# Lowell Public School Committee

## *Regular Meeting Agenda*

***Date:*** January 15, 2020
***Time:*** 6:30PM
***Location:*** City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. **SALUTE TO FLAG**

2. **ROLL CALL**

3. **MINUTES**

3.I. Approval Of The Minutes Of The Special Meeting Of The Lowell School Committee Meeting Of Wednesday, December 18, 2019

Documents:

LSC SPECIAL MEETIING MINUTES - DECEMBER 18, 2019.PDF

3.II. Approval Of The Minutes Of The Regularly Scheduled Lowell School Committee Meeting Of Wednesday, December 18, 2019

Documents:

LSC MINUTES - DECEMBER 18, 2019.PDF

3.III. Approval Of The Minutes Of The Inauguration Exercises Of Monday, January 6, 2020

Documents:

LSC INAUGURATION MINUTES - JANUARY 6, 2020.PDF

## 4. PERMISSION TO ENTER

## 5. MEMORIALS

5.I. Donna St. Laurent, Greenhalge School Secretary

5.II. Elai Vorn, Stoklosa School Student

## 6. MOTIONS

6.I. [By Jackie Doherty]:

Request the Superintendent provide the committee with follow-up information to the report generated from my April 2018 motion regarding status of outdoor play spaces. The updated report should include information on newly added playgrounds as well as outline plans/timeline to ensure every elementary and middle school has access to safe, age-appropriate outdoor play areas, including collaborating with the City to target for extra oversight those city-managed parks that are the only outdoor play space for certain schools.

6.I.i. [By Bob Hoey]:

Request the Superintendent provide the committee with a report on the District's compliance with Chapter 71, Section 69. Are flags provided and properly displayed in compliance with the law, and is each teacher in the District leading the class in a group recitation of the "Pledge of Allegiance to the Flag?"

## 7. REPORTS OF THE SUPERINTENDENT

7.I. Grant Award Notification: FC528 Increased Access To Quality Afterschool And Summer

Documents:

GRANT AWARD EL SUMMER.PDF

7.II. Grant Award Notification: FC 181 Gateway City Grants For High Quality, Intensive English Language Learning Programs

Documents:

GRANT AWARD - INCREASED ACCESS TO QUALITY AFTERSCHOOL AND

SUMMER.PDF

### 7.III. Grant Award Notification: Portrait Of A Graduate Grant

Documents:

POG GRANT ACCEPTANCE AND STIPEND MEMO.PDF

### 7.IV. Strategic Planning Update

Documents:

REPORT WILL BE FORTHCOMING.PDF

### 7.V. Site-Based Budget & Fair Student Funding Update

Documents:

REPORT WILL BE FORTHCOMING.PDF

### 7.VI. Report On Motions

Documents:

REPORT MOTIONS JANUARY 15, 2020.PDF

7.VI.i. Response To Motion 3. CAO Of 12/04/19 By Andy Descoteaux: Pyne Arts Magnet School Musical

Documents:

SPOTLIGHT ON PYNE ARTS MUSICAL.PDF

### 7.VII. List Of Eligible Teachers

Documents:

2020 JANUARY 15 - LIST OF ELIGIBLE TEACHERS.PDF

### 7.VIII. Personnel Report

Documents:

2020 JANUARY 15 PERSONNEL REPORT.PDF

## 8. NEW BUSINESS

### 8.I. Revision Of School Assignment Policy File: JCA

Documents:

REVISED SCHOOL ASSIGNMENT POLICY - JANUARY 2020.PDF

8.II. Vote To Accept Donation Of $2,500 From Smith Purdon Foundation.

Documents:

GRANT DONATION-BRIDGE.PDF

8.III. Budget Transfer

Documents:

BUDGET TRANSFER REQUEST 1.8.20.PDF
LPS BUDGET TRANSFER - 27,050.24.PDF

8.IV. Permission To Post: Special Education Family Advocate

Documents:

SPED FAMILY ADVOCATE.PDF

8.V. Permission To Post: Bilingual Family Liaison - Lead

Documents:

POG BILINGUAL FAMILY LIAISON LEAD.PDF

8.VI. Permission To Post: Assistant TV Production Staff (Part-Time)

Documents:

COO MEMO ASSISTANT FOR TV PRODUCTION.PDF
JOB DESCRIPTION ASSISTANT TV PRODUCTION 9JAN20.PDF

8.VII. Establishment Of Subcommittees

Documents:

LSC ASSIGNMENTS FOR 20-21.PDF

## 9. CONVENTION/CONFERENCE REQUESTS

9.I. In State Overnight Travel Request:

Permission for Melissa Newell, Coordinator of Language Arts & Literacy K-12, to attend the MRA (Massachusetts Reading Association's) Annual Reading Conference in Quincy, MA on April 1st and 2nd 2020. The cost to attend the workshop of $380.00, the cost of the hotel of $350.00 for 2 nights, mileage and meals on the amount of $150 will

be paid by Title 1 funding. No substitute is needed.

Documents:

M. NEWELL, QUINCY, MA.PDF

**9.II.** Out Of Country And Overnight Travel Request: LHS

Permission for up to thirty [30] students and five [5] chaperones, Wayne Taylor, Thomas Thornton, Michelle Callahan, Jill Taylor and John Mellonakas, all Lowell High staff to travel to Belize during the February school vacation 2020. Students will miss one day of school, Friday, February 12, 2020 and four [4] substitutes will be needed for one day. The cost of the substitutes in the amount of $440 will be paid by LHS individual school budget. Each student traveling will incur the total cost of between of $3,225 and $3,525.

Documents:

LHS, BELIZE FEB. 2021.PDF

**9.III.** Out Of Country And Overnight Travel Request: LHS

Permission for Susan Brassard and two additional non-teacher adult chaperones Cassandra Johnson, Brianna Heughins and a group of eighteen [18] LHS students to travel on an international trip named Cuisine & Culture of Southern Italy during the February school vacation of 2021. Each student traveling will incur the total cost of $3,709. No Substitute teacher needed.

Documents:

LHS, ITALY FEB. 2021.PDF

**10.** **ADJOURNMENT**

# LOWELL SCHOOL COMMITTEE

## *REGULAR MEETING MINUTES*

***Date:*** December 18, 2019
***Time:*** 5:30PM
***Location:*** City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

**1. SALUTE TO FLAG**

**2. ROLL CALL**

**On a roll call at 5:40 p.m., members present were, namely: Mr. Hoey, Mr. Lay, Ms. Martin, Mr. Nutter, Mr. Descoteaux and Ms. Doherty. Mayor Samaras was absent.**

**3. SPECIAL ORDER OF BUSINESS**

**3.I.** Special Meeting Of The School Committee. It Is Anticipated That The Agenda Below Will Be Discussed In Executive Session Prior To Any Action On The Matter.

**4. EXECUTIVE SESSION**

**Mr. Hoey made a motion to recess at 5:40 p.m. and to enter into Executive Session for the purpose of Consideration of Settlement [Special Education] and Consideration of MOA [LSAA], of which public discussion could have a detrimental effect on the City's position, and to adjourn from Executive Session; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED**

**4.I.** Agenda Item:

- Consideration of Settlement [Special Education]
- Consideration of MOA [LSAA]

**5. <u>ADJOURNMENT</u>**

**Mr. Hoey made a motion to adjourn at 5:40 p.m.; seconded by Ms. Martin. 6 yeas, 1 absent**
**APPROVED**

**Respectfully submitted,**

**Joel D. Boyd, Ed.D., Superintendent and**
**Secretary to the Lowell School Committee**

**JDB/mes**

# LOWELL SCHOOL COMMITTEE

## *REGULAR MEETING MINUTES*

***Date:*** December 18, 2019
***Time:*** 6:30PM
***Location:*** City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

**1. SALUTE TO FLAG**

**2. ROLL CALL**

**On a roll call at 6:36 p.m., all members were present, namely: Mr. Lay, Ms. Martin, Mr. Nutter, Mayor Samaras, Mr. Descoteaux, Ms. Doherty and Mr. Hoey.**

**3. SPECIAL ORDER OF BUSINESS**

**3.I.** Spotlight on Excellence – Professional Development Day - Mill City Educators' Conference

The Spotlight on Excellence featured the Professional Development Day - Mill City Educators' Conference that was held on November 5, 2019. Principals David Anderson, Kevin Andriolo, Roberta Keefe, and Michael Domina spoke to the Committee about the conference and shared a short video highlighting the day. The Committee members thanked them for all their hard worked and stated they hope this is something that continues.

**3.II.** Appreciation for the Service of School Committee Members: William Samaras, Mayor & Chairman, Dominik Hok Lay and Gerard Nutter.

A short video was shown thanking Mayor Samaras, Mr. Lay and Mr. Nutter. The outgoing Committee members thanked their colleagues and the citizens of Lowell for the opportunity to serve.

**4. MINUTES**

**4.I.** Approval of the Minutes of the Regularly Scheduled Lowell School Committee Meeting of Wednesday, December 4, 2019

**Ms. Martin made a motion to accept and place on file the minutes from the Regularly Scheduled Lowell School Committee Meeting of Wednesday, December 4, 2019; seconded by Mr. Hoey. 7 yeas APPROVED**

**5. PERMISSION TO ENTER**

**5.I.** Permission to Enter: December 18, 2019

**Mr. Nutter made a motion to separately take and approve the Community Teamwork, Inc. contracts; seconded by Mr. Hoey. 6 yeas, 1 absent APPROVED**

**Mr. Nutter made a motion to approve the remaining contracts on the Permission to Enter; seconded by Mr. Hoey. 7 yeas APPROVED**

**6. MOTIONS**

**6.I. [By Jackie Doherty}:** December 18, 2019 (By Jacqueline Doherty): Request the Superintendent provide the committee with a report on the staffing positions (and number of employees impacted) that were not evaluated or only partially evaluated during the 2018-2019 academic year and the reasons, if known, why those evaluations were not completed. The report also should include whether any positions are not scheduled to be evaluated during the current academic year, and if so, what plans are in place to remedy any challenges going forward.

**Ms. Doherty made a motion to approve; seconded by Ms. Martin. 7 yeas APPROVED**

**6.I.i. [By Andy Descoteaux}:** Request the Superintendent to update us on any new policies going forward on bullying.

**Mr. Descoteaux made a motion to approve; seconded by Ms. Doherty. 7 yeas APPROVED**

**7. SUBCOMMITTEES**

**7.I. Policy Subcommittee Meeting:** Report and Approval of the Meeting of Wednesday, December 9, 2019 [Gerard Nutter, Chairperson]

Mr. Nutter, Chairperson of the Policy Subcommittee informed the Committee that the following agenda items were discussed:

- Kindergarten Lottery and Waitlist
- Waitlist for Grades 1 - 8
- Sibling Preference
- Extended rights for McKinney-Vento students, foster care students and students with special needs for placement within schools on a case by case basis.
- Transfer Cutoff Deadline
- Pre-School Enrollment

Chairperson Nutter stated that a policy will be presented at the January 15, 2020 School Committee meeting for further discussion and approval.

**Mr. Nutter made a motion to accept the Policy Subcommittee report as a report of progress; seconded by Mr. Hoey. 7 yeas APPROVED**

**8. REPORTS OF THE SUPERINTENDENT**

**8.I. Report On Motions**

Superintendent Boyd provided the Committee with an updated report on the status of outstanding motions and asked the Committee if they had any concerns or questions.

**Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**8.I.i. Response to Motion 3. COO of 04/04/17 By Andy Descoteaux: Salvaged Items**

Mr. Underwood, Director of Operations & Maintenance provided a report to the Committee informing them that salvageable items can be collected for several reasons such as reuse, value, and donations to other school districts and/or nonprofit organizations. He provided a list of Lowell High School classroom furnishings that he believes can be reused, subject to availability, weighing their condition, storage costs and costs to collect the items. He also included a list of items that may be salvageable in the performing arts department at Lowell High School.

**Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**8.I.ii. Response to Motion 3. CAO of 08/21/19 By Jacqueline Doherty: K-12 Environmental Sciences Curriculum**

Ms. Desmond, Chief Academic Officer provided a report to the Committee that covered Environmental Science Curriculum in Grades K – 8, Environmental Science Curriculum at Lowell High School and Environmental Science Opportunities through Project Learn.

**Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**8.I.iii. Response to Motion 6. CEEO of 11/20/19 By Gerard Nutter: Adult Education Graduation Rate**

Ms. McKiernan, Director of Abisi Adult Education Center provided additional information to the Committee to support their table of statistics. The table of statistics at Adult Education references "Graduates". For clarification, a graduate in their high school equivalency component passed a series of exams and earned a High School Equivalency Credential. A graduate in their ESOL component attended a specific number of class hours, completed a post assessment indicating a minimum of one (1) year's growth, and earned a certificate of completion of one (1) or more of six (6) federally determined levels of English.

**Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**8.I.iv. Response on Motion 9. COO Of 11/20/19 By Bob Hoey: Signing Into Schools**

Dr. Hall provided a report to the Committee that informed them that all visitors are required to sign-in and sign-out with the front desk administrative assistant. This policy is important in order to account for who is in a school and to prevent unauthorized people from being in our schools.

**Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**8.I.v. Response To Motion 11.COO Of 12/04/19 By Dominik Lay: Compensation For Substitutes**

Dr. Hall provided a report to the Committee that informed them there are a number of variables that factor into the shortage of substitute teachers for a particular day. On average the district requires about 100 substitutes a day, and depending upon the amount needed for a particular day, the district typically has a shortage of 10-30 substitutes a day. Dr. Hall stated that if the substitute rate was increased by $10 a day, it would cost the district $200,000 a year. The report also included a chart which shows the recent changes in the rates of compensation.

**Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**8.II. Home Education**

Superintendent Boyd recommended that the following parents/guardians be allowed to home educate their child:

Suheil and Migual Rivera
32 W. 4th Street

**Mr. Lay made a motion to approve; seconded by Mr. Hoey. 7 yeas APPROVED**

**9. NEW BUSINESS**

**9.I. Permission to Post: Social Emotional Learning Coordinator**

**Mr. Nutter made a motion to post the Social Emotional Learning Coordinator job description; seconded by Mr. Hoey. 7 yeas APPROVED**

**9.II. Disposal of Surplus Supplies**

Ms. Turner, Chief Financial Officer provided a report to the Committee that informed them that the Curriculum Office had Follet School Solutions inventory surplus materials. A list was included in the report of surplus inventory that has no value.

