



LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: January 17, 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 6:34 p.m., members present were, namely: Mr. Hoey, Mr. Lay, Ms. Martin, Mr. Nutter, Mayor Samaras and Ms. Doherty. Mr. Descoteaux was absent.

3. MINUTES

3.I. Minutes: Approval of the Minutes of the Inauguration Exercises of Tuesday, January 2, 2018

Ms. Martin made a motion to accept the minutes and to place them on file; seconded by Mr. Nutter. 6 years, 1 absent APPROVED

3.II. Minutes: Approval of the Minutes of the regularly scheduled Lowell School Committee Meeting of Wednesday, January 3, 2018

Ms. Martin made a motion to accept the minutes and to place them on file; seconded by Mr. Nutter. 6 years, 1 absent APPROVED

Superintendent Khelfaoui addressed the Committee and the public about the recent successful negotiations with LSAA. Dr. Khelfaoui reported that the LSAA union essentially received the same as the UTL union.

4. PERMISSION TO ENTER

4.I.: Permission To Enter: January 17, 2018

Mr. Nutter made a motion to approve the Permission to Enter; seconded by Ms. Martin. 6 years, 1 absent APPROVED

5. MEMORIALS

5.I. Memorial - Robinson

Nancy (Carr) Robinson, mother of Michael Ducharme, McAvinnue School Principal.



5.II. Memorial - Conant

Maybelle "Meg" Conant, mother of Anne Conant, Morey School teacher.

5.III. Memorial - McCoy

Donald McCoy, brother of Mary R. Bator Executive Secretary of Finance & Operations, brother-in-law of retired Daley School custodian Ronald Bator and uncle of Susan McCoy Washington School teacher.

6. UNFINISHED BUSINESS

6.I. Establishment Of Subcommittees

Mayor Samaras provided the Committee with their Subcommittee assignments. Superintendent Khelfaoui informed the Committee that the administrative representative for the Lowell High School Subcommittee will be the Head of School.

Mr. Hoey made a motion to approve the Establishment of Subcommittees; seconded by Ms. Doherty. 6 years, 1 absent APPROVED

7. MOTIONS

7.I. [By Gerard Nutter]: Request the Superintendent update committee on status of Capital Budget, how much is there and what are we using it on?

Mr. Nutter made a motion to approve; seconded by Ms. Martin. 6 years, 1 absent APPROVED

7.II. [By Gerard Nutter]: Request the Superintendent share the results of the recent Food Service Audit as soon as it becomes available.

Mr. Nutter made a motion to approve; seconded by Mr. Hoey. 6 years, 1 absent APPROVED

7.III. [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.

Mr. Descoteaux made a motion to approve; seconded by Ms. Hoey. 6 years, 1 absent APPROVED

7.IV. [By Dominik Hok Lay]: Request the Superintendent to build more administrative support in our middles schools when establishing the FY19 Budget.

Mr. Lay made a motion to approve; seconded by Mr. Hoey. 6 years, 1 absent APPROVED



7.V. [By Dominik Hok Lay]: Request the superintendent to establish a minimum class size of 10 students in LHS elective classes, before it can be offered. The Superintendent must approve all exceptions.

Mr. Lay made a motion to approve; seconded by Ms. Doherty. 6 yeas, 1 absent APPROVED

7.VI.[By Robert Hoey]: Request that the School Committee considers replacing the following subcommittee:

“Safety & Discipline – Alternative School Program-Student Support Services - Special Education - Ad-Hoc on Extended Time - (Mayor’s Task Force on Desegregation)

With the following separate committees:

1. “Student Support Services”

This subcommittee will deal with matters pertaining to student support services including: Safety & Discipline, Alternative Education, Parents’ Support, and other student services related matters referred by the School Committee or the Superintendent.

1. “Special Education”

This subcommittee will deal with all matters pertaining to Special Education.

Mr. Hoey made a motion to approve; seconded by Mr. Lay. 6 yeas, 1 absent APPROVED

7.VII. [By Robert Hoey]: Request that the school committee elect Mr. Andre Descoteaux to represent the School Committee on the City School Building Committee.

