



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

DATE: Tuesday October 1, 2019 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of September 3, 2019
2. Approval of the minutes of the regular school committee meeting of September 17, 2019

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

PUBLIC COMMENTS: The School Committee will hear from members of the public on items listed under New Business on the posted agenda.

NEW BUSINESS

1. 2019/20 School Committee Presentation Schedule
2. Spring 2019 ELA MCAS Retest Option
3. Chapter 70 School Finance & Pending Legislation Funding Analysis and Report
4. CPS Professional Development Overview
5. Public Forum: Multi-Year Strategic Plan – Tuesday October 22, 2019
6. FY21 Capital Planning
7. Approval of Field Trips and Conference Requests

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS: The School Committee will hear from members of the public on general matters of education interest.

EXECUTIVE SESSION:

M.G.L. Ch. 30A, Section 21(a)(3) - The Chelmsford School Committee provides public notice of its intent to convene in executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
September 3, 2019
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Ms. Maria Santos (Secretary), Mr. Jeffrey Doherty, Mr. John Moses and Ms. Donna Newcomb.

Also present: Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Johnson-Collins (Director of Business and Finance)

Call to Order

6:00 p.m.

Pledge of Allegiance

Chair Opening Statement

The Chair welcomed all and stated that the meeting will be recorded and televised by Chelmsford Telemedia.

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of August 20, 2019

Mr. Moses motioned to approve the minutes of the school committee meeting of August 20, 2019. Ms. Newcomb seconded. Motion carries 5-0.

CHS Student Representatives Announcements

The Committee welcome Sudeep Gubbala from CHS as one of the two new student representatives for the upcoming year. He announced the arrival of a new minibus for use for small groups and clubs to use for travel. There will only be three home football games this season. CHS will host the first student dance on September 21st. There will be an Activities Fair for the incoming freshmen that will highlight student clubs and other opportunities. CHS will be having a PRIDE Block which will be held in the middle of the school day and will give students opportunity to meet with their teachers for assistance. The incoming freshmen have all received a Chrome Book for school and home use. The high school students are happy that this year they will be able to park their cars in the students parking lot for free!

Good News

Dr. Hirsch reported that the opening of school has gone well with lots of excitement shown. Chrome Books have been given to all the fifth-grade students this year and their use at the middle schools is off to a good start. Audrey Rice, who was an eighth-grade student at McCarthy last year, won the National Writing Contest sponsored by *Scope Magazine* for an essay she wrote about the fall of the Berlin Wall. The CHS marching band had their first performance of the season and featured music by Bruno Mars. Congratulations are sent to the all the staff and students of the band for a great performance.

Public Comments

None

New Business

1. Announcement of Special Education Administrative Chairperson: Ms. Shawna Mottram

Ms. Mottram will be the new chairman of special education at CHS. The Committee welcomed her warmly and she stated that “everything has been great so far”.

2. Announcement of Communications and Media Director: Ms. Jodie Luksha

Ms. Luksha joins the District to help with communication strategy, social media, and public relations. She is happy to be here and was warmly welcomed by The Committee.

3. Presentation: Elementary Enrichment Pilot Program

Katie Sims, Department Coordinator for Health and Physical Education and Consumer Science, joined Robin Adams from Community Education and Stephanie Quinn, Coordinator for Social Studies to give a slide show presentation on this pilot program which will take place at South Row Elementary School. This will have an initial run of seven weeks after school enrichment which may include: gardening; Zumba; karate; journaling; coding; robotics; games and creative arts. Volunteers will be needed to keep the pricing at \$30 for the initial session. If successful, the program will be expanded to include the other three elementary schools. For additional information on this program please view the entire presentation by watching tonight’s meeting on You Tube.

4. Acceptance of Donation/Gift from the Hoyt Foundation

Dr. Lang’s memorandum and attachment in tonight’s packet provides information on a donation of almost \$50,000 worth of adaptive physical education equipment to the Chelmsford School District for the CHIPS Program. “The Hoyt Foundation aspires to build the individual character, self-confidence and self-esteem of America’s disabled young people through the inclusion in all facets of daily life; including in family and community activities, especially sports, at home, in schools, and in the workplace.”

Mr. Moses motioned to recommend the school committee vote to accept the donation/gift of approximately \$50,000 worth of equipment from The Hoyt Foundation, as presented in the spreadsheet contained in tonight’s agenda packet, to benefit the students enrolled in the CHIPS Program. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

Dr. Lang will send a thank you letter to The Hoyt Foundation on behalf of the District.

5. Opening of School Report (verbal)

Dr. Lang shared that there was a smooth opening to school this year. Some of The Committee were able to come to opening day with the staff at the PAC. It was nice to have the teachers and support staff come together at the end of the summer and then to spend time at their individual schools in preparation for receiving the students the following day. Dr. Lang appreciated starting before Labor Day this year. Parking lot work was finished in time for the opening of school, providing extra access for parents to drop off their children. Two of the three cleaning companies were rehired for the next three years. A new company was hired to service the two middle schools. Staff were very pleased with the cleanliness of the schools on opening day. Updated security was added to both middle schools. Bus pass registration went well this summer.

6. 2019/20 Draft School Committee/Superintendent Goals

Tonight's packet contains a draft of the Committee/Superintendent goals for the new school year. These goals and action steps were updated during an August workshop held with The Committee and administration. The goals and action steps are clearly defined. Suggestions were made for changes to the draft. Ms. Santos through her memorandum, distributed at tonight's meeting, requested changes be made in the language for the "diversity goal". Her statement will be added to goal #2 before the next meeting. The Chair will update and send the updated draft to The Committee for action to be taken at the next meeting. Dr. Lang stressed that the new strategic plan for the next three or five years will be a large undertaking this year. The strategic plan will align with the proposed budget plan for the 2020/21 fiscal year.

7. Strategic Plan Overview and Timeline

Dr. Lang has included a proposed timeline in tonight's packet, which begins with surveys for staff, families, students and community members by mid-October and will culminate with his recommended FY21 budget presentation to The Committee on February 25, 2020. Meetings with each school's staff will be held during the early part of this school year. Additionally, Dr. Lang would like to schedule the first School Committee public forum on Tuesday, October 22, 2019. He suggests that the second public forum be held on December 10th and that the December 17th Committee meeting be cancelled. Throughout the strategic plan process the District Leadership Team (DLT) composed of more than 30 administrators will play a key role.

8. Review/Update of School Committee Liaison Assignments

The 2019/2020 Liaison Assignments are included in tonight's agenda packet.

Reports

1. Liaison Reports

Ms. Santos attended the Economic Development board meeting. She feels strongly that a representative from The Committee needs to be on the Town-wide Master Plan Committee which is being formed.

Action/New Items

There are no changes to the athletic schedules for the schools for this season.

Public Comments

None

Adjournment

At 7:05 p.m. Mr. Moses motioned to adjourn this meeting to Executive Session for the purpose of discussing strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

Tonight's meeting may be viewed in its entirety on Chelmsford Telemedia You Tube.

Respectfully submitted by Sharon Giglio

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
September 17, 2019
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Ms. Maria Santos (Secretary), Mr. Jeffrey Doherty, Mr. John Moses and Ms. Donna Newcomb.

Also present: Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Johnson-Collins (Director of Business and Finance)

Pledge of Allegiance

Call to Order

6:00 p.m.

Chair Opening Statement

The Chair welcomed all and stated that the meeting will be recorded and televised by Chelmsford Telemedia.

