionian Circle Tel: 978-455-9030 Email: tinanovo@comcast.net</p>
			<p>Name: Danielle Sullivan Address: 1344 Varnum Avenue Tel: 978-884-8504 Email: pamperedpawllc@yahoo.com</p>

PARENT LEADERS 2018-2019

<p align="center">School Name</p>	<p>Name: Washington Elementary Address: 795 Wilder St. Lowell, MA 01851 Tel: 978 937 7635 Email:</p>	<p align="center">School Site Council Members</p>	<p>Name: Chantha Ham Address: 16 Fernald St. Lowell, MA 01851 Tel: 978-457-6781 Email: Chantha.ham@yahoo.com</p>
<p align="center">Principal</p>	<p>Name: Cheryl Cunningham Address: 795 Wilder St. Lowell, MA 01851 Tel: 978 937 7635 Email: ccunningham@lowell.k12.ma.us</p>		<p>Name: Soklou Seng Address: 618 Chelmsford St. Lowell, MA 01851 Tel: 978-996-5555 Email: louseng2000@yahoo.com</p>
<p align="center">Parent Liaisons(s)</p>	<p>Name: Ruthann Reidt (stipend based) Address: 795 Wilder St. Lowell, MA 01851 Tel: 978 937 7635 Email: rreidt@lowell.k12.ma.us</p>		<p>Name: Jenny Yeam Address: 119 Midland St. Lowell, MA 01851 Tel: 978-328-6367 Email: kamum18@yahoo.com</p>
<p align="center">Citywide Rep(s)</p>		<p align="center">Parent Supporters</p>	<p>Name: Michael Nam Address: 66 McGuigan Circle Lowell, MA 01852 Tel: 978-944-3975 Email: mikepolo978@yahoo.com</p> <p>Name: Nancy Gomez Address: 305 Gorham St. Lowell, MA 01851 Tel: 978-677-8385 Email: nancygomez482@yahoo.com</p>

School Site Council - School Website Audit - 12/14/18

Website	Overview	Members	Meeting Dates	Agendas/Minutes
Bailey Elementary School	X	X	X	X
Bartlett Community Partnership School	X			
Butler Middle School	X	X		X
Cardinal O'Connell Early Learning Center	X	X	X	X
Daley Middle School	X	X		
Dr. Janice Adie Day School	X	X		X
Greenhalge Elementary School	X	X	*Update in Progress	*Update in Progress
Laura Lee Therapeutic Day School	X			
Leblanc Therapeutic Day School	X			
The Career Academy (Molloy)	X	X	X	X
Lincoln Elementary School	X	X	X	*Update in Progress
Lowell High School	X	X	X	X
McAuliffe Elementary School	X	X		X
McAvinnue Elementary School	X	X	X	X
Moody Elementary School	X	X	X	X
Morey Elementary School	X	X	X	X
Murkland Elementary School	X	X	X	X
Pawtucketville Memorial Elementary School	X	X	X	X
Pyne Arts Magnet School	X	X	X	X
Reilly Elementary School	X	X	X	X
Robinson Middle School	X	X	X	X
Shaughnessy Elementary School	X	X	X	X
STEM Academy	X	X		
Stoklosa Middle School	X	X		
Sullivan Middle School	X	X	X	X
Wang Middle School	X	X	X	X
Washington Elementary School	X	X	X	X



Business Office Update

To: Jeannine Durkin, Superintendent
From: Billie Jo Turner, Assistant Superintendent
RE: *School Committee – Business Office Update*
Date: December 13, 2018

Below are the updates from the Business Office:

- Update on the MASC Policy Manual – Our policies have been fully loaded and are now available for view at <https://www.masc.org/policy-services/online-manuals>. We contacted Mike Gilbert from MASC to inquire about the contract/agreement. Since the policy upload was 3rd party and had already started, we could not delay this part of the agreement (\$3,500). The hosting service will require a small annual fee each year. The School Committee needs to determine if we want to proceed with the full manual review (\$10,500 to be spread over 3 fiscal years), put it on hold or drop it all together. If you choose to proceed now, the first meeting with a subcommittee of the School Committee and the Superintendent will be arranged with MASC.
- Due to another resignation, we need to post the HR Director position as soon as possible.
- Our bad bill total continues to grow per the attached spreadsheet. We need to ask the City Council to vote to pay these past year expenditures per the City Auditor.

Tracking of Bad Bill/Insufficient Account:

General Fund

	18003674 Hummingbird	\$	3,325.00	
	18003498 Madison Security	\$	1,381.50	
Held	Verizon/Tmobile	\$	1,434.65	
	89371006 Watermark	\$	4,432.50	
	89371085 Watermark	\$	9,850.00	
	Kopelman and Paige	\$	7,055.02	
	Out of State Reimbursements	\$	2,653.35	Reimbursements
No PO	Course Reimbursements for FY17/18	\$	33,379.00	Held due to insufficient fund balance
	Travel	\$	1,378.06	
	19000421 PJ Systems/Blackboard	\$	77,250.00	Bill for FY17/18 paid out of this year's money and now new bill is due too
	18002079 Motion Elevator	\$	7,000.00	\$3,000 was paid on this years PO 19000454
	AV Lab	\$	1,988.00	
	Angkhor Dance	\$	2,700.00	
	Robert Kennedy Chidren Actions Corp	\$	4,354.00	
	Article 16 Payments	\$	35,553.98	
	Marching Band Stipends (Spring 18)	\$	1,400.00	
	Paul Schlitman	\$	4,410.00	Payroll Memorandum never paid
	Honeywell International	\$	16,783.32	Now with collection agency
	Bertos Nominee Realty Trust	\$	1,500.00	Previous landlord due to damages left
	Mfay Interpretation	\$	230.80	
	Staples	\$	64.50	
	Salem School District	\$	823.78	
		<u>\$</u>	<u>218,947.46</u>	Updated as of 9/18/18

Revolving Account Deficiencies (Held bills):

Aramark Bills Held \$ 1,431,206.00

General Fund Deficiencies

Telephone Account \$ (7,745.00) In negative by August (current bills cannot be paid)
 Copier Purchase/Leasing Accounts \$ (91,000.00) Approximate underfunding based on current quote only; waiting for other quotes



Bailey School Gym – Wall Padding

To: School Committee
From: Billie Jo Turner, Assistant Superintendent of Finance & Operations
Date: December 13, 2018
Re: Bailey School Gym –Wall Padding

This report is in response to the following motion made by Gerard Nutter at the September 19, 2018 School Committee meeting.

[By Gerard Nutter]: *Request padding is added to the walls of the Bailey School Gym for student safety.*

Ricky Underwood, the Director of Facilities, sought quotations for the Bailey School gym wall padding. Attached is the one quote obtained.



Quotation

36 Canal Street
Suite 290
Somersworth, NH 03878
T (603) 692-6600n
F (603) 692-5115

December 3, 2018

To: Rick Underwood

Project: Bailey School
175 Campbell Dr
Lowell, Mass 01851

Quotation No.: AE112718MC, Specification Section:

We propose to furnish, deliver and install the following:

(86) 2' x 6' wall pads with nailing margins top and bottom (4) 6" x 6" x 6' corner pads with nailing margins top and bottom	Total Price (furnished, delivered and installed): \$9,460.00
--	---

This quotation is subject to the following conditions:

1. Prices are furnished, delivered & Installed. Payment is Net 15 days from date of installing.
2. Based on delivery in: 4-6 weeks
3. All building electrical work and final hook up to the above equipment is by others.
4. Based on manufacturer's standard product and color offerings unless otherwise noted.
5. Price does not include any taxes, licenses, permits or bonds.
6. Price is valid for 60 days from the date shown above unless extended by CB Seating.
7. Price is valid for product shipped within 12 months of the date shown.
8. The information on this page is personal and confidential to the individual listed above.

Respectfully Submitted

Marty Carlton
603-731-6236

LOWELL PUBLIC SCHOOLS

Henry J. Mroz Central Office
155 Merrimack Street
Lowell, MA 01852

Tel: 978-674-4325

Fax: 978-937-2143



Personnel Report

TO: Jeannine Durkin, Interim Superintendent of Schools

FROM: Billie Jo Turner, Assistant Superintendent for Finance

DATE: December 12, 2018

RE: **Personnel Report – December 19, 2018**

The Personnel Office is hereby officially informing members of the Lowell School Committee of retirements, resignations, promotions and new hires. Thank you for sharing this report as part of the official record.

I. RETIREMENTS

Michael Arwe (17 yrs)
Winchester, MA 01890

Foreign Language Teacher
Lowell High School
Effective Date: June 30, 2019

Jeffrey Bilby (40 yrs)
Kingston, NH 03848

Senior Custodian
Morey Elementary School
Effective Date: February 1, 2019

Ann Brady (24 yrs)
Lowell, MA 01852

Behavior Specialist
Career Academy @ Molloy
Effective Date: June 30, 2019

Jeanne Davis (23 yrs)
Pelham, NH 03076

Paraprofessional
Laura Lee Therapeutic Day School
Effective Date: October 15, 2018

Darlene Dandurant (18 yrs)
Haverhill, MA 01830

Guidance Counselor
Sullivan Middle School
Effective Date: June 30, 2019

Lolita Demers (21 yrs)
Methuen, MA 01844

Art Teacher
Morey Elementary School
Effective Date: December 21, 2018

Linda Eckersley (18 yrs)
Boxborough, MA 01719

Special Education Teacher
Sullivan Middle School
Effective Date: June 30, 2019

Cathlyn Hill (23 yrs)
Westford, MA 01886

Social Worker
Special Education Department
Effective Date: June 30, 2019

Diane Lincoln (19 yrs)
Lowell, MA 01852

Art Teacher
Bailey Elementary School
Effective Date: June 30, 2019

Ingrid Markman (28 yrs)
Hollis, NH 03049

Social Worker
Student Support Services
Effective Date: June 30, 2019

Diane McNeil (24 yrs)
Lowell, MA 01854

Food Services
Greenhalge Elementary School
Effective Date: January 5, 2019

Janet Murphy (34 yrs)
Dunstable, MA 01827

Kindergarten Teacher
Bartlett Prek-8 School
Effective Date: June 30, 2019

RETIREMENTS (cont')

Donna Negrotti (31 yrs)
Plaistow, NH 03865

Teacher of the Deaf and Hard of Hearing
McAuliffe Elementary School
Effective Date: June 30, 2019

Stephanie Voutselas (23 yrs)
Lowell, MA 01852

Library Aide
Sullivan Middle School
Effective Date: August 30, 2018

Carol Webb (22 yrs)
Lowell, MA 01851

Special Education Teacher
Morey Elementary School
Effective Date: June 30, 2019

II. RESIGNATIONS

Kayleb Brown
Lowell, MA 01851

Paraprofessional
Dr. Janice Adie Day School
Effective Date: November 30, 2018

Lisa Chu
Atkinson, NH 03811

Physical Education Teacher
Alternative Programs/Day School
Effective Date: November 21, 2018

