

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
November 18, 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 October 21, 2025

Ms. Santos moved to approve the minutes of the regular school committee meeting of October 21, 2025. Mr. Moses seconded. Motion carries 5-0.

2. Approval of the minutes of the regular school committee meeting of November 3, 2025.

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

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

Patrick stated that this Thursday “Spirit Week” will start and will include: a “jellybean counting contest”; a food and winter clothing drive, Karaoke and a “Powder Puff Game”. The Pep Rally will take place on Wednesday and the annual Chelmsford vs. Billerica football game on Thursday (Thanksgiving Day).

Richie shared that last Sunday’s Craft Fair was “a great success”. The CHS Theatre Guild will present the musical, *Oklahoma*, this Thursday through Saturday. The Homecoming Dance will be held on November 25th.

GOOD NEWS

Dr. Hirsch shared that tomorrow will be half a day for elementary and middle schools but Not CHS.

Ms. Mackinnon shared that The Committee attended The Massachusetts Association of School Committees/The Massachusetts Association of School Superintendent's annual conference and appreciated the many "informative sessions that help us in the work that we do"!

The Chair added that November has been officially designated as SEPAC awareness month in Massachusetts.

PUBLIC COMMENTS:

None

NEW BUSINESS

1. Spotlight on the Departments: English Language Arts (Grades 5 – 12)

Ms. Abbey Dick, Department Coordinator for English Language Arts, came to the table to share what is taking place in English Language Arts in grades 5 through 12. She spoke of regular data meetings held to track student growth. Additional support is provided for students who need it as well as enrichment for those who perform beyond grade level. A writing concern for the past five years is that students are struggling in transitioning from "short answer questions to longer essays". Many students have difficulty showing through their writing what they really know. A focus now is on consistency in writing through grades and idea development. This begins with a thesis statement and providing evidence and text details from what they have read. They need to include expressions of ideas and elaboration. They need to be aware of the task to respond appropriately to the question/s for their essay. "Think SRSD (self-regulated strategy development)" is an organization that deals with the "science of writing". This program of explicit lessons begins in kindergarten and uses "consistent acronyms/concepts between schools, grades and classrooms, K-8". This leads to teaching writing with the same protocols and strategies and supports all learners and builds confidence in writing. This uses as exemplars successful essays by fellow students. These strategies work for all curriculum areas that involve reading and writing. Graphic organizers and colored highlighters are prominent in the program. The book used for this program is *Releasing Writers*. The program starts with teachers being responsible for guiding students to students working independently (released). Ms. Dick's detailed presentation and accompanying slides are well worth viewing of this segment of tonight's meeting on Chelmsford Telemedia/YouTube.

2. Parker Middle School Building Project – Community Visioning Sessions:

a. Thursday, November 20, 2025, 7:00 p.m. Chelmsford Elks, 300 Littleton Road

b. Wednesday December 17, 2025, 7:00 p.m. Chelmsford Elks, 300 Littleton Road

Dr. Lang invited the community to attend the next Community Visioning Session to be held this Thursday and also to attend the third one on December 17th. Although it will not be broadcast live, Chelmsford Telemedia will record both sessions for future viewing. Dr. Lang will look into seeing which languages the fliers about these events may be translated.

3. FY2027 Capital Planning & Prioritization

In tonight's agenda packet, Dr. Lang has included a list of eight school projects that he would like to present to The Capital Planning Committee. Currently, The Town has about \$6 million dollars to allocate for projects for The Town and The School District.

