



Chelmsford School Department School Committee

Notice of Public Meeting

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Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

DATE: Tuesday September 3, 2019 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of August 20, 2019

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

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. Announcement of Special Education Administrative Chairperson: Ms. Shawna Mottram
2. Announcement of Communications and Media Director: Ms. Jodie Luksha
3. Presentation: Elementary Enrichment PILOT Program
4. Acceptance of Donation/Gift from the Hoyt Foundation
5. Opening of School Report (verbal)
6. 2019/20 Draft School Committee / Superintendent Goals
7. Strategic Plan Overview & Timeline
8. Review/Update of School Committee Liaison Assignments

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.

EXECUTIVE SESSION:

M.G.L. Ch. 30A, Section 21(a)(3) - The Chelmsford School Committee provides public notice of its intent to convene in executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
August 20, 2019
Meeting Minutes**

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

Also present: Dr. Jay Lang (Superintendent) Dr. Linda Hirsch (Assistant Superintendent) and Ms. 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. The Chair welcomed and introduced the newest member of the Committee, Mr. Jeffrey Doherty. He was voted to fill the remainder of the term vacated by Mr. Al Thomas at a joint meeting last night of the Select Board and School Committee. He has served as a teacher and administrator in Chelmsford Public Schools for over 30 years.

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of August 6, 2019**

Mr. Moses motioned to approve the minutes of the Committee meeting of August 6, 2019. Ms. Newcomb seconded. Motion carries 4-0 with Mr. Doherty abstaining.

Good News

Dr. Hirsch shared that Katie Simes wanted it known that the Adventure Course at CHS is in the process of being set up. Dr. Hirsch also stated that the buildings are ready, and the staff is excited for the beginning of the new school year. Mr. King shared that, at the joint meeting last night, Mr. Al Thomas was honored by the Board and the State House Representatives with the receipt of proclamations for his over 40 years in education. Additionally, The Chair spoke of the workshop in which the Committee participated last week and stated that more information about it will be forthcoming.

Public Comments

None.

New Business

1. Announcement of Special Education Administrative Chairperson: Ms. Taryn Dery

She will be assuming the role of Special Education Chairperson for Intensive Programs. Ms. Dery will oversee the Autism Spectrum Disorder programs at Byam and Parker as well as the Functional Academics/Life Skills programs at Center and McCarthy. She joined the Committee at the table and shared her past experiences and her excitement at joining The Chelmsford Public Schools and was welcomed by The Committee.

2. Announcement of Special Education Administrative Chairperson: Ms. Shawna Mottram

Ms. Mottram was not able to be present tonight but will attend a meeting soon. She will be working primarily at Chelmsford High School.

3. Presentation: 2019/20 Technology Initiatives

Mr. Bill Silver, Director of Technology, provided updates on technology projects which he introduced to The Committee in January 2019. He shared that the addition of 50 Chrome Book Carts eased the scheduling and administration of MCAS online testing. Clear Touch Panels were installed at Parker, McCarthy and CHS to enhance interactivity in the classrooms for use with Chrome books and with the 1:1 Initiative. Chrome books will be distributed to all grade five and grade nine students on August 21st and 22nd for the 1:1 Initiative. The internet bandwidth has been increased and firewalls and filters have been upgraded. Security upgrades for Parker and McCarthy include additional cameras and programming to increase security for both schools, including alerts when doors are opened that should not be. In conjunction with the 1:1 Initiative, teachers in grades five and nine were given Chrome Books in June and participated in summer curriculum work to prepare for the rollout of Blended Learning programs to start in September. Technology staff, including the Technology Integration Specialists in both middle schools and at the high school are well trained and ready to assist teachers as the 1:1 and Blended Learning programs move forward this school year.

More in depth information on Technology Initiatives and Blended Learning programs is available in tonight's agenda packet and by viewing tonight's meeting presentations by Mr. Silver and Dr. Hirsch on Chelmsford Telemedia/YouTube.

