



# LOWELL SCHOOL COMMITTEE

## *SPECIAL MEETING MINUTES*

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<b>Date:</b>	July 25, 2024
<b>Time:</b>	6:30PM
<b>Location:</b>	Mayor's Reception, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

Members of the public may view the meeting via LTC and those wishing to speak regarding a specific agenda item shall register to speak in advance of the meeting by sending an email to the Superintendent indicating the agenda item, a phone number and email address so we can provide a zoom link to access the meeting. Email address is [lbedoya@lowell.k12.ma.us](mailto:lbedoya@lowell.k12.ma.us). If you have no access to email, you may contact us at 978-674-4324. All requests must be submitted before 2:00 p.m. on the day of the meeting.

### 1. SALUTE TO FLAG

### 2. ROLL CALL

On a roll call at 6:38 p.m., all members present were, namely: Mr. Bahou, Mr. Conway, Ms. Delrossi, Mr. Lay, Ms. Martin (on Zoom) and Mayor Rourke. Ms. Doherty arrived at 6:40 p.m.

### 3. SPECIAL ORDER OF BUSINESS

#### 3.1. Spotlight On Excellence: Lowell Youth Leadership Program Summer Of 2024

Mr. Lopez spoke to the Committee about all the great things happening at the Lowell Youth Leadership Program during the summer of 2024. He also invited a few students who attended the program to address the Committee and share their experiences. Mr. Lopez expressed his hope to partner with Lowell Public Schools in the future.

### 4. MINUTES

#### 4.1. Approval of the Revised Minutes of the Regularly Scheduled Lowell School Committee Meeting of October 18, 2023

Mr. Bahou moved to accept and place on file the revised minutes of the School Committee meeting from October 18, 2023, as well as the minutes from the Special and Regularly Scheduled School Committee Meetings held on June 12, 2024, and July 8, 2024; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED



4.2. Approval of the Minutes of the Special School Committee Meeting of June 12, 2024

**Mr. Bahou moved to accept and place on file the revised minutes of the School Committee meeting from October 18, 2023, as well as the minutes from the Special and Regularly Scheduled School Committee Meetings held on June 12, 2024, and July 8, 2024; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**

4.3. Approval of the Minutes of the Special/Executive Session Meeting of June 12, 2024

**Mr. Bahou moved to accept and place on file the revised minutes of the School Committee meeting from October 18, 2023, as well as the minutes from the Special and Regularly Scheduled School Committee Meetings held on June 12, 2024, and July 8, 2024; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**

4.4. Approval of the Minutes of the Special/Executive Session Meeting of July 8, 2024

**Mr. Bahou moved to accept and place on file the revised minutes of the School Committee meeting from October 18, 2023, as well as the minutes from the Special and Regularly Scheduled School Committee Meetings held on June 12, 2024, and July 8, 2024; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**

4.5. Approval of the Minutes of the Special School Committee Meeting of July 8, 2024

**Mr. Bahou moved to accept and place on file the revised minutes of the School Committee meeting from October 18, 2023, as well as the minutes from the Special and Regularly Scheduled School Committee Meetings held on June 12, 2024, and July 8, 2024; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**

5. PERMISSION TO ENTER

5.1. Permission To Enter: July 25, 2024

**Ms. Doherty moved to approve the Permission to Enter; the motion was seconded by Mr. Lay. The motion passed with 7 yeas. APPROVED**

5.2. Approval of Amended Contract for Assistant Superintendent for Academic & Instruction, Oneida Fox Roye

**Mr. Conway moved to approve the amended contract for the Assistant Superintendent for Academic & Instruction, Oneida Fox Foye; the motion was seconded by Mr. Lay. The motion passed with 7 yeas. APPROVED**

5.3. Approval of Amended Contract for Assistant Superintendent for School Leadership, Wendy Crocker-Roberge

**Ms. Delrossi moved to approve the amended contract for the Assistant Superintendent for School Leadership, Wendy Crocker-Roberge; the motion was seconded by Mr. Lay. The motion passed with 7 yeas. APPROVED**



5.4. Approval of Amended Contract for Assistant Superintendent for Student Support Services, Alice Brown-Legrand

**Ms. Delrossi moved to approve the amended contract for the Assistant Superintendent for Student Support Services; the motion was seconded by Ms. Doherty. The motion passed with 7 yeas. APPROVED**

## 6. MOTIONS

6.1. [By Connie Martin]: Request a report from the Administration on the proposed changes to the Leblanc Therapeutic Day School for the 24-25 school year.

Superintendent Skinner provided a verbal report stating that they are no longer considering the Leblanc School. Instead, they are currently pursuing the use of the convent at St. Jeanne D'Arc and are in the process of setting up electrical and Wi-Fi services. Ms. Martin stated that the verbal report was fine.

