



# LOWELL SCHOOL COMMITTEE

## *REGULAR MEETING MINUTES*

<b>Date:</b>	July 13, 2022
<b>Time:</b>	6:30PM
<b>Location:</b>	City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

Members of the public may view the meeting via LTC and those wishing to speak regarding a specific agenda item shall register to speak in advance of the meeting by sending an email to the Superintendent indicating the agenda item, a phone number and email address so we can provide a zoom link to access the meeting. Email address is [mpalazzo@lowell.k12.ma.us](mailto:mpalazzo@lowell.k12.ma.us). If no access to email you may contact us at 978-674-4324. All requests must be submitted before 2:00 p.m. on the day of the meeting.

### 1. SALUTE TO FLAG

### 2. ROLL CALL

On a roll call at 6:38 p.m., members present were, namely: Ms. Chhoun, Ms. Delrossi, Ms. Doherty, Mr. Lay, Ms. Martin and Ms. Thompson. Mayor Chau was absent.

### 3. MINUTES

3.1. Approval of the Minutes of the Regularly Scheduled School Committee Meeting of Wednesday, June 15, 2022

Ms. Thompson made a motion to accept and place on file the minutes of the Regularly Scheduled School Committee Meeting that was held on Wednesday, June 15, 2022 and the Special Meeting of the Lowell School Committee that was held on Monday, June 27, 2022; seconded by Ms. Delrossi. 6 yeas, 1 absent (Mayor Chau) APPROVED

3.2. Approval of the Minutes of the Special Meeting of the Lowell School Committee Meeting of Monday, June 27, 2022

Ms. Thompson made a motion to accept and place on file the minutes of the Regularly Scheduled School Committee Meeting that was held on Wednesday, June 15, 2022 and the Special Meeting of the Lowell School Committee that was held on Monday, June 27, 2022; seconded by Ms. Delrossi. 6 yeas, 1 absent (Mayor Chau) APPROVED



#### 4. PERMISSION TO ENTER

4.1. Permission to Enter: June 13, 2022

**Mr. Lay made a motion to approve the Permission to Enter; seconded by Ms. Chhoun. 5 yeas, 2 absent (Ms. Martin, Mayor Chau) APPROVED**

#### 5. MEMORIALS

5.1. Kathleen Rocheleau, Mother of Carolyn Rocheleau, Coordinator of Special Programs

5.2. Stephen Stephenson, Retired Lowell High School Teacher

#### 6. MOTIONS

6.1. **[By Jackie Doherty]**: Request the Superintendent provide the committee with monthly (or more frequent as needed) updates on the status of the LHS construction project.

**Ms. Doherty made a motion to approve; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

6.2. **[By Connie Martin]**: Request that the Administration prepare a report on the staff turnover rate at each one of our schools.

**Ms. Martin made a motion to approve; seconded by Ms. Delrossi. 6 yeas, 1 absent (Mayor Chau) APPROVED**

#### 7. SUBCOMMITTEES

7.1. Equity & Access Subcommittee: Report and Approval of the Minutes of the Meeting of Monday, June 13, 2022 [Stacey Thompson, Chairperson]

Ms. Thompson, Chairperson of the Equity and Access Subcommittee provided an overview of the report that was provided to the Committee from the Public Consulting Group (PCG) which conducted an Enrollment Process Review. The PCG stated that in February 2022, the goal of the review was to identify opportunities for enrollment process efficiencies to support staff and families across the district. PCG worked closely with the Office of Equity & Engagement and the Family Resource Center (FRC) to understand current enrollment processes and opportunities for a more streamlined and accessible enrollment process for all families in the community. The consultant stated that they job shadowed four (4) staff members, interviewed seven (7) departments and surveyed 1000 English, Spanish and Portuguese parents and guardians who enrolled student(s) in the 2021-2022 school year with 136 respondents. Through the review process, they identified the following primary findings:

- Manual & paper-based processes.
- Lots of FRC staff touchpoints throughout.



- Inconsistent practices and action steps.
- Lack of clarity in “who’s doing what?” between departments.
- Potential for enrollment delays at several points in the process.
- Newcomer and EL families need additional supports.