4. Approval of 2019/20 Parent & Student Handbook: CHS Addendum

Principal Murray included a memorandum in tonight's packet detailing updates he would like the Committee to approve for the CHS Student Handbook Addendum. The changes proposed involve: student parking; tardiness and dismissal; extracurricular activities (for students who skip detention); arrival at school dances; and the offering of a diversion program for students who are suspended for drug and alcohol issues.

Mr. Moses motioned to approve the changes to the Chelmsford High School Handbook as presented. Ms. Newcomb seconded. Motion carries 5-0.

5. 2019/20 Student Enrollment Update

Dr. Lang presented updates and supporting data to The Committee concerning student enrollment at all three levels. A recent uptake in enrollments for kindergarten at Byam and Harrington has Dr. Lang recommending five kindergarten classrooms instead of four at each school. Enrollment at the middle schools is equitable and consistent. There is no need for adjustments to the schedule at CHS as class sizes are very desirable. Action may be taken on the additional kindergarten classes later tonight when "FY20 Budget Adjustments and Transfers" are discussed. Both Dr. Lang and Dr. Hirsch addressed questions asked by members of The Committee.

6. Multi-Function School Activity Bus (MFSAB)

Chelmsford Public Schools recently purchased a new small bus which drives like a van and will be used to transport small groups of students (club, teams, etc.). No special license is required to drive the vehicle, thus making it possible for staff with a current, valid driver's license to drive students to events. Dr. Lang thanked Ms. Johnson-Collins and Ms. Kerry Kearns who authored a detailed draft for "Multi-Function School Activity Bus Procedures". This draft is included in tonight's packet. A video on the safety and use of the vehicle will be available for staff to watch before they use it. The use of this vehicle and cost will be tracked and assessed to see if the purchase of more vehicles of this type would be feasible. No action is required by The Committee tonight.

7. FY20 Budget Adjustments/Transfers

Dr. Lang's memorandum details budget adjustments and transfers recommended to provide for the additional kindergartens at Byam and Harrington.

Mr. Moses motioned to transfer the amount of \$113,934 from The Chelmsford High School math position and The Chelmsford High School business position to the Byam kindergarten position and the Harrington kindergarten position. Ms. Newcomb seconded. A roll call vote was taken. The motion carries 5-0.

Mr. Moses motioned to transfer the funds from the accounts as listed to the total amount of \$17,220 to the Center supplies account and the Harrington supplies account. Ms. Newcomb seconded. A roll call vote was taken. The motion carries 5-0.

8. Personnel Report: July 2019

No action required.

9. Ongoing Projects Update

Dr. Lang shared that the Center and Harrington parking lot expansions will be completely done by early fall and will not interfere with the opening of school. At CHS the striping is completed. The "Early Bird" school bus transportation registration this year was much more successful than last year. It is expected that more than 375 students will register before the start of school on August 27, 2019. Bus passes have been mailed out to 3,028 students so far.

Reports

1. Liaison Reports

Ms. Newcomb shared that The Friends of Music will meet this Thursday. The Chair encouraged members to reach out the schools to see when meetings for which they are the liaison are to be held.

Action/New Items

The Chair stated that agenda packets will no longer be printed out for members attending the Committee meetings. Attendees are encouraged to use their laptops to follow all items in the agenda packet.

Public Comments

None.

Adjournment

Mr. Moses motioned at 7:29 p.m. to move to executive session and not return to regular session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

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

Respectfully submitted by Sharon Giglio

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: August 16, 2019
Re: Announcement of Special Education Administrative Chair: Ms. Shawna Mottram

Ms. Amy Reese, Director of Student Support Services, shared the message below with staff announcing the recent appointment of Ms. Shawna Mottram as a new Administrative Chairperson in the special education department. I have invited Ms. Mottram to attend our next school committee meeting and be introduced to the community.

Please join me in welcoming Ms. Shawna Mottram to the Chelmsford Public Schools. Shawna will assume the position of Special Education Chairperson at Chelmsford High School. Shawna comes to Chelmsford from Lowell Public Schools where she was a PBIS coach and special education teacher at Lowell High School for several years before shifting into the role of special education evaluation team chairperson. Shawna's background is also notable for a five-year stint in Germany where she taught English and played professional basketball! Shawna's passion for working with high school students and teachers was evident in her interview, as well as when speaking with her colleagues in Lowell.