**Mr. Descoteaux made a motion to approve the Disposal of Surplus Supplies; seconded by Mr. Hoey. 7 yeas APPROVED**

## 9.III. Budget Transfer

| Department: | SCHOOLS | | | | |
|---|---|---|---|---|---|
| | | | | | |
| TRANSFER TO: | | | | | |
| Account # | | | | Description | Amount |
| Org. | Object | Project | DESE Function | | |
| | | | | | |
| 99312003 | 512110 | | **2350** | Coordinator of Math (PK-4) | $ 1.42 |
| 99237070 | 512903 | | **2350** | SW PROF STAFF/CLASSROOM TEACHR | $ 36,260.86 |
| 99311203 | 512120 | | **2450** | Director of Technology (ICTS) | $ 0.46 |
| 99311202 | 512917 | | **2450** | District Webmaster | $ 0.58 |
| 99311203 | 512112 | | **2450** | Tech. Instr. Suport Specialist | $ 11,154.29 |
| 99041403 | 512915 | | **4000** | LHS Security Guard | $ 91,474.52 |
| 99047103 | 512960 | | **4000** | LHS Custodian | $ 467,606.10 |
| 98010112 | 544400 | | **2300** | Murkland SA - General Supplies | $ 3,500.00 |
| | | | | | |
| | | | | **TOTAL** | $ 609,998.23 |
| TRANSFER FROM: | | | | | |
| Account # | | | | Description | Amount |
| Org. | Object | Project | DESE Function | | |
| 99341203 | 512901 | | **1200** | Asst Supt - Curriculum & Instr | $ 7,484.04 |
| 92510603 | 512110 | | **2000** | Molloy Coordinator | $ 1,721.04 |
| 99011003 | 512109 | | **2100** | LHS Academic Chair - Fine Arts | $ 7,597.75 |
| 92041103 | 512102 | | **2200** | Lincoln Asst. Principal | $ 4,201.03 |
| 91810103 | 512903 | | **2300** | Pyne Arts Elementary Teacher | $ 522,396.32 |
| 98037080 | 530002 | | **2350** | Murkland SA - Prof Dev | $ 3,500.00 |
| 99036003 | 512103 | | **2500** | LHS Library Media Specialist | $ 11,944.66 |
| 99339004 | 512112 | | **3100** | District Support Specialists | $ 34,144.53 |
| 98847103 | 512960 | | **4110** | Sullivan Custodian | $ 17,008.86 |
| | | | | | |
| | | | | **TOTAL** | $ 609,998.23 |

**Reason for Transfer: Adjustments to expend the budget**

**Ms. Martin made a motion to approve the budget transfer of $609.998.23; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**9.IV. Public Complaints Policy Revision KEB-R**

**Ms. Doherty made a motion to approve the Public Complaints Policy Revision KEB-R; seconded by Ms. Martin. 7 yeas APPROVED**

**9.V. Visits to Schools Policy Revision**

**Mr. Nutter made a motion to approve the Visits to Schools Policy Revision BHC-R; seconded by Ms. Martin. 7 yeas APPROVED**

**9.V.i. Vote to Accept a Donation to Bartlett School from Ecumenical Athletic Association**

The Bartlett School was recently notified that they would receive a $675.00 donation of a scoreboard from the Ecumenical Athletic Association.

**Ms. Doherty made a motion to accept and approve a Donation to the Bartlett School from the Ecumenical Athletic Association; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**10. CONVENTION/CONFERENCE REQUESTS**

**10.I. Out Of Country And Overnight Travel Request: LHS** Trip previously approved on January 16, 2019: Permission for eighteen [18] to twenty-four [24] LHS students and three chaperones, Thomas Thornton and two other staff members to be determined, to travel to Ireland, Northern Ireland, Scotland and England during the February school vacation 2020. Students will miss one day of school, Friday, February 14, 2020. The cost of two substitutes in the amount of $210 will be paid by LHS individual school budget. Each student traveling will incur the total cost of $3,080.00. Change Requested: Additional Chaperone LHS teacher Bryanna Laughlin to travel to Ireland, Northern Ireland, Scotland and England during the February school vacation 2020.

**Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED**

**10.II. Overnight Travel Request: LHS Outdoor Adventures Club** LHS Outdoor Adventures Club members (15-20) to Noble View Outdoor Center, Russell, MA from February 27, 2020 through February 29, 2020. There is no cost to the district.

**Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED**

**10.III. Out of State and Overnight Travel Request: LHS AFJROTC** Lowell High School JROTC Drill Team and staff members Lt. Col Eileen St. Laurent, MSgt Kevin Casilli, and TSgt David Smith to travel to Daytona Beach, Florida with approximately 45 students for the 2020 Multi-Service JROTC Drill Competition. The competition is scheduled for Friday, May 1, 2020 through Sunday, May 3, 2020. The team will depart Lowell High School at approximately 6:00 a.m. on Wednesday, April 29, 2020 and travel by bus paid for by the AFJROTC funds, and will return on Tuesday, May 5, 2020. The estimated cost of the competition will not exceed a total of $43,500 including transportation; lodging and food. This will be paid with Air Force funds, fundraising, and donations. The cost of one substitute in the amount of $110 will be paid by LHS individual school budget.

**Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED**

**10.IV. Out of State and Overnight Travel Request: San Diego, CA** Dr. Joel Boyd respectfully requests permission to attend the 2020 American Association of School Administrators' National Conference on Education to be held in San Diego, California from Thursday, February 13, 2020 through Sunday, February 15, 2020. The cost of the conference and lodging, and air fare not to exceed $3,390.00 and will be paid by the District's Professional Development funds. The cost of meals $50/day expense will not exceed $200.00.

**Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED**

**11. PROFESSIONAL PERSONNEL**

**11.I. LSAA-Donated Sick Days**

The members of the Lowell School Administrator Association (LSAA) hereby request to donate twenty [20] sick days to Gina Trombly, Lowell STEM Academy Guidance Counselor

**Mr. Hoey made a motion to approve; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**12. ADJOURNMENT**

**Ms. Doherty made a motion to adjourn at 7:51 p.m.; seconded by Mr. Hoey. 7 yeas APPROVED**

**Respectfully submitted,**

**Joel D. Boyd, Ed.D., Superintendent and**
**Secretary to the Lowell School Committee**

**JDB/mes**

# LOWELL SCHOOL COMMITTEE

## *REGULAR MEETING MINUTES*

***Date:*** January 6, 2020
***Time:*** 10:00AM
***Location:*** City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

**1. SALUTE TO FLAG**

**2. ROLL CALL**

**On a roll call at 10:56 a.m., all members were present, namely: Ms. Clark, Mr. Descoteaux, Mr. Dillon, Ms. Doherty, Mr. Hoey, Ms. Martin and Mayor Leahy.**

**3. SPECIAL ORDER OF BUSINESS**

**3.I. Invocation**

**3.II. Pledge of Allegiance/National Anthem: Colors presented by the Lowell High School Air Force Junior Reserve Officer Training Corps Cadet Color Guard [under the direction of Cadet John You]**

**3.III. Oath of Office Administered by First Justice of Lowell District Court Honorable Stacey Fortes**

Each School Committee member stood in front of their desk and Lowell District Court Honorable Stacey Fortes administered the oath of office.

**4. NEW BUSINESS**

**4.I. Election of the Secretary**

For the record, this vote has to be by name.

**Superintendent Boyd was elected Secretary to the Lowell School Committee.**

**The motion was made by Mr. Descoteaux; seconded by Ms. Doherty. 7 yeas APPROVED**

**4.II. Election of Vice Chairperson**

For the record, this vote has to be by name.

**Mr. Descoteaux was elected Vice Chairman of the Lowell School Committee.**

**The motion was made by Mr. Hoey; seconded by Ms. Martin. 7 yeas APPROVED**

**4.III. Adoption of Rules**

**Ms. Doherty made a motion to adopt the present rules of the School Committee for 2020-2021; seconded by Mr. Hoey. 7 yeas APPROVED**

**4.IV. Vote of Authorization**

**Ms. Clark made a motion to approve the Vote of Authorization; seconded by Mr. Descoteaux. 7 yeas APPROVED**

**4.V. Establishment of Subcommittees**

**Ms. Martin made a motion to defer the Establishment of Subcommittees to the next Lowell School Committee meeting; seconded by Ms. Clark. 7 yeas APPROVED**

**4.VI. Adoption of the Voting Ballot**

**Ms. Martin made a motion to approve the Adoption of the Voting Ballot; seconded by Mr. Hoey. 7 yeas APPROVED**

**5. ADJOURNMENT**

**5.I. Benediction By Rev. Rev. Cristiano Barbosa And Nicholas Sannella, Lowell Collaborative Parishes**

**5.II. Honor Guard**

**Ms. Doherty made a motion to adjourn at 11:00 a.m.; seconded by Ms. Martin. 7 yeas APPROVED**

**Respectfully submitted,**

**Joel D. Boyd, Ed.D., Superintendent and**
**Secretary to the Lowell School Committee**

**JDB/mes**

LOWELL PUBLIC SCHOOLS

Robin Desmond
Curriculum, Instruction & Assessment
155 Merrimack Street
Lowell, Massachusetts 01852

*Phone:* (978) 674-4323
*E-mail:* rdesmond@lowell.k12.ma.us

# Grant Award Notification: FC 181 Gateway City Grants for High Quality, Intensive English Language Learning Programs

TO: Dr. Joel Boyd, Superintendent of Schools

FROM: Robin Desmond, Chief Academic Officer

DATE: January 10, 2020

RE: *Memorandum –Grant Award Notification*

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The Lowell Public Schools was recently awarded $83,000 through a Massachusetts Department of Elementary and Secondary Education grant: Gateway City Grants for High Quality, Intensive English Language Learning Programs – All Levels (Fund Code 181)

This exciting program will support district priorities in regard to closing the achievement gap for all students, particularly those who are English Learners. LPS will have the opportunity to provide a 4 week, 6 hour per day summer program to English Learners in grades 8-12. The program will be held at Lowell High School.

The EL Summer Enrichment Academy will address the following specific needs of students:

- Academic enrichment to increase content knowledge and English language development and other content areas (based on identified needs/gaps).
- Acculturation assistance in making social connections with other students in non-academic settings and adapting to American school system and New England climate and historical context.
- Extended learning time for increased exposure/opportunities fill educational gaps and use the English language in a guided setting.
- Parent involvement and engagement supported by a Parent Liaison.

Breakfast, lunch and transportation will be provided.

I would like to thank Coordinator of Special Programs, Carolyn Rocheleau and Dr. Phala Chea, Coordinator of English Language Education for their work in obtaining this grant.

LOWELL PUBLIC SCHOOLS

Robin Desmond
Curriculum, Instruction & Assessment
155 Merrimack Street
Lowell, Massachusetts 01852

*Phone:* (978) 674-4323
*E-mail:* rdesmond@lowell.k12.ma.us

# Grant Award Notification: FC528 Increased Access to Quality Afterschool and Summer

TO: Dr. Joel Boyd, Superintendent of Schools

FROM: Robin Desmond, Chief Academic Officer

DATE: January 10, 2020

RE: *Memorandum –Grant Award Notification*

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The Lowell Public Schools was recently (December 20, 2019) awarded **$190,000** through a Massachusetts Department of Elementary and Secondary Education grant. The Lowell Public Schools received the highest level of funding for the ASOST grant in Massachusetts.

The **FC528 Increased Access to Quality Afterschool and Summer (Fund Code 528)** grant will provide funding to the ***Pyne Arts and Reilly Schools*** to offer before and after school as well as summer programming for their students.

In the new programs, students will receive assistance with homework and tutoring each day followed by engaging high interest academic programming. The type of programs provided include: engineering and STEM, physical activities such as Fit Math, Environmental programs with Audubon, and programs focusing on creative arts (drama, spoken word poetry, chorus, mixed media art). We work extensively with community partners such as the Lowell Parks and Conservation Trust, Mill City Grows, Green Dragons, UMASS Lowell, and the Tsongas Industrial History Center to bring the community into the schools. Students will also receive dinner each night before they return home and will be provided transportation.

In the summer months, students will have the opportunity to attend an academically engaging half day summer program at both schools. Breakfast, lunch and transportation will be provided.

Lowell Public Schools programs provide more than 1,700 students with after school and summer programs free of charge. Our goal is to provide high quality learning opportunities for at-risk students through engaging project based activities.

The Coordinator of Special Programs, Carolyn Rocheleau, was responsible for the writing of the grant proposal and will oversee the implementation of the grant.

**LOWELL PUBLIC SCHOOLS**
Henry J. Mroz Central Administration Offices
155 Merrimack Street
Lowell, MA 01852

Latifah Phillips
Chief Equity &
Engagement Officer

Tel: 978-674-4326
Fax: 978-674-2142
Email:lphillips@lowell.k12.ma.us

To: Dr. Joel Boyd, Superintendent of Schools

From: Latifah Phillips, Chief Equity and Engagement Officer

Date: January 10, 2020

Re: Portrait of a Graduate Grant

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On December 11, 2019, Lowell Public Schools was announced by the Barr Foundation as one of 14 recipients for the competitive Portrait of a Graduate grant. LPS has been awarded a grant in the amount of $250,000 to execute a community-driven process to articulate a vision of what all Lowell High School students will be able to know and do in order to be successful in college, career and community. The grant period runs from January 2020 - June 2020. Following the completion of this grant, there will be additional opportunities to apply for implementation grants related to the Portrait of a Graduate.

The Office of Educational Equity and Community Empowerment in partnership and collaboration with Project Learn and our three high schools – Lowell High School, The Career Academy, and the LeBlanc Therapeutic Day School - aims to develop the articulation of a robust definition of student success which includes academic skills and core competencies that will prepare our students for success in a 21st century workforce.

In addition to the Office's recommendation for the acceptance of these grant funds, the Office is also submitting several requests for stipends/consultants to support the family and community engagement activities and grant management activities tied to the goals and outcomes of this grant.

One (1) request is being submitted for a stipend to support a co-core facilitator from the Working Cities Lowell Coalition, which is a cross-sector coalition led by 13 core institutions and seed-funded by the Federal Reserve Bank of Boston to work with residents and business owners of Lowell to develop and implement inclusive community-engagement strategies and create equitable access to economic opportunities. Coalition of a Better Acre is the backbone and fiscal agency for the partnership.

One (1) request is being submitted for a consultant to support **Participatory Action Research/Youth Participatory Action Research (PAR/YPAR)** to help develop authentic participatory action research processes, protocols, and training opportunities and culturally sensitive research and evaluation instruments.

One (1) request is being submitted for up to two consultants to provide ongoing coaching and facilitation of authentic community engagement support related to the implementation of the Portrait of a Graduate grant. The Community Engagement Consultants will provide coaching and training around facilitating community circles and conversations, community organizing, and equitable practices in support of achieving the outcomes and goals of the grant.

And one (1) revised job description is being submitted for a current bilingual family liaison position to be converted to a lead position to serve as the coordinator of the district's team of bilingual family liaisons, external family engagement consultants and partners, and the manager of grants related to bilingual family programs, training and outreach. Several grant opportunities have emerged and been awarded in the past few months requiring additional support in the project and program management of these activities as the Family Engagement initiative of the Office of Educational Equity and Community Empowerment continues to develop.

