

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

Daniel Rourke
Mayor and Chairperson

Dominik Lay
Vice-Chairperson

Fred Bahou
David Conway
Eileen Delrossi
Jackie Doherty
Connie A. Martin

Human Resources & Labor Relations
Subcommittee Meeting

Wednesday, January 24, 2024
Central Administration Building
TV Studio - 5th Floor
5:00 p.m.

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

Subcommittee Members Present:	Chairperson Martin, Mr. Conway and Ms. Doherty
School Committee Members Present:	Mr. Bahou
School Department Personnel Present:	Dr. Hall, Chief Operating Officer Mr. Descoteaux, Director of Transportation

Chairperson Martin called the meeting to order at 5:13 p.m. The following agenda items were discussed:

1. Review of Transition Plan for Transportation Department
2. Review of Transportation Router Job Description

Dr. Hall recommended to the Committee that a Transportation Router position (job description provided) be approved for posting and that the Committee authorize the hire of a second Director of Transportation beginning as early as April 1, 2024, in order for there to be sufficient time for training and transition with Mr. Descoteaux, the current Transportation Director, who is retiring on July 5, 2024. Dr. Hall stated that this Transportation Router position will provide more flexibility and assistance within the transportation department and also allow more of the Director's time within normal business hours on planning, critical thinking, as well as more access to parents. He recommended the following staffing recommendations for the remainder of the year:

- Director of Transportation I (ongoing until July 5, 2024 retirement)
- Director of Transportation II (April 1, 2024 to June 30, 2024)
- Transportation Router (January 29, 2024 to June 30, 2024)
- Two (2) 6A Administrative Assistants

Mr. Descoteaux stated that Worcester Public Schools presently has two (2) routers, one (1) for General Education and one (1) for Special Education. He stated that presently he does all the routing and the administrative assistants put all the data in. He stated that an administrative assistant in his office has been shadowing him and would be ready for the position.

Ms. Doherty stated that a transition plan makes sense. She asked why there was no requirements on education on the job description.

Mr. Descoteaux stated that a high school diploma is sufficient for this position. He stated the administrative assistant that has been shadowing him has approximately twenty-five (25) years' experience in the transportation industry.

Ms. Doherty stated that she loves the idea, but would like to see a degree or experience requirement added to justify the salary.

Mr. Descoteaux stated that in Worcester the positions pay \$90,000 and \$95,000 each. He stated that the number of applicants were small for the Director's position. He stated that at the start of the school year he works thirty (30) to forty (40) days straight.

Mr. Conway stated that we are looking for a smooth transition. He stated that he appreciates all the work Mr. Descoteaux has done.

Mr. Bahou suggested adding five (5) years transportation experience on the job description.

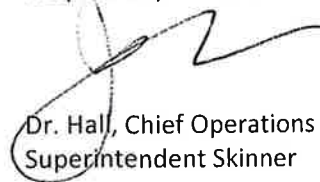
Ms. Martin stated that she would be comfortable with three (3) to five (5) years' experience included.

Ms. Doherty stated that the salary could also be expanded to make it amenable with the employee to make it worthwhile.

Ms. Doherty made a motion to approve the Transportation Transition plan which includes a Director of Transportation I (ongoing until July 5,2024 retirement, a Director of Transportation II (April 1,2024 to June 30,2024), a Transportation Router (January 29,2024 to June 30,2024) and Two (2) 6A Administrative Assistants for the remainder of the school year to the full Committee for approval; seconded by Mr. Conway. 3 yeas. APPROVED

Ms. Doherty made a motion to adjourn at 5:33 p.m.; seconded by Mr. Conway. 3 yeas APPROVED

Respectfully submitted,



Dr. Hall, Chief Operations Officer for
Superintendent Skinner

JPH/mes