**Ms. Martin moved to approve; seconded by Mr. Conway. The motion passed with 7 yeas. APPROVED**

6.2. [By Dominik Lay]: Request the superintendent to explore possibilities of teaching history of Lowell in middle schools.

**Mr. Lay moved to approve; seconded by Mr. Conway. The motion passed with 7 yeas. APPROVED**

6.3. [By Dominik Lay]: Request Aramark to provide a list of goals or plan that would improve food services provided to schools for the SY 24-25 and the remaining term of the contract.

**Mr. Lay moved to approve; seconded by Mr. Bahou. The motion passed with 7 yeas. APPROVED**

6.4. [By Dominik Lay]: Request the superintendent to schedule a tour of the former Jeanne D'Arc building for the school committee.

Superintendent Skinner stated that he will provide an update to the Committee.

**Mr. Lay moved to approve; seconded by Mr. Bahou. The motion passed with 7 yeas. APPROVED**

6.5. [By David Conway]: Request the superintendent to give an update report on the cell phone policy at Lowell high school. Report should include all aspects of the policy. Examples: effectiveness, changes, non-compliance, blueprint for the upcoming school year and other pertinent information.

Mr. Conway stated that he has been informed that some staff members are not following the cellphone policy.

**Mr. Conway moved to approve; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**



**6.6. [By David Conway]:** Request the superintendent give an update on new and expanded partnerships with UML and MCC.

**Mr. Conway moved to approve; seconded by Ms. Doherty. The motion passed with 7 yeas. APPROVED**

**6.7. [By David Conway]:** Request the superintendent to give an update on identifying an outside security company for the purpose of conducting a total safety and security assessment of the Lowell Public School System.

**Mr. Conway moved to approve; seconded by Mr. Bahou. The motion passed with 7 yeas. APPROVED**

**6.8. [By David Conway]:** Request the superintendent to give a disciplinary action update of the recent alleged assault and battery of a 16 year old sophomore and her father near Lowell High School at dismissal as reported by Boston 25 News.

**Mr. Conway moved to approve; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**

**6.9. [By David Conway]:** Request the superintendent to give a report on the Lowell High School student that was arrested for possession of a firearm at the close of school in the week of June 10, 2024.

**Mr. Conway moved to approve; seconded by Mr. Lay. The motion passed with 7 yeas. APPROVED**

**6.10. [By Jackie Doherty]:** Request the Superintendent provide a plan for LHS to collaborate with GLTHS regarding their Lowell students who participated in our middle school band/color guard program being able to participate in those programs at Lowell High School. The plan should address guardrails that may be required to make the collaboration sustainable, such as transportation or fees.

Ms. Russo and Ms. Yost both registered and spoke in favor of Lowell students who participated in our middle school band/color guard program being able to participate in those programs at Lowell High School

**6.11. [By Jackie Doherty]:** Request the Superintendent provide the committee with a report that details the hiring of Assistant Principals where screening committees were not a factor in the hiring decision from FY23 through today. The report should include an explanation why hiring policy was not followed.

Superintendent Skinner stated that this report may need to be discussed in Executive Session.

**Ms. Doherty moved to approve; seconded by Mr. Conway. The motion passed with 7 yeas. APPROVED**

**6.12. [By Fred Bahou]:** Have the superintendent look into the feasibility of utilizing some of the classrooms at the Saint Jeanne D'Arc school that was recently purchased, for the upcoming school year to offset some of the overcrowding and/or costs the LPS pay to rent other sites.

**Mr. Bahou moved to approve; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**



**6.13. [By Fred Bahou]:** Have the superintendent submit a report on how we make students aware of the dangerousness of guns and weapons they may come across when not at school.

**Mr. Bahou moved to approve; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**

**Mr. Conway moved to suspend the rules to take agenda item # 8.2 Response to Motion (By David Conway, 06/12/24) Regarding Organizational Chart out of order; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**

## **7. SUBCOMMITTEES**

**7.1. Approval of the Minutes of the HR & Labor Relations Subcommittee Meeting of June 10, 2024**

**Ms. Delrossi moved to bundle agenda items #7.1, #7.2 and #7.4 Minutes of the HR & Labor Relations Subcommittee Meetings of June 10, 2024, June 24, 2024, and June 27, 2024, as reports of progress; seconded by Mr. Conway. The motion passed with 7 yeas. APPROVED**

**7.2. Approval of the Minutes of the HR & Labor Relations Subcommittee Meeting of June 24, 2024**

**Ms. Delrossi moved to bundle agenda items #7.1, #7.2 and #7.4 Minutes of the HR & Labor Relations Subcommittee Meetings of June 10, 2024, June 24, 2024, and June 27, 2024, as reports of progress; seconded by Mr. Conway. The motion passed with 7 yeas. APPROVED**

**7.3. Approval of the Minutes of the Policy & Governance Subcommittee Meeting of June 17, 2024**

Ms. Doherty, Chairperson of the Policy & Governance Subcommittee informed the Committee that discussions took place around the policies that will be voted on later in the meeting.

