

December 30, 2025

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

RE: Minutes of Community Relations Council (Z.C. Order No. 849-B, Case No. 97-16A)

Dear Sir/Madam:

As members of the Community Relations Council (“CRC”), which was created by Zoning Commission Order No. 849-B, we respectfully submit the attached minutes pursuant to an agreement with Lowell School to maintain and submit separate minutes. Specifically, because of past disputes, Lowell and the neighbors have agreed to maintain two sets of minutes for CRC meetings, one set prepared by Lowell and one set prepared by neighbors, and both of which would be filed with the Zoning Commission.

Members of the CRC (and neighbors of Lowell) now submit the following minutes of CRC meetings held on the dates listed below:

- January 14, 2025
- April 8, 2025
- July 8, 2025
- October 14, 2025

Respectfully submitted,

Cynthiana Lightfoot,
1609 Kalmia Rd NW
Washington, DC 20012

Sharon Giles & Columbus Giles
1630 Kalmia Road NW
Washington, DC 20012

Minutes of the Community Relations Council (“CRC”) Meeting
January 14, 2025, 6:30pm
Meeting via Zoom
Minutes Prepared by Neighbors (pursuant to agreement with Lowell)

Attendees:

- Chris Ginter (Lowell Director of Finance and Operations)
- Sharon Giles
- Columbus Giles
- Oliver Sockwell
- Laurice Redhead
- Paula Edwards (ANC Commissioner 4A01)
- Erick Mullen

Status/Update

- Lowell has largely completed a kitchen and lounge project (in the space previously occupied by the commercial kitchen), which now serves as a kitchen, lounge, meeting space, mothering room, and rest room for employees. A few punch line items remain to be done.
- Permitting has been completed for the solar panel project. Installation expected to begin in a few weeks.
- Lowell is continuing to work on re-accreditation process with AIMS (Association of Independent Maryland & DC Schools)
- Middle School students have been engaged in service-learning projects with Level Planning Field, A Wider Circle, and Adventist Community Services.
- Primary students have visited Politics and Prose to study the writing process and People’s Books to study identity through poetry.
- Before winter break, 8th Graders completed construction of cardboard boats which they captained in Lowell’s pool.
- The fall athletics program recently wrapped up. The soccer and cross country teams are quite successful.
- The winter athletics program is underway. There are four middle school basketball teams and three primary school basketball teams. Lowell is trying to build a middle school swim team and swim league.

Fraser Site

- Lowell said they have not pursued anything on the Fraser site.

New Business

- Commissioner Edwards reported that contractors working in the neighborhood have been targeted by thieves. She recommended that an email be sent to her or Commander Lavenhouse detailing information about major contract work in the neighborhood, including dates of anticipated work, if possible. This information will be used to schedule additional MPD patrols to deter thieves from targeting people working on site.

- Commissioner Edwards reported that the crossing guard at 16th and Kalmia had been removed for several days, but efforts to get the crossing guard back have been successful. She said if anything like that happens again, please let her know as soon as possible because it affects students at Lowell School and Shepherd Elementary School.
- Commissioner Edwards is trying to track neighbors' experiences with snow removal. Neighbors are encouraged to contact her if they are dissatisfied with snow removal.
- Chris Ginter is Lowell's point of contact for communications with neighbors. His email and phone number are at the bottom of his emails to neighbors.

Upcoming Dates

- | | |
|-----------------------|-----------------------------------|
| • March 1, 2025 | Fete |
| • March 8, 2025 | STEAM Fest |
| • March 18-19, 2025 | Grand Guests Days |
| • March 24 – 28, 2025 | Spring Break |
| • April 19, 2025 | Summer Camp Tour Event |
| • May 17, 2025 | Lowellapalooza |
| • June 03, 2025 | 5th Grade Moving Forward Ceremony |
| • June 04, 2025 | End-of-Year Picnic |
| • June 05, 2025 | Last Day of School |
| • June 06, 2025 | Graduation Ceremony |
| • June 16, 2025 | Summer Camp Session I |
| • June 30, 2025 | Summer Camp Session II |
| • July 14, 2025 | Summer Camp Session III |
| • July 28, 2025 | Summer Camp Session IV |