Report will be Forthcoming

Report will be Forthcoming

## Lowell Public Schools

# REPORT ON STATUS OF OUTSTANDING MOTIONS

*Report on Motions: January 15, 2020*

| ON-GOING REPORTS |
|---|
| Lowell High School Advisory: October 2nd, December 18th, March 18th, May 20th, |
| Recognize Retirees: Every June |
| Annual Report on Textbook Purchases: Every August |

| OFFICE OF THE SUPERINTENDENT | | | | |
|---|---|---|---|---|
| LEAD | DATE OF MOTION | MOTION | DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE | STATUS |
| 1. SUPT | | | | |

# REPORT ON STATUS OF OUTSTANDING MOTIONS

## OFFICE OF EDUCATIONAL EQUITY & COMMUNITY EMPOWERMENT – CHIEF EQUITY & ENGAGEMENT OFFICER

| LEAD | DATE OF MOTION | MOTION | DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE | STATUS |
|---|---|---|---|---|
| 1. CEEO | 08/21/19 | *Revise Policy School Visits, Social Media & Fundraising*<br>[by Gerard Nutter]: Request policy subcommittee meet with the administration before the two October School committee meetings to review/revise policy on school committee visits, social media, fundraising. | Legislative Affairs | Will be raised for discussion at one of the upcoming Policy Subcommittee meetings that will be held per the availability of the Policy Subcommittee members |
| 2. CEEO | 09/04/19 | *Review School Assignment Policy*<br>[by Mayor William Samaras and Gerard Nutter]: Administration to review the JCA – School Assignment Policy and provide recommendations especially with regard to siblings and the importance of family along with the student living within the school neighborhood street directory criteria. | Welcome Services/FRC | Discussed at the Policy Subcommittee meeting on December 9, 2019 and a revised policy will be presented at the January15, 2020 School Committee meeting. |
| 3. CEEO | 09/18/19 | *District Wide Recess Policy*<br>[by Gerard Nutter And Andy Descoteaux ]: Administration compile a report on the implementation of District Wide Recess Policy to see how it is being followed and consider partnering with Lowell Education Justice Alliance to form a task force for further review and recommendations on recess being taken away as punishment. | Office of Equity & Engagement | Will be discussed further at one of the upcoming Policy Subcommittee meetings that will be held per the availability of the Policy Subcommittee members |

# REPORT ON STATUS OF OUTSTANDING MOTIONS

| LEAD | DATE OF MOTION | MOTION | DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE | STATUS |
|---|---|---|---|---|
| 4. CEEO | 10/02/19 | *Training Program for School Site Council*<br>[by Jackie Doherty]: Request the Superintendent collaborates with the Citywide Family Council to develop and implement a training/educational program for School Site Council members in preparation for school-based budgeting in Spring 2020. | Office of Equity & Engagement | School Site Council Memo<br>Click link for memo |
| 5. CEEO | 11/06/19 | *Support Citywide Family Council*<br>[by Jackie Doherty]: Request the Superintendent provide the committee with a plan to support the Citywide Family Council efforts to engage parents that includes regular access to school leadership, designated school contacts, assistance in promoting CFC events directly to families, school site councils, advisory councils, and parent-teacher organizations, as well as other suggestions to collaborate with CFC in support of family-school engagement. | Office of Equity & Engagement | Chief Equity& Engagement Officer met with members of the Citywide Family Council Leadership Committee on November 12, 2019 and began discussions about next steps and will provide a report of progress to the Committee at the January 15, 2020 School Committee meeting. |
| 6. CEEO | 11/20/19 | *Adult Education Graduation Rate*<br>[by Gerard Nutter]: Request Superintendent provides a report on how many Lowell Parents / Adults were enrolled in Adult Education for the last 3 years, how many out of City adults are we educating? Graduation rate of both. | Adult Education Center | Requested information will be provided in a report at the December 18th School Committee meeting. |

# REPORT ON STATUS OF OUTSTANDING MOTIONS

## OFFICE OF TEACHING & LEARNING – CHIEF OF SCHOOLS

| LEAD | DATE OF MOTION | MOTION | DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE | STATUS |
|---|---|---|---|---|
| 1. CSO | 12/04/19 | *Professional Development Day*<br>[by Andy Descoteaux]: Request the School Committee formally recognize the people responsible for the amazing professional development that took place across the city on Election Day as a "Spotlight on Excellence" on the next School Committee agenda. | Office of Teaching and Learning Chief Academic Officer | Will be presented 12/18/19 |
| 2. CSO | 12/04/19 | *Pyne Arts Musical Production*<br>[by Andy Descoteaux]: Request the School Committee formally recognize the Joseph G. Pyne Arts Musical Production of *Into the Woods Junior* under the Direction of Mr. Rose and Mr. Jones as a "Spotlight on Excellence" on the next School Committee agenda. | Office of Teaching and Learning Chief Academic Officer | Will be presented 1/15/20 |

# REPORT ON STATUS OF OUTSTANDING MOTIONS

## OFFICE OF TEACHING & LEARNING – CHIEF OF ACADEMICS

| LEAD | DATE OF MOTION | MOTION | DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE | STATUS |
|---|---|---|---|---|
| 1. CAO | 10/16/19 | *Learning a Trade at LHS*<br>[by Dominik Lay]: Ask the Superintendent to develop a partnership with the Greater Lowell Technical School to afford students to learn a trade while attending Lowell High School. | Office of Teaching and Learning Chief Academic Officer | Report will be prepared once grant notification from the DESE is received. |
| 2. CAO | 10/16/19 | *Community Service Requirement*<br>[by Gerard Nutter]: Request LHS Sub-Committee meet to discuss possibility of adding a Community Service Requirement for all grades to count towards Graduation. | LHS Head of Schools | Taskforce will be created to look at the feasibility |
| 3. CAO | 12/18/19 | *Update on Bullying Policies*<br>[by Andy Descoteaux]: Request the Superintendent to update us on any new policies going forward on bullying. | Office of Teaching & Learning | Referred to Policy Subcommittee |

# REPORT ON STATUS OF OUTSTANDING MOTIONS

## OFFICE OF FINANCE & OPERATIONS – CHIEF FINANCIAL OFFICER

| LEAD | DATE OF MOTION | MOTION | DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE | STATUS |
|---|---|---|---|---|
| 1. CFO | 11/06/19 | *PEG Funding*<br>[by Gerard Nutter And Andy Descoteaux]: Request School Committee vote to direct ALL PEG funding be used to update TV Studio Equipment and NOT on Personal salaries. | In Progress<br>Dec 2019 | Report is in progress/draft |
| 2. CFO | 11/06/19 | *Status of C.E.P. Program*<br>[by Gerard Nutter]: Request Update from Administration on status of C.E.P. program (Community Eligibility Provision) specifically if Gov't funding will continue/possible cuts and date when we have to reapply. | Draft<br>11/15/19 | Draft Memo<br>Click link for memo<br>Waiting for DESE response |

# REPORT ON STATUS OF OUTSTANDING MOTIONS

## OFFICE OF FINANCE & OPERATIONS- CHIEF OPERATING OFFICER

| LEAD | DATE OF MOTION | MOTION | DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE | STATUS |
|---|---|---|---|---|
| 1. COO | 09/18/19 | *Status of Social Workers*<br>[by Jackie Doherty]: Request the Superintendent provide the committee with a report on the status of social workers in the district, taking into account the reduction in staff and detailing how the team is working and being supported to meet the many ongoing needs of our students. | HR Office | Status of Social Workers<br>Click link for memo |
| 2. COO | 11/06/19 | *Collegiate Charter School Hours*<br>[by Gerard Nutter]: Request Update from Administration on plans to alleviate additional transportation cost caused by the change in hours at the Collegiate Charter School of Lowell. | Ongoing Transportation John Descoteaux | Transportation is in contact with CCS to addressing any proposed changes |
| 3. COO | 11/06/19 | *MSBA School Repairs Update*<br>[by Andy Descoteaux]: Request the Superintendent provides the Committee with an update on the process of MSBA school repairs. | Ongoing Facilities | Meetings occurred @ MSBA on 11/06/19 coordination with City is ongoing |
| 4. COO | 12/18/19 | *Staff Evaluations*<br>[by Jackie Doherty]: Request the Superintendent provide the committee with a report on the staffing positions (and number of employees impacted) that were not evaluated or only partially evaluated during the 2018-2019 academic year and the reasons, if known, why those evaluations were not completed. The report also should include whether any positions are not scheduled to be evaluated during the current academic year, and if so, what plans are in place to remedy any challenges going forward. | Ongoing<br>Human Resources | Data being collected and negotiations are ongoing. Several new evaluations have been implemented<br>Report will be presented on 02/05/20 |

# REPORT ON STATUS OF OUTSTANDING MOTIONS

## CITY COUNCIL MOTIONS

| LEAD | DATE OF MOTION | MOTION | DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE | STATUS |
|---|---|---|---|---|
| 3. CSO | | | | |

LOWELL PUBLIC SCHOOLS

Robin Desmond
Office of Teaching and Learning
155 Merrimack Street
Lowell, Massachusetts 01852

*Phone:* (978) 674-4323
*E-mail:* rdesmond@lowell.k12.ma.us

# Spotlight on Pyne Arts Magnet School Musical

TO: Dr Joel Boyd, Superintendent of Schools

FROM: Robin Desmond, Chief Academic Officer

DATE: January 9, 2020

RE: *Spotlight on the Pyne Arts Magnet School Musical:"Into the Woods"*

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In November, sixty Pyne Arts students in grades 7 and 8 performed two sold-out shows of the musical production "Into the Woods" in the newly-updated cafetorium. Students in the non-performance group built and painted all the set pieces during art class under the direction of Jacqui Miller, which combined with the new lighting and sound systems, created a magical visual trip "Into the Woods" for audience members.

The show was an example of a collaborative effort with staff, students and parents. We would like to recognize the following:

*Directed by: Steven Rose*
*Musical Director: Will Jones*
*Choreographer: Audrey Crawford-Rivera*
*Lighting Technician: Erin Hebert*
*Set Production: Jacqui Miller and Kevin Joy*
*Sound Technician: Nick Romanowsky*

This evening, cast members Ethan Ty, Kiara Simonphone, Jason Iraheta, Abigail Cruz, and Jelicity Mercado will be performing the musical number "It Takes Two" for you. Enjoy the performance!

I would like to thank Wendy Crocker-Roberge, Principal of the Pyne Arts Magnet School, for providing the information contained within this report.

LOWELL PUBLIC SCHOOLS

Personnel Office
155 Merrimack Street
Lowell, Massachusetts 01852

*Phone:* (978) 674-4325
*Fax:* (978) 674-2143

# List of Eligible Teachers

TO: Members of the Lowell School Committee

FROM: James Hall, Chief Operating Officer

DATE: December 26, 2019

**RE: LIST OF ELIGIBLE TEACHERS – January 15, 2020**

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Attached is a copy of the List of Eligible Teachers.

The Office of Personnel and Recruitment respectfully requests your official acceptance at the January 15, 2020 School Committee Meeting.

As always, thank you for your cooperation and support of this endeavor.

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **ART** | | | | | | | | | | | |
| Howard, Ruth<br>Lowell, MA 01852 | | | | | | | | | X | | |
| Tucker, Anne preK-8<br>Lowell, MA 01851 | | | | | X | | | | X | | |
| | | | | | | | | | | | |
| **BIOLOGY** | | | | | | | | | | | |
| Doyle, Kristine<br>Dracut, MA 01826 | | | | | | | | | | | X |
| Hawkins, Bryanna<br>Pepperell, MA 01463 | | | | | | | | | | | X |
| Randolph, Adam<br>Methuen, MA 01844 | | | | | | | | | | | X |
| Saint Louis, Ralph<br>Lowell, MA 01854 | | | | | | | | | | | X |
| | | | | | | | | | | | |
| **BUSINESS** | | | | | | | | | | | |
| McHugh, Linda<br>Dracut, MA 01826 | | | | | | | | | X | | |
| Middlemiss, Ernie<br>Lowell, MA 01852 | | | | | | | | | X | | |
| Witts, Steve<br>Arlington, MA 02474 | | | | | | | | | | | X |
| | | | | | | | | | | | |
| **CHEMISTRY** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **CHILDREN WITH MODERATE SPECIAL NEEDS** | | | | | | | | | | | |
| Beauregard, Anne prek-8<br>Lowell, MA 01852 | | | | | | | | | | | |
| Benites, Donna prek-8<br>Tyngsboro, MA 01879 | | | | | | | | | | | |
| Blier, Sarah prek-8<br>N. Billerica, MA 01862 | | | | | | | | | | | |
| Boore, Monica<br>Nashua, NH 03055 | | | | | | | | | X | | |
| Briere, Caitlin prek-8<br>Woburn, MA 01801 | | | | | | | | | | | |
| Byron, Brittany prek-8<br>Tyngsboro, MA 01879 | | | | | | | | | | | |
| Buote, Kelli prek-8<br>N. Chelmsford, MA 01863 | | | | | | | | | | | |
| Casey, Elizabeth prek-8<br>Manchester, NH 03103 | | | | | | | | | | | |
| Cialdea, Brook prek-8<br>Reading, MA 01867 | | | | | | | | | | | |
| Cote, Monica preK-8<br>Derry NH 03038 | | | | | | | X | | | | |
| Dickson, Kelly prek-8<br>Dracut, MA 01826 | | | | | | | | | | | |
| Donovan, Corey prek-8<br>Nashua, NH 03062 | | | | | | | | | | | |
| Donovan, Hannah prek-8<br>Billerica, 01821 | | | | | | | | | | | |
| Driscoll, Sherry<br>Methuen, MA 01844 | | | | | | | | | X | | |
| Gallagher, Rachel prek-2<br>Tyngsboro, MA 01879 | | | | | | | | | | | |
| Gleisberg, Kathleen prek-8<br>Chelmsford, MA 01824 | | | | | | | | | | | |
| Gross, Briana prek-8<br>Andover, MA 01810 | | | | | | | | | | | |
| Johnson, Kirsten prek-8<br>Lowell, MA 01851 | | | | | | | X | | | | |
| King, Ross prek-8<br>Exeter, NH 03833 | | | | | | | X | | | | |

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **CHILDREN WITH MODERATE SPECIAL NEEDS** | | | | | | | | | | | |
| Kunze, Heidi<br>Chelmsford, MA 01824 | | | | | | | | | | | X |
| Landers, Rebecca prek-8<br>Nashua, NH 03060 | | | | | | | | | | | |
| Mehan, Alison prek-8<br>Brighton, MA 02135 | | | | | | | | | | | |
| Mullen, Kathryn prek-8<br>Chelmsford, MA 01824 | | | | | | | | | | | |
| Owen, Bryan<br>West Newbury, MA 01824 | | | | | | | | | X | | |
| Padera, Melissa prek-8<br>Lowell, MA 01852 | | | | | | | | | | | |
| Page, Doug<br>Cambridge, MA 02139 | | | | | | | | X | | | |
| Perruccio, Glynnis<br>Pelham NH 03076 | | | | X | | | | | | | |
| Reynolds, Nancy prek-8<br>Lowell, MA 01852 | | | | | | | | | | | |
| Reynolds, Nancy preK-8<br>Lowell, MA 01850 | | | | | | | | | | | X |
| Romanowsky, Nicholas<br>Lowell, MA 01852 | | | | | | | | | X | | |
| Salmon, Jennifer prek-8<br>Tyngsboro, MA 01879 | | | | | | | | | | | |
| Silva, Natalia<br>Hudson, NH 03051 | | | | | | | | | X | | |
| Sorota, Kerri prek-8<br>Lowell, MA 01852 | | | | | | | | | | | |
| St. Louis, Krista prek-8<br>North Billerica, MA 01862 | | | | | | | | | | | |
| Sullivan, Meghan prek-8 | | | | | | | | | X | | |
| Toland, Kendall prek-8<br>Lowell, MA 01852 | | | | | | | | | | | |
| Tyler, Sheila<br>Methuen, MA 01844 | | | | | | | | | X | | |
| Viloria, Sydney<br>Lawrence, MA 01841 | | | | | | | | | X | | |
| Williams, Danyl prek-2<br>Lowell, MA 01852 | | | | | | | | | | | |
| | | | | | | | | | | | |
| **COMMUNICATION AND PERFORMING ARTS** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **CULINARY ARTS** | | | | | | | | | | | |
| Bernier, Seth<br>Hudson, NH 01749 | | | | | | | | | | | X |
| | | | | | | | | | | | |
| **DANCE** | | | | | | | | | | | |
| Ledson, Kristen All Levels<br>Ipswich, MA 01938 | | | | | | | | | | | |
| | | | | | | | | | | | |
| **DEAF/HARD of HEARING** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **EARLY CHILDHOOD & ELEMENTARY** | | | | | | | | | | | |
| Almeida-Guarino, Carol<br>Nashua, NH 03060 | | | X | | | | | | | | |
| Arora, Anupama<br>Nashua, NH 03062 | | | | | | X | | | | | |
| Bartleman, Megan<br>Chelmsford, MA 01824 | | | | | | X | | | | | |
| Berman, Sheila prek-2<br>Andover, MA 01810 | | | | | | X | | | | | |
| Bernard, Nancy prek-2<br>Bedford, MA 03110 | X | | | | | | | | | | |

