



# Chelmsford School Department School Committee

## *Notice of Public Meeting*

Email Posting to [townclerk@townofchelmsford.us](mailto:townclerk@townofchelmsford.us) Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

**DATE: Tuesday August 15, 2023 TIME: 6:00 p.m. ROOM: Conf. Room 1**

**PLACE: CPS Central Administration Office ADDRESS: 230 North Road**

The Chelmsford School Committee (CSC) intends to conduct an in-person meeting on the date and time specified. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at [langj@chelmsford.k12.ma.us](mailto:langj@chelmsford.k12.ma.us) prior to 12:00 p.m. on Tuesday August 15, 2023 to be scheduled to provide in-person input under the public participation portion(s) of the agenda.

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **CHAIR OPENING STATEMENT**

### **CONSENT AGENDA**

1. Approval of the minutes of the regular school committee meeting of August 1, 2023

### **CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS**

### **GOOD NEWS**

### **PUBLIC COMMENTS:**

The School Committee will hear from members of the public on items listed under New Business on the posted agenda. Speakers are asked to limit comments to 3 - 5 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments when the item is reached on the agenda.

### **NEW BUSINESS**

1. 2022/23 Superintendent's Performance Evaluation
2. 2023/24 Return to School Update
3. Memo - Personnel Report: July 2023

**REPORTS**

1. Liaison Reports

**ACTION/NEW ITEMS**

1. Request for Reports & Updates

**PUBLIC COMMENTS:**

The School Committee will hear from members of the public on general matters of education interest. Speakers are asked to limit comments to 3 - 5 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments at future meetings.

**ADJOURNMENT**

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
August 1, 2023  
Meeting Minutes**

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

**Also present:** Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson Collins (Director of Business & Finance). Dr. Jay Lang is not in attendance tonight.

**Call to Order**

Ms. Newcomb called the meeting to order at 6:00

**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 July 18, 2023.

**Mr. Moses motioned to approve the minutes from July 18<sup>th</sup>'s School Committee meeting as presented. Ms. Santos seconded. Motion carries 3-2 with two abstaining.**

**Good News**

Dr. Hirsch shared that there are some great articles on the district website about Christina Mitza, who is the new dean of Hawthorne House at CHS, and one on Josh Blagg, the former dean of Hawthorne House at CHS, and now the principal of Parker Middle School.

Mr. King shared that he just learned that Massachusetts will be providing free lunches for the upcoming school year. Ms. Johnson-Collins explained that, although that is included in the current State budget, the governor has ten days to approve the budget as presented or veto line items. So far this has not happened but will be known within the next ten days.

**Public Comments**

None

## **New Business**

### **1. Care Solace Mental Health and Substance Abuse Support and Cartwheel Service Updates**

Shannon Bischoff, District Coordinator of Counseling and Social Emotional Learning, came to the table to provide updates on two mental health resources which provide service to the district. Care Solace has been used for the past year and one-half. Feedback has been “wonderful” for the services which may be accessed 24/7 throughout the year with a response time of ten to fifteen minutes. It provides translators in 200 languages. Clients may be referred from school staff, family or anonymously. Support is included regardless of insurance status. There are between 30 to 40 district cases reported monthly. Most frequent referrals are for: anxiety; depression; trauma and ADHD.

Cartwheel began as a pilot program in October to particularly help to find psychiatric follow-up after an initial diagnosis. This will be evaluated this coming October. Their services are offered to students in grades five through twelve, with a response time within 48 hours. They will get an assessment by a psychiatrist and a written evaluation with recommendations with follow-up plans for other providers. They will consult with faculty and staff but do not provide district staff with written assessments.

### **2. FY2023 End of Year Budget Report – Final**

Ms. Johnson-Collins presented the FY2023 end-of-year budget report. She had presented the preliminary figures at the July 18<sup>th</sup> meeting and tonight’s reports have very minor changes. Her memorandum and supporting details are included in tonight’s agenda packet. ESSER 1 and 2 funds have been completely spent. ESSER 3 funds must be spent by 9/30/24. The Committee thanked Ms. Johnson-Collins and her team for their excellent work!

