



# LOWELL SCHOOL COMMITTEE

## REGULAR MEETING MINUTES

<b>Date:</b>	June 1, 2022
<b>Time:</b>	6:30PM
<b>Location:</b>	City Council Chamber, 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 [mpalazzo@lowell.k12.ma.us](mailto:mpalazzo@lowell.k12.ma.us). If 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 6:43 p.m., members present were, namely: Ms. Doherty, Mr. Lay, Ms. Martin, Ms. Thompson, Mayor Chau, Ms. Chhoun and Ms. Delrossi.**

### 3. SPECIAL ORDER OF BUSINESS

#### 3.1. Spotlight On Excellence: 2022 Civics Day Event

Ms. Santelmann, Coordinator of Science & Social Studies informed the Committee that on Monday, April 4, 2022, the Lowell Public Schools (LPS) held their first annual Civics Day event. This event was a celebration of the action civics projects completed by LPS students during the school year. Lowell Public School's eighth grade students and the select classes at Lowell High School worked for weeks on identifying root causes of local issues, talking with local legislators and change makers, and advocating passionately for a proposed solution. Eighth graders from the Wang Middle School: Laylani Trieu, Angelina Chea and Kobe Martin presented "Racisms' Impact on Mental Health" and Eleventh graders from Lowell High School: Alice Mwangi and Lilliana DaSilva presented "Combatting Homelessness by Building a Tiny Home Village of Temporary Shelters". In addition to LPS staff, Civics Day judges included: School Committee members, City Council members, and State Representative Vanna Howard, and City Manager Tom Golden. Manager Golden was the keynote speaker at the event. Committee members congratulated and thanked all involved.



#### 4. MINUTES

4.1. Approval of the Minutes of the FY23 Budget Session of Monday, May 16, 2022

**Ms. Martin made a motion to accept and place on file the minutes of the FY23 Budget Session of Monday, May 16, 2022 and the Regularly Scheduled School Committee Meeting that was held on Wednesday, May 18, 2022; seconded by Ms. Thompson. 7 yeas APPROVED**

4.2. Approval of the Minutes of the Regularly Scheduled School Committee Meeting off Wednesday, May 18, 2022

**Ms. Martin made a motion to accept and place on file the minutes of the FY23 Budget Session of Monday, May 16, 2022 and the Regularly Scheduled School Committee Meeting that was held on Wednesday, May 18, 2022; seconded by Ms. Thompson. 7 yeas APPROVED**

**Ms. Doherty made a motion to refer the Response to Motion 02. CSO of 02/02/22 by Jackie Doherty Relative to Interventions and Enhancements that appeared on the May 18, 2022 School Committee agenda to a Joint Policy and Curriculum Subcommittee meeting for further discussion; seconded by Ms. Martin. 7 yeas APPROVED**

#### 5. PERMISSION TO ENTER

5.1. Permission to Enter: June 1, 2022

**Ms. Doherty made a motion to approve the Permission to Enter (Bon Marche Trust); seconded by Ms. Thompson. 7 yeas APPROVED**

#### 6. MEMORIALS

6.1. Moment of Silence to Honor the Lives Lost of the 19 Children and 2 Teachers Who Were the Victims of the Senseless, Horrific Shooting at Robb Elementary School in Uvalde, Texas.

#### 7. MOTIONS

7.1. [By Eileen DelRossi]: Request the Superintendent to work with school and City unions, PTO organizations and volunteer organizations to put together an “All Hands On Deck” cosmetic task force with the goal to update schools identified in need of painting, and/or cosmetic upgrades over summer break.

**Ms. Delrossi made a motion to approve; seconded by Mr. Lay. 7 yeas APPROVED**

7.2. [By Eileen DelRossi]: Request the Superintendent to audit Special Education teacher caseload across the district.

**Ms. Delrossi made a motion to approve; seconded by Ms. Chhoun. 7 yeas APPROVED**



**7.3. [By Jackie Doherty]:** Request the Superintendent provide a report on sex education programming per middle school, including type of instruction on topics such as contraception, human sexuality, consent, and pregnancy, as well as curriculum covered/time allotted at each grade and any use of outside programs, materials or guest speakers.

