



December 14, 2021

Compliance Review Specialist
District of Columbia Office of Zoning
441 4th Street, NW, Suite 200 South
Washington, DC 20001

RE: Community Relations Council meeting minutes filing per Zoning Order Number 849-B

Lowell School respectfully submits copies of its meeting minutes for the Community Relations Council as stipulated in section 9 of the decision in Zoning Order Number 849-B of Case Number 197-16A.

Enclosed are minutes prepared by Lowell School from meetings held on the following dates:

- o January 12, 2021;
- o April 13, 2021;
- o July 13, 2021;
- o October 12, 2021.

It is our understanding that some of the neighbors who attended may be separately submitting their own materials regarding these meetings.

Sincerely,

Chris Ginter
Director of Finance and Operations
cginter@lowellschool.org
202-577-2077 direct

Notes from the Lowell Community Relations Council Meeting

Prepared by Lowell School

January 12, 2021, 6:30 pm

By Zoom call

In Attendance

- Cynthia Lightfoot
- Sharon Giles
- Wendell Hughes
- Cynthia Francisco (Lowell)
- Jess Rosenbaum (Lowell)
- Columbus Giles
- Erick Mullen (Lowell)
- Chris Ginter (Lowell)

Upcoming meeting dates

- Due to conflicts with ANC4 meetings, upcoming CRC meeting dates have been changed to:
 - April 13, 2021
 - July 13, 2021
 - October 12, 2021
 - January 11, 2022

Lowell Update

- **Regarding Lowell's on-campus programs:**
 - Lowell has just brought our Pre-Primary division back to campus following winter break and plan to have Pre-Primary on campus every day going forward;
 - Our Kindergarten will return on January 21 for on-campus learning 4 days per week;
 - On January 21 our grades will return in a 2/1/2 hybrid model where half of the grades are on campus Mondays and Tuesdays and the other half of the grades are on campus on Thursdays and Fridays.
 - Everyone in K-8 will learn from home on Wednesdays;
 - All students will continue to be given the option to remain in a virtual learning environment.
 - No parents or visitors are permitted in our buildings. Admissions tours are being given virtually.
- Lowell's burglar alarm system has been updated. All exterior alarms have been eliminated.
- No advancement has been made on plans for Fraser Field.

Traffic/Neighborhood Agreement

- A letter reminding the Lowell community of the stipulations in the Neighborhood Cooperation Agreement will be sent prior to return to campus on January 21;
- DC Safe Routes to Schools Spot Safety analysis was circulated to attendees of the October meeting;
 - The bicycle lane recommended in the analysis was raised as a concern and it was recommended that this Council consider a meeting dedicated to the topic if DDOT chooses to proceed;

- Lowell has not had any conversations with Shepherd Park Elementary leadership about the analysis.

New Business

- No new business was introduced.

Upcoming dates of interest

- | | |
|-------------------------|---------------------|
| ○ STEMFest | March 6 |
| ○ Grandguest day | March 19 |
| ○ Spring Break | March 19 - March 28 |
| ○ Last day of classes | June 10 |
| ○ Graduation | June 11 |
| ○ Camp Session 1 begins | June 21 |
| ○ Camp Session 2 begins | July 12 |
| ○ Mini-Camp | August 2-6 |

Upcoming meeting dates

- April 13, 2021
- July 13, 2021
- October 12, 2021
- January 11, 2022

Notes from the Lowell Community Relations Council Meeting
Prepared by Lowell School
April 13, 2021, 6:30 pm
By Zoom call

In Attendance

- Cynthia Lightfoot
- Sharon Giles
- Jess Rosenbaum (Lowell)
- Columbus Giles
- Oliver Sockwell
- Chris Ginter (Lowell)

Lowell Update

○ **Regarding Lowell's on-campus programs:**

- On April 5, Lowell welcomed all students to campus to attend classes 5 days per week.
- A large majority of students are choosing to return to campus, but we continue to offer distanced learning for those who opt for it.
- We have re-assessed our indoor spaces to allow for class cohort requirements.
- Outdoor spaces have been re-considered, with addition of designated learning spaces and the creation of numerous lunch/social areas.
- Lowell has made a special request of the zoning administrator to allow temporary use of Fraser Field, specifically:
 - erect 2 – 20' x 20' tents each accommodating up to 20 people, maximum occupancy of 40.
 - during school hours, between 8:30 AM and 3:30 PM through the 2021-2022 school year, ending in mid-June 2022.

Lowell shares neighbor concerns that tents on the Fraser site will attract users on evenings and weekends. Use of our outdoor space has changed and increased over the last year, the noise from basketball players being of particular annoyance. Lowell's administration has been monitoring and will continue to monitor the situation and seek solutions that allow neighbors to enjoy our campus without causing undue inconvenience.

