

Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

DATE: Tuesday October 6, 2020 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

The Chelmsford School Committee intends to conduct an in-person meeting on the date and time specified, however all public participation will take place remotely, not in-person. The meeting is not open to the public for in-person participation. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at langj@chelmsford.k12.ma.us prior to 5:00 p.m. on Tuesday October 6, 2020 to be recognized to provide remote public input under the public participation portion(s) of the agenda via a GoToMeeting link that will be provided.

CALL TO ORDER

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of September 15, 2020

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

PUBLIC COMMENTS:

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

NEW BUSINESS

1. Presentation: Massachusetts State Representative Tami L. Gouveia
 - a. COVID Funding
 - b. FY21 and FY22 Budget Forecast
2. Fall Reopening Discussion and Updates
 - a. Food Services/School Nutrition Program
 - b. Learning Model Transitions

- c. Student Transportation Program
 - d. Fall Athletics Update: MVC and MIAA
 - e. COVID Funding
 - f. Elementary, Middle and High School Staff Focus Groups
3. Discussion and Timeline for Future Adjustments to Learning Models
- a. Half day to full day in-person instruction
 - b. Full remote instruction
 - c. Alterations to specialist schedules – middle schools
 - d. Use of community level data to guide learning model decision-making
 - e. Review and Refinement of Positive COVID Case Protocols
4. Fall 2020 Town Meeting
- a. Review of CPS Capital Projects: McCarthy Auditorium & Parker Kitchen Projects
5. 2020/21 School Committee and Superintendent Goals
6. Memo – Personnel Report: July 2020
7. Memo – Personnel Report: August 2020
8. Executive Session: M.G.L. Ch. 30A, Section 21(a)(3) - The Chelmsford School Committee provides public notice of its intent to convene in executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

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 15, 2020
Meeting Minutes**

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

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

Call to Order

6:00 p.m.

Pledge of Allegiance

Chair Opening Statement

“Tonight’s meeting is being live-streamed by Chelmsford Telemedia and posted to the CPS website for interested community members to access and watch. Although we are not allowing for in-person public participation, interested community members are encouraged to submit their names and addresses to Superintendent Lang if they would like to participate remotely under the public input portion of our meeting. During our public input session anyone who has joined us through the *gotomeeting* platform and expressed interest in making a comment will be recognized by the Superintendent and allowed to speak with The Committee. If anyone watching this meeting live has questions or comments to share they are encouraged to email one of us during the meeting. We will try to read those questions or comments during our second public input session at the end of the meeting.”

The Chair welcomed all. The Committee has just concluded an executive session to discuss labor contracts.

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of September 1, 2020.**

Ms. Newcomb motioned to accept the minutes of the regular school committee meeting of September 1, 2020. Ms. Moses seconded. Motion carries 5-0.

Good News

Dr. Hirsch shared that school is starting tomorrow!

Ms. Santos congratulated Jen Orsini, who is the CHS counselor for Whittier House and executive advisor to the Mental Board. Members include Alison Dorsey, Emily Arpino, Mary Hamilton, Caitlin Fox, Kate Doherty, George Hayward, Kate Kruger, Adam Fielding and Jenifer LaRochelle. They organized breaking down the houses by cohorts and hosting the freshmen at CHS and did an excellent job!

Public Comment

Ben Cole, 82 Brick Kiln Road, vice president of the local CFT, called to speak about the MOU approved by membership on September 8, 2020. Last week it was agreed that was not feasible to service all students with special education remotely. It was agreed that SPED teachers would have a few special needs students in their "hybrid" SPED classes. SPED teachers are reporting several "remote" students being scheduled in their "hybrid" classes, which Mr. Cole feels is in violation of the MOU. Dr. Lang has addressed this issue with several teachers grades K-three. For grades four through twelve the issue is not resolved. He feels that the situation needs to be addressed. If not, he foresees grievances and "unfair labor practices".

Shelley Bethel, 47 Joffre Street in Lowell, CFT secretary and Spanish teacher at McCarthy, spoke on behalf of the "specialist teachers" which include world languages, art, technology, physical education, health, computer, library and music. Her concerns are for teachers at the middle schools and elementary levels. These teachers have been placed in the remote learning plan but want to be in the hybrid plan to see their students in-person. She is concerned about many inequities between the "specialist" teachers' roles, expectations and schedules and those of the classroom teachers. The concerns of the group Ms. Bethel represents include but are not limited to: class size; time-on-learning; lack of computers; small size of Google Class meet; and assignments outside of their specialist content area. She also is worried that students will not receive the in-person contact in these areas or really get to know their teachers.

Glen Williams, a parent who resides at 64 Graniteville Road, stated that he and his wife work in the medical field and have chosen the remote learning plan for their two children. He expressed concern about transparency when COVID causes the quarantine of certain cohorts. He wonders if the class will receive notification if a family member of a student tests positive.

New Business

1. Ratification of Reopening of School MOU with the Chelmsford Federation of Teachers

Ms. Newcomb motioned that the Chelmsford School Committee ratify the Memorandum of Understanding with the Chelmsford Federation of Teachers for the 2020/2021 school year. Ms. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Ms. Newcomb motioned for a working group to be formed, consisting of teachers, administrators and School Committee members to discuss how the different teaching models are staffed and supported. The first meeting to commence no later than next Friday, September 25, 2020. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

2. Return-to-School Planning Update

Dr. Lang invited school principals Rob Asselin, Jason Fredette, Jeff Parks and Steve Murray to join the meeting virtually and share information on the work which has been done for the reopening of schools at all levels. Tomorrow schools will reopen in the fully remote model. Principal Fredette shared a "welcome back to school" video which was created for all the Byam families, but due to technical difficulties, it was cut short and Principal Fredette spoke about the contents of the rest of the video. Additional videos have been made to update the Byam families. Principal Asselin also looks forward to teachers and students returning to school. He is assured by the safety protocols in place. He asks for patience and support as this different type of school year begins. ***(Break taken to resolve technology issues.)

- a. Student Enrollment: Learning Model Selection – Final**
- b. Student Enrollment: Class Size and Teacher Assignment**

Tonight's agenda packet contains up-to-date numbers on both learning models and class sizes and teacher assignment.