### **3. 2022/23 End-of-Year Academic Update**

Dr. Hirsch presented the year end academic update. Her slides providing supporting data are included in tonight’s agenda packet. iReady is the benchmark system used for math. After beginning of the year testing results are available this program adapts for each student going forward. This is helpful for students who have not met grade level standard expectations as well as for those who have exceeded expectations. Students in grades 2 and up are still working through the effects of the pandemic. Although some grades exhibit gaps in math learning, Chelmsford is doing better than many surrounding districts at this point. More support services in both math and reading will be provided for the schools that would benefit from this intervention at both elementary and middle school levels. Even those students who are not performing up to grade level are exhibiting significant growth! This growth does not vary due to the race of the students. Growth for all races is over 100% which is a positive. Benchmark testing is done in the beginning of the year for ELA/Reading just as it is for math. Interventionists are placed for reading at both elementary and middle schools as need indicates. Reading scores before COVID and after were stable. Chelmsford reading scores were higher than the average State scores. High growth was achieved in reading for all grade levels and races.

### **4. Approval of 2023/24 Student Handbook & Addendum Updates**

Dr. Hirsch presented the updated student handbook. There were only a few changes and those changes were approved by the district’s attorneys. The links for the handbooks may be found on the district website pending Committee approval this evening.

**Mr. King motioned to approve the 2023/24 Chelmsford Public Schools student handbooks and CHS addendum updates as presented. Mr. Moses seconded. Motion carries 5-0.**

## **5. Approval of 2023/24 Employee Handbook Updates**

Dr. Hirsch presented the updated employee handbook which was also approved by the district's attorneys. The changes addressed health care flexible spending amounts and tax-sheltered annuity maximums. The Family Medical Leave Act policy is also included for the first time.

**Mr. King motioned to approve the 2023/24 Employee Handbook as presented. Mr. Moses seconded. Motion carries 5-0.**

## **6. Approval of Bullying Prevention and Intervention Plan Updates**

Dr. Hirsch presented the Bullying and Intervention Plan updates which can be found as a link in the handbooks. The Chair is pleased with the document and thanks all those involved in preparing it. Although the district is only required to update this plan every two years, In Chelmsford it is updated annually to keep staff fully knowledgeable. This has been approved by the district's attorneys. With regard to social media when issues begin to impact the learning environment this plan is employed.

**Mr. King motioned to approve the Bullying Prevention and Intervention Plan as presented. Mr. Moses seconded. Motion carries 5-0.**

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

**Mr. King motioned to approve the Chelmsford High School band trip to Seattle, Washington for the Western International Band Clinic from November 17 through the 21<sup>st</sup>, 2023. Mr. Moses seconded. Motion carries 5-0.**

**Mr. King motioned to approve the CHS Performance Music Ensembles field trip to New York City from April 11 through the 15<sup>th</sup>, 2024. Mr. Moses seconded. Motion carries 5-0.**

### **Action/ New Items**

An update is requested following the Town Manager's notification on an influx of new students moving in to The District and the effect on enrollment numbers.

Mr. King would like updates on capital projects and how the middle school realignment is working out.

The Chair requests all Committee members forward their information on the superintendent's evaluation.

### **Public Comments**

none

### **Adjournment (7:20 p.m.)**

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

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

**End-of-Cycle Summative Evaluation Report: Superintendent  
2022 - 2023 School Year**

**Jay Lang, Ed.D.  
Superintendent of Schools**

Indicators	Unsatisfactory	Needs Improvement	Proficient	Exemplary	D. Newcomb	D. King	S. Mckinnon	J. Moses	M. Santos
<b>Unsatisfactory</b> = Performance on a standard or overall has not significantly improved following a rating of <i>Needs Improvement</i> , or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.									
<b>Needs Improvement/Developing</b> = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected.									
<b>Proficient</b> = <b>Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance.</b>									
<b>Exemplary</b> = A rating of <i>Exemplary</i> indicates that practice significantly exceeds <i>Proficient</i> and could serve as a model of practice regionally or statewide.									
Standard I: Instructional Leadership			X		P	E		P	P
Standard II: Management and Operations				X	E	E		E	E
Standard III: Family and Community Engagement				X	E	E		E	P/E
Standard IV: Professional Culture			X		P	P		E	P/E
Rate Overall Summative Performance				X	E	E		E	P/E

