



Eileen M. Donoghue  
*City Manager*

August 8, 2018

Mayor William J. Samaras  
And  
Members of the Lowell City Council

RE: MOTION RESPONSE: 7/24/2018 - C. Leahy - Req. City Mgr. Inquire of the School Administration if they would be in need of any assistance during time of transition.

Dear Mayor Samaras and Members of the Lowell City Council,

Over the course of the past several weeks, my Administration has been in constant contact with Acting Superintendent Jeannine Durkin to assist in any way possible to ensure a successful start to the 2018-2019 school year. My finance team has provided support regarding any questions that have been raised by the Acting Superintendent on the school budget, as well as helping the district select new finance officials by participating in the preliminary search committees both for a new Assistant Superintendent for Finance & Operations and for Assistant Business Manager of Transportation.

The finance team, including the Chief Financial Officer and his Deputy CFO, has participated in numerous conference calls and meetings with school officials regarding ongoing financial matters in the district. Also, the purchasing department has—and will continue—to assist the District in preparing the district for the opening of the schools. My Administration will continue to act in an advisory role as much as necessary for the schools during this time of transition.

Please let me know if you have any questions regarding this matter.

Sincerely,

Eileen M. Donoghue  
City Manager

CC: Conor Baldwin, Chief Financial Officer