



# LOWELL SCHOOL COMMITTEE

## *REGULAR MEETING MINUTES*

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**Date:** August 15, 2018  
**Time:** 6:30PM  
**Location:** City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

### 1. SALUTE TO FLAG

### 2. ROLL CALL

**On a roll call at 6:33 p.m., all members were present, namely: Mr. Descoteaux, Ms. Doherty, Mr. Hoey, Mr. Lay, Ms. Martin, Mr. Nutter and Mayor Samaras.**

### 3. SPECIAL ORDER OF BUSINESS

#### 3.1. Introduction of New Administrators

Acting Superintendent Durkin informed the Committee of the District and School Administrators that have been hired for the 2018 – 2019 school year. Please see the names below of the hires, many of them were present at the meeting:

Billie Jo Turner	Interim Assistant Superintendent for Finance and Operations
John Descoteaux	Interim Assistant Business Manager for Transportation
Mary Payne	Acting Assistant Superintendent for Student Support Services
Frank Vicente	Coordinator, Laura Lee Therapeutic Day School
Ginger Coleman	Interim Principal, Lincoln School
Kathleen McLaughlin	Principal, Morey School
Ronald Fusco	Assistant Principal, Reilly School
Bridget Dowling	Principal, Robinson School
Carl DeRubeis	Assistant Principal, Robinson School
Gregory Passeri	Principal, Shaughnessy School
Roger Morneau	Assistant Principal, STEM Academy @ Rogers
Nancy Cronos	Interim Assistant Principal, STEM Academy @ Rogers

### 4. MINUTES

4.1. **Minutes:** Approval of the Minutes of the regularly scheduled Lowell School Committee Meeting of Wednesday, July 18, 2018

**Ms. Martin made a motion to accept and place on file the minutes from the July 18, 2018, July 25, 2018, July 31, 2018 and August 8, 2018 Lowell School Committee meetings; seconded by Mr. Lay. 7 yeas APPROVED**



4.II. **Minutes of the Special Meeting:** Approval of the Minutes of the Special Meeting of the Lowell School Committee Meeting of Wednesday, July 25, 2018.

**Ms. Martin made a motion to accept and place on file the minutes from the July 18, 2018, July 25, 2018, July 31, 2018 and August 8, 2018 Lowell School Committee meetings; seconded by Mr. Lay. 7 yeas APPROVED**

4.III. **Minutes of the Special Meeting:** Approval of the Minutes of the Special Meeting of the Lowell School Committee Meeting of Tuesday, July 31, 2018.

**Ms. Martin made a motion to accept and place on file the minutes from the July 18, 2018, July 25, 2018, July 31, 2018 and August 8, 2018 Lowell School Committee meetings; seconded by Mr. Lay. 7 yeas APPROVED**

#### 4.IV. **Minutes of the Special Meeting**

Approval of the Minutes of the Special Meeting of the Lowell School Committee Meeting of Wednesday, August 8, 2018.

**Ms. Martin made a motion to accept and place on file the minutes from the July 18, 2018, July 25, 2018, July 31, 2018 and August 8, 2018 Lowell School Committee meetings; seconded by Mr. Lay. 7 yeas APPROVED**

#### 5. **PERMISSION TO ENTER**

##### 5.I. **Permission To Enter: August 15, 2018**

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

#### 6. **MEMORIALS**

6.I. **Carol Ann Reidy, mother-in-law of Jeff Gwiazda, Coordinator of Mathematics for Lowell Public Schools.**

#### 7. **MOTIONS**

7.I. **[by Gerard Nutter]:** Mayor convene "Special Meeting" between School And City Council Finance subcommittee with the Supt. 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.

**Mr. Nutter made a motion to approve; seconded by Ms. Doherty. 6 yeas, 1 nay APPROVED**



7.II. **[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.

Mr. Descoteaux asked Mr. Nutter if he would be amendable to changing the word "privatize" to "outsource". Mr. Nutter had no issue with the change.

**Mr. Nutter made a motion to approve; seconded by Ms. Doherty. 6 yeas, 1 nay APPROVED**

7.III. **[by Gerard Nutter]:** Request Superintendent and Mayor ask the City Manager to fully staff each fire station located near city schools to insure our students safety until proper repairs have been made especially in light of Collins Center Report to the City which states "given nationwide concerns about school safety at the present time, it is unacceptable to have doors that do not lock properly and/or emergency exit doors that do not open or are otherwise nonfunctional."

Laura Ortiz registered and spoke about this motion.

Mayor Samaras stated that he would reach out to the Fire Chief and the Police Chief with regards to attending a Lowell School Committee meeting in September to address their concerns/questions. Committee members also requested a copy of the Collins Report.

