



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

Sokhary Chau
Mayor and Chairperson

Jackie Doherty
Vice-Chairperson

Susie Chhoun
Eileen Delrossi
Dominik Lay
Connie A. Martin
Stacey Thompson

Human Resources & Labor Relations
Subcommittee Meeting

Tuesday, November 14, 2023
Central Administration Building
TV Studio - 5th Floor
6:00 p.m.

Tel: (978) 674-4324
Fax: (978) 937-7609

Subcommittee Members Present:

Chairperson Martin, Ms. Delrossi and
Mr. Lay

School Department Personnel Present:

Dr. Hall, Chief Operating Officer

Chairperson Martin called the meeting to order at 6:09 p.m. The following agenda items were discussed:

1. Discussion of Process and Procedures for Superintendent Search
2. Discussion of New Job Descriptions

Superintendent Search

Chairperson Martin spoke about the upcoming Superintendent of Schools search and Subcommittee members discussed the following:

- Organizational Chart
- Materials from the Massachusetts Association of School Committees (MASC)
- Minutes related to previous searches
- Superintendent Search Flyer

Ms. Delrossi asked about what departments are under what Chief on the organizational chart for the Committee's visual.

Mr. Lay questioned having the Technology Department under the Curriculum office. He stated that he believes it should be aligned with the Operations department.

Ms. Martin stated that with the upcoming review of central office the alignment of offices will be addressed then.

Dr. Hall stated that Mr. Koocher, from MASC stated that he is happy to come and address the Committee. He stated that MASC sent materials for the search and the cost would be approximately \$8,000 to \$10,000.

Mr. Lay stated that he doesn't believe we need a search and that it's not necessary yet. He stated that he's not in favor of a change. He stated that the Interim Superintendent's contract should be extended one (1) more year and then do a search.

Ms. Delrossi stated that the Committee promised the community that we would conduct a full search.

Ms. Martin stated that she agrees with Ms. Delrossi. She stated that the search for Interim happened very quickly and that she wants the community to be involved now. She stated that at the December 6, 2023 meeting the Committee can vote on moving forward with the search and then Mr. Koocher can start in January.

Ms. Delrossi added that Mr. Koocher can come and address the Committee at the first meeting in January.

Dr. Hall stated that the first meeting in January is January 3, 2024.

Ms. Martin stated again that at the December 6th meeting the Committee can vote about moving forward with the search and then make the timeline with the new Committee.

Dr. Hall then discussed the job descriptions. He stated that he had brought them before the body about six (6) weeks ago. He stated that he changed the executive secretary position from Chief Schools Officers to reporting to the Chief Operating Officer to assist in the HR department with temporary licenses, etc.

Ms. Martin stated that the FRC Assistant Coordinator position is still incorrect and the changes requested have not been made. The job description will not be brought forward for approval at this time.

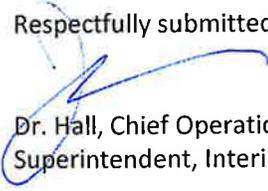
Ms. Martin made a motion to approve the McKinney Vento for Transportation job description; seconded by Ms. Delrossi. 3 yeas APPROVED

Ms. Martin stated that she will support moving the Executive Secretary position forward for purposes of conversation, but may not support it moving forward.

Mr. Lay made a motion to approve the Executive Secretary for Educator Support; seconded Ms. Delrossi. 3 yeas APPROVED

Ms. Delrossi made a motion to recess at 6:30 p.m.; seconded by Mr. Lay. 3 yeas APPROVED

Respectfully submitted,


Dr. Hall, Chief Operations Officer for Liam
Superintendent, Interim Superintendent

JPH/mes