Katie Dolan
Lowell, MA 01852

Special Education Teacher
McAvinnue Elementary School
Effective Date: October 17, 2018

Mark McDonagh
Burlington, MA 01803

Mathematics Teacher
Robinson Middle School
Effective Date: November 16, 2018

Theresa Pellegrino
Hudson, NH 03051

English Language Arts/Social Studies Teacher
Robinson Middle School
Effective Date: October 5, 2018

Kathleen Provencher
Andover, MA 01810

Clerk
Curriculum Office
Effective Date: November 23, 2018

Regina Velasquez (24 yrs)
Dracut, MA 01826

Paraprofessional
McAvinnue Elementary School
Effective Date: December 14, 2018

III. NEW HIRES AND PROMOTIONS (P=PROMOTION)

None to report

IV. TEACHERS HIRED FROM THE LIST OF ELIGIBLE TEACHERS

Tunde Boi
Billerica, MA 01821

Kindergarten Teacher
Rogers STEM Academy
Effective Date: August 27, 2018

Kimberly Buccarelli
Hudson, NH 03051

English Language Arts/Social Studies Teacher
Bartlett Prek-8 School
Effective Date: August 27, 2018

Carolyn Breton
Dracut, MA 01826

Dance Teacher
Lowell High School
Effective Date: August 27, 2018

Piper Davis
Manchester, NH 03103

Elementary Teacher
Greenhalge Elementary School
Effective Date: August 27, 2018

Peter Fadness
Winchester, MA 01890

Art Teacher
Lowell High School
Effective Date: August 27, 2018

Philip Fazioli
Lowell MA 01854

Mathematics Teacher
Robinson Middle School
Effective Date: August 27, 2018

Bryanna Laughlin
Lowell, MA 01854

English Language Arts Teacher
Lowell High School
Effective Date: August 27, 2018

Jeffrey Manning
Shrewsbury, MA 01545

Mathematics Teacher
Robinson Middle School
Effective Date: August 27, 2018

Alexandra Murphy
Chelmsford, MA 01824

Special Education Teacher
Lowell High School
Effective Date: August 27, 2018

Amy Rogers
Lowell, MA 01851

Special Education Teacher
Dr. Janice Adie Day School
Effective Date: August 27, 2018

David Shaughnessy
Windham, NH 03087

Special Education Teacher
Lowell High School
Effective Date: August 27, 2018

Dennis Wright
Weymouth, MA 20188

Math/Science Teacher
Rogers STEM Academy
Effective Date: August 27, 2018



List of Eligible Teachers

TO: Members of the Lowell School Committee

FROM: Billie Jo Turner, Assistant Superintendent for Finance

DATE: December 12, 2018

RE: LIST OF ELIGIBLE TEACHERS – December 19, 2018

Attached is a copy of the List of Eligible Teachers.

The Office of Personnel and Recruitment respectfully requests your official acceptance at the December 12, 2018 School Committee Meeting.

As always, thank you for your cooperation and support of this endeavor.

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
ART											
Howard, Ruth Lowell, MA 01852									X		
Tucker, Anne Lowell, MA 01851	preK-8				X				X		
BEHAVIORIAL SCIENCE											
BILINGUAL ELEMENTARY											
BILINGUAL SPANISH											
BIOLOGY											
Hawkins, Bryanna Pepperell, MA 01463											X
Randolph, Adam Methuen, MA 01844											X
BUSINESS											
McHugh, Linda Dracut, MA 01826									X		
Middlemiss, Ernie Lowell, MA 01852									X		
Witts, Steve Arlington, MA 02474											X
CHEMISTRY											
CHILDREN WITH MODERATE SPECIAL NEEDS											
Briere, Caitlin Woburn, MA 01801	prek-8										
Byron, Brittany Tyngsboro, MA 01879	prek-8										
Buote, Kelli N. Chelmsford, MA 01863	prek-8										
Cote, Monica Derry NH 03038	preK-8						X				
Driscoll, Sherry Methuen, MA 01844									X		
Gross, Briana Andover, MA 01810	prek-8										
Johnson, Kirsten Lowell, MA 01851	prek-8						X				
King, Ross Exeter, NH 03833	prek-8						X				
Kunze, Heidi Chelmsford, MA 01824											X
Mehan, Alison Brighton, MA 02135	prek-8										
Mullen, Kathryn Chelmsford, MA 01824	prek-8										
Owen, Bryan West Newbury, MA 01824									X		
Padera, Melissa Lowell, MA 01852	prek-8										
Page, Doug Camabridge, MA 02139								X			
Perruccio, Glynnis Pelham NH 03076				X							
Reynolds, Nancy Lowell, MA 01852	prek-8										

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
CHILDREN WITH MODERATE SPECIAL NEEDS											
Reynolds, Nancy Lowell, MA 01850	preK-8										X
Romanowsky, Nicholas Lowell, MA 01852									X		
Salmon, Jennifer Tyngsboro, MA 01879	prek-8										
Sullivan, Meghan Lowell, MA 01852	prek-8								X		
Toland, Kendall Lowell, MA 01852	prek-8										
Tyler, Sheila Methuen, MA 01844									X		
Viloria, Sydney Lawrence, MA 01841									X		
Williams, Danyl Lowell, MA 01852	prek-2										
COMMUNICATION AND PERFORMING ARTS											
CULINARY ARTS											
Bernier, Seth Hudson, NH 01749											X
DANCE											
Ledson, Kristen Ipswich, MA 01938	All Levels										
DEAF/HARD of HEARING											
EARLY CHILDHOOD & ELEMENTARY											
Almeida-Guarino, Carol Nashua, NH 03060			X								
Arora, Anupama Nashua, NH 03062						X					
Berman, Sheila Andover, MA 01810	prek-2					X					
Bernard, Nancy Bedford, MA 03110	prek2	X									
Brandwein, Cheryl Acton, MA 01720						X					
Brownlie, Katherine Westford, MA 01886						X					
Burrill, Ann Arlington, MA 02476						X					
Corrigan, Alicia Lowell, MA 01852	prek-2										
Crowley, Ann Melrose, MA 02176						X					
Cullen, Glenn Tyngsborough, MA 01879						X					
Daigle, Angela Lowell, MA 01852						X					
Dalton, Amanda Lowell, MA 01854						X					
DeVries, Patricia Gloucester, MA 01930	prek-2					X					
Dickson, Kelley Dracut, MA 01826						X					
Doctor, Amy Westford, MA 01886						X					
Eady, Stacy Fall River, MA						X					
Edwards, Diana Dracut, MA 01826						X					

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
EARLY CHILDHOOD & ELEMENTARY											
Ellison, Mary Jane Harvard, MA 01451			X								
Erickson, Carol L. Concord, MA 01742						X					
Erwin, Christine Haverhill, MA 01830	prek-2					X					
Fosse, Cynthia Lowell, Ma 01852						X					
Fraser, Ashley Burlington, MA 01803						X					
Gianis, Lisa Lowell, MA 01852						X					
Guillardetz, Clorinda Lowell, MA 01850						X					
Hogan, Lisa Chelmsford, MA 01824	X										
Hanks, Joan Lowell, MA 01850						X					
Iwanicki, Amanda Dracut, MA 01826						X					
Keenan, Christine Lowell, MA 01852	prek-2										
Kopicko, Kim Nashua, NH 03062						X					
Kotsironis, Anita Dracut, MA 01826						X					
Kwiatek, Anne Manchester, NH 03102	X					X					
Landry, Tracy Lowell, MA 01852											
Lowy, Doris Arlington, MA 02476						X					
Lwowski, Jennifer N. Andover, Ma 01845						X					
MacLaughlan, Ellen Lowell, MA 01852						X					
Magnuson, Rebecca Lowell, MA 01852						X					
Martelli, Linda Methuen, Ma 01844	X						X				
Martin, Kathleen N. Chelmsford, MA 01863						X					
Masse, Elaine Dracut, MA 01826				X							
McCabe, Caryl Hudson, NH 03051	prek-2										
McCarthy, Carol F. Chelmsford, MA 01824			X								
McNally, Bernard Wilmington, MA 01887						X					
Mendonca, Taylor Dracut, MA 01826	prek-2										
Michalczyk, Shannon Lowell, MA 01854						X					
Nangle, Barbara Ashley, MA 01431			X								
Noonan, Kathy Dracut, MA 01826						X					
Page, Doug Cambridge, MA 02139						X					
Partyka, Elizabeth Lowell, MA 01851	prek-2										
Peters, Vicki Lowell, MA 01851						X					
Quinney, Kristen Chelmsford, MA 01863	prek-2										
Regina, Andrea Tewksbury, MA 01876	prek-3										

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
EARLY CHILDHOOD & ELEMENTARY											
Rondeau, Marcella Lowell, MA 01854	prek-2 X										
Rubino, Elizabeth Burlington, MA 01803	prek-2										
Shea, Colleen Haverhill, MA 01832						X					
Sheppard, Allison Woburn, MA 01801						X					
Sims, Lisa Lowell, MA 01854						X					
Smith, Marian Chelmsford, MA 01824						X					
Smith, Shannon Tewksbury, MA 01876						X					
Spring, Amanda Concord, MA 01472						X					
Squeglia, Jennifer Lowell, MA 01852	preK-2 X										
Tice, Lisa Chelmsford, MA 01824						X					
Toohy, Leeanne Dracut, MA 01826						X					
Tucker, Anne Lowell, MA 01851			X								
Wallace, Marybeth Acton, MA 01720						X					
Walsh, Keri Andover, MA 01810						X					
Wesinger, Christopher Billerica, MA 01821						X					
Williams, Michelle Lowell, MA 01851						X					
Yurkosky, Mary Chelmsford, MA 01824						X					
EARTH SCIENCE											
Yurkosky, Abigail Arlington, MA 02474								X			X
ENGLISH											
Clemente, Christina Salem, NH 03079								X			
Cohen, Sarah Boxborough, MA 01719								X			
Dion, Michael Lowell, MA 01852								X			X
McCarthy, Moira								X			
McNally, Bernard Wilmington, MA 01887								X			
Murphy Melissa Billerica, MA 01821											X
Nangle, Barbara Ashley, MA 01431								X			
Pisano, Barbara Westford, MA 01886								X			
Puddister, Rose Pelham, NH 03076								X			
Seigny, Sharyn Nashua NH 03063								X			
Vice-Hisey, Linda Carlisle, MA 01471								X			
Williams, Patricia Lowell, MA 01852								X			

