

Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: Tuesday October 2, 2018 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of September 18, 2018

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

The School Committee will hear from members of the public on items listed **PUBLIC COMMENTS:**

under New Business on the posted agenda.

NEW BUSINESS

Spotlight on the Schools: Chelmsford High School

2. Public Forum: School Safety/Emergency Preparedness - Tuesday October 9, 2018

3. Update: 10 Year Capital Plan

Update: Coordinated Program Review Report

5. FY19 Valley Collaborative Credit

FY19 Recommended Budget Transfer

7. Establishment of 2018/19 Superintendent Goals

MASC Voting Delegate: Fall 2018 Membership Meeting

9. Personnel Report: August 2018

10. Updates: Ongoing Projects/Initiatives

11. Approval of Conference and Field Trip Requests

Filed with Town Clerk:

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.

ADJOURNMENT

CHELMSFORD SCHOOL COMMITTEE REGULAR MEETING September 18, 2018 Meeting Minutes

Members Present: Mr. Dennis King (Chair), Mr. Al Thomas (Vice Chair), Ms. Donna Newcomb (Secretary), Mr. John Moses, and Ms. Barbara Skaar

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

Mr. King opened the meeting at 6:00 p.m. and led those in attendance in the Pledge of Allegiance. Tonight's meeting is being televised and recorded by Chelmsford Telemedia. The Chair welcomed back our student representatives, Kate Petka and Clare Rigney.

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of August 21, 2018

Mr. Thomas motioned to approve the minutes of the August 21, 2018, meeting as presented. Ms. Skaar seconded. Motion carries 5-0.

2. Approval of the minutes of the regular school committee meeting of September 4, 2018.

Mr. Thomas motioned to approve the minutes of the September 4, 2018, meeting as presented. Mr. Moses seconded. Motion carries 4-1 with Ms. Skaar abstaining.

Student Representatives

Clare reports that the CHS Open House will be this Thursday, September 20, 2018. The first "flex block" will happen on September 26th. The senior class fund raising dance will be held on September 22, 2018.

Kate shared that today's early release provided additional ALICE training for staff. The junior/senior mentors will be meeting with their mentees on September 21, 2018.

Good News

Dr. Hirsch stated that the work on the ALICE protocol today was successful. The Science Department is working with the Energy Conservation Commission and received a grant for \$7,500 for indoor farming and gardening at CHS. Over 200 hundred of our middle and high school students performed at band night during the season's first football game.

Public Comments

None.

New Business

1. Establishment of 2018/19 School Committee Goals.

The Chair included the goals and action plans in tonight's agenda packet.

Mr. Thomas motioned to approve these goals as presented. Ms. Skaar seconded. Motion carries <u>5-0.</u>

2. Public Forum: School Safety/ Emergency Preparedness – Tuesday, October 9, 2018.

The first School Committee public forum will be held on October 9, 2018, at the police station and will be televised and recorded. All are welcome.

3. Discussion: Later School Start Times (B. Skaar)

A memorandum from Ms. Skaar regarding later start times for middle and high school students is included in tonight's agenda packet. Discussion followed and it was suggested that this be a topic for a second public forum in the near future.

4. Discussion: Extended Learning Time (D. Newcomb)

A committee will be formed to investigate this issue. The number of snow days is a factor in considering options. Ms. Newcomb believes that Dr. Hirsch would be the best person in the district to head this committee.

5. Legal Opinion: CHS Student Parking Fees Revenue – Revolving Fund

Dr. Lang's memorandum on this issue and a letter from Attorney Andrew J. Waugh (both included in tonight's packet) provide clarity on this topic.

Mr. Thomas motioned to shift/transfer the anticipated revenue from student parking fees in the FY19 approved local operating budget from contracted student transportation (3300) to School Security (3600). Ms. Skaar seconded. A roll call vote was taken. Motion carries 5-0.

Mr. Thomas motioned to approve a FY19 local budget appropriation transfer of \$33,300 from School Security – Supervisor of Students (3600) to Transportation – Regular Transportation: Base Contract 3300). Ms. Skaar seconded. A roll call vote was taken. Motion carries 5-0.

6. CHS Student Activity Account Audit (Draft); Policy and Procedure Recommendations

A memorandum and detailed draft report by Ms. Johnson-Collins is included in tonight's packet.

Mr. Thomas motioned to approve the draft report presented as a report in progress. Ms. Skaar seconded. Motion carries 5-0.

7. Report on McCarthy, Parker and CHS Clubs

This report is included in tonight's agenda packet. For more information on discussion of this report, please view tonight's meeting on Chelmsford Telemedia/You Tube.

8. 10 Year Capital Plan Update: D&W items

Dr. Lang included a detailed memorandum and spread sheets addressing this plan. To see the full discussion, please view tonight's meeting on Chelmsford Telemedia/You Tube.

9. 2018/19 School Committee Presentation Schedule: Departments & Schools

No action required.

10. Recommendation to Amend Coordinator of SEL & Counseling Services Job Description

Dr. Lang has included in tonight's packet his recommended amendment to the posted job description.

Mr. Thomas motioned to amend the job description for the Coordinator of SEL and Counseling as presented. Ms. Skaar seconded. Motion carries 5-0.

11. Updates: Ongoing Projects/Initiatives

See Dr. Lang's memorandum on updates in tonight's packet.

12. Review and Approval of School Committee Policies

Mr. Thomas motioned to provisionally approve School Committee Policies "K" and "L". Ms. Skaar seconded. Motion carries 5-0.

13. Approval of Conference and Field Trip Requests

Mr. Thomas motioned to approve the Parker Middle School field trip on June 7, 2019, to Canobie Lake Park, Salem, NH. Ms. Skaar seconded. Motion carries 5-0.

Mr. Thomas motioned to approve Dr. Lang's conference in Houston November 28-30, 2018. Ms. Skaar seconded. Motion carries 5-0.

Reports

1. Liaison Reports

Ms. Newcomb attended South Row's PTO meeting last night. Mr. Moses attended the Byam School orientation. Mr. King attended the Booster's Club meeting.

Action/New Items

Mr. Thomas wonders why enrollment is down in business classes. Dr. Lang will update on this.

Ms. Newcomb stated the SEPAC group will be holding a workshop on Thursday, September 27th called "True Colors". This will take place in the CHS Learning Commons from 7 to 9:00 p.m.

Public Comments

Jeannette Moreau, of Main St. in North Chelmsford, spoke that she attended tonight's meeting because of a social advocacy class she is taking as a social work student.

Adjournment

Mr. Thomas motioned to adjourn tonight's School Committee meeting at 8:32 p.m. Ms. Skaar seconded. Motion carries 5-0.

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: October 1, 2018

Re: Spotlight on the Schools: Chelmsford High School

Attached please find a PowerPoint presentation provided by Chelmsford High School Principal Steve Murray in advance of the meeting presentation. I look forward to hearing the presentation and discussing the good work that is occurring at Chelmsford High School with the members of the school committee.

PHONE: 978.251.5100 • FAX 987.251.5110

Spotlight on Chelmsford High School

2018-2019

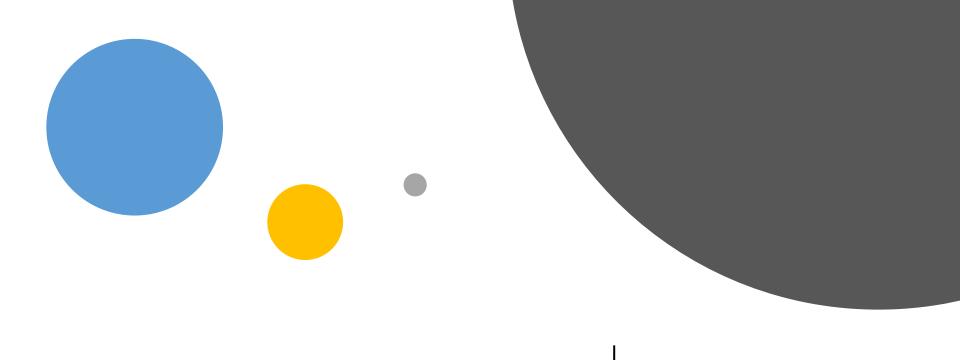


Agenda

Social-Emotional Learning (SEL)

Project-Based Learning

Additional Initiatives



Social-Emotional Learning (SEL)

MTSS TEAM MISSION

Our Team's mission is to promote school wide systems of positive social and academic behavior through the implementation of effective social, emotional, and behavioral teaching strategies, with decisions guided by data, to the goal of building a supportive culture and an engaged community of learners.



THIS YEAR'S FOCUS THE THREE P's

Positive and Appropriate Electronics Use

Positive Group Behavior

Punctuality

Positive and Appropriate Electronics Use

Positive Cell Phone Use

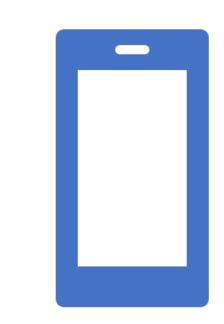
Teacher use a Green, Yellow, Red system posted in the front of the room

Green Time: Cell phones may be out and used for appropriate purposes.

Yellow Time: Cell phones may be out but only used for teacher-directed instruction.

Red Time: Cell phones are either away in classroom phone receptacle or out of sight in bags.

*Hallway cell phone use DURING CLASS is always a RED time!



Positive Group Behavior



Positive Group Behavior

Expectations for Staff

Hallways

Greeting students
Available during passing time
Addressing peer behaviors

Assemblies

No cell phone use Sitting with class Greeting students upon arrival

Expectations for Students

Hallways

Respectful Behavior Coming to school prepared Respecting fellow students

Assemblies

No cell phone use Sitting with class Be respectful and present

Punctuality

Punctuality |

Expectation for Staff

- Start and end class on time
- No cellphone use
- Encourage timeliness for all students during hallway passing

Expectation for Students

- Be in class before bell rings
- Responsible for any missed work
- Request for class pass for legitimate late reasons



CONSISTS OF:

- Approximately 200 previously-vetted juniors and seniors; mentors and mentees are paired on a 2:1 or 1:1 basis.
- Student Executive Board: President, Vice President, Secretary, and five members at large
- Monthly small group support for mentors from 30 faculty advisors
- Advisors and mentors discuss themes to explore with freshmen and troubleshoot any concerns.





PURPOSE:

- To provide a positive introduction and smooth transition to CHS through creating ongoing, supportive, healthy peer connections between freshmen and upperclassmen
 - Intended to both reduce anxiety in freshmen and promote leadership abilities in juniors and seniors
- Mentors run both Freshman Move Up Day and Freshman First Day, and also meet with mentees via monthly PLUS block visits.

