



# Chelmsford School Department School Committee

## *Notice of Public Meeting*

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

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

**DATE:** Tuesday January 7, 2025 **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 January 7, 2025 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 December 17, 2024
2. Approval of the minutes of the regular school committee meeting of December 30, 2024

### **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 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. 2025/26 School Year – Kindergarten Registration Dates

## **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 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  
December 17, 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 December 3, 2024**

**Ms. Santos moved to approve the minutes of the regular School Committee meeting of December 3, 2024. Ms. Lebeaux seconded. Motion carries 5-0.**

**CHS Student Representative Announcements**

Patrick shared that Lori Trahan announced that three CHS students were winners of The Third Congressional District's “annual app challenge”. Their app “Ecosense” was selected by judges from submissions sent from middle and high school students. The app provides data on “nearby water stations and animal habitats mapping geographic coordinates to locate species across the country” by tracking the animals and supplying statistics on water quality and comparing these to the US Government's safety standards! He added that the “long awaited” two-week winter break begins on December 20<sup>th</sup>!

Lana added that the CHS Student Council is running a “Gifts for Teens” drive and so far over 140 items have been donated! The Plus Block which donates the most will be given a holiday breakfast on December 20<sup>th</sup>. Freshman, Sophia Lin, received a first-place award for her submission on climate change! It was called “Imagine a World” and depicted a polar bear, sea turtle and others impacted by our changing climate. The CHS Gift Club in collaboration with The Paul Center offered a holiday celebration this past Saturday with many fun activities!

## **Good News**

Dr. Hirsch shared that there have been many activities at the schools heading to vacation with lots of energy and spirit! Ms. Mackinnon said that she has heard great comments about the students' concerts! The Chair added that CHS officially was granted accreditation from NEASC for another ten years!

## **Public Comments**

None

## **New Business**

### **1. Spotlight on the Schools: McCarthy Middle School**

McCarthy Principal Parks and Assistant Principal Calobrisi along with staff and students came to the table to share updates on the activities at McCarthy Middle School. Additionally, they have shared a complementary slide show in tonight's agenda packet. Principal Parks began by speaking about the two primary "School Improvement Goals". The student achievement goal is a "Specific focus on Mathematics for students" which aligns with the district's Strategic Plan. The program, Breakthrough Results, is an intense ten-week program taking place in 7<sup>th</sup> and 8<sup>th</sup> grade math classes. Teachers collaborated to identify specific "standards" for each grade. Progress monitoring is carried out by the teachers including weekly team meetings.

Ms. Calobrisi spoke of "School Climate" which is the second goal. Feedback was gathered from staff and students for last year which was year one of the new middle school configuration. Also, SEL data was considered especially focused on the students' sense of "belonging". They are continuing with the PBIS framework started last school year and teaching and reteaching the schoolwide expectations and rewarding students who demonstrate the expectations. There are also weekly raffle rewards. Activities outside the academic setting take place for students and staff to interact. Staff volunteers of the "Bring on the Fun Committee" plan activities for the staff as well. This year the teaming structure has been adjusted to create "smaller teams" within the school.

Principal Parks added that new vestibule is up and running to provide strong building security. Officer Linstad is the SRO officer this year for McCarthy. New staff have been hired at all levels this school year.

Social Worker, Julia Gannon, spoke of the "STEP" program at the school. CHS has had this program for ten years. This is the first year for McCarthy. The program responds to the needs of students who experience long absences from school due to health reasons and who have challenges adjusting to a return to the school day. It also assists students who are in "crisis". This classroom is available all day every day that school is in session. Students use of the program is flexible to meet their individual needs. On an average, students utilize this program from four to twelve weeks. This school year nine students have participated in the program and three have already transitioned out. Counseling is available for the students and their families.

Student leaders, Addie and Emma, spoke about the McCarthy Student Leadership Program is made up of eighth graders who meet often to plan fun activities for the school. They also attend state-wide student leadership conferences to strategize for the school. The student leaders provide tours for upcoming 7<sup>th</sup> graders who will be attending McCarthy and assist parents during school orientation. Additionally, they assist with Project 300 to provide food to the local Salvation Army. Student leaders also plan "field day", pep rallies and school spirit weeks.

