

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
May 20, 2025
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), 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 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 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 May 6, 2025**

Ms. Santos motioned to approve the minutes of the regular school committee meeting of May 6, 2025. Mr. Moses seconded. Motion carries 5-0.

CHS Student Representative Announcements

Patrick shared that many student elections were held at CHS this week. Congratulations to the winners! There will be a run-off election to elect a new student representative to The School Committee. MCAS took place today. The rugby team is undefeated!

Lana (a CHS senior) added that the last day of school for seniors will be this Friday. Those who have done internships will be sharing presentations in preparation for an exhibition to be held the last week in May. This will enable juniors to learn about the internship program and the opportunities presented. Today juniors were able to "Job Share".

The Chair shared that tonight is Lana's last School Committee meeting since she will be graduating. He thanked her for all her hard work the last three years in keeping The Committee updated. A gift was presented to her with wishes for the best of luck in college. She will be missed!

GOOD NEWS

Dr. Hirsch announced that all is going well at CHS in preparation for graduation at the Tsongas Arena.

PUBLIC COMMENTS:

None

NEW BUSINESS

1. Spotlight on the Schools: Harrington Elementary School

Harrington Principal Robert Asselin came to the table to share updates focusing on math. He was joined by Stacy Gilbert who teaches first grade and Amanda Bernier who is a Math Instructional Specialist. They spoke of the importance of student discourse in K - 4 math. It involves communicating with their classmates and educators. Ms. Gilbert and Ms. Bernier shared videos (found in tonight's slide show in the agenda packet) of first graders having math dialogues demonstrating their comprehension. With a partner, students showed their ability to agree or disagree and share their thoughts on math. Co-planning and co-teaching help staff to model respect and teamwork for the students. This year Harrington began a PLT (Professional Learning Team) centered around the "Reveal Curriculum" with eleven staff members across all grades participating monthly. Videos shared tonight demonstrated the success of the PLT initiative. Harrington teachers have been warmly receptive to input from and collaboration with Ms. Bernier this school year. "Communication is the key!"

2. Spotlight on the Departments: Health, Physical Education & Family Consumer Science

Kathryn Simes, Department Coordinator for Health, Physical Education and Family Consumer Science, joined the meeting next to share what has been happening in the past year and what may be anticipated. PE and Health now have new State Standards and work has been done to integrate these into the classes. This fall at CHS a new course will be offered called "Modern Topics in Health Sciences" and it will be geared toward juniors and seniors who are considering health sciences careers. Due to the new standards some grading updates have taken place. All four elementary schools now have a mini-golf unit in PE. At CHS there are six new pickle ball courts and new basketball and tennis courts. For mental health in grades 7-9 "Erika's Lighthouse", which is a free curriculum with free PD, is extremely helpful and communicative with plenty of resources available. CHS continues with the NAN Project for mental health and suicide education. The feedback has been positive. All seven schools received new tennis equipment donated by the USTA. They also provided PD on how to teach tennis in PE. Teachers have access to free curriculum through the USTA website.

An "Education Pathway" for health sciences and nursing is planned for CHS through Middlesex Community College. Through 30 dual-enrollment students can earn college credits from courses they take at CHS. This will be the second year of "Future Teacher's Signing Day"! Disc golf maps were recently installed by the DPW at CHS and McCarthy.

Mr. Graham who teaches PE at McCarthy was joined by students to talk about the brand-new fitness center at the school. The fitness center is used for PE classes and by 7th and 8th graders as an elective.

Safety and spotting one another are taught on day one to keep everyone safe. Programs are offered after school as well. Students Alice and Aaron shared their happiness at using the center and their joy at helping others there!

Next PE teacher Mr. Hiltz (adaptive PE and unified PE) along with students Addy, Bella and Emma came to the table to share all the positives about “Unified Physical Education”. This is another elective available at McCarthy which began last year. Unified PE combines students from special programs and general education students in PE classes. Communication and developing friendships highlight this program. The three students answered questions which revealed the many positive rewards of this program. For the second year at McCarthy “Unified Game Day” will be held at McCarthy for over 118 athletes from grades 3 – 12!

3. FY2025 School Facility Work Order Summary: 3rd Quarter (January – March 2025)

Christine Clancy, DPW Director, came to the table to review the 3rd Quarter Facility Work Summary. This past quarter a switch was made from “School Dude” to “Asset Essentials” software which allowed tracking to increase from 11 categories to 22. Real time updates can be done while staff are located in a facility where new work has been requested and work orders can be closed out as soon as they are completed. This software is being used not just for the schools but also town-wide. 319 school work orders were tracked of which 80% were completed. Most of the school work orders were for CHS. Ms. Clancy’s memorandum and data sheets are included in tonight’s agenda packet. Orders not completed yet are typically part of a larger project. The new software also allows setting a routine maintenance schedule in advance.