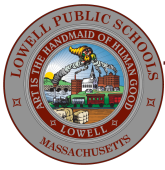
This motion was withdrawn.

7.VIII. [By Jackie Doherty]: Request the Superintendent provide the committee with a report on professional development/services to help staff manage the emotional and mental-health needs of our students, as well as suggestions for additional supports needed going forward.

Ms. Doherty made a motion to approve; seconded by Mr. Hoey. 6 yeas, 1 absent APPROVED

7.IX. [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).

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



8. REPORTS OF THE SUPERINTENDENT

8.I. Workforce Report

Anne Sheehy, Director of Human Resources provided the Committee with a report that addressed the following topics:

- Our Student Demographics
- 2017-2018 Total Hiring
- Trends in Hiring 2013 to Present
- Staff Gender Diversity
- Building Our Educational Pipeline
- District Licensure Program Update
- Staff Residing in Lowell
- 2017-2018 Recruiting Dates
- Substitute Teacher Process
- Degree Attainment of our Staff

Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I. through 8.IX. as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED

8.II. Enrollment Figures

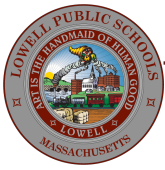
The district enrollment report provided to the Committee showed the breakdown by school and grade through January 9, 2018.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I. through 8.IX. as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED

8.III. Quarterly Report on Motions

Superintendent Khelfaoui presented the Quarterly Report on Motions to the Committee and welcomed any questions they may have. Mr. Nutter stated that a motion that was approved at the December 6, 2017 meeting isn't on the report. The following motion needs to be added to the Quarterly Report on Motions: **[By Connie Martin and Jackie Doherty]: Request that the administration provide the committee with assurances by January meeting showing we are 100% in compliance in the use of Student Activity Fund including an internal or external audit.**

Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I. through 8.IX. as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED



8.IV. Early Release Day Professional Development

Jeannine Durkin, Deputy Superintendent for Student Support Services provided the Committee with a report regarding the Early Release Day on January 10, 2018 that featured Jessica Minahan. Ms. Minahan is a licensed and board-certified behavior analyst (BCBA), author, special educator, and consultant to schools internationally. She specializes in training staff and creating behavior intervention plans for students who demonstrate explosive and unsafe behavior. Ms. Minahan provided three (3) separate trainings for all Lowell Public Schools staff. The presentation was live streamed to all of our schools and the training as well as the live streaming was a huge success.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I. through 8.IX. as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED

8.V. Monthly Financial Report

The Monthly Budget Report that was provided to the Committee by Gary Frisch, Assistant Superintendent for Finance/School Business Administrator showed the budget report for the period ending December 31, 2017. Mr. Frisch gave the following summary:

| | |
|---------------------------------|---------------|
| Original Budget | \$162,073,324 |
| Carrying Forward from Last Year | \$804,150 |
| Adjusted Budget | \$162,877,474 |
| Year-To-Date Expenditures | \$-63,667,170 |
| Outstanding Purchase Orders | \$-8,426,029 |
| Remaining Balance | \$90,784,275 |

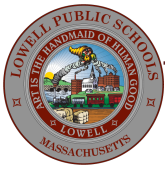
Mr. Nutter asked for more details on the revolving funds. He also asked that the Suspense Account be included in the report with the current balance.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I. through 8.IX. as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED

8.VI. Overtime and Extra Earnings Report

Gary Frisch, Assistant Superintendent for Finance provided the Committee with an overtime report and extra duty pay for all staff members for the month December, 2017.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I. through 8.IX. as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED



8.VII. Response to Jackie Doherty's Motion Of 02/15/17 regarding City Manager - Maintenance Agreement

Gary Frisch, Assistant Superintendent for Finance provided the Committee with a report identifying the city expenditures on behalf of the School Department. The report itemizes the expenditures that are covered in the maintenance of effort agreement that count towards net school spending. The report also shows items listed in the maintenance of effort that does not count toward net school spending. Committee members asked about the increases towards net school spending in the Auditing and MIS departments. Superintendent Khelfaoui said that they are in talks with the City and exploring all the details.

Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I. through 8.IX. as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED

8.VIII. Response to Gerry Nutter's Motion of 1/03/18 regarding Level Funded 2018-19 Budget Estimated Increase

Gary Frisch, Assistant Superintendent for Finance provided the Committee with a report regarding a level funded 2018-2019 budget. Mr. Frisch stated that salaries are estimated to increase by \$6,100,000. If all other budget accounts remain level funded, the School Department would need an increase of \$6,100,000 from Chapter 70 State Aid and Contributed Cash from the City. This estimated increase accounts for the salary base and step increases as well as estimated retirements for full-time staff. Should the School Department received less than the estimated increase, the School Department would need to reduce the budget accordingly.

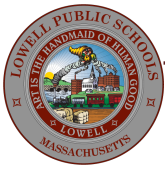
Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I. through 8.IX. as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED

8.IX. Update on Budget Hearing Venue

Superintendent Khelfaoui presented a schedule of budget meetings and available dates of the City Council Chambers as directed by the School Committee.

Ms. Martin made a motion to change the April 25, 2018 Budget Meeting to April 26, 2018 and to change the May 10, 2018 Budget Meeting to May 11, 2018; seconded by Mr. Nutter. 6 yeas, 1 absent APPROVED

Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I. through 8.IX. as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED



9. NEW BUSINESS

9.I. Representative for School Building Committee

Superintendent Khelfaoui informed the Committee that the City Manager has requested a representative from the School Committee to sit on the School Building Committee.

Ms. Doherty made a motion to nominate Ms. Martin as the Representative for the School Building Committee; seconded by Mr. Nutter. 4 yeas, 2 nays, 1 absent APPROVED

9.II. Budget Transfer

| Department: | | SCHOOLS | | | | |
|-----------------------|---------------|----------------|----------------------|--|---------------------------------|---------------|
| TRANSFER TO: | | | | | | |
| Account # | | | | | Description | Amount |
| Org. | Object | Project | DESE Function | | | |
| 91810112 | 544400 | | 2300 | | Pyne Arts SA - General Supplies | \$ 3,000.00 |
| | | | | | TOTAL | \$ 3,000.00 |
| TRANSFER FROM: | | | | | | |
| Account # | | | | | Description | Amount |
| Org. | Object | Project | DESE Function | | | |
| 91837018 | 530002 | | 2350 | | Pyne Arts SA - Prof Devel | \$ 3,000.00 |
| | | | | | TOTAL | \$ 3,000.00 |

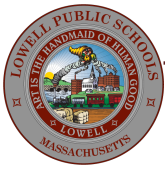
Reason for Transfer: Adjustments to expend the budget.

Ms. Doherty made a motion to approve the budget transfer; second by Mr. Hoey. 6 yeas, 1 absent APPROVED

10. CONVENTION/CONFERENCE REQUESTS

10.I. LHS – ROTC

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 Dayton, Ohio with approximately 45 students for the Air Force National Drill Competition. The competition is scheduled for Saturday, March 24, 2018. The team will depart Lowell High School at approximately 1:30 p.m. on Thursday, March 22, 2018 and travel by bus paid for by the AFJROTC funds, and will return on Monday, March 26, 2018.



The estimated cost of the competition will not exceed a total of \$23,000.00, including transportation, lodging and food. The only cost will be for two substitutes at the cost of \$600 to be charged against LHS Professional Development. This trip will be funded using a combination of AFJROTC funds, student fundraising, and student contribution.

Ms. Doherty made a motion to take and approve all six (6) convention/conference requests together; seconded by Mr. Nutter. 6 yeas, 1 absent APPROVED

10.II. Trip to New York- Patricia Shepherd

Morey School Principal Fred McOsker, requests permission for School Literacy Specialist, Patricia Shepherd, to attend the Coaching of Reading Institute Grades K-8 at Teachers College, New York, NY from Sunday, January 28, 2018 through Wednesday, January 31, 2018. The conference cost of \$1,000.00, which includes \$50.00 per day for meals, will be paid by Morey School Professional Development funds and Ms. Shepherd has made arrangements for lodging and travel. No substitute teacher is needed.