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **EARLY CHILDHOOD & ELEMENTARY** | | | | | | | | | | | |
| Brandwein, Cheryl<br>Acton, MA 01720 | | | | | | X | | | | | |
| Brownlie, Katherine<br>Westford, MA 01886 | | | | | | X | | | | | |
| Burrill, Ann<br>Arlington, MA 02476 | | | | | | X | | | | | |
| Corrigan, Alicia prek-2<br>Lowell, MA 01852 | | | | | | | | | | | |
| Crowley, Ann<br>Melrose, MA 02176 | | | | | | X | | | | | |
| Cullen, Glenn<br>Tyngsborough, MA 01879 | | | | | | X | | | | | |
| Daigle, Angela<br>Lowell, MA 01852 | | | | | | X | | | | | |
| Dalton, Amanda<br>Lowell, MA 01854 | | | | | | X | | | | | |
| DeVries, Patricia prek-2<br>Gloucester, MA 01930 | | | | | | X | | | | | |
| Dickson, Kelley<br>Dracut, MA 01826 | | | | | | X | | | | | |
| Doctor, Amy<br>Westford, MA 01886 | | | | | | X | | | | | |
| Eady, Stacy<br>Fall River, MA | | | | | | X | | | | | |
| Edwards, Diana<br>Dracut, MA 01826 | | | | | | X | | | | | |
| Ellison, Mary Jane<br>Harvard, MA 01451 | | | X | | | | | | | | |
| Emrich, Alexandra prek-2<br>Lowell, MA 01854 | | | | | | | | | | | |
| Erickson, Carol<br>Concord, MA 01742 | | | | | | X | | | | | |
| Erwin, Christine prek-2<br>Haverhill, MA 01830 | | | | | | X | | | | | |
| Fosse, Cynthia<br>Lowell, Ma 01852 | | | | | | X | | | | | |
| Fraser, Ashley<br>Burlington, MA 01803 | | | | | | X | | | | | |
| Fraser, Brittany<br>Waltham, MA 02453 | | | | | | X | | | | | |
| Gallagher, Rachel prek-2<br>Tyngsboro, MA 01879 | | | | | | | | | | | |
| Gianis, Lisa<br>Lowell, MA 01852 | | | | | | X | | | | | |
| Guillardetz, Clorinda<br>Lowell, MA 01850 | | | | | | X | | | | | |
| Hanks, Joan<br>Lowell, MA 01850 | | | | | | X | | | | | |
| Houng, Hoang<br>Lowell, MA 01854 | | | | | | X | | | | | |
| Healey, Alicia<br>Lowell, MA 01850 | | | | | | X | | | | | |
| Hogan, Lisa<br>Chelmsford, MA 01824 | X | | | | | | | | | | |
| Iwanicki, Amanda<br>Dracut, MA 01826 | | | | | | X | | | | | |
| Keenan, Christine prek-2<br>Lowell, MA 01852 | | | | | | | | | | | |
| Kellett, Melynda prek-2<br>Lowell, MA 01854 | | | | | | | | | | | |
| Kopicko, Kim<br>Nashua, NH 03062 | | | | | | X | | | | | |
| Kotsironis, Anita<br>Dracut, MA 01826 | | | | | | X | | | | | |
| Kwiatek, Anne<br>Manchester, NH 03102 | X | | | | | X | | | | | |
| | | | | | | | | | | | |

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **EARLY CHILDHOOD & ELEMENTARY** | | | | | | | | | | | |
| Landry, Tracy<br>Lowell, MA 01852 | | | | | | | | | | | |
| Leary, Kelly<br>Merrimack, NH 03054 | | | | | | X | | | | | |
| Lowy, Doris<br>Arlington, MA 02476 | | | | | | X | | | | | |
| Lwowski, Jennifer<br>N. Andover, Ma 01845 | | | | | | X | | | | | |
| MacLaughlan, Ellen<br>Lowell, MA 01852 | | | | | | X | | | | | |
| Magnuson, Rebecca<br>Lowell, MA 01852 | | | | | | X | | | | | |
| Martelli, Linda<br>Methuen, Ma 01844 | X | | | | | | X | | | | |
| Martin, Kathleen<br>N. Chelmsford, MA 01863 | | | | | | X | | | | | |
| Masse, Elaine<br>Dracut, MA 01826 | | | | X | | | | | | | |
| McCabe, Caryl prek-2<br>Hudson, NH 03051 | | | | | | | | | | | |
| McCarthy, Carol F.<br>Chelmsford, MA 01824 | | | X | | | | | | | | |
| McNally, Bernard<br>Wilmington, MA 01887 | | | | | | X | | | | | |
| Mendonca, Taylor prek-2<br>Dracut, MA 01826 | | | | | | | | | | | |
| Michalczyk, Shannon<br>Lowell, MA 01854 | | | | | | X | | | | | |
| Morrissey, Kristen prek-2<br>Lowell, MA 01852 | | | | | | | | | | | |
| Murphy, Caitlyn<br>Medford, MA 02155 | | | | | | X | | | | | |
| Nangle, Barbara<br>Ashley, MA 01431 | | | X | | | | | | | | |
| Noonan, Kathy<br>Dracut, MA 01826 | | | | | | X | | | | | |
| Page, Doug<br>Cambridge, MA 02139 | | | | | | X | | | | | |
| Parrington, Michael<br>Dracut, MA 01826 | | | | | | X | | | | | |
| Partyka, Elizabeth prek-2<br>Lowell, MA 01851 | | | | | | | | | | | |
| Peters, Vicki<br>Lowell, MA 01851 | | | | | | X | | | | | |
| Ricard, Genevieve<br>Chelmsford, MA 01863 | | | | | | X | | | | | |
| Rindo, Kathryn<br>Lowell, MA 01852 | | | | | | X | | | | | |
| Quinney, Kristen prek-2<br>Chelmsford, MA 01863 | | | | | | | | | | | |
| Regina, Andrea prek-3<br>Tewksbury, MA 01876 | | | | | | | | | | | |
| Rondeau, Marcella prek-2<br>Lowell, MA 01854 | X | | | | | | | | | | |
| Rubino, Elizabeth prek-2<br>Burlington, MA 01803 | | | | | | | | | | | |
| Shea, Colleen<br>Haverhill, MA 01832 | | | | | | X | | | | | |
| Sheppard, Allison<br>Woburn, MA 01801 | | | | | | X | | | | | |
| Silk, Anna<br>Lowell, MA 01850 | | | | | | X | | | | | |
| Sims, Lisa<br>Lowell, MA 01854 | | | | | | X | | | | | |
| Smith, Marian<br>Chelmsford, MA 01824 | | | | | | X | | | | | |
| Smith, Sarrah prek-2<br>Nashua, NH 03064 | | | | | | | | | | | |

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **EARLY CHILDHOOD & ELEMENTARY** | | | | | | | | | | | |
| Smith, Shannon<br>Tewksbury, MA 01876 | | | | | | X | | | | | |
| Spring, Amanda<br>Concord, MA 01472 | | | | | | X | | | | | |
| Squeglia, Jennifer preK-2<br>Lowell, MA 01852 | X | | | | | | | | | | |
| Thissell, Nicole prek-2<br>Lowell, MA 01851 | | | | | | | | | | | |
| Tice, Lisa<br>Chelmsford, MA 01824 | | | | | | X | | | | | |
| Toohey, Leeanne<br>Dracut, MA 01826 | | | | | | X | | | | | |
| Tucker, Anne<br>Lowell, MA 01851 | | | X | | | | | | | | |
| Ubele, Katerina<br>Tyngsboro, MA 01879 | | | | | | X | | | | | |
| Wallace, Marybeth<br>Acton, Ma 01720 | | | | | | X | | | | | |
| Walsh, Keri<br>Andover, MA 01810 | | | | | | X | | | | | |
| Wesinger, Christopher<br>Billerica, MA 01821 | | | | | | X | | | | | |
| Williams, Michelle<br>Lowell, MA 01851 | | | | | | X | | | | | |
| Woods, Elizabeth prek-2<br>Tyngsboro, MA 01879 | | | | | | | | | | | |
| Yurkosky, Mary<br>Chelmsford, MA 01824 | | | | | | X | | | | | |
| | | | | | | | | | | | |
| **EARTH SCIENCE** | | | | | | | | | | | |
| Yurkosky, Abigail<br>Arlington, MA 02474 | | | | | | | | X | | | X |
| | | | | | | | | | | | |
| **ENGLISH** | | | | | | | | | | | |
| Clemente, Christina<br>Salem, NH 03079 | | | | | | | | X | | | |
| Cohen, Sarah<br>Boxborough, MA 01719 | | | | | | | | X | | | |
| Dion, Michael<br>Lowell, MA 01852 | | | | | | | | X | | | X |
| Gobbie, Andrea<br>Haverhill, MA 01835 | | | | | | | | X | | | |
| Labonte, Aubrey<br>Lowell, MA 01852 | | | | | | | | | | | X |
| McLaughlin, Michael<br>Dracut, MA 01826 | | | | | | | | X | | | |
| McNally, Bernard<br>Wilmington, MA 01887 | | | | | | | | X | | | |
| McNeil, Thomas<br>Woburn, MA 01801 | | | | | | | | X | | | |
| Murphy Melissa<br>Billerica, MA 01821 | | | | | | | | | | | X |
| Nangle, Barbara<br>Ashley, MA 01431 | | | | | | | | X | | | |
| Pisano, Barbara<br>Westford, MA 01886 | | | | | | | | X | | | |
| Puddister, Rose<br>Pelham, NH 03076 | | | | | | | | X | | | |
| Rossetti, Mark<br>Haverhill,l MA 01832 | | | | | | | | X | | | |
| Schermerhorn, Tyler<br>Lowell, MA 01852 | | | | | | | | X | | | |
| Sevigny, Sharyn<br>Nashua NH 03063 | | | | | | | | X | | | |
| Vice-Hisey, Linda<br>Carlisle, MA 01471 | | | | | | | | X | | | |
| | | | | | | | | | | | |

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **ENGLISH** | | | | | | | | | | | |
| Williams, Patricia<br>Lowell, MA 01852 | | | | | | | | X | | | |
| | | | | | | | | | | | |
| **ESL** | | | | | | | | | | | |
| Chahine, Fadia prek-6<br>Methuen, MA 01844 | | | | | | | | | | | |
| Crowley, Ann prek-6<br>Melrose, MA 02176 | | | | | | | | | | | |
| Dang, Thai<br>Newton, MA 02458 | | | | | | | X | | X | | |
| Dube, Gloria preK-6<br>Chelmsford, MA 01824 | | | | | | | | | | | |
| Harper, Cheney prek-9<br>Groton, MA 01450 | | | | | | | | | | | |
| Labonte, Aubrey<br>Lowell, MA 01852 | | | | | | | | | X | | |
| MacKinnon, Sara prek-9<br>Pelham, NH 03076 | | | | | | | X | | | | |
| Martin, Heather<br>Methuen, MA 01844 | | | | | | | | | X | | |
| Nutile, Elizabeth<br>Lowell, Ma 01851 | | | | | | | | | X | | |
| Peal, Julie prek-6 | | | | | | | | | | | |
| Quiles, Diana prek-6<br>Lowell, MA 01852 | | | | | | | | | | | |
| | | | | | | | | | | | |
| **FRENCH** | | | | | | | | | | | |
| Febo, Anacelis<br>Lowell, MA 01854 | | | | | | | | | X | | |
| Suriel, Jose<br>Lawrence, MA 01842 | | | | | | X | | | X | | |
| | | | | | | | | | | | |
| **GENERAL SCIENCE** | | | | | | | | | | | |
| Cremin, Carolyn 5-8<br>Pelham, NH 03076 | | | | | | | | X | | | |
| De Lesdernier, Suzanne<br>Lowell, MA 01851 | | | | | | | | | | X | |
| Kolifrath, Eric<br>Londonderry, NH 03053 | | | | | | | | X | | | |
| Melanson, James<br>Tyngsboro, MA 01879 | | | | | | | | X | | | |
| Shields, Diane<br>Lowell, MA 01850 | | | | | | | | X | | | X |
| Strandberg, Rachel<br>Methuen, MA 01844 | | | | | | | | X | | | |
| White-Yelito, Danielle<br>Lowell, MA 01852 | | | | | | | | X | | | |
| Yurkosky, Abigail<br>Arlington, MA 02474 | | | | | | | | | | | |
| | | | | | | | | | | | |
| **HEALTH** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **HEALTH/FAMILY CONSUMER SCIENCE** | | | | | | | | | | | |
| Nimblett, Paul All Levels<br>Somerville, MA 02144 | | | | | | | | | | | |
| | | | | | | | | | | | |
| **HEALTH & PHYSICAL EDUCATION** | | | | | | | | | | | |
| Farley, Amanda<br>Lowell, MA 01851 | | | | | | | | | X | | |
| Shields, Diane<br>Lowell, M A 01850 | | | | | X | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **HISTORY** | | | | | | | | | | | |
| Chapman, Kurt<br>Somerville, MA 02144 | | | | | | | | | | | X |
| Cohen, Sarah<br>Boxborough, MA 01716 | | | | | | | | X | | | |
| Cordero, Marina<br>Dracut, MA 01826 | | | | | | | | X | | | |
| Coutu, Christopher | | | | | | | | X | | | |
| Crowley, Noreen<br>Lowell, MA 01854 | | | | | | | | X | | | |
| Davidson, Steven<br>Lowell, MA 01852 | | | | | | | | | | | X |
| DesRosiers, Carson<br>Lowell MA 01851 | | | | | | | | | X | | |
| Duffey, Brian<br>Lowell, MA 01851 | | | | | | | | | X | | |
| Gangi, Nicole<br>Woburn, MA 01801 | | | | | | | | | | | X |
| Jaracz, Scott<br>Lowell, MA 01852 | | | | | | | | X | | | |
| Lander, Jessica<br>Cambridge, MA 02138 | | | | | | | | | | | X |
| Lee, Katherine<br>Lowell, MA 01852 | | | | | | | | | | | X |
| Lemieux, James<br>Lowell, MA 01851 | | | | | | | | X | | | X |
| Loughran, Erin<br>Lowell, MA 01852 | | | | | | | | X | | | X |
| Magnuson, Jeffrey<br>Westford, MA 01886 | | | | | | | X | | | | |
| Mann, Russell<br>Chelmsford, MA 01824 | | | | | | | | | | | X |
| Nicolopoulos, Georgia<br>Dracut, MA 01826 | | | | | | | | | | X | |
| Saucier, Pamela<br>Llitchfield, NH 03052 | | | | | | | | | X | | |
| Sauls, Clay<br>Medford, MA 02155 | | | | | | | | X | | | |
| Smith, Brian<br>Brighton, MA 02135 | | | | | | | | X | | | |
| | | | | | | | | | | | |
| **INTENSIVE SPECIAL NEEDS/SEVERE DISABILITIES** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **LATIN & CLASSICAL HUMANITIES** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **MATHEMATICS** | | | | | | | | | | | |
| Arnold, Samantha<br>Chelmsford, MA 01824 | | | | | | | | X | | | |
| Bletsis, Stavroula<br>Lowell, MA 01854 | | | | | | | | | | | X |
| Butler, Timothy<br>Westford, MA 01886 | | | | | | | | X | | | X |
| Chokshi-Fox<br>Upton, MA 01569 | | | | | | | | X | | | |
| Cullen, Glen<br>Tyngsboro, Ma 01879 | | | | | | | | X | | | |
| Dang, Thai<br>Newton, MA 02458 | | | | | | | | X | | | |
| Heslin, Jackelyn<br>Lowell, MA 01852 | | | | | | | | X | | | |
| Heywosz, Thomas<br>Lowell, MA 01854 | | | | | | | | | | | X |
| Jimenez, Rowena<br>Acton, MA 01720 | | | | | | | | X | | | |
| Keydel, James<br>Groton, MA 01450 | | | | | | X | | X | | X | |

