

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
December 18, 2018  
Meeting Minutes**

**Members Present:** Mr. Dennis King (Chair), Mr. Al Thomas (Vice Chair), Ms. Donna Newcomb (Secretary), Mr. John Moses and Ms. Barbara Skaar

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

Mr. King opened the meeting at 6:00 p.m. and led those in attendance in the Pledge of Allegiance. Tonight's meeting is being televised and recorded by Chelmsford Telemedia. The chair also thanked Hanna Barker and Teresa Evans for interviewing Committee members tonight in preparation for the upcoming "Meet the School Committee" program to be aired on CTV in the near future.

**Consent Agenda**

1. Approval of the minutes of the regular school committee meeting of December 4, 2018

**Mr. Thomas motioned to approve the School Committee minutes of December 4, 2018. Ms. Skaar seconded. Motion carries 5-0.**

**CHS Student Representative Announcements**

Kate shared that Selectman Lefebvre came to speak to the civics classes about local government. The ATWE concert will be this Thursday, December 20<sup>th</sup> and the String Fest will be held on January 5, 2019, for grades four through 12.

Clare spoke to say the CHS After-Schools Ensemble Concert will be held on January 10<sup>th</sup>. Choral Fest for grades four through 12 will be held on January 12, 2019, and on January 18<sup>th</sup>, the Hawaiian dance for CHS will take place. Grades close for term two on January 18, 2019.

**Good News**

Dr. Hirsch shared that holiday concerts throughout the schools have been wonderful. Vacation is coming soon. She also praised the CHS football team for their win on Thanksgiving at home. She shared a PSA from the Billerica Schools Superintendent who congratulated CHS for beating Billerica 6-0. The Chair also praised the district on the success of the recent ALICE training.

## **Public Comments**

None

## **New Business**

### **1. Spotlight on the Departments: History and Social Science Department**

Stephanie Quinn, Social Science Department Coordinator, came to the table to share what “is new in history”. She shared information about the new frameworks for history and social science. There are also seven new skills for students in grades K through 12. The next professional development day will focus on how these skills will be taught in grades 5-12. Her slide show and reprints in tonight’s agenda packet clearly articulate the current status and plans going forward to adhere to the new frameworks. This will be a multi-year process. “Inquiry” will have an increased focus in the elementary schools. New legislation S.2631 will require high school and middle schools (containing an 8<sup>th</sup> grade class) to participate in a student led civics project. There will be a focus on voter registration for high school students as well. Mr. Dan Richter, civics teacher at CHS, provided additional information about civics class activities. Students in the new AP research course at CHS spoke about the research they have been doing. Lastly, Ms. Quinn spoke of the two Geography Bee winners, Ryan McElligott from Parker and Jassi Dukes from McCarthy.

### **2. Follow-Up: January 29, 2019, School Committee Public Forum Agenda**

Ms. Newcomb briefly outlined the topics that she and Ms. Skaar plan to be discussed at this upcoming forum. Dr. Lang would like the agenda to be formalized at the January 8, 2019, meeting.

### **3. Follow-Up: new School Committee member Orientation/School Committee Handbook**

At the last Committee meeting the Chair presented a draft of the handbook. The members agreed to look at it and discuss it at tonight’s meeting. The draft met with overall approval. It will be checked for any grammatical errors and reformatted. At the January 8, 2019, meeting it will be presented again for approval.

### **4. Discussion on School Committee Policy Website**

Currently the old policies appear on the district website. The revised policies will be ready to upload to the site by early February at the latest. Currently a bound, hard copy of the revised policies resides at Central Office. The Committee decided to remove the outdated policies from the website, post a temporary PDF file of the revised policies, until the revised policies will be officially uploaded in late January or early February.

### **5. Academic Update: AP/SAT/ACT Performance**

Dr. Hirsch provided an update both verbally and through a slide show included in tonight’s agenda packet. AP courses when followed by a score of three or higher (on a five point scale) on the AP exam may allow the student to acquire some credits toward their college education. She stated that between 26 and 29 different AP classes are offered at CHS. The SAT tests reading, writing, math and includes an optional essay. The SAT is taken by high school juniors and seniors, while the PSAT is taken by sophomores as a preparation for the SAT. Many colleges still use the SAT as a criteria for admission. The scores for CHS students continue to be above the state and national averages. The ACT (American College Test) measures college ready skills. Testing is done in English, math, reading and science.

## **6. CPS Evaluation Process Review**

Dr. Hirsch presented a comprehensive update of the Massachusetts Framework for Educator Evaluation, implemented in 2012, which includes both one year and two year plans. Most Chelmsford teachers are on a self-directed growth plan. The standards are scored on a four point scale. The evaluations are similar for administrators. Evidence needs to be submitted for their chosen goals. Team goals and collaboration are encouraged. Support is provided for teachers who need it. The evaluation cycle contains five steps, beginning with self-assessment. The second step is goal setting followed by plan implementation, formative evaluation and summative evaluation. Some changes have occurred in the evaluation rubrics. Dr. Hirsch's slide show and presentation in tonight's packet clearly articulate the process, observations and the changes to the evaluation language.

## **7. ALICE & School Safety Update**

Dr. Lang included a memo in tonight's packet articulating ALICE training and drills that have taken place in the month of December. He is thankful to all for the time and effort that has gone in to this by not only school district personnel, but also police and fire department members. Comments he has received have been positive. SafePlans has been working with the district and will return during February to integrate the SafePlans software.

## **8. Student Enrollment Report: October 1, 2018**

Included in tonight's packet is a memorandum from Dr. Lang and a spread sheet detailing enrollment data sent to DESE and certified by DESE. Dr. Lang presented the highlights of the data.

## **9. MSBA Application Status**

Dr. Lang shared that MSBA has determined that the Chelmsford High School SOI will not be invited to the MSBA eligibility period at this time. Dr. Lang has reached out to the MSBA for feedback. He is comfortable that the current plan for the school district is still the best one. A new SOI needs to be submitted by April 12, 2019.

## **10. Approval of Conference and Field Trip Requests**

None

## **Reports**

### **1. Liaison Reports**

Ms. Newcomb reported that the Friends of Chelmsford Music will meet Thursday. The Wellness Committee met last week and continues to explore after school enrichment programs at the elementary level. SEPAC will be presenting to the Committee in the February. The Dyslexia Bill was passed and discussion continues on where to go next.

Ms. Skaar attended the Chelmsford Capital meetings and felt that the process was well done. She also attended McCarthy and Harrington PTO meetings. Harrington is trying a new drop-off/pick-up routine.

### **Action/New Items**

Ms. Skaar asked if there is anything in the student manual that would apply to the recent situation with a bullet being brought to Harrington School. Incidents like these are reported to the police, the parents of the student involved are brought in and the situation is dealt with by the district, taking into consideration the age of the student and the intent.

### **Public Comments**

None

### **Adjournment**

**Mr. Thomas motioned at 8:29 p.m. that the School Committee adjourn to convene in Executive Session (and not return to public 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 and the Chair so declares. Ms. Skaar 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*