Consent Agenda

None

CHS Student Representatives Announcements

The Committee welcomed Katrina Janakos from CHS who joins Sudeep Gubbala as the student representatives to The School Committee for the current school year. Sudeep shared that three CHS students qualified to be National Merit Scholarship semifinalists due to their high PSAT scores. The first CHS dance will be this Saturday from 7:00 to 10:00 p.m. This week's football game will be Saturday at 3:00 instead of Friday night due to EEE in Haverhill. CHS Open House will be this Thursday from 6:00 to 8:30 p.m. for parents.

Katrina reported that all three sports teams are off to a great start. The golf, swim and cross-country teams are all undefeated. All teams are required to do two community service projects, one in the school and one out in the community. The cross-country team has moved furniture for Parker. Girls on the soccer team have cleaned up the Harrington courtyard, while the boys' soccer team has cleaned up CHS.

Good News

Dr. Hirsch shared that today was the first half day allowing staff to attend professional development. Today's topic was "blended learning". Multiple levels were offered, as were multiple subjects. K through eight teachers are in their second year of iReady PD. Students in the shop in the engineering wing at CHS are working with a laser beam to engrave and cut designs. They hope to have products to market for the holidays. The CHS musical will be *Chicago* and auditions have concluded. The show runs from November 21st through the 23rd. The ropes courses at CHS are completed. The PE teachers from the high school and both middle schools will have three days of PD to prepare.

The Chair shared that there was a good article in today's *Lowell Sun* about the District's 1:1 initiative.

Public Comments

None

New Business

1. Approval of 2019/20 School Committee and Superintendent Goals

Dr. Lang shared that the Committee and Superintendent's goals from year three of the current strategic plan are included in tonight's packet. Committee goals and action steps are on the left side and the Superintendent's are on the right. These are updated from the draft presented at the meeting on September 3rd. These goals are being presented for discussion and approval at tonight's meeting. Ms. Newcomb suggested that information on the results of actions taken during the 2018/19 school year be placed on the website for the community to see. The Chair and Dr. Lang will facilitate that.

Mr. Moses motioned to approve the 2019/2020 School Committee and Superintendent goals as presented. Ms. Newcomb seconded. Motion carries 5-0.

2. Public Forum: Multi-Year Strategic Plan – Tuesday, October 22, 2019

Dr. Lang shared that the October Forum will take place at the Elks Hall on October 22nd at 7:00 p.m. The Multi-Year Strategic Plan will be the topic. Dr. Lang will share "talking points" for the Forum as an agenda item for The Committee meeting on October 1, 2019. Parent and staff surveys to gather data will go out before the end of September.

3. Personnel Report – August 2019

No action required.

4. Approval of Field Trips and Conference Requests

CHS field trip request to Ordione State Park in New Hampshire on October 4, 2019. Dr. Lang requests to attend the National Conference on Education in San Diego from February 12th – 16, 2020.

Mr. Moses motioned to approve the field trip and conference requests as presented. Ms. Newcomb seconded. Motion carries 5-0

Reports

1. Liaison Reports

Ms. Newcomb attended to South Row PTO. There was a good turn out and lots of activities are already planned. She also attended the Byam PTO and nice enrichment programs are being planned for the students. Ms. Santos attended the Harrington PTO meeting. On January 28, 2020, Harrington will hold their annual "Heritage Day" which she sees as a really, worthwhile community event. They are concerned about the large number of parents from their school that drop off and pick up their children. They are looking to The Committee for resolutions. She also attended the football game and was impressed with the Marching Band's half-time show featuring music by Bruno Mars.

Action/New Items

Public Comments

Sonya Voloboi and Sameksha Sharma, both seniors at CHS, came to the table with concerns about the recent absence of their calculus teacher, who both regarded highly. She was teaching the highest level of AP math at CHS, successfully, as demonstrated by the high scores of the AP students in her classes. They currently have no calculus teacher at the high school and are looking for answers from the School Committee and administration.

Adjournment

At 6:41 p.m. Mr. Moses motioned to adjourn the meeting. Ms. Newcomb seconded. Motion carries 5-0.

Tonight's meeting may be viewed in its entirety on Chelmsford Telemedia You Tube.

Respectfully submitted by Sharon Giglio

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

From: Jay Lang, Ed.D., Superintendent of Schools

Date: September 27, 2019

Re: 2019/20 School Committee Presentation Schedule: Departments & Schools

Attached please find a schedule of the department and school presentations that will be made at the regular meetings of the school committee throughout the 2019/20 school year. I have asked each department coordinator and school principal to provide a brief PowerPoint presentation highlighting a focus of their work toward one of their goals for the 2019/20 school year followed by questions and answers by the school committee and administration. I have found these presentations to be informative and highlight for the community the good work that is occurring in the departments and schools throughout the district.

**2019/20 Chelmsford School Committee Meeting
Department and School Presentation Schedule**

Day	Date	Time	Presenter
Tuesday	October 15, 2019	6:00 p.m.	ELL, Reading & Title I Department
Tuesday	November 5, 2019	6:00 p.m.	South Row Elementary School
Tuesday	November 19, 2019	6:00 p.m.	Science Department
Tuesday	December 3, 2019	6:00 p.m.	Chelmsford High School World Languages & Student Exchange Programs
Tuesday	December 17, 2019	6:00 p.m.	Social Studies Department
Tuesday	January 7, 2020	6:00 p.m.	Byam Elementary School
Tuesday	January 21, 2020	6:00 p.m.	Mathematics Department
Tuesday	February 4, 2020	6:00 p.m.	Parker Middle School
Tuesday	February 25, 2020	6:00 p.m.	Health & Physical Education Department
Tuesday	March 3, 2020	6:00 p.m.	Harrington Elementary School
Tuesday	March 17, 2020	6:00 p.m.	Fine & Performing Arts Department
Tuesday	April 7, 2020	6:00 p.m.	Center Elementary School
Tuesday	April 28, 2020	6:00 p.m.	English Department
Tuesday	May 5, 2020	6:00 p.m.	CHIPs Program
Tuesday	May 19, 2020	6:00 p.m.	McCarthy Middle School
Tuesday	June 2, 2020	6:00 p.m.	Community Education Program
Tuesday	June 16, 2020	6:00 p.m.	Technology Department



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

To: Dr. Jay Lang, Superintendent
Members of the Chelmsford School Committee

From: Dr. Linda Hirsch, Assistant Superintendent *Linda J. Hirsch*

Date: September 27, 2019

RE: 2019 High School Spring MCAS ELA Retest Option

In the spring of 2019, the class of 2021 (current juniors) took the ELA, mathematics, and science (STE) MCAS, which is administered each year to our students as a graduation requirement that provides a competency determination on student academics. During the ELA testing, there was a question that caused controversy throughout the state about its relevance and appropriateness to use as a test question. After much debate at the state level, Commissioner of Education Jeff Riley determined that the question was to be invalidated and not factored into student scores.

At the Department of Elementary and Secondary Education request, an independent study was completed by Stanford researchers to determine the impact of the question, and the possible effects of student exposure to this test question and their performance on the remaining portions of the test. Although the researchers concluded that there was minimal impact, it was still decided that students may have been impacted for scholarship purposes, specifically, the John and Abigail Adams Scholarship. Therefore students that took the spring, 2019 ELA MCAS containing the invalid question and who also scored proficient or higher on Mathematics and Science (STE) MCAS are being allowed to retake the ELA test in November for potential qualification of the John and Abigail Adams Scholarship if they feel as though they were impacted by the question during the ELA MCAS test from spring, 2018.