- Safety measures no longer allow for employees to physically assist with students or their belongings in the carpool line, so parents must manage those processes. Hence, we have completely re-imagined our morning and afternoon carpool protocols. The carpool line has been expanded from 30 to 90 minutes while individual arrival and departure windows have been reduced to 15 minutes per student. Drop-off and pick-up locations have been changed.
- Parents and visitors are not yet being allowed into our buildings though we are working on protocols which may allow us to have prospective employees, guest teachers and/or student applicants on campus in the near future.
- Athletics teams have been re-formed for cross country, soccer, baseball, and girls lacrosse. Practices have been modified to accommodate needed safety measures, and are focused on skills and conditioning. No games/meets are planned.
- No aftercare is being offered.
- Our swimming pool remains closed.

- Plans for graduation ceremonies are underway. No decisions have been made about how or where ceremonies will be held. DCHealth has recently released guidance for graduation ceremonies which will guide our thinking.

Traffic/Neighborhood Agreement

- A letter reminding the Lowell community of the stipulations in the Neighborhood Cooperation Agreement was sent prior to return from winter break on January 21. An update was sent prior to return from spring break on April 5.
- Lowell's afternoon carpool line has not reached peak efficiency. Lowell continues to work hard to educate parents and employees about methods that will help us to do so.
- There have been no further updates relating to the DC Safe Routes to Schools Spot Safety analysis.
- Questions were raised about the work being done at Lowell's exit during the morning carpool. Lowell hires one MPD officer to control traffic at the exit every morning and will do everything possible to ensure that an officer is present each day. Lowell also positions two employees at the exit to enforce the regulations contained in the Neighborhood Cooperation Agreement.

New Business

- No new business was introduced.

Upcoming dates of interest

- | | |
|---|-------------|
| ○ Last day of classes | June 10 |
| ○ Graduation | June 11 |
| ○ Camp Session 1 begins | June 21 |
| ○ Camp Session 2 begins | July 12 |
| ○ Mini-Camp | August 2-6 |
| ○ Faculty return to campus | August 30 |
| ○ Students return to campus/orientation | September 8 |
| ○ First day of school | September 9 |

Upcoming meeting dates

- July 13, 2021
- October 12, 2021
- January 11, 2022
- April 12, 2022

Notes from the Lowell Community Relations Council Meeting
Prepared by Lowell School
July 13, 2021, 6:30 pm
By Zoom call

In Attendance

- Naima Jefferson
- Cynthia Lightfoot
- Sharon Giles
- Columbus Giles
- Laurice Redhead
- Ed Atkins
- Jess Rosenbaum (Lowell)
- Chris Ginter (Lowell)

Lowell Update

- **Regarding Lowell's on-campus programs:**
 - Lowell had a successful end of year, culminating in a graduation ceremony for our 8th grade graduates and a moving-forward ceremony for our 5th graders, both held under a large tent on our front field.
 - Beginning after our spring break, all of our students were invited back to campus for full-time in person school. A large majority of our students did elect to come to campus. For those who chose not to, a robust online learning program was offered.
 - We have just completed the first of 2 three-week summer camp sessions. As compared with previous summers, we capped our enrollment at about 80% of capacity. We are also operating with a slightly lower camper to counselor ratio.
 - Yesterday we began summer session number two, and we will host a one-week minicamp session beginning on August 2.
 - We continue to require COVID-19 testing. Per the recommendation of DC Health, we no longer require testing for fully vaccinated faculty, staff, or students.
 - Since our testing program began in January we have conducted approximately 9000 COVID-19 tests, three of which came back positive.
 - A large part of our focus has turned to return to campus in September. As part of this process we recently provided for the Office of the State Secretary for Education a written plan for our reentry. The policies and procedures outlined in the plan are based primarily upon requirements and recommendations provided by OSSE and DC Health, and upon our own experiences on campus last year.
 - Masks and a daily health screening will be required for everyone who comes to campus.
 - Grades will be cohorted, (1st grade, comprised of two classrooms, will be considered a single cohort). Cohorts will not be mixing.
 - Weekly testing will be required.
 - We will maximize outdoor time, including the use of outdoor classrooms.
 - Carpool drop-off and pick-up times will continue to be staggered.
 - Aftercare will return and will also be cohorted by grade.
 - Lowell did receive permission from the zoning administrator to erect two tents on the Fraser field site for temporary use as part of our program. We have done our best to use the site sparingly. As a precaution we do intend to ask the zoning administrator to extend permission to use Fraser field.