**Ms. Thompson made a motion to accept the report as a report of progress; seconded by Ms. Delrossi. 6 years, 1 absent (Mayor Chau) APPROVED**

**7.2. Family & Community Engagement Subcommittee: Report of the Meeting of Monday, June 11, 2022**  
[Eileen DelRossi, Chairperson]

Ms. Delrossi, Chairperson of the Family & Community Engagement Subcommittee informed the Committee that the Subcommittee addressed the Family Leadership Institute and a review of the job description for the Family Leadership Institute Director. Ms. Delrossi stated that the Family Leadership Institute is included in the strategic plan and has been budgeted for. She spoke about Lowell Public Schools demographics and stated that our district has a very large ELL population and stated that we need to think in multiple languages to support our families. She stated that the Family Institute needs the following:

- Director of Family Engagement.
- Funding to develop and implement workshops/trainings.
- Funding for developing college leadership cohort for parents.
- Funding for parent-led workshop facilitation.
- Ongoing planning and engagement with community partners and families.

**Ms. Delrossi made a motion to accept the report as a report of progress; seconded by Ms. Martin. 6 years, 1 absent (Mayor Chau) APPROVED**

## **8. REPORTS OF THE SUPERINTENDENT**

Ms. Doherty asked about the clerical summer pay and when they would be receiving it.

Ms. Turner stated that it has been corrected and they will be getting it tomorrow.

### **8.1. COVID-19 Update**

Dr. Hall, Chief Operating Officer provided an update to the Committee that included the following:

- Lowell Public Schools COVID Dashboard
- Lowell Public Schools COVID Cases at a Glance
- COVID Positive Report
- COVID-19 Impact Report
- Summer School COVID At-Home Test (AHT) Program
- Fall 2022 COVID Testing
- Fall 2022 COVID Testing – Estimated Indirect Costs



Dr. Hall stated that the Lowell Health Department as well as the Lowell Board of Health's recommendation is to discontinue COVID testing in the schools (dated June 28, 2022).

Mr. Lay asked if kits would still be available.

Ms. Thompson asked if parents will be notified of this as we approach a new school year.

Dr. Hall responded yes, that will be done.

Ms. Chhoun asked if we have information to provide to our families around vaccination. She also asked if parents had send back their child's tablet.

Superintendent Boyd stated yes we will let parents know. He stated that our schools will no longer be used as sites for vaccinations. He stated that students still enrolled keep their devices.

Ms. Delrossi asked if other test kits can be provided like strep, ear infection, etc.

Superintendent Boyd stated he's unaware of that being available, but will look into it.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

### **8.2. Update On Capital Improvements**

**Ms. Martin made a motion to forward the Update on the Capital Improvements to the Joint City Council and School Committee Facilities Subcommittee; seconded by Ms. Delrossi. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

### **8.3. 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.

Ms. Martin stated that all motions that we requested to be removed were with the exception on one (1).

Superintendent Boyd stated that it reads Ms. Clark, but Ms. Delrossi made the same motion so the name will be changed to Ms. Delrossi.

Ms. Doherty asked about the motion regarding receiving a vacancy report (page 9).

Ms. Turner stated she can provide that for the next meeting.



Ms. Thompson asked how far out the response to her motion is on contractors and partners (page 9).

Ms. Turner stated that she can provide that at the next meeting as well.

Ms. Thompson also asked about her motion regarding signage (page 3).

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**8.4. Response to Motion 11. COO of 05/04/22 by Eileen DelRossi Regarding Transportation Protocols**

Dr. Hall, Chief Operating Officer provided a report to the Committee informing them that when employees of our bus vendors are absent, the corporations will inform Mr. Descoteaux, Transportation Director if the number of projected absences will have an impact on operations. The vendors have a substitute list and they also attempt to use drivers from other cities or towns who may be available. If there is a large amount of absences, Mr. Descoteaux will assist in re-routing or consolidating routes. In regard to notification, depending on the timing of the notification of the absences from the drivers and the corporations, Lowell Public Schools uses the means of notification likely to provide the best notice without causing concern to those whose children may not be impacted. At times, parents may receive telephone calls, emails, or alerts depending upon the situation. Mr. Descoteaux works tirelessly to answer parent inquiries about transportation and routing.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**8.5. Response to Motion 05. CAO of 06/01/22 by Eileen DelRossi Regarding Audit Special Education**