New and returning mentors at our annual training

Whittier House Mentors at Eighth Grade Move-Up DAY

Emerging leaders alert! Rising sophomores after advice and insight to rising freshman at Move-Up Day







MENTOR/MENTEE PAIRINGS:

- The Mentor Executive Board conducts survey with both mentors and mentees for pairing
- Students paired revolve around shared interests
- Mentees encouraged to ask questions and concerns
- Mentors and mentees paired same House/Dean
- Mentors encourage students to visit their House Offices insight.

THIS YEAR, MENTORS WILL:

- Accompany mentees to Student Activities Fair;
- Run organizational workshops for mentees;
- Help mentees construct (and revisit) goals for freshman year;
- Offer insight on preparing for mid-year exams and finals, as well as on the creation of sophomore year schedule;
- Have fun with mentees! Mentors help mentees prepare for Spirit Week and Pep Rally, and an end of the year "reflective celebration" will be held in Plus blocks.



WHAT'S UP NEXT?

New initiatives and ideas include:

- Pairing with Reality Check classes on a "No Student Eats Lunch Alone" Program
- Shared community service projects and events
- Mentors working with non-freshmen who are new to CHS/enter throughout the school year



Project-Based Learning



CHS Overhang Project

MR. JOHN KING'S ARCHITECTURAL AND CIVIL ENGINEERING CLASSES

THE PROJECT

01

THE PROBLEM

02

CHS LACKS A
WALKWAY TO
PROTECT
PEDESTRIANS

03

THE WALK FROM THE DROP OFF AREA TO THE FRONT DOORS IS OVER 200' LONG. 04

MAINTENANCE IS DIFFICULT AND SLOW.

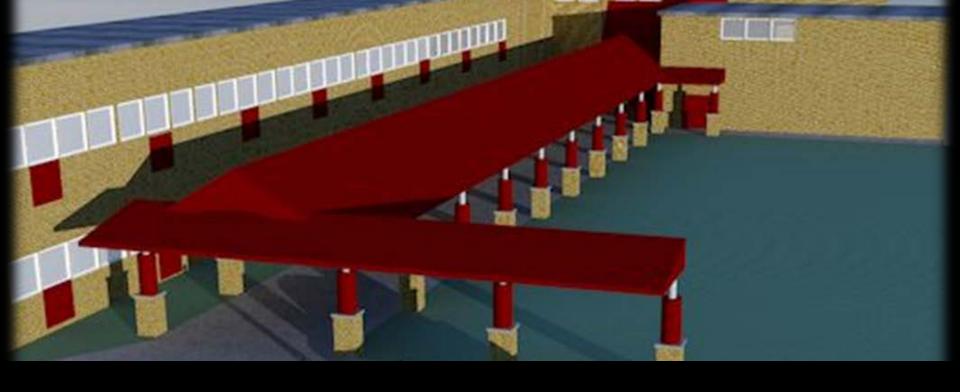
05

FRONT ENTRANCE
IS UNATTRACTIVE
AND DIFFICULT TO
FIND



EXAMPLE 1

SASHA MOURAVIEV



Bryce Borletto-McCray EXAMPLE 2



Clayton Casaletto – EXAMPLE 3

JACK CERULO – EXAMPLE 4





DESMOND RIVERA

EXAMPLE 6

ADDITIONAL INITIATIVES

Dual Enrollment

World Language Exchange

Edgenuity – Online Learning

ALICE

Questions





Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 14, 2018

Re: Public Forum: School Safety/Emergency Preparedness - Tuesday October 9, 2018

Attached please find the agenda which has been posted for the school committee's fall community/public forum on School Safety & Emergency Preparedness to be held on Tuesday October 9, 2018 at 7:00 p.m. in the Community Training Room of the Chelmsford Police Department. Assistant Superintendent Hirsch has also made a flyer (attached) that will be distributed through Connect Ed and social media inviting interested parents to attend. Chelmsford Telemedia will be airing the presentation live for those interested in the topic, however unable to attend the event that evening.



Chelmsford School Department School Committee

Filed with Town Clerk:

Notice of Public Meeting

Email Posting to townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: Tuesday October 9, 2018 TIME: 7:00 p.m. ROOM: Comm Training Room

PLACE: Chelmsford Police Department ADDRESS: 2 Olde North Road

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

NEW BUSINESS

1. Community/Public Forum: School Safety & Emergency Preparedness

The Chelmsford School Committee and Administration welcomes parents and members of the general public to a presentation on school safety and emergency preparedness planning in the Chelmsford Public Schools in collaboration with the Chelmsford Police Department. This community/public forum will be taped and televised for those interested who cannot attend this event.

ADJOURNMENT

CHELMSFORD SCHOOL COMMITTEE
COMMUNITY FORUM
ALL ARE WELCOME

SCHOOL SAFETY

& EMERGENCY PREPAREDNESS

TUESDAY, OCTOBER 9 7 p. m.

CHELMSFORD
POLICE STATION
2 OLDE NORTH ROAD



Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 17, 2018

Re: Update: 10 Year Capital Plan

I met with representatives of the Town DPW to review the current capital plan as it pertains to school department projects and have incorporated the previously identified outstanding projects into the 10 Year Capital Plan that was presented at the last school committee meeting. As you may recall, the document presented at the last meeting was based solely on the Dore & Whittier (D&W) comprehensive facilities assessment. Items not previously included in the D&W report have been highlighted in RED in the attached document.

I recommend the committee review these items, looking carefully at the projects identified for action over the next few years classified as "high priority" projects to be considered during FY20 – FY22. After the committee reviews and approves these projects, the last remaining portion of the capital plan is to incorporate recommendations from the technology department into the 10 Year Capital Plan. This is planned for our October 16, 2018 regular meeting of the school committee. At that point we will need to prioritize the projects within each fiscal year in the event funding limitations will not allow for all of the projects to be completed as requested.

			_	timated				
School	Area	Scope of Work	Pro	ject Cost	<u> </u>	Y20	FY21	FY22
South Row	Kitchen	Install code-compliant sneeze shields at the serving counters.	\$	1,139	\$	1,139		
		Replace broken and damaged floor tiles in student						
Westlands	Bathrooms	bathrooms.	\$	3,416	\$	3,416		
South Row	Kitchen	Install code-compliant hand-washing sinks in kitchen.	\$	9,108	\$	9,108		
South Row	Kitchen	Install code-compliant hand-washing sinks in kitchen.	\$	9,108	\$	9,108		
CHS	All School	Install VFD for RTU 18.	\$	12,144	\$	12,144		
		Eliminate all wood surfaces and non-health code complaint						
		work surfaces with code-compliant stainless steel in the						
Parker	Kitchen	kitchen and food service preparation areas.	\$	12,144	\$	12,144		
		Install a lay-in washable ceiling with additional lighting in the						
South Row	Kitchen	kitchen.	\$	12,873	\$	12,873		
		Add code-compliant mobile worktables to provide additional						
Parker	Kitchen	code-compliant work surfaces in the kitchen.	\$	13,283	\$	13,283		
		Install a code-compliant pot sink with three (3) continuous						
South Row	Kitchen	bowls and two (2) drain boards.	\$	13,662	\$	13,662		
Westlands	All School	Replace hot water convector units.	\$	15,180	\$	15,180		
		Replace heating and venting unit providing service to the						
Byam	Kitchen	student cafeteria.	\$	18,216	\$	18,216		
		Replace the existing exhaust hood with a new code-						
South Row	Kitchen	compliant exhaust hood.	\$	18,216	\$	18,216		
Byam	All School	Clean existing ductwork and air distribution devices.	\$	22,770	\$	22,770		
Harrington	All School	Clean existing ductwork and air distribution devices.	\$	22,770	\$	22,770		
		Remove the obsolete dish room equipment to provide						
		additional code-compliant storage room space constructed						
Parker	Kitchen	with easy-to-clean materials.	\$	22,770	\$	22,770		

			Es	timated				
School	Area	Scope of Work	Pro	ject Cost		FY20	FY21	FY22
		Eliminate all wood surfaces and non-health code complaint						
		work surfaces with code-compliant stainless steel in the						
South Row	Kitchen	kitchen and food service preparation areas.	\$	22,770	\$	22,770		
		Install a lay-in washable ceiling with additional lighting in the						
Harrington	Kitchen	kitchen.	\$	23,074	\$	23,074		
		Install a lay-in washable ceiling with additional lighting in the						
Westlands	Kitchen	kitchen.	\$	23,681	\$	23,681		
		Install a code-compliant separation between the commercial						
Westlands	Kitchen	foodservice kitchen and community based teaching kitchen.	\$	25,616	\$	25,616		
		Install a lay-in washable ceiling with additional lighting in the						
Byam	Kitchen	kitchen.	\$	28,106	\$	28,106		
		Repair or replace broken and damaged VCT floor tile in the						
Harrington	Café	student cafeteria.	\$	29,184	\$	29,184		
		Replace kitchen make-up air handling unit in the mezzanine						
Byam	Kitchen	area.	\$	30,360	\$	30,360		
Center	All School	Replace clock system, current system is obsolete.	\$	37,950	\$	37,950		
		Replace heating and venting unit providing service to the						
		student cafeteria; Replace kitchen make-up air handling unit						
Harrington	Kitchen	in the mezzanine area.	\$	53,130	\$	53,130		
		Eliminate all wood surfaces and non-health code complaint						
		work surfaces with code-compliant stainless steel in the						
Westlands	Kitchen	kitchen and food service preparation areas.	\$	59,202	\$	59,202		
Westlands	All School	Clean existing ductwork and air distribution devices.	\$	83,490	\$	83,490		
		Expand existing parking lot to add parking spaces for parents						
Harrington	Exterior	and staff.	\$	205,000	\$	205,000		
CHS	Exterior	Replace front curbing, paving and sidewalks.	\$	500,000	\$	500,000		