Principal Murray is sending the attached letter to notify parents of affected students about the availability of the ELA MCAS retake. In addition, the high school administration will call an assembly students to explain, in person, about this retake opportunity. Additional details can be found in Principal Murray's parent letter.

If you have any questions, please feel free to contact me.





Chelmsford High School

200 Richardson Road ❖ North Chelmsford, MA 01863

Phone: 978.251.5111 ❖ Fax: 978.251.5117

<http://www.chelmsford.k12.ma.us/chs>

Mr. Stephen Murray, Principal

Mr. Joshua Blagg, Dean
Dr. Robert Lyons, Dean
Mr. John MacIsaac, Dean

September 27, 2019

Dear Parents and Guardians:

This week, the Grade 10 Next-generation MCAS results were released by the Department of Elementary and Secondary Education (DESE). This past spring 2019, students participated in the ELA portion of this computer-based, Next-Generation MCAS. Shortly thereafter, the state received reports of a controversial essay question, and it was decided by the Commissioner of Education, Jeff Riley, to invalidate and not score this question into final student test results.

Because of this discrepancy, DESE asked Stanford researchers to conduct an independent investigation of this controversial essay question to determine if this question had any impact on the fairness of the exam for students. It was determined that the magnitude of the question overall was extremely small. However, in an abundance of caution, DESE is allowing affected students to retake the ELA test in November for potential qualification of the John and Abigail Adams Scholarship. The Department wants to ensure fairness for potential scholarship eligibility and wishes to offer a retest opportunity to any student who felt this particular question had a negative effect on the remainder of their exam.

You are receiving this letter because your student's name is on a list compiled by DESE of students that took the ELA MCAS with the invalid question and who also scored proficient or higher on Mathematics and Science (STE) MCAS that qualifies them as potential John and Abigail Adams Scholarship recipients.

For those of you unfamiliar with the John and Abigail Adams scholarship, please review the criteria below:

In order to be eligible students must:

- score at the Advanced performance level on one of the three high school MCAS tests in ELA, Mathematics, or STE (Biology, Chemistry, Introductory Physics, or Technology/Engineering); **AND**
- score at the Proficient level or higher on the remaining two high school MCAS tests; **AND**
- have combined scores from the three MCAS tests that place them in the top 25 percent of students in the graduating class in their district.

Students who qualify for the John and Abigail Adams Scholarship will receive award letters in the fall of their senior year. This award entitles students to a tuition credit for up to eight semesters to a Massachusetts State College or University. This scholarship covers tuition only and does not cover fees or room and board. (i.e. UMass Lowell yearly "tuition only" is approximately \$1500)

It is important to note that the ELA retest opportunity is a paper-based legacy exam and is administered for three consecutive days that are determined by the state. The test is untimed; however, students generally spend three or more hours testing per day.

Please contact your Principal Murray at murraysd@chelmsford.k12.ma.us by **2:00 p.m. on Friday, October 4th** if you would like your student to participate in the retest. **There will be no extensions to the October 4th deadline, as we have to order tests for students from DESE.** If we do not hear from you by the end of the school day on **October 4th** we will assume you wish to not have your student participate.

Our school counselors, deans, and I would also be happy to discuss the options available to your student surrounding these circumstances and their individual eligibility. Please feel free to contact us directly.

Sincerely,

Stephen D. Murray, CHS Principal

"We take pride in the pursuit of excellence."

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: September 27, 2019
Re: Chapter 70 School Finance & Pending Legislation Funding Analysis and Report

Joanna Johnson-Collins and I met last week with Mr. Roger Hatch, retired MA DESE school finance administrator, to discuss contracting for his services to work with the district to author a report detailing how the state funding formula (Ch. 70 aid) affects school finances in Chelmsford, historically, at the present time, and looking into the future in light of pending legislation at the state level. An outline of the categories to be addressed in the report are outlined below:

Chelmsford School Finance Overview
revenue mix - local/state/federal
spending: comparisons to state

Chapter 70
Purpose
district perspective - statewide perspective
how it's calculated - in brief

foundation budget
required contribution
aid

six major factors - external, not in control of district
enrollment, inflation, wage factor; eqv,
income, mrgf

Chelmsford history -- how it got to this point
detailed fy20 numbers for Chelmsford
comparisons to other communities
longer-term prospects

will there be formal ed reform?
progress being made annually regardless
school-age population
opeb

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Other districts / placements serving Chelmsford pupils

Nashoba Tech

charter schools

school choice

out-of-district sped

other funding sources

local - property tax

state

circuit breaker

charter reimbursement

regional transportation

grants

federal

title 1

sped

other grants

Mr. Hatch has agreed to work with us on this project over the next few months. We are in the process of formalizing a consulting agreement and providing information for his review. I anticipate being able to receive/review a draft report at the beginning of November and finalize a report and discussions on the matter by early December. Mr. Hatch is willing to attend public meetings with the school committee, other governing boards in town (i.e. BOS, FinCom, etc.), and/or a community (parent) meeting to discuss his findings as they apply to Chelmsford. I believe this will be a worthwhile project and will help to inform the conversation on school funding for the Chelmsford Public Schools among a wide range of constituent groups.



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

To: Dr. Jay Lang, Superintendent
Members of the Chelmsford School Committee

From: Dr. Linda Hirsch, Assistant Superintendent *Linda J. Hirsch*

Date: October 1, 2019

RE: 2019 CPS Professional Development Overview

Each year, professional development is scheduled to encompass all PD days in the school calendar, as well additional opportunities for teachers to access both content and pedagogy sessions. Attached, I have created a professional development overview presentation to review with the committee, in order for everyone to have an understanding of what is offered and how PD is implemented through the schools and departments. I look forward to updating everyone.

If you have any questions, please feel free to contact me.





CPS PROFESSIONAL DEVELOPMENT

DR. LINDA J. HIRSCH

ASSISTANT SUPERINTENDENT

CURRICULUM, INSTRUCTION, AND ASSESSMENT

OCTOBER 1, 2019



Chelmsford Public Schools - A Future Ready District

PD PHILOSOPHY

We strive to provide professional development in variety of ways on topics and in areas that promote the growth of all staff.

We believe in providing professional development that is of high quality active, engaging, and affects positive change in practice.



PURPOSE

Ensures the Highest Quality Educators

Align with Individual and School/District Plans

PD is Required by the Commonwealth – Teacher Certification

REQUIREMENTS

School Districts Required to Implement PD Plan

Sustained Professional Development

Strengthens Professional Growth



PROFESSIONAL DEVELOPMENT 19.20

Date	Elementary	Middle	High
September 17, 2019	Blended Learning	Blended Learning	Blended Learning
October 10, 2019	SEL	SEL	SEL
November 5, 2019	Content /NPEN	Content/NPEN	Content/NPEN
January 14, 2020	Blended Learning	Blended Learning	Blended Learning
February 12, 2020	SEL	SEL	SEL
March 3, 2020	Content	Content	Content
March 3, 2020	SEL	SEL	SEL
April 7, 2020	Blended Learning	Blended Learning	Blended Learning



EMBEDDED PD DAYS PROVIDE

Required Training

- State Initiatives
- ELL and SPED Modules for Certification

2019 CPS District Initiatives

- Blended Learning
- MTSS – SEL
- Building Based Initiatives



NORTHEAST PROFESSIONAL EDUCATORS NETWORK (NPEN)

Collaboration of Member Districts – 30 Districts

Maximizes Regional Resources

Provides High-Quality, Inter-District Professional Development (Approx. 2100 Educators)

