Lowell Public School Committee

Regular Meeting Agenda

Date: January 15, 2020
Time: 6:30PM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. **SALUTE TO FLAG**

2. **ROLL CALL**

3. **SPECIAL ORDER OF BUSINESS**

3.I. Spotlight On Excellence: Pyne Arts Magnet School Musical

Documents:

SPOTLIGHT ON PYNE ARTS MUSICAL.PDF

4. **MINUTES**

4.I. Approval Of The Minutes Of The Special Meeting Of The Lowell School Committee Meeting Of Wednesday, December 18, 2019

Documents:

LSC SPECIAL MEETIING MINUTES - DECEMBER 18, 2019.PDF

4.II. Approval Of The Minutes Of The Regularly Scheduled Lowell School Committee Meeting Of Wednesday, December 18, 2019

Documents:

LSC MINUTES - DECEMBER 18, 2019.PDF

4.III. Approval Of The Minutes Of The Inauguration Exercises Of Monday, January 6, 2020

Documents:

LSC INAUGURATION MINUTES - JANUARY 6, 2020.PDF

5. PERMISSION TO ENTER

5.I. Permission To Enter: January 15, 2020

Documents:

PERMISSION TO ENTER -JANUARY 15, 2020.PDF
PTE JANUARY 15, 2020 - AXION ATTACHMENT.PDF

6. MEMORIALS

6.I. Donna St. Laurent, Greenhalge School Secretary

6.II. Elai Vorn, Stoklosa School Student

7. MOTIONS

7.I. [By Jackie Doherty]:

Request the Superintendent provide the committee with follow-up information to the report generated from my April 2018 motion regarding status of outdoor play spaces. The updated report should include information on newly added playgrounds as well as outline plans/timeline to ensure every elementary and middle school has access to safe, age-appropriate outdoor play areas, including collaborating with the City to target for extra oversight those city-managed parks that are the only outdoor play space for certain schools.

7.I.i. [By Bob Hoey]:

Request the Superintendent provide the committee with a report on the District's compliance with Chapter 71, Section 69. Are flags provided and properly displayed in compliance with the law, and is each teacher in the District leading the class in a group recitation of the "Pledge of Allegiance to the Flag?"

8. REPORTS OF THE SUPERINTENDENT

8.I. Grant Award Notification: FC528 Increased Access To Quality Afterschool And Summer

Documents:

GRANT AWARD EL SUMMER.PDF

8.II. Grant Award Notification: FC 181 Gateway City Grants For High Quality, Intensive English Language Learning Programs

Documents:

GRANT AWARD - INCREASED ACCESS TO QUALITY AFTERSCHOOL AND SUMMER.PDF

8.III. Grant Award Notification: Portrait Of A Graduate Grant

Documents:

POG GRANT ACCEPTANCE AND STIPEND MEMO.PDF

8.IV. Strategic Planning Update

Documents:

SP UPDATE 1-15-20 V3.PDF

8.V. Site-Based Budget & Fair Student Funding Update

Documents:

LPS SCHOOL COMMITTEE-FSF INTRO JAN 15 2020_SENT.PDF

8.VI. Report On Motions

Documents:

REPORT MOTIONS JANUARY 15, 2020.PDF

8.VII. List Of Eligible Teachers

Documents:

2020 JANUARY 15 - LIST OF ELIGIBLE TEACHERS.PDF

8.VIII. Personnel Report

Documents:

2020 JANUARY 15 PERSONNEL REPORT.PDF

9. NEW BUSINESS

9.I. Revision Of School Assignment Policy File: JCA

Documents:

SCHOOL ASSIGNMENT POLICY REVISED JANUARY LVT REBECCA COPY.PDF

9.II. Budget Transfer

Documents:

BUDGET TRANSFER REQUEST 1.8.20 - REVISED.PDF
LPS BUDGET TRANSFER - 77,050.24 - NEEDS SC APPROVAL.PDF

9.III. Permission To Post: Bilingual Family Liaison - Lead

Documents:

BILINGUAL FAMILY LIAISON LEAD 13JAN2020.PDF

9.IV. Permission To Post: Special Education Family Advocate

Documents:

SPED FAMILY ADVOCATE HR.PDF

9.V. Vote To Accept Donation Of $2,500 From Smith Purdon Foundation.

Documents:

GRANT DONATION-BRIDGE.PDF

9.VI. Permission To Post: Assistant TV Production Staff (Part-Time)

Documents:

COO MEMO ASSISTANT FOR TV PRODUCTION.PDF
JOB DESCRIPTION ASSISTANT TV PRODUCTION 9JAN20.PDF

9.VII. Establishment Of Subcommittees

Documents:

LSC ASSIGNMENTS FOR 20-21.PDF

10. CONVENTION/CONFERENCE REQUESTS

10.I. In State Overnight Travel Request:

Permission for Melissa Newell, Coordinator of Language Arts & Literacy K-12, to attend the MRA (Massachusetts Reading Association's) Annual Reading Conference in Quincy, MA on April 1st and 2nd 2020. The cost to attend the workshop of $380.00, the cost of the hotel of $350.00 for 2 nights, mileage and meals on the amount of $150 will be paid by Title 1 funding. No substitute is needed.

Documents:

M. NEWELL, QUINCY, MA.PDF

10.II. Out Of Country And Overnight Travel Request: LHS

Permission for up to thirty [30] students and five [5] chaperones, Wayne Taylor, Thomas Thornton, Michelle Callahan, Jill Taylor and John Mellonakas, all Lowell High staff to travel to Belize during the February school vacation 2020. Students will miss one day of school, Friday, February 12, 2020 and four [4] substitutes will be needed for one day. The cost of the substitutes in the amount of $440 will be paid by LHS individual school budget. Each student traveling will incur the total cost of between of $3,225 and $3,525.

Documents:

LHS, BELIZE FEB. 2021.PDF

10.III. Out Of Country And Overnight Travel Request: LHS

Permission for Susan Brassard and two additional non-teacher adult chaperones Cassandra Johnson, Brianna Heughins and a group of eighteen [18] LHS students to travel on an international trip named Cuisine & Culture of Southern Italy during the February school vacation of 2021. Each student traveling will incur the total cost of $3,709. No Substitute teacher needed.

Documents:

LHS, ITALY FEB. 2021.PDF

11. ADJOURNMENT

LOWELL PUBLIC SCHOOLS

Robin Desmond
Office of Teaching and Learning
155 Merrimack Street
Lowell, Massachusetts 01852

Phone: (978) 674-4323
E-mail: rdesmond@lowell.k12.ma.us

Spotlight on Pyne Arts Magnet School Musical

TO: Dr Joel Boyd, Superintendent of Schools

FROM: Robin Desmond, Chief Academic Officer

DATE: January 9, 2020

RE: *Spotlight on the Pyne Arts Magnet School Musical:"Into the Woods"*

In November, sixty Pyne Arts students in grades 7 and 8 performed two sold-out shows of the musical production "Into the Woods" in the newly-updated cafetorium. Students in the non-performance group built and painted all the set pieces during art class under the direction of Jacqui Miller, which combined with the new lighting and sound systems, created a magical visual trip "Into the Woods" for audience members.

The show was an example of a collaborative effort with staff, students and parents. We would like to recognize the following:

Directed by: Steven Rose
Musical Director: Will Jones
Choreographer: Audrey Crawford-Rivera
Lighting Technician: Erin Hebert
Set Production: Jacqui Miller and Kevin Joy
Sound Technician: Nick Romanowsky

This evening, cast members Ethan Ty, Kiara Simonphone, Jason Iraheta, Abigail Cruz, and Jelicity Mercado will be performing the musical number "It Takes Two" for you. Enjoy the performance!

I would like to thank Wendy Crocker-Roberge, Principal of the Pyne Arts Magnet School, for providing the information contained within this report.

LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: December 18, 2019
Time: 5:30PM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. SALUTE TO FLAG

2. ROLL CALL

On a roll call at 5:40 p.m., members present were, namely: Mr. Hoey, Mr. Lay, Ms. Martin, Mr. Nutter, Mr. Descoteaux and Ms. Doherty. Mayor Samaras was absent.

3. SPECIAL ORDER OF BUSINESS

3.I. Special Meeting Of The School Committee. It Is Anticipated That The Agenda Below Will Be Discussed In Executive Session Prior To Any Action On The Matter.

4. EXECUTIVE SESSION

Mr. Hoey made a motion to recess at 5:40 p.m. and to enter into Executive Session for the purpose of Consideration of Settlement [Special Education] and Consideration of MOA [LSAA], of which public discussion could have a detrimental effect on the City's position, and to adjourn from Executive Session; seconded by Ms. Martin. 6 yeas, 1 absent APPROVED

4.I. Agenda Item:

- Consideration of Settlement [Special Education]
- Consideration of MOA [LSAA]

5. <u>ADJOURNMENT</u>

Mr. Hoey made a motion to adjourn at 5:40 p.m.; seconded by Ms. Martin. 6 yeas, 1 absent
APPROVED

Respectfully submitted,

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

JDB/mes

LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: December 18, 2019
Time: 6:30PM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. SALUTE TO FLAG

2. ROLL CALL

On a roll call at 6:36 p.m., all members were present, namely: Mr. Lay, Ms. Martin, Mr. Nutter, Mayor Samaras, Mr. Descoteaux, Ms. Doherty and Mr. Hoey.

3. SPECIAL ORDER OF BUSINESS

3.I. Spotlight on Excellence – Professional Development Day - Mill City Educators' Conference

The Spotlight on Excellence featured the Professional Development Day - Mill City Educators' Conference that was held on November 5, 2019. Principals David Anderson, Kevin Andriolo, Roberta Keefe, and Michael Domina spoke to the Committee about the conference and shared a short video highlighting the day. The Committee members thanked them for all their hard worked and stated they hope this is something that continues.

3.II. Appreciation for the Service of School Committee Members: William Samaras, Mayor & Chairman, Dominik Hok Lay and Gerard Nutter.

A short video was shown thanking Mayor Samaras, Mr. Lay and Mr. Nutter. The outgoing Committee members thanked their colleagues and the citizens of Lowell for the opportunity to serve.

4. MINUTES

4.I. Approval of the Minutes of the Regularly Scheduled Lowell School Committee Meeting of Wednesday, December 4, 2019

Ms. Martin made a motion to accept and place on file the minutes from the Regularly Scheduled Lowell School Committee Meeting of Wednesday, December 4, 2019; seconded by Mr. Hoey. 7 yeas APPROVED

5. PERMISSION TO ENTER

5.I. Permission to Enter: December 18, 2019

Mr. Nutter made a motion to separately take and approve the Community Teamwork, Inc. contracts; seconded by Mr. Hoey. 6 yeas, 1 absent APPROVED

Mr. Nutter made a motion to approve the remaining contracts on the Permission to Enter; seconded by Mr. Hoey. 7 yeas APPROVED

6. MOTIONS

6.I. [By Jackie Doherty}: December 18, 2019 (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.

Ms. Doherty made a motion to approve; seconded by Ms. Martin. 7 yeas APPROVED

6.I.i. [By Andy Descoteaux}: Request the Superintendent to update us on any new policies going forward on bullying.

Mr. Descoteaux made a motion to approve; seconded by Ms. Doherty. 7 yeas APPROVED

7. SUBCOMMITTEES

7.I. Policy Subcommittee Meeting: Report and Approval of the Meeting of Wednesday, December 9, 2019 [Gerard Nutter, Chairperson]

Mr. Nutter, Chairperson of the Policy Subcommittee informed the Committee that the following agenda items were discussed:

- Kindergarten Lottery and Waitlist
- Waitlist for Grades 1 - 8
- Sibling Preference
- Extended rights for McKinney-Vento students, foster care students and students with special needs for placement within schools on a case by case basis.
- Transfer Cutoff Deadline
- Pre-School Enrollment

Chairperson Nutter stated that a policy will be presented at the January 15, 2020 School Committee meeting for further discussion and approval.

Mr. Nutter made a motion to accept the Policy Subcommittee report as a report of progress; seconded by Mr. Hoey. 7 yeas APPROVED

8. REPORTS OF THE SUPERINTENDENT

8.I. 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.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.I.i. Response to Motion 3. COO of 04/04/17 By Andy Descoteaux: Salvaged Items

Mr. Underwood, Director of Operations & Maintenance provided a report to the Committee informing them that salvageable items can be collected for several reasons such as reuse, value, and donations to other school districts and/or nonprofit organizations. He provided a list of Lowell High School classroom furnishings that he believes can be reused, subject to availability, weighing their condition, storage costs and costs to collect the items. He also included a list of items that may be salvageable in the performing arts department at Lowell High School.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.I.ii. Response to Motion 3. CAO of 08/21/19 By Jacqueline Doherty: K-12 Environmental Sciences Curriculum

Ms. Desmond, Chief Academic Officer provided a report to the Committee that covered Environmental Science Curriculum in Grades K – 8, Environmental Science Curriculum at Lowell High School and Environmental Science Opportunities through Project Learn.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.I.iii. Response to Motion 6. CEEO of 11/20/19 By Gerard Nutter: Adult Education Graduation Rate

Ms. McKiernan, Director of Abisi Adult Education Center provided additional information to the Committee to support their table of statistics. The table of statistics at Adult Education references "Graduates". For clarification, a graduate in their high school equivalency component passed a series of exams and earned a High School Equivalency Credential. A graduate in their ESOL component attended a specific number of class hours, completed a post assessment indicating a minimum of one (1) year's growth, and earned a certificate of completion of one (1) or more of six (6) federally determined levels of English.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.I.iv. Response on Motion 9. COO Of 11/20/19 By Bob Hoey: Signing Into Schools

Dr. Hall provided a report to the Committee that informed them that all visitors are required to sign-in and sign-out with the front desk administrative assistant. This policy is important in order to account for who is in a school and to prevent unauthorized people from being in our schools.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.I.v. Response To Motion 11.COO Of 12/04/19 By Dominik Lay: Compensation For Substitutes

Dr. Hall provided a report to the Committee that informed them there are a number of variables that factor into the shortage of substitute teachers for a particular day. On average the district requires about 100 substitutes a day, and depending upon the amount needed for a particular day, the district typically has a shortage of 10-30 substitutes a day. Dr. Hall stated that if the substitute rate was increased by $10 a day, it would cost the district $200,000 a year. The report also included a chart which shows the recent changes in the rates of compensation.

Mr. Descoteaux made a motion to accept the following Reports of the Superintendent 8.I through 8.I.v as reports of progress; seconded by Mr. Descoteaux. 7 yeas APPROVED

8.II. Home Education

Superintendent Boyd recommended that the following parents/guardians be allowed to home educate their child:

Suheil and Migual Rivera
32 W. 4th Street

Mr. Lay made a motion to approve; seconded by Mr. Hoey. 7 yeas APPROVED

9. NEW BUSINESS

9.I. Permission to Post: Social Emotional Learning Coordinator

Mr. Nutter made a motion to post the Social Emotional Learning Coordinator job description; seconded by Mr. Hoey. 7 yeas APPROVED

9.II. Disposal of Surplus Supplies

Ms. Turner, Chief Financial Officer provided a report to the Committee that informed them that the Curriculum Office had Follet School Solutions inventory surplus materials. A list was included in the report of surplus inventory that has no value.

Mr. Descoteaux made a motion to approve the Disposal of Surplus Supplies; seconded by Mr. Hoey. 7 yeas APPROVED

9.III. Budget Transfer

Department:	SCHOOLS				
TRANSFER TO:					
Account #				Description	Amount
Org.	Object	Project	DESE Function		
99312003	512110		**2350**	Coordinator of Math (PK-4)	$ 1.42
99237070	512903		**2350**	SW PROF STAFF/CLASSROOM TEACHR	$ 36,260.86
99311203	512120		**2450**	Director of Technology (ICTS)	$ 0.46
99311202	512917		**2450**	District Webmaster	$ 0.58
99311203	512112		**2450**	Tech. Instr. Suport Specialist	$ 11,154.29
99041403	512915		**4000**	LHS Security Guard	$ 91,474.52
99047103	512960		**4000**	LHS Custodian	$ 467,606.10
98010112	544400		**2300**	Murkland SA - General Supplies	$ 3,500.00
				TOTAL	$ 609,998.23
TRANSFER FROM:					
Account #				Description	Amount
Org.	Object	Project	DESE Function		
99341203	512901		**1200**	Asst Supt - Curriculum & Instr	$ 7,484.04
92510603	512110		**2000**	Molloy Coordinator	$ 1,721.04
99011003	512109		**2100**	LHS Academic Chair - Fine Arts	$ 7,597.75
92041103	512102		**2200**	Lincoln Asst. Principal	$ 4,201.03
91810103	512903		**2300**	Pyne Arts Elementary Teacher	$ 522,396.32
98037080	530002		**2350**	Murkland SA - Prof Dev	$ 3,500.00
99036003	512103		**2500**	LHS Library Media Specialist	$ 11,944.66
99339004	512112		**3100**	District Support Specialists	$ 34,144.53
98847103	512960		**4110**	Sullivan Custodian	$ 17,008.86
				TOTAL	$ 609,998.23

Reason for Transfer: Adjustments to expend the budget

Ms. Martin made a motion to approve the budget transfer of $609.998.23; seconded by Mr. Descoteaux. 7 yeas APPROVED

9.IV. Public Complaints Policy Revision KEB-R

Ms. Doherty made a motion to approve the Public Complaints Policy Revision KEB-R; seconded by Ms. Martin. 7 yeas APPROVED

9.V. Visits to Schools Policy Revision

Mr. Nutter made a motion to approve the Visits to Schools Policy Revision BHC-R; seconded by Ms. Martin. 7 yeas APPROVED

9.V.i. Vote to Accept a Donation to Bartlett School from Ecumenical Athletic Association

The Bartlett School was recently notified that they would receive a $675.00 donation of a scoreboard from the Ecumenical Athletic Association.