**Comments:**

Chelmsford Public Schools, like many districts across the state, continued to deal with the aftereffects of the pandemic. Two areas that were most impacted by the pandemic were students’ academic performance as well as their social emotional development. Dr. Lang’s leadership and planning over the past three years has allowed the district to have the necessary resources in place to mitigate the effects of the pandemic and allow for continued recovery in the areas most impacted. Dr. Lang’s leadership, organization, and initiative has provided the school district with a clear and objective picture of its strengths and weaknesses and has positioned it in a way that allows for any concerns to be addressed.

One of Dr. Lang’s strengths is his ability to guide our staff in operationalizing the mission statement of the district. For the district to progress and grow, all aspects of the district must work in synchronization. These parts include instructional leadership and practices, facilities management, fiscal management, family and community engagement, and staff culture. Dr. Lang’s ability to oversee and lead in each of these areas allows for student success, staff development, and has created safe and welcoming environments in each school building.

## **End-of-Cycle Summative Evaluation Report: Superintendent 2022 - 2023 School Year**

**Jay Lang, Ed.D.  
Superintendent of Schools**

Another area of strength in Dr. Lang's performance this year was his ability to manage the day-to-day operations of the district while planning for the future. Once again, Dr. Lang's excellent fiscal management allowed us to meet our financial obligations. Additionally, he demonstrated the ability to create a budget that allowed the district to make improvements to the buildings, invest in new curriculum and educational resources, conduct audits in the areas of special education and school safety, negotiate and settle five open employee contracts, maintain appropriate staffing levels, and realign our middle school programming in order to provide equity in instruction and opportunity for students in grades five through eight.

Over the course of the year, Dr. Lang continued to maintain collaborative relationships with the school district's stakeholders and our municipal partners. Weekly communication with parents and an improved website provides families with necessary information. Dr. Lang's parent forums regarding the middle school realignment and his participation at meetings such as the Council of Schools allows for parents to share their concerns. The Spotlight on Schools and Departments segment of the agenda at School Committee meetings allows the public to learn about the hard work of our staff and wonderful programming in the schools. Dr. Lang has demonstrated the willingness to meet with concerned parents to address issues related to academic programming, extracurricular activities, and bullying. Dr. Lang has maintained good working relationships with the town manager and various municipal departments such as the Department of Public Works and the Town Clerk's office.

Dr. Lang recognized the changing needs in the school district and has taken steps to address those needs. He continues to work with the Massachusetts School Building Authority to address our facilities issues with the goal of being approved for a new building in the future. The post-secondary needs of students are continually evolving. Having access to up-to-date technology and instruction as well as Dual Enrollment and post high school Pathways programs, internships, and community service are ways the district is helping to prepare our students for success after high school. As our community becomes increasingly diverse, Dr. Lang and his Leadership Team have taken the necessary steps to ensure our schools are welcoming and safe environments by providing staff with professional development in the areas of diversity, inclusive and equitable practices.

The School Committee recognizes that while there are many areas of success, there are also areas that need to be addressed as we move forward. No system is perfect, but we are confident that continued collaboration with Dr. Lang will meet any challenges as well as deal with areas of concern to promote student growth and enhance staff culture and development. These concerns will be addressed as we develop our goals for the upcoming school year.

The success of Chelmsford Public Schools is a complete team effort. The success of the district happens because of the hard work and dedication of all our staff. With Dr. Lang's ability to provide vision and leadership, Chelmsford Public schools will continue to provide a high-quality educational experience for all students.