Upcoming CRC Meetings

- April 8, 2025
- July 8, 2025
- October 14, 2025
- January 13, 2026

**Minutes of the Community Relations Council (“CRC”) Meeting
April 8, 2025, 6:30pm
Meeting via Zoom
Minutes Prepared by Neighbors (pursuant to agreement with Lowell)**

Attendees:

- Cynthiana Lightfoot
- Sharon Giles
- Columbus Giles
- Chris Ginter (Lowell Director of Finance and Operations)
- Ed Atkins
- Paula Edwards (ANC Commissioner 4A01)

Lowell Status/Update

- Basketball season wrapped up in February. Girls team had tremendous success, with one player being invited to first ever DC All Schools All Star Game.
- Spring sports are underway. Track and field only sport being offered this spring.
- Lowell is trying to leverage their swimming pool. They created a swim team over the winter and have had a few swim meets with local schools.
- Early February, Lowell hosted their second Community Shabbat, a potluck open to people of all faiths. More than 100 people attended.
- Admissions ended in mid-March. For incoming students, Lowell surpassed their goal of 50 new students and now have 52 new students. For outgoing/graduating students, Lowell has 30+ graduating students who have been accepted at 23 or 24 different schools, including one acceptance to a boarding school.
- Lowell recently hosted STEAM Fest which was well-attended and fun.
- Lowell recently held their Fundraising Fete – A Sneaker Ball – the money from which is used for financial aid. Lowell offers financial aid to approximately 33% of their students.
- Solar panels are being staged for final installation. Preparation work is being done. Lowell expects to have operational solar panels on three roofs in near future.
- Two Grand Guest days have been held, one on March 18th (for Middle School families) and another on March 19th (for Primary and Pre-Primary School families).
- The afterschool program added cheerleading as an option for Kindergarten through 8th Graders. One of the coaches for cheerleading is a dancer and cheerleader with one of the local professional sports teams.
- Lowell recently held their annual Social Justice Day, which included a speaker (Thu Ahn Nguyen), a panel discussion hosted by middle school students, and a march for justice through the neighborhood.
- Lowell’s current enrollment is 313. Their enrollment for next year is 315. Tuition becomes binding on June 1st. Before June 1st, parents can walk away.

Fraser Site

- Lowell said there have been no advancements on the Fraser site.

Safety/Traffic/Parking/Neighborhood Agreement

- For Grand Guest Day, Lowell partnered with Temple Shalom and used their parking lot for satellite parking.
- In response to a neighbor's question about what Lowell is planning to do differently to mitigate against the problem with traffic during the summer program, which is a nightmare, Lowell responded that it expects traffic to be a mess and believes there's not much they can do to make it better. Lowell believes their focus should be on what happens on campus (such as getting students out of the cars). A neighbor noted that in the past Lowell has not had staff directing or controlling traffic. The neighbor also stated that the intersection at 17th and Kalmia is very dangerous and, at a minimum, Lowell should have someone direct or control traffic in that area for at least the first few days of summer camp. Lowell refused, stating Lowell does not have the volume of staff that will allow it to be that far away from the epicenter of the carpool line, which is where the kids are getting dropped off.
- Commissioner Edwards has made several requests for the intersection at 17th and Kalmia to be re-evaluated and re-engineered. She requested Lowell to provide her with a copy of the sketch Lowell previously sent to DDOT showing the problems with the intersection at 17th and Kalmia. She also requested a copy of the video Lowell provides to parents and any other video or pictures she could submit to DDOT to incentivize DDOT to make the intersection at 17th and Kalmia a higher priority because it is dangerous. Currently, according to a report Commissioner Edwards received, the intersection at 17th and Kalmia is listed as a low priority, so something needs to be done to try to bump it up to a higher priority. Commissioner Edwards said she may be able to come out one morning and conduct a mini traffic study at the intersection which she can include in a package to DDOT with the requested videos, pictures, and sketches to bump up DDOT's attention to the issue.

