

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
June 6, 2023  
Meeting Minutes**

**Members Present:** Ms. Donna Newcomb (Chair), Mr. Dennis King (Vice Chair), Ms. Susan Mackinnon (Secretary) and Ms. Maria Santos. Mr. John Moses is not present tonight.

**Also present:** Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson Collins (Director of Business & 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 this 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 also 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 16, 2023.

**Mr. King motioned to accept the minutes from our meeting on May 16, 2023. Ms. Santos seconded. Motion carries 4-0.**

**CHS Student Representative Announcements**

Keya shared that the seniors held their graduation on Saturday at the Tsongas Center in Lowell. Next week finals will be held. On Monday, Tuesday and Wednesday students will take finals for two classes. On Thursday there will be one final and a make-up period. On June 8<sup>th</sup> the Nashua English Honor Society and National Honor Society inductions will be held at the CHS PAC. On Saturday the Junior Class Cotillion will take place in the CHS cafeteria.

Lana added that some freshmen and sophomores took the biology MCAS today. The second session will be held tomorrow. On June 13<sup>th</sup> “Move-up Day” will take place for eighth graders. They will meet with sophomores and juniors who will mentor them. They will tour CHS and be able to ask questions.

Tonight, was the last meeting of this school year for Keya and Lana. They will return when school opens at summer’s end.

## Good News

Dr. Hirsch shared that seven more days of school remain. Graduation on Saturday was great! It was the 106<sup>th</sup> graduation for CHS! Ms. Santos congratulated Chelmsford Telemedia for the “amazing” coverage of the event.

## Public Comments

None

## New Business

### 1. Spotlight on the Departments: Chelmsford Community Education Program

Robyn Adams, Director, and Kelley DiFolco, Assistant Director, from Community Education joined the meeting to provide updates to The Committee. This Summer will mark the return of “Summer Splash” for preschool aged children. “Lion’s Pride” at CHS has become a full day program for preschool and PreK. Also, the return of “Travel” for adult education has returned featuring day and weekend trips. This program had been suspended due to COVID. The “Extended Day” program continues to offer before and after school day care at all four elementary schools as well as Parker Middle School. Vacation care is offered during February and April school vacations. Tonight’s agenda packet includes many pictures from a variety of programs from Adult Ed.

Kelley shared that this year’s Adult Education at the Westland School offered 150 classes this spring with 2,700 adults participating. Cooking, yoga, and dance classes are popular as well as special programs for adults with children. Robyn added that “Summerfest” takes place for six weeks for children in grades 1-6. There are weekly themes and field trips as well. This program services 130 students each day. “Summer Quest” for teens began in 2019 and provides full day programs including daily field trips! Registration for all programs is online. Many programs fill up fast and have waiting lists! This entire presentation may be viewed on Chelmsford Telemedia.

### 2. Presentation – CPS School Nutrition Program Year-in-Review

Nancy Antolini, Director of School Nutrition, joined the meeting to provide an update on what has been happening in school nutrition this year. She began with an update of breakfasts and lunches served this year so far. Meals were funded this year by the Commonwealth of Massachusetts, at this point it is not known if they will continue this funding with the FY2024 budget. Meal prices will not increase for the next school year. The many accomplishments during the 2022/23 school year include: an increase in meals served; new “made from scratch” recipes; new tables in three more cafeterias; vending machines at CHS; a partnership with Valley Collaborative; farm to school meals and monthly sanitation training for all cafeteria staff. Looking ahead McCarthy and CHS kitchens will be modernized. Storefront murals and fresh painting will be done at the elementary schools during the summer and fall. “Taste it Tuesdays” will be expanded to all elementary schools in conjunction with the Wellness Committee. Ms. Antolini plans to initiate a student advisory council in the coming school year. She concluded her presentation by inviting The Committee and the administration to lunch!

**Mr. King motioned to approve the new position of Chelmsford Public Schools School Nutrition Operations Supervisor / Registered Dietitian as presented. Ms. Santos seconded. Motion carries 4-0.**

**Mr. King motioned to approve the new position of Chelmsford Public Schools School Culinary Manager as presented. Ms. Santos seconded. Motion carries 4-0.**

### 3. Recognition of LGBTQ+ Pride Month – June 2023

Dr. Lang recommends The Committee review and acknowledge the adaptation of The Select Committee's proclamation which was read into tonight's record by Ms. Mackinnon:

Chelmsford Public Schools  
PROCLAMATION  
Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+)  
Pride Month June 2023

WHEREAS, the Chelmsford Public Schools is a welcoming learning community; and WHEREAS, the Chelmsford Public Schools recognizes the importance of equality and freedom; and

WHEREAS, the nation was founded upon and is guided by a set of principles that includes that every person has been created equal, that each has rights to their life, liberty and pursuit of happiness and that each shall be accorded the full recognition and protection of law; and

WHEREAS, the Chelmsford Public Schools' Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community are a vital part of all fields and professions and contribute to a stronger community; and

WHEREAS, The Chelmsford Public Schools is dedicated to fostering acceptance of all its members and preventing discrimination and bullying based on sexual orientation and gender identity; and

WHEREAS, the Chelmsford Public Schools is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender and sexual identities of its residents; all of which contribute to the vibrant character of our system; and

WHEREAS, the Centers for Disease Control (CDC) recognizes that LGBTQ + teens are at higher risk to be the victims of violence and have increased suicide rates; and

WHEREAS, it is imperative that young people in the district, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and school leaders.