			E	stimated			
School	Area	Scope of Work	Pro	oject Cost	FY20	FY21	FY22
		Install a code-compliant energy-saving variable speed		•			
Parker	Kitchen	demand kitchen hood control system.	\$	15,180		\$ 15,180	
		Install a lay-in washable ceiling with additional lighting in the					
Parker	Kitchen	kitchen.	\$	41,047		\$ 41,047	
		Install code-compliant non-slip floor throughout kitchen and					
Parker	Kitchen	food service preparation areas.	\$	66,701		\$ 66,701	
McCarthy	All School	Renovate student lecture hall classroom	\$	110,200		\$ 110,200	
		Complete remodel of kitchen and food service preparation					
Parker	Kitchen	areas to include new equipment and furnishings.	\$	641,355		\$ 641,355	
		Replace lighting, seating and sound system in the					
McCarthy	Auditorium	auditorium.	\$	669,332		\$ 669,332	
Center	Bathrooms	Replace student bathroom toilet/urinal partitions.	\$	30,360			\$ 30,360
		Replace existing knob door hardware with code-compliant					
Westlands	All School	lever door (accessible) hardware.	\$	36,432			\$ 36,432
		Install a new kitchen hood, ductwork, rooftop exhaust fan,					
		and a code-compliant energy-saving variable speed demand					
South Row	Kitchen	kitchen hood control system.	\$	75,900			\$ 75,900
		Replace existing knob door hardware with code-compliant					
		lever door (accessible) hardware. Replace existing door					
		closure hardware with code-compliant locking devices and					
Byam	All School	hardware.	\$	199,052			\$ 199,052
		Replace existing knob door hardware with code-compliant					
		lever door (accessible) hardware. Replace existing door					
		closure hardware with code-compliant locking devices and					
Harrington	All School	hardware.	\$	199,052			\$ 199,052

			Es	timated			
School	Area	Scope of Work	Pro	ject Cost	FY20	FY21	FY22
		Replace existing knob door hardware with code-compliant					
		lever door (accessible) hardware. Replace existing door					
		closure hardware with code-compliant locking devices and					
Westlands	All School	hardware.	\$	199,052			\$ 199,052
		Complete remodel of kitchen and food service preparation					
Westlands	Kitchen	areas to include new equipment and furnishings.	\$	227,700			\$ 227,700
CHS	Exterior	Renovate/replace tennis courts	\$	450,000			\$ 450,000

Total High Priority (1-3 Years) Items:	\$ 4,289,725	\$ 1,328,362	\$ 1,543,815 \$ 1,417,548
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			Es	stimated					
School	Area	Scope of Work	Pro	ject Cost	F۱	/23	F	Y24	FY25
		Install code-complaint rubber stair treads on concrete stair							
Harrington	All School	treads	\$	12,524	\$	12,524			
		Replace building mounted compact fluorescent scones with							
CHS	All School	LED fixtures.	\$	13,662	\$	13,662			
		Install code-complaint rubber stair treads on concrete stair							
Byam	All School	treads	\$	14,231	\$	14,231			
Harrington	All School	Repair topping of concrete stair treads	\$	28,463	\$	28,463			
		Repair gymnasium walls and install protection pads behind							
South Row	Gymnasium	basketball backboards	\$	72,108	\$	72,108			
		Install code-complaint rubber stair treads on concrete stair							
Parker	All School	treads	\$	80,000	\$	80,000			
		Replace remaining pneumatic control system with DDC							
South Row	All School	controls.	\$	321,816	\$ 3	321,816			
		Renovate all student and staff bathrooms with code-							
		compliant handicapped accessible fixtures and new							
Westlands	Bathrooms	partitions.	\$	455,400	\$ 4	455,400			
		Complete remodel of kitchen and food service preparation							
McCarthy	Kitchen	areas to include new equipment and furnishings.	\$	641,355	\$ (641,355			
		Install a code-compliant energy-saving variable speed							
McCarthy	Kitchen	demand kitchen hood control system.	\$	15,180			\$	15,180	
		Repair or replace broken and damaged VCT floor tile							
McCarthy	All School	throughout the school.	\$	22,770			\$	22,770	
Center	Gymnasium	Repair gymnasium flooring	\$	31,726			\$	31,726	
		Replace entryway and corridor cabinet unit heaters, hot							
Center	All School	water fin tube radiation, and convectors.	\$	37,950			\$	37,950	
McCarthy	All School	Renovate stairwells	\$	85,000			\$	85,000	

			E:	stimated			
School	Area	Scope of Work	Pro	ject Cost	FY23	FY24	FY25
		Replace indoor air-handling units, including new insulated					
		hot water branch piping and valves, insulated ductwork					
Westlands	All School	connections and controls.	\$	189,750		\$ 189,750	
CHS	All School	Renovate Art classrooms	\$	450,000		\$ 450,000	
		Complete remodel of kitchen and food service preparation					
CHS	Kitchen	areas to include new equipment and furnishings.	\$	641,355		\$ 641,355	
		Install a roof mounted energy recovery unit to provide					
Parker	All School	ventilation.	\$	75,900			\$ 75,900
Parker	All School	Renovate stairwells	\$	80,000			\$ 80,000
Harrington	All School	Install communication cables in protected raceways.	\$	91,080			\$ 91,080
McCarthy	Exterior	Renovate/replace tennis courts.	\$	245,000			\$ 245,000
South Row	All School	Replace ceilings throughout the building (except bathrooms).	\$	422,012			\$ 422,012
McCarthy	All School	Renovate/refurbrish front entryway/lobby.	\$	450,000			\$ 450,000

Total Medium Priority (4-6 Years) Items:	\$	4,477,282 \$	1,639,559	\$	1,473,731	\$	1,363,992
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			Es	timated					
School	Area	Scope of Work	Pro	ject Cost		FY26	FY27	FY28	FY29
Harrington	Cafeteria	Replace stair treads leading to the platform area.	\$	2,459	\$	2,459			
Westlands	All School	Refinish hardwood doors throughout the school.	\$	3,036	\$	3,036			
South Row	All School	Replace handrails at steps in corridor.	\$	3,643	\$	3,643			
		Replace the original gate valves on the domestic water							
Byam	All School	service to the building.	\$	7,590	\$	7,590			
CHS	All School	Replace damaged and stained vinyl wall base.	\$	7,590	\$	7,590			
Parker	Boiler Rm.	Install exhaust fan in the boiler room for ventilation.	\$	12,144	\$	12,144			
Byam	All School	Install exhaust fan in the copy room for ventilation.	\$	15,180	\$	15,180			
Harrington	All School	Install exhaust fan in the copy room for ventilation.	\$	15,180	\$	15,180			
McCarthy	Exterior	Provide ADA accessible walkways to the courtyard areas.	\$	15,180	\$	15,180			
		Install transfer grilles in the common wall between the							
		cafeteria and kitchen to enable to hood with make-up air							
Parker	Cafeteria	when the doors are closed.	\$	15,180	\$	15,180			
Parker	All School	Install exhaust fan in the copy room for ventilation.	\$	15,180	\$	15,180			
		Install an expansion tank and mixing valve on the water							
South Row	All School	heater.	\$	15,180	\$	15,180			
Westlands	All School	Replace pole lights with high efficiency globe light fixtures.	\$	15,180	\$	15,180			
		Install code-complaint rubber stair treads on concrete stair							
Westlands	All School	treads	\$	17,078	\$	17,078			
Center	All School	Replace the hot water convection units in the bathrooms.	\$	18,216	\$	18,216			
South Row	All School	Install AC in the computer network closet (headend room).	\$	18,216	\$	18,216			
		Install ADA accessible code-complaint signage throughout							
Harrington	All School	the school.	\$	20,493	\$	20,493			
Byam	All School	Replace roof drains	\$	22,770	\$	22,770			
Parker	All School	Provide ventilation in the 2nd floor conference room.	\$	22,770	\$	22,770			
Center	All School	Install new high efficiency gas-fired domestic water heater.	\$	27,324	\$	27,324			
South Row	All School	Install new high efficiency gas-fired domestic water heater.	\$	27,324	\$	27,324			
		Replace existing hot water supply and return piping outside							
Center	Boiler Rm.	the boiler room with insulated piping.	\$	30,360	\$	30,360			
		Provide differential pressure sensors and modulate the		_					
CHS	All School	heating hot water system based upon building demand.	\$	30,360	\$	30,360			

			Es	timated					
School	Area	Scope of Work	Pro	ject Cost		FY26	FY27	FY28	FY29
		Remove the obsolete dish room equipment to provide							
		additional code-compliant storage room space constructed							
Westlands	Kitchen	with easy-to-clean materials.	\$	30,360	\$	30,360			
Center	Gym	Replace the hardwood flooring at the stage.	\$	31,119	\$	31,119			
Byam	Cafeteria	Replace the hardwood flooring at the stage.	\$	31,499	\$	31,499			
South Row	Cafeteria	Replace the hardwood flooring at the stage and risers.	\$	33,206	\$	33,206			
		Replace building mounted compact fluorescent scones with							
McCarthy	All School	LED fixtures.	\$	34,155	\$	34,155			
		Replace rooftop units on the portable classrooms with heat							
McCarthy	All School	pump style rooftop units.	\$	37,950	\$	37,950			
South Row	All School	Replace damaged metal shelving and doors in classrooms.	\$	44,022	\$	44,022			
		Replace PTAC units in the administration area with a high							
Byam	All School	efficiency AC system.	\$	45,540	\$	45,540			
		Replace PTAC units in the administration area with a high							
Harrington	All School	efficiency AC system.	\$	45,540	\$	45,540			
	Cafeteria	Replace the hardwood flooring at the stage.	\$	51,233	\$	51,233			
		Install diffusers on the supply ductwork to eliminate short							
CHS	All School	circuiting issues.	\$	53,130	\$	53,130			
South Row	All School	Replace rooftop exhaust fan units.	\$	53,130	\$	53,130			
		Replace five (5) unit ventilators in the Art wing of the							
CHS	All School	building.	\$	57,684	\$	57,684			
		Install code-compliant non-slip floor (quarry tile) throughout							
Harrington	Kitchen	kitchen and food service preparation areas.	\$	71,726	\$	71,726			
_		Alter storm water discharge so as not to discharge directly							
Harrington	All School	into the wetland.	\$	75,900	\$	75,900			
		Install a bi-directional antenna system to enhance portable							
McCarthy	All School	radio communication with first responders.	\$	75,900	\$	75,900			
Parker	All School	Replace portable classrooms units.	\$	75,900	\$	75,900			
		Install code-compliant non-slip floor (quarry tile) throughout							
McCarthy	Kitchen	kitchen and food service preparation areas.	\$	84,856	\$	84,856			
CHS	All School	Renovate stairwells	\$	85,000	\$	85,000			
McCarthy	All School	Renovate/upgrade elevator	\$	125,000	\$	125,000			