Ms. Doherty made a motion to accept and approve a Donation to the Bartlett School from the Ecumenical Athletic Association; seconded by Mr. Descoteaux. 7 yeas APPROVED

10. CONVENTION/CONFERENCE REQUESTS

10.I. Out Of Country And Overnight Travel Request: LHS Trip previously approved on January 16, 2019: Permission for eighteen [18] to twenty-four [24] LHS students and three chaperones, Thomas Thornton and two other staff members to be determined, to travel to Ireland, Northern Ireland, Scotland and England during the February school vacation 2020. Students will miss one day of school, Friday, February 14, 2020. The cost of two substitutes in the amount of $210 will be paid by LHS individual school budget. Each student traveling will incur the total cost of $3,080.00. Change Requested: Additional Chaperone LHS teacher Bryanna Laughlin to travel to Ireland, Northern Ireland, Scotland and England during the February school vacation 2020.

Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED

10.II. Overnight Travel Request: LHS Outdoor Adventures Club LHS Outdoor Adventures Club members (15-20) to Noble View Outdoor Center, Russell, MA from February 27, 2020 through February 29, 2020. There is no cost to the district.

Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED

10.III. Out of State and Overnight Travel Request: LHS AFJROTC Lowell High School JROTC Drill Team and staff members Lt. Col Eileen St. Laurent, MSgt Kevin Casilli, and TSgt David Smith to travel to Daytona Beach, Florida with approximately 45 students for the 2020 Multi-Service JROTC Drill Competition. The competition is scheduled for Friday, May 1, 2020 through Sunday, May 3, 2020. The team will depart Lowell High School at approximately 6:00 a.m. on Wednesday, April 29, 2020 and travel by bus paid for by the AFJROTC funds, and will return on Tuesday, May 5, 2020. The estimated cost of the competition will not exceed a total of $43,500 including transportation; lodging and food. This will be paid with Air Force funds, fundraising, and donations. The cost of one substitute in the amount of $110 will be paid by LHS individual school budget.

Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED

10.IV. Out of State and Overnight Travel Request: San Diego, CA Dr. Joel Boyd respectfully requests permission to attend the 2020 American Association of School Administrators' National Conference on Education to be held in San Diego, California from Thursday, February 13, 2020 through Sunday, February 15, 2020. The cost of the conference and lodging, and air fare not to exceed $3,390.00 and will be paid by the District's Professional Development funds. The cost of meals $50/day expense will not exceed $200.00.

Mr. Hoey made a motion to take and approve all four (4) convention/conference requests together; seconded Mr. Descoteaux. 7 yeas APPROVED

11. PROFESSIONAL PERSONNEL

11.I. LSAA-Donated Sick Days

The members of the Lowell School Administrator Association (LSAA) hereby request to donate twenty [20] sick days to Gina Trombly, Lowell STEM Academy Guidance Counselor

Mr. Hoey made a motion to approve; seconded by Mr. Descoteaux. 7 yeas APPROVED

12. ADJOURNMENT

Ms. Doherty made a motion to adjourn at 7:51 p.m.; seconded by Mr. Hoey. 7 yeas APPROVED

Respectfully submitted,

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

JDB/mes

LOWELL SCHOOL COMMITTEE

REGULAR MEETING MINUTES

Date: January 6, 2020
Time: 10:00AM
Location: City Council Chamber, 375 Merrimack Street, 2nd Floor, Lowell, MA 01852

1. SALUTE TO FLAG

2. ROLL CALL

On a roll call at 10:56 a.m., all members were present, namely: Ms. Clark, Mr. Descoteaux, Mr. Dillon, Ms. Doherty, Mr. Hoey, Ms. Martin and Mayor Leahy.

3. SPECIAL ORDER OF BUSINESS

3.I. Invocation

3.II. Pledge of Allegiance/National Anthem: Colors presented by the Lowell High School Air Force Junior Reserve Officer Training Corps Cadet Color Guard [under the direction of Cadet John You]

3.III. Oath of Office Administered by First Justice of Lowell District Court Honorable Stacey Fortes

Each School Committee member stood in front of their desk and Lowell District Court Honorable Stacey Fortes administered the oath of office.

4. NEW BUSINESS

4.I. Election of the Secretary

For the record, this vote has to be by name.

Superintendent Boyd was elected Secretary to the Lowell School Committee.

The motion was made by Mr. Descoteaux; seconded by Ms. Doherty. 7 yeas APPROVED

4.II. Election of Vice Chairperson

For the record, this vote has to be by name.

Mr. Descoteaux was elected Vice Chairman of the Lowell School Committee.

The motion was made by Mr. Hoey; seconded by Ms. Martin. 7 yeas APPROVED

4.III. Adoption of Rules

Ms. Doherty made a motion to adopt the present rules of the School Committee for 2020-2021; seconded by Mr. Hoey. 7 yeas APPROVED

4.IV. Vote of Authorization

Ms. Clark made a motion to approve the Vote of Authorization; seconded by Mr. Descoteaux. 7 yeas APPROVED

4.V. Establishment of Subcommittees

Ms. Martin made a motion to defer the Establishment of Subcommittees to the next Lowell School Committee meeting; seconded by Ms. Clark. 7 yeas APPROVED

4.VI. Adoption of the Voting Ballot

Ms. Martin made a motion to approve the Adoption of the Voting Ballot; seconded by Mr. Hoey. 7 yeas APPROVED

5. ADJOURNMENT

5.I. Benediction By Rev. Rev. Cristiano Barbosa And Nicholas Sannella, Lowell Collaborative Parishes

5.II. Honor Guard

Ms. Doherty made a motion to adjourn at 11:00 a.m.; seconded by Ms. Martin. 7 yeas APPROVED

Respectfully submitted,

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

JDB/mes

LOWELL PUBLIC SCHOOLS

Office of Finance and Operations
155 Merrimack Street
Lowell, MA 01852

Phone: (978) 674-4325
Fax: (978) 937-7620
E-mail:bturner@lowell.k12.ma.us

PERMISSION TO ENTER

To: Dr. Joel Boyd, Superintendent of Schools

From: Billie Jo Turner, Assistant Superintendent for Finance and Business

Date: January 10, 2020

Subject: Permission to Enter – January 15, 2020 School Committee Meeting

WAYSIDE YOUTH AND FAMILY SUPPORT NETWORK **$33,047.50**
1 Frederick Abbot Way
Framingham, MA 01701

To provide for the out of district cost for one (1) student enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

C. LYNN CHAMBERS MS CCC SLP d/b/a/EDEN ASSOCIATES **$10,000.00**
11 Eden Road
Rockport, MA 01966

To provide staff training at various schools, which will directly benefit teachers by improving their capacity to utilize specific assistive technology instruments for special education students.

Funding provided by the SPED 240 Grant

NOVAK EDUCATIONAL CONSULTING **$ 59,160.00**
195 Duck Pond Drive
Groton, MA 01450

To provide intensive professional development and technical onsite support to the Robinson, Bartlett, Butler and Sullivan Schools.

Funding provided by the School Redesign and Targeted Assistance Grants

COALITION FOR A BETTER ACRE **$ 28,813.00**
517 Moody Street
Lowell, MA 01852

To provide and serve the role of Core Facilitator for the Portrait of a Graduate Initiative. They will work with residents and business owners of Lowell to develop and implement inclusive community engagement strategies and create equitable access to economic opportunities.

Funding provided by the Portrait of a High School Graduate Grant

LT COACHING AND CONSULTING **$ 7,000.00**
40 Goldfinch Drive
Brockton, MA 02301

To provide training and workshops to help strategize diversity staffing goals for the district.

Funding provided by the School Department Budget: Teacher Diversification Grant

ROBERT F. KENNEDY CHILDREN'S ACTION CORP. **$ 11,364.20**
40 Court Street, Suite 410
Boston, MA 02108

To *amend* the existing contract to provide for a tuition increase.

Funding provided by the School Department Budget: SPED OOD Tuition

THE MAY INSTITUTE, INC. **$ 42,238.78**
41 Pacella Park Drive
Randolph, MA 02368

To *amend* the existing contract to provide for a price increase for the 1:1 para professionals.

Funding provided by the School Department Budget: SPED OOD Tuition

LIGHTHOUSE SCHOOL, INC. **$ 62,274.13**
25 Wellman Avenue
No. Chelmsford, MA 01863

To *amend* the existing contract to provide for a tuition increase.

Funding provided by the School Department Budget: SPED OOD Tuition

LEAGUE SCHOOL OF GREATER BOSTON **$ 14,033.56**
300 Boston Providence Turnpike
Walpole, MA 02032

To *amend* the existing contract to provide for a tuition increase.

Funding provided by the School Department Budget: SPED OOD Tuition

JUSTICE RESOURCE INSTITUTE, INC. **$136,911.68**
160 Gould Street, Suite 300
Needham, MA 02494

To *amend* the existing contract to provide for the out-of-district additional costs for (2) two students plus (3) additional students enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

THE JUDGE ROTENBERG EDUCATIONAL CENTER, INC. **$ 11,712.19**
250 Turnpike Street
Canton, MA 02021

To *amend* the existing contract to provide for a 1:1 para price increase.

Funding provided by the School Department Budget: SPED OOD Tuition

BI-COUNTY COLLABORATIVE **$ 3,500.00**
397 East Central Street
Franklin, MA 02038

To *amend* the existing contract to provide for the out-of-district additional costs for (1) one student receiving additional vision services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

NEW ENGLAND LONG-TERM CARE, INC. **$ 42,500.00**
171 Harrison Avenue
Boston, Ma 02111

To *amend* the existing contract to provide for the out-of-district additional costs for (3) three students plus (1) additional students enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

MELMARK **$ 47,000.00**
461 River Road
Andover, MA 01801

To *amend* the existing contract to provide for the out-of-district additional costs for (4) four students plus (1) additional students enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

COTTING SCHOOL, INC. **$ 88,188.88**
453 Concord Avenue
Lexington, MA 02421

To *amend* the existing contract to provide for the out-of-district additional costs for (2) two students plus (1) additional students enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

WALKER, INC. **$118,547.27**
1968 Central Avenue
Needham, MA 02492

To *amend* the existing contract to provide for the out-of-district additional costs for (1) one student plus (2) additional students enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

THE EDUCATION COOPERATIVE **$ 38,439.69**
141 Mansion Drive, Suite 200
East Walpole, MA 02032

To *amend* the existing contract to provide for the out-of-district additional costs for (1) one student plus (1) additional student enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

ST. ANN'S HOME, INC. **$ 68,322.22**
100A Haverhill Street
Methuen, MA 01844

To *amend* the existing contract to provide for the out-of-district additional costs for (8) eight students plus (1) additional student enrolled and receiving services as outlined in their special education IEP.

Funding provided by the School Department Budget: SPED OOD Tuition

AXION BUSINESS TECHNOLOGIES, INC. **$0 (SWAP)**
745 Boylston Street
Boston, MA 02116

To replace/swap 37 Ricoh copy machines with Konica Minolta copy machines of similar size/model/year (see attached).

Funding provided by the School Department Budget: No cost to district

LOWELL PUBLIC SCHOOLS
Henry J. Mroz Administration Office
155 Merrimack Street
Lowell, Massachusetts 01852

Billie Jo Turner
Assistant Superintendent for Finance and Operations

Tel: (978) 674-4325
Fax: (978) 937-7620
E-Mail: bturner@lowell.k12.ma.us

FROM: Billie Jo Turner, Interim Assistant Superintendent of Finance and Operations

DATE: December 4, 2019

RE: Quote

We are looking to replace/swap the attached list of Ricoh copy machines with **Konica Minolta only** copy machines of similar size/model/year. We **only** need a price on the machines, we are not looking for service or a maintenance agreement. Please send a quote to Kerry Kearns at kkearns@lowell.k12.ma.us no later than Monday December 16, 2019 at noon.

Admin Building Central 155	155 Merrimack Street, Lowell 01852	Superintendent's Office	Ricoh Aficio MP 6001	Installed 10-28-11
Lowell High School - Koulohers Building	50 Father Morissette Boulevard, Lowell 01852	Data Processing	Ricoh Aficio MP 6001	Installed 8-26-2010
Lowell High School - Lord Building	50 Father Morissette Boulevard, Lowell 01852	Library Main Desk	Ricoh Aficio MP 6001	Installed 9-22-11
Lowell High School - Lord Building	50 Father Morissette Boulevard, Lowell 01852	Main Office Room 412	Ricoh Aficio MP 6001	Installed 8-26-2010
Admin Building Central 155	155 Merrimack Street, Lowell 01852	Family Resource Center	Ricoh Aficio MP 6002	Installed 4-17-15
Admin Building Central 155	155 Merrimack Street, Lowell 01852	SPED Hallway	Ricoh Aficio MP 6002	Installed 4-17-15
Admin Building Central 155	155 Merrimack Street, Lowell 01852	Curriculum	Ricoh Aficio MP 6002	Installed 4-17-15
Bailey Elementray School	175 Campbell Drive, Lowell 01851	Closet	Ricoh Aficio MP 6002	Installed 9-15-14
Butler Middle	1140 Gorham Street, Lowell, 01852	1st Floor Teacher's Room	Ricoh Aficio MP 6002	Installed 4-17-15
Butler Middle 567	1140 Gorham Street, Lowell, 01852	Main Office - Rear	Ricoh Aficio MP 6002	Installed 7-25-16
Cardinal O'Connell	21 Carter Street, Lowell,	Teacher's Room	Ricoh Aficio MP 6002	Installed 9-24-12
Daley Middle School	150 Fleming Street, Lowell 01851	Guidance	Ricoh Aficio MP 6002	Installed 7-27-16
Greenhalge Elementary School 502	149 Ennell Street, Lowell 01850	Main Office	Ricoh Aficio MP 6002	Installed 6-28-12
Laura Lee Alternative	235 Powell Street, Lowell 01851	Teacher's Room 2nd Floor	Ricoh Aficio MP 6002	Installed 9-24-12
Laura Lee Alternative 20	235 Powell Street, Lowell 01851	1st Floor Library	Ricoh Aficio MP 6002	Installed 9-24-12
Leblanc Therapuetic 35	58 Sycamore Street, Lowell 01862	Downstairs Ground Floor	Ricoh Aficio MP 6002	Installed 7-27-2016
Lowell Career Academy	125 Smith Street, Lowell 01852	Clerk's Office	Ricoh Aficio MP 6002	Installed 9-25-12
Lowell Freshman Academy	40 Paige Street, Lowell 01854	FA 1st Floor Office	Ricoh Aficio MP 6002	Installed 7-27-2016
Lowell High School - Lord Building	50 Father Morissette Boulevard, Lowell 01852	S Support Services (Rm 432)	Ricoh Aficio MP 6002	Installed 8-27-2013
Lowell High School - Lord Building 3100	50 Father Morissette Boulevard, Lowell 01852	Athletic Office	Ricoh Aficio MP 6002	Installed 7-26-2016
McAvinnue Elementary	131 Mammoth Road, Lowell 01854	Hall by Main Office	Ricoh Aficio MP 6002	Installed 8-27-13
Moody Elementary 277	158 Rogers Street, Lowell 01852	Main Office 1st Floor	Ricoh Aficio MP 6002	Installed 6-28-12
Morey Elementary School 511	130 Pine Street, Lowell 01851	Main Office	Ricoh Aficio MP 6002	Installed 6-28-12
Stoklosa Middle School	560 Broadway Street, Lowell 01854	Asst. Principal Suite	Ricoh Aficio MP 6002	Installed 8-12-14
Washington Elementary School 240	795 Wilder Street, Lowell 01851	1st Floor Office	Ricoh Aficio MP 6002	Installed 9-25-12
Bailey Elementray School 509	175 Campbell Drive, Lowell 01851	Teacher's Room	Ricoh Aficio MP 6503	Installed 2-28-17
Bartlett Middle	79 Wannalancit Street, Lowell 01854	Teacher's Room 31	Ricoh Aficio MP 6503	Installed 6-28-17
Bartlett Middle 474	79 Wannalancit Street, Lowell 01854	Main Office	Ricoh Aficio MP 6503	Installed 6-28-17
Daley Middle School	150 Fleming Street, Lowell 01851	2nd Floor Teacher's Room	Ricoh Aficio MP 6503	Installed 2-2-17
Daley Middle School	150 Fleming Street, Lowell 01851	1st Floor Teacher's Room	Ricoh Aficio MP 6503	Installed 2-2-17
Dr. Janice Adie	60 Carlisle Street, Chelmsford 01824	2nd Copier	Ricoh Aficio MP 6503	Installed 7-27-17
Dr. Janice Adie	60 Carlisle Street, Chelmsford 01824	Main Office	Ricoh Aficio MP 6503	Installed 7-27-17
Lowell Adult Education	408 Merrimack Street, Lowell 01854	Main Copier	Ricoh Aficio MP 6503	Installed 6-28-17
McAvinnue Elementary 469	131 Mammoth Road, Lowell 01854	Main Office	Ricoh Aficio MP 6503	Installed 2-28-17
Murkland Elementary School 509	350 Adams Street, Lowell 01854	Main Office	Ricoh Aficio MP 6503	Installed 7-27-17
Shaughnessy Elementary School 493	1158 Gorham Street, Lowell 01852	Main Office	Ricoh Aficio MP 6503	Installed 7-27-17
STEM Academy 738	43 Highland Street, Lowell 01852	Main Office	Ricoh Aficio MP 6503	Installed 7-27-17

LOWELL PUBLIC SCHOOLS

Robin Desmond
Curriculum, Instruction & Assessment
155 Merrimack Street
Lowell, Massachusetts 01852

Phone: (978) 674-4323
E-mail: rdesmond@lowell.k12.ma.us

Grant Award Notification: FC 181 Gateway City Grants for High Quality, Intensive English Language Learning Programs

TO: Dr. Joel Boyd, Superintendent of Schools

FROM: Robin Desmond, Chief Academic Officer

DATE: January 10, 2020

RE: *Memorandum –Grant Award Notification*

The Lowell Public Schools was recently awarded $83,000 through a Massachusetts Department of Elementary and Secondary Education grant: Gateway City Grants for High Quality, Intensive English Language Learning Programs – All Levels (Fund Code 181)

This exciting program will support district priorities in regard to closing the achievement gap for all students, particularly those who are English Learners. LPS will have the opportunity to provide a 4 week, 6 hour per day summer program to English Learners in grades 8-12. The program will be held at Lowell High School.

