

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
December 3, 2024  
Meeting Minutes**

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

**Also present:** Dr. Jay Lang (Superintendent) and Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson-Collins (Director of Business & Finance).

**Call to Order**

Mr. King 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 Policy. 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 November 12, 2024**

**Ms. Santos motioned to approve the minutes of the meeting of November 12, 2024. Mr. Moses seconded. Motion carries 5-0.**

2. **Approval of the minutes of the regular school committee meeting of November 19, 2024**

**Ms. Santos motioned to approve the minutes of the meeting of November 19, 2024. Mr. Moses seconded. Motion carries 5-0.**

**CHS Student Representative Announcements**

Patrick shared a wish that all had a Happy Thanksgiving! Fall sports have ended following Chelmsford's 28 to 21 win over Billerica on Thanksgiving. Winter sports have begun. December 12<sup>th</sup> will be a half-day for students. *The Beauty and the Beast* performances were “awesome”!

Lana added that “Pep Rally” took place last week on Wednesday with band, color guard and cheer squad with dancing performed. There was a “tug of war” with CHS staff. 1,002 food items were donated to the Chelmsford Food Pantry and 109 winter coats/jackets were also donated. The last two months have been productive for the Ecology Club with tree plantings, soil testing and cafeteria composting was over 2,000 pounds between mid-October through mid-November! DECA projects were reviewed and evaluated.

## **Good News**

Dr. Hirsch reminded all that winter concert season is taking place with many opportunities for enjoyment! Please try to attend one or more.

## **Public Comments**

None

## **New Business**

### **1. Overview of CPS Mentoring (Staff) Program**

Dr. Lang introduced our District Mentor Coordinator, Marybeth Macallister (Gr. 5 ELA/SS teacher), who was joined by Dr. Hirsch to share information and highlights about our mentoring program for new teachers. There are three support systems which take place between each mentor and mentee. This helps by creating a strong culture in our schools. DESE has "Guidelines for Mentoring" to which Chelmsford adheres which meets all professional standards for Massachusetts teachers. Our mentors meet all DESE requirements and are required to participate in The District's mentor training. There is a stipend for mentors. Additionally, DESE requires each district to provide a "new teacher induction program" which has been the case in Chelmsford for many years.

After Dr. Hirsch's introduction she turned the presentation over to Ms. Macallister who shared that "confidentiality" is a foundation of the mentoring program. The relationship begins with a needs-based assessment which enables the mentee to choose three goals on which to focus. A handbook is given at the beginning of the school year and serves as a "road map" for the process. Early in the year the mentor and mentee meet three times a week to support the chosen goals. As the year unfolds the meetings may decrease to twice or once per week. A communication "tool kit" is shared with the mentees for support. The program benefits not only the educators involved but the students and the entire school district as well. Best practices are shared. Mentors do not evaluate their mentees and confidentiality is maintained. The mentors do observe the mentees upon request. The mentors are "conduits" and provide resources, advice and connect them to other colleagues for specific advice (i.e. technology, specialists, HR).

Dr. Hirsch added that the "relationship piece" between mentor and mentee is critical and each learns from the other during the process. There will soon be a "roadmap" for special educators. The building principals assign the mentors in their school in consultation with Ms. Macallister. This school year there are 28 pairs of mentors/mentees. The presenters responded to questions from the School Committee members. To fully appreciate this presentation please view tonight's meeting on Chelmsford Telemedia YouTube.

### **2. October 1, 2024, Student Enrollment Report**

Dr. Lang included a memorandum and data slides providing information on the student enrollment supplied to DESE as of October 1<sup>st</sup>, which takes place annually. This forms the basis for the Chapter 70 formula for State aid to the Chelmsford Public Schools. Most of our elementary classes have four sections but due to high enrollment a fifth section will be added. Byam currently has five sections at every grade and serves the population of students with Autism. The updated NESDEC enrollment report is sent to DESE as well. Dr. Lang is pleased with the class sizes throughout the district. In response to questions concerning services to the ELL population, Dr. Lang and Dr. Hirsch will provide additional information at an upcoming meeting.

**3. Tri-Board Budgetary Meeting: Monday December 9, 2024 at 6:00 p.m.**

Dr. Lang reminded The Committee of the upcoming Tri-Board meeting.

**Reports**

1. Liaison Reports

none

**Action/New Items**

Mr. King shared that the Capital Committee will meet this Thursday.

Ms. Mackinnon would like to learn more about the “Push In” programs throughout the schools.

Ms. Santos congratulated the entire theatre group on a wonderful performance last weekend!

**Public Comments**

none

**Adjournment: 7:02 p.m.**

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

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