

LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: March 15, 2017
Time: 6:30PM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. ROLL CALL

On a roll call at 6:35 p.m.; members present were, namely, Ms. Doherty, Mr. Gendron, Mr. Gignac, Mr. Hoey, Mayor Kennedy and Mr. Descoteaux. Ms. Martin was absent.

Onotse Omoeni, LHS Student Representative was also present

2. SALUTE TO FLAG

3. SPECIAL ORDER OF BUSINESS

3.I. **Spotlight on Excellence: 2017 Science and Engineering Fair**

The Spotlight on Excellence presentation was postponed to the next regularly scheduled Lowell School Committee meeting on April 5, 2017.

4. MINUTES

4.I. **Approval of the Minutes of the Regularly Scheduled School Committee Meeting of Wednesday, March 1, 2017**

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

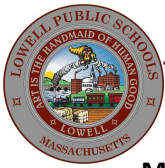
5. PERMISSION TO ENTER

5.I. **Permission to Enter: March 15, 2017**

Mr. Gendron made a motion to approve the Permission to Enter; seconded by Mr. Descoteaux. 6 years, 1 absent APPROVED

6. MOTIONS

6.I. **[By Jacqueline Doherty]:** Request the Superintendent provide the committee with recommendations for increasing the compensation of our Substitute Teachers to be competitive in today's education market along with the data to support such increases.



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

6.II. **[By Jacqueline Doherty]**: Request the Superintendent ensure the LPS website is updated, links to packet reports are working, and each school page provides information on its School Site Council members, meeting times, agendas, and minutes along with other relevant school-specific dates, events and information.

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

6.III. **[By Steve Gendron]**: Request the Superintendent develop a class size policy for Lowell Public Schools that includes current status and goals for all grades K-12.

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

6.IV. **[by Connie Martin and Robert Gignac]**: Request that the Administration prepare a resolution for consideration by the Lowell School Committee that clearly defines the district's commitment to protecting our students, regardless of their immigration status and offers all LPS staff a clear procedure for ensuring that no Immigration and Customs Enforcement officials will be granted access to the Lowell Public Schools without the expressed permission of the Superintendent of Schools.

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

The Committee also discussed agenda item # 8.VII. Rights of Undocumented Students and protocols for ICE Access in Schools and a motion was made to adopt and approve the Rights of Undocumented Students and protocols for ICE Access in Schools. The motion passed.

6.V. **[Robert J. Hoey]**: Request a report from the Superintendent regarding the total cost of security and safety in our schools, including the amount we spend on resource officers, security and security equipment.

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

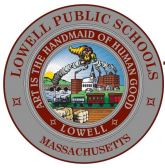
6.VI. **[By Steve Gendron]**: Request the Superintendent provide a response to the contract offer from the Lowell School Committee.

Mr. Gendron made a motion to refer his motion to the Executive Session meeting that is being held following the meeting; seconded by Ms. Doherty. 6 yeas, 1 absent APPROVED

7. SUBCOMMITTEES

7.I. Policy Subcommittee: Approval of the Minutes of the Meeting of Monday, March 6, 2017 [Robert Hoey, Chair]

Mr. Hoey, Chairperson of the Policy Subcommittee spoke to the Committee about the rigors and stresses that homework puts on the students. Interim Assistant Superintendent Robin Desmond also spoke to the Committee about how homework is a tool to be used for reinforcement and/or review of material previously presented to students and/or for independent study and research assignments.



Homework is assigned on a regular basis, a minimum of 4-night weekly- Monday through Thursday. A chart was provided to the Committee that included grade level and suggested amounts of time students should be spending on homework each night. Chairperson Hoey then spoke about the attendance of all staff members, including assistant superintendent's, director's, coordinators, principals, assistant principals, teachers, paraprofessionals, custodians, cafeteria workers, tutors, security guards and others. The attendance is recorded in the X2 aspen system by clerks, department heads, and others. Presently, teachers and para's receive 15 sick leave days a year and they're front loaded, but if an employee retires before the end of said year, the extra days are removed and the days are calculated on a prorated basis.

