Minutes of the Community Relations Council ("CRC") Meeting
September 7, 2017, 6:30pm
Lowell School Berkeley Library
Minutes Prepared by Neighbors (pursuant to agreement with Lowell)

In attendance:

- Chris Ginter (Lowell School)
- Cynthiana Lightfoot
- Bill Lightfoot
- Sharon Giles
- Columbus Giles
- Denise Gibson-Bailey
- Teresa Park
- John Hodgdon
- Wes Bizzell
- Lizzie Sadoff
- Marcie Bane

Recording of CRC Meetings

- Lowell's representatives objected to the recording of CRC meetings, stating that it was against "policy"; that it had been decided the meetings would not be recorded; that everyone's consent to the recording is required and they do not consent; that they are not comfortable with the meetings being recorded; that conversations are not as "fulsome" when meetings are recorded; and that they had requested that meetings not be recorded.
- Neighbors responded that there was never a discussion about "policy" and no decision had ever been made to not record meetings nor had Lowell's representatives requested that the meetings not be recorded. The neighbors pointed out that, in fact, Lowell had established the precedent for recording CRC meetings by having previously recorded two meetings – one by an oral recording and one by a stenographic recording. Neighbors noted that Lowell now appears to be creating a double standard by deeming it appropriate for Lowell to record CRC meetings but inappropriate for neighbors to do the same. The neighbors further noted that contrary to Lowell's assertion, consent of all participants to the recording is not required by law. Moreover, under the law, the neighbors are not even required to disclose their recording of a meeting, but the neighbors nevertheless did so. In addition, the neighbors placed the recorder in the middle of the table in full view of all participants. According to the neighbors, the recording of CRC meetings is imperative given all the conflicts and disputes between Lowell and neighbors about what was said and not said and what was done and not done. With a recording of the meeting, when there are such conflicts or disputes in the future, the recording can be consulted or relied upon to resolve the dispute. Without a recording, it becomes simply Lowell's word against the neighbors' word.
- Neighbors said they are taking Lowell's objection to the recording of meetings into consideration, but the interest of the CRC outweighs the personal preferences of Lowell's representatives. According to the neighbors, it's not that they don't care about how

Lowell's representatives feel or what they say; rather, it's about the business of the CRC and what the CRC is trying to accomplish.

- Neighbors noted they had asked for full copies of Lowell's previous recordings but full and complete copies had not been provided to the group.
- Neighbors stated they will record all CRC meetings and invited others, including Lowell's representatives, to use their iPhone, Android, or any other recording device to record the September meeting or any other future CRC meeting as well.

Traffic Management/Neighborhood Agreement

- Lowell stated in the first two days since the beginning of school, the car pool lines have worked well. According to a Lowell representative, he personally told drivers on 17th Street not to block driveways and not to turn left from Kalmia Road onto 17th Street.
- A neighbor noted there have been gaps in Lowell's compliance with the Neighborhood Agreement with respect to having someone present to manage traffic egress from the school (onto Kalmia Road) and inquired if the neighbors could assist in any way. Lowell stated that MPD provides officers as they are available. Lowell was reminded that the Neighborhood Agreement does not say comply as you can but requires that someone be present daily directing traffic, which remains a safety issue.
- A neighbor noted the Neighborhood Agreement does not require that the traffic officer come from MPD, and MPD is not the only option. It also was noted that retired MPD officers are another option.
- Lowell stated that the Neighborhood Agreement applies year-round, including summer camp. A neighbor stated gaps in compliance with the traffic provisions in the Neighborhood Agreement vary and not just during the summer. Another neighbor stated Lowell did not comply with the traffic provisions of the Neighborhood Agreement during the summer of 2017 and it was bad. She also noted that since the two-day beginning of school, compliance during the morning drop-off has been commendable but there still are problems with the afternoon pick-up.
- A neighbor suggested that signage – such as "Don't Block the Alley – would be helpful. She also noted that drivers still are speeding through the alley, raising concern about small kids and pedestrians.
- Lowell will write a letter to DOT and will allow neighbors to weigh in. A neighbor will contact Terry Lynch to assist Lowell with traffic and signage.
- Lowell stated it is trying to get Historic District signs. It was suggested that Lowell contact Councilmember Brandon Todd and the ANC Commissioner.

Fraser Site

- Lowell expects to have the architectural plans for the Fraser site work in approximately one week and, upon receipt, will send the plans to the city to begin the permitting process.
- Lowell plans to move the parking lot so that it is parallel with Kalmia Road.
- Lowell expects the permit process to take 3 months or more.
- Lowell said the plan calls for trees –Red Maples – to be planted along the property line, which will be the last step of the process.

- A neighbor said the landscaping should be sufficient to mitigate noise from the playground and said she would review the plan and let Lowell know if there is an issue.

May 2017 CRC Meeting Minutes and Future Minutes

- Lowell said under the process it proposed, the minutes would be taken and read back at the meeting; adjustments to the minutes would be made at the meeting; and approval of the minutes would be a formality when the minutes were circulated.
- A neighbor stated the meeting minutes were supposed to have been circulated in a timely fashion, but they were not. The neighbor further noted the minutes that eventually were circulated to the CRC did not contain the same substance as was discussed and read back at the CRC meeting, justifying the CRC's referral back to the recording of the meeting.
- Another neighbor stated it was not agreed the minutes would be approved at the meeting because you can't approve minutes before they are reduced to writing. Otherwise, the minutes could be represented in one way orally but represented in a totally different way in writing. The neighbor further stated it was agreed at the last meeting that the meeting minutes would be circulated to Council members for their review and comment.
- Lowell proposed maintaining two (2) sets of minutes. Lowell will take and keep its minutes, and the neighbors will take and keep their minutes. Lowell and the neighbors will share their minutes with each other but will not edit or change each other's minutes. With respect to the Zoning Commission's filing requirement for minutes, both sets of minutes will be filed with the Commission beginning with the May 2017 meeting minutes.
- A neighbor stated that Lowell's proposal regarding two sets of minutes speaks to why the recording of CRC meetings is a necessity.

Letter to Zoning Commission re October 2016 Minutes

- A Lowell representative stated he is the author of a letter to the Zoning Commission regarding the October 2016 minutes and has not yet submitted the letter to the Commission. He will get back to the letter and will share with the CRC whatever Lowell submits to the Commission. The CRC then may submit its own letter supplementing the submission to the Zoning Commission.

Non-Fraser Work

- Other than the work on the Fraser site, there is no other major work to be done at Lowell in the near future.

Next Meeting

- The next CRC meeting is October 24, 2017 at 6:30 pm.

Next Steps

- A neighbor will contact Terry Lynch to assist Lowell with traffic and signage and will share Lowell's contact information with him.
- Lowell will work on its letter to the Zoning Commission regarding the October 2016 minutes and will circulate it to the CRC.
- Lowell will prepare and share its version of the minutes for today's meeting (September 7, 2017) and requested neighbors to do the same.
- Lowell will figure out how to reach out to DOT. If Lowell prepares written communications to DOT, Lowell will circulate the writing for neighbors to "weigh in."