

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
June 15, 2021  
Meeting Minutes**

**Members Present:** Mr. Dennis King (Chair), Mr. Jeff Doherty (Secretary), Ms. Donna Newcomb and Ms. Maria Santos. Mr. John Moses is not present this evening.

**Also present:** Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson-Collins (Director of Business and Finance).

**Call to Order**

6:00 p.m.

**Pledge of Allegiance**

**Chair Opening Statement**

“Tonight’s meeting is being live-streamed by Chelmsford Telemedia and posted to the CPS website for interested community members to access and watch. In-person public participation will be taking place tonight in accordance with social distancing and safety protocols established by the Chelmsford School Committee Public Participation Guidelines. Anyone interested in speaking during the public input portion of the meeting would have notified the superintendent’s office by yesterday afternoon and would have been provided with the guidelines and assigned a time to attend the meeting to speak. If anyone watching this meeting live has questions or comments to share they are encouraged to email one of us during the meeting. We will read their comments or questions during our second public input session at the end of the meeting.”

**Consent Agenda**

**Ms. Newcomb motioned to approve the minutes of the regular School Committee meeting dated June 1, 2021. Mr. Doherty seconded. Motion carries 4-0.**

**Good News**

Dr. Hirsch announced that the school year is ending! Ms. Santos shared congratulations to all the CHS graduates and their families. She also commented on Mr. Doherty’s ability as an actor! Ms. Newcomb also appreciated all the wonderful performances these past several weeks by the different school arts groups. Mr. King added congratulations to the sports groups. The boys’ and girls’ lacrosse teams and the boys’ volley ball team won championships after having undefeated seasons.

**Public Comments**

None.

**New Business**

**1. Presentation – CPS School Nutrition Program**

Ms. Nancy Antolini, Director of School Nutrition joined the meeting to share information on the past school

year in review. Her slide show presentation is included in tonight's agenda packet. The upcoming school year 2021/2022 breakfast and lunch will be provided at no cost to all students due to federal funding. Most of the meals for the 2020/2021 school year were Grab-and-Go to provide meals for both students in the remote and hybrid learning programs. Remote pick-up meals were also offered. She is really pleased with the new kitchen at Parker Middle School which has been named "The Hungry Lion Café"! Professional development for staff is ongoing at the new café. Ms. Antolini is grateful to the school nurses with whom her department worked closely this school year. All staff attended virtual training this year called "Keeping Positive Attitudes throughout the Pandemic". Ms. Antolini is excited to be president-elect of the School Nutrition Association of Massachusetts for 2021/2022. Ms. Newcomb expressed thanks to the entire staff of the school nutrition program for all their hard work and service to students and the community during this past year. Ms. Antolini shared that she has many open positions in her department which are proving difficult to fill currently. Her continuing staff are terrific!

## **2. Review of School Committee Policy ADF: Wellness Policy**

Katie Simes joined the meeting to share the process by which the policy change recommendations came to fruition. A wellness coach was assigned by DESE to assist with the process. The first step was an assessment of the current district wellness policy. Six different sub groups worked on different aspects of the policy. Then the group formulated the draft policy that is included in tonight's packet for approval. The draft contains updated federal laws and updated language and some new "best practices" were included. The district's Wellness Committee appreciated the input of the coach throughout the process. DESE is so impressed with the new policy that they have asked to use Chelmsford's as a model wellness policy to be shared on their website! A request was made to DESE to continue the services of the coach for a second year to assist with implementation of the policy.

**Ms. Newcomb moved that The School Committee accept the proposed changes to the Wellness Policy ADF. Mr. Doherty seconded. Motion carries 4-0.**

## **3. K-12 Student Transitioning Planning**

Dr. Hirsch has included a memorandum in tonight's agenda packet and shared with The Committee plans for transitioning students for the 2021/2022 school year. Input was received from administration at each school. Move Up Day for Parker eighth graders took place today and McCarthy's will be on Monday at CHS. Kindergarten placement screenings have been done. Additional fun activities will be scheduled for the summer to address the needs of students especially those who remained in the remote learning model for this past year. Many remote students have not physically stepped into a school for the past year and a-half.