The EL Summer Enrichment Academy will address the following specific needs of students:

- Academic enrichment to increase content knowledge and English language development and other content areas (based on identified needs/gaps).
- Acculturation assistance in making social connections with other students in non-academic settings and adapting to American school system and New England climate and historical context.
- Extended learning time for increased exposure/opportunities fill educational gaps and use the English language in a guided setting.
- Parent involvement and engagement supported by a Parent Liaison.

Breakfast, lunch and transportation will be provided.

I would like to thank Coordinator of Special Programs, Carolyn Rocheleau and Dr. Phala Chea, Coordinator of English Language Education for their work in obtaining this grant.

LOWELL PUBLIC SCHOOLS

Robin Desmond
Curriculum, Instruction & Assessment
155 Merrimack Street
Lowell, Massachusetts 01852

Phone: (978) 674-4323
E-mail: rdesmond@lowell.k12.ma.us

Grant Award Notification: FC528 Increased Access to Quality Afterschool and Summer

TO: Dr. Joel Boyd, Superintendent of Schools

FROM: Robin Desmond, Chief Academic Officer

DATE: January 10, 2020

RE: *Memorandum –Grant Award Notification*

The Lowell Public Schools was recently (December 20, 2019) awarded **$190,000** through a Massachusetts Department of Elementary and Secondary Education grant. The Lowell Public Schools received the highest level of funding for the ASOST grant in Massachusetts.

The **FC528 Increased Access to Quality Afterschool and Summer (Fund Code 528)** grant will provide funding to the ***Pyne Arts and Reilly Schools*** to offer before and after school as well as summer programming for their students.

In the new programs, students will receive assistance with homework and tutoring each day followed by engaging high interest academic programming. The type of programs provided include: engineering and STEM, physical activities such as Fit Math, Environmental programs with Audubon, and programs focusing on creative arts (drama, spoken word poetry, chorus, mixed media art). We work extensively with community partners such as the Lowell Parks and Conservation Trust, Mill City Grows, Green Dragons, UMASS Lowell, and the Tsongas Industrial History Center to bring the community into the schools. Students will also receive dinner each night before they return home and will be provided transportation.

In the summer months, students will have the opportunity to attend an academically engaging half day summer program at both schools. Breakfast, lunch and transportation will be provided.

Lowell Public Schools programs provide more than 1,700 students with after school and summer programs free of charge. Our goal is to provide high quality learning opportunities for at-risk students through engaging project based activities.

The Coordinator of Special Programs, Carolyn Rocheleau, was responsible for the writing of the grant proposal and will oversee the implementation of the grant.

LOWELL PUBLIC SCHOOLS
Henry J. Mroz Central Administration Offices
155 Merrimack Street
Lowell, MA 01852

Latifah Phillips
Chief Equity &
Engagement Officer

Tel: 978-674-4326
Fax: 978-674-2142
Email:lphillips@lowell.k12.ma.us

To: Dr. Joel Boyd, Superintendent of Schools

From: Latifah Phillips, Chief Equity and Engagement Officer

Date: January 10, 2020

Re: Portrait of a Graduate Grant

On December 11, 2019, Lowell Public Schools was announced by the Barr Foundation as one of 14 recipients for the competitive Portrait of a Graduate grant. LPS has been awarded a grant in the amount of $250,000 to execute a community-driven process to articulate a vision of what all Lowell High School students will be able to know and do in order to be successful in college, career and community. The grant period runs from January 2020 - June 2020. Following the completion of this grant, there will be additional opportunities to apply for implementation grants related to the Portrait of a Graduate.

The Office of Educational Equity and Community Empowerment in partnership and collaboration with Project Learn and our three high schools – Lowell High School, The Career Academy, and the LeBlanc Therapeutic Day School - aims to develop the articulation of a robust definition of student success which includes academic skills and core competencies that will prepare our students for success in a 21st century workforce.

In addition to the Office's recommendation for the acceptance of these grant funds, the Office is also submitting several requests for stipends/consultants to support the family and community engagement activities and grant management activities tied to the goals and outcomes of this grant.

One (1) request is being submitted for a stipend to support a co-core facilitator from the Working Cities Lowell Coalition, which is a cross-sector coalition led by 13 core institutions and seed-funded by the Federal Reserve Bank of Boston to work with residents and business owners of Lowell to develop and implement inclusive community-engagement strategies and create equitable access to economic opportunities. Coalition of a Better Acre is the backbone and fiscal agency for the partnership.

One (1) request is being submitted for a consultant to support **Participatory Action Research/Youth Participatory Action Research (PAR/YPAR)** to help develop authentic participatory action research processes, protocols, and training opportunities and culturally sensitive research and evaluation instruments.

One (1) request is being submitted for up to two consultants to provide ongoing coaching and facilitation of authentic community engagement support related to the implementation of the Portrait of a Graduate grant. The Community Engagement Consultants will provide coaching and training around facilitating community circles and conversations, community organizing, and equitable practices in support of achieving the outcomes and goals of the grant.

And one (1) revised job description is being submitted for a current bilingual family liaison position to be converted to a lead position to serve as the coordinator of the district's team of bilingual family liaisons, external family engagement consultants and partners, and the manager of grants related to bilingual family programs, training and outreach. Several grant opportunities have emerged and been awarded in the past few months requiring additional support in the project and program management of these activities as the Family Engagement initiative of the Office of Educational Equity and Community Empowerment continues to develop.

Lowell Public Schools

Strategic Planning Update

Alignment with the Portrait of a Graduate Grant

January 15, 2020

LOWELL
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Strategic Planning Initiative: Developing the Five-Year Plan for the Lowell Public Schools

Why: In order for LPS to maximize its potential as a mission-driven, well-functioning, student-focused organization, there must be a coordinated and agreed upon set of priorities and a sequence by which these priorities are pursued.

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Strategic Planning Initiative: Developing the Five-Year Plan for the Lowell Public Schools

Recapping previous discussions:

Upon Superintendent Boyd's entry into LPS he engaged in an **extensive listening tour** across the district that included dozens of small group sessions and community forums aimed at assessing the community's educational priorities.

Based on the information from the listening tour, on October 2, 2019, the superintendent presented an update to the school committee on the foundation of a long-term strategic plan that would anchor the district's work around **four thematic goal areas**, specifically:

- Improve academic achievement
- Improve operational efficiency
- Ensure safe and welcoming school environments
- Increase community engagement and empowerment of families

Strategic Planning Initiative: Developing the Five-Year Plan for the Lowell Public Schools

Recapping previous discussions (cont.):

As discussed at the November 20, 2019 Lowell School Committee meeting, the four strategic priorities identified as the basis for continuous improvement across the four goal areas are:

1. Expanding **early learning** opportunities
2. Increasing **access to high-performing seats** across LPS
3. **Aligning high school** curriculum and programming with post-secondary opportunities
4. Leveraging Lowell's rich diversity through a renewed **commitment to equity**

Strategic Planning Initiative: Developing the Five-Year Plan for the Lowell Public Schools

Appointment of the Strategic Planning Steering Committee

- In November/December 2019 the administration solicited volunteers to participate in the development of the strategic plan. Over 50 individuals submitted their name and expressed interest in participating.

- Priority was placed on inclusivity and ensuring that underrepresented voices, untapped networks and diverse stakeholder groups have a seat at this decision-making table.

- The Strategic Planning Steering Committee is composed of approximately 25 individuals, with half representing LPS staff (both building-based and central office) and approximately half representing the greater Lowell community (families, non-profit organizations, local business, and institutions of post-secondary education).

Strategic Planning Initiative: Developing the Five-Year Plan for the Lowell Public Schools

Connecting the Strategic Plan process to the Portrait of a Graduate initiative:

- Lowell Public Schools in partnership with Project Learn has been awarded a Portrait of a Graduate grant by the Barr Foundation to develop a community-driven definition of “student success”.
- This grant will enable the district to implement a robust student, family and community engagement process resulting in the articulation of a definition of “student success” that reflects the hopes, values and expectations of the community at large – prioritizing the voices of our students and families.
- The aim is to ensure that upon completion of their PreK-12 education, students are fully equipped with the core academic knowledge and skills, ***as well as*** *core* competencies, values, dispositions and mind-sets which are needed to be successful in college, career and an increasingly global community.
- The *Portrait of a Graduate* initiative will be interwoven within the strategic planning project in that the articulation of the *academic knowledge, skills, values, competencies, dispositions and mindsets* will serve as the foundation of the mission and vision for the Lowell Public Schools.

Strategic Planning Initiative: Developing the Five-Year Plan for the Lowell Public Schools

Strategic Planning Work Moving Forward:

- Strategic Planning Steering Committee mapping of community meetings and initial articulation of potential mission and vision statements.
- Community and staff forums to receive feedback on the strategic priorities and to help solicit input about potential challenges.
- Convening of working groups to identify specific action steps necessary to advance strategic priorities of (1) expanding early learning opportunities, (2) increasing access to high-performing seats, (3) aligning high school programming, and (4) better leveraging Lowell's diversity.

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Priorities/Goal Areas	Early Learning	High-Performing School Access	Secondary/Post-Secondary Alignment	Leveraging Diversity/Equity Commitment
Academic Improvement	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*
Operational Efficiency	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*
Safe and Welcoming Culture	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*
Empower Family and Community Partnerships	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*	*First step:* *Challenges:* *Success looks like:*

Example of matrix to be used during sessions.

LOWELL PUBLIC SCHOOLS

Strategic Planning Initiative: Developing the Five-Year Plan for the Lowell Public Schools

A Note on the Superintendent's Upcoming School Visits for Teachers and School-based Staff:

- Meetings will be open to LPS staff and will take place at all buildings
- LPS staff may attend any meeting at any building
- Attendance is voluntary
- Meetings will last one-hour and generally be scheduled immediately following the end of the school day
- Online/Virtual meeting options will also be scheduled for staff unable to attend in person

Itinerary for Superintendent School Visits:

- Brief presentation and follow-up to last fall's listening session on the four goal areas (academics, operational efficiency, safe/welcoming environments, and parent and community engagement)
- Dissemination of worksheets discussing four strategic priorities
- Facilitated discussion to hear feedback on potential challenges and areas of concern related to the four strategic priorities of (1) expanding early learning opportunities, (2) increasing access to high-performing seats, (3) aligning high school programming, and (4) better leveraging Lowell's diversity

Supt's Entry Listening Tour

Steering Committee

Student & Family Focus Groups / Staff Session / Community Forums/Staff Sessions

Working Groups

Steering Committee

Superintendent

Lowell School Committee

LOWELL PUBLIC SCHOOLS

Strategic Planning Sequencing

Lowell Fair Student Funding and Site-Based Budgeting Implementation

Presentation to School Committee

January 15, 2020

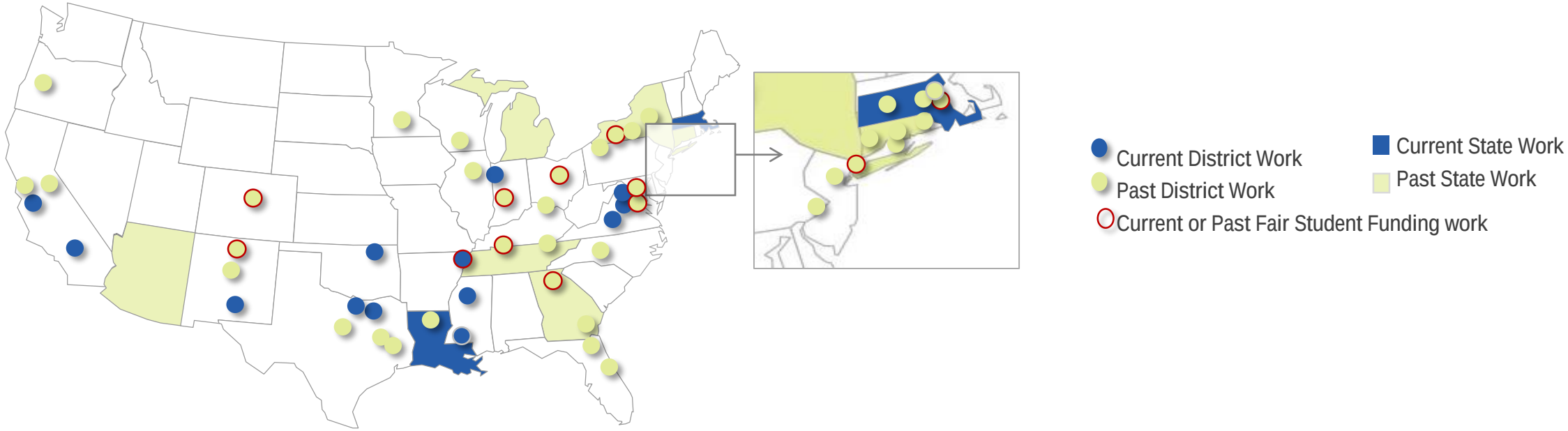
ERS

© Education Resource

ERS is a **non-profit organization**
dedicated to **transforming** how
school systems organize **resources**
(people, time, and money)
so that **every school succeeds**
for every student.