Ms. Doherty made a motion to take and approve all six (6) convention/conference requests together; seconded by Mr. Nutter. 6 yeas, 1 absent APPROVED

10.III. Sullivan- Trip to Museum Of Science

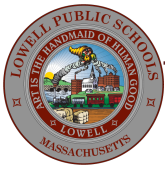
Request permission for Sullivan School students, along with chaperones Bridget Steen, Melissa Botto, Jessica Gallagher, Danielle Sotirakos, Joy Prout, and Ginny Manirath to participate in an overnight field trip to the Museum of Science in Boston on Friday, March 16th through Saturday, March 17th 2018. The trip will be paid by students and staff. The McAvinnue School Student Activity Account will pay for the transportation cost. There are no costs to the School Department budget. No substitute teacher is needed.

Ms. Doherty made a motion to take and approve all six (6) convention/conference requests together; seconded by Mr. Nutter. 6 yeas, 1 absent APPROVED

10.IV. Career Academy- Lauren Campion Trip to TX

Permission for Career Academy Engagement Center staff member Lauren Campion, to attend the Students at the Center Challenge Conference. The conference to take place from Wednesday, January 31, 2018 through Friday, February 2, 2018 in Houston, TX. The cost of the conference will not exceed \$519.00 and will be funded by Full Service Community School grant (1674). No substitute teacher is needed.

Ms. Doherty made a motion to take and approve all six (6) convention/conference requests together; seconded by Mr. Nutter. 6 yeas, 1 absent APPROVED



10.V. Trip - CSI Institute

Assistant Superintendent Robin Desmond request permission for an overnight, out of state attendance of the Center for School Improvement (CSI) Institute for a collaborative Lowell Public Schools - United Teachers of Lowell team for Thursday, January 18, 2018 to Saturday, January 20, 2018. The team will consist of: Dr. Salah Khelifaoui – Superintendent of Schools, Nan Murphy – Director of Accountability , Patty Myers District Support Specialist, James Cardaci – Principal Stoklosa School, Lisa Rowsell – Teacher Stoklosa School, James Neary – Principal Greenhalge School, Cheryl Squeulia – Teacher Greenhalge School, Michael Domina – Asst. Principal McAvinnue School, Erin Abrams – Teacher McAvinnue School, Edward Foster – Principal Sullivan School, Mark Trainor – Teacher Sullivan School, Roger Morneau – Asst. Principal Robinson School, Jessica Robinson – Teacher Robinson School, Marianne Busted – Head of Schools - Lowell High School, Kristen Schultz – Teacher LHS and Michael Crowe – Teacher LHS. The team will be out of the District for two (2) days. Costs associated with the CSI Institute include registration fees, food, travel, substitutes for teachers and lodging. The costs will not exceed \$900 per participant and will be covered through turnaround grant funds.

Ms. Doherty made a motion to take and approve all six (6) convention/conference requests together; seconded by Mr. Nutter. 6 yeas, 1 absent APPROVED

11. COMMUNICATIONS

11.I. Letter from State Representative David M. Nangle

State Representative Nangle thanked the Superintendent for his recent letter regarding his concerns about the budget and spacing constraints for new students from Puerto Rico that have enrolled in the Lowell Public Schools. Representative Nangle acknowledged the concerns and his office contacted the state's Department of Elementary and Secondary Education (DESE) about this matter.

Ms. Doherty made a motion to accept the communication and to place it on file; seconded by Mr. Hoey. 6 yeas, 1 absent APPROVED

12. PROFESSIONAL PERSONNEL

12.I. UTL Donated Sick Days - Valaskagis

The Members of the United Teachers of Lowell hereby donate nineteen [19] sick leave days to John Valaskagis, Robinson School Teacher.

Mr. Hoey made a motion to approve; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED



13. ADJOURNMENT

**Ms. Martin made a motion to adjourn at 8:11 p.m.; seconded by Mr. Nutter. 6 yeas, 1 absent
APPROVED**

Respectfully submitted,

**Dr. Salah E. Khelifaoui, Superintendent and
Secretary to the Lowell School Committee**

SEK/mes