

# Lowell Public Schools



## REPORT ON STATUS OF OUTSTANDING MOTIONS

Report on Motions: April 15, 2020

### ON-GOING REPORTS

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

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><i>Redline Edits to Specify Changes</i></u></p> <p>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 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. CEEO	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	Closed. School Assignment Policy approved at January 15, 2020 meeting
3. CEEO	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. CEEO	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>	Office of Equity & Engagement	<p style="text-align: center;"><a href="#">School Site Council Memo</a></p> <p style="text-align: center;">Click link for memo</p> <p style="text-align: center;">In progress.</p>



## 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 <sup>th</sup> School Committee meeting.
7. CEEO	02/19/20	<p>[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.</p>	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 should involve parents only.</p>	Office of Equity & Engagement	In progress

Update on Status of Motions

To be presented at the meeting of Wednesday, April 15, 2020



## REPORT ON STATUS OF OUTSTANDING MOTIONS

LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
9. CEE0	02/19/20	<p style="text-align: center;"><u>Smore newsletter software</u></p> <p>[by Hillary 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
10. CEE0	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
11. CEE0	02/19/20	<p style="text-align: center;"><u>Citywide Family Council Annual Update</u></p> <p>[by Jackie Doherty]: <i>Per December 2018 motion</i>, 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



## REPORT ON STATUS OF OUTSTANDING MOTIONS

LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
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

### 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 &amp; 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



## 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></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.
2. 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>	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></p> <p>[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></p> <p>[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></p> <p>[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	Report will be provided at 3/18/2020 meeting



## REPORT ON STATUS OF OUTSTANDING MOTIONS

LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
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	Will be presented 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	Will be presented 03/18/20



## 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="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>
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"> <li>• Number of total special education budget; I Percentage of kids receiving special location services;</li> <li>• Amount of money spent on out of district services; I Percentages of children utilizing out of district services;</li> <li>• Number of employees working in Special Education (please also provide their job descriptions);</li> <li>• Total of number of employees within the district per year.</li> </ul>	CFO	In Progress





## 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	<p style="text-align: center;"><u>Collegiate Charter School Hours</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>	Ongoing Transportation John Descoteaux	Transportation is in contact with CCS to addressing any proposed changes
2. COO	11/06/19	<p style="text-align: center;"><u>MSBA School Repairs Update</u></p> <p>[by Andy Descoteaux]: Request the Superintendent provides the Committee with an update on the process of MSBA school repairs.</p>	Ongoing Facilities	Meetings occurred @ MSBA on 11/06/19 coordination with City is ongoing
3. COO	12/18/19	<p style="text-align: center;"><u>Staff Evaluations</u></p> <p>(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.</p>	COO	Ongoing Presented 02/05/20
4. 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	Status 4/15/20 Information of process requested from City. Will report at next meeting.



## REPORT ON STATUS OF OUTSTANDING MOTIONS

LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
5. COO	3/27/20	<p style="text-align: center;"><u>S.C. Authority to Act on Contracts</u></p> <p>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

### CITY COUNCIL MOTIONS

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