

## CHIEF EQUITY AND ENGAGEMENT OFFICER/ASSISTANT SUPERINTENDENT

This AGREEMENT made and entered into this 15<sup>th</sup> day of June, 2022, by and between the SCHOOL COMMITTEE of the CITY OF LOWELL, hereinafter referred to as "COMMITTEE", and LATIFAH PHILLIPS.

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. EMPLOYMENT: The COMMITTEE hereby employs LATIFAH PHILLIPS as the CHIEF EQUITY AND ENGAGEMENT OFFICER/ ASSISTANT SUPERINTENDENT of the public schools of Lowell and LATIFAH PHILLIPS hereby accepts employment on the following terms and conditions:

2. TERM: LATIFAH PHILLIPS shall be employed for a three-year period commencing July 1, 2022 through June 30, 2025.

LATIFAH PHILLIPS shall not later than January 1, 2025 advise the Superintendent of Schools and the COMMITTEE by written notice whether she desires to negotiate a successor agreement. Failure to so notify the Superintendent of Schools and the COMMITTEE shall result in the expiration of this agreement on June 30, 2025 unless this agreement is otherwise terminated for cause as stated herein.

3. COMPENSATION:

a.) LATIFAH PHILLIPS shall be paid an annual salary of One Hundred Sixty-Three Thousand Nine Hundred Sixty-Two and 50/100 (\$163,962.50) Dollars for the 2022-2023 fiscal year, payable in equal installments in accordance with the policy of the COMMITTEE governing payments of salary of other professional staff members in the school department.

b.) For each year of the contract LATIFAH PHILLIPS shall receive a 2.25% raise effective on July 1 of each year; however, LATIFAH PHILLIPS will first be eligible for such raise on July 1, 2023.

4. SEVERANCE CLAUSE: At the time of LATIFAH PHILLIPS' retirement, termination, resignation, non-renewal of contract, or death, she or her estate will receive 100% of all accrued vacation.

5. TERMINATION: In the event that LATIFAH PHILLIPS desires to terminate this contract before the term of services shall have expired, she may do so if she gives at least sixty (60) days written notice of her intention to the Superintendent of Schools and the Superintendent of Schools accepts said resignation, otherwise, termination of employment shall be in accordance with Massachusetts General Laws, Chapter 71, Section 42, as amended by the Education Reform Act of 1993.

6. DUTIES: LATIFAH PHILLIPS shall perform faithfully to the best of her ability, the duties of CHIEF EQUITY AND ENGAGEMENT OFFICER/ASSISTANT SUPERINTENDENT.
7. CERTIFICATE: LATIFAH PHILLIPS shall furnish and maintain throughout the term of this contract a valid and appropriate certificate qualifying her to act as an Assistant Superintendent/Superintendent in the Commonwealth of Massachusetts.
8. OTHER ACTIVITIES: LATIFAH PHILLIPS may accept speaking, writing, lecturing, teaching, or other engagements of a professional nature as she sees fit, provided they do not derogate from her duties.
9. REIMBURSEMENT FOR EXPENSES: The COMMITTEE shall reimburse LATIFAH PHILLIPS for all expenses reasonably incurred in the performance of the duties under this contract in accordance with the laws of Massachusetts and the policies and ordinances of the City of Lowell. Such expenses shall include, but shall not be limited to, costs of transportation and attendance at appropriate local, state, and national meetings. All expenses associated with toll and mileage reimbursements shall be satisfied by a monthly travel allowance of Three Hundred (\$300.00) Dollars. Any additional reimbursements, including, but not limited to plane fare, room and board, meals, etc., will be based on submission of receipts. Said reimbursement shall not be construed as placing LATIFAH PHILLIPS in the performance of her duties (i.e. acting within the scope of her employment, while traveling to and from work). During such travel time, her employment relationship is suspended for the purposes of compensation, including but not limited to regular compensation and workers' compensation.
10. STATE RETIREMENT SYSTEM: LATIFAH PHILLIPS shall be a member of the Massachusetts Teachers Retirement System as required by Massachusetts General Laws, Chapter 32, Section 2.
11. FRINGE BENEFITS: LATIFAH PHILLIPS shall be entitled to all insurance (medical, hospital and life) benefits and all other fringe benefits currently available to teachers, such benefits not to reduce benefits expressly provided for in this contract or to be agreed upon in the future. The COMMITTEE and LATIFAH PHILLIPS may agree or alter components of these benefits or to add benefits not currently available to professional personnel.

12. ANNUAL VACATION: LATIFAH PHILLIPS shall receive twenty-seven (27) working days as annual vacation, exclusive of legal holidays. There shall be no limit on the amount of vacation time that can accumulate. All accumulated vacation time, at the rate earned and not redeemed, will be paid to the Administrator (or her estate) in the next pay period following resignation, retirement, non-renewal, termination or death at the then effective per diem rate of pay calculated based on the actual number of days in each year the Administrator is required to work.