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

**7.4. [By Jackie Doherty]:** Request the Superintendent provide a report by June 10 that responds to the payroll and processing concerns identified in the Powers + Sullivan Audit in preparation for a joint meeting with finance subcommittees. The report should address: How much was mistakenly paid out; how much recouped; why people were paid in error, and what is being done to make sure it doesn't happen again.

Ms. Martin asked that the Committee be provided with pertinent information needed associated with cost to get the district in an appropriate place.

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

## **8. SUBCOMMITTEES**

**8.1. School Improvement & Performance Management Subcommittee:** Report and Approval of the Meeting of Thursday, May 12, 2022 [Dominik H. Lay, Chairperson]

Mr. Lay, Chairperson of the School Improvement & Performance Management informed the Committee that six (6) schools were invited to present to the Subcommittee to speak about their individual School Site Council QIP and Budget Process. The schools chosen to present were Adie School, Bailey School, Bartlett School, Lowell High School, McAvinnue School, and the Wang School. Each school's presentation included the following:

- Introduction of School Site Council Team.
- Overview of QIP Goals and process for landing those goals.
- Overview of major budget decisions to align resources to those goals.
- Any new developments as a result of this process.

**Ms. Thompson made a motion to accept the report as a report of progress; seconded by Ms. Chhoun. 7 yeas APPROVED**

**8.2. Curriculum & Instruction Subcommittee Meeting:** Report and Approval of the Meeting of Monday, May 16, 2022 [Connie Martin, Chairperson]

Ms. Martin, Chairperson of the Curriculum & Instruction Subcommittee informed the Committee that a discussion took place at the Subcommittee around Making Proud Choices that provides sexual health education utilizing a science-based curriculum. Ms. Martin stated that the concerns that have been



raised need to be addressed. She stated that the Committee needs to look at this next year and evaluate it to see what the students have gotten out of it.

**Ms. Martin made a motion to move forward with the health proposal; no second given. MOTION FAILS**

Ms. Doherty asked if we will be continuing teaching health.

Superintendent Boyd stated that he will be bringing back a recommendation at a later time.

Ms. Doherty stated that she had concerns when it was first brought forward.

**Ms. Chhoun made a motion to accept the report as a report of progress; seconded by Mr. Lay. 7 yeas APPROVED**

**Mr. Lay made a motion to take the agenda out of order to vote on 10.1. Memorandum of Agreement with Community Teamwork and YMCA Regarding Expansion of Early Learning; seconded by Ms. Thompson. 7 yeas APPROVED**

**8.3. Policy & Governance Subcommittee Meeting:** Report of the Meeting of Wednesday, June 1, 2022  
[Jackie Doherty, Chairperson]

Ms. Doherty, Chairperson of the Policy & Governance Subcommittee spoke to the Committee about the changes to the 2022-2023 School Assignment Policy. The policy delineates the process for next year's kindergarten students, new students to the school district and transfer students. This policy will better streamline and document operational processes for transfers, waitlists, address changes and appeals. She stated that the changes were not substantive and that every year the wait list will be refreshed.

**Ms. Delrossi made a motion to accept the report as a report of progress; seconded by Mr. Lay. 7 yeas APPROVED**

**8.4. Facilities & Transportation Subcommittee:** Report of the Meeting of Wednesday, June 1, 2022  
[Jackie Doherty, Chairperson]

Ms. Doherty, Chairperson of the Facilities and Transportation Subcommittee stated that the STEM Portables and contingency plan was discussed as well as furniture and priority needs. She stated that the lockers at Lowell High School can be refurbished and repurposed by September and the cafeteria tables that need to be replaced will be replaced by the fall as well. She stated they discussed HVAC concerns as well as twelve (12) schools that have safety issues around their entry ways. She also asked that a list be provided to the subcommittee of windows that need to be repaired as well as screens and shades that are needed.