Ms. Doherty made a motion to recommend to the Committee that the Human Resources department draft a policy regarding attendance for the Policy Subcommittee to review; seconded by Mr. Hoey. 6 years, 1 absent APPROVED

Mr. Hoey made a motion to accept the report as a report of progress; seconded by Ms. Doherty. 6 years, 1 absent APPROVED.

8. REPORTS OF THE SUPERINTENDENT

8.I. Food Service Presentation at satellite Sites & Food Truck Approval

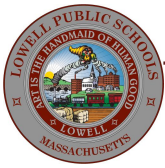
Mr. Cassidy, Assistant Business Manager and Sharon Lagasse, General Manager at Aramark discussed the satellite meals that are delivered to schools that do not have a full service kitchen for meal preparation. They also spoke about purchasing a food delivery truck that would be used to deliver meals as well as deliver meals during the summer months to multiple sites. The satellite meals are prepared and sealed at the STEM Academy at the Rogers School. The hot meals remain in warmers before they're placed in the department cargo vans. Two drivers presently share the duties of delivering the food to the satellite schools. All meals are delivered as close to serving time as possible. The satellite lunch program recently has had training and quality control measures and a pilot program has been started at the Leblanc School. The food delivery truck will be used for the satellite program as well as to provide food to children, ages 18 and under in low income areas free meals during the summer break when school is not in session. The truck will also have a refrigerator for the meals to be stored in.

Ms. Doherty made a motion to go out to bid for a food delivery truck; seconded by Mr. Gendron. 4 years, 2 nays, 1 absent. APPROVED

Mr. Gignac made a motion to accept the report as a report of progress; seconded by Mr. Hoey. 6 years, 1 absent APPROVED.

8.II. Dropout Prevention and Recovery

The Dropout Prevention and Recovery report that was provided to the Committee included a chart that gave the Committee a 12 year dropout rate summary. Heather Ganley, Attendance Supervisor and Rosa-Segarra Morales, Attendance Monitor gave a PowerPoint presentation to the Committee about the attendance and dropout prevention data. The presentation included the ABC's of Disengagement,



Chronic Absences, Chronic Absence Data by School Year, Chronic Absence Rate in Comparable District's, History of Lowell Public School's Dropout Rate, Dropout Rate in Comparable District's and concluded with what Lowell has learned about dropout prevention. Brian Martin, Head of School at Lowell High School also addressed the Committee telling them about the programs in place at the high school to help support the students.

Ms. Doherty made a motion to accept the following Reports of the Superintendent as reports of progress: 8.II, 8.III, 8.V, 8.VI, 8.VIII. & 8.IX; seconded by Mr. Gignac. 6 years, 1 absent APPROVED

8.III. Extracurricular Activities Update

Ms. Durkin, Deputy Superintendent for Student Support Services provided the Committee with a report that responded to a request for additional information regarding extracurricular activities. The report included charts that provided the requested number of students participating in extracurricular activities in the Lowell Public Schools as reported by each school principal.

Ms. Doherty made a motion to accept the following Reports of the Superintendent as reports of progress: 8.II, 8.III, 8.V, 8.VI, 8.VIII. & 8.IX; seconded by Mr. Gignac. 6 years, 1 absent APPROVED

8.IV. K-12 Student Population by Zip Code

Ms. Doherty made a motion to refer the K-12 Student Population by Zip Code and a previous motion that requests the Superintendent provide the committee with a report of the transportation cost estimates of bussing students to a high school at Cawley over the next 12 years based on the number of students by neighborhood currently attending our schools to a Joint Finance and Student Support Services Subcommittee for further discussion; seconded by Mr. Gignac. 6 years, 1 absent APPROVED

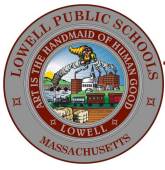
8.V. Management Letter

Mr. Frisch, Assistant Superintendent for Finance provided the Committee with a copy of the management letter from Powers & Sullivan that included comments that related to the School Department. The purpose of the management letter is to take the opportunity to recommend improvements for strengthening internal control and operating efficiency. Mr. Frisch also included the response from the Lowell Public Schools.