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
ESL											
Crowley, Ann Melrose, MA 02176	prek-6										
Dang, Thai Newton, MA 02458							X		X		
Dube, Gloria Chelmsford, MA 01824	preK-6										
Harper, Cheney Groton, MA 01450	prek-9										
MacKinnon, Sara Pelham, NH 03076	prek-9						X				
Martin, Heather Methuen, MA 01844									X		
Nutile, Elizabeth Lowell, Ma 01851									X		
Peal, Julie prek-6											
FRENCH											
Febo, Anacelis Lowell, MA 01854									X		
Suriel, Jose Lawrence, MA 01842						X			X		
GENERAL SCIENCE											
Cremin, Carolyn Pelham, NH 03076	5-8							X			
De Lesdernier, Suzanne Lowell, MA 01851										X	
Melanson, James Tyngsboro, MA 01879								X			
Shields, Diane Lowell, MA 01850								X			X
Strandberg, Rachel Methuen, MA 01844								X			
Yurkosky, Abigail Arlington, MA 02474											
HEALTH											
HEALTH/FAMILY CONSUMER SCIENCE											
Nimblett, Paul Somerville, MA 02144	All Levels										
HEALTH & PHYSICAL EDUCATION											
Shields, Diane Lowell, MA 01850					X						
HISTORY											
Chapman, Kurt Somerville, MA 02144											X
Cohen, Sarah Boxborough, MA 01716								X			
Cordero, Marina Dracut, MA 01826								X			
Crowley, Noreen Lowell, MA 01854								X			
Davidson, Steven Lowell, MA 01852											X
Duffey, Brian Lowell, MA 01851									X		
Jaracz, Scott Lowell, MA 01852								X			

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
HISTORY con't											
Lander, Jessica Cambridge, MA 02138											X
Lee, Katherine Lowell, MA 01852											X
Lemieux, James Lowell, MA 01851								X			X
Loughran, Erin Lowell, MA 01852								X			X
Magnuson, Jeffrey Westford, MA 01886							x				
Mann, Russell Chelmsford, MA 01824											X
Nicolopoulos, Georgia Dracut, MA 01826										X	
Sauls, Clay Medford, MA 02155								X			
INTENSIVE SPECIAL NEEDS/SEVERE DISABILITIES											
LATIN & CLASSICAL HUMANITIES											
MATHEMATICS											
Bletsis, Stavroula Lowell, MA 01854											X
Butler, Timothy Westford, MA 01886								X			X
Chokshi-Fox Upton, MA 01569								X			
Dang, Thai Newton, MA 02458								X			
Jimenez, Rowena Acton, MA 01720								X			
Keydel, James Groton, MA 01450						X		X		X	
Koam, Samuth Lowell, MA 01851											X
Melanson, James Tyngsboro, MA 01879								X			
Nichols, Allison Tewksbury, MA 01876								X			
O'Neil, Gregory Hudson, NH 03051											X
Phillips, Wendy Rowley, MA 01969								X			X
Roberts, Paul Kennebunk, ME 04043										X	
Santoro, Joseph Chelmsford, MA 01824								X			
Smith, Shannon Lowell, MA 01852								X			
Tanaka Shigehito 5-8 Nashua, NH 03062											
Tucker, George Dracut, MA 01826								X			
Urbine, Christopher Nashua, NH 03062								X			
MATH/SCIENCE											
Galica, Ken Chelmsford, MA 01824								X			

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
MIDDLE SCHOOL											
MIDDLE SCHOOL HUMANITIES											
Conole, Lindsay Dracut, MA 01826								X			
DeMatteo, Brettany Burlington, MA 01830								X			
Humphrey, Steve Lowell, MA 01851								X			
INSTRUCTIONAL TECHNOLOGY SPECIALIST											
McNally, Bernard Wilmington, MA 01887								X			
Quinn, Jared Fitchburg, MA 01420								X			
MUSIC											
Abrams, Jonathan Lowell, MA 01852	All levels										
Latour, Roberta Merrimack, NH 03054							X		X		
Zablotsky, Alexandra Boston, MA 02215	All levels										
PORTUGUESE											
PHYSICS											
PHYSICAL EDUCATION											
Brownlie, Katherine Westford, MA 01886				X							
Fendell, Brian Waltham, MA	prek-8										
Littlefield, Keith Lowell, MA 01852	prek-8		X						X		
Romanowsky, Nicholas Lowell, MA 01852	prek-8								X		
POLITICAL SCIENCE/PHILOSOPHY											
READING											
Filiatrault, Danielle Lowell, MA 01852	All Levels										
SOCIAL STUDIES											
Green, Leah Boston, MA 02113								X			X
McNally, Bernard Wilmington, MA 01887								X			
Parker, Stephen J. Lowell, MA 01851											X
Trudel, Elizabeth Chelmsford, MA 01824								X			
Mousley, Deborah Lowell, MA 01852										X	
SPANISH											
Mann, Russell Chelmsford, MA 01824									X		
Walker, Consuelo Dunstable, MA 01827									X		

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
SPEECH/LANGUAGE/HEARING DISORDER											
Fox, Juliette Lowell, MA 01851	All										
Giovannini, Leona Newton, MA 02160	All										
Hulick, Suzanne Wakefield, MA 01880	All										
Langlois, Annemarie Groton, MA 01450	All										
Paul, Belinda Acton, MA 01720	All										
Weted, Allyson Wakefield, MA 01880	All										
TECHNOLOGY/ENGINEERING											
Melanson, James									X		
TRANSITIONAL BILINGUAL EDUCATION (CAMBODIAN)											
Dang, Thai Newton, MA 02458							X		X		
VISUAL ART ALL LEVELS											
Crowley, Noreen Prek-8									X		
Romanowsky, Nicholas Lowell, MA 01852	Prek-8								X		
VISION IMPAIRMENTS (All Levels)											
Shepard, Sarah Lowell, MA 01851	prek-8		X						X		
Silk, Stephen Lowell, MA 01852									X		
Stevenson, Eric Lowell, MA 01854									X		
VOCAL/INSTRUMENTAL											

District Enrollment

School	School Name	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP	Other	Total
0505	Lowell High School	0	0	0	0	0	0	0	0	0	0	830	760	781	753	31	0	3155
0515	The Career Academy	0	0	0	0	0	0	0	0	0	0	17	28	22	17	0	0	84
0605	Adie Day School	3	6	6	8	7	2	2	6	3	0	3	0	3	0	0	1	50
0930	Family Resource Center	92	8	4	3	2	13	3	3	7	2	0	0	0	0	0	5	142
0962	Special Education Office	48	33	23	17	8	10	8	4	4	5	2	2	0	1	2	210	377
1004	BRIDGE Program	0	0	0	0	0	0	0	1	15	24	0	0	0	0	0	0	40
1007	The Engagement Center	0	0	0	0	0	0	0	0	0	0	0	0	5	35	1	0	41
OOD	Out of District	2	2	6	4	0	5	7	11	10	5	11	16	10	15	18	0	122
Totals		746	1292	1192	1196	1189	1315	1242	1227	1230	1041	867	817	832	835	54	346	15421

Date	Enrollment	Change
7-Nov	15451	
14-Nov	15462	+11
21-Nov	15466	+4
28-Nov	15478	+12
5-Dec	15488	+10
12-Dec	15506	+18
19-Dec	15537	+31
26-Dec	15555	+18
2-Jan	15564	+9
9-Jan	15573	+9
16-Jan	15572	-1
23-Jan	15574	+2
30-Jan	15549	-25
6-Feb	15550	+1
13-Feb	15547	-3
20-Feb	15556	+9
27-Feb	15523	-33
6-Mar	15446	-77
13-Mar	15450	+4
20-Mar	15419	-31
27-Mar	15430	+11
3-Apr	15424	-6
10-Apr	15409	-15
17-Apr	15411	+2
24-Apr	15425	+14
1-May	15446	+21
8-May	15470	+24
15-May	15471	+1
22-May	15492	+21
29-May	15474	-18
5-Jun	15472	-2
12-Jun	15470	-2
19-Jun	15467	-3
26-Jun	15459	-8
3-Jul	14702	-757
10-Jul	14699	-3
17-Jul	14687	-12
24-Jul	14654	-33
13-Sep	15601	+947
20-Sep	15562	-39
27-Sep	15437	-125
4-10 Oct	15393	-44
11-Oct	15360	-33
18-Oct	15351	-9

25-Oct	15369	+18
2-Nov	15393	+24
9-Nov	15406	+13
16-Nov	15409	+3
23-Nov	15401	-8
30-Nov	15411	+10
7-Dec	15421	+10
14-Dec		
21-Dec		
28-Dec		

Lowell Public Schools



REPORT ON STATUS OF OUTSTANDING MOTIONS

Report on Motions: December 19, 2018

OFFICE OF THE SUPERINTENDENT

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. SUPT	01/17/18	<p><u>School Site Council</u></p> <p>[by Jackie Doherty]: Request the Superintendent ensure that the LPS website for each school provides information on its School Site Council members, upcoming meeting times, agendas, and minutes similar to the Pyne Arts School website. (repeat from March 2017).</p>		Ongoing
2. SUPT	03/21/18	<p><u>Human Resources Compliance Audit</u></p> <p>[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.</p>	Audit Completed November 2018	Presented 12/05/18 Referred to Personnel Subcommittee
3. SUPT	04/04/18	<p><u>Policy Regarding MARIJUANA</u></p> <p>[By Gerard Nutter]: School Committee work with Administration and School / City Attorney's reviewing / developing a Policy regarding MARIJUANA screening in employment requirements based on changes to State Law.</p>		Ongoing



REPORT ON STATUS OF OUTSTANDING MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
4. SUPT	04/04/18	<p style="text-align: center;"><u>Subcommittees by Vote of the Full Committee</u></p> <p>[By Andre Descoteaux]: All Subcommittee meetings shall be scheduled by the explicit vote of School Committee as whole. All Matters or topics discussed in Subcommittee shall be referred to the said Subcommittee by vote of the full Committee at a regularly scheduled meeting. All Subcommittee meetings shall be scheduled by the explicit vote of School Committee as whole. All Matters or topics discussed in Subcommittee shall be referred to the said Subcommittee by vote of the full Committee at a regularly scheduled meeting.</p>		Referred to Policy Subcommittee
5. SUPT	04/04/18	<p style="text-align: center;"><u>Policy on Service Animals</u></p> <p>[By Gerard Nutter]: School Committee work with Administration and School / City Attorney's developing a policy in regard to "Service Animals" for disabled versus "Comfort Animals " in Lowell Public Schools.</p>		Ongoing
6. SUPT	04/04/18	<p style="text-align: center;"><u>MTEL Workshops</u></p> <p>[By Dominik Lay]: Request the Superintendent explore the feasibility of offering MTEL (Massachusetts Test for Educator Licensure) Workshops in order to increase qualified diverse teacher candidates.</p>	This was marked as completed by previous administration	