**End-of-Cycle Summative Evaluation Report: Superintendent  
2022 - 2023 School Year**

**Jay Lang, Ed.D.  
Superintendent of Schools**

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Donna M. Newcomb  
Chair, Chelmsford School Committee

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Jay Lang, Ed.D.  
Superintendent of Schools



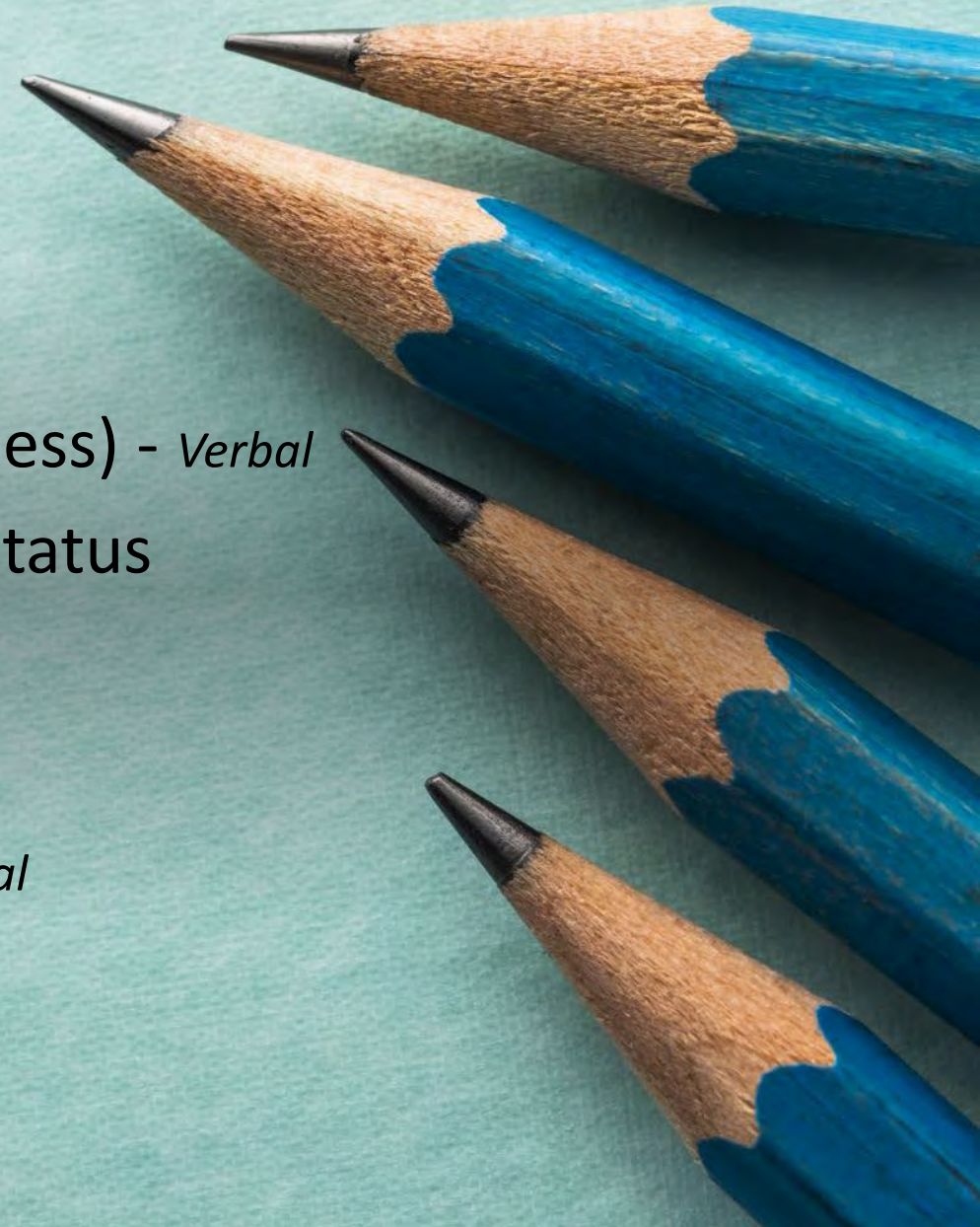
# Chelmsford Public Schools Return to School Update 2023/24 School Year





# Back-to-School Topics

- Student Enrollment
- Family & Student Emergency Housing (Homeless) - *Verbal*
- School Nutrition Update: Breakfast & Lunch Status
- Student Transportation
- Capital Projects
- Middle School Grade Level Realignment - *Verbal*
- School Safety Audit - *Verbal*



