

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
June 20, 2023
Meeting Minutes**

Members Present: Ms. Donna Newcomb (Chair), Ms. Susan Mackinnon (Secretary), Mr. John Moses and Ms. Maria Santos. Mr. Dennis King 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 June 6, 2023.

Ms. Santos motioned to approve the minutes of the June 6th meeting. Ms. Mackinnon seconded. Motion carries 3-0 with Mr. Moses abstaining.

Good News

Dr. Hirsch shared that the 2022/2023 school year is a rap!

Public Comments

None

New Business

1. **Presentation: Chelmsford DPW Paving and Sidewalk Master Plan Update**

Christine Clancy, P.E., DPW Director for the Town of Chelmsford, joined the meeting. There are 187 miles of Town roads and funding for maintenance comes from Chapter 90 funding with \$1.1 million received annually. Federal money may also be forthcoming. The funding provides for both roads and sidewalks. The database was updated in 2021. This year 1.21 miles of sidewalk were replaced or constructed which cost \$339,264.

The plan for 2023, one mile of sidewalks is proposed estimated to cost \$400,000. This past winter assessments were made on all the sidewalks in town which helps to determine which sidewalks and ramps on which to focus. Sidewalks around the schools are given top priority status. To bring the sidewalk plan up to date there is a backlog of \$22.1 million (this does not include sidewalks which are under the auspices of the Massachusetts DOT)! Her detailed presentation included master plans for each school area. The area around Byam School is most in need of sidewalk work. Ms. Clancy's presentation and accompanying detailed slides may be viewed by watching tonight's meeting on Chelmsford Telemedia.

2. Spotlight on the Departments: Health & Physical Education

Kathryn Simes, Department Coordinator for Health and Physical Education joined the meeting along with Will, a fourth grader at Byam, Sam a fifth grader at Parker, and Courtney Quinn, the physical education teacher at Byam. Ms. Quinn spoke about the Byam Unified Group which was a pilot program this year which totaled 16 students, including eight "Adaptive PE Students". The students were paired and seen once weekly with co-teaching by the adaptive physical education teacher. Sam shared that he liked "helping the other kids" and building confidence and proficiency. Will liked "having an extra gym class and working one-on-one with a partner". Ms. Simes will be expanding Unified PE to McCarthy this coming school year where general education students may choose it as an elective. Upcoming seventh graders have written letters to their PE teachers stating why they want to do unified PE as an elective.

Chelmsford held its first annual "2023 Special Olympics Massachusetts Unified Game Day" where the classes from Byam and CHS were involved. The event went well and will be expanded to include other schools next year. The Kona Ice Truck was a real treat at the event. Slides and videos from the event were shared by Ms. Simes. Will and Sam shared that they gained more patience by participating in unified PE and learned to never give up! Ms. Simes also showed slides of the proposed McCarthy fitness Center which is expected to be completed by the fall.

3. Vote to Approve Special Education Student Transportation Contract

Tonight's packet includes a memorandum from Ms. Johnson-Collins as well as the contract to provide special education student transportation. Trombley Motor Coach is the vendor and Chelmsford joined with Billerica and Tewksbury schools for this contract. The contract is for three years with options to extend for years four and five.

Mr. Moses motioned that we recommend the School Committee vote at the regular meeting on June 20, 2023, to enter into a three-year contract with optional fourth- and fifth-year extensions exercised at the sole discretion of the Chelmsford School Committee as proposed. The three-year contract period covers the time from July 1, 2023, through June 30, 2026. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.

4. Acceptance of Financial Audit Report: McCarthy & Parker Middle School Student Activity Funds

Ms. Johnson-Collins included a memorandum in tonight's agenda packet which includes the audit for the McCarthy and Parker Middle School Activity Funds for fiscal year 2022. She thanked her team and all the middle school staff for following the guidelines.

Mr. Moses motioned to accept the audit report and place it on file as presented. Ms. Santos seconded. Motion carries 4-0.

5. FY2023 Recommended One-Time Budget Expenditures

6. FY2023 Recommended Budget Transfers

Dr. Lang stated that items #5 and #6 will be taken together. Ms. Johnson-Collins walked the Committee through the recommended budget items.

Mr. Moses recommends the School Committee vote at the regular school committee meeting on June 20, 2023 to approve these FY2023 local operating budget transfers totaling \$ 647,613 from twenty-two favorable DESE Categories to the four DESE Categories noted above for the Chelmsford Public School. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.

Mr. Moses recommends the school committee vote at the regular school committee meeting on June 20, 2023 to approve this FY2023 local operating budget transfer totaling up to \$ 1,560,000 to fund Prepaid OOD tuitions for the Chelmsford Public Schools. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.

7. 2022/23 Student Enrollment Update

As of today, the kindergarten enrollments are as expected. Byam School will retain five sections for kindergarten for the coming school year. Dr. Lang will provide another update in July. There are no significant enrollment changes regarding other grade levels.

8. School Committee Warrant Signing Schedule

Included in tonight's packet is the warrant signing schedule for the next year. Dr. Lang will upload it to the Committee's drop boxes.

9. School Committee End-of-Year Goals Review

10. Superintendent End-of-Year Goals Review

Dr. Lang included these updates which he put together with Dr. Hirsch. Some goals are carry-overs from last school year and these will be the focus for year two of the Strategic Plan. At the July meeting, Dr. Lang will present the 2022/23 school year in review. Committee members should contact The Chair with suggested changes or contact Dr. Lang. The new goals will be finalized in August with work beginning in September.

11. 2022/23 Superintendent's Evaluation Process

Dr. Lang included a memorandum concerning the time-frame and goals for the process. In July Dr. Lang requests the Committee members fill out the evaluation rubrics and send them to him or The Chair so they may be incorporated into a summative document which will be shared at the second August meeting.

12. Personnel Report: May 2023

No action required.

Liaison Reports

Mr. Moses shared that he went to Washington D. C. to meet with Rep. Trahan, her staff and other congressmen from Massachusetts. This was an open forum to discuss Town issues. The main focus was the water district and funding. He would like to see more representation for the Town of Chelmsford.

Ms. Mackinnon attended the CHIPS PTO meeting and was impressed by how much work they do! She would like to find ways to get the PTO Board more help. They are hoping that the district will continue to support their teacher appreciation events again next year.

Action Items/New Items

None

Adjournment (7:41 p.m.)

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

*Respectfully submitted,
Sharon Giglio,
Recording Secretary*