

**LOWELL SCHOOL COMMITTEE**  
**Henry J. Mroz Administration Office**  
**155 Merrimack Street**  
**Lowell, Massachusetts 01852**

**William J. Samaras**  
**Mayor and Chairperson**

**Jackie Doherty**  
**Vice-Chairperson**

**Andre P. Descoteaux**  
**Rober J. Hoey Jr.**  
**Dominik Hok Lay**  
**Connie A. Martin**  
**Gerard Nutter**

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## **Policy Subcommittee Meeting**

**Wednesday, September 19, 2018**  
**City Hall Council Chambers**  
**6:00 p.m.**

Subcommittee Members Present:	Chairperson Gerry Nutter and Connie Martin Jackie Doherty was absent.
School Committee Members Present:	Robert Hoey and Andy Descoteaux
School Department Personnel Present:	Jeannine M. Durkin, Acting Superintendent Robin Desmond, Assistant Superintendent for Curriculum, Instruction and Assessment

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Chairperson Gerry Nutter called the meeting to order at 6:00 p.m. The Subcommittee update is in response to the following motion:

Motion by School Committee Member Gerry Nutter, which was approved at the September 5, 2018, School Committee Meeting:

“To send the following motion: “Request the Mayor and/or Superintendent explain how email messages sent to the [SC@LOWELL.K12.MA.US](mailto:SC@LOWELL.K12.MA.US) are responded to by the Administration or does the SC need to develop a policy to address” to a Policy Subcommittee.”

The following agenda item was discussed:

- 1. Discussion on Developing a Policy in Regards to Responding to Email Messages sent to the [SC@LOWELL.K12.MA.US](mailto:SC@LOWELL.K12.MA.US)**

Chairperson Nutter asked Acting Superintendent Durkin to address the Subcommittee. Acting Superintendent Durkin stated that when Mr. Nutter brought forward the above motion at the September 5, 2018 School Committee meeting, the Mayor spoke about the City's website and how using that website operated compared to the school department's website. Acting Superintendent then asked John Overton, to speak about the different options. Mr. Overton stated that currently the website is set up so that constituents can contact the entire School Committee in one email or send each member an individual email. In the past, the school department had an online form that had a similar set up, but it wasn't user friendly for the School Committee to reply. Currently, the City's website uses a form center that has a functionality that allows the constituent to pick and choose what Councilors they want to send an email to and it can include the City Manager as well. Mr. Overton stated that he reached out to City Hall about using their system and City Hall doesn't have an issue if the Committee would like to try that. Acting Superintendent Durkin asked the Committee if they would like to have Mr. Overton reach out to the City to duplicate the form for the Lowell Public School website. Acting Superintendent added that she doesn't feel it would be prudent for her to decide how the Committee would like to respond to their constituents.

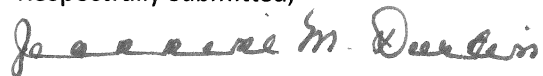
Ms. Martin said that she is happy with the current system, but likes the idea of allowing people to have their preference. Ms. Martin thought what had prompted the motion was to include the administration in the email.

Mr. Nutter stated that he doesn't want to add more of a burden to the administration. He said that he thinks we should get rid of the option to reach out to all members due to the fact that Committee members could respond differently. Mr. Nutter said that he was just looking for different options.

Ms. Martin said that she would like to keep the option of reaching out to all members, because some people want to reach the whole Committee.

**Ms. Martin made a motion to adjourn at 6:10 p.m.; seconded by Mr. Nutter. 2 yeas, 1 absent  
APPROVED**

Respectfully submitted,



Jeannine M. Durkin, Acting  
Superintendent and Acting Secretary,  
Lowell School Committee

JMD/mes