Traffic/Neighborhood Agreement

- Needed modifications to our carpool procedures, specifically staggered arrivals and dismissals, and our inability to have carpool staff enter vehicles to assist students, have significantly affected our carpool line efficiency. An increase in staffing has not fully offset the additional time it takes each student to embark and disembark, resulting in un-neighborly impacts on surrounding streets. We work hard to inform our community about the rules and procedures for the carpool line, having communicated numerous times by e-mail, made efforts to communicate directly with drivers in the carpool line, handing out fliers containing carpool line rules, and increasing enforcement of our time-slot arrival system. We will continue to work hard to eliminate all of the negative impacts of our morning and afternoon commuting rituals and to having legally authorized traffic control officers and Lowell personnel at driveway intersections.

Old Business

- Lowell's facilities team is working to design and fabricate removable rims for our outdoor basketball court. Version 1.0 has been designed and tested, but it needs improvement. Version 2.0 is being worked on and we hope to introduce it shortly.

New Business

- No new business was introduced.

Upcoming dates of interest

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|---|-----------------------|
| ○ Camp Session 2 begins | July 12 |
| ○ Mini-Camp | August 2-6 |
| ○ Offices closed | August 11-20 |
| ○ Faculty return to campus | August 30 |
| ○ Students return to campus/orientation | September 8 |
| ○ First day of school | September 9 |
| ○ Back to school night | September 23 |
| ○ Back to school night | September 30 |
| ○ Fall bazaar | October 9 |
| ○ Thanksgiving break | November 24-29 |
| ○ Winter break | December 18-January 2 |

Upcoming meeting dates

- October 12, 2021
- January 11, 2022
- April 12, 2022
- July 12, 2022

Notes from the Lowell Community Relations Council Meeting

Prepared by Lowell School

October 12, 2021, 6:30 pm

By Zoom call

In Attendance

- Wendell Hughes
- Sharon Giles
- Columbus Giles
- Ed Atkins
- Cynthia Lightfoot
- Jess Rosenbaum (Lowell)
- Erick Mullen (Lowell)
- Chris Ginter (Lowell)

Lowell Update

- **Regarding Lowell's on-campus programs:**
 - Lowell had a successful summer program, operating at about 80% of capacity. Campers were in cohorted groups of 10. All campers and camp staff were tested on-campus for COVID-19 weekly, resulting in 2 positive tests among campers, 0 among camp staff.
 - Faculty returned to campus in late August followed on 9/9 with the return of students.
 - We offer remote learning for students with a documented medical need. At this time all students are learning on campus.
 - COVID vaccinations are required for all eligible students and employees. For the unvaccinated, weekly on-campus testing is required. To date, we have had 0 positive tests.
 - Campus is operating per the reentry plan that was submitted to OSSE.
 - The policies and procedures outlined in the plan are based primarily upon requirements and recommendations provided by OSSE and DC Health, and upon our own experiences on campus last year.
 - Masks and a daily health screening are required for everyone who comes to campus.
 - Grades are being cohorted, (1st grade, comprised of two classrooms, will be considered a single cohort). Unvaccinated cohorts will not be mixing.
 - Weekly testing is required for the unvaccinated.
 - We are maximizing outdoor time, including the use of outdoor classrooms.
 - Carpool drop-off and pick-up times are staggered.
 - Aftercare is cohorted by grade.
 - Lowell did receive extended permission from the zoning administrator to use the Fraser field site as part of our program for the duration of the COVID emergency.
 - Bust transportation has returned with one route on the east side of the park and one on the west side. Approximately 50 students are enrolled.
 - After school athletics has resumed on a limited scale.
 - We are conducting small on-campus admissions tours.

Traffic/Neighborhood Agreement

- Our staggered carpool procedure launched with the beginning of the school year. With communication, human effort, and a bit of new technology we are operating at a standard level of efficiency.
 - Our need for distance has resulted in staggered carpool times for parents and the addition of one 'stop' on campus.
 - Carpool instructions and policies were communicated online during the summer, by email leading up to and after the start of school.
 - Some key rules are printed on the reverse of the carpool cards
- The traffic triangle continues to vex drivers. Those approaching from Kalmia have multiple options for merging onto 17th Street.
- A neighbor received email notification that a new stop sign has been installed at the 17th and Kalmia intersection. None present reported having observed any evidence of the new sign.

Old Business

- Version 2.0 of the removable basketball hoop design group was no improvement. The design team is back at work.

New Business

- No new business was introduced.

Upcoming dates of interest

- | | |
|----------------------------------|-----------------------|
| ○ Thanksgiving break | November 24-29 |
| ○ Winter break | December 18-January 2 |
| ○ 2022-2023 admissions decisions | March 4 |
| ○ STEMFest | March 5 |
| ○ MS Grandguest Day | March 16 |
| ○ PP and PS Grandguest Day | March 18 |
| ○ Spring break | March 18-March 27 |
| ○ Fundraising Fete | April 9 |

Upcoming meeting dates

- January 11, 2022
- April 12, 2022
- July 12, 2022
- October 11, 2022