

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
August 5, 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. Ms. Lebeaux attended remotely via Zoom.

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 July 22, 2025**

Ms. Santos moved to approve the minutes of the regular school committee meeting of July 22, 2025. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

GOOD NEWS

Dr. Hirsch shared that "we are in pretty good shape" for the opening of school. Many projects are being finished, and people are coming into the schools to say "hello"!

PUBLIC COMMENTS:

None

NEW BUSINESS

1. FY2025 School Facility Work Order Summary: 4th Quarter (April – June 2025)

Christine Clancy, Director of Public Works, came to the table to present the 4th Quarter Facility Work Order Study. This concludes the first year of quarterly updates using the newer software tracking system which became effective in January 2025. She included the data in tonight's agenda packet. Data presents work orders tracked by location and trade. Between 350 and 450 work orders are tracked each quarter. This quarter included 437 work orders. This quarter showed lower than normal completion rates as some lengthy projects were begun but will not be concluded until this summer, i.e. flooring and roofing, the first quarter of FY2026. 72% of the work orders were completed during the 4th quarter. During the entire year 1540 total school work orders were completed, which amounts to 81%. Currently, one of the two electrician positions is unfilled.

She moved on to an update on "Chelmsford Public Schools Electrification Roadmap Study" which was awarded to \$75,000 from The Commonwealth which commits The Town to net zero greenhouse emissions by 2050. This is included in The Town's Strategic Plan. The full 50-page report may be found at <https://www.chelmsfordma.gov/200/Recycling-Solid-WasteSustainability>. Examples of the implementation of this is already evident in the eight schools with solar panels and the purchasing of electric vehicles. To get there by 2050 will include electrification updates in buildings (more difficult in older buildings). Additional grants will be required for funding. Geothermal guidelines will need to be adhered to for new buildings, like the prospective new Parker school.

2. FY2025 End of Year Budget/Financial Report – Final

Ms. Johnson-Collins shared the FY2025 end of year report which includes activity through June 30th. The operating budget was \$73,880,000 of which \$810,181.92 is still encumbered. The budget amount was fully spent/encumbered. She included data in tonight's agenda packet to support this. Grant allocations for FY2026 were received yesterday and look similar to FY2025's entitlement grants. This is good news! We have not yet heard from the USDA concerning federal reimbursement for breakfasts and lunches.

Ms. Santos moved to accept the end-of-year financial report as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

3. 2024/25 Superintendent's Performance Evaluation

The Chair thanked the members of the committee for submitting their evaluations in a timely manner. He sent out the summary evaluation to The Committee, so they might review it before tonight's meeting. He summarized the narratives from members. Positive comments included thanking Dr. Lang for his handling of the budget, new timely negotiated contracts, the continuing Strategic Plan, working with MSBA on the new school project, special education review, school safety and security updates, as well as his responsive communication with all stakeholders. His ratings were "Proficient" or "Exemplary" for all four standards of his evaluation and his overall rating was Exemplary" for the 2024/25 school year!

Ms. Santos moved to approve the Superintendent's Evaluation for the 2024/25 school year. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Dr. Lang thanked The Committee and looks forward to working with their continued support through the 2025/26 school year!

4. Approval of 2025/26 Student Handbook & Addendum Updates

Dr. Hirsch provided changes to the handbook based on discussions at the last meeting about attendance and communication devices. Based on discussions with Nurse Peggy Gump and The Committee's attorney, some health care changes have been made. Information has been added to provide curricula inclusivity.

Ms. Santos moved to approve the 2026/26 Family and Student Handbook with the updates as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

5. FY2026 Recommended Budget Transfers

Ms. Johnson-Collins included a memorandum in tonight's agenda packet requesting a budget transfer for the current fiscal year.

Ms. Santos moved to approve the FY2026 local operating budget transfer from Computer Services to CHS Industrial Arts Equipment in the amount of \$27,915 as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

6. School Committee Policy Updates

The Chair stated that at the last meeting discussion took place on the private school approval process. Our policy does not state any standards that must be met to open a new school. The MASC policy is more specific and includes the DESE checklist of requirements to be met. Mr. King suggests that we adopt this policy to replace the existing one.

Ms. Santos moved to adopt the MASC policy as presented for non-public schools and the acceptance of a non-public school and approving a private school. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

CORRECTION:

Mr. Moses stated at 6:44 p.m. that he realized he was not at the July 22, 2025 meeting so he was not qualified to second that motion.

Ms. Santos moved to approve the regular school committee minutes of the July 22, 2025 meeting. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 4-0 with Mr. Moses abstaining.

REPORTS

1. Liaison Reports

none

ACTION/NEW ITEMS

Ms. Santos would like final enrollment numbers for the upcoming school year to be presented at the next meeting. Dr. Lang concurs.

PUBLIC COMMENTS:

None

ADJOURNMENT at 6:46 p.m.

Ms. Santos moved to adjourn. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 5-0.

Respectfully submitted,

Sharon Giglio, Recording Secretary