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **MATHEMATICS** | | | | | | | | | | | |
| Koam, Samuth<br>Lowell, MA 01851 | | | | | | | | | | | X |
| Martin, Lindsey<br>Haverhill, MA 01832 | | | | | | | | X | | | |
| Melanson, James<br>Tyngsboro, MA 01879 | | | | | | | | X | | | |
| Nichols, Allison<br>Tewksbury, MA 01876 | | | | | | | | X | | | |
| O'Neil, Gregory<br>Hudson, NH 03051 | | | | | | | | | | | X |
| Phillips, Wendy<br>Rowley, MA 01969 | | | | | | | | X | | | X |
| Roberts, Paul<br>Kennebunk, ME 04043 | | | | | | | | | | X | |
| Santiago, Henry<br>Lynn, MA 01902 | | | | | | | | X | | | |
| Santoro, Joseph<br>Chelmsford, MA 01824 | | | | | | | | X | | | |
| Smith, Shannon<br>Lowell, Ma01852 | | | | | | | | X | | | |
| Tanaka Shigehito 5-8<br>Nashua, NH 03062 | | | | | | | | | | | |
| Tucker, George<br>Dracut, Ma 01826 | | | | | | | | X | | | |
| Urbine, Christopher<br>Nashua, NH 03062 | | | | | | | | X | | | |
| | | | | | | | | | | | |
| **MATH/SCIENCE** | | | | | | | | | | | |
| Galica, Ken<br>Chelmsford, MA 01824 | | | | | | | | X | | | |
| | | | | | | | | | | | |
| **MIDDLE SCHOOL** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **MIDDLE SCHOOL HUMANITIES** | | | | | | | | | | | |
| Conole, Lindsay<br>Dracut, MA 01826 | | | | | | | | X | | | |
| DeMatteo, Brettany<br>Burlington, MA 01830 | | | | | | | | X | | | |
| Humphrey, Steve<br>Lowell, MA 01851 | | | | | | | | X | | | |
| | | | | | | | | | | | |
| **INSTRUCTIONAL TECHNOLOGY SPECIALIST** | | | | | | | | | | | |
| McNally, Bernard<br>Wilmington, MA 01887 | | | | | | | | X | | | |
| Quinn, Jared<br>Fitchburg, MA 01420 | | | | | | | | X | | | |
| | | | | | | | | | | | |
| **MUSIC** | | | | | | | | | | | |
| Abrams, Jonathan All levels<br>Lowell, MA 01852 | | | | | | | | | | | |
| Illescas, Kelly All levels<br>Bedford, MA 03110 | | | | | | | | | | | |
| Latour, Roberta<br>Merrimack, NH 03054 | | | | | | | X | | X | | |
| McDermott, Erin All levels<br>Dracut, MA 01826 | | | | | | | | | | | |
| Zablotsky, Alexandra All levels<br>Boston, MA 02215 | | | | | | | | | | | |
| | | | | | | | | | | | |
| **PORTUGUESE** | | | | | | | | | | | |
| Fernsten, Marcia<br>Nashua, NH 03060 | | | | | | | | | | | |
| | | | | | | | | | | | |

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **PHYSICS** | | | | | | | | | | | |
| Lutz, Nicholas<br>Lowell, MA 01851 | | | | | | | | | | | X |
| | | | | | | | | | | | |
| **PHYSICAL EDUCATION** | | | | | | | | | | | |
| Brownlie, Katherine<br>Westford, MA 01886 | | | | X | | | | | | | |
| Fendell, Brian prek-8<br>Waltham, MA | | | | | | | | | | | |
| Littlefield, Keith prek-8<br>Lowell, MA 01852 | | | X | | | | | | X | | |
| Romanowsky, Nicholas prek-8<br>Lowell, MA 01852 | | | | | | | | | X | | |
| Whitman, Mark<br>Medford, MA 02155 | | | | | | | | | X | | |
| | | | | | | | | | | | |
| **POLITICAL SCIENCE/PHILOSOPHY** | | | | | | | | | | | |
| | | | | | | | | | | | |
| **READING** | | | | | | | | | | | |
| Filiatrault, Danielle All Levels<br>Lowell, MA 01852 | | | | | | | | | | | |
| | | | | | | | | | | | |
| **SOCIAL STUDIES** | | | | | | | | | | | |
| Green, Leah<br>Boston, MA 02113 | | | | | | | | X | | | X |
| McNally, Bernard<br>Wilmington, MA 01887 | | | | | | | | X | | | |
| Parker, Stephen J.<br>Lowell, MA 01851 | | | | | | | | | | | X |
| Purcell, Daniel<br>Somerville, MA 02144 | | | | | | | | X | | | |
| Trudel, Elizabeth<br>Chelmsford, MA 01824 | | | | | | | | X | | | |
| Mousley, Deborah<br>Lowell, MA 01852 | | | | | | | | | | X | |
| | | | | | | | | | | | |
| **SPANISH** | | | | | | | | | | | |
| Mann, Russell<br>Chelmsford, MA 01824 | | | | | | | | | X | | |
| Rodriguez, Hector<br>Lowell, MA 01850 | | | | | | | | | X | | |
| Walker, Consuelo<br>Dunstable, MA 01827 | | | | | | | | | X | | |
| | | | | | | | | | | | |
| **SPEECH/LANGUAGE/HEARING DISORDER** | | | | | | | | | | | |
| Fox, Juliette All<br>Lowell, MA 01851 | | | | | | | | | | | |
| Giovannini, Leona All<br>Newton, MA 02160 | | | | | | | | | | | |
| Hulick, Suzanne All<br>Wakefield, MA 01880 | | | | | | | | | | | |
| Langlois, Annemarie All<br>Groton, MA 01450 | | | | | | | | | | | |
| Mackin Julia All<br>Lowell, MA 01852 | | | | | | | | | | | |
| Paul, Belinda All<br>Acton, MA 01720 | | | | | | | | | | | |
| Weted, Allyson All<br>Wakefield, MA 01880 | | | | | | | | | | | |
| | | | | | | | | | | | |
| **TECHNOLOGY/ENGINEERING** | | | | | | | | | | | |
| Melanson, James | | | | | | | | | X | | |

| SUBJECT / NAME | K-3 | K-6 | K-8 | K-9 | K-12 | gr 1-6 | gr N-8 | gr 5-9 | gr 5-12 | gr 7-12 | gr 9-12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **THEATER** | | | | | | | | | | | |
| Plona, Laura All Levels<br>Revere, MA 02151 | | | | | | | | | | | |
| | | | | | | | | | | | |
| **TRANSITIONAL BILINGUAL EDUCATION (CAMBODIAN)** | | | | | | | | | | | |
| Dang, Thai<br>Newton, MA 02458 | | | | | | | X | | X | | |
| | | | | | | | | | | | |
| **VISUAL ART ALL LEVELS** | | | | | | | | | | | |
| Crowley, Noreen prek-8<br>Lowell, MA 01854 | | | | | | | | | X | | |
| Romanowsky, Nicholas prek-8<br>Lowell, MA 01852 | | | | | | | | | X | | |
| | | | | | | | | | | | |
| **VISION IMPAIRMENTS (All Levels)** | | | | | | | | | | | |
| Shepard, Sarah prek-8<br>Lowell, MA 01851 | | | X | | | | | | X | | |
| Silk, Stephen<br>Lowell, MA 01852 | | | | | | | | | X | | |
| Stevenson, Eric<br>Lowell, MA 01854 | | | | | | | | | X | | |
| **VOCAL/INSTRUMENTAL** | | | | | | | | | | | |
| Boles, Jonathan<br>Haverhill, MA 01830 | | | | | | | | | X | | |
| | | | | | | | | | | | |

**LOWELL PUBLIC SCHOOLS**
Henry J. Mroz Central Office
155 Merrimack Street
Lowell, MA 01852

Tel: 978-674-4325
Fax: 978-937-2143

# Personnel Report

TO: Dr. Joel Boyd, Superintendent of Schools

FROM: James Hall, Chief Operating Officer

DATE: November 12, 2019

**RE: <u>Personnel Report – January 15, 2020</u>**

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The Personnel Office is hereby officially informing members of the Lowell School Committee of retirements, resignations, promotions and new hires. Thank you for sharing this report as part of the official record.

dj

## I. ***RETIREMENTS***

| | |
|---|---|
| Katherine Ansara (22 yrs)<br>Lowell, MA 01851 | Social Studies Teacher<br>Lowell High School<br>Effective Date: December 31, 2019 |
| Catherine Breen (33 yrs)<br>Amherst, NH 03031 | Elementary Teacher<br>Lincoln Elementary School<br>Effective Date: June 30, 2020 |
| Dennis Cahill (27 yrs)<br>Dracut, MA 01826 | Paraprofessional<br>Pyne/Arts Prek-8 School<br>Effective Date: October 31, 2019 |
| Kathleen Cymbura (41 yrs)<br>Pepperell, MA 01463 | English Language Arts/Social Studies Teacher<br>Wang Middle School<br>Effective Date: June 30, 2020 |
| Mary Ellen Debasitis (18 yrs)<br>Amesbury, MA 01913 | Kindergarten Teacher<br>McAuliffe Elementary School<br>Effective Date: June 30, 2020 |
| Joan Farady-Driscoll (17 yrs)<br>Westford, MA 1886 | Social Worker<br>Pyne/Arts Prek-8 School<br>Effective Date: December 31, 2019 |
| Renee Ducharme (22 yrs)<br>Lowell, MA 01851 | Paraprofessional<br>Lincoln Elementary School<br>Effective Date: August 28, 2019 |
| Dorothy Durkin (36 yrs)<br>Lowell, MA 01851 | Elementary Teacher<br>Pawtucketville Memorial Elementary School<br>Effective Date: June 30, 2020 |
| Krista Early (33 yrs)<br>Nashua, NH 03062 | Mathematics Teacher<br>Lowell High School<br>Effective Date: June 30, 2020 |
| Barbara Eddy (16 yrs)<br>Dracut, MA 01826 | Chemistry Teacher<br>Lowell High School<br>Effective Date: June 30, 2020 |
| Madeline Febo (22 yrs)<br>Lowell, Ma 01851 | Elementary Teacher<br>McAuliffe Elementary School<br>Effective Date: September 11, 2020 |
| Steven Ferri (17 yrs)<br>Dracut, MA 01826 | Business Teacher<br>Lowell High School<br>Effective Date: June 30, 2020 |

***RETIREMENTS*** (continued)

| | |
|---|---|
| Ellen Fairman (35 yrs)<br>Athol, MA 01331 | Evaluation Team Chairperson<br>Special Education Department<br>Effective Date: July 4, 2020 |
| William Jumper (17 yrs)<br>Dracut, MA 01826 | Physics Teacher<br>Lowell High School<br>Effective Date: June 30, 2020 |
| Karen Kelleher (22 yrs)<br>Gloucester, MA 01930 | Special Education Teacher<br>Greenhalge Elementary School<br>Effective Date: June 30, 2020 |
| Kristen Kirby (25 yrs)<br>Tyngsboro, MA 01879 | Social Worker<br>Greenhalge Elementary School<br>Effective Date: June 30, 2020 |
| Robin Krowchun (35 yrs)<br>Lowell, MA 01851 | Special Education Teacher<br>Daley Middle School<br>Effective Date: June 30, 2020 |
| James Lutz (6 yrs)<br>Ogunquit, ME 03907 | Music Teacher<br>Lowell High School<br>Effective Date: June 30, 2020 |
| Leslie MacPhail (24 yrs.)<br>Leominster, MA 01453 | Art Teacher<br>Washington Elementary School<br>Effective Date: June 20, 2020 |
| John Mellonakus (33 yrs)<br>1197 Lakeview Ave | Health Teacher<br>Lowell High School<br>Effective Date: June 30, 2020 |
| Katherine Nardoni (25 yrs)<br>Hudson, NH 03051 | Health Teacher<br>Lowell High School<br>Effective Date: June 30, 2020 |
| Patricia Neary (35 yrs)<br>Lowell, MA 01852 | Music Teacher<br>Wang Middle School<br>Effective Date: September 1, 2020 |
| Cheryl Patterson (25 yrs)<br>Lowell, MA 01854 | Special Education Teacher<br>Daley Middle School<br>Effective Date: June 30, 2020 |
| Robert Rasmussen (15 yrs)<br>Stow, MA 01775 | Biology Teacher<br>Lowell High School<br>Effective Date: June 30, 2020 |

***RETIREMENTS*** (continued)

| | |
|---|---|
| Nancy Reynolds (34 yrs)<br>Hudson, NH 03051 | Math/Science Teacher<br>Sullivan Middle School<br>Effective Date: June 30, 2020 |
| Cynthia Robtoy (32 yrs)<br>Tyngsboro, MA 01879 | Social Worker<br>Special Education Department<br>Effective Date: June 30, 2020 |
| Ann Marie Rindo (34 yrs)<br>Lowell, mA 01851 | Elementary Teacher<br>Bailey Elementary School<br>Effective Date: October 30, 2020 |
| Lisa Ryder (19 years)<br>Lowell, MA 01852 | Paraprofessional<br>Moody Elementary School<br>Effective Date: November 8, 2019 |
| Christopher Selvaggio (32 yrs)<br>North Chelmsford, MA 01863 | Social Studies Teacher<br>Lowell High School<br>Effective Date: July 20, 2020 |
| Lee Ann Sexton (14 yrs)<br>Lowell, MA 01851 | Special Education Teacher<br>Greenhalge Elementary School<br>Effective Date: June 30, 2020 |
| Elizabeth Stanton (36 yrs)<br>Lowell, MA 01854 | Special Education Teacher<br>Daley Middle School<br>Effective Date: June 30, 2020 |
| Karen Tingley (16 yrs)<br>Lowell, Ma 01850 | Special Education Teacher<br>McAvinnue Elementary School<br>Effective Date: June 30, 2020 |
| Dorna Walsh (35 yrs)<br>Methuen, MA 01844 | Kindergarten Teacher<br>Murkland Elementary School<br>Effective Date: June 30, 2020 |
| Stephen Warnick (30 yrs)<br>Lowell, MA 01852 | Music Teacher<br>Stoklosa Middle School<br>Effective Date: June 30, 2020 |

