



# LOWELL SCHOOL COMMITTEE

## *REGULAR MEETING MINUTES*

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**Date:** September 5, 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 6:07 p.m., members present were, namely: Mr. Hoey, Mr. Lay, Ms. Martin, Mr. Nutter, Mayor Samaras and Mr. Descoteaux.

Ms. Doherty arrived at 6:40 p.m.

### 3. SPECIAL ORDER OF BUSINESS

#### 3.I. Fire Chief And Police Chief Addressing The School Committee's Concerns And Questions

Under the Special Order of Business, Fire Chief Jeff Winward and Police Chief Kelly Richardson addressed the School Committee about their safety programs. Sgt. David Peaslee, also address the Committee and spoke to them about the School Resource Officers that are in our schools.

### 4. MINUTES

4.I. Minutes: Approval of the Minutes of the regularly scheduled Lowell School Committee Meeting of Wednesday, August 15, 2018

**Ms. Martin made a motion to accept and place on file the minutes from the August 15, 2018 and the August 23, 2018 Lowell School Committee meetings; seconded by Mr. Descoteaux. 7 yeas APPROVED**

4.II. Minutes of Special Meeting: Approval of the Minutes of the Special Meeting of the Lowell School Committee Meeting of Thursday, August 23, 2018.

**Ms. Martin made a motion to accept and place on file the minutes from the August 15, 2018 and the August 23, 2018 Lowell School Committee meetings; seconded by Mr. Descoteaux. 7 yeas APPROVED**



## **5. PERMISSION TO ENTER**

5.I. Permission To Enter: September 5, 2018

**Mr. Nutter made a motion to approve the Permission to Enter; seconded by Mr. Descoteaux. 6 yeas, 1 absent APPROVED**

## **6. PUBLIC PARTICIPATION**

### **7. MOTIONS**

7.I. **[By Connie Martin]:** Requesting that the Administration communicate clearly to all school site administrators that building libraries are not to be dismantled or have their collections disrupted during the upcoming school year. In addition, asking that the Administration present a plan for how we will maintain the school site libraries during the upcoming school year.

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

7.II. **[By Gerard Nutter]:** Request the Mayor and/or Superintendent explain how email messages sent to the [SC@LOWELL.K12.MA.US](mailto:SC@LOWELL.K12.MA.US) are responded to by the Administration or does the SC need to develop a policy to address?

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

**Mr. Nutter made a motion to send the following motion: "Request the Mayor and/or Superintendent explain how email messages sent to the [SC@LOWELL.K12.MA.US](mailto:SC@LOWELL.K12.MA.US) are responded to by the Administration or does the SC need to develop a policy to address" to a Policy Subcommittee; seconded by Mr. Descoteaux. 7 yeas APPROVED**

7.III. **[By Mayor William Samaras And Gerry Nutter]:** Request that Committee members follow the established policy of setting up a visit to a school by contacting the Principal in advance to set up a time/day and then notify the Superintendent of the planned visit and request the School Committee to expand that policy to include meetings with Department Heads, Administrators and ALL Central Office Personal.

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



## **8. REPORTS OF THE SUPERINTENDENT**

### **8.1. Business Office/ Budget Update**

Peter Holtz, Principal at the Bartlett School registered and spoke about the Business Office/Budget Update.

Billie Jo Turner, Interim Assistant Superintendent for Finance informed the Committee about the latest review of the budget. Below are Business Office updates that were provided to the Committee:

- Ms. Turner stated that the Business Office struggled to update the salaries without access to a maintained data source. A sample review identified numerous erroneous step increases which would have resulted in overpayment to employees. To avoid further error and problematic repayments from staff, Ms. Turner spoke to both the UTL and City Hall to discuss delaying the teacher step increases for one week so that it be could reviewed and corrected.
- Transportation continues to be a concern. NRT was not notified prior to the March deadline for additional buses for the Rogers. This has resulted in a shortage of vehicles and drivers. In addition, the relocation of the Day School prevents the district from cost sharing with other districts as we have done in the past. The district will have to fully fund transportation to the Day School. Ms. Turner is working with NRT at this time to explore other options.
- The SPED 240 grant will fund four (4) 1:1 paras and a nurse para for a medically fragile student that was not included in the budget. This will alleviate some of the paraprofessional hiring needs. The following positions will be filled based on IEPs and student specific need: 1) Nurse Para for Bartlett, 2) 1:1 Para at the Butler, 3) CSA Para at the Robinson and 4) TBD. These FTEs may need to be voted into the budget.
- The Corrective Action Plan for the Food Service Administrative review was filed with DESE and the district is waiting for DESE review and approval.
- The FY17/18 tuitions, "75% of above foundation tuition formula" does justify an approximate \$4 million Circuit Breaker revenue budget. However, the budgeting method for expenses leaves the district concerned. The method used was to reduce last year's tuition expenses by the fourteen (14) students moving to our new day school. The transfer of students to the day school is not guaranteed as such moves are determined by their IEPs and team decision. In addition, this expense budget did not consider the automatic 5% increase for long term placements, incoming students needing out of district placements and students that were being evaluated at year end, etc.
- A summary of the top ten facilities issues was provided to the Committee.
- The Audio Visual Department budget has two positions that were funded by the city. The Media Associate Producer/Scheduler and Educational Television Program Coordinator positions were both eliminated.
- The LHS Clubs do show the addition of the listed clubs. However, the budget would not be sufficient to cover all listed clubs plus the addition. There are a few clubs on the list that were inactive last year. If these remain inactive, the district would have enough to cover the new clubs.



- The district needs to fund an unbudgeted part time custodian for the day school since we learned that the lease does not include janitorial services. At this time, several options are being looked it.
- The district is researching the feasibility of contracting with another community to provide education for one (1) of their students, and the establishment of a Non-Resident Tuition fund may not be necessary due to the creation of such an account by previous administrators. Ms. Turner is reviewing this with DESE and will notify the Committee if any votes are necessary.
- The district has referrals for the McHugh Alternative Program @ Sullivan. The funding for the administrator was placed in the Suspense Account. We are requesting a vote to release these funds for this position.

**Mr. Nutter made a motion to transfer \$105,000 from the Suspense Account to the Local Budget for the purpose of hiring a Coordinator for the McHugh Alternative Program @ Sullivan; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I through 8.V as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

#### **8.II. Response to Dominik Lay's Motion Of 04/04/18 Regarding Parent Engagement**

Rebecca Duda, Coordinator, Family Resource Center shared a PowerPoint presentation with the Committee around parent engagement in all of our schools. The PowerPoint presentation included:

- Research
- Epstein's Six Typologies of Engagement
- How the LPS is currently implementing Epstein's Typologies of Engagement
- Areas of Opportunity

**Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I through 8.V as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

#### **8.III. Response to Jackie Doherty's Motion Of 02/14/18 Regarding the Top Ten Facilities Needs.**

Billie Jo Turner, Interim Assistant Superintendent for Finance provided the Committee with a list of the top ten (10) most pressing facility needs at each of our schools. The list will be discussed further at a Facilities Subcommittee that will be held.

**Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I through 8.V as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

#### **8.IV. 2018/2019 Parent/Teacher Conferences**

Acting Superintendent Durkin provided the Committee with a list of all the dates of the scheduled parent/teacher conference sessions for the 2018-2019 school year. To date, the negotiated language includes one two-hour parent conference in the evening and an additional one-hour meeting to be held within thirty (30) minutes of dismissal.



Ms. Doherty asked if the number of parents who attended could be tracked. Acting Superintendent Durkin said that she will reach out to the Principals and ask them to compile that information. Acting Superintendent will provide that information to the Committee when she receives it.

**Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I through 8.V as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

#### **8.V. Report On Motions**

Acting Superintendent Durkin provided the Committee with the report on the Status of Outstanding Motions. Mr. Nutter asked that motion "Legal Opinion on Subcommittees" be deleted and the motion "Food Service Audit" be listed as ongoing and not completed.