Serves Low Incident Educator Groups at Areas Sites:

- Business
- Early Childhood
- English Language Learner
- Library & Information Technology
- Paraprofessional
- Physical Education & Health
- OT/PT/SLP
- School Counseling
- Related Services
- Visual & Performing Arts
- World Languages



Chelmsford Public Schools - A Future Ready District

EDCAMP

Participant-Driven PD

Unplanned, Spontaneous

All Ideas Welcomed

Educator Facilitated

Sessions That Meet Need

- Voice and Choice

Shared Experiences

- No Experts



CPS-SPONSORED GRADUATE COURSES

Fitchburg State In-District Graduate Courses

- Assessment Strategies Using UDL Principles
- Blended and Personalized Learning
- Strategies for Embedding Civics Education in the K-12 Classroom

Professional Development Points or Graduate Credit Through FSU



WORKSHOPS AND TRAINING

New Curriculum Adoption

- Foss Kits

Online Programs and Assessment

- iReady
- IXL

Required Workshops

- Fontas and Pinnell
- Lively Letters



BOOK STUDY GROUPS

Approved Study Group Proposals

- Kelly Gallagher and Penny Kittle, *180 Days*
- Jessica Minahan, *The Behavior Code*
- Alan November, *Who Owns the Learning*
- Carl Anderson, *A Teachers Guide to Writing Conferences*



ONLINE MODULES

10-15 PDP Self-Paced Learning Modules

- Google Classroom
- Faculty Created
- Asynchronously in 5-week sessions

Current Sessions Include:

- Incorporating Special Education Strategies Into the Regular Education Classroom
- Universal Design for Learning (UDL) in the Sheltered English Emersion (SEI) Classroom
- Blended Learning Using Google G-Suite
- Mentor Training



OUTSIDE COURSE REIMBURSEMENT

College Courses

- Specialized Courses
- Graduate Level
- Advance Degrees
- Accredited Institutions



DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)

Center for Instructional Support

- 20 PD Opportunity
- In-Person and Online

Content Areas Include:

- ELA/Literacy
- Science/Technology/Engineering
- Mathematics
- Social Science
- Language Acquisition
- Educator Effectiveness
- Digital Literacy/Computer Science

For Information Contact DESE:

- <https://tinyurl.com/yyvlaltk>



MENTORING

Comprehensive
Program

Trained Mentors

Mentor Relationships

New Teacher Workshops
& Trainings



COACHING

Writing Coach – Elementary

- *Coming Soon MS!*

Math Coach – Elementary & MS

All Coaching Provides:

- Program/standard implementation
- Self-Generated Solutions
- Consistency in Teaching
- Data Informed Instruction



TECHNOLOGY INTEGRATION SPECIALISTS (TIS)



TECHNOLOGY
Integration Specialists

Provided by TIS Staff

Technology Topics Variety

Weekly Topics

Staff-Driven Ideas

Training Videos



GOOGLE CLASSROOM

Online Classroom

- Assignments
- Announcements
- Store Curriculum
- Interaction

1:1 Initiative

Training Provided by TIS Staff



PROFESSIONAL DEVELOPMENT COMMITTEE

Committee of:

- Teachers
- Administrators

All Levels Represented

Teacher Co-Chair



QUESTIONS





Strategic Planning Process

Chelmsford Public School District
2020 -

What is a Strategic Plan?

- The Design Process:
 - Gather and analyze information: Stakeholder engagement
 - Community Forums
 - Focus Groups
 - Surveys
 - Define focus areas with goals
 - Affirm mission statement and beliefs
 - Identify strategies for success
 - Finalize and adopt plan

What is a Strategic Plan?

- Who will be involved in developing the plan: An inclusive process
 - Chelmsford School Committee
 - District staff
 - Parents
 - Students
 - Community Members

Public Forum: Multi-Year Strategic Plan – Tuesday October 22, 2019

- Overview of Strategic Planning Process
- Review 2016 – 2019 Strategic Plan Initiatives & Outcomes
 - What work should continue?
 - What work should be refocused in coming years?
 - What new initiatives should be implemented in the coming years?
- Initial review of feedback and input from the CPS Parent Satisfaction Survey

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: September 29, 2019
Re: FY21 Capital Planning

The FY21 capital planning process is underway. I have provided a few documents to begin our discussion and prioritization of projects to be submitted for consideration this year. I have provided the FY20 capital plan prioritization document dated November 2, 2020 which was provided to the capital planning committee last year and includes the first 5-years of the approved 10-year capital plan for the Chelmsford Public Schools. Further, I have provided a document dated January 4, 2019 that outlines the four (4) of eight (8) projects approved for funding last year totaling \$ 1,032,350.

I would like to review the documents provided with the members of the school committee at Tuesday evenings regular school committee meeting and discuss a plan to review and prioritize the projects to be submitted for consideration in FY21.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 2, 2018
Re: FY2020 Capital Plan Prioritization

Attached is the five year capital plan (FY20 – FY24) that I submitted to John Sousa, Town Treasurer, for review and consideration for funding by the town capital planning committee. Even though we have recently been working on a 10 year capital plan, the town capital planning committee looks at projects over a 5 year period. I have also attached a copy of the project detail sheets that were submitted for review.

I would like to have a conversation with the school committee members at our next meeting to prioritize the FY2020 projects as the town capital planning committee has limited funding and may not be able to recommend approval of all of our projects for funding consideration in FY2020.

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

School	Area	Scope of Work	Estimated Project Cost		FY20	FY21	FY22	FY23	FY24
Byam	Kitchen	Replace heating and venting unit providing service to the student cafeteria.	\$ 18,216		\$ 18,216				
Byam	All School	Clean existing ductwork and air distribution devices.	\$ 22,770		\$ 22,770				
Byam	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 28,106		\$ 28,106				
Byam	Kitchen	Replace kitchen make-up air handling unit in the mezzanine area.	\$ 30,360		\$ 30,360				
Center	All School	Replace clock system, current system is obsolete.	\$ 37,950		\$ 37,950				
Central Admin. Office		Security (access control, lockdown, panic, and intrusion) and surveillance (CCTV and monitoring (on-site & off-site)) systems upgrade.	\$ 11,093		\$ 11,093				
CHS	All School	Install VFD for RTU 18.	\$ 12,144		\$ 12,144				
CHS	Exterior	Replace front curbing, paving and sidewalks.	\$ 500,000		\$ 500,000				
Harrington	All School	Clean existing ductwork and air distribution devices.	\$ 22,770		\$ 22,770				
Harrington	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 23,074		\$ 23,074				
Harrington	Café	Repair or replace broken and damaged VCT floor tile in the student cafeteria.	\$ 29,184		\$ 29,184				
Harrington	Kitchen	Replace heating and venting unit providing service to the student cafeteria; Replace kitchen make-up air handling unit in the mezzanine area.	\$ 53,130		\$ 53,130				
Harrington	Exterior	Expand existing parking lot to add parking spaces for parents and staff.	\$ 205,000		\$ 205,000				
McCarthy	All School	Security (access control, lockdown, panic, and intrusion) and surveillance (CCTV and monitoring (on-site & off-site)) systems upgrade.	\$ 245,526		\$ 245,526				
Parker	Kitchen	Eliminate all wood surfaces and non-health code complaint work surfaces with code-compliant stainless steel in the kitchen and food service preparation areas.	\$ 12,144		\$ 12,144				
Parker	Kitchen	Add code-compliant mobile worktables to provide additional code-compliant work surfaces in the kitchen.	\$ 13,283		\$ 13,283				