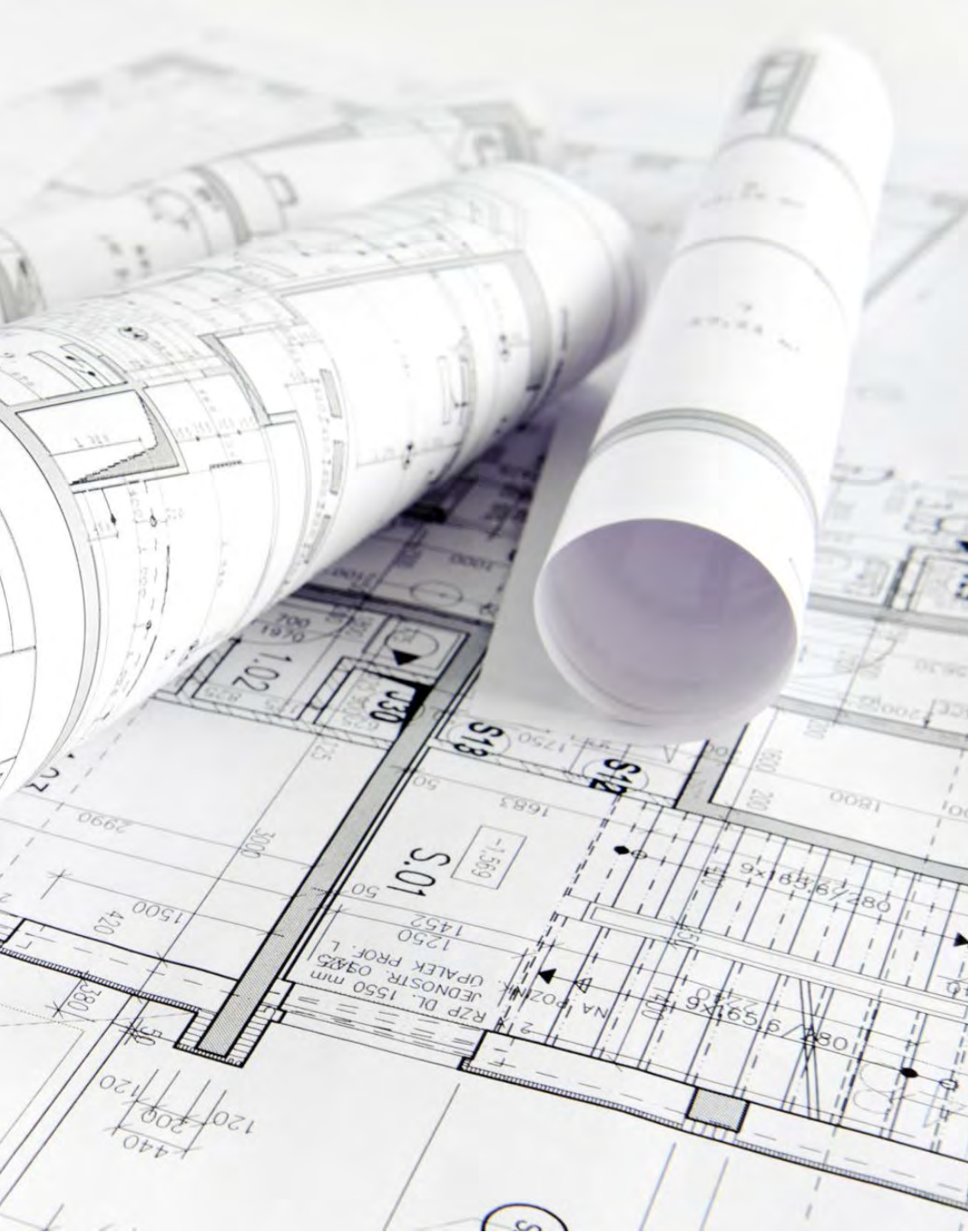


# Student Transportation

- In a typical school year, CPS transports 3,400 students on 29 school buses daily.
- 3,132 students have registered to ride the bus to date.
- ALL students must register to ride the bus, even if there is no fee.
- Bus passes will be mailed home this week