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

7.IV. **[by Andy Descoteaux and Gerry Nutter]:** Request that the Facilities, School Buildings and Transportation Subcommittee meet to come up with a priority list of school repairs and improvements that are currently needed in our schools. Richard Underwood should be in attendance for this meeting.

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

7.V. **[by Andy Descoteaux and Gerry 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.

The Mayor and Committee members agreed to try and consolidate the above requested Subcommittee meetings.

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



## 8. SUBCOMMITTEES

8.I. **Personnel Subcommittee:** [Connie Martin, Chairperson] Report and Approval of the Meeting of Wednesday, August 8, 2018

Ms. Martin, Chairperson of the Personnel Subcommittee informed the Committee that the Subcommittee discussed the posting of and hiring process for the Director of Human Resources. The administration informed the Subcommittee that NESDEC had been contacted and the district has requested names of candidates who would be immediately available to serve as an Interim H.R. Director for the Lowell School Department. Ms. Martin stated that the administration has alternatives plans if NESDEC is unable to provide candidates. The Acting Superintendent also informed the Subcommittee that she and the Human Resources staff has met with the President of Human Resources Services, Inc. to develop a plan for a comprehensive human resource audit. Ms. Martin stated that the Acting Superintendent is moving forward with her plan to institute the audit and to put the position out for an Interim Human Resources Director and if that doesn't happen will look at her back up plan.

Ms. Martin made a motion to accept the Personnel Subcommittee report as a report of progress; seconded by Mr. Hoey. 7 yeas APPROVED

## 9. REPORTS OF THE SUPERINTENDENT

### 9.I. Budget Update

The following people registered and spoke about the report:

Wendy Crocker-Roberge  
Peter Holtz  
Leslie Oxtan  
Laura Ortiz

Acting Superintendent Durkin asked Interim Assistant Superintendent Turner to speak about the budget update that she had provided the Committee. Interim Assistant Superintendent Turner stated that the preliminary review of the budget identified \$1,871,044 in under-funded budgetary line items due to offsets that are not available and other necessary costs with insufficient funding. The majority of the unavailable offsets intended to use Food Service and Use of Facilities revolving accounts as a means of reducing the General Fund budget. Neither the available balances nor historical revenue data support the budgeted offsets. The immediate concerns include the inability to purchase operating supplies to start the school year and unbudgeted positions that are critical to continue with our planned programs/schedules. The report also included two (2) versions of the same list of identified areas of concern. Interim Assistant Superintendent Turner stated that she plans to continue a thorough review of the approved budget to ensure that there are not additional areas of concerns. She has also contacted the Department of Elementary and Secondary Education (DESE) to receive guidance on allowed costs.



It is recommended by Acting Superintendent Durkin and Interim Assistant Superintendent Turner to delay any additional allocation until the review is complete and the district hears back from the DESE. The Acting Superintendent recommended a Special Meeting of the School Committee for next week so the administration can provide another budget update.

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

#### 9.II. Lowell High Pool Update

David Lezenski, Athletic Director at Lowell High School informed the Committee that the Swim Teams during the Fall and Winter Seasons will be swimming at UMass Lowell.

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

#### 9.III. Lowell High School Schedule Update

Acting Superintendent Durkin informed the Committee that she received an update today and that the Lowell High Schedules will be live and in the portal on Thursday, August 16, 2018 and available for teachers to access. The goal is to get all of the schedules printed and mailed out within the next few days.

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

#### 9.IV. Director of Human Resources Position Update

Acting Superintendent Durkin informed the Committee that the job posting for the Director of Human Resources had not been posted prior to August 8, 2018. The update is a follow-up to an inquiry by Ms. Doherty regarding the job posting of the position for the Director of Human Resources.

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

#### 9.V. Report on Motions

Acting Superintendent Durkin provided the Committee with an updated list of motions and welcomed any questions from the Committee.

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



#### 9.VI. Enrollment Figures

The district enrollment report provided to the Committee showed the breakdown by school and grade through July 27, 2018.

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

#### 9.VII. List of Eligible Teachers

The List of Eligible Teachers officially informs the Committee of all eligible teachers by subject and grade.

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

#### 9.VIII. Personnel Report

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

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

#### 9.IX. Home Education

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

Jonathan & Diane Kapaldo  
64 Wedgemere Drive

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

### 10. NEW BUSINESS

#### 10.I. Consideration of Employees from Priority List

Due to the status of the budget, no action was taken.



Acting Superintendent Durkin did inform the Committee about a teaching position that was budgeted on a grant budget and on the general fund. Acting Superintendent Durkin would like to move forward with the hiring of that position. The STEM Academy @ Rogers is in need of an allied arts teacher due to their enrollment.