## **4. CPS Summer Learning Resources**

Dr. Hirsch included a memorandum in tonight's agenda packet which has information about and links to the summer learning resources. Included are district and outside resources with indicators for grade level and age appropriateness. This enables families to choose which content areas to focus on with their child for the summer. This information has also been sent to families via the individual school's newsletters. Extended year programs through the special education department will be offered and will include ELL students. There will not be a typical "summer school" program this year due to a staff shortage. Credit Recovery is required for specific students in grades 7 through 12. Those students have been notified.

## **5. 2021/22 Employee Handbook Updates**

The updates are included in tonight's agenda packet. The changes primarily are the links to the information.

**Ms. Newcomb moved that The School Committee accept the proposed changes to the *Employee Handbook* as presented. Mr. Doherty seconded. Motion carries 4-0.**

**6. Acceptance of Financial Audit Reports: McCarthy and Parker Middle School Students Activity Funds**

Ms. Johnson-Collins shared information on the audits done on these activity funds. Audits are done every other year. Both audits were favorable.

**7. FY2021 Recommended One-Time Expenditures**

Dr. Lang recommended The School Committee authorize two (2) additional capital projects to utilize available funds prior to the fiscal year close as follows: \$ 174,298 CHS Learning Commons Furnishings and Update \$ 450,000 McCarthy Middle School Kitchen Renovation for a \$ 624,298 Project Total. Discussion followed with The Committee responding favorably to these requests.

**8. FY2021 Recommended Budget Transfers**

Ms. Johnson-Collins reviewed the details of her memorandum included in tonight's agenda packets requesting three budget transfers which total \$325,873.

**Ms. Newcomb recommended The School Committee vote at the regular school committee meeting on June 15, 2021 to approve these FY2021 local operating budget transfers for the Chelmsford Public Schools as presented. Mr. Doherty seconded. A roll call vote was taken. Motion carries 4-0.**

**9. Discussion on Facilities Review: Short and Long-Term Capital Planning**

Dr. Lang expects Dohr Whittier to come this Thursday for a planning session regarding the proposal for the new high school and to look at the capital planning for the next ten years. They will include data from their previous involvement with the district five years ago. They will also be asked for suggestions on reconfiguring some of the existing spaces to benefit the district. Dr. Lang is hoping for formal recommendations in December to facilitate budget planning for FY2022/23. More details will be forthcoming at the July meeting.

**10. Personnel Report: May 2021**

No action required. Hiring is going well for the 2021/22 school year.

**Liaisons**

Mr. Doherty shared that The Alumni Association is still waiting to hear from UMASS Lowell for a date for the "Hall of Fame" dinner. They also awarded 164 scholarships this year totaling \$65,845 to this year's seniors and alumni. George Simonian attended this year's CHS graduation which was his 64<sup>th</sup>! The CHS PTO had their final meeting and were thanked for all the activities for "Senior Week" prior to graduation. The new CHS PTO board has been elected. At CHIPS today for their final day an arch was set up for families to drive under after picking up their children. Field Day on Friday involved "touch-a-truck" and hand-designed T-shirts for all students.

Ms. Santos said that Harrington did a T-shirt sale and a time to donate at the Establishment which donated \$750 for teacher appreciation week. The Table of Plenty will be moving to St. Mary's Church while renovations take place at the Senior Center.

The Chair attended Center Schools last PTO meeting where they re-elected their same board for next year. They held a "Fun Walk" fundraiser and raised over \$20,000 for the new playground. SEPAC recognized six school/community members for their outstanding support.

### **Action/New Items**

Ms. Santos would like to reach out to the newly elected student representatives to The Committee for the school year 2021/22. Dr. Lang said a welcome meeting would be set up with them over the summer and will include training.

Town Meeting is this Thursday night. MASC will be holding their annual conference this fall with some good workshops on the agenda. The Chair also thanked the CPS staff for the effort they put forth during this challenging year. He also thanked the families for their efforts to make this school year as good as it could be. Finally, he thanked the students who transitioned to different learning models during the year and contributed to a "safe, successful school year"!

### **Public Comments**

None.

### **Adjournment (6:37 p.m.)**

**Ms. Newcomb motioned to adjourn the meeting. Mr. Doherty seconded. Motion carries 4-0.**

*Respectfully submitted,  
Sharon Giglio, Recording Secretary*