

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
May 21, 2019
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Mr. John Moses (Vice Chair), Ms. Maria Santos (Secretary), Ms. Donna Newcomb and Mr. Al Thomas. Mr. Moses left the meeting at 8:25 p.m.

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

Call to Order

Pledge of Allegiance

The Chair welcomed all and stated that the meeting will be recorded and televised by Chelmsford Telemedia.

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of May 7, 2019.**

Mr. Moses motioned to approve the regular school committee meeting minutes of May, 7, 2019. Ms. Newcomb seconded. Motion carries 5-0.

Good News

Dr. Hirsch announced that Dr. Beyranavand has published his second book along with Dr. Hillary Heisberg entitled *Adding Parents to the Equation*. Additionally, he is running a TedEd Club after school. On June 3rd, a showcase of student created "Ted Talks" will be presented at CHS in Lecture Hall 1 from 3:00 to 4:00. Dr. Whittlesley had her doctoral hooding this past Friday at UMASS Lowell. Two new assistant principals have been hired. Donna Omobono will be at Center School and Karen Grapowski will be at Harrington. At this time our middle school students are at the Knowledge Bowl competing against Tewksbury and Lowell. ELA, Math and Science testing has been completed at the middle schools. CHS math has just started. Science MCAS will be June 4th. Center School will hold their Memorial Day this Friday and their students will be performing at the State House. The Rhode School of Design gave an award to CHS this year for visual arts. Senior, Autumn Bellan, received the RISD Annual Art Award.

Ms. Santos attended the TAMI awards and announced that CHS won four awards.

Public Comments

None

New Business

1. Vote: Approval of Contracted Custodial Cleaning Services Contracts

Ms. Johnson-Collins shared a memorandum in tonight's agenda packet and reviewed the details with the Committee.

Mr. Moses motioned to accept the base bids and award the Contracted Custodial Services for the Chelmsford Public Schools commencing on July 1, 2019, to the following three vendors: Advanced Maintenance Solution, Inc. 46 Middlebury Lane, Beverly, MA 01915 for the four elementary schools, the Community Education Building and the Central Administration Offices in the amount of \$287,804.18; MP Building Services LLC, 11 Morgan Drive, Methuen, MA 01844 for the two middle schools in the amount of \$272,822; and Dynamic Janitorial Cleaning, Inc. 176 Main Street, Milford, MA 01757 in the amount of \$269,700. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

2. FY19 Recommended Budget Transfers & Expenditure Recommendations

Ms. Johnson-Collins explained the memorandum included in tonight's packet relative to requesting a new account in the budget titled "Foster Transportation" and transferring funds.

Mr. Moses motioned to approve the request for a new account number within the 2019 budget titled Foster Transportation. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

Dr. Lang shared a memorandum requesting FY19 One-Time Purchases Recommendations. He also provided a spread sheet detailing these requested purchases,

Mr. Moses motioned to approve the one-time expenses in accordance with the budget transfers presented in the spread sheet as presented. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

7. Personnel Report: April 2019

No action required.

8. Substitute Staffing Report

Dr. Cheryl Kirkpatrick, Director of Personnel and Professional Learning, came to the table to discuss her memorandum included in tonight's agenda packet. Discussion took place regarding allowing substitute teachers to be hired with an Associates' Degree in a school related field. Currently, a Bachelors' degree is required. Dr. Lang offered to create a motion creating this change and will present it to The Committee at the next meeting on June 4, 2019. This was well received by the Committee.

3. 2019/20 School Year in Review

Dr. Lang included a seven page memorandum in tonight's packet. Additionally, he provided bullet points shared on the screen for those present, as well as viewers at home. He spoke about the many highlights of his fourth year as Superintendent including: a successful DESE FY2018 audit; a stabilized FY2019 budget; Town approval of the FY2020 budget; the ten year capital plan; FY2020 Capital expenditures; implementation of the ALICE Emergency Response Protocol; acceptance by DESE of the Coordinated Program Review; implementation and success of the STRIVE Program; appointment of the Coordinator of Social Emotional Learning and Counseling Services; appointment of the Coordinator of English 5-12; addition of elementary assistant principals; 1:1 Technology Initiative; and ratification of the Chelmsford School Administrators and Food Service Association contracts.