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

School	Area	Scope of Work	Estimated Project Cost		FY20	FY21	FY22	FY23	FY24
Parker	Kitchen	Remove the obsolete dish room equipment to provide additional code-compliant storage room space constructed with easy-to-clean materials.	\$ 22,770		\$ 22,770				
Parker	All School	Security (access control, lockdown, panic, and intrusion) and surveillance (CCTV and monitoring (on-site & off-site)) systems upgrade.	\$ 184,497		\$ 184,497				
Police Station Dispatch		Security (access control, lockdown, panic, and intrusion) and surveillance (CCTV and monitoring (on-site & off-site)) systems upgrade.	\$ 11,093		\$ 11,093				
South Row	Kitchen	Install code-compliant sneeze shields at the serving counters.	\$ 1,139		\$ 1,139				
South Row	Kitchen	Install code-compliant hand-washing sinks in kitchen.	\$ 9,108		\$ 9,108				
South Row	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 12,873		\$ 12,873				
South Row	Kitchen	Install a code-compliant pot sink with three (3) continuous bowls and two (2) drain boards.	\$ 13,662		\$ 13,662				
South Row	Kitchen	Replace the existing exhaust hood with a new code-compliant exhaust hood.	\$ 18,216		\$ 18,216				
South Row	Kitchen	Eliminate all wood surfaces and non-health code complaint work surfaces with code-compliant stainless steel in the kitchen and food service preparation areas.	\$ 22,770		\$ 22,770				
Westlands	Bathrooms	Replace broken and damaged floor tiles in student bathrooms.	\$ 3,416		\$ 3,416				
Westlands	All School	Replace hot water convector units.	\$ 15,180		\$ 15,180				
Westlands	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 23,681		\$ 23,681				
Westlands	Kitchen	Install a code-compliant separation between the commercial foodservice kitchen and community based teaching kitchen.	\$ 25,616		\$ 25,616				
Westlands	Kitchen	Eliminate all wood surfaces and non-health code complaint work surfaces with code-compliant stainless steel in the kitchen and food service preparation areas.	\$ 59,202		\$ 59,202				
Westlands	All School	Clean existing ductwork and air distribution devices.	\$ 83,490		\$ 83,490				

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

School	Area	Scope of Work	Estimated Project Cost		FY20	FY21	FY22	FY23	FY24
CHS	All School	Security (access control, lockdown, panic, and intrusion) and surveillance (CCTV and monitoring (on-site & off-site)) systems upgrade.	\$ 270,837			\$ 270,837			
McCarthy	All School	Renovate student lecture hall classroom.	\$ 110,200			\$ 110,200			
McCarthy	Auditorium	Replace lighting, seating and sound system in the auditorium.	\$ 669,332			\$ 669,332			
Parker	Kitchen	Install a code-compliant energy-saving variable speed demand kitchen hood control system.	\$ 15,180			\$ 15,180			
Parker	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 41,047			\$ 41,047			
Parker	Kitchen	Install code-compliant non-slip floor throughout kitchen and food service preparation areas.	\$ 66,701			\$ 66,701			
Parker	Kitchen	Complete remodel of kitchen and food service preparation areas to include new equipment and furnishings.	\$ 641,355			\$ 641,355			
District	Technology	School network firewall upgrade.	\$ 100,000			\$ 100,000			
District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000			\$ 75,000			
Byam	All School	Security (access control, lockdown, panic, and intrusion) and surveillance (CCTV and monitoring (on-site & off-site)) systems upgrade.	\$ 139,358				\$ 139,358		
Byam	All School	Replace existing knob door hardware with code-compliant lever door (accessible) hardware. Replace existing door closure hardware with code-compliant locking devices and hardware.	\$ 199,052				\$ 199,052		
Center	Bathrooms	Replace student bathroom toilet/urinal partitions.	\$ 30,360				\$ 30,360		
Center	All School	Security (access control, lockdown, panic, and intrusion) and surveillance (CCTV and monitoring (on-site & off-site)) systems upgrade.	\$ 174,735				\$ 174,735		
CHS	Exterior	Renovate/replace tennis courts	\$ 450,000				\$ 450,000		
Harrington	All School	Security (access control, lockdown, panic, and intrusion) and surveillance (CCTV and monitoring (on-site & off-site)) systems upgrade.	\$ 143,031				\$ 143,031		

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

School	Area	Scope of Work	Estimated Project Cost		FY20	FY21	FY22	FY23	FY24
Harrington	All School	Replace existing knob door hardware with code-compliant lever door (accessible) hardware. Replace existing door closure hardware with code-compliant locking devices and hardware.	\$ 199,052				\$ 199,052		
South Row	Kitchen	Install a new kitchen hood, ductwork, rooftop exhaust fan, and a code-compliant energy-saving variable speed demand kitchen hood control system.	\$ 75,900				\$ 75,900		
South Row	All School	Security (access control, lockdown, panic, and intrusion) and surveillance (CCTV and monitoring (on-site & off-site)) systems upgrade.	\$ 141,634				\$ 141,634		
Westlands	All School	Replace existing knob door hardware with code-compliant lever door (accessible) hardware.	\$ 36,432				\$ 36,432		
Westlands	All School	Replace existing knob door hardware with code-compliant lever door (accessible) hardware. Replace existing door closure hardware with code-compliant locking devices and hardware.	\$ 199,052				\$ 199,052		
Westlands	Kitchen	Complete remodel of kitchen and food service preparation areas to include new equipment and furnishings.	\$ 227,700				\$ 227,700		
District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000				\$ 75,000		
Byam	All School	Install code-complaint rubber stair treads on concrete stair treads.	\$ 14,231					\$ 14,231	
CHS	All School	Replace building mounted compact fluorescent scones with LED fixtures.	\$ 13,662					\$ 13,662	
Harrington	All School	Install code-complaint rubber stair treads on concrete stair treads.	\$ 12,524					\$ 12,524	
Harrington	All School	Repair topping of concrete stair treads.	\$ 28,463					\$ 28,463	
McCarthy	Kitchen	Complete remodel of kitchen and food service preparation areas to include new equipment and furnishings.	\$ 641,355					\$ 641,355	
Parker	All School	Install code-complaint rubber stair treads on concrete stair treads.	\$ 80,000					\$ 80,000	
South Row	Gymnasium	Repair gymnasium walls and install protection pads behind basketball backboards.	\$ 72,108					\$ 72,108	

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

School	Area	Scope of Work	Estimated Project Cost		FY20	FY21	FY22	FY23	FY24
South Row	All School	Replace remaining pneumatic control system with DDC controls.	\$ 321,816					\$ 321,816	
Westlands	Bathrooms	Renovate all student and staff bathrooms with code-compliant handicapped accessible fixtures and new partitions.	\$ 455,400					\$ 455,400	
District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000					\$ 75,000	
Center	Gymnasium	Repair gymnasium flooring.	\$ 31,726						\$ 31,726
Center	All School	Replace entryway and corridor cabinet unit heaters, hot water fin tube radiation, and convectors.	\$ 37,950						\$ 37,950
CHS	All School	Renovate Art classrooms	\$ 450,000						\$ 450,000
CHS	Kitchen	Complete remodel of kitchen and food service preparation areas to include new equipment and furnishings.	\$ 641,355						\$ 641,355
McCarthy	Kitchen	Install a code-compliant energy-saving variable speed demand kitchen hood control system.	\$ 15,180						\$ 15,180
McCarthy	All School	Repair or replace broken and damaged VCT floor tile throughout the school.	\$ 22,770						\$ 22,770
McCarthy	All School	Renovate stairwells	\$ 85,000						\$ 85,000
Westlands	All School	Replace indoor air-handling units, including new insulated hot water branch piping and valves, insulated ductwork connections and controls.	\$ 189,750						\$ 189,750
District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000						\$ 75,000