			Es	stimated					
School	Area	Scope of Work	Pro	oject Cost		FY26	FY27	FY28	FY29
		Install mechanical ventilation to the administration, library,							
Byam	All School	and special education teacher's workroom areas.	\$	227,700	\$	227,700			
		Install new code-compliant handicapped accessible cabinets,							
Byam	All School	countertops, shelving and sinks in the classrooms.	\$	281,741	\$	281,741			
CHS	All School	Replace clock system, current system is obsolete.	\$	348,165	\$	348,165			
Harrington	All School	Replace building intrusion (security) system.	\$	379,500	\$	379,500			
Byam	All School	Replace clock system, current system is obsolete.	\$	45,540			\$ 45,540		
Harrington	All School	Replace clock system, current system is obsolete.	\$	45,540			\$ 45,540		
		Install a high efficiency water heater including master mixing							
		valve, recirculated hot water and expansion tank on cold							
Parker	All School	water make-up line.	\$	45,540			\$ 45,540		
		Install a high efficiency water heater including master mixing							
		valve, recirculated hot water and expansion tank on cold							
Westlands	All School	water make-up line.	\$	45,540			\$ 45,540		
		Install a high efficiency water heater including master mixing							
		valve, recirculated hot water and expansion tank on cold							
Byam	All School	water make-up line.	\$	53,130			\$ 53,130		
		Install a high efficiency water heater including master mixing							
		valve, recirculated hot water and expansion tank on cold							
Harrington	All School	water make-up line.	\$	53,130			\$ 53,130		
Westlands	All School	Replace clock system, current system is obsolete.	\$	56,318			\$ 56,318		
Parker	Library	Replace the carpet in the library media center.	\$	77,873			\$ 77,873		
Parker	All School	Replace clock system, current system is obsolete.	\$	143,641			\$ 143,641		
		Install mechanical ventilation to the administration, library,							
Harrington	All School	and special education teacher's workroom areas.	\$	227,700			\$ 227,700		
McCarthy	Gym	Replace curtain wall windows (large gym)	\$	236,640			\$ 236,640		
		Install new code-compliant handicapped accessible cabinets,							
Harrington	All School	countertops, shelving and sinks in the classrooms.	\$	262,310			\$ 262,310		
CHS	Gym	Replace flooring in the student locker rooms.	\$	313,647			\$ 313,647		
Byam	All School	Replace building intrusion (security) system.	\$	379,500			\$ 379,500		
Parker	All School	Replace building intrusion (security) system.	\$	766,086			\$ 766,086		

			E	stimated					
School	Area	Scope of Work	Pr	oject Cost	FY26	FY27	FY28		FY29
McCarthy	Library	Replace the carpet in the library media center.	\$	79,923			\$ 79,923		
CHS	All School	Renovate/upgrade elevator	\$	175,000			\$ 175,000		
		Replace the original domestic water piping with insulated,							
		with isolated (and labeled) piping with tagged brass ball							
Westlands	All School	valves.	\$	227,700			\$ 227,700		
Westlands	All School	Replace building intrusion (security) system.	\$	253,430			\$ 253,430		
		Repair or replace broken and damaged VCT floor tile							
Parker	All School	throughout the school.	\$	269,597			\$ 269,597		
		Replace the original 1974 electrical switchgear, re-feed the							
CHS	All School	existing feeders and branch circuits.	\$	303,600			\$ 303,600		
Center	All School	Replace building intrusion (security) system.	\$	341,550			\$ 341,550		
McCarthy	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$	1,024,650			\$ 1,024,650		
Westlands	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$	237,415			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$	237,415
South Row	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$	262,310				\$	262,310
CHS	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	Ś	2,349,864				Ś	2,349,864

Total Low Priority (7-10 Years) Items: \$	\$ 11,034,763 \$	2,757,589 \$	2,752,135 \$	2,675,450	\$ 2,849,589
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Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 29, 2018

Re: Update: MA DESE Coordinated Program Review Report

A five-member Massachusetts Department of Elementary and Secondary Education team conducted a Coordinated Program Review (CRP) in the Chelmsford Public Schools during the week of March 6, 2017 to evaluate the implementation of selected criteria in the program areas of special education, civil rights and other related general education requirements, and English learner education. The team had an opportunity to interview staff and parents, to observe classroom facilities and to review the programs underway in the district.

A copy of the Coordinated Program Review report of findings was provided to the school committee on January 10, 2018. Further, with regard to the elements reviewed by DESE and found to be either "partially implemented" or "not implemented" in the district, a spreadsheet was presented that we utilize internally to track the DESE CPR finding, the district's proposed action/response to remedy the finding, and DESE's acceptance of the proposed action/response by the district.

At this time, all but one of the elements has been accepted by DESE. The district has submitted a response to ELE 5 and is awaiting final acceptance. Upon final acceptance, our CPR cycle will have been completed for the district. I would like to thank the CPS staff who participated in the coordinated program review for their time and effort in assisting DESE to perform this evaluation.

Chelmsford Public Schools CPR/Program Review Onsite Year: 2016-2017

Criterion	# Criterion Title	CPR Rating	Expected Completion Date	Finding	CPS Action Plan	Responsible Party	January 5 Progress Report Due	March Progress Report Due	June Progress Report Due	Date of Corrected Action
SE 7	Transfer of parental rights at age of majority and student participation and consent at the age of majority	Partially Implemented	6/30/2018	consistently inform the student and the parent/guardian of the rights that will transfer from the parent/guardian to the student upon his or her 18th birthday at least one year prior to the student reaching age 18.	Director of Student Services will review with high school team chair & Assistant Director/OOD coordinator Age of Majority Administrative Advisory SPED 2011-1. The high school team chair will share this Administrative Advisory with the high school liaisons. The process & procedure for Transfer of Rights and Age of Majority will be reviewed with the assistant director/out of district coordinator and high school team chair during one of the weekly consult meetings with the Director of Student Services. The same training/discussion will occur with the high school liaisons at monthly meeting by the high school administrative team chair. Review of the decision making procedure if students choose to delegate decision-making to his/her parent and any legal court documentation needed by the parent if parents seek to legally keep decision-making will be a focus. At the annual review meeting or reevaluation meeting prior to the student turning 18 years students and parents will be apprised of the need to make the age of majority decision once the student turns 18. In the meeting discussing transfer of rights, notice of transfer of rights will be reflected under additional information of the IEP and within the N1. The transfer of rights forms will be included in the IEP packet sent to Student Services. Creation of procedural manual for all special education liaisons, Team Chairs & OOD Coordinator will include section on transfer of rights and age of majority.	Amy Reese	Yes	No	No	3/16/2018
SE 8	IEP Team composition and attendance	Partially Implemented	2/1/2018	members are unable to attend the IEP meeting: a) the parent and district do not always agree to use alternative means, such as a video conference or a conference call, for a Team meeting; or b) the district and parent do not always agree, in writing, that the attendance of the Team member is not necessary because the member's area of the curriculum or related services is not being modified or discussed; or c) the district and the parent do not always agree, in writing, to excuse a required Team member's participation and for the excused member to provide written input into the development of the IEP to the parent and the IEP Team prior to the meeting.	Director of Student Services will review the procedure for Team composition and attendance with the special education administrators at biweekly team chair meeting in November 2017. Review of who needs to attend IEP meetings along with regulation for excusal of a Team member from not attending the meeting. Copy of the excusal form will be provided to the team chairs and discussion about written input required from any Team member not able to attend the meeting. Discussion of needing parental permission to excuse a required team member early from a Team meeting. Team Chairs (administrators) will continue this training/discussion at special education staff meetings by February, 2018 with all special education teachers and related service providers. Excusal form will be added to district's IEP checklist form for all meeting packets. Director of Student Services will discuss Team composition & attendance of necessary Team members at IEP meetings with all school principals at a principal leadership meeting by 11/30/17. Creation of procedural manual for all special education liaisons, team chairs, Preschool Coordinator, Assistant Director & OOD Coordinator (by 9/01/2018) will include a section on IEP Team composition/attendance. Copy of the excusal form will be included in manual.	Amy Reese	Yes	No	No	3/16/2018
SE 13	Progress Reports and content	Partially Implemented	2/1/2018	information sent to parents does not always include written information on the student's progress towards the annual goals in the IEP.	The Student Services Office will create and distribute a chart indicating when special education progress reports are due at each level (preschool, elementary, middle, & high school). Each level has different reporting periods due to some levels being on trimester, some on quarters, others on semesters. This will be created during an administrative program head leadership meeting with the Director of Student Services. The progress report due dates along with the specific information that needs to be written in the progress reports will be reviewed with each building principal or assistant principals and all special education liaisons including related service providers. It will be reviewed by each team chair with their special education liaisons at a monthly department meeting by 2/01/2018. Team chairs will stress that every goal must include the students' progress toward achieving the goal and that each objective must be commented on with respect to the progress the student has achieved (data). Creation of a Procedural Manual for all liaisons will include section on progress reports (9/01/2018). The manual will include specifically that data towards achieving each and every objective/benchmark must be included for every goal in each progress report for each specific goal.	Amy Reese	Yes	No	No	3/16/2018

