



Arts & Technology Education Fund Committee

Minutes of Public Meeting

"Minutes" - the written report of a meeting created by a public body required by subsection (a) of section 22 and section 5A of chapter 66. [M.G.L. c. 30A, §§ 18]

Filed with Town Clerk:

RECEIVED

2025-07-25

9:45 AM

**TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK**

DATE: Wednesday, May 21, 2025 **TIME: 7:00 PM**

PLACE: Town Offices **ADDRESS: 50 Billerica Road** **ROOM: 200**

MEMBERS PRESENT: Hana Barker, Candy Chase, Theresa Evans, Izzy Hastie, Linda Hirsch, Carrie Meikle, Evelyn Thoren

MEMBERS ABSENT: Beverly Barrett, Jay Lang, Kirk Marshall

MINUTES

The meeting was called to order at 7:04 pm.

Evelyn asked if there were any changes to the 4/10/24 minutes. No changes were made. Theresa made a motion to approve; Candace seconded. All were in favor.

There was no financial report.

ATEF received three grant applications. The first to be discussed was a request by Kevin Dixon, CHS, for the Chemical Science Association for \$700. Linda shared that a student Jacob wrote the application and did not get approval through the appropriate channels. CHS is not in favor of the request. Kevin Dixon, the teacher who signed off on request, will not be the faculty advisor for the upcoming year. The club is funded through the CHS activity fund and should have money available for such purchases.

Izzy said that we should amend the application to clarify the approval process, separate sign off and use bold signage. Hana made a motion to deny the request; Izzy seconded. All were in favor.

The second request to be discussed was submitted by Robyn Dube, Parker MS for a paper cutter \$143.98. Linda said that CPS can get her one. Teachers have seed money provided by the school budget. There was some discussion about whether a paper cutter is allowed in the classroom and the liability issue of students using it. Linda said the teacher should check with the principal, department coordinator or use her seed money.

There was some concern that the sign off line was missing from this application, as well as the one from Mary Ellen Forty. Izzy checked the town website and Evelyn checked the form sent out by email.

Linda stated that the schools are well funded and have updated technology. The requests should be for something novel such as electronic notebooks. Evelyn said to use creativity and enhance the curriculum. Linda suggested getting the coordinators together to brainstorm and poll for new ideas.

Hana made the motion to deny the second request; Theresa seconded. All were in favor.

The third request was from Mary Ellen Forty, CHIPS, for Fostering Fine Motor \$370. Linda said this request was fine. The preschool does not have the funding that the other schools have. Hana made the motion to approve; Candace seconded. All were in favor.

Theresa made the motion to authorize Evelyn to contact the town accountant to transfer \$370 to CPS account. Hana seconded. All were in favor.

Evelyn said that she had made posts to the ATEF Facebook page for application and photos.

Before the meeting, Jay had suggested to Evelyn that we should look at PR and consider doing something different. Linda said that AI and Chatbots may provide application opportunities. Evelyn asked if ATEF has outdated itself. Should we revise guidelines, change applicants, change bylaws, etc.

Carrie asked if there were other towns with ATEF. Evelyn said no. Some towns have education or scholarship funds. Izzy suggested looking at Westford education board which has funds for innovation and professional development.

We discussed changing the grant cycle timing. One possibility would be to accept applications year round and select a quarterly review process. Having the application and grant dispersal in the same fiscal year would be helpful. Any changes would require a bylaw update to be approved at town meeting. Another possibility would be to have a fall grant cycle in addition to the current spring grant cycle.

Theresa will work on wording for bylaw changes. Evelyn will ask Paul Cohen of the legality of trying two cycles without changing bylaws. Before making permanent changes to the bylaws, it would be helpful to know if two cycles would improve the number of applications and interest in ATEF.

Carrie asked how much interest the ATEF fund was making. Evelyn will look into that. Linda said that DESE has given lots of grants but we know that some of that funding will be going away. CPS is currently well funded.

Theresa will work on wording for bylaw changes. Izzy will work on clarifying approval sign off on grant requests. Evelyn will contact Paul Cohen, work with Linda on award and deny letters, arrange for ATEF presentation at June 2nd Select Board meeting and request an ATEF financial report from the town accountant. Izzy will take over future financial report requests.

Candace made a motion to adjourn; Theresa seconded. All approved. The meeting was adjourned at 8:25 pm.