



LOWELL SCHOOL COMMITTEE
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Human Resources & Labor Relations
Subcommittee Meeting

Tuesday, October 21, 2025
Central Administration Building
TV Studio - 5th Floor
6:00 p.m.

Subcommittee Members Present: Chairperson Martin, Mr. Conway and Ms. Doherty

School Department Personnel Present: Superintendent Skinner
Dr. Hall, Chief Operating Officer
Ms. Brown-Le Grand, Assistant Superintendent

Chairperson Martin called the meeting to order at 6:04 p.m. The following agenda item was discussed:

1. Central Organizational Chart
2. Central Office Positions

Ms. Martin asked Superintendent Skinner to proceed with the agenda.

Superintendent Skinner stated that the Student Support Services Office was reestablished in response to a desire for change. He explained that he believes the responsibilities of the Assistant Superintendents are now more balanced, as efforts were made to ensure an even distribution of duties across departments. He also noted that per the School Committee, there are no more than five Assistant Superintendents.

Ms. Martin asked how translation services are divided between the two Assistant Superintendents of Student Support Services, and Schools & Leadership.

Superintendent Skinner emphasized that translation is a critical service across the district, and it is not limited to the Family Resource Center. He explained that while the Assistant

Superintendent of Student Support Services oversees the liaisons responsible for translation as well and evaluates them, the Assistant Superintendent of Schools and Leadership, supervises Principals. He referenced that the Public Works report previously presented to the Committee, suggested that future structures may include shared responsibilities across departments.

Mr. Conway asked who oversees the guidance counselors.

Superintendent Skinner responded that guidance counselors fall under the Student Support Services Office at Lowell High School. Ms. Zelinski serves as the Coordinator of Student Support Services and supervises all guidance counselors. He added that a follow-up would be conducted regarding this matter.

Mr. Conway also inquired about interpreters for the deaf and hard of hearing.

Assistant Superintendent LeGrand confirmed that the district currently employs one interpreter.

Ms. Martin stated that while adjustments to this structure may be necessary in the future, no changes are being recommended at this time.

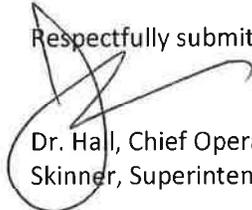
Ms. Doherty asked Superintendent Skinner if the current organizational structure is functioning well. He stated that he credits the success to hiring strong personnel and shared that surveys are regularly conducted among central office and school leaders to assess performance.

Ms. Doherty stated that she would like to see the results of those surveys.

Mr. Conway asked about financial planning and whether the administration is reviewing potential budget cuts. Superintendent Skinner reassured the Committee that these discussions are ongoing. He confirmed that the administration is prepared to make necessary cuts if required.

Mr. Conway moved to adjourn at 6:33 p.m.; the motion was seconded by Ms. Doherty. The motion passed with 3 yeas.

Respectfully submitted,



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

JPH/mes