ERS

We partner with districts across the country to transform resource use so that every school succeeds for every student



Districts with Fair Student Funding Design & Implementation Support

Atlanta
Baltimore
Boston
Cleveland
Denver
Indianapolis
Nashville
Newark
Prince George's County
Rochester
Santa Fe
Shelby County

First thing to know is that Fair Student Funding goes by many names

- Across districts, we've seen:
- Student Based Budgeting
- Student Based Allocations
- Student Success Funding
- Fair Student Funding
- Weighted Student Funding

Fair Student Funding (FSF) can help districts accomplish three goals with their funding system

*Site-base Budgeting

Equity

Resources are distributed equitably based on student need

"Dollars follow the student"

Transparency

Clear and easily understood rules for where, how, and why dollars flow

"The formula tells you what you get"

Flexibility

School leaders define the resources they need to drive student achievement

"Principals own their budgets"

Instead of receiving staff allocations and supply budgets, schools are allocated funds based on the characteristics of their students

Traditional School Budget:	
The central office decides how much funding schools receive and how the funding is spent	Staff
	40 teachers
	3 Assistant Principals
	2 Counselor
	1 Secretary
	Etc …
	Non-Staff
	$15,000 for instructional supplies
	$5,000 for athletic supplies
	Etc …

Example School Budget under FSF:

	Enrollment	Weight	Total
All students	750	1.0 = $4,250	$3,187,500
Below Proficient	400	0.10 = $425	$170,000
Economically Disadvantaged	550	0.05 = $212	$116,600
ELL	200	0.20 = $850	$170,000
		TOTAL :	$3,644,100

Schools receive $'s, not staff and programs

These unlocked resources are distributed through a formula that weights different characteristics- chosen to meet the individual district's needs

	Atlanta (SY1819)	Baltimore (SY1718)	Boston (SY1718)	Cleveland (SY1718)	Denver (SY1617)	Indianapolis (SY1718)	Nashville (SY1819)	San Francisco (SY1718)	Shelby County (SY1819)
Poverty	X		X		X	X	X	X	
ELL	X		X	X	X		X	X	
SWD	X		X	X			X		
Grade Weight	X		X	X		X	X	X	X
Low Performance	X	X		X	X		X		X
High Performance/ Gifted	X	X		X	X				X
Other Weights		Dropout Prevention		Mobility, Attendance				SWD Supplies	Mobility

These weights are combined with a set of policies to help the district strike a balance between equity and stability

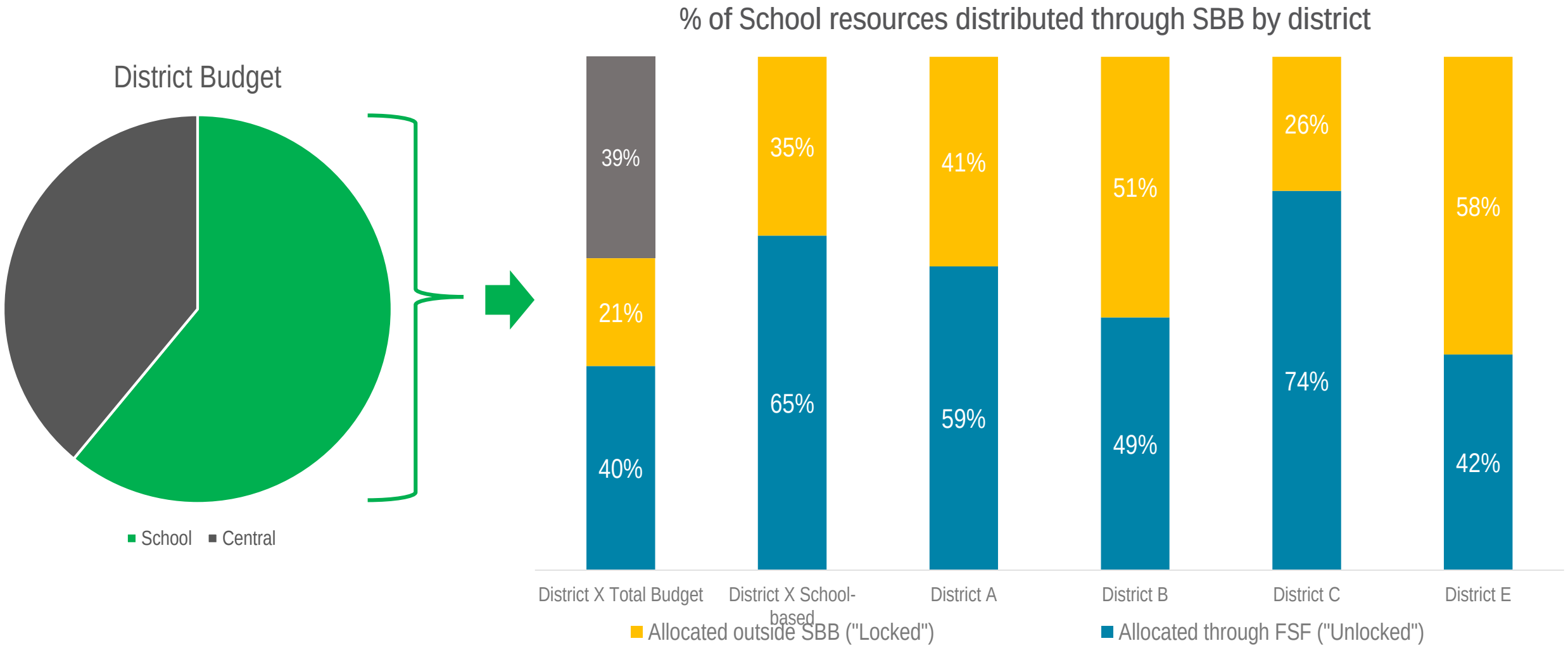
Weights:

- *Base weight*- minimum that a school will receive per student
- *Student Need Weights*- add'l funding based on the needs of students

Policies:

- *Baseline Services* ensures all schools are able to provide a minimum level of services
- **Transition policy** ensures schools do not see large swings year over year

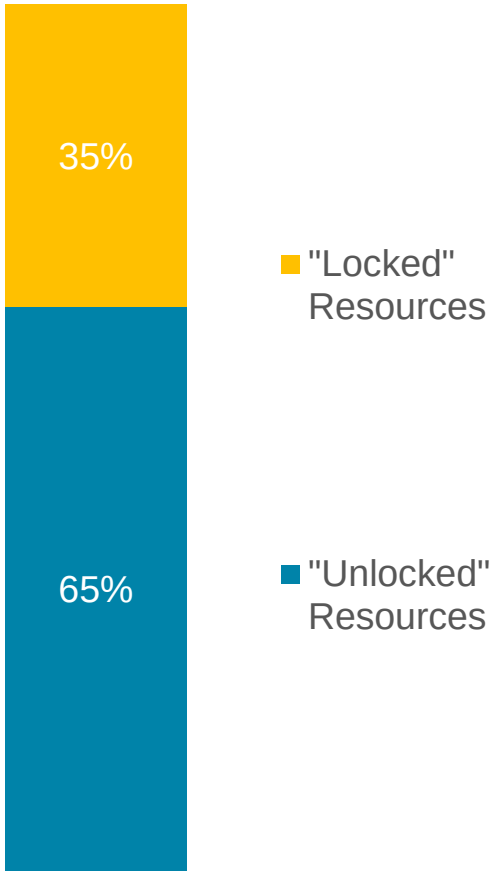
When implementing FSF, districts allocate 40-75% of school-based resources through the FSF formula



Source: ERS Analysis

And providing increased flexibility over resources at the school level

School Based Resources



"Unlocked" Resources	"Locked" Resources
✓ Core teachers	✓ Interventionists**
✓ Art/Music/PE teachers	✓ Turnaround funds**
✓ Principals/Aps	✓ Title I funds**
✓ School admin	✓ CTE positions
✓ Gifted instruction	✓ ELL positions
✓ Gened paras	✓ Special Ed positions
✓ Counselors & social workers	✓ Nurses
✓ Media specialists	✓ Custodians
✓ Athletic directors	✓ Evening/summer school
✓ ISS Monitors	
✓ New textbooks	
✓ Substitutes	

***Flexibility within resources exists, even though distributed outside of SSF formula*

Source: ERS Analysis

With Site-Based Budgeting, school leaders then use their budget to determine the number and mix of staff and other resources to match school needs and priorities

Example Elementary 1

Select School Strategies:

- Improve use of differentiation strategies through content, process, product and learning environment
- Improve the implementation of processes and resource allocation to better align with strategic goals.

Budget Highlights:

- Added 1st and 2nd grade teachers
- Reduced 1.5 Special Subjects teachers (PE and World language)
- Replaced 6 kindergarten paras with $110k in hourly paras

Example Elementary 2

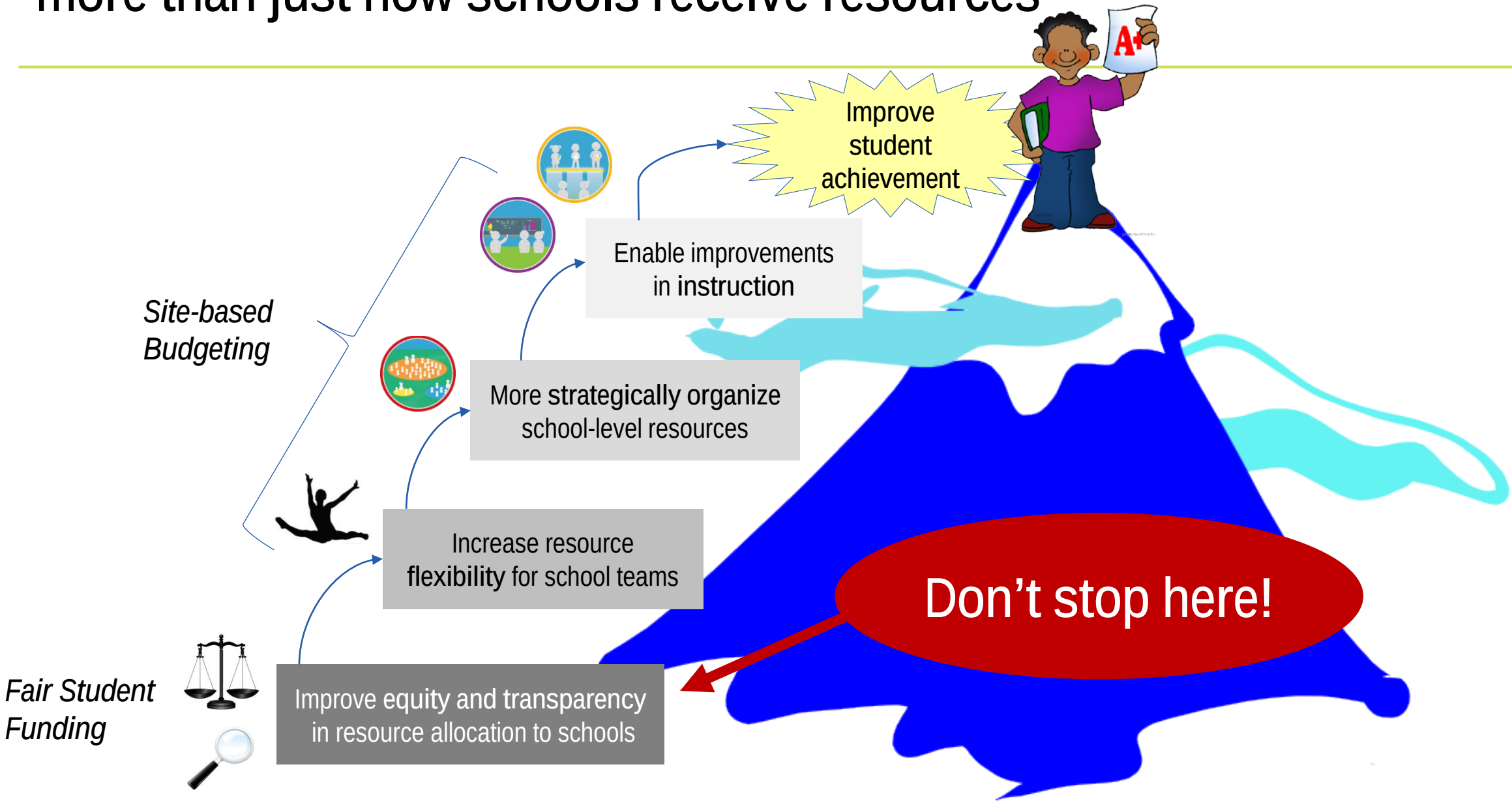
Select School Strategies:

- Maintain common planning for all grade levels once per week
- Maintain Parent Rally & Upgrade Parent Center to engage more parents

Budget Highlights:

- Maintained student: teacher ratio of 16
- Went from 0 para and 1 media specialist to 1 para and 0 media specialist
- Added 0.2 band teacher and 0.5 parent liaison

Seeing FSF lead to improved student performance means changing more than just how schools receive resources



Over in the next few months the Finance Team will bring several decisions to you for adoption

1. Formula:
    1. What weights will LPS use to increase equity?
    2. What policies will LPS implement to ensure stability for schools?
2. Flexibility:
    1. What resources will schools have

Lowell Public Schools

REPORT ON STATUS OF OUTSTANDING MOTIONS

Report on Motions: January 15, 2020

ON-GOING REPORTS
Lowell High School Advisory: October 2nd, December 18th, March 18th, May 20th,
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. CEEO	08/21/19	*Revise Policy School Visits, Social Media & Fundraising* [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.	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	*Review School Assignment Policy* [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.	Welcome Services/FRC	Discussed at the Policy Subcommittee meeting on December 9, 2019 and a revised policy will be presented at the January15, 2020 School Committee meeting.
3. CEEO	09/18/19	*District Wide Recess Policy* [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.	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

REPORT ON STATUS OF OUTSTANDING MOTIONS

LEAD	DATE OF MOTION	MOTION	DEPARTMENT ASSIGNED & EXPECTED COMPLETION DATE	STATUS
4. CEEO	10/02/19	*Training Program for School Site Council* [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.	Office of Equity & Engagement	School Site Council Memo Click link for memo
5. CEEO	11/06/19	*Support Citywide Family Council* [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.	Office of Equity & Engagement	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 January 15, 2020 School Committee meeting.
6. CEEO	11/20/19	*Adult Education Graduation Rate* [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.	Adult Education Center	Requested information will be provided in a report at the December 18th School Committee 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				

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	*Learning a Trade at LHS* [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.	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	*Community Service Requirement* [by Gerard Nutter]: Request LHS Sub-Committee meet to discuss possibility of adding a Community Service Requirement for all grades to count towards Graduation.	LHS Head of Schools	Taskforce will be created to look at the feasibility
3. CAO	12/04/19	*Professional Development Day* [by Andy Descoteaux]: Request the School Committee formally recognize the people responsible for the amazing professional development that took place across the city on Election Day as a "Spotlight on Excellence" on the next School Committee agenda.	Office of Teaching and Learning Chief Academic Officer	Completed 12/18/19
4. CAO	12/04/19	*Pyne Arts Musical Production* [by Andy Descoteaux]: Request the School Committee formally recognize the Joseph G. Pyne Arts Musical Production of *Into the Woods Junior* under the Direction of Mr. Rose and Mr. Jones as a "Spotlight on Excellence" on the next School Committee agenda.	Office of Teaching and Learning Chief Academic Officer	Completed 01/15/20
5. CAO	12/18/19	*Update on Bullying Policies* [by Andy Descoteaux]: Request the Superintendent to update us on any new policies going forward on bullying.	Office of Teaching & Learning	Referred to Policy Subcommittee

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	*PEG Funding* [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.	In Progress Dec 2019	Report is in progress/draft
2. CFO	11/06/19	*Status of C.E.P. Program* [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.	Draft 11/15/19	Draft Memo Click link for memo Waiting for DESE response

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	09/18/19	*Status of Social Workers* [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.	HR Office	Status of Social Workers Click link for memo
2. COO	11/06/19	*Collegiate Charter School Hours* [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.	Ongoing Transportation John Descoteaux	Transportation is in contact with CCS to addressing any proposed changes
3. COO	11/06/19	*MSBA School Repairs Update* [by Andy Descoteaux]: Request the Superintendent provides the Committee with an update on the process of MSBA school repairs.	Ongoing Facilities	Meetings occurred @ MSBA on 11/06/19 coordination with City is ongoing
4. COO	12/18/19	*Staff Evaluations* [by Jackie 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.	Ongoing Human Resources	Data being collected and negotiations are ongoing. Several new evaluations have been implemented Report will be presented on 02/05/20

REPORT ON STATUS OF OUTSTANDING MOTIONS

CITY COUNCIL MOTIONS

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

LOWELL PUBLIC SCHOOLS

Personnel Office
155 Merrimack Street
Lowell, Massachusetts 01852

Phone: (978) 674-4325
Fax: (978) 674-2143

List of Eligible Teachers

TO: Members of the Lowell School Committee

FROM: James Hall, Chief Operating Officer

DATE: December 26, 2019

RE: LIST OF ELIGIBLE TEACHERS – January 15, 2020

Attached is a copy of the List of Eligible Teachers.

The Office of Personnel and Recruitment respectfully requests your official acceptance at the January 15, 2020 School Committee Meeting.

As always, thank you for your cooperation and support of this endeavor.