**Ms. Delrossi made a motion to have the top HVAC concerns in our school buildings be compiled on a list (including windows/shades) so the Facilities Subcommittee can bring it to the City Council Facilities Subcommittee when they meet; seconded by Mr. Lay. 7 yeas APPROVED**



**Ms. Thompson made a motion to accept the report as a report of progress; seconded by Ms. Martin. 7 years APPROVED**

## **9. REPORTS OF THE SUPERINTENDENT**

### **9.1. Lowell Public Schools Enrollment Process Review**

Ms. Martin asked for a representative from the Public Consulting group to be present at the Subcommittee meeting to discuss their findings.

**Ms. Doherty made a motion to refer the Lowell Public Schools Enrollment Process Review to the Equity & Access Subcommittee for further discussion; seconded by Ms. Martin. 7 years APPROVED**

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 9.1 through 9.3 as reports of progress; seconded by Ms. Chhoun. 6 years, 1 absent (Ms. Delrossi) APPROVED**

### **9.2. Report On Motions**

Superintendent Boyd provided the Committee with an updated report on the status of outstanding motions and asked the Committee if they had any concerns or questions.

**Ms. Martin made a motion to remove all motions that belong to previous School Committee members that are no longer serving; seconded by Mr. Lay. 7 years APPROVED**

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 9.1 through 9.3 as reports of progress; seconded by Ms. Chhoun. 6 years, 1 absent (Ms. Delrossi) APPROVED**

#### **9.2.1. Response to Motion 05. CFO of 04/06/22 By Eileen DelRossi Regarding Line Item Budget from Munis**

Ms. Turner, Chief Financial Officer provided a report to the Committee that stated that the Department of Elementary and Secondary Education (DESE) specifies the reporting functional categories. The Lowell Public School's budget is built with these DESE function codes as the sorting categories. The first section of the budget book comprises of 3% of the district's general fund budget. The second category tracks instructional costs and that consumes 71% of the general fund budget. The third section covers various pupil services which consumes 9% of the general fund budget. Facilities and Capital costs are separated in the DESE function and these consume 4% of the general fund budget. Health and Out of District costs consume 10% and 3% of the general fund budget.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 9.1 through 9.3 as reports of progress; seconded by Ms. Chhoun. 6 years, 1 absent (Ms. Delrossi) APPROVED**



9.2.2. Response to Motions 06. & 08. CFO of 04/06/22 & 05/04/22 By Eileen DelRossi Regarding Status On Copy Machines

Ms. Turner, Chief Financial Officer provided a report to the Committee that informed them that for several months, our schools expressed frustrations regarding lack of supplies, repairs, and support for copiers and printers from our current service provider Axion. Central office made several attempts to communicate with the vendor to address the issues via phone calls and emails memorializing the complaints. However, their progress and responses were very slow due to nationwide material shortage and supply chain issues. On April 4, 2022, our Chief Operating Officer Dr. Hall drafted a “Notice of Default – contract with City of Lowell through its School Committee (2019-2024)” and was signed by our Chief Financial Officer. The intent of the default letter was to formally inform the vendor of poor performance and allow the vendor fifteen (15) days to rectify the issues that the district has brought to their attention as legally required in our contract. Since receiving the “fifteen (15) days to cure” letter from Lowell Public Schools on 04/08/2022, the vendor has further engaged Konica Minolta for additional support and has shipped more than forty-two (42) toner orders as well as addressed many other issues. Central office will continue to be in communication with the vendor to ensure all of our schools’ copier and printer needs are addressed. Central office has requested a bi-weekly meeting with the vendor to ensure services and supplies will be delivered as scheduled according to the contract. In the meantime, our Chief Schools Officer is aware of the dire situation and is scheduled to meet with the Principals to see if we can collaborate and share resources among schools to alleviate some of the bottlenecks. As of 5/26/2022, central office has not heard of anymore issues with our schools. The Deputy CFO will continue to be in contact with the vendor to ensure our issues are addressed in a timely fashion.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 9.1 through 9.3 as reports of progress; seconded by Ms. Chhoun. 6 yeas, 1 absent (Ms. Delrossi) APPROVED**