Ms. Doherty made a motion to accept the following Reports of the Superintendent as reports of progress: 8.II, 8.III, 8.V, 8.VI, 8.VIII. & 8.IX; seconded by Mr. Gignac. 6 years, 1 absent APPROVED

8.VI. Response To Mayor Kennedy's Motion Of 02/01/17 Regarding STEM Academy at LHS

Mr. Martin, Head of School and Amy McLeod, Director of Curriculum, Instruction & Assessment provided an updated report to the Committee on the status of the changes that have been implemented this school year (these changes were presented in the August 20186 report to the Committee regarding STEM at Lowell High School).



Ms. Doherty made a motion to accept the following Reports of the Superintendent as reports of progress: 8.II, 8.III, 8.V, 8.VI, 8.VIII. & 8.IX; seconded by Mr. Gignac. 6 yeas, 1 absent APPROVED

8.VII. Rights of Undocumented Students and protocols for ICE Access in Schools

The Committee discussed the Rights of Undocumented Students and protocols for ICE Access in Schools with motion # 6.IV by Connie Martin and Robert Gignac that read as follows: Request that the Administration prepare a resolution for consideration by the Lowell School Committee that clearly defines the district's commitment to protecting our students, regardless of their immigration status and offers all LPS staff a clear procedure for ensuring that no Immigration and Customs Enforcement officials will be granted access to the Lowell Public Schools without the expressed permission of the Superintendent of Schools.

Mr. Gignac made a motion to adopt and approve the Rights of Undocumented Students and protocols for ICE Access in Schools; seconded by Mr. Gendron. 5 yeas, 1 abstain, 1 absent APPROVED

8.VIII. Monthly Financial Report

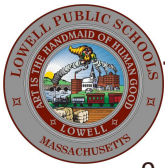
Mr. Gignac made a motion to refer the Monthly Financial Report to a Finance Subcommittee; seconded by Mr. Hoey. 6 yeas, 1 absent APPROVED

8.IX. Response to Robert Hoey's Motion of 01/04/17 regarding Diversity Hiring Efforts

Ms. Sheehy, Human Resource Director provided a report to the Committee regarding diversity hiring efforts in Lowell. The report included the following:

- City of Lowell Census Data
- City of Lowell Employment Stats
- Diversity of Students
- Staff Educational Diversity
- Degree Attainment
- Key Initiative: District Licensure
- CPDP Program
- Staff Residing in Lowell
- Recruiting Substitutes

Ms. Doherty made a motion to accept the following Reports of the Superintendent as reports of progress: 8.II, 8.III, 8.V, 8.VI, 8.VIII. & 8.IX; seconded by Mr. Gignac. 6 yeas, 1 absent APPROVED



9. NEW BUSINESS

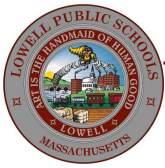
9.1. Budget Transfer

Please see the transfer amount below in the amount of \$22,307.20. The purpose of this transfer is to move the monies from school based accounts to other school based accounts per the request of the principals:

Department:		SCHOOLS				
TRANSFER TO:						
Account #					Description	Amount
Org.	Object	Project	DESE Function			
90237002	530002		2350	Bailey SA - Prof Devel		\$ 11,427.30
92510112	544400		2300	Molloy SA - General Supplies		\$ 5,300.00
95537055	530002		2350	Washington SA - Prof Devel		\$ 2,607.39
98310624	541000		2450	Bartlett SA - Technology Exp		\$ 80.10
98537031	530002		2350	Daley SA - Prof Devel		\$ 745.00
98937034	530002		2350	Wang SA - Prof Devel		\$ 2,147.41
					TOTAL	\$ 22,307.20
TRANSFER FROM:						
Account #					Description	Amount
Org.	Object	Project	DESE Function			
90210112	544400		2300	Bailey SA - General Supplies		\$ 4,461.30
90210124	541000		2450	Bailey SA - Technology Exp		\$ 6,966.00
92537025	530002		2350	Molloy SA - Prof Devel		\$ 5,300.00
95510112	544400		2300	Washington SA - General Supplies		\$ 2,107.39
95536006	541601		2500	Washington SA - Library/Media		\$ 500.00
98337030	530002		2350	Bartlett SA - Prof Devel		\$ 80.10
98510615	541600		2400	Daley SA - Textbooks		\$ 745.00
98910612	544400		2300	Wang SA - General Supplies		\$ 49.57
98910615	541600		2400	Wang SA - Textbooks		\$ 1,494.04
98910624	541000		2450	Wang SA - Technology Exp		\$ 298.50
98936006	541601		2500	Wang SA - Library / Media		\$ 186.96
98941104	541500		2400	Wang - Choral Supplies		\$ 118.34
					TOTAL	\$ 22,307.20

Reason for Transfer: Shifting funds to expend school based allocations.