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
ART											
Howard, Ruth Lowell, MA 01852									X		
Tucker, Anne preK-8 Lowell, MA 01851					X				X		
BIOLOGY											
Doyle, Kristine Dracut, MA 01826											X
Hawkins, Bryanna Pepperell, MA 01463											X
Randolph, Adam Methuen, MA 01844											X
Saint Louis, Ralph Lowell, MA 01854											X
BUSINESS											
McHugh, Linda Dracut, MA 01826									X		
Middlemiss, Ernie Lowell, MA 01852									X		
Witts, Steve Arlington, MA 02474											X
CHEMISTRY											
CHILDREN WITH MODERATE SPECIAL NEEDS											
Beauregard, Anne prek-8 Lowell, MA 01852											
Benites, Donna prek-8 Tyngsboro, MA 01879											
Blier, Sarah prek-8 N. Billerica, MA 01862											
Boore, Monica Nashua, NH 03055									X		
Briere, Caitlin prek-8 Woburn, MA 01801											
Byron, Brittany prek-8 Tyngsboro, MA 01879											
Buote, Kelli prek-8 N. Chelmsford, MA 01863											
Casey, Elizabeth prek-8 Manchester, NH 03103											
Cialdea, Brook prek-8 Reading, MA 01867											
Cote, Monica preK-8 Derry NH 03038							X				
Dickson, Kelly prek-8 Dracut, MA 01826											
Donovan, Corey prek-8 Nashua, NH 03062											
Donovan, Hannah prek-8 Billerica, 01821											
Driscoll, Sherry Methuen, MA 01844									X		
Gallagher, Rachel prek-2 Tyngsboro, MA 01879											
Gleisberg, Kathleen prek-8 Chelmsford, MA 01824											
Gross, Briana prek-8 Andover, MA 01810											
Johnson, Kirsten prek-8 Lowell, MA 01851							X				
King, Ross prek-8 Exeter, NH 03833							X				

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
CHILDREN WITH MODERATE SPECIAL NEEDS											
Kunze, Heidi Chelmsford, MA 01824											X
Landers, Rebecca prek-8 Nashua, NH 03060											
Mehan, Alison prek-8 Brighton, MA 02135											
Mullen, Kathryn prek-8 Chelmsford, MA 01824											
Owen, Bryan West Newbury, MA 01824									X		
Padera, Melissa prek-8 Lowell, MA 01852											
Page, Doug Cambridge, MA 02139								X			
Perruccio, Glynnis Pelham NH 03076				X							
Reynolds, Nancy prek-8 Lowell, MA 01852											
Reynolds, Nancy preK-8 Lowell, MA 01850											X
Romanowsky, Nicholas Lowell, MA 01852									X		
Salmon, Jennifer prek-8 Tyngsboro, MA 01879											
Silva, Natalia Hudson, NH 03051									X		
Sorota, Kerri prek-8 Lowell, MA 01852											
St. Louis, Krista prek-8 North Billerica, MA 01862											
Sullivan, Meghan prek-8									X		
Toland, Kendall prek-8 Lowell, MA 01852											
Tyler, Sheila Methuen, MA 01844									X		
Viloria, Sydney Lawrence, MA 01841									X		
Williams, Danyl prek-2 Lowell, MA 01852											
COMMUNICATION AND PERFORMING ARTS											
CULINARY ARTS											
Bernier, Seth Hudson, NH 01749											X
DANCE											
Ledson, Kristen All Levels Ipswich, MA 01938											
DEAF/HARD of HEARING											
EARLY CHILDHOOD & ELEMENTARY											
Almeida-Guarino, Carol Nashua, NH 03060			X								
Arora, Anupama Nashua, NH 03062						X					
Bartleman, Megan Chelmsford, MA 01824						X					
Berman, Sheila prek-2 Andover, MA 01810						X					
Bernard, Nancy prek-2 Bedford, MA 03110	X										

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
EARLY CHILDHOOD & ELEMENTARY											
Brandwein, Cheryl Acton, MA 01720						X					
Brownlie, Katherine Westford, MA 01886						X					
Burrill, Ann Arlington, MA 02476						X					
Corrigan, Alicia prek-2 Lowell, MA 01852											
Crowley, Ann Melrose, MA 02176						X					
Cullen, Glenn Tyngsborough, MA 01879						X					
Daigle, Angela Lowell, MA 01852						X					
Dalton, Amanda Lowell, MA 01854						X					
DeVries, Patricia prek-2 Gloucester, MA 01930						X					
Dickson, Kelley Dracut, MA 01826						X					
Doctor, Amy Westford, MA 01886						X					
Eady, Stacy Fall River, MA						X					
Edwards, Diana Dracut, MA 01826						X					
Ellison, Mary Jane Harvard, MA 01451			X								
Emrich, Alexandra prek-2 Lowell, MA 01854											
Erickson, Carol Concord, MA 01742						X					
Erwin, Christine prek-2 Haverhill, MA 01830						X					
Fosse, Cynthia Lowell, Ma 01852						X					
Fraser, Ashley Burlington, MA 01803						X					
Fraser, Brittany Waltham, MA 02453						X					
Gallagher, Rachel prek-2 Tyngsboro, MA 01879											
Gianis, Lisa Lowell, MA 01852						X					
Guillardetz, Clorinda Lowell, MA 01850						X					
Hanks, Joan Lowell, MA 01850						X					
Houng, Hoang Lowell, MA 01854						X					
Healey, Alicia Lowell, MA 01850						X					
Hogan, Lisa Chelmsford, MA 01824	X										
Iwanicki, Amanda Dracut, MA 01826						X					
Keenan, Christine prek-2 Lowell, MA 01852											
Kellett, Melynda prek-2 Lowell, MA 01854											
Kopicko, Kim Nashua, NH 03062						X					
Kotsironis, Anita Dracut, MA 01826						X					
Kwiatek, Anne Manchester, NH 03102	X					X					

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
EARLY CHILDHOOD & ELEMENTARY											
Landry, Tracy Lowell, MA 01852											
Leary, Kelly Merrimack, NH 03054						X					
Lowy, Doris Arlington, MA 02476						X					
Lwowski, Jennifer N. Andover, Ma 01845						X					
MacLaughlan, Ellen Lowell, MA 01852						X					
Magnuson, Rebecca Lowell, MA 01852						X					
Martelli, Linda Methuen, Ma 01844	X						X				
Martin, Kathleen N. Chelmsford, MA 01863						X					
Masse, Elaine Dracut, MA 01826				X							
McCabe, Caryl prek-2 Hudson, NH 03051											
McCarthy, Carol F. Chelmsford, MA 01824			X								
McNally, Bernard Wilmington, MA 01887						X					
Mendonca, Taylor prek-2 Dracut, MA 01826											
Michalczyk, Shannon Lowell, MA 01854						X					
Morrissey, Kristen prek-2 Lowell, MA 01852											
Murphy, Caitlyn Medford, MA 02155						X					
Nangle, Barbara Ashley, MA 01431			X								
Noonan, Kathy Dracut, MA 01826						X					
Page, Doug Cambridge, MA 02139						X					
Parrington, Michael Dracut, MA 01826						X					
Partyka, Elizabeth prek-2 Lowell, MA 01851											
Peters, Vicki Lowell, MA 01851						X					
Ricard, Genevieve Chelmsford, MA 01863						X					
Rindo, Kathryn Lowell, MA 01852						X					
Quinney, Kristen prek-2 Chelmsford, MA 01863											
Regina, Andrea prek-3 Tewksbury, MA 01876											
Rondeau, Marcella prek-2 Lowell, MA 01854	X										
Rubino, Elizabeth prek-2 Burlington, MA 01803											
Shea, Colleen Haverhill, MA 01832						X					
Sheppard, Allison Woburn, MA 01801						X					
Silk, Anna Lowell, MA 01850						X					
Sims, Lisa Lowell, MA 01854						X					
Smith, Marian Chelmsford, MA 01824						X					
Smith, Sarrah prek-2 Nashua, NH 03064											

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
EARLY CHILDHOOD & ELEMENTARY											
Smith, Shannon Tewksbury, MA 01876						X					
Spring, Amanda Concord, MA 01472						X					
Squeglia, Jennifer preK-2 Lowell, MA 01852	X										
Thissell, Nicole prek-2 Lowell, MA 01851											
Tice, Lisa Chelmsford, MA 01824						X					
Toohey, Leeanne Dracut, MA 01826						X					
Tucker, Anne Lowell, MA 01851			X								
Ubele, Katerina Tyngsboro, MA 01879						X					
Wallace, Marybeth Acton, Ma 01720						X					
Walsh, Keri Andover, MA 01810						X					
Wesinger, Christopher Billerica, MA 01821						X					
Williams, Michelle Lowell, MA 01851						X					
Woods, Elizabeth prek-2 Tyngsboro, MA 01879											
Yurkosky, Mary Chelmsford, MA 01824						X					
EARTH SCIENCE											
Yurkosky, Abigail Arlington, MA 02474								X			X
ENGLISH											
Clemente, Christina Salem, NH 03079								X			
Cohen, Sarah Boxborough, MA 01719								X			
Dion, Michael Lowell, MA 01852								X			X
Gobbie, Andrea Haverhill, MA 01835								X			
Labonte, Aubrey Lowell, MA 01852											X
McLaughlin, Michael Dracut, MA 01826								X			
McNally, Bernard Wilmington, MA 01887								X			
McNeil, Thomas Woburn, MA 01801								X			
Murphy Melissa Billerica, MA 01821											X
Nangle, Barbara Ashley, MA 01431								X			
Pisano, Barbara Westford, MA 01886								X			
Puddister, Rose Pelham, NH 03076								X			
Rossetti, Mark Haverhill,l MA 01832								X			
Schermerhorn, Tyler Lowell, MA 01852								X			
Sevigny, Sharyn Nashua NH 03063								X			
Vice-Hisey, Linda Carlisle, MA 01471								X			

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
ENGLISH											
Williams, Patricia Lowell, MA 01852								X			
ESL											
Chahine, Fadia prek-6 Methuen, MA 01844											
Crowley, Ann prek-6 Melrose, MA 02176											
Dang, Thai Newton, MA 02458							X		X		
Dube, Gloria preK-6 Chelmsford, MA 01824											
Harper, Cheney prek-9 Groton, MA 01450											
Labonte, Aubrey Lowell, MA 01852									X		
MacKinnon, Sara prek-9 Pelham, NH 03076							X				
Martin, Heather Methuen, MA 01844									X		
Nutile, Elizabeth Lowell, Ma 01851									X		
Peal, Julie prek-6											
Quiles, Diana prek-6 Lowell, MA 01852											
FRENCH											
Febo, Anacelis Lowell, MA 01854									X		
Suriel, Jose Lawrence, MA 01842						X			X		
GENERAL SCIENCE											
Cremin, Carolyn 5-8 Pelham, NH 03076								X			
De Lesdernier, Suzanne Lowell, MA 01851										X	
Kolifrath, Eric Londonderry, NH 03053								X			
Melanson, James Tyngsboro, MA 01879								X			
Shields, Diane Lowell, MA 01850								X			X
Strandberg, Rachel Methuen, MA 01844								X			
White-Yelito, Danielle Lowell, MA 01852								X			
Yurkosky, Abigail Arlington, MA 02474											
HEALTH											
HEALTH/FAMILY CONSUMER SCIENCE											
Nimblett, Paul All Levels Somerville, MA 02144											
HEALTH & PHYSICAL EDUCATION											
Farley, Amanda Lowell, MA 01851									X		
Shields, Diane Lowell, M A 01850					X						

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
HISTORY											
Chapman, Kurt Somerville, MA 02144											X
Cohen, Sarah Boxborough, MA 01716								X			
Cordero, Marina Dracut, MA 01826								X			
Coutu, Christopher								X			
Crowley, Noreen Lowell, MA 01854								X			
Davidson, Steven Lowell, MA 01852											X
DesRosiers, Carson Lowell MA 01851									X		
Duffey, Brian Lowell, MA 01851									X		
Gangi, Nicole Woburn, MA 01801											X
Jaracz, Scott Lowell, MA 01852								X			
Lander, Jessica Cambridge, MA 02138											X
Lee, Katherine Lowell, MA 01852											X
Lemieux, James Lowell, MA 01851								X			X
Loughran, Erin Lowell, MA 01852								X			X
Magnuson, Jeffrey Westford, MA 01886							X				
Mann, Russell Chelmsford, MA 01824											X
Nicolopoulos, Georgia Dracut, MA 01826										X	
Saucier, Pamela Llitchfield, NH 03052									X		
Sauls, Clay Medford, MA 02155								X			
Smith, Brian Brighton, MA 02135								X			
INTENSIVE SPECIAL NEEDS/SEVERE DISABILITIES											
LATIN & CLASSICAL HUMANITIES											
MATHEMATICS											
Arnold, Samantha Chelmsford, MA 01824								X			
Bletsis, Stavroula Lowell, MA 01854											X
Butler, Timothy Westford, MA 01886								X			X
Chokshi-Fox Upton, MA 01569								X			
Cullen, Glen Tyngsboro, Ma 01879								X			
Dang, Thai Newton, MA 02458								X			
Heslin, Jackelyn Lowell, MA 01852								X			
Heywosz, Thomas Lowell, MA 01854											X
Jimenez, Rowena Acton, MA 01720								X			
Keydel, James Groton, MA 01450						X		X		X	

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
MATHEMATICS											
Koam, Samuth Lowell, MA 01851											X
Martin, Lindsey Haverhill, MA 01832								X			
Melanson, James Tyngsboro, MA 01879								X			
Nichols, Allison Tewksbury, MA 01876								X			
O'Neil, Gregory Hudson, NH 03051											X
Phillips, Wendy Rowley, MA 01969								X			X
Roberts, Paul Kennebunk, ME 04043										X	
Santiago, Henry Lynn, MA 01902								X			
Santoro, Joseph Chelmsford, MA 01824								X			
Smith, Shannon Lowell, Ma01852								X			
Tanaka Shigehito 5-8 Nashua, NH 03062											
Tucker, George Dracut, Ma 01826								X			
Urbine, Christopher Nashua, NH 03062								X			
MATH/SCIENCE											
Galica, Ken Chelmsford, MA 01824								X			
MIDDLE SCHOOL											
MIDDLE SCHOOL HUMANITIES											
Conole, Lindsay Dracut, MA 01826								X			
DeMatteo, Brettany Burlington, MA 01830								X			
Humphrey, Steve Lowell, MA 01851								X			
INSTRUCTIONAL TECHNOLOGY SPECIALIST											
McNally, Bernard Wilmington, MA 01887								X			
Quinn, Jared Fitchburg, MA 01420								X			
MUSIC											
Abrams, Jonathan All levels Lowell, MA 01852											
Illescas, Kelly All levels Bedford, MA 03110											
Latour, Roberta Merrimack, NH 03054							X		X		
McDermott, Erin All levels Dracut, MA 01826											
Zablotsky, Alexandra All levels Boston, MA 02215											
PORTUGUESE											
Fernsten, Marcia Nashua, NH 03060											

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
PHYSICS											
Lutz, Nicholas Lowell, MA 01851											X
PHYSICAL EDUCATION											
Brownlie, Katherine Westford, MA 01886				X							
Fendell, Brian prek-8 Waltham, MA											
Littlefield, Keith prek-8 Lowell, MA 01852			X						X		
Romanowsky, Nicholas prek-8 Lowell, MA 01852									X		
Whitman, Mark Medford, MA 02155									X		
POLITICAL SCIENCE/PHILOSOPHY											
READING											
Filiatrault, Danielle All Levels Lowell, MA 01852											
SOCIAL STUDIES											
Green, Leah Boston, MA 02113								X			X
McNally, Bernard Wilmington, MA 01887								X			
Parker, Stephen J. Lowell, MA 01851											X
Purcell, Daniel Somerville, MA 02144								X			
Trudel, Elizabeth Chelmsford, MA 01824								X			
Mousley, Deborah Lowell, MA 01852										X	
SPANISH											
Mann, Russell Chelmsford, MA 01824									X		
Rodriguez, Hector Lowell, MA 01850									X		
Walker, Consuelo Dunstable, MA 01827									X		
SPEECH/LANGUAGE/HEARING DISORDER											
Fox, Juliette All Lowell, MA 01851											
Giovannini, Leona All Newton, MA 02160											
Hulick, Suzanne All Wakefield, MA 01880											
Langlois, Annemarie All Groton, MA 01450											
Mackin Julia All Lowell, MA 01852											
Paul, Belinda All Acton, MA 01720											
Weted, Allyson All Wakefield, MA 01880											
TECHNOLOGY/ENGINEERING											
Melanson, James									X		

SUBJECT / NAME	K-3	K-6	K-8	K-9	K-12	gr 1-6	gr N-8	gr 5-9	gr 5-12	gr 7-12	gr 9-12
THEATER											
Plona, Laura All Levels Revere, MA 02151											
TRANSITIONAL BILINGUAL EDUCATION (CAMBODIAN)											
Dang, Thai Newton, MA 02458							X		X		
VISUAL ART ALL LEVELS											
Crowley, Noreen prek-8 Lowell, MA 01854									X		
Romanowsky, Nicholas prek-8 Lowell, MA 01852									X		
VISION IMPAIRMENTS (All Levels)											
Shepard, Sarah prek-8 Lowell, MA 01851			X						X		
Silk, Stephen Lowell, MA 01852									X		
Stevenson, Eric Lowell, MA 01854									X		
VOCAL/INSTRUMENTAL											
Boles, Jonathan Haverhill, MA 01830									X		

LOWELL PUBLIC SCHOOLS
Henry J. Mroz Central Office
155 Merrimack Street
Lowell, MA 01852

Tel: 978-674-4325
Fax: 978-937-2143

Personnel Report

TO: Dr. Joel Boyd, Superintendent of Schools

FROM: James Hall, Chief Operating Officer

DATE: November 12, 2019

RE: <u>Personnel Report – January 15, 2020</u>

The Personnel Office is hereby officially informing members of the Lowell School Committee of retirements, resignations, promotions and new hires. Thank you for sharing this report as part of the official record.

