

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
June 21, 2022  
Meeting Minutes**

**Members Present:** Ms. Donna Newcomb (Chair), Mr. Jeff Doherty (Vice Chair), Mr. Dennis King (Secretary), Mr. John Moses, and Ms. Maria Santos

**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**

“This 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 the Chelmsford School Committee Public Participation Guidelines. Anyone speaking tonight during the public input portion of the meeting has notified the superintendent’s office of their desire to speak and has been provided with these guidelines. Upon request written comments received no later than 12:00 p.m. on the day of this meeting will be read and made part of the record of the meeting during the second public comment session.”

**Consent Agenda**

1. **Approval of the minutes of the regular school committee meeting of May 17, 2022**

**Ms. Santos motioned to approve the minutes of the 5/17/2022 meeting. Mr. Moses seconded. Motion carries 4-0 with Mr. Doherty abstaining.**

2. **Approval of the minutes of the regular school committee meeting of June 7, 2022**

**Mr. Doherty motioned that The Committee accepts the minutes of the regular School Committee meeting on June 7, 2022. Mr. Moses seconded. Motion carries 4-0 with Ms. Santos abstaining.**

**Good News**

Dr. Hirsch shared that the school year has officially ended, and the closing of the year was wonderful! Byam’s last day for teachers was today. Everyone is packing up their rooms and heading for a great summer break!

**Public Comments**

None

## **New Business**

### **1. Vote to Approve Contracted Custodial Cleaning Contracts**

Ms. Joanna Johnson-Collins has included a memorandum in tonight's providing details about the custodial cleaning contracts. Four of the seven contractors who bid were invited in to meet with the district. National Facility Inc. will be doing the elementary schools. CHS, the middle schools, Westlands and the administration building will be serviced by Dynamic Janitorial Services.

**Mr. Doherty motioned that The Committee accept the base bids and award the contracted Custodial Cleaning Services for Chelmsford Public Schools commencing on July 1, 2022 through June 30, 2023 to the following two vendors: National Facility Services, Inc., 239 Littleton Rd, Suite 5A, Westford, MA 01886 for the four elementary schools in the amount of \$ 231,776 and Dynamic Janitorial Cleaning, Inc., 176 Main Street, Milford, MA 01757 for the two middle schools, Chelmsford High School, the Community Education Building, and the Central Administration Offices in the amount of \$600,444. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.**

### **2. Vote to Approve FY2023 Non-Affiliated Staff Salary Increases**

Ms. Johnson-Collins has included a memorandum in tonight's agenda packet recommending a 2.5% increase to the annual salary or hourly rate effective July 1, 2022.

**Mr. Doherty motioned that The School Committee approve a 2.5% increase to the annual salary or hourly rate of pay as specified for the non-affiliated staff listed in the report effective as of July 1, 2022. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.**

### **3. Acceptance of Financial Audit Report: Chelmsford High School Student Activity Fund**

Ms. Johnson-Collins reviewed the audit information contained in tonight's agenda packet. This year the CHS Activity Fund was audited. There were no findings, but some recommendations were made by the auditors to improve the process.

**Mr. Doherty moves that The School Committee accepts the financial audit report of the Chelmsford High School Student Activity fund as presented. Mr. Moses seconded. Motion carries 5-0.**

### **4. FY2022 Recommended Budget Transfers**

Ms. Johnson-Collins has included a memorandum in tonight's packet for budget transfers to allow for prepayment of out-of-district tuition.

**Mr. Doherty moved that The School Committee vote to approve the FY2022 local operating budget transfer totaling up to \$1,802,369 to fund prepaid out-of-district tuitions for the Chelmsford Public Schools. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.**

### **5. McCarthy Tennis Court Study Group**

Ms. Newcomb and Dr. Lang met previously and want to form an advisory group to The Committee. They are looking for input from The Committee tonight to move this process along. Ms. Newcomb stated that

Mr. Moses and Mr. Doherty would like to join the group, along with community members, Christine McNamara and Joe Ready. Dr. Lang would like to see Dan Hart, Athletic Director at CHS, and either the principal or assistant principal from McCarthy join. He would also like to invite Christine Clancy, the new DPW director, or her designee to join the group. The first meeting should be held in early July. Dr. Lang will reach out to the other members to finalize a date.

#### **6. Middle School Reconfiguration Follow-Up**

Dr. Lang included a memorandum in the packet to bring everyone up-to-date on what has been discussed so far in looking at facilities. An application has been submitted to MSBA for building a new middle school. The possibility of reconfiguring the middle schools in advance of the new building has also been discussed. A working group met with staff from both middle schools and two public input sessions have been held. Dr. Lang will meet tomorrow with staff who have not yet had the opportunity to give feedback. He will then take time to review the notes from all sessions and will create a summary document. This will be shared with The Committee at the July regular meeting. He is hoping for a recommendation by August. These changes **will not take place** for the 2022/23 school year. No action required tonight.

#### **7. 2021/22 Superintendent's Evaluation Process**

Dr. Lang has provided a summary memo with recommended dates and rubrics in tonight's packet concerning his evaluation for this past school year. On July 19<sup>th</sup>, he will provide the year in review highlights and then will ask The Committee to take a week or so to provide feedback and fill out the rubrics which will be forwarded to Ms. Newcomb. At the August 2<sup>nd</sup> meeting the evaluation will be put on the agenda for approval. At the second August meeting setting goals and work for the upcoming school year will be discussed for both Dr. Lang and The Committee. The update for the strategic plan will be presented either at the July 19<sup>th</sup> meeting or at the August 2<sup>nd</sup> meeting.

#### **8. COVID 19 Update & Anticipated Changes for 2022/23**

Dr. Lang included a slide show on updates for COVID and anticipated changes for the upcoming school year. He spoke of the data with The Committee as he walked through information on: vaccinations; pool testing; and at-home testing. He also spoke of the newly updated COVID dashboard. He thanked Peggy Gump and all the school nurses for their hard work this school year! DESE has said that The State will not be participating in COVID testing for the upcoming school year. This means that pool testing, and at-home testing will no longer be funded.

#### **9. Personnel Report: May 2022**

No action required.

Dr. Lang added that hiring is going very well for teaching staff. He will report more on staffing at the July 19<sup>th</sup> meeting.

#### **Action/New Items**

Ms. Santos would like an update on kindergarten registration.

Ms. Newcomb would like to know where we are with special ed transportation. She would also like to see an ESSER grant update. Additionally, she would like to hear about the ELL and SPED students. Dr. Lang shared that the update on the employee handbook will be shared in July.

**Public Comments**

None

**Adjournment (7:00 p.m.)**

**Mr. Doherty motioned to adjourn. Mr. Moses seconded. Motion carries 5-0.**

*Respectfully submitted,  
Sharon Giglio, Recording Secretary*