Criterion	# Criterion Title	CPR Rating	Expected Completion Date	Finding	CPS Action Plan	Responsible Party	January 5 Progress Report Due	March Progress Report Due	June Progress Report Due	Date of Corrected Action
SE 188	Determination of placement; provision of IEP to parent	Partially Implemented	2/1/2018	A review of student records indicated that while the district provides the parent with two (2) copies of the proposed IEP and proposed placement along with the required notice, these documents are not consistently provided immediately following the development of the IEP.	Review of regulation and training will be provided to special ed administrators by the Director of Student Services by 11/15/17 regarding the time line to provide parents with IEP's following a Team meeting. Agenda will focus on timeline for sending IEP to parents/guardians, team meeting summary form, and 2 copies of the complete IEP needs to be sent home. District has a summary form that is utilized which is provided to the parents at the meeting. This form outlines the goal areas and service delivery grid. Procedure for documenting on N1 under "enclosures" 2 copies of the IEP being sent will be reviewed. The Team chairs will review this same information with all liaisons and related service providers. In addition, a memo will be sent to all liaisons/service providers that completed proposed IEP with any changes from the team meeting must be sent to the Student Services office for their team chair to sign as LEA no later than 3-school days after the IEP meeting date. It will also include the need to document on the N1 the enclosures (2 complete IEP's, etc.) since liaisons are responsible for sending proposed IEPs with the N1 to the Team Chairs for signature. Directive by the Director of Student Services was given to the support secretary last school year when the Directire first came to the district. This directive will be reviewed with the support secretary again to ensure 2 complete Copies of the IEP are sent to parents. Discussion will occur regarding the need to document on the N1 the enclosures (2 complete IEP's, etc.). The support secretary will check all N1s sent to her to send out to parents to ensure 2 copies of IEPs is include under "enclosures" on the N1 form. A log of liaisons who omit documenting 2 copies included will be kept. Follow up by the team chair (administrator) with such liaisons will occur. Team Chairs will regularly monitor the time line for each of their responsible schools to ensure compliance by regular meetings with liaisons and file reviews. The team chairs will meet regularly wit	Amy Reese	Yes	No	No	3/16/2018
SE 20	Least restrictive program selected	Partially Implemented	2/1/2018		The Director of Student Services will review & discuss the need to individualize and document effects of removing a student from the general education setting under the Nonparticipation Justification section of the IEP at Team chair meeting by 11/15/2017. A PowerPoint Slide from the Writing Effective IEPs training provided to all liaisons during the 2016-2017 school year will be reviewed along with the Non-participation Justification handout. The Director will review the importance for the Team to discuss/consider the LRE environment in which the student can access the curriculum taking into account all aspects of learning (language, social emotional, social skills, behavior needs, etc.). The Team needs consider all impacts when determining a student needs be removed from the general education setting. The Team Chairs will then review with the special education liaisons & related service providers in their schools the compliance of SE 20. Liaisons will be given a copy of sample Non-participation Justification statements to review and discuss how they met the compliance criteria. The Team chairs are responsible for reviewing the proposed IEP when liaisons send it to them for signature. The Team chairs will check/read all non-participation justification statements to ensure they contain individualized details as to why the student must be removed from gen. ed. setting. They will note any liaison who needs additional support in this area and will schedule a time to review with them.	Amy Reese	Yes	No	No	3/16/2018
SE 24	Notice to parent regarding proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE	Partially Implemented	4/30/2018	A review of student records indicated that the school district's Notice of Proposed School District Action (N1) does not always include all required elements, specifically: a description of the action proposed or refused by the school district; an explanation of why the school district proposed or refused to take the action; a description of each evaluation procedure, test, record or report; a description of any other options that the school district considered and the reasons why those options were rejected; and other factors the school district used as a basis for the proposed or refused action.	The Director of Student Services will discuss with the Team chairs at one of the bi-weekly leadership team meetings the need to provide more details and specific information in the N1's following a Team meeting. Focus will be on including details to answer all required questions in the N1 form. Director of Student Services along with the Team Chairs will provide a mini-workhop with the agenda focusing on writing effective N1s for the liaisons & related service providers at a monthly meeting the need to answer all required questions in all N1's. Following this mini-workshop on writing specific N1's, the Team chairs will follow up individually with each liaison and review/discuss actual N1's written by each liaison. Time will focus on this top on one of the department professional development early release days as well. Creation of procedural manual for all special education liaisons (by 9/01/2018). It will include a section on IEP's and N1.	Amy Reese	Yes	No	No	3/16/2018
SE 32	Parent advisory council for special education	Partially Implemented	2/1/2018	A review of documents, as well as parent and staff interviews, indicated that while the district has an established parent advisory council on special education, the council does not have by-laws regarding officers and operational procedures. Additionally, the parent advisory council duties do not include advising the district on matters that pertain to the education and safety of students with disabilities; and meeting regularly with school officials to participate in the planning, development, and evaluation of the school district's special education programs. Parent and staff interviews also indicated that the school district does not conduct, in cooperation with the parent advisory council, at least one workshop annually within the district on the rights of students and their parents and guardians under the state and federal special education laws.	Monthly meetings have been established and posted for the 2017-2018 school year. At the first meeting on 9/26/17 the parents adopted the last set of by-laws from the last time the district had an active SEPAC. Regular meetings are scheduled on a monthly basis between the Director of Student Services and the interim SEPAC board. The interim SEPAC board has asked for 2 parent liaison volunteers for from each school to represent SEPAC and share information with the schools. There is a liaison representative from the School Committee for SEPAC. A membership to MassPAC has been purchased by the district. The basic rights workshop is being scheduled for this fall. An election is scheduled to be held in January 2018 to elect new SEPAC Board Members. Evidence: 1. Copies of the SEPAC meeting agendas 2. Creation of SEPAC web page attached to the Student Services page listing contact information for board, resources for parents,& meeting minutes. 3. Creation of a SEPAC email. 4. DESE chairperson can contact/interview SEPAC parents.	Amy Reese	No	Yes	No	6/29/2018

Criterion	# Criterion Title	CPR Rating	Expected Completion Date	Finding	CPS Action Plan	Responsible Party	January 5 Progress Report Due	March Progress Report Due	June Progress Report Due	Date of Corrected Action
SE 34	Continuum of alternative services and placements	Partially Implemented	6/30/2018	does not have a continuum of alternative services and placements at the elementary school level (grades k-4) for students with disabilities that impact social-emotional functioning and present with behaviors	Full-time clinical (doctorate level) psychologists are at each elementary school as of September 2017. This allows for additional social emotional supports for elementary students that were not available in the past. Research therapeutic programs in area districts to gather data on various service delivery models and supports. Form a committee of key stakeholders (elementary principals, counselors, psychologists, special ed teachers, team chairs, etc). to discuss social emotional programming at the elementary level. Identify a special education teacher or counselor in each elementary school that can provide a supportive classroom space for students with social and emotional needs.	Amy Reese	Yes	No	No	6/25/2018
SE 54	Professional development	Partially Implemented	6/30/2018	A review of documents and staff interviews indicated that general education staff do not receive training on state special education requirements and related local special education policies and procedures.	1. Special education administrators will present & discuss special education topics (accommodations, differentiation, MA & federal requirements, district's DECAP, co-teaching, etc) at a minimum of 2 faculty meetings annually. 2. Special education administrators will develop a training module for general education teachers on special education topics, policies and procedures. 3. Director of Student Services is developing a workshop/course for teachers on special education topics to offer to interested general education teachers. 4. At least monthly discussions among grade level teams during common planning time regarding specific students and implementation of accommodations, co-teaching strategies, and/or differentiation of instruction for students will take place at each school.	Amy Reese	Yes	No	No	6/25/2018
SE 55	Special education facilities and classrooms	Partially Implemented	11/1/2018	Observations indicated that at the high school, there is a cluster of special education classrooms which house the Resource Room (grades 9-12), Learning Center (grades 9-12), and Student Assistance Program (grades 9-12). This cluster is isolated from general education instructional areas. Interviews indicated that staff refer to this wing as the "Special Education Department."	The entire high school classrooms have been reassigned. The special education classrooms are now spread out among all the other general education classrooms in the school. This reconfiguration took place over the summer (2017) by the high school principal, deans and high school special ed team chair administrator.	Amy Reese	Yes	No	No	1/5/2018
CR 3	Access to a full range of education programs	Partially Implemented	9/13/2018	A review of documents and staff interviews indicated that while the district ensures all students, regardless of race, color, sex, religion, or national origin, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district, this assurance does not include gender identity, sexual orientation, disability, and homelessness as protected categories.	The district will update documents that refer to educational program access to include "gender identity, sexual orientation, disability and homelessness" as protected categories	Jay Lang - SC Policy; Linda Hirsch - Handbooks; Cheryl Kirkpatrick - HR Policies	No	No	Yes	6/29/2018
CR 7	Information to be translated into languages other than English	Partially Implemented	9/13/2018	A review of documents and staff interviews indicated that important information and documents, such as handbooks and codes of conduct, distributed to parents are not always translated into the major languages spoken by parents or guardians with limited English skills.	Interpretation Services for Parent Teacher Conferences - We currently contract with Cross Cultural Communications Systems, Inc. to provide interpreters for parent teacher conferences and a variety of other school meetings. 2. Communication with parents - We plan to contract with in-house staff/outside contractor (Cross Cultural Communications Systems, Inc.) to provide translations of vital school documentation.	Linda Hirsch - Have the same info as ELE update.	No	Yes	Yes	3/16/2018
CR 7B	Structured learning time	Partially Implemented	6/1/2018	A review of documents and staff interviews indicated that the district requires that students in grades nine through twelve take a total of two semesters of physical education instead of the required four years.	Our current program of studies has a three year requirement of PE with the additional requirement of grade 11/12 students before graduation beginning with the class of 2019. We are in the process of reviewing the program of studies to include the 4th year requirement to begin a phase-in with the class of 2021.	Jay Lang; Linda Hirsch	Yes -Assurance Letter Submitted 1/5/18	No	No	8/17/2018
CR 7C	Early release of high school seniors	Not Implemented	9/13/2018	A review of documents and staff interviews indicated that high school seniors are released more than twelve days before the regular scheduled closing date of the high school.	A review of the school calendar will be completed to in order to ensure that seniors were not released more that twelve days before the regular scheduled closing.	Linda Hirsch -	No	No	Yes	6/29/2018
CR 10A	Student handbooks and codes of conduct	Partially Implemented	9/13/2018	A review of documents and staff interviews indicated that student handbooks and the code of conduct are not always translated by the district when requested by parents or students whose primary language is other than English. A review of documents indicated that while student codes of conduct published in student handbooks contain appropriate procedures for the discipline of students who have Individualized Education Plans, they do not include procedures for students who have Section 504 Accommodation Plans. A review of documents also indicated that although handbooks affirm the school's non-tolerance for harassment based on race, color, national origin, sex, and religion, or discrimination on those same bases, this statement does not include gender identity or sexual orientation.	1. Communication with parents - We plan to contract with in-house staff/outside contractor (Cross Cultural Communications Systems, Inc.) to provide translations of vital school documentation. 2. Handbook will be revised to include the district's non-tolerance for harassment based on gender identity or sexual orientation.	Amy Reeese and Linda Hirsch	No	No	Yes	8/17/2018