dj

I. ***RETIREMENTS***

Katherine Ansara (22 yrs) Lowell, MA 01851	Social Studies Teacher Lowell High School Effective Date: December 31, 2019
Catherine Breen (33 yrs) Amherst, NH 03031	Elementary Teacher Lincoln Elementary School Effective Date: June 30, 2020
Dennis Cahill (27 yrs) Dracut, MA 01826	Paraprofessional Pyne/Arts Prek-8 School Effective Date: October 31, 2019
Kathleen Cymbura (41 yrs) Pepperell, MA 01463	English Language Arts/Social Studies Teacher Wang Middle School Effective Date: June 30, 2020
Mary Ellen Debasitis (18 yrs) Amesbury, MA 01913	Kindergarten Teacher McAuliffe Elementary School Effective Date: June 30, 2020
Joan Farady-Driscoll (17 yrs) Westford, MA 1886	Social Worker Pyne/Arts Prek-8 School Effective Date: December 31, 2019
Renee Ducharme (22 yrs) Lowell, MA 01851	Paraprofessional Lincoln Elementary School Effective Date: August 28, 2019
Dorothy Durkin (36 yrs) Lowell, MA 01851	Elementary Teacher Pawtucketville Memorial Elementary School Effective Date: June 30, 2020
Krista Early (33 yrs) Nashua, NH 03062	Mathematics Teacher Lowell High School Effective Date: June 30, 2020
Barbara Eddy (16 yrs) Dracut, MA 01826	Chemistry Teacher Lowell High School Effective Date: June 30, 2020
Madeline Febo (22 yrs) Lowell, Ma 01851	Elementary Teacher McAuliffe Elementary School Effective Date: September 11, 2020
Steven Ferri (17 yrs) Dracut, MA 01826	Business Teacher Lowell High School Effective Date: June 30, 2020

RETIREMENTS (continued)

Ellen Fairman (35 yrs) Athol, MA 01331	Evaluation Team Chairperson Special Education Department Effective Date: July 4, 2020
William Jumper (17 yrs) Dracut, MA 01826	Physics Teacher Lowell High School Effective Date: June 30, 2020
Karen Kelleher (22 yrs) Gloucester, MA 01930	Special Education Teacher Greenhalge Elementary School Effective Date: June 30, 2020
Kristen Kirby (25 yrs) Tyngsboro, MA 01879	Social Worker Greenhalge Elementary School Effective Date: June 30, 2020
Robin Krowchun (35 yrs) Lowell, MA 01851	Special Education Teacher Daley Middle School Effective Date: June 30, 2020
James Lutz (6 yrs) Ogunquit, ME 03907	Music Teacher Lowell High School Effective Date: June 30, 2020
Leslie MacPhail (24 yrs.) Leominster, MA 01453	Art Teacher Washington Elementary School Effective Date: June 20, 2020
John Mellonakus (33 yrs) 1197 Lakeview Ave	Health Teacher Lowell High School Effective Date: June 30, 2020
Katherine Nardoni (25 yrs) Hudson, NH 03051	Health Teacher Lowell High School Effective Date: June 30, 2020
Patricia Neary (35 yrs) Lowell, MA 01852	Music Teacher Wang Middle School Effective Date: September 1, 2020
Cheryl Patterson (25 yrs) Lowell, MA 01854	Special Education Teacher Daley Middle School Effective Date: June 30, 2020
Robert Rasmussen (15 yrs) Stow, MA 01775	Biology Teacher Lowell High School Effective Date: June 30, 2020

RETIREMENTS (continued)

Nancy Reynolds (34 yrs) Hudson, NH 03051	Math/Science Teacher Sullivan Middle School Effective Date: June 30, 2020
Cynthia Robtoy (32 yrs) Tyngsboro, MA 01879	Social Worker Special Education Department Effective Date: June 30, 2020
Ann Marie Rindo (34 yrs) Lowell, mA 01851	Elementary Teacher Bailey Elementary School Effective Date: October 30, 2020
Lisa Ryder (19 years) Lowell, MA 01852	Paraprofessional Moody Elementary School Effective Date: November 8, 2019
Christopher Selvaggio (32 yrs) North Chelmsford, MA 01863	Social Studies Teacher Lowell High School Effective Date: July 20, 2020
Lee Ann Sexton (14 yrs) Lowell, MA 01851	Special Education Teacher Greenhalge Elementary School Effective Date: June 30, 2020
Elizabeth Stanton (36 yrs) Lowell, MA 01854	Special Education Teacher Daley Middle School Effective Date: June 30, 2020
Karen Tingley (16 yrs) Lowell, Ma 01850	Special Education Teacher McAvinnue Elementary School Effective Date: June 30, 2020
Dorna Walsh (35 yrs) Methuen, MA 01844	Kindergarten Teacher Murkland Elementary School Effective Date: June 30, 2020
Stephen Warnick (30 yrs) Lowell, MA 01852	Music Teacher Stoklosa Middle School Effective Date: June 30, 2020

II. RESIGNATIONS

Katherine Caira Dracut, MA 01826	Paraprofessional Rogers STEM Academy Effective Date: June 28, 2019
John Deangelis Chelmsford, MA 01824	Paraprofessional Greenhalge Elementary School Effective Date: October 4, 2019
Sonia Desousa Londonderry, NH 03053	Speech/Language Assistant Lowell High School Effective Date: October 11, 2019
Kelsey Dill Boston, MA 02127	Psychologist Special Education Department Effective Date: August 8, 2019
John Doherty Chelmsford, MA 01824	Special Education Teacher Lowell High School Effective Date: October 7, 2019
Donna Fahey-Lutz Woburn, Ma 01801	Paraprofessional Dr. Janice Adie Day School Effective Date: August 21, 2019
Barry Francoeur Lowell, MA 0185	Paraprofessional Sullivan Middle School Effective Date: September 27, 2019
Elizabeth Kabriel Amesbury, MA 01913	Mathematics Teacher Butler Middle School Effective Date: August 13, 2019
Anne Marie Langlois Groton, MA 01450	Special Education Teacher Dr. Janice Adie Day School Effective Date: December 1, 2019
Dana Malloy Hudson, NH 03051	Special Education Teacher Lowell High School Effective Date: June 28, 2019
Shawna Mottram Plaistow, NH 03865	Evaluation Team Chairperson Special Education Department Effective Date: August 14, 2019
Ellen Quigley Chelmsford, MA 01824	Paraprofessional Dr. Janice Adie Day School Effective Date: October 28, 2019

RESIGNATIONS (continued)

Adita Rodriguez Lowell, MA 01852	Paraprofessional Murkland Elementary School Effective Date: August 21, 2019
Jennifer Sem Lowell, mA 01851	Paraprofessional Dr. Janice Adie Day School Effective Date: October 23, 2019
Sara Silva Andover, MA 01810	Social Worker Laura Lee Therapeutic Day School Effective Date: June 28, 2019
Robert Southern Dracut, Ma 01826	Paraprofessional Sullivan Middle School Effective Date: December 12, 2019

III. NEW HIRES AND PROMOTIONS (P=PROMOTION)

William Bahou Hudson, NH 03051	Paraprofessional Lowell High School Effective Date: August 26, 2019
Caitlin Barash Merrimac, NH 01860	Social Worker Robinson Middle School Effective Date: August 19, 2019
Laura Barton Tyngsboro, MA 01879	Paraprofessional Daley Middle School Effective Date: August 26, 2019
Rachel Bastien Lowell, MA 01850	Paraprofessional Daley Middle School Effective Date: August 26, 2019
Allison Bernstein Westford, MA 01886	Social Worker Lowell High School Effective Date: August 19, 2019
Bernard Bettencourt Dracut, Ma 01826	Paraprofessional Dr. Janice Adie Day School Effective Date: August 26, 2019
Haley Blatus Dracut, MA 01826	Paraprofessional Dr. Janice Adie Day School Effective Date: August 26, 2019
Tracy Bowers (P) Townsend, MA 01469	Evaluation Team Chairperson Special Education Department Effective Date: September 30, 2019

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

Laura Brown Chelmsford, MA 01824	Paraprofessional Murkland Elementary School Effective Date: August 26, 2019
Sara Buzynski Tewksbury, MA 01876	Paraprofessional Bailey Elementary School Effective Date: August 26, 2019
John Calzada Pawtucket, R I 02860	Psychologist Pyne/Arts Prek-8 School Effective Date: August 19, 2019
Allyson Carbone (P) Hudson, NH 03051	Department Chairperson – Special Education Lowell High School Effective Date: August 19, 2019
Laurie Carney (P) Dracut, MA 01826	Early Childhood Specialist Cardinal O'Connell Early Learning Center Effective Date: August 19, 2019
Julie Chachus Lowell, MA 01852	Paraprofessional Lowell High School Effective Date: August 26, 2019
Christine Clayton Lowell, MA 01854	Paraprofessional STEM @ Rogers School Prek-8 Effective Date: August 26, 2019
Emily Cohn Lowell, MA 01850	Paraprofessional McAuliffe Elementary School Effective Date: August 26, 2019
Ginger Coleman Chicopee, MA 01013	Principal Lincoln Elementary School Effective Date: August 12, 2019
Coralie Cote (P) Lowell, MA 01854	Administrative Assistant Daley Middle School Effective Date: June 17, 2019
Anindita Datta Lowell, MA 01852	Paraprofessional Cardinal O'Connell Early Learning Center Effective Date: August 26, 2019
Jessica Daviso Pelham, NH 03076	Department Chairperson – Fine Arts Lowell High School Effective Date: August 12, 2019
Melanie Eichelberger Hampstead, NH 03076	Psychologist Pyne/Arts Prek-8 & STEM Academy @ Rogers Effective Date: August 19, 2019

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

Sara Espinal Lowell, MA 01852	Caseworker Riverside School Effective Date: April 22, 2019
Donna Fahey-Lutz Woburn, MA 01801	Paraprofessional Dr. Janice Adie Day School Effective Date: August 26, 2019
Petra Farias Ipswich, MA 01938	Coordinator-Student Support Services Lowell High School Effective Date: July 15, 2019
Aimee Galloway (P) Townsend, MA	Evaluation Team Chairperson Special Education Department Effective Date: August 19, 2019
Patrick Harrigan (P) Chelmsford, MA 01824	Facilities Area Manager Office of Finance and Operations Effective Date: September 9, 2019
Kimberlee Henry Hartford, CT 06103	Principal STEM Academy at Rogers School Prek-8 Effective Date: August 12, 2019
Linus Guillory Boston, MA 02131	Chief Schools Officer Office of Teaching and Learning Effective Date: July 8, 2019
James Hall Lowell, MA 01852	Chief Operating Officer Office of Finance and Operations Effective Date: July 22, 2019
Anne Hayward Lowell, MA 01851	Paraprofessional Shaughnessy Elementary School Effective Date: August 26, 2019
Meghan Hickok Lowell, MA 01852	Literacy Specialist Bartlett Prek-8 School Effective Date: August 19, 2019
Michelle Hoffman Tyngsboro, MA 01879	Paraprofessional Sullivan Middle School Effective Date: August 6, 2019
Shawlette Howard-Smith Lawrence, MA 01843	Paraprofessional Daley Middle School Effective Date: August 26, 2019
Suzanne Hun Lowell, MA 01854	Paraprofessional Lowell High School Effective Date: August 26, 2019

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

Sophorn Keo Lowell, MA 01851	Executive Secretary Office of Personnel and Recruitment Effective Date: December 2, 2019
Angela Lawlor-Brennan (P) Dracut, MA 01826	Student Support Services Lowell High School Freshman Academy Effective Date: August 19, 2019
Samuel Lopes Lowell, MA 01851	Paraprofessional Sullivan Middle School Effective Date: August 26, 2019
Michael Lovato Lowell, MA 01852	Director of Special Education Office of Teaching and Learning Effective Date: September 24, 2019
Kent Luong Lowell, MA 01851	Paraprofessional Bartlett Prek-8 School Effective Date: August 26, 2019
Jane-Sarah MacFarlane Lowell, MA 01854	Paraprofessional Lowell High School Effective Date: August 26, 2019
Marissa Malboeuf Westford, MA	Board Certified Behavior Specialist Pawtucketville Memorial Elementary School Effective Date: August 19, 2019
Marissa Manolopoulos Lowell, MA 01852	Board Certified Behavior Specialist Pyne/Arts Prek-8 School Effective Date: August 19, 2019
Jenna Martin Tyngsboro, MA 01879	Paraprofessional Dr. Janice Adie Day School Effective Date: August 26, 2019
Michele Martineau Tyngsboro, MA 01879	Paraprofessional Lowell High School Effective Date: August 26, 2019
Meghan Montour (P) Pepperell, MA 01463	Evaluation Team Chairperson Special Education Department Effective Date: August 19, 2019
Jamie Moody Randolph, MA 02368	Assistant Principal Butler Middle School Effective Date: August 12, 2019
Emily Morrill Lowell, MA 01854	Paraprofessional Wang Middle School Effective Date: August 26, 2019

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

Lisa Murphy Billerica, MA 01821	Administrative Assistant Office of Personnel and Recruitment Effective Date: March 25, 2019
Libby Often Lowell, MA 01851	Department Chairperson- Mathematics Department Lowell High School Effective Date: August 12, 2019
Paul Perez Billerica, MA 01821	Jr. ROTC Instructor Lowell High School Effective Date: August 26, 2019
Paula Peters (P) Dracut, MA 01826	Coordinator Laura Lee Therapeutic Day School Effective Date: August 12, 2019
Latifah Phillips Lowell, MA 01852	Chief Equity and Engagement Officer Office of Educational Equity and Community Empowerment Effective Date: July 5, 2019
Joshua Piekos Lowell, MA 01822	Paraprofessional Dr. Janice Adie Day School Effective Date: August 26, 2019
Rebecca Piekos Lowell, MA 01852	Paraprofessional Dr. Janice Adie Day School Effective Date: August 26, 2019
Dianne Polak Lowell, MA 01854	Paraprofessional Dr. Janice Adie Day School Effective Date: August 26, 2019
Jose Rodriguez Lowell, MA 01850	Social Worker Riverside School Effective Date: August 19, 2019
Jennifer Scarpati Nashua, NH 03062	Principal Greenhalge Elementary School Effective Date: August 12, 2019
Nidhal Shakir Lowell, MA 01851	Paraprofessional STEM Academy @ Rogers School Prek-8 Effective Date: August 26, 2019
Alicia Silvestrone (P) Lowell, MA 01852	Literacy Specialist Reilly Elementary School Effective Date: August 19, 2019
Paul St. Cyr Lowell, MA 01851	Facilities Area Manager Office of Finance and Operations Effective Date: October 28, 2019

NEW HIRES AND PROMOTIONS (P=PROMOTION) (con't)

Cailin Stearns Cambridge, MA 02139	Psychologist Lowell High School Effective Date: August 19, 2019
Kelsey Stappen Boston, MA 02127	Guidance Counselor Sullivan Middle School Effective Date: August 19, 2019
Lisa Stefano Tewksbury, MA 01876	Paraprofessional Shaughnessy Elementary School Effective Date: August 26, 2019
Jill Stec (P) Dracut, MA 01826	Instructional Specialist Stoklosa Middle School Effective Date: August 19, 2019
Zoe Tasch Lowell, MA 01851	Paraprofessional Leblanc Therapeutic Day School Effective Date: August 26, 2019
Suhery Tavarez Lowell, MA 01851	Paraprofessional Dr. Janice Adie Day School Effective Date: August 26, 2019
Mark Tibbetts Tewksbury, MA 01876	Early College Specialist Office of Teaching and Learning Effective Date: November 18, 2019
Alex Veloz Methuen, MA 01844	Paraprofessional Wang Middle School Effective Date: August 26, 2019
Inez-lee Verdier Lowell, MA 01850	Paraprofessional Daley Middle School Effective Date: August 26, 2019
Francisco Vicente (P) Salem, NH 03079	Assistant Principal Lincoln Elementary School Effective Date: August 12, 2019
Scott Wheatley Pelham, NH 03076	Paraprofessional Sullivan Middle School Effective Date: August 26, 2019
Daroth Yann Lowell, MA 01852	Assistant Director of Human Resources Office of Personnel and Recruitment Effective Date: October 21, 2019

IV. TEACHERS HIRED FROM THE LIST OF ELIGIBLE TEACHERS

None to report

LOWELL PUBLIC SCHOOLS
SCHOOL ASSIGNMENT POLICY File: JCA

All students in grades pre-school to grade 12 enroll at the Family Resource Center. This policy outlines assignment criteria unique to pre-school, grades kindergarten to 8, and high school (grades 9-12)

Preschool Programs

Lowell Public Schools offers Full-day and Half-day Preschool Programs to children 4 years old by September 1st.