Dr. Vicente, Director of Special Education provided a report describing the development and monitoring of special education teacher caseloads across the district to ensure compliance. The report states that in regards to the development and monitoring of Special Education Teacher caseloads in the district, the Special Education Department is guided by Massachusetts Regulation 603 CMR 28.06 Placement and Service Options. The report states that specific attention is paid to the size and composition of Instructional Groupings for eligible students receiving services outside the general education classroom and it shall be compatible with the methods and goals stated in each student's IEP, and 603 CMR 28.06(6)(f) which stated that the ages of the youngest and oldest student in any instructional grouping shall not differ by more than forty-eight (48) months. A written request for approval of a wider age range may be made to the Department, which may approve such request. Instructional Groupings are the number of actual students receiving instruction from Special Education staff at a given time throughout the school day. Instructional Groupings data is reported monthly by every Special Education teacher in the district, included in this data is the number of staff members present and providing or supporting instruction throughout the school day. Instructional Groupings reflect the actual time spent on learning for every student, and the number of adults present to provide and support their instruction. This is an important measure for determination of appropriate allocation of staff and resources because Special Education students receive Special Education services at individualized rates based on their IEP. While a Special Education Liaison has an identified number of students on their caseload, not all of those students receive the same types of services and/or at uniform rates of service. The type of services that students receive are as follows:



- Direct Services: This includes students who receive direct, specially designed instruction from a licensed Special Education Teacher based on the goals and services in their IEP.
- Inclusion Support: This includes students who attend general education classes with their general education peers and receive varying levels of support from Special Education staff (Teachers or Paraprofessionals) based on the goals and services in their IEP.
- Consult: Consult reflects support provided to Students and/or Teachers from Special Education staff in a consultative model. Consult is not instruction, the model reflects identified time for Special Education staff to check in and offer data informed guidance on instructional practices for students.
- Related Services: Related services include Special Education services provided by Occupational Therapists, Physical Therapists, Social Workers, BCBA's and other identified Service Providers based on the goals and services in the student IEP.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**8.6.** Response to Motions 02. CAO of 04/06/22 by Eileen DelRossi Regarding Next Generation Civics and 07.CAO of 06/15/22 by Stacey Thompson Regarding Civics Day

Ms. Desmond, Chief Academic Officer provided the Committee a report that informs them that the 2023 Lowell Public School's Civics Day will be held on May 17, 2023, at the Lowell Memorial Auditorium. Currently, two (2) Generation Citizen Lead Teachers support the Lowell Public Schools Generation Citizen implementation, but have not gotten so specific as to finding community resources for the various project topics. Interested members of the School Committee could be helpful in using their knowledge of the community to point students in the right direction and could provide ideas for resources on topics chosen by students for their action civics projects. These ideas could include community groups, agencies, and contact information. The emphasis should be on culturally responsive sources. Common topics are:

- Drug Addiction/Drug Education
- Racism/Discrimination
- Police Reform
- Mental Health
- Homelessness
- School Lunches
- Teen Vaping
- Gun Violence
- Bullying
- Sexual Assault/Sex Education

Ms. Thompson stated that she was looking for something more robust.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**



**8.7. Response to Motion 15. COO of 06/01/22 by Eileen DelRossi Regarding All Hands on Deck "Cosmetic Task Force"**

Dr. Hall, Chief Operating Officer provided a report to the Committee that informed them that the Facilities Department is leading the effort regarding all hands on deck "cosmetic task force". School leaders have been asked to identify areas in need of painting or upgrades and to forward ideas to incorporate volunteers for such improvements. The list will then be forwarded to the appropriate City union representatives to ensure there are no objections to utilizing volunteers to complete such projects. We have been told that there likely will be no objections to painting projects this summer if suitable advance notice is provided to the union.

Ms. Doherty asked what the timeline is for this.