REPORT ON STATUS OF OUTSTANDING MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
7. SUPT	06/20/18	<p style="text-align: center;"><u>Rezone the District to Neighborhood Schools</u></p> <p>[By Gerard Nutter]: Request Administration to present by the first School Committee in January 2019 a plan to rezone the district to "neighborhood" schools – presentation should include est. transportation cost saving along with number of students and schools affected and what the new start and dismissal times will look like. The report should also include staying within the parameters of the voluntary desegregation decree.</p>		
8. SUPT	06/20/18	<p style="text-align: center;"><u>Initiate RFP Process</u></p> <p>[By Gerard Nutter]: Request Administration to initiate an RFP process for the purpose of hiring a firm to hire a Human Resources Director.</p>		
9. SUPT	07/25/18	<p style="text-align: center;"><u>Committee Joining the Existing Law Suit</u></p> <p>[By Connie Martin]: Requesting that the Administration prepare a recommendation regarding the Lowell School Committee joining the existing law suit regarding the appropriate foundation formula funding with the existing litigants from Worcester and Brockton.</p>		
10. SUPT	09/19/18	<p style="text-align: center;"><u>Eliminating February/April Vacation</u></p> <p>[by Gerard Nutter]: School Committee / Administration consider eliminating Feb./April Vacation beginning in the 2019/2020 School Year, creating 1 Vacation week in March.</p>		



REPORT ON STATUS OF OUTSTANDING MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
11. SUPT	09/19/18	<u>Donated Technology</u> [by Gerard Nutter]: Request Administration report how Teacher /Classroom donated Technology (Kindles/I-Pads/Laptops) can be granted access to School Network.		Completed 12/05/18



REPORT ON STATUS OF OUTSTANDING MOTIONS

OFFICE OF THE ASST. SUPERINTENDENT – FINANCE AND OPERATIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. FO	11/16/16	<p style="text-align: center;"><u>Establish Monthly Meeting Dates</u></p> <p>[by Jacqueline Doherty]: Respectfully request the Superintendent work with the School Committee and City Council Subcommittees on Facilities to establish monthly meeting dates to address the ongoing issues concerning maintenance of our school buildings.</p>		Ongoing Requested a Joint Meeting 10/09/18
2. FO	01/17/18	<p style="text-align: center;"><u>Special Task Force LHS Stipends</u></p> <p>[by Andre Descoteaux]: Request the superintendent to establish a Special Task Force to review and recommend updates to the current LHS stipends, including but not limited to: Athletic Coaching, Student clubs, Band, and Chorus.</p>		Task Force Established 09/28/18
3. FO	02/14/18	<p style="text-align: center;"><u>New Maintenance of Effort Agreement</u></p> <p>[By Gerard Nutter]: Request the Superintendent to update the Committee on the status of New Maintenance of Effort Agreement with City and set March 1st to finalize and present to the Committee for approval at the March 7th meeting or Per Chap 603 CMR 10.00 we contact the Education Commissioner's Office and request designee to conduct hearing.</p>		Ongoing On hold until new City Manager starts
4. FO	04/04/18	<p style="text-align: center;"><u>School's Outdoor Play Space</u></p> <p>[By Jackie Doherty]: Request the Superintendent provide the committee with a report that describes each elementary and middle school's outdoor play space, including whether they have play structures (none, one, or two) available for student use during recess.</p>		Presented 10/17/18



REPORT ON STATUS OF OUTSTANDING MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
5. FO	04/04/18	<p style="text-align: center;"><u>LPS Budget's Compliance with City Regulations</u></p> <p>[By Mayor William Samaras]: Request the City Auditor provides the School Committee with a report on all School Department Budget and Financial issues. Report shall include, but not be limited to, the entering of the FY2018 School Budget into the City's financial system and the school budget's compliance with all City financial regulations and the City Budget.</p>		Ongoing
6. FO	04/04/18	<p style="text-align: center;"><u>Salvaged Equipment</u></p> <p>[By Andre Descoteaux]: Ask the Superintendent to request an evaluation of all current useful and/or new equipment that is currently in the High School. That equipment should be salvaged by us and not the demolition company.</p>		Ongoing
7. FO	04/04/18	<p style="text-align: center;"><u>Share Musical Equipment</u></p> <p>[By Andre Descoteaux]: Ask the Superintendent to look into how ALL the musical equipment found in all our schools should be evaluated and shared by all schools.</p>		To be presented 12/05/18
8. FO	07/25/18	<p style="text-align: center;"><u>Independent auditor for LPS' Finances</u></p> <p>[By Connie Martin]: Motion to authorize the Mayor on behalf of the School Committee to retain an independent auditor for the purposes of performing an audit of the Lowell Public School Department's finances and to request two (2) other bids so the Lowell Public Schools does due diligence and we request that the bids be returned within a week.</p>		Audit underway as of 08/17/18



REPORT ON STATUS OF OUTSTANDING MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
9. FO	08/15/18	<p style="text-align: center;"><u>Joint City & SC Finance Subcommittee</u></p> <p>[by Gerard Nutter]: Mayor convene "Special Meeting" between School and City Council Finance Subcommittee with the Superintendent and CITY MANGER the week of Sept. 10th to finalize the Maintenance of Effort Agreement for the 2018/2019 School Year and to discuss the need for the City of Lowell to properly fully fund transportation per MA. State Law and cease decreasing the city's total Cash contribution it provides the schools.</p>		
10. FO	08/15/18	<p style="text-align: center;"><u>Joint Finance and Facility Subcommittee</u></p> <p>[by Gerard Nutter]: Request a Joint meeting of the Finance and Facility subcommittee's to review existing job descriptions for "custodians" and consider the need to privatize school building maintenance (painting, minor plumbing, ceiling tile replacements etc.) and look at potential cost versus adequately maintaining these buildings for our students.</p>		
11. FO	08/15/18	<p style="text-align: center;"><u>Repairs and Improvements From the MSBA</u></p> <p>[by Andy Descoteaux & Gerard Nutter]: Request that the Superintendent arrange a joint meeting of the Facilities Subcommittees of the City Council and School Committees to discuss these priorities and to set in motion, the paperwork that will seek assistance for these repairs and improvements from the MSBA.</p>		



REPORT ON STATUS OF OUTSTANDING MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
12. FO	09/19/18	<u>Policy regarding temperatures /heat index issues</u> by Gerard Nutter]: School Committee / Administration consider creating a task force that includes health professionals, Principals, School Committee Representative, City DPW , Mr. Underwood and 1 UTL -LSAA-Clerk Rep. to look at creating a policy to deal with temperatures issues.		
13. FO	09/19/18	<u>Bailey School Gym</u> [by Gerard Nutter]: Request padding is added to the walls of the Bailey School Gym for student safety.		
14. FO	10/07/18	<u>Laura Lee as Surplus City Property</u> [By Gerard Nutter]: School Committee VOTE to keep open The Laura Lee Therapeutic Day School as a functioning, needed School building and request City Manager to formally remove it from the Surplus City property list and inform the City Council and residents of Lowell, Nullifying the Vote by the Lowell City Council of June 20th 2017.		
15. FO	12/05/18	<u>Reimbursement of Funding by the City</u> [by Jackie Doherty]: To have the administration prepare a memo informing the City Council that the reimbursement for the Digital Connections Partnership School Grant Program totaling \$553,217.46 that was sent to the Lowell Treasurer/Collector's Office in February of 2018 needs to be forwarded to the School Department as well as the Medicaid reimbursement.		



REPORT ON STATUS OF OUTSTANDING MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
16. FO	12/05/18	<p><u>Three Finance Subcommittee Meetings</u> [By Gerard Nutter]: Schedule a series of Finance Subcommittee meetings at 5:00 pm before the next 3 SC meetings to review process failures in our Financial department and what processes and procedures have been put in place to prevent the financial fiasco we have been left with.</p>		



REPORT ON STATUS OF OUTSTANDING MOTIONS

OFFICE OF THE ASST. SUPERINTENDENT – CURRICULUM, INSTRUCTION AND ASSESSMENT

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. CIA	03/18/18	<p style="text-align: center;"><u>Blizzard Bags</u></p> <p>[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.</p>		Completed 12/05/18
2. CIA	09/19/18	<p style="text-align: center;"><u>Lowell Educational TV Program</u></p> <p>[by Jacqueline Doherty]: Request the Mayor have the City provide the School Committee with a breakdown of PEG monies being used for educational purposes and revisit the issue of funding staff for the Lowell Educational TV program at LHS. In addition, request the Superintendent (or her designee) meet with LTC to explore a possible collaboration between the two entities and report findings/suggestions back to the Committee.</p>	<p>Also under City Council Motions Emailed to Mayor on 09/21/18</p>	



REPORT ON STATUS OF OUTSTANDING MOTIONS

OFFICE OF THE DEPUTY SUPERINTENDENT – STUDENT SUPPORT SERVICES

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. SSS	04/26/18	<p><u>LHS Emergency Evacuation</u></p> <p>[By Connie Martin]: Requesting that the committee be updated on the recent emergency evacuation of Lowell High School including specific recommendations for improving safety for students during such events.</p>		Completed 12/05/18



REPORT ON STATUS OF OUTSTANDING MOTIONS

CITY COUNCIL MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
1. cc	06/2018	<p><u>Comcast Funds</u></p> <p>[By Jackie Doherty]: Request that the Mayor ask the City Council about the School Department receiving the Comcast Funds and how much the School Department will be receiving;</p>	<p>Emailed to Mayor/James 09/21/18</p>	
2. cc	06/2018	<p><u>Voting Process and Functions of Municipal Government</u></p> <p>[By Edward Kennedy]: Requesting that the Superintendent and The School Committee Consider Establishing A Mini Course To Be Part Of The Curriculum For Lowell High School Seniors And Adult Education Students That Would Cover The Voting Process In Lowell And The Functions Of Municipal Government.</p>		<p>Referred to Mayor Samaras will be Presented at 10/26/18 City Council Meeting</p>
3. cc	09/19/18	<p><u>City Auditor Provide Transfers, Issues with Invoices</u></p> <p>[by Gerard Nutter]: SC request Mayor to direct City Auditor to provide copies of all correspondence between his office and the School Dept. regarding the 2018 Fiscal year relating to transfers, issues with invoices, over payments, items he rejected and how/why he accepted the Fiscal 2018 budget without a vote of the School Committee Authorizing it.</p>	<p>Emailed to Mayor/James on 09/21/18</p>	



