



Lowell Public School Committee

Regular Meeting Agenda

Date: May 20, 2020
Time: 6:30PM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. **SALUTE TO FLAG**

2. **ROLL CALL**

3. **SPECIAL ORDER OF BUSINESS**

- 3.1. This Meeting Is Being Held Remotely In Accordance With The Governor Of Massachusetts' March 12, 2020 Order Suspending Certain Provisions Of The Open Meeting Law G.L. C. 30A, Section 20.

4. **MINUTES**

- 4.1. Approval Of The Minutes Of The Special Meeting Of The Lowell School Committee Of May 6, 2020

Documents:

[LSC MINUTES - MAY 6, 2020.PDF](#)

5. **PERMISSION TO ENTER**

5.1. Permission To Enter: May 20, 2020

Documents:

[PERMISSION TO ENTER -MAY 20, 2020.PDF](#)

6. **UNFINISHED BUSINESS**

6.1. FY21 Budget Update

Documents:

[SCHOOL COMMITTEE - BUDGET UPDATE MAY 20, 2020.PDF](#)

7. **MOTIONS**

7.1. [By Michael Dillon Jr.]:

Request the Superintendent provide an update on the Creegan TV Studio (staffing, technology capabilities, and usage) for discussion on incorporating online content production into future technology planning.

7.2. [By Bob Hoey]:

In consideration of the stress and issues that students are dealing with because of COVID-19, request the Superintendent initiate a Task Force to look at how to take advantage of all our staff's skills to best transition from this school year to the next school year.

7.3. [By Bob Hoey]:

That the Facilities Subcommittee meet to talk about procedures to name areas of the new Lowell High School and to determine whether current dedications will carry over to the new Lowell High School from the current school building.

8. **REPORTS OF THE SUPERINTENDENT**

8.1. Report On Motions

Documents:

[REPORT MOTIONS MAY 20, 2020\[1\].DOCX.PDF](#)

8.1.1. Response To Motions 5.COO Of 04/01/20 By Andy Descoteaux

Status on Judicial Building

By Andy Descoteaux]: Ask the Superintendent to ask the City Manager what the status is of the empty judicial buildings in the city. If they are available for city use, the LPS could use one or two.

Documents:

[MOTION RESPONSE MOTION ON THE USE OF THE COURTHOUSES.PDF](#)

8.1.2. Response To Motions 9.CAO Of 04/15/20 By Jackie Doherty

Student Dropouts

[by Jackie Doherty]: Request the Superintendent provide the committee with a report that examines the factors that may have contributed to tripling the number of student dropouts over the last few years including staff reductions, discontinued actions, or program changes.

Documents:

[DROPOUT REPORT.PDF](#)

8.1.3. Response To Motions 14.CAO Of 05/06/20 By Andy Descoteaux And 2.CSO Of 04/15/20 By Connie Martin

Remote learning & Snow Days

[by Andy Descoteaux]: Ask the Superintendent to ask DESE if what we can develop as a plan for remote learning could be used to cover snow days; thereby eliminating the need to make up snow days at the end of the year.

Remote Learning Policy

[By Connie Martin]: Requesting that the Administration report on the roll out and implementation of the District-wide Remote Learning Policy. The report should include the recommended benchmarks and outcome measures that the district will be using to track both short and long term effectiveness of the existing plan.

Documents:

[REPORT ON REMOTE LEARNING.PDF](#)

8.1.4. Response To Motions 9.CAO & 13.CEE0 Of 04/15/20 By Jackie Doherty

Mental Health & SSS, SW Roles

[by Jackie Doherty]: motion to get a report from the administration that outlines the structures in place to support the mental health needs of our students. The report should include the roles of the Student Support Specialists and Social Workers, as well as address the delivery and oversight of mental health supports across the district.

8.1.5. Response To Motions 12.CAO Of 04/15/20 By Michael Dillon Jr.

Athletic Director Responsibilities

[by Michael Dillon Jr.]: Request the Administration provide a report on the position of Athletic Director at Lowell HS including a job description, outline of responsibilities, number of teams/ programs, number of staff, and any other relevant information available.

Documents:

[REPORT WILL BE FORTHCOMING.PDF](#)

9. **NEW BUSINESS**

10. **PROFESSIONAL PERSONNEL**

10.1. UTL: Sick Leave

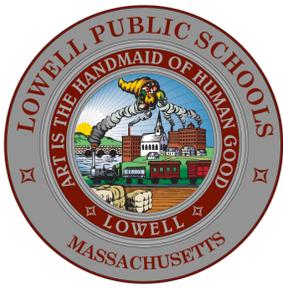
The Members of the United Teachers of Lowell hereby donate twenty-eight [28] sick leave days to Kristen Colon, Lowell High School teacher.

Documents:

[KRISTEN COLON.PDF](#)

11. **ADJOURNMENT**

Lowell Public Schools • 155 Merrimack Street • Lowell, MA 01852 • P: 978.674.4324 •
<http://www.lowell.k12.ma.us/>



LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: May 6, 2020
Time: 6:30PM
Location: Join Zoom Meeting
https://zoom.us/j/99268957972?pwd=d21jcFkyNTFhQzJGVFFCNmJhNzVRQT09
Meeting ID: 992 6895 7972
Password: Wednesday

1. SALUTE TO FLAG

2. ROLL CALL

On a roll call at 6:34 p.m., all members were present, namely: Mayor Leahy, Ms. Martin, Ms. Clark, Mr. Descoteaux, Mr. Dillon, Ms. Doherty and Mr. Hoey.

3. SPECIAL ORDER OF BUSINESS

3.1. This Meeting Is Being Held Remotely In Accordance With The Governor Of Massachusetts' March 12, 2020 Order Suspending Certain Provisions Of The Open Meeting Law G.L. C. 30A, Section 20.

Mayor Leahy read to the public that this meeting was being held remotely in accordance with the Governor of Massachusetts' March 12, 2020 order suspending certain provisions of the Open Meeting Law G.L.C. 30A, Section 20.

3.2. 2020-2021 District Wide Strategic Plan and FY21 Level Service Line Item Budget

The following people registered and spoke about the FY21 Level Service Line Item Budget:

- ✓ Fred McOsker
- ✓ Luz Vasudevan
- ✓ Janise Rosario
- ✓ Jennifer Balala
- ✓ Gen Parasole

Superintendent Boyd addressed the Committee and stated the following:

“You will notice that the agenda item before you is not written as a recommendation. I am looking forward to the Committee’s questions, guidance and advice, but this budget book should not be viewed as my recommended budget for FY21 or even my proposed budget for FY21. I am actually not recommending that the Committee take any formal action other than to receive the budget book as a



report of progress to enable continued transparent discussion and responsible fiscal planning in light of the many economic uncertainties brought about by COVID-19. We are just two months from the transition from one fiscal year to another, so having this line item budget in front of the committee tonight and using it as a basis for continued thoughtful discussion is an important step in providing complete transparency to the community as we work to meet the demands of the budget calendar. However, as the Mayor has emphasized repeatedly since we began these discussions, there remains a significant number of critical variables for which we do not have the certainty we would normally expect. There are still far too many unknowns for the Committee to responsibly adopt any type of FY21 budget at this time. The budget outlined within the book that was made public on Friday was built in a way that enables us as a district to continue to move forward with the required budgeting calendar while still remaining flexible to the evolving context we find ourselves in. It is designed based on just one of many plausible scenarios of what revenue might look like for LPS in FY21 – a scenario in which the district receives only 50% of the increase from the Governor’s January proposal.

Although it is highly unlikely, it is still possible that the funding contemplated for school districts in the Governor’s pre-COVID budget will remain intact. Unfortunately, there are several indications – mostly unofficial ones – that will not be the case. As Finance Chair Martin stated during our subcommittee meeting, it is quite possible that we may receive even less revenue than the \$6.7 million of new money required for the line item budget in front of you tonight. One way or another we will likely need to adjust – and potentially in significant ways – as the revenue picture becomes more clear. At this point, the only guidance we have received from DESE is to be prudent, but avoid creating chaos in the community. We believe the conversation tonight reasonably strikes that balance.

A few points to keep in mind before Ms. Turner walks the Committee through this draft budget book.

1. We are expecting the grant application window to open for the K-12 provision of the federal CARES ACT this week or next. Depending on the size and stipulations of the grant, it could significantly alter our known revenue despite the larger scale uncertainties. We will keep the Committee apprised when we receive that official information.
2. All of the contracts the district currently has with its bargaining units will expire on June 30. Those conversations and negotiations remain active and this line item budget does not account for any perceived or forecasted outcomes to those negotiations. To remain consistent with past discussions, within this budget book, all of the contractually required salary increases which took place or are required to take place this fiscal year for both affiliated and non-affiliated personnel are consolidated within one line item of \$5.4 million. That line should be viewed as a fixed cost increase. In future versions of the budget book, that \$5.4 million will be distributed among the relevant employee salary lines.
3. There is a detailed accounting breakdown of the school based budgets within the budget book and a response to the Committee’s request for a further narrative analysis of the rationale for each item within the \$2 million of increases to school budgets will be provided next week.



4. There are two outstanding motions related to job descriptions which I know the Committee is interested in receiving prior to adoption of the FY21 budget, one from Committee Member Doherty and one from Committee Member Dillon. Responses to both will be provided at the next scheduled Committee meeting on the 20th. Again, no action is being recommended tonight.
5. Of some urgency for the district is the timetable before us for utilizing the FY20 cost savings resulting from the closure, largely the savings from our pre-COVID budget forecasts for transportation and substitutes – savings which are essential to purchasing much needed mobile devices for our students for next year. Ms. Turner will speak to the timeline and the options before the Committee, and the Committee should keep in mind that we may need to schedule a special session next week to encumber those funds. We are aware that there are some percolating statewide discussions regarding some type of legislative waiver allowing funds to be carried forward into the next fiscal year, but we don't currently anticipate that waiver being available to the Committee.
6. And lastly, this draft budget - as will be the case with any budget that is brought before the Committee in the future - is part of a coherent approach to funding our 28 schools and our districtwide strategic plan which defines our systemic commitment to equity and places the needs of our students at the center of every decision. This is the key part that is often lost in budgeting, which is why you see one combined item for both the strategic plan and budget in tonight's agenda. Connecting our budget to a coherent approach – namely the strategic plan – maximizes the chance that our investments are both efficient and effective. Efficient in the sense that it is easier as an organization to recognize when expenditures are somehow duplicative and effective in that by leveraging our collective organizational strength, we are better positioned to move all of our goals forward on behalf of Lowell's 14,500 students.

The budget outlined in tonight's budget book does that while adhering to a speculative scenario of 50% less new money coming into the district; an extraordinary budgetary challenge that was met in part by reducing administrative headcount in central office without requiring any furloughs or layoffs and shifting those dollars to school budgets, and also again, leveraging the operational savings realized during the closure. With that I will turn the microphone over to Ms. Turner and look forward to the Committee's continued input as we navigate these uncharted waters."

Memorials:

A moment of silence was held for the following:

Brian Dillon, LHS Class of 1974, Member of the LHS Athletic Hall of Fame, brother of Michael Dillion, Lowell Public School Courier and uncle of Michael Dillon, Jr. Lowell School Committee member.

Barbara Hodge, Retired Executive Secretary for the Lowell Public Schools

All who have passed away since our last meeting.



4. MINUTES

4.1. Approval of the Minutes of the Special Meeting of the Lowell School Committee of April 15, 2020

Mr. Hoey made a motion to approve and place on file the minutes from the Special Meeting of the Lowell School Committee of April 15, 2020, Regularly Scheduled Lowell School Committee Meeting of Wednesday, April 15, 2020 and the Special Meeting of the Lowell School Committee of Monday, April 27, 2020; seconded by Mr. Descoteaux. 7 yeas APPROVED

4.2. Approval of the Minutes of the Regularly Scheduled Lowell School Committee Meeting of Wednesday, April 15, 2020

Mr. Hoey made a motion to approve and place on file the minutes from the Special Meeting of the Lowell School Committee of April 15, 2020, Regularly Scheduled Lowell School Committee Meeting of Wednesday, April 15, 2020 and the Special Meeting of the Lowell School Committee of Monday, April 27, 2020; seconded by Mr. Descoteaux. 7 yeas APPROVED

4.3. Approval of the Minutes of the Special Meeting of the Lowell School Committee of April 27, 2020

Mr. Hoey made a motion to approve and place on file the minutes from the Special Meeting of the Lowell School Committee of April 15, 2020, Regularly Scheduled Lowell School Committee Meeting of Wednesday, April 15, 2020 and the Special Meeting of the Lowell School Committee of Monday, April 27, 2020; seconded by Mr. Descoteaux. 7 yeas APPROVED

5. PERMISSION TO ENTER

5.1. Permission to Enter: May 6, 2020

Mr. Hoey made a motion to approve the Permission to Enter; seconded by Ms. Martin. 7 yeas APPROVED

6.1. [By Andy Descoteaux]: Ask the Superintendent's staff collaborate with our teaching staff to come up with a strategic plan dealing with remote learning that will include actual learning and beyond enrichment. This should be a plan that is revisited every year to update what is potentially available for our teachers and their students.

Mayor Leahy asked if we could add collaborating with UMASS Lowell regarding remote learning.

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

6.2. [By Andy Descoteaux]: Ask the Superintendent to ask DESE if what we can develop as a plan for remote learning could be used to cover snow days; thereby eliminating the need to make up snow days at the end of the year.

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



6.3. [By Andy Descoteaux]: Ask the Superintendent to form a committee tasked to raise funds for the purpose of obtaining enough technology for EVERY child in the LPS.

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

7. SUBCOMMITTEES

7.1. Policy Subcommittee Meeting: Report and Approval of the Meeting of Thursday, April 23, 2020 [Jackie Doherty, Chairperson]

Both Policy Subcommittee reports were presented together.

Chairperson Doherty informed the Committee about the strategic plan and how the district is going to measure the districts success and the key factors shaping the one (1) year strategic plan. She stated that supports are necessary to mitigate academic, social and emotional gaps formed or exacerbated by the interruption to the 2019-2020 school year and at the same time continuing 2019-2020 initiatives that are currently gaining momentum in advance of the district's overarching goals and long term objectives. In addition, she stated that the district will be implementing strategies that account for potential future disruptions to traditional instructional delivery, i.e. blending learning strategies.

Ms. Doherty made a motion to recommend to the full Committee moving forward with the one (1) year Strategic Plan; seconded by Mr. Hoey. 7 yeas APPROVED

Ms. Doherty made a motion to accept the report as a report of progress; seconded by Ms. Martin. 7 yeas APPROVED

7.2. Finance Subcommittee: Report and Approval of the Meeting of Wednesday, April 29, 2020 [Connie Martin, Chairperson]

Chairperson Martin spoke to the Committee about the many uncertainties the district has as we move forward. She spoke about the four (4) scenarios that were provided to the Committee in the PowerPoint presentation provided to the Subcommittee and stated that despite these variables there is a pressing need to move forward and that the Subcommittee voted on a level service budget for FY21. She then stated that the district is going with Scenario 3 that was provided in the PowerPoint which is the Governor's proposed budget with 50% less of the Student Opportunity Act (SOA) and the city cash increase.

Ms. Martin made a motion to accept the report as a report of progress; seconded by Mr. Dillon. 7 yeas APPROVED



7.3. Policy Subcommittee Meeting: Report and Approval of the Meeting of Thursday, April 30, 2020
[Jackie Doherty, Chairperson]

Both Policy Subcommittee reports were presented together.

Chairperson Doherty informed the Committee about the strategic plan and how the district is going to measure the districts success and the key factors shaping the one (1) year strategic plan. She stated that supports are necessary to mitigate academic, social and emotional gaps formed or exacerbated by the interruption to the 2019-2020 school year and at the same time continuing 2019-2020 initiatives that are currently gaining momentum in advance of the district's overarching goals and long term objectives. In addition, she stated that the district will be implementing strategies that account for potential future disruptions to traditional instructional delivery, i.e. blending learning strategies.

Ms. Doherty made a motion to recommend to the full Committee moving forward with the one (1) year Strategic Plan; seconded by Mr. Hoey. 7 yeas APPROVED

8. REPORTS OF THE SUPERINTENDENT

8.1. COVID-19 Response Update

Dr. Guillory, Chief Schools Officer and Ms. Desmond, Chief Academic Office provided a report to the Committee that spoke about the following:

- Remote Learning
- Device Distribution
- Senior Prom
- Graduation
- Senior Awards Night
- Report Cards (Elementary, Middle and Lowell High School)
- Staff and Student Building Checkout

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.1 through 8.2.1 as reports of progress; seconded by Mr. Dillon. 7 yeas APPROVED

8.2. 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.

Mayor Leahy made a motion to receive the Report on Motions monthly moving forward; seconded by Mr. Descoteaux. 7 yeas APPROVED

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.1 through 8.2.1 as reports of progress; seconded by Mr. Dillon. 7 yeas APPROVED



8.2.1. Response to Motions 6.COO and 7.COO of 04/18/20 by Andy Descoteaux and Jackie Doherty:

Maintenance of Schools during shutdown

[By Jackie Doherty]: Request the Superintendent develop a plan that enables custodial staff to safely clean and maintain school buildings and grounds during the shutdown, including the potential to complete projects often overlooked due to time constraints, such as inventory control and grounds.

Forward the report to Mr. Underwood

By Andy Descoteaux]: Motion to forward the report to Mr. Underwood, Facilities Director to receive his recommendation regarding the following motion: "Request the Superintendent develop a plan that enables custodial staff to safely clean and maintain school buildings and grounds during the shutdown, including the potential to complete projects often overlooked due to time constraints, such as inventory control and grounds work.

Mr. Underwood, Director of Maintenance & Operations provided a report to the Committee informing them that all custodial staff returned to work on Monday, May 4, 2020. The report stated that careful consideration of safely bringing back the staff has been a primary task. The report also included a list of work planned for the summer. The safety measures in place are as follows:

- The entire staff has been given option to work the day shift as they always do during school breaks.
- Gloves and masks will be provided for safety to all staff.
- Each custodian will work in his or her own assigned area, away from other staff, to maintain social distancing practices.
- Staff working outside on school grounds will follow the same social distancing guidelines and personal protective equipment measures as necessary.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.1 through 8.2.1 as reports of progress; seconded by Mr. Dillon. 7 yeas APPROVED

9. NEW BUSINESS

9.1. Approval of Revised 2019-2020 School Calendar

The following people registered and spoke about the revised 2019-2020 School Calendar:

- ✓ Paul Georges
- ✓ Shelby Boisvert

Superintendent Boyd confirmed for the Committee that June 15, 2020 was the last day of school.

Ms. Doherty made a motion to approve the revised 2019-2020 School Calendar; seconded by Mr. Hoey. 7 yeas APPROVED



9.2. Revision of the School Assignment [Registration] Policies During Covid-19 Public Health Crisis

Ms. Phillips, Chief Equity and Engagement Officer informed the Committee that due to Covid-19, the district could not initiate its in-person registration process for Pre-K, Kindergarten and new students to the district as initially planned and communicated. The Family Resource Center has developed a revised online registration process and implementation plan which has been adjusted to ensure safety for families and staff while executing a successful process. A remote registration process for Pre-K, Kindergarten and new students to the district will begin no later than May 30th. The open registration period for Pre-K and Kindergarten will end no later than June 30, 2020 and the lottery will take place at the beginning of July 2020. The lottery date will be publicized no later than May 30th.

Mr. Hoey made a motion to a request for action, pursuant to the 2020-2021 School Assignment Policy of the Lowell School Committee, to suspend all registration and lottery deadlines established within the policy and direct the Superintendent to implement a revised timeline and remote registration process for the duration of the ongoing public health emergency; seconded by Ms. Martin. 7 years APPROVED

9.3. Budget Transfer

Department:	SCHOOLS					
TRANSFER TO:						
Account #				Description	Amount	
Org.	Object	Project	DESE Function			
99311204	541000		2450	Instructional Tech. Hardware	\$2,281,748.39	
99310301	512907		5100	Sick Leave Buy Back	\$ 181,620.00	
99330203	524008		5300	Central Office Rental	\$ 4,560.36	
99030504	544400		3520	LHS Student Activity Supplies	\$ 57,000.00	
				TOTAL	\$2,524,928.75	
TRANSFER FROM:						
Account #				Description	Amount	
Org.	Object	Project	DESE Function			
99341227	570102		1400	Admin. Tech. - Hardware	\$ 400,000.00	
99341230	512151		1400	SCHOOL CLIMATE SPECIALIST	\$ 23,756.96	
99341230	512152		1400	HR RELATIONS ASSISTANT	\$ 28,948.26	
99341230	512973		1400	ASSISTANT HR DIRECTOR	\$ 24,000.00	
99300004	512153		2100	DIRECTOR OF SECONDARY ED	\$ 52,800.00	
99300004	512159		2100	DIRECTOR OF RESEARCH & ACCOUNT	\$ 41,118.45	
99313005	512146		2100	Coordinator of Science K-12	\$ 9,931.92	
99320103	512133		2100	Director of Special Education	\$ 9,018.65	



99320103	512154		2100	ASSISTANT SPECIAL ED DIRECTOR	\$ 33,637.00
98341103	512902		2200	Bartlett School Clerk	\$ 13,863.58
90110106	512958		2300	Cardinal SPED Paraprofessional	\$ 20,000.00
90210104	512301		2300	Administrative Apprentice	\$ 54,165.00
92710904	512301		2300	Administrative Apprentice	\$ 8,150.00
93610103	512958		2300	Pawtucket Paraprofessional	\$ 13,327.35
93610106	512958		2300	Pawtucket SPED Paraprofessiona	\$ 11,510.58
94010803	512903		2300	Reilly Kindergarten Teacher	\$ 9,372.18
98311503	512903		2300	Bartlett English Teacher	\$ 9,372.53
98810606	512903		2300	Sullivan SPED Teacher	\$ 8,163.36
98813003	512903		2300	Sullivan Science Teacher	\$ 2,395.98
98910606	512903		2300	Wang SPED Teacher	\$ 3,570.35
99010709	512903		2300	LHS R.O.T.C. Teacher	\$ 29,662.74
99310103	512401		2300	Day-to-Day Substitute Teachers	\$ 329,635.00
99310305	512963		2300	STIPENDS- OTHER	\$ 75,600.00
99320106	512130		2300	Occupational Therapists	\$ 11,149.98
99320106	512137		2300	Evaluation Team Chairpersons	\$ 26,030.90
99327003	512903		2300	Knowledge Bowl Stipends	\$ 11,089.62
99330206	512958		2300	Social Skills Paraprofessional	\$ 14,673.57
99338003	512924		2300	ELL Parent Liaison	\$ 11,516.66
99310008	512156		2350	PRINCIPAL MENTORS	\$ 8,300.00
99320116	577615		3300	SPED Transportation	\$1,149,533.00
99347103	512158		4000	Facilities Area Manager	\$ 13,482.71
95447103	512960		4110	Varnum Custodian	\$ 10,152.43
99030202	512302		2300	Pilot Night School Stipends	\$ 34,505.00
99037050	530002		2350	LHS SA - Prof. Dev.	\$ 22,495.00
				TOTAL	\$2,524,928.75

Reason for Transfer:

Adjustments to expend the budget - Shifting funds to allow for purchase of 1 to 1 Chromebooks, increase amount needed for sick leave buy back payments in FY20, the central office rental to account for increased charges for parking costs and adjustment to cover senior class dues for year book, diploma, cap & possibly gown rental.

Ms. Doherty made a motion to approve the budget transfer of \$2,524,928.75; seconded by Mr. Descoteaux. 7 yeas APPROVED



10. PROFESSIONAL PERSONNEL

10.1. LSAA-Donated Sick Days

The members of the Lowell School Administrator Association (LSAA) hereby request to donate twenty-two [22] sick days to Pamela Daley, School Psychologist.

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



11. ADJOURNMENT

Mr. Dillon made a motion to adjourn at 8:56 p.m.; seconded by Mr. Descoteaux. 7 yeas APPROVED

Respectfully submitted,

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

JDB/mes



PERMISSION TO ENTER

To: Dr. Joel Boyd, Superintendent of Schools
From: Billie Jo Turner, Assistant Superintendent for Finance and Business
Date: May 15, 2020
Subject: Permission to Enter – May 20, 2020 School Committee Meeting

FITCHBURG STATE UNIVERSITY **\$ 11,210.00**
160 Pearl Street
Fitchburg, MA 01420

To provide full tuition for 19 candidates in the CES Initial ESL Licensure Program. These two (2) courses are the remaining courses in a Plan of Study that includes six courses and a Practicum. This program is an effort to diversify LPS teaching faculty.

Funding provided by the Teacher Diversification Grant

VALLEY COMMUNICATIONS **\$ 37,481.00**
20 1st Avenue
Chicopee, MA 01020

To *amend* the existing contract to provide for the repairs and installation of intercom systems at four (4) additional schools (Shaughnessy, Lincoln, Riverside and McAuliffe). The cost includes equipment and labor.

Funding provided by the COPS Grant

THE JUDGE ROTENBERG EDUCATION CENTER, INC. **\$ 16,307.72**
250 Turnpike Street
Canton, MA 02021

To *amend* the existing contract to provide for the out-of-district additional costs for one (1) student plus one (1) addition student enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

Lowell Public Schools

Budget Update as of May 20, 2020



LOWELL

PUBLIC SCHOOLS

Unknown Variables for FY21 - Revenue

- We don't know how much revenue we will receive. The likely timeframe of learning this won't be until the summer.
- Consider the following: 1) impact to local revenue, 2) State aid including Ch 70, CB reimbursements and state grants, 3) ESSER Funding (CARES Act), 4) Revolving Funds



Unknown Variables for FY21 - Expenses

- We don't know what we are budgeting for – traditional return, virtual return or hybrid. All of these have different budget implications.
- Additional costs including PPE, Technology, Certain Staff
- Pending charter amendments (transportation and increased cap)



FY20 Opportunities with FY21 Impact

Current Year Savings Due to Efficiencies:

Subs	\$ 300,000.00	Due to school closure
Payroll	\$ 950,000.00	Due to timing of hires & closure
Sick Leave Buy Back	\$ (200,000.00)	Due to buy outs of retirees
Transportation	<u>\$ 3,700,000.00</u>	Possible surplus since we cant pay vendor for services not performed
	<u>\$ 4,750,000.00</u>	

Opportunities:

Tech Investment	\$ (2,000,000.00)	Pre-purchase tech for 1 to 1 necessary for remote learning
Prepurchase Supplies	\$ (600,000.00)	Pre-purchase districtwide texts/supplies
Revolving Accounts	\$ (1,500,000.00)	Replenish CB account (TBD)
Other	<u>\$ (650,000.00)</u>	Fund Sped Stabilization (TBD) or pre-purchase school based materials and supplies or purchase PPE (may req SC special session)
	<u>\$ (4,750,000.00)</u>	

*Prepay OOD tuition is an option for other districts due to being legal but this would be unlikely in our City

*Carryforward grant revenue for spending next year if additional funds are remaining

What is the City doing about this problem?

1/12th Budget



Ch 44 Section 32
of Massachusetts
General Laws

“The Mayor may submit to the City Council a continuing appropriation budget for said City on a month by month basis for a period not to exceed three months if said City has not approved an operating budget for the fiscal year because of circumstances beyond its control.”

Continuing appropriation budget = 1/12th budget

- **1/12th of current year budget is approved for July so that we can operate despite not knowing state approved aid for Lowell.**
- **Once state budget is known, budget is adjusted and approved.**



NEW TIMELINE

- City already voted to proceed with 1/12 budget
- May 20th Present 1/12th budget option
- Special Session: contemplate any necessary reductions and adopt the 1/12th budget for July
- City presents their 1/12th budget on May 26
- June/July – state releases revenue figures (HOPEFULLY)
- Budgets are adjusted to reflect state revenue figures
- Annual budget is presented and approved

FY21 Budget Options as of May 20, 2020

Options		Pros		Cons
Level Service		Already Developed		Speculative & Risky
Level Funded		Most Conservative		Create more instability Draconian measure that may not be necessary Cause major layoffs
1/12th		Buys time		July not same as Sept or June
		City recommended		Costs fluctuate each month

RECOMMENDATION

Authorize Superintendent to proceed with 1/12th budget plan for FY21 for month of July 2020 including steps on Slide 8



Lowell Public Schools



REPORT ON STATUS OF OUTSTANDING MOTIONS

Report on Motions: May 20, 2020

ON-GOING REPORTS

Lowell High School Advisory: October 2 nd , December 18 th , March 18 th , May 20 th ,
Recognize Retirees: Every June
Annual Report on Textbook Purchases: Every August
Quarterly Enrollment Figures: October, January, April and July

OFFICE OF THE SUPERINTENDENT

LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
1. SUPT	03/04/20	<p><u>Redline Edits to Specify Changes</u> Request the Superintendent provide contracts, job descriptions, and other documents requiring school committee review (whether for executive session or open meeting) at least 24 hours before the meeting occurs. Also, the documents being reviewed must have redline edits that specify all changes from previous similar-type documents.</p>	Offices of Personnel & Superintendent	Ongoing



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	<p><u>Revise Policy School Visits, Social Media & Fundraising</u> [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.</p>	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	<p><u>Review School Assignment Policy</u> [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.</p>	Welcome Services/FRC	Closed. School Assignment Policy approved at January 15, 2020 meeting
3. CEEO	09/18/19	<p><u>District Wide Recess Policy</u> [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.</p>	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
4. CEEO	10/02/19	<p><u>Training Program for School Site Council</u> [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.</p>	Office of Equity & Engagement	<p style="color: blue; text-decoration: underline;">School Site Council Memo</p> Click link for memo In progress.

Update on Status of Motions

To be presented at the meeting of Wednesday, May 20, 2020



REPORT ON STATUS OF OUTSTANDING MOTIONS

LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
5. CEEO	11/06/19	<p style="text-align: center;"><u>Support Citywide Family Council</u></p> <p>[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.</p>	Office of Equity & Engagement	Collaborative plan being developed to include strengthening communication and providing leadership workshops/trainings for implementation this school year.
6. CEEO	11/20/19	<p style="text-align: center;"><u>Adult Education Graduation Rate</u></p> <p>[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.</p>	Adult Education Center	Closed. information provided at the December 18 th School Committee meeting.
7. CEEO	02/19/20	[by Andy Descoteaux]: Ask the Superintendent to assign the responsibility to someone in the district to maintain a system-wide calendar of events that will be easy to navigate for all of our parents and staff who would attend many of these events if they knew where they could go on our website to find out.	Office of Equity & Engagement – Communications Team	In progress
8. CEEO	02/19/20	<p style="text-align: center;"><u>Selection Process on SSC</u></p> <p>[by Andy Descoteaux]: Ask the Superintendent to review whether or not some schools had administrative interference in the selection process of their SSC's. It</p>	Office of Equity & Engagement	In progress

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		should involve parents only.		
9. CEEO	02/19/20	<p style="text-align: center;"><u>Smore newsletter software</u></p> <p>[by Hilary Clark]: Request the Superintendent provide the committee with a report on the feasibility of procuring licenses for the Smore newsletter software for use at every school in the district. Report back should include cost and plan for implementation including training. Smore is currently in use at the Pyne Arts Magnet School, Washington Elementary and Lowell High School. Benefits include translation of newsletter content into 100 languages and tracks engagement.</p>	Office of Equity & Engagement – Communications Team	In progress. LPS purchased licenses for Smore and will begin issuing them to schools this month (May 2020)
10. CEEO	02/19/20	<p style="text-align: center;"><u>Funds From Student Opportunity Act</u></p> <p>[by Jackie Doherty]: Request the Superintendent develop the spending plan and timeline for informing the committee and engaging the community on how the district will use additional funds generated from the Student Opportunity Act prior to April 1, which is the deadline for submitting to DESE.</p>	Office of Equity & Engagement	In progress

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11. CEEO	02/19/20	<p style="text-align: center;"><u>Citywide Family Council Annual Update</u></p> <p>[by Jackie Doherty]: Per December 2018 motion, request the Superintendent invite leaders from the Citywide Family Council to make their annual presentation updating the school committee on their work to engage families.</p>	Office of Equity and Engagement – Family Engagement Team	In progress
12. CEEO	04/01/20	<p style="text-align: center;"><u>United States Census</u></p> <p>[By Mayor John Leahy]: Request the Superintendent to update the Committee on district's plan to support the 2020 United States Census.</p>	Office of Equity & Engagement	In Progress
13. CEEO	04/15/20	<p style="text-align: center;"><u>Mental Health & SSS, SW Roles</u></p> <p>[by Jackie Doherty]: motion to get a report from the administration that outlines the structures in place to support the mental health needs of our students. The report should include the roles of the Student Support Specialists and Social Workers, as well as address the delivery and oversight of mental health supports across the district.</p>	Office of Equity & Engagement & Office of ELearning & Teaching	Will be presented 5/20/20
14. CEEO	05/06/20	<p>[by Andy Descoteaux]: Ask the Superintendent to form a committee tasked to raise funds for the purpose of obtaining enough technology for EVERY child in the LPS.</p>		
15. CEEO				

Update on Status of Motions

To be presented at the meeting of Wednesday, May 20, 2020



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	02/19/20	<p style="text-align: center;"><u>Recess & Schools Daily Schedules</u></p> <p>[by Andy Descoteaux]: Ask the Superintendent to review whether or not all of our schools (save the High School) have incorporated recess into their daily schedules.</p>	CSO	Will be presented 03/18/20
2. CSO	04/15/20	<p style="text-align: center;"><u>Remote Learning Policy</u></p> <p>[By Connie Martin]: Requesting that the Administration report on the roll out and implementation of the District-wide Remote Learning Policy. The report should include the recommended benchmarks and outcome measures that the district will be using to track both short and long term effectiveness of the existing plan.</p>		

Update on Status of Motions

To be presented at the meeting of Wednesday, May 20, 2020



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	<p style="text-align: center;"><u><i>Learning a Trade at LHS</i></u> [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.</p>	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	<p style="text-align: center;"><u><i>Community Service Requirement</i></u> [by Gerard Nutter]: Request LHS Sub-Committee meet to discuss possibility of adding a Community Service Requirement for all grades to count towards Graduation.</p>	LHS Head of Schools	Taskforce will be created to look at the feasibility
3. CAO	12/18/19	<p style="text-align: center;"><u><i>Update on Bullying Policies</i></u> [by Andy Descoteaux]: Request the Superintendent to update us on any new policies going forward on bullying.</p>	Office of Teaching & Learning	Referred to Policy Subcommittee
4. CAO	02/19/20	<p style="text-align: center;"><u><i>Opioid Prevention Program</i></u> [by Mayor John Leahy]: Request that the Superintendent work with the Fire Department to establish an Opioid Prevention Program at Lowell High School.</p>	Office of Teaching & Learning	Ongoing
5. CAO	02/19/20	<p style="text-align: center;"><u><i>Makerspace's at LHS</i></u> [by Hilary Clark]: Request the Superintendent provide a status update on the use of the Makerspace's at Lowell High School and the Bartlett Community Partnership School.</p>	Report will be provided at 3/18/2020 meeting	Completed 3/18/2020

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6. CAO	03/04/20	<u>IDEA Camp</u> [by Mayor John Leahy]: Request the Superintendent provide the committee with an update on IDEA Camp	Office of Teaching & Learning	Completed 03/18/20
7. CAO	03/04/20	<u>Summer School Programs</u> [by Mayor John Leahy]: Request the Superintendent provide the committee with an update on Summer School Programs	Office of Teaching & Learning	Completed 03/18/20
8. CAO	04/15/20	<u>Electronic Devices</u> [by Mayor John Leahy]: Requesting that the administration provide the committee with an update on internet services, the status on Chromebooks distribution and the potential purchase of additional electronic devices.	Office of Teaching & Learning	Completed 5/06/20
9. CAO	04/15/20	<u>Student Dropouts</u> [by Jackie Doherty]: Request the Superintendent provide the committee with a report that examines the factors that may have contributed to tripling the number of student dropouts over the last few years including staff reductions, discontinued actions, or program changes.	Office of Teaching & Learning	Will be presented 5/20/20
10. CAO	04/15/20	<u>Athletics & Budget Process</u> [By Michael Dillon Jr.]: Request the Superintendent ask the Athletic Director to provide a report identifying any recommendations to be considered for athletics during the current budget process.	Office of Teaching & Learning	Completed 5/06/20

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11. CAO	04/15/20	<p style="text-align: center;"><u><i>Mental Health & SSS, SW Roles</i></u> [by Jackie Doherty]: motion to get a report from the administration that outlines the structures in place to support the mental health needs of our students. The report should include the roles of the Student Support Specialists and Social Workers, as well as address the delivery and oversight of mental health supports across the district.</p>	Office of Teaching & Learning & Office of Equity & Engagement	Will be presented 5/20/20
12. CAO	04/15/20	<p style="text-align: center;"><u><i>Athletic Director Responsibilities</i></u> [by Michael Dillon Jr.]: Request the Administration provide a report on the position of Athletic Director at Lowell HS including a job description, outline of responsibilities, number of teams/ programs, number of staff, and any other relevant information available.</p>	Office of Teaching & Learning	Will be presented 5/20/20
13. CAO	05/06/20	<p style="text-align: center;"><u><i>Actual Learning/Beyond Enrichment</i></u> [by Andy Descoteaux]: Ask the Superintendent's staff collaborate with our teaching staff to come up with a strategic plan dealing with remote learning that will include actual learning and beyond enrichment. This should be a plan that is revisited every year to update what is potentially available for our teachers and their students.</p>	Office of Teaching & Learning	Will be presented 6/03/20
14. CAO	05/06/20	<p style="text-align: center;"><u><i>Remote learning & Snow Days</i></u> [by Andy Descoteaux]: Ask the Superintendent to ask DESE if what we can develop as a plan for remote learning could be used to cover snow days; thereby eliminating the need to make up snow days at the end of the year.</p>	Office of Teaching & Learning	Will be presented 6/03/20

Update on Status of Motions

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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	<p style="text-align: center;"><u>PEG Funding</u></p> <p>[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.</p>	In Progress Dec 2019	Report is in progress/draft
2. CFO	11/06/19	<p style="text-align: center;"><u>Status of C.E.P. Program</u></p> <p>[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.</p>	Draft 11/15/19	<p style="color: blue; text-decoration: underline;">Draft Memo</p> <p>Click link for memo</p> <p>Waiting for DESE response</p>
3. CFO	04/01/20	<p style="text-align: center;"><u>Expenditures by year</u></p> <p>By Bob Hoey]: That the superintendent produce a report by April 1, 2020 meet with the following information charting out spend expenditures by year for the last 15 years (or as far as back as possible)</p> <ul style="list-style-type: none"> • Number of total special education budget; I Percentage of kids receiving special location services; • Amount of money spent on out of district services; I Percentages of children utilizing out of district services; • Number of employees working in Special Education (please also provide 	CFO	In Progress

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		their job descriptions); <ul style="list-style-type: none"> • Total of number of employees within the district per year. 		
4. CFO	04/15/20	<p style="text-align: center;"><i>Plan B for the FY21 Budget</i></p> [By Mayor John Leahy]: Request that the Superintendent provide the committee with a report showing that the administration is working on a plan B for the FY21 Budget.	CFO April 2020	Ongoing

Update on Status of Motions

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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	11/06/19	<u>Collegiate Charter School Hours</u> [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
2. COO	11/06/19	<u>MSBA School Repairs Update</u> [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
3. COO	12/18/19	<u>Staff Evaluations</u> (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.	COO	Ongoing Presented 02/05/20

Update on Status of Motions

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LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
4. COO	3/27/20	<p style="text-align: center;"><u>S.C. Authority to Act on Contracts</u></p> <p>S.C. Authority to Act on Contracts By Bob Hoey: Superintendent to review with Solicitor the School Committee's authority to vote on paying transportation providers and other vendors when services could not be performed because of COVID-19 closure of schools.</p>	COO	See memo dated 4/13/20
5. COO	04/01/20	<p style="text-align: center;"><u>Empty Judicial Building</u></p> <p>By Andy Descoteaux]: Ask the Superintendent to ask the City Manager what the status is of the empty judicial buildings in the city. If they are available for city use, the LPS could use one or two.</p>	COO	Will be Presented 05/20/20
6. COO	4/18/20	<p>Motion to forward the report to Mr. Underwood, Facilities Director to receive his recommendation regarding the following motion: "Request the Superintendent develop a plan that enables custodial staff to safely clean and maintain school buildings and grounds during the shutdown, including the potential to complete projects often overlooked due to time constraints, such as inventory control and grounds work</p>	COO	presented 05/06/20
7. COO	4/18/20	<p style="text-align: center;"><u>Maintenance of Schools during shutdown</u></p> <p>[By Jackie Doherty]: Request the Superintendent develop a plan that enables custodial staff to safely clean and maintain school buildings and grounds during the shutdown, including the potential to complete projects often overlooked due to time constraints, such as inventory control and grounds.</p>	COO	presented 05/06/20

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LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
8. COO	4/18/20	<p style="text-align: center;"><u>Report to Facilities Director</u></p> <p>[by Andy Mr. Descoteaux]: Motion to forward the report to Mr. Underwood, Facilities Director to receive his recommendation regarding the following motion: "Request the Superintendent develop a plan that enables custodial staff to safely clean and maintain school buildings and grounds during the shutdown, including the potential to complete projects often overlooked due to time constraints, such as inventory control and grounds work to forward the report to Mr. Underwood, Facilities Director to receive his recommendation regarding the following motion: "Request the Superintendent develop a plan that enables custodial staff to safely clean and maintain school buildings and grounds during the shutdown, including the potential to complete projects often overlooked due to time constraints, such as inventory control and grounds work.</p>	COO	Presented on 05/06/20

Update on Status of Motions

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REPORT ON STATUS OF OUTSTANDING MOTIONS

CITY COUNCIL MOTIONS

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

Update on Status of Motions

To be presented at the meeting of Wednesday, May 20, 2020



Availability of Courthouses

To: Dr. Joel Boyd, Superintendent of Schools

From: Dr. James P. Hall, Chief Operating Officer

Date: May 15, 2020

The following report is in response to the motion by Mr. Descoteaux:

[By Andy Descoteaux]: Ask the Superintendent to ask the City Manager what the status is of the empty judicial buildings in the city. If they are available for city use, the LPS could use one or two.

I have relayed this request to the City. I was provided some initial analysis that was done in the Fall of 2019 pertaining to the renovation of the District Court (see enclosure). There were parking, zoning, and historical considerations which limited uses for the District Court building on Hurd Street. A proposed use as a police facility had been reviewed in depth. It appears from the attached letter that the Hurd Street site will be temporarily used to alleviate parking needs, while a future use is studied.

I will continue to follow up with the City in regard to the old Superior Court/Registry of Deeds building on Gorham Street and in regard to the Juvenile Courthouse off of Appleton Street to see if there are opportunities for the School Department to utilize these sites in order to preserve funds. I suspect that there are parking, zoning and historical considerations that would also limit both the renovation and/or use of these buildings as office space or for schools.

MEMORANDUM

Diane Nichols Tradd
Assistant City Manager/DPD Director

TO: Eileen M. Donoghue, City Manager

FROM: Diane N. Tradd, Assistant City Manager/DPD Director

DATE: October 8, 2019

SUBJECT: MOTION OF 5/22/18 BY COUNCILOR CONWAY
REQUEST CITY MANAGER EXPLORE THE FEASIBILITY OF RELOCATING OUR POLICE
STATION TO THE SITE OF THE DISTRICT COURT LOCATED ON HURD STREET WHEN
VACATED BY THE STATE

Craig Thomas
Deputy Director

Various City departments completed a preliminary assessment of the feasibility of repurposing the existing courthouse located at 41 Hurd Street as a new Lowell police station. A spatial needs assessment completed for the Lowell Police Department (LPD) in September 2015 estimated the total space necessary for an LPD facility for the next twenty years. The estimated total space needed for an LPD facility is approximately 138,000 square feet. The existing size of the Courthouse at 41 Hurd Street is only 47,426 square feet. Meeting the approximately 138,000 square feet would require a new building or a major renovation. Parking, zoning, and historical considerations were discussed as part of this feasibility assessment and are summarized below.

Parking

The existing Hurd Street site has the capacity for approximately 90 parking spaces. A redevelopment of the Hurd Street site would trigger bringing noncompliant curbs into zoning compliance. This would effectively reduce the amount of available parking spaces available to 40 or 50 spaces. Per current City zoning, approximately 345 spaces would be required to match the proposed floor space proposed in the spatial needs assessment for a LPD facility.

Zoning

Any addition or garage necessary on the Hurd Street site could be constructed right against the property line which can help in maximizing the available parking on the existing site. Any structures or additions would have to go through the Historic Board for review.

Historic

Any structures or additions would be reviewed by the Historic Board. City members that walked the existing courthouse building concurred that the existing layout is awkward and that renovations would likely be more costly than new construction. The existing MOA for the site restricted demolition of the existing structure.

The City met with DCAMM in May 2019 to discuss the City's initial feasibility assessment. A leading concern was the historical restriction in the current MOA, and especially the awkward layout and current condition of the building. The City expressed interest to DCAMM in repurposing this property for a City facility.

DCAMM reviewed this request for demolition and discussed it with DPD and Historic Board Administrator, Steve Stowell. DCAMM will need approval from the Massachusetts Historical Commission (MHC) for demolition of the existing structure. Earlier this week, Steve Stowell sent DCAMM a draft of the required MHC Project Notification Form (PNF) outlining the need for demolition, and summarizing the immediate need for public parking for submittal to MHC. Once the building is demolished, the property would be used for a municipal parking lot to help ease the parking issues in the HCID/Downtown until future development has been determined.

DCAMM will now proceed with appraisal of the property. Once the PNF is approved by MHC the City and DCAMM will discuss the appraised value and necessary amendments to the MOA.

DNT/ns

cc: Christine Clancy, PE, City Engineer
Chief Richardson, Lowell Chief of Police
Steve Stowell, Historic Board Administrator



TO: Dr. Joel D. Boyd, Superintendent

FROM: Linus J. Guillory Jr., PhD, Chief Schools Officer
Robin Desmond, Chief Academic Officer

DATE: May 13, 2020

RE: Report on Dropout Data

The following report is in response to the motion by Jackie Doherty:

Request the Superintendent provide the committee with a report that examines the factors that may have contributed to tripling the number of student dropouts over the last few years including staff reductions, discontinued actions, or program changes.

The Lowell Public School (LPS) drop-out rate for the 2016-2017 school year was 1.2%, for 2017-2018 school year the dropout rate rose to 2.8%, and for 2018-2019 school year the dropout rate increased to 3.7%. This increase has been a result of a myriad of factors to include staffing, programming, policies, community resources and the student population.

LHS has weathered a number of reductions to staff over the past three years due to budget constraints. Though LHS maintained staffing within the house offices with a dean, two guidance counselors, a social worker and two clerks, other areas of the school were impacted to include teaching, administration and support positions which may have negatively affected student engagement and management. Each lost position required a reallocation of responsibilities on the remaining staff which impacted the efficiency and effectiveness of the operations.

Due to a decrease in funding, the LHS summer school programming was eliminated which has been detrimental to students engagement efforts. The more a student falls behind his/her peers, without the opportunity to recover credits over the summer, the easier it is for students to disengage, making re-engagement more challenging.

The enrollment process and interactions with community advocacy groups has also changed. Students are being enrolled at LHS that in previous years would have been redirected to other community programming based on age, educational attainment and goals. LHS is enrolling students who are not in a position to meet graduation requirements of 90 credits and pass required MCAS exams. Some of these students' primary goal is to improve their language skills and find work to support their families, and once a job becomes available, they leave school with no intention of completing high school. This makes re-engagement extremely difficult.

The enrollment process lacks a counseling component in the appropriate language that would help identify students who would be better served in programs outside the traditional comprehensive high school model. Students are enrolled and then quickly drop out before the school can make a connection, because they are misplaced and do not understand the requirements of a traditional high school. The limited availability of alternative programming within the community contributes to the problem.

Lowell Public Schools (LPS) continues to work as a school community to engage students, and when possible, re-engage students and improve attendance. During the LHS budgeting process, LHS proposed additional supports, cognizant of the fact that there are limited funds to do so. The positions requested include: Freshman Academy Student Support Specialist, Career Counselor, six teachers (English, Math, Science, Social Studies, Health and SPED transition) and reconfiguring the In-house Suspension Room to become a Learning Center with paraprofessional support.

Beyond the proposed positions at LHS, below are some additional factors, provided by the LPS Attendance Office, that may have contributed to the increase in dropouts with strategies for improvement.

1. Database Coding and Tracking of Student Withdrawals

- The Attendance Officer will provide LHS staff with annual training on student database entry. Data entry will be consistent with Chapter 222 of the Acts of 2012.
- The Attendance Team will conduct a review of the LPS Attendance Intervention Plan and Policies with leaders to highlight the importance of accurate data entry.
- Dropout data and re-engagement strategies will be shared with LHS Head of Schools, LHS Student Support Services Coordinator and House Deans quarterly throughout the school year.

2. Dropout Prevention Task Force

- In 2016, a LPS dropout task force was in place. The task force is no longer functioning. The team was composed of Central Office and LHS members.
- The Attendance Officer will reinstate a drop-out intervention team.

3. Outreach to High-risk Students and Dropouts

- The Attendance Team will utilize chronic attendance data to flag at risk students and perform on-going outreach before students dropout.
- The Attendance Team work with LHS staff to create a graduation map and visual plan for students who only need a few credits to graduate to develop interventions.
- The Attendance Team will work with staff to allocate time during the year to conduct home visits.
- The Attendance Team will work with LHS staff to connect students to alternative educational programs prior to dropping-out and create scheduling to support students with substantial credit recovery needs.

We would like to thank Marianne Busteded, Head of Lowell High School, and Heather Ganley, LPS Attendance Officer, for providing the information in this report.



TO: Dr. Joel D. Boyd, Superintendent

FROM: Linus J. Guillory Jr., PhD, Chief Schools Officer
Robin Desmond, Chief Academic Officer

DATE: May 13, 2020

RE: Report on Remote Learning

The following report is in response to two School Committee motions regarding Remote Learning:

[By Connie Martin]: Requesting that the Administration report on the roll out and implementation of the District-wide Remote Learning Policy. The report should include the recommended benchmarks and outcome measures that the district will be using to track both short and long term effectiveness of the existing plan.

by Andy Descoteaux]: Ask the Superintendent's staff to collaborate with our teaching staff to come up with a strategic plan dealing with remote learning that will include actual learning and beyond enrichment. This should be a plan that is revisited every year to update what is potentially available for our teachers and their students.

Remote Learning Curriculum K-12

On Friday, April 24, new remote learning guidance was issued by DESE to carry us through the end of the school year. The document builds on the initial guidance offered on March 26, 2020, with a deeper emphasis on new learning. Now teaching and learning should include a focus on the content standards most critical for student success in the next grade level, or “prerequisite standards”. Upon receiving the new information, the Curriculum Coordinators reviewed and updated the curriculum maps that had already been shared with teachers for the remainder of the school year.

Grades K-4

ELA

The new DESE ELA Standards guidance aligns with the Revised Curriculum Map that was previously shared with leaders, coaches, and teachers. During Week 7, LPS began nonfiction reading in all grade levels and informational writing or opinion writing in all grade levels. Students in grades K-4 will continue to receive Writing about Reading prompts to support opinion writing remotely. LPS will end the year with a focus on fiction reading and narrative writing. While the released standards did not explicitly state the narrative writing focus, LPS knows it is important to return to this genre as a way to connect

students to the learning that has been ongoing. As all writing standards have been addressed at each grade level, this gives us the opportunity to return to narrative writing.

Math

As with ELA, the topics identified in the adjusted curriculum map for K-4 Mathematics aligns with the prerequisite content standards identified by newly released DESE guidance documents. However, there are some standards, one or two per grade level, that had not been addressed previously this year at each grade level. These standards have been identified by grade level. Moving forward, we have a team of math resource teachers assigned to each grade level, working on developing content that will support teachers in addressing these standards. These teams are soliciting feedback and input from teachers to guide this work. While the topics identified in the adjusted curriculum map do not change significantly, we will be providing resources for teachers to use to address these standards.

Science and Social Studies

LPS will meet the prerequisite standards for K-4 through a group effort between the Science and Social Studies Coordinator, classroom teachers, and content literacy teachers. A revised curriculum map was developed by analyzing which prerequisite standards had already been addressed on the original curriculum map from before the school closure, and then mapping out a coherent plan for addressing the remaining prerequisite standards between the classroom teachers and content literacy teachers. In a few cases, the topics have changed from the previous curriculum map. Weekly packet work will address prerequisite standards in science and social studies for classroom teachers. Content literacy teachers will work together to adapt resources for their lessons.

Grades 5-8

ELA

The new DESE guidance aligns with the Revised Curriculum Map that was previously shared with leaders, coaches, and teachers. During Week 7, LPS began informational reading and writing in all grades 5 & 6. In grades 7 & 8, students will return to memoir reading and writing. Students will engage in reading narrative nonfiction, as well as writing memoirs. Memoir writing is a hybrid genre that incorporates informational writing about the person, narrative writing as the structure, and argument writing about why the moments, memories, etc., are important. Students in all grades 5-8 will continue to receive Writing about Reading prompts to support opinion/argument writing remotely. LPS will end the year with a focus on fiction reading and narrative writing across various genres. These include, mystery, personal narrative, historical fiction, and science fiction. While the released standards did not explicitly state the narrative writing focus, we know it is important to return to this genre as a way to connect students to the learning that has been ongoing. As all writing standards have been addressed at each grade level, this gives us the opportunity to return to narrative writing in different genres.

Math

As with ELA, the topics identified in the adjusted curriculum map for 5-8 Mathematics aligns with the prerequisite content standards identified by newly released DESE guidance documents. However, there are some standards in grades 6 and 8 that had not been addressed previously this year at each grade level. In grade 6, there are only two standards that will require us to make some changes to the curriculum map, but grade 8 has many more so the changes to the map will be more substantial. The Math Coordinator and math resource teachers have begun discussing these changes with a group of math resource teachers and 8th grade math teachers. A team of math resource teachers at each grade level are developing content that will support teachers in their efforts. The map will remain the same for grades 5 and 7, but grades 6 and 8

will include content to address the standards recommended by the DESE guiding document where appropriate.

Science and Social Studies

Many of the prerequisite standards have been met in topics taught September through March, and the remaining prerequisite standards will be addressed in the last units. A revised curriculum map was developed by analyzing which prerequisite standards had already been addressed on the original curriculum map from before the school closure, and then mapping out a coherent plan for addressing the remaining prerequisite standards. (The only exception is fifth grade social studies, where the prerequisite standards represent curriculum new to LPS which will be addressed when we are not in a remote learning environment.) Weekly packet work will continue to address prerequisite standards in science and social studies, and can be an additional resource for teachers.

Grades 9-12

Lowell High School’s remote learning plan is designed to provide opportunities for students to feel connected and to deepen their learning during our time away from the LHS campus. Students will engage with course content and practice key academic skills through a combination of teacher directed and student self-directed learning activities. LHS faculty will provide students with assignments that reinforce and expand upon key academic skills. Students will be expected to complete these assignments and to regularly communicate with their teachers to share their learning and to receive feedback and support.

Metrics

In alignment with DESE guidance issued March 26th and updated April 24th, our school staff continue to work to engage students in meaningful remote learning experiences as well as provide students with feedback on their work; the manner in which this is done is ever-evolving and refined so that it is best suited for the classroom/family. The following metrics are being utilized to track the implementation of the remote learning plan:

- Percentage of Student /Family Communication
- Percentage of Student engagement/participation
- Student progress reports/grading

The first metric we sought, and continue to improve upon, is the number of students/families that have engaged in two-way dialogue with the school/classroom teacher. As reflected in the chart below, you will be able to see the number of schools and to what degree (percentage) they have reached their families.

Chart 1: What percentage of students have been reached? (Confirmed two-way communication)

%	April 23rd	May 14th
100	9	19
97-99	18	9
94-96	0	0
90-95	1	0

As we worked to establish two-way communication with students and families, schools continue to assess the degree to which students are participating in remote learning as well as set goals for increasing engagement. Each school continues to account for student participation through the various media: online platforms, packets, virtual classrooms, etc. School leaders have reported average ranges of 50-88% of students participating on a daily and/or weekly basis. Each school is accounting for the various ranges of participation for their students and continues to reach out to families to encourage their engagement as well as understand any needs and challenges.

Chart 2: *What percentage of students are engaging on a daily/weekly basis?*

%	April 23rd	May 14th
90-100		
80-89	1	12
70-79	3	6
60-69	14	7
50-59	9	3
40-49	6	0

The Lowell Public Schools continues our commitment to supporting students and families during this period of remote learning. We understand that the needs of our community are consistently evolving, and the plans for remote learning and grading are designed with this in mind. Remote learning is not expected to recreate the same learning experiences that students would have in a traditional school day. Therefore, grading during this period of remote learning is not intended to replicate our traditional approach to grading.

In the elementary grades, student ratings from the first two trimesters prior to the school closure will remain final. Families received report cards from the winter trimester, and at the close of school, and families will receive their final report card based on their students’ progress this year that includes ways they have demonstrated growth during remote learning. At the middle level, students’ grades from the first and second quarter will remain final and used to create the numerical final grade. Additionally, families will receive a progress report, and a final report card that includes student progress from the period just prior to the school closure and remote learning.

All schools that serve grades K-8 in Lowell will follow the Department of Elementary and Secondary Education guidance to award students “credit” or “no credit” for their work during remote learning in the form of a “credit” or “incomplete” rating. Student ratings will be determined based on evidence of students’ engagement in learning experiences, including, but not limited to, the degree to which students complete learning assignments to the best of their ability, and the degree to which students and families communicate with educators. Schools understand that families are facing a range of challenges, so schools will make considerations regarding equitable access to learning experiences including technology,

health, and learning needs for students with disabilities and English Language Learners when determining student ratings.

For high school students in the Lowell Public schools, student ratings for semester one will be used to calculate student Grade Point Averages for the 19-20 school year. For Semester Two, in alignment with the K-8 levels and the recommendations of DESE, students will also earn a “credit” or “no credit” rating based on the degree to which students meet the learning expectations in their courses. Students’ work prior to the school closure on March 13th will determine their grade for Quarter Three. Quarter Four represents the work completed during remote learning. Similarly, educators understand the range of challenges that students may face accessing learning and are committed to flexibility to support students including no penalties for late work and continuous opportunities to work with their teachers to resubmit and revise work. Students who are not able to earn credit during remote learning will have opportunities for credit recovery in Summer and Fall 2020.

We encourage families to connect with the Lowell Public School educators supporting their students when there are barriers and challenges that are impacting students ability to engage in learning, so we can work in partnership with our community to support access to these valuable learning experiences. We will continue to provide updates as the Department of Elementary and Secondary Education updates guidance and recommendations to school districts.

Long-term, the goal is to compare student learning from the spring to the fall in K-8. The essential question and goal is: *were we able to sustain student learning during the COVID-19 closure?* At the High School level, student course credit acquisition will be the primary measure used to track student progress.

Report will be
Forthcoming



United Teachers of Lowell

**AFTMA/AFT/AFL-CIO
LOCAL 495**

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May 11, 2020

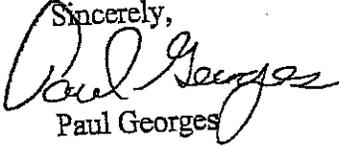
Dr. Joel Boyd, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Dear Superintendent Boyd:

The members of the United Teachers of Lowell hereby request to donate sick leave days to the following member:

Kristen Colon, Teacher	Lowell High School	28 days
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Thank you for your attention to this matter.

Sincerely,

Paul Georges
President

PG:ng
xc: Deb Jarvis
Minerva Palazzo

WE, THE UNDERSIGNED, MEMBERS OF THE PROFESSIONAL STAFF – UNIT “A” OF THE LOWELL SCHOOL DEPARTMENT, WISH TO DONATE ONE OR MORE OF OUR ACCUMULATED SICK LEAVE DAYS TO KRISTEN COLON A TEACHER AT LOWELL HIGH SCHOOL.

NAME

NO. OF DAYS

SCHOOL

Kristen Schultz

28

LHS