Overall the percentage was 70 percent hybrid and 30 percent remote. Dr. Lang shared slides detailing the enrollments and teacher assignments. An extra section of kindergarten was added to each elementary school. Class sizes are good at all elementary schools. Class sizes at the middle schools are higher but are being adjusted and some of these classes are being co-taught. At CHS class sizes are high teens to mid-twenties. Special education and ELL staff will be supporting in-class instruction as well as pull-out groups. By the end of October, Dr. Lang will update the numbers and share them at a Committee meeting.

Ms. Newcomb is concerned over the status of the "specialist" teachers and would like to see that addressed soon. Dr. Lang spoke of how difficult it is to provide "regular" education in a hybrid. For the safety of the students they have cohorts. Currently, it is not safe for them to gather with other students for their "specialists". Changes to schedules will be made and school days lengthened when it can be done safely. Dr. Lang responded to Committee questions and, again, expressed optimism that positive changes will be coming as the school year goes on.

***(After a brief technological break, the meeting returned to New Business item #2 and the principals sharing the plans for their schools.)

Principal Asselin spoke of the amount of technology training staff has received to enhance education through either teaching model. His staff are eager to see their students either in-person or remotely. Principal Parks shared that the staff professional development and team meetings over the past few weeks have been beneficial, and the staff are looking forward to the reopening of school. He is grateful for the support shown by the families in preparing for school. Principal Murray shared that his staff have been preparing over the past two weeks. Information has been shared with families to help students to prepare for Google Meets. He is especially impressed by the hard work and success of the Freshman Mentor Program. He was so happy to see the freshman in the building today. A video was shared with those students who chose the remote learning option. Student activities will be kicking off and information will be sent out. Mr. Murray applauded all the work done by Bill Silver and his technology staff for preparing the district for the beginning of this school year. CHS is ready!

Dan Hart, CHS Athletic Director, joined the meeting and said that athletics information is on the web site. MIAA is allowing many fall sports with restrictions, which make it extremely difficult to proceed. Some fall sports are being moved to a different season. CHS Swim has been moved to the late fall season. Volleyball will only play one school a week. The games will be held outside as will all other early fall sports. Transportation protocols are strict and details may be found on the website. Information on tryouts and health precautions will be sent to the families of participating students. He looks forward to a positive return to sports. For complete details on all CHS sports please refer to the document dated September 17th on the district's web site.

Brian Curley, Director of Facilities Services, joined the meeting next (virtually as well). He shared a Power Point presentation which detailed the responsibilities of the day time CPS custodians and the contracted cleaners, including the additional cleaning necessary due to COVID 19, for which supplemental labor has been hired. Deep cleaning days will take place on Wednesdays and Saturdays. (For more details on the contributions remotely of the above people, please view tonight's meeting on Chelmsford Telemedia YouTube.)

c. Student Transportation: Prioritization of Additional Riders

Dr. Lang stated that a recommendation will be presented at the first meeting in October for the next tier of riders to be added. The Chair shared an excel spreadsheet which ranked the student populations who are potential tiers to be added to the buses. Dr. Lang believes that there may be room to add riders to the middle school routes. Ms. Johnson-Collins shared that those being transported currently are: K-6 who live over two miles from school; K-6 under two miles who receive free/reduced lunch; and 7th and 8th grade siblings of students in 5 and 6 who qualify for transportation. Ms. Santos reminded the group that transportation is a big need for the EL students. The Chair adjusted his excel sheet according to Committee recommendations.

d. Fall Athletics Update: MVC and MIAA

This information was shared by Dan Hart earlier tonight.

e. Review of Cleaning and Sanitation Protocols

This information was shared by Brian Curley earlier in tonight's meeting.

3. School Committee Self Evaluation Process

The Chair included a summary of the self-evaluation done by Committee members in tonight's agenda packet. Most members feel a good job is being done, but several suggested areas for improvement, which are included in the comments section. General comments are summarized at the end of the document. This will be helpful in October when goal-setting begins.

4. FY2021 Recommended Budget Transfers

Ms. Newcomb motioned to recommend the school committee vote to approve this FY2021 local operating budget transfer of \$ 84,290 from the salary reserve lane change account to the various labor accounts as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Liaisons

Ms. Newcomb attended to Chelmsford Friends of Music last week. Teachers will be able to apply for grants soon. Bottle and can drives have been cancelled for the foreseeable future.

Ms. Santos shared that McCarthy sponsored a teacher lunch today. Harrington is planning to do the same. A surprise will be coming for CHS.

The Chair will attend Center School's PTO meeting on September 24th.

Action/New Items

There will be a Tri-Board meeting next Monday. It will be a virtual meeting.

Public Comments

Ms. Newcomb received an email from Ryan and Alex Moore, expressing concern over the music program. Concerts will be missed. Music has a big impact on many students and supports their growth and future. Music is a gift discovered by many students during their education in the CPS. This is true for all the arts programs.

The Chair heard from Hana Barker who would like a “pop-up” placed on the website to remind families to do the daily health checks for their children before they head to school each day. She also praised Dr. Lang for his frequent updates.

Adjournment (8:41 p.m.)

Ms. Newcomb motioned to adjourn. Mr. Moses seconded. Motion carries 5-0.

*Respectfully submitted,
Sharon Giglio*

CHELMSFORD PUBLIC SCHOOLS

Memorandum

To: Jay Lang, Ed.D., Superintendent
Members of the School Committee

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

Date: October 2, 2020

Re: FY21 School Nutrition Update

The School Nutrition Team, lead by the Director, Nancy Antolini, are off to a busy start providing breakfast and lunch to students this year. Since the decision from USDA was that all children would receive free breakfast and lunch, the staff has been working diligently to serve the students of Chelmsford. The success of this launch goes beyond the school nutrition team, and involves the support of the families, principals, teachers, support staff, and custodians.

September was a short month, yet 10,070 breakfasts and 10,070 lunches were served. These meals are prepared and packaged out of the CHS Commissary Kitchen and distributed to the other schools. It is a grab-and-go model where students take their meals home at the mid-day dismissal. Additionally, on Tuesdays and Fridays, we have a Grab-and-Go districtwide meal pick-up program for our fully remote learning model students, as well as for our hybrid learning model students so they have meals for their remote learning days. The pick-up site is at the high school and the hours are between 12:00 p.m. and 5:00 p.m.

The team is better understanding the demand and establishing a nice routine, so they are prepared for more growth in the coming months.