REPORT ON STATUS OF OUTSTANDING MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
4. cc	09/19/18	<p style="text-align: center;"><u>Breakdown of PEG Monies</u></p> <p>[by Jacqueline Doherty]: Request the Mayor have the City provide the School Committee with a breakdown of PEG monies being used for educational purposes and revisit the issue of funding staff for the Lowell Educational TV program at LHS. In addition, request the Superintendent (or her designee) meet with LTC to explore a possible collaboration between the two entities and report findings/suggestions back to the Committee.</p>	Emailed to Mayor/James on 09/21/18	
5. cc	09/25/18	<p>[by James Millinazo]: Request City Manager prepare a report on who is responsible for the upkeep of the grounds at all of our School Buildings; including staffing levels by shift.</p>	Emailed to City Manager/ Kara on 11/19/18	
6. cc	12/05/18	<p style="text-align: center;"><u>Status of Fire Code Violations</u></p> <p>By Gerard Nutter]: Request update from City Manager on status of Fire Code Violations, Sanitary Code violations /concerns and if ANY of the safety issues noted in Collins Report have been addressed.</p>		
7. cc	12/05/18	<p style="text-align: center;"><u>City Cash Contribution</u></p> <p>[By Gerard Nutter]: Vote to request the Mayor file a motion requesting City Council direct the City Manager to break out cost of Transportation and Adult Education from Cash contribution provided by the City in budget and not act on any Council requests until it is voted on.</p>		Completed Motion brought forward at City Council On 12/11/18



REPORT ON STATUS OF OUTSTANDING MOTIONS

	DATE OF MOTION	MOTION	EXPECTED COMPLETION DATE	STATUS
8. cc	12/05/18	<p><u>Quarterly Reports on School Department Budget</u></p> <p>[By Dominik Hok Lay And Robert Hoey]: Request that the City Council instruct the city Auditor to provide the members of the School Committee with quarterly reports on the money spent in each line item of the school department budget throughout the fiscal year.</p>		Completed Motion brought forward at City Council On 12/11/18



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Administration Offices
155 Merrimack Street
Lowell, Massachusetts 01852

Robin Desmond
Assistant Superintendent
Curriculum, Instruction & Assessment

Tel: (978) 674-4323
email: rdesmond@lowell.k12.ma.us

TO: Jeannine Durkin, Acting Superintendent
FROM: Robin Desmond, Assistant Superintendent *Robin Desmond*
DATE: December 13, 2018
RE: Request for Home Education

The following parents/guardians seek permission to home educate their children:

Carmen Baez
36 Lilley Avenue

Margo Thach
309 Pawtucket Blvd. #8

Under General Laws Chapter 76, Section 1, Home Education is constitutionally permissible. Therefore, I recommend approval of this request.

If granted, the number of families approved by the Lowell School Committee to home school will total **44** and the total number of children will be **71**.



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

13 Nov 18

MEMORANDUM FOR ALL AFJROTC HOST SCHOOLS

FROM: Holm Center/CC
130 West Maxwell Blvd
Maxwell AFB AL 36112

SUBJECT: Update to Current Memorandum of Agreement

1. I sincerely value the current partnerships with all the schools who have chosen to host Air Force Junior Reserve Officers Training Corps (AFJROTC) units. To ensure our written guidance effectively supports this partnership, I have decided to revise the current Memorandum of Agreement (MOA). The current MOA verbiage has generated some confusion as well as inconsistencies in program application. To ensure the new agreement is in place at all host schools by the end of this academic year, all current MOAs worldwide will expire on 30 June 2019. The new agreement contains standard language which is intended to institute a clear understanding of all responsibilities,
2. Much of the current MOA language will endure but the primary changes are as follows:
 - a) Revamps of the overall format to improve readability
 - b) Removes language requiring the Air Force to furnish Information Technology equipment
 - c) Clarifies that instructor candidate background checks are a function of the school
 - d) Clarifies voluntary student enrollment, plus requirements for continued student enrollment
 - e) Clarifies the Minimum Instructor Pay and Air Force cost share (reimbursement) process
 - f) Requires establishment of organizational email accounts for monthly reimbursement statements
 - g) Adds language explaining the dual chain of responsibility for AFJROTC instructors
 - h) Clarifies the responsibilities of schools as they relate to managing AFJROTC instructors
 - i) Adds language for schools to collect, maintain, report student academic and graduation metrics
 - j) Adds language on continued MOA validity regardless of changes in original signatories
3. Please have the new MOA signed by the host-school Superintendent (or equivalent) and returned to us by 31 March 2019. Each host-school must have a separate, signed agreement. Each school's Senior Aerospace Science Instructor will help guide their specific MOA through their local school district's process. Once signed, please scan and email the entire document to HQ-Assessments@afjrotc.com.
4. AFJROTC Headquarters will obtain the Air Force representative's signature and upload a fully signed copy to our database. Once both signatures are obtained, the new agreement is valid. Your AFJROTC instructors can retrieve a signed MOA from the AFJROTC database, if necessary.
5. Thank you for your continued support of the Air Force JROTC program. Please direct specific questions or concerns to Mr. David Richerson at 334-953-7742 or david.richerson.1@us.af.mil.

A handwritten signature in black ink, appearing to read "Christopher J. Niemi".

CHRISTOPHER J. NIEMI
Brigadier General, USAF
Commander

MEMORANDUM OF AGREEMENT TO ESTABLISH AND OPERATE AN AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS UNIT

Effective 1 July 2019

TO: Director, Air Force Junior Reserve Officer Training Corps
60 West Maxwell Blvd
Maxwell Air Force Base, Alabama 36112-6106

FROM:

Institution Information	
Name of School Hosting the AFJROTC Program	Lowell High School
Physical School Address (street, city, state, ZIP)	50 Father Morissette Boulevard Lowell MA 01852
School Mailing Address (if different than physical address)	

This Memorandum of Agreement (MOA) outlines responsibilities for the school district which hosts an AFJROTC program (hereafter referred to as the "Institution") and the United States Air Force. This agreement implements the provisions of Public Law 88-647, *The Reserve Officer Training Corps Vitalization Act of 1964*, and 10 United States Code, Chapter 102, Sections 2031-2033 (as amended), as well as Department of Defense (DoD) Instruction 1205.13. Requirements stated in Air Force Instruction 36-2010, Air Force Junior Reserve Officer Training Corps (AFJROTC) Instruction 36-2010, AFJROTC Operational Supplement and any subsequent operating policy modifications are hereafter referred to as "Air Force publications."

SECTION 1. AIR FORCE AGREEMENT: Contingent upon Institution acceptance of this MOA and the continuing fulfillment of the conditions presented in Sections 2 and 3, the Air Force agrees as follows:

- A. Establish and maintain an AFJROTC program.** The Air Force shall establish and maintain an AFJROTC program at the Institution named in this MOA, subject to the provisions of Public Law, DoD and Air Force publications, this MOA, continued approval by the Secretary of the Air Force (SECAF).
- B. Prescribe the course of study.** The Air Force shall prescribe all AFJROTC program academic course content, provide all curriculum text, teaching aides, and other academic text supplies associated with the conduct of the AFJROTC program.
- C. Provide basic instructor certification.** The Air Force shall issue and hold the basic certification for all AFJROTC instructors. The Air Force shall screen, approve, and certify retired Air Force officers and enlisted to teach and administer the AFJROTC program in an

Institution. As the certifying authority, the Air Force maintains an inherent need-to-know of any information related to an AFJROTC instructors' performance, conduct and employment status. The Air Force shall communicate with the Institution on all matters concerning instructor performance and conduct, as well as any changes in instructor certification.

D. Provide supply support. The Air Force shall issue to a Military Property Custodian appointed by the Institution all Air Force uniforms, supplies, and equipment authorized by applicable Air Force Tables of Allowance. The title of ownership for all property and equipment provided to the Institution is retained by the Air Force, unless expressly transferred to the Institution in writing.

E. Provide financial support:

1. The Air Force shall reimburse the Institution a minimum of one half the Minimum Instructor Pay, for each instructor, each month for a minimum of ten (10) months, each operating school year. The Air Force portion of the minimum AFJROTC instructor salary as established in 10 USC, Section 2031 and set forth in paragraph 2.B.6.
2. The Air Force shall reimburse the Institution, within the fund limitations imposed by the Air Force and within guidelines of Air Force publications, for costs incident to:
 - a) The procurement, transportation, packing, unpacking, crating, and normal maintenance of uniforms, supplies, equipment, and instructional materials required by the Air Force.
 - b) For required vehicle transportation for logistical support and field trips in support of the AFJROTC program. Rate of reimbursement shall not exceed the normal commercial rate schedule in the area or the usual rate that the Institution has established for staff travel.
 - c) Meals and lodging costs for AFJROTC students and instructors during official AFJROTC activities away from the Institution.

F. Provide information management support:

1. The Air Force shall publish and disseminate accurate and sufficient information and policy guidance concerning unit operations and instructor management to enable the Institution to properly operate the AFJROTC program and support the AFJROTC mission of citizenship development.
2. The Air Force shall provide the necessary software/database access to support the supply management, budget management, and other reporting functions required by the Air Force. Any information technology equipment provided to the Institution by the Air Force remains property of the Air Force (see Section 3.E.3).

SECTION 2. INSTITUTION AGREEMENT. Contingent upon fulfillment of the conditions presented in Sections 1 and 3, the governing authorities of the Institution agree as follows

A. AFJROTC Program Infrastructure:

- 1. Establish an AFJROTC program.** The Institution shall establish the AFJROTC program in accordance with the provisions of Public Law, DoD and Air Force publications, this MOA, and continued approval by the Secretary of the Air Force (SECAF).
- 2. Establish the AFJROTC department.** The AFJROTC program shall be established and operated as a separate, integral academic, and administrative department of the Institution.
- 3. Supervise the AFJROTC department.**
 - a) The Institution's principal (or equivalent) shall be the on-site person in charge of the supervision of the AFJROTC program.
 - b) The Senior Aerospace Science Instructor (SASI) shall be designated as the Head of the AFJROTC Department. The Institution's SASI shall be the AFJROTC instructor possessing the highest retired military grade. When two AFJROTC instructors are of equal retired grade, the Institution will decide which instructor they wish to designate as the SASI.
 - c) The SASI shall be granted all regular Department Head (or equivalent) rights, access and the authority necessary to operate the AFJROTC program under the leadership of the school principal (or equivalent) while complying with all Air Force publications.
 - d) The SASI shall be present in meetings where policies, recommendations, or decisions impacting the AFJROTC program are made, including space allocation/utilization, academic course scheduling, and the employment or discharge of other Institution AFJROTC instructors.
- 4. Provide classrooms, office space and technology.** The AFJROTC program shall be provided the necessary classroom facilities and office space for the efficient and effective accomplishment of both AFJROTC program academics, and other AFJROTC program activities and objectives. The facilities provided shall be equal to or greater (quantity/quality) than those provided to other programs/courses/activities in the same Institution. The Institution shall furnish appropriate and sufficient technology (i.e. computers, projectors, etc.) to conduct AFJROTC academics, and other AFJROTC program requirements.
- 5. Provide drill areas.** The Institution shall provide and maintain a minimum of 2,500 square feet of drill space to support drill instruction. The provided drill space shall be level, unobstructed space, free of vehicular or pedestrian traffic with student safety paramount. Provisions shall be made for access to indoor drill space in locations when inclement

weather prohibits outside drill activities. The SASI shall be an integral member of all space utilization/master scheduling meetings and discussions.

