

**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