## *II. RESIGNATIONS*

| | |
|---|---|
| Katherine Caira<br>Dracut, MA 01826 | Paraprofessional<br>Rogers STEM Academy<br>Effective Date: June 28, 2019 |
| John Deangelis<br>Chelmsford, MA 01824 | Paraprofessional<br>Greenhalge Elementary School<br>Effective Date: October 4, 2019 |
| Sonia Desousa<br>Londonderry, NH 03053 | Speech/Language Assistant<br>Lowell High School<br>Effective Date: October 11, 2019 |
| Kelsey Dill<br>Boston, MA 02127 | Psychologist<br>Special Education Department<br>Effective Date: August 8, 2019 |
| John Doherty<br>Chelmsford, MA 01824 | Special Education Teacher<br>Lowell High School<br>Effective Date: October 7, 2019 |
| Donna Fahey-Lutz<br>Woburn, Ma 01801 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: August 21, 2019 |
| Barry Francoeur<br>Lowell, MA 0185 | Paraprofessional<br>Sullivan Middle School<br>Effective Date: September 27, 2019 |
| Elizabeth Kabriel<br>Amesbury, MA 01913 | Mathematics Teacher<br>Butler Middle School<br>Effective Date: August 13, 2019 |
| Anne Marie Langlois<br>Groton, MA 01450 | Special Education Teacher<br>Dr. Janice Adie Day School<br>Effective Date: December 1, 2019 |
| Dana Malloy<br>Hudson, NH 03051 | Special Education Teacher<br>Lowell High School<br>Effective Date: June 28, 2019 |
| Shawna Mottram<br>Plaistow, NH 03865 | Evaluation Team Chairperson<br>Special Education Department<br>Effective Date: August 14, 2019 |
| Ellen Quigley<br>Chelmsford, MA 01824 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: October 28, 2019 |

***RESIGNATIONS (continued)***

| | |
|---|---|
| Adita Rodriguez<br>Lowell, MA 01852 | Paraprofessional<br>Murkland Elementary School<br>Effective Date: August 21, 2019 |
| Jennifer Sem<br>Lowell, mA 01851 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: October 23, 2019 |
| Sara Silva<br>Andover, MA 01810 | Social Worker<br>Laura Lee Therapeutic Day School<br>Effective Date: June 28, 2019 |
| Robert Southern<br>Dracut, Ma 01826 | Paraprofessional<br>Sullivan Middle School<br>Effective Date: December 12, 2019 |

## *III. NEW HIRES AND PROMOTIONS (P=PROMOTION)*

| | |
|---|---|
| William Bahou<br>Hudson, NH 03051 | Paraprofessional<br>Lowell High School<br>Effective Date: August 26, 2019 |
| Caitlin Barash<br>Merrimac, NH 01860 | Social Worker<br>Robinson Middle School<br>Effective Date: August 19, 2019 |
| Laura Barton<br>Tyngsboro, MA 01879 | Paraprofessional<br>Daley Middle School<br>Effective Date: August 26, 2019 |
| Rachel Bastien<br>Lowell, MA 01850 | Paraprofessional<br>Daley Middle School<br>Effective Date: August 26, 2019 |
| Allison Bernstein<br>Westford, MA 01886 | Social Worker<br>Lowell High School<br>Effective Date: August 19, 2019 |
| Bernard Bettencourt<br>Dracut, Ma 01826 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: August 26, 2019 |
| Haley Blatus<br>Dracut, MA 01826 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: August 26, 2019 |
| Tracy Bowers (P)<br>Townsend, MA 01469 | Evaluation Team Chairperson<br>Special Education Department<br>Effective Date: September 30, 2019 |

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

| | |
|---|---|
| Laura Brown<br>Chelmsford, MA 01824 | Paraprofessional<br>Murkland Elementary School<br>Effective Date: August 26, 2019 |
| Sara Buzynski<br>Tewksbury, MA 01876 | Paraprofessional<br>Bailey Elementary School<br>Effective Date: August 26, 2019 |
| John Calzada<br>Pawtucket, R I 02860 | Psychologist<br>Pyne/Arts Prek-8 School<br>Effective Date: August 19, 2019 |
| Allyson Carbone (P)<br>Hudson, NH 03051 | Department Chairperson – Special Education<br>Lowell High School<br>Effective Date: August 19, 2019 |
| Laurie Carney (P)<br>Dracut, MA 01826 | Early Childhood Specialist<br>Cardinal O'Connell Early Learning Center<br>Effective Date: August 19, 2019 |
| Julie Chachus<br>Lowell, MA 01852 | Paraprofessional<br>Lowell High School<br>Effective Date: August 26, 2019 |
| Christine Clayton<br>Lowell, MA 01854 | Paraprofessional<br>STEM @ Rogers School Prek-8<br>Effective Date: August 26, 2019 |
| Emily Cohn<br>Lowell, MA 01850 | Paraprofessional<br>McAuliffe Elementary School<br>Effective Date: August 26, 2019 |
| Ginger Coleman<br>Chicopee, MA 01013 | Principal<br>Lincoln Elementary School<br>Effective Date: August 12, 2019 |
| Coralie Cote (P)<br>Lowell, MA 01854 | Administrative Assistant<br>Daley Middle School<br>Effective Date: June 17, 2019 |
| Anindita Datta<br>Lowell, MA 01852 | Paraprofessional<br>Cardinal O'Connell Early Learning Center<br>Effective Date: August 26, 2019 |
| Jessica Daviso<br>Pelham, NH 03076 | Department Chairperson – Fine Arts<br>Lowell High School<br>Effective Date: August 12, 2019 |
| Melanie Eichelberger<br>Hampstead, NH 03076 | Psychologist<br>Pyne/Arts Prek-8 & STEM Academy @ Rogers<br>Effective Date: August 19, 2019 |

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

| | |
|---|---|
| Sara Espinal<br>Lowell, MA 01852 | Caseworker<br>Riverside School<br>Effective Date: April 22, 2019 |
| Donna Fahey-Lutz<br>Woburn, MA 01801 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: August 26, 2019 |
| Petra Farias<br>Ipswich, MA 01938 | Coordinator-Student Support Services<br>Lowell High School<br>Effective Date: July 15, 2019 |
| Aimee Galloway (P)<br>Townsend, MA | Evaluation Team Chairperson<br>Special Education Department<br>Effective Date: August 19, 2019 |
| Patrick Harrigan (P)<br>Chelmsford, MA 01824 | Facilities Area Manager<br>Office of Finance and Operations<br>Effective Date: September 9, 2019 |
| Kimberlee Henry<br>Hartford, CT 06103 | Principal<br>STEM Academy at Rogers School Prek-8<br>Effective Date: August 12, 2019 |
| Linus Guillory<br>Boston, MA 02131 | Chief Schools Officer<br>Office of Teaching and Learning<br>Effective Date: July 8, 2019 |
| James Hall<br>Lowell, MA 01852 | Chief Operating Officer<br>Office of Finance and Operations<br>Effective Date: July 22, 2019 |
| Anne Hayward<br>Lowell, MA 01851 | Paraprofessional<br>Shaughnessy Elementary School<br>Effective Date: August 26, 2019 |
| Meghan Hickok<br>Lowell, MA 01852 | Literacy Specialist<br>Bartlett Prek-8 School<br>Effective Date: August 19, 2019 |
| Michelle Hoffman<br>Tyngsboro, MA 01879 | Paraprofessional<br>Sullivan Middle School<br>Effective Date: August 6, 2019 |
| Shawlette Howard-Smith<br>Lawrence, MA 01843 | Paraprofessional<br>Daley Middle School<br>Effective Date: August 26, 2019 |
| Suzanne Hun<br>Lowell, MA 01854 | Paraprofessional<br>Lowell High School<br>Effective Date: August 26, 2019 |

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

| | |
|---|---|
| Sophorn Keo<br>Lowell, MA 01851 | Executive Secretary<br>Office of Personnel and Recruitment<br>Effective Date: December 2, 2019 |
| Angela Lawlor-Brennan (P)<br>Dracut, MA 01826 | Student Support Services<br>Lowell High School Freshman Academy<br>Effective Date: August 19, 2019 |
| Samuel Lopes<br>Lowell, MA 01851 | Paraprofessional<br>Sullivan Middle School<br>Effective Date: August 26, 2019 |
| Michael Lovato<br>Lowell, MA 01852 | Director of Special Education<br>Office of Teaching and Learning<br>Effective Date: September 24, 2019 |
| Kent Luong<br>Lowell, MA 01851 | Paraprofessional<br>Bartlett Prek-8 School<br>Effective Date: August 26, 2019 |
| Jane-Sarah MacFarlane<br>Lowell, MA 01854 | Paraprofessional<br>Lowell High School<br>Effective Date: August 26, 2019 |
| Marissa Malboeuf<br>Westford, MA | Board Certified Behavior Specialist<br>Pawtucketville Memorial Elementary School<br>Effective Date: August 19, 2019 |
| Marissa Manolopoulos<br>Lowell, MA 01852 | Board Certified Behavior Specialist<br>Pyne/Arts Prek-8 School<br>Effective Date: August 19, 2019 |
| Jenna Martin<br>Tyngsboro, MA 01879 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: August 26, 2019 |
| Michele Martineau<br>Tyngsboro, MA 01879 | Paraprofessional<br>Lowell High School<br>Effective Date: August 26, 2019 |
| Meghan Montour (P)<br>Pepperell, MA 01463 | Evaluation Team Chairperson<br>Special Education Department<br>Effective Date: August 19, 2019 |
| Jamie Moody<br>Randolph, MA 02368 | Assistant Principal<br>Butler Middle School<br>Effective Date: August 12, 2019 |
| Emily Morrill<br>Lowell, MA 01854 | Paraprofessional<br>Wang Middle School<br>Effective Date: August 26, 2019 |

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

| | |
|---|---|
| Lisa Murphy<br>Billerica, MA 01821 | Administrative Assistant<br>Office of Personnel and Recruitment<br>Effective Date: March 25, 2019 |
| Libby Often<br>Lowell, MA 01851 | Department Chairperson- Mathematics Department<br>Lowell High School<br>Effective Date: August 12, 2019 |
| Paul Perez<br>Billerica, MA 01821 | Jr. ROTC Instructor<br>Lowell High School<br>Effective Date: August 26, 2019 |
| Paula Peters (P)<br>Dracut, MA 01826 | Coordinator<br>Laura Lee Therapeutic Day School<br>Effective Date: August 12, 2019 |
| Latifah Phillips<br>Lowell, MA 01852 | Chief Equity and Engagement Officer<br>Office of Educational Equity and Community Empowerment<br>Effective Date: July 5, 2019 |
| Joshua Piekos<br>Lowell, MA 01822 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: August 26, 2019 |
| Rebecca Piekos<br>Lowell, MA 01852 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: August 26, 2019 |
| Dianne Polak<br>Lowell, MA 01854 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: August 26, 2019 |
| Jose Rodriguez<br>Lowell, MA 01850 | Social Worker<br>Riverside School<br>Effective Date: August 19, 2019 |
| Jennifer Scarpati<br>Nashua, NH 03062 | Principal<br>Greenhalge Elementary School<br>Effective Date: August 12, 2019 |
| Nidhal Shakir<br>Lowell, MA 01851 | Paraprofessional<br>STEM Academy @ Rogers School Prek-8<br>Effective Date: August 26, 2019 |
| Alicia Silvestrone (P)<br>Lowell, MA 01852 | Literacy Specialist<br>Reilly Elementary School<br>Effective Date: August 19, 2019 |
| Paul St. Cyr<br>Lowell, MA 01851 | Facilities Area Manager<br>Office of Finance and Operations<br>Effective Date: October 28, 2019 |

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

| | |
|---|---|
| Cailin Stearns<br>Cambridge, MA 02139 | Psychologist<br>Lowell High School<br>Effective Date: August 19, 2019 |
| Kelsey Stappen<br>Boston, MA 02127 | Guidance Counselor<br>Sullivan Middle School<br>Effective Date: August 19, 2019 |
| Lisa Stefano<br>Tewksbury, MA 01876 | Paraprofessional<br>Shaughnessy Elementary School<br>Effective Date: August 26, 2019 |
| Jill Stec (P)<br>Dracut, MA 01826 | Instructional Specialist<br>Stoklosa Middle School<br>Effective Date: August 19, 2019 |
| Zoe Tasch<br>Lowell, MA 01851 | Paraprofessional<br>Leblanc Therapeutic Day School<br>Effective Date: August 26, 2019 |
| Suhery Tavarez<br>Lowell, MA 01851 | Paraprofessional<br>Dr. Janice Adie Day School<br>Effective Date: August 26, 2019 |
| Mark Tibbetts<br>Tewksbury, MA 01876 | Early College Specialist<br>Office of Teaching and Learning<br>Effective Date: November 18, 2019 |
| Alex Veloz<br>Methuen, MA 01844 | Paraprofessional<br>Wang Middle School<br>Effective Date: August 26, 2019 |
| Inez-lee Verdier<br>Lowell, MA 01850 | Paraprofessional<br>Daley Middle School<br>Effective Date: August 26, 2019 |
| Francisco Vicente (P)<br>Salem, NH 03079 | Assistant Principal<br>Lincoln Elementary School<br>Effective Date: August 12, 2019 |
| Scott Wheatley<br>Pelham, NH 03076 | Paraprofessional<br>Sullivan Middle School<br>Effective Date: August 26, 2019 |
| Daroth Yann<br>Lowell, MA 01852 | Assistant Director of Human Resources<br>Office of Personnel and Recruitment<br>Effective Date: October 21, 2019 |

## *IV. TEACHERS HIRED FROM THE LIST OF ELIGIBLE TEACHERS*

None to report

**LOWELL PUBLIC SCHOOLS**
**SCHOOL ASSIGNMENT POLICY File: JCA**

All students in grades pre-school to grade 12 enroll at the Family Resource Center. This policy outlines assignment criteria unique to pre-school, grades kindergarten to 8, and high school (grades 9-12)

**Preschool Programs**

Lowell Public Schools offers Full-day and Half-day Preschool Programs to children 4 years old by September 1st.

Students with Individual Education Plans (IEPs):

Three and four year old students with IEPs are assigned to preschool based on IEP, required services, andresidency.. Children with IEPs are provided preschool programming on or before their third birthday in accordance with Part B of the Individuals with Disability Education Act.

**Pre-Registration Period for Preschool:**

Lowell Public Schools holds a pre-registration period for preschool during the months of February through April each year. At the time of registration, parent(s)/guardian(s) will be asked to indicate two (2) school choices. There are a limited number of full-day preschool placements in select schools. At the time of registration parent(s)/guardians must identify school preference. A student's Preschool Placement is for one-year and has no bearing on a student's kindergarten placement.

All families must register at the Family Resource Center.
To register your child, you must provide the following documentation: proof of residency, child's birth certificate, current immunization/health records, and photo ID of parent/guardian(s) registering the child.

Given no transportation is provided to preschoolers, we strongly encourage families to consider selecting schools where the family can ensure on-time, regular attendance by the student.

**Preschool Lottery:**

Families pre-registering are entered into the Preschool Lottery. The Early Childhood Department diligently considers gender and minority status in adherence with a child's lottery status.

A random and blindly generated five digit number is assigned to each student at the conclusion of the registration period (no later than May 15), and stored in the district's Student Information

Management System. Any family registering after the pre-registration date will automatically be entered on the Preschool Waitlist by date of registration. The Early Childhood Department will maintain the Preschool Waitlist.