REGISTRATION PERIOD	DATES	# OF RIDERS
Early Bird	June 1 to July 4	2,227
Regular	July 5 to July 31	578
Late	August 1 to 14	327
	Total:	3,132



# Capital Projects

- McCarthy Middle School
  - Science Lab Renovation
  - Modular Classroom Flooring
  - Classroom Staging – Realignment
    - Furniture Moves
    - Classroom Carpeting
  - Gymnasium Floor Resurfacing
  - Girls Locker Room/Fitness Room Renovation
  - Kitchen Renovation
  - Teachers Room Renovation



# Capital Projects

- Byam Elementary School
  - Teachers Room Renovation
- Center Elementary School
  - Student Bathroom Partition Replacement
  - Additional Playground Equipment
  - Teachers Room Renovation
- Harrington Elementary School
  - Exterior awning for Modular Classrooms
  - Playground Enhancement (Poured-in-Place)



The background of the slide features a close-up, slightly blurred view of several rolled-up architectural blueprints. The blueprints are white with black lines and text, showing various technical drawings and dimensions. The rolls are arranged in a diagonal line from the top left towards the bottom right. The overall tone is professional and technical.

# Capital Projects

- South Row Elementary School
  - Teachers Room Renovation
- Westlands School
  - Bathroom Renovation
- Chelmsford High School
  - Carpeting
  - Learning Commons
  - Yearbook Room



# Capital Projects

The background of the slide features a close-up, high-angle view of several rolled-up architectural blueprints. The blueprints are white with black lines and text, showing various technical drawings and dimensions. One blueprint is unrolled in the foreground, revealing a detailed floor plan with room numbers like 'S.01' and 'S.02', and technical specifications such as 'RZP DL. 1550 mm' and 'JEDNOSTR. 03A25'. The blueprints are arranged in a way that creates a sense of depth and focus on the architectural work.

- Parker Middle School
  - Modular Classroom Flooring
  - Teachers Room Renovation
  - Classroom Staging – Realignment
    - Furniture Moves
    - Classroom Carpeting

## District Enrollment

School	School Name	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP	Othe	Total
00560001	Community Education	187	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	187
00560005	Center Elementary School	0	96	85	101	100	85	0	0	0	0	0	0	0	0	0	0	467
00560015	South Row Elementary	0	85	87	93	111	92	0	0	0	0	0	0	0	0	0	0	468
00560025	Harrington Elementary	0	84	92	88	112	102	0	0	0	0	0	0	0	0	0	0	478
00560030	Byam Elementary School	0	112	106	107	104	100	0	0	0	0	0	0	0	0	0	0	529
00560305	Parker Middle School	0	0	0	0	0	0	396	412	0	0	0	0	0	0	0	0	808
00560310	McCarthy Middle School	0	0	0	0	0	0	0	0	407	387	0	0	0	0	0	0	794
00560505	Chelmsford High School	0	0	0	0	0	0	0	0	0	0	426	363	348	345	0	0	1482
SPEDOOD	SPED OOD	0	0	0	0	1	1	1	6	1	2	7	4	7	10	25	0	65
Totals		187	377	370	389	428	380	397	418	408	389	433	367	355	355	25	0	5278





Chelmsford Public School District  
 Student Enrollment Report  
 In-District Students  
 August 14, 2023



	Pre-K	KP	KF	1	2	3	4	5	6	7	8	9	10	11	12	SP	TOTAL
Chelmsford Public Schools	186	0	377	369	389	427	380	397	418	408	389	433	367	355	355	25	5275



McCarthy Middle School	0	0	0	0	0	0	0	0	0	407	387	0	0	0	0	0	794
# Homerooms:										16	16						
Avg. Class Size:										25.4	24.2						

Parker Middle School	0	0	0	0	0	0	0	396	412	0	0	0	0	0	0	0	808
# Homerooms:								16	16								
Avg. Class Size:								24.8	25.8								



# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

To: Jay Lang, Ed.D., Superintendent of Schools  
Members of the School Committee

From: Joanna Johnson-Collins, Director of Business & Finance

cc: Nancy Antolini, Director of School Nutrition

Date: August 10, 2023

Re: 2023/24 School Nutrition Update

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I'm writing to update the school committee on the cost of breakfast and lunch to students for the 2023/2024 school year. There will be **no cost** to students for breakfast and/or lunch, as the cost will be funded by the USDA and the Commonwealth of Massachusetts for one (1) more year.