New Business

- A neighbor reported that groups are having picnics on Lowell's front field. Lowell said they know about some of them and that the campus is open to the neighborhood when the grounds are not in use by the school.

Upcoming Dates

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|-------------------|--|
| • April 19, 2025 | Summer Camp Meet the Team and Tour |
| • May 17, 2025 | Lowellapalooza |
| • June 03, 2025 | 5th Grade Moving Forward Ceremony |
| • June 04, 2025 | End-of-Year Picnic |
| • June 05, 2025 | Last Day of School |
| • June 06, 2025 | Graduation Ceremony |
| • June 16, 2025 | Summer Camp Session I |
| • June 30, 2025 | Summer Camp Session II |
| • July 14, 2025 | Summer Camp Session III |
| • July 28, 2025 | Summer Camp Session IV |
| • August 18, 2025 | New Employees and Staff Report to Campus |
| • August 25, 2025 | All Employees Return to School |

- September 02, 2025
- September 05, 2025
- September 27, 2025

First Day of School
Back-to-School Picnic
Fall Bazaar

Upcoming CRC Meetings

- July 8, 2025
- October 14, 2025
- January 13, 2026
- April 14, 2026

Minutes of the Community Relations Council (“CRC”) Meeting

July 8, 2025, 6:30pm

Meeting via Zoom

Minutes Prepared by Neighbors (pursuant to agreement with Lowell)

Attendees:

- Cynthiana Lightfoot
- Sharon Giles
- Columbus Giles
- Chris Ginter (Lowell Director of Finance and Operations)
- Oliver Sockwell
- Paula Edwards (ANC Commissioner 4A01)

Lowell Status/Update

- Lowell has been re-accredited by AIMS (Association of Independent Maryland & DC Schools). The accreditation is good for another 10 years.
- In May, Middle School students embarked on capstone trips to the Virginia Eastern Shore (6th Grade), the American South (7th Grade), and Costa Rica (8th Grade).
- On campus, 1st Graders are studying arts and activism; 5th Graders presented a bilingual play; 3rd – 8th Graders performed a dance showcase; 5th Graders embarked on a podcasting project called Podcasting for Good; and all grades participated in Curriculum Shares and field days.
- In April, students took trips to the Adventist Community Center, Baltimore Museum of Industry, Library of Congress, National Museum of Women in the Arts, Hirshorn Museum, Washington Monument, Martin Luther King Jr. Memorial, and the United States Capitol.
- 3rd and 5th Graders had an author visit from Grace Lin, who was on a book tour for her new book, *The Gate, the Girl, and the Dragon*.
- For spring athletics, 120 students participated in track and field. One student set three school records, was the #1 long jumper in all DC middle schools, and was invited to participate in two national meets, the New Balance and Nike nationals.
- 5th Graders moved forward in June.
- 32 8th Graders graduated on June 6th and moved on to various schools in DC and its suburbs.
- After graduation, preparation began for summer camp. There are four two-week summer camp sessions, beginning on June 16. There are 270 campers enrolled in Session I and 375 campers enrolled in Session II.
- Currently, 314 students are enrolled for upcoming 2025-2026 school year, almost identical to the previous school year.
- The Administrative Team consists of 10 members, all of whom will be returning to Lowell for the 2025-2026 school year.
- The installation of solar panels has been completed.

Fraser Site

- Lowell said they have no plans for Fraser site.

