

LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: May 2, 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 6:35 p.m., all members were present, namely: Ms. Doherty, Mr. Hoey, Mr. Lay, Mr. Nutter, Mayor Samaras and Mr. Descoteaux. Ms. Martin arrived at 6:41 p.m.

Sophia Marsden, LHS Student Representative was also present.

3. SPECIAL ORDER OF BUSINESS

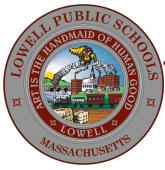
3.I. Public Hearing FY 2019 Budget

The following people addressed the Committee regarding the FY2019 Budget:

- Elizabeth McKiernan
- Leslie Oxtan
- Mary Black
- Cecile Taylor
- James Peters
- Helene R. Sawyer
- Kathy Downy
- Kristen Shultz
- Pan So
- Michelle Durand
- Paul Georges
- John Leahy

Dr. Khelfaoui presented the following documentation as requested by the Committee at the previous School Committee meeting and stated that he would answer any questions they may have:

- Table of Organization – Lowell Public Schools
- Lowell Public Schools – FTE Change Sorted by Category 2018-19 Budget
- Reconciliation of Staffing Reductions/Additions



- Day School Savings
- Email from Mr. Frederick Randall IV, regarding Charter School buses and schedules
- Information of Preschool Enrollment – this also included a PowerPoint Presentation that was provided to the Committee by Lisa Van Thiel, Early Childhood Coordinator.
- Cardinal O’Connell Enrollment Figures
- Division Chair for Science, Technology, Engineering and Mathematics (LHS 9-12)
- Division Chair for Humanities (LHS 9-12)
- Academic Department Chair – Science (LHS 9-12)
- Academic Department Chair – Mathematics (LHS 9-12)
- Academic Department Chair – English/Language Arts (LHS 9-12)
- Academic Department Chair – Social Studies (LHS 9-12)
- Scheduler – Lowell High School
- Assistant Business Manager for Transportation
- Transportation Manager – Business Office
- Internal Auditor – Business Office
- Title I Director
- Social Worker – Student Support Services, District-wide
- Library Aide Job Description

Superintendent Khelfaoui also provided the Committee with a spreadsheet that showed the City of Lowell Net Cash Contributions for FY2016, FY2017, FY2018 and FY2019. The report shows the cash, less transportation paid by the schools, less adult education, net cash, indirect city and city contributions. It also showed the changes of net cash contribution and charges that should have been paid for by the City. Superintendent Khelfaoui also spoke about the PEG funds/Operating funds that were included in the School Department’s budget, but now only the City has access to. These funds pay for the Coordinator of Educational TV, Video Production Teacher, TV Associate Producer and Digital Media Producer. Superintendent Khelfaoui stated that if the City doesn’t transfer those funds from the grant to the School Department these positions will be eliminated.

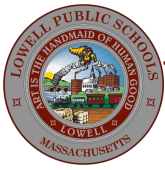
3.II. Introduction of the Robinson School Principal

Superintendent Khelfaoui introduced Ms. Bridget Dowling as the newly appointed Principal of the Robinson School. Mr. Dowling stated that she is looking forward to starting her work in Lowell.

3.III. FY2019 Budget Session

Mr. Nutter made a motion to take no action on any portion of the FY 2019 Budget until the school department knows if it will be receiving any additional money; seconded by Ms. Doherty. 6 yeas, 1 nay APPROVED

Mr. Nutter made a motion for the School Committee to attend the City Council meeting on Tuesday, May 8, 2018 to discuss the school department’s FY2019 Budget under the Mayor’s Business section of the agenda; seconded by Mr. Descoteaux. 7 yeas APPROVED



4. SUBCOMMITTEES

4.I. Policy Subcommittee Meeting: Report and Approval of the Minutes of the Meeting of Monday, April 23, 2018 [Gerry Nutter, Chairperson]

Gerry Nutter, Chairperson of the Policy Subcommittee, spoke to the Committee and informed them that Deputy Durkin and Robin Desmond, Assistant Superintendent for Curriculum and Instruction convened a meeting with Principals in regards to creating a mandatory citywide recess policy for all elementary and middle school students. The Elementary Principals agreed to incorporate a twenty (20) minute recess daily. They also agreed to incorporate a five (5) minute activity into morning meetings daily (i.e. yoga, stretch break, dance, etc.) and a five (5) minute break (i.e. yoga, stretch break, dance, etc.) every afternoon. The Middle School Principals agreed to work to incorporate fifteen (15) minutes of recess daily and two five (5) minute breaks as detailed above daily. District leaders agreed to provide schools with recommended activities for the five (5) minute breaks and indoor recess.