For the past three years, there was no cost to the students for breakfast and/or lunch, as this was funded 100% by the USDA (federal funding) in year one (1) and two (2) and by both the USDA and the Commonwealth of Massachusetts in year three (3). At the June 6, 2023 school committee meeting, the Director of School Nutrition, Mrs. Nancy Antolini, addressed the committee with various updates, and at that time the USDA reported they would maintain the free, reduced and paid meal model for the 2023/2024 school year. While the USDA component of the funding will be the free, reduced and paid meal model, state level funding has been approved in Massachusetts (on August 9, 2023) in the FY2024 budget to make up the difference so breakfast and/or lunch will be provided at **no cost** to **all** students for the 2023/2024 school year.

Families should still consider filling out the free and reduced lunch application as this information is also used at the state level to determine if the family is eligible for other benefits. Locally in the Chelmsford Public Schools, those families eligible for free and reduced lunch will be eligible to have the bus transportation fee waived.

Thank you.

# CHELMSFORD PUBLIC SCHOOLS

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*Office of Human Resources*  
*230 North Road, Chelmsford, MA 01824*  
*Telephone: (978) 251-5100 Fax: (978) 251-5110*

To: Dr. Jay Lang, Superintendent of Schools

From: Robyn Corbett, Executive Assistant to the Superintendent of Schools

Date: August 8, 2023

**Re: Personnel Report – July 2023**

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Please see the attached Personnel Report which includes retirements, resignations, new hires and assignment changes. Thank you for sharing this report with members of the Chelmsford School Committee.

## Personnel Report – July 2023

### New Hires

**Donahue, Sarah**

**ABA Paraprofessional**

**CHIPs**

Effective date: 8/28/23

**Fitzgerald, Katelyn**

**Elementary Special Education K-2 Teacher (ASD Program)**

**Harrington Elementary School**

Effective date: 8/28/2023

**Johnson, Taylor**

**Grade 7 Math Teacher**

**McCarthy Middle School**

Effective date: 8/28/23

**Proia, Jocelyne**

**Interim ABA Paraprofessional**

**Harrington Elementary School**

Effective date: 8/28/23

**Vanni, Elizabeth**

**Math Teacher**

**Chelmsford High School**

Effective date: 8/28/23

**White, Tara**

**.4 Physical Therapist**

**Chelmsford Public Schools**

Effective date: 8/28/23

### Resignations:

**Denisevich, Hailey**

**Paraprofessional**

**Chelmsford High School**

Effective date: 6/15/23

**Hatfield, Joan**

**0.50 FTE Music Teacher**

**McCarthy Middle School and CHIPs**

Effective date: 6/16/23

**Lehmann, Maureen**

**C.N.A.**

**McCarthy Middle School**

Effective date: 6/16/2023

**Nadeau, Beth**

**ABA Paraprofessional**

**CHIPs**

Effective date: 6/15/2023

**Pontes, Anthony**

**ABA Paraprofessional (NECC Program)**

**Parker Middle School**

Effective date: 6/15/2023

**Porzio, Alexis**

**STRIVE Paraprofessional**

**Chelmsford High School**

Effective date: 6/15/2023

**Schwamb, Eugene**

**Special Education Teacher**

**McCarthy Middle School**

Effective date: 6/16/23

**Svenson, Nicole**

**ABA Paraprofessional**

**CHIPs**

Effective date: 6/15/23

**Retirements:**

**Assignment Changes:**

**Cohen-Laffont, Caroline (formerly Paraprofessional Harrington Elementary School)**

**ABA Paraprofessional**

**Harrington Elementary School**

Effective date: 8/23/2023