Please help me in welcoming Shawna to Chelmsford! She will join us in Chelmsford on August 26th.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

From: Jay Lang, Ed.D., Superintendent of Schools

Date: August 30, 2019

Re: Announcement of Communications and Media Director: Ms. Jodie Luksha

Please join me in welcoming Ms. Jodie Luksha to serve as the district's first ***Communications and Media Director***. Jodie joins us from Tri-County Regional Technical High School where she served in a similar role since 2017. At Tri-County, Jodie was responsible for the effective marketing, public relations, branding, media relations, and community outreach to the district's 11 member communities. She was charged with and developed an effective social media strategy for the district through an on-line presence including Facebook, Instagram, Twitter, and LinkedIn. She also created content and designs for brochures, postcards, newsletters, and advertisements, as well as managed the school district's website.

Prior to her work at Tri-County, since 2000, Jodie held several advertisement and marketing positions in the private sector, including serving as Marketing and Operations Director and Digital Marketing Specialist for private firms. Jodie brings to her new position a wealth of knowledge in the field of advertisement and marketing, appreciates and understands the demands of public school systems, and has a proven track record of promoting the priorities and values of her work environments. I firmly believe Jodie will make a positive impact in her new role in the Chelmsford Public Schools, particularly helping us "*tell our story*" to our varied constituents. Please join me in welcoming Jodie to the Chelmsford Public Schools!

Elementary Enrichment PILOT Program

@ South Row Elementary

Presentation for the Chelmsford School Committee 9/3/19

South Row After School Enrichment PILOT Program:

The Wellness Advisory Committee, in conjunction with Community Education, is looking to run a 7-week pilot program at South Row Elementary School in the fall of 2019 on Thursdays from Oct. 3rd to Nov. 14th (skipping Oct. 31st) from 3:30-4:30.

Types of programming may include:

- GARDENING
- ZUMBA
- KARATE
- JOURNALING
- CARING KIDS
- CREATIVE ART
- CHESS/CHECKERS
- CODING
- ROBOTICS



Goals

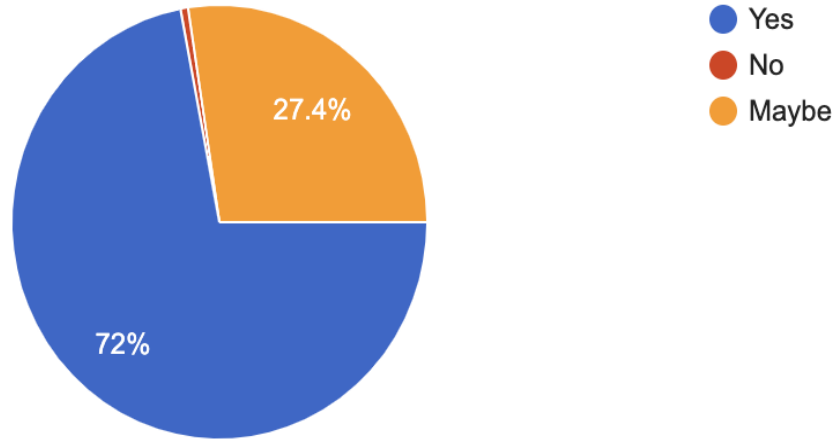
The goal of this program is to offer students a variety of enrichment activities at the elementary school level at an affordable price for families.

For the pilot in the fall, we are looking to keep each program session at a cost of \$30.00. We will reassess the pricing and programming after the pilot to see what changes and/or additions we need to make in order to make this a successful program.

Our ultimate goal is to run these enrichment programs in all four elementary schools. Expanding access and opportunity to enrichment to our CPS students.



