



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

DATE: Friday March 27, 2020 TIME: 1:00 p.m. ROOM: Virtual Meeting

PLACE: Virtual Remote GoToMeeting ADDRESS: On-Line Meeting

The Chelmsford School Committee intends to conduct a virtual remote meeting using the GoToMeeting electronic platform. All participation will take place remotely, not in-person. The meeting will be recorded and posted to the CPS website for interested community members to access and watch. Interested community members may submit comments through either the School Committee Chair, Mr. Dennis King, via e-mail to kingd@chelmsford.k12.ma.us, or Superintendent of Schools, Dr. Jay Lang, via e-mail to langj@cherlmsford.k12.ma.us during the meeting. Comments submitted will be read under the public participation portion(s) of the agenda.

CALL TO ORDER

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of March 3, 2020

PUBLIC COMMENTS: The School Committee will hear from members of the public on items listed under New Business on the posted agenda.

NEW BUSINESS

1. Update on the Status of the Chelmsford Public Schools Closure
 - a. District Communications
 - b. Status of Events and Programming
 - c. Expectations for Learning/Operations/Staff
 - d. Student Feeding/Meals Program
 - e. Required Actions and Votes of the School Committee
2. Recommended FY20 Budget Transfers
3. Personnel Report: February 2020

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS: The School Committee will hear from members of the public on general matters of education interest.

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
March 3, 2020
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Mr. John Moses (Vice Chair), Ms. Maria Santos (Secretary), Mr. Jeffrey Doherty and Ms. Donna Newcomb.

Also present: Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson-Collins (Director of Business and Finance).

Call to Order

6:00 p.m.

Pledge of Allegiance

Chair Opening Statement

The Chair welcomed all and stated that the meeting will be recorded and televised by Chelmsford Telemedia. He welcomed the TEA Program at UMASS Lowell and the members of Chelmsford's SEPAC.

Consent Agenda

1. **Approval of the minutes of the regular School Committee meeting of February 25, 2020**

Mr. Moses motioned to approve the regular School Committee minutes of February 25, 2020. Ms. Newcomb seconded. Motion carries 5-0.

CHS Student Representative Announcements

Good News

Dr. Hirsch, with the help of Ms. Santos, shared that the CHS Theatre Guild won several awards including: three acting awards; a set award; a design award and a background reflection award. The Guild will be moving on to the next round of awards. Dr. Lang and Mr. Doherty also attended the awards and were sincerely impressed. The girls' varsity basketball team moved on to the next round and will be playing tomorrow night. CHS is involved in elections for next year's student representatives to the School Committee. Sudeep is running for reelection. Gavin Lambert and Alex Heater are congratulated for moving on to the next round of the State Geography Bee. The K-12 Art Exhibition will be held at the Chelmsford Public Library tomorrow from 5:00 to 6:30 p.m. CHS will host a Student Day of Poetry on March 13th. Poets from the Massachusetts Poetry Organization will present and there will be an open mic for others to share their poems. On March 24th an information night for parents on "standards-based report cards" will be held.

The Chair congratulated the CHS Wrestling Team which took third place in the All State Championship and Evan Kinney who was the All State Champion in his weight class. Congratulations also to Patrick Hughes and Evan Kinney who placed and will be moving on to the New England Championship this weekend.

Mr. Doherty reminded all that the CHS Hall of Fame Dinner will be held on March 21, 2020.

Public Comments

None.

New Business

1. Presentation: Spotlight on the Schools – Harrington Elementary School

Harrington School Principal Asselin and Assistant Principal Grabowski came to the table to present, accompanied by twelve of the twenty 4th grade Student Council representatives. This is the first year of this council. Five students from each fourth-grade classroom were elected based on a paragraph they wrote on leadership skills and teacher input. They meet once a month and keep a blog of their agendas and meeting notes. They have implemented a consistent school recycling program and act as ambassadors demonstrating appropriate behaviors including the creation of videos for behaviors on the bus and in the bathrooms. They have met with the Parker PRIDE Leadership Group to discuss school leadership and development. Several students hope to become part of the PRIDE Leadership group when they move on to middle school. Harrington has also provided community service in the form of collecting mittens. In March the Student Council will be holding a raffle to raise money for the Lowell Humane Society. Students happily answered questions from The Committee. Full appreciation of this presentation may be enjoyed by viewing it on Chelmsford Telemedia/YouTube.

