

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
September 16, 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 September 2, 2025**

Ms. Santos moved to approve the minutes of the regular school committee meeting of September 2, 2025. Mr. Moses seconded. Motion carries 5-0.

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

Patrick has returned for his second year as a student representative and is now a junior at CHS. He is happy to return and looks forward to another great school year! New this year is Richie Freije who is also a junior and is excited to be here! Richie is the brother of Lana Freije who was a student representative for the past three years and now attends college.

Patrick shared that all clubs and sports have begun. Ms. Vitali is the new dean of Hawthorne House. The CHS PTO will hold their first pickle ball fund raiser this weekend at the new pickle ball courts. Patrick welcomes Richie and is excited for him to be here and today is Richie's birthday! Applause all around! Richie shared that the Lion Club started last week organizing The Pumpkin Palooza Event featuring candy, crafts and games on October 4th. All clubs and sports teams are welcome to participate. Student Council met on September 4th where plans for September 10th Open House were discussed. The Class of '27 Representatives met, and new shirts were designed for the Pep Rally. Plans for Halloween Movie Night were discussed. The CHS Football Team played against Bishop Feehan last weekend but, sadly, lost 24 to 12. The School Committee is happy to have Patrick and Richie here!

GOOD NEWS

Dr. Hirsch wants everyone to keep checking their calendars since there are many wonderful events coming up soon like school photos, open houses, etc. Ms. Santos added she has visited several schools and was pleased with the new secure entrances. Ms. Lebeaux was at South Row earlier tonight and was pleased with how it looked and enjoyed staff presentations. Mr. Moses attended the CHS Open House and enjoyed going from classroom to classroom and talking with the teachers.

PUBLIC COMMENTS:

None

NEW BUSINESS

1. Discussion on AI Guidelines and Policy Development

Dr. Hirsch and Bill Silver presented tonight on policy development and planning around AI for the upcoming school year. Dr. Hirsch began by saying “Generative AI” is what we are speaking about and showed a two-minute video of introduction to it. Professional development for AI is a district priority. Sessions have already been held with a cohort of teachers. Administrators have also received training during the summer with ongoing sessions scheduled. The November 4th full day PD will focus on AI as well. Teachers have also participated in “train-the trainer” courses. There are three courses required to receive “micro credentials in generative AI”. These are sponsored through AI for Education. Two-day retreats were held in August. Ethics and strategies were included as well as “refining assessments and practices to ensure” authenticity and ethics including privacy, safety, bias, and integrity. On November 4th all teachers will be participating in full day training including break-out session for different levels and content areas. This will allow for hands-on practice and sharing what is already being used in the district. The cohort of ten teachers will receive the second of three courses needed to be “credentialed”.

Bill Silver shared that we do not yet have School Committee policy for AI which needs to be addressed. What we do have in place are “usage guidelines” for students and staff. These are based on the recently released State Guidelines. Mr. Silver and The Chair spent time this summer looking at some AI policies from other school districts. The current district guidelines include ethical considerations and purpose and scope for all digital use including transparency and accountability. Privacy and security areas also need to be included in the forthcoming policy. Monitoring the use of AI in the district will be ongoing. The Committee and CHS student representatives offered comments as well as questions on tonight’s presentation. The Committee would like to bring in an expert consultant to help facilitate policy development including stakeholders and consult our attorney as well. To fully appreciate this in-depth presentation please watch this segment of tonight’s meeting on Chelmsford Telemedia YouTube.

2. FY2024 MA DESE End-of-Year Audit Report

Ms. Johnson-Collins reviewed the positive end-of-year audit report for FY2024 conducted by CBIZ. Documentation for this is included in tonight’s agenda packet. She thanked her team and all department heads for this “clean audit”!

Ms. Santos moved to congratulate Joanna and her team on all the fine work that got us to this financial audit report that has absolutely no findings...Yay! Mr. Moses seconded. Motion carries 5-0.

Ms. Santos moved to accept this report as presented. Mr. Moses seconded. Motion carries 5-0.

3. Recommended FY2026 Budget Transfers

Ms. Johnson-Collins included a memorandum in tonight's agenda packet providing details for budget transfer for anticipated salary increases.

Ms. Santos moved to approve the FY2026 local operating budget transfer of \$1,163,838 from the Salary Reserve Cola Account to the various labor accounts as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Ms. Santos moved to approve the FY2026 local operating budget transfer of \$81,895 from the Salary Reserve Cola Account to the various labor accounts as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. Moses moved that the School Committee vote to approve the FY2026 local operating budget transfer of \$212,434 from the Salary Reserve Cola Account to the various labor accounts as presented. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 5-0.

Ms. Santos moved to approve the FY2026 local operating budget transfer of \$70,373 from the Salary Reserve Cola Account to the various labor accounts as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

4. MSBA Designer Selection Process: Parker Middle School Building Project

Dr. Lang announced that the meeting was held with the MSBA Designer Selection Panel. Two architectural firms were interviewed with AI3 being chosen for the project. The Town may move forward with a contract for AI3. The contract will be formally recommended at the next Parker Building Committee meeting this Thursday and, if approved, will be recommended to The Select Board on September 22, 2025, for their approval. Dr. Lang and Mr. King are very pleased with the selection of AI3! Dr. Lang will email The Committee a copy of AI3's proposal.

5. Update: Private School Approval Process and Request for Consideration – Drake Academy

Dr. Lang has received correspondence from The Drake Academy stating that they will not be opening this current school year. They will look to get all approvals to open for the 2026/27 school year. The Committee will review their updated applications in October.

6. Tri-Board Meeting Dates

Dr. Lang announced there will be a Tri-Board meeting on November 10th and another on December 8th.

7. Personnel Report: August 2025

No action required.

8. Valley Collaborative Quarterly Report – FY2025 (4th Quarter)

Dr. Lang included this report in tonight's agenda packet to be shared as required by DESE.

Ms. Santos moved to accept The Valley Collaborative Quarterly Report FY2025 fourth quarter. Mr. Moses seconded. Motion carries 5-0.

REPORTS

1. Liaison Reports

Ms. Santos attended the Center School PTO meeting which had a great turnout. They are sponsoring a curriculum night, an ice cream social and "Trunk or Treat" on October 18th. Recycle Day will be on November 8th. They are working on a new plan for parents who pick up their students. It was a wonderful meeting!

Ms. Mackinnon attended the CHIPS PTO meeting with an excellent attendance. They have many enrichment activities planned. Open House will be November 13th at 5:30 p.m. She also was at the Harrington School PTO meeting. The principal shared their new "Access Communication System" and stated that their school is the only one in the country testing this new system! Lots of new parents attended this meeting. Many activities are scheduled.

Ms. Lebeaux stated South Row's PTO meeting included information on ways parents may be involved. The meeting was well attended. The "Pumpkin Fair" will be held on October 18th and is open to the entire community.

ACTION/NEW ITEMS

Ms. Santos shared that the upcoming CHS Pickle Ball fund raiser proceeds will be used for the "After Prom" next May.

Dr. Lang shared that the State Senate passed the Cell Phone legislation and it has been sent to The House with no action yet. If passed it will not be in effect for the current school year. Ms. Santos will reach out to our reps to get an update on the status of this in The House.

PUBLIC COMMENTS:

None

ADJOURNMENT at 7:28 p.m.

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

*Respectfully submitted,
Sharon Giglio, Recording Secretary*