## **2. Presentation: TOC Decarbonization Roadmap & EV Policy – Christopher Haley, DPW**

Chris Haley, the Town's Sustainability Manager, joined the meeting to provide information on The Town of Chelmsford's Decarbonization Roadmap & EV Policy. He spoke of The Climate Leader Program which may provide some future funding toward the purchase of electric vehicles. Super Chargers are available in the town and take between 25 to 45 minutes to charge an automobile. In tonight's agenda packet Mr. Haley has included a copy of the new policy. Although he had hoped for the Roadmap and EV Policy to be approved by The Committee this evening (the deadline is December 31, 2024) a special meeting has been scheduled for this on December 30<sup>th</sup> to give The Committee more time to review and ask questions.

**Mr. Moses motioned to vote on the EV Policy. Ms. Lebeaux seconded. Motion fails 2-3.**

## **3. October 1, 2024 Student Enrollment Report: Elementary Level ELL Student Enrollment Follow-Up**

Dr. Hirsch included an update in the packet tonight to address question about ELL student enrollment which were posed at the last meeting. There are more ELL students at Center School. The WIDA level for services to these students is gathered by a screening test. Kindergarten students receive services only if they speak no English. An additional ELL teacher floats between the elementary schools, but, due to higher numbers spends more time at Center School providing services.

## **4. MSBA Invitation to Conduct a Feasibility Study: Parker Middle School**

Dr. Lang shared the good news that the MSBA has invited us to participate in the feasibility study for Parker! This was two months earlier than we expected to hear! Right after New Year's the Building Committee will be able to start meeting to work on the next 18 to 20 months tasks including hiring an OPM by April and a designer by summer's end. Public forum sessions will begin in the September. Press releases have already been made about this milestone.

## **5. FY2026 Capital Plan Update**

Dr. Lang shared that the ten capital projects submitted for the schools were all approved by the town's Capital Planning Committee in the amount of \$ 2,767,500. Documentation demonstrating this is included in tonight's agenda packet. This recommendation will go to Town Meeting in April. The bids will go out in the spring to allow for much of the work to be done during the summer. Gratitude was expressed to Mr. King for his work on this committee.

## **6. Proposed 2025/26 School Year Calendar**

The proposed school calendar for 2025/26 is included in tonight's packet. One change is that Good Friday will not be a school holiday on this calendar. Religious holidays are listed on the back of the calendar and those who practice those holidays are exempt from attendance.

**Ms. Santos moved to accept the proposed 2025/26 school year calendar with the minor change of a color added to the 26<sup>th</sup> of November, the color shall be of the superintendent's choosing. Mr. Moses seconded. Motion carries 5-0.**

## **7. Proposed FY2026 Budget Calendar**

Dr. Lang shared that at the meeting on February 4, 2025, he will provide his recommended budget for FY2026 with background and overview. Tuesday February 25<sup>th</sup> will be the posted public hearing on the budget where it will be presented page by page and questions and concerns will be addressed. March 11<sup>th</sup> will be an additional budget meeting if needed.

**Ms. Santos moved to approve the proposed fiscal year 2026 budget calendar timeline as presented. Mr. Moses seconded. Motion carries 5-0.**

## **8. Personnel Report – November 2024**

No action required.

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

**Ms. Santos moved to approve the McCarthy Middle School grade eight students enrolled in French/World Language Culture and Language enrichment experience from May 2nd to the 4<sup>th</sup>, 2025 to Quebec City, Canada. Ms. Lebeaux seconded. Motion carries 5-0.**

## **Reports**

### **1. Liaison Reports**

Ms. Lebeaux attended the McCarthy/Parker PTO meeting. McCarthy noted there was better turnout at parent conferences than expected. The band, chorus and orchestra have been invited to perform at "Middle School Day" at the Red Sox game on May 6, 2025. Parker's student led "Be the Change" project is showing success. Parker held a craft fair and a science fair will be held in March. Ten people attended Officer Linstad's presentation on internet safety.

