

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
June 17, 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 June 3, 2025**

Ms. Santos moved to approve the minutes from our regular school committee meeting of June 3, 2025. Mr. Moses seconded. Motion carries 5-0.

GOOD NEWS

Dr. Hirsch said, "great news...today was the last day of school!". The CHS Baseball Team are the D1 Champs! Today the Lion's Pride North Preschool graduation was held for students moving on to kindergarten! Ms. Santos added that the graduation ceremony was "great"!

PUBLIC COMMENTS:

None

NEW BUSINESS

1. Presentation: CPS Strategic Plan Implementation Update - DMGroup

Dr. Lang welcomed Maggie from the District Management Group to review the year-end highlights from our third year of the five-year Strategic Plan. She spoke first of the five priority areas of the Strategic Plan addressing progress made and future progress goals. She thanked the District Leaders, Steering Committee Members and the five Subcommittee members. The first priority area is “Academic Achievement” with a focus on mathematics in elementary and middle schools in grades three and eight. Growth was made in the three metrics with progress shown from 2024 but each target goal was missed by only a small percentage. All of the initiatives in this priority were completed. For “Equity” the second priority area focused on third and eighth graders in math and reading. Of the eight metrics the target was met and exceeded in five. Targets not met were for third graders with IEPs and those who are economically disadvantaged. Four of the five initiatives were completed and the fifth is being continued into the coming academic year. Priority three “Social-Emotional Learning” showed the target being met for grades 6-12 students in “the sense of belonging” and “supportive relationships”. Grades 3-5 showed growth in “supportive relationships” and a small drop in “sense of belonging”. All initiatives were completed. The Human Capital Priority focuses on preparing teachers “to be partners in staff development to ensure strong academic instruction for diverse populations”. Of the four metrics three met/exceeded the target while the other showed growth and missed the target by one percentage point. All initiatives were completed. Finally, in the fifth “Operations & Facilities Priority” all metrics were met, and all initiatives completed.

There were three goals and intended outcomes for this year which involved the redefined/adjusted roles and responsibilities of paraeducators to support the education for students with disabilities. To address the goal for training and professional development five PD sessions were offered throughout the school year for paras and included teachers (both SPED and Gen Ed). Data for this year shows: paras report spending more time directly with students; time spent was reinforcing material delivered by teachers; paras are spending less time as substitutes; there was a decline (from fall data) for teachers “understanding, belief, and perceived impact of the refined roles and responsibilities of paraeducators” indicating more work needed for general education teachers to understand para roles and responsibilities and how to improve collaboration with and feedback and direction for paras. The action steps for the upcoming school year are: revise and eliminate ambiguities in paras’ roles and responsibilities; reengage school leaders to discuss and strengthen the collaboration amongst paras, special ed and general ed teachers; and provide support for general ed teachers to support and provide feedback for paraeducators.

Dr. Lang thanked the working group for all their hard work these past two years. This information will be shared with district and building administrators before summer break and will help determine the plans and initiatives for next school year. Goals will be set in August with “refinements and deeper dives”. Tonight’s detailed presentation may be viewed in full on Chelmsford Telemedia YouTube.

2. Technology Update

Bill Silver, Director of Technology, came to the table to provide updates from this school year and plans moving forward through summer through the new school year. He began by saying what a busy tech year this has been and thanked his entire team who “deliver excellence every day and make coming to work fun”! A technology assessment conducted during 2024-2025 recommended creating a “long range technology plan” and forming a Steering Committee to build a five-year plan. The current status of these initiatives may be viewed on the district website. Internet services which have been renegotiated for three years included filter, firewall and 15 gigs of bandwidth (the most in Massachusetts) to achieve E Rate funding. New air-handling systems have been installed to prevent overheating and to dehumidify. Wiring in the PAC has been cleared up. Multi-factor Authentication was implemented for all staff accounts.

Regarding Safety and Security, a new hand-held radio system by Motorola has been purchased and provides great benefits. Panic buttons and Speaker LED Alert System (ENS Emergency Notification System) that allows principals to set three different levels of alerts (ALICE, Hold in Place or evacuation of the building) are now in place. Police are alerted as well. Last summer physical inspections are done on all building cameras, firmware updates were carried out and new cameras were installed in all building entrances for better visibility.