Mr. Nutter made a motion to support the administration's recommendation for elementary schools to incorporate a minimum twenty (20) minute daily recess and to incorporate a five minute activity break in the morning and in the afternoon and for the middle schools to incorporate a minimum fifteen (15) minutes of daily recess with a five minute activity break in the morning and in the afternoon and to implement this for the 2018-2019 school year. In addition, the district will establish a task force to review and make recommendations for further actions as well as a time line; seconded by Ms. Doherty. 7 yeas APPROVED

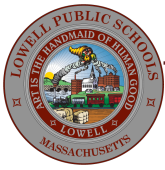
Mr. Nutter made a motion to accept the report as a report of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

5. UNFINISHED BUSINESS

5.I. Job Position Changes

Dr. Khelfaoui stated that the job description was rewritten to try and save an administrative job so another position would not have to be eliminated. Dr. Khelfaoui stated that these jobs have been combined in the past and this is not a new idea. The job description also has additional requirements that were included. The Superintendent stated that the main responsibility of this position will be in the area of transportation, but this employee with his/her background will be able to also work in the business office and be part of the administrative team.

Ms. Doherty stated that this new job description comes closer to the mark, but her concerns are with the transportation piece and feels that someone with multiple years of experience is needed. Ms. Doherty stated that she cannot support this position.



Ms. Martin said she agreed that making the job qualifications very specific would narrow the field, but stated that we are not looking for a public relations person either. She would like a better explanation of what the team is.

Superintendent Khelfaoui again reiterated that the position is mainly to deal with the transportation issues of the district, but this employee would also help out in the business office during their busy times as well as handle Massachusetts State Teachers Retirement (MSTR).

Mr. Nutter asked the Superintendent if he had someone in mind for this position.

Dr. Khelfaoui responded stating that he did not have anyone in mind and that he would not be participating in the hiring process for this position and welcomed any Committee member that would like to be a part of the process.

Mr. Nutter made a motion to approve the Assistant Business Manager for Transportation Job Description; seconded by Mr. Hoey. 6 yeas 1 absent APPROVED

6. REPORTS OF THE SUPERINTENDENT

6.I. Enrollment Figures

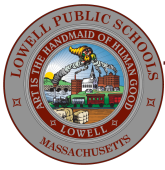
The district enrollment report provided to the Committee showed the breakdown by school and grade through April 26, 2018.

Mr. Nutter made a motion to accept the following Reports of the Superintendent 6.I and 6.II as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED

6.II. Report on Motions

Superintendent Khelfaoui provided the most updated report on outstanding motions and welcomed any questions. Ms. Doherty asked about her motion to have a joint Facilities Subcommittee meeting with the City Council. Superintendent Khelfaoui said he is waiting to hear when the City can meet with us.

Mr. Nutter made a motion to accept the following Reports of the Superintendent 6.I and 6.II as reports of progress; seconded by Ms. Martin. 7 yeas APPROVED



7. CONVENTION/CONFERENCE REQUESTS

7.I. LHS - ROTC

Pre-Approved: The Lowell High School ROTC cadets, Lt. Col Eileen Ironfield and MSgt Kevin Casilli and MSgt Susan Antolini, to travel from Thursday, March 31st through Sunday, June 3, 2018, with approximately 80-100 cadet students to Fort Devens facility to attend the MA-771's annual Cadet Leadership Course. All costs will be paid by AFJROTC funds, student fundraising and student contributions. The total cost is approximately \$7,000 and three [3] substitutes will be needed for two days. The cost of the substitutes in the amount of \$600 will be paid by LHS individual school budget. Change Requested: MSgt Kevin Casilli will be attending only one day, Thursday, May 31 and TSgt David Smith will be taking his place for the remainder of the training on May 31st through June 1st there is no cost to the Lowell Public School Department or Lowell High School.

Mr. Hoey made a motion to approve the convention/conference request; seconded by Mr. Descoteaux. 7 yeas APPROVED

8. PROFESSIONAL PERSONNEL

8.I. SEIU- Voutselas

The Members of the SEIU hereby donate sixteen [16] sick leave days to Stephanie Voutselas, Sullivan School Library Aide.

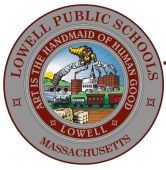
Mr. Hoey made a motion to approve; seconded by Mr. Lay. 7 yeas APPROVED

8.II. UTL- Sick Leave - Lennon

The Members of the United Teachers of Lowell hereby donate twenty three [23] sick leave days to Lauren Lannon, Morey School Paraprofessional.

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

Mr. Nutter made a motion to recess at 9:50 p.m. and to resume the Budget Deliberations and Public Hearing on Thursday, May 10, 2018 at 6:30 p.m. in the Council Chambers; seconded by Mr. Descoteaux. 7 yeas



9. ADJOURNMENT

Mr. Nutter made a motion to recess at 9:50 p.m.; seconded by Mr. Descoteaux. 7 yeas APPROVED

Respectfully submitted,

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

SEK/mes