Pre-registered families will receive written notification providing the student's lottery number and their proposed school assignment in June. Families MUST respond in writing to the letter selecting from one of the following options upon receiving notification of preschool assignment:

- Accept placement
- Accept placement and remain on waitlist at preferred school
- Reject placement and remain on waitlist at preferred school
- Reject placement and seek alternative preschool programming

Families MUST return the proposed assignment letter within 15 days to the Early Childhood Department indicating one of the selections above. Upon receipt of the proposed assignment letter, the Early Childhood Department will generate an official assignment letter. Families not responding to pre-registration letters by June 30 will be placed on the waitlist in order of their lottery numbers.

Students accepting and receiving assignment letters, must attend school or contact their child's assigned school within five days from the start of preschool to maintain enrollment. After five school days, if the family has not contacted the school or the child has not attended, the child will be unenrolled and their seat will be filled by a student on the Waitlist. Student with IEPs, in foster care or covered under McKinney-Vento Homeless Assistance Act are exempt from this policy.

**Attendance:**

Preschool Attendance: It is the parents' responsibility to ensure regular attendance. Regular attendances matters. Given that there is limited space available in Lowell Public Schools for preschool-age children, the district has established an attendance policy. Children with unexcused absence of more than 10% of the total number of days of school will be provided written notice and may be unenrolled.

To withdraw a preschooler:

Parent(s)/guardians must provide a written request to the school to withdraw a student, and then forward the request to the Early Childhood Department

**Kindergarten through Grade 8**

To ensure equity in the Lowell Public Schools for all students, students will be assigned to a school in Kindergarten through Grade 8 based on the following placement criteria:

1. Space Availability - space available in a particular school, program or grade is defined according to the policy in effect as to class size.

2. Sibling Preference - all students whose parents make timely application to a particular school and already have other children attending that school are given priority of assignment for that school.

3. Ethnicity Balance - new assignments and transfers must meet requirements of ethnicity balance. The goal is to achieve an ethnicity balance within each school, program and grade that reflects, within 10% above or below, the ethnicity percentage of the zone as a whole.

4. Place of Residence (proximity of residence to school) - all other priorities being equal, the student living within the school neighborhood street directory as defined by the Lowell School Committee, has priority of assignment for that school.

In addition to using placement criteria 1 through 4 above, the Family Resource Coordinator will also consider McKinney-Vento, Foster Care, Special Education, gender, and English Language Learner status, to ensure students in all schools are being placed equitably. The placement criteria above will be the primary criteria for all placements and transfers for Kindergarten through Grade 8 under this policy.

**Kindergarten Registration and Lottery**

Students may attend kindergarten in the Lowell Public Schools (LPS) if they are 5 on or before September 1st.

Annually, the LPS will hold a pre-registration period for kindergarten in the spring. Pre-registration takes place at the Family Resource Center and the dates of pre-registration will be announced on the district website, Facebook page, Twitter and other means of communication no later than March 1st.

All families are encouraged to enroll for Kindergarten during the pre-registration period. For schools where there are more pre-registration requests than seats available, a lottery will be held. The kindergarten lottery will be held no later than May 15th each year and the lottery will determine registration and initial waitlist placement. The date of the lottery will be published on the district website, Facebook page, Twitter and other means of communication no later than May 1st and the results of the lottery will be published online no later than the next business day following the date of the lottery.

All registration applications received AFTER the published pre-registration period will be placed on the waitlist on a first-come first-served basis where open seats are not available within a requested grade and school.

Grades 1-8 Transfer Applications and Lottery

All families are encouraged to submit transfer requests for the subsequent school year during the transfer pre-registration period. Pre-registration takes place at the Family Resource Center and the dates of pre-registration will be announced on the district website, Facebook page, Twitter and other means of communication no later than March 1st.

For schools where there are more pre-registration transfer requests than seats available, a lottery will be held. The transfer lottery will be held no later than May 15th each year and the lottery will determine the first round of transfer placements and initial waitlist placement.

All transfer applications received AFTER the published pre-registration period will be placed on a waitlist on a first-come first-served basis.

All students who are currently on transfer wait lists for the 2019-2020 school year and prior years will remain on the waitlist per the 2019-2020 school assignment policy. All new transfer requests for the 2020-2021 school year and beyond will follow the rules and procedures of the 2020-2021 school assignment policy.

**Private, parochial or charter school students**

Student attending private, parochial or charter schools and who are seeking placement in the Lowell Public Schools, must register beginning April 1st if they desire placement in the subsequent school year. Students who register for but fail to attend the Lowell Public Schools will be removed from all waitlists at the time they are discharged from active status in the Student Information Management System.

**Waitlist**

At the time of registration, the parent/guardian will be asked to indicate three (3) school choices in order of preference. Students who are not assigned to their first choice school will be placed on a waitlist based on their second school choice at the time of registration.

Students on the waitlist from 2019-2020 shall have priority over newly enrolled students to the school system when determining placement. Routine placements from the waitlist will be made beginning on June 1st and continue until August 10th, to be effective the subsequent school year. During peak registration times, from August 10th through September 15th, the Family Resource Center will make every effort to give priority to students on the waitlist. The Family Resource Center will cease making placements from the waitlist for the current school year following the 20h day of school or September 20th, whichever is later.

To strive to meet the requests of families, calls from the waitlist will be made in the following order:

Students for whom there are two (2) schools chosen, and the student did not receive a placement at their first choice.

Students who were placed in, and are registered for, neither their first or second choice school
Students who were placed in, and are registered for, their second choice school.

The order of names on the waitlist will be determined through the use of a randomly and blindly generated five (5) digit number that will be generated annually and stored in the district's Student Information Management System. The district will apply Placement Criteria 1 through 4 (above) based on the random number and the date of request.

Students must be pre-registered (before August 15th) or active students in the Lowell Public Schools to remain on the waitlist.

The adult listed as the primary contact in the Student Information Management System will be notified by the Family Resource Center by telephone if their child is eligible for a transfer off of the waitlist.

In the event the primary contact cannot be reached, the Family Resource Center shall notify the second contact listed for the student, provided that the second contact is listed as residing with the student and is listed as a custodial parent or legal guardian.

Except during the peak times of August 10th through September 15th, families have forty-eight (48) hours to accept the transfer. After forty-eight (48) hours, if the family has not accepted the transfer assignment, the student will be removed from the waitlist for that school. During peak times, seats cannot be held. The Family Resource Center will make reasonable attempts to contact families to accept placement from the waitlist. Families will be asked to accept placement at the time they are called from the Family Resource Center.

Families may accept placement within forty-eight (48) hours of the call, but during that time seats will continue to be offered to other families until they are filled. Students will not lose their place on the waitlist during peak times if they are not able to respond prior to the seat being filled.

If parents anticipate being away during the summer, they must submit via email their contact information to the Family Resource Center Coordinator. Families are responsible for maintaining current mailing addresses and phone numbers on file with the Lowell Public Schools in the Student Information Management System.

Beginning with the 2020-21 school year, the waitlist will be generated by a lottery.

Open seats for kindergarten will be filled by lottery. Families with siblings in the lottery will have a greater chance of securing a top five seat for a school.

Students already on the waitlist will be grandfathered in each year. Each year open waitlist seats will be made available through the lottery system.

After the waitlist transfer deadline, all students will be removed from the waitlist and a new lottery will be held annually for grades K-8. Families may request to be in the lottery for the upcoming school by coming to the Family Resource Center beginning on October 1. The lottery for grades 1-8 will be held by the end of May each year.

**Publishing the Waitlist**

The district will publish, on the district website, a graph representing the number of students on each school's waitlist. The district will also provide family members with information regarding their child's placement on the waitlist, either through a list of student identification numbers, or by providing student-specific information in the parent portal of the district's Student Information Management System.

This information will be updated weekly by the District's Data Department.

**Out of Zone Placements**

Students who move from one geographical zone to the other in the city may request to remain in the school they presently are attending until the end of the school year in which they enrolled in the school prior to change of address provided that:

- The ethnicity balance of the school is not adversely affected.
- The parent provides transportation to and from school or the child's transportation needs can be accommodated by existing school bus routes.
- The student is not chronically absent or excessively tardy.

The Attendance Supervisor shall determine if a student is not eligible for out of zone placement, based on this requirement. Such a finding will result in a student being placed at a school in their geographical zone. The transfer must be approved by the Chief Equity Officer.

Parents/legal guardians may request a school of choice outside the zone in which they reside based on their child care needs provided that:

- There is space available at the grade level at the school.
- The ethnicity balance of the school is not adversely affected.
- The parent provides transportation to and from the school.
- The student is not chronically absent or excessively tardy.

The Attendance Supervisor shall determine if a student is not eligible for out of zone placement, based on this requirement. Such a finding will result in a student being placed at a school in their geographical zone. The transfer must be approved by the Chief Equity Officer.

Students who move from one geographical zone to the other will be removed from all waitlists in their previous zone. At the time of registration, families may choose to be placed on waitlists for schools in their new zone.

**Transfers**

Once a student has attended a school, a parent who is dissatisfied with the assignment may request a voluntary transfer. Only one transfer per year is allowed and must be requested through the Family Resource Center before the 20th day of school or September 20th whichever is first, or no later than forty-five (45) calendar days after the initial placement of the student in the school. Voluntary transfer requests will be honored if there are available seats.

Transfers requested after the 20th day of school, or September 20th, whichever is later, will be reviewed on a case by case basis by the Chief Equity Officer.

**Grades 9-12**

Students wishing to enroll in Lowell High School or the Career Academy, a full-service Community High School, may do so at the Family Resource Center.

All high school students are encouraged to bring with them, at the time of enrollment, their current transcripts. Missing transcripts will delay the development of a full and accurate schedule but will not delay students from attending the high school.

Upon enrollment students will be assigned a house by the Family Resource Center Coordinator. House placements will take into consideration McKinney-Vento, Foster Care, Special Education needs, gender, and English Language Learner status, to ensure students in all houses are being placed equitably.

All transfers out of the high school and into an alternate setting must be approved by the Chief Equity Officer or the Special Education Director.

**Appeals**

Any appeal of a placement decision must be made in writing, addressed to the Chief Officer for Equity and Engagement.

*Lowell Public Schools*
***THE B.R.I.D.G.E. PROGRAM***
*at the*
*David J. McHugh Alternative Middle School*
***B**eginnings*R**espect*I**ndependence*D**iversity*G**uidance*E**ducation*
*73 Woburn Street, Lowell, Massachusetts 01852*
*Tel: (978) 453-1115 Fax: (978) 441-1050*

# Memorandum

To: Dr. Joel Boyd, Superintendent

From: Ellen J. Spiegel, Principal of the BRIDGE Program

Date: January 7, 2020

Re: Smith Purdon Foundation Grant

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The BRIDGE Program was recently notified that we received a $2,500 grant from the Smith Purdon Foundation. This is our 7th year receiving grant money from Smith Purdon. The funds are to be used for our Electives Programming, Ropes Course, and Anti-Bully Conference. We are very grateful to the Smith Purdon Foundation for their continued support of our initiatives and hope that the Lowell School Committee will vote to accept this donation and send a letter of acknowledgement and thanks to our friends at Smith Purdon.

*LOWELL PUBLIC SCHOOLS*
*Henry J. Mroz Administration Office*
*155 Merrimack Street*
*Lowell, Massachusetts 01852*

*Billie Jo Turner*
*Assistant Superintendent of Finance and Operations*

*Tel: (978) 674-4325*
*Fax: (978) 937-7620*
*E-Mail: bturner@lowell.k12.ma.us*

TO: Joel Boyd, Ed. D., Superintendent of Schools

FROM: Billie Jo Turner, Assistant Superintendent of Finance and Operations

DATE: January 8, 2020

RE: Budget Transfer BJT

Motion to transfer the budget in the amount of $27,050.24 per the attached sheet labeled "Budget Transfer Form".

# Budget Transfer Form

| Department: | SCHOOLS | | | | |
|---|---|---|---|---|---|
| | | | | | |
| TRANSFER TO: | | | | | |
| Account # | | | | Description | Amount |
| Org. | Object | Project | DESE Function | | |
| | | | | | |
| 94010105 | 512111 | | **3520** | Reilly - Student Activities | $ 3,000.00 |
| 99341230 | 512152 | | **1400** | HR Relations Assistant | $ 4,300.32 |
| 99347103 | 512906 | | **4000** | Director of Operations/Maintenance | $ 5,449.92 |
| 99341218 | 530103 | | **1400** | Legal - Settlements | $ 12,300.00 |
| 99310006 | 575268 | | **5300** | Modular Classroom Rental | $ 2,000.00 |
| | | | | **TOTAL** | $ 27,050.24 |
| | | | | | |
| TRANSFER FROM: | | | | | |
| Account # | | | | Description | Amount |
| Org. | Object | Project | DESE Function | | |
| | | | | | |
| 91810103 | 512903 | | **2300** | Pyne Arts Elementary Teacher | $ 25,050.24 |
| 99347106 | 530002 | | **4000** | Maintenance - Contracted Svcs. | $ 2,000.00 |
| | | | | **TOTAL** | $ 27,050.24 |

**Reason for Transfer:**
Adjustment to expend the budget

Bulmefstuart
**Department Signature**

Jaclyn Kelleher-Roy
**Prepared by**

1/8/2020
**Date**

# LOWELL PUBLIC SCHOOLS
# LOWELL, MASSACHUSETTS
# **Special Education Family Advocate**

**QUALIFICATIONS;**

- Bachelor's Degree in education, special education, educational administration, or a related field.
- Master's Degree in education, special education, educational administration, or a related field preferred.
- Minimum of three (3) years of experience working in a PreK-12 educational setting.
- Knowledge of the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Act (IDEA).
- Ability to plan, organize, manage, and implement successful programs.
- Bilingual speaker preferred.
- Ability to relate/interact with various cultures and social groups.
- Ability to solicit resources for district needs.
- Ability to exercise strict confidence in handling sensitive student and parent information.
- Proficient with a computer and MircoSoft Office applications.
- Demonstrated excellence in oral and written skills.
- Ability to communicate effectively with staff, parents, community members, and public agencies.

**PERFORMANCE RESPONSIBILITIES:**

Under the supervision of and reporting to the Office of Special Education the Family Advocate promotes advocacy for families of children with special needs. Responsibilities include directing parents to appropriate resources and services within the Lowell Public School System and the greater community; serving as liaison to the Special Education Parent Council and disseminating information to volunteers; on individual PTOs; developing training events and materials for families; and assisting families with issues related to the care and/or education of their children with special needs by referring them to appropriate parties within the Lowell Public School System.

**Specific Responsibilities**:

1. Supports communication between parents and district personnel to improve the quality of relationships and trust.

2. Initiates and responds to parent phone calls, emails, and written correspondence related to parent involvement, school services, and/or supporting students with disabilities.

3. Provides information to parents about the district's procedures and instructional programs and the names and roles of school administrators and staff members.

4. Locates community resources for students and families.

5. In coordination with the Family Resource Center, provides information to parents about the resources available to them throughout the school system and community.

6. Coordinate parent-training events at individual school sites and in various community settings.

7. Develop familiarity with agencies and organizations within the City of Lowell and the State of Massachusetts to offer resources and/or services to children with disabilities and their families.

8. Serves as liaison to the Special Education Parent Advisory Council as an ex-officio member.

9. Attend monthly Special Education Parent Council meetings and conveys information between the Special Education Parent Council, Parent Teacher Organizations, and the Special Education Office.

10. Assists parents with the understanding of IDEA and parental rights and responsibilities.
11. Helps parents who may need support or resolution concerning the IEP processes.
12. Assists parents with the understanding of progress reports, school progress reports, and report cards.
13. Coordinates academic-based learning opportunities/workshops for parents at flexible times.
14. Monitors and maintains records as directed by the required by Director of Special Education.
15. Supports individual schools in building strategies to increase and strengthen parent involvement

**REPORTS TO:** Director of Special Education
**SALARY RANGE:** $50,000 - $60,000
**WORK YEAR:** Non-Affiliated 12 Month position 227 Days

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

**Bilingual Family Liaison - Lead**

# Office of Educational Equity and Community Empowerment

**QUALIFICATIONS;**

1. Must have a Bachelors Degree in Education or a related field
2. Minimum of five (5) years successful experience in bilingual family and community engagement
3. Excellent writing, editing and verbal communication skills, especially in communicating policies and practices to varied and diverse audiences
4. Ability to establish and maintain effective working relations with a diverse population
5. Demonstrated program and grant management experience relating to bilingual family and community engagement and supporting linguistically diverse communities
6. Proficiency in a second language preferred
7. Demonstrated knowledge and experience with K-12 public education and schools
8. Strong organizational skills.
9. Must be willing to work flexible hours and attend some evening or weekend meetings as needed.
10. Must have experience in the use technology and the use of Office Word/Excel/Publisher
11. Ability to work positively with other parents and district personnel
12. Ability to take initiative in coordinating and organizing activities and events
13. Ability to accurately collect, organize and maintain data and information for reports
14. Must have a valid driver's license

**PERFORMANCE RESPONSIBILITIES:**

The Bilingual Family Liaison – Lead is responsible for coordinating the team of bilingual liaisons who work with families to improve their understanding of the school system, maximize their involvement in school activities and minimize any linguistic barriers the keep families from full participating in the educational decision-making process. The Bilingual Family Liaison – Lead will be responsible for managing grants relating to family and community engagement planning and implementation. The Bilingual Family Liaison - Lead will coordinate the team of bilingual liaisons and external grant consultants to meet grant outcomes and goals. The Bilingual Family Liaison will establish effective communication between home and school and improve community outreach, training and workshop opportunities for parents and families in support of the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the

district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding. This position focuses on working with families for whom English is a second language.

**Specific Responsibilities**:

1) Coordinate and manage the central office team of bilingual family liaisons
2) Coordinate, plan and facilitate professional development and professional learning opportunities for bilingual family liaisons across the district
3) Coordinate and manage district grants relating to family and community engagement
4) Coordinate and develop a Parent Academy program to provide courses, trainings and workshops on topics and skills that support bilingual family engagement as relates to student success in schools
5) Serve as the district liaison with parent organizations such as the city-wide family council to support alignment and coordination of activities and initiatives
6) Assume responsibility for maintaining records related to but not limited to school/family contact lists, welcome services and orientations, newcomer family supports, interpretation for families as needed, identification and matching of interpreters/translators for languages other than English
7) Assist in the development and dissemination of bilingual parent information to increase parent knowledge of programs and activities offered in Lowell Public Schools.
8) Plan, attend and lead regularly scheduled family liaison trainings, meetings and events.
9) Assist in the coordination and integration of parent involvement strategies with other city programs and agencies
10) Make parent contacts when needed through letters, newsletters, phone conversations, emails and home visits.
11) Work with parents/teachers to plan programs that increase parental participation in school activities and school site council activities.
12) Gather information - such as through conducting a survey - to identify topics important to families and their children in order to better plan workshops/activities.
13) Help plan and organize parent volunteers for school and central office activities that are developed to promote family involvement in policy, program and budget decision-making.

**REPORTS TO:** Chief Equity and Engagement Officer

**SALARY RANGE:** $60,000-$70,000

Partially grant funded

**WORKYEAR:** 12 Month position 227 Days

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

**Bilingual Family Liaison - Lead**

# Office of Educational Equity and Community Empowerment

LOWELL PUBLIC SCHOOLS

**Chief Operating Officer**
**155 Merrimack Street**
**Lowell, Massachusetts 01852**

*Phone:* (978) 674-2019
*Fax:* (978) 937-7620
*E-mail:* jhall@lowell.k12.ma.us

# Permission to Post

To: Dr. Joel Boyd, Superintendent of Schools
From: Dr. James P. Hall, Chief Operating Officer
Date: January 9, 2020
Re: Assistant for TV Production (part-time)(grant funded)

I have enclosed a job description for Assistant for TV Production (part-time)(grant-funded). The Department Chair for Fine Arts requests approval of this job description and permission to post the position.

The funding for this position will provide students with strong experience and understanding of all aspects of the TV industry, which include learning work-based learning experiences. Funding will provide assistance in organizing, instructing, and supervising students in taking the Red Raider Report, our daily schoolwide news show, on the road, after school hours, and weekends. This staff member will accompany students to school events and games, oversee the shooting of film on location, teach students how to set up and break down all equipment, and work with students to produce news segments that they will use on the Red Raider Report.

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

# Assistant for TV Production (part-time)

**Job Posting**: Assistant for TV Production: part-time

**Requirements**

Instruct and supervise students in the creation of the Red Raider Report, our daily schoolwide news show. Requires work after school hours on evenings and weekends. This staff member will accompany students to school events and games, oversee the shooting of film on location, teach students how to set up and break down all equipment, and work with students to produce news segments that they will use on the Red Raider Report. This staff member will be responsible for working with students to create promotional videos for our CVTE Pathways Program.

**Job Responsibilities**

1. Produce student news segments, setup and breakdown TV production equipment
2. Oversee film on location
3. Collaborate with LHS staff and students on school-wide functions and events
4. Flexible schedule; ability to work on an as-needed basis

**Reports to**: Head of School
**Effective Date of Employment**: as soon as posting ends
**Terms:** School year, as-needed
**Salary**: $8000 per school year; grant-funded

# SUBCOMMITTEES OF THE LOWELL SCHOOL COMMITTEE
## Appointed by Mayor

### SCHOOL IMPROVEMENT & PERFORMANCE MANAGEMENT

Policy Oversight:

- School Turnaround
- Program Expansion and Consolidation
- School Accountability
- Program Research and Evaluation
- School Climate

Chairperson,
Member,
Member,
*Dr. Linus Guillory, Adm. Representative*

### CURRICULUM & INSTRUCTION

Policy Oversight:

- Curriculum Frameworks and Materials
- Professional Development
- Social Emotional Learning
- Special Education
- Services for English Language Learners
- Technology and Digital Learning
- Extended Learning and Enrichment

Chairperson,
Member,
Member,
*Ms. Robin Desmond, Adm. Representative*

### COLLEGE & CAREER READINESS

Policy Oversight:

- Secondary School Redesign
- Alternative Programming
- High School Pathways
- College and Business Partnerships
- Guidance Counseling

Chairperson,
Member,
Member,
*Dr. Linus Guillory, Adm. Representative*

### EQUITY & ACCESS

Policy Oversight:

- Culturally and Linguistically Sustaining Practices
- Student Enrollment and School Assignment
- Translation Services
- Homeless Student Services
- Anti-Bias Training
- Student Impact Audits and Analyses

Chairperson,
Member,
Member,
*Ms. Latifah Phillips, Adm. Representative*

### ARTS & ATHLETICS

Policy Oversight:

- Elem and Secondary Performing Arts
- Elem and Secondary Visual Arts
- Middle and HS Interscholastic Sports
- Intramural Sports

Chairperson,
Member,
Member,
*Ms. Robin Desmond, Adm. Representative*

### HUMAN RESOURCES & LABOR RELATIONS

Policy Oversight:

- Staff Recruitment, Hiring and Retention
- Collective Bargaining
- Non-Affiliated Personnel Contracts

Chairperson,
Member,
Member,
*Dr. James Hall, Adm. Representative*

## SUBCOMMITTEES OF THE LOWELL SCHOOL COMMITTEE
## Appointed by Mayor

### FACILITIES & TRANSPORTATION

Policy Oversight:

- Building Construction and Maintenance
- Student Bussing
- Facility Use
- Building Security
- Emergency Management

Chairperson,
Member,
Member,
*Dr. James Hall Adm. Representative*

### FINANCE

Policy Oversight:

- Budget
- Payroll
- Procurement
- Fiscal Auditing

Chairperson,
Member,
Member,
*Billie Jo Turner, Adm. Representative*

### FAMILY & COMMUNITY ENGAGEMENT

Policy Oversight:

- Community Partnerships
- School and District Calendar
- Community Outreach
- District Events

Chairperson,
Member,
Member,
*Ms. Latifah Phillips, Adm. Representative*

### POLICY & GOVERNANCE

Policy Oversight:

- Strategic Planning
- Inter-governmental Affairs
- Legislative Agenda Setting
- Local Board Appointments

Chairperson,
Member,
Member,
*Ms. Latifah Phillips, Adm. Representative*

*LOWELL PUBLIC SCHOOLS*
*Henry J. Mroz Administration Offices*
*155 Merrimack Street*
*Lowell, Massachusetts 01852*

*Robin Desmond*
*Chief Academic Officer*
*Office of Teaching and Learning*

*Tel: (978) 674-4323*
*email: rdesmond@lowell.k12.ma.us*

January 6, 2020

Dear Superintendent Boyd:

I am writing to request permission for Melissa Newell to stay overnight for the MRA (Massachusetts Reading Association's) Annual Reading Conference in Quincy, MA on April 1 & 2, 2020. This educational conference is focused on implementing and sustaining a culture of literacy within a classroom, school, and district. This conference focuses on current instructional practices to support literacy. This work is directly related to her role as the English Language Arts and Literacy Coordinator K-12 because she supports reading and writing professional development at all levels. Teachers continue to struggle with how to reach all readers in their classrooms and this would give her strategies to offer them to support our students.

Melissa Newell is requesting to stay overnight for the 3-day conference and receive hotel accommodations for Wednesday and Thursday evening. The conference begins on Wednesday in the late afternoon and begins early on Thursday and Friday.

The cost for attending the workshop was $380.00. She is already registered and this was funded by Title 1. The total cost for the hotel is $350.00 for 2 nights at the conference location. Mileage and meals are $150 total. Title 1 will reimburse the cost of 2 nights lodging and travel up to $500.00.

Thank you for this consideration. A description of the institute is attached.

Sincerely,

Robin Desmond
Chief Academic Officer

*Lowell Public Schools*

*Lowell High School*
*50 Fr. Morissette Blvd*
*Lowell, Massachusetts 01852-1050*

*Marianne E. Busteed*
*Head of School*

*Tel. (978) 937-8900*
*Fax (978) 937-8902*
*Email: MBusteed@lowell.k12.ma.us*

December 5, 2019

Dr. Joel Boyd, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Re: Travel to Belize

Dear Dr. Boyd:

I am writing to request permission for Wayne Taylor to travel with up to thirty students and five chaperones to Belize, during week of February 15-19 school vacation, 2021. (Wayne Taylor, Thomas Thornton, Michelle Callahan, Jill Taylor, and John Mellonakas). Students' may miss one day from school on Friday, February 12, 2021

In order to keep the costs at a minimum for students traveling, we have elected to travel during the "off season" which forces the eight-day trip to overlap with one day of school. The cost of four substitutes will be covered by LHS Professional Development for the amount of $440. This trip will be coordinated with the assistance of ET Tours, an accredited group located in Boston. This organization comes highly recommended, as they have been working with student travel for over 50 years.

Each student traveling to Belize will pay the total cost of the trip. The itemized cost is:

**Student Cost: Pricing Information**

- Enrollment Fee - $95- locks in the price for students

- Program Fee - $3,225-$3,525 (this includes round trip airfare, ground transportation, EF tour director, daily breakfast and dinner, all entrance fees and local guides: travelers will be responsible for their lunch, daily); including Group Travel Insurance; tips will be the responsibility of the group.

- Transportation to/from Logan Airport – Approximately $420 through local bus transportation divided by the number of students attending; at no cost to the school department.

This trip is in accordance with the Massachusetts State curriculum Frameworks under the following standards:

- Standard I: Culture – Students will demonstrate an understanding of the culture studied through history, literature, and the arts. Civic dispositions. Encompass value, virtues, and behaviors, such as respect for others, commitment to equality, capacity for listening, and capacity for communicating in ways accessible to others. Speaking and Listening. Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher–led) with diverse partners on grades 9-12 topics, texts and issues, building on others' ideas and expressing their own clearly and persuasively.

- Standard 2: Communities- Students will use languages other than English beyond the school setting.

Thank you in advance for your consideration and support.

Sincerely,

Marianne E. Busteed
Head of Lowell High School

*Lowell Public Schools*

*Lowell High School*
*50 Fr. Morissette Blvd*
*Lowell, Massachusetts 01852-1050*

*Marianne E. Busteed*
*Head of School*

*Tel. (978) 937-8900*
*Fax (978) 937-8902*
*Email: MBusteed@lowell.k12.ma.us*

November 18, 2019

Dr. Joel Boyd, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Re: **Cuisine & Culture of Southern Italy**

Dear Dr. Boyd:

I am requesting permission for Susan Brassard and a group of Lowell High School students to travel on an international trip named **Cuisine & Culture of Southern Italy** during the school vacation week in February of 2021. I am anticipating up to 18 students' total. The travel arrangements are being handled by EF Tours, an organization frequently used in the planning of other international trips with Lowell High School.

The trip will include a focus on the cuisine and culture of Southern Italy including Rome, Capua, Benevento, Bari, and Matera. Students will be exposed to the cuisine and culture of these cities including a visit to a buffalo mozzarella farm, multi-generational chocolate factory, and an olive farm. A custom excursion in Rome has been added:

> ***Rome cooking class***
> *Discover why food plays such an integral role in Italy's culture as you dive into this hands-on cooking class. With a local Italian chef as your guide, participate in making several classic Italian recipes. Upon completion, sit down at the table and enjoy the tasty fruits of your labor.*

Chaperones are Susan Brassard and two additional non-teacher adult chaperones include Cassandra Johnson, and Brianna Heughins (CORI completed). It will be for Friday February 12th or Monday February 15, 2021. This will be depending upon the flight scheduling, and EF Tours is aware that scheduling cannot conflict with the Thursday school schedule. **NO COST TO LOWELL PBULIC SCHOOL DEPARMENT.**

**Student Costs: Pricing Information**

- **Enrollment Fee** $95 – locks in the price for students, included in program fee.

- **Program Fee** $3,709 (this includes round-trip airfare, ground transportation, EF tour director, daily breakfast and dinner, all entrance fees and local guides; travelers will be responsible for their lunch, daily); includes Group Travel Insurance; tips will be the responsibility of the group.

- **Transportation to/from Logan Airport** –To be determined through local bus transportation, divided by the number of students attending, and no cost to the school department.

The trip complies with the Massachusetts Curriculum Standards:

*Standard 1:* Culture. Students will demonstrate an understanding of the culture studied through history, literature, and the arts.

*Standard 2:* Communities. Students will use languages other than English beyond the school setting.

*Standard 3:* Demonstrate active listening skills. Listen attentively and respectfully to others. Focus attentively, make eye contact or other affirming gestures, confirm understanding and follow directions.

*Standard 4:* Professionalism. Demonstrate attendance and punctuality. Identify and practice professional time-management and attendance behaviors including punctuality, reliability, planning and flexibility.

Thank you in advance for your consideration and support.

Sincerely,

Marianne E. Busteed
Head of Lowell High School