13. SICK LEAVE: LATIFAH PHILLIPS shall be entitled to sick leave in an amount equal to, but not in excess of twelve (12) days of sick leave for each year of this contract and any extensions hereunder. Her unused sick leave shall be cumulative. She shall be eligible for extended sick leave benefits as are presently available to administrators and as such benefits may be amended from time to time.

14. INDEMNIFICATION: The Committee hereby represents that the City of Lowell is bound by the provisions of Section 9 of Chapter 258, and Section 13 of Chapter 258 of the General Laws, which provides that the City shall indemnify and save harmless municipal officers, elected or appointed, from personal financial loss and expense including reasonable legal fees and costs, if any, in an amount not to exceed One Million Dollars, arising out of any claim, demand, suit or judgment by reason of any act or omission, except an intentional violation of civil rights of any person, if the official at the time of such act or omission was acting within the scope of her official duties or employment.

15. PERSONAL DAYS: LATIFAH PHILLIPS shall be granted three (3) personal days per contract year. No accumulation of personal days exists under this agreement.

16. REIMBURSEMENT FOR GRADUATE COURSEWORK: Upon acceptance and enrollment of LATIFAH PHILLIPS in an accredited Doctoral program of study, the School Committee shall provide payments to an institution within the Massachusetts public higher education system for up to three graduate courses per year within the approved program of study reviewed and approved by the Superintendent of Schools for the first two years of the contract and for two graduate courses for the last year of the contract. The parties further agree that to be eligible for graduate reimbursement, LATIFAH PHILLIPS shall obtain a grade B or higher for each eligible graduate course for which she is seeking reimbursement.

17. PERFORMANCE:

(a) LATIFAH PHILLIPS shall fulfill all aspects of this contract. Any exceptions thereto shall be by mutual agreement between the COMMITTEE and LATIFAH PHILLIPS in writing.

(b) Failure to fulfill the obligations agreed upon in this contract will be viewed as a violation of the Code of Ethics, Massachusetts Association of School superintendents, and will be reported by the COMMITTEE to the appropriate state and national associations of the school administrator and state educational authorities.

18. EVALUATION: LATIFAH PHILLIPS shall be evaluated by the Superintendent using the Massachusetts Department of Elementary and Secondary Education's Educator Evaluation tool.

19. ENTIRE AGREEMENT: This contract embodies the whole AGREEMENT between the COMMITTEE and LATIFAH PHILLIPS and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract may not be changed except by writing, signed by the party against whom enforcement thereof is sought.


20. INVALIDITY: If any paragraph or part of this AGREEMENT is invalid, it shall not affect the remainder of said AGREEMENT, but said remainder shall be binding and effective against all parties.

21. The undersigned certifies under penalties of perjury that all municipal fees, including real estate taxes, due and owing to the City of Lowell, have been paid in full.


IN WITNESS WHEREOF, the parties have hereunto signed and sealed this AGREEMENT and a duplicate and triplicate thereof, this 15<sup>th</sup> day of June in the year 2022.

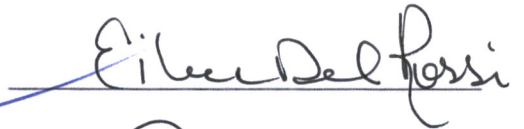
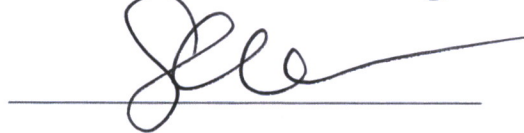
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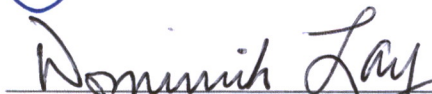
  
Dr. Joel D. Boyd  
Superintendent

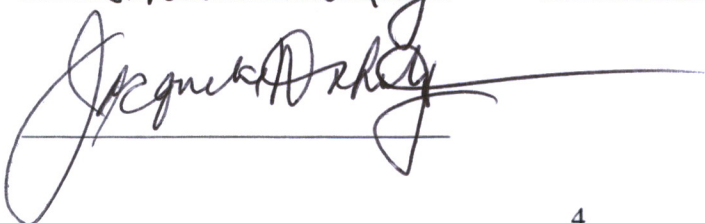
  
Latifah Phillips

THE LOWELL SCHOOL COMMITTEE,

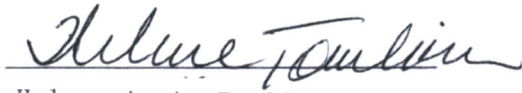
  





APPROVED AS TO FORM:

A handwritten signature in cursive script, reading "Helene Tomlinson", written over a horizontal line.