Criterion	# Criterion Title	CPR Rating	Expected Completion Date	Finding	CPS Action Plan	Responsible Party	January 5 Progress Report Due	March Progress Report Due	June Progress Report Due	Date of Corrected Action
CR 10B	Bullying Intervention and Prevention	Partially Implemented	8/30/2018		Committee formed to review law and discuss how adult responsibilities regarding bullying and harassment can best be communicated. 2) Language will be crafted that can be included in all student handbooks 3) Employee handbook will be created and will include duties of staff related to addressing bullying or harassment of students by a school staff member.	Jay Lang - SC Policy; Chery Kirkpatrick Staff Handbook; Linda Student Handbook to Legal	NO	No	Yes	8/17/2018
CR 10C	Student Discipline	Partially Implemented	8/30/2018	required elements. Specifically, the notice does not address the disciplinary offense; the basis for the charge; the potential consequence; the opportunity for a hearing to dispute the charges, present an explanation, and for the parent to attend; and the date, time and location of the hearing. The notice does not address both the right of the student and the parent to interpreter services and the right to appeal to the superintendent.	The district will hold a training on discipline procedures and required documentation for all school administrators. There was not a consistent template of letters outlining the required elements. Not all schools were consistently following compliance for suspensions.	Amy Reese	Yes	No	No	3/16/2018
CR 12A	Annual and continuous notification concerning nondiscrimination and coordinators	Partially Implemented		A review of the district and individual school websites used to publicize the schools indicated that nondiscrimination statements are not included.	The district's website needs to be updated to include nondiscrimination statements on each school and district pages.	Linda Hirsch -	Yes - Submitted 1/5/18	No	No	1/5/2018
CR 18A	School district employment practices	Partially Implemented		A review of documents indicated that although the district's employment practices are free from discrimination on the basis of race, color, national origin, and sex, the School Committee policy on employment does not include gender identity and disability as protected categories in its nondiscrimination statement and the district's hiring manual does not include gender identity as a protected category.	We will update our School Committee nondiscrimination statements and hiring manual to include gender identity and disability as protected categories	Jay Lang - SC Policy; Cheryl Kirkpatrick hiring manual update	No	No	Yes	8/17/2018
CR 25	Institutional self-evaluation	Partially Implemented	9/13/2018	A review of documents and staff interviews indicated that the district does not evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.	Devise a method of annually evaluating constituent perspective on issues of equity across the district.	Linda Hirsch	Yes	No	No	8/17/2018
ELE 5	Program Placement and Structure	Partially Implemented	10/31/2018		1. ESL Staffing- The district will evaluate ESL staffing levels at all schools (including McCarthy Middle School and Col Moses Parker Middle School) during the 2018-2019 budgetary process to determine where the greatest staffing needs are for the upcoming school year and make employee recommendations. 2. ESL Instruction- Goal is to improve/enhance programming by providing curricula with rigor that sets high academic standards for all students through all content areas that is aligned to the state standards. Curriculum planning will include language and literacy developed across the curriculum. Subject area and ESL teachers will dedicate planning time to develop integrated units of instruction using our current updates and aligned curriculum through Houghton Mifflin, McDougall and Pearson.	Kelly Rogers and Linda Hirsch	Yes - Submitted 1/5/18	No	No	Submitted - waiting for final aprroval from DESE by 10/31
ELE 7	Parent Involvement	Partially Implemented	9/13/2018	A review of documents and staff interviews indicated that the district sometimes uses an online translator for written documents and does not provide interpretation services for parent-teacher conferences. Online translators do not accurately convey the meaning of the source document and should be reviewed and edited by an individual qualified to do so. The district does not meet the obligation to communicate effectively with parents whose preferred language of communication is not English and fails to include these parents of ELs in matters pertaining to their children's education.	Interpretation Services for Parent Teacher Conferences- We currently contract with Cross Cultural Communications Systems, Inc. to provide interpreters for parent teacher conferences and a variety of other school meetings. 2. Communication with parents- We plan to contract with in-house staff/outside contractor (Cross Cultural Communications Systems, Inc.) to provide translations of vital school documentation.	Kelly Rogers and Linda Hirsch	Yes -Submitted 1/5/18	No	No	1/5/2018

c	riterion #	Criterion Title	CPR Rating	Expected Completion Date	Finding	CPS Action Plan	Responsible Party	January 5 Progress Report Due	March Progress Report Due	June Progress Report Due	Date of Corrected Action
E	.E 17	Program Evaluation	Not Implemented	0/12/2019			Kelly Rogers and Linda Hirsch	Yes- Submiitted 1/5/18	No	No	6/29/2018

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 29, 2018

Re: FY19 Valley Collaborative Credit

I attended the Valley Collaborative Board of Directors meeting on September 13, 2018 and was provided with the FY19 member district distribution amounts. A copy of the member distribution amounts is attached for your review. The FY19 distribution amounts are a result of surplus FY18 Valley Collaborative revenue in excess of the levels permitted to be retained at fiscal yearend. Our FY19 allocation totals \$ 549,502.41. As you may recall, in establishing the FY19 operating budget, we estimated \$ 550,000 in revenue from Valley Collaborative. Further, as I recommended this funding be considered "one-time" revenue, we included only a portion, \$ 200,912, as a revenue to support our local FY19 operating budget. Therefore, the difference of \$ 348,590.41 will be available to the school committee as a budget reserve in FY19.

I am providing this update for informational purposes only, not action of the school committee is recommended/required at this time.

Distribution of Surplus FY18

PERCENTAGE OF TUITION TO BE

DISTRICT	SUMMER	 SCHOOL YEAR	 TOTAL	PERCENTAGE	RETURN	RETURNED
BILLERICA	\$ 84,408.00	\$ 520,285.94	\$ 604,693.94	9.16%	\$ 183,117.68	30.28%
CHELMSFORD	\$ 245,443.98	\$ 1,569,131.11	\$ 1,814,575.09	27.48%	\$ 549,502.41	30.28%
DRACUT	\$ 109,695.00	\$ 751,360.45	\$ 861,055.45	13.04%	\$ 260,750.88	30.28%
GROTON-DUNSTABLE	\$ 20,880.00	\$ 140,320.00	\$ 161,200.00	2.44%	\$ 48,815.72	30.28%
NASHOBA	\$ -	\$ 10,429.00	\$ 10,429.00	0.16%	\$ 3,158.18	30.28%
NORTH MIDDLESEX	\$ 127,617.75	\$ 857,774.90	\$ 985,392.65	14.92%	\$ 298,403.54	30.28%
TEWKSBURY	\$ 93,925.50	\$ 993,012.87	\$ 1,086,938.37	16.46%	\$ 329,154.33	30.28%
TYNGSBOROUGH	\$ 37,620.00	\$ 279,844.61	\$ 317,464.61	4.81%	\$ 96,136.87	30.28%
WESTFORD	\$ 91,105.00	\$ 671,575.83	\$ 762,680.83	11.55%	\$ 230,960.38	30.28%
	\$ 810,695.23	\$ 5,793,734.71	\$ 6,604,429.94		\$ 2,000,000.00	

Memorandum

TO: Jay Lang, Superintendent

Members of the School Committee

FROM: Joanna Johnson-Collins, Director of Business & Finance

DATE: September 28, 2018

RE: FY2019 Budget Transfer – Lane Changes

I would like to request a FY19 local budget transfer related to lane change increases.

SALARY LANE CHANGES = \$59,634

The FY19 local budget had one line item for \$126,000 to account for the lane changes for employees who achieved a higher degree (e.g. Bachelors to Masters). This budget transfer is to move funds from the one line (account) into the various labor accounts associated with the employees who received their lane change increase. The employee's new salary was reflected on their first pay date of the school year.

From		To: Labor Accounts	Amount
12305000-51460	Salary Reserve Lane Changes	12305124-51050	\$9,589
		12305156-51050	\$23,591
		12305174-51050	\$792
		12305184-51050	\$2,378
		12305258-51050	\$4,530
		12305378-51050	\$6,627
		12305397-51050	\$5,131
		12305400-51050	\$794
		12310276-51054	\$794
		12310976-51054	\$5,408
		Total	\$59,634

Thank you for your consideration in approving this FY19 local budget transfer.

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: October 1, 2018

Re: Establishment of 2018/19 Superintendent Goals

Attached please find a copy of the approved school committee goals for the 2018/19 school year. Under the districtwide goals, I have incorporated my proposed superintendent goals for the 2018/19 school year. You will find that we will both be working to support the same initiatives in the district that align with the approved strategic plan. Further, I have proposed four (4) professional practice goals that focus specifically on matters where I feel I should focus my individual work this school year. I look forward to discussing these proposed goals at the school committee meeting on October 2, 2018.

Chelmsford School Committee & Superintendent's Goals 2018-19

Mission Statement

In order to support the mission of the Chelmsford Public Schools to cultivate inspired, creative and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members, the school committee proposes the following goals for the 2018-19 school year.

District Wide Goals

The following school committee goals for the 2018-19 school year are intended to support and reinforce the district wide and superintendent's goals outlined in the strategic plan.

School Committee's Goals and Actions Steps

1 Supporting Academic Achievement

By June 2020, the school committee will support the district plan to provide multiple access points to learning to ensure that every student achieves to his/her full potential by evaluating alternative learning opportunities for students, as measured by the offerings in the program of studies at the middle and high school levels.

ACTION STEPS:

- Continue collaborative agreements with local colleges in an effort to increase academic pathways and career readiness programs for our high school students by evaluating potential agreements with local institutions:
- 2. Establish collaborations with local businesses to help create internship or enrichment opportunities for students;
- 3. Establish collaborations with local community, civic or governmental agencies to encourage students to be informed and active in their community;
- Investigate options to provide additional administrative or supervisory student support services at the elementary level including, but not limited to, adding assistant principals;
- 5. Investigate the need for and funding sources to establish a one-on-one computer initiative in the district.

Superintendent's Goals and Action Steps

① Every Student Achieving Academically

By June 2020, the superintendent will establish a comprehensive tiered system of support that addresses the academic needs of all students and provides multiple access points to learning, to ensure that every student achieves to his/her full potential, as measured by an aligned, consistent, rigorous, and comprehensive curriculum, the implementation of Tier I instructional practices, and established systems for data-informed decision making.

ACTION STEPS:

- Continue collaborative agreements with local college in effort to increase academic pathways and career readiness programs for our high school student by evaluating potential agreements with local institutions;
- 2. Prepare students for achieving the Next Generation Science Standards Complete alignment process and final mapping K-12;
- 3. Review of all pacing and syllabi at all levels for instructional adjustments;
- 4. Establish documents and models/exemplars to guide schools 'efforts to implement Tier I instructional practices;
- 5. Continue to provide robust programming that provides students with college and career ready opportunities;
- 6. Investigate the need for and funding sources to establish a one-to-one computer initiative in the district.

2 Creating a positive, pro-social learning environment

By June 2020, the school committee in collaboration with the superintendent, assistant superintendent, director of student support services and other stakeholders, will create a prioritized list of programing that may be implemented to promote the socio-emotional wellbeing of all students and that assists in cultivating positive, safe learning environments for students and staff as measured by budget prioritization for the 2018-20 school years.

ACTION STEPS:

- I. Investigate the need for and potential funding sources to add social workers to the schools;
- 2. Continue to support funding for a therapeutic classroom at the elementary level for students with severe behavioral needs;
- Investigate the need for and potential funding sources to add programming to support students with language-based learning disabilities;
- Establish educational programs for staff and parents to inform them
 of district, state and national policies related to supporting students
 with socio-emotional needs;
- 5. Increase public awareness of the district's PRIDE program;
- 6. Educate all stakeholders on the proper procedures for addressing issues, including but not limited to, an understanding of who to report issues to and the subsequent levels of response.

2 Every Student Supported in a Positive, Prosocial Learning Environment

By June 2020, the superintendent will establish a comprehensive tiered system of support that promotes our PRIDE norms, values, and expectations, that ensures students' social and emotional learning needs are addressed, and ensures that all members of the school community feel engaged, respected, and safe, as measured by the district MTSS team. The district MTSS team supports the effective implementation of tiered systems and practices, the established systems for data-informed decisions, and the consistency of effective practices across schools.

