

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
August 21, 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. Mr. King summarized the previous Committee meeting held on August 7, 2018. Dr. Lang added that beginning with tonight's meeting all Committee meetings will now be broadcast on the Chelmsford Educational Channel.

Public Comments

None.

Good News

Dr. Hirsch reported that a great deal of preparation was done by staff over the summer and all are ready for school to reopen next week.

New Business

1. Presentation: Options Based (ALICE) Response Protocol

Kelly Rogers, Police Chief Spinney and others presented ALICE tonight. To completely view this presentation and learn more about this proactive approach to school safety, please go to Chelmsford Telemedia/You Tube.

2. Public Input at School Committee Meetings/Public Forums

The discussion focused on using the "Public Comments" section at the beginning of the meeting for discussion only of items on the meeting's agenda. The idea of having a second "Public Comments" section at the end of the meeting was well received. This would provide the opportunity for the public to speak of concerns they have. Emails could be sent to the Committee members as well and these concerns would be addressed at that point. Requests should be sent to a Committee member a week in advance of the next meeting. This new format, which was previously approved by the Committee, will be implemented at the next meeting on September 4, 2018. Additionally, public forums will be scheduled to address specific areas of concern.

3. Strategic Plan Update – Year 1: 2017/2018

Dr. Hirsch included in tonight's agenda packet a narrative update of the objectives, initiatives and action items for all three goals. She reviewed this for attendees at tonight's meeting. Her entire presentation may be viewed on Chelmsford Telemedia/You Tube.

4. 2017/18 Superintendent's Evaluation

A summative performance evaluation for Superintendent Lang is included in tonight's agenda packet. The Chair reviewed the evaluation forms which were completed by four of the five Committee members. The summative assessment was "proficient". For better understanding of the evaluation process, please view that segment of tonight's meeting on Chelmsford Telemedia/You Tube, including Ms. Skaar's statement which she read in the form of a letter to the Chair. You may also view Ms. Skaar's letter to Chairman King by pushing the "control button" and clicking on the following link:

https://docs.google.com/document/d/1SfG2Gym1jfv7aHjYgNT_DXpAjN7UoFga_i5wvRMiDc/edit?usp=s_haring

Mr. Thomas motioned that the Committee accept the 2017/18 school year, end-of-cycle summative evaluation of Superintendent Lang as presented. Ms. Newcomb seconded. Motion carries 4 – 1 with Ms. Skaar voting "nay".

Mr. Thomas motioned to award a performance bonus in the amount of \$5,000 to Superintendent Lang in accordance with superintendent's contract of employment based on the superintendent's overall performance evaluation results of "proficient" for the 2017/2018 school year. Mr. Moses seconded. A roll call vote was taken: Mr. Thomas "aye"; Ms. Skaar "nay"; Ms. Newcomb "aye"; Mr. Moses "aye" and Mr. King "aye". Motion carries 4 – 1.

5. McCarthy/Parker/CHS Student Activity Fee Structure

This item will included in the agenda for the next meeting on September 4, 2018.

6. Policy/Procedure for Naming Facilities

Dr. Lang stated that the existing policy 1303/FF should be adhered to. . An application process was discussed and Committee members agreed with it. Dr. Lang will be posting the process in the near future.

7. Updates: Ongoing Projects

Dr. Lang included a memo in tonight's agenda packet articulating the ongoing projects.

8. Personnel Report – July 2018

No action required.

9. Review and Approval of School Committee Policies

Mr. Thomas moved to approve policy JH which deals with student absences. Ms. Skaar seconded. Motion carries 5-0.

Mr. Thomas moved to provisionally approve policies in section I. Ms. Skaar seconded. Motion carries 5-0.

Reports

1. Liaison Reports

Mr. Thomas shared that the Chelmsford Rotary is again providing backpacks for students.

Adjournment

Mr. Thomas motioned to adjourn tonight's meeting at 8:33 p.m. Ms. Skaar seconded. Motion carries 5-0.

Respectfully submitted by Sharon Giglio