9.2.3. Response to Motion 09. CFO of 05/18/22 by Eileen DelRossi Regarding Grant Paid Positions

Ms. Turner, Chief Financial Officer provided a report to the Committee that informed them that grants fluctuate year to year. Since allocations are not released until the summer months, the budget is built with estimates using current year grants unless there was data to support otherwise. The district currently has approximately 314 positions (including both part time and full time) charged to grants. These positions support programs and initiatives.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 9.1 through 9.3 as reports of progress; seconded by Ms. Chhoun. 6 yeas, 1 absent (Ms. Delrossi) APPROVED**

9.3. Personnel Report

The Personnel Report officially informs the Committee of all retirements, resignations, promotions and new hires.



**Ms. Thompson made a motion to accept the following Reports of the Superintendent 9.1 through 9.3 as reports of progress; seconded by Ms. Chhoun. 6 yeas, 1 absent (Ms. Delrossi) APPROVED**

#### 9.4. Home Education

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

Kevia Aparicio

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

### **10. NEW BUSINESS**

#### 10.1. Memorandum of Agreement with Community Teamwork and YMCA Regarding Expansion of Early Learning

Ms. Chhoun asked how parents can apply.

Ms. Phillips stated that 104 students have applied already and we only have fifty-four (54) seats. The district has reached out to families to see what their needs are and to try and place them.

**Ms. Delrossi made a motion to approve the Memorandum of Agreement with Community Teamwork and YMCA Regarding Expansion of Early Learning; seconded by Ms. Thompson. 6 yeas, 1 absent (Ms. Martin) APPROVED**

#### 10.2. Permission to Post: Coordinator Data Analysis

Ms. Martin asked how this fits in the existing structure.

Mr. Skinner stated that the data office is understaffed compared to other districts and will share data with the Committee.

Mr. Lay asked about justifying the salary.

Dr. Hall stated that it's according to LSAA's contract.

**Ms. Doherty made a motion to Post: Coordinator Data Analysis; seconded by Ms. Thompson. 7 yeas APPROVED**



10.3. Second Reading and Approval of Final Version of School Assignment Policy File: JCA

**Ms. Doherty made a motion to approve the School Assignment Policy File: JCA; seconded by Mr. Lay. 7 yeas APPROVED**

10.4. Vote to Approve an Adjustment to the Date the Committee Shall Annually Evaluate the Superintendent from July 1 to no Later Than August 1

Ms. Martin stated that the Committee will be provided with the Superintendent's goals at least two (2) weeks earlier so they can review the materials.

Ms. Doherty asked if they would receive the materials on July 1<sup>st</sup> and asked if the amount of materials could be limited seeing that last year the materials given to them weighed 11 lbs.

**Ms. Martin made a motion to approve the Adjustment to the Date the Committee Shall Annually Evaluate the Superintendent from July 1 to no Later Than August 1; seconded by Ms. Delrossi. 7 yeas APPROVED**

10.5. Budget Transfer

**Ms. Doherty made a motion to approve the budget transfer of \$131,014; seconded by Ms. Thompson. 7 yeas APPROVED**

10.6. Vote to Change the July and August School Committee Meetings to Second Week

**Ms. Martin made a motion to change the July and August School Committee Meetings to the Second Week; seconded by Ms. Thompson. 7 yeas APPROVED**

10.7. 2022-2023 School Committee Meeting Dates

**Ms. Thompson made a motion to change the April 19, 2023 meeting to April 12, 2023; seconded by Ms. Doherty. 7 yeas APPROVED**

**Ms. Doherty made a motion to approve the School Committee Meeting Dates with the changes voted on (April 19, 2023 meeting to April 12, 2023); seconded by Ms. Delrossi. 7 yeas APPROVED**

10.8. Vote to Accept a Donation of \$5.000 from the Laura Bush Foundation

**Ms. Thompson made a motion to accept a donation of \$5.000 from the Laura Bush Foundation; seconded by Mr. Lay. 7 yeas APPROVED**





#### 10.9. Approval of a Research Proposal: UMASS Lowell

Ms. Desmond, Chief Academic Officer at Lowell Public Schools, and is enrolled in a doctoral program at University of Massachusetts Lowell's Leadership in Education program. A requirement of the program, prior to completing a dissertation, is to complete a pilot study to test the interview instrument and to determine whether additional research questions are necessary. Ms. Desmond's objective of her research is to determine if the pilot study findings will help to inform whether teachers perceive remote instruction as an effective practice of instruction and to uncover what elements of remote instruction teachers' perceive as effective and/or problematic.

