

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
September 3, 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.

**Consent Agenda**

**1. Approval of the minutes of the regular school committee meeting of August 20, 2019**

**Mr. Moses motioned to approve the minutes of the school committee meeting of August 20, 2019. Ms. Newcomb seconded. Motion carries 5-0.**

**CHS Student Representatives Announcements**

The Committee welcome Sudeep Gubbala from CHS as one of the two new student representatives for the upcoming year. He announced the arrival of a new minibus for use for small groups and clubs to use for travel. There will only be three home football games this season. CHS will host the first student dance on September 21<sup>st</sup>. There will be an Activities Fair for the incoming freshmen that will highlight student clubs and other opportunities. CHS will be having a PRIDE Block which will be held in the middle of the school day and will give students opportunity to meet with their teachers for assistance. The incoming freshmen have all received a Chrome Book for school and home use. The high school students are happy that this year they will be able to park their cars in the students parking lot for free!

**Good News**

Dr. Hirsch reported that the opening of school has gone well with lots of excitement shown. Chrome Books have been given to all the fifth-grade students this year and their use at the middle schools is off to a good start. Audrey Rice, who was an eighth-grade student at McCarthy last year, won the National Writing Contest sponsored by *Scope Magazine* for an essay she wrote about the fall of the Berlin Wall. The CHS marching band had their first performance of the season and featured music by Bruno Mars. Congratulations are sent to the all the staff and students of the band for a great performance.

## Public Comments

None

## New Business

### 1. Announcement of Special Education Administrative Chairperson: Ms. Shawna Mottram

Ms. Mottram will be the new chairman of special education at CHS. The Committee welcomed her warmly and she stated that “everything has been great so far”.

### 2. Announcement of Communications and Media Director: Ms. Jodie Luksha

Ms. Luksha joins the District to help with communication strategy, social media, and public relations. She is happy to be here and was warmly welcomed by The Committee.

### 3. Presentation: Elementary Enrichment Pilot Program

Katie Sims, Department Coordinator for Health and Physical Education and Consumer Science, joined Robin Adams from Community Education and Stephanie Quinn, Coordinator for Social Studies to give a slide show presentation on this pilot program which will take place at South Row Elementary School. This will have an initial run of seven weeks after school enrichment which may include: gardening; Zumba; karate; journaling; coding; robotics; games and creative arts. Volunteers will be needed to keep the pricing at \$30 for the initial session. If successful, the program will be expanded to include the other three elementary schools. For additional information on this program please view the entire presentation by watching tonight’s meeting on You Tube.

### 4. Acceptance of Donation/Gift from the Hoyt Foundation

Dr. Lang’s memorandum and attachment in tonight’s packet provides information on a donation of almost \$50,000 worth of adaptive physical education equipment to the Chelmsford School District for the CHIPS Program. “The Hoyt Foundation aspires to build the individual character, self-confidence and self-esteem of America’s disabled young people through the inclusion in all facets of daily life; including in family and community activities, especially sports, at home, in schools, and in the workplace.”

**Mr. Moses motioned to recommend the school committee vote to accept the donation/gift of approximately \$50,000 worth of equipment from The Hoyt Foundation, as presented in the spreadsheet contained in tonight’s agenda packet, to benefit the students enrolled in the CHIPS Program. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.**

Dr. Lang will send a thank you letter to The Hoyt Foundation on behalf of the District.

### 5. Opening of School Report (verbal)

Dr. Lang shared that there was a smooth opening to school this year. Some of The Committee were able to come to opening day with the staff at the PAC. It was nice to have the teachers and support staff come together at the end of the summer and then to spend time at their individual schools in preparation for receiving the students the following day. Dr. Lang appreciated starting before Labor Day this year. Parking lot work was finished in time for the opening of school, providing extra access for parents to drop off their children. Two of the three cleaning companies were rehired for the next three years. A new company was hired to service the two middle schools. Staff were very pleased with the cleanliness of the schools on opening day. Updated security was added to both middle schools. Bus pass registration went well this summer.

## 6. 2019/20 Draft School Committee/Superintendent Goals

Tonight's packet contains a draft of the Committee/Superintendent goals for the new school year. These goals and action steps were updated during an August workshop held with The Committee and administration. The goals and action steps are clearly defined. Suggestions were made for changes to the draft. Ms. Santos through her memorandum, distributed at tonight's meeting, requested changes be made in the language for the "diversity goal". Her statement will be added to goal #2 before the next meeting. The Chair will update and send the updated draft to The Committee for action to be taken at the next meeting. Dr. Lang stressed that the new strategic plan for the next three or five years will be a large undertaking this year. The strategic plan will align with the proposed budget plan for the 2020/21 fiscal year.

## 7. Strategic Plan Overview and Timeline

Dr. Lang has included a proposed timeline in tonight's packet, which begins with surveys for staff, families, students and community members by mid-October and will culminate with his recommended FY21 budget presentation to The Committee on February 25, 2020. Meetings with each school's staff will be held during the early part of this school year. Additionally, Dr. Lang would like to schedule the first School Committee public forum on Tuesday, October 22, 2019. He suggests that the second public forum be held on December 10<sup>th</sup> and that the December 17<sup>th</sup> Committee meeting be cancelled. Throughout the strategic plan process the District Leadership Team (DLT) composed of more than 30 administrators will play a key role.

## 8. Review/Update of School Committee Liaison Assignments

The 2019/2020 Liaison Assignments are included in tonight's agenda packet.

### Reports

#### 1. Liaison Reports

Ms. Santos attended the Economic Development board meeting. She feels strongly that a representative from The Committee needs to be on the Town-wide Master Plan Committee which is being formed.

### Action/New Items

There are no changes to the athletic schedules for the schools for this season.

### Public Comments

None

### Adjournment

**At 7:05 p.m. Mr. Moses motioned to adjourn this meeting to Executive Session for the purpose of discussing 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*