

# Lowell Public Schools

Enrollment Process Review Kickoff

*March 4, 2022*

# Agenda

- Introductions
- Project Overview
  - Project Goals
  - Data & Document Collection
  - Stakeholder Engagement
  - Phases of Work
- Project Management & Communications
- Questions and Next Steps



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# Introductions

# PCG Project Team Members



**Anna d'Entremont**  
Project Director



**Meredith Crouse**  
Project Manager &  
Process Review Lead



**Jacqueline Stokes**  
Process Review &  
Stakeholder  
Engagement Support



**Kate Christie**  
Data Analyst

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# Project Overview

# Project Goals

## Project Goals

- Review current enrollment processes
- Identify opportunities for efficiencies and improvements
- Provide recommendations (short and long-term)

## Deliverables

- Slide Deck
  - Graphs and charts – analysis from interviews and survey
  - Process maps
  - Recommendations for improvements

# District Data and Documents

- Existing process diagrams
- Enrollment forms (paper and electronic)
- Forms used with other departments (Transportation, Bilingual, Nursing)
- Training documents



# Stakeholder Engagement

## Interviews

### On-Site – March 24:

- 3 Enrollment Clerks (other 1 out on FLMA)
- Enrollment Coordinator
- Chief Equity and Engagement Officer

### Virtual:

- Transportation Office
- Health Department/Nurses Office
- EL Office
- Bilingual Families Liaison Lead
- McKinney Vento liaison
- SPED

## Survey

- 10-15 questions administered online
- Open for 3-4 weeks
- Translated to meet community needs



# Phases of Work

## Phase 1

### Project Launch & Planning

*March 2022*

- Project kickoff and ongoing management

## Phase 2

### Data Collection

*March – April 2022*

- Survey
- Interviews
- Job Shadowing

## Phase 3

### Data Review & Analysis

*April 2022*

- Data analysis
- Process map development
- Preliminary findings

## Phase 4

### Findings & Recommendations

*April – May 2022*

- Final deliverable – recommendations and findings

# Project Management

## Communications

- Weekly/Biweekly Project Management meetings
- Scheduling & logistics for interviews and survey outreach

## Data Sharing

- Determine preferred platform for meetings and data sharing (Google Drive, Zoom, Microsoft Teams, etc.)



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