Thank you for the opportunity to provide this update

CHELMSFORD PUBLIC SCHOOLS

Memorandum

To: Jay Lang, Ed.D., Superintendent of Schools
Members of the School Committee

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

Date: October 1, 2020

Re: Student Transportation Registration Update: 2020/21 School Year

Student transportation registration began June 3, 2020 and through October 1, 2020, 658 students have registered to ride the bus. This is a lower registration amount than in prior years due to only transporting a smaller subset of students from last year. This smaller parameter of riders was to meet the COVID-19 guidelines for student bus transportation which was presented at the July 28, 2020 school committee meeting.

At this time, the students being transported are:

1 - Students in Kindergarten through grade 6 that reside two or more miles from their assigned school;

2 - Students in Kindergarten through grade 6 that reside LESS than two miles from their assigned school AND are eligible for free and reduced lunch;

3 - Siblings of the grade 5 and grade 6 students who attend the same middle school and are in grade 7 and/or grade 8.

If families registered and paid for their students to ride the bus this year, refund checks were issued August 28, 2020. These are families who have students in grades 7 – 12, and families who have students in grades K - 6, under two miles who are not eligible for free and reduced lunch. Receiving a bus refund check indicated that bus transportation will not be provided. No bus fees are being collected at this time.

In reviewing the student transportation registration data, as well as last year's data, and the hybrid and remote learning model selections made by families, there is still capacity on the busses (up to 29 contracted) to transport additional students. **The recommendation at this time is to expand the bus registration to students in grades K - 8 that reside OVER ONE (1) mile from their assigned school.** We estimate this would increase ridership by 799 students and require 29 busses at the elementary level and the middle school level. **The recommendation would also be to not charge a bus fee to these riders for this school year.** This plan would also leave capacity should students in Kindergarten

through grade 6 that reside two or more miles from their assigned school, and have currently selected the remote learning option, decide to switch to the hybrid learning option, since we would be legally required to provide transportation. The estimate of that number of students is an additional 347 riders.

Attached please find summaries of the data to assist with the decision to expand the bus registration.

We would also like to recommend a type of **shuttle bus service for high school students, also with no bus fee charged for this school year.** Instead of the typical 24 CHS bus routes with several bus stops, we would start out with twelve (12) sites throughout the town where a CHS student could board the bus in the morning at approximately 6:45 a.m. and it would be an express route to the high school. These busses would also run at dismissal time and the drop of location would be this same site. Based on last year's ridership, these sites may reach 665 hybrid CHS student riders. The initial twelve (12) sites would be:

CHS Students

Proposed Shuttle Stops

- 1 Tyngsboro Road at Wellman Avenue
- 2 Vinal Square
- 3 Groton Road / Main Street
- 4 Main Street / School Street
- 5 Roberts Field on Old Westford Road
- 6 270 Littleton Road
- 7 Kate's Corner
- 8 South Row Elementary School
- 9 Turnpike Road at Stonegate
- 10 Boston Road at Library
- 11 Harmony Park on Carlisle Street
- 12 North Road at Dalton Road

If these two recommendations are adopted, we would still require students to register to ride the bus, even with no fee, issue bus passes, etc. Our plan would also be to begin these expanded services on October 19, 2020.

Thank you for the opportunity to provide this update.

CHELMSFORD PUBLIC SCHOOLS
 Transportation Summary of Riders
 2020/2021 School Year

	A	B	C	D	Next Phase		F	
School	Students in Grade K-6 OVER 2 miles and Grade K-6 UNDER two miles who are eligible for F&R lunch registered as of 10/1/20	Column A DOES include the # of 7th and 8th grade siblings	# of Busses currently rerunning to keep at lower capacity 25 students per bus	Current # of Students per bus	E Adding in Grade K-8 over 1 mile	A+E Total Estimate of Riders	# of Busses needed	# of Students per bus include both Cohort A and Cohort B
Byam	121		7	17	74	195	8	24
Center	88		7	13	116	204	7	29
Harrington	97		6	16	69	166	7	24
South Row	56		6	9	49	105	7	15
Subtotal	362	0	26		308	670	29	
McCarthy	161	19	13	12	262	423	16	26
Parker	135	18	11	12	229	364	13	28
Subtotal	296	37	24		491	787	29	
Total	658	37			799	1457		

K-4 over 1 mile hybrid	5-6 over 1 mile hybrid	7-8 over 1 mile hybrid	k-6 over 2 miles hybrid who may still register	Estimate of K-6 over 2 miles remote who may still register upon return
74			26	59
116			8	58
69			5	47
49			11	44
308	0	0	50	208
	73	189	34	74
	79	150	28	65
0	152	339	62	139
308	152	339	112	347

K-4 over 1 mile remote	5-6 over 1 mile remote	7-8 over 1 mile remote
108		
112		
103		
101		
424	0	0
	91	87
	80	99
0	171	186
424	171	186

FY2020 - 2019/2020 School Year

School	Total Riders	# of Busses
Byam	388	8
Center	378	7
Harrington	313	7
South Row	338	7
Subtotal	1417	29
McCarthy	688	16
Parker	573	13
Subtotal	1261	29
Sutotal Elem & M	2678	29
CHS	760	24
TOTAL RIDERS	3438	29

CHELMSFORD PUBLIC SCHOOLS
 Transportation Summary of Riders
 2020/2021 School Year

If remote students return to hybrid learning

	A	B	C	D	E	A+E	F	
School	Students in Grade K-6 OVER 2 miles and Grade K-6 UNDER two miles who are eligible for F&R lunch registered as of 9/30/20	Column A DOES include the # of 7th and 8th grade siblings	# of Busses currently rerunning to keep at lower capacity 25 students per bus	Current # of Students per bus	Adding in for over 1 mile and remotes over 2 miles who may return and we are legally required to transport	Total Estimate of Riders	# of Busses needed	# of Students per bus include both Cohort A and B
Byam	121		7	17	133	254	8	32
Center	88		7	13	174	262	7	37
Harrington	97		6	16	116	213	7	30
South Row	56		6	9	93	149	7	21
Subtotal	362	0	26		516	878	29	
McCarthy	161	19	13	12	336	497	16	31
Parker	135	18	11	12	294	429	13	33
Subtotal	296	37	24		630	926	29	
Total	658	37			1146	1804		

K-4 over 1 mile hybrid	5-6 over 1 mile hybrid	7-8 over 1 mile hybrid	k-6 over 2 miles hybrid who may still register	Estimate of K-6 over 2 miles remote who may still register upon return
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K-4 over 1 mile remote	5-6 over 1 mile remote	7-8 over 1 mile remote
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112		
103		
101		
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	80	99
0	171	186
424	171	186

FY2020 - 2019/2020 School Year

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CHS	760	24
TOTAL RIDERS	3438	29

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

October 1, 2020

FOR IMMEDIATE RELEASE

We know that athletics is an important experience for our students and for our school communities as a whole. As such, we are committed to providing opportunities for our student-athletes to participate in interscholastic competitions. However, we must also balance this commitment with our highest priority of keeping our students, staff, and community safe during the current health crisis.