4. 2019/20 Superintendent's Evaluation Process

Dr. Lang included a memorandum in tonight's packet which outlines his evaluation process to be conducted by The Committee. His suggested time line will have The Committee submitting their evaluation reports to the Chair by June 11, 2019. At the regular meeting on June 18th, The Committee will vote on the adoption of the final End-of-Cycle Summative Evaluation Report, which will then become a public record.

5. 2019/20 Strategic Plan Update

Dr. Hirsch spoke of the information included in her memorandum in tonight's packet. For each objective of the plan she included detailed initiatives and action items as well as a narrative update. Objective I is "Every Student Achieving Academically". Objective II is "Every Student Supported in a Positive, Prosocial Learning Environment". Objective III is "Aligned Financial and Facilities Resources in Support of the Strategic Plan". To fully comprehend the Strategic Plan, you may watch Dr. Hirsch's presentation on Chelmsford Telemedia/YouTube.

6. School Bus Routes and Bus Stop Procedures

Ms. Johnson-Collins shared a memorandum and attached "CPS 2019-2020 Bus Route and Bus Stop Development". She discussed the contents and answered questions. It was decided to have the language reviewed by legal counsel and revisit the document at a future meeting prior to placing it on the district's website.

Emily Antul, a Chelmsford Select Board Member, came to the table to speak about a meeting on traffic issues to be held at the Senior Center on June 12, 2019, at 7:00 p.m. Some Committee members plan to attend, since information pertinent to school bus routes might be raised.

9. Ongoing Project Updates

a. Center and Harrington School Parking Lot Expansions

Dr. Lang stated that the work will start when school gets out for the summer and that both should be finished by early August.

b. Chelmsford High School Parking Lot Striping

Dr. Lang stated that the back parking lot will be striped once school gets out.

c. INTERFACE Referral Service

Dr. Lang stated that the service is being used and he is looking into putting a link to the service on the district website.

10. Discussion on School Committee Summer Workshops

The Chair shared information on workshops being offered by MASC this summer. He would like the Committee to review them and let him know at the next meeting, which workshops would be most useful.

11. Valley Collaborative Newsletter – Spring 2019

This is included in tonight's packet.

12. Approval of Conference and Field Trip Requests

None tonight.

Reports

Liaison Reports

Ms. Newcomb shared that she and Dr. Lang and several teachers attended the rally last week at the State House and had a lengthy meeting with Representative Golden and discussed funding and Chapter 70.

Ms. Santos attended McCarthy Idol which received lots of help from the McCarthy PTO and eighth grade teachers. The Harrington PTO is offering activities for their fourth grade students and will be sponsoring a "Color Run" fund raiser. The Council of Schools gave out two scholarships. Receiving students wrote essays about teachers they had in the CPS. She also attended the Development Council and is reviewing a current study concerning the schools. The EL Council is running a pot luck dinner this Thursday.

Mr. Thomas said that the maximum number of students are attending RILA and adult volunteers are needed. The Alumni Golf Tournament will be held this Thursday.

The Chair along with Ms. Newcomb and Mr. Thomas attended The Alumni Scholarship presentations where 113 students received \$55,000. Dr. Lang and Dr. Hirsch presented some of the awards. Center School's PTO will meet on June 11, 2019.

Dr. Hirsch shared that Lowell won tonight's "Knowledge Bowl".

Public Comments

Emily Antul, Chelmsford Select Board member, stated that June will be LGBTQ month by proclamation of the Select Board. Dr. Lang said there will be follow up at the June meeting demonstrating ways in which the school system can be supportive.

Adjournment

Mr. Thomas motioned to adjourn tonight's meeting at 9:09 p.m. Ms. Newcomb seconded. Motion carries 4-0.

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

Respectfully submitted by Sharon Giglio