Interest in programming (176 responses)



Next steps:

Finish secure programming



Sign ups

Launch

Evaluate

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Members of the School Committee

FROM: Jay Lang, Ed.D., Superintendent of Schools

DATE: August 29, 2019

RE: Acceptance of Donation/Gift from the Hoyt Foundation

The Hoyt Foundation would like to donate \$50,000 worth of equipment to the Chelmsford Public Schools. This donation is designed to meet The Hoyt Foundation's core mission of supporting individuals with disabilities to be included in all facets of daily life. The Hoyt Foundation contacted Mr. Russell Hoyt, the Preschool Coordinator of the CHIPs Program, to see if the school district would be interested, develop a list of equipment, and discussed the acceptance of the donation. Attached please find a list of the equipment The Hoyt Foundation would like to purchase new and donate to the school district.

The Hoyt Foundation, Inc. (EI #22-2940515) is a non-profit organization that was formed in 1989. The Hoyt Foundation aspires to build the individual character, self-confidence and self-esteem of America's disabled young people through inclusion in all facets of daily life; including in family and community activities, especially sports, at home, in schools, and in the workplace. Each year, Team Hoyt's primary spokespeople, world renowned athletes, Dick and Rick Hoyt, show the world how to do this by speaking before community and professional groups, and by direct participation in many road races, triathlons and other endurance events. The Foundation also provides advice and support to groups and individuals who share this mission.

Suggested motion:

I recommend the school committee vote to accept the donation/gift of approximately \$50,000 worth of equipment from The Hoyt Foundation, as presented in the attached spreadsheet, to benefit the students enrolled in the CHIPs Program.


**Chelmsford School Committee
Goals 2019-20**

Mission Statement

In order to support the mission of the Chelmsford Public Schools to cultivate inspired, creative and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members, the school committee proposes the following goals for the 2019-20 school year.

District Wide Goals

The following school committee goals for the 2019-20 school year are intended to support and reinforce the district wide and superintendent's goals outlined in the strategic plan.

School Committee's Goals and Actions Steps	RESULTS/ACTIONS TAKEN 2018-19
<p> Supporting Academic Achievement</p> <p>By June 2020, the school committee will support the district plan to provide multiple access points to learning to ensure that every student achieves to his/her full potential by evaluating alternative learning opportunities for students as measured by the offerings in the program of studies at the middle and high school levels.</p> <p>ACTION STEPS:</p> <ol style="list-style-type: none">1. Continue collaborative agreements with local colleges to increase academic pathways and career readiness programs for our high school students by establishing and building upon programs with local institutions;2. Establish and foster further collaborations with local businesses to help create internship or enrichment opportunities for students;3. Establish collaborations with local community, civic or governmental agencies to encourage students to be informed and active in their community;4. Continue investigating and evaluating options to provide additional administrative or supervisory student support services at all levels including, but not limited to, adding assistant principals at the elementary level;5. Monitor the development and funding sources for the one-on-one computer initiative in the district.	

School Committee's Goals and Actions Steps

RESULTS/ACTIONS TAKEN 2018-19

📄 Creating a positive, pro-social learning environment

By June 2020, the school committee in collaboration with the superintendent, assistant superintendent, director of student support services and other stakeholders, will create a prioritized list of programing that may be implemented to promote the socio-emotional well-being of all students and that assists in cultivating positive, safe learning environments for students and staff as measured by budget prioritization for the 2018-20 school years.

ACTION STEPS:

1. Evaluate the effectiveness of adding social workers to schools along with potential funding sources to maintain and/or increase their role;
2. Continue to support funding for a therapeutic classroom at the elementary level for students with severe behavioral needs;
3. Investigate the need for and potential funding sources to add programming to identify and support students with language-based learning disabilities;
4. Establish educational programs for staff and parents to inform them of district, state and national policies related to supporting students of all backgrounds with socio-emotional needs;
5. Increase public awareness of the district's PRIDE program;
6. Educate all stakeholders on the proper procedures for addressing issues, including but not limited to, an understanding of who to report issues to and the subsequent levels of response.

