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Chelmsford School Committee
Regular Session Meeting Minutes
Monday November 3, 2025

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Meeting Time: 6:00 p.m.

Meeting Location: CPS Central Administration Office, 230 North Road, Conference Room

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

Also Present: Jay Lang (Superintendent), Linda Hirsch (Assistant Superintendent) and Bill Silver (Director of Information, Communication and Technology Services)

The meeting was called to order at 6:03 p.m. by Chair King.

Assistant Superintendent Hirsch introduced and provided an overview of the work Amanda Bickerstaff, founder of AI for Education, did with the CPS administration this past summer and work she is planning to do with teaching staff during the full professional development day tomorrow, Tuesday November 4, 2025.

The following topics were discussed:

1. Introduction to Generative AI
   - Defined generative AI as tools that create new content (text, images, code, etc.).
   - Examples discussed: ChatGPT, DALL·E, Claude, Bard.
   - Brief overview of AI's evolution and its growing role in education.

2. Applications in Education
   - For Educators:
     - Automating lesson planning, grading, and feedback.
     - Generating quizzes, rubrics, and instructional materials.
     - Supporting differentiated instruction for diverse learners.
   - For Students:
     - Personalized tutoring and study support.
     - Writing assistance and idea generation.
     - Language translation and accessibility tools.

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3. Benefits of Generative AI
- Increases efficiency and reduces administrative workload.
- Enhances student engagement and creativity.
- Promotes inclusive learning environments.
- Enables real-time, adaptive feedback.

4. Risks and Ethical Considerations
- Academic Integrity: Concerns about plagiarism and misuse.
- Bias & Misinformation: Potential for inaccurate or biased outputs.
- Privacy: Issues around data security and student information.
- Over-reliance: Risk of diminishing critical thinking skills.

5. Implementation Strategies
- Develop clear AI usage policies and guidelines.
- Provide training for educators and students on responsible use.
- Thoughtful integration into curriculum and instruction.
- Emphasize transparency and human oversight in AI use.

6. Future Outlook
- AI as a co-pilot in lifelong learning.
- Shifting educator roles from content delivery to facilitation.
- Importance of AI literacy in K–12 and higher education.
- Continued innovation and research in AI-powered tools.

A motion was made by Susan Mackinnon, seconded by Diana Lebeaux, to adjourn the meeting at 8:07 p.m. Approved 5-0.

Respectfully Submitted,

Jay Lang, Ed.D.
Superintendent of Schools

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