Helene A. A. Tomlinson  
City Solicitor

Lowell Public Schools  
Lowell, Massachusetts

**CHIEF EQUITY AND ENGAGEMENT OFFICER**

**ABOUT LOWELL PUBLIC SCHOOLS:**

The Lowell Public Schools (LPS) is one of the largest districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. LPS has a dedicated school community committed to serving our students and families. The Lowell Public School System provides an inspiring, engaging and empowering education by creating the “Pillars of Urban Excellence” to support and drive its vision:

- The Limitless Potential of all Teachers and Students
- School Cultures that are Welcoming, Respectful, Safe, and Healthy
- Collaborative, Professional Growth of Educators Throughout their Careers
- Partnerships with Schools, Families, and the Community
- Equity and Transparency in all our Actions and Interactions

Our school traditions and activities are enjoyed not only by our students, but by the community as well. Our Students enjoy: Field Trips, Celebrations, Student Assemblies, Science Fair, Reading and Writing Events, Family Nights, Special Recognition Events, Civic and Social Justice Activities, Knowledge Bowl, Athletic Activities, Extended Day Programs and more. We provide many parent/guardian engagement activities and meetings. We encourage guardians to participate.

**Overview:**

**Job Goal**

The **Chief Equity and Engagement Officer** will lead the district’s work to embed equity and culturally sustaining practices into every core district function, ensuring that all students have full and equitable access to the district’s programs and resources, and will lead the district’s efforts to engage students, families and community members as true partners in the educational process

The ideal candidate will be a visionary and transformational thought leader, who has demonstrated experience and influence in achieving positive change in an academic setting in the areas of diversity, inclusion, multiculturalism, community partnerships, economic development, and educational and employment equity at multiple levels of education leadership such as school, district, state and community.

This position will reside in the Office of Educational Equity and Community Empowerment and will report directly to the Superintendent.

#### PERFORMANCE RESPONSIBILITIES:

##### **Role as a Member of the Superintendent's Executive Cabinet**

- Keeps the Superintendent informed on issues, needs, policies and operations as they relate to equity and inclusion to ensure that Lowell's diversity is leveraged as an integral part of the district's strategy for raising academic achievement;
- Offers professional advice to the Superintendent on items requiring action, with appropriate recommendations based on thorough study and analysis to ensure that all students have equitable access to programs and resources through analysis, monitoring and policy development;
- Interprets, supports and carries out the intent of all Lowell School Committee policies and procedures relating to equity and inclusion in support of the district's strategic efforts to build a culture of equity and inclusion for all students, families, employees and the community;
- Attends and presents at meetings as necessary (including School Committee, city or DESE related).

##### **Specific Programmatic Responsibilities**

- Ensures that Lowell's diversity is leveraged as an integral part of the district's strategy for raising academic achievement.
- Ensures that all students have equitable access to programs and resources through analysis, monitoring and policy development.
- Acts as the lead in enhancing parental and community involvement in district decision-making.
- Serves as the district's public information officer and coordinates all media-related activities.
- Coordinates the district's legislative agenda and manages government relations.
- Enhances the district's relationship with the vast network of community partners across the City of Lowell.
- Supports and advises district administrators, school principals, assistant principals, and other supervisors with the practices and issues of equity.
- Provides for the continuing review and improvement of existing curricula and the preparation of new curricula, such as anti-bias and cultural proficiency curricula, as needed.
- Confers with equity experts to ensure that the initiatives, policies, and practices of the district are grounded in research; creates initiatives, policies, and practices around equity.
- Partners with families and community organizations to engage in dialogue about equity and equity-based solutions to achieve excellence in schools.

##### **Other Responsibilities**

- Partners with and enhances the district's relationship with key stakeholder groups, including Parent Advisory Committees, the Superintendent's Cabinet, Central Office Departments, the School Board, the Mayor's Office and key community-based organizations towards meeting the goals of Lowell Public Schools.
- Solicits feedback and supports efforts of parent and community groups advocating for traditionally underserved and/or under resourced students.
- Monitors the District's compliance with the McKinney-Vento Homeless Education Act.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

### **PROFESSIONAL QUALIFICATIONS:**

The successful applicant for this position must possess:

- A master's degree or higher from an accredited college or university.
- At least 10 years in education, including successful teaching experience and at least 5 years of successful administrative experience at the school, district and/or state level.
- Strong interpersonal skills and the ability to communicate, collaborate, and problem-solve with a wide variety of constituents, including students, teachers, families, administrators, and community partners.
- Experience leading community engagement and community organizing efforts;
- Deep knowledge in the creation of, implementation of, and adherence to federal, state, and district policy.
- Experience leading system-wide and school-wide improvement initiatives.
- Demonstrated facilitative leadership and problem solving.
- Ability to successfully create and manage stakeholder relationships.

Ability to speak two or more languages at a conversationally proficient level is strongly preferred.

**REPORTS TO:** Superintendent of Schools

**EFFECTIVE DATE OF EMPLOYMENT:** Negotiated upon hire

**TERMS OF EMPLOYMENT:** Twelve month position

**SALARY:** In the range of \$150,000 commensurate with educational level and experience

The posting of this position will be effective as TBD Applications will only be received through the Lowell Public Schools Personnel Office website, via the on-line application system.

<http://www.lowell.k12.ma.us> Lowell Public Schools

Office of Personnel & Recruitment  
155 Merrimack Street