School Committee's Goals and Actions Steps

RESULTS/ACTIONS TAKEN 2018-19

 **Maintaining aligned financial and facilities resources**

By June 2020, the school committee will work with the superintendent, school personnel and town officials, to develop an aligned, sustainable financial foundation that supports the needs of the district including current and future budget requirements and facility needs and will clearly communicate these with all stakeholders in the district as measured by budget documents, the completion of a 10 year capital improvement plan, and submission of new building projects to the Massachusetts School Building Authority (MSBA).

ACTION STEPS:

1. Review the facilities report from Dore and Whittier to assess progress in addressing the recommendations and to guide future prioritization of capital needs in our current facilities, as well as continuing to pursue new facility options to meet projected future needs within the confines of the town's financial realities;
2. Establish a uniform policy for the establishment, maintenance, monitoring, and accounting of athletic and activity accounts, student group accounts, and/or other accounts established to raise and maintain funds outside of the normal school budget and clearly delineate how these funds are expended;
3. Encourage input from stakeholders (parents, staff, administrators, etc.) regarding budget priorities at the building and district level.
4. Investigate the need for grade or building level realignments to best make use of current facilities and/or in connection with enrollment projections and future building projects;
5. Investigate alternative building plans based upon feedback from the MSBA.


**Chelmsford School Committee
Professional Practice Goals
2019 - 2020**

Mission Statement

The following school committee goals for the 2019-20 school year are intended to improve the operations and communications among and between the members of the school committee and Chelmsford community.

 Communication Strategy

By June 2020, the school committee will meet to discuss ways to improve communication with all stakeholders as it pertains to achievements in the district, decisions made during school committee meetings, and responses to issues and concerns. Said strategy may include, but is not limited to, holding public forums on specific topics several times during the year, establishing a social media presence, and increasing the functionality of the district website.

 Committee Involvement in Strategic Plan Development

By February 2020, the school committee will participate in discussions, focus groups, public forums, workshops, etc. with all stakeholders to help to develop a district wide strategic plan to help guide the work of the committee, administration, faculty and staff for the 2020-21 academic year and beyond. Successful completion of this goal will be evidenced by the finalization and timely approval of the Strategic Plan aligned with recommendations incorporated in the FY21 local operating budget.

 Committee Engagement with State Level Organizations

By June 2020, the school committee will endeavor to become more engaged with lobbying efforts at the local and state level, including but not limited to, discussions with the MSBA related to school building projects and programs to provide funding to increase building security infrastructure, working with state representatives and the MASC to identify additional sources of revenues the district may seek, such as increasing reimbursements for school choice students and the inclusion of transportation costs in the determination of circuit breaker funding as evidenced by the inclusion of these initiatives in future MSBA projects, MASC platforms and/or state legislative efforts.

RESULTS/ACTIONS TAKEN

Superintendent's Professional Practice Goals

2019 – 2020 School Year

Comprehensive Communication Strategy

By June 2020, the superintendent will meet with stakeholders to discuss ways to improve communication with parents as it pertains to general announcements, school and district achievements, and matters of informational importance. This includes a review of the communication practices and methods currently in place (i.e. Aspen X2, BlackBoard ConnectEd, FaceBook, Newsletters, Twitter, CPS website, etc.) to determine if they are appropriate and/or should be modified to improve and streamline communication with stakeholders.

Strategic Plan Development – 3 to 5 Year Plan: Chelmsford 2025

By February 2020, the superintendent will lead a community and districtwide review of the Chelmsford Public Schools, including its current offerings, analysis of performance, identification of strengths and areas for growth to identify priorities to inform a new multi-year strategic plan for the district to guide our collective work in the 2020-21 school year and beyond. This will include community, parent, student and staff surveys, focus groups, and public forums to gather information about our current practices and to engage in deliberate and thoughtful dialogue about desired outcomes for our students as they progress through the Chelmsford Public Schools.