**Mr. Nutter made a motion to allow the Principal to post the position of an allied arts teacher at the STEM Academy @ Rogers; seconded by Ms. Doherty. 6 yeas, 1 nay APPROVED**

#### 10.II. STEM Academy @ Rogers Time Change

The 6<sup>th</sup> and 7<sup>th</sup> graders at the STEM Academy @Rogers will be changed to an 8:40 a.m. start time.

**Mr. Nutter made a motion to approve the STEM Academy @ Rogers Time Change; seconded by Ms. Martin. 7 yeas APPROVED**

#### 10.III. Vote To Accept a Donation to Day School and the FRC From Daly Group totaling \$32,000.

The Daly Group donated a defibrillator to the Family Resource Center. Additionally, they've donated office furnishings, fixtures, kitchen equipment, toys, other equipment and all consumables to the Day School.

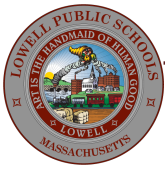
**Mr. Hoey made a motion to accept the donation to the Day School and the Family Resource Center totally \$32,000; seconded by Mr. Nutter. 7 yeas APPROVED**

### 11. CONVENTION/CONFERENCE REQUESTS

#### 11.I. Trip- New York

Permission for Morey School Literacy Specialist, Patricia Shepherd, Anne Conant and Kerri Ann Unger, First Grade Teachers to attend the Units of Study in Phonics Institute at Teachers College in New York, NY from Monday, August 20, 2018 through Wednesday, August 22, 2018. The total cost of the Institute is \$2,500 and will be paid by the Morey School Professional Development account. No substitute teacher needed.

**Mr. Descoteaux made a motion to take and approve all four (4) convention/conference requests together; seconded by Mr. Nutter. 7 yeas APPROVED**



#### 11.II. LHS- Hanover, NH

Permission for 30 Student Athletes, along with their coaches: Mary Beth Finn, Nate Kraft, Tim Patterson and Scott Ouellet, to attend the MIAA sanctioned Dartmouth College Relays at Leverone Field House in Hanover, NH from Friday, January 4, 2019 through Saturday, January 5, 2019. The cost of \$500 entry fees and \$315 for 3 substitute teachers will be paid by the LHS Athletic Department.

**Mr. Descoteaux made a motion to take and approve all four (4) convention/conference requests together; seconded by Mr. Nutter. 7 yeas APPROVED**

#### 11.III. LHS-Cross Country

The LHS Boys' and Girls' Cross Country teams [28], along with their coaches: Mary Beth Finn, Nate Kraft, Tim Patterson and Scott Ouellet, to travel to the Manhattan College Invitation in Yonkers, NY from Friday, October 12 through Saturday, October 13, 2018. The cost of \$225 for entry fees in addition to \$210 for two substitute teachers will be paid by the LHS Athletic Department.

**Mr. Descoteaux made a motion to take and approve all four (4) convention/conference requests together; seconded by Mr. Nutter. 7 yeas APPROVED**

#### 11.IV. LHS- MIAA

Permission for 28 Lowell High School Students, along with their coaches: Mary Beth Finn, Nate Kraft, Tim Patterson and Scott Ouellet, to attend the MIAA All-State Cross Country Championship in Northfield, MA from Friday, November 16th through Saturday, November 17, 2018. There is no cost for attending this conference. The total cost of \$1,500 for hotel accommodations and the \$210 for two substitute teachers will be paid by the LHS Athletic Department.

**Mr. Descoteaux made a motion to take and approve all four (4) convention/conference requests together; seconded by Mr. Nutter. 7 yeas APPROVED**

### 12. COMMUNICATIONS

#### 12.I. Invitation to Lowell Day School Grand Opening

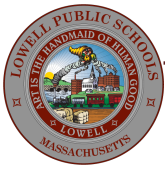
**Ms. Martin made a motion to accept the communication and to place it on file; seconded by Mr. Nutter. 7 yeas APPROVED**

### 13. EXECUTIVE SESSION

#### 13.I. Executive Session:

Discussion regarding review of communications from Superintendent Khelfaoui's attorney, and the proposed Notice of Contract Termination which involve (i) strategy regarding contract negotiations with nonunion personnel, and (ii) litigation strategy, public discussion of which may detrimentally affect the School Committee's position.





**Mr. Nutter made a motion to recess at 8:39 p.m. and to enter into Executive Session for the purposes reviewing communications from Superintendent Khelifaoui's attorney, and the proposed Notice of Contract Termination which involve (i) strategy regarding contract negotiations with nonunion personnel, and (ii) litigation strategy, public discussion of which may detrimentally affect the School Committee's position, and to adjourn from Executive Session; seconded by Ms. Doherty. 7 years APPROVED**



#### 14. ADJOURNMENT

Mr. Nutter made a motion to recess at 8:39 p.m.; seconded by Ms. Doherty. 7 yeas Approved

Respectfully submitted,

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

JMD/mes