TOTAL:		\$ 1,771,463	\$ 1,989,652	\$ 2,091,306	\$ 1,714,559	\$ 1,548,731
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Chelmsford Public Schools
FY2020 Capital Projects
Prioritization

Priority	Project Value	Project Description
	37,950	School Clock System Upgrade
	156,354	School Ductwork Cleaning
	32,600	School Flooring Repair/Replacement
	285,644	School Kitchen Code Compliance Upgrade
	101,706	School Kitchen Upgrade
	205,000	School Parking Lot Upgrade - Harrington Elementary School
	500,000	School Parking Lot Upgrade - Chelmsford High School
	452,209	School Security Upgrade
	1,771,463	Total Project Cost

Capital Improvement Program

PROJECT DETAIL

Project Title:	CHS Art Classroom Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>No capital funding is requested for CHS art classroom upgrades in FY20. Funding is sought to renovate the Art classrooms at Chelmsford High School in FY2024.</p>		


RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	-	-	-	450,000	450,000
E. Other Costs								
TOTAL							\$450,000	\$450,000
F. Annual Maintenance & Repair								

(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding

Capital Improvement Program

PROJECT DETAIL


Project Title:	CHS Tennis Court Replacement		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>No capital funding is requested for CHS tennis court replacements in FY20. Funding is sought to replace the tennis courts at Chelmsford High School in FY2022.</p>		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	-	450,000	-	-	450,000
E. Other Costs								
TOTAL					\$450,000			\$450,000
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL

Project Title:	McCarthy Auditorium Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>No capital funding is requested for the McCarthy auditorium upgrade in FY20. Funding is sought to replace the lighting system, sound system, and seating in the McCarthy Middle School auditorium in FY2021.</p>		


RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	669,332	-	-	-	669,332
E. Other Costs								
TOTAL				\$669,332				\$669,332
F. Annual Maintenance & Repair								

(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding

Capital Improvement Program

PROJECT DETAIL


Project Title:	McCarthy Lecture Hall Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>No capital funding is requested for the McCarthy Middle School lecture hall upgrade in FY20. Funding is sought to renovate the student lecture hall/classroom at McCarthy Middle School including new flooring (carpet), student seating, teacher instruction station, and presentation projection equipment in FY2021.</p>		
			

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	110,200	-	-	-	110,200
E. Other Costs								
TOTAL				\$110,200				\$110,200
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Bathroom Plumbing Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:			
Funding is sought to 1) renovate all student and staff bathrooms with code compliant handicapped accessible fixtures and new partitions at Westlands School, and 2) replace all student bathroom toilet/urinal partitions at Center Elementary School.			
FY2022	Center Elementary School		
FY2023	Westlands School		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	-	30,360	455,400	-	485,760
E. Other Costs								
TOTAL					\$30,360	\$455,400		\$485,760
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Classroom Technology Upgrade		
Department:	Schools	Category:	Building Technology
Description and Purpose:	<p>No capital funding is requested for school classroom technology upgrades in FY20. Engaging students is paramount in the learning process. Keeping classroom technology as up-to-date as possible is a critical component of classroom instruction in schools today. The Chelmsford Public Schools is evaluating the implementation of a 1:1 computer initiative in FY20 for select grade levels of students and will focus its limited technology resources and staff on this implementation. In FY20 we will evaluate and further develop a long range implementation plan for classroom technology upgrades of display stations in FY21 and beyond.</p>		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	75,000	75,000	75,000	75,000	300,000
E. Other Costs								
TOTAL				\$75,000	\$75,000	\$75,000	\$75,000	\$300,000
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Clock System Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>Funding is sought to replace the obsolete internal school classroom clock system.</p> <p>FY2020 Center Elementary School</p>		
			

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			37,950	-	-	-	-	37,950
E. Other Costs								
TOTAL			\$37,950					\$37,950
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Door Hardware Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:			
<p>No capital funding is requested for school door hardware upgrades in FY20. Funding is sought to replace the existing knob door hardware with code compliant lever door (accessible) hardware in FY2022. Further, to replace existing door closure hardware with code compliant locking devices and hardware.</p> <p>FY2022 Byam, Harrington & Westlands Schools</p>			

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	-	633,588	-	-	633,588
E. Other Costs								
TOTAL					\$633,588			\$633,588
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Ductwork Repair / Service		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>Funding is sought to 1) clean, repair and service the existing HVAC ductwork and air handling distribution devices throughout the schools, 2) replace hot water convector units at Westlands School, and 3) install a VFD for RTU 18 at CHS.</p> <p>FY2020 Byam, CHS, Harrington, and Westlands Schools</p>		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			156,354	-	-	-	-	156,354
E. Other Costs								
TOTAL			\$156,354					\$156,354
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Flooring Repair/Replacement		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>Funding is sought to 1) repair or replace broken and damaged VCT floor tile in the student cafeteria at Harrington School, 2) repair or replace broken and damaged VCT floor tile throughout the school at McCarthy Middle School, and 3) replace broken and damaged floor tiles in student bathrooms at Westlands School.</p>		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			32,600	-	-	-	22,770	55,370
E. Other Costs								
TOTAL			\$32,600				\$22,770	\$55,370
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Gymnasium Repair		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:			
<p>No capital funding is requested for school gymnasium repairs in FY20. Funding is sought to 1) repair the gymnasium floor at Center Elementary School in FY2024, and 2) repair the gymnasium walls and install protection pads behind the basketball backboards at South Row Elementary School in FY2023.</p>			
FY2023	South Row Elementary School		
FY2024	Center Elementary School		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	-	-	72,108	31,726	103,834
E. Other Costs								
TOTAL						\$72,108	\$31,726	\$103,834
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School HVAC Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:			
<p>Funding is sought to 1) replace the remaining pneumatic control system with DDC controls at South Row Elementary School, 2) replace indoor air-handling units, including new insulated hot water branch piping and valves, insulated ductwork connections and controls at Westlands School, and 3) replace entryway and corridor cabinet unit heaters, hot water fin tube radiation, and convectors at Center Elementary School.</p>			
FY2023	South Row Elementary School		
FY2024	Center Elementary & Westlands School		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	-	-	321,816	227,700	549,516
E. Other Costs								
TOTAL						\$321,816	\$227,700	\$549,516
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Kitchen Code Compliance Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>Funding is sought to 1) eliminate all non-code compliant wood food preparation work surfaces and replace them with code compliant stainless steel food preparation work surfaces (mobile and/or stationary) in the school kitchens, 2) install code compliant washable ceilings with additional lighting in the school kitchens, 3) replace an existing exhaust hood with a code compliant exhaust hood, 4) remove obsolete dish room equipment to provide a code compliant storage room, 5) install code compliant sneeze shields at a serving counter, and 6) install code compliant pot sinks and hand washing sinks in the school kitchens.</p>		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			285,644	41,047	-	-	-	326,691
E. Other Costs								
TOTAL			\$285,644	\$41,047				\$326,691
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Kitchen Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:			
Funding is sought to remodel and upgrade the kitchen and food service preparation areas to include new equipment, code compliant non-slip flooring, student serving lines, and furnishings in the schools.			
FY2020	Byam, Harrington & South Row Elementary Schools		
FY2021	Parker Middle School		
FY2022	Westlands School		
FY2023	McCarthy Middle School		
FY2024	Chelmsford High School		
Funding is also sought to install a code compliant energy saving variable speed demand control kitchen hood system (McCarthy & Parker) and to replace the HVAC unit providing service to the student cafeteria and			