**Ms. Doherty moved to bundle agenda items #7.3 and #7.5 Minutes of the Policy & Governance Subcommittee Meetings of June 17, 2024, and July 16, 2024, as reports of progress; seconded by Ms. Martin. The motion passed with 7 yeas. APPROVED**

**7.4. Approval of the Minutes of the HR & Labor Relations Subcommittee Meeting of June 27, 2024**

**Ms. Delrossi moved to bundle agenda items #7.1, #7.2 and #7.4 Minutes of the HR & Labor Relations Subcommittee Meetings of June 10, 2024, June 24, 2024, and June 27, 2024, as reports of progress; seconded by Mr. Conway. The motion passed with 7 yeas. APPROVED**

**7.5. Approval of the Minutes of the Policy & Governance Subcommittee Meeting of July 16, 2024**

Ms. Doherty, Chairperson of the Policy & Governance Subcommittee informed the Committee that discussions took place around the policies that will be voted on later in the meeting.

**Ms. Doherty moved to bundle agenda items #7.3 and #7.5 Minutes of the Policy & Governance Subcommittee Meetings of June 17, 2024, and July 16, 2024, as reports of progress; seconded by Ms. Martin. The motion passed with 7 yeas. APPROVED**



## **8. REPORTS OF THE SUPERINTENDENT**

### **8.1. Superintendent Evaluation**

Superintendent Skinner provided the Committee with the Massachusetts Association of School Committees document, Evaluating the Superintendent: An Explanation and Guide to a Meaningful and Manageable Evaluation Process (MASC, 2019). He stated that the Massachusetts Department of Elementary and Secondary Education defines a 5-step cycle for educator evaluations, including those of Superintendents. He stated that according to the MASC guide we are at the summative phase of the Superintendent evaluation process and if it meets the Committee's approval, he will present the required documents - a self-assessment, along with evidence to support the work done to achieve his goals in time for the August 21, 2024, School Committee meeting.

**Ms. Delrossi moved to accept the following Reports of the Superintendent 8.1 through 8.3 as reports of progress; seconded by Mr. Lay. The motion passed with 7 yeas. APPROVED**

### **8.2. Response to Motion (By David Conway, 06/12/24) Regarding Organizational Chart**

Ms. Maggio, Vice President of the UTL and Director of the Teacher Academy spoke in favor of the Teacher Academy being under the HR department as opposed to the Curriculum & Instruction office.

Superintendent Skinner informed the Committee that following collaborative discussions with all cabinet members, several adjustments have been made to the Organizational Chart which was presented at the 6/12/2024 School Committee meeting. He stated that suggestions made by individual School Committee members were heard and edits were made to balance the responsibilities of each Assistant Superintendent. Changes in the latest version include moving responsibility for the Family Resource Center and the Special Education department under the Assistant Superintendent for Student Support Services. The Data Office and the Safety Coordinator is now under the Assistant Superintendent for School Leadership.

**Mr. Conway moved to approve the Teacher Academy being under the HR department and to approve the Organization Chart as written with said changes; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**

**Ms. Delrossi moved to accept the following Reports of the Superintendent 8.1 through 8.3 as reports of progress; seconded by Mr. Lay. The motion passed with 7 yeas. APPROVED**

### **8.3. KPI Report: Q4**

Ms. Crocker-Roberge provided the KPI Report: Q4 to the Committee. The report included the Quarter 4 update on the Key Performance Indicators (KPIs). The KPIs identified fall within four main categories:

- Academics and Student Achievement
- Safe and Welcoming Environment
- Operational Efficiency
- Family and Community Engagement



Key highlights are presented within each area with supporting tables and charts that illustrate the metrics and comparisons from the previous year. Data is also disaggregated by reporting groups where applicable.

**Ms. Delrossi moved to accept the following Reports of the Superintendent 8.1 through 8.3 as reports of progress; seconded by Mr. Lay. The motion passed with 7 yeas. APPROVED**

## **9. NEW BUSINESS**

### **9.1. Vote to Accept Donation from the Frederick Weber Foundation**

Frederick Weber wishes to donate \$1,500.00 to support Early Childhood Education.