Ms. Mackinnon went to the Harrington PTO meeting where they announced a committee is working on fourth grade events for the end of the school year. January 18<sup>th</sup> will be "Night at the Riverhawks". There will be a movie night on January 25<sup>th</sup> and the Book Fair will be held from February 9<sup>th</sup> to the 14<sup>th</sup>. They also stocked the staff room and held a "Candy Apple Bar".

Mr. King reported that the Tri-Board meeting was held to look at finances and next year's outlook is not positive compared to past years. The Town Manager predicts a \$2.5 million shortfall for level funded budgets. The departments in town will have to propose cost cutting measures or look at other ways for funding. Dr. Lang stated that budgeting will be a challenge especially with contract negotiations taking place. He is hoping to maintain the current level of services.

## **Action/New Items**

Mr. King would like to discuss what will be done for seniors who have not passed MCAS. Dr. Hirsch stated they have already done a retake of the exam and results will arrive on January 16<sup>th</sup>. Competency Determinations are being undertaken. A presentation will be given in the new year.

## **Public Comments**

None

Adjournment: 8:00 p.m.

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

*Respectfully submitted,  
Sharon Giglio,  
Recording Secretary*

Chelmsford School Committee  
Regular Session Meeting Minutes  
Monday December 30, 2024

Meeting Time: 9:30 a.m.

Meeting Location: Remote Virtual Meeting via Zoom Platform

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

Also Present: Jay Lang (Superintendent)

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The meeting was called to order at 9:30 a.m. by Chair King.

A roll call vote of members present occurred: Mr. King – present, Ms. Santos – present, Ms. Lebeaux – present, Ms. Mackinnon – present, and Mr. Moses – present. All five (5) members were present.

The following topics were discussed and actions taken:

- 1) Discussion and Vote on EV Policy
- 2) Discussion and Vote on Town of Chelmsford Decarbonization Roadmap

Mr. King informed the members he and the Superintendent were able to follow-up on a few things pertaining to the proposed electric vehicle policy and adoption of the decarbonization roadmap since the last school committee meeting on December 17, 2024. Mr. King was able to review a similar electric vehicle policy from the City of Framingham which appears to have been created in 2022; it is very similar to the proposed policy before the school committee for consideration and has a Massachusetts Association of School Committees (MASC) policy number referenced. Superintendent Lang was able to review the proposed policy with Mr. Christopher Haley, the Town Sustainability Manager, and the policy is nearly identical to the proposed policy and adoption would cover the Town's requirement to seek Climate Leaders Certification. Further, Superintendent Lang was able to connect with an individual at the Massachusetts School Building Authority (MSBA) to see how adoption of the decarbonization roadmap may impact school building repair/renovation/construction projects in partnership with the MSBA. The MSBA encourages green building aspects in new construction projects and the measures outlined in the decarbonization roadmap would likely be reviewed under the Parker Middle School construction project with or without the Climate Leaders Certification, therefore adoption would not negatively impact the Parker Middle School construction project.



Ms. Mackinnon indicated she appreciated the follow-up by Chair King with regard to the Framingham policy and felt comfortable adopting such a policy with the proposed language included not requiring the Committee to purchase vehicles that are not commercially available or practicable at a reasonable price. Ms. Lebeaux also indicated she appreciated the provided information.

A motion was made by Ms. Santos, seconded by Mr. Moses, to adopt Policy EEBA – Fleet Efficiency as presented. A roll call vote of members occurred: Mr. King – yes, Ms. Santos – yes, Ms. Lebeaux – yes, Ms. Mackinnon – yes, and Mr. Moses – yes. Approved 5 – 0.

Chair King noted the Chelmsford Select Board adopted the decarbonization roadmap and a similar electric vehicle policy at their meeting on December 23, 2024. He felt comfortable given the Select Boards action for the Committee to follow.

