

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
July 18, 2023  
Meeting Minutes**

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

Ms. Mackinnon called the meeting to order at 6:15 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 20, 2023.

**Mr. Moses motioned to approve the meeting minutes from June 20, 2023. Ms. Santos seconded. Motion carries 3-0.**

**Good News**

Dr. Hirsch shared that we finally had one day of sunshine this summer! Ms. Santos spoke with gratitude for the success of the July 4<sup>th</sup> parade!

**Public Comments**

None

## **New Business**

- 1. 2022/23 School Committee End-of-Year Goals Review**
- 2. 2022/23 Superintendent End-of-Year Goals Review**

At the last meeting, Dr. Lang presented the goals for the School Committee and Superintendent. Progress throughout the year. The goals will be shared on the district's website. Committee members who wish to make changes are welcome to do so.

**Mr. Moses motioned to accept the Chelmsford School Committee goals review for the 2022-2023 school year as presented. Ms. Santos seconded. Motion carries 3-0.**

- 2. 2022/23 Superintendent End-of-Year Goals Review**

**Mr. Moses motioned to approve the Superintendent goals for the 2022-2023 school year with an amendment on the action steps on one date. Ms. Santos seconded. Motion carries 3-0.**

Dr. Lang will make the correction on the date and it will be updated by tomorrow on the website.

- 3. 2022/23 CPS Year-in-Review**

Dr. Lang included a memorandum highlighting the 2022/23 year in review. He spoke of the many accomplishments including: a successful FY2022 Massachusetts DESE Financial Audit; wise FY2023 budget administration (thanks to Ms. Johnson-Collins and her team!); a successful FY2024 budget presentation and review; diversity and equity professional development; and districtwide Facilities Master Plan & Short/Long Term Facilities Visioning (including the realignment of grades for the two middle schools). Additionally, district wide strategic planning was completed with year one being implemented during the 2022/23 school year. Other successes this year were: The Special Education Opportunities Review with ongoing initiatives; School Safety and Security Review; as well as the continuation of the successful 1:1 technology initiative. Finally, the year brought agreements for three years on contracts. All contracts are now up to date. Dr. Lang's uplifting presentation may be viewed in full on Chelmsford Telemedia.

- 4. 2022/23 CPS Strategic Plan Year-in-Review**

Dr. Lang shared a slide show prepared in collaboration with the DMGroup to highlight the five priority areas for the Strategic Plan. This included the mission and vision statements and helped hone in on the district's theory of action to address the initiatives. The propriety areas are: academic achievement; social-emotional learning; equity; human capital; and operations and facilities. Benchmarks were focused on this first year of the Strategic Plan and will be updated in each ensuing year. The slides, accompanying Dr. Lang's presentation of year one, are rich in details. Dr. Lang looks forward to working with DMGroup on a continuing basis through years two through five of the Strategic Plan.

- 5. 2022/23 Superintendent's Evaluation Process**

Dr. Lang included the memorandum from June 17, 2023, concerning the superintendent's evaluation process in tonight's agenda packet. He will email the necessary forms tomorrow to the Committee members and would like the completed evaluations to be sent by August 4<sup>th</sup>, to him and to Ms. Newcomb. The process will be completed by the second meeting in August.

## **6. FY2023 End of Year Budget Report – Preliminary**

Ms. Johnson-Collins spoke of the preliminary fourth quarter report for the FY2023 year, which is included in tonight's packet. The final report will be presented at the August 1<sup>st</sup> meeting for approval. She also included the preliminary Grant and Revolving fund figures. Reports are also included for the Student Activity Accounts for CHS and the two middle schools.

**Mr. Moses motioned to accept the end-of-year preliminary budget report for the 2022/23 school year as presented. Ms. Santos seconded. Motion carries 3-0.**

## **7. Personnel Report: June 2023**

No action required.

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

**Mr. Moses motioned to adjourn. Ms. Santos seconded. Motion carries 3-0.**

*Respectfully submitted,  
Sharon Giglio,  
Recording Secretary*