Each Wednesday, the Massachusetts Department of Public Health (DPH) releases their Weekly COVID-19 Public Health Report. In the release of [last evening's report](#), five MVC communities were newly identified this week as "red" on the state's community-level data map, bringing the total to six MVC communities (representing 7 of the 11 MVC schools).

While DESE guidance indicates that we should not make decisions about educational learning models until we examine multiple weeks of data, this recent increase of cases gives us pause for concern in regard to interscholastic competitions as they mix cohorts of students from multiple communities. Simply put, we want to proceed cautiously in order to not put our students, their families, or our communities at higher risk until we know more about the trajectory of the virus in this area.

As such, we have jointly agreed that we take the following actions:

- For sports designated as low risk by DESE and MIAA, where students from opposing schools do not physically interact, interscholastic competitions can currently proceed as scheduled.
 - This includes cross country and golf
- For sports designated as moderate risk by DESE and MIAA, all interscholastic competitions scheduled for this week will be postponed until later in the fall season, and we will reassess after next Wednesday's weekly report is published.
 - This includes field hockey, soccer, and volleyball
 - Options include moving forward with a season with modified schedules, or postponing at this time until the "Fall II" season
- For sports designated as high risk, the seasons have already been moved to the "Fall II" season later in the year.
 - This includes competitive cheer, football, and unified basketball
 - Swimming/diving was also moved to Fall II

We are hopeful that we will be able to continue to have interscholastic competitions among our member schools this fall, and we urge the members of our communities to practice proper

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

health protocols (mask wearing, physical distancing, etc.) so that our student-athletes can have the opportunity to compete.

Sincerely,

Sheldon Berman, Superintendent, Andover Public Schools

Timothy Piwowar, Superintendent, Billerica Public Schools

Jay Lang, Superintendent, Chelmsford Public Schools

Steven Stone, Superintendent, Dracut Public Schools

Joel D. Boyd, Superintendent, Lowell Public Schools

Brandi Kwong, Superintendent, Methuen Public Schools

Gregg Gilligan, Superintendent, North Andover Public Schools

Chris Malone, Superintendent, Tewksbury Public Schools

CHELMSFORD PUBLIC SCHOOLS

Memorandum

To: Jay Lang, Ed.D., Superintendent
Members of the School Committee

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

Date: October 2, 2020

Re: FY21 COVID-19 School Grant Funding

The school department has submitted three grant applications for COVID-19 funding. Here is a brief summary:

\$311,545 – CARES ACT ESSER Grant (Fund Code 113)

This is a multi-year grant with funds available for obligation through June, 2021, and are subject to the Tydings amendment, so may be carried forward into FY22 and, as necessary, the first quarter of FY23.

Our grant application addressed items such as technology instructional aides, remote learning professional development and materials. The grant has approximately fifteen allowable activities and we will have the opportunity to amend the grant as we assess our needs in FY21 as well FY22.

\$1,127,025 – CvRF School Reopening Grant (Fund Code 102)

This is a short-term grant with funds available for obligation through December 30, 2020.

Our grant application addressed items such as additional custodial cleaning services, additional internal custodial labor hours, custodial cleaning supplies, other items for the physical building spaces (i.e. plexiglass), PPE, and instructional technology (i.e. Cleartouch Panels).

\$ 259,705 – Remote Learning Technology Essentials Grant (Fund Code 118)

This is a short-term grant with funds available for obligation through December 30, 2020.

Our grant application addressed items such as additional instructional technology (primarily Chromebooks).

In addition to these three school department related grants, the Town of Chelmsford received funds under the CARES ACT and FEMA. The school department did access these Town funds to place the initial orders (in FY20 and early FY21) of PPE, custodial equipment and supplies, signage, air purifiers, filters, hand washing stations, etc. We continue our collaboration with the Town on our plans for utilizing these funds, as they complement the school department specific grant funding noted above.

Thank you for the opportunity to provide this update

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

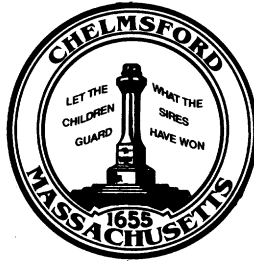
Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: October 5, 2020
Re: Community Level COVID Data – Learning Model Decision-Making

The Massachusetts Department of Elementary and Secondary Education (DESE) has released a few resources lately to help districts make decisions about transitions from one learning model (hybrid, remote, etc.) to another throughout the course of the 2020/21 school year. DESE has also started posting data on positive COVID-19 cases to their website, by district. We may want to consider a similar reporting of cases in our district to keep our parent/student community informed as cases are identified and follow-up tests of close contacts are administered. Below are a few considerations from DESE for discussion at our school committee meeting on Tuesday evening:

1. DESE is requiring that Superintendents or their designee report to them any positive COVID-19 cases among students and staff. This will help DESE track trends in schools and provide districts with support in navigating the situation. Last week, DESE posted the first of what will be weekly updates on the number of positive COVID-19 cases reported by school districts, charters, collaboratives, and approved special education schools statewide. This report may be accessed on DESE's COVID-19 web page under [Positive COVID-19 Cases in Schools](#).
2. The Department of Public Health (DPH) releases [weekly, color-coded health metric](#) for all municipalities in the Commonwealth. With each weekly update of the color-coded health metrics, we have seen municipalities falling in and out of the “red” and/or “yellow” designations. For this reason, DESE is reminding districts that **it is critically important that school districts do not make decisions based on a single report from DPH. Instead, DESE recommends that school districts wait for color changes in either direction in three consecutive weekly reports before considering a change to an instructional model (remote, hybrid, in-person).**

This three-week time period of reports represents four weeks of data and will be more reflective of a trend than one report. Furthermore, please remember that these color-coded designations are based on a single indicator (number of cases per 100,000 residents). In addition to this color-coded metric, DESE encourages districts and schools to work with their local boards of health to use all available information regarding COVID-19 trends in making these decisions. This could also include local test positivity rates and whether cases are increasing or decreasing in a municipality.



