

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
September 4, 2018
Meeting Minutes**

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

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. The Chair stated that tonight's meeting would be the first to include in the agenda two opportunities for the public to speak.

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of August 7, 2018.

Mr. Thomas motioned to approve the minutes of the regular school committee meeting of August 7, 2018. Ms. Newcomb seconded. Motion carries 3-1 with Mr. Moses abstaining.

Good News

Dr. Hirsch shared that school is back in session and she and Dr. Lang have toured all the schools and all is well. Thanks to the Rotary and the CHS Senior Honor Society over 100 backpacks were ready to be distributed to students who needed them. Mr. Thomas also added that the CHS Alumni are offering mini grants for all schools. They are accepting applications, which are available online. The recipients will be announced in October.

Public Comments

Maria Santos, of 19 Parkhurst Road, expressed concern over the numbers of the class sizes in Kindergarten. She would like to learn more about how first grade class sizes will be handled in the 2019/2020 school year.

Kristin Erickson, of 291 Acton Road, as the Chairman of SEPAC, extended an invitation for all to attend a workshop on Team Building at the CHS Learning Commons on September 27, 2018, from 7:00 to 9:00 p.m.

New Business

1. Establishment of 2018/19 School Committee goals

The Chair included a packet in tonight's agenda the goals for 2017/18 which included details about the goals and actions taken on them. Additionally, he included proposed goals for 2018/19. A decision on the goals will happen at the meeting of September 18, 2018. To learn more you may go to Chelmsford Telemedia/YouTube and view tonight's meeting.

2. Public Forum Dates, Times and Topics

The Committee would like to present public forums on a quarterly basis. The first to take place in October and will be on "School Safety" and the ALICE program. Dr. Lang will check on the dates and begin publicity for the event.

3. Preliminary Kindergarten Enrollment

Included in tonight's agenda packet is a memo from Dr. Hirsh providing information on class sizes at the four elementary school kindergartens. The enrollment at Center School is higher than the other three schools due to new families moving into that neighborhood. Dr. Lang stated that staffing increases may happen if the numbers continue to grow. The district is also on top of new housing being built and what effect that will have on class size. Entire new developments could possibly be rezoned. You may view the complete input by watching tonight's meeting on Chelmsford/Telemedia YouTube.

4. Contract Negotiation Study Committee

Included in tonight's packet is a memorandum regarding Ms. Skaar's inquiry about study committees which were supposed to have met and discussed some aspects of the approved current teacher's contract. For more details, please view tonight's meeting.

5. Fundraising Policies and Procedures

The Committee has policies in place to cover fundraising. Dr. Lang has included in the agenda packet a proposed standardized form which met with the Committee's verbal approval and will be offered online to let the public know when legitimate fundraisers are taking place at the different schools.

6. FY19 Budget Transfer Recommendation

Dr. Lang proposes the hiring of SafePlans which will provide emergency related readiness in the district.

Mr. Thomas motioned to transfer \$36,100 from Special Education Tuition (9330) to Districtwide MIS-School Security (1450). Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

Dr. Lang reports that the district will need to purchase a new vehicle for the facilities department.

Mr. Thomas motioned to transfer \$25,000 from Special Education Tuition (9330) to Maintenance of Grounds (4210). Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

Acoustical ceiling tiles are needed at Parker Middle School to remediate noise issues. The work will be done by the district's custodian.

Mr. Thomas motioned to transfer \$20,000 from Special Education Tuition (9330) to Supplies-Custodial (4110). Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

Funding is needed to provide translation services to Spanish for the student and parent handbooks.

Mr. Thomas motioned to transfer \$7,000 from Special Education Contracted Services (2440) to English Language Learner Contracted Services (2110). Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

7. Review and Approval of School Committee Policies

Mr. Thomas motioned to tentatively approve all policies in Section J of the School Committee Policies as presented. Mr. Moses seconded. Motion carries 4-0.

Reports

1. Liaison Reports

Ms. Newcomb attended a Friends of Music meeting last week. The dates for the upcoming bottle and cans drive will be September 8, October 13, and November 10th. They will resume when winter has ended.

Mr. Moses stated that the new Byam School playground contains the right equipment and looks really great!

Action/New Items

Ms. Johnson-Collins provided an update on bus transportation. Some of the bus stops will be changed and she will continue to update the Committee.

Adjournment

Mr. Thomas motioned to adjourn the meeting at 7:55 p.m. Mr. Moses seconded. Motion carries 4-0.

Respectfully submitted by Sharon Giglio