6. **Provide storage space.** The Institution shall provide and maintain a minimum of 400 square feet of climatically controlled storage space for the protection and care of uniforms, supplies, and equipment used in the AFJROTC program. The storage space shall be near the other AFJROTC facilities, must be appropriately organized (i.e. hanging racks, shelves, drawers, etc.) to neatly store and maintain Air Force property. The storage space must be limited to the exclusive use of the AFJROTC program, and must be constructed so that access is denied to unauthorized personnel. As the size of the AFJROTC program increases, additional storage space shall be provided in a proportional manner. Special consideration must be given to summer recess periods to ensure continued climatic controls are maintained. Any damage or loss to uniform items resulting from lack of continued climate control is expressly the responsibility of the Institution.
7. **Ensure security of replica weapons, air rifles, and sabers.** The Institution shall ensure that any AFJROTC replica weapon, air rifle, or saber, regardless of how purchased, is tracked, stored and secured in accordance with Air Force publications.

B. AFJROTC Instructor Staffing:

1. **Ensure minimum staffing in the AFJROTC program.** An Institution shall employ a minimum of two qualified/certified instructors, regardless of student enrollment in the AFJROTC program. Candidates for employment shall be only those approved by and referred to the Institution by the Air Force. The Institution shall make the ultimate determination if any candidate is suitable to be employed as their AFJROTC instructor.
2. **Perform background checks.** Any background check(s) required by the Institution for the purpose of screening an AFJROTC instructor candidate shall be conducted by the Institution at no expense to the Air Force.
3. **Provide instructor employment contracts.** The Institution shall provide AFJROTC instructors a contract of employment with the Institution as the employing agency. Per DoD Instruction 1205.13, the minimum contract duration for AFJROTC instructors will be ten (10) months, except for instructors initially employed after the beginning of, or during, the regular Institution school year. The contract may be administered using regular district procedures, but the minimum pay shall be in accordance with Section 2.B.4 below, must provide for an automatic adjustment when military salary increases, and must otherwise be in accordance with this MOA.
4. **Provide minimum instructor pay.** The Institution shall ensure AFJROTC instructors are compensated no less than the Minimum Instructor Pay (MIP). "MIP" is defined as a monthly amount equal to the difference between their entitled retired pay and their total active duty pay and allowances, excluding hazardous duty and proficiency pay, which they would receive if serving on Air Force active duty. Although the Institution is only required to pay MIP, it is highly encouraged to pay instructors above the MIP commensurate with

their military experience, education level, area cost of living, etc., in order to attract and retain the best instructors. NOTE: The Institution shall not delay full and timely payment to an AFJROTC instructor while awaiting an Air Force reimbursement (see Section 2.B.6).

5. **Consider extended contracts and targeted stipends.** Contract periods (above the statutory minimum of 10 months) are strongly encouraged to allow year-round management and control of Air Force Property, and to allow compensated time for AFJROTC summer events, such as summer leadership courses. Targeted stipends are also encouraged to compensate instructors for before school, after-school, and weekend AFJROTC activities.
6. **Receive Air Force MIP reimbursements.** Per the provisions of paragraph 1.E.1, the Air Force shall reimburse the Institution one half of the MIP, each month, 30 days in arrears. The Air Force's responsibility is limited to the period of employment specified in the contract up to ten (10) months or 300 calendar days from employment contract start date regardless of the Institution's distribution of pay. The Institution shall not delay full and timely payment to an AFJROTC instructor while awaiting an Air Force reimbursement.
7. **Establish financial communications.** Institutions shall maintain an organizational email account to facilitate timely two-way communications related to MIP and the Air Force reimbursement provided to the Institution. The Air Force calculates the MIP and will send a financial statement to the Institution via the organizational email account each month which details the MIP for each instructor and the Air Force reimbursement amount.
8. **Control AFJROTC instructor duties.** The Institution must ensure AFJROTC instructors perform only those duties connected with the instruction, operation, and administration of the AFJROTC program. AFJROTC instructors shall not teach or coach any class or activity, other than AFJROTC program academic courses and AFJROTC program activities, nor shall they teach or coach any class or activity which contains non-AFJROTC program students. NOTE: Exceptions are possible if the teaching or coaching of such classes/activities is conducted outside of the Institution's normal day of academic instruction and is contracted separately between the Institution and the individual AFJROTC instructor at no expense to the Air Force. However, before a contract of this type is executed, the Institution shall deliberately assess 1) the potential negative impacts to any before/after school AFJROTC program activities, and 2) the equitable distribution of AFJROTC program duties between instructors.
9. **Limit additional faculty duties.** Considering the restrictions stated in paragraph 2.B.8, AFJROTC instructors are not prohibited from serving on committees or performing routine duties that are typically distributed across the Institution's faculty members (e.g. lunchroom monitor, bus monitor, etc). However, the Institution shall not use AFJROTC program enrollment, AFJROTC class sizes, or AFJROTC instructor teaching load as a factor in determining an AFJROTC instructor's availability to perform additional duties.
10. **Understand employment/certification relationship.** AFJROTC instructors are in a unique position where they are certified by the Air Force to perform instructor duties, but

are employed and paid by the Institution they work within. In this capacity, AFJROTC instructors serve two chains of responsibility. AFJROTC instructors shall be responsible to both the Institution (their employer) and the Air Force (their certifier) for proper operation of the AFJROTC program and their continued professional conduct. In no event shall the Institution represent AFJROTC instructors as Air Force employees, agents, contractors, or active duty members. In addition to the Institution's mandatory requirements, AFJROTC instructors have mandatory responsibilities levied upon them by the Air Force. These include, but are not limited to operating a program that meets all Air Force expectations, submitting reports, meeting deadlines, tracking Air Force property, and identifying and reporting to the Air Force any Institution noncompliance with this MOA or other Air Force publications.

- 11. Credentialing and licensing of AFJROTC instructors.** AFJROTC instructors will receive AFJROTC-specific training and basic instructor certification from the Air Force. Any further professional development, training, licenses or credentialing requirements shall be accomplished at no expense to the Air Force.
- 12. Consider additional AFJROTC instructors.** Additional instructors may be authorized when an AFJROTC program's "teaching load" increases to 151, and increments of 100 thereafter. In absence of Institution support for an additional AFJROTC instructor position, the Institution shall cap student enrollment in the AFJROTC program. The definition of "teaching load" and specific enrollment caps are codified in Air Force publications.
- 13. Ensure professional instructor appearance.** The Institution must ensure AFJROTC instructors wear an approved Air Force uniform daily as defined in Air Force publications. Additionally, AFJROTC Instructors must meet and maintain DoD weight and body fat standards, and shall present a professional military appearance at all times.
- 14. Monitor and report instructor performance and behavior.** The Air Force holds the certification of all AFJROTC instructors, and therefore the Air Force maintains an inherent right to monitor instructor behavior and must receive any necessary information regarding instructor performance, professional conduct and employment status. Therefore, the Institution shall have effective and timely procedures in place which ensure the Air Force is advised of any disciplinary or administrative action levied upon an AFJROTC instructor (i.e. administrative leave, suspensions, letters of admonishment, etc.), the initiation of any investigation into alleged AFJROTC instructor misconduct (school or civil), or any changes in the employment status of an AFJROTC instructor. If any of the aforementioned items occur, the Institution shall officially notify the Air Force within one (1) business day.
- 15. Perform instructor evaluations (Institution-directed).** The Institution may conduct teacher evaluations of AFJROTC instructors using the same instruments and rubrics they use to evaluate other faculty members. Should poor performance be determined, the Institution shall report the findings to the Air Force within five (5) business days.

16. **Perform instructor evaluations (Air Force-directed).** When required by Air Force publications, the Institution shall complete, and submit to the Air Force, an AFJROTC instructor evaluation using an AFJROTC Form 98, *Instructor Evaluation*. These evaluations are normally event driven and are exclusively an AFJROTC process with protections and controls built in, and will not be not subject to internal Institution processes or procedures (including union agreements).
17. **Terminating instructors.** As the employer, the Institution has the right to terminate or non-renew the employment of AFJROTC instructors in accordance within normal Institutional rules and regulations, and without prior consultation with the Air Force. However, when a termination/non-renewal event occurs, the Institution shall inform the Air Force of the event, and the associated circumstances, within one (1) business day.
18. **Understand intra-district instructor transfers.** School districts wishing to transfer or reassign AFJROTC instructors between AFJROTC host-Institutions may do so in accordance with district policies, with consent of the AFJROTC instructor and with prior written approval from the Air Force. In no case will an AFJROTC instructor be transferred or reassigned to another Institution unless they fully meet Air Force transfer eligibility requirements as prescribed in Air Force publications, or they are provided an approved waiver from the Air Force.

C. AFJROTC Student Enrollment.

1. **Conduct an all-inclusive AFJROTC program.** Voluntary student enrollment into the program, and continuing enrollment in the program, shall be conducted without any form of discrimination. This prohibition does not include denying enrollment into AFJROTC, or removing a student from AFJROTC, when that student does not agree to, or fails to meet and/or maintain AFJROTC standards of uniform wear, grooming and/or personal conduct.
2. **Meet minimum voluntary enrollment.** The Institution must maintain a minimum voluntary enrollment in the AFJROTC program of at least 1) 10 percent of the Institution's student population (grades 9-12 only), or 2) 100 students, whichever is less. While all students in the high school are encouraged to voluntarily enroll in the AFJROTC program, actual enrollment shall only be determined by counting those students who voluntarily meet, and subsequently maintain, the mandatory program requirements of continued enrollment in AFJROTC.
3. **Ensure minimum grade level enrollment in AFJROTC.** The Institution shall ensure voluntary AFJROTC enrollment is available to all high school students (grades 9-12 only).
4. **Ensure equitable class scheduling.** The scheduling of all AFJROTC program academic courses shall be executed in a manner that makes it equally convenient for students to participate in AFJROTC academic courses as it for other programs/courses offered by the Institution.

