



LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date:	July 19, 2023
Time:	6:30PM
Location:	City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

Members of the public may view the meeting via LTC and those wishing to speak regarding a specific agenda item shall register to speak in advance of the meeting by sending an email to the Superintendent indicating the agenda item, a phone number and email address so we can provide a zoom link to access the meeting. Email address is mpalazzo@lowell.k12.ma.us. If no access to email you may contact us at 978-674-4324. All requests must be submitted before 2:00 p.m. on the day of the meeting.

1. SALUTE TO FLAG

2. ROLL CALL

On a roll call at 6:49 p.m., members present were, namely: Mayor Chau, Ms. Chhoun, Ms. Delrossi, Ms. Doherty, Mr. Lay, Ms. Martin and Ms. Thompson.

3. SPECIAL ORDER OF BUSINESS

3.1. Introduction of Interim Chief Schools Officer

The following registered and spoke on the Interim Chief School's Officer position:

Joy Sorota
Kristian Labrie
Beth Tripathi
Hamza Arrache
Rebecca Starcevic
Audrey Crawford
Audrey Wentworth
Kaitlyn Edwards
Candice Lorette



4. MINUTES

4.1. Approval of the Minutes of the Regularly Scheduled Lowell School Committee Meeting of Wednesday, June 21, 2023

Ms. Martin made a motion to accept and place on file the minutes of the Regularly Scheduled and Special School Committee Meetings that were held on Wednesday, June 21, 2023; Saturday, June 24, 2023 and Wednesday, June 28, 2023; seconded by Ms. Doherty. 7 yeas APPROVED

4.2. The Special Meeting of the Lowell School Committee of Saturday, June 24, 2023

Ms. Martin made a motion to accept and place on file the minutes of the Regularly Scheduled and Special School Committee Meetings that were held on Wednesday, June 21, 2023; Saturday, June 24, 2023 and Wednesday, June 28, 2023; seconded by Ms. Doherty. 7 yeas APPROVED

4.3. The Special Meeting of the Lowell School Committee of Wednesday, June 28, 2023

Ms. Martin made a motion to accept and place on file the minutes of the Regularly Scheduled and Special School Committee Meetings that were held on Wednesday, June 21, 2023; Saturday, June 24, 2023 and Wednesday, June 28, 2023; seconded by Ms. Doherty. 7 yeas APPROVED

4.4. The Special Meeting of the Lowell School Committee of Wednesday, June 28, 2023

Ms. Martin made a motion to accept and place on file the minutes of the Regularly Scheduled and Special School Committee Meetings that were held on Wednesday, June 21, 2023; Saturday, June 24, 2023 and Wednesday, June 28, 2023; seconded by Ms. Doherty. 7 yeas APPROVED

5. PERMISSION TO ENTER

5.1. Permission to Enter: July 19, 2023

Mr. Lay made a motion to approve the Permission to Enter; seconded by Ms. Delrossi. 7 yeas APPROVED

5.2. Contract Approval for Interim Superintendent, William (Liam) Skinner

Ms. Doherty made a motion to approve the contract for Interim Superintendent, William (Liam) Skinner; seconded by Mr. Lay. 7 yeas APPROVED

5.3. Contract Approval for Interim Chief Schools Officer, Wendy Crocker-Roberge

The contract approval for Interim Chief Schools Officer, Wendy Crocker-Roberge was tabled.



6. MOTIONS

6.1. [By Dominik Hok Lay]: That the Superintendent request that the City have all school crosswalks repainted before schools reopen and that parks and playgrounds near schools be clean and safe for students' return.

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

7. SUBCOMMITTEES

7.1. Report of the Meeting of Thursday, July 13, 2023 [Connie Martin, Chairperson]

Ms. Martin, Chairperson of the Human Resource & Labor Relations subcommittee informed the Committee about the following positions that were discussed:

- **Early Childhood Coordinator and Cardinal O'Connell School Supervision**
- **Stipends for Lead Security Guard, Lead FLEX Block Teacher and Lead Latin Lyceum Teacher for Lowell High School**
- **Food Truck Driver and Cook for Food Truck**
- **Assistant Database Administrator**
- **Cafeteria Generalist**

The positions were approved under New Business.