**Mr. Bahou moved to accept the donation from the Frederick Weber Foundation; seconded by Ms. Delrossi. The motion passed with 7 yeas. APPROVED**

### **9.2. Vote to Accept Donation from Project LEARN**

Project Learn wishes to donate \$10,000.00 to the Lowell School Department to cover a week of payroll for the IDEA Summer Camp.

**Ms. Doherty moved to accept the donation from Project Learn; seconded by Ms. Martin. The motion passed with 7 yeas. APPROVED**

### **9.3. Request Approval of Doctoral Research Proposal**

Abeer Hakauz, a doctoral student at the University of Massachusetts, Lowell, is conducting research on how leadership teams in schools monitor and evaluate their improvement plans. The study focuses on assessing the effectiveness of practices, measures, and indicators used in these processes, particularly through the lens of the empowerment evaluation model.

**Mr. Lay moved to approve the doctoral research proposal; seconded by Mr. Bahou. The motion passed with 7 yeas. APPROVED**

### **9.4. Approval of Job Description and Permission to Post: Deputy Chief Financial Officer**

**Ms. Delrossi moved to approve and post the Deputy Chief Financial Officer position; seconded by Mr. Lay. The motion passed with 6 yeas, 1 nay (Mr. Conway) APPROVED**

### **9.5. Approval to Accept and Expend Allocated FY25 Awards**

A vote to approve, accept and expend the FY25 grant allocations received subsequently to the previous request for approval. The Lowell Public Schools through the Department of Secondary and Elementary Education and the One8 Foundation have secured these Grant funds.

**Mr. Bahou moved to approve, accept and expend the allocated FY25 awards; seconded by Ms. Doherty. The motion passed with 7 yeas APPROVED**



9.6. Approval of 2024-2025 Elementary & Middle Schools Student Handbook

For the 2024-25 school year, no changes are being proposed to the K-8 student handbook since last year except for date/year changes and updated directory information.

**Ms. Martin moved to approve the 2024-2025 Elementary & Middle School Student Handbook; seconded by Mr. Lay. The motion passed with 6 yeas, 1 present (Ms. Martin). APPROVED**

**Mr. Bahou moved to have a chrome book policy created; seconded by Mr. Conway. The motion passed with 7 yeas. APPROVED**

9.7. Approval of 2024-2025 Lowell High School Student Handbook

For the 2024-25 school year, the Lowell High School Team recommended several changes that were listed and highlighted.

**Ms. Delrossi moved to accept the changes presented; seconded by Mr. Lay. The motion passed with 7 yeas APPROVED**

**Mr. Lay moved to approve the 2024-2025 Lowell High School Student Handbook; seconded by Ms. Delrossi. The motion passed with 5 yeas, 1 present (Ms. Martin) 1 absent (Mr. Conway). APPROVED**

9.8. First Reading of BHC (Also GBD) - School Committee - School Visits and Communication

**Ms. Delrossi moved to bundle and approve items # 9.8 through # 9.11; seconded by Mr. Lay. The motion passed with 6 yeas, 1 absent (Mr. Conway). APPROVED**

9.9. First Reading of GCBB – Employment of Principals

**Ms. Delrossi moved to bundle and approve items # 9.8 through # 9.11; seconded by Mr. Lay. The motion passed with 6 yeas, 1 absent (Mr. Conway). APPROVED**

9.10. First Reading of GBA – Equal Opportunity Employment

**Ms. Delrossi moved to bundle and approve items # 9.8 through # 9.11; seconded by Mr. Lay. The motion passed with 6 yeas, 1 absent (Mr. Conway). APPROVED**

9.11. First Reading of GCF – Professional Staff Hiring

**Ms. Delrossi moved to bundle and approve items # 9.8 through # 9.11; seconded by Mr. Lay. The motion passed with 6 yeas, 1 absent (Mr. Conway). APPROVED**



## **10. CONVENTION/CONFERENCE REQUESTS**

**10.1.** Overnight Request: Lowell High School - European Trip

**Mr. Bahou moved to bundle and approve the convention/conference requests; seconded by Ms. Doherty. The motion passed with 7 yeas. APPROVED**

**10.2.** Overnight Request: Lowell High School Football Camp

**Mr. Bahou moved to bundle and approve the convention/conference requests; seconded by Ms. Doherty. The motion passed with 7 yeas. APPROVED**

## **11. ADJOURNMENT**

**Mr. Bahou moved to adjourn at 8:44 p.m.; seconded by Ms. Martin. The motion passed with 7 yeas. APPROVED**

**Respectfully submitted,**

**Liam Skinner, Superintendent and  
Secretary to the Lowell School Committee**

**LS/mes**