Students with Individual Education Plans (IEPs):

Three and four year old students with IEPs are assigned to preschool based on IEP, required services, and residency.~~, and available space~~. Children with IEPs are provided preschool programming on or before their third birthday in accordance with Part B of the Individuals with Disability Education Act.

Pre-Registration Period for Preschool:

Lowell Public Schools holds a pre-registration period for preschool during the months of February through April each year. At the time of registration, parent(s)/guardian(s) will be asked to indicate two~~hree~~ (2~~3~~) school choices. There are a limited number of full-day preschool placements in select schools. At the time of registration parent(s)/guardians must identify school preference. A student's Preschool Placement is for one-year and has no bearing on a student's kindergarten placement.

All families must register at the Family Resource Center.
To register your ~~child~~child, you must provide the following documentation: proof of residency, child's birth certificate, current immunization/health records, and photo ID of parent/guardian(s) registering the child.

Given no transportation is provided to preschoolers, we strongly encourage families to consider selecting ~~school~~schools where the family can ensure on-time, regular attendance by the student ~~near their homes~~.
~~The Early Childhood Department diligently considers gender and minority status in adherence with a child's lottery status.~~

Preschool Lottery:

Families pre-registering are entered into the Preschool Lottery. The Early Childhood Department diligently considers gender and minority status in adherence with a child's lottery status.

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A random and blindly generated five digit number is assigned to each student at the conclusion of the registration period (no later than May 15), and stored in the district's Student Information Management System. Any family registering after the pre-registration date will automatically be entered on the Preschool Waitlist by date of registration. The Early Childhood Department will maintain the Preschool Waitlist.

Pre-registered families will receive written notification providing the student's lottery number and their proposed school assignment in June. Families MUST respond in writing to the letter selecting from one of the following options upon receiving notification of preschool assignment:

- Accept placement
- Accept placement and remain on waitlist at preferred school
- Reject placement and remain on waitlist at preferred school
- Reject placement and seek alternative preschool programming

Families MUST return the proposed assignment letter within 15 days to the Early Childhood Department indicating one of the selections above. Upon receipt of the proposed assignment letter, the Early Childhood Department will generate an official assignment letter. Families not responding to pre-registration letters by June 30 will be placed on the waitlist in order of their lottery numbers.

Students accepting and receiving assignment letters, must attend school or contact their child's assigned school within five days from the start of preschool to maintain enrollment. After five school days, if the family has not contacted the school or the child has not attended, the child will be unenrolled and their seat will be filled by a student on the Waitlist. Student with IEPs, in foster care or covered under McKinney-Vento Homeless Assistance Act are exempt from this policy.

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Attendance:

Preschool Attendance: It is the parents' responsibility to ensure regular attendance. Regular attendances matters. Given that there is limited space available in Lowell Public Schools for preschool-age children, the district has established an attendance policy. Children with unexcused absence of more than 10% of the total number of days of school will be provided written notice and may be unenrolled.

To withdraw a preschooler:

Parent(s)/guardians must provide a written request to the school to withdraw a student, and then forward the request to the Early Childhood Department

Kindergarten through Grade 8

To ensure equity in the Lowell Public Schools for all students, students will be assigned to a school in Kindergarten through Grade 8 based on the following placement criteria:

1. Space Availability - space available in a particular school, program or grade is defined according to the policy in effect as to class size.

2. Sibling Preference - all students whose parents make timely application to a particular school and already have other children attending that school are given priority of assignment for that school.

3. Ethnicity Balance - new assignments and transfers must meet requirements of ethnicity balance. The goal is to achieve an ethnicity balance within each school, program and grade that reflects, within 10% above or below, the ethnicity percentage of the zone as a whole.

4. Place of Residence (proximity of residence to school) - all other priorities being equal, the student living within the school neighborhood street directory as defined by the Lowell School Committee, has priority of assignment for that school.

In addition to using placement criteria 1 through 4 above, the Family Resource Coordinator will also consider McKinney-Vento, Foster Care, Special Education, gender, and English Language Learner status, to ensure students in all schools are being placed equitably. The placement criteria above will be the primary criteria for all placements and transfers for Kindergarten through Grade 8 under this policy.

Kindergarten Registration and Lottery

Students may attend kindergarten in the Lowell Public Schools (LPS) if they are 5 on or before September 1st.

Annually, the LPS will hold a pre-registration period for kindergarten in the spring. Pre-r~~R~~egistration takes place at the Family Resource Center and the dates of pre-registration will be announced on the district website, ~~facebook~~Facebook page, T~~t~~witter and other means of communication no later than March 1st.

All families are encouraged to enroll for Kindergarten during the pre-registration period. ~~For each student enrolled for kindergarten during the pre-registration period, a date of March 1st will be assigned so no impact will be made to their waitlist placement should the student be placed on a waitlist for kindergarten.~~

For schools where there are~~for which~~ more pre-registration requests than~~students request than there are~~ seats available, a lottery will be held. The kindergarten lottery will be held no later than May 15th each year and the lottery will determine registration and initial waitlist placement. The date of the lottery will be published on the district website, ~~facebook~~Facebook page, T~~t~~witter and other means of communication no later than May 1st and the results of the lottery will be published online no later than the next business day following the date of the lottery.

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All registration applications received AFTER the published pre-registration period will be placed on the waitlist on a first-come first-served basis where open seats are not available within a requested grade and school. ~~.~~

~~Siblings enrolled during the pre-registration period will be placed with their siblings barring the need for a specialized placement (e.g. Special Education).~~

Commented [Office1]: This is unclear. What does this mean?? They don't enter the lottery?

Grades 1-8 Transfer Applications and Lottery

All families are encouraged to submit transfer requests for the subsequent school year during the transfer pre-registration period. Pre-registration takes place at the Family Resource Center and the dates of pre-registration will be announced on the district website, ~~facebook~~Facebook page, T~~t~~witter and other means of communication no later than March 1st.

For schools where there are more pre-registration transfer requests than seats available, a lottery will be held. The transfer lottery will be held no later than May 15th each year and the lottery will determine the first round of transfer placements and initial waitlist placement.

All transfer applications received AFTER the published pre-registration period will be placed on a waitlist on a first-come first-served basis.

All students who are currently on transfer wait lists for the 2019-2020 school year and prior years will remain on the waitlist per the 2019-2020 school assignment policy. All new transfer requests for the 2020-2021 school year and beyond will follow the rules and procedures of the 2020-2021 school assignment policy.

Private, parochial or charter school students

Student attending private, parochial or charter schools and who are seeking placement in the Lowell Public ~~schools~~Schools, must register beginning April 1st if they desire placement in the subsequent school year. Students who register for but fail to attend the Lowell Public Schools will be removed from all waitlists at the time they are discharged from active status in the Student Information Management System.

Waitlist

At the time of registration, the parent/guardian will be asked to indicate three (~~2~~3) school choices in order of preference. Students who are not assigned to their first choice school will be placed on a waitlist based on their second school choice at the time of registration.

Students on the waitlist from 2019-2020 shall have priority over newly enrolled students to the school system when determining placement. Routine placements from the waitlist will be made beginning on June 1st and continue until August 10th, to be effective the subsequent school year. During peak registration times, from August 10th through September 15th, the Family Resource Center will make every effort to give priority to students on the waitlist. The Family Resource

Center will cease making placements from the waitlist for the current school year following the 20h day of school or September 20th, whichever is later.

To strive to meet the requests of families, calls from the waitlist will be made in the following order:

Students for whom there are two (2) schools chosen, and the student did not receive a placement at their first choice.

Students who were placed in, and are registered for, neither their first or second choice school Students who were placed in, and are registered for, their second choice school.

The order of names on the waitlist will be determined through the use of a randomly and blindly generated five (5) digit number that will be generated annually and stored in the district's Student Information Management System. The district will apply Placement Criteria 1 through 4 (above) based on the random number and the date of request.

Commented [RD2]: This is where sibling preference comes into play. We don't actually need to write kit out unless you think it is necessary.

Students must be pre-registered (before August 15th) or active students in the Lowell Public Schools to remain on the waitlist.~~t.~~

The adult listed as the primary contact in the Student Information Management System will be notified by the Family Resource Center by telephone if their child is eligible for a transfer off of the waitlist.

In the event the primary contact cannot be reached, the Family Resource Center shall notify the second contact listed for the student, provided that the second contact is listed as residing with the student and is listed as a custodial parent or legal guardian.

~~Students who are placed from the waitlist to their second choice school may retain their place on the waitlist for a higher choice school, provided that the family makes this request at the time of placement; however a student may accept a waitlist transfer only once during a school year and will not be eligible for another waitlist transfer until the following school year.~~

Except during the peak times of August 10th through September 15th, families have forty-eight (48) hours to accept the transfer. After forty-eight (48) hours, if the family has not accepted the transfer assignment, the student will be removed from the waitlist for that school. During peak times, seats cannot be held. The Family Resource Center will make reasonable attempts to contact families to accept placement from the waitlist. Families will be asked to accept placement at the time they are called from the Family Resource Center.

Commented [RD3]: This date may change if the transfer deadline date changes

Families may accept placement within forty-eight (48) hours of the call, but during that time seats will continue to be offered to other families until they are filled. Students will not lose their place on the waitlist during peak times if they are not able to respond prior to the seat being filled.

If parents anticipate being away during the summer, they must submit via email their contact information to the Family Resource Center Coordinator. Families are responsible for maintaining current mailing addresses and phone numbers on file with the Lowell Public Schools in the Student Information Management System.

Beginning with the 2020-21 school year, the waitlist will be generated by a lottery.

Open seats for kindergarten will be filled by lottery. Families with siblings in the lottery will have a greater chance of securing a top five seat for a school.

Students already on the waitlist will be grandfathered in ~~and~~ each year. Each year open waitlist seats will be made available through the lottery system.

After the waitlist transfer deadline, all students will be removed from the waitlist and a new lottery will be held annually for grades ~~k~~K-8. Families may request to be in the lottery for the upcoming school by coming to the Family Resource Center beginning on October 1. The lottery for grades 1-8 ~~lottery~~ will be held by the end of May each year.

Publishing the Waitlist

The district will publish, on the district website, a graph representing the number of students on each school's waitlist. The district will also provide family members with information regarding their child's placement on the waitlist, either through a list of student identification numbers, or by providing student-specific information in the parent portal of the district's Student Information Management System.

This information will be updated weekly by the District's Data Department.

~~**Routine Removal from the Waitlist**~~

~~To maintain a current and accurate waitlist, the following procedures will be used to routinely remove students from the waitlist:~~

~~On or about January 2nd, the Family Resource Center will remove from the waitlist all requests for schools in which the student is attending the highest grade level offered by that school.~~

~~Within thirty (30) days of the adoption of this policy, and in subsequent years on or about January 15th, the Family Resource Center will generate, for families occupying a place on the waitlist, a letter requesting families to submit notice in writing if they wish their child to remain on the waitlist.~~

~~Written requests to remain on the waitlist must be received by the Family Resource Center no later than the Friday before the Presidents' Day Holiday in February, or sixty (60) days after this policy is adopted, whichever is later. Families have an affirmative responsibility to provide this written notice to the Family Resource Center, without regard to their receipt of notification from the district of this deadline.~~

~~Families may request removal from the waitlist at any time.~~

~~A revised waitlist will be published no later than March 30th each year, or sixty (60) days after the adoption of this policy, whichever is later.~~

Out of Zone Placements

Commented [DR4]: You had mentioned about changing this. Students are currently allowed to remain out of zone if they move.

Students who move from one geographical zone to the other in the city may request to remain in the school they presently are attending until the end of the school year in which they enrolled in the school~~y age out~~ prior to change of address provided that:

- The ethnicity balance of the school is not adversely affected.
- The parent provides transportation to and from school or the child's transportation needs can be accommodated by existing school bus routes.
- The student is not chronically absent or excessively tardy.

The Attendance Supervisor shall determine if a student is not eligible for out of zone placement, based on this requirement. Such a finding will result in a student being placed at a school in their geographical zone. The transfer must be approved by the Chief Equity Officer.

Parents/legal guardians may request a school of choice outside the zone in which they reside based on their child care needs provided that:

- There is space available at the grade level at the school.
- The ethnicity balance of the school is not adversely affected.
- The parent provides transportation to and from the school.
- The student is not chronically absent or excessively tardy.

The Attendance Supervisor shall determine if a student is not eligible for out of zone placement, based on this requirement. Such a finding will result in a student being placed at a school in their geographical zone. The transfer must be approved by the Chief Equity Officer.

Students who move from one geographical zone to the other will be removed from all waitlists in their previous zone. At the time of registration, families may choose to be placed on waitlists for schools in their new zone.

Transfers

Once a student has attended a school, a parent who is dissatisfied with the assignment may request a voluntary transfer. Only one transfer per year is allowed and must be requested through the Family Resource Center before the 20th day of school or September 20th whichever is first, or no later than forty-five (45) calendar days after the initial placement of the student in the school. Voluntary transfer requests will be honored if there are available seats.

Transfers requested after the 20th day of school, or September 20th, whichever is later, will be reviewed on a case by case basis by the Chief Equity Officer.

Commented [RD5]: I think this is unnecessary and would actually fall under out of zone placements

Grades 9-12

Students wishing to enroll in Lowell High School or the Career Academy, a full-service Community High School, may do so at the Family Resource Center.

All high school students are encouraged to bring with them, at the time of enrollment, their current transcripts. Missing transcripts will delay the development of a full and accurate schedule but will not delay students from attending the high school.

Upon enrollment students will be assigned a house by the Family Resource Center Coordinator. House placements will take into consideration McKinney-Vento, Foster Care, Special Education needs, gender, and English Language Learner status, to ensure students in all houses are being placed equitably.

All transfers out of the high school and into an alternate setting must be approved by the Chief Equity Officer or the Special Education Director.

Appeals

Commented [RD6]: I would suggest outlining the appeals process. Though there are benefits to an ambiguous policy

Any appeal of a placement decision must be made in writing, addressed to the Chief Officer for Equity and Engagement.

LOWELL PUBLIC SCHOOLS
Henry J. Mroz Administration Office
155 Merrimack Street
Lowell, Massachusetts 01852

Billie Jo Turner
Assistant Superintendent of Finance and Operations

Tel: (978) 674-4325
Fax: (978) 937-7620
E-Mail: bturner@lowell.k12.ma.us

TO: Joel Boyd, Ed. D., Superintendent of Schools

FROM: Billie Jo Turner, Assistant Superintendent of Finance and Operations

DATE: January 9, 2020

RE: Budget Transfer

Motion to transfer the budget in the amount of $77,050.24 per the attached sheet labeled "Budget Transfer Form".

Budget Transfer Form

Department:	SCHOOLS				
TRANSFER TO:					
Account #				Description	Amount
Org.	Object	Project	DESE Function		
94010105	512111		**3520**	Reilly - Student Activities	$ 3,000.00
99341230	512152		**1400**	HR Relations Assistant	$ 4,300.32
99347103	512906		**4000**	Director of Operations/Maintenance	$ 5,449.92
99341218	530103		**1400**	Legal - Settlements	$ 12,300.00
99310006	575268		**5300**	Modular Classroom Rental	$ 2,000.00
99341504	530000		**3100**	Professional Services	$ 50,000.00
				TOTAL	$ 77,050.24
TRANSFER FROM:					
Account #				Description	Amount
Org.	Object	Project	DESE Function		
91810103	512903		**2300**	Pyne Arts Elementary Teacher	$ 25,050.24
99347106	530002		**4000**	Maintenance - Contracted Svcs.	$ 2,000.00
99328105	530002		**3300**	Contracted Services	$ 50,000.00
				TOTAL	$ 77,050.24

Reason for Transfer:
Adjustment to expend the budget

Department Signature

1/9/2020
Date

Jaclyn Kelleher-Roy
Prepared by

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

Bilingual Family Liaison - Lead
Office of Educational Equity and Community Empowerment

QUALIFICATIONS;

1. Must have a Bachelor's degree in Education or a related field.
2. Minimum of five (5) years successful experience in bilingual family and community engagement.
3. Excellent writing, editing and verbal communication skills, especially in communicating policies and practices to varied and diverse audiences.
4. Ability to establish and maintain effective working relations with a diverse population.
5. Demonstrated program and grant management experience relating to bilingual family and community engagement and supporting linguistically diverse communities.
6. Proficiency in a second language preferred.
7. Demonstrated knowledge and experience with K-12 public education and schools
8. Strong organizational skills.
9. Must be willing to work flexible hours and attend some evening or weekend meetings as needed.
10. Must have experience in the use technology and the use of Office Word/Excel/Publisher.
11. Ability to work positively with other parents and district personnel.
12. Ability to take initiative in coordinating and organizing activities and events.
13. Ability to accurately collect, organize and maintain data and information for reports.
14. Must have a valid driver's license.