Equipment additions include staff and administration laptops and desktops. All headphones for grades K-4 were replaced last summer. New application subscriptions have been added and others are being investigated based on need and usage. “Magic School” has been adopted for AI for teachers. Next year’s PD will be heavily focused on AI. Interactive Panel refreshes will be replaced in 120 classrooms this summer. Per teachers’ requests, a classroom management tool for the Chromebooks has been linked to Google Classrooms. Each year 1:1 student devices and teacher devices are purchased. Those returned that can be refurbished will be redeployed for next year in the elementary schools. Mr. Silver has been in touch with ELL to arrange for students in need to take a Chromebook home for the summer (this includes economically disadvantaged students as well).

To address PD “Nearpod” was acquired and the TIS group has been trained and are sharing with teaching staff. Nearpod provides “pre-done” lessons which teachers may modify for their classes. Some staff attended AI workshops at MIT. Some are taking classes this summer, so they will be able to prepare PD for our staff this coming school year. A graduate class was also offered using AI in “project-based learning”. TIS staff are available all year to co-teach, meet one-on-one, and offer staff support as requested.

Upcoming projects include MDR (Managed Detection and Response system) which provides widespread cyber-security protection. ENS enhancements will update clocks, speaker systems, and LED strobes in all classrooms and hallways. This will allow principals to page the entire building through their “walkies”. This will be done as a pilot first at Harrington. Mr. Silver acknowledged his staff member, **Jason Marcoux**, who has been recognized by the Chelmsford Police Department for spearheading these enhanced security measures! Security vestibules will be completed this summer at Byam, Center, Harrington, South Row and Parker.

Also happening this summer: complete refresh of the Byam library; new seating for The World Language Lab; interactive panel refreshment; The Vasco V4 translation and Xerox Workflow Central devices will be implemented to support ELL students and staff and, as previously mentioned the PAC will receive an updated sound system replacement! Mr. Silver ended tonight's presentation by sharing information on grants the district has received through his department. To appreciate this thorough and uplifting presentation you may watch it in its entirety on Chelmsford Telemedia YouTube.

3. 2024/25 School Committee End-of-Year Goals Review

4. 2024/25 Superintendent End-of-Year Goals Review

Dr. Lang thanked Dr. Hirsch her work putting together this year's accomplishments which are tied to the School Committee's goals. The Chair asks The Committee to review this and send him feedback. All individual school goals, The Committee's goals and Dr. Lang's goals come together through the Strategic Plan with the ongoing partnership with the DMGroup. This information will be found on the district's website to allow the public to track progress

5. 2024/25 Superintendent's Evaluation Process

Dr. Lang has updated the timeline used for the Superintendent's Evaluation Process in a memorandum included in tonight's agenda packet. He will submit a Year in Review highlights report at the meeting on July 22nd. The Committee will complete individual evaluations to be submitted to The Chair within a week. The Chair will compile them into a summative evaluation to be shared at the August 5th meeting and voted upon. At the second meeting in August work will begin on goals for the upcoming year.

6. FY2025 Recommended Budget Transfers

Ms. Johnson-Collins requested three budget transfers be approved tonight.

Ms. Santos moved to approve the FY2025 local operating budget transfer for \$38,033 from the account noted, Capital Land and Building, to the other account, School Security as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Ms. Santos moved to approve the FY2025 local operating budget transfer for \$12,440 from SAL/Center Psychologist to Other Instructional Services account as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Ms. Santos moved to approve the FY2025 local operating budget transfer for \$3,928 from SAL/Center Psychologist to Employee Separation Costs account as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

7. Personnel Report: May 2025

No action required.

8. Approval of Field Trip & Travel Requests

Ms. Santos moved to approve The Community Education Program's Summerquest on July 7, 2025, to Block Party Social in Hooksett, New Hampshire as a field trip. Mr. Moses seconded. Motion carries 4-0 (Ms. Mackinnon had left the room).

REPORTS

1. Liaison Reports

Ms. Lebeaux shared that the McCarthy and Parker PTO's met on June 12th. Officers were successfully elected. The diverse end-of-year activities at both schools went well. The "We Are Parker" event will be repeated next year. There was high staff involvement for this. McCarthy held a book fair and have scheduled another for this fall.

The Chair attended the recent Building Committee meeting. A meeting will be held with MSBA on August 26th. Dr. Lang added that a Project Designer should be selected by September 15th.

ACTION/NEW ITEMS

The survey for staff and families with about 250 staff and almost 2,000 families participating is completing. Results will be shared later in the summer.

The Chair mentioned that Town Meeting will be held on Monday with the South Row roof and school elevators on the agenda. Also, a reminder for the upcoming July 4th parade!

PUBLIC COMMENTS:

None

ADJOURNMENT at 7:45 p.m.

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

Respectfully submitted,

Sharon Giglio, Recording Secretary