

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
June 4, 2019
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Ms. Maria Santos (Secretary), Ms. Donna Newcomb and Mr. Al Thomas

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

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 21, 2019.**

Mr. Thomas motioned to approve the minutes of the regular School Committee meeting of May 21, 2019. Ms. Newcomb seconded. Motion carries 4-0.

Good News

Dr. Hirsch shared that students who are members of the American Legion's Math League compete monthly. Aiden Hennessey scored the highest individual score of seven out of ten, which as his first time competing was outstanding! Last night 161 kindergarten and first grade students from CPS signed up for summer reading at the Chelmsford Public Library. Summer professional development is being set up with collaborations and meeting times being scheduled. Grades five through eight teachers will be working on biology. Civics project planning will happen for grades eight and eleven. Programs will be offered for the 1:1 computer roll out to take place when school opens. Last week the "Mock Car Crash" was held for the graduating seniors. The prom will be tomorrow night. "Senior Week" this week will be filled with many activities. Graduation will be held on Saturday. Dr. Lang, along with Dr. Hirsch, thanks the Chelmsford Police and Fire Departments for all the collaborations which take place throughout the year.

Public Comments

None

New Business

- 1. Announcement of Assistant Principals:**
Ms. Donna Omobono – Center Elementary School
Ms. Karen Grabowski – Harrington Elementary School

Both came to the table to introduce themselves and expressed excitement about their new positions. They were welcomed warmly and given a round of applause.

- 2. Announcement of Coordinator of World Language & Exchange Programs:**
Ms. Jessica Nollet

Dr. Hirsch introduced Ms. Nollet and welcomed her to the table. Ms. Nollet is excited to be coming to the Chelmsford Public Schools.

- 3. Spotlight on the Departments: Community Education Program**

Ms. Robyn Adams, Director of Community Education, shared a presentation and slide show which provided highlights of the ongoing work in our community education program. She was joined at the table by her assistant director, Stephanie Fields. Highlights include the child care programs and adult education classes including karate, cooking, art classes and many more. Each semester different classes are offered, inspired by community input. Summer programs include Summerfest for elementary children and Enrichment and Recreation, which include music lessons, sports lessons and clinics, and enrichment classes. The Program meets the needs from ages 18 months through senior citizens. New to the Program are: streamlined online registration; the new playground (for toddler to school age which is handicapped accessible); the STEM classroom (which includes learning and enrichment); and SummerQuest. SummerQuest is a program meeting the needs and interests of middle school students during the summer and includes daily exploration trips. The Community Education Program is fiscally self-sustaining. The entire presentation may be viewed on Chelmsford Telemedia/YouTube.

- 4. Recognition of LGBTQ Pride Month – June 2019**

Dr. Christy Whittlesey, Coordinator of Fine Arts, and Ms. Laraine Wilson, Coordinator of Social Emotional Learning and School Counseling Services, provided documents in tonight's agenda packet to share some of the district-wide efforts to acknowledge and celebrate Pride Month in the Chelmsford Public Schools.

- 5. Proposed School Committee Meeting Schedule: July 2019 – June 2020**

Mr. Thomas motioned to approve the School Committee meeting schedule for July 2019 through June 2020, as presented. Ms. Newcomb seconded. Motion carries 4-0.

- 6. Discussion on School Committee Summer Workshops**

Chairman King will contact MASC to arrange for summer workshops concerning "Team Building" and "Communication".

7. Follow-Up: Substitute Staffing Report Vote

Mr. Thomas motioned that the Director of Personnel be granted the ability to evaluate candidates, on a case by case basis, who have attained an Associate's Degree to serve as substitute teachers beginning in the 2019/20 school year. Ms. Newcomb seconded. Motion carries 4-0.

8. FY20 Valley Collaborative Board Member Appointment

Mr. Thomas motioned to appoint Dr. Lang to the Valley Collaborative FY20 Board of Directors. Ms. Newcomb seconded. Motion carries 4-0.

9. Follow-Up: 2019/2020 Superintendent's Evaluation Process

Dr. Lang included a memorandum detailing his self-assessment for 2018/2019 professional practice goals. The completed summative evaluation will be on the agenda for the June 18, 2019, regular Committee meeting.

10. Discussion on a Districtwide Communications and Media Strategy

Dr. Lang's memorandum in tonight's packet details the reasons we need to see a Communications position created for the Chelmsford Public Schools. Additionally, he has included a job description and requirements for the posting of a "Communication and Media Director" for the Chelmsford Public Schools. His proposal was met with good discussion and feedback from The Committee.

Mr. Thomas motioned for the Chelmsford School Committee to approve the development of a communication and media strategy and hire appropriate personnel to begin that process. Ms. Newcomb seconded. Motion carries 4-0.

11. CHS Course Enrollment: 2019/20 School Year

Dr. Lang's memorandum and CHS class enrollments expected for the fall are included in tonight's agenda packet. The projected enrollments keep class sizes desirable, even with the reductions of an art, mathematics and social studies teacher position. Discussion ensued and questions were answered. Clarifications were presented on numbers of students acceptable in "honors" classes. Also, these enrollments are not fixed and will change before school reopens this August.

12. FY20 Non-Affiliated Rate/Salary Increases

Mr. Thomas motioned to approve the 2 percent increase to the annual salary or hourly rate of pay for the non-affiliated employees for the school year 2019/2020. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 4-0.

13. FY19 Recommended Budget Transfers

Mr. Thomas motioned to transfer \$60,801.96 from identified DESE function code categories to complete the purchase of interactive classroom televisions. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 4-0.

Mr. Thomas motioned to approve the transfer of \$15,000 from the account specified. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 4-0.

14. Approval of Conference and Field Trip Requests

Mr. Thomas motioned to approve the conference and field trip requests as presented. Ms. Newcomb seconded. Motion carries 4-0.

Reports

Liaison Reports

Ms. Santos attended the Harrington PTO meeting where a completely new board was elected. The board approved a significant amount of money to cover the cost of a new piece of equipment for the school.

Mr. Thomas added that the Rotary Club hosted the May and June "Students of the Month". He describes this as a rewarding experience and wishes the whole Committee could attend. He also commended Dan Hart, Athletic Director, for pushing forward with new programs and procedures.

Ms. Newcomb asked if it would be possible for the district to provide teachers with tissues, etc. at the beginning of the school year. Dr. Hirsch said that could be considered.

The Chair wished the students and staff a safe and fun-filled summer vacation. CHS graduation will be this Saturday at 4:00 and Dr. Lang expressed gratitude for a great school year. Ms. Santos wanted to thank this year's retirees and wish them the best. Mr. Thomas appreciated that all retiring staff were honored at the district party.

Public Comments

None

Adjournment

Mr. Thomas motioned to adjourn tonight's meeting at 7:58 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