...Before continuing with “New Business” Dr. Hirsch spoke about the success of this, the fourth year of the Teaching Excellence and Achievement Program (TEA) through UMASS Lowell. This program brings 22 Fulbright Scholars from all over the world funded by a grant provided by the US State Department and allows them to spend time in local schools collaborating with teachers to the betterment of education in all countries. Several TEA teachers came to the table to speak about what they have gained by participating in this program. The countries represented included India, Cameroon, Nigeria, Tunisia and Bangladesh. You may view this entire uplifting presentation on Chelmsford Telemedia/YouTube.

2. Presentation: Chelmsford SEPAC

Ms. Alison Barnes, President of SEPAC, came to the table along with Mr. Vyas Sanzgiri, Treasurer, and Ms. Laurie McCarron, Secretary. Their detailed presentation covered: SEPAC’s responsibilities; goals for the current school year; their many accomplishments thus far; needs assessment survey and concerns and recommendations moving forward. Their information-rich slide show and facts they shared orally can only be fully appreciated by watching their presentation on Chelmsford Telemedia/YouTube.

Highlights include, but are not limited to the following:

- Zen dens and free babysitting during school events and meetings
- Collaborating with The Chelmsford Council of Schools and The Chelmsford Special Education Parent Support Group
- Creation of an informational brochure which is shared with CHIPS parents, at IEP and 504 meetings, community events and local businesses
- Bill signed by Governor Baker for November as SEPAC Awareness Month
- Formation of a “Recess Subcommittee”
- Multiple workshops and guest speakers

Some concerns and recommendations include:

- Better communications between staff and parents
- More mental health and academic supports in middle school
- Improved literacy curriculum and instruction
- More consideration given to outside diagnosis and evaluation
- SEPAC could be used more as a district resource

3. MSBA Accelerated Repair Project Update – South Row Elementary Roof Repair

Dr. Lang included a memorandum in the agenda packet providing an update on the partial roof repair project for South Row School which was approved for maximum reimbursement by the MSBA Board of Directors on February 13th. The project is anticipated to begin in June and be completed prior to the opening of school. Supporting documents are included in tonight's agenda packet. Mr. Cohen, Town Manager, will work to secure advance funding for this project at Town Meeting.

4. Update: MA DESE Students Opportunity Act (SOA) Plan Guidance

Dr. Lang included a memorandum concerning the SOA and supporting documentation from DESE. The District will be required to submit the form for this to the MA DESE by April 1, 2020. Dr. Lang will be presenting a draft of the document to be submitted at the next regular School Committee meeting. That will need to be voted on and submitted by April 1st.

5. Superintendent's Mid-Year Goals Review

Dr. Lang provided an update on the progress of goals so far this school year. He will share this update of the progress on the District's website. It is included in tonight's agenda packet as well.

6. Multi-Year Strategic Plan: Staff Survey Results

Dr. Lang provided an update on the Strategic Plan by sharing information from the parent satisfaction survey and staff survey. The staff data information by each of the questions is shared in the form of pie charts included in tonight's agenda packet and, additionally, as spread sheets. Sample responses from the open-ended questions are included showing consistent themes. More than half the staff voluntarily participated in the survey. The results from the individual schools are being sent to the schools by grade level and department teams. The data should be useful for the schools when they are forming goals for the next school year. The Committee discussed the survey results. Dr. Lang was encouraged by the survey results. Many of the responses aligned with the Strategic Plan.

7. Personnel Report: January 2020

No action required.

8. Discussion: Reschedule March 17, 2020 SC Meeting to March 24, 2020

Mr. Moses motioned to move the regular School Committee meeting from March 17, 2020, to March 24, 2020. Ms. Newcome seconded. Motion carries 5-0.

Reports

1. Liaison Reports

Mr. Moses attended the Byam Hootenanny this past weekend and enjoyed the event.

Mr. King attended the South Row Science Fair with Jeff and Donna. Center School's Science Fair is coming up.

Ms. Newcomb shared that South Row's Book Fair is to be held from March 9th to March 13th, with Family Night on March 11th. They will have a "brinner" which is a breakfast at dinner on March 19th. The Chelmsford Friends of Music will sponsor a "bottle and can drive" on March 14th at McCarthy. A mattress sale will be held by the Chelmsford Music Department on March 15th from 10:00 to 4:00 p.m. in the gym. Summer music camp scholarship applications are due by May 4th as are college scholarships for those majoring or minoring in music. Parker PTO will meet tomorrow night. Parker's Got Talent will be held on March 6, 2020. The science fair at Parker will be held on March 12th. The Harlem Wizards will be performing on March 21st.

Ms. Santos attended the session on "Dual Enrollment" at CHS which went well.

New Items

Ms. Newcomb wants to discuss talking points with The Committee for "Day on the Hill".

The chair announced a meeting next Monday with The Selectboard at 7:00 p.m. He will also like to discuss at the next meeting student trips scheduled for April in relation to the Corona Virus.