Mr. Gignac made a motion to approve the budget transfer; seconded by Mr. Hoey. 6 years, 1 absent APPROVED



10. CONVENTION/CONFERENCE REQUESTS

10.I. LHS - Business Professionals Of America-Orlando, FL.

Head of School Brian Martin, request permission for Lowell High School Business Professional Advisor, Jill McNamara, Co-advisor Wayne Taylor along with 10 members of the Lowell Chapter of the Business Professionals of America to attend the National Leadership Conference in Orlando, FL from Wednesday, May 10, 2017 through Sunday, May 14, 2017 at the Walt Disney Swan Resort in Orlando, FL. Students will miss 3 days of school. The cost of \$600.00 will be paid by Lowell High School Individual School account. The cost for the students will be approximately \$850 per student(airfare only). Registration per student is \$115, room rate varies by the number of student in each room for four nights averages \$1062.12 per room or \$ 266. Transportation to/from Lowell-Boston/Orlando Airport to the hotel is estimated at \$360 and will be covered by LHS Student Activities funds. The advisors hotel for four nights on the amount of \$1062.12 will be paid through the BPA Chapter funds. Students have been raising funds to defray the cost of the trip and each student. There will be no additional cost to the Lowell School Department budget.

Ms. Doherty made a motion to take and approve all three (3) convention/conference requests together; seconded by Mr. Gendron. 6 yeas, 1 absent APPROVED

10.II. LHS AFJROTC Trip to Dayton, Ohio

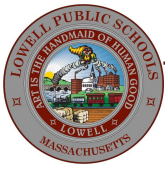
Trip previously approved on January 18, 2017: Head of School Brian Martin, request permission for AFJROTC staff members Lt col Eileen Ironfield, MSgt Kevin Casilli and TSgt David Smith to travel to Dayton, Ohio with approximately 45 students for the Air Force Drill Competition. The team will depart Lowell High School on Friday, March 17, 2017 and will return on Monday, March 20, 2017. The students will miss two days of school. The estimated cost of the competition will not exceed a total of \$23,000. including transportation, lodging and food. The only cost will be for two substitute teachers for two days at the cost of \$400 to be charged against LHS Professional Development. This trip will be funded using a combination of AFJROTC funds, student fundraising, and student contribution. Change Requested: Staff & Drill Team will be leaving on Thursday, March 16th instead of Friday, March 17th and one additional substitute will be required for that day increasing the cost to \$500.00.

Ms. Doherty made a motion to take and approve all three (3) convention/conference requests together; seconded by Mr. Gendron. 6 yeas, 1 absent APPROVED

10.III. LHS TESOL Convention

Permission for LSH ELL Teacher, Aracelis Sullivan, to attend the TESOL International Convention in Seattle, Washington on Tuesday, March 21- Friday, March 24, 2017. The entire cost of the conference will be paid by the Grant; therefore, will be no cost to the Lowell Public Schools. No substitute is needed

Ms. Doherty made a motion to take and approve all three (3) convention/conference requests together; seconded by Mr. Gendron. 6 yeas, 1 absent APPROVED

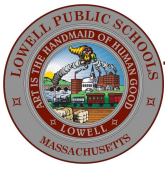


11. EXECUTIVE SESSION

11.1. Executive Session:

- Discussing and deliberating on matters regarding contract negotiations with the Superintendent of Schools, Deputy Superintendent, Assistant Superintendents for Curriculum and Assessment and Assistant Superintendent for Business Finance.
- Litigation and collective bargaining (all unions)

Ms. Doherty made a motion to recess at 8:36 p.m. and enter into Executive Session and to adjourn the meeting from Executive Session; seconded by Mr. Gendron. 6 yeas, 1 absent APPROVED



12. ADJOURNMENT

Ms. Doherty made a motion to recess at 8:36 p.m.; seconded by Mr. Gendron. 6 yeas, 1 absent

Respectfully submitted,

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

SEK/mes