TOWN OF CHELMSFORD

**WARRANT FOR THE
2020 FALL
ANNUAL TOWN MEETING**

OCTOBER 19, 2020

MIDDLESEX, SS.

To the Constable, or any other suitable person of the Town of Chelmsford:

Greeting:

In the name of the Commonwealth aforesaid, you are hereby requested to notify and warn the Town Meeting Representatives of said Chelmsford to meet at the Chelmsford High School Gymnasium, 220 Richardson Road, North Chelmsford on Monday, the nineteenth day of October in the year two-thousand and twenty at 7:30 p.m. in the evening and there to act upon the following articles, VIZ:

ARTICLE 1. To hear reports of the Town Officers and Committees; or act in relation thereto.

SUBMITTED BY: Select Board

ARTICLE 2. To see if the Town will vote to transfer a sum of money from the Sale of Graves and Lots Account to the Cemetery Improvement and Development fund; or act in relation thereto.

SUBMITTED BY: Cemetery Commission

ARTICLE 3. To see if the Town will vote to appropriate the sum of \$10,696.90, received by the Town from the Commonwealth Transportation Infrastructure Fund, to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure, or any other public purpose substantially related to the operation of transportation network services in the Town, including, but not limited to, the complete streets program established in Massachusetts General Laws Chapter 90I, Section 1, and other programs that support alternative modes of transportation; or act in relation thereto.

SUBMITTED BY: Town Manager

ARTICLE 4. To see if the Town will vote to transfer from Free Cash a sum of money to the Sewer Construction Stabilization Fund; or act in relation thereto.

SUBMITTED BY: Town Manager

ARTICLE 5. To see if the Town will vote to transfer a sum money that has been received by the Town under the Town’s inclusionary housing zoning bylaw to the Affordable Housing Stabilization Fund; or act in relation thereto.

SUBMITTED BY: Town Manager

ARTICLE 6. To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum of money to be used to fund employee contract agreements between the Town and its collective bargaining units; or act in relation thereto.

SUBMITTED BY: Town Manager

ARTICLE 7. To see if the Town will vote to amend the Fiscal Year 2021 operating budget adopted under Articles 4, 5, and 6 of the Warrant for the Spring Annual Town Meeting held on June 22, 2020; or act in relation thereto.

SUBMITTED BY: Town Manager

ARTICLE 8. To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, eminent domain, or otherwise, a parcel of land containing .14 acres, more or less, which is identified as Parker Road, shown as Lot 4 on Assessor’s Map 102, Block 410, and more fully described in a deed recorded in the Middlesex Land Court Department as Document No. 239258, said parcel to be held under the care, custody, and control of the Conservation Commission for the purpose of open space; and further to appropriate a sum of money to fund said acquisition, including related legal and other costs incidental and related thereto; and further authorize the Select Board and Town Manager to take all actions necessary to acquire said parcels; or act in relation thereto.

SUBMITTED BY: Town Manager
Two-Thirds Vote

ARTICLE 9. To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to Massachusetts General Laws Chapter 44, Sections 7 or 8, or any other enabling authority a sum of money for the renovation and expansion of the Fire Department station located at 35 Princeton Street identified as Lot 1 on Assessors’ Map 13, Block 44, including related survey, legal, and other costs incidental and related thereto; or act in relation thereto.

SUBMITTED BY: Town Manager
Two-Thirds Vote

ARTICLE 10. To see if the Town will vote to: a.) appropriate a certain sum of money for the following capital projects:

- Roadway Improvements \$400,000
- Sidewalk Construction \$350,000
- Fire Department Turnout Gear \$115,000
- Parker Middle School Kitchen Renovation \$373,000
- McCarthy Middle School Auditorium Renovation \$740,000

; and b.) raise and appropriate, transfer and appropriate from available funds, transfer and appropriate from the General Stabilization Fund, and/or borrow a certain sum of money (or any combination thereof) to fund said projects; or act in relation thereto.

SUBMITTED BY: Town Manager
Two-Thirds Vote

ARTICLE 11. To see if the Town will vote to transfer from Free Cash \$1,000,000 (one million dollars even) to reduce the Fiscal Year 2021 property tax levee; or act in relation there to.

SUBMITTED BY: Citizen Petition – Paul J. Rigazio

ARTICLE 12. To see if the Town will vote to transfer from Free Cash a sum of money to reduce the Fiscal Year 2021 property tax levee; or act in relation there to.

SUBMITTED BY: Citizen Petition – Paul J. Rigazio

ARTICLE 13. To see if the Town will vote to transfer from Free Cash a sum of money to the General Stabilization Fund; or act in relation thereto.

SUBMITTED BY: Town Manager

ARTICLE 14. To see if the Town will vote to transfer from the General Stabilization Fund \$1,000,000 (one million dollars even) to reduce the Fiscal Year 2021 property tax levee; or act in relation there to.

SUBMITTED BY: Citizen Petition – Paul J. Rigazio
Two-Thirds Vote

ARTICLE 15. To see if the Town will vote to transfer from the General Stabilization Fund a sum of money to reduce the Fiscal Year 2021 property tax levee; or act in relation there to.

SUBMITTED BY: Citizen Petition – Paul J. Rigazio
Two-Thirds Vote

ARTICLE 16. To see if the Town will vote to amend the Town Code, Chapter 195: “Zoning Bylaw,” by adopting a new zoning bylaw, Article XXV, “Historical Preservation and Reuse”, as follows:

ARTICLE XXV HISTORIC PRESERVATION AND REUSE

195-148 Purpose and Intent.

The purpose of this by-law is to encourage the preservation of buildings, structures, sites and settings of historic significance, by allowing such buildings or features to remain in place, rather than be demolished or otherwise compromised. The continuing presence of historic properties in the Town of Chelmsford immeasurably enhances the quality of our lives; they help to establish our sense of place and to define the very character of our community.

This by-law gives the Planning Board the authority to issue a Special Permit for the creation of new lots, or for the use of existing lots, for purposes of preservation of historic structures or buildings. The special permit granting authority shall be the Planning Board.

195-149 Historic Structures.