Dr. Hall stated that we have to notify the city unions and they have thirty (30) days to object. He then stated it will probably be in August.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**8.8. Response to Motion 16. COO of 06/15/22 by Jackie Doherty Regarding Windows and Screens**

Dr. Hall, Chief Operating Officer provided a report to the Committee from June 20, 2022 from the Facilities Department which addresses the requests above. The report also included a current listing of all the window replacement issues by school as requested. The Facilities Department has forecasted that the remaining ninety-four (94) screen issues will be completed by the end of the summer.

Ms. Doherty gave the Committee an update on the Joint Facilities Subcommittee meeting that was held last night with the City Council. She stated that the money that this Committee and the previous Committee gave was \$14.5 million and that money can be used for ventilation. Ms. Doherty stated that CFO Baldwin stated at the meeting that the City would provide matching funds. She stated that another meeting will be held in four (4) to six (6) weeks and we want a commitment from the City.

**Ms. Doherty made a motion to have a Joint School Committee and City Council Facilities Subcommittee meeting in four (4) to six (6) weeks; seconded by Ms. Thompson. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**8.9. Response to Motion 10. COO of 05/04/22 by Eileen DelRossi Regarding Bathroom Sink Safety**

Dr. Hall, Chief Operating Officer provided a report to the Committee that informed them that the facilities team has conducted a review of bathroom sinks in elementary schools. The report states that presently, the facilities department is not aware of the existence of any unsafe sinks. Should sinks be



determined to be unsafe, the facilities department will make the area safe and report the issue to the City, and work to collaborate to resolve the issue. Several months ago there was a problem identified with a sink and plywood was used to make the area safe and a replacement sink was ordered. Depending on the availability of parts and hardware, installing a replacement sink can take up to several weeks.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**8.10.** Response to Motion 06. CAO of 05/18/22 by Eileen DelRossi Regarding Students Transported to Hospital Due to Mental Health

Ms. Desmond, Chief Academic Officer provided a report to the Committee informing them that at the December 1, 2021 School Committee meeting, the number of students transported by ambulance for mental health issues were reported in response to a School Committee member's inquiry. At that time, the numbers were three (3) at the elementary school level, thirteen (13) at the middle school level (includes K-8), and nine (9) at the high school level (includes alternative programs). At that time, the numbers were reported by building leaders. In response to this motion, building leaders were asked to update the information through June 1, 2022. The numbers as of June 1, 2022 were: eight (8) at the elementary level, thirty-three (33) at the middle school level (includes K-8), and twenty-seven (27) at the high school (includes alternative programs). There are many reasons why ambulances may be called to schools; however, these numbers represent ambulance calls for mental health issues.

Ms. Doherty stated that we have students/families in crisis. She asked if the Department of Elementary and Secondary Education (DESE) can inform the district for trauma for children with special needs.

Superintendent Boyd stated he will provide it.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**8.11.** Response to Motion 04. CSO of 05/04/22 By Eileen DelRossi Regarding Location of Classes at STEM Academy

Mr. Skinner, Chief Schools Officer provided a report that informed the Committee that four (4) EL classes are currently in a common area adjacent to a hallway. The Principal worked with the EL Coordinator to equip this area for instruction. There is one (1) EL class that is being held in the cafeteria during the morning periods. It moves to a different space, formerly an Assistant Principal's office, when the cafeteria is in use. The Special education teachers work with students in the general education classrooms to provide 'push-in services' and some pull-out services are also held in classroom space. Two (2) pull-out classes are held in re-purposed supply areas. CSA classes have small class sizes, suitable to be run in smaller spaces. These use former office space. The report states that most academic intervention takes place through tutors who 'push into' regular classrooms. The exceptions are a middle school math tutor who works with students in the gym lobby and a newcomer tutor who works with students in a common area adjacent to a section of hallway. The physical education classes take place in the gymnasium. There is a full-size gymnasium, so there is adequate space for both middle and





elementary classes, each of which use half the space. The music classes take place in an area which has been created at the back of the auditorium and elementary art is taught in a designated classroom; and middle school, the art teacher 'floats' to teach students in their mainstream classrooms. The Tech Ed (Middle School) 7th and 8th grade classes are in the library and 5th and 6th grade classes are in the grade-level mainstream classrooms. The ITS (middle school) takes place in grade-level mainstream classroom and some Content Literacy (elementary) takes place in the library. The teacher floats to some mainstream classrooms for others.