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			101,706	723,236	303,600	641,355	656,535	2,426,432
E. Other Costs								
TOTAL			\$101,706	\$723,236	\$303,600	\$641,355	\$656,535	\$2,426,432
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL

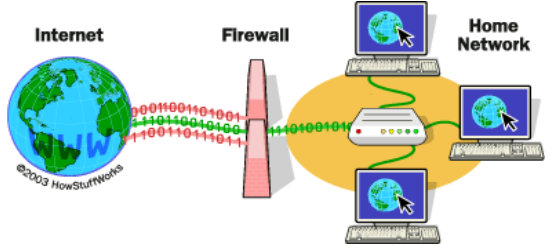
Project Title:	School Lighting Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>No capital funding is requested for school lighting upgrades in FY20. Funding is sought to replace the building mounted compact fluorescent scones with LED fixtures at Chelmsford High School in FY2023.</p>		
			

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	-	-	13,662	-	13,662
E. Other Costs								
TOTAL						\$13,662		\$13,662
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Network Firewall Upgrade		
Department:	Schools	Category:	Building Technology
Description and Purpose:	<p>No capital funding is requested for a school network firewall upgrade in FY20. The present school network firewalls are installed at the Central Administration Office (230 North Road) and Chelmsford High School in high availability mode. They were installed 3 years ago and have 1 additional year of service available. In FY2021, the district may find it more affordable to replace these devices rather than renew a service contract on aging equipment. These items may also be eligible for up to a 40% discount (reimbursement) through the use of federal e-rate funding.</p>		
			

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	100,000	-	-	-	100,000
E. Other Costs								
TOTAL				\$100,000				\$100,000
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Network Infrastructure Upgrade		
Department:	Schools	Category:	Building Technology
Description and Purpose:	<p>No capital funding is requested for school network infrastructure upgrades at this time. In FY18, funding was sought/recommended from the capital planning committee and provided at town meeting to upgrade the network infrastructure at the Parker Middle School. In FY19, funding was sought/recommended from the capital planning committee and provided at town meeting to upgrade the network infrastructure at Center and Harrington Elementary Schools and McCarthy Middle School. It was previously planned to request funding in FY20 and FY21 to complete the network infrastructure upgrades at Byam and South Row Elementary Schools and Chelmsford High School. However, the school technology department was able to apply for and secure a grant of approximately \$ 630,000 from the MA Department of Elementary and Secondary Education to complete the network infrastructure upgrades in FY19 for these projects. Therefore, funding from the capital planning committee and town meeting is no</p>		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			300,000	350,000				650,000
E. Other Costs								
F. E-Rate Funding (Reimbursement)			(21,720)	(35,544)				(57,264)
G. MA DESE Grant			(278,280)	(314,456)				(592,736)
TOTAL								
H. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Parking Lot Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>Funding is sought to 1) replace the front curbing, paving and sidewalks at Chelmsford High School (CHS) and 2) expand the existing parking lot to add parking spaces for parents and staff at the Harrington Elementary School in FY2020. The rear parking lot (curbing, paving and sidewalks) at CHS was upgraded with capital funds in FY19 (work performed during the summer of 2018). In the spring of 2018, the Town issued an Invitation for Bids to add additional parking spaces for parents and staff at Center and Harrington Elementary Schools utilizing remaining funds from the modular classroom construction project. Unfortunately, the bids for the two school projects came in over budget. Sufficient funds are available to accomplish one of the projects, Center, however not the other, Harrington. Therefore, funding in the amount of the previous Harrington bid has been included in the FY20 Town capital plan to expand the existing parent and staff parking (number of spaces) at Harrington Elementary School. This will alleviate the parent and staff parking that occurs on the front islands and public streets/ways in front of the school.</p>		
			

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			705,000	-	-	-	-	705,000
E. Other Costs								
TOTAL			\$705,000					\$705,000
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL


Project Title:	School Security Upgrade		
Department:	Schools	Category: Building Technology	
Description and Purpose:			
<p>Funding is sought to upgrade and expand the existing security and surveillance systems in the Chelmsford Public Schools. Securing our buildings to the best of our ability is something we must do to ensure a safe and secure learning environment for our students and staff. Now that we have an infrastructure that will support enhanced security measures, it is time to detail a plan aimed at making our buildings as safe as possible.</p> <p>The upgrade/expansion includes access control/door monitoring upgrades (including door forced and hold open alarms), panic and lockdown alarms with integrated annunciation over school audio system with direct notification to police dispatch, CCTV surveillance system to integrate with existing interior/exterior cameras (new NVR to record cameras in each school - lessen network traffic), and new building intrusion system integrated with access control system.</p>			
FY2020	CPS Central Office, CPD Dispatch, McCarthy & Parker Middle Schools		
FY2021	Chelmsford High School		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			452,209	270,837	598,758	-	-	1,321,804
E. Other Costs								
TOTAL			\$452,209	\$270,837	\$598,758			\$1,321,804
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL

Project Title:	School Stairwell & Stair Tread Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>No capital funding is requested for school stairwell and stair tread upgrades in FY20. Funding is sought to 1) install code compliant rubber stair treads on concrete stairs (Byam, Harrington & Parker), 2) renovate stairwells (McCarthy), and 3) repair topping of concrete stair treads (Harrington) .</p> <p>FY2023 Byam, Harrington and Parker Schools FY2024 McCarthy Middle School</p>		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY19 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			-	-	-	135,218	85,000	220,218
E. Other Costs								
TOTAL						\$135,218	\$85,000	\$220,218
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

From: Jay Lang, Ed.D., Superintendent of Schools

Date: January 4, 2019

Re: FY2020 Capital Plan – TOC Capital Planning Committee Recommendation

At the regular school committee meeting of November 6, 2018, committee members prioritized \$ 1.7 million worth of Year 1 capital improvement projects related to the schools. Following is the final prioritized list:

\$ 452,209	School Security Upgrade*
\$ 285,644	School Kitchen Code Compliance Upgrade
\$ 205,000	School Parking Lot Expansion – Harington Elementary School
\$ 101,706	School Kitchen Upgrade
\$ 37,950	School Clock System Upgrade
\$ 156,354	School HVAC Ductwork Repair/Service
\$ 500,000	School Parking Lot – Chelmsford High School
\$ 32,600	School Flooring Repair/Replacement

\$ 1,771,463 Total Project Cost

Mr. John Sousa, Town Finance Director/Treasurer, provided the attached list of FY20 capital projects that were approved at the final Town of Chelmsford Capital Planning Committee meeting on November 30, 2018. Town and school department capital projects totaling \$ 3.4 million will be presented for approval at the April town meeting. The first four school department capital projects highlighted above in **BLUE** were approved totaling \$ 1,032,350.* The remaining four capital projects highlighted above in **RED** were not approved totaling \$ 726,904.

I recommend the school committee review the recently adopted 5 year capital plan after spring town meeting and reintegrate the unfunded projects in relation to the overall Year 2 funding request.