ACTION STEPS:

- I. Continue to support funding for a therapeutic classroom at the elementary level for students with severe behavioral needs;
- 2. Sustain District Leadership Team as an oversight representative group for systems and practices of behavioral support;
- 3. Continue to ensure systems for effective and efficient behavioral data collection and use (i.e. procedures for on-going data-based monitoring, evaluation, and dissemination);
- 4. Continue implementation of Tier I behavioral support systems;
- 5. Design and Implement a Universal Systematic Screening Tool District-wide Pilot:
- 6. Provide technical assistance to build local capacity;
- 7. Strengthen effectiveness of behavioral data systems;
- 8. District-wide implementation of SEL curricula (Second Step);
- Expand local capacity for implementation of Tier 1 and 2 SEL strategies.

Maintaining aligned financial and facilities resources

By June 2020, the school committee will work with the superintendent, school personnel and town officials, to develop an aligned, sustainable financial foundation that supports the needs of the district including current and future budget requirements and facility needs and will clearly communicate these with all stakeholders in the district as measured by budget documents, the completion of a 10 year capital improvement plan, and submission of new building projects to the Massachusetts School Building Authority (MSBA).

ACTION STEPS:

- Finalize a 10 year capital improvement plan that addresses current and future facility needs including the prioritization of capital needs in our current facilities, as well as continuing to pursue new facility options to meet projected future needs within the confines of the town's financial realities;
- 2. Establish a uniform policy for the establishment, maintenance, monitoring, and accounting of athletic and activity accounts, student group accounts, and/or other accounts established to raise and maintain funds outside of the normal school budget and clearly delineate how these funds are expended;
- 3. Encourage input from stakeholders (parents, staff, administrators, etc.) regarding budget priorities at the building and district level.
- 4. Investigate the need for grade alignments to best make use of current facilities and/or in connection with enrollment projections and future building projects;
- 5. Investigate alternative building plans based upon feedback from the MSBA.

3 Aligned Financial and Facility Resources in Support of the Strategic Plan

By June 2020, the superintendent will develop an aligned sustainable financial foundation that supports the resource needs of the district, and ensures that students, families, and educators are supported and growing, as measured by budget prioritization for the 2018-20 school years, completion of a 10 year capital improvement plan, and submission of new building projects to the Massachusetts School Building Authority (MSBA).

ACTION STEPS:

- Finalize a 10 year capital improvement plan that addresses current and future facility needs including the prioritization of capital needs in our current facilities, as well as continuing to pursue new facility options to meet projected future needs within the confines of the town's financial realities;
- 2. Continue to develop action plans to address the findings and recommendations of the existing facility conditions and physical assessments of each school building;
- 3. Continuously monitor areas of need to support elementary, middle and high school level educational programming;
- 4. Provide sustainable facilities and operations for educational programming conducive to both present and future student learning.

School Committee's Professional Practice Goals

Mission Statement

The following school committee goals for the 2018-19 school year are intended to improve the operations and communications among and between the members of the school committee and Chelmsford community.

① Communication Strategy

By June 2019, the school committee will meet to discuss ways to improve communication with all stakeholders as its pertains to achievements in the district, decisions made during school committee meetings, and responses to issues and concerns. Said strategy may include, but is not limited to, holding public forums on specific topics several times during the year, establishing a social media presence, and increasing the functionality of the district website.

2 New Member Orientation and Mentoring

By June 2019, the school committee will develop an orientation program for new members to assist them in getting acclimated with the roles and responsibilities of serving on the Chelmsford School Committee. Components of this program may include an orientation packet including information about Open Meeting Laws, Robert's Rules of Order, Conflict of Interest Laws, member contact information, and district policies. Additionally, the assignment of a mentor from among the other members of the committee to assist new members with routines such as warrant signing, requesting agenda items, etc. may be explored.

3 Professional Development

By June 2019, members of the school committee will strive to participate in some form of professional development in support of their role on the Chelmsford School Committee. Examples may include attending the annual MASC convention, Day on the Hill, other MASC workshops, and participating in legislative advocacy of issues related to education. The committee will also investigate having the MASC come in and conduct in-house workshops related to issues affecting the committee and/or the district.

Perseverance • Respect • Integrity • Determination • Empathy

Superintendent's Professional Practice Goals

① Comprehensive Communication Strategy

By June 2019, the superintendent will meet with stakeholders to discuss ways to improve communication with parents as it pertains to general announcements, school and district achievements, and matters of informational importance. This includes a review of the communications practices and methods currently in place (i.e. Aspen X2, Blackboard ConnectEd, Facebook, Newsletters, Twitter, CPS website, etc.) to determine if they are appropriate and/or should be modified to improve and streamline communication with stakeholders.

2 Budget Planning and Presentation

By June 2019, the superintendent will continue to refine financial reporting practices and procedures and develop a FY20 budget that serves as an informational document accurately reflecting the priorities of the district as outlined in the Strategic Plan. The recommended budget document will incorporate additional information on grant, revolving, and student activity funds. Further, efforts to include information from each schools' parent teacher organization will be sought to provide a comprehensive picture of the various funding sources that support our school programming.

3 Building Improvement and Capital Improvement

By June 2019, the superintendent will finalize a 10 year capital improvement plan based upon the findings and recommendations of the Dore & Whittier (D&W) comprehensive facilities assessment report of each school building. This includes alignment of the 10 year capital plan with the D&W report and Town capital plan, integration of school security (physical and camera) improvements, prioritization of identified projects, meeting with the MSBA to discuss a short- and long-term building strategy for the Chelmsford Public Schools, and recommendation for the submission of a Statement of Interest to the MSBA for a new school building project in the spring of 2019.

4 Professional Development

By June 2019, the superintendent will attend state and national conferences and meetings to maintain his knowledge/learning about the most current information with regard to school safety and security enhancements and emergency planning preparedness for our schools, and the integration of technology initiatives in elementary, middle and high schools, as we discuss and plan for a 1:1 computer device roll-out in our district.

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 28, 2018

Re: MASC Voting Delegate – Fall 2018 Membership Meeting

Attached is a letter from the Massachusetts Association of School Committees (MASC) pertaining to the appointment of a voting delegate for the 2018 Annual Meeting. I recommend the school committee members appoint a voting delegate and alternate to record the desired action of the school committee on the resolutions to be recorded at the Fall Membership meeting in November.



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109 (617) 523–8454 (800) 392–6023 fax: (617) 742–4125 www.masc.org Beverly Hugo, President Glenn Koocher, Executive Director

March 26, 2018

TO: School Committee Members

SUBJECT: MASC ANNUAL BUSINESS MEETING

Will be held during the Joint Conference on FRIDAY, NOVEMBER 9, 2018, 3:15pm.

RESORT and CONFERENCE CENTER at HYANNIS

Voting Delegate Resolutions

Enclosed is the Official Delegate Form for registering your voting delegate for the MASC annual business meeting. This year's meeting will be in Hyannis during the joint conference. The form must be received in the MASC office by Friday, October 19, 2018.

MASC adopts its formal positions from decisions made by our membership. The resolution process is the primary vehicle for measuring feedback and developing legislative positions and action. Enclosed is the form, and instructions for submitting a resolution for consideration at the annual meeting. The deadline for submission of resolutions for review by the Resolutions Committee is July 1, 2018.



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109 (617) 523–8454 (800) 392–6023 fax: (617) 742–4125 www.masc.org

Beverly Hugo, President

Date: March 2018

To: MASC member school committees, c/o superintendent of schools

Re: Voting delegate to annual business meeting

Date: DURING JOINT CONFERENCE. FRIDAY, NOVEMBER 9, 3:15PM Location: RESORT AND CONFERENCE CENTER AT HYANNIS, HYANNIS

FIRST NOTICE

In order for your school committee to have a vote at the annual business meeting of the Massachusetts Association of School Committees, it is necessary that an official delegate be designated in pursuance of Article IX, Sec. 6 of the By-Laws, as follows:

All members of the Association, and all members of school committees which are active members of the Association, may attend and speak at any meeting of the Association. Only active members shall be entitled to vote on the election of officers or on any other matter as to which members of the Association shall have the right to vote and each active member shall have one vote. No later than seven days prior to each meeting of the Association each active member shall, by written notice to the Executive Director, designate one of its members as its voting delegate and may by such notice designate one of its members as its alternate voting delegate. All ballots and other votes cast by an active member at any meeting of the Association shall be cast by and only by its voting delegate or if the delegate be absent, by its alternate voting delegate if one shall have been designated.

PLEASE NOTE:

- An official delegate is only that delegate whose school committee has complied with annual dues regulations as spelled out in Article IV of the MASC By-Laws.
- Deadline for receipt of delegate forms by the Executive Director for the 2018 annual meeting is October 19, 2018.

NOTE: In order to register for the annual business meeting, delegates must send in this form in addition to the conference registration form.

Cheryl L. Kirkpatrick, Ed.D., Director of Personnel and Professional Learning
Office of Human Resources
230 North Road, Chelmsford, MA 01824
Telephone: (978) 251-5100 Fax: (978) 251-5110
kirkpatrickc@chelmsford.k12.ma.us

TO: Dr. Jay Lang, Superintendent

FROM: Dr. Cheryl Kirkpatrick, Director of Personnel and Professional Learning

DATE: September 21, 2018

RE: Personnel Report AUGUST 2018

Please see the attached Personnel Report which includes retirements, resignations, new hires and assignment changes processed during the month of August, 2018. Thank you for sharing this report with the members of the Chelmsford School Committee.