PERFORMANCE RESPONSIBILITIES:

The Bilingual Family Liaison – Lead is responsible for leading and coordinating the team of bilingual liaisons who work with families to improve their understanding of the school system, maximize their involvement in school activities and minimize any linguistic barriers that keep families from fully participating in the educational decision-making process. The Bilingual Family Liaison – Lead will be responsible for managing grants and programs relating to family and community engagement planning and implementation. The Bilingual Family Liaison - Lead will coordinate the team of bilingual liaisons and external grant consultants to meet grant outcomes and goals. The Bilingual Family Liaison will establish effective communication between home and school and improve community outreach, training and workshop opportunities for parents and families in support of the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding. This position focuses on working with families for whom English is a second language.

Specific Responsibilities:

1) Coordinate and manage the central office team of bilingual family liaisons
2) Assist with the coordination, planning and facilitation of professional development and professional learning opportunities for bilingual family liaisons across the district.

3) Coordinate and manage district grants relating to family and community engagement.
4) Coordinate and develop a Parent Academy program to provide courses, trainings and workshops on topics and skills that support bilingual family engagement as relates to student success in schools.
5) Serve as the district liaison with parent organizations such as the city-wide family council to support alignment and coordination of activities and initiatives.
6) Assume responsibility for maintaining records related to but not limited to school/family contact lists, welcome services and orientations, newcomer family supports, interpretation for families as needed, identification and matching of interpreters/translators for languages other than English.
7) Assist in the development and dissemination of bilingual parent information to increase parent knowledge of programs and activities offered in Lowell Public Schools.
8) Plan, attend and lead regularly scheduled family liaison trainings, meetings and events.
9) Assist in the coordination and integration of parent involvement strategies with other city programs and agencies.
10) Make parent contacts when needed through letters, newsletters, phone conversations, emails and home visits.
11) Work with parents/teachers to plan programs that increase parental participation in school activities and school site council activities.
12) Gather information - such as through conducting a survey - to identify topics important to families and their children in order to better plan workshops/activities.
13) Help plan and organize parent volunteers for school and central office activities that are developed to promote family involvement in policy, program and budget decision-making.

REPORTS TO: Chief Equity and Engagement Officer

SALARY RANGE: $55,00 - $60,000 (partially grant funded)

WORKYEAR: 12- Month position 260 Days

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Special Education Family Advocate

QUALIFICATIONS;

- Bachelor's Degree in education, special education, educational administration, or a related field.
- Master's Degree in education, special education, educational administration, or a related field preferred.
- Minimum of three (5) years of experience working in a PreK-12 educational setting.
- Knowledge of the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Act (IDEA).
- Ability to plan, organize, manage, and implement successful programs.
- Bilingual speaker preferred.
- Ability to relate/interact with various cultures and social groups.
- Ability to solicit resources for district needs.
- Ability to exercise strict confidence in handling sensitive student and parent information.
- Proficient with a computer and MicroSoft Office applications.
- Demonstrated excellence in oral and written skills.
- Ability to communicate effectively with staff, parents, community members, and public agencies.

PERFORMANCE RESPONSIBILITIES:

Under the supervision of and reporting to the Office of Special Education the Family Advocate promotes advocacy for families of children with special needs. Responsibilities include directing parents to appropriate resources and services within the Lowell Public School System and the greater community; serving as liaison to the Special Education Parent Council and disseminating information to volunteers; on individual PTOs; developing training events and materials for families; and assisting families with issues related to the care and/or education of their children with special needs by referring them to appropriate parties within the Lowell Public School System.

Specific Responsibilities:

1. Supports communication between parents and district personnel to improve the quality of relationships and trust.

2. Initiates and responds to parent phone calls, emails, and written correspondence related to parent involvement, school services, and/or supporting students with disabilities.

3. Provides information to parents about the district's procedures and instructional programs and the names and roles of school administrators and staff members.

4. Locates community resources for students and families.

5. In coordination with the Family Resource Center, provides information to parents about the resources available to them throughout the school system and community.

6. Coordinate parent-training events at individual school sites and in various community settings.

7. Develop familiarity with agencies and organizations within the City of Lowell and the State of Massachusetts to offer resources and/or services to children with disabilities and their families.

8. Serves as liaison to the Special Education Parent Advisory Council as an ex-officio member.

9. Attend monthly Special Education Parent Council meetings and conveys information between the Special Education Parent Council, Parent Teacher Organizations, and the Special Education Office.

10. Assists parents with the understanding of IDEA and parental rights and responsibilities.
11. Helps parents who may need support or resolution concerning the IEP processes.
12. Assists parents with the understanding of progress reports, school progress reports, and report cards.
13. Coordinates academic-based learning opportunities/workshops for parents at flexible times.
14. Monitors and maintains records as directed by the required by Director of Special Education.
15. Supports individual schools in building strategies to increase and strengthen parent involvement

REPORTS TO: Director of Special Education
SALARY RANGE: $50,000 - $60,000
WORK YEAR: Non-Affiliated 12 Month position 260 Days

Lowell Public Schools
THE B.R.I.D.G.E. PROGRAM
at the
David J. McHugh Alternative Middle School
***B**eginnings*R**espect*I**ndependence*D**iversity*G**uidance*E**ducation*
73 Woburn Street, Lowell, Massachusetts 01852
Tel: (978) 453-1115 Fax: (978) 441-1050

Memorandum

To: Dr. Joel Boyd, Superintendent

From: Ellen J. Spiegel, Principal of the BRIDGE Program

Date: January 7, 2020

Re: Smith Purdon Foundation Grant

The BRIDGE Program was recently notified that we received a $2,500 grant from the Smith Purdon Foundation. This is our 7th year receiving grant money from Smith Purdon. The funds are to be used for our Electives Programming, Ropes Course, and Anti-Bully Conference. We are very grateful to the Smith Purdon Foundation for their continued support of our initiatives and hope that the Lowell School Committee will vote to accept this donation and send a letter of acknowledgement and thanks to our friends at Smith Purdon.

LOWELL PUBLIC SCHOOLS

Chief Operating Officer
155 Merrimack Street
Lowell, Massachusetts 01852

Phone: (978) 674-2019
Fax: (978) 937-7620
E-mail: jhall@lowell.k12.ma.us

Permission to Post

To: Dr. Joel Boyd, Superintendent of Schools
From: Dr. James P. Hall, Chief Operating Officer
Date: January 9, 2020
Re: Assistant for TV Production (part-time)(grant funded)

I have enclosed a job description for Assistant for TV Production (part-time)(grant-funded). The Department Chair for Fine Arts requests approval of this job description and permission to post the position.

The funding for this position will provide students with strong experience and understanding of all aspects of the TV industry, which include learning work-based learning experiences. Funding will provide assistance in organizing, instructing, and supervising students in taking the Red Raider Report, our daily schoolwide news show, on the road, after school hours, and weekends. This staff member will accompany students to school events and games, oversee the shooting of film on location, teach students how to set up and break down all equipment, and work with students to produce news segments that they will use on the Red Raider Report.

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

Assistant for TV Production (part-time)

Job Posting: Assistant for TV Production: part-time

Requirements

Instruct and supervise students in the creation of the Red Raider Report, our daily schoolwide news show. Requires work after school hours on evenings and weekends. This staff member will accompany students to school events and games, oversee the shooting of film on location, teach students how to set up and break down all equipment, and work with students to produce news segments that they will use on the Red Raider Report. This staff member will be responsible for working with students to create promotional videos for our CVTE Pathways Program.

Job Responsibilities

1. Produce student news segments, setup and breakdown TV production equipment
2. Oversee film on location
3. Collaborate with LHS staff and students on school-wide functions and events
4. Flexible schedule; ability to work on an as-needed basis

Reports to: Head of School
Effective Date of Employment: as soon as posting ends
Terms: School year, as-needed
Salary: $8000 per school year; grant-funded

SUBCOMMITTEES OF THE LOWELL SCHOOL COMMITTEE
Appointed by Mayor

SCHOOL IMPROVEMENT & PERFORMANCE MANAGEMENT

Policy Oversight:

- School Turnaround
- Program Expansion and Consolidation
- School Accountability
- Program Research and Evaluation
- School Climate

Chairperson,
Member,
Member,
Dr. Linus Guillory, Adm. Representative

CURRICULUM & INSTRUCTION

Policy Oversight:

- Curriculum Frameworks and Materials
- Professional Development
- Social Emotional Learning
- Special Education
- Services for English Language Learners
- Technology and Digital Learning
- Extended Learning and Enrichment

Chairperson,
Member,
Member,
Ms. Robin Desmond, Adm. Representative

COLLEGE & CAREER READINESS

Policy Oversight:

- Secondary School Redesign
- Alternative Programming
- High School Pathways
- College and Business Partnerships
- Guidance Counseling

Chairperson,
Member,
Member,
Dr. Linus Guillory, Adm. Representative

EQUITY & ACCESS

Policy Oversight:

- Culturally and Linguistically Sustaining Practices
- Student Enrollment and School Assignment
- Translation Services
- Homeless Student Services
- Anti-Bias Training
- Student Impact Audits and Analyses

Chairperson,
Member,
Member,
Ms. Latifah Phillips, Adm. Representative

ARTS & ATHLETICS

Policy Oversight:

- Elem and Secondary Performing Arts
- Elem and Secondary Visual Arts
- Middle and HS Interscholastic Sports
- Intramural Sports

Chairperson,
Member,
Member,
Ms. Robin Desmond, Adm. Representative

HUMAN RESOURCES & LABOR RELATIONS

Policy Oversight:

- Staff Recruitment, Hiring and Retention
- Collective Bargaining
- Non-Affiliated Personnel Contracts

Chairperson,
Member,
Member,
Dr. James Hall, Adm. Representative

SUBCOMMITTEES OF THE LOWELL SCHOOL COMMITTEE
Appointed by Mayor

FACILITIES & TRANSPORTATION

Policy Oversight:

- Building Construction and Maintenance
- Student Bussing
- Facility Use
- Building Security
- Emergency Management

Chairperson,
Member,
Member,
Dr. James Hall Adm. Representative

FINANCE

Policy Oversight:

- Budget
- Payroll
- Procurement
- Fiscal Auditing

Chairperson,
Member,
Member,
Billie Jo Turner, Adm. Representative

FAMILY & COMMUNITY ENGAGEMENT

Policy Oversight:

- Community Partnerships
- School and District Calendar
- Community Outreach
- District Events

Chairperson,
Member,
Member,
Ms. Latifah Phillips, Adm. Representative

POLICY & GOVERNANCE

Policy Oversight:

- Strategic Planning
- Inter-governmental Affairs
- Legislative Agenda Setting
- Local Board Appointments

Chairperson,
Member,
Member,
Ms. Latifah Phillips, Adm. Representative

LOWELL PUBLIC SCHOOLS
Henry J. Mroz Administration Offices
155 Merrimack Street
Lowell, Massachusetts 01852

Robin Desmond
Chief Academic Officer
Office of Teaching and Learning

Tel: (978) 674-4323
email: rdesmond@lowell.k12.ma.us

January 6, 2020

Dear Superintendent Boyd:

I am writing to request permission for Melissa Newell to stay overnight for the MRA (Massachusetts Reading Association's) Annual Reading Conference in Quincy, MA on April 1 & 2, 2020. This educational conference is focused on implementing and sustaining a culture of literacy within a classroom, school, and district. This conference focuses on current instructional practices to support literacy. This work is directly related to her role as the English Language Arts and Literacy Coordinator K-12 because she supports reading and writing professional development at all levels. Teachers continue to struggle with how to reach all readers in their classrooms and this would give her strategies to offer them to support our students.

Melissa Newell is requesting to stay overnight for the 3-day conference and receive hotel accommodations for Wednesday and Thursday evening. The conference begins on Wednesday in the late afternoon and begins early on Thursday and Friday.

The cost for attending the workshop was $380.00. She is already registered and this was funded by Title 1. The total cost for the hotel is $350.00 for 2 nights at the conference location. Mileage and meals are $150 total. Title 1 will reimburse the cost of 2 nights lodging and travel up to $500.00.

Thank you for this consideration. A description of the institute is attached.

Sincerely,

Robin Desmond
Chief Academic Officer

Lowell Public Schools

Lowell High School
50 Fr. Morissette Blvd
Lowell, Massachusetts 01852-1050

Marianne E. Busteed
Head of School

Tel. (978) 937-8900
Fax (978) 937-8902
Email: MBusteed@lowell.k12.ma.us

December 5, 2019

Dr. Joel Boyd, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Re: Travel to Belize

Dear Dr. Boyd:

I am writing to request permission for Wayne Taylor to travel with up to thirty students and five chaperones to Belize, during week of February 15-19 school vacation, 2021. (Wayne Taylor, Thomas Thornton, Michelle Callahan, Jill Taylor, and John Mellonakas). Students' may miss one day from school on Friday, February 12, 2021

In order to keep the costs at a minimum for students traveling, we have elected to travel during the "off season" which forces the eight-day trip to overlap with one day of school. The cost of four substitutes will be covered by LHS Professional Development for the amount of $440. This trip will be coordinated with the assistance of ET Tours, an accredited group located in Boston. This organization comes highly recommended, as they have been working with student travel for over 50 years.

Each student traveling to Belize will pay the total cost of the trip. The itemized cost is:

Student Cost: Pricing Information

- Enrollment Fee - $95- locks in the price for students

- Program Fee - $3,225-$3,525 (this includes round trip airfare, ground transportation, EF tour director, daily breakfast and dinner, all entrance fees and local guides: travelers will be responsible for their lunch, daily); including Group Travel Insurance; tips will be the responsibility of the group.

- Transportation to/from Logan Airport – Approximately $420 through local bus transportation divided by the number of students attending; at no cost to the school department.

This trip is in accordance with the Massachusetts State curriculum Frameworks under the following standards:

- Standard I: Culture – Students will demonstrate an understanding of the culture studied through history, literature, and the arts. Civic dispositions. Encompass value, virtues, and behaviors, such as respect for others, commitment to equality, capacity for listening, and capacity for communicating in ways accessible to others. Speaking and Listening. Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher–led) with diverse partners on grades 9-12 topics, texts and issues, building on others' ideas and expressing their own clearly and persuasively.

- Standard 2: Communities- Students will use languages other than English beyond the school setting.

Thank you in advance for your consideration and support.

Sincerely,

Marianne E. Busteed
Head of Lowell High School

Lowell Public Schools

Lowell High School
50 Fr. Morissette Blvd
Lowell, Massachusetts 01852-1050

Marianne E. Busteed
Head of School

Tel. (978) 937-8900
Fax (978) 937-8902
Email: MBusteed@lowell.k12.ma.us

November 18, 2019

Dr. Joel Boyd, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Re: **Cuisine & Culture of Southern Italy**

Dear Dr. Boyd:

I am requesting permission for Susan Brassard and a group of Lowell High School students to travel on an international trip named **Cuisine & Culture of Southern Italy** during the school vacation week in February of 2021. I am anticipating up to 18 students' total. The travel arrangements are being handled by EF Tours, an organization frequently used in the planning of other international trips with Lowell High School.

The trip will include a focus on the cuisine and culture of Southern Italy including Rome, Capua, Benevento, Bari, and Matera. Students will be exposed to the cuisine and culture of these cities including a visit to a buffalo mozzarella farm, multi-generational chocolate factory, and an olive farm. A custom excursion in Rome has been added:

> ***Rome cooking class***
> *Discover why food plays such an integral role in Italy's culture as you dive into this hands-on cooking class. With a local Italian chef as your guide, participate in making several classic Italian recipes. Upon completion, sit down at the table and enjoy the tasty fruits of your labor.*

Chaperones are Susan Brassard and two additional non-teacher adult chaperones include Cassandra Johnson, and Brianna Heughins (CORI completed). It will be for Friday February 12th or Monday February 15, 2021. This will be depending upon the flight scheduling, and EF Tours is aware that scheduling cannot conflict with the Thursday school schedule. **NO COST TO LOWELL PBULIC SCHOOL DEPARMENT.**

Student Costs: Pricing Information

- **Enrollment Fee** $95 – locks in the price for students, included in program fee.

- **Program Fee** $3,709 (this includes round-trip airfare, ground transportation, EF tour director, daily breakfast and dinner, all entrance fees and local guides; travelers will be responsible for their lunch, daily); includes Group Travel Insurance; tips will be the responsibility of the group.

- **Transportation to/from Logan Airport** –To be determined through local bus transportation, divided by the number of students attending, and no cost to the school department.

The trip complies with the Massachusetts Curriculum Standards:

Standard 1: Culture. Students will demonstrate an understanding of the culture studied through history, literature, and the arts.

Standard 2: Communities. Students will use languages other than English beyond the school setting.

Standard 3: Demonstrate active listening skills. Listen attentively and respectfully to others. Focus attentively, make eye contact or other affirming gestures, confirm understanding and follow directions.

Standard 4: Professionalism. Demonstrate attendance and punctuality. Identify and practice professional time-management and attendance behaviors including punctuality, reliability, planning and flexibility.

Thank you in advance for your consideration and support.

Sincerely,

Marianne E. Busteed
Head of Lowell High School