Ms. Martin made a motion to take item # 9.5 through 9.9 out of order; seconded by Ms. Chhoun. 7 yeas APPROVED

Mr. Lay made a motion to accept the reports as a report of progress; seconded Ms. Thompson. 7 yeas APPROVED

8. REPORTS OF THE SUPERINTENDENT

8.1. Key Performance Indicators: Quarter Four Report

Interim Superintendent Skinner provided the Committee with a report that contained the 4th Quarter update on the key performance indicators (KPI). KPI's identified fall within four (4) categories:

- **Academic and Student Achievement**
- **Safe and Welcoming Environment**
- **Operational Efficiency, and Family**
- **Community Engagement**

The report stated that overall the district saw some improvements on KPI measures between Quarter 4 of 2021-22 and Quarter 4 of 2022-23. The areas of growth included academics and student



achievement, safe and welcoming environment, operational efficiency, and family and community engagement.

Ms. Chhoun made a motion to accept the report as a report of progress; seconded Mr. Lay. 7 years APPROVED

9. NEW BUSINESS

9.1. Consideration of a Draft Cell Phone Policy for Lowell High School

Ms. Martin made a motion to refer the Draft Cell Phone Policy for Lowell High School to a Policy Subcommittee meeting for further discussion; seconded by Ms. Thompson. 7 years APPROVED

9.2. Revision of the 2023-2024 School Calendar

Ms. Thompson asked that a scholarship night be held and stated that all scholarship opportunities should be visible and posted where parents can see it.

Interim Superintendent Skinner stated that he will explore it and provide an update to the Committee.

Ms. Desmond informed the Committee that a date on the calendar was correct, but the day of the week was incorrect. She stated that has been corrected.

Ms. Delrossi made a motion to approve having a half day on the last day of school; seconded by Ms. Thompson. 7 years APPROVED

Ms. Doherty made a motion to approve the revised 2023-2024 School Calendar; seconded by Ms. Martin. 7 years APPROVED

9.3. FY23 Budget Transfer

This transfer was withdrawn.

9.4. FY24 Budget Transfer

Ms. Delrossi made a motion to approve the budget transfer of 12,000; seconded by Ms. Chhoun. 7 years APPROVED

9.5. Approval of Job Description & Permission to Post: Decoupling of Early Childhood Coordinator and Cardinal O'Connell School Supervisor

Ms. Martin made a motion to approve items 9.5 through 9.9; seconded by Ms. Doherty. 7 years APPROVED



9.6. Approval of Job Description & Permission to Post: Cafeteria Generalist

Ms. Martin made a motion to approve items 9.5 through 9.9; seconded by Ms. Doherty. 7 years APPROVED

9.7. Approval of Job Description & Permission to Post: Food Truck and Cook for Food Truck

Ms. Martin made a motion to approve items 9.5 through 9.9; seconded by Ms. Doherty. 7 years APPROVED

9.8. Approval of Job Description & Permission to Post: Lead Security Guard, Lead FLEX Block Teacher and Lead Latin Lyceum Teacher

Ms. Martin made a motion to approve items 9.5 through 9.9; seconded by Ms. Doherty. 7 years APPROVED

9.9. Approval of Job Description & Permission to Post: Assistant Data Administrator

Ms. Martin made a motion to approve items 9.5 through 9.9; seconded by Ms. Doherty. 7 years APPROVED

9.10. Election of Secretary

Ms. Doherty made a motion to approve Interim Superintendent Skinner as Secretary to the Lowell School Committee; seconded by Mr. Lay. 7 years APPROVED

9.11. Appointment to the CREST Board

Ms. Delrossi made a motion to approve Interim Superintendent Skinner to the Crest Board; seconded by Mr. Lay. 7 years APPROVED

10. ADJOURNMENT

Ms. Delrossi made a motion to adjourn at 8:14 p.m.; seconded by Ms. Chhoun. 7 years APPROVED

Respectfully submitted,

**Liam Skinner, Interim Superintendent and
Secretary to the Lowell School Committee**

LS/mes