

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
August 2, 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), Ms. Joanna Johnson-Collins (Director of Business and Finance), and Mr. Paul Cohen, Chelmsford Town Manager.

**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 July 19, 2022

**Mr. Doherty motioned to approve the minutes from the regular meeting on July 19<sup>th</sup>. Mr. Moses seconded. Motion carries 4-0 with Mr. King abstaining.**

**Good News**

Ms. Newcomb shared that John Morris had put out the “wildlife cameras” he had obtained funding for from a grant. There have been visits from deer, coyotes, porcupines and bobcats recorded. The cameras are located at CHS, both middle schools, and Harrington. The students are able to logon to the website and observe the numbers of animals seen, their patterns and what they are feeding on. According to Dr. Hirsch students are using this data in summer science classes.

**Public Comments**

None

## **New Business**

### **1. Ratification of MOA: Chelmsford Schools' Food Service Association**

Dr. Lang shared highlights of this agreement which will be in effect from July 1, 2022 through June 30, 2025. Committee members expressed thanks to the food service workers for all of their hard work, especially during COVID.

**(Town Manager Cohen participates in votes on MOAs)**

**Mr. Doherty moved that The Committee vote on the ratification of the MOA between the Chelmsford Public Schools and the Chelmsford School Food Service Association. Mr. Moses seconded. A roll call vote was taken. Motion carries 6-0.**

### **2. FY2022 End of Year Budget Report – Final**

### **3. FY2022 Recommended Budget Transfers**

Ms. Johnson-Collins included a detailed memorandum with supporting spread sheets addressing these financial matters. Additionally, she provided updates on how ESSER funds were being allocated.

**Mr. Doherty moved that The School Committee vote to approve the FY2022 local operating budget transfer totaling \$2,002 from the DESE category noted above for the Chelmsford Public Schools. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.**

### **4. 2021/22 End-of-Year Academic Update**

Dr. Hirsch offered a slide show and spoke about how academic data is used to assess K-8 students in ELA and mathematics. The building teams were able to meet with the i-Ready consultants at the end of the past school year. This included PD for the building principals. District wide evaluative meetings were also held to examine growth during the year. To fully appreciate this relevant and detailed presentation, you should view Dr. Hirsch's slide show and detailed discussion with The Committee on Chelmsford Telemedia You/Tube of tonight's meeting. Dr. Hirsch concluded by showing a graph indicating that all students K – 8 showed significant growth this past school year! She expressed gratitude to all staff for their diligence during our "return to in-person learning year". Members of The Committee echoed her praise of all staff.

### **5. 2021/22 Superintendent's Performance Evaluation**

The Chair thanked The Committee for their thoughtful evaluations including scores and narratives to support their choices. It is important to remember that this includes the full body of work for an entire school year. Ms. Newcomb, as Chair, was responsible for collating the evaluations. She shared evaluations for each of the four standards, which culminated with the overall summative score. The standards are: Instructional Leadership; Management and Operations; Family and Community Engagement; and Professional Culture. Dr. Lang received an "exemplary summative performance score" for this past school year! To fully appreciate Dr. Lang's evaluation by The Committee during this extraordinarily challenging year in education, it would be best to watch this portion of tonight's meeting on Chelmsford Telemedia You/Tube.

**Mr. Doherty moved that The Committee votes to approve the superintendent's evaluation and ratings for his performance for the 2021/2022 school as presented. Mr. Moses seconded. Motion carries 5-0.**

**Mr. Doherty motioned to recess for two minutes. Mr. King seconded. Motion carries 4-0 (Mr. Moses was not present during this vote). The meeting resumed at 7:35 p.m.**

## **6. Vote on Middle School Grade Level Reconfiguration**

Dr. Lang included memoranda and a slide show concerning the proposed middle school configuration in tonight's agenda packet. He had included summaries of all the meetings, parent sessions both remote and in-person at the last meeting in July. He recommends moving forward with combining the student population from both middle schools and have grades 5-6 at Parker and grades 7-8 at McCarthy. He would want to begin the work on this project when school opens this fall. If approved the plan would be implemented at the beginning of the 2023/2024 school year. The Committee took time to discuss the potential pros and cons of this reconfiguration.

**Mr. Doherty moved for The School Committee to vote to approve the middle school grade level reconfiguration plan as presented. Mr. Moses seconded. Motion carries 5-0.**

## **7. Care Solace Mental Health and Substance Abuse Support Service Update**

A memorandum is included tonight's agenda packet from Shannon Bischoff, Coordinator of Counseling and Social Emotional Learning, with an update on Care Solace and the services they provide. The Chelmsford Public Schools and the Town of Chelmsford have decided to move forward to continue their partnership with Care Solace for the upcoming school year and will no longer maintain a contract with William James Interface Referral Service effective July 1, 2022. The Care Solace contract will support all students and staff for the upcoming school year, including staff who do not reside in Chelmsford. The links for services through Care Solace will appear on the web site, while the links to William James will be removed. Ms. Bischoff will provide updates on Care Solace throughout the school year. Their services to our school populations were well-received when they stepped up to help out this past year, at a time when William James was no longer able to fulfill their commitment to us.

## **8. Approval of 2022/23 Student Handbook & Addendum Updates**

Tonight's agenda packet includes the entire handbook as well as addendum updates for CHS. The Committee's attorney has reviewed the changes (indicated in red) and approves them. Dr. Lang recommends that The Committee votes in approval.

**Mr. Doherty moved that The School Committee approve the updated K-12 policy handbook. Mr. Moses seconded. Motion carries 5-0.**

**Mr. Doherty moved that The School Committee approve the updated version of the Chelmsford High School Student Handbook. Mr. Moses seconded. Motion carries 5-0.**

## **9. Approval of 2022/23 Employee Handbook Updates**

Tonight's agenda packet includes the 2022/23 Employee Handbook with updates indicated in red ink. The changes have been reviewed by The Committee's attorney. This is presented tonight for approval.

**Mr. Doherty moved that The School Committee approve the updated version of the 2022/23 Staff Employee Handbook. Mr. Moses seconded. Motion carries 5-0.**

## **10. Bullying Prevention and Intervention Plan Updates**

The District is required to have a Bullying Prevention and Intervention Plan which is updated every two years and was updated this summer. Suggested changes were made by the attorney. It is presented tonight to The Committee and will be found on the District's website in many locations by the end of the week. The updated plan needs to simply be acknowledged by The Committee tonight.

**Mr. Doherty moved that The School Committee acknowledges that we have a bullying prevention and intervention plan. Mr. Moses seconded. Motion carries 5-0.**

## **11. Approval of Field Trip and Travel Requests**

**Mr. Doherty motioned that The School Committee approve the three field trips presented this evening. Mr. Moses seconded. Motion carries 5-0.**

## **Liaison Reports**

Mr. Doherty shared that The Booster's Club Golf Tournament will be held on Monday, August 15<sup>th</sup> at Four Oaks Country Club in Dracut.

## **Action/New Items**

The Chair requests that a folder be put in the "Drop Box" for all documents from which The Committee is working.

There will be an Executive Session next Tuesday at 4:00 p.m. The Chair proposed The Committee meet for about an hour after this ends to review The Strategic Plan and start discussing goals to be worked on in the upcoming school year. This met with members approval.

## **Public Comments**

None

## **Adjournment (8:06 p.m.)**

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

*Respectfully submitted,  
Sharon Giglio, Recording Secretary*