

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
July 19, 2022
Meeting Minutes**

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

“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 June 21, 2022

Mr. Doherty motioned to approve the minutes of the regular school committee meeting of June 21, 2022. Mr. Moses seconded. Motion carries 4-0.

2. Approval of the minutes of the regular school committee meeting of June 29, 2022

Mr. Doherty moved to approve the minutes for the regular school committee meeting held on June 29, 2022. Mr. Moses seconded. Motion carries 3-0 with Ms. Newcomb abstaining.

Good News

Dr. Hirsch shared that things are going very well and schools are getting prepared for the next school year!

Ms. Santos added congratulations to the team responsible for the CHS 2022 yearbook! They did a great job putting the year in perspective!

Public Comments

None

New Business

1. Introduction of Director of Human Resources: Ms. Diane M. Carey
Dr. Lang introduced Diane Carey, the new Director of Human Resources. She transitioned on July 1st. Ms. Carey addressed The Committee and said after three weeks she is excited to be here and looks forward to meeting the staff at the schools.

2. FY2022 End of Year Budget Report – Preliminary

Ms. Johnson-Collins included a memorandum detailing this budget report with recommendations for budget transfers.

Mr. Doherty motioned that the school committee vote to approve FY2022 local operating budget transfers totaling \$287,377 from twenty- six favorable DESE Categories to the four DESE Categories noted above for the Chelmsford Public Schools. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

3. FY2022 Recommended Budget Transfers

Mr. Doherty motioned for the school committee vote to approve FY2022 local operating budget transfers totaling \$125,339 from the DESE Categories noted above for the Chelmsford Public Schools. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

4. FY2022 Allocation of Funds to Special Education Reserve Fund – MGL Chapter 40, Section 13E

Ms. Johnson-Collins included a memorandum in tonight's agenda packet recommending that \$750,000 from favorable categories of the local operating budget be transferred to open the new account "Special Education-Other Tuitions" as approved in April by the Town and The Committee.

Mr. Doherty motioned for the school committee to vote to approve an FY2022 budget transfer of \$750,000 from seven favorable areas of the local operating budget to a new account number, Special Education – Other Tuitions noted below for the Chelmsford Public Schools. These funds will then be transferred to the new Special Education Reserve fund in accordance with MGL Chapter 40 Section 13E. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

5. Middle School Grade Level Reconfiguration Recommendation

Dr. Lang included a memorandum in tonight's packet as a follow up to a discussion from the last meeting concerning possibly reconfiguring the middle schools so one would serve grades 5 and 6, while the other would serve students in grades 7 and 8. His presentation tonight includes highlights of the process thus far as well as a detailed slide show. Both Dorr and Whittier and the District Management Group during their assessments felt that this was a good process to explore, especially to relieve many of the scheduling issues at the middle schools. Various meetings were held with all stakeholders (middle school staff, families, as well as the community. The overall response was positive. Dr. Lang spoke of many of these during tonight's meeting. If approved this plan would not become effective until the school year of 2023/2024. Dr. Lang would like to see this put on the agenda for August 2nd for a vote, which allows time for The Committee to review the proposal and to ask questions beforehand. This would allow more than a year for the plan to be thoughtfully put in place.

6. 2021-2022 CPS Year-in-Review

Dr. Lang's memorandum and presentation tonight detailed highlights of what has been achieved during this past challenging school year. He spoke of: FY2021 Massachusetts DESE Financial Audit; FY2022 Budget Administration; FY2023 Budget Presentation and Review; COVID Health and Safety Practices and Protocols; Diversity and Equity Professional Development; Districtwide Facilities Master Plan & Short/Long Term Facilities Visioning; Districtwide Strategic Planning; 1:1 Technology Initiative; Ratification of the Chelmsford School Administrators' Association Contract and Ratification of the Chelmsford Teachers and Nurses Contract. He concluded by stating that he does "look forward to a successful 2022/23 school year".

Ms. Newcomb added that there were many more accomplishments this past school year and would like Dr. Lang to add those items to his memorandum. Ms. Santos suggested more positives to be acknowledged. The Committee expressed great thanks to the entire staff of the Chelmsford Public Schools and the supportive community!

7. 2022-2023 Kindergarten Enrollment Update

Dr. Lang included a memorandum and spread sheet providing up-to-date numbers for kindergarten enrollment. At this time numbers indicate the need for five kindergarten classes at Byam and four at the other three schools. This will be monitored, and additional changes will be made if warranted. He will update The Committee in August.

8. CPS Strategic Plan: 2022 – 2027

Dr. Lang revealed the Chelmsford Public Schools Five Year Strategic Plan for September 2022 through June 2027. The work was done with the assistance of District management Group from December through June. The district's Steering Committee of twelve met every other week to provide guidance. DMG pulled together focus groups which included staff, families and community members. A survey was conducted, and the data analyzed which led to the creation of priority areas to be the focus for the next five years. The priority areas are: Academic Achievement; Equity; Social-emotional Learning; Human Capital and Staff; as well as Operations and Facilities. Tonight's agenda packet contains the entire strategic plan which will be posted on the district's website. This work will help the Chelmsford Public Schools improve their programs moving forward. The Chair suggests that The Committee meet soon to look at the strategic plan and develop goals to support it.

9. Personnel Report: June 2022

No action required.

Liaison Reports

Mr. Doherty shared the Booster Club will be hosting the "Lions Open Golf Tournament" on August 15th. All the information may be found on the Booster Club website.

Public Comments

None

Adjournment (7:19 p.m.)

Mr. Doherty motioned to adjourn. Mr. Moses seconded. Motion carries 4-0.

*Respectfully submitted,
Sharon Giglio, Recording Secretary*