A motion was made by Ms. Santos, seconded by Mr. Moses, to adopt the climate leaders municipal decarbonization roadmap for the Town of Chelmsford as presented to serve as a guideline for the Town to comply with applicable state and/or federal climate laws pertaining to the reduction and/or elimination of on-site fossil fuel use by the municipality. A roll call vote of members occurred: Mr. King – yes, Ms. Santos – yes, Ms. Lebeaux – yes, Ms. Mackinnon – yes, and Mr. Moses – yes. Approved 5 – 0.

Having no further business, a motion to adjourn the meeting at 9:40 a.m. was made by Ms. Santos, seconded by Mr. Moses. A roll call vote of members present occurred: Mr. King – yes, Ms. Santos – yes, Ms. Lebeaux – yes, Ms. Mackinnon – yes, and Mr. Moses – yes. The meeting was adjourned.

Respectfully submitted,

Jay Lang, Ed.D.  
Superintendent of Schools

# 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

Date: January 2, 2025

Re: 2025/26 School Year – Kindergarten Registration Dates

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Kindergarten Registration for the 2025/26 school year will begin January 28, 2025 and January 29, 2025 at the Central Administration Offices from 9:00 a.m. to 6:00 p.m. Parents and guardians are currently making appointments (in approximate fifteen-minute increments) for their registration meeting. This information is posted on the Chelmsford Public School website and is announced through other outlets (i.e. ConnectEd and social media). Attached are the flyers announcing Kindergarten registration as posted on the CPS website.



## 2025-26 Kindergarten Registration Open

*Kindergarten registration for the 2025-26 academic year must be made by appointment.*

**[RESERVE YOUR APPOINTMENT HERE](#)**

### **WHEN:**

- Tuesday, Jan. 28, 2025 from 9:00 a.m.-6:00 p.m.
- Wednesday, Jan. 29, 2025 from 9:00 a.m.-6:00 p.m.

### **WHERE:**

- Chelmsford Public Schools Central Administration Office, 230 North Road, Chelmsford, MA.

### **STIPULATIONS:**

- Children entering kindergarten must be 5 years of age on or before August 31, 2025.
- Parents/guardians must complete the Google form with contact information and preferred appointment time (appointments take approximately 15 minutes).
- A staff member will follow-up with each parent to confirm date and time of appointment.

### **WHEN YOU ARRIVE TO REGISTRATION:**

A staff member will direct parents to a table representing each elementary school to process their student registration packet. In addition to the completed student registration packet, parents are required to submit the following required documentation:

1. A parent driver's license
2. Proof of residency/home ownership:
  - A copy of your mortgage statement or
  - Recently signed P&S Agreement, which requires follow-up with a home closing document or
  - Signed lease agreement or
  - Notarized Affidavit Supporting Residence document with the homeowner's real estate tax bill and copy of homeowner's driver's license.
3. Utility bill with name and address

4. A copy of the child's birth certificate
5. Certificate of lead poisoning and vision exam with stereopsis documentation
6. A physical examination within one year of entrance to school or within 30 days after school entry and updated immunizations covering the following:
  - diphtheria (5 doses)
  - pertussis (5 doses)
  - tetanus (5 doses; Td booster grade 7)
  - mumps-rubella-measles (2 doses)
  - polio (4 doses)
  - varicella (2 doses or Dr. documentation of chicken pox)
  - Hepatitis B (3 doses)
7. A copy of a current immunization record is required for registration.

If additional immunizations are needed prior to the beginning of school, a copy of the complete immunization record which meets state requirements must be provided prior to school entrance.

### **IF YOU ARE UNABLE TO SCHEDULE AN APPOINTMENT:**

Families who are not able to schedule an appointment for one of these two dates may complete the registration packet from the website and drop it off at the school administration central office located at 230 North Road, Chelmsford, MA 01824. Office hours are Monday through Friday between 8 a.m.-4 p.m.

Additional information about student registrations and packets may be found on the CPS website registration page.

### **ALL DOCUMENTATION IS REQUIRED AT THE TIME OF REGISTRATION**

#### **Contact:**

Ms. Jane McDonald  
Central Registrar  
Phone: 978-251-5100, ext. 6901  
mcdonaldj@chelmsford.k12.ma.us