Personnel Report - AUGUST 2018

New Hires

Anderson, Elizabeth

Lunch/Recess Aide

Center Elementary School

Effective date: 8/1/18

Belanger, Joanne

Lunch/Recess Aide

Parker Middle School

Effective date: 8/27/18

Betke, Bree

Interim Art Teacher

Chelmsford High School

Effective date: 8/29/18

Bouchard, Celeste

ABA Paraprofessional

Chelmsford High School

Effective date: 8/21/18

Boyd, Tricia

Teacher

South Row Elementary School

Effective date: 8/27/18

Bryant, Aaron

Paraprofessional

South Row Elementary School

Effective date: 8/23/18

Buckley, James

Interim Social Studies Teacher

McCarthy Middle School

Effective date: 8/21/18

Choubey, Neha

Paraprofessional

South Row Elementary School

Effective date: 8/27/18

Clark, Jennifer

Lunch/Recess Aide

South Row Elementary School

Effective date: 8/13/18

Cole, Christopher

Paraprofessional

Chelmsford High School

Effective date: 8/20/18

Crowley, Jennifer

ABA Paraprofessional

Parker Middle School

Effective date: 8/24/18

Ellis, Nathaniel

Paraprofessional

Chelmsford High School

Effective date: 8/29/18

Ellison, Debbie

Lunch/Recess Aide

South Row Elementary School

Effective date: 8/16/18

Fallon, Susan

Secretary

Chelmsford High School

Effective date: 8/7/18

Garnon, Genevieve

World Language Teacher

Parker Middle School

Effective date: 8/24/18

Gaudette, Lisa

ABA Paraprofessional

Byam Elementary School

Effective date: 8/28/18

Hilterman, Erin

ABA Paraprofessional

South Row Elementary School

Effective date: 8/29/18

Hubbard, Maureen

Physics Teacher

Chelmsford High School

Effective date: 4/17/18

Inman, Taylor

Paraprofessional

Chelmsford High School

Effective date: 8/16/18

Kelly, Shawn

Lead Custodian

Parker Middle School

Effective date: 7/16/18

Krasnovsky, Sarah

Grade 1 Teacher

South Row Elementary School

Effective date: 8/13/18

Kurth, Kristiana

Speech & Language Pathologist

Parker Middle School

Effective date: 8/17/18

Lehmann, Maureen

Certified Nurses Assistant

Center Elementary School

Effective date: 8/27/18

Losso, Deborah

Lunch/Recess Aide

Parker Middle School

Effective date: 8/24/18

Luby, Paul

Paraprofessional

Chelmsford High School

Effective date: 8/20/18

Manupelli, Lisa

Paraprofessional

Byam Elementary School

Effective date: 8/20/18

Moore, Elizabeth

Lunch/Recess Aide

Byam Elementary School

Effective date: 8/9/18

Morin, Danielle

Paraprofessional

South Row Elementary School

Effective date: 8/16/18

Parsons Heather

.6 Social Worker

Community Education

Effective date: 8/22/18

Pindara, Zachary

Paraprofessional

McCarthy Middle School

Effective date: 8/30/18

Radhakrishnan, Praveena

ABA Paraprofessional

Parker Middle School

Effective date: 8/28/18

Silva, Celine

Paraprofessional

Byam Elementary School

Effective date: 8/16/18

Snow, Lindsey

ABA Paraprofessional

South Row Elementary School

Effective date: 8/15/18

Soares, Shealagh

Special Education Teacher

Chelmsford High School

Effective date: 8/21/18

St. Hilaire, Joseph

Paraprofessional

Chelmsford High School

Effective date: 8/14/18

Sturgeon, Jason

Interim Social Studies Teacher

Chelmsford High School

Effective date: 8/24/18

Turner, Warren

Interim English Teacher

McCarthy Middle School

Effective date: 8/27/18

Wedel, Paul

ICTS Solutions Engineer

Districtwide

Effective date: 8/31/18

Resignations:

Albert, Lindsay

Paraprofessional

Chelmsford High School

Effective date: 8/8/18

Cormack, Ashley

Art Teacher

Chelmsford High School

Effective date: 8/16/18

Crosthwaite, Ivana

Paraprofessional

McCarthy Middle School

Effective date: 8/23/18

Doherty, Susan

Paraprofessional

Byam Elementary School

Effective date: 8/23/18

Egan, Ashley

ABA Paraprofessional

Parker Middle School

Effective date: 8/14/18

Fugate, Shawntel

English Teacher

Chelmsford High School

Effective date: 8/9/18

Hickey, Patrick

Paraprofessional

Parker Middle School

Effective date: 8/15/18

Joshi, Kieran

Paraprofessional

Chelmsford High School

Effective date: 8/5/18

Lucey, Jennifer

ABA Paraprofessional

Byam Elementary School

Effective date: 8/7/18

Morrissey, Tara

Paraprofessional

Parker Middle School

Effective date: 8/27/18

Persichetti, Margaret

Lunch/Recess Aide

Parker Middle School

Effective date: 8/1/18

Staveley, Jonathan

Social Studies Teacher Chelmsford High School

Effective date: 8/13/18

Welles, Katherine

ELL Teacher

South Row Elementary School

Effective date: 8/27/18

Wright, Thomas

Guidance Dept. Coordinator

Chelmsford High School

Effective date: 8/8/18

Retirements:

Stuart, Patricia

Paraprofessional

McCarthy Middle School

Effective date: 8/25/18

Assignment Changes

Goselin, Ryan (formerly Paraprofessional at Parker)

Paraprofessional

Chelmsford High School

Effective date: 8/27/18

Herlihy, Jodie (formerly Paraprofessional at McCarthy)

Clerk

McCarthy Middle School

Effective date: 8/21/18

McDermott, Ryan (formerly Paraprofessional at CHS)

Paraprofessional

Byam Elementary School

Effective date: 8/27/18

Perry, Candace (formerly Lunch/Recess Aide at McCarthy)

Paraprofessional

McCarthy Middle School

Effective date: 8/27/18

Regan, Susan (formerly Grade 7/8 English Teacher at McCarthy) Interim English Teacher Chelmsford High School

Effective date: 8/22/18

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: October 1, 2018

Re: Updates: Ongoing Projects

1.) CHS and Parker School Parking Lots

As you are aware, the rear parking lot of Chelmsford High School (CHS) was repaved this past summer, new granite curbing was also installed. The town had to wait several weeks for the new paving to be ready to receive the parking space stripes. This past weekend (9/29 - 9/30) the main student parking lot was striped with white lines. The parking spaces in front of and behind the performing arts center will be stripped with white lines. The staff parking spaces will be striped with yellow lines. The stripping of the remaining parking spaces at CHS will be completed in the coming weeks.

The front parking circle and lot at Parker Middle School was repaved this past summer, new granite curbing was also installed. The final top coat of paving was applied to the Parker front parking circle and lot over the weekend of September 22-23, 2018. The emergency lane and staff parking space stripping will be completed in the coming weeks.

2.) Center and Harrington Additional Parking

Late last spring, the town advertised for bids to have additional parking spaces added for parents and staff at the Center and Harrington Elementary Schools. Unfortunately, the lowest bidder for the project withdrew their bid and the second lowest bid was greater than the available funds for the project. There is sufficient funding (approximately \$ 200,000) remaining in the modular classroom construction project to complete one of the two school projects.

In speaking with the town, it is too late in the construction season to re-bid the Center parking space project as an individual project in an attempt to complete it before the winter. We plan to utilize the remaining modular classroom construction funding to complete the additional parking spaces at the Center Elementary School in either the

Jay Lang, Ed.D., Superintendent

late spring or early summer of 2019. The estimated funding for the Harrington Elementary School has been included in the 10 year capital plan. If funded by town meeting in the spring of 2019, the Harrington additional parking space project may be completed during the summer of 2019.

3.) Parker Middle School Courtyard Clean-Up & Renovation

This past summer the exterior courtyard of Parker Middle School received a significant clean-up and renovation as a result of a grant received from Lowes and a private donation. The space was cleared of overgrowth and outdoor classroom spaces were created for students and teachers to access during the school day. If you have a moment, please feel free to stop by and see the new space. It has been well received by students and staff.

After the clean-up project was completed, we received a communication from the Conversation Commission concerned about the stream that runs through the courtyard being properly protected from future work at the site. Members of the Conservation Commission visited the site and were impressed with the work completed over the summer. Principal Parks attended a recent meeting of the Conservation Commission and discussed future maintenance and upkeep of the space. Principal Parks will be working with the Conservation Commission to ensure the stream is protected from students and staff during the school day and crews charged with maintain the space in the future.

Approval of Conference and Field Trip Requests

1) Parker Middle School

Grade 7

Performance of *A Christmas Carol*

December 14, 2018

Palace Theatre, Manchester, NH

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:CHSPARKER McCARTHY	
BYAM CENTER HARRINGTON SOUTH ROW	
Day(s) of Week for Trip: MON TUE WED THR FRI SAT SUN	
Trip Date: 12 / 14 / / 8 If Overnight Trip, Return Date:	
requests should be two months in advance and will be submitted to the School Committee for final approval.	
Faculty Trip Sponsor: Sheila KISh — Cell Phone: <u>998-339-348</u> Grade, Group, Class(es) or Course(es): <u>Brade</u> 7	38
Grade, Group, Class(es) or Course(es): Brade 7	
Total Number of Students: 174 Number of Male Number of Female	
Number of Students Assigned Per Chaperone:	
Total Number of Chaperones: 17 Number of Male Number of Female	
Non-faculty chaperones must be over 25 years of age and must have a CORI submitted at time of application.	4
Faculty/Chaperones (Names): Wing Jean Suchecki, Courtson, Kenne Mayotte, Noble, Sextan, Havener, Frenette Cell Phone #:	des
Mayotte, Noble Sextan Havener, Frenette Cell Phone #:	0)
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: 9/21/18	
Signature of School Nurse Date	
Eventul Diversion of the Tripit Con Alexander (A. O. Linches of Annal)	
Event:/Purpose of the Trip: To See the Play "A Christmas Carol".	
Curriculum Standard Addressed by Trip (Réason for the Trip)	fores
to its Stage version	J
Destination: Palace Theatre, (603) 668-5588	
Name of Facility Facility Telephone	7
Facility Street Address A. H. O.310 State	00
	6025 10
cc: April Daskey, Food Service Director ADV CE 1 Deb Phillips I Scalendar	8/09
NWSE V Calendar	

Estimated Leave Time: 8:30 (a.m. / p.m. Estimated Return Time: / 100 a.m. / p.m.
No. of Regular School Buses Needed:No. of Wheel Chair Accessible Buses Needed:District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes precedent over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department If no Chelmsford buses are needed, what are your alternate transportation arrangements? (Changes in plans must be reported to the Principal's Office before the day of the trip.) (OI. Moses Parker Middle School Bus Pick-Up Location (be specific) 15 Oran, teville Rd. Chelms ford, MA 0182 Equipment Space Needed (such as music instruments): Yes NO
Equipment Space Needed (such as music instruments): YesNO_V_
Equipment: One Dus Must have seatherts.
Please indicate if bus space is needed for equipment. All equipment (athletic, music, or luggage) must be secured, must not obstruct the vision of the bus driver, and the bus aisle must be kept clear.
Meal Plans:
9
TRIP COST/FUNDING
Price per Bus: \$280,48 Total Cost of Bus Transportation \$ 1121.92
Total Price of event \$ 2304.00
Additional Costs\$\$
Total Cost of Trip \$ 3425.92
School/Org. to pay for:\$
Student paying \$ 23, - per person for:\$
Student paying \$\$_, per person for:\$_&\$\$\$
Please list any other circumstances that may affect the trip:
Submitted by: Signature of Trip Sponsor Date
Annual Lord
Approved by July Supt 16, 208 July 09 9.25-18
Signature of Dept. Head/Coordinator Date Signature of Dept. Head/Coordinator Date