** \$ 12,209 was reduced from the School Security Upgrade for a monitoring component at the Chelmsford Police Dispatch Center.*

From: [Sousa, John](#)
To: [Dennis T Bak](#); [John Morrison](#); [Cohen, Paul](#); [Lussier, Darlene](#); [Katherine H. Duffett](#); [Diggs, Glenn](#); [Margaret E Marshall](#); [Skaar, Barbara](#)
Cc: [Boyle, David](#); [Canavan, Kathleen](#); [Dzuris, Tricia](#); [Herrmann, Becky](#); [Lussier, Darlene](#); [Marrone, Lisa](#); [McCall, Michael](#); [Ryan, Gary](#); [Siriani, Debi](#); [Spinney, Jim](#); [Lang, Jay](#); [Johnson-Collins, Joanna](#); [Silver, Bill](#); [Hirsch, Linda](#); [Lutter, Ted](#)
Subject: FY20 Capital Improvement Plan
Date: Friday, November 30, 2018 1:04:04 PM
Attachments: [FY20 Capital Planning Recommended.pdf](#)

Good Afternoon:

Please find a copy attached of the FY20 Capital Improvement Plan recommendation that was approved at our meeting earlier today. Thank you to our citizen members and liaisons from the School Committee, Finance Committee, and Board of Library Trustees for volunteering your time to assist with the development of the Town's annual capital budget.

John

John Sousa, Jr.
Finance Director/ Treasurer
Town of Chelmsford
(978) 244-3390

FY2020 Capital Improvement Plan Recommendation

Detail			
Sheet #	Project	Requested	Funded
1	IT Security Camera Network	\$ 100,000	\$ 100,000
2	IT Security System Upgrades	\$ 75,000	\$ -
3	Town Clerk - Vault Storage Upgrade	\$ 82,819	\$ 57,819
4	COA - LED Electric Sign	\$ 26,900	\$ -
5	Library Carpet Repl. Ph. 2 - Adams	\$ 50,000	\$ 50,000
6	Fire - Replace Engine 4	\$ 718,960	\$ 718,960
7	Fire - Service/ Plow Truck	\$ 70,534	\$ -
8	DPW - Sidewalk Construction	\$ 325,000	\$ 325,000
9	DPW - Road Improvements	\$ 350,000	\$ 350,000
10	DPW - Heavy Duty Truck (10-Wheel)	\$ 213,724	\$ 213,724
11	DPW - One Ton Pickup	\$ 70,000	\$ 70,000
12	DPW - GIS Flyover Update	\$ 550,000	\$ -
13	Cemetery One Ton Dump & Plow	\$ 56,000	\$ 56,000
14	Facilities - 3/4 Ton Pickup	\$ 45,240	\$ 45,240
15	Facilities - Athletic Field Striper/Groomer	\$ 28,925	\$ 28,925
16	Facilities - Town Offices Roof	\$ 425,000	\$ 425,000
17	School - Kitchen Code Compliance Upgr.	\$ 285,644	\$ 285,644
18	School - HVAC Ductwork Repair/ Service	\$ 156,354	\$ -
19	School - Flooring Repair/Replacement	\$ 32,600	\$ -
20	School - Kitchen Upgrade	\$ 101,706	\$ 101,706
21	School - Harrington Parking Lot	\$ 205,000	\$ 205,000
22	School - Clock System Upgrade	\$ 37,950	\$ -
23	School - CHS Parking Lot/ Curbs Front	\$ 500,000	\$ -
24	School IT - Security Upgrade	\$ 452,209	\$ 440,000
	TOTAL:	\$ 4,959,565	\$ 3,473,018
	LESS: Recaptured Funds		\$ (12,090)
	Child Care Rev. Fund		\$ -
	Bond Premiums		\$ (58,261)
	Net Amount Borrowed		<u>\$ 3,402,667</u>

Approval of Field Trip Requests

1.) Chelmsford High School

Boys Cross Country Track Team

Manhattan Cross Country Invitational Meet

October 13 – 14, 2019

New York, NY

Lang, Jay

From: Hart, Daniel
Sent: Tuesday, October 1, 2019 3:38 PM
To: Lang, Jay
Cc: Phillips, Deborah
Subject: Manhattan XC Field Trip
Attachments: Field Trip Letter Cross Country Manhattan.docx; Manhattan XC FT Form.pdf; Manhattan XC FT Form 2.pdf

Jay/Debbie,

I am sorry for the late notice. The girls said they were not going on the trip this year and it was assumed that the boys were not as well. They are going on the Manhattan XC Trip again on 10/12/19 to 10/13/19.

They will be using the Small Bus which will save around \$2900 for the team.

Please see attached form and itinerary.

Thanks,
Dan

Daniel Hart, RAA
Athletic Director
Chelmsford High School
(978)251-5111 X5627

To whom it may concern,

I, Coach Brian Crane, CHS Boys Cross County Coach along with Karen Blagg, CHS Girls Cross Country Coach, am requesting your permission to take approximately 12 boys and girls to an out of state cross country Invitational in New York City.

The event is the Manhattan Invitational at Van Cortland Park, Bronx, New York. We will be departing on Friday October 13, and returning Saturday night October 14th.

This trip includes one overnight stay at the Marriott in Stamford Connecticut (243 Tresser).

The itinerary is as follows:

Friday

10 a.m.--- Depart Chelmsford High
12 p.m ---Stop for lunch in Vernon Connecticut
3 p.m.----Arrive at hotel and prepare for practice
7 p.m.----Dinner and Relaxation
10 p.m.---All athletes in rooms

Saturday

8 a.m.---Depart for Van Cortland Park (races throughout the day)
4 p.m.---Depart Van Cortland Park
6 p.m.---Stop for Dinner
9 p.m.---Return to Chelmsford High

Thank you for your time and consideration on this matter,

Brian Crane
CHS Cross Country Coach

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824

Phone (978) 251-5100

Teacher Sub(s) Needed:

YES NO

Full-Day Sub(s)

Half Day Sub(s)
needed for: AM / PM

Please fill out application form completely. Please print. * Apply for only one trip per form.

School Requesting Permission: CHS PARKER McCARTHY

BYAM CENTER HARRINGTON SOUTH ROW

Day(s) of Week for Trip: MON TUE WED THR FRI SAT SUN

Trip Date: 10 / 12 / 19 If Overnight Trip, Return Date: 10 / 13 / 19

Requests for school day field trips should be made at least thirty calendar days in advance. All overnight trip requests should be two months in advance and will be submitted to the School Committee for final approval.

Faculty Trip Sponsor: Brian Crane - Varsity XC Boys Coach Cell Phone: 978-996-4935

Grade, Group, Class(es) or Course(es): Varsity Boys Cross Country

Total Number of Students: 13 Number of Male 13 Number of Female 0

Number of Students Assigned Per Chaperone: _____

Total Number of Chaperones: 2 Number of Male 2 Number of Female —

Non-faculty chaperones must be over 25 years of age and must have a CORI submitted at time of application.

Faculty/Chaperones (Names): Brian Crane (XC Boys Head Coach), Matt Arsenault (Asst.)

Cell Phone #: (978)996-4935

Faculty/Chaperone with Epi-Pen Designation (Name): _____

If applicable

Is a Nurse Needed? Yes No

Prior to booking a field trip, speak to your building school nurse to evaluate if there are individuals with special or medical needs participating in this trip. If yes, the nurse will need to evaluate whether a parent, staff member, or nurse will be required to attend the trip with student.

Reviewed by: _____

Cheryl

10/1/19

Signature of School Nurse

Date

Event/Purpose of the Trip: Manhattan Cross Country Invitational

Curriculum Standard Addressed by Trip (Reason for the Trip)