**Ms. Doherty made a motion to accept the following Reports of the Superintendent 8.I through 8.V as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

#### **8.VI. Home Education**

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

Sherri Barboza  
463 High Street

Michelle & Matthew Beattie  
50 Rea Street

Adrienne Gilanian  
520 Fletcher Street #26

Raphaella Venturini  
1198 Gorham Street

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

### **9. NEW BUSINESS**

#### **9.I. Bullying Prevention And Intervention Plan Review 2018-2019**

Acting Superintendent Durkin provided the Committee with the Bullying Prevention and Intervention Plan. The plan was reviewed by the Office of Student Support Services as per Massachusetts General Law to ensure that it aligns with state regulations in an effort to promote a safe and supportive learning environment for all students in the Lowell Public Schools.

**Ms. Doherty made a motion to approve the Bullying Prevention and Intervention Plan Review 2018-2019; seconded by Mr. Descoteaux. 7 yeas APPROVED**



## **9.II. Vote To Accept Donation – Collegiate Charter School**

**Mr. Nutter made a motion to withdraw the Vote to Accept Donation – Collegiate Charter School; seconded by Mr. Hoey. 7 yeas APPROVED**

## **10. CONVENTION/CONFERENCE REQUESTS**

### **10.I. Trip - Manchester, NH**

Permission for Kara Wilkins, Technology Integration Specialist, to attend the 2018 Christa McAuliffe Technology Conference in Manchester, NH on November 27 and 28, 2018. There is no cost to the School Department budget.

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

## **11. COMMUNICATIONS**

### **11.I. Letter Of Appreciation To The Daly Group**

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

## **12. PROFESSIONAL PERSONNEL**

**12.I. The Members of the United Teachers of Lowell Hereby Donate Twenty Seven [27] Sick Leave Days to Daniel Murphy, Lowell High School Teacher**

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

## **13. EXECUTIVE SESSION**

### **13.I. Executive Session:**

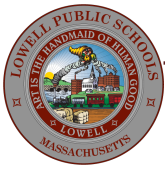
1. Collective Bargaining
  - a. SEIU- Update and Decisions on Mediation in Regard to Clerks' Contract and Clerks' latest proposal for successor contract;
  - b. UTL- Update and Decisions on negotiations related to paraprofessional job description;
  - c. UTL- Update and Decisions on negotiations related to Speech Language Pathologists' caseload, duties, and compensation;



- d. UTL- update and decisions on negotiations related to LHS Club offerings in FY19 and compensation for Advisors; and
  - e. LSAA- update and decisions on negotiations for MOA related to Acting Assistant Superintendent for Student Services.
- 1. Litigation and Grievances
    - a. SEIU- Update and Decisions on Clerks' Arbitration related to Family Resource Center and their duties related to such;
    - b. UTL- Update and Decisions related to XVI(G) grievance for FY18 and FY19;
    - c. UTL- consideration of grievance related to children of non- resident employees attending Lowell Public Schools; and
    - d. Consideration of Negotiations and Contract with Dracut School Department related to delivery of educational services.
  - 1. Non-Union Personnel:
    - 1. Update in Regard to Negotiations related to a principal contract and filling duties for Assistant Superintendent for Student Services on interim or acting basis

**Mr. Hoey made a motion to recess at 8:47 p.m., and to enter into Executive Session for the purpose of Collective Bargaining with SEIU, UTL, LSAA, Non-Union Personnel, and Litigation and Grievances of which public discussion may detrimentally affect the School Committee's position, and to return to the Chamber from Executive Session; seconded by Mr. Nutter. 7 yeas APPROVED**

**The Committee returned to the Chamber from Executive Session, and on a roll call at 9:33 p.m., all members were present, namely: Mr. Hoey, Mr. Lay, Ms. Martin, Mr. Nutter, Mayor Samaras, Mr. Descoteaux and Ms. Doherty.**



**14. ADJOURNMENT**

**Mr. Nutter made a motion to adjourn at 9:34 p.m.; seconded by Ms. Martin. 7 yeas Approved**

**Respectfully submitted,**

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

**JMD/mes**