5. **Provide access to feeder schools.** The Institution shall ensure that AFJROTC instructors are granted the necessary time and access to feeder schools to effectively advertise and promote the AFJROTC program to future 9th grade students.
6. **Permit only voluntary student enrollment.** The Institution will ensure all enrollments of students into the AFJROTC program are conducted with the prior knowledge and endorsement of the SASI. Prospective AFJROTC students must be fully informed of all mandatory AFJROTC enrollment requirements before being allowed to enroll into the AFJROTC program. Only students who voluntarily choose to meet and maintain acceptable standards of AFJROTC uniform wear, AFJROTC grooming standards and personal conduct standards shall be enrolled into, and permitted to remain in, the AFJROTC program.
7. **Permit only full time student enrollment.** No student shall be enrolled in the AFJROTC program when non-AFJROTC academic requirements will create a period of absence for that student from taking a full AFJROTC academic course.
8. **Satellite units.** AFJROTC instructors shall not travel to other institutions. All AFJROTC program instruction shall take place at the host Institution. However, travel to an adjacent 9th grade academy operating directly under the host Institution is permitted.
9. **Consider crosstown enrollment agreements.** Students from other local schools may participate in the AFJROTC program at the host Institution under the following conditions:
 - a) Travel by students from other local schools to the host Institution to participate in AFJROTC academic courses, as well any before/after school AFJROTC program activities, is conducted at no expense to the Air Force.
 - b) Travel by students from other local schools to the host institution shall be scheduled in a manner which guarantees full class period attendance and the minimum 120 classroom hours is reached by all students in the AFJROTC course.
 - c) Principals from all schools involved must agree in writing.
 - d) The principal of the host Institution maintains overall supervisory responsibility of the AFJROTC program and may terminate the crosstown agreement at any time.
10. **Ensure students meet uniform wear, grooming and personal conduct standards.** Students enrolled in the AFJROTC program must wear the prescribed AFJROTC uniform a minimum of one day per week while simultaneously meeting AFJROTC grooming standards. Anytime students are wearing the AFJROTC uniform, they shall abide by all Air Force standards for correct uniform wear, proper grooming standards, and proper personal conduct. The once-per-week uniform wear requirement shall be an all-school-day requirement, not limited to an AFJROTC classroom or the AFJROTC class period, but will include all non-AFJROTC classes attended by the student. However, when other

clothing is specifically required by non-AFJROTC classes, such as shop, culinary, or physical education, changing is allowed for the duration of the non-AFJROTC class only.

- 11. Uphold continued enrollment rules.** Continued student enrollment in the AFJROTC program shall be in accordance with the provisions of Federal Law, supporting DoD, Air Force publications, and the provisions of this MOA. The Institution shall ensure any student enrolled in the AFJROTC program who does not meet and/or maintain AFJROTC program requirements, such as weekly mandatory uniform wear and/or grooming standards, or standards of personal conduct, is expeditiously removed from the AFJROTC program, so as not to create further disruption to those students who fully meet continued enrollment standards. Students enrolled in the AFJROTC program will have proper AFJROTC uniform wear, grooming, and personal conduct specifically included as a pass/fail mandate of continued enrollment in AFJROTC.
- 12. Disenrollment of AFJROTC students.** The Institution shall not sanction, nor tolerate, the continued enrollment of any student who fails to meet continued enrollment rules of the AFJROTC program. The SASI shall be permitted to manage a fully compliant AFJROTC program, and with proper cause, be supported in removing a noncompliant student at any time during the academic year.

D. Academic Requirements:

- 1. Present only AFJROTC curriculum.** Only the AFJROTC-prescribed curriculum will be presented by AFJROTC instructors. Deviating from the AFJROTC-prescribed curriculum is only permitted when specifically requested by the Institution and approved in writing by the Air Force.
- 2. Grant academic credit.** All AFJROTC program academic courses shall be conducted by the Institution as full year/full credit course (not partial year/partial credit) and academic credit shall be granted toward graduation requirements for successful completion of an AFJROTC academic course. Academic credit granted shall be equivalent to the credit given for other academic courses in the Institution.
- 3. Ensure minimum course length.** All AFJROTC program academic courses shall be conducted as regular, full time academic courses consisting of a minimum of 120 classroom hours per academic year.
- 4. Collect and report academic metrics.** The Institution shall collect and maintain data related to the academic performance and graduation data of students currently, or previously enrolled in the AFJROTC program. This data shall be reported to the Air Force, or its agents, when requested by the Air Force.

E. Logistical Support & Accountability:

1. **Provide a military property custodian (MPC).** The Institution shall appoint an employee of the institution as the MPC. Normally, AFJROTC instructors are appointed to this duty, but any Institution employee may be appointed when necessary. The MPC will be empowered to perform the required supply functions incident to the acquisition, accounting, and handling of supplies, equipment and uniforms issued to, or purchased with Air Force funds. The Institution shall also ensure that the appointed MPC conducts a full inventory of all Air Force funded items and performs required disposition actions before transferring the MPC duties to another individual. The school must always have an MPC appointed.
2. **Provide instructional materials.** The Institution shall provide to the AFJROTC Department all the instructional supplies, materials, services, furniture, computer equipment and support, copiers, scanners and privileges afforded other academic departments at the institution.
3. **Provide information technology (IT) support.** The Institution shall provide full IT support, updates and software for any Air Force funded/owned IT equipment. For any Air Force-provided/owned IT equipment, there are no restrictions on the Institution regarding IT support, software updates, troubleshooting, and/or operating system configuration.
4. **Provide transportation.** The Institution shall provide transportation for AFJROTC field trips and other off-Institution activities comparable to the transportation provided for other Institution programs, activities, or courses.
5. **Provide security and accounting of Air Force property.** The Institution shall conform to the publications of the Air Force relating to the issue, receipt, storage, safeguarding, and turn-in of Air Force uniforms, textbooks, supplies, equipment, and other educational materials at the institution.
6. **Assume liability.** The Institution shall safeguard and retain liability for all Air Force property located at the Institution, making full restitution after all occurrences of theft, loss, and negligent or willful damage or destruction. If the Institution elects to provide an insurance policy, it shall name the United States Air Force as an additional insured.

F. Understand AFJROTC Activity Reimbursements.

1. The Institution shall fund, in advance, purchases which are specifically authorized to receive reimbursement by the Air Force, within the fund limitations imposed by the Air Force. These purchases directly support AFJROTC program activities and operations and include, but are not limited to transportation, lodging, meals, uniform items, uniform alterations and dry cleaning. The Air Force provides a state tax exemption letter (with federal tax exemption number) for these purchases. The Institution (via the AFJROTC instructors) shall obtain and submit documentation for authorized reimbursements in accordance with Air Force publications.

2. The Defense Finance & Accounting Service requires Institutions to establish a direct deposit System for Award Management (SAM) account, enabling an electronic funds transfer of reimbursement payments. SAM accounts must be renewed annually. The Institution shall maintain and provide original invoices, receipts and other supporting documentation used for reimbursement in accordance with DoD and Air Force publications.

G. Other Provisions.

1. **Ensure publication compliance.** The Institution shall comply with all Air Force publications governing unit operations, AFJROTC curriculum, student performance, instructor management, logistics management and financial management. Current publications are available to AFJROTC instructors via the WINGS database.
2. **Provide reports and meet deadlines.** The Institution shall facilitate completion, through Air Force channels, of necessary instructor evaluations, unit self-assessment reports, program status reports, equipment inventories, academic metrics, and other recurring and periodic reports required by the Air Force.

SECTION 3. BOTH PARTIES AGREEMENT. Contingent upon the acceptance of this MOA, both parties mutually agree as follows:

- A. **Maintain accreditation.** The Institution must maintain accreditation by a state or regional accreditation agency. Loss of accreditation shall be considered grounds for disestablishment action under paragraph 3.E.2 of this agreement.
- B. **AFJROTC instructor training and credentialing.** The Air Force may conduct periodic workshops at Air Force expense for instructors hired to conduct the AFJROTC program. The Institution shall require instructors to attend these workshops, which may be scheduled during or outside the normal academic school year. Attendance waivers may be authorized by the Air Force in extenuating circumstances. The Institution shall afford AFJROTC instructors the same privileges and support in attending workshops and professional meetings as are given other faculty members.
- C. **AFJROTC program evaluations.** Representatives of the Air Force shall be authorized to make visits to the Institution, both announced and unannounced, to evaluate the AFJROTC program, and ensure continued compliance with Air Force standards.
- D. **Actions on AFJROTC instructor certifications.** The Air Force shall have the right to place AFJROTC instructors on probational certification for any breach of Air Force or AFJROTC program standards. The Air Force shall have the right to withdraw, suspend or permanently

remove the certification of AFJROTC instructors for any breach of standards and the Institution will remove decertified personnel from the AFJROTC program.

E. MOA Termination Clauses.

1. This agreement may be terminated at the completion of any regular school year by either party, or sooner by mutual agreement. If the governing authorities of an Institution decide to discontinue their AFJROTC program, they must notify the Director, Air Force JROTC in writing at: Holm Center/JR, 60 West Maxwell Blvd, Maxwell Air Force Base, Alabama, 36112-6106.
2. Institutions which do not fulfill the provisions prescribed in this MOA, or in applicable Air Force publications, may be placed on probation. The appropriate Institution authorities will be required to correct the deficiency within a specified timeframe or risk disestablishment of the AFJROTC program.
3. The Commander, Jeanne M. Holm Center for Officer Accessions & Citizen Development, may terminate this agreement and withdraw the AFJROTC program if the best interest of the Air Force would be served by doing so, regardless of the provisions of paragraphs 3.E.1 and 3.E.2 of this MOA.
4. The governing authorities of the Institution shall, in the event of mutual or unilateral termination of this agreement, or in the event of disestablishment as prescribed by the Secretary of the Air Force, return to the Air Force all Air Force-owned equipment, supplies, uniforms, and educational curriculum materials in the custody of the Institution (to include all such items purchased using funds provided to the institution by the Air Force) in accordance with procedures and guidance in existence or provided by the Air Force at the time of the termination of this agreement or disestablishment of the AFJROTC program.

F. General Provisions.

1. This is a standardized agreement and the language contained herein shall not be modified.
2. Regardless of changes in the original signatories, this agreement shall remain in effect until officially terminated, or superseded, under a provision of sub-section 3.E.
3. The agreement shall become effective upon signature by the Institution's Superintendent (or equivalent), and the Director of Air Force Junior ROTC.
4. This agreement represents the entire agreement and supersedes any prior agreement, understandings, or representations between the Air Force and the institution pertaining to the establishment and maintenance of an AFJROTC program.

5. This agreement will be reviewed for currency as determined by the Air Force. The Air Force reserves the right to require renewal of this agreement by both parties if significant program changes occur.
6. This agreement is governed by and shall be construed under Federal Law.
7. Unless expressly stated in writing, signed by the Air Force, the waiver by the Air Force of any act, duty, or obligation required of the institution hereunder shall not be construed as a waiver of any other, or of any future act, duty, or obligation to be performed by the Institution.
8. Nothing in this agreement will be construed as obligating the Air Force, their officers, employees, or agents to expend any funds in excess of appropriations authorized for such purposes in violation of the Federal Anti-Deficiency Act (31 USC Section 1341).
9. Each undersigned representative of the parties to this agreement certifies he or she is fully authorized to enter into the terms and conditions of this agreement and to execute the same so as to effectively bind each party to its terms.
10. The Institution shall adhere to a policy of non-discrimination against students or instructors based on race, ethnicity, religion, national origin, gender, or any other category prohibited by law.
11. Unless otherwise stated herein, notices under this agreement must be in writing and shall be effective upon positive confirmation of receipt.