NOW, THEREFORE, we the Chelmsford School Committee and on behalf of the Chelmsford Public Schools, hereby proclaim and recognize June 2023 as Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ +) Pride Month in the Chelmsford Public Schools and urge all members to recognize the contributions made by members of the LGBTQ + community and to actively promote the principles of equality and liberty.

Signed this 6th day of June 2023

**Mr. King motioned to proclaim and recognize June 2023 as Lesbian, Gay, Bisexual, Transgender and Queer Pride Month in the Chelmsford Public Schools. Ms. Mackinnon seconded it. Motion carries 4-0.**

### 4. MASC Resolution

The Chair stated that the MASC Resolution will be presented by The Chelmsford School Committee at the annual conference in November 2023. She thanked Mr. King for his major contribution in writing the resolution. The full resolution is included in tonight's agenda packet.

**Mr. King motioned to submit the resolution to include issues of Diversity, Equity and Inclusion within Charting the Course orientation program to MASC for consideration at the MASC yearly conference in November. Ms. Santos seconded. Motion carries 4-0.**

5. **FY2023 Recommended One-Time Budget Expenditures**
6. **FY2023 Recommended Budget Transfers**

**Mr. King motioned to approve the FY2023 local operating budget transfers totaling \$ 168,683 for the Chelmsford Public Schools as presented. This budget transfer is from four DESE categories that are favorable to five DESE categories where the items should be purchased. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.**

#### **7. Vote to Approve FY2024 Non-Affiliated Staff Salary Increases**

Ms. Johnson-Collins included a memorandum in tonight's agenda packet concerning the 3% cost-of-living pay increases for the remaining Non-Affiliated Staff.

**Mr. King motioned to approve a three percent increase for the annual salary or hourly rate of pay as specified for the listed non-affiliated employees effective July 1, 2023. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.**

#### **8. Middle School Merger/Realignment Update**

Dr. Lang mentioned that middle school transition teams have been meeting all year to prepare for the realignment. All teachers were able to have their requests for next year honored and all, but one support staff was granted their preference. For buses there will be town-wide pick-ups of all 5<sup>th</sup> through 8<sup>th</sup> graders at the same time. The first stop will be McCarthy for grades 7 and 8 and then the bus will take the 5<sup>th</sup> and 6<sup>th</sup> graders to Parker. McCarthy's start time will be 8:10 a.m. with Parker starting at 8:20 a.m. This time change is minimal. DM Group is helping to fine tune the master schedules. Staff have already toured the schools and met with the staff already there. Teachers who are moving have been packing up their classrooms. A moving company has already been hired for this process. Staff will be able to get into their new classrooms two weeks before the opening of school. Student transition tours are taking place now with more to be offered in late summer. "Meet and Greets" are already scheduled. All new hiring will be completed by next week. Mr. Josh Blagg, currently a dean at CHS will be the new principal for Parker. Dr. Jeff Parks, currently at Parker, will be the new principal at McCarthy. Class sizes at the two middle schools will be slightly reduced. Dr. Lang will provide updates at summer meetings.

#### **9. Approval of Field Trip Requests**

**Mr. King motioned to approve the McCarthy Middle School eighth grade field trip to Canobie Lake Park, Salem, New Hampshire on June 14, 2023. Ms. Santos seconded. Motion carries 4-0.**

**Mr. King motioned to approve the Community Ed. Summer Quest field trip to Seven Rivers Paddling in Portsmouth, New Hampshire on July 12, 2023. Ms. Santos seconded. Motion carries 4-0.**

**Mr. King motioned to approve the CHS Spanish Exchange trip to Almeria, Spain from April 10<sup>th</sup> through April 20, 2024. Ms. Santos seconded. Motion carries 4-0.**

#### **Liaison Reports**

Ms. Santos reported that the CHS PTO met and has a new board in place for next school year. They expressed thanks to the community for the support given for the "After Prom". Over 200 students participated! The PTO is also thankful to the Chelmsford Council of Schools for all the parent volunteers. She shared that the McCarthy PTO met. They have already met with the Parker PTO. They will have two separate boards but will hold one meeting together in the months of next year. She was unable to attend the recent Wellness Committee meeting where they expressed gratitude for the renovations to the staff lounges.

Mr. King stated that Center School had their last meeting and elected new board members. They will have co-chairs for each of their offices resulting in 12 board members. CHIPS PTO re-elected their previous board. SEPAC will hold a virtual meeting tomorrow evening.

Ms. Mackinnon will attend the PTO meeting at Harrington on Thursday.

Ms. Newcomb added that the Chelmsford Friends of Music will meet on June 14<sup>th</sup>.

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

Ms. Santos would like information on the anticipated enrollment for next school year. She is concerned about the elementary enrollment. She would like to see a review of the Strategic Plan. Dr. Lang suggested a year in review be presented at July's meeting. He proposes a forum be held for the community early next school year as a review and preview of next year's goals.

Mr. King would like to see a report on student attendance and compare it to prior years.

The Chair would like a review of the policies on "public input" for the Committee meetings due to a recent SJC ruling. Dr. Lang will be in touch with Town Manager Cohen concerning this.

#### **Adjournment (7:31 p.m.)**

**Mr. King motioned to adjourn. Ms. Santos seconded. Motion carries 4-0.**

**Respectfully submitted,  
Sharon Giglio,  
Recording Secretary**