

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
August 7, 2018  
Meeting Minutes**

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

**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 6:15 p.m. and led those in attendance in the Pledge of Allegiance. Tonight's meeting is **not** being televised or recorded.

**Consent Agenda**

1. Approval of the minutes of the Regular School Committee Meeting of June 26, 2018
2. Approval of the minutes of the Regular School Committee Meeting of July 18, 2018

**Mr. Thomas motioned to approve the minutes of the Regular School Committee meetings of June 26, 2018 and July 18, 2018. Ms. Newcomb seconded. Motion carries 3-0.**

**Public Comments**

None tonight.

**Good News**

CHS is in great shape for the upcoming school year. The parking lot is almost completed at CHS and Parker Middle School. Harrington and Center Schools will see their parking lots completed in September.

**New Business**

**1. Announcement of McCarthy Middle School Assistant Principal: Ms. Kerry Calobrisi.**

Ms. Calobrisi was greeted warmly by all in attendance. She expressed her delight at obtaining the position and stated she has heard wonderful things about the Chelmsford School District as a whole and McCarthy Middle School in particular.

**2. Final FY18 End-of-Year Budget Adjustments/Transfers**

**Mr. Thomas motioned that the Committee vote to amend their previous vote on July 18, 2018, to approve the transfer of FY18 special education out of district tuition expenses from the local budget account to the circuit breaker fund in the amount of \$2,557.45. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.**

**3. Approval of 2018/19 Parent & Student Handbook**

**Mr. Thomas motioned to approve the 2018/19 Parent and Student Handbook. Ms. Newcomb seconded. Motion carries 3-0.**

**a. Approval of 2018/19 Parent and Student Handbook: CHS Addendum**

**Mr. Thomas motioned to approve the 2018/19 Parent and Student Handbook: CHS Addendum. Ms. Newcomb seconded. Motion carries 3-0**

#### **4. Evaluation of 2017/18 School Committee Goals**

The goals were reviewed and discussed. Progress has been made on goals one and two (included in tonight's packet) and work continues. Goal three addresses facilities and resources and is ongoing. New goals will be discussed at the Committee Meeting on September 4, 2018.

#### **5. Review/Update of School Committee Liaison Assignments**

The assignments were discussed.

#### **6. Public Input at School Committee Meeting/Public Forums**

Suggestions were made and discussion followed. This agenda item will be discussed at the Committee Meeting on August 21, 2018.

#### **7. 2018/19 School Committee Meeting Schedule**

Shared in tonight's agenda packet. No action required.

#### **8. 2017/18 Chelmsford Public Schools Year-in-Review**

Dr. Lang included a memorandum in tonight's packet and shared the highlights during the meeting.

#### **9. 2017/18 Superintendent's Evaluation Process**

This item will be on the agenda for the Committee Meeting of August 21, 2018.

#### **10. Personnel Report – June 2018**

No action required.

#### **11. Permission to Convert Position: Coordinator of Social Emotional Learning & Counseling Services**

**Mr. Thomas moved to convert the position of Coordinator of Guidance to Coordinator of Social Emotional Learning & Counseling. Ms. Newcomb seconded. Motion carries 3-0.**

#### **12. Permission to Convert Position: ICTS Solutions Engineer**

**Mr. Thomas motioned to convert the currently vacant district wide technician position to the position of ICTS Solutions Engineer. Ms. Newcomb seconded. Motion carries 3-0.**

**Mr. Thomas motioned to approve the transfer of \$25,000 from the Curriculum Directors (2110) software line item to the Districtwide MIS (1450) – Technology Office Staff line item. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.**

#### **13. Review and Approval of School Committee Policies**

**Mr. Thomas motioned to tentatively approve sections G and H of the School Committee Policies. Ms. Newcomb seconded. Motion carries 3-0**

#### 14. Hosting of on-line Approved School Committee Policy Manual

**Mr. Thomas motioned to authorize Dennis King to enter into an agreement with MASC to host the online policy manual with a cost of \$3,500 for the first year (cost of conversion plus first year hosting and updates) and \$950 (hosting and updates) for the second and subsequent years. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.**

#### Reports

##### 1. Liaison Reports

None

#### Action/New Items

On October 16<sup>th</sup> the CHS Business Department will host its second annual "Reality Fair" for students.

#### Adjournment

**Mr. Thomas motioned to adjourn tonight's meeting at 9:15 p.m. Ms. Newcomb seconded. Motion carries 3-0.**

*Respectfully submitted by Sharon Giglio*