Budget Planning and Presentation

By June 2020, the superintendent will continue to refine financial reporting practices and procedures and develop a FY21 budget that serves as an informational document accurately reflecting the priorities of the district as outlined in the Strategic Plan. The recommended budget document will incorporate additional information on grant, revolving, and student activity funds. Further, efforts to include information from each schools' parent teacher organization will be sought to provide a comprehensive picture of the various funding sources that support our school programming.

Professional Development

By June 2020, the superintendent will attend state and national conferences and meetings to maintain his knowledge/learning with regard to the most educationally appropriate practices involving 1) school safety, security and emergency planning preparedness for our schools, 2) the integration of technology initiatives in elementary, middle and high schools, as we launch our 1:1 Chromebook initiative and focus on the meaningful integration of technology in our curriculum and learning practices, and 3) district administration and leadership.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: August 3, 2019
Re: Strategic Plan Overview & Timeline

As discussed at our last regular school committee meeting on August 20, 2019, during the upcoming months the district will be working on creating a new strategic plan to guide our work for the next three to five years. The school committee will receive regular updates at meetings throughout the year, including draft documents for review and comment. Below is a draft timeline that our admin team is reviewing and finalizing at this time:

9.16.2019 – 10.18.2019	Electronic Survey Feedback: CPS staff, families, students, and community members
9.24.2019	DLT to continue work started at the summer retreat
9.23.2019 – 11.1.2019	School Input Feedback Sessions: CPS staff
10.22.2019	DLT review and incorporation of feedback from surveys and school input feedback sessions
10.22.2019	Proposed 1 st SC Public Forum: Discussion, Feedback & Prioritization
11.26.2019	DLT review and incorporation of feedback from surveys, school input feedback sessions and 1 st SC public forum
12.10.2019	Proposed 2 nd SC Public Forum: Discussion, Feedback & Prioritization
12.17.2019	Cancel SC meeting
12.16.2019 – 1.17.2020	Draft Multi-Year Strategic Plan document

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

- 1.28.2020 DLT review of final draft multi-year strategic plan document
- 2.4.2020 Final Multi-Year Strategic Plan document presented to SC for review
- 2.25.2020 Superintendent's Recommended FY21 Budget Presentation to SC

Chelmsford School Committee

2019 – 2020 Liaison Assignments/Contacts

Negotiations/Sub-Committees	Member	Member	Alternate
Administrators	Jeff Doherty	Dennis King	
Teachers/Nurses	Dennis King	John Moses	
Prof. Support/Secretaries	Donna Newcomb	Dennis King	
Custodians	Maria Santos	John Moses	
Food Service	John Moses	Donna Newcomb	
Policy Sub-Committee	Dennis King	Maria Santos	Donna Newcomb
School Organizations	Member	Alternate	
Byam School Organization	John Moses	Donna Newcomb	
Center School PTO	Dennis King	Jeff Doherty	
CHIPS PTO	Jeff Doherty	John Moses	
Harrington PTO	Maria Santos	Dennis King	
Chelmsford High PTO	Jeff Doherty	Maria Santos	
McCathy PTO	Maria Santos	John Moses	
Parker PTO	Donna Newcomb	Jeff Doherty	
Council of Schools	John Moses	Dennis King	
South Row PTO	Donna Newcomb	Dennis King	
SEPAC	Donna Newcomb	Maria Santos	
ELL Council	Maria Santos	Donna Newcomb	
Town Boards	Member	Alternate	
Board of Selectman	Dennis King	Donna Newcomb	
Finance Committee	Donna Newcomb	Maria Santos	
Capital Planning Committee	Jeff Doherty	John Moses	
Other Boards/Organizations	Contact Person		
Planning Board	John Moses		
Economic Development Board	Maria Santos		
Turf Field Committee	Dennis King		
Recycling Committee	John Moses		
Wellness Committee	Maria Santos		
Friends of Music	Donna Newcomb		
CHS Alumni Association	Jeff Doherty		
CHS Boosters	Dennis King		
Chelmsford Business Association	Jeff Doherty		
Chelmsford Senior Center	Donna Newcomb		
Legislative Outreach			
MASC	All		
State Elected Officials	All		
Federal Elected Officials	All		