Public Comments

None

Adjournment

Mr. Moses motioned to adjourn tonight's meeting at 8:25 p.m. Ms. Newcomb seconded. Motion carries 5-0.

Tonight's meeting may be viewed in its entirety on Chelmsford Telemedia You Tube.

*Respectfully submitted,
Sharon Giglio*

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Ed.D., Superintendent of Schools
Members of the School Committee

FROM: Joanna Johnson-Collins, Director of Business & Finance

DATE: March 23, 2020

RE: FY2020 Recommended Budget Transfers

I am writing to request four (4) budget transfers for FY2020 totaling \$ 46,882.50.

The first budget transfer request is shifting budget funds from the computer services account to the instructional software account in the amount of \$ 12,250. This is to purchase additional chrome book licenses.

The second budget transfer request is shifting budget funds from language arts supply accounts to the language arts textbook accounts in the amount of \$ 4,632.50. This is to purchase Fountas and Pinnell benchmarking kits.

The third budget transfer is shifting budget funds from the salary reserve lane change account to the salaries supervision account in the amount of \$ 3,000. The Director of Student Support Services received her CAGS degree last year and this budget transfer places the funds into the correct salary account. Upon approval of this budget transfer, the salary reserve lane change account will have a favorable balance of \$ 23,551.

The fourth budget transfer request is shifting budget funds of \$ 27,000 from the salary reserve cost of living adjustment (COLA) account to the copier administration account. The school committee previously approved a budget transfer of \$ 39,960 to address the additional one-time costs of purchasing new copiers since the five-year lease of all copiers had ended this year. The costs of additional supplies, black and white toner, and some color toner is above the original estimate. Upon approval of this budget transfer, the salary reserve COLA account will have a favorable balance of \$ 5,013.

From		To			Amount
14400000-52472	Computer Services	12455000	54000	Instructional Software	12,250.00
12430451-54000	Supplies Byam Lang Arts	12410451	54000	Texts Byam Language Arts	741.16
12430551-54000	Supplies Center Lang Arts	12410551	54000	Texts Center Language Arts	1,297.11
12430751-54000	Supplies South Row Lang Arts	12410751	54000	Texts South Row Lang Arts	1,297.11
12430377-54000	Supplies Parker Reading	12410377	54000	Texts Parker Reading	1,297.12
12305000-51460	Salary Reserve Lane Change	12110076	51050	Salaries Supervision	3,000.00
12305000-51455	Salary Reserve COLA	11230000	53140	Copier Administration	27,000.00

I recommend the school committee vote at the regular school committee meeting on March 27, 2020 to approve these FY2020 local operating budget transfers for the Chelmsford Public Schools as presented.

CHELMSFORD PUBLIC SCHOOLS

*Office of Human Resources
230 North Road, Chelmsford, MA 01824
Telephone: (978) 251-5100 Fax: (978) 251-5110*

TO: Dr. Jay Lang, Superintendent

FROM: Dr. Cheryl Kirkpatrick, Director of Personnel and Professional Learning

DATE: MARCH 11, 2020

RE: **Personnel Report – February 2020**

Please see the attached Personnel Report which includes retirements, resignations, new hires and assignment changes. Thank you for sharing this report with the members of the Chelmsford School Committee.

Personnel Report - February 2020

New Hires

Dean, Kathrine

Financial Analyst

Central Administrative Office

Effective date: 3/2/20

Lombardo, Melissa

School Nurse

Harrington Elementary School

Effective date: 3/9/2020

Mbaliro, Shamir

ABA Paraprofessional

CHIPS Program

Effective date: 3/9/2020

Novellano, Diane

Lunch/Recess Aide

South Row Elementary School

Effective date: 2/24/2020

Resignations:

Adil, Lisa

Science Teacher

Chelmsford High School

Effective date: 6/30/2020

Parsons, Heather

Social Worker

CHIPS Program

Effective date: 2/5/2020

Spiller, Kelley

Paraprofessional

Center Elementary School

Effective date: 3/6/2020

Subreenduth, Ravinchand

.4 Adapted PE Teacher

Byam Elementary School

Effective date: 3/6/2020

Retirements:

McFarland, Kevin

Technology Engineering Teacher

Parker Middle School

Effective date: 2/22/2020

Quinn-Harrahy, Nancy

School Nurse

Harrington Elementary School

Effective date: 2/29/2020

Assignment Changes:

Denny Brown, Ann (formerly Technology Integration Specialist at Parker and CHIPS)

Technology Engineering Teacher

Parker Middle School

Effective date: 2/24/2020