4. Vote to Approve Contracted Custodial Cleaning Contract

Ms. Santos moved to accept the base bid and award the Contracted Custodial Cleaning Services contract for Chelmsford Public Schools commencing on July 1, 2025 through June 30, 2026 to the following vendor: Dynamic Janitorial Cleaning, Inc., 176 Main Street, Milford, MA 01757 for the four elementary schools, two middle schools, Chelmsford High School, the Community Education building and the Central Administration Offices in the amount of \$ 987,219. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

5. Student Enrollment Update: Kindergarten and 1st Grade Registrations

Dr. Lang included updated enrollment numbers in tonight’s agenda packet. The numbers look good and similar to previous years. This will be closely monitored as we approach the new school year. New sections of classes will be added as needed.

6. 2025/26 Student Transportation Program Registration Dates and Fees

Ms. Joanna Johnson-Collins included memoranda providing details about busses and fee schedules for the 2025/26 school year. This past school year showed a record number of bus riders. Registration begins on June 1st. There is no transportation fee increase for the upcoming school year. Early registration provides a discount for families! Bus passes will be mailed out in mid-August.

Ms. Santos motioned to approve the fees for bussing as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

7. Parker Middle School MSBA Project - OPM Approval Letter

Dr. Lang included a memorandum and a letter from MSBA providing official approval for Left Field as the OPM for the Parker Middle School project! Last Friday an executed contract was signed between The Town of Chelmsford and Left Field to serve as the OPM. Choosing a Designer will be the next step this summer.

8. FY2025 Recommended One-Time Budget Purchases

Included in tonight's agenda packet is a list of additional one-time budget purchases of approximately \$400,000 as recommended by Ms. Johnson-Collins.

Ms. Santos motioned to approve the one-time budget expenditures list for recommended one-time purchases totaling \$400,254 as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

9. FY2025 Recommended Budget Transfers

Ms. Johnson-Collins included a memorandum in tonight's agenda packet requesting budget transfers.

Ms. Santos motioned to approve the FY2025 local operating budget transfers totaling \$400,254 for the Chelmsford Public Schools as presented which is shifting eight DESE categories that are favorable to four DESE categories where the items should be purchased. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Ms. Santos motioned to approve the FY2025 local operating budget transfer totaling up to \$1,885,000 to fund prepaid out-of-district tuitions for the Chelmsford Public Schools as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

10. FY2026 School Committee Warrant Signing Schedule

In tonight's packet Ms. Johnson-Collins included a chart recommending dates The Committee will come to sign The Accounts Payable Warrants for fiscal 2026.

Ms. Santos motioned to approve the Warrant Signing List as presented. Mr. Moses seconded. Motion carries 5-0.

11. Personnel Report: April 2025

No action required.

12. Approval of Field Trip & Travel Requests

Ms. Santos motioned to approve the field trip by the CHS Class of 2026 Officers to visit potential prom location sites or venues on June 2, 2025, in New Hampshire. Mr. Moses seconded. Motion carries 5-0.

REPORTS

1. Liaison Reports

Ms. Lebeaux shared that the Parker and McCarthy PTO had a great meeting and presented scholarships to seniors who had attended the schools. McCarthy's Knowledge Bowl Team came in second this year! Staff appreciation events at both schools were enjoyed. Parker will hold a Memorial Day ceremony on Friday. The "We are Parker" event is scheduled for June 11th. McCarthy and Center's recycling event was the most successful ever!

Ms. Mackinnon stated that Harrington's PTO presented their scholarship to Jessica. They recently held a combined ice cream social and art show. Harrington's night at The Silver Knights will be on June 7th. They enjoyed staff appreciation events. At their next meeting on June 4th they will elect new officers. CHIPS did great staff appreciation and expressed gratitude from the money the District provides to help these events. "Touch a Truck" happens on June 10th.

Ms. Santos added that the CHS After Prom event (June 4th) is coming up and donations are welcome for an event that attracts over 200 students.

ACTION/NEW ITEMS

The Chair shared that the Parker School Building Committee will be meeting monthly now. The next step will be looking at applications submitted by designers. By the end of August, the choice will be made.

Ms. Lebeaux again raised her request that she would like to see a poll of educators about technology policies focusing on cell phones and "Smart" devices. Dr. Lang will look for staff surveys on the topic and report back at the next meeting.

PUBLIC COMMENTS:

None

ADJOURNMENT at 8:04 p.m.

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

*Respectfully submitted,
Sharon Giglio,
Recording Secretary*