For purposes of a special permit for historic preservation the historic building or structure must

1. Be listed in the Chelmsford Assessor’s Data Base as being constructed no later than 1800, and
2. The structure has been determined to be of Historical Significance by the Chelmsford Historical Commission, and
3. The historic building or structure must be listed on one of the following:
 - a. The National Register of Historic Places; or
 - b. The State (Commonwealth of Massachusetts) Register of Historic Places; or
 - c. The Chelmsford Historical Commission Building Inventory.

195-150 Definitions.

1. PARENT PARCEL: The parcel of land that is the subject of the application for a special permit for subdivision contingent upon historic preservation. This subdivision includes a HOST LOT, and may include one BONUS LOT, and any number of CONFORMING LOTS.

2. **HOST LOT:** The lot on which the historic building or structure is to be located. A **HOST LOT** may be the entire **PARENT PARCEL**, or may be created by the division of the **PARENT PARCEL**.

3. **BONUS LOT:** Any lot created by the subdivision of the **PARENT PARCEL**, that is not a **HOST LOT** as defined above, or a **CONFORMING LOT**.

4. **CONFORMING LOT:** A lot created that meets all applicable requirements of the Chelmsford Zoning By-laws.

195-151 Standards and Regulations.

The following specific standards shall be applied to a Special Permit for Historic Preservation:

1. The Parent Parcel shall be located in the RA, RB or RC Zoning District.

2. Any Host Lot or Bonus Lot created under this by-law shall contain not less than one-half of the minimum Dimensional Requirements set forth in Chapter 195 Attachment 2 Table of Dimensional Requirements.

3. Additional Conforming Lots may be created from the Parent Parcel, subject to all applicable requirements of the Zoning By-laws.

195-152 Rear Lots.

Rear lots created by the subdivision of the **PARENT PARCEL** that is a **HOST LOT** or **BONUS LOT** shall be allowed. These Rear Lots shall meet all of the conditions set forth in *Section 195-15* (Rear lots), with the following exceptions:

1. minimum lot area, shall be 40,000 square feet, and
2. Lot width is at no point less than 50 feet.

195-153 Conditions To Be Imposed.

If the Planning Board grants the special permit for historic preservation, it shall impose, as minimum conditions, the following:

1. Conditions relating to the repair, restoration or modifications to the existing historic structure, including a schedule of work to be performed, based on requirements provided by the Chelmsford Historical Commission, sufficient to ensure the preservation and integrity of the historic structure and to prevent deterioration due to neglect or disuse, intentional or otherwise. Such conditions shall provide that existing historic structures be secured and maintained in a good state of repair until such time as restoration work is commenced.

2. Required repair, restoration and modifications to the historic structure shall be 100% complete prior to issuing occupancy permits to the Host or Bonus Lots.

3. The owner shall record at the Middlesex North District Registry of Deeds a *Historic Preservation Restriction* in the form prepared by the Massachusetts Historical Commission and approved by the Chelmsford Historical Commission and Planning Board which shall at a minimum provide for conditions under which alterations, additions or modifications may be made. No Building Permit shall be issued to the newly created lots, until the Historic Preservation Restriction has been recorded and a copy received by the Planning Board, Historical Commission, Building Commissioner and the Office of Community Development.

195-154 **Findings Required.**

Priority in granting a special permit for historic preservation shall, in all cases, be placed upon keeping buildings and structures in place, rather than be demolished or otherwise compromised provided that the existing site can be shown to represent valid historical setting and context.

In addition to the findings of the foregoing standards and regulations, the Planning Board shall consider the following specific items in determining whether to grant a special permit for historic preservation:

1. That the Special Permit is necessary to protect, preserve or maintain an historic structure or building. Factors to be considered shall include the historic significance of the structure or building, the physical condition of the structure or building, the extent and cost of repairs and renovations necessary to preserve the historic structure or building;
2. That the proposed work, including any reconstruction or preservation to the maximum extent feasible, <shall preserve> the historical and architectural features of the structure or building;
3. That in the absence of a Special Permit for Historic Preservation, destruction or demolition of an historic structure or building will likely result;
4. The report of the interdepartmental review team; and
5. The Report of the Chelmsford Historical Commission including Findings of Applicability of Historic Significance, Recommendation to place the property under Historic Preservation Restrictions, and Requirements for the repair, restoration or modifications to the existing historic structure, as set forth in §1.1.6.

; or act in relation thereto.

**SUBMITTED BY: Planning Board
Two-Thirds Vote**

ARTICLE 17. To see if the Town will vote to amend the Town Code, Chapter 11 Animals, by adding a new Article, Article II Wildlife Feeding and Sections 11-30 through 11-33 as follows:

Article II Wildlife Feeding

§ 11-30. Definitions. As used in this and subsequent sections,

Wildlife shall mean any undomesticated and unrestrained animal or fowl, including but not limited to bears, coyotes, deer, foxes, raccoons, skunks, turkeys and other animals or fowl causing public safety threats or nuisances.

Feeding shall mean the act of ground feeding, placing, exposing, depositing, distributing, or scattering, directly or indirectly, of any grain, shelled, shucked, or unshucked corn, seeds, wheat, bread or bakery products, salt, meat or parts, fish or parts, honey, molasses, or any other feed or nutritive substances, in any manner or form, so as to constitute for such wildlife a lure, attraction, or enticement to, on, or over any such areas where such feed items have been placed, exposed, deposited, distributed, or scattered.

Designated enforcement authority shall mean Chelmsford Animal Control Officers, Police Officers, and agents of the Board of Health; and State Environmental Police Officers, and other enforcement officers of the Division of Law Enforcement, and by the Deputy Environmental Police Officers.

§ 11-31. Prohibited activity.

No person shall feed any wildlife at any place within the Town of Chelmsford. Whenever the Chelmsford Animal Control Officer or any designated enforcement authority determines a person has violated the provisions of this Section, such person shall be notified pursuant to Section 11-33. Further violations in the same location, either by act of commission or omission, may constitute prima facie evidence that such violation was with the knowledge or consent of the person previously found in violation of this provision.

§ 11-32 Exceptions.

- A. Nothing in this By-Law shall be construed to limit the feeding of domesticated waterfowl or other animals, as defined by the Division of Fisheries and Wildlife, by a farmer as defined in M.G.L. Chapter 128 § 1A on property owned or leased by him, or the feeding of waterfowl or any other birds by propagators licensed under M.G.L. Chapter 131 § 23 when such waterfowl or other birds are confined in such a manner as may be required pursuant to said Section 23 and any rules and regulations issued under authority thereof; or the feeding by any person or his agents, invitees or licensees or waterfowl lawfully kept as a pet by such person.