**Ms. Thompson made a motion to accept the following Reports of the Superintendent 8.1 through 8.11 as reports of progress; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

## **9. NEW BUSINESS**

### **9.1. First Reading of Update to Graduation Requirements Policy: File # IKF**

Ms. Thompson stated that she is very concerned with the equity impact and we need to be cognizant of these choices. She asked if elementary and middle schools have been reached out to.

Mr. Fiato stated no, that has not been done.

Ms. Thompson believes that is necessary.

**Ms. Martin made a motion to refer this to a Joint Curriculum & Instruction and Policy & Governance Subcommittee; seconded by Ms. Thompson. 6 yeas, 1 absent (Mayor Chau) APPROVED**

### **9.2. Approval of Job Description & Permission to Post: SPED Teacher Mentor (Two Positions)**

Dr. Hall, Chief Operating Officer informed the Committee that he has concluded negotiations with the United Teachers (UTL) of Lowell in regard to the proposal to hire two (2) full-time mentors of Special Education Teachers. In previous years, the district has used stipends for experienced Special Education teachers to mentor new Special Education teachers. The Lowell Teacher Academy, UTL, and the administration believe that utilizing full-time mentors will improve the mentoring program as two (2) highly experienced teachers will be able to devote all their time and attention to their mentees at a crucial point at the start of these mentees' careers. Such will result in a long-term benefit to students.

Ms. Doherty asked how many people they will manage.

Dr. Hall stated that each teacher will mentor a caseload of thirty-five (35) to forty (40).

**Ms. Delrossi made a motion to approve and post the SPED Teacher Mentor (Two Positions); seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**



**9.3. Approval of Job Description & Permission to Post: Director of Parent/Family Leadership Institute**

**Ms. Martin made a motion to hold the approval of the Job Description & Permission to Post: Director of Parent/Family Leadership Institute in Abeyance until the Committee receives an updated job description and the educational level is changed to below a master's degree; seconded by Ms. Thompson. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**9.4. Approval of Job Description & Permission to Post: Adult Ed. Student Advisor and Community Engagement Facilitator**

Ms. Phillips, Chief Equity & Engagement Officer provided this posting. This position is funded under the Center's annual Adult Basic Education Federal grant from MA DESE/Adult and Community Learning Services. The grant that supports the program have been in effect for forty-five (45) years; thus, the funds are not in jeopardy of being lost, and in fact are already earmarked in the ABE FY 23 budget. The responsibilities have expanded considerably and encompass many more duties than originally intended.

**Ms. Martin made a motion to approve and post the Adult Ed. Student Advisor and Community Engagement Facilitator; seconded by Ms. Thompson. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**9.5. Approval of LTA Instructor Stipend Increase**

The LTA respectfully requested that Adjunct Professors with a Master's degree be increased from \$2,900 to \$39,000 and an Adjunct Professor with a Doctorate degree be increased from \$3,900 to \$4,900.

**Ms. Martin made a motion to approve the LTA Instructor Stipend Increase; seconded by Ms. Chhoun. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**9.6. Vote to Accept a Donation of \$10,000 from The Believe In Me Project**

Ms. Desmond, Chief Academic Officer requested that the Committee accept the donation of \$10,000 to the Laura Lee Therapeutic Day School from The Believe In Me Project to support creative social emotional learning opportunities for students.

**Ms. Chhoun made a motion to accept the \$10,000 donation from The Believe In Me Project; seconded by Ms. Delrossi. 6 yeas, 1 absent (Mayor Chau) APPROVED**



## 10. ADJOURNMENT

**Ms. Chhoun made a motion to adjourn at 8:47 p.m.; seconded by Ms. Martin. 6 yeas, 1 absent (Mayor Chau) APPROVED**

**Respectfully submitted,**

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

**JDB/mes**