**Ms. Chhoun made a motion to approve the Research Proposal: UMASS Lowell; seconded by Mr. Lay. 7 yeas APPROVED**

#### 10.10. Approval of a Research Proposal: American International College

Mr. Maak, is a reading interventionist at Abraham Lincoln Elementary School, and is enrolled in a doctoral program at American International College's Teaching and Learning Program. A requirement of the program is to complete a dissertation-in-practice research study. Mr. Maak's objective of his research is to investigate the lived experience of twelve (12) public school educators as they perceive student transfer of knowledge within a cooperative classroom environment. Data for this research study will be collected by virtual Zoom semi-structured interviews, via review and analysis of relevant documentation available in the public domain such as school board meetings and associated documents, and analysis of educator materials pertaining to their cooperative education activities. Data gathered from this study may assist future modifications to cooperative education standards and methodologies

**Ms. Martin made a motion to approve the Research Proposal: American International College; seconded by Ms. Delrossi. 7 yeas APPROVED**

### 11. PROFESSIONAL PERSONNEL

11.1. The Members of the United Teachers of Lowell Hereby Donate Thirty-Eight [38] Sick Leave Days to Donna Benites, Bartlett School Teacher

**Ms. Chhoun made a motion to bundle and approve professional personnel 11.1 through 11.3; seconded by Ms. Doherty. 7 yeas APPROVED**

11.2. The Members of the United Teachers of Lowell Hereby Donate Twenty-One [21] Sick Leave Days to Kathleen Zaharakes, Reilly School Teacher

**Ms. Chhoun made a motion to bundle and approve professional personnel 11.1 through 11.3; seconded by Ms. Doherty. 7 yeas APPROVED**



11.3. The Members of the United Teachers of Lowell Hereby Donate Two [2] Sick Leave Days to Gerson Colon, Lowell High School Teacher

**Ms. Chhoun made a motion to bundle and approve professional personnel 11.1 through 11.3; seconded by Ms. Doherty. 7 yeas APPROVED**

## 12. EXECUTIVE SESSION

12.1. Items:

1. Negotiations related to proposed lease for Central Office and issues related to expiration of lease for Dr. Janice Adie Day School
2. Unaffiliated Personnel:
  - a. Consideration of Successor Contracts for Chief Financial Officer/Assistant Superintendent and Chief Equity & Engagement Officer/Assistant Superintendent
  - b. Negotiations related Contract Benefit: To Donate Sick Days
3. LSAA- Consideration of Memoranda of Agreement

**Ms. Martin made a motion to recess at 8:47 p.m. and to enter into Executive Session for the purpose of discussing negotiations related to proposed lease for Central Office and issues related to expiration of lease for Dr. Janice Adie Day School, Unaffiliated Personnel: consideration of Successor Contracts for Chief Financial Officer/Assistant Superintendent and Chief Equity & Engagement Officer/Assistant Superintendent, negotiations related Contract Benefit: To Donate Sick Days, and LSAA- Consideration of Memoranda of Agreement , of which Open Meeting Discussion May Have A Detrimental Effect On The Bargaining Or Litigating Position Of The Public Body, and to adjourn from Executive Session; seconded by Mr. Lay. 7 yeas APPROVED**

## 13. ADJOURNMENT

**Ms. Martin made a motion to recess at 8:47 p.m.; seconded by Mr. Lay. 7 yeas APPROVED**

Respectfully submitted,

**Joel D. Boyd, Ed.D., Superintendent and  
Secretary to the Lowell School Committee**

JDB/mes