Safety/Traffic/Parking/Neighborhood Agreement

- Lowell reported that during the 3½ weeks of summer camp so far, morning car pool has affected 17th Street once. In addition to staggering arrival times and afterschool programs, Lowell said they have six employees on most days lined up along the driveway to assist arriving students and parents. Lowell noted, however, that there is a backup in traffic between 16th Street & Kalmia and their exit.
- A neighbor informed Lowell that parents are parking on Kalmia near 16th Street in the morning rather than using the carpool line, even though the neighbor has informed them about the carpool line and the Neighborhood Agreement. Lowell said they will see if they can intercept them.
- Commissioner Edwards complimented Lowell on their morning operations based upon her campus visit. She said she is trying to get someone from DDOT to come out and look at the 17th St. and Kalmia Rd intersection with a view to re-engineering it and will keep working on it. She also is going to try to film the intersection to give DDOT an idea of what's going on. Lowell said they will work on it also and have found a video they have been publishing for their summer camp families for about two years, which they will send to Commissioner Edwards. Commissioner Edwards also requested any other video Lowell has of the intersection. Lowell believes they can take a video which can capture the story of the intersection and will provide that to Commissioner Edwards too.
- In response to an inquiry from a neighbor, Lowell said there will be no changes to traffic control or directing traffic in the fall. Lowell said that Donald Morrison, Lowell's Facilities Director, will still be leading the team that directs traffic in the fall; sometimes Donald will be directing traffic and sometimes it may be someone else.

New Business

- In response to a question from a neighbor about inappropriate use of the basketball court during after school hours, Lowell said they have not heard about late night use of the basketball court interrupting neighbors in a couple of years.

Upcoming Dates

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|-------------------------------|--|
| • July 14, 2025 | Summer Camp Session III |
| • July 28, 2025 | Summer Camp Session IV |
| • August 18, 2025 | New Employees and Staff Report to Campus |
| • August 25, 2025 | All Employees Return to Campus |
| • September 02, 2025 | First Day of School |
| • September 05, 2025 | Back-to-School Picnic |
| • September 08, 2025 | Fall Athletics Program Begin |
| • September 27, 2025 | Fall Bazaar |
| • November 8-9, 2025 | Book Fair |
| • November 11, 2025 | Winter Athletics Begin |
| • November 14, 2025 | Grand Guest Day |
| • Nov 24, 2025 – Nov 28, 2025 | Thanksgiving Break |
| • Dec 22, 2025 – Jan 02, 2026 | Winter Break |
| • January 5, 2026 | Return to Campus |

Upcoming CRC Meetings

- October 14, 2025
- January 13, 2026
- April 14, 2026
- July 14, 2026

**Minutes of the Community Relations Council (“CRC”) Meeting
October 14, 2025, 6:30pm
Meeting via Zoom
Minutes Prepared by Neighbors (pursuant to agreement with Lowell)**

Attendees:

- Cynthiana Lightfoot
- Sharon Giles
- Columbus Giles
- Chris Ginter (Lowell Director of Finance and Operations)
- Wendell Hughes

Lowell Status/Update

- Summer camp, consisting of four two-week sessions, ended in early August.
- Currently, 312 students are enrolled for the 2025-2026 school year, 26 of whom are eight graders scheduled to graduate in June 2026.
- The Administrative Team consists of 10 members, all of whom returned to Lowell for the 2025-2026 school year.
- Back-to-school picnic held on September 5th.
- Fall athletics program – offering girls and boys soccer and cross country – is underway.
- Lowell offered vaccinations to employees and their families.
- Lowell is involved in a strategic planning initiative identifying 17 priorities.

Fraser Site

- Lowell said there have been no advancements on the Fraser site.

Safety/Traffic/Parking/Neighborhood Agreement

- Lowell has added a third bus route, increasing the number of students to 73 and decreasing the number of cars on campus.

Upcoming Dates

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|------------------------------|------------------------|
| • November 08 – 09, 2025 | Book Fair |
| • November 11, 2025 | Winter Athletics Begin |
| • November 14, 2025 | Grand Guest Day |
| • November 24 –28, 2025 | Thanksgiving Break |
| • Dec 22, 2025 – Jan 2, 2026 | Winter Break |
| • February 28, 2026 | Fete |
| • March 07, 2026 | STEAM Fest |

Upcoming CRC Meetings

- January 13, 2026
- April 14, 2026
- July 14, 2026
- October 13, 2026