Tonight's packet includes a memorandum with details on the eight projects he would like The Committee to discuss and prioritize for presentation tomorrow night to the capital planning group. These projects were shared at the last meeting to give The Committee time to consider them. Building safety and security projects "will rise to the top". The School Committee reviewed the list of capital projects prepared by Dr. Lang and discussed the priority order of each project to be submitted to the Town of Chelmsford Capital Planning Committee for consideration. After discussion, a motion was made by Ms. Santos, seconded by Mr. Moses, to submit the FY27 capital projects as presented totaling \$ 2.85 million in the following priority order:

SC Priority	Amount	School	Project Description
1	\$251,490	Byam & South Row Elementary Schools	Building Safety & Security Upgrade: Replace clock/intercom/PA system w/ integrated ENS System (Harrington model). The FY27 budget figure assigned to this project is \$ 767,421.
2	\$400,000	Byam & Harrington Elementary Schools	Building Safety & Security Upgrade: Replace/Upgrade the building intrusion (security) and fire panel systems. The FY27 budget figure assigned to this project is \$ 1,157,475.
3	\$113,850	McCarthy Middle School	Building Safety & Security Upgrade: Install a bi-directional antenna system to enhance portable radio communication with first responders.
4	\$1,100,000	Chelmsford High School, Harrington Elementary School, and McCarthy Middle School	Funding to perform a Phase 1 assessment, schematic design, and cost estimates for the replacement of the roof at Chelmsford High School, McCarthy Middle School (Phase 2), and Harrington Elementary School. Further, funding to replace a portion of the roof at Chelmsford High School over the student dining rooms (café) is included.
5	\$700,000	Byam Elementary School	Replace/rehabilitate parking lot, replace sloped granite curbing, and ADA exterior improvements.
6	\$150,000	Chelmsford High School	Switchgear Rehabilitation (Replace the original 1974 electrical switchgear, re-feed the existing feeders and branch circuits).
7	\$107,589	Harrington Elementary School	Install code-compliant non-slip floor throughout the kitchen and food service preparation areas.
8	\$30,000	Chelmsford High School	Funding to perform a Phase 1 assessment, schematic design, and cost estimate for the renovation of the student locker rooms (including flooring and reconfiguration for team rooms). The FY27 budget figure assigned to this project is \$ 600,000.

\$2,852,929 Total

Ms. Santos moved to reprioritize the capital plan requests as discussed. Mr. Moses seconded. Motion carries 5-0.

4. Personnel Report: October 2025

No action required.

5. Approval of Field Trip Requests

Ms. Santos moved to approve the McCarthy Middle School grade seven students viewing of A Christmas Carol at the Palace Theater on December 19, 2025, in Manchester, New Hampshire. Mr. Moses seconded. Motion carries 5-0.

Ms. Santos moved to approve the field trip by Chelmsford High School band members grades 9-12 to the US Coast Guard Academy on March 7, 2026, in New London, Connecticut. Mr. Moses seconded. Motion carries 5-0.

REPORTS

1. Liaison Reports

Ms. Mackinnon attended the Harrington PTO meeting where the principal shared that the new ENS (Emergency Notification System) is working very well! They are currently hosting a Read-a-Thon. Their “Dine to Donate” will be at The Establishment on January 13, 2026.

Ms. Lebeaux shared that the South Row PTO is already planning activities for the fourth graders who will be leaving the school in June. The school is actively involved in Tier 2 Interventions. McCarthy’s recycling event that was shared with Center School “was phenomenal” and earned a net \$17,281 with over 280 cars coming through! McCarthy hosted “The Sober Truth” program which was very well received. After School activities are flourishing at Parker and McCarthy. The Chelmsford Trans-gender Day of Visibility will be held at the CCA on March 29th from 2:00 through 5:00 p.m.

Ms. Santos added that the CHS PTO is already working on plans for “After Prom”. Center School also shared excitement over the success of the recent “Recycle Day”! Center’s “Trunk or Treat” was very well attended. Ms. Santos shared that The Wellness Committee is already at work on the fair to take place in March.

ACTION/NEW ITEMS

Ms. Santos would like an update on the roles of library and computer teachers. Dr. Lang said that Bill Silver will address that when he comes to speak to The Committee in the spring.

PUBLIC COMMENTS:

None

ADJOURNMENT at 7:15 p.m.

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

Respectfully submitted,

Sharon Giglio, Recording Secretary