FOR THE INSTITUTION

Ms. JEANNINE M. DURKIN, Superintendent
Lowell County School District

(Date)

FOR THE AIR FORCE

PAUL C. LIPS, Col, USAF
Director, AFJROTC

(Date)



Public Gifts to Schools Policy

To: School Committee
From: Jeannine M. Durkin, Acting Superintendent
Date: December 13, 2018
Re: Revised Policy

The attached revised Public Gifts to Schools Policy is provided as a result of the School Committees vote during the December 5, 2018 School Committee Meeting to include specific language relative to donated technology in the existing policy. The text that is highlighted in red print in the attached document is the new information that was discussed on December 5, 2018 for your consideration and action.

PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to except gifts and offers of equipment for schools in the name of the committee when the gift is of educational value. In the case of gifts from industry, businesses, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gift will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law.

The committee directs the Superintendent to assure that an appropriate expression of thanks is given to all donors.

Policy for Receiving Donated Technology Equipment:

The acceptance of donated technology equipment must be approved by the acting building administrator and meet the Minimum Requirement Guidelines set by the Technology Department. If the donee is unsure if the equipment meets the guidelines or the equipment is not listed in the guidelines, the donee must contact the Director of Technology for approval. All licenses and consumables, if not part of the donation, must be purchased by the donee or from building funds if approved by the building administrator. The donated equipment must be in good working condition. All donated equipment will become property of Lowell Public Schools and entered into the inventory system. After the donation is accepted, the donee must open a helpdesk ticket so the equipment can be inspected, inventoried and setup for use on the Lowell Public Schools network.

At this time, we will not be accepting any printer donations. Printers come with many hidden maintenance and consumable costs and are fiscally irresponsible to accept at this time.

The Minimum Requirement Guidelines for accepted equipment for network use will be reviewed annually.

Minimum Requirement Guidelines for Technology Donations

Windows PC's / Laptops
Must be able to support Windows 10 Professional
Must have Windows Key provided
Must have 64 bit Processor
Must have a minimum of 8 GB of RAM
Must have keyboard, mouse and monitor
Must have a network interface or Wifi
Mac Desktops / Laptops
Must support OS 10.11 or above
Must have a minimum of 8 GB of RAM
Must have keyboard, mouse and monitor
Must have a network interface or Wifi
Must have working power adapter
ChromeBooks
16 GB Storage or more
4 GB RAM or more
Must include the Management License
Android Tablets
Must be able to be managed by Google Admin
No more than 3 years old
Must have working power adapter
iPads
Must be iPad 3 or newer
Must have working power adapter
Monitors / TV
Must be 21" or larger LCD
No CRT's Will be accepted
Printers
At this time we will not be accepting any printer donations
due to hidden maintenance and consumable costs.
Document Cameras
All are approved
Apple TV's
3rd Generation and newer



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Administration Offices
155 Merrimack Street
Lowell, Massachusetts 01852

Robin Desmond
Assistant Superintendent
Curriculum, Instruction & Assessment

Tel: (978) 674-4324
email: rdesmond@lowell.k12.ma.us

November 30, 2018

Dear Acting Superintendent Durkin:

I am writing to request permission for Martha Cohn, Coordinator of Science and Social Studies, Patricia Myers, STEM Support Specialist, David Anderson, Principal of the McAuliffe School and Arthur Santos, District Technology Integration Specialist, to attend 2019 *CSforALL SCRIPT* (Strategic *CSforALL* Resource & Implementation Planning Tool) *Symposium*, to be held at the Scripps Institution of Oceanography in La Jolla, CA, Monday, January 14th - Thursday, January 17th, 2019, which includes travel days.

During the four-day *SCRIPT* workshop, which includes travel time, computer science education working teams from across the nation will be led through a series of visioning, self-assessment and goal-setting activities. The workshop will help identify appropriate resources and partners, create working groups to support district *CSforAll* initiatives, and identify short-term goals to make progress on *CSforALL* efforts. The goal of the two-day *SCRIPT* workshop is for teams to build or expand upon their computer science education implementation plans. *CSforALL* has held similar workshops with TST BOCES at Cornell University, which was written up in *The Journal* and the *Cornell Chronicle*, at the *CSforALL* Summit in St. Louis in October 2017, as well as in Nashville, Atlanta, Austin, Detroit, Phoenix, and Massachusetts in 2018.

There is no cost to the district. The cost of travel, including meals, transportation, and accommodations will be reimbursed to the participants, up to \$1,000 per person, by *CSforAll*. Any additional costs over \$1000.00 will be the responsibility of the participant and not the district.

Lowell Public School was accepted as one of two Massachusetts districts to attend this symposium and will join Boston Public Schools at the event. Anne Demaille from the Massachusetts Department of Elementary and Secondary Education will be supporting both Massachusetts team during the workshops.

Thank you for this consideration.

Sincerely,

Robin Desmond
Assistant Superintendent



LOWELL PUBLIC SCHOOLS

Lowell High School
50 Fr. Morissette Blvd.
Lowell, Massachusetts 01852-1050



Marianne E. Busted
Head of School

Tel. (978) 937-8900
Fax (978) 937-8902

Email: MBusted@lowell.k12.ma.us

November 27, 2018

Jeannine Durkin, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Re: Lowell High School AFJROTC Service National Drill Competition

Dear Superintendent Durkin:

I am requesting permission for 45 ROTC Drill team members along with Lt. Col Eileen Ironfield, MSgt Kevin Casilli and TSgt David Smith to travel to the Multi-Service JROTC National Drill Competition Championships in May 2019. Lowell High School AFJROTC was invited to this Multi-service Nation Drill Competition after finishing 1st in the Armed Division and 3rd in the Unarmed Division at the Air Force Open National's Competition in Dayton, Ohio last year. Lowell High School AFJROTC has competed at the Air Force National Drill competition for the last eleven years and is ready to take on the very best from Army, Navy, Marine Corps and Air Force teams from across the country!

This competition is scheduled from Friday, May 3 – Sunday, May 5, 2019 in Daytona Beach, Florida. Students and staff will depart LHS at approximately 6:00 a.m. on Wednesday, May 1 and will return Wednesday, May 7, 2019 by 10:00 p.m. They will be taking a coach bus for this 21 hour trip, as it would be too costly to fly to Florida. Due to the driving constraints placed on the contracted driver, they will be staying overnight in Virginia on each leg of the trip.

Students will miss 5 day of school for this competition. The appropriate parental and school permission forms will be completed prior to the trip.

The only cost will be for two substitutes for five days for a cost of \$1050.00 from Lowell High School's individual school fund. The trip will be funded using combination of AFJROTC funds, student fund-raising, and student contribution. Total cost is approximately \$43,500. Breakdown of cost: Hotel \$20680.00 Transportation \$15000.00 Food \$9,050.00. This will be paid for with Air Force Funds, Fundraising, and Donations from Donors, plus a student cost of \$425.00 each.

The following standards will be addressed:

- Identify life-management skills and protective factors that contribute to achieving personal wellness health goals, including researching, evaluating, and implementing strategies to manage personal wellness, monitor progress and revise plans;
- Understand how activity participation patterns are likely to change throughout life and identify strategies to deal with those changes;
- Explain how peer pressure influences choices and applies strategies for managing negative peer pressure and encouraging positive peer pressure.

As part of the trip, students will get a tour of Andrews AFB, Maryland to see Air Force One and visit the training facility for the Air Force Honor Guard – a once in a lifetime opportunity!

Thank you in advance for your consideration and support.

Sincerely,


Marianne E. Busted
Head of Schools

~ A Teaching and Learning Community ~

MEB/cms



United Teachers of Lowell

**AFTMA/AFT/AFL-CIO
LOCAL 495**

**169 Merrimack St.
Lowell, MA 01852**

Tel: 978.937.9039

Fax: 978.937.9544

Email: utl@utflowell495.org

December 13, 2018

Jeannine Durkin, Acting Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Dear Ms. Durkin:

The members of the United Teachers of Lowell hereby request to donate sick leave days to the following members:

Tamara Jordan, Teacher	Robinson School	11 days
Patricia Jussaume, Teacher	Butler School	16 days
Bryan Owen, Teacher	Lowell High School	18 days

Thank you for your attention to this matter.

Sincerely,

Paul Georges
President

PG:ng

xc: April Rourke

Minerva Palazzo

WE, THE UNDERSIGNED, MEMBERS OF THE PROFESSIONAL STAFF - UNIT "A" OF THE LOWELL SCHOOL DEPARTMENT, WISH TO DONATE ONE OR MORE OF OUR ACCUMULATED SICK LEAVE DAYS TO TAMARA JORDAN, A TEACHER AT THE ROBINSON MIDDLE SCHOOL.

<u>NAME</u>	<u>NO. OF DAYS</u>	<u>SCHOOL</u>
Hilary Olsen	1 day	Robinson
Kim Coppinger	1 day	}
David Grenier	5 days	
Kim Themelis	2 days	
Sue Macheod	1 day	
Susan Brewer	1 day	

WE, THE UNDERSIGNED, MEMBERS OF THE PROFESSIONAL STAFF - UNIT "A" OF THE LOWELL SCHOOL DEPARTMENT, WISH TO DONATE ONE OR MORE OF OUR ACCUMULATED SICK LEAVE DAYS TO PATRICIA JUSSAUME, A TEACHER AT THE BUTLER MIDDLE SCHOOL

<u>NAME</u>	<u># OF DAYS</u>	<u>SCHOOL</u>
Jessica Fennell	1	Shaughnessy
Amelia Tuck	3	Shaughnessy
Chrissy Cumiskey	2	
Donna Reis	1	Shaughnessy
Tracy Villarroel	1	Shaughnessy
Lisa Maniscalco	1	Shaughnessy
Kevin Reilly	2	Shaughnessy
Jennifer Stack	1	Shaughnessy
Celeste Barter	1	
Katie Lanzetta	1	Shaughnessy
Charlene Tutun	1	Shaughnessy
Cara Gallagher	1	Shaughnessy

WE, THE UNDERSIGNED, MEMBERS OF THE PROFESSIONAL STAFF - UNIT "A" OF THE LOWELL SCHOOL DEPARTMENT, WISH TO DONATE ONE OR MORE OF OUR ACCUMULATED SICK LEAVE DAYS TO BRYAN OWEN, A TEACHER AT THE LOWELL HIGH SCHOOL.

<u>NAME</u>	<u>NO. OF DAYS</u>	<u>SCHOOL</u>
Bill Donaghey	5	LHS
Donna Newcomb	5	LHS
Allyson Carbone	5	LHS
Paul Brochu	2	LHS
Amanda Farley	1	LHS



United Teachers of Lowell

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