- B. Regardless of this By-Law, the Director of the Division of Fisheries and Wildlife or his agent or designee may authorize the emergency feeding of waterfowl and other birds when, in his opinion, such action is necessary to alleviate undue losses and suffering of such birds due to unusual weather conditions and other circumstances. The Director may authorize such action by such means as he deems necessary and expedient, but such means shall include the immediate notification to the Select Board thereof by first class mail.

- C. Any individual, company or corporation that is duly licensed by the Commonwealth of Massachusetts or entitled under law to possess wildlife of any kind.

- D. Any action that is officially sanctioned by the Commonwealth of Massachusetts that would require feeding, baiting, or luring of wildlife (i.e., capturing and tagging wildlife for scientific projects and study).

- E. Any individual, company, or corporation that is engaged in lawful agricultural pursuits, including but not limited to growing crops, crop-bearing plants or raising livestock.

- F. This section shall not be interpreted so as to prohibit bird feeders, squirrel feeders, or bat houses. However, if a feeder is determined to be the cause of a public safety threat or nuisance, the Chelmsford Animal Control Officer may order the feeder(s) and seed debris to be removed within 48 hours.

- G. This section shall not be interpreted so as to prohibit the feeding of pets, provided that if food intended for pets is determined to be the source of wildlife feeding, the landowner or person responsible for the premises will, upon notification by the Chelmsford Animal Control Officer, be required to take steps to render such pet food inaccessible to wildlife, including the requirement that the pet food be removed. If any wildlife gains access to pet food, the condition allowing access must be corrected or the pet food removed within 48 hours.

- H. This section shall not be interpreted so as to prohibit the storage of refuse, food product, pet food, or other material or nutritive substance on any premises in a manner which does not constitute a lure, attraction or enticement of wildlife on property within the Town of Chelmsford, provided that if such storage is determined to be the source of a wildlife feeding problem, the landowner or person responsible for the premises will be required to take steps to render such storage area inaccessible to wildlife and the area near the storage be kept free from such debris. If any wildlife gains access to a storage area, the condition allowing access must be corrected or the stored material removed within 48 hours.

§ 11-33 Penalties.

Any violation of this section may be enforced by the Animal Control Officer or any designated

enforcement authority through non-criminal disposition, pursuant to Massachusetts General Laws Chapter 40, Section 21D, in accordance with the following schedule of

finer:

First offense:	Written warning
Second offense:	\$25 fine
Third offense:	\$50 fine
Each subsequent offense:	\$100 fine

or act in relation thereto.

SUBMITTED BY: Select Board

ARTICLE 18. To see if the Town will vote to transfer from the Chelmsford Sewer System Capital Improvement Fund a sum of money to provide for a study to determine the options to increase the capacity of the sewer system servicing the Town of Chelmsford and the means to correct, remedy, repair, prevent and prohibit any and all forms of infiltration or inflow from groundwater and other sources of leakage into pipes, facilities and other components of the sewer system; or act in relation thereto.

SUBMITTED BY: Town Manager

ARTICLE 19. To see if the Town will vote to amend the Town Code, Chapter 132 Sewage Disposal, Section 132-2 Connection to public sewer, by deleting the language shown in strikethrough and adding the language shown in underline, which reads as follows:

§ 132-2 Connection to public sewer.

~~The owners of all dwellings, buildings and other structures used for human occupancy, employment, recreation or other related use abutting on any public or private way, alley or right-of-way in which there is now located or may be located a public sanitary sewer of the town shall be required, at their expense, to install suitable toilet facilities therein and to connect such facilities directly with the public sewer in accordance with the Sewer Commission regulations within one year from the date of official notice by the Sewer Commission; provided, however, that~~ The Board of Health may order any person to connect with the public sewer at any time if it is deemed to be in the best interest of the town, and if it is informed by the Sewer Division of the Department of Public Works that a connection to the public sewer is reasonably available taking into account whether sufficient sewer capacity exists and whether sewer infrastructure is located

within 300' of the subject property, upon giving 30 days' notice to do so. The Board of Health shall not require a connection to the public sewer for properties which have existing and properly functioning septic systems or private wastewater treatment facilities. If a connection to the public sewer is reasonably available, the Board of Health may require a connection for septic systems which are not properly functioning, and which are located within environmentally sensitive areas (as determined by the Board of Health), rather than allowing such improperly functioning septic system to be repaired and replaced.

; or act in relation thereto.

SUBMITTED BY: Town Manager

Hereof fail not and make return of this warrant with your doings at the time and place of said meeting.

Given under our hands this 14th day of September, 2020.

SELECT BOARD OF THE TOWN OF CHELMSFORD

Kenneth M. Lefebvre, Chairman

Virginia Crocker Timmins, Vice Chair

George R. Dixon, Jr., Clerk

Patricia Wojtas

Emily R. Antul

NOTICE OF PROPOSED DATES
AND TIMES FOR CONTINUED SESSIONS OF THE
ANNUAL TOWN MEETING

The Select Board shall propose the following dates and times for continued sessions of the Town Meeting of October 19, 2020 to be held at the Chelmsford High School Gymnasium, 220 Richardson Road, North Chelmsford:

Thursday, October 22, 2020 at 7:30 p.m.

Monday, October 26, 2020 at 7:30 p.m.

Thursday, October 29, 2020 at 7:30 p.m.

If additional continued sessions are necessary, they shall take place on the Monday and Thursday of the next consecutive week until the meetings are concluded.

Pursuant to Town of Chelmsford Code Chapter 154-9, these dates and times are proposed and are subject to change by vote of the Town Meeting Representatives.

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

September _____, 2020

Pursuant to the within warrant, I have notified and warned the Inhabitants of the Town of Chelmsford by posting up attested copies of same at the following places, to wit: Town Offices Building, 50 Billerica Road; North Chelmsford Fire Station, 35 Princeton Street; Senior Center, 75 Groton Road; East Chelmsford Fire Station, 115 Riverneck Road; Byam Elementary School, 25 Maple Road; Westlands School, 171 Dalton Road; West Chelmsford Fire Station, 260 Old Westford Road; McCarthy Middle School, 250 North Road; and South Row Elementary School, 250 Boston Road.

Signed:

Edwin Paul Eriksen,
Constable

A True Copy Attest,

Edwin Paul Eriksen,
Constable



Fall Annual Town Meeting Capital Expenditure Requests

September 21, 2020

John Sousa
Finance Director

FY21 Capital Requests

DPW – Road Improvements:	\$400,000
DPW – Sidewalk Construction:	\$350,000
Fire Department – Turnout Gear	\$115,000
Parker School - Kitchen Renovation:	\$373,000
McCarthy School - Auditorium Renovation	<u>\$740,000</u>
Total:	\$1,978,000

Public Works

Sidewalk Construction	\$350,000
Road Improvements	<u>\$400,000</u>
Total:	\$750,000



Public Safety - Fire

Firefighting Turnout Gear \$ 115,000

- Personal Protection Equipment such as helmets, gloves, coats, pants, hoods, and boots.



School Facilities

Parker Middle School

Kitchen Upgrades \$373,000

- Upgrade kitchen and food preparation areas
 - New Equipment
 - Non-slip flooring
 - New student serving lines and furnishings



School Facilities

McCarthy Middle School

Auditorium Renovation

\$740,000

- Replace the lighting system, sound system, and seating.

Scope of Work Includes:

Lighting System	\$302,910
Audio/Visual System	\$183,341
Seating	\$129,281
Flooring	\$ 39,950
Rigging	\$ 37,350
Painting	\$ 19,200
Sound Booth & Contingency	<u>\$ 27,968</u>
Total Cost:	\$740,000



Capital Budget Summary

Phase 1: Spring Town Meeting	\$1,475,073
Phase 2: Fall Town Meeting	<u>\$1,978,000</u>
Total FY21 Capital Budget:	\$3,453,073

CHELMSFORD PUBLIC SCHOOLS

*Office of Human Resources
230 North Road, Chelmsford, MA 01824
Telephone: (978) 251-5100 Fax: (978) 251-5110*

TO: Dr. Jay Lang, Superintendent

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

DATE: August 17, 2020

RE: **Personnel Report – July 2020**

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

Personnel Report – July 2020

New Hires

Barrasso, Marlana

School Psychologist

Harrington Elementary School

Effective date: 8/31/2020

Ely, Christine

School Clerk

Center Elementary School

Effective date: 8/25/20

Fitzgibbons, Meghan

World Language Teacher

Chelmsford High School

Effective date: 8/31/2020

Foss, Christina

World Language Teacher

Chelmsford High School

Effective date: 8/31/2020

Kaikai, Moijue

Physics Teacher

Chelmsford High School

Effective date: 8/31/2020

Robertson, Martha

Chorus/General Music Teacher

Parker Middle School

Effective date: 8/31/2020

Wheeler, Ann

0.6 Social Worker

CHIPS

Effective date: 8/31/2020

Resignations:

Bouchard, Celeste

ABA Paraprofessional

Byam Elementary School

Effective date: 7/3/2020

Luksha, Jodie

Communications & Media Director

Central Administrative Offices

Effective date: 7/3/2020

Terranova, Sandra

School Nutrition Secretary

Chelmsford High School

Effective date: 7/23/2020

Retirements:

Aronian, Nancy

Paraprofessional

South Row Elementary School

Effective date: 7/23/20

Bruell, Carol

Science Teacher

Chelmsford High School

Effective date: 7/21/2020

Prussack, Amy

Kindergarten Teacher

Harrington Elementary School

Effective date: 7/26/2020

Assignment Changes:

Dionne, Jocelyn (formerly ABA Paraprofessional at South Row Elementary School)

Special Education Teacher

McCarthy Middle School

Effective date: 8/31/2020

CHELMSFORD PUBLIC SCHOOLS

Office of Human Resources
230 North Road, Chelmsford, MA 01824
Telephone: (978) 251-5100 Fax: (978) 251-5110

TO: Dr. Jay Lang, Superintendent

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

DATE: September 22, 2020

RE: Personnel Report – August 2020

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

Personnel Report – August 2020

New Hires

Bak, Cara

**Environmental Science & Biology Teacher
Chelmsford High School
Effective date: 8/31/2020**

Clancy, Regina

**School Nurse
McCarthy Middle School
Effective date: 8/31/2020**

Gill, Christine

**World Language Teacher
Chelmsford High School
Effective date: 8/31/2020**

Meneses, Angela

**Kindergarten Teacher
Harrington Elementary School
Effective date: 8/31/2020**

Yost, Shannen

**Speech Pathologist
Center Elementary School
Effective date: 8/31/2020**

Resignations:

Boudreau, Kathleen

**Paraprofessional
Parker Middle School
Effective date: 8/3/2020**

Carlson, Christine

**Science Teacher
Parker Middle School
Effective date: 8/7/2020**

Conroy, Danielle

**School Nurse
McCarthy Middle School
Effective date: 8/10/2020**

Duggan, Alda

School Nurse

Chelmsford High School

Effective date: 8/4/2020

Foss, Christina

World Language Teacher

Chelmsford High School

Effective date: 8/1/2020

Galluccio, Lisa

Lunch/Recess Aide

Center Elementary School

Effective date: 8/29/2020

Gaudette, Lisa

ABA Paraprofessional

Byam Elementary School

Effective date: 8/28/2020

Grenham, Chelsea

Paraprofessional

Chelmsford High School

Effective date: 8/28/2020

Hamel, Mariclare

Grade 6 Teacher

Parker Middle School

Effective date: 8/17/2020

Hamilton, Loretta

Paraprofessional

South Row Elementary School

Effective date: 8/21/2020

Karnik, Aishwarya

Lunch/Recess Aide

South Row Elementary School

Effective date: 8/24/2020

Novellano, Diane

Lunch/Recess Aide

South Row Elementary School

Effective date: 8/31/2020

Sundermann, Erik

ABA Paraprofessional

Parker Middle School

Effective date: 8/23/2020

Tyros, Cassidy

ABA Paraprofessional

Parker Middle School

Effective date: 8/11/2020

Williams, Phani

Lunch/Recess Aide

Byam Elementary School

Effective date: 8/27/2020

Retirements:

Caffelle, Mary

Secretary

Center Elementary School

Effective date: 8/1/2020

Pivonka, Sharon

Paraprofessional

McCarthy Middle School

Effective date: 8/31/2020

Trudel, Cynthia

Paraprofessional

Center Elementary School

Effective date: 8/21/2020

Assignment Changes:

Shin, Dong (formerly ICTS Technician at Central Office)

ICTS Service Manager

Central Office

Effective date: 8/24/2020