

# Lowell Public Schools



## REPORT ON STATUS OF OUTSTANDING MOTIONS

*Report on Motions: November 20, 2019*

### ON-GOING REPORTS

Overtime & Extra Payments: Reported monthly
Lowell High School Advisory: October 2 <sup>nd</sup> , December 18 <sup>th</sup> , March 18 <sup>th</sup> , May 20 <sup>th</sup> ,
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. CEOO	08/21/19	<p style="text-align: center;"><u>Revise Policy School Visits, Social Media &amp; Fundraising</u></p> <p>[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. CEOO	09/04/19	<p style="text-align: center;"><u>Review School Assignment Policy</u></p> <p>[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	Discussed at the Policy Subcommittee meeting on October 16, 2019 and the conversation will continue at one of the upcoming Policy Subcommittee meetings that will be held per the availability of the Policy Subcommittee members (Policy needs to be in place by Jan. 2020)



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3. CEOO	09/18/19	<p style="text-align: center;"><u>District Wide Recess Policy</u></p> <p>[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. CEOO	09/18/19	<p style="text-align: center;"><u>Review Screening Committees and Immunization Policy</u></p> <p>[By Gerard Nutter]: Administration schedule a policy subcommittee meeting first or second week in October to review policies on screening committees and immunization policy.</p>	Office of Equity & Engagement	Will be reported out at the 11/6/19 School Committee Meeting and a report will be provided to the Committee at a December School Committee Meeting
5. CEOO	10/02/19	<p style="text-align: center;"><u>Television Mobile Studio Van</u></p> <p>[by Gerard Nutter]: Request Administration to provide update on Television Mobile Studio Van, studio equipment and staffing.</p>		Community Outreach Strategist will make an assessment of the Television Mobile Studio Van and provide a report to the Committee at a December School Committee Meeting

Update on Status of Motions

To be presented at the meeting of Wednesday, November 20, 2019



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6. CEOO	10/02/19	<p style="text-align: center;"><u>Training Program for School Site Council</u></p> <p>[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>		Chief Equity & Engagement Officer will be meeting with the Citywide Family Council to determine next steps
7. CEOO	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>		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 December 5th 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	09/04/19	<p style="text-align: center;"><u><i>Location for the Latin Lyceum</i></u></p> <p>[By Gerard Nutter &amp; Andy Descoteaux]: Administration to explain the change in philosophy regarding class location for the Latin Lyceum and Freshman Academy.</p>	<p>Completed</p> <p>Memo Submitted by Dr. Guillory on 09/27/19</p>	<p><a href="#">Update on the Latin Lyceum</a></p> <p>Click link for memo</p>
2. CSO	10/02/19	<p style="text-align: center;"><u><i>School Incidents &amp; District Policies</i></u></p> <p>[by Gerard Nutter]: Request report on school incidents related to contraband items brought into schools and student restraint by staff in relation to (1) compliance with district policy and (2) maintaining the safety of students and staff.</p>	<p>Completed</p> <p>Memo Submitted by Dr. Guillory on 10/16/19</p>	<p><a href="#">Memo</a></p> <p>Click link for memo</p>



## 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	10/18/17	<p style="text-align: center;"><u><i>Report Card System</i></u></p> <p>[by Jackie Doherty]: Request the Superintendent to review the report card system and to look at a standard base report cards for middle school students and to get a recommendation on how to proceed.</p>	Completed 09/05/18	<p style="text-align: center;"><a href="#">Report Card System</a></p> <p>Click link for memo</p>
2. CAO	07/17/19	<p style="text-align: center;"><u><i>Teaching Cursive</i></u></p> <p>[by Andy Descoteaux]: Ask the Superintendent to look into having our Art teachers incorporate teaching cursive to all of our students as part of their Art classes.</p>	Completed 10/04/19	<p style="text-align: center;"><a href="#">Teaching Cursive</a></p> <p>Click link for memo</p>
3. CAO	08/21/19	<p style="text-align: center;"><u><i>Environmental Sciences Curriculum</i></u></p> <p>[by Jacqueline Doherty]: Request the Superintendent provide the Committee with a report that highlights the LPS K-12 environmental sciences curriculum including any programs/grants offered through Project Learn or other outside entities, as well as school-based initiatives such as student recycling groups, etc.</p>	Office of Teaching and Learning Coordinator of Science and Social Studies	Will be reported 12/18/19
4. CAO	10/02/19	<p style="text-align: center;"><u><i>New Curriculum Initiative</i></u></p> <p>[by Connie Martin]: Requesting that a meeting takes place relative to any new Curriculum Initiative throughout the District.</p>	Office of Teaching and Learning Chief Academic Officer	Meetings will be scheduled as new curriculum is adopted or revised
5. CAO	10/16/19	<p style="text-align: center;"><u><i>Learning a Trade at LHS</i></u></p> <p>[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.



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6. CAO	10/16/19	<p style="text-align: center;"><u><i>Collaboration with the City Recycling</i></u></p> <p>[By Dominik Lay]: Ask the Superintendent to collaborate with the City Recycling department to develop a curriculum that teaches our students how to recycle and the environmental benefits of recycling.</p>	<p style="text-align: center;">Completed</p> <p style="text-align: center;">11/20/19</p>	<p style="text-align: center;"><a href="#">Recycling Memo</a></p> <p style="text-align: center;">Click link for memo</p>
7. CAO	10/16/19	<p style="text-align: center;"><u><i>Community Service Requirement</i></u></p> <p>[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>	<p style="text-align: center;">LHS Head of Schools</p>	<p style="text-align: center;">Taskforce will be created to look at the feasibility</p>



## 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	01/17/18	<p style="text-align: center;"><u><i>Special Task Force LHS Stipends</i></u></p> <p>[by Andre Descoteaux]: Request the superintendent to establish a Special Task Force to review and recommend updates to the current LHS stipends, including but not limited to: Athletic Coaching, Student clubs, Band, and Chorus.</p>	Completed 10/02/19	<p><a href="#">Special Task Force LHS Stipends</a></p> <p>Click link for memo</p>
2. CFO	04/03/19	<p style="text-align: center;"><u><i>Next Maintenance of Effort Agreement</i></u></p> <p>[by Gerard Nutter]: School Committee vote to request City provide minimum 42% of their NET School spending requirement in the form of a cash contribution to the Lowell Public School System in the next Maintenance of Effort Agreement.</p>	Completed 04/04/19	<p><a href="#">Maintenance of Effort Agreement</a></p> <p>Click link for memo</p>
3. CFO	04/03/19	<p style="text-align: center;"><u><i>City CFO Attend SC Meeting</i></u></p> <p>[by Gerard Nutter]: School Committee request in the next Maintenance of Effort Agreement that the City CFO or their representative attend the 2nd School Committee meeting every January with a detailed report on Maintenance of Effort charges year to date and October with a detailed report on Maintenance of Effort charges for the previous school year.</p>	Completed 10/02/19	<p><a href="#">City CFO Attend SC Meeting</a></p> <p>Click link for memo</p>
4. CFO	10/16/19	<p style="text-align: center;"><u><i>Finance Sub-Committee</i></u></p> <p>[By Gerard Nutter]: Request a Finance Sub-Committee meeting Wednesday November 6, 2019 to review 1st Fiscal quarter.</p>	Will be reported at the 11/20/19 SC Meeting	Rescheduled due to Joint Municipal & SC meeting
5. CFO	11/06/19	<p style="text-align: center;"><u><i>PEG Funding</i></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





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6. CFO	11/06/19	<p style="text-align: center;"><u><i>Status of C.E.P. Program</i></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>	<p style="text-align: center;">Draft 11/15/19</p>	<p style="text-align: center;"><a href="#">Draft Memo</a></p> <p style="text-align: center;">Click link for memo</p> <p style="text-align: center;">Waiting for DESE response</p>



## 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	11/16/16	<p style="text-align: center;"><u><i>Establish Monthly Meeting Dates</i></u></p> <p>[by Jacqueline Doherty]: Respectfully request the Superintendent work with the School Committee and City Council Subcommittees on Facilities to establish monthly meeting dates to address the ongoing issues concerning maintenance of our school buildings.</p>	Completed 08/01/19	<p style="text-align: center;"><a href="#">Establish Monthly Meeting Dates</a></p> <p>Click link for memo</p>
2. COO	04/03/19	<p style="text-align: center;"><u><i>Assistance from Greater Lowell Technical</i></u></p> <p>[by Andy Descoteaux]: Ask the Superintendent to work with the City Manager to try and obtain the use of some of the Greater Lowell Technical students to help alleviate some of the open work orders that are overwhelming our city workers.</p>	Completed 09/10/19	<p style="text-align: center;"><a href="#">Assistance from Greater Lowell Technical</a></p> <p>Click link for memo</p>
3. COO	04/04/18	<p style="text-align: center;"><u><i>Salvaged Equipment</i></u></p> <p>[by Andre Descoteaux]: Ask the Superintendent to request an evaluation of all current useful and/or new equipment that is currently in the High School. That equipment should be salvaged by us and not the demolition company.</p>	Facilities Director and Area Facility Manager	Report in progress ongoing
4. COO	09/04/19	<p style="text-align: center;"><u><i>Safety Procedures</i></u></p> <p>[By Andy Descoteaux]: In light of recent events at Lowell High, ask the Superintendent to review ALL safety procedures at ALL of our schools. Principals should be asked if all of their outside doors are locked and/or lockable.</p>	Completed 09/15/19	<p style="text-align: center;"><a href="#">Safety Procedures</a></p> <p>Click link for memo</p>
5. COO	09/18/19	<p style="text-align: center;"><u><i>Status of Social Workers</i></u></p> <p>[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.</p>	HR Office	<p style="text-align: center;"><a href="#">Status of Social Workers</a></p> <p>Click link for memo</p>



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6. COO	10/02/19	<p style="text-align: center;"><u><i>Paid Family Medical Leave (PFML)</i></u></p> <p>[by Connie Martin]: Requesting that the Administration provides the Committee with a report on the implementation of the New Initiative relative to the Paid Family Medical Leave (PFML) Act.</p>	HR Office	Human Resources coordinated with City on current requirements and will continue coordinating with City to ensure ongoing compliance
7. COO	10/02/19	<p style="text-align: center;"><u><i>LPD and Shelter Near South Common</i></u></p> <p>[by Gerard Nutter]: Request Administration work with City, Lowell Police and Shelter to address homeless living on South Common especially South Street near pool area sidewalk. Several parents have reached out to express concerns with students who walk. Also request Administration to update Committee on Parking issues and classroom / restroom concerns at the Stem Academy including an update on debris found outside the school that may contain asbestos.</p>	Facilities ongoing	<p style="text-align: center;"><a href="#">Memo</a> <a href="#">Additional Memo</a></p> <p style="text-align: center;">Click links for memos</p>
8. COO	11/06/19	<p style="text-align: center;"><u><i>Collegiate Charter School Hours</i></u></p> <p>[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.</p>	Transportation John Descoteaux	Transportation is in contact with CCS to addressing any proposed changes
9. COO	11/06/19	<p style="text-align: center;"><u><i>MSBA School Repairs Update</i></u></p> <p>[By Andy Descoteaux]: Request the Superintendent provides the Committee with an update on the process of MSBA school repairs.</p>	Facilities	In progress meeting occurred @ MSBA on 11/06/19 and coordinating with City is ongoing



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### CITY COUNCIL MOTIONS

LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
3. CSO	06/19/19	<p style="text-align: center;"><u>Related Services and Fiscal Year Budget</u></p> <p>[by Gerard Nutter]: Request Mayor ask City Manager to reconsider charging School Department \$250,000 in Water / Sewage fee in light of the fact the City is Currently charging over \$33,000,000 of their required Net School Spending amount of \$49,626,890 for "Related Services" and inquire why the City Manager's Office waited until after the passing of the 2019/2020 Fiscal Year Budget to inform the School Department and never provided any communication to the School Committee through the Mayor to inform them of these charges before the budget was approved.</p>	Forwarded to Mayor Samaras 06/21/19	Ongoing
4. CSO	06/19/19	<p style="text-align: center;"><u>Air Quality Audit at LHS</u></p> <p>[by Gerard Nutter]: Request Mayor to ask Massachusetts Department of Public Health do a full air quality Audit at LHS in July and Request City Manager to have Lowell Health, Sanitation, Electric, Fire, Code and Building Inspectors fully inspect every school building in Lowell beginning at the end of the School Year and provide School Department / School Committee with copy of Inspection Reports by August 1<sup>st</sup> along with plan to address any issues before the start of the new school year.</p>	Forwarded to Mayor Samaras 06/21/19	Ongoing
5. CSO	08/21/19	<p style="text-align: center;"><u>Remotely SC Meeting Participation</u></p> <p>[by Gerard Nutter]: Request Advisory from City Solicitor's office on process/procedures to allow any School Committee member to participate in Regular/Special School Committee meetings remotely via Telephone/Facetime or Skype.